

**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 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**

<b>Evaluation Criteria (listed in descending order of importance)</b>		
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](mailto:Sjones-quashie@udc.edu) .

Enclosure