

Attachment A

Form of Offer Letter

Mr. Jonathan Kayne
[DATE]
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Attachment A

[Contractor's Letterhead]

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW, 8th Floor
Washington, DC 20009

Attn: Mr. Jonathan Kayne
Interim Director/Chief Contracting Officer

Reference: Request for Proposals (RFP)
Construction Management Services for Engine Co. 14

Dear Mr. Kayne:

On behalf of [INSERT NAME OF OFFEROR] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposal (the "RFP") for Construction Management (CM) Services for Engine Co. 14 Modernization Project. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Proposal Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's Proposal and the Lump Sum Fixed Price are based on the Proposal Documents as issued and assume no material alteration of the terms of the Proposal Documents. (Collectively, the Proposal and the Lump Sum Fixed Price are referred to as the "Offeror's Proposal".)

The Offeror's Proposal is as follows:

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>LUMP SUM FIXED PRICE</u>
0001	Construction Management Services for Engine Co. 14 for 365 days of construction.	\$ _____

LUMP SUM FIXED PRICE IN WORDS:

Mr. Jonathan Kayne

The Offeror, for CLIN 0001, must submit a breakdown of the labor categories, hourly rates, and estimated number of hours on the Price Breakdown Form (Exhibit 1). The sum of the extended prices must equal the Lump Sum Price for CLIN 0001.

Should services be required beyond 365 days the Contractor shall be compensated on an hourly basis. The Offeror, for CLIN 0002, must submit hourly rates for each staff position listed on the Price Breakdown Form (Exhibit 1),

The Offeror acknowledges and understands that the Lump Sum Fixed Price is intended to be Offeror's sole compensation for the services required under the contract and should include sufficient funding for all of the Offeror's costs associated with the work, including, but not limited to, labor, tools and equipment, materials and supplies, and overhead, insurance and profit

The Offeror's Proposal is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the RFP closing date.
2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the Proposal Documents within ten (10) days of the notice of the award.
3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this proposal form and bind the Offeror to the terms of the Offeror's proposal. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's proposal.
4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

Mr. Brian J. Hanlon
[DATE]
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5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]

6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

7. This Offer Letter Form and the Offeror's Proposal are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____
Name: _____
Its: _____
Date: _____

Exhibit 1

PRICE BREAKDOWN FORM

CLIN 0001 Fixed Price Services					
	Item Description	Unit	Hourly Rate	Estimated No. of Hours per Week	Extended Price
0001AA	Construction Manager	Hour	\$ _____	_____/week	\$ _____
0001AB	Administrative Assistant	Hour	\$ _____	_____/week	\$ _____
TOTAL LUMP SUM FIXED PRICE (CLIN 0001AA +CLIN 0001AB)					\$ _____

CLIN 0002 Supplemental Services			
Contract Line Item No. (CLIN)	Item Description	Unit	Hourly Rate
0002	Supplemental Services beyond 365 days of construction.		
0002AA	Construction Manager	Hour	\$ _____
0002AB	Administrative Assistant	Hour	\$ _____