

**DETERMINATION AND FINDING
FOR A SOLE SOURCE
PROCUREMENT**

AGENCY, OFFICE: District of Columbia Public Schools (DCPS), Office of Chief Operating Officer (OCOO), Facilities & School Planning

CAPTION: Capital Improvement

PROPOSED CONTRACTOR: PERKINS EASTMAN

CONTRACT NO. GAGA-2024-C-0165

FINDINGS

1. AUTHORIZATION:

D.C. Code 2-354.04 and 27 DCMR, Section 1304 and 1700.

2. MINIMUM NEED:

The District of Columbia Public Schools (DCPS) Office of Fiscal Strategy (OFS), Contracts and Acquisitions Division on behalf of Office of Facilities and School Planning is seeking a qualified contractor to support the continuation of Development and Submission for the Capital Improvement Plan (CIP). This support cannot be severed and will fall into three major categories: support in supplemental information on an as-needed basis about the FY26-31 Capital Improvement Plan Submission, planning assistance for future Modernization and Small Capital Work, and FY26-31 CIP Submission development.

The scope includes reviewing FY25 and FY26 proposed projects and status, developing project assessments for FY26-31, budgets, prioritizations, assess planning tool, create Ed Specs for new projects, coordinating with internal teams and required district agency collaboration with DGS and others to collect relevant data for assessments, analysis, and CIP development, and developing all required backup documentation and back up pages for all projects and support with BRT presentation.

3. ESTIMATED COST:

The estimated cost for the base period is \$102,001.00 from Date of Award to September 30, 2024.

4. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT:

- a. Perkins Davis DC (PEDC) provided services for the development of capital improvement plan (CIP) in 2023 to DCPS Facilities. As a part of that process, they also helped kickstart development of a small capital prioritization tool, that was not fully developed due to the time and contract limitation. However, with this contract DCPS need to finish the development of the small capital prioritization tool which will be utilized in this year's capital improvement plan small capital projects submission. DCPS have already shared about this tool and its benefits with the public and is planned to utilize this tool for the upcoming submission.

- b. PEDC also developed the master facilities plan and the enrollment projections for DME with immediate and long-term benefits to DCPS. After realizing the overall advantages to DCPS decision was made to select PEDC to do this CIP last year and continue this year to bring that knowledge, experience, and relevant data that goes into the development of DCPS facilities CIP.
- c. Under previous contract(s) DCPS had started working on the analysis of certain projects last which must be continued for this year's CIP submission, and also for unfinished projects to be completed.
- d. Last year contract award was competed. Quotations were received and award made to PEDC since it was the most advantageous to the DCPS. However, this year DCPS awards this contract sole source since A) unfinished projects must be completed, B) prior knowledge, skills, data, etc., will be used which are beneficial to DCPS with respect to time, and budget.

For the FY26-31 submission, DCPS Facilities seeks to copy below successful workflow.

i. Workstream:

- Based on analysis of previous CIP budget allotments and internal Facilities data, and input from the Department of General Services (DGS), assist with creating a complete prioritized list of both individual and pooled Small Capital Projects to be added to the FY25-30 CIP (continuation of FY23 workstream).
- Assist DCPS with the development and review of project budgets for both Small Capital Projects and Modernizations (continuation of FY23 workstream)
- Assist DCPS with the development of all required backup documentation for both modernizations and Small Capital Projects to be submitted with the FY25-30 CIP, including the capital workbook, modernization backup pages, and pooled backup pages (work based on vendor's FY23 workstream)

ii. Requirements:

The contractor shall:

- Based on the submission documentation from the FY25-31 CIP, craft additional supporting documents as needed throughout the Capital budget cycle.
- Based on analysis of previous CIP budget allotments and internal Facilities data, and input from the Department of General Services (DGS), assist with creating a complete prioritized list of both individual and pooled Small Capital Projects to be added to the FY26-31 CIP.
- Assist DCPS with the development of updated Educational Specifications for new modernization projects being added to the FY26-31 CIP.
- Collect and verify data from recent projects for life safety, accessibility, HVAC, and roofing and present to DCPS, to help inform the development of the FY26-31 and future CIPs.
- Assist DCPS with the development of all required backup documentation for both modernizations and Small Capital Projects to be submitted with the FY26-31 CIP, including the capital workbook, modernization backup pages, and pooled backup pages


5. BACKGROUND AND HISTORY:

- A. Annually, DCPS is obligated to submit an updated CIP to the Executive Office of the Mayor for approval, and eventually to City Council and Congress. Funding for all DCPS facilities improvement work is dependent on the CIP Submission, thus its development is an extremely critical workstream. Without a thorough and meticulously planned CIP, schools across the district may not receive appropriate facilities attention that is needed to keep students safe and healthy. For planning and submission of the FY26-31 CIP, DCPS Facilities is used contracted assistance to ensure that internal staff can work carefully on the CIP while still addressing their other critical duties. For the FY26-31 submission, DCPS Facilities seeks to copy this successful workflow.
- B. PEDC provided services for the development of capital improvement plan (CIP) in 2023 to DCPS Facilities. As a part of that process, they also helped kickstart development of a small capital prioritization tool, that was not fully developed due to the time and contract limitation. However, with this contract we need to finish the development of the small capital prioritization tool which will be utilized in this year's capital improvement plan small capital projects submission. We have already shared about this tool with the public and we planned to utilize this tool for the upcoming submission. PEDC also developed the master facilities plan and the enrollment projections for DME and hence they were selected to do this CIP work for us last year and continue this year to bring that knowledge, experience, and relevant data that goes into the development of DCPS facilities CIP. We had started working on the analysis of certain projects last year which must be continued for this year's CIP submission.
- C. Last year contract was awarded using full and open competition issuing Request for Quotation (RFQ). DCPS received proposals/quotations from interested vendors for CIP services. Perkins Eastman DC was selected since they offered best value to the DCPS. However, this year DCPS awards this contract sole source since A) unfinished projects must be completed, B) prior knowledge, skills, data, etc., will be used which are beneficial to DCPS with respect to time, and budget.

6. CERTIFICATION BY PROGRAM DIRECTOR:

I hereby certify that the above findings are correct and complete to the best of my knowledge and the anticipated prices to DCPS are fair and reasonable.

5/3/2024
Date


Deputy Chief of Facilities and School Planning

7. **CERTIFICATION BY CONTRACT SPECIALIST:**

I hereby certify that the above findings are correct and complete to the best of my knowledge and the anticipated prices to DCPS are fair and reasonable.

May 3, 2024

Date

Zahra hashmi

Contract Specialist

CERTIFICATION AND DETERMINATION

Based on the above-certified findings in accordance cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; DC Code 2-354.04 and 27 DCMR 1304 and 1702.

Date

Contracting Officer