

		1. Solicitation No. GF-2019-R-0046	2. Type <input type="checkbox"/> Sealed Bid <input checked="" type="checkbox"/> Negotiated RFP	3. Date Issued 5/15/19	Page 1 of 63
		4. Contract Number	5. Requisition/Purchase Request No. R0013351	6. <input type="checkbox"/> Open Market with set aside for SBE subcontracting (see Section M.1.6) <input checked="" type="checkbox"/> SBE Set-Aside (See B.2 & Sec. M) Mandatory 25% CBE subcontracting with Section M.2.5 and M.1.6	
7. Issued By: University of the District of Columbia Office of Strategic Sourcing and Procurement 4200 Connecticut Avenue NW Bldg. 39 Suite 200C Washington, DC 20008			8. Address Offer To: Mary Ann Harris, Chief Contracting Officer c/o Michiko Gadson, Contract Specialist University of the District of Columbia Office of Strategic Sourcing and Procurement 4200 Connecticut Avenue NW Bldg. 39 Suite 200C Washington, DC 20008		
9. FOR INFORMATION CONTACT	A. Name Michiko Gadson	B Telephone 202-274-5191	C. E-Mail Address mgadson@udc.edu		
IMPORTANT – The “Offeror” Section of this form must be completed by the Offeror					
SOLICITATION					
NOTE: In sealed bid solicitations “offer” and Offeror” mean “bid” and bidder”					
10. Sealed offers in “original plus 6 copies to perform the work required shall be received at the place specified in item 8, or hand carried to the bid counter located at address shown in item 8 not less than 2:00 p.m. local time on June 21, 2019.					
11. The University requires performance of work described in strict accordance with the following:					
DESCRIPTION		SECTION	PAGE		
Solicitation Offer/Award Form		A	1		
Schedule for Construction, Alterations, Repair, Price		B	2-3		
Scope/Specifications/Drawings		C	4-5		
Packaging and Markings		D	6		
Inspection and Acceptance		E	7		
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Contract Administration Data		G	9-13		
Special Contract Requirements		H	14-18		
Contract Clauses		I	19-27		
List of Attachments		J	28-29		
Representations, Certifications and Other Statements of Bidders		K	30		
Instructions to Bidders		L	31-39		
Evaluation Preference Points		M	41-44		
Attachment 1.10 (Statement of Work)			45 64		
12. The contractor shall begin performance and complete all work within 180 calendar days from the date specified in the written <input type="checkbox"/> Award <input checked="" type="checkbox"/> NTP. This period of performance is <input type="checkbox"/> Mandatory <input type="checkbox"/> Negotiable.					
13. The contractor must furnish performance and payment bonds. <input type="checkbox"/> yes, with 10 calendar days after receiving the Notice of Intent to Award <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/>					
14. Additional Solicitation Considerations A. All proposals are subject to the work requirements, provisions and clauses incorporated in this solicitation in full text or by reference. B. A BID GUARANTEE <input type="checkbox"/> is required <input checked="" type="checkbox"/> is not required.					
UNIVERSITY OF THE DISTRICT OF COLUMBIA OFFICE OF STRATEGIC SOURCING AND PROCUREMENT					

SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

- B.1** The University of the District of Columbia Office of Strategic Sourcing and Procurement, on behalf of its Office of Capital Assets and Real Estate Services (the "University") is seeking a contractor to design-build and replace the tennis courts at the Van Ness Campus.
- B.2** The University contemplates award of a fixed price contract as authorized by the District of Columbia Procurement Practices Reform Act of 2010 (PPRA) Section 503 and the District of Columbia Municipal Regulations (DCMR) Title 8B Section 3023.4. The contractor shall provide all of the services required by this solicitation.

B.3 [PRICE SCHEDULE]

Contract Line ITEM No. (CLIN)	ITEM DESCRIPTION	Total Price
0001	Site Survey	
0002	Preliminary Design	
0003	50% Design Submission	
0004	95% Design Submission	
0005	Final Design Submission	
0006	Phase II Construction	
0007	Prepare Existing Surface	
0008	Replace/Repair Perimeter Concrete Curb	
0009	Install Post Tensioned Concrete	
0010	Apply White Paint Markings	
0011	Refurnish Netting Posts	
0012	Install Netting	
0013	Install LED Light Fixtures	
0014	Install Privacy Screening	
GRAND TOTAL PRICE		
The Offeror's Price Proposal shall include a detailed breakdown of the total cost proposed		

- B.4** An offeror responding to this solicitation that is required to subcontract shall be required to submit with its proposal, any subcontracting plan required by law. Proposals responding to this RFP may be rejected if the offeror fails to submit a subcontracting plan that is required by law.

B.5 DESIGNATION OF SOLICITATION FOR THE OPEN MARKET

This RFP is set aside for the Sheltered Market of D.C. Department of Small Local Business Development and includes applicable preference points for certified small business enterprise (SBE) offeror under the provisions of the "Small and Certified Business Enterprise

Development and Assistance Act of 2014", D.C. Official Code § 2-218.01 et seq., as amended. Offerors **MUST** submit evidence of their DSLBD certification **WITH** their proposal at the time the proposal is submitted. **Offerors may apply for DSLBD certification on-line by going to <https://ldslbd.dc.gov> and select "Get Certified."** Questions about certification, email **cbe.info@dc.gov**.

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The University of the District of Columbia is seeking a contractor that is certified by the DC Department of Local Small Business Development (DSLBD) to provide design build services and replace five (5) tennis courts, replace some concrete curbing, and install new lighting at the Van Ness Campus within one hundred eighty (180) calendar days from the starting date specified in the Notice to Proceed.

C.2 APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference:

Item No.	Document Type	Title	Date
1	Law	District of Columbia Procurement Practices Reform Act	2010
2	Regulation	District of Columbia Municipal Regulations Title 8B	
3	Contract Clauses	Government of the District Columbia /standard Contract Provisions for Use With District of Columbia Government Construction Projects (Revised January 2007).	January 2007
4	Regulation pursuant to Law (Davis Bacon Act)	General Decision Number: DC190002, DC 2, Superseded General Decision Number: DC10180002	May 10, 2019
5	Law	Living Wage Act	January 1, 2019

C.3 DEFINITIONS

These terms when used in this RFP have the following meanings:

C.3.1 Bid - The term "bid" means proposal.

C.3.2 Bidder - The term "bidder" means offeror who has submitted a proposal in response to this solicitation.

C.4 BACKGROUND/CHECKS

The Offeror warrants that it will only assign employees who have passed a criminal background check to perform work under this contract. The background checks must demonstrate the worker(s) has/have no convictions or pending criminal charges that would render the worker unsuitable for regular contact with children.

C.5 STATEMENT OF WORK

See Attachment J.I0
(Appendix A
Description of Work)

SECTION D: PACKAGING AND MARKING

Not Applicable.

SECTION E: INSPECTION AND ACCEPTANCE

- E.1** The inspection and acceptance requirements for this contract shall be governed by clause number eleven (II), Inspection and Acceptance of the Government of the District of Columbia's Standard Contract Provisions for use with Specifications for District of Columbia Construction Projects (Revised January 2007).

SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The term of the contract shall be from date specified in the Notice to Proceed not to exceed 180 calendar days thereafter.

F.2 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the University's requirements and submit each deliverable to the Contract Administrator (CA) as scheduled by the CA.

- F.2.1** The Contractor shall submit to the University, as a deliverable, the report described in section H.5.5 that is required by the 51 % District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to section G.3.2.

SECTION G: CONTRACT ADMINISTRATION

G1 INVOICE PAYMENT

- G1.1** The University 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.
- G1.2** The University will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G2 INVOICE SUBMITTAL

- G2.1** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer with concurrent copies to the CA specified in Section G.9 below. The address of the CFO is:

University of the District of Columbia
Office of the Controller/Agency CFO
4200 Connecticut Avenue NW Bldg. 39 Suite 200B
Washington, DC 20008
202-274-5488

- G2.2** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:
- G2.2.1** Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);
- G2.2.2** Contract number and invoice number;
- G2.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
- G2.2.4** Other supporting documentation or information, as required by the Contracting Officer;
- G2.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- G2.2.6** Name, title, phone number of person preparing the invoice;
- G2.2.7** Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and
- G2.2.8** Authorized signature.

G3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

G31 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.

G32 The University shall not make final payment to the Contractor until the agency CFO has received the CO'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.

G4 ASSIGNMENT OF CONTRACT PAYMENTS

G41 In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.

G42 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

G43 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

“Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee).”

G5 THE QUICK PAYMENT CLAUSE

G5.1 Interest Penalties to Contractors

G5.1.1 The University will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, 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 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:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G5.1.2 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.

G5.2 Payments to Subcontractors

- G521** The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the University for work performed by any subcontractor under this contract:
- a) Pay the subcontractor for the proportionate share of the total payment received from the University that is attributable to the subcontractor for work performed under the contract; or
 - b) Notify the University and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.
- G522** The Contractor must pay any subcontractor or supplier 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 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:
- a) the 3rd day after the required payment date for meat or a meat product;
 - b) the 5th day after the required payment date for an agricultural commodity; or
 - c) the 15th day after the required payment date for any other item.
- G523** 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.
- G524** 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 of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.
- G53** **Subcontract requirements**
- G531** 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).
- G6** **CONTRACTING OFFICER (CO)**

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

Mary Ann Harris/Eddie Whitaker
Office of Strategic Sourcing and Procurement
4200 Connecticut Avenue NW Suite Bldg. 39 Suite 200B
Washington, DC 20008
Telephone: 202-274-5181

G7 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G7.1** The CO is the only person authorized to approve changes in any of the requirements of this contract.
- G7.2** 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 CO.
- G7.3** In the event the Contractor effects any change at the instruction or request of any person other than the CO, 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.

G8 CONTRACT ADMINSTRATOR (CA)

- G8.1** The CA is responsible for general administration of the contract and advising the CO 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:
 - G8.1.1** Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
 - G8.1.2** Coordinating site entry for Contractor personnel, if applicable;
 - G8.1.3** Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure;
 - G8.1.4** 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
 - G8.1.5** Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.
- G8.2** The address and telephone number of the CA shall be provided to the awarded contractor.
- G8.3** The CA shall NOT have the authority to:
 - 1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
 - 2. Grant deviations from or waive any of the terms and conditions of the contract;
 - 3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
 - 4. Authorize the expenditure of funds by the Contractor;
 - 5. Change the period of performance; or
 - 6. Authorize the use of University property, except as specified under the contract.

- G84** The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; 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 University, to take all corrective action necessitated by reason of the unauthorized changes.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the Department of Employment Services (DOES) for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the General Decision Number: DC190002 05102019 DC2 Superseded General Decision Number: DC20180002,, 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 Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with **clause 24 of the SCP**. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO 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 PREGNANT WORKERS FAIRNESS

H.3.1 The Contractor shall comply with the Protecting Pregnant Workers Fairness Act of 2016, D.C. Official Code § 32-1231.01 *et seq.* (PPWF Act).

H.3.2 The Contractor shall not:

(a) Refuse to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding for an employee, unless the Contractor can demonstrate that the accommodation would impose an undue hardship;

(b) Take an adverse action against an employee who requests or uses a reasonable accommodation in regard to the employee's conditions or privileges of employment, including failing to reinstate the employee when the need for reasonable accommodations ceases to the employee's original job or to an equivalent position with equivalent:

- (1) Pay;
- (2) Accumulated seniority and retirement;

- (3) Benefits; and
- (4) Other applicable service credits;

(c) Deny employment opportunities to an employee, or a job applicant, if the denial is based on the need of the employer to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding;

(d) Require an employee affected by pregnancy, childbirth, related medical conditions, or breastfeeding to accept an accommodation that the employee chooses not to accept if the employee does not have a known limitation related to pregnancy, childbirth, related medical conditions, or breastfeeding or the accommodation is not necessary for the employee to perform her duties;

(e) Require an employee to take leave if a reasonable accommodation can be provided; or

(f) Take adverse action against an employee who has been absent from work as a result of a pregnancy-related condition, including a pre-birth complication.

H.3.3 The Contractor shall post and maintain in a conspicuous place a notice of rights in both English and Spanish and provide written notice of an employee's right to a needed reasonable accommodation related to pregnancy, childbirth, related medical conditions, or breastfeeding pursuant to the PPWF Act to:

(a) New employees at the commencement of employment;

(b) Existing employees; and

(c) An employee who notifies the employer of her pregnancy, or other condition covered by the PPWF Act, within 10 days of the notification.

H.3.4 The Contractor shall provide an accurate written translation of the notice of rights to any non-English or non-Spanish speaking employee.

H.3.5 Violations of the PPWF Act shall be subject to civil penalties as described in the Act.

H.4 UNEMPLOYED ANTI-DISCRIMINATION

H.4.1 The Contractor shall comply with the Unemployed Anti-Discrimination Act of 2012, D.C. Official Code § 32-1361 *et seq.*

H.4.2 The Contractor shall not:

(a) Fail or refuse to consider for employment, or fail or refuse to hire, an individual as an employee because of the individual's status as unemployed; or

(b) Publish, in print, on the Internet, or in any other medium, an advertisement or announcement for any vacancy in a job for employment that includes:

- (1) Any provision stating or indicating that an individual's status as unemployed disqualifies the individual for the job; or
- (2) Any provision stating or indicating that an employment agency will not consider or hire an individual for employment based on that individual's status as unemployed.

H.4.3 Violations of the Unemployed Anti-Discrimination Act shall be subject to civil penalties as described in the Act.

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

H.5.1 For contracts for services in the amount of \$300,000 or more, 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 (Employment Agreement) with the District of Columbia Department of Employment Service's (DOES), in which the Contractor shall agree that:

- (a) The first source for finding employees to fill all jobs created in order to perform the contract shall be the First Source Register; and
- (b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall not begin performance of the contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.

H.5.4 The Contractor agrees that at least 51% of the new employees hired to perform the contract shall be District residents.

H.5.5 The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.

H.5.6 The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.

H.5.7 If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the contract for each percentage by which the Contractor fails to meet its hiring requirements.

H.5.8 Any contractor which violates, more than once within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five (5) years.

H.5.9 The contractor may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in **Article 7 after following Title 8B DCMR Section 3066.**

H.5.10 The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.

H.6 RESERVED

H.7 RESERVED

H.8 RESERVED

H.9 SUBCONTRACTING REQUIREMENTS

H.9.1 Mandatory Subcontracting Requirements

H.9.1.1 For all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).

H.9.1.2 If there are insufficient SBEs 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 qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

H.9.1.3 A prime contractor that is certified by DSLBD 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.9.1.4 Except as provided in H.9.1.5 and H.9.1.7, a prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

H.9.1.5 A prime contractor that is a certified joint venture and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

H.9.1.6 Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

H.9.1.7 A prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

H.10 FAIR CRIMINAL RECORD SCREENING

- H.10.1** The Contractor shall comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152) (the “Act” as used in this section). This section applies to any employment, including employment on a temporary or contractual basis, where the physical location of the employment is in whole or substantial part within the District of Columbia.
- H.10.2** Prior to making a conditional offer of employment, the Contractor shall not require an applicant for employment, or a person who has requested consideration for employment by the Contractor, to reveal or disclose an arrest or criminal accusation that is not then pending or did not result in a criminal conviction.
- H.10.3** After making a conditional offer of employment, the Contractor may require an applicant to disclose or reveal a criminal conviction.
- H.10.4** The Contractor may only withdraw a conditional offer of employment, or take adverse action against an applicant, for a legitimate business reason as described in the Act.
- H.10.5** This section and the provisions of the Act shall not apply:
- (a) Where a federal or District law or regulation requires the consideration of an applicant’s criminal history for the purposes of employment;
 - (b) To a position designated by the employer as part of a federal or District government program or obligation that is designed to encourage the employment of those with criminal histories;
 - (c) To any facility or employer that provides programs, services, or direct care to, children, youth, or vulnerable adults; or
 - (d) To employers that employ less than 11 employees.
- H.10.6** A person claiming to be aggrieved by a violation of the Act may file an administrative complaint with the District of Columbia Office of Human Rights, and the Commission on Human Rights may impose monetary penalties against the Contractor.

SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated January 2007 (“SCP”) are incorporated as part of the contract.

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 University 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

Delete Article 42, Rights in Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Article 42, Rights in Data) in its place:

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 University 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 University to perform services detailed in the contract. The University 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 remain with Contractor or third party proprietary owner, who retains all rights, title and interest (including patent, trademark or copyrights). Effective upon payment, the University shall be granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the University as part of Contractor’s bid that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the University’s satisfaction), and distribute Existing Product to University users up to the license capacity stated in the contract with all license rights necessary to fully effect the general business purpose of the project or work plan or contract. Licenses shall be granted in the name of the University. The University 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 University the sole and exclusive rights, title and interest in Custom Product(s), whether preliminary, final or otherwise, including all patents, 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 University

The University may transfer or assign Existing or Custom Products and the licenses thereunder to another University 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 University’s or the Contractor’s rights in that subcontractor data or computer software which is required for the University.

E. Source Code Escrow

1. For all computer software furnished to the University with the rights specified in section B.2, the Contractor shall furnish to the University, 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 University with the restricted rights specified in section B.1 of this clause, the University, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the University 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 University 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 University 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 University, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the University; or (3) will certify to the University that the Product manufacturer/ developer has named the University as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the University, 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 University in writing.

F. Indemnification and Limitation of Liability

The Contractor shall indemnify and save and hold harmless the University, 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 University contractor or by any University employee.

I.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 University 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 University, the Contractor shall remain liable to the University for all Contractor's work and services required hereunder.

I.8 INSURANCE

A. **GENERAL REQUIREMENTS.** The Contractor 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-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or 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.

1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.

2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. The Contractor shall provide 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.

- B. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the University, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. 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.**
- D. 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.
- E. MEASURE OF PAYMENT. The University 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.
- F. NOTIFICATION. The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.
- G. 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. Evidence of insurance shall be submitted to:

Mary Ann Harris, Chief Contracting Officer
University of the District of Columbia
Office of Strategic Sourcing and Procurement
4200 Connecticut Avenue NW Bldg. 39 Suite 200C
Washington, DC 20008
202-274-5181
- H. DISCLOSURE OF INFORMATION. The Contractor agrees that the University 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.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 Section J.3. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

I.10 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
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) RFP, as amended
- (6) BAFOs (in order of most recent to earliest)
- (7) Proposal

I.11 DISPUTES

Delete Article 14, Disputes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Article 14, Disputes) in its place:

14. Disputes

All disputes arising under or relating to the contract shall be resolved as provided herein.

(a) **Claims by the Contractor against the District:** Claim, as used in paragraph (a) of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant

- (1) All claims by a Contractor against the University arising under or relating to a contract shall be in writing and shall be submitted to the CO for a decision. The Contractor's claim shall contain at least the following:
 - (i) A description of the claim and the amount in dispute;
 - (ii) Data or other information in support of the claim;

- (iii) A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and
 - (iv) The Contractor's request for relief or other action by the CO.
- (2) The CO may meet with the Contractor in a further attempt to resolve the claim by agreement.
- (3) The CO shall issue a decision on any claim within 120 calendar days after receipt of the claim. Whenever possible, the CO shall take into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.
- (4) The CO's written decision shall do the following:
 - (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (5) Failure by the CO to issue a decision on a contract claim within 120 days of receipt of the claim will be deemed to be a denial of the claim, and will authorize the commencement of an appeal to the Contract Appeals Board as provided by D.C. Official Code § 2-360.04.
- (6) If a contractor is unable to support any part of its claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the District for an amount equal to the unsupported part of the claim in addition to all costs to the District attributable to the cost of reviewing that part of the Contractor's claim. Liability under this paragraph (a) (6) shall be determined within six (6) years of the commission of the misrepresentation of fact or fraud.
 - (a) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.
- (b) **Claims by the District against the Contractor:** Claim as used in paragraph (b) of this clause, means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.

- (1) The CO shall decide all claims by the University against a contractor arising under or relating to a contract.
- (2) The CO shall send written notice of the claim to the contractor. The CO's written decision shall do the following:
 - (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (3) The CO shall support the decision by reasons and shall inform the Contractor of its rights as provided herein.
- (4) Before or after issuing the decision, the CO may meet with the Contractor to attempt to resolve the claim by agreement.
- (5) The authority contained in this paragraph (b) shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another District agency is specifically authorized to administer, settle or determine.
- (6) This paragraph shall not authorize the CO to settle, compromise, pay, or otherwise adjust any claim involving fraud.
- (c) Decisions of the CO shall be final and not subject to review unless the Contractor timely commences an administrative appeal for review of the decision, by filing a complaint with the Contract Appeals Board, as authorized by D.C. Official Code § 2-360.04.
- (d) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.

I.12 COST AND PRICING DATA

Delete Article 25, Cost and Pricing Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts.

SECTION J: ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference.

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (January 2007) available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.2	General Decision Number: DC190002 5/10/2019 DC2 Superseded General Decision Number: DC20180002
J.2.1	<p style="text-align: center;">Attachment J.2.1 [Contractor’s Letterhead]</p> <p>[Insert Date]</p> <p>University of the District of Columbia 4200 Connecticut Avenue, NW Washington, DC 20008</p> <p>Attn: Mary Ann Harris Reference: Request for Proposals No. GF-2019-R-0046 for Design/Build Services to Refurbish Tennis Courts</p> <p>Dear Mrs. Harris:</p> <p>On behalf of [insert name of offeror], I am pleased to submit this proposal in response to the University of the District of Columbia’s Request for Proposal (RFP) No. GF-2019-R-0046 to provide Design/Build Services to Refurbish Tennis Courts for the University of the District of Columbia. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and has conducted due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror’s Proposal is as follows:</p> <p>Authorized Signature Title</p>
J.3	Equal Employment Opportunity Employer Information Report and Mayor’s Order 85-85 available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”

Attachment Number	Document
J.4	Department of Employment Services First Source Employment Agreement available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.5	Way to Work Amendment Act of 2006 - Living Wage Notice available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.6	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.7	Tax Certification Affidavit available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.8	Subcontracting Plan (if required by law) available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.9	First Source Initial Employment Plan (if contract is \$300,000 or more) available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.10	Appendix A - Description of Work. Design Build Services for Renovation of Tennis Courts at the Ban NESS Campus at The University of the District of Columbia, Van Ness Campus - STATEMENT OF WORK, pages 43-61
J.11	Drawings
J.12	Specification Note

**SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER
STATEMENTS OF OFFERORS**

Bidder/Offeror Certification Form

Available at <http://ocp.dc.gov>,
Under Quick Links click on “Required Solicitation Documents”

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held at 11:00 a.m. on Wednesday, May 22, 2019 at the University's Van Ness Campus, i.e. 4200 Connecticut Avenue NW Washington, DC 20008, Building 39 3rd Floor Conference Room. Prospective offerors will be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the University to accept questions from offerors on the solicitation document as well as to clarify the contents of the solicitation. Attending offerors must complete and sign the pre-proposal conference Attendance Roster at the conference so that their attendance can be properly recorded.

Impromptu questions will be permitted and spontaneous answers will be provided at the University's discretion. Verbal answers given at the pre-proposal conference are only intended for general discussion and do not represent the University's final position. All oral questions must be submitted in writing following the close of the pre-proposal conference but no later than five working days after the pre-proposal conference in order to generate an official answer. The University will furnish responses via a written amendment to the solicitation which will be posted on the University's website. An amendment to the solicitation will be issued if the CO decides that information is necessary in submitting proposals, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by University officials before the award of the contract will not be binding.

L.2 CONTRACT AWARD

L.2.1 Most Advantageous to the District

The University intends to award a single (one) contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the University, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.2.2 SELECTION OF NEGOTIATION PROCESS

In accordance with 8B DCMR § 3017, after evaluation of the proposals using only the criteria stated in the RFP and in accordance with weightings provided in the RFP, the CO may elect to proceed with any method of negotiations, discussions or award of the contract without negotiations, which is set forth in subsections of 8B DCMR § 3017 - 3018. If the CO elects to proceed with negotiations the CO may limit, for purposes of efficiency, the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

L.3 PROPOSAL ORGANIZATION AND CONTENT

L.3.1 This solicitation will be conducted through hard copies only. The District's Ariba E-Sourcing system will not be used nor will submission by any other electronic means. To be considered, an offeror must submit the required attachments via mail or hand deliver and receive verifiable receipt at the designated location for submission before the closing date and time.

- L32** All attachments shall be submitted. The University will not be responsible for corruption of any file submitted. If the submitted file is not legible as submitted, it will not be considered.
- L33** The offeror shall submit two (2) attachments in its submittal: (1) a technical proposal, and (2) a price proposal.
- L34** The offeror shall label each attachment, i.e., “Technical Proposal”, or “Price Proposal.”
- L35** Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. The offeror shall respond to each factor in a way that will allow the University to evaluate the offeror’s response. The offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services and delivery thereof. The information requested for the technical proposal shall facilitate evaluation for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the offeror proposes to fully meet the requirements in Section C.
- L36** Offeror shall complete, sign and submit all Representations, Certifications and Acknowledgments as appropriate.
- L37** The University will reject any offer that fails to include a subcontracting plan that is required by law.

L.4 REQUIREMENT FOR AN ELECTRONIC COPY OF PROPOSALS TO BE MADE AVAILABLE TO THE PUBLIC

In addition to the proposal submission requirements in Section L.2 above, the offeror must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure under D.C. Official Code § 2-534. Redacted copies of the offeror’s proposal must be submitted by e-mail attachment to the contact person designated in the solicitation. D.C. Official Code § 2-536(b) 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 Freedom of Information Act (FOIA) exemption under § 2-534(a)(1). Successful proposals will be published on the OCP website in accordance with D.C. Official Code § 2-361.04, subject to applicable FOIA exemptions.

L.5 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS

L51 PROPOSAL SUBMISSION, FORM, ORGANIZATION AND CONTENT:

- L.5.1.1** Proposals must be submitted no later than 2:00 p.m. local time on June 21, 2019. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated 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:

- a. The proposal or modification was sent by registered or certified mail not later than February 23, 2019;
- b. 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 solely by mishandling by the University.
- c. The offer is the only offer received.

L.5.1.2 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 Offeror can furnish evidence (post mark) from the postal authorities of timely mailing.

- L.5.1.3** Offerors shall submit one (1) signed original and four (4) copies of the offer. Proposals shall be typewritten in 12 point font size on 8 ½” by 11” bond paper not to exceed 75 pages (larger illustrations, such as CPM bar charts, may be folded to fit). Telephonic, telegraphic, and facsimile proposals will not be accepted. All items accepted by the University, all pages of the Request for Proposals (RFP), all attachments and all documents containing the Offeror's offer shall constitute the formal contract. Additional information submitted beyond 75 pages will not be considered. Submissions should be delivered or mailed to:

Mary Ann Harris, Director & Chief Contracting Officer
Office of Strategic Sourcing and Procurement
University of the District of Columbia
4200 Connecticut Avenue, NW, Building 39 Suite 200C
Washington, DC 20008
Phone: (202) 274-5426

- L.5.1.4** Proposals shall be submitted in two separate parts in sealed packages, one marked “Part One - Technical Proposal” (which shall include the offerors qualifications, implementation plan and schedule, past performance of similar projects and all other data to enhance the offerors technical score based on the evaluation criteria herein), and the other “Part Two – Price Proposal” (which shall include documentation of how all cost proposed were determined). Parts One and Two shall be submitted in separate envelopes at the time and place specified in Solicitation. Offerors shall structure their proposals to address the Technical Proposal evaluation subfactors identified in Section M, in substantially the order listed. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. GF-2019-R-0046, Quality and Technical Assistance Specialist.”

L.5.1.5 Offer Letter (Submit with Price Proposal ONLY)

Each Offeror shall submit an offer letter substantially in the form of Attachment J.2.1. Material deviations, in the opinion of the University, from the offer form shall be sufficient to render the proposal non-responsive.

L.5.1.6 Executive Summary (Submit L.5.1.7 with Technical Proposal)

Each Offer should provide a summary of no more than three pages of the information contained in the following sections.

L.5.1.7 Technical Proposal

L.5.1.7.1 Relevant Experience and Past Performance - Similar Projects – List as many identical or similar projects as possible that the offeror has worked on in the last 5 years. The Offeror shall provide the following information for each project in addition to the Past Performance Evaluation Form:

L.5.1.7.2 Name and location of each similar project;

L.5.1.7.3 Contact person name and telephone number for each project;

L.5.1.7.4 Description of the work performed by the Offeror; including comparisons to the work of this solicitation and constraints on performance of the work;

L.5.1.7.5 Project Delivery Schedule - Each Offeror should prepare and submit with it proposal a delivery schedule that shows how the Offeror intends to complete all tasks on the project in a timely manner.

L.5.2.1 Proposals must be submitted not later than the closing date and exact time due. Late proposals and/or modifications thereto will be so marked and held by the University as evidence of their lateness (time received), and not considered for award unless the only proposal received.

L.5.2.2 Paper, telephonic, telegraphic, and facsimile proposals may not be accepted or considered for award.

L.5.2.3 It is solely the offeror's responsibility to ensure that its proposal is received and recorded in the University Office of Strategic Sourcing and Procurement not later than the exact date and time due according to this solicitation.

L.5.3 Withdrawal or Modification of Proposals

An offeror may modify or withdraw its proposal any time before the closing date and time for receipt of proposals. However, the modified or withdrawn proposal must be resubmitted prior to the proposals exact due date and time to be considered.

L.5.4 Late Proposals

The University will not accept for consideration of award late proposals or modifications to proposals after the closing date and time for receipt of proposals. They will be date and time stamped and retained by the University as documentation of the date and time received. A receipt will be given to the carrier if hand delivered.

L.5.5 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. However, the original proposal submission must have been on time.

L.6 EXPLANATION TO PROSPECTIVE OFFERORS

If a prospective offeror has any questions relating to this solicitation, the prospective offeror shall submit the question electronically via e-mail to the contact person identified in this solicitation. The prospective offeror should submit questions no later than ten (10) days prior to the closing date and time indicated for this solicitation. The University may not consider any questions received less than ten (10) days before the date set for submission of proposals. The University will furnish responses via email and posting on its web site. An amendment to the solicitation will be issued if the CO decides that information is necessary in submitting offers, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by University officials before the award of the contract will not be binding.

L.6.1 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.6.1.1 Offerors 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 offeror as a result of or in connection with the submission of this data, the District will 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.6.1.2 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.7 PROPOSALS WITH OPTION YEARS

The offeror shall include option year prices in its price/cost proposal. An offer may be determined to be unacceptable if it fails to include pricing for the option year(s).

L.8 PROPOSAL PROTESTS

Any actual or prospective offeror or contractor, who is aggrieved in connection with the solicitation or award of a contract, must file with the University's Chief Contracting Officer not later than seven (7) business days after the basis of protest is known or should have been known, whichever is earlier pursuant to DCMR Title 8B Section 3066. The Chief Contracting Officer shall issue a written decision on the protest within ten (10) working days after receipt of the protest. The protestor may appeal the written decision of the University Chief Contracting Officer to the University Contract Review Board within ten (10) working days after receipt of the decision of the Chief Contracting Officer. Any failure of the Contracts Review Board to issue a written decision within 30 calendar days shall constitute a denial of the protest and shall authorize the contractor to appeal the protest to the Contract Appeals Board. The protest shall then be filed in writing, with the Contract Appeals Board, 441 4th Street, N.W., Suite 350N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the CO for the solicitation.

L.9 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 offeror's lack of cost consciousness. Elaborate artwork, expensive visual and other presentation aids are neither necessary nor desired.

L.10 RETENTION OF PROPOSALS

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the offeror.

L.11 PROPOSAL COSTS

The University is not liable for any costs incurred by the offeror in submitting proposals in response to this solicitation.

L.12 CERTIFICATES OF INSURANCE

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverages as specified in Section I.8 to:

Mary Ann Harris, Chief Contracting Officer
University of the District of Columbia
Office of Strategic Sourcing and Procurement
4200 Connecticut Avenue NW Bldg. 39 Suite 200C
Washington, DC 20008
Re: Contract Number GF-2019-C-0046

L.13 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation electronically via email to the University's contact person identified in this solicitation, and by submitting the amendment(s) with their proposal. The University must receive the acknowledgment by the date and time specified for receipt of proposals. An offeror's failure to acknowledge an amendment may result in rejection of its offer.

L.14 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted under 8B DCMR § 1301, all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at a designated date and time. Best and final offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provisions of the solicitation. After evaluation of best and final offers, the CO may award the contract to the highest-ranked offeror, or negotiate with the highest ranked offeror in accordance with 8B DCMR § 1301.

L.15 LEGAL STATUS OF OFFEROR

Each proposal must provide the following information:

L15.1 Name, address, telephone number and federal tax identification number of offeror;

L15.2 A copy of each District of Columbia license, registration or certification that the offeror is required by law to obtain. If the offeror 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

L153 If the offeror 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.16 FAMILIARIZATION WITH CONDITIONS

Offerors 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. The contractor will 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.17 GENERAL STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate to the satisfaction of the University its capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit relevant documentation with its proposal submission and additional information within five (5) days of the request by the University.

L17.1 To be determined responsible, a prospective contractor must demonstrate that it:

- (a) Has adequate financial resources, or the ability to obtain such resources, required to perform the contract;
- (b) Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and government contract commitments;
- (c) Has a satisfactory performance record;
- (d) Has a satisfactory record of integrity and business ethics;
- (e) Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations;
- (f) Has a satisfactory record of compliance with the law, including labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 *et seq.*;
- (g) Has the ability to obtain, the necessary organization, experience, accounting, and operational control, and technical skills;
- (h) Has the ability to obtain, the necessary production, construction, technical equipment, and facilities;
- (i) Has not exhibited a pattern of overcharging the District;

- (j) Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- (k) Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

L172 If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be non-responsible.

L.18 SPECIAL STANDARDS OF RESPONSIBILITY

L18.1 In addition to the general standards of responsibility set forth above, the offeror must demonstrate to the satisfaction of the University by submission with its proposal convincing evidence that demonstrates that the offeror meets the Special Standard(s) of Responsibility specified below. At a minimum, an offeror must provide the following evidence:

- L.18.1.1** Minimum of a Bachelor's degree OR a minimum of 5 years work experience with child development or out of school time programming.
- L.18.1.2** Certification in David P. Weikart YPQA/SAPQA or willingness to achieve certification within three (3) months after the execution of contract.
- L.18.1.3** Certified to conduct David P. Weikart external assessments or willingness to achieve certification within three (3) months after the execution of contract.
- L.18.1.4** Be certified to deliver the David P. Weikart Center for Youth Program Quality Methods Series. If not certified, must become certified within four (4) months.
- L.18.1.5** At least two (2) years' experience supervising training consultants.
- L.18.1.6** A minimum of three (3) years' experience in conducting trainings/workshops to out of school time professionals to include planning, logistics, creating, and delivering trainings/workshops.

L.21 KEY PERSONNEL

L.21.1 The University shall approve specific contractor personnel listed in the offeror's proposal to be key personnel for this contract.

L.21.2 The offeror shall set forth in its proposal the names and reporting relationships of the key personnel the offeror will use to perform the work under the proposed contract. Their resumes shall be included. The hours that each will devote to the contract shall be provided in total and broken down by task.

L.22 CONTRACT AWARD:

The University will award a single contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the University, cost or price, technical and other factors, specified elsewhere in this solicitation considered. Therefore, each initial offer should contain the Offeror's best terms from a standpoint of cost or price, technical and other factors.

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.

SECTION M - EVALUATION FACTORS

M.1. EVALUATION FOR AWARD

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

M.2 TECHNICAL RATING

M.2.1 The Technical Rating Scale is as follows:

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, e.g. no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

M.2.2 The technical rating is a weighting mechanism that will be applied to the point of value for each evaluation factor to determine the Offerors score for each factor. The Offerors total technical score will be determined by adding the Offerors score in each evaluation factor. For example, if an evaluation factor has a port value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the University evaluates the offeror’ s response as “Good,” then the score for that evaluation factor is 4/5 of 40 or 32.

If sub factors are applied, the Offerors total technical score will be determined by adding the offer’s score for each sub factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, with two sub factors of twenty (20) points each, using the Technical Rating Scale above, if the University evaluates the offer’s response as “Good” for the first sub factor and “Poor” for the second sub factor, then the total score for that evaluation factor is 4/5 of 20 or 16 for the first sub factor plus 1/5 of 20 or 4 for the second sub factor, for a total of 20 for the entire factor.

M.3 EVALUATION CRITERIA

The total sum of the maximum points for Technical Criteria and Key Certifications is 55 points. Proposals shall be evaluated based on the following evaluation factors in the manner described below:

M.3.1 TECHNICAL CRITERIA (55 Points Maximum)

M.3.1.1 Past Performance (30 Points Maximum)

M.3.1.1.1 Sub factor 1 – Three (3) construction projects within the past 5 years. (15 points)

M.3.1.1.2 Sub factor 2 – Two (2) design-build project within the past five years. (15 points)

M.3.1.2 Design Proposal / Compliance & Completion Time Frame (25 Points Maximum)

M.3.1.2.1 Sub factor 1 - Design Proposal. (10 points)

M.3.1.2.2 Sub factor 2 - Time Frame. (5 points)

M.3.1.2.3 Sub factor 3 - Warranty. (10 points)

M.3.4 MAXIMUM TECHNICAL POINTS = 55

Total points shall be the cumulative total of the Offerors technical criteria points, qualifications criteria points and key certifications criteria points, if any.

M.2.2 The technical rating is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the offeror's score for each factor. The offeror's total technical score will be determined by adding the offeror's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the University evaluates the offeror's response as "Good," then the score for that evaluation factor is 4/5 of 40 or 32.

If sub factors are applied, the offeror's total technical score will be determined by adding the offeror's score for each sub factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, with two sub factors of twenty (20) points each, using the Technical Rating Scale above, if the University evaluates the offeror's response as "Good" for the first sub factor and "Poor" for the second sub factor, then the total score for that evaluation factor is 4/5 of 20 or 16 for the first sub factor plus 1/5 of 20 or 4 for the second sub factor, for a total of 20 for the entire factor.

M3 EVALUATION CRITERIA

The total sum of the maximum points for Technical Criteria and Price Criterion must be 100 points.

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

M.3.1 TECHNICAL CRITERIA (55 Points Maximum)

M.3.2 PRICE CRITERION (45 Points Maximum)

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

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{weight (20)} = \text{Evaluated price score}$$

M.3.3 PREFERENCE POINTS AWARDED PURSUANT TO SECTION M.5.2 (12 Points Maximum)

M.3.4 TOTAL POINTS (100 Points Maximum)

Total points shall be the cumulative total of the offeror's technical criteria points, price criterion points and preference points, if any.

M4 EVALUATION OF OPTION YEARS

The University will evaluate offers for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the University to exercise them. The total University's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

M5. PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES

Under the provisions of the "Small and Certified Business Enterprise Development and Assistance Act of 2014", D.C. Official Code § 2-218.01 *et seq.*, as amended ("Act", as used in this section), the University shall apply preferences in evaluating proposals from businesses that are certified by the Department of Small and Local Business Development (DSLBD) pursuant to Part D of the Act.

M.5.1 Application of Preferences

For evaluation purposes, the allowable preferences under the Act 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 DSLBD will receive the addition of three points on a 100-point scale added to the overall score.
- 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- 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.

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 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

A certified joint venture will receive preferences as determined by DSLBD in accordance with D.C. Official Code § 2-218.39a (h).

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 CO will verify the offeror's certification with DSLBD, and the offeror should not submit with its proposal any additional documentation regarding its certification as a certified business enterprise.
- M.5.4.2** Any vendor seeking 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.

M.6 EVALUATION OF PROMPT PAYMENT DISCOUNT

M.6.1 Prompt payment discounts shall not be considered in the evaluation of offers. However, any discount offered will form a part of the award and will be taken by the University if payment is made within the discount period specified by the offeror.

M.6.2 In connection with any discount offered, time will 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 University, 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 University check.

ATTACHMENT J.10

APPENDIX “A”

DESCRIPTION OF WORK

DESIGN-BUILD SERVICES FOR “TENNIS COURTS” AT THE UNIVERSITY OF THE DISTRICT OF COLUMBIA, VAN NESS CAMPUS

Statement of Work

The University of the District of Columbia (THE UNIVERSITY) is seeking a company experienced in the installation of standard USTA tennis courts to provide complete Design and Build Services for the refurbishment and upgrade of five (5) tennis courts located at the University. The design/build contractor shall provide all labor, materials, equipment and supervision for the complete design, upgrade the playing courts, dispose of any debris and waste (as necessary), and installation of the new playing surface (with a minimum 10-year warranty). The basis of design will be a post-tension concrete overlay of the existing surface. Install new center anchors and apply surface coatings and white lines. Remove the existing privacy screen and install new privacy screening around the existing chain link fence. Repair/restore the drainage where needed around the perimeter of the courts. Replace or repair the concrete curbing around the perimeter of the courts where that curbing has broken or deteriorated. Repair any areas where there is evidence of sub-surface erosion under the playing surface. Paint all of the chain link fencing. Provide a cost add-option to replace all of the existing light fixtures with LED light fixtures. Proposed prices shall include the costs to remove and dispose of any existing materials or surfacing. The Offeror should include with its proposal a statement of whether it intends to construct the project based on the description in the basis of design that is included in this statement of work, or will provide an alternative design. A thorough description and samples and/or examples of the alternate design should be included with the offeror’s RFP response.

1. Background Information

There are currently five (5) tennis courts with asphalt playing surfaces on the University’s main (Van Ness) campus. All of the courts are in a deteriorated condition with severe cracks, ruts, trip hazards, and uneven playing surfaces. There are various patches and filler applied to the surface. The concrete curbing around the entire perimeter of the courts is deteriorating in several places, with the re-bar exposed in some places and large sections of concrete missing in other locations. A drawing of the original tennis court layout is attached. The purpose and intent of this project is to provide five tennis courts that comply with USTA standards and guidelines and satisfy the requirements for tennis playing surfaces used for hosting competitive NCAA tennis matches. Upon completion of the tennis court upgrades, the University’s tennis teams will have high quality playing surfaces on which to practice and play competitive tennis matches.

1.1. Project Goals and Objectives

The project objective is to upgrade the existing tennis courts to competitive USTA and NCAA standards. The offeror shall provide a complete design and specification for the refurbishment of five (5) tennis courts, perimeter curbing repair/replacement, and privacy screen replacement. Bidders are responsible to determine existing surface conditions and requirements for the protection of areas adjacent to the site. As an additive option, provide a specification and separate installation cost to replace all of the existing tennis court light fixtures with LED light fixtures.

A pre-proposal site walk-thru will be held, however offerors are welcome to visit the site to inspect the condition of the court. Bidders are expected to verify the court dimensions with their quote. When submitting a proposal, the offeror should identify the manufacturer of the products proposed to be installed on this project and include that information with the proposal, along with the manufacturer's product data, including surface and crack preparations and application instructions and color samples. After the surface has thoroughly cured, lay out tennis court line markings in accordance with USTA Rules of tennis. Apply line markings in two (2) inch wide playing lines, masked and painted with two (2) coats of approved line paint. All net posts are to be wire brushed and painted with a rust resistant paint. The cost for five new nets installed should be included as part of the bid (return the old netting to the University). The entire design/build effort shall take no more than 180 days to complete (assuming an April/May award date).

OFFEROR'S RESPONSIBILITY

When determining whether an offeror is responsible, or when evaluating a proposal, the following factors may be considered, any one of which will suffice to determine whether an offeror is responsible or the proposal is the most advantageous to the College:

1. The assessed ability, capacity and skill of the offeror to perform the contract or provide the equipment and/or service required.
2. Whether the offeror can perform the contract within the time specified.
3. The quality of performance on previous public and private contracts or services, including, but not limited to, the offeror's prior performance on previous contracts.
4. The proposed project costs.

PROPOSAL REQUIREMENTS/EVALUATION CRITERIA

The College will evaluate all written submittals. It is incumbent upon the offerors to demonstrate within their proposals how each requirement will be satisfied. All proposals must meet the specifications as outlined in this proposal.

RESPONSIBILITIES OF THE OFFEROR

The offeror, at its sole expense, shall, as it pertains:

1. Deliver a quality product/service; and
2. Comply with all laws, ordinances, regulations, guidelines, requirements and rules with respect to the maintenance of the (product).

SELECTION CRITERIA

The successful proposer will be selected based upon responses to the required information. In selecting a company, the College will consider all items required by the RFP. A review committee consisting of two or more persons will be established to review, evaluate and rate all proposals. The review committee will assess and rate proposals on the basis of criteria provided in the RFP. It is the responsibility of the proposer to provide in its submittal all information requested. The College must be able to clearly determine from the information provided, the contractor's capability to perform the services requested.

Proposals will be scored according to the Selection Criteria presented below. Proposals will be ranked based on scores up to a maximum of 100 points, with limits as identified per category. The University reserves the right to interview the top two proposals that are submitted.

Selection Criteria

1. Total cost (all inclusive) – 45
2. References, past performance, and experience - 30
3. Design Proposal / Compliance and the Timeframe to begin and complete the project - 15
4. Warranty - 10

TOTAL POINTS = 100

1.2. Project Delivery Approach

The University envisions a highly collaborative design/build delivery approach for this project. The expectation is that the D/B contractor will work closely with the stakeholder to deliver a project that meets the expectations and needs of the University.

The overall goal is to utilize a highly collaborative design/build delivery, with the expected outcome that the D/B contractor will work closely with all of the stakeholders to deliver a project that meets the expectations and needs of the stakeholders.

The Contractor shall provide management, supervision, labor, materials, equipment, and supplies and will be responsible for the efficient, effective, economical, and satisfactory installation, scheduled and unscheduled maintenance, and repair of systems installed during the project.

During the development period from initial concept to final design, the D/B team will work in close consultation with the University's Capital Planning & Construction office to ensure that all of the goals are addressed.

1.3. Reference Materials

All work must completely satisfy all Federal and District of Columbia codes and regulations regarding tennis court construction, installation, operations, testing, certification, and use. This includes ANSI/ASME, NFPA, and DCRA codes, regulations, and guidelines. Any conflicts or ambiguities within or among the applicable documents, or any deviations from requirements contained in the documents, must be reported to the University in writing, for determination as to applicability. Any conflicts or ambiguities within or among the applicable standards and criteria documents, or any deviations from

requirements contained in the standards and criteria documents, shall be reported to the University Contracting Officer in writing, for determination as to applicability.

Any drawings provided are for informational purposes only. All information contained therein must be verified by the successful contractor during the due diligence phase of the design process.

All contractual references – documents, codes, and standards – shall be used to measure compliance of the design completion and construction of the facility modernization with contractual expectations.

1.4. General Requirements

The requirements set forth in this section apply to all stages and phases of the project as described in the Scope of Services section below. Some of the requirements of this section are subject to the exercise of contract option(s).

1.5. Owner Project Requirements (OPR)

Not Used.

1.6. Project Milestones Schedule

The anticipated award date is April/May 2019. All other key dates are contained in the RFP Instruction to Bidders. The complete project duration shall be no more than 180 days.

1.7. Performance Objectives

1.7.1. Standards and Criteria Documents

1.7.1.1. Applicability

All contractual references – documents, codes and standards - shall be used to measure compliance of the design completion and the tennis courts system removal and installation with contractual expectations. All services shall be conducted in accordance with the documents listed below. The applicable version of each document shall be the version current at the time of award of this contract. In the event of a conflict between the requirements stated in these documents and requirements provided elsewhere in this Statement of Work, the requirements in the Statement of Work shall prevail.

Any conflicts or ambiguities within or among the referenced standards and criteria documents, or any deviations from requirements contained in the standards and criteria documents, shall be reported to the University's Contracting Officer in writing, for determination as to applicability.

1.7.1.2. Document List

The original tennis court installation drawings might be available through the Capital Planning and Construction office. The contractor should not rely on such drawings or the availability of such drawings but instead should rely on the contractor's actual field observations and surveys.

1.7.2. Fire Protection/Life Safety

Except as otherwise indicated in referenced programming documents, fire protection and life safety design must comply with the requirements of DCRA, and with PBS-P100 and NFPA. In

cases where NFPA is silent on an issue, and IBC addresses the issue, the IBC requirement will apply.

1.7.3. Hazard Analysis / Accident Prevention

The Contractor shall submit for acceptance by the Capital Planning and Construction Project Manager, a Contractor Hazard Analysis / Accident Prevention Plan detailing the potential hazards that will be encountered during the execution of the work for this specific project, and how the Contractor intends to prevent accidents or injuries that might result from those hazards. Include in the Hazard Analysis / Accident Prevention Plan an emergency response plan indicating the steps that the contractor will take in the event of an emergency or accident on the job site. Include emergency contact numbers and the person on the job site designated by the Contractor as the Site Safety Representative. The Contractor shall conduct “tool box” safety meetings with the entire work crew each day that work takes place at the project site. The safety meetings shall be documented (by attendance and topic) in the Contractor’s daily logs.

1.8. Cost Management

1.8.1. Cost Estimating

The estimated cost of the work (ECW) as provided in the successful D/B contract offer or proposal, including any modifications thereto as a result of final D/B contract negotiation, shall serve as the baseline construction budget for the project at the time of award of the D/B contract.

Value Engineering (VE)

The Contractor can provide value engineering recommendations or provide a VE program expert and independent professional experts in all disciplines during the Design Stage of this project.

Schedule of Values

Prior to beginning work and before any invoices are paid, the Contractor shall submit an acceptable Schedule of Values. The Schedule of Values shall separately list the labor, material, and equipment costs for all major components to be installed, and the values of all phases of the work.

Project Management Responsibilities

Communications Plan

The Contractor shall direct all questions and requests from interested parties and potential users as well as local community interests to the University’s Capital Projects Manager.

The Contractor shall not release any oral, written, or graphic information regarding this project to outside sources without obtaining prior consent from the University. All requests for information concerning the project shall be referred to the University’s Contracting Officer for a response.

All presentations to non-University entities must first be approved by the University.

1.8.2. Detailed Project Schedule

The University's overall project schedule is provided in the Project Milestones Schedule section of these General Requirements.

The Contractor shall assist the University in the development and maintenance of the master project schedule. The master project schedule shall conform to the milestones and durations provided in the University's overall schedule.

Before starting any other work on the tennis courts, the Contractor shall develop and provide a detailed schedule in MS Project™ for completion of all Design Stage activities, tasks, and submissions required herein, leading up to and including the final design development submission(s). After the Contractor receives notice to proceed with the Construction Stage work for the tennis courts replacement, the Contractor shall provide and maintain a detailed schedule for completion of all Construction Documents Phase activities, tasks, and submissions required herein. The Contractor schedules shall itemize all required submission dates and review durations, and shall conform to the milestones and durations provided in the University's overall schedule, and in the Submission and Review Table provided below in the Administration section. The Contractor shall also provide and maintain the construction schedules as further described elsewhere. After approval by the University, the Contractor's schedules shall be incorporated into the master project schedule.

The Contractor shall provide weekly schedule updates to the University, showing progress on and completion of all required Design Stage services and Construction Stage work, with all work showing a completion date within 180 days of contract award. The Contractor shall immediately notify the University of any anticipated delay in performance of the work.

1.8.3. Project Progress Meetings/Presentations

During the Design and Construction phases, D/B Contractor shall attend project progress meetings and/or presentations with the University representatives. The meetings and presentations will keep all parties apprised of the design progress/status and impending activities. These meetings may coincide with meetings/presentations required below under the Scope of Services. The Contractor shall also attend special project technical meetings as needed involving Project Delivery Team technical disciplines. The Contractor shall also attend construction oversight/update meetings with representatives from the University as needed, but no less than on a monthly basis. During construction, the contractor shall provide a daily report to the University's designated Project Manager indicating the items of work and progress made on the project that were completed on each work day.

Refer to the Scope of Services section below for detailed requirements for progress reporting.

1.8.4. Meeting Agendas, Attendance, Minutes, and Correspondence

The Contractor shall prepare and distribute an agenda for each project meeting, in advance of the meeting date.

Contractor representation at all meetings shall include those individuals having knowledge of the agenda topics and authority to make decisions and commit resources.

The Contractor shall provide minutes of all project meetings and presentations to all attendees identifying new and unresolved old action items and associated responsible parties. Minutes shall be provided within five (5) calendar days after each meeting.

1.8.5. Design Quality Assurance

The University requires that contractor design and construction documents submissions undergo three general types of design review: owner's review, codes and standards review, and constructability review.

1.8.5.1. Owner's Review

The owner's review ensures that established functional, aesthetic and spatial requirements of the project are satisfied, including but not limited to:

- The design is responsive to the University's program goals, objectives and priorities.
- The completed facility can be efficiently operated and maintained.
- The design adequately and efficiently accommodates the space program.
- Interests of local community groups and other external stakeholders are considered and accommodated to the extent possible.

The University review does not alleviate the Contractor from conducting its own QA review, nor does it relieve the Contractor from errors or design omissions contained in documents reviewed by the University.

1.8.5.2. Codes and Standards Review

The codes and standards review ensures that the proposed design complies with applicable regulations, codes, and standards referenced above under performance objectives. Such reviews shall not be construed as relieving the Contractor of any code compliance responsibilities.

1.8.5.3. Constructability Review

Constructability of the project as designed is the sole responsibility of the Contractor. To ensure that the design can be constructed within schedule and budget and that the sequencing of construction is planned for optimum efficiency, the Contractor shall ensure that:

- The level of design complexity is consistent with the project schedule and budget constraints.
- Building systems are compatible and viable.
- Site and building access, logistics, available storage and tenant occupancy requirements are accommodated.
- Existing conditions are shown correctly and adequately.
- Construction duration and phasing plans are reasonable and logical to ensure facility operations during construction period.

Refer to the Electronic Print/Media section below.

1.8.6. Design Review Procedures

- All reviewing parties are required to return comments no later than 7 calendar days prior to the end of the corresponding review period.
- The University Project Manager shall prepare and submit the design review report within 7 calendar days after comment due date.
- The D/B Contractor is required to respond in writing to the design review comments within 14 calendar days after receipt of the design review report.
- The University's project team has 14 calendar days to provide design review comments after receipt of a complete design submission.

1.8.7. Electronic Project Management System

NOT USED.

Building Information Modeling (BIM)

N/A

1.9. Electronic/Print Media

1.9.1. (CAD) Standards

Provide printed copies of all drawings, and provide all drawings in AutoCAD format, starting with the design development submission.

1.9.2. BIM Media

N/A

1.9.3. Other Electronic Documents

In addition to any hardcopy submission requirements, all design submissions must also be submitted in electronic format. All electronic media must be in a form readable by standard office automation applications such as PDF.

1.9.4. Drawings and Specifications

Provide two (2) hardcopy sets, full-size and all drawings and specifications, in electronic format, at each required design development and construction documents submission. Additionally, the updated construction cost estimate is to be provided with the drawings and specifications submittal, in electronic format.

1.10. Personnel Security Requirements

Refer to University of the District of Columbia Security procedures for contractor personnel.

1.11. Document Security

N/A

1.12. Record Keeping

The Contractor is responsible for preparing correspondence and other documentation and maintaining accurate and detailed records of the project's progress during each phase. The Contractor is responsible

for maintaining records so as to facilitate document storage and retrieval. Refer to the Scope of Services section below and Division 1 of the performance specification.

1.13. Construction Submittal and RFI Processing

On behalf of the University of the District of Columbia, the assigned Project Manager from the Capital Planning & Construction office is responsible to manage and document the processing of the D/B Contractor submittals and requests for information (RFI's) that need to be addressed.

Except where specified otherwise in the contract documents, RFI's and submittals are to be turned around within 5 working days of receipt of a complete submission.

2. SCOPE OF SERVICES

The Contractor shall perform all services described in this Scope of Services (including services required under exercised options, if any), in accordance with applicable requirements and provisions set forth in the General Requirements section above.

Completely refurbish the existing tennis courts system in its entirety. Remove and dispose of the any debris resulting from the refurbishment. Install five (5) new tennis courts in the current tennis court location. Lay out the tennis courts with markings for regulation size USTA and NCAA tennis courts. Paint the prescribed escribed borders, regulation court markings, logos, and lettering onto the court. Provide a superior finish on the tennis court playing surface. Turnover the project 100% complete and ready for use.

Requirements include the following tasks.

1. Prepare the existing tennis courts for an overlay.
2. Install a post tension concrete tennis court playing surface throughout.
3. Ensure that the existing asphalt is prepared to accept the new overlay system.
4. Paint all appropriate markings on the new floor to indicate a USTA regulation size tennis courts.
5. Paint all court markings, logos, and lettering.
6. Provide a superior floor finish on the playing surface.
7. Repair / replace the perimeter concrete curbing.
8. Replace the existing privacy screen.
9. Provide an option to replace the court light fixtures (poles remain) with LED fixtures.
10. Provide new netting for each court.

Assumptions Include

- Existing asphalt will remain.
- Some of the existing concrete curb perimeter will be replaced.
- Existing fencing will remain.
- Access to the site will need to be carefully coordinated.
- A superior tennis court system will be designed and constructed.
- Electrical distribution to all light posts functions properly.

Design Stage

2.1 Design Submittals

The Design-Builder is responsible for the entire design of the tennis court refurbishment. There will be a total of three (3) submittals expected in accordance with the schedule (table 3.1 below) in addition to the kickoff meeting where the DB contractor is expected to outline the major components and the DB concept.

2.2 Owner Program of Requirements (OPR)

Not Used

2.3 Design Development (DD) Phase (Kickoff Presentation and 50% Submittal)

2.3.1 Coordination

2.3.1.1 Kickoff Meeting - Program Review Workshop

Conduct a program review workshop prior to the start of Design Development (DD), as scheduled by the Capital Project Manager shortly after the contract award and NTP-Design.

2.3.1.2 Analyses and Calculations

Conduct analysis and provide supporting documentation for systems selections/optimizations. Determine the best system for the existing conditions.

2.3.1.3 Interdisciplinary Coordination Review Meeting

Prior to the DD submission, conduct an interdisciplinary Project Delivery Team review meeting. Be cognizant of other projects being carried out throughout the building/complex and take the initiative to make contact with the Capital Construction Project Manager if conflicts are foreseen.

2.3.1.4 BIM Requirements

N/A

2.3.1.5 Construction Work Sequence Planning

In coordination with the University's Capital Projects Manager, maintain and update a construction work sequence plan addressing:

- Construction phasing approach to ensure minimal impact on the campus population or facility functionality during the entire project;
- Use of any fast tracking or multiple construction document packages to achieve best value for the University;
- Schedules for award of subcontract construction packages, including procurement cycles, submittal approvals, construction delivery, and testing/inspections;
- Possible labor and/or material shortages;
- Ordering of long-lead delivery materials.

2.3.1.6 Construction Market Survey

Conduct a construction market survey of major tennis court providers and installers for tennis court materials and systems incorporated in the proposed design. At a minimum, identify and

verify current unit pricing from three regional suppliers for tennis court systems and materials and all other components or assemblies required for installation during the project. Identify any tennis court system components, installation, equipment or other elements recommended for advance procurement to accommodate long-lead delivery requirements and/or obtain better pricing.

Incorporate the results of the construction market survey in the DD Phase design narrative.

2.3.1.7 DD Kickoff Submission

IAW 2.3.1.1 above, shortly after NTP/Design provide a DD submission in accordance with the submission requirements and the following additional requirements. This kickoff meeting will cover the intent of the DB team in terms of equipment, materials and finishes to fulfill the SOW.

Provide a draft construction specification, including Division 1 General Requirements for DB Contractor self-performed work and subcontracts, emphasizing project phasing, subcontractor requirements and preliminary project-specific construction management issues. The construction specification must be prepared following the latest MasterSpec® version and must include Division 1 General Requirements developed to a level corresponding to the level of completion of design. Coordinate Division 1 requirements with the University.

2.3.1.8 DD Reviews

Reconcile DD review comments, and provide the University with written responses to all comments IAW table 3.1 before receiving permission to continue to the next milestone.

2.3.1.9 Construction Documents (CD) Phase

Upon receipt of notice to proceed with the Construction Documents Phase work, the Contractor shall perform all services described in this section.

2.3.1.10 CD Program Review Meetings

Prior to the start of CD, the Contractor shall conduct program review meetings. These meetings can be held concurrently with the program review workshop.

2.3.1.11 Construction Work Sequencing and Coordination Plan

Based on the updated construction work allocation plan, the Contractor shall prepare and submit a detailed breakdown of the planned construction work sequencing, timing, and required coordination among all trades. The Contractor shall provide a corresponding schedule of planned in-progress and final CD submissions for all work packages. The Contractor shall update the construction work sequencing plan and submission schedule periodically throughout the CD phase.

2.3.1.12 In-Progress DD (50% Design) Submission

For each construction work package, the Contractor shall provide an in-progress construction specification, including Division 1 General Requirements sections emphasizing project phasing, Contractor requirements, and preliminary project-specific construction management issues. The construction specification shall be prepared following the latest MasterSpec® version and shall

include Division 1 General Requirements developed to a level corresponding to the level of completion of design. The Contractor shall coordinate Division 1 requirements with the University.

At 50% DD contractor will provide at a minimum, completed tennis court conceptual design and equipment schedule, materials and finishes in enough detail for the University to provide accurate detailed reviews.

At 95% Design contractor will provide incorporation of all 50% DD comments and further define any open items.

2.3.1.13 In-Progress CD Reviews

Not used.

2.3.1.14 Pre-Final CD Coordination (95% Design)

The Contractor shall participate in a final design meeting to ensure that all issues and responsibilities are clearly described in the specifications.

2.3.1.15 Pre-Final CD (95% Design) Submissions

For each construction work package, the Contractor shall prepare and submit separate pre-final CD submissions in accordance with PBS-P100 construction document submission requirements as they pertain to the scope of the construction work. The submission shall consist of drawings, specifications, cost estimates, and related design narrative, including calculations.

For each construction work package, the Contractor shall provide a pre-final construction specification, including Division 1 General Requirements sections emphasizing project phasing, Contractor requirements, and project-specific construction management issues. The construction specification shall be prepared following the latest MasterSpec ® version and shall include Division 1 General Requirements developed to a level corresponding to the level of completion of design.

2.3.1.16 Pre-Final CD (95%) Reviews

The Contractor shall reconcile review comments and provide the University with written responses to all comments.

2.3.1.17 Final CD (100% Design) Submissions

For each construction work package, the Contractor shall prepare and submit separate final CD submissions in accordance with PBS-P100 construction document submission requirements as they pertain to the scope of the construction work.

For each construction work package, the Contractor shall provide a final construction specification, including sections emphasizing project phasing, Contractor requirements, and project-specific construction management issues. The construction specification shall be prepared following the latest MasterSpec ® version.

2.3.1.18 Final CD Commissioning Activities

N/A

2.4 Construction Stage

The Contractor shall construct the project in accordance with the requirements of this scope of work, other portions of the contract, and the construction documents prepared by the Design-Build contractor, reviewed and approved by the University. The Contractor shall be responsible for the purchase and installation of all materials, related services, and other items, as well as the means and methods of construction for all aspects of the project.

Upon receipt of notice to proceed with the Construction Stage work, the Contractor shall perform all services described in this section as a part of the Construction Stage work. All construction work shall be completed within 60 calendar days. Notify the Capital Planning and Construction Project Manager at least 72 hours before any deliveries are made to the project site. The contractor is responsible for receiving all deliveries. The D/B contractor is responsible for any damage that it causes to occur to areas outside of the construction area (gymnasium).

2.4.1.1 Construction Phase BIM Requirements

N/A

2.4.2 Construction Start Coordination

2.4.2.1 Pre-Construction Conference

The Contractor shall participate in a pre-construction conference prior to beginning any work on site.

2.4.2.2 Partnering

In lieu of a formal partnering session at the start of the project, the Contractor shall participate in an enhanced project kick-off meeting to cover partnering type concepts.

2.4.2.3 Preconstruction Photographs

The Contractor shall provide professional-quality color photographs of the existing tennis courts system, and any other portions of the existing building to be touched by this project in an as-is state.

The Contractor shall provide a USB Flash Drive containing digital images of all photographs in a JPG format, with a minimum resolution of 1024x768 pixels.

All pictures will include a specific description of the image in the file name.

2.4.2.4 Construction Progress Photographs

At intervals during construction, the Contractor shall take photographs of the project's progress from different points of view documenting progress of the work. The Contractor shall take photographs weekly, adjusting the timing of the photographs each month to coincide with the cut-off date associated with each application for payment. Some photographs shall be taken from the same vantage point each time to best show the status of construction and progress since taking previous photographs.

The Contractor shall provide a USB Flash Drive containing digital images of all photographs in a JPG format, with a minimum resolution of 1024x768 pixels. All pictures will be labeled in the file name with a specific description of the image.

2.4.3 Construction Administration

In order to administer the construction of the project properly and efficiently, the Contractor shall provide the following services and deliverables.

- The University's Capital Planning and Construction Office – The University may provide a project office with utilities depending on availability.
- Schedule of Values – The Contractor shall prepare and submit a schedule of values for the University's approval, as required in Section 1 of the contract performance specifications.
- Construction Delivery Phase Recordkeeping – Refer to Section 1 of the contract performance specification for requirements.
- Construction Progress Reporting – Refer to Section 1 of the contract performance specifications for requirements.
- Construction Safety Program – Refer to Section 1 of the contract performance specification for requirements. The Contractor shall submit to the Capital Planning and Construction office an Accident Prevention / Hazardous analysis plan (that addresses potential hazards on this specific project) prior to beginning any work at the site.
- Project Progress Meetings – The University shall participate with the Contractor in progress meetings. Refer to Section 1 of the DB contract performance specification for requirements.
- Construction Schedules – Prior to beginning work at the site, the Contractor shall provide and maintain construction progress schedules in accordance with the requirements provided in Section 1 of the contract performance specifications.
- Submittal Processing – The Contractor shall prepare and submit a submittal schedule in accordance with Section 1 of the contract performance specifications.
- Inspections and Testing – N/A
- The Contractor shall conduct construction safety (OSHA) inspections as required.
- Clarifications/Requests for Information/Change Orders – in accordance with procedures approved by the University, the Contractor shall promptly submit to the University a written request for information (RFI) to request clarification of any owner-related issues, apparent conflicts, ambiguities, or omissions in the DB contract requirements. The Contractor shall ensure that all subcontractors understand, agree to, and conform to their respective roles, responsibilities, and timeliness requirements for RFI processing.
- Each RFI shall include a specific description of the issue requiring clarification, citing the specific related contract documents requiring clarification. RFIs shall only be submitted after performing due diligence to confirm that the contract requirements in question are in fact unclear or otherwise inadequate.
- Upon receipt of the response to each RFI submitted, the Contractor shall coordinate the response with all involved subcontractors to ensure understanding and appropriate action.
- Contractor As-Built Drawings and Specifications – The Contractor shall update the CAD drawings (as-built drawings) and electronic specifications at least monthly in order to document the changes that occur during construction.

2.4.3.1 Payment Requests

As part of the initial project submittals, the Contractor shall provide a complete schedule of values that includes a cost breakdown of each component of this tennis court refurbishment project, as well as the total cost to replace the entire floor. The schedule of values shall show separate labor, material, equipment, and overhead costs for the tennis courts. The Contractor shall update the construction schedules monthly prior to each payment request and provide an advance copy of the construction progress report to the University's project team. The Contractor shall provide documentation evidencing the cost of work performed (including updated payrolls) to be included in the payment request.

Before submitting each payment request, the Contractor shall meet with the University's Project Manager to review the advance copy of the construction progress report. The Contractor shall ensure that the Project Manager is in agreement as to the progress of the construction work and the value of the work completed.

Based upon agreed value of work completed, the Contractor shall submit monthly payment requests to the University.

2.5 Turnover Process

2.5.1.1 Substantial Completion

Prior to substantial completion, the Contractor shall assist the University in conducting a pre-final walk-through. The University will take beneficial occupancy of the tennis courts once the courts are inspected and returned to service. Substantial completion will be declared once construction is complete and the University has concluded that the work is complete per the contract terms and conditions. Coordinate final inspections as early as possible, at least three weeks in advance, to allow for scheduling, travel, etc.

2.5.1.2 Punch-List

After the University certifies that the work or each designated portion thereof is substantially complete, the Contractor shall assist the University in conducting a final inspection and preparing a punch-list documenting remaining work.

The Contractor shall participate with the University in conducting follow-up inspections to administer resolution of punch-list items.

2.5.1.3 Operation and Maintenance (O&M) Manuals Submittals

The Contractor shall prepare and submit complete and properly organized O&M manuals as required in accordance with Division 1 of the contract performance specification and the final construction specifications. The O&M manual shall be presented in digital format.

2.5.1.4 Warranties, Guarantees and Certificates

The Contractor shall prepare and submit warranties, guarantees, and certificates, ensuring that the University's rights and responsibilities are clearly defined. The warranty & service period for the tennis courts system begins after the tennis courts have been accepted by the University and returned to service. The DB Contractor is responsible for the maintenance and repair of the tennis courts when it takes the courts out of commission for the purpose of renovation.

2.5.1.5 Final Record Drawings and Specifications

The Contractor shall prepare and submit final CAD record (as-built) drawings and electronic record specifications for review and approval at the completion of the construction.

2.5.1.6 Material Samples, Attic Stock and Spare Parts

As a condition for the University's certification of substantial completion, the Contractor shall provide an inventory list of all attic stock items to be turned over to the University at close-out.

2.5.1.7 Preparation for Occupancy

Prepare the space for occupancy by ensuring that the space is completely clean and free of any construction debris.

2.6 Maintenance

2.6.1 Construction Maintenance:

Clean the construction site daily. The site shall be kept free of dust and debris. Although the tennis courts will be closed during construction, the remainder of the buildings on campus will be occupied. Provide any needed cleaning and maintenance on and around the courts area for the duration of construction until the modernization is complete and the project is declared substantially complete. Systematically examine, adjust and clean the courts. Repair or replace defective parts using parts produced by the original equipment manufacturer of the newly installed tennis courts. Maintain and turnover the tennis courts in a clean condition, ready for use.

2.6.2 Post Construction Service:

To assure that the tennis courts perform as desired, the contractor shall have a representative from the post tension concrete systems manufacturer conduct a post installation inspection within three (3) months after the completed construction. The inspection shall identify any installation deficiencies or impending issues with the work.

2.7 Closeout Stage

2.7.1 Project Awards/Certifications

The Contractor shall assist the University in compiling all required documentation and submitting applications for design awards and/or certifications, where applicable.

2.7.2 Final Record Documents

The Contractor shall update the CAD construction record drawings (as-built drawings) and electronic record specifications (as-built specifications) to document all changes that occur, or unforeseen conditions impacting delivered work during construction. The Contractor shall produce final record documents, based on as-built drawings and specifications, to reflect all contract modifications and noted field conditions.

2.7.3 THE UNIVERSITY CAD Library Coordination

The Contractor shall coordinate with the University's Capital Planning and Construction Department to log in record documents to the University's document library.

2.7.4 Final Project Photographs

The Contractor shall provide digital images of up to 50 color photographs depicting the completed project (before, during, and after construction). Each image must be tagged with the project name and the specific view, with city and state in which it is located. Captions and photo credits must also be keyed to each image.

The Contractor shall provide a USB Flash Drive containing digital images of all photographs in a JPG format, with a minimum resolution of 1024x768 pixels.

All pictures will be labels in the file name with a specific description of the image.

2.7.5 Closeout Stage Commissioning Activities

N/A

2.7.6 Contract Closeout

The Contractor shall resolve all remaining punch-list items.

The Contractor shall assist the University in establishing a final breakdown of the total contract amount into the key modernization cost elements.

The Contractor shall submit release of claims.

The Contractor shall return all University-issued security credentials.

3 ADMINISTRATION

3.1 Submission and Review Table

The table below lists the Design Stage and Construction Documents Phase activities and the corresponding University review periods as described in the Scope of Services under Sections 3 above.

Stage/Phase/Submission	Submission Due Within		Review Period* Calendar Days
	Duration* Calendar Days	After	
Contract NTP	x	Award	-
Design Concept Kickoff and Presentation	1	Design NTP	
DD Submission 50%	14	Approved Kickoff	2
CD Submission 100%	7	Approved 50%	1
Construction	180	Design NTP	

*** Durations and Review Periods listed are in Calendar Days. Some durations may be concurrent and must comply with Project Schedule Milestones and submission requirements listed elsewhere in this document.**

3.1 Travel

Unless otherwise indicated in this Statement of Work, the Contractor is responsible for travel costs to support the requirements contained in this Statement of Work, including all progress meetings, workshops, reviews, site visits, and factory equipment test witnessing. The Contractor shall not assume all travel will be within the vicinity of the project site except as specifically indicated otherwise in the Scope of Services section.

3.2 Reproduction and Delivery

Printing, reproduction and delivery costs necessary for execution of this contract are included in the contract price.