

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Committee on Transportation and the Environment
Performance Oversight Questions -- Department of General Services
February 18, 2015

A. ORGANIZATION AND OPERATIONS

1. Please provide a complete, up-to-date **organizational chart** for the agency and each division within the agency. Please include an explanation of the roles and responsibilities for each division and subdivision within the agency.
 - Please include a list of the employees (name and title) for each subdivision and the number of vacant positions.

Please see Q1 Attachment – DGS Employee List by Division

- Has the agency made any organizational changes in the last year? If so, please explain.

Please see eight (8) Q1 Org Chart Attachments:

- DGS Admin Support
- DGS Capital Construction
- DGS Contracting and Procurement
- DGS Facilities
- DGS Overall
- DGS Portfolio
- DGS Sustainability
- DGS PSD

2. Please list each **new program** implemented by the agency during FY 2014. For each initiative please provide:
 - A description of the initiative.
 - The funding required to implement the initiative.
 - Any documented results of the initiative.

Small Business Initiative (SBI)

This program is designed to ensure small businesses have the opportunity to compete and participate as prime contractors. DGS has set-aside solicitations of \$3 million and under to be awarded solely to Small Business Enterprises (SBEs) as prime contractors. Approximately 20 projects have been identified to be set aside for the Small Business Initiative. As of the first

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quarter of FY15, seven solicitations have been issued and the remaining will be solicited and awarded in FY15. There is no financial requirement for implementation.

Data Management System

In FY15, the Contracts and Procurement Division developed and implemented a Microsoft database management system. This database enables the Division to provide more accurate and timely contract award demographics. Fields include contract award type, CBE designation and expiration, Ward identification, business location and other pertinent contract information. Funding is available through existing budget allocations.

Project Manager Training

DGS developed a 236-page “School Improvement Team (SIT) Program Operations Manual & Training 2013-2014” which included a series of nine (9) training modules for DCPS and DPR Project Managers on the DGS Capital Construction and DCPEP teams to assist them in preparing for and conducting community meetings and interactions with the public and neighbors near project sites. These trainings educated the PMs on messaging, timing of communications, and problem solving. There is no financial requirement for implementation.

3. Please provide a complete, up-to-date **position listing** for your agency, which includes the following information for each position:
 - Title of position.
 - Name of employee or statement that the position is vacant, unfunded, or proposed.
 - Date employee began in position.
 - Salary and fringe benefits, including the specific grade, series, and step of position.
 - Job status (continuing/term/temporary/contract).

Please list this information by program and activity

Please see Q3 Attachment – Personnel list

4. Does the agency conduct annual **performance evaluations** of all of its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements? What steps are taken when an employee does not meet individual job requirements?

The agency conducts individual employee performance evaluations annually. At the beginning of each Fiscal Year, managers and supervisors establish individual performance standards for their assigned employees. To ensure that employees are meeting individual job requirements, managers establish individual SMART (Specific, Measurable, Attainable, Realistic and Time-

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Related) Goals that are directly tied to the employee's job classification and unit's mission and supports the agency's mission. Using the established standards, year-end performance evaluations are conducted by the employee's direct manager or supervisor. When an individual employee is deficient in his or her job requirements and the problem cannot be easily remediated with formal or informal training, the manager has the option of creating an individual Performance Improvement Plans (PIP) which is a more formal tool used for providing assistance in improving individual employee performance.

5. Please list all **employees detailed** to or from your agency, if any. Please provide the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.

DGS has the following employees detailed –

1. Lucian C. Musawwir, Program Manager MS-343-15 – detailed to CA's Office as of 10/7/12 to assist with managing and tracking agency performance goals. Projected project completion 3/31/15.
2. Magdalene Harris, Management Analyst CS-343-13/6 – detailed to CA's Office as of 10/1/12 to assist with coordinating DGS' performance plan. Projected project completion 3/31/15.

Three employees have been detailed to DGS OCFO by the GOC cluster (OFRM). The FY 2012 merger of OPEFM and DRES created the need for additional staff to support the accounting functions as listed below:

3. Tamirat Azene, Senior Accountant, detailed FY 2015: to provide support for Capital Construction reporting. No projected date of return.
 4. Kim Poole, Financial Specialist, detailed FY 2012: to provide support due to the increased volume of invoices processed. No projected date of return.
 5. LaTecia Evans, Accounts Payable Technician, detailed FY 2014: to provide additional support due to the increase volume of invoices processed. No projected date of return.
6. Please provide the Committee with:
 - A list of all employees who receive cellphones, tablets, personal digital assistants, or similar communications devices at agency expense.

Please see Q6 Attachment – Communication Devices

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- A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned.

Please see Q6 Attachment – Vehicle Inventory List

- A list of employee bonuses or special award pay granted in FY 2014 and FY 2015, to date.

While DGS did not provide any bonuses during FY14 and FY15 year-to-date, Additional Income Allowances (AIA) are used to retain an employee whose services are of a special need essential to the agency’s mission. The service agreement is for 2 years:

1. Wanvisaka “June” Locker, Deputy Director for Capital Construction – 7%; current salary: \$161,256
2. Allam Al-Alami, Project Management Officer – 5%; current salary: \$161,968

- A list of travel expenses, arranged by employee.

FY14		
Employee	Amount	Purpose
Amanda Rucker	\$ 152.50	Per diem travel Public Performance Measurement Conf.
Camille Sabbakhan	\$ 282.80	IMLA Training
Charles Brown	\$ 348.05	IMLA Training
Colin Petry	\$ 289.96	IMLA Training
Khalid Mustafaa	\$ 757.00	Civilian Police Academy Training
Marion Foster	\$ 624.00	Civilian Police Academy Training
Sam Brooks	\$ 348.80	EPA Climate Leadership Conference
Tara Mitchell	\$ 309.32	IMLA Training
Vaughn Adams	\$ 167.32	IMLA Training
Total	\$ 3,279.75	
FY15		
June Locker	\$ 1,002.08	Greenbuild Conference
Mark Chambers	\$ 1,002.08	Greenbuild Conference
Total	\$ 2,004.16	

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- A list of the total overtime and worker's compensation payments paid in FY 2014 and FY 2015, to date.

Overtime Expenditures (As of February 2, 2015)

Program	FY 2014	FY 2015 YTD
Agency Mgt.	\$20,135.22	\$12,838.80
Asset Mgt.	561.98	-
Facility Operations	2,191,501.86	617,738.30
Protective Services	856,454.05	304,672.36
Construction Services	-	-
Contracting & Procurement	19,538.14	2,335.95
Energy - Centrally Managed	-	-
Rent-In-Lease	-	-
Payroll Default	-	-
Total	\$ 3,088,191.25	\$ 937,585.41

Worker's Compensation Payments:

- Total Amount Paid in FY 14 – \$284,675.03
- Total Amount Paid in FY 15 (October 1, 2014 to December 31, 2015) – \$102, 924.60

7. Please identify all **electronic databases** maintained by your agency, including the following:
- A detailed description of the information tracked within each system.
 - The age of the system and any discussion of substantial upgrades that have been made or are planned to the system.
 - Whether the public can be granted access to all or part of each system, and if not, why?

Please see Q7 Attachment – DGS Databases

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8. What has the agency done in the past year to make the activities of the agency more **transparent** to the public? In addition, please identify ways in which the activities of the agency and information retained by the agency could be made more transparent.

DGS posts a variety of information to its website, including solicitations for contracting and property opportunities, contract awards on all contracts over \$100,000, flyers for upcoming events and meetings, and presentations given at community meetings, particularly as related to school and parks and recreation construction projects.

DGS also conducts targeted outreach for contracting opportunities, such as for small purchase contracts, women contractors, and upcoming school and parks and recreation projects. For example, DGS' Contracting and Procurement Division held five (5) contracting events throughout FY14, such as Prime and subcontractor focus groups, women in business, and a sustainability event.

DGS continues to increase its transparency through the development of an app to relay information to the public, including a property locator, information on solicitations, energy usage tracking in District buildings, and construction and sustainability information.

9. How does the agency solicit **feedback** from sister agencies, the public and contractors?
Please describe.

1. DGS has direct interaction with other District government agencies (one of two of DGS' customer bases) through the building management staff and through the work order management system, SMARTDGS. DGS also surveys District employees who enter work orders into the SMARTDGS system to review outcomes, suggestions, and survey results to assess and modify existing process and procedures.
2. DGS works with agencies that have facility projects included in the Capital Improvement Plan to design and develop facility solutions that meet the agency's needs. DGS, as the implementing agency, identifies solutions that will satisfy each agency's scope and programmatic requirements for the facilities and tenant spaces provided of the client agencies' behalf.
3. For those facilities that DGS manages that are for public use (the public being the second DGS customer base), DGS, working with the user agencies, solicits public feedback during the planning and development of capital projects. A notable example is the School Improvement Team (SIT) process (or Site Improvement Teams for parks and recreation center projects) where stakeholders, including the school administration, parents, community leaders, ANC members, community organizations and others are assembled and engaged in

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planning a school or park/recreation center modernization. The feedback from the SIT process is vital in conducting facility modernizations and is often reflected in the elements of the final project.

4. The DGS website has a feature that allows constituents to “Ask the Director” questions about the Agency and the work DGS is doing.
5. DGS is active on social media, including both a Facebook and a Google+ page which allows for commentary, a Twitter handle to which people can post ideas, ask questions, or report issues to address, a You Tube channel through which DGS can post DGS-related videos, such as of ground breakings and ribbon-cuttings, outreach events, video tours of new construction, a LinkedIn page through which DGS can communicate with the business community, and a SlideShare account upon which DGS posts flyers for upcoming events and meetings, design presentations for construction projects, and presentations.
6. DGS believes that it is an essential part of our mission to maintain effective and ongoing communication with all of our constituents. DGS conducted 5 CBE outreach efforts to the CBE and contracting community in FY14, including two focus groups held on November 25, 2013 to solicit views from prime and subcontractors. A recurring theme of “Building Capacity” emerged from the focus group discussions. Subcontractors commented on the need for opportunities to grow their business and become prime contractors. As a result, DGS created and launched the Small Business Initiative on November 19, 2014. This program is designed to ensure small businesses have the opportunity to compete and participate as prime contractors. DGS has set- aside solicitations of \$3 million and under to be awarded solely to Small Business Enterprises (SBEs) as prime contractors.
7. PSD provides a Special Events email for agencies and/or citizens who are inquiring about our services.
8. DGS also attends community, civic association, neighborhood association, ANC meetings, Councilmember- or-Mayor-organized community/Ward meetings, and historic preservation and planning meetings, whereby the public is able to provide comments and question personnel about agency activities.
 - What is the nature of comments received? Please describe.

The majority of comments DGS receives from the public are the result of community meetings and presentation regarding capital construction projects. Such feedback usually expresses support or concern about a planned project.

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- How has the agency changed its practices as a result of such feedback?

DGS has amended project plans in response to community concerns or suggestions, when such alterations do not have a negative financial impact on a project, do not negatively impact a project's programmatic requirements, or are otherwise viewed as being beneficial to the project as a whole.

10. How has the agency tried to reduce agency **energy use** in FY 2014?

DGS reduces energy use through data acquisition and analytics, building audits and energy retrofits, building automation systems and retro-commissioning, distributed generation, supply procurement and risk management, operator training and by engaging tenant-occupants on behavioral impact with respect to energy consumption.

11. Please complete the following chart about the residency of **new hires**:

Number of Employees Hired in FY 2014 and FY 2015, to date

<i>Position Type</i>	<i>Total Number</i>	<i>Number who are District Residents</i>
Continuing	40	15 (37%)
Term	32	11 (34%)
Temporary	N/A	N/A
Contract	58	31 (53%)

B. BUDGET AND FINANCE

12. Please provide a chart showing your agency's **approved budget and actual spending**, by division, for FY 2014 and FY 2015, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

Please see Q12 Attachment – FY14 Budget Status by Fund and Program

13. Please list any **reprogrammings**, in, out, or within, related to FY 2014 and FY 2015 funds. For each reprogramming, please list the total amount of the reprogramming, the original purposes for which the funds were dedicated, and the reprogrammed use of funds.

Please see Q13 Attachment – FY14 and FY15 DGS Municipal Capital Reprogramming

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14. Please provide a complete accounting for all **intra-District transfers** received by or transferred from the agency during FY 2014 and FY 2015, to date.

Please see Q14 Attachment – FY14 and FY15 Intra-Districts

15. Please identify any **special purpose revenue accounts** maintained by, used by, or available for use by your agency during FY 2014 and FY 2015, to date. For each account, please list the following:

- The revenue source name and code.
- The source of funding.
- A description of the program that generates the funds.
- The amount of funds generated by each source or program in FY 2014 and FY 2015, to date.
- Expenditures of funds, including the purpose of each expenditure, for FY 2014 and FY 2015, to date.

Please see Q15 Attachment – FY14 and FY15 SP Revenues and Expenditures

16. Please provide an update-to-date list of all projects for which your agency currently has **capital funds** available. Please include the following:

- A description of each project, including any projects to replace aging infrastructure (e.g., water mains and pipes).
- The amount of capital funds available for each project.
- A status report on each project, including a timeframe for completion.
- Planned remaining spending on the project.

Please see three (3) Q16 Attachments –

- Municipal Capital Balance Report
- Schools Capital Balance Report
- DPR Capital Balance Report

17. Please provide a complete accounting of all **federal grants** received for FY 2014 and FY 2015, to date.

DGS did not receive any grant funds in FY14 or FY15 to date.

18. Please list each contract, procurement, lease, and grant (“**contract**”) awarded, entered into, extended and option years exercised, by your agency during FY 2014 and FY 2015, to date. For each contract, please provide the following information, where applicable:

- The name of the contracting party.

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- The nature of the contract, including the end product or service.
- The dollar amount of the contract, including budgeted amount and actually spent.
- The term of the contract.
- Whether the contract was competitively bid or not.
- The name of the agency’s contract monitor and the results of any monitoring activity.
- Funding source.

Please see Q18 Attachment – Leases
Please see Q18 Attachment – Contracts

Contractor	Nature of Contract	Contract Value	Contract Terms	Competitive Bid (Y/N)	Contract Monitor	Monitor Activity	Funding Source
Allied Barton	Security Guard Services (Sec 1 & 3)	\$22,288,300.00	4/18/2014-4/17/2015	Y	Heath Scott	Compliance /Penetration ex	Local and Intra-district
Security Assurance Management	Security Guard Services(Sec 2)	\$4,071,353.54	11/21/14 -11/20-2015	Y	Heath Scott	Compliance /Penetration ex	Local and Intra-district
Orion Systems Group	Citywide Electronic Security	\$931,044.00	10/27/2015- 10/27/2015	Y	Maurice Mack	Maintenance Request records	Local and Intra-district
Rapiscan Systems	Citywide Master Lease	\$329,688.00	7/10/2014-7/9/2015	Y	Maurice Mack	Security Equipment Installation and Maintenance	Local and Intra-district
MBL Technologies	Physical Security Assessment	\$601,738.59	1/5/2015 - 9/30/2015	Y	Maurice Mack	Facility Security Assessment Reports and Database	Local and Intra-district
MBL Technologies	Governance Manual	\$251,845.70	1/22/2015 -1/21/2016	Y	Loreal Simmons	Audit Book Review per policy	Local and Intra-district
City Security Consultants	Security Guard Services (Skyland)	\$100,000.00	10/1/2014-9/30/2015	Y	Martin Collins	Compliance /Penetration ex	Local and Intra-district
City Security Consultants	Security Guard Services (Penn Center)	\$100,000.00	10/1/2014 – 9/30/2015	Y	Martin Collins	Compliance /Penetration ex	Local and Intra-district
Midtown	Temporary Staff	\$154,275.00	11/1/14-9/30/15	Y	Christina Murphy	Daily Work schedules	Local Funds
DCNG	Security Guard Services	\$998,800.00	10/1/14-5/2/15	N	Khalid Mustafaa	Compliance /Penetration ex	Grant

C. LAWS, AUDITS, AND STUDIES

19. Please provide the details of any **surplus** in the agency’s budget for FY 2014, including:

- Total amount of the surplus.
- All projects and/or initiatives that contributed to the surplus.

In FY 2014, DGS had a \$15.8 million budget vs. actual surplus in local funds, a \$119k surplus in special purpose funds and a \$73k budget surplus in intra-District funds.

The \$15.8 million local funds surplus is made up of a \$0.5 million personal services (PS) surplus and a \$15.3 million non-personal services (NPS) surplus. The \$0.5 million PS surplus reflects salary lapse savings. The \$15.3 million NPS surplus includes: \$8.5 million in rent and energy underspending; \$5 million of funds reprogrammed into DGS from other agencies to acquire title

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to property under contract to be purchased by the Washington Humane Society (WHS); and \$2.8 million in underspending for contracts and supplies. Of the \$8.5 million in fixed cost underspending, \$5 million is for rent that had been budgeted in the local as well as intra-District funds and \$3.5 million is for lower-than-budgeted costs for commodities (auto fuel, heating fuel, electricity, steam and water). The \$5 million WHS reprogramming was not expended as the Deputy Mayor for Planning and Economic Development (DMPD) used its funds instead of the reprogrammed funds. Most of the \$2.8 underspending in contracts and supplies occurred in the facility maintenance and asset management programs.

The \$119k special purpose surplus is the net effect of a \$130k expenditure credit related to the write-off of a prior-year receivable for the RFK Stadium fund, offset partly by \$11k in overspending mainly in additional gross pay.

With respect to the \$73k intra-District surplus, this occurred in the facility maintenance program. The facility intra-District budget was \$8.9 million and the total intra-District budget was \$137.6 million. The minor \$73k surplus is only 0.82% of the facility maintenance budget and .05% of the total intra-District budget.

C. LAWS, AUDITS, AND STUDIES

20. Please identify any **legislative requirements** that the agency lacks sufficient resources to properly implement.

DGS does not lack sufficient resources to implement any current legislative requirements. However, A20-599, the “Urban Farming and Food Security Act” requires funding in an approved budget and financial plan prior to implementation.

21. Please identify any statutory or regulatory **impediments** to your agency’s operations.

DGS is not aware of any statutory or regulatory impediments to its operations.

22. Please list all **regulations** for which the agency is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision. What new regulations, or changes to existing regulations has your agency promulgated in FY 2014 and FY 2015, to date? Do you expect to promulgate any new regulations, or changes to existing regulations in FY 2014, and if so, what?

DCMR Title 1, Chapter 14, Rules and Procedures for the Occasional Use of Public Buildings and Grounds, and Conduct While on Public Property and Grounds Under the Control of the Office of Property Management. Last revised February 17, 1989.

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DCMR Title 27, Chapter 47, Department of General Services Procurement Rules for Construction and Related Services.

The agency has not promulgated any rules during FY14 or FY 15 to date.

DGS does expect to issue new regulations related to surplus and disposition of excess school property to comport with legislative requirements of L20-114.

23. Please explain the impact on your agency of any **federal legislation or regulations** adopted during FY 2014 that significantly affect agency operations.

DGS has no impact to date due to any federal level legislation at this time.

24. Please provide a list of all **MOUs** in place during FY 2014.

Please see Q24 Attachment – FY14 and FY15 MOUs

25. Please provide a list of all studies, research papers, and analyses (“**studies**”) the agency requested, prepared, or contracted for during FY 2014. Please state the status and purpose of each study.

Please see Q25 Attachment – PSD Studies

Additionally, DGS Energy and Sustainability Division funded a study based on identifying an opportunity to divert DGS-managed biodegradable waste from landfills. The goal was to explore this need using modern renewable energy processes while analyzing a few sites within the District that could host such an energy conversion facility. The PEPCO-owned land adjacent to the Benning Road Transfer Station was used here as a proxy site for the feasibility study: it is a site currently zoned for industrial use that currently handles waste disposal traffic.

26. Please list and describe any ongoing **investigations**, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY 2014 or FY 2015, to date.

Please see Q26 Attachment – OIG and ODCA Investigations

27. Please identify all **recommendations** identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations.

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Please see Q27 Attachment – OIG and ODCA Recommendations

D. PROGRAM-SPECIFIC QUESTIONS

I. Facilities Management

28. What were the most common maintenance issues found at District-owned housing shelters in FY 2014 and FY 2015, to date? How has DGS worked to reduce these issues?

The most common maintenance issue for District-owned shelters in FY14 and FY15 to date are plumbing requests. One hundred and forty-four (144) such work order requests were received Shelters.

As part of the DGS Agency Performance Measure, and Facilities Unit Performance Measures, a preventive maintenance module has been developed to better manage the maintenance of the HVAC Mechanical, and Electrical and Plumbing equipment in our facilities. The first phase of the initiative included FEMS and DPR facilities and the modernized DCPS facilities. Phase 2 of the initiative in 2015 will add shelters to the program. Additionally, DGS is conducting an internal staff realignment to add additional support to address plumbing deficiencies throughout the portfolio.

29. What were the most common maintenance issues found at District-owned parks and recreation centers in FY 2014 and FY 2015, to date? How has DGS worked to reduce these issues?

The most common maintenance issue for District-owned parks and recreation centers were plumbing requests. Five hundred and seventy-four (574) such requests were received for Parks and Recreations centers. Some plumbing problems were attributed to severe cold weather for prolonged periods of time.

DGS has executed an internal staff realignment to add additional support to address plumbing deficiencies throughout the portfolio. DGS has also realigned and consolidated other trade shops and grounds support units, and added additional staff in the Contract Services Unit to more effectively and efficiently respond to work requests. The Maintenance unit began mapping the inventory of fountain equipment. Creating this inventory allows the unit to respond more efficiently in the inspection, repair and or replacement of damaged plumbing equipment.

30. In FY 2014, the Committee on Transportation and the Environment provided \$186,000 to DGS to implement the Smoking Restriction Amendment Act of 2013, which required the

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posting of “No Smoking” signs in parks and playgrounds in the District. Has DGS started to post these signs in District-owned parks and playgrounds?

The \$186,000 one-time transfer to the Department of General Services was proposed and recommended for FY 2015. This action was approved by the Committee on Government Operations May 14, 2014 and included in the FY 2015 budget for DGS.

DGS submitted a procurement request for both manufacturing and installation of the “Non-Smoking” signs at parks and playgrounds in the District of Columbia in FY15. Signs will be created and installed as per the agreed-upon contract with the awardee.

II. Portfolio Management

31. Please provide a list of buildings, if any, that may be leased by the District but remain unoccupied and have fixed costs.

DGS does not have any vacant leased buildings for which fixed costs are applicable.

32. Please provide a list of all surplus or excessed District-owned property or facilities under the purview of DGS.

There are currently no surplus District-owned facilities under DGS’ purview.

33. Please provide a current master property list for the District.

Please see Q33 Attachment – DGS Master Property List

III. Capital Construction

34. Please provide the most recent version of the Capital Improvement Plan for school modernization.

Please see Q34 Attachment – School FY15 thru FY20 CIP July 2014

35. How many schools are included in the school modernization plan?

The school modernization plan calls for the eventual modernization of all schools through comprehensive and phased modernizations.

- How many schools have been completed?

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Seventy-six (76) schools to date have received some stage of modernization: Phase 1 Modernizations (36), Modernization or New Construction (36), and Phase 1 + Addition (4). Please see Q35 Attachment – Schools and Modernization Plan for details.

- Which schools have been completed?

Please see Q35 Attachment – Schools and Modernization Plan for details.

- Which schools are pending modernizations? What is the estimated timeline for the modernizations of these schools?

See the attached list for specific dates for projects already in progress. The balance of modernization projects will be included in the FY16-21 CIP, per available funding.

36. How many District properties have been leased to charter schools? Of these leased properties, how many have been modernized? Do the schools contribute to the modernization costs?

- How much has been spent by the District to modernize these properties? Please list by lessee.

Please see Q36 – Surplus Schools

Public Charter Schools are currently operating in 25 former DCPS facilities throughout the District.

When the District leases closed DCPS school properties to charter schools, the charter school may elect, at its own expense, to renovate the Premises, including the making of all improvements, alterations and changes to the Premises necessary to comply with applicable legal requirements and to enable Tenant to properly use the Premises for the purposes set forth in the Lease. The charter school accepts the property “as is” and therefore, most schools do some level of work to the property upon taking possession. The amount of work needed at the property varies based upon how long the property has been closed, damage to the property, the location of the property, and a number of other factors. Once the charter school completes the work and opens to the public, then, the charter school may receive a rent credit for the work performed on the property. The District assumes no responsibility for the cost or completion of the renovation of the properties, except to provide the rent credit and to approve any plans for the work, along with the scope, budget and schedule, which are provided as part of the lease requirements.

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37. What process does DGS undergo to solicit involvement and participation of District-owned businesses, including CBEs in implementing capital projects?

DGS is committed to fostering greater dialogue with the Certified Business Enterprise (CBE) community. We have demonstrated this commitment by hosting five successful outreach events targeting the CBE community in FY14 and FY 15 to date. DGS promoted the events on its website, contacted over 1200 businesses via email, and partnered to advertise and promote each event with other organizations who share our vision.

- **November 2013:** DGS hosted two Contractor Focus groups. The purpose was to identify opportunities and challenges, best practices and action steps for improvement.
- **January 2014:** DGS hosted “Our City Our Business: Moving Forward Together” on January 30, 2014 at the Kellogg Conference Center on the campus of Gallaudet University. Over 300 local small business owners attended this event and over \$150,000.00 in small purchase contracts were awarded to Certified Business Enterprises.
- **April 2014:** In celebration of Earth Week, the Department of General Services (DGS) hosted “The Green in Green: Exploring the Business of Sustainability” on April 23, 2014 at 200 I Street SE. This event highlighted DGS’ green and sustainable initiatives and provided an overview of business opportunities with DGS. There were 75 small business owners in attendance.
- **September 2014:** DGS hosted “Exceptional Women In Business” outreach event. This event highlighted the achievements of women business owners who have overcome institutional barriers and are competing successfully in non-traditional fields. \$1 Million in contracts was awarded to Certified Small Business Enterprises.
- **December 2014:** DGS hosted a Contractor Roundtable for contractors and the CBE community. This event was designed to provide contractors the opportunity to offer constructive feedback on how DGS can better serve and partner with the small business community.
- **March 2015:** DGS will host “Speed Networking: Connecting Prime and Subcontractors” on March 12, 2015. This event is designed to bring together prime contractors with DC Certified Small Business Enterprises (CSBE). General Contractors will have an opportunity to provide information about upcoming projects, subcontracting opportunities and expand their subcontractor pool for future projects. In addition, subcontractors will have the opportunity to have meaningful face time with the general contractors and present their service portfolio and qualifications.

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Additionally,

- The DGS requirement of 50% CBE/SBE participation on all of its construction projects creates greater opportunities for District businesses.
- DGS conducted a survey of all CBE firms in construction and construction-related fields to determine their capacity to participate on DGS construction projects.
- DGS developed the Small Business Initiative (SBI) Program that helps SBE firms move from being subcontractors to becoming prime contractors on its construction projects.
- DGS conducted several training sessions, including DSLBD, DOES and the banking community for SBE firms.
- In FY 2015, DGS placed a number of prime contracts in a Sheltered Market Program so that SBEs participating in the SBI could compete against each other.
- DGS provides information to DSLBD on all of its contracts so that information can be sent out to the CBE firms who participate in construction.

IV. Sustainability and Energy Management

38. How has DGS worked to improve its prediction of energy costs?

DGS measures, monitors, and verifies energy consumption in 15-minute intervals at the building level and across the portfolio. This data is then analyzed against invoice data from the utility, compared against historic and predicted consumption, and normalized for changes in square footage and weather. DGS is also in the process of establishing long-term energy contracts, with fixed prices, for approximately forty percent of the load. Further, DGS follows trends in both domestic and international energy and commodity markets.

39. Please describe the “DCPS Recycles!” program.

- Please list each school participating in the program.
- Please list the total amount of organic waste collected since the start of the program. How many schools now separate organic waste? Where is the collected organic waste taken?
- Please describe any other recycling initiatives conducted in DCPS schools and the success of those initiatives.

Please see Q39 Attachment – DCPS Recycles

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40. Please describe the “Sprint to Savings” energy competition and the success of the program.

The Sprint to Savings is designed to catalyze energy savings in DC Public Schools while providing educational and real-world experience to students. The competition, created by the Department of General Services, is a partnership between the US Green Building Council and the DC Government. More than 50 schools have competed in two competitions resulting in realized savings, engagement and education, and further insight on building operations. DGS has engaged more than 25 businesses, nonprofits, and technical experts to provide mentorship and assistance to schools in the competition.

41. In its responses to FY 2014 Performance Oversight questions, DGS mentioned that it was working on a power purchase agreement for an off-site wind farm and developing a “massive on-site solar deployment” plan. Please provide a status update for these projects.

DGS awarded a 46 mega-watt wind energy Power Purchase Agreement, which will result in an estimated 150,000 mega-watt hours of clean, renewable, and low-cost energy over the next 20 years. The award is under legal sufficiency review.

The 10 megawatt solar PPA, which will generate an estimated 12,000 megawatt hours, is in the second round of procurement, following the shortlisting of five firms. It is anticipated the awards will be made by the end of February.

V. Administrative Support

42. In its responses to FY 2014 Performance Oversight questions, DGS mentioned that it was evaluating the development of an app that would provide a wide range of information to the public related to the portfolio managed and maintained by DGS. What is the status of this project?

DC DGS Mobile App is complete and available to the public via the Apple Store, Google Play and Windows Store, usable on Android, iOS and Windows devices. The App allows location searches for schools, parks, municipals buildings and recreation centers. Additionally, the App provides notice of contracting opportunities with the agency, construction project updates, and allows users to track energy usage for district buildings.

43. Please identify DGS’s three biggest administrative challenges related to agency function.

Current challenges facing the agency include:

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- Inability to hire employees due to lack of available funds for new hires – DGS needs approval of a reprogramming submitted to OCFO on February 6, 2015, to ensure ability to hire.
 - Need to purchase fleet for aged vehicles and better distribution among employees – Request made to DPW for exception to District standard in purchasing new vehicles to accommodate needs to DGS Protective Services Division (PSD) and the equipment carried on the officers' persons.
 - Reporting of SBE/CBE goal metrics for capital projects – as most DGS projects cross fiscal years, SOAR is not an accurate measure of DGS' performance on its CBE targets. Reporting database within DSLBD needs to comport with DGS' internal tracking of CBE metrics, and capital funds/CBE reporting needs to be associated with a given project as opposed to a specific Fiscal Year. DGS is working internally on addressing these issues.

44. Please list DGS's three biggest priorities for FY 2015 and explain the intended impact of each.

- Affordable Housing Policy: Identify and help facilitate the development of affordable housing units. DGS has reviewed its inventory for suitable locations and is in the process of working with private owners to secure other locations. In addition to 200 planned units at 1125 Spring Road NW, and 25-48 planned units at the Eastern Branch Boys and Girls Club, SE, there are several District-owned sites that are targeted for affordable housing, whether targeted housing for youth or single women, or sites available for open solicitations. They include: 5004 D St. SE, 199 Chesapeake St, SE, Reservation 13, site B1, and 2629 MLK, SE. There is no financial impact.
- Expand the preventative maintenance program: This program assists with the avoidance or mitigation of the consequences of equipment failure. The program's goal is to preserve and restore equipment reliability by replacing worn components before they actually fail, and to maximize the longevity of assets and reduce HVAC equipment downtime. Preventive maintenance activities include partial or complete overhauls at specified periods, oil changes, lubrication, etc. In addition, workers can record equipment deterioration so they know to replace or repair worn parts before they cause system failure. The ideal preventive maintenance program would prevent all equipment failure before it occurs.
- Workforce Development -- Expansion of the Workforce Incentive Program (WIP) to hire District residents. Since inception, the program has expanded from DC Public School projects to Department of Parks and Recreation projects during fiscal years 2012 through 2014. In fiscal year 2015, DGS will focus on adding municipal facility projects in

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District-owned properties to ensure the entire construction portfolio is included in the incentive program.

Expansion of the WIP to municipal facilities projects is subject to the availability of contingency funds to cover incentive payments. The Workforce Incentive Program (WIP) is a program specifically designed to increase District resident participation on government-funded construction contracts by incentivizing prime and subcontractors for hiring District residents; at least 35% of the hours worked for each project (prime) and/or subcontractor must be reached to qualify for incentives.