

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 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.