

UNIVERSITY OF THE DISTRICT OF COLUMBIA
Capital Procurement Division



REQUEST FOR PROPOSAL

Issued by: University of the District of Columbia **Solicitation No.:** GF-2010-R-0014
4200 Connecticut Avenue, NW **Caption:** Project Manager
Washington, DC 20008

Issue Date: July 15, 2010

Proposal Due Date: Monday, July 26, 2010
2:00 Noon 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

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PROJECT MANAGEMENT SUPPORT

STATEMENT OF WORK (SOW)

A. BACKGROUND INFORMATION

The University of the District of Columbia (UDC) was recently awarded contracting authority. The University is dedicated to providing quality project management services towards executing and managing its capital projects.

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, GSA Supply Schedule, or proposal rate, whichever is lower. Required Position: **Project Manager, 500 hours**

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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%	Project Management Experience, A/E Design, Past Performance
2	35%	Education
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.