SOLICITATION, OFFER, AND AWARD

District of Columbia Public Library - MLK Jr. Branch
Office of Procurement
900 K Street Northwest Room 516
Washington, D.C. 20036

NOTE: In signed bid solicitations, "Offer" and "Offeror" means "Bidder" and "Bidder"

SOLICITATION

9. Sealed bids in original and copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depositary located in until local time .

See Number 7 Above until 2:00 p.m. 4/19/2019

CAUTION: Late Submissions, Modifications and Withdrawals: See 19 DCRR Chapter 43 as applicable. All offers are subject to all terms and conditions contained in this solicitation.

10. For Information Contact

Ameer M. Abdullah, Sr.

A. Name

B. Telephone (No Collect Calls)

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<th>Area Code</th>
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<td>727-1206</td>
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C. E-mail Address

ameerm.abdullah@dc.gov

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OFFER

12. In compliance with the above, the undersigned agrees, if this offer is accepted within calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. Discount for Prompt Payment

10 Calendar days % 20 Calendar days % 30 Calendar days % Calendar days %

4/27/2018

14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):

15A. Name and Address of Offeror

15B. Telephone

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16. Name and Title of Person Authorized to Sign Offer/Contract

17. Signature

18. Offer Date

AWARD (TO BE COMPLETED BY GOVERNMENT)

19. Accepted as to Items Numbered

22. Award - DC OCP Form 261 not required

23. Submit Invoices to Address Shown in Item

26. Name of Contracting Officer (Type or Print)

Diane Wooden

27. Government of the District of Columbia

28. Award Date

Signature of Contracting Officer
SECTION A - HISTORY AND BACKGROUND

The District of Columbia Public Library (DCPL) is an independent agency of the District of Columbia government that operates twenty-six (26) libraries throughout the District of Columbia. The libraries are open seven days per week and receive approximately four million annual visits.

For the past eleven (11) years, DCPL’s primary focus has been on improving the infrastructure of the library system. As a result, to date nineteen (19) libraries have been rebuilt, renovated, or refurbished, with one more currently under construction and three more in the design process or set to begin design in the coming months. As the next step in the transformation of the Library’s physical landscape, the Martin Luther King Jr. Memorial (Central) Library, at 901 G St. NW, is undergoing a major modernization to meet the current and future needs of D.C. residents.

The building, designed by modernist architect Ludwig Mies van der Rohe, was designated an historic landmark in 2007. The $208 million modernization is led by the world-renowned design team of Mecanoo Architecten (Delft, NL) and OTJ Architects (Washington, D.C.) The library closed for modernization in early 2017 and will re-open in 2020.

The new flagship library will house a spectacular new, vibrant and transparent entryway; sculptured monumental stairs; large auditorium and conference center; creative spaces for fabrication, music production and art creation; ground level café with patio; double-height reading room; exhibition and special collections space to highlight the Library’s historical collections, and a rooftop event space with terrace.

For more information on the Library modernization, visit: https://www.delibrary.org/mlkfuture; to view final designs visit: https://www.slideshare.net/DCPublicLibrary/mlk-final-designs.

In short, the aim is to go beyond a library that is merely transactional – a place where you go simply to check out a book – and create a library that truly transforms lives – a world-class library for the 21st Century. The modernized library will respect the historic significance of a storied Washington D.C. building and the continuing legacy of Dr. King while creating new possibilities and opportunities for residents today – and tomorrow.

As one of the very first memorials to Dr. Martin Luther King, Jr., named in his memory because of the activism of D.C.’s residents—the library connects local residents to King’s legacy. The Library, “...a recognized force in the community for engaging the mind, expanding opportunities and elevating the quality of life,” aims to embody his spirit of action and social justice.

In conjunction with the renovation of the historic building, the Library has promised the public an Exhibitions program. Following a long process of design, development,
community input, and consultation from the National Capital Planning Commission, Commission of Fine Arts (CFA) and the D.C. Historic Preservation Review Board (HPRB), the Library has committed to integrate two (2) permanent exhibitions into the building design. One exhibit will focus on Martin Luther King, Jr.’s legacy in Washington, D.C., and the other on the historical significance of the Mies van der Rohe building, and a program of temporary exhibitions will address the needs of visitors, staff and administration for engagement with the Library’s extensive and unique Special Collections. As part of this, Special Collections has identified a renewed focus on the history of social justice activism in the city.

As one of the first steps in fulfilling this promise, the Library has adopted an Exhibits & Experience Master Plan assessing internal institutional needs; comparative strengths of DCPL’s Special Collections; and desired visitor experience. This plan clarifies that exhibitions in a Library setting—even a permanent memorial exhibition—must avoid repeating a static or passive museum experience. Visitors come to libraries to learn, borrow, contribute, interact, and engage. Exhibitions must increase community ownership and investment in the Library—fostering a sense of connection that lasts long after patrons have left the building. The Exhibits Program at MLK Library is envisioned as a portal to its resources and a laboratory for engagement with Washington D.C.’s past, present, and future.

Guided by this plan and vision, the Library is seeking a Contractor to design, fabricate, and install exhibit components as identified above.
SECTION B: PRICE - SUPPLIES AND/OR SERVICES

B.1 The DC Public Library (DCPL) is issuing this Request for Proposals to engage the services of a single Contractor (design/build firm and/or partnership) to provide all professional services necessary for the development, design (including design for one (1) suite of exhibit furniture), fabrication and installation for three (3) exhibits for the Martin Luther King Jr. Memorial Library, DCPL’s central library, (hereafter, “the MLK Library”) located at 901 G Street, NW, Washington, D.C. After an extensive modernization, the Library will reopen to the public in late 2020.

The term of the contract will be for a period of one (1) year with an option to extend for four (4) additional one year option periods.

B.2 OPEN MARKET

This RFP is being issued in the Open-Market with a 35% small business enterprise (SBE) subcontracting requirement in accordance with Paragraph H.9. Contractors that are certified by the District of Columbia, Department of Small and Local Business Development (DSLBD) will receive preference points during the evaluation process in accordance with Section M.5. The Contractor shall submit with the proposal, a copy of its CBE certification letter issued by DSLBD.

B.3 PRICE

The Contractor shall quote a firm-fixed price for each phase to fully complete the project. See Attachment J.9 – Form of Offer Letter.

B.3.1 RFP TIMELINE

The schedule for this solicitation is as follows:

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<tr>
<td>Release of RFP</td>
<td>Monday, March 11, 2019</td>
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<td>Non-Mandatory Site Visit</td>
<td>Tuesday, March 25, 2019 (3:00pm)</td>
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<td>Last Date for Receipt of Written Questions</td>
<td>Friday, April 5, 2019 (4:00pm)</td>
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<td>RFP Closing</td>
<td>Friday, April 19, 2019 (2:00pm)</td>
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<tr>
<td>Contract Approval Date</td>
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SECTION C - SCOPE

C.1 The DC Public Library (DCPL) is issuing this Request for Proposals to engage the services of a single Contractor (design/build firm and/or partnership) to provide all professional services necessary for the development, design (including design for one (1) suite of exhibit furniture), fabrication and installation for three (3) exhibits for the Martin Luther King Jr. Memorial Library, DCPL’s central library, (hereafter, “the MLK Library”) located at 901 G Street, NW, Washington, D.C. After an extensive modernization, the Library will reopen to the public in late 2020.

The Contract award shall cover development and design to the 100% design development stage, media design and development, and/or fabrication and installation services for each of the following projects:

PROJECT A: PERMANENT EXHIBIT: MLK AND D.C.
PROJECT B: TEMPORARY EXHIBIT
PROJECT C: MULTI-STATION PERMANENT EXHIBIT: MIES
PROJECT D: WELCOME WALL

The award shall cover development and design to the 100% design development stage, media design and development, and/or fabrication and installation services for each of the following components:

A. Permanent Exhibit: (working title: I want freedom now! Don’t you? Martin Luther King, Jr. and Black Freedom Struggles in D.C.) (hereafter, “MLK and DC Exhibit”), Design development for a permanent exhibit occupying approximately 1,200 sq ft on the western side of a central pass-through space on the Library’s fourth floor.

B. Temporary Exhibit: (hereafter, ‘Temporary Exhibits Space’), A suite of exhibition furniture for a temporary exhibits space occupying approximately 1,200 sq ft on the eastern side of a central pass-through space on the Library’s fourth floor, including adaptable audiovisual hardware.

C. Welcome Wall: (hereafter, ‘Welcome Wall’), Design development for an exhibit wall in the space between the permanent and temporary exhibits. This Task also includes design for 2-3 ‘satellite’ casework locations with final placement within and outside the fourth floor exhibit, to be determined in collaboration with DCPL.

D. Multi-Station Permanent Exhibit: Mies + Modernism in D.C., (hereafter, ‘Mies Exhibit’), a permanent exhibit on the historic significance of the Mies van der Rohe building utilizing 5-10 physical stations. This may include an audio and/or app-based tour.

Each Project will be divided into the phases listed below:
Phase I: Design Development
Design development from 10% through 100% for project 1-4 as identified above. For project 2, design shall include Temporary Exhibits Area Furnishings Suite & Style Guide, including design and specification of FF&E and seating. For project 4, design shall include design and specification of Satellite Casework to be placed at locations to be determined collaboratively with DCPL.

Phase II: Media Design
Media Interactive Design, Fabrication, Installation and Testing for all projects as identified above. This phase will not apply to Project 2: Temporary Exhibit.

Phase III: Implementation
Fabrication, Oversight, and Installation of Exhibitry for all Tasks as identified above.

C.2 SUMMARY OF SCOPE DESIGN AND FABRICATION SERVICES

The selected Contractor for this project shall utilize a 10% Design Document that reflects institutional goals for visitor experience, learning outcomes, and messaging (see reference number 3 in Applicable Documents; and, as designer of record, will collaborate closely with DCPL to bring overall content strategy and design in line with these goals.

To obtain a copy of the Exhibits & Experience 10% Design for the Martin Luther King Jr. Memorial Library design document, Offerors must sign and return a copy of the mandatory Non-Disclosure Agreement and return via email to ameerm.abdullah@dc.gov.

The successful offeror will be expected to cooperate actively with the DCPL Exhibitions committee, and to submit packages through the 35%, 65%, 95%, and 100% design development phases for review and approval by the DC Public Library for each of the Projects described below:

C.3 PROJECT DESCRIPTIONS

C.3.1 Exhibit Space Description

The exhibits area occupies a central pass-through space on the Library’s fourth floor. The permanent MLK and DC Exhibit (Project A) will be on the west side, and the temporary exhibit (Project B) will be on the east side (for design drawings and renderings of the Library, see reference source number 3 in Applicable Documents. Each area will occupy approximately 1,200 square feet. The exhibit area surrounds the lower level of the Library’s new auditorium, which will be used daily for a variety of programs. The Library’s Special Collections, which are highlighted in the Exhibits Space, is also located on this floor. The exhibits area is surrounded by interior windows, and must maintain open sight lines and ample space for foot traffic. The space is outfitted with finishes and a power/data grid in the floor, with limited opportunities for use of wall
space necessitating free-standing modules that prioritize media, reproductions and visitor engagement. During the design development process, the Contractor will collaborate with DCPL to finalize the quantity and location of media interactives, including the option of including one to three (1-3) media interactive features in the MLK and DC Exhibit (Project A) and/or the Welcome Wall (Project C) area, below:

**The Welcome Wall** (Project C) consists of the 30-foot long corridor that connects the MLK and DC Exhibit to the west and Temporary Exhibits Area to the east. This space is completed with finishes, power, and four seating niches with corkboard insets.

**The Mies Exhibit** (Project D) will be a building-wide exhibit utilizing 5-10 physical stations and an audio and/or app-based tour. It will incorporate no more than ten (10) original artifacts, and will begin with a pedestal displaying Mies’ original building model and an introductory panel for the audio and/or app-based tour. The tour will highlight salvaged features from the original library design that have been re-integrated. These include information desk and clock in the Great Hall, select furnishings, and the facing of a dumbwaiter/pneumatic tube station. Two built-in cases on the second, third and fourth floor, located outside the Library’s new monumental staircases, may be utilized. The designer of record will collaborate with DCPL in finalizing the quantity of stops and overall design of the tour.

**C.3.2 PROJECT A: MLK AND DC PERMANENT EXHIBIT**

**Working Title:** *I want freedom now! Don’t you? Martin Luther King, Jr. and Black Freedom Struggles in D.C.*

**Exhibit Scope:** The Contractor shall design and build a new permanent exhibit and visitor experience about MLK’s life and legacy in D.C. DCPL’s Exhibits Committee will guide the project. DCPL has utilized an exhibition planning grant and 10% Exhibit Design document with concept renderings to articulate project goals and develop 50% of its exhibition checklist.

DCPL estimates that the total exhibit will be comprised of approximately 5-6 freestanding modules, of which 1-3 will consist of, or integrate with, a media interactive.

Content planning services from the Contractor shall guide DCPL’s team in final stages of curation and writing. The Contractor will collaborate with DCPL through the design development phase to refine layouts and visitor experience and to provide budget verification to ensure feasibility, including media planning services for 1-3 media interactives.

**Main Message:** Washingtonians dedicated the Library to Martin Luther King, Jr. because King energized and was energized by the local black freedom struggles in D.C.

**Concept:** Washingtonians dedicated the Library to Martin Luther King, Jr. because of his intellectual, religious and physical commitment to freedom for black people in the U.S.
and abroad. Washingtonians also hold strong ties to King because much of his activism not only took place here—the Prayer Pilgrimage for Freedom in 1957, the March on Washington for Jobs and Freedom in 1963, the Poor People’s Campaign in 1968—but because King was also nurtured here, at Howard University, in churches, through organizations that made the national marches possible and through his engagement with local protests for freedom.

This exhibition explores the reciprocal relationships between King and local activists, and between national and local struggles. It traces D.C.’s connection to King through his early encounters with D.C. as a center of black intellectual, political, and spiritual thought, documented in correspondence with Mordecai Johnson and King’s sermon at Howard University in 1956. It then explores different dimensions of the meaning of “freedom” locally and nationally, highlighting key issues including voting, homeownership/self-determination, community control of “urban renewal,” peace, and the role of student activists—many of which continue to resonate today.

The exhibit concludes with a “Commemorations” section highlighting how, in the decades following King’s assassination, Washingtonians have made numerous efforts to honor, commemorate, and memorialize King and connect him to their city and themselves—notably through the dedication of the Martin Luther King Jr. Memorial Library.

**Methodology.** The Library’s extensive collection of historical photographs (primarily black and white) will be augmented with a limited number of vitrines displaying unique objects reflecting local connections to King’s activism. These are anticipated primarily to include documents and smaller objects such as bumper stickers, buttons, and yearbooks. Audiovisual components (such as oral histories and video interviews) will play a key role in bringing the exhibits to life. The Contractor will balance the desire for engaging visitor experience with the practical requirements of a pass-through (not a black box) space with moderate security and open sight lines.

This exhibit shall include opportunities for visitors to:
- Learn about the reciprocal relationships between King and local activists, including key figures in the Library’s collections.
- Access further resources and books related to King’s work and local movements, potentially using a library card swipe feature.
- Provide opportunities to engage with the content and with other visitors to the exhibit, through high- and low-tech interactive opportunities.
- Use digital interactive tables (supporting class visits / multiple simultaneous users) to access additional information, potentially a timeline and/or a network of significant events and figures in local and national struggles.

**Media Interactives (Phase II):** Phase II (to proceed concurrently with Phase III) includes design and production of media elements, with all content supplied by DCPL.
As indicated in the 10% design document (see reference source number 3 in Applicable Documents) the format of interactives is currently proposed to include 1-2 tables and a timeline, potentially to play on a wall monitor or in a mini-theater area. While the form of these interactives may shift during design development, all will require freestanding displays that maintain open sightlines and prompt deeper inquiry and engagement with content in the exhibit by providing opportunities for individualized in-depth exploration.

Potential elements to be considered include:

1. An annotated timeline highlighting events in local and national freedom struggles;
2. A web visualizing interrelationships of key figures;
3. Prompts connecting issues in the exhibit to present day issues, inviting audience response;
4. Story maps and/or individual digital projects connected to major topics in the exhibit and/or significant holdings such as oral histories and/or videos.

Fabrication and Installation (Phase III): Phase III, to proceed concurrently with Phase II upon acceptance of 100% Design Documents, entails complete implementation services including construction management, fabrication, installation, and testing.

C.3.3 PROJECT B: TEMPORARY EXHIBITS AREA

Exhibit Scope: The Contractor shall design and build a suite of exhibits furniture that can be used flexibly to mount quarterly thematic exhibitions. Furnishings shall have a life span of ten (10) years prior to substantial refurbishing / replacement. The Contractor shall design flexible, modular exhibitry that will support the message and goals of the Temporary Exhibits Program, including hardware for audiovisual content modules. Because this furniture must be multi-purpose, designs shall be created without content being provided. During design development, DCPL will provide the Contractor with 'template content' that specifies items for two (2) very different potential exhibits to guide the design process and test the viability for the desired range of exhibits.

As part of the scope of this project the Contractor shall evaluate potential cost savings and life cycle engineering issues, including but not limited to: combining standard/modular items with fabricated items; design alternatives (size, finish, performance) that impact order of magnitude cost; storage, handling, and maintenance; and availability of replacement parts and accessories, bearing in mind a minimum 10 year life cycle.

The Contractor shall produce a style guide for artifact layouts and label templates to be utilized in the temporary exhibits furnishings suite to ensure overall consistency of presentation. Label templates will include typographical treatments and text hierarchies. The style guide shall include instructions for ongoing use and modification of the furniture suite.
Main message: The Exhibits Program at DCPL is a portal to the Library’s resources and a laboratory for engagement with Washington D.C.’s past, present, and future.

Concept: The furniture for this space will be used to mount broad, thematic exhibitions, which show the local city past and present, through a lens of social justice and citizen action revealed through surprising facets of everyday life. Aiming to surprise and excite, each Temporary Exhibit will provide new opportunities for visitors to share their own perspectives, stories and questions on these broad issues, while raising the visibility of DCPL’s historical collections and connecting them to external local collections and stories. Proposed exhibits in the first two (2) years include the following topics: the library and popular education; everyday “defiant acts”; independent voices in D.C.; and D.C.’s food landscape, as detailed in the 10% design development package.

Media Interactives (Phase II): Media design is limited to specifying hardware for audiovisual modules that can achieve visitor experience goals for multiple exhibitions and designing and value engineering their usage in rotating exhibits.

Fabrication and Installation (Phase III): Phase III entails complete implementation services including construction management, fabrication, installation, and testing.

C.3.4 PROJECT C: MIES EXHIBIT

Exhibit Scope: The Contractor shall design and build a multi-stop building tour with text and graphics panels for each stop, including casework and/or signage for 5-10 original artifacts as determined during the design development process. The scope of work includes design and planning of an audio and/or app-based tour.

Main Message: The MLK Library is a shining example of modernist architecture, the ideals of which—like the public library itself—emphasize flexibility and responsiveness to the needs of a changing society.

Concept: The permanent exhibit on Mies van der Rohe will feature Mies’ original model for the MLK Library and original building elements of the Library, and will visit various locations throughout the building via media. The goals of the exhibit are to highlight the architectural and cultural significance of the building structure and connect Miesian principles of openness and flexibility to contemporary innovation and to the philosophy and function of the public library.

The building itself is a unique architectural specimen, the only Mies building in D.C., the only library designed by Mies ever to be constructed, and one of his last buildings. Particularly in Washington D.C., a city known for monumental federal architecture and where examples of International Style and other major modernist movements are rare, the library stands out as clear expression of Mies’s modernist ideal of revealing the structure in architecture. The exhibit shall provide historical context about the Bauhaus and a
timeline of Mies’s career, while highlighting architectural decisions in the modernization process that respect and amplify Mies’s principles.

**Methodology:** The building-wide audio or app-based tour should treat the building itself as a living exhibit, with a user experience that is accessible and appealing to a wide range of audiences including architecture enthusiasts, historians and non-experts.

**Media Interactives (Phase II):** As indicated in the 10% design document, the format of interactives is currently proposed to be a phone or app-based tour, to be further defined through the Design Development phase.

The Contractor shall:

1. Utilizing media planning and storyboards from Phase I, confirm the optimal function, quantity, and placement of interactives;

2. Take storyboards through multimedia prototyping stages, providing hardware and software requirements and cost analysis, and execute all aspects of development, production, installation and testing of media components for this exhibit;

3. Provide 2-3 options for the audio or app-based tour platform, and consult on value engineering, accessibility and best practices to achieve the Library’s desired visitor experience;

4. Edit, format, and master audiovisual content supplied by DCPL, and perform user testing in compliance with rigorous usability and accessibility standards. Securing content for use is the responsibility of DCPL. Final production of media content for interactives in the appropriate format(s) is the responsibility of the Contractor.

Fabrication and Installation (Phase III): Phase III, to proceed concurrently with Phase II upon acceptance of 100% Design Documents, entails complete implementation services including construction management, fabrication, installation, and testing.

**C.3.5 PROJECT D: WELCOME WALL**

**Exhibit Scope:** The Contactor shall design and build an integrated display for welcome and wayfinding, through the addition of signage, text/graphics panels, freestanding casework and/or tables for the wall that adjoins the permanent and the temporary exhibition spaces. During the design development phase, 2-3 additional ‘satellite’ locations in the MLK Library will be identified as sites where exhibition furnishings will be located, including the Great Hall, which should connect to the overall visual branding of this feature. DCPL will provide information about the overall branding and name of the space during the design development process.
The Contractor shall transform a pass-through space into a key visitor experience that engages and orients visitors to the exhibition area and to activities of the Special Collections department. The Contractor will be required to balance the needs for accessibility and unobstructed passage with the design of an eye-catching and welcoming display that includes archival casework, permanent signage, and updatable text/graphic panels. The Contractor shall collaborate with DCPL to formulate a strategy for the ongoing use and rotation of content in this space.

The 2-3 satellite elements shall include casework for the Library’s Great Hall and a dedicated display featuring the Library’s Special Collections about music, the placement of which will be determined collaboratively with DCPL during the design development phase. The Contractor shall collaborate with DCPL to ensure that all casework is visually integrated with the overall aesthetic of the Library and consistent with the Library’s functional requirements, code compliance, and accessibility needs. Satellite casework will provide opportunities for highlighting content, and for promoting the Exhibits Program and Special Collections offerings.

Main Message: Welcome to the DC Public Library Exhibits Space. Join us to connect to your local history and engage with D.C.’s past, present and future.

Concept: The Welcome Wall announces the Exhibits Space and its features to visitors, and lines the central corridor that connects the two exhibit spaces using large, clear signage. This space serves as a hub where information can be updated about Exhibits, related programming, and activities of the Special Collections Department. It includes the following elements, to be refined further with the Contractor:

1. Overall Signage and Branding (Name/Branding TK).

2. MLK AND DC Information Area: Graphics and/or text, potentially to include one (1) of the proposed 2-3 media elements from the MLK AND DC permanent exhibit, e.g. a video or touch screen timeline.

3. Temporary Exhibits Information Area: Graphics panel featuring temporary exhibits & program information that can be updated.

4. Community Voices casework: Cases with small vitrines which are curated, designed, and loaned to the exhibit by individuals and organizations with a connection to themes in the permanent or temporary exhibits.

5. “How we work”: Behind the scenes glimpse into current activities of the Special Collections department, including preparation or programming for current exhibits.

6. Satellite Elements: 2-3 elements, including casework for the Library’s Great Hall and a dedicated display featuring the Library’s Special Collections about music,
the placement of which will be determined collaboratively with DCPL during the design development phase.

**Media Interactives (Phase II):** Production and fabrication of media interactives as determined in Phase I, which may include listening station(s) for D.C. music, 1-2 integrated video displays, and potentially will include one (1) media interactive allowing visitors to further explore collections. Utilizing media planning and storyboards from Phase I, the Contractor will confirm the optimal function, quantity, and placement of interactives.

During Phase II, Contractor shall refine storyboards and create prototypes, conduct user testing, and demonstrate compliance with rigorous usability and accessibility standards. Securing content for use is the responsibility of DCPL; final production of media content in the appropriate format(s) is the responsibility of the Contractor.

The Contractor shall further be responsible for specifying requirements and cost of interactive media software and hardware, which may include, but are not limited to, development frameworks, content management systems; media players, computers, and screens, as well as construction of custom elements, purchasing and integration of standard hardware elements, installation and testing.

**Fabrication & Installation**

(Phase III: During Phase III, the Contractor shall work in close coordination with DCPL to furnish all labor, materials and equipment required to perform the work indicated and specified in the bid documents for exhibition fabrication and installation for this exhibit, including technical specifications and drawings. Work includes production of shop drawings, construction management, fabrication, delivery and installation of exhibit components, custom furniture, graphic components, and A/V components, as well as final testing and training.

### C.4 REQUIREMENTS

The Contractor shall provide all labor, equipment, supplies, materials, management, and supervision necessary to provide, without limitation, the services outlined below. For each item, it is indicated for which Project(s) it applies.

#### C.4.1 Services Required:

*Note:* All actual conservation, preparation, and mounting of artifacts will be performed by others (DCPL staff and conservation contractor(s)). It is the Contractor's responsibility to provide specifications, drawings, and any associated materials necessary to successfully integrate all artifacts into the Exhibition Design and must work seamlessly with the artifact preparators throughout the project.
C.4.2 The Contractor shall review DCPL’s 10% Design Development document, including Exhibits Manifesto, draft content, goals, and proposed sites and confirm the full scope of the project in relationship to budget, space plan, and schedule. (Projects A-D)

C.4.3 The Contractor shall conduct initial meeting(s)/charrette(s) with DCPL to create and/or refine layout and flow, discuss visitor experience plan, interpretive needs for label design, digital experience plan, code compliance, accessibility, and placement of key artifacts and interpretive elements. (Projects A-D) For Project D, this service shall also require consultation on placement, design and visitor experience for casework at 2-3 satellite locations within and outside the 4th floor exhibit area.)

C.4.4 The Contractor shall provide an interim report following the charrette(s) showing options for design development that show how the Contractor’s vision will build on existing conceptual planning, and will compile feedback from Library stakeholders to inform the 35% design package. (Projects A-D)

C.4.5 The Contractor shall evaluate budget and value engineering issues associated with maintaining and using the furnishings over a planned ten-year life cycle, including but not limited to: combining standard/modular items with fabricated items; design alternatives (size, finish, performance) that impact order of magnitude cost; storage, handling, and maintenance; and availability of replacement parts and accessories from suppliers in the long term, and consult with DCPL via the existing schedule of check-ins to refine designs. (Projects A-D)

C.4.6 The Contractor shall provide a 35% Schematic Design development package for each Projects, present the design package to DCPL, and collect feedback from stakeholders. Package should be presented as an Adobe Acrobat (PDF) presentation containing:

Projects A-D:
1. Detailed site plans and floor plans, with traffic/visitor flow diagrams
2. Plan and elevation drawings of each exhibit
3. Updated design and fabrication schedule
4. Color and material board
5. Preliminary media plan and hardware recommendations
6. Cost estimate
Projects A, C, and D:
1. Exhibit manuscript (exhibit text and assignment of images and artifacts to specific exhibits)
2. Graphic layouts (including text, illustrations and image selections)
3. Preliminary artifact list with images, including source information
4. Case layouts

Project B:
1. Three (3) configurations for furniture plans suited to a range of exhibition types based on template content from DCPL,
2. Draft label hierarchies and sample layouts

Project C:
1. 2-3 options for the audio or app-based tour platform, incorporating cost, accessibility, best practices and desired visitor experience as primary factors for consideration.

C.4.7 The Contractor shall conduct preliminary review of all applicable building, life safety, and accessibility code requirements and provide recommendations for design development prior to preparing 65% Design Development package (Projects A-D).

C.4.8 The Contractor shall collaborate with DCPL to plan and conduct formative evaluation including audience surveys on the message, title, ideas and designs of the permanent exhibitions in consultation with curriculum consultant, DCPL staff focus groups, and surveys at select branch programs. The evaluations shall occur between 35% and 65% completion, and the Contractor shall provide a report on the results of these evaluations in conjunction with the 65% design package. (Projects A, C and D).

C.4.9 The Contractor shall provide a 65% Schematic Design development package for each Task, present the design package to DCPL, and collect feedback from stakeholders. Package should be presented as an Adobe Acrobat (PDF) presentation containing:

Projects A-D:
- Updated design and fabrication schedules, draft installation schedule and construction phasing plan
- Construction drawings (casework construction, interactive exhibits, audiovisual hardware, artifact placement, finish schedules)
- Updated site plans and floor plans, including reflected ceiling plan if applicable (i.e. for integration of suspended elements, if any)
- Larger-scale plan and elevation drawings of individual exhibits, as deemed necessary;
- Cut sheets, product datasheets, and specifications
- Proposed finishes and treatments of furnishings and exhibit/display cases
- Indication of electrical placement for audio visual and interactive elements, with circuits specified; fully engineered drawings precisely coordinated with base building work;
- Report on initial assessment of code compliance, life safety, accessibility, and related issues, with notes on required adjustment, if any;
- Updated cost estimate

Projects A, C and D:
- Updated exhibition manuscript – with placeholders for all elements that will need labels and key sample labels written
- Graphics samples
- Final artifact list with images
- Final case layouts
- Indication of electrical placement for audio visual and interactive elements, with circuits specified;
- Media plan, including plans, scripts, prototypes, screen shots, renderings, and/or storyboards for all major interactivity in the Exhibit (including selected platform for audio or app-based tour for Task 3);
- Illustrations or photographs showing any relevant paper prototyping of interactivitys

Project B:
- Report on formative evaluation results
- Draft style and usage guide showing adaptability to different exhibit types
- Label templates including graphics styles and how label hierarchies will appear
- Options for placement of audiovisual hardware based on sample configurations

C.10 The Contractor shall conduct budget verification for all aspects of the project including proposed media interactivitys (Projects A-D).

C.11 The Contractor shall prepare a detailed document submission for code compliance, life safety, accessibility, and related issues to include floor plans, sections and elevations; large-scale plans, elevations, sections and details of any items to be constructed and installed within the space; and security, fire protection, electrical, mechanical, and plumbing drawings where modifications to any of these systems are required (Projects A-D).

C.12 The Contractor shall provide responses in writing or via phone as required by DCPL to every comment received in compliance review process (Projects A-D).

C.13 The Contractor shall provide a 95% Schematic Design development package for each Task, present the design package to DCPL, and collect feedback from stakeholders. Package should be presented as an Adobe Acrobat (PDF) presentation containing:
Projects A-D:
1. Final construction plan and schedule.
2. Final detailed site plans and floor plans, including reflected ceiling plan (if applicable).
3. Final construction drawings, including all fabrication details, specifications, and finish schedules.
4. Final, fully engineered electrical drawings precisely coordinated with base building work, with circuits specified.
5. Submission for code compliance, life safety, accessibility, and related issues to include floor plans, sections and elevations;
6. Final color and material board.
7. Final cut sheets and lists - product datasheets.
8. Samples and prototypes as may be required.
9. FF&E specifications.
10. Final cost estimate

Projects A, C and D:
1. Contents of the 65% Design Development package with any required revisions;
2. Report on updates;
3. Pre-final exhibition manuscript – with placeholders for any elements yet to be written such as media interactive instructions;
4. Final graphic layouts including final text, illustrations and image selections.
5. Final audiovisual scripts.
6. Final proofed and typeset exhibition text panels and labels.
7. Final proofed artwork.
8. Updates to media plan based on development/prototyping, if applicable;

C.14 The Contractor shall manage the completion of the design of the project, including developing final artwork, graphic production files and/or shop drawings, any in-
progress construction document reviews required by DCPL, final budget verification and verify-in-field activities, and/or consultation on deviation from Design Development documents in the shop drawings (Projects A-D).

C.15 The Contractor shall provide a 100% Design-Build package for each Task, present the design package to DCPL, and collect feedback from stakeholders. Package should be presented as an Adobe Acrobat (PDF) presentation containing:

Projects A-D:
1. Contents of the 95% package with any required revisions;
2. Full report on final changes and any additional prototypes/samples required
3. Production-ready, proofed and typeset exhibition text panels and labels
4. Production ready, proofed artwork
5. Source files of all materials (e.g. CAD files).

C.16 Phase II: Media Interactives (to be exercised by DCPL no later than 95% Design Development)

C.17 The Contractor shall assist DCPL in defining the goals and needs for media elements and will manage design development including ongoing budget analysis through the prototyping, software development, and fabrication phases of this project (Projects A, C and D).

C.18 The Contractor shall review scripts and storyboards for media components and interactives, with the goal of creating interactives that are attractive, engaging, educational, and durable, fulfilling their goals by creative/innovative uses of technology that include compelling interfaces, intuitive navigation, and a robust, updateable content management system (Projects A, C and D).

C.19 The Contractor shall create user experience models and develop designs for each interactive interface, including motion graphics and interactive programming for computer stations; kiosks; touch screens; and/or mobile devices (Projects A, C and D).

Services required in the design, prototyping, and development of interactives include, but are not limited to:

1. Evaluation of user experience models and current technologies against exhibit goals and identified technological needs;
2. Workshops with DCPL staff and focus groups;
3. Consultation with DCPL's Center for Accessibility, Curriculum Consultant and other stakeholders;

4. User experience models and interaction design;

5. Prototyping and testing;

6. Graphic designs, wireframe illustrations and detailed content development;

7. Motion and graphic design;

8. Design documentation;

9. Software and hardware development; and

10. Installation, testing and training.

C.20 The Contractor shall provide media editing/mastering and production services utilizing final audiovisual content supplied by DCPL and will collaborate with DCPL to advise on necessary formats and resolutions for digital content based on the long-term sustainability of media designs. DCPL will supply the Contractor with all audiovisual content excepting graphic designs/illustrations created through the design development process (Projects A, C and D).

C.21 The Contractor shall provide high-resolution archival files and create a long-term maintenance plan for updating of media, software and hardware (Projects A, C and D).

C.22 Phase III: Fabrication and Installation (to be exercised by DCPL no later than 100% Design Development)

C.23 In close coordination with DCPL, furnish all labor, materials and equipment required to perform the work indicated and specified in the bid documents for exhibition fabrication and installation, including technical specifications and drawings. Work includes all aspects of design development, structural design, fabrication, delivery and installation of exhibit components, custom furniture, graphic components, and A/V components (Projects A-D).

Services required during the fabrication and installation phase include, but are not limited to:

1. Fabrication meetings and oversight;

2. Propose alternatives to meet cost, performance or deadline criteria;
3. Conduct verify-in-field surveys to assess any adjustments necessary from 100% DD drawings and provide any necessary adjustments to final shop drawings;

4. Source and purchase construction materials;

5. Bid and buy FF&E;

6. Fabrication of all exhibitry;

7. Mount making;

8. Shipping and load-in;

9. Installation; and


C.24 DELIVERABLES

The Contractor shall deliver the following:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DELIVERABLE</th>
<th>QUANTITY</th>
<th>FORMAT/ METHOD OF DELIVERY</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Weekly Status Check-ins with DCPL Exhibitions Coordinator, including required coordination with Curriculum Consultant and/or other project stakeholders determined by DCPL</td>
<td>One per week</td>
<td>In person and/or by conference call at DCPL’s discretion</td>
<td>Weekly</td>
</tr>
<tr>
<td>2</td>
<td>Monthly Project Reports to DCPL &amp; MLK Exhibits Committee</td>
<td>One per month</td>
<td>Adobe Acrobat.(PDF) format via email or hardcopy at DCPL’s discretion; in person and/or by conference call at DCPL’s discretion</td>
<td>Monthly</td>
</tr>
<tr>
<td>3</td>
<td>Quarterly Exhibits Updates with broader DCPL stakeholder group</td>
<td>Quarterly</td>
<td>In-person attendance, meeting agenda and materials.</td>
<td>Quarterly on the second Tuesday of each month or as determined by DCPL</td>
</tr>
<tr>
<td>ITEM</td>
<td>DELIVERABLE</td>
<td>QUANTITY</td>
<td>FORMAT/ METHOD OF DELIVERY</td>
<td>DUE DATE</td>
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<tr>
<td>4</td>
<td>Kick-Off Meeting with DCPL</td>
<td>One</td>
<td>In-person attendance, meeting agenda and materials.</td>
<td>Within 10 business days after NTP</td>
</tr>
<tr>
<td>5</td>
<td>Draft Project Work Plan and Schedule</td>
<td>One</td>
<td>Grid and Gantt Chart Adobe Acrobat (PDF) format</td>
<td>Within 7 business days¹ after Notice To Proceed (NTP)</td>
</tr>
<tr>
<td>6</td>
<td>Final Project Work Plan and Schedule</td>
<td>One</td>
<td>Grid and Gantt Chart Adobe Acrobat (PDF) format</td>
<td>Within 7 business days after Kick-off meeting</td>
</tr>
<tr>
<td>7</td>
<td>35% Design Package</td>
<td>One</td>
<td>Adobe Acrobat (PDF) format via email or hardcopy at DCPL’s discretion; in-person presentation to DCPL administration</td>
<td>Dates to be determined with DCPL</td>
</tr>
<tr>
<td>8</td>
<td>65% Design Package</td>
<td>One</td>
<td>Adobe Acrobat (PDF) format via email or hardcopy at DCPL’s discretion; in-person presentation to DCPL administration</td>
<td>Dates to be determined with DCPL</td>
</tr>
<tr>
<td>9</td>
<td>95% Design Package</td>
<td>One</td>
<td>Adobe Acrobat (PDF) format via email or hardcopy at DCPL’s discretion; in-person presentation to DCPL administration</td>
<td>Dates to be determined with DCPL</td>
</tr>
<tr>
<td>10</td>
<td>Kick-Off Meeting for Media Design Phase II with interim deliverables schedule</td>
<td>One</td>
<td>In-person attendance, meeting agenda and materials</td>
<td>Dates to be determined with DCPL</td>
</tr>
<tr>
<td>11</td>
<td>100% Design Package</td>
<td>One</td>
<td>Adobe Acrobat (PDF) format via email or</td>
<td>Dates to be determined with</td>
</tr>
</tbody>
</table>

¹ Business Days shall exclude weekends and D.C. / Federal Holidays.
<table>
<thead>
<tr>
<th>ITEM</th>
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<td>harcopy at DCPL’s discretion; in-person presentation to DCPL administration</td>
<td>DCPL</td>
</tr>
<tr>
<td>12</td>
<td>Implementation Schedule</td>
<td>One</td>
<td>Grid and Gantt Chart Adobe Acrobat (PDF) format; via email</td>
<td>Dates to be determined with DCPL in conjunction with Notice to Fabricate</td>
</tr>
<tr>
<td>13</td>
<td>Fabrication &amp; Installation Services</td>
<td>To be determined in collaboration with DCPL based on final scope of installation</td>
<td>In person and phone meetings as deemed necessary in collaboration with DCPL</td>
<td>Dates to be determined with DCPL</td>
</tr>
<tr>
<td>14</td>
<td>Final Testing and Walkthrough</td>
<td>1-3 days onsite in coordination with media design contractor</td>
<td>In person and phone meetings as deemed necessary in collaboration with DCPL</td>
<td>Dates to be determined with DCPL</td>
</tr>
</tbody>
</table>

1 Business Days shall exclude weekends and D.C. / Federal Holidays.

**C.25 APPLICABLE DOCUMENTS**

Various documents are hereby listed to serve as references and resources:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DC Public Library Strategic Plan 2017-2021: <a href="https://www.dclibrary.org/strategicplan">https://www.dclibrary.org/strategicplan</a></td>
</tr>
<tr>
<td>2</td>
<td>MLK Library Building Program <a href="https://www.slideshare.net/DCPublicLibrary/mlk-library-building-program-final">https://www.slideshare.net/DCPublicLibrary/mlk-library-building-program-final</a></td>
</tr>
<tr>
<td>3</td>
<td>DC Public Library – MLK Library Final Designs <a href="https://www.slideshare.net/DCPublicLibrary/mlk-final-designs">https://www.slideshare.net/DCPublicLibrary/mlk-final-designs</a></td>
</tr>
</tbody>
</table>
C.26 LICENSING ACCREDITATION AND REGISTRATION

The Contractor and all of its subcontractors and sub-consultants (regardless of tier) shall comply with all applicable District of Columbia, State and Federal licensing, accreditation and registration requirements and standards necessary for the performance of the contract.

C.27 CONFORMANCE WITH LAWS

It shall be the responsibility of the Contractor to perform under the contract in conformance with DCPL Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

C.28 PROJECT MANAGEMENT

The Contractor shall appoint a Project Manager (PM) to manage the entire contract team and ensure that all assigned work products are delivered on-time, on-budget, and to the satisfaction of DCPL.

C.29 The Contractor’s PM shall report to DCPL’s Director of Strategic Partnerships who will collaborate with agency leadership to provide direction and oversight for acceptance and approval of design packages by the institution. The PM shall also work in close coordination with the Exhibitions Coordinator, who will serve as an ongoing liaison between DCPL and the Contractor.

C.30 The Contractor shall attend a kick-off meeting with DCPL’s MLK Exhibits Committee to discuss the scope of services, tasks and coordination and to define a detailed schedule for deliverables and milestones. The Contractor shall provide a draft project work plan prior to the kick-off meeting.

C.31 The Contractor shall provide a final project work plan, including a clear schedule with deliverable dates and Contactor staffing allocation, following the kick-off meeting.

C.32 The Contractor shall provide monthly project reports for services rendered. The Contractor will also participate in monthly meetings with the Exhibits Committee, quarterly meetings with a larger group of DCPL staff and stakeholders, and required peer and internal reviews. The schedule of meetings will be managed by the Exhibitions Coordinator; content and format of the monthly report shall be determined collaboratively with DCPL.

C.33 The Contractor shall provide project management support and coordination until project completion including preparing detailed work plans with project deliverables, ownership, and a primary point of contact.

C.34 The Contractor shall coordinate work tasks across any stakeholders as deemed
appropriate by DCPL; the primary point of contact for DCPL’s Exhibits Committee shall be the Exhibitions Coordinator, who will serve as an ongoing liaison between the curatorial team and the Contractor, providing support with all aspects of the curatorial process, including but not limited to updating checklists and scripts in collaboration with the larger curatorial team, soliciting peer review, processing loans and rights requests, and supporting object research and conservation.

C.35 The Contractor shall produce professional quality documents to the satisfaction of DCPL, including all detailed Design Development Packages specified above, and presentations for administrative review.

C.36 The Contractor shall maintain weekly status check-ins with the Exhibitions Coordinator, coordinate discussions and design iteration needs with committee members as necessary, and keep the Exhibitions Coordinator informed of all scheduled meetings and meeting minutes.
SECTION D - PACKAGING AND MARKING

This section is not applicable to the solicitation
SECTION E - INSPECTION AND ACCEPTANCE


E.2 INSPECTION AND ACCEPTANCE

The Contract Administrator (CA) identified in Section G.8 of this RFP is responsible for the inspection and acceptance of all services/deliverables submitted under the contract.
SECTION F: PERIOD OF PERFORMANCE

F.1 **TERM OF CONTRACT**

The term of the contract will be for a period of one (1) year with an option to extend for four (4) additional one year option periods.

F.2 **OPTION TO EXTEND THE TERM OF THE CONTRACT**

The District may extend the term of this contract for a period of four (4) one (1) year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Chief Procurement Officer prior to expiration of the contract.

F.2.1 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.2 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.
SECTION G - CONTRACT ADMINISTRATION

G.1 INVOICE PAYMENT

G.1.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

G.1.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL/E-INVOICING

G.2.1 The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, https://vendorportal.dc.gov and invoices will be paid through the DC Vendor Portal.

G.2.2 Contractor shall submit invoices on a monthly basis or as otherwise specified in the contract;

G.2.3 To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable Purchase Order Number which is listed on the Contractor’s profile.

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

G.3.2 The District shall not make final payment to the Contractor until the agency CFO has received the Chief Procurement Officer’s final determination or approval of waiver of the Contractor’s compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.3.3 The Contractor shall submit to the District, as a deliverable, the report described in Section H.5.5 which is required by the 51% District Residents New Hires Requirements and the First Source Employment Agreement included herein as Attachment J.2. If the Contractor does not submit the report as part of the deliverables, the District shall not make final payment to the Contractor pursuant to Section G.3.2.
G.4 ASSIGNMENT OF CONTRACT PAYMENTS

G.4.1 In accordance with Clause Number 4383-8, Assignments of the Government of the District of Columbia Public Library Standard Contract Provisions for Supply, Service, Architect/Engineer and Construction Solicitations and Contracts dated October 2009, the Contractor shall not assign or transfer this contract, any interest herein or any claim hereunder, except as expressly authorized in writing by the DCPL CPO.

G.5 THE QUICK PAYMENT CLAUSE

G.5.1 Interest Penalties to Contractors

G.5.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code § 2-221.01 et seq., as amended, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before the required payment date. The required payment date shall be:

G.5.1.1.1 The date on which payment is due under the terms of this contract;

G.5.1.1.2 Not later than 7 calendar days, excluding legal holidays, after the date of delivery of meat or meat food products;

G.5.1.1.3 Not later than 10 calendar days, excluding legal holidays, after the date of delivery of a perishable agricultural commodity; or

G.5.1.1.4 30 calendar days, excluding legal holidays, after receipt of a proper invoice for the amount of the payment due.

G.5.1.2 No interest penalty shall be due to the Contractor if payment for the completed delivery of goods or services is made on or before:

G.5.1.2.1 3rd day after the required payment date for meat or a meat product;

G.5.1.2.2 5th day after the required payment date for an agricultural commodity; or

G.5.1.2.3 15th day after any other required payment date.

G.5.1.3 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.
G.5.2 Payments to Subcontractors

G.5.2.1 The Contractor shall take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under the contract:

G.5.2.1.1 Pay the subcontractor(s) for the proportionate share of the total payment received from the District that is attributable to the subcontractor(s) for work performed under the contract; or

G.5.2.1.2 Notify the CO and the subcontractor(s), in writing, of the Contractor’s intention to withhold all or part of the subcontractor’s payment and state the reason for the nonpayment.

G.5.2.2 The Contractor shall pay subcontractors or suppliers interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before the:

G.5.2.2.1 3rd day after the required payment date for meat or a meat product;

G.5.2.2.2 5th day after the required payment date for an agricultural commodity; or

G.5.2.2.3 15th day after any other required payment date.

G.5.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.5.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District is a party. The District may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.5.3 Subcontract requirements

G.5.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code § 2-221.02(d).
G.5.3.2 The Contractor shall include in each subcontract under this contract a provision that obligates the Contractor, at the election

G.6 CHIEF PROCUREMENT OFFICER (CPO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Chief Procurement Officer is:

Diane Wooden, CPO
DC Public Library
Office of Procurement
1990 K Street, NW – Suite 500
Washington DC 20006
Telephone: (202) 727-4800
E-mail: diane.wooden2@dc.gov

G.7 AUTHORIZED CHANGES BY THE DCPL CPO

G.7.1 The CPO is the only person authorized to approve changes in any of the requirements of this contract.

G.7.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CPO.

G.7.3 In the event the Contractor effects any change at the instruction or request of any person other than the CPO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.8 CONTRACT ADMINISTRATOR (CA)

G.8.1 The CA is responsible for general administration of the contract and advising the CPO as to the Contractor’s compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

G.8.1.1 Keeping the CPO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CPO of any potential problem areas under the contract;

G.8.1.2 Coordinating site entry for Contractor personnel, if applicable;
G.8.1.3 Reviewing invoices for completed work and recommending approval by the CPO if the Contractor’s prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;

G.8.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District’s payment provisions; and

G.8.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

G.8.2 The address and telephone number of the CA is:

Linnea Hegarty
Director of Strategic Partnerships and Development
DC Public Library
1990 K Street, NW – Suite 500
Washington, DC 20006
(202) 727-4943
Email: linnea.hegarty@dc.gov

G.8.3 The CA shall NOT have the authority to:

G.8.3.1 Award, agree to, or sign any contract, delivery order or task order. Only the CPO shall make contractual agreements, commitments or modifications;

G.8.3.2 Grant deviations from or waive any of the terms and conditions of the contract;

G.8.3.3 Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract;

G.8.3.4 Authorize the expenditure of funds by the Contractor;

G.8.3.5 Change the period of performance; or

G.8.3.6 Authorize the use of District property, except as specified under the contract.

G.8.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CPO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.
SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 RESIDENCY HIRING REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

H.1.1 At least fifty-one percent (51%) of the Contractor’s Team and every sub-consultant’s employees hired after the Contractor enters into a contract with DCPL, or after such sub-consultant enters into a contract with the Contractor, to work on this project, shall be residents of the District of Columbia.

H.1.2 Upon execution of the contract, the Contractor and all of its member firms, if any, and each of its sub-contractors and sub-consultants shall submit to DCPL, a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

H.1.3 The Contractor shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title 1 of the D.C. Code, and all successor acts thereto and the rules and regulations promulgated thereunder. The Contractor and all member firms, subcontractors, tier subcontractors, sub-consultants, and suppliers with contracts in the amount of $100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services (“DOES”) upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; (v) submit monthly compliance reports to DOES by the 10th of each month; (vi) at least 51% apprentices and trainees employed must be residents of the District registered in program approved by the D.C. Apprenticeship Council; and (vii) trade contractors and subcontractors with contracts in the amount of $500,000 or more must register an apprenticeship program with the D.C. Apprenticeship Council.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATION

The Contractor shall be bound by the Wage Determination No. 2015-4281, Revision No. 12 dated 12/26/2018, issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 et seq.) and incorporated herein as Attachment J.3 of this solicitation. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.
H.3 PUBLICITY

The Contractor shall at all times obtain the prior written approval from the CPO before the Contractor, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.4 FREEDOM OF INFORMATION ACT

H.4.1 The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private Contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made.

H.4.2 If the Contractor receives a request for such information, the Contractor shall immediately send the request to the CA who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the CA will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the CA within the timeframe designated by the CA. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the D.C. Municipal Regulations.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 et seq. ("First Source Act").

H.5.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement (Attachment J.3), in which the Contractor shall agree that:

(1) The first source for finding employees to fill all jobs created in order to perform this contract shall be the DOES; and

(2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.
H.5.3 The Contractor shall submit to DOES, no later than the 10th of each month following execution of the contract, a First Source Agreement Contract Compliance Report ("contract compliance report") to verify its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

(1) Number of employees needed;
(2) Number of current employees transferred;
(3) Number of new job openings created;
(4) Number of job openings listed with DOES;
(5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
(6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:

(a) Name;
(b) Social security number;
(c) Job title;
(d) Hire date;
(e) Residence; and
(f) Referral source for all new hires.

H.5.4 If the contract amount is equal to or greater than $100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

H.5.5 With the submission of the Contractor’s final request for payment from the District, the Contractor shall:

(1) Document in a report to the CPO the Contractor’s compliance with section H.5.4 of this clause; or
(2) Submit a request to the CPO for a waiver of compliance with section H.5.4 and include the following documentation:

(a) Material supporting a good faith effort to comply;
(b) Referrals provided by DOES and other referral sources;
(c) Advertisement of job openings listed with DOES and other referral sources; and
(d) Any documentation supporting the waiver request pursuant to section H.5.6.

H.5.6 The CO may waive the provisions of section H.5.4 if the CPO finds that:

(1) A good faith effort to comply is demonstrated by the Contractor;
(2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia;
the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.

(3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or

(4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

H.5.7 Upon receipt of the Contractor's final payment request and related documentation pursuant to sections H.5.5 and H.5.6, the CPO shall determine whether the Contractor is in compliance with section H.5.4 or whether a waiver of compliance pursuant to section H.5.6 is justified. If the CPO determines that the Contractor is in compliance, or that a waiver of compliance is justified, the CPO shall, within two business days of making the determination forward a copy of the determination to the agency Chief Financial Officer and the CA.

H.5.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the CPO through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in this contract any decision of the CPO pursuant to this section H.5.8.

H.5.9 The provisions of sections H.5.4 through H.5.8 do not apply to nonprofit organizations.


During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded programs and activities. See 29 U.S.C. § 794 et seq.

H.7 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of this contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in
employment against a qualified individual with a disability. See 42 U.S.C. §12101 et seq.

H.8 WAY TO WORK AMENDMENT ACT OF 2006

H.8.1 Except as described in H.8.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 et seq.) ("Living Wage Act of 2006"), for contracts for services in the amount of $100,000 or more in a 12-month period.

H.8.2 The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage published on the OCP website at www.ocp.dc.gov.

H.8.3 The Contractor shall include in any subcontract for $15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.

H.8.4 The DOES may adjust the living wage annually and the OCP will publish the current living wage rate on its website at www.ocp.dc.gov.

H.8.5 The Contractor shall provide a copy of the Fact Sheet included herein as Attachment J.4 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice included herein as Attachment J.4 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for $15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

H.8.6 The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for $15,000 or more under the contract.

H.8.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 et seq.

H.8.8 The requirements of the Living Wage Act of 2006 do not apply to:

(1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;

(2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
(3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;

(4) Contracts for services needed immediately to prevent or respond to a disaster or imminent threat to public health or safety declared by the Mayor;

(5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;

(6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;

(7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;

(8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 166; 26 U.S.C. § 501(c)(3));

(9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and

(10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

**H.8.9** The Mayor may exempt a Contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.
H.9 SUBCONTRACTING REQUIREMENTS

H.9.1 Mandatory Subcontracting Requirements

H.9.1.1 For contracts in excess of $250,000, at least 35% of the dollar volume shall be subcontracted to certified small business enterprises; provided, however, that the costs of materials, goods, and supplies shall not be counted towards the 35% subcontracting requirement unless such materials, goods and supplies are purchased from certified small business enterprises.

H.9.1.2 If there are insufficient qualified small business enterprises to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises; provided, however, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.

H.9.1.3 A prime Contractor which is certified as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.

H.9.2 Subcontracting Plan

If the prime Contractor is required by law to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section H.9.1. Each subcontracting plan shall include the following:

H.9.2.1 A description of the goods and services to be provided by SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;

H.9.2.2 A statement of the dollar value of the bid that pertains to the subcontracts to be performed by the SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;

H.9.2.3 The names and addresses of all proposed subcontractors who are SBEs or, if insufficient SBEs are available, who are certified business enterprises;

H.9.2.4 The name of the individual employed by the prime Contractor who will administer the subcontracting plan, and a description of the duties of the individual;

H.9.2.5 A description of the efforts the prime Contractor will make to ensure that SBEs, or, if insufficient SBEs are available, that certified business enterprises will have an equitable opportunity to compete for subcontracts;
H.9.2.6 In all subcontracts that offer further subcontracting opportunities, assurances that the prime Contractor will include a statement, approved by the Chief Procurement Officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;

H.9.2.7 Assurances that the prime Contractor will cooperate in any studies or surveys that may be required by the CPO, and submit periodic reports, as requested by the CPO, to allow the District to determine the extent of compliance by the prime Contractor with the subcontracting plan;

H.9.2.8 A list of the type of records the prime Contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and assurances that the prime Contractor will make such records available for review upon the District’s request; and

H.9.2.9 A description of the prime Contractor’s recent effort to locate SBEs or, if insufficient SBEs are available, certified business enterprises, and to award subcontracts to them.

H.9.2.10 The Subcontracting Plan Form is included herein as Attachment J.5.

H.9.3 Subcontracting Plan Compliance Reporting. If the Contractor has an approved subcontracting plan required by law under this contract, the Contractor shall submit to the CPO and the Director of DSLBD, no later than the 21st of each month following execution of the contract, a Subcontracting Plan Compliance Report to verify its compliance with the subcontracting requirements for the preceding month. The monthly subcontracting plan compliance report shall include the following information:

H.9.3.1 The dollar amount of the contract or procurement;

H.9.3.2 A brief description of the goods procured or the services contracted for;

H.9.3.3 The name of the business enterprise from which the goods were procured or services contracted;

H.9.3.4 Whether the subcontractors to the contract are currently certified business enterprises;

H.9.3.5 The dollar percentage of the contract awarded to SBEs, or if insufficient SBEs, to other certified business enterprises;

H.9.3.6 A description of the activities the Contractor engaged in, in order to achieve the subcontracting requirements set forth in its plan; and

H.9.3.7 A description of any changes to the activities the Contractor intends to make by the next month to achieve the requirements set forth in its plan.
H.9.4 **Subcontractor Standards**

H.9.4.1 A prime Contractor shall ensure that subcontractors meet the criteria for responsibility described in D.C. Official Code § 2-353.01.

H.9.5 **Enforcement and Penalties for Breach of Subcontracting Plan**

H.9.5.1 If during the performance of this contract, the Contractor fails to comply with its approved subcontracting plan, and the CPO determines the Contractor’s failure to be a material breach of the contract, the CPO shall have cause to terminate the contract under the default clause of the Standard Contract Provisions.

H.9.5.2 There shall be a rebuttable presumption that a Contractor willfully breached its approved subcontracting plan if the Contractor (i) fails to submit any required monitoring or compliance report; or (ii) submits a monitoring or compliance report with the intent to defraud.

H.9.5.3 A Contractor that is found to have willfully breached its approved subcontracting plan for utilization of certified business enterprises in the performance of a contract shall be subject to the imposition of penalties, including monetary fines of $15,000 or 5% of the total amount of the work that the Contractor was to subcontract to certified business enterprises, whichever is greater, for each such breach.

H.10 **PRIME CONTRACTOR PERFORMANCE REQUIREMENTS APPLICABLE TO JOINT VENTURES**

H.10.1 If a certified joint venture is selected as a prime contractor and is granted a price reduction pursuant to the Act or is selected through a set-aside program under the Act, the certified business enterprise partner of the joint venture shall perform at least 50% of the contracting effort, excluding the cost of materials, goods, and supplies, with its own organization and resources and, if the joint venture subcontracts, at least 35% of the subcontracted effort, excluding the cost of materials, goods and supplies, shall be with certified business enterprises.

H.10.2 If the total of the contracting effort, excluding the cost of materials, goods, and supplies, proposed to be performed by the certified business enterprise is less than the amount required by the preceding paragraph, then the certified business enterprise shall not be eligible to receive preference points or a price reduction for a period of not less than two (2) years.
H.11 PERFORMANCE REQUIREMENT FOR CONTRACTS OF $1 MILLION OR LESS

If this is a construction contract of $1 million or less for which a certified business enterprise is selected as prime contractor and is granted a price reduction pursuant to the Act or is selected through a set-aside program under the Act, the certified business enterprise prime contractor shall perform at least 50% of the on-site work with its own work force.

H.14 CONTRACTOR RESPONSIBILITIES

H.14.1 The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the District harmless for any action on his part or that of his employees or subcontractors, which results in illness, injury or death.

H.14.2 The Contractor shall be liable for all fines and shall comply with all District regulations for safe handling, storage, disposal, and use of any hazardous materials and chemicals.

H.14.3 The Contractor shall be charged the cost, in the event of fines or penalties levied by the EPA or an Air Quality Management Authority.

H.15 ALLOWABLE SUBCONTRACTING REQUIREMENTS

H.15.1 The Contractor shall ensure that all activities carried out by its subcontractors conforms to the provisions of this contract.

H.15.2 It shall be the responsibility of the Contractor to ensure that its subcontractors are capable of meeting the reporting requirements under this Contract and, if they cannot, the Contractor shall not be relieved of the contract requirements.

H.15.3 The Contractor shall notify the DCPL CPO in writing, of the termination of any subcontract for the provision of services, including the arrangements made to ensure continuation of the services covered by the terminated subcontract, not less than forty-five (45) calendar days prior to the effective date of the termination, unless immediate termination of the subcontract is necessary to protect the health and safety of staff or prevent fraud and abuse. In such an event, the Contractor shall notify the CA immediately upon taking such action.

H.15.4 If DCPL determines that the termination or expiration of a subcontract materially affects the ability of the Contractor to carry out its responsibility under this contract, the District may terminate this contract for default.
H.15.5 The Contractor shall ensure subcontracts contain a provision that requires subcontracts to contain all provisions of the Contractor’s contract with DCPL and that the subcontractor look solely to the Contractor for payment for services rendered.

H.16 SUBCONTRACTOR STANDARDS

A prime Contractor shall ensure that subcontractors meet the criteria for responsibility described in D.C. Official Code §2-353-02.

H.17 CONTRACT TERMINATION

In accordance with DCPL Procurement Regulation Title 19 DCMR, Chapter 43, Section 4372, the DCPL CPO may terminate contracts for default or convenience in whole or in part only by written notice to the Contractor. The CPO shall have the discretion to determine the manner in which the written notice is sent to the Contractor.

H.18 GENERAL PROHIBITIONS OF GENDER IDENTITY OR EXPRESSION

It is unlawful for any person or entity, including agencies of the District of Columbia government and its contractors, to discriminate against a person in employment, housing, public accommodations, or educational institutions on the basis of that person’s actual or perceived gender identity or expression, pursuant to 4 DCMR §§801(e) – 808.899.1. See the Gender Identity and Expression Policy and Factsheet included herein as Attachment J.6.

H.19 PROHIBITION OF WORKPLACE SEXUAL HARASSMENT

It is unlawful for employees, officials, third parties doing business with, or carrying out the goals and objectives of the District of Columbia government, such as vendors, contractors, grantees, customers, and other persons visiting or working at District of Columbia worksites inside and outside District of Columbia, to engage in workplace sexual harassment pursuant to Mayor’s Order 2017-313 dated December 18, 2017.
SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The District of Columbia Public Library Standard Contract Provisions for Supply, Service, Architect/Engineer and Construction Solicitations and Contracts dated October 2009 (Attachment J.1) is applicable to this solicitation.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

A. Definitions

1. "Products" - A deliverable under any contract that may include commodities, services and/or technology furnished by or through Contractor, including existing and custom Products, such as, but not limited to: a) recorded information, regardless of form or the media on which it may be recorded; b) document research; c) experimental, developmental, or engineering work; d) licensed software; e) components of the hardware environment; f) printed materials (including but not limited to training manuals, system and user documentation, reports, drawings); g) third party software; h) modifications, customizations, custom programs, program listings, programming tools, data, modules, components; and i) any intellectual property embodied therein, whether in tangible or intangible form, including but not limited to
utilities, interfaces, templates, subroutines, algorithms, formulas, source code, and object code.

2. **Existing Products** - Tangible Products and intangible licensed Products that exist prior to the commencement of work under the contract. Existing Products must be identified on the Product prior to commencement of work or else will be presumed to be Custom Products.

3. **Custom Products** - Products, preliminary, final or otherwise, which are created or developed by Contractor, its subcontractors, partners, employees, resellers or agents for the District under the contract.

4. **District** – The District of Columbia and its agencies.

**B. Title to Project Deliverables**

The Contractor acknowledges that it is commissioned by the District to perform services detailed in the contract. The District shall have ownership and rights for the duration set forth in the contract to use, copy, modify, distribute, or adapt Products as follows:

1. **Existing Products**: Title to all Existing Licensed Product(s), whether or not embedded in, delivered or operating in conjunction with hardware or Custom Products, shall: (1) remain with Contractor or third party proprietary owner, who retains all rights, title and interest (including patent, trademark or copyrights). Effective upon payment, the District is granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the District as part of Contractor’s proposal that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the District’s satisfaction) and distribute Existing Product to District users up to the license capacity stated in the contract with all license rights necessary to fully effect the general business purpose(s) of the project or work plan or contract; and (2) be licensed in the name of the District. The District agrees to reproduce the copyright notice and any other legend of ownership on any copies authorized under this paragraph.

2. **Custom Products**: Effective upon Product creation, Contractor hereby conveys, assigns, and transfers to the District the sole and exclusive rights, title and interest in Custom Product(s), whether preliminary, final or otherwise, including all patent, trademark and copyrights. Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction
and marketing by or through Contractor.

C. Transfers or Assignments of Existing or Custom Products by the District

The District may transfer or assign Existing or Custom Products and the licenses thereunder to another District agency. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a project or work plan in the course of Contractor’s business.

D. Subcontractor Rights

Whenever any data, including computer software, are to be obtained from a subcontractor under the contract, the Contractor shall use this clause, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District’s or the Contractor’s rights in that subcontractor data or computer software which is required for the District.

E. Source Code Escrow

1. For all computer software furnished to the District with the rights specified in section B.2, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope as specified in section B.2 of this clause. For all computer software furnished to the District with the restricted rights specified in section B.1 of this clause, the District, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under the contract or any paid-up maintenance agreement, or if the Contractor should be declared insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the current version of the source code supplied under the contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

2. If the Contractor or Product manufacturer/developer of software furnished to the District with the rights specified in section B.1 of this clause offers the source code or source code escrow to any other commercial customers, the Contractor shall either: (1) provide the District with the source code for the Product; (2) place the source code in a third party escrow arrangement with a designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the District; or (3) will certify to the District that the Product manufacturer/developer has named the District as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the District, and who shall
be directed to release the deposited source code in accordance with the terms of escrow.

3. The Contractor shall update the source code, as well as any corrections or enhancements to the source code, for each new release of the Product in the same manner as provided above, and certify such updating of escrow to the District in writing.

F. Indemnification and Limitation of Liability

The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

1.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District Contractor or by any District employee.

1.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor’s work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor’s work and services required hereunder.

1.8 INSURANCE

1.8.1 GENERAL REQUIREMENTS. The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to
be performed and have an A.M. Best Company rating of A-/VII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein.

I.8.1.1 All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

I.8.1.2 The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers’ compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor’s and its subcontractors’ Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 and CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor’s and its subcontractors’ liability policies (except for workers’ compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

I.8.1.3 If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

I.8.1.4 Commercial General Liability Insurance (“CGL”) - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of
terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than $1,000,000 each occurrence, a $2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a $1,000,000 personal and advertising injury limit, and a $2,000,000 products-completed operations aggregate limit.

I.8.1.5 **Automobile Liability Insurance** - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor’s commercial automobile liability policy or (ii) $1,000,000 per occurrence combined single limit for bodily injury and property damage.

I.8.1.6 **Workers’ Compensation Insurance** - The Contractor shall provide evidence satisfactory to the CO of Workers’ Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

I.8.1.7 **Employer’s Liability Insurance** - The Contractor shall provide evidence satisfactory to the CO of employer’s liability insurance as follows: $500,000 per accident for injury; $500,000 per employee for disease; and $500,000 for policy disease limit.

I.8.1.8 All insurance required by this Paragraph I.8.4 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

I.8.1.9 **Commercial Umbrella or Excess Liability** - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor’s umbrella or excess liability policy or (ii) $1,000,000 per occurrence and $1,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

I.8.2 **PRIMARY AND NONCONTRIBUTORY INSURANCE**

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.
I.8.3 DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia, and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

I.8.4 LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.

I.8.5 CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

I.8.6 MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

I.8.7 NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

I.8.8 CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia and mailed to the attention of:

Diane Wooden, CO
District of Columbia Public Library
1990 K Street, NW – Suite 500
Washington, DC 20006
Telephone: (202) 727-4800
Email: diane.wooden2@dc.gov
The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

I.8.9 DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

I.8.10 CARRIER RATINGS. All Contractor’s and its subcontractors’ insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor’s Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Attachment J.7. An award cannot be made to any bidder who has not satisfied the equal employment requirements.

10. INDEMNIFICATION

10.1 The Contractor agrees to defend, indemnify and hold harmless the District, its officers, agencies, departments, agents, and employees (collectively the “District”) from and against any and all claims, losses, liabilities, penalties, fines, forfeitures, demands, causes of action, suits, costs and expenses incidental thereto (including cost of defense and attorney’s fees), resulting from, arising out of, or in any way connected to activities or work performed by the Contractor, the Contractor’s officers, employees, agents, servants, subcontractor, or any other person acting for or by permission of the Contractor in performance of the contract. The Contractor assumes all risks for direct and indirect damages or injury to the property or persons used or employed in performance of the contract. The Contractor shall also repair or replace any District property that is damaged by the Contractor, the Contractor’s officers, employees, agents, servants, subcontractors, or any other person acting for or by permission of the Contractor while performing work hereunder. The duty to indemnify covers any claim against the District for its alleged failure to monitor or
supervise the Contractor where the underlying claim arises from the conduct, action, 
or omission of the Contractor, the Contractor’s officers, employees, agents, servants, 
Sub-Contractor, or any other person acting for or by permission of the Contractor in 
performance of the contract.

10.2 The indemnification obligation under this section shall not be limited by the 
existence of any insurance policy or by any limitation on the amount or type of 
damages, compensation or benefits payable by or for the Contractor or any 
subcontractor, and shall survive the termination of the contract. The District agrees 
to give Contractor written notice of any claim of indemnity under this section. The 
Contractor shall also have the right and sole authority to control the defense or 
settlement of such claim, provided that no contribution or action by the District is 
required in connection with the settlement. Monies due or to become due the 
Contractor under the contract may be retained by the District as necessary to satisfy 
any outstanding claim which the District may have against the Contractor.

1.11 ORDER OF PRECEDENCE

The contract awarded as a result of this RFP will contain the following clause:

A conflict in language shall be resolved by giving precedence to the document in the 
highest order of priority that contains language addressing the issue in question. The 
following documents are incorporated into the contract by reference and made a part 
of the contract in the following order of precedence:

(1) An applicable Court Order, if any
(2) Contract document
(4) Contract attachments other than the Standard Contract Provisions
(5) Contractor’s BAFOs (in order of most recent to earliest)
(6) Contractor’s Proposal
(7) RFP as amended

1.12 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS

Any contract in excess of $1,000,000 shall not be binding or give rise to any claim or 
demand against the District until approved by the Council of the District of Columbia 
and signed by the CPO.

1.13 GOVERNING LAW

This contract, and any disputes arising out of or related to this contract, shall be 
governed by, and construed in accordance with, the laws of the District of Columbia.
1.14 CONTINUITY OF SERVICES

1.14.1 The Contractor recognizes that the services provided under this contract are vital to the District of Columbia and must be continued without interruption and that, upon contract expiration or termination, a successor, either the District or another contractor, at the District’s option, may continue to provide these services. To that end, the Contractor agrees to:

1.14.1.1 Furnish phase-out, phase-in (transition) training; and

1.14.1.2 Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

1.14.2 The Contractor shall, upon the DCPL CPO’s written notice:

1.14.2.1 Furnish phase-in, phase-out services for up to ninety (90) days after this contract expires and

1.14.2.2 Negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer’s approval.

1.14.3 The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

1.14.4 The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

1.14.5 Only in accordance with a modification issued by the DCPL CPO, the Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.
I.15 DISCRIMINATION CLAUSES

I.15.1 Anti-Discrimination Clause:

The Contractor:

I.15.1.1 Shall not discriminate in any manner against any employee or applicant for employment in violation of Section 211 of the District of Columbia Human Rights Act (DC Law 2-38; DC Official Code Section 2-1402.11);

I.15.1.2 Shall include a similar clause in every subcontract, except subcontracts for standard commercial supplies or raw materials;

I.15.1.3 Shall, along with all subcontractors, post in a conspicuous place available to employees and applicants for employment, a notice setting forth the provisions of the anti-discrimination clause set out in Section 251 of the District of Columbia Human Rights Act (DC Official Code Section 2-1402.51).

I.15.2 Non-Discrimination Clause:

I.15.2.1 The Contractor shall not discriminate in any manner against any employee or applicant for employment that would constitute a violation of the District of Columbia Human Rights Act, approved December 13, 1977, as amended (D. C. Law 2-38; D. C. Official Code §2-1402.11) (2001 Ed.) (“Act” as used in this Section). The Contractor shall include a similar clause in all subcontracts, except subcontracts for standard commercial supplies or raw materials. In addition, Contractor agrees and any subcontractor shall agree to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause as provided in Section 251 of the Act.

I.15.2.2 Pursuant to rules of the Office of Human Rights, published on August 15, 1986 in the D. C. Register and Mayor’s Order 2002-175 (10/23/02), 49 DCR 9883, the following clauses apply to this contract:

I.15.2.2.1 The Contractor shall not discriminate against any employee or applicant for employment because of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, disability, matriculation, political affiliation, source of income, or place of residence or business. Sexual harassment is a
form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act.

I.15.2.2.2 The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, disability, matriculation, political affiliation, source of income, or place of residence or business. The affirmative action shall include, but not be limited to the following:

a. Employment, upgrading or transfer;
b. Recruitment, or recruitment advertising;
c. Demotion, layoff, or termination;
d. Rates of pay, or other forms of compensation; and
e. Selection for training and apprenticeship.

I.15.2.2.3 The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Agency, setting forth the provisions in subsections I.12.2.2.1 and I.12.2.2.2 concerning non-discrimination and affirmative action.

I.15.2.2.4 The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants shall receive consideration for employment pursuant to the non-discrimination requirements set forth in subsection I.12.2.2.2.

I.15.2.2.5 The Contractor agrees to send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the contracting agency, advising the said labor union or workers’ representative of that contractor’s commitments under this nondiscrimination clause and the Act, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

I.15.2.2.6 The Contractor agrees to permit access to his books, records and accounts pertaining to its employment practices, by the Chief Procurement Officer or designee, or the Director of Human Rights or designee, for purposes of investigation to ascertain compliance with this chapter, and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors’ books, records, and accounts for such purposes.

I.15.2.2.7 The Contractor agrees to comply with the provisions of this chapter and with all guidelines for equal employment opportunity applicable in the District of Columbia adopted by the Director of the Office of Human Rights, or any authorized official.
1.15.2.2.8 The Contractor shall include in every subcontract the equal opportunity clauses, subsections 1.12.2.2.1 through 1.12.2.2.9 of this section, so that such provisions shall be binding upon each subcontractor or Contractor.

1.15.2.2.9 The Contractor shall take such action with respect to any subcontract as the CO may direct as a means of enforcing these provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or Contractor as a result of such direction by the contracting agency, the Contractor may request the District to enter into such litigation to protect the interest of the District.

1.16 EQUAL ACCESS TO SERVICES/NOTICE OF NON-DISCRIMINATION

1.16.1 In accordance with District and federal laws, the DCPL does not discriminate on the basis of actual or perceived race, color, disability, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamilial offense, or place of residence. Harassment based on any of the above protected categories is prohibited by law. Therefore the Contractor shall not engage in such unlawful discrimination against any of its employees, applicants or customers and shall require the same for its sub-contractors. The Contractor agrees to provide equal access to its services under this agreement in accordance with District and federal laws.

1.16.2 DCPL is committed to providing language access services to persons who may have Limited English Proficiency (LEP) or who may be non-English proficiency (NEP) in accordance with the DC Language Access Act of 2004. Language assistance such as translated documents and interpreters are provided by DCPL free of charge. The Contractor agrees to cooperate with DCPL in its efforts to adhere to the Language Access Act. Such cooperation may include but is not limited to directing LEP or NEP customers seeking information or service to a DCPL staff member, providing translated documents or providing documents that may be translated by DCPL, or working with Library staff to hire an interpreter.
SECTION J
LIST OF ATTACHMENTS

The following list of attachments are incorporated into the solicitation.

<table>
<thead>
<tr>
<th>Attachment Number</th>
<th>Document</th>
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<tbody>
<tr>
<td>J.1</td>
<td>Government of the District of Columbia Public Library Standard Contract</td>
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<tr>
<td></td>
<td>Provisions for Supply, Service, Architect/Engineer and Construction</td>
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<tr>
<td></td>
<td>Solicitations and Contracts dated October 2009</td>
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<tr>
<td>J.2</td>
<td>Department of Employment Services First Source Employment Agreement</td>
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<tr>
<td></td>
<td>(Applicable to Proposals $300,000 and Above)</td>
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<tr>
<td>J.3</td>
<td>U.S. Department of Labor Wage Determination (Wage Determination No.</td>
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<tr>
<td></td>
<td>2015-4281, Revision No. 12 dated 12/26/18)</td>
</tr>
<tr>
<td>J.4</td>
<td>2019 Living Wage Notice and Fact Sheet</td>
</tr>
<tr>
<td>J.5</td>
<td>Subcontracting Plan Form (Applicable to Proposals $250,000 and Above)</td>
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<tr>
<td>J.6</td>
<td>Gender Identity and Expression Policy and Fact Sheet</td>
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<tr>
<td>J.7</td>
<td>E.E.O. Information and Mayor’s Order 85-85</td>
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<tr>
<td>J.8</td>
<td>Tax Certification Affidavit</td>
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<tr>
<td>J.9</td>
<td>Form of Offer Letter</td>
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<td>J.10</td>
<td>Contractor’s Past Performance Evaluation Form</td>
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<tr>
<td>J.11</td>
<td>Cost Price Disclosure Certification Form</td>
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<tr>
<td>J.12</td>
<td>Bidder/Offeror Certification Form</td>
</tr>
<tr>
<td>J.13</td>
<td>DC Master Supplier Information Collection Template and 2018 W9 Form</td>
</tr>
<tr>
<td>J.14</td>
<td>Non-Disclosure Agreement (MUST BE SIGNED AND EMAILED TO:</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:AMEERM.ABDULLAH@DC.GOV">AMEERM.ABDULLAH@DC.GOV</a></td>
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</table>
SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF CONTRACTORS

K.1 AUTHORIZED NEGOTIATORS

The Contractor represents that the following persons are authorized to negotiate on its behalf with the District in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators).

K.2 BIDDER/OFFEROR CERTIFICATION FORM

Offerors shall complete the Bidder/Offeror Certification Form included herein as Attachment J.12.

K.3 TAX CERTIFICATION

Each Contractor must submit with its offer, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.8.
SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO CONTRACTORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District of Columbia Public Library

L.1.1.1 The District of Columbia Public Library intends to award a contract resulting from this solicitation to the responsible Contractor whose offer conforming to the solicitation shall be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.1.2 This procurement is being conducted in accordance with the provisions of Chapter 43, Section 4317 of the Department’s Procurement Regulations (Title 19 DCMR).

L.1.2 Initial Offers

The DCPL may award contracts on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Contractor’s best terms from a standpoint of cost or price, technical and other factors.

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

L.2.1 One (1) original and four (4) copies of the written proposals shall be submitted in two (2) parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8 1/2” x 11” white paper. Telephonic, telegraphic, and facsimile proposals shall not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. DCPL-2019-R-0070, Caption of RFP (Exhibition Development, Design, Fabrication and Installation Services for the Martin Luther King Jr. Memorial Library) and Name of Contractor".

1. Numbering

   Pages are to be numbered sequentially from page 1 to the end, including charts, figures, tables, and appendices.

2. Names

   Include the firm/team name on each page.

3. Offerors shall submit proposals in response to this solicitation in English.

L.2.2 Contractors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. The Contractor shall respond to each
factor in a way that shall allow the District to evaluate the Contractor’s response. The Contractor shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services delivery thereof. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in Section C.

L.2.3 Technical Proposal

L.2.3.1 The Contractor’s Technical Proposal shall include a Table of Contents providing the page numbers and location for each section and subsection of the Contractor’s proposal as described in Section L.2.6.

L.2.4 Executive Summary

Each Offer shall provide a summary of the information contained in the following sections.

L.2.5 General Team Information and Firm(s) Data

L.2.5.1 Each Offeror shall provide the following information for the principal firm and each of its subcontractors.

1. Name(s), address(es), and role(s) of each firm (including all subcontractors).

2. The Contractor’s full legal name, address, and phone number.

3. Identification of the Contractor’s authorized representative, the representative’s title, phone number and email address.

4. Identification of the Contractor’s contact person for the proposal, if different from the representative; the contact person’s address, phone number, and e-mail address.

5. Description of the Contractor’s organization.

6. A statement affirming the Contractor’s acceptance of the contract provisions as described in Sections A – K including the Standard Contract Provisions of the solicitation; and

7. Signature of an authorized representative of the Contractor’s organization.
L.2.6 Volume One: Technical Proposal

L.2.6.1 The below documents shall be included in Volume One.

Transmittal Letter

Section 1.................................................................Table of Contents

Section 2...............................................................Executive Summary

Section 3 ............................................General Team Information and Firm Data

Section 4...............................................................Project Approach

Section 5................................. Qualifications and Previous Experience

Section 6...............................................Contractor Management Team

Section 7.............. Bidder/Offeror Certification Form (Attachment J.12)

Section 8.......................................................Amendments

L.2.7 Volume Two: Price Proposal and Required Documents

L.2.7.1 The below documents shall be included in Volume Two.

L.2.7.2 The Contractor’s Price Proposal shall include a Table of Contents providing the page numbers and location for each section and subsection of the Contractor’s proposal as described in Section L.2.7.3.

L.2.7.3 Each Offeror shall submit a Form of Offer Letter substantially in the form of Attachment J.9. Material deviations, in the opinion of DCPL, from the Form of Offer Letter will be sufficient to render the price proposal non-responsive.

Transmittal Letter

Section 1.........................................................................................Table of Contents

Section 2.................................................................Form of Offer Letter (Attachment J.9)

Section 3.......Cost Price Disclosure Certification Form (Attachment J.11)

Section 4.................First Source Employment Agreement (Attachment J.2)
Section 5................................EEO Information Report (Attachment J.7)

Section 6.................................Subcontracting Plan Form (Attachment J.5)

Section 7......................................Tax Affidavit (Attachment J.8)

L.3 SITE VISIT AND QUESTIONS, PROPOSAL SUBMISSION DATE AND
TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS,
WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE
PROPOSALS

L.3.1 SITE VISIT AND QUESTIONS

L.3.2 Interested Contractors may ask questions about the RFP at the site visit scheduled for
Tuesday, March 26, 2019 (3:00pm) at the Martin Luther King Jr. Memorial Library,
901 G Street, NW, Washington, DC 20001.

L.3.3 Impromptu questions will be permitted and spontaneous answers will be provided at
the District’s discretion. Verbal answers given at the site visit are only intended for
general discussion and do not represent the District’s final position.

L. 3.4 Prospective Offeror’s shall submit questions via email to the DCPL Contract
Specialist at ameerabdullah@dc.gov no later than Friday, April 5, 2019 by 2:00
p.m. EDT. DCPL will not consider any questions received after Friday, April 5,
2019. An amendment with official answers will be posted on the DCPL website at
http://www.dclibrary.org/about/opportunities

L.3.5 Proposal Submission

Proposals must be submitted no later than Friday, April 19, 2019 by 2:00 p.m. EDT.
Proposals, modifications to proposals, or requests for withdrawals that are received in
the designated District office after the exact local time specified above, are "late" and
shall be considered only if they are received before the award is made and one (1) or
more of the following circumstances apply:

L.3.5.1 The proposal or modification was sent by registered or certified mail not later than the
fifth (5th) day before the date specified for receipt of offers;

L.3.5.2 The proposal or modification was sent by mail and it is determined by the Contracting
Officer that the late receipt at the location specified in the solicitation was caused by
mishandling by the District, or

L.3.5.3 The proposal is the only proposal received.
L.3.5.4 Withdrawal or Modification of Proposals

An Offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

L.3.5.5 Postmarks

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the Contractor can furnish evidence from the postal authorities of timely mailing.

L.3.5.6 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.3.5.7 Late Proposals

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L.4 EXPLANATION TO PROSPECTIVE CONTRACTORS

L.4.1 Each Offeror should carefully examine this RFP and any and all amendments, addenda or other revisions, and thoroughly be familiar with all requirements prior to proffering a Submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, they must submit a request for interpretation or correction in writing.

L.4.2 Any information given to an Offeror concerning the RFP shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of DCPL that information is necessary in proffering submissions or if the lack of information would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before award of the contract will not be binding.
L.5 **FAILURE TO SUBMIT OFFERS**

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Contracting Officer, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Contracting Officer, of the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Contracting Officer, that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.7 **RESTRICTION ON DISCLOSURE AND USE OF DATA**

L.7.1 Contractors who include in their proposal data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a contract is awarded to this Contractor as a result of or in connection with the submission of this data, the District shall have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

L.7.2 Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

L.8 **PROPOSALS WITH OPTION YEARS (NOT APPLICABLE)**

The Contractor shall include option year prices in its price/cost proposal. An offer may be determined to be unacceptable if it fails to include option year pricing.

L.9 **PROPOSAL PROTESTS**

L.9.1 All protests alleging defects in this solicitation shall be governed by Section 4378 of the Department's Procurement Regulations (19 DCMR § 4378); provide a clear and concise statement of the legal and factual grounds of the protest, including copies of relevant documents, and citations to statutes, regulations or solicitation provisions
claimed to be violated; and, be filed in writing with the District of Columbia Contracts Appeals Board ("CAB"), pursuant to title X of the Procurement Practices Reform Act of 2010 ("PPRA") (D.C. Official Code § 2-360.01 et seq.). Protests alleging defects in this solicitation, which are apparent prior to bid openings, must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was later incorporated by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, protests shall be filed not later than ten (10) business days after the basis of protest is known or should have been known, whichever is earlier. To expedite handling of protests, forward courtesy copies of protests to the Department’s Chief Procurement Officer ("CPO") with "Protest" labeled on the envelope.

L.9.2 This section is intended to summarize the protest procedures and is for the convenience of the Contractors only. To the extent any provision of this section is inconsistent with the Department’s regulations or the PPRA; the more stringent provisions shall apply.

L.10 SIGNING OF OFFERS

The Contractor shall sign the offer and print or type its name on the Solicitation, Offer and Award form of this solicitation. Offers signed by an agent shall be accompanied by evidence of that agent’s authority, unless that evidence has been previously furnished to the Contracting Officer.

L.11 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Contractor's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

L.12 RETENTION OF PROPOSALS

All proposal documents shall be the property of DCPL and retained by DCPL, and therefore shall not be returned to the Contractors.

L.13 NO COMPENSATION FOR PREPARATION OF SUBMISSIONS

DCPL shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.
**L.14 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS**

In addition to other proposal submission requirements, the Contractor must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code § 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the contract, subject to applicable FOIA exemption under Section 2-534(a)(1).

**L.15 CERTIFICATES OF INSURANCE**

The Contractor shall submit certificates of insurance giving evidence of the required coverages as specified in Section 1.8 prior to commencing work. Evidence of insurance shall be submitted upon request to:

**Diane Wooden**  
**DC Public Library**  
**Chief Procurement Officer**  
**1990 K Street, NW – Suite 500**  
**Washington, DC 20006**  
**diane.wooden2@dc.gov**

**L.16 ACKNOWLEDGMENT OF AMENDMENTS**

The Contractor shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A, Solicitation, Offer and Award form; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Contractors' failure to acknowledge an amendment may result in rejection of the offer.

**L.17 BEST AND FINAL OFFERS**

If, subsequent to receiving original proposals, negotiations are conducted, all Contractors within the competitive range shall be so notified and shall be provided an opportunity to submit written best and final offers at the designated date and time. Best and Final Offers shall be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions shall be reopened unless the Contracting Officer determines that it is clearly in the District's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the best and final offers received. If discussions are
reopened, the Contracting Officer shall issue an additional request for best and final offers to all Contractors still within the competitive range.

L.18 LEGAL STATUS OF CONTRACTOR

Each proposal must provide the following information:

L.18.1 Name, address, telephone number and federal tax identification number of Contractor;

L.18.2 A copy of each District of Columbia license, registration or certification that the Contractor is required by law to obtain. This mandate also requires the Contractor to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862 (2001), if the Contractor is required by law to make such certification. If the Contractor is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.18.3 If the Contractor is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

L.19 FAMILIARIZATION WITH CONDITIONS

Contractors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Contractors shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.20 STANDARDS OF RESPONSIBILITY

L.20.1 The prospective contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit the documentation listed below, within seven (7) calendar days of the request by the District.

L.20.2 Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

L.20.3 Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
L.20.4  Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.

L.20.5  Evidence of compliance with the applicable District licensing and tax laws and regulations.

L.20.6  Evidence of a satisfactory performance record, record of integrity and business ethics.

L.20.7  Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.

L.20.8  Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

L.20.9  If the prospective contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective contractor to be non-responsible.

L.21  SITE VISIT

Applicable to this solicitation.

L.22  PROPOSAL EVALUATION

Proposals will be evaluated in accordance with Section M.1.

L.23  PROJECT APPROACH

Each Offeror shall submit the information required by Section M.2.1.

L.24  QUALIFICATIONS AND PREVIOUS EXPERIENCE

Each Offeror shall submit the information required by Section M.2.2.

L.25  CONTRACTOR MANAGEMENT TEAM

Each Offeror shall submit the information required by Section M.2.3.
L.26 PRICE
Each Offeror shall submit the information required by Attachment J.9 – Form of Offer Letter.
SECTION M - EVALUATION FACTORS

M.1 EVALUATION FOR AWARD

The contract shall be awarded to the responsible Contractor whose offer is most advantageous to DCPL based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores shall not necessarily be determinative of the award. Rather, the total scores shall guide DCPL in making an intelligent award decision based upon the evaluation criteria.

M.2 EVALUATION CRITERIA

Proposals shall be evaluated based on the following evaluation factors in the manner described below:

The Contractor shall respond to the following Evaluation Factors:

M.2.1 Factor 1 - Project Approach (0 - 30 points)

The approach should describe the resources, activities and/or methodology that will be used to accomplish the work in a timely manner. Describe the capabilities of the Contractor and how they align with the requirements of the Statement of Work. Describe in detail how you will communicate the findings of the research conducted as a part of the scope, providing examples of past work where appropriate.

M.2.2 Factor 2 - Qualifications and Previous Experience (0 - 35 points)

The Offeror (or member of Offeror team) shall demonstrate performance on at least one substantial regional historical exhibit within the past five (5) years. Experience integrating accessible interactive components, both high and low tech, is highly preferred. Experience emphasizing public history, highlighting community perspectives, and/or designing exhibits on topics related to the social justice emphasis detailed in DCPL’s exhibits plan, is desired. Please provide examples of any past exhibit design projects related to DCPL exhibit topics: Martin Luther King, Jr., the struggle for civil and human rights, D.C. history and culture, and/or Mies and the Bauhaus movement. These examples shall be formatted to communicate the Offeror’s experience, understanding and outcome of the completed work. Include performance evaluations or references for these projects. Additionally, provide a description of your organization’s capacity to deliver complex exhibit design projects on time and on budget.
M.2.3 Factor 3 - Contractor Management Team (0-20 Points)

Offerors shall describe the project principals, project manager and/or key staff. Please address how well the individual’s qualifications and experience relate to the requirements of this project and demonstrate experience completed on projects of similar size, scope and format, including experience collaborating in a team environment with curators on related subject matter. Include a staffing plan and outline the amount of hours anticipated for each member of the team.

M.2.4 Price (0 -15 Points)

The price evaluation shall be objective. The Contractor with the lowest price shall receive the maximum price points. All other proposals shall receive a proportionately lower total score. The following formula shall be used to determine each Contractor’s evaluated price score:

\[
\text{Lowest Price Proposal} \div \text{Proposal Being Evaluated} \times 15 = \text{Evaluated Price Score}
\]

M.2.5 Preference Points

A total of twelve (12) preferences points shall be awarded as stated in Section M.5.

M.2.6 Total Evaluation Points

Technical Points = 85
Price Points = 15
Preference Points = 12
Total Possible Points = 112

M.3 EVALUATION OF OPTION YEARS [NOT USED]

M.4 EVALUATION OF PROMPT PAYMENT DISCOUNT

M.4.1 Prompt payment discounts shall not be considered in the evaluation of offers. However, any discount offered shall form a part of the award and shall be taken by the District if payment is made within the discount period specified by the Contractor.

M.4.2 In connection with any discount offered, time shall be computed from the date of delivery of the supplies to carrier when delivery and acceptance are at point of origin, or from date of delivery at destination when delivery, installation and acceptance are at that, or from the date correct invoice or voucher is received in the office specified by the District, if the latter date is later than date of delivery. Payment is deemed to be
made for the purpose of earning the discount on the date of mailing of the District check.

M.5 PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005”, as amended, D.C. Official Code § 2-218.01 et seq. (the Act), the District shall apply preferences in evaluating proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, veteran-owned, local manufacturing, or local with a principal office located in an enterprise zone of the District of Columbia.

M.5.1 Application of Preferences

For evaluation purposes, the allowable preferences under the Act for this procurement shall be applicable to prime contractors as follows:

M.5.1.1 Any prime contractor that is a small business enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) will receive the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to this Request for Proposals (RFP).

M.5.1.2 Any prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive the addition of five points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to this RFP.

M.5.1.3 Any prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive the addition of five points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to this RFP.

M.5.1.4 Any prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to this RFP.

M.5.1.5 Any prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to this RFP.

M.5.1.6 Any prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to this RFP.
M.5.1.7 Any prime contractor that is a veteran-owned business (VOB) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the VOB in response to this RFP.

M.5.1.8 Any prime contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LMBE in response to this RFP.

M.5.2 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act is the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to this RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.5.3 Preferences for Certified Joint Ventures

When DSLBD certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

M.5.4 Verification of Offeror's Certification as a Certified Business Enterprise

M.5.4.1 Any vendor seeking to receive preferences on this solicitation must be certified at the time of submission of its proposal. The contracting officer will verify the Offeror’s certification with DSLBD, and the offeror should not submit with its proposal any documentation regarding its certification as a certified business enterprise.

M.5.4.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street NW, Suite 850N
Washington DC 20001

M.5.4.3 All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.