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Request for Qualification (RFQ)

Georgetown Business Improvement District Indefinite Delivery/Indefinite Quantity List

May 29, 2018

The Georgetown Business Improvement District (BID) is issuing this RFQ to pre-qualify professional services firms and streamline contracting and procurement for transportation, planning, and landscape design projects through an Indefinite Delivery/Indefinite Quantity (IDIQ) list. This RFQ updates an earlier IDIQ list the Georgetown BID has used for projects over the past five years.

The purpose of this RFQ is to understand your firm's professional services, technical skills and experience, standard labor rates, professional references, and other relevant details the Georgetown BID would consider for procuring services. Firms selected for this IDIQ list will be those that demonstrate these qualifications. This information will allow the Georgetown BID to perform rough order of magnitude cost estimates in advance of a project, shortlist firms to invite to bid on work, and quickly procure professional services on an IDIQ basis. The Georgetown BID staff has the discretion to direct small contracts up to \$10,000 to a single pre-qualified contractor. For larger contracts between \$10,000 and \$50,000 the Georgetown BID will bid the work to the list of pre-qualified firms.

Firms selected to the IDIQ list will be pre-qualified for three years. Rate/price sheets submitted in response to this RFQ only need to be provided for one calendar year and may be updated annually. Firms seeking pre-qualification may be asked to interview with BID staff.

This RFQ seeks information from firms that provide transportation, planning, and landscape architecture services, including, but not limited to, the following:

- Transportation Planning: traffic signal analysis and planning, roadway analysis and planning, traffic counts, corridor planning, bus planning, automated traffic enforcement, environmental reviews and services
- Planning: public space activation, small site design, public art installations and site services, tactical urbanism, environmental reviews
- Landscape Architecture: public space design, horticultural design and management planning, industrial design, stormwater management, environmental reviews

We invite your firm to respond to this RFQ based on your firm's previous work with the Georgetown BID, reputation in the field, and/or professional qualifications.

Submission Requirements

Please provide the following in response to this RFQ:

1. Description of firm – a description of the firm, including history, number of employees, location(s), expertise, and notable accomplishments and awards
2. Staff – bios of lead professional staff with expertise on the subjects listed above, or related work

3. Standard Labor Rates – hourly wage rates for professional staff who would work on these projects, or related professional service rates. Rates should be consistent for each calendar year, and changes to rates should be noticed prior to the start of the new calendar year.
4. Relevant Past Projects – illustrative three to five examples of analogous projects your firm has completed in the last five years
5. Specialties – any particular specialties of your firm you would like us to know. New areas of specialty may be added as your firm develops them.
6. References – at least three previous clients who we can contact about your professional work
7. Additional qualifying information about your firm

Responses are due by June 29th, 2018, and we will select firms to be on our IDIQ list within the following two weeks. You will be notified of your selection for the list by July 13th, 2018.

Note that selection to the IDIQ list does not guarantee future project selection.

Period of Effect

This IDIQ list will be in effect for a period of three years, ending September 30, 2021.

How to apply

Please submit your response via email to:

Will Handsfield
Transportation Director
Georgetown BID
whandsfield@georgetowndc.com

Jamie Scott
Director of Planning and Economic Development
Georgetown BID
jscott@georgetowndc.com

You may also submit hard copies to:

Georgetown Business Improvement District
ATTN: IDIQ List
1000 Potomac Street, NW Suite 122
Washington, DC 20007