

**Georgetown Business Improvement District**

**Request for Proposals**

**Repair Service for Georgetown BID Extended Sidewalk  
and Streatery Decking Program**

**3/20/23**

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## **REQUEST FOR PROPOSALS**

### **INTRODUCTION**

The Georgetown Business Improvement District (BID) is seeking proposals from qualified General Contractors with specific experience in carpentry and decking, or contractors/firms with skills specific to carpentry. We invite your firm to submit a proposal to us by **3/31/23**, for consideration. A description of our organization, the services needed, and other pertinent information follows:

### **GOALS**

The Georgetown BID must maintain a safe and hazard free environment on its 3200+ linear feet of extended sidewalk and streatery decking. It is constructed out of composite decking material and traditional wooden lumber that require speedy fixing for any breakages that occur, to prevent trip hazards and other safety concerns. The vendor shall provide the labor, and some materials, to repair any breakages to the decking that the BID reports within 3 business days. Breakages occur from both pedestrians and vehicles, with damage varying from slight to major. The vendor must be able to make quality and efficient repairs for all types of damage.

### **SCOPE OF WORK**

- 1. The contractor shall provide carpentry labor, and all necessary tools, to repair any breakages in the composite or wooden decking reported by the BID, within 3 business days of being contacted.**
- 2. The repair schedule must be approved by BID staff before the contractor can begin repairs.**
- 3. The contractor shall identify all structural damage to the decking before starting any repairs.**
- 4. The contractor shall use the BID supply of composite decking and lumber before purchasing any for repairs. The BID maintains a stockpile of both materials.**
- 5. The contractor shall provide any hardware or lumber needed for repairs that the BID cannot provide. With the contractor providing receipts for any purchases made and billed back to the BID.**
- 6. The contractor shall provide a detailed description of all repairs made.**
- 7. All repairs must be inspected by BID staff before being signed off as complete.**
- 8. The contractor must remove any debris made from completing the repairs and dispose of it properly.**

## **PROPOSAL REQUIREMENTS**

Please send a proposal, not greater than 7 pages total, addressing the following:

1. Organization outline/description and brief history.
2. The resumes and professional qualifications of the specific staff who will work on this contract. [Note: if relevant include professional licenses, affiliations, and specialties.]
3. A summary of at least two similar contracts and the contribution that the people listed in #2 above made to those specific contracts.
4. At least 2 references from similar work.
5. Description of how you propose completing the scope of work. Be as specific as possible
6. Proposed schedule
7. Fee Schedule and/or fixed price

## **EVALUATION OF THE PROPOSAL**

The Georgetown BID will use the following criteria to evaluate responses to this RFP:

- Capacity of the company
- Experience and qualifications of the proposed staff
- Responsiveness to each item in the Scope of Work.
- Cost proposal.
- References
- The Georgetown BID has a policy to give preference – where proposals are of similar quality and value – to District of Columbia-based companies and CBE companies registered with the District’s Department of Small and Local Business Enterprises, and to companies based in Georgetown.

## **PROPOSAL SUBMISSION**

All proposals are due by March 31, 2023 by no later than 4 p.m.. Proposals should be submitted via email to [mmillage@georgetowndc.com](mailto:mmillage@georgetowndc.com) with the subject line: **Repair Service for Georgetown BID Extended Sidewalk and Streatery Decking Program.**

Questions about this RFP should be directed to:

Matthew Millage  
Public Space Manager  
Georgetown Business Improvement District  
1000 Potomac Street NW STE 122  
Washington, D.C. 20007  
[Mmillage@georgetowndc.com](mailto:Mmillage@georgetowndc.com)

### **SELECTION PROCESS**

The selection committee will select the most qualified firm based on the qualifications submitted in their proposal. The selection committee will evaluate and compare each consultant's understanding of the project that demonstrates the firm's approach to the work, relevant experience of the firm and proposed personnel, and the firm's fixed-cost bid.

### **INTERVIEWS, NEGOTIATIONS, AND CONTRACTING PROCESS**

The selection committee will conduct interviews with the consultants to help establish the most qualified firm to perform the work. The selection committee intends to hold in-person interviews with the top three ranked firms on **4/10/2023**. Upon selection of the most qualified firm, the BID will request a binding fee and schedule proposal and begin final negotiations. If the negotiations with the top ranked firm are not successful, the BID will begin negotiations with the second ranked firm.

### **ABOUT THE GEORGETOWN BUSINESS IMPROVEMENT DISTRICT**

The Georgetown BID is a private non-profit 501 (c) 6 organization chartered by the District of Columbia Government and organized pursuant to DC Law 12-269 the DC Business Improvement District Act and the Georgetown Business Improvement District Amendment Act of 1998. The BID is funded through a dedicated additional real property tax on all commercial (non-exempt) properties located within the BID boundaries as defined by law. The BID was first established in 1999 and has been reauthorized every five years since. The current charter runs through the end of FY 2024 (September 30, 2024) when the BID will apply for a customary renewal. No Business Improvement District in the District of Columbia has ever failed to be renewed upon application.

Information about the BID can be found on our website: [www.georgetowndc.com](http://www.georgetowndc.com).

A copy of our 990 can be found here: <https://www.guidestar.org/profile/52-2023786>

**QUESTIONS ABOUT THIS RFP**

Questions about this RFP should be submitted via email to **Matt Millage**, [mmillage@georgtowndc.com](mailto:mmillage@georgtowndc.com), by 3/24/2023. Questions and answers will be posted on the BID website made available to all qualified bidders.

**STANDARD LANGUAGE**

Nothing in this RFP obligates the Georgetown BID to enter into a contract with any bidder. The BID may elect to select one bidder; create a short list of several bidders; or reject all bids at its sole discretion.

**APPENDICES**

N/A

**ADD - ONS****PERIOD OF PERFORMANCE**

The Period of Performance is 4/21/2023 - 2/1/2024 from the notice of proceed.

**CONTRACTOR SUPPLIED EQUIPMENT (if applicable, use for OPS)**

**Contractor shall supply all tools and hardware required, including, but not limited to, power tools, wood screws compatible with composite decking, composite decking brackets**