REQUEST FOR PROPOSAL

Issued by: University of the District of Columbia
4200 Connecticut Avenue, NW
Washington, DC  20008

Solicitation No.: GF-2010-R-0014
Caption: Project Manager

Issue Date: July 15, 2010

Proposal Due Date: Monday, July 26, 2010
  2:00  pm Eastern Standard Time

The University of the District of Columbia, Capital Procurement Division is seeking to retain the services of a seasoned Project Manager to provide quality management and oversight of the design, construction, commissioning and move-in workload for designated project(s) under the University’s Capital Construction Program.

At a minimum, the Project Manager sought shall possess extensive experience in the real estate and construction management field managing medium-sized to large facility construction projects. Management of building projects in an educational institution environment is a plus on this requirement. Excellent interpersonal verbal and written communication skill is required as is public presentation skills and experience.

A.  PROPOSAL SUBMISSION REQUIREMENTS

  Prospective contractors shall submit the following:

1.  (2) resumes detailing qualifications and experience of their nominees;

2.  Availability of the nominees to commence assignment with the University; and

3.  Proposed hourly rate for nominees.

Hand Deliver to:
Sherry Jones-Quashie
University of the District of Columbia
Capital Procurement Division
4200 Connecticut Avenue, NW,
Building 38, Suite C01
Washington, D.C.  20008
B. EVALUATION CRITERIA

Evaluation Criteria (listed in descending order of importance)

1  45%  Experience, Project Management, A/E Design, Past Performance

2  35%  Education

3  20%  Price

C. CONTRACT AWARD

The University will utilize the evaluation criteria to evaluate all submittals. At the conclusion of the evaluation, the University will prepare a shortlist of qualified individuals to be interviewed in person from which list a successful individual will be chosen. The University reserves the right to request additional resumes from respondents and/or sought additional respondents for this requirement. Contract award is subject to the availability of funds.

Please direct all questions to Sherry Jones-Quashie, Contracting Officer at (202) 274-5752 or Sjones-quashie@udc.edu.

Enclosure