

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 8	
2. Amendment/Modification Number GF-2010-R-0014-002		3. Effective Date 26-Jul-10		4. Requisition/Purchase Request No.	
5. Solicitation Caption See Caption below					
6. Issued By: Univeristy of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW Washington, DC 20008		7. Administered By (If other than line 6) Univeristy of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW Washington, DC 20008			
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			(X)	9A. Amendment of Solicitation No. GF-2010-R-0014	
				9B. Dated (See Item 11) 15-Jul-10	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
Code	Facility				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to: (Specify Authority)					
The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
Solicitation No. GF-2010-R-0014, Project Management Services is hereby amended as follows:					
(1). The procurement method is hereby changed from Request for Proposal to Request for Quotation.					
(2). Delete RFP GF-2010-R-0014 in its entirety and replace with RFQ GF-2010-R-0014 (Open Market).					
(3). Copies of all Amendments shall be included with the submission.					
(4). All other terms and conditions remain the same.					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Sherry Jones-Quashie		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia <i>Sherry Jones-Quashie</i>	
(Signature of person authorized to sign)				16C. Date Signed 7/26/10 (Signature of Contracting Officer)	

REQUEST FOR QUOTATION

TO: ALL PROSPECTIVE OFFERORS

FROM: Sherry Jones-Quashie/Michiko Gadson
Contracting Officer/Procurement Agent
University of the District of Columbia
Capital Procurement Division
4200 Connecticut Avenue, NW
Building 38, Room C01
Washington, DC 20008
202-274-6322
Sjones-quashie@udc.edu
mgadson@udc.edu

REQUISITION: GF-2010-R-0014
CAPITION: Project Manager
Issue Date: July 15, 2010
Submission Date: July 26, 2010 Extended until July 30, 2010
Time: 2:00 P.M. Eastern Time

HARD COPY QUOTES/PROPOSALS ARE REQUIRED:

Submit one (1) original and two (2) copies of the Technical and Cost Proposal (Cost Proposal shall be submitted under separate cover). Submit a copy of the attached Tax Certification Affidavit, (TAX CERTIFICATION MUST BE SUBMITTED WITH TECHNICAL PROPOSAL)

DEADLINE FOR SUBMISSION OF INQUIRIES IS 2:00 P.M., FRIDAY, JULY 30, 2010.

ADDRESS AND DELIVER QUOTES TO:

Capital Procurement Division
Attn: Sherry Jones-Quashie
Bid Room
4200 Connecticut Avenue, NW
Building 38, Room C01
Washington, DC 20008

Marked Request for Quotation GF-2010-R-0014
Project Manager
Submission Date: July 26, 2010 Extension until July 30, 2010
Time: 2:00 P.M. Eastern Time

The Bid Room is the only location authorized to receive Quotes. Quotes delivered to any other location in any other manner will be rejected. The University assumes no responsibility for furnishing any addenda/ amendments to anyone who obtains bidding materials through other than the official channels. Amendments/Addenda to bidding documents and bidding material are available from the issuing office. In the unlikely event that the University's or Office of Contracting and Procurement (OCP)'s website is not functioning correctly or in the event that amendments to a solicitation are made, it is the responsibility of the supplier to check the print media for solicitation information, call OCP at (202) 727-0252, or stop by the CPD located at, 4200 Connecticut Avenue, NW Washington, D.C. 20008. Print media may include The Washington Post, The Washington Times, The Informer, The Afro-American, The Commerce Business Daily, The Washington Examiner, or El Pregonero.

The Capital Procurement Division (CPD) hereby submits this RFQ for contractor(s) to provide all services or supplies in accordance with the attached Statement of Work.

1. SERVICES/SUPPLIES REQUIRED

- 1.1 Work shall be performed in accordance with the SOW attached hereto and such SOW/Quotation shall be made a part of any resultant Order Agreement/Contract.

2. CONTRACT TYPE

- 2.1 Contract Type - The requirements shall be performed on a labor-hour basis. The workday is considered to be 8 hours. The contractor(s) will work and bill 8 hours a day unless pre-approved by the District's Project Manager to work more or less than 8 hours a day.

3. PERIOD OF PERFORMANCE

- 3.1 The services under this request for quotation will be paid on the labor hour contract basis, consistent with those rates provided in the contractor's lowest proposal rate. The contractor shall identify labor rate(s) for the contracted period.
- 3.2 This request for quotation is for a total of 500 hours. The anticipated period of performance is from date of award thru October 31, 2010 thereafter.
- 3.3 The District may direct the vendor to remove any contractor staff that the District finds unacceptable, and the vendor shall immediately remove such personnel. The vendor shall replace the removed staff position with new individual(s), satisfactory to the District, if requested.

4. OPTION PERIOD

- 4.1 The District may extend the term of this contract by exercising up to three (3) Five Hundred (500) hours option period.

5. OPTION TO EXTEND THE TERM OF THE CONTRACT

- 5.1 The District may extend the term of this agreement for 1000 hours, option period, or successive fractions thereof, by written notice to the Contractor before the expiration of the agreement; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.
- 5.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

- 5.3 The price for the option period shall be as specified in the contract.
- 5.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed 2000 hours.

6. CONTRACTING OFFICER (CO)

- 6.1 Contracts will be entered into and signed on behalf of the District only by Contracting Officer. The name, address and telephone number of the Contracting Officer is:

Sherry Jones-Quashie
Contracting Officer
University of the District of Columbia
Capital Procurement Division
4200 Connecticut Avenue, NW
Building 38, Room C01
Washington, DC 20008
Telephone: 202-274-6322
Fax: 202-274-5490
Email: sjones-Quashie@udc.edu

6.2 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract. 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 Contracting Officer. In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, 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.

7. PAYMENT

- 7.1 Payment shall be made to the address identified on each invoice.

Accounts Payable
4200 Connecticut Avenue, NW
Building 38, Room C 01
Washington, DC 20008
Telephone: 202-274-6322

7.2 Payment Procedures

- 7.2.1 To constitute a proper invoice, the Contractor shall submit the following information:
- 7.2.2 Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- 7.2.3 Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the contractor is also recommended;

- 7.2.4 Description, price, quantity, dates and the percent (%) of work actually performed;
- 7.2.5 The original and two (2) copies of invoices for cost reimbursable expenses;
- 7.2.6 Other supporting documentation or information, as required by the Contracting Officer;
- 7.2.7 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- 7.2.8 Name, title, phone number of person preparing the invoice;
- 7.2.9 Name, title, phone number and mailing address of person; and Authorized signature.
- 7.2.10 Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved timesheets.

8. ADVISORY AND ASSISTANCE SERVICES

The contract is a "non-personal services contract". It is therefore, understood and agreed that the contractor and/or the contractor's employees: (1) shall perform the services specified herein as independent contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this agreement, (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government's right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

9. HIRING OF EMPLOYEES:

By accepting this order or contract the vendor agrees, that the District, at its discretion, after completion of order or contract period, may hire an individual who is performing services as a result of this order or contract, without restriction, penalties or fees.

10. ATTACHMENTS

- Statement of Work – Project Manager
- Tax Certification Affidavit

11. EVALUATION FACTORS

- 11.1 The following evaluation factors will be used to evaluate candidates provided in the proposals submitted.

Item	Evaluation Criteria	Maximum Points
1	Construction Project Management Experience, A/E Design Experience	45%
2	Education of Proposed Candidate	35%
3	Price	20%

Total points maximum = 100%

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:

Lowest price proposal
----- x weight = Evaluated price score
Price of proposal being evaluated

CBE Points to be applied

- 11.2 **Cost Proposal (Submitted under Separate Cover)**
- 11.3 Provide company capabilities and no more than (2) resumes for proposed candidates and other support information necessary to prove that proposed personnel meet the qualification requirements described in the SOW attached.
- 11.4 Provide project management, administrative management and administrative support necessary for the work hereunder. This support shall be provided at no cost to the District, unless the District specifically pre-approves assignment of personnel dedicated to such tasks.

UNIVERSITY OF THE DISTRICT OF COLUMBIA
CAPITAL PROCUREMENT DIVISION



PROJECT MANAGEMENT SUPPORT

STATEMENT OF WORK (SOW)

A. BACKGROUND INFORMATION

The University of the District of Columbia (UDC) was recently awarded independent contracting authority. The University is dedicated to providing quality project management services towards executing and managing its capital projects. The District intends to make an award for one (1) Project Manager.

B. STATEMENT OF WORK

The Project Manager (PM) shall provide oversight of all design, construction, commissioning and other services as necessary and as requested by the University to assist the University in the planning, design-management, procurement planning, construction-management, commissioning, occupancy and post-occupancy of designated University project(s). The PM shall monitor assigned project(s) to ensure complete delivery (including design, construction, commissioning, FF&E, move-in etc.) are on-budget and on-time. The PM workload shall also encompass all project related work, assembly, and testing of all materials and equipment to be used on or in the project(s) as well as the GC's coordination of all trade work and management of all aspects of the construction work on the project including cost and time analysis for any change orders or claims. The PM shall also be responsible to the University for complete daily on-site project management and inspection services for monitoring and controlling the construction of the Project.

C. REQUIREMENTS

The PM's oversight/monitoring services shall include but not be limited to the following:

Planning, Project Scheduling, Design Reviews, Cost Estimating, Procurement Strategy, Construction Transition Phasing, Pre-Construction Meetings, Cost Management, Quality Control, Approvals by Regulatory Agencies, Commissioning and Occupancy

Period of Performance and Level of Effort

The services under this requirement will be paid on a Labor Hour Contract basis, consistent with those rates provided in the Contractor's DC Supply Schedule Contract,

UNIVERSITY OF THE DISTRICT OF COLUMBIA
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GSA Supply Schedule, or proposal rate, whichever is lower. Required Position: **Project Manager, 500 hours**

C. Candidate Selection:

1. The University reserves the right to interview and otherwise verify qualifications of proposed contractor staff and reject any proposed candidates who do not meet University's requirements. Candidate shall have the expertise and relevant background and skills for consideration.
2. The following score sheet will be used by the Project Evaluation Team in its evaluation:

<u>Item</u>	<u>Maximum points</u>	<u>Evaluation Criteria</u>
1	45%	Construction Management Experience, A/E Design Experience
2	35%	Education of proposed candidate
3	20%	Price

Total points maximum = 100%

Proposal

Contract Type – Cost of labor detailed by discipline and hours and by activity (i.e., project task). The requirements shall be performed on a labor hour basis. The workday is considered to be 8 hours. The contractor will bill no more than eight (8) hours a day unless pre-approved by the University's Project Manager to work more than 8 hours a day.

D. Other Administrative Services

The Project Manager shall provide other administrative services as may be required by Task Assignments issued during the term of the contract.