

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



REQUEST FOR PROPOSALS

**ARCHITECTURAL/ENGINEERING SERVICES
HEARST PARK AND POOL**

October 14, 2015

Proposal Due Date: November 10, 2015 by 2:00 p.m. EST

Preproposal Conference: October 23, 2015 at 10:30 am EDT

to be held at:

**Frank D. Reeves Center
2nd Floor Community Room
2000 14th Street, NW
Washington, DC 20009**

Contact: Thomas D. Bridenbaugh
Leftwich, LLC
1400 K Street, NW
Suite 1000
Washington, D.C. 20005
Phone: (202) 434-9100

Solicitation Number: DCAM-15-AE-0158

Executive Summary

The District of Columbia Department of General Services (“DGS” or “Department”) is issuing this Request for Proposals (“RFP”) to engage a design firm to serve as the architect/engineer (the “Architect”) for the renovation of Hearst Park located at 3950 37th Street, NW, Washington, DC 20008 (“Hearst Park”). In general, the design team engaged through this procurement will provide complete design services through Construction Administration and close out for the renovation of Hearst Park, including the design of a new outdoor pool and pool house (the “Project”). The existing Hearst Park includes several recreational amenities including tennis courts, a soccer field and rough trail.

The Department seeks services from an Architect to provide the full range of planning, programming architectural and engineering services required for the Project. The Project will include, but is not limited to, a new playground area, new tennis courts, renovation or replacement of existing soccer fields, renovation of existing tennis courts, the design of a new outdoor pool including a new pool house, new dog park, ADA site accessibility and furnishings, storm water management, remediation of site drainage, runoff, erosion issues, landscaping, fencing, site furnishings amenities, signage, and hardscaping. The Architect is encouraged to provide innovation and creativity in the programming, planning and design process. The Project shall be designed in such a way so as to achieve, at a minimum LEED – Silver certification. The design shall be completed, with building permit application submitted, within eight (8) months from Notice to Proceed (“NTP”) for the design. Construction shall be completed in two phases, with the first phase beginning in late 2016, and the second phase beginning in the fall of 2018. The Architect shall be required to develop a phasing plan for the Project, in consultation with the Department, such that the construction work for each phase can be bid separately. At present, the Department anticipates that the first phase of the Project would include all Project elements except for the pool and pool house (“Phase 1”), with the pool and pool house constructed during the Project’s second phase (“Phase 2”). An aerial image of the site is attached hereto as **Attachment A**.

The Architect shall provide all services, professional and otherwise, necessary to develop a complete design for the Project. Without limiting the generality of the foregoing, the selected Architect shall provide the services set forth in this RFP and all other services reasonably necessary to achieve the goals set forth herein. Requested services shall include, but are not limited to, site planning, programming, and pre-design services, as well as, full design and construction administration services. All deliverables required hereunder shall contain, at a minimum, the level of detail that is typically required for such deliverables under the standard AIA contract and AIA Best Practices (including those on the schematic design and design development checklists attached hereto as **Attachment A**).

A.1 Project Delivery Method

The Department has not yet determined the delivery method that will be utilized for this Project. The Department envisions that a set of construction documents will be completed and approved by the Department and submitted to the District of Columbia Department of Consumer and Regulatory Affairs (“DCRA”) within eight (8) months of notice to proceed. The Department anticipates that this Project will be constructed in two phases. The selected builder for each Project phase will be required to install all of the work necessary to complete the Project in accordance with the selected delivery method.

A.2 Form of Contract; Scope

The Form of Contract will be issued by an addendum to this RFP. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. **A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.**

A.3 Design Fees; Incentives

As will be more fully described in the Form of Contract, the selected Architect will be paid a fixed price for all design phase services. The Architect will also be paid a fixed price for construction administration services. Offerors will be required to bid a Design Fee that covers all of the Offeror’s costs associated with (i) programming, planning and the preparation of three (3) concept designs; (ii) the preparation of a schematic design; (iii) the preparation of design development documents; (iv) the preparation of construction documents; (v) a phasing plan; and (vi) construction administration and close-out services.

The design approval will be based on the approved construction documents. A schedule of values should be provided that allocates the Design Fee among the various design phases (i.e. planning/programming/concept, schematic, design development, construction documents, phasing plan, and construction administration/close-out). The schedule of values will be used for purposes of making progress payments.

Offerors will also be required to provide hourly rates for additional services, if required, and the Form of Contract will include an allowance of \$40,000 for any such work. Offerors will also be required to provide unit prices for various meetings and community workshops should additional meetings or workshops beyond what is specified herein be required for the Project. Offerors should submit with their proposal an Offer Letter in substantially the form of **Attachment B** on the Offeror’s letterhead that includes the proposed Design Fee and hourly rates. The Form of Contract will provide for a five percent (5%) retention of the firm-fixed price which will be held by the Department until the Project’s completion. In the event the Project is not delivered on-

time and on-budget, the selected Architect will forfeit the retention amount. In the event the project is delivered on-time and on-budget, the Architect will receive an amount equal to twice the retention. Thus, if the project is delivered on-time and on-budget, the Architect will receive 105% of its bid fee.

The Form of Contract will also include an allowance of \$100,000 for permit fees, and an allowance of \$7,500 for printing costs. The printing allowance is to be used only for printing services above and beyond what is spelled out in any drawing and specification submissions indicated in the RFP scope of work and only for submission to DGS, and is to be used only with written approval of the DGS project manager. Any unspent allowances shall revert to DGS.

Offerors should submit with their proposal an Offer Letter in substantially the form of **Attachment B** on the Offeror's letterhead that includes the proposed Design Fee as well as a schedule of hourly and unit rates.

Other than the original proposal (which shall include both a pricing and technical response), Offerors will be required to submit copies of the pricing portion of their proposal (including the Form of Offer Letter and any spreadsheets or other pricing documents referenced in the Form of Offer Letter) separately from the technical portion of their proposal. The technical portion of the proposal consists of everything other than pricing information.

A.4 Economic Inclusion

The Department requires that Local, Small and Disadvantaged Business Enterprises ("LSDBEs") participate in this project to the greatest extent possible and desires that such businesses perform at least fifty percent (50%) of the work under this procurement. At least thirty five percent (35%) of the work must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Department of Small and Local Business Development, and twenty percent (20%) of the work to entities that are certified as Disadvantaged Business Enterprises. The Department will also require that the Architect and all of its subconsultants, subcontractors, and suppliers, enter into a First Source Employment Agreement with the Department of Employment Services and hire fifty-one percent (51%) District residents for all new jobs created on the project. Please see **Part C** of this RFP for additional information.

A.5 Selection Criteria

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Experience & References (25 points)
- Key Personnel (20 points)
- Design Approach and Management Plan (25 points)

- LSDBE Compliance/Utilization (15 points)
- Preliminary Design Schedule (15 points)

A.6 Design Schedule

The preliminary project schedule is as follows:

- Notice of Award: - on or about December 1, 2015
- Construction Documents Completed & Building Permit Application Submitted: - Eight (8) months from design NTP
- Phase 1 Construction: - to begin in late 2016
- Phase 2 Construction: - to begin in the fall of 2018

A.7 Procurement Schedule

The schedule for this procurement is as follows:

- Issue RFP - October 14, 2015
- Pre-proposal Conference - October 23, 2015 at 10:30 am
- Proposals Due - November 10, 2015 at 2:00 pm
- Last Day for Questions/Clarifications - November 2, 2015
- Notice of Award - on or about December 1, 2015

A.8 Attachments

- Attachment A** - Aerial site image and AIA checklists
- Attachment B** - Form of Offer Letter
- Attachment C** - Disclosure Statement
- Attachment D** - Tax Affidavit

SECTION B SCOPE OF WORK

B.1 Scope of Work

In general, the selected Architect will be required to provide a full range of architectural and engineering services necessary to renovate Hearst Park and to construct a new outdoor pool and pool house and to perform various other site improvements. The selected Architect will be required to provide all of the design services necessary to implement the Project and to produce the required deliverables. These services will include both architectural and engineering services, including, but not limited to, engaging the necessary consultants to assess the site conditions.

B.2 Planning, Public Participation, Programming and Concept Design Phase (Design Phase I)

B.2.1 Services and Deliverables. The first phase of the project will include program planning, community engagement, development and the preparation of multiple concept designs. During this phase, the Architect shall complete the following tasks prepare and submit to the Department the below-listed deliverables. All such deliverables shall be subject to review and approval by the Department, and the Architect's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other Project stakeholders.

- .1** Meet with client Project Team including but not limited to, DGS Staff, DPR Staff, DPR Director, and DPR Chief of Staff, as well as other internal stakeholders as a kick-off workshop for the project. The purpose of this meeting will be to review and clarify the project scope, schedule, goals, objectives, and expectations for the project, in order to fully realize the vision for the new park and pool. The selected Architect will also collect or produce and present any data available for Hearst Park including but not limited to previously completed studies, current survey data, aerial photography, GIS data, report on current conditions at site, photographs of sites current conditions, and a statement of need for the project. The Architect shall perform a comprehensive review of the District of Columbia Parks and Recreation Plan dated January 2015 and shall utilize it to support design goals and objectives for the Project. The Architect shall complete a meeting summary from this meeting and distribute to meeting attendees for review.

- .2** All required site surveys, explorations, and data gathering activities are to be performed during the Planning Phase. The data obtained is to be used by all parties throughout the lifecycle of the project. These surveys, explorations, and data gathering activities are to include, but are not limited to:
 - a. Geotechnical Survey and Report of entire site, to comply with DDOEE requirements at minimum, and provide report
 - b. Arborist Survey and Report of entire site
 - c. Site Utility Survey of entire site, include type, location, size, and capacity at minimum, and provide drawings(s)

- d. Topographical and Boundary Survey of entire site, and provide drawing(s)
 - e. Hazardous Materials Survey and Testing of soils and existing building, and provide report
 - f. Phase 1 Archeological Survey and Report of entire site, coordinate and comply with applicable DC HPO requirements, and provide report
 - g. Historic Preservation: determine status and identify requirements and Project impact (if any), and provide report
- .3** Develop and execute a program of public engagement that presents the DPR and District's Parks & Recreation System vision and plan recommendations to community stakeholders who will be served by the new park and pool and garner community participation.
- .4** Meet with client Project team to outline the Architect's plan to conduct and engage with the community at the community stakeholders meeting.
- .5** Selected Architect will spend one (1) Saturday conducting community stakeholder workshop. It is envisioned that these meetings will take place in a central location within the Hearst Park neighborhood. During this time the Architect will also tour the Hearst Park site and facilities with neighborhood, Advisory Neighborhood Commissions (ANC), and City Council representatives and extent involvement to the School Improvement Team (SIT). Conduct onsite interviews and public feedback with community stakeholders to gain an understanding of the recreational, social, and cultural program and facilities needs and desires of Hearst Park residents and to learn about any initiatives or projects that are currently taking place to address these needs and desires. Complete a Meeting Summary from these meetings and distribute them to DPR for review.
- .6** Draft Conceptual Hearst Park and Pool Site Plans
- a. Based on input obtained through the process outlined in this scope, stakeholder interviews, and public workshop, the selected Architect will work to identify and determine the recreational, social, and cultural programmatic requirements for Hearst Park and Pool. The selected Architect will then work to determine the spatial needs and requirements for the various recreational, social, and cultural program needs and desires identified. These spatial requirements will serve as the basis for determining the size, space programming, and facilities needed for Hearst Park and Pool. It is envisioned that the response to some of the desired recreational, social, and cultural programs may vary to include the need for indoor spaces, outdoor facilities, and improvements to existing urban spaces and facilities, partnership with other service providers, or mobile/temporary solutions.
 - b. Develop three (3) conceptual site plan/responses, including a phasing plan, and cost estimates for Hearst Park and Pool that provide alternatives to addressing the identified recreational, social, and cultural needs. Provide conceptual site plans/responses to DGS for review and comment. The selected Architect will make

- any appropriate modifications based on DGS comments prior to presenting the concept(s) to the public.
- c. The selected Architect will conduct a community public meeting to present the plan to the community and various stakeholders. The purpose of the meeting will be so that the community can view the conceptual site plan(s) and may respond/comment on the direction of the project. The selected Architect will document comments for inclusion in the final conceptual site plan/response. Provide report of the findings.
 - d. Draft Final Conceptual Hearst Park and Pool Site Plan: Selected Architect will develop a draft final conceptual site plan/response, including a phasing plan, and cost estimate informed by the comments obtained through the community concepts public meeting. Submit the draft final conceptual site plan/response and cost estimate to DGS for review before presenting it to the public. Selected Architect will make any appropriate modifications prior to presenting the concepts to the public.
 - e. The selected Architect will conduct a community public meeting to present the draft final conceptual site plan/response and cost estimate to the neighborhood. The selected Architect will collect input from the community and refine the concept design as necessary based on the comments received.
- .8 The selected Architect will develop an Executive Summary Document of the neighborhood planning process and final conceptual Hearst Park and Pool Site Plan. It is envisioned that this document will be a full color, 11x17 document that will summarize the process, identified needs, proposed response, and costs. Provide the client with digital files of the executive summary as well as digital copies of all files used throughout the process.
- .9 Upload all design documentation and deliverables as required utilizing the online DGS Project Management Information System (Prolog Converge) and guidelines.
- .10 The Selected Firm will be required to prepare project submissions as required for each Project phase as required for the Historic Preservation Review Panel, HPRC, Commission for Fine Arts, CFA, National Park Service, and other required review boards. Firms shall be required to prepare all required drawing drawings, documents and presentation packages in the quantities and formats established by the reviewing board.

B.3 Schematic Design Phase (Design Phase II)

B.3.1 Services and Deliverable. During this phase, the Architect shall be required to develop a schematic design that meets the program requirements developed in Design Phase I. The schematic design shall contain such detail as is typically required for schematic design under the standard AIA contract, as well as Industry and AIA Best Practices. In general, the Architect shall be required to undertake the following tasks and prepare and submit to the Department the below-listed deliverables. All such deliverables shall be subject to review and approval by the Department, and the Architect's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other Project stakeholders.

- .1 Utilize findings and final concept plans from Phase I, perform site visits as necessary, attend and/or facilitate meetings with stakeholders and District staff to review building square footage, required utilities, drainage, zoning and traffic needs where/when necessary to develop Schematic Design Documents.
- .2 Obtain and review applicable District standards and guidelines for design (Design Criteria Manual, Unified Development Code, DPR Standards), where applicable, and provide a complete design that meets all applicable District codes. Coordinate security requirements with DC PSPD. Coordinate IT and Telecom requirements with DC OCTO and DC Net.
- .3 Prepare and provide a minimum of three (3) presentation boards for community meetings and display onsite. Presentation boards shall be in full color and include at least two (2) 3-D renderings. Three dimensional renderings shall adequately illustrate major components of proposed work for park, pool, and related components.
- .4 Perform LEED Certification work as required.
- .5 Prepare and submit three (3) hard-copy sets, and one (1) electronic copy in PDF, of Schematic Design Documents, Preliminary Specifications, Phasing Plan, and Schematic cost estimate to the Project Manager for review and approval (30% SD Plan Review). Components to include, but are not limited to:
 - a. site plans, paving layouts, traffic circulation
 - b. floor plans, building circulation, ADA requirements
 - c. exterior elevations, rendering and color palette
 - d. critical building sections and details
 - e. relevant right of way information such as easements, building set-backs, etc.
 - f. location of utilities and sizes
 - g. storm water management
 - h. preliminary MEP systems
 - i. LEED Information as appropriate
 - j. copies of all surveys and reports
- .6 After receiving schematic design comments, meet and coordinate as necessary with:
 - a. DGS, stakeholders, and all relevant regulatory or reviewing agencies as necessary to review project requirements.
 - b. Pepco, DC Water, DDOEE and all others as necessary for infrastructure and utility requirements.
 - c. Private utilities and service providers if necessary
- .7 Attend and participate in community meeting ANC and elected officials to update community regarding the project.

- .8 Make presentation and update meeting with DGS and DPR regarding the status of the project.
- .9 Act as scribe for all design related meetings, respond in writing to all comments regarding the project and report those finding to DPR within 36 hours. Distribute meeting minutes to all attendees.
- .10 Perform comprehensive value engineering effort (VE) utilizing 30% SD Plan Review submission. Provide report of findings to DGS. Conduct a meeting with DGS and other stakeholders as necessary to present and discuss VE options. VE options should not impact the overall DPR programming of the site and the design intent of the project.
- .11 Upload all design documentation and deliverables as required utilizing the online DGS Project Management Information System (Prolog Converge) and guidelines.

B.4 Design Development Phase (Design Phase III)

B.4.1 Services and Deliverables. During this phase, the Architect will be required to progress the schematic design into a full set of design development documents. The Architect shall be required to work with the Department, DPR and other stakeholders, and at a minimum shall meet with such representatives twice a month to discuss the status of the design and key issues. The progressed design shall contain such detail as is typically required for Design Development under the standard AIA contract, as well as Industry and AIA Best Practices. In general, the Architect shall be required to undertake the following tasks and prepare and submit to the Department the below-listed deliverables during this phase:

- .1 Perform site visits as necessary and attend/facilitate meetings with District staff as necessary to develop and progress Design Development Documents. Incorporate VE options chosen by DGS. Incorporate SD comments from DGS. Incorporate regulatory agency review comments as necessary.
- .2 Meet and coordinate with regulatory, reviewing, and stakeholder agencies as necessary.
- .3 Progress LEED Certification work as required.
- .4 Prepare and submit three (3) hard-copy sets, and one (1) electronic copy in PDF of Design Development Documents including Detailed Specifications, Phasing Plan, cost estimate and schedule to the District staff for review and approval (60% DD Plan Review). Components to include, but are not limited to:
 - a. site plans, paving layouts, traffic circulation, lighting, signage and utilities
 - b. floor plans, Structural, Civil, Architectural, MEP, Fire Protection and landscaping
 - c. exterior elevations, rendering and color palette
 - d. building sections and details as required
 - e. interior elevations, casework and millwork elevations as required

- f. playground equipment
 - g. athletic fields, courts, etc.
 - h. dog park
 - i. pool and splash pad
 - j. storm water management
 - k. food service or other equipment as required
 - l. LEED Information as appropriate
- .5 Prepare and provide a minimum of three (3) presentation boards for community meetings and display onsite. Presentation boards shall be in full color and include at least two (2) 3-D renderings. Three dimensional renderings shall adequately illustrate major components of proposed work for park, pool, and related components.
 - .6 Attend and participate in community meeting, with ANC and elected officials, to update community regarding the Project.
 - .7 Make presentation and update by meeting with DGS and DPR regarding the status of the project.
 - .8 Act as scribe for all design related meetings, respond in writing to all comments regarding the Project and report those finding to DPR within 36 hours.
 - .9 Coordinate final utility plans as required.
 - .10 Upload all design documentation and deliverables as required utilizing the online DGS Project Management Information System (Prolog Converge) and guidelines.

B.5 Construction Documents Phase (Design Phase IV)

B.5.1 Services and Deliverables. The Architect shall be required to develop a set of complete, coordinated construction drawings for permitting. The Construction Documents shall represent the further progression of the approved design development documents together with any value engineering strategies approved by the Department, and will be code compliant and permit ready, with all major systems sufficiently designed, detailed, specified, coordinated, and developed. The progressed design shall contain such detail as is typically required for Construction Documents under the standard AIA contract, as well as Industry and AIA Best Practices.

The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project. In addition, the Architect shall be required to (a) define, clarify, or complete the concepts and information contained in the Construction Documents; (b) correct design errors or omissions, ambiguities, and inconsistencies in the Construction Documents (whether found prior to or during the course of construction); and (c) correct any failure of the Architect to follow written instructions of the Department during any phase of design services or the construction of the Project provided they are compatible with

industry standards. In general, the Architect shall be required to undertake the following tasks and prepare and submit to the Department the below-listed deliverables.

- .1** Progress design and Design Development documents and prepare Construction Documents, Specifications, and Phasing Plan and submit three (3) sets to District staff for Code and general review and approval (90% plan review).
- .2** Progress LEED Certification work as required.
- .3** Attend follow up meetings and coordinate with regulatory agencies, Fire Marshall, DGS Facilities personnel, and others as necessary.
- .4** Obtain all required reviews and signatures on plans.
- .5** Complete Platting and record Plat.
- .6** Complete final coordination with utilities and service providers as necessary.
- .7** Attend and participate in community meeting(s) to update community regarding the project.
- .8** Prepare a presentation and provide a minimum of three (3) presentation boards for each community meetings and present/display onsite. Presentation boards shall be in full color and include at least two (2) 3-D renderings.
- .9** Submit three (3) hard-copy and one (1) electronic PDF copy of the complete sets of Construction Documents, including 90% written responses, Specifications and Architect's cost estimate and schedule to the Department for review and approval (100% CD plan review).
- .10** Prepare building permit application and submit appropriate number of copies of plans to applicable DC regulatory agencies for permit review.
- .11** Coordinate, present at and attend Preliminary Design Review Meetings with regulatory and reviewing agencies as necessary. Coordinate permitting process and obtain Building Permit on behalf of DGS.
- .12** An Environmental Impact Screening Form (EISF) will be required and shall be the responsibility of the selected Architect.
- .13** Correct plans to reflect issues noted by regulatory agencies and permit reviewers as required. Re-submit for additional review and approval as required. Provide three (3) hard-copy sets, one (1) electronic PDF copy, and one (1) .DWG copy of drawings and specifications to DGS.

- .14 Act as scribe for all design related meetings, respond in writing to all comments regarding the project and report those findings to DPR within 36 hours. Distribute meeting minutes to all attendees.
- .15 Upload all design documentation and deliverables as required utilizing the online DGS Project Management Information System (Prolog Converge) and guidelines.

B.7 Construction Administration (Design Phase V)

B.7.1 Bidding and Construction Administration. The Architect shall provide support to the Builder and the Department as may be necessary to support the bidding of trade subcontracts and the construction phase of the Project, throughout both construction phases (Phase 1 and Phase 2). In general, these services and deliverables will include, but are not necessarily limited to:

- .1 Attend Pre-Construction meeting and regular weekly construction progress meetings.
- .2 Attend additional meetings and site visits as required to address issues and emergencies which arise during the construction phase of the project.
- .3 LEED Certification work as required.
- .4 Provide Construction Administration
 - a. Review and approve submittals, shop drawings, Requests for Information, and all other required items utilizing the District's online based Prolog Converge system.
 - b. Review Construction Materials Testing and Inspection reports.
 - c. Coordinate with Construction Manager or Project Manager on all Request for Change Proposals, Change Orders, etc.
 - d. Provide direction for questions and concerns from the contractor and Project Manager in clarification and resolution of issues.
- .5 Provide Field Services for entire construction period
 - a. Conduct site visits and inspections as necessary, a minimum of one (1) time per week. Inspections are to include, but are not limited to, observation of structural concrete placement, underground piping installation and inspections, mechanical/electrical/plumbing cover-ups, masonry installation, ceiling close-ins, etc.
 - b. Provide site visit/inspection reports to DGS within 24 hours of site visit.
- .6 Conduct Substantial Completion Inspection. Coordinate with Project Manager to create punch list, substantiate that items noted are completed, and issue Substantial Completion Certificate.
- .7 Upload all design documentation and deliverables as required utilizing the online DGS Project Management Information System (Prolog Converge) and guidelines.

B.8 Project Close Out (Design Phase VI). In general, the Architect shall be required to undertake the following tasks and prepare and submit to the Department the below-listed deliverables:

- .1 Review close out submittal from the contractor for completeness. This includes, but is not limited to:
 - a. Contractor's red lines and as-built notes
 - b. Warranty information
 - c. Material Safety Data Sheets (MSDS)
 - d. Operating Manuals
 - e. Start up and testing reports
 - f. As-Built record drawings (in hard copy and digital format)
- .2 Issue Final Completion and Acceptance letter to the District recommending acceptance of the completed project.
- .3 LEED Certification follow-up work as required to obtain LEED Silver Certification.

B.9 Key Personnel

In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include, at a minimum, the following individuals: (i) the Design Principal; (ii) the Project Architect; (iii) the Project Designer; (iv) the key MEP engineers; and (v) the key structural engineers. **The Architect will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement.**

B.10 Licensing, Accreditation and Registration

The Architect and all of its subcontractors and subconsultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract. Without limiting the generality of the foregoing, all drawings shall be signed and sealed by a professional architect or engineer licensed in the District of Columbia.

B.11 Conformance with Laws

It shall be the responsibility of the Architect to perform under the contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

B.12 Time is of the Essence

Time is of the essence with respect to the contract. The construction documents must be completed and the building permit application submitted within seven (7) months of notice to proceed for design. This shall include seven (7) calendar day DGS review periods for each package submission outlined above.

Please provide a CPM design schedule with your proposal. Use December 1, 2015 as the NTP date for design services. Schedule shall include all review periods and shall show all deliverable submission dates as milestones. Offerors may allocate durations for Phases I-IV as desired in the proposal schedule as long as the schedule does not exceed the allotted seven (7) total months from NTP through building permit application.

SECTION C ECONOMIC INCLUSION

C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

General: Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the District of Columbia Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

Information: For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development
One Judiciary Square Building
441 4th Street, NW, 9th Floor
Washington, DC 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

C.2 SLDBE Participation

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the project. At least 35% of the contract work must be awarded to entities that are certified as Small Business Enterprises by the District of Columbia Department of Small and Local Business Development and 20% of the contract work to entities that are certified as Disadvantaged Business Enterprises. Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

C.3 Residency Hiring Requirements for Contractors and Subcontractors

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter X of Chapter II of Title 2 of the D.C. Code, and all successor acts thereto, including by not limited to the *Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011*, and the rules and regulations promulgated thereunder, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; and (v) submit monthly compliance reports to DOES by the 10th of each month.

SECTION D EVALUATION AND AWARD CRITERIA

D.1 Evaluation Process

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

D.2 Evaluation Committee

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

D.3 Oral Presentation

The Department does not intend to interview Offerors that are in the competitive range; however, the Department reserves the right to award conduct interviews of some or all Offerors prior to making its award. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

D.3.1 Length of Oral Presentation

Each Offeror will be given up to 30 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 15 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 30 minutes.

D.3.2 Schedule

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

D.3.3 Offeror Attendees

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 5 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of

the key areas of responsibility that are deemed essential to the successful completion of the project.

D.3.4 Topics

The Offeror may present information about its capabilities and special qualifications to serve as the Architect for this Project, including the qualifications of key personnel.

D.4 Proposal Evaluation

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the Offeror with the highest evaluated score.

D.4.1 Experience & References (25 points)

The Department desires to engage an Architect with the experience necessary to realize the objectives set forth in **Section A** of this RFP. Offerors will be evaluated based on their demonstrated experience in (i) design excellence and design of public facilities in a manner that reflects civic importance and creates a sense of place and community; (ii) design of park and pool recreation facilities; (ii) design of park and pool recreation facilities in an urban setting; (iv) cost estimating and value engineering/management; and (v) knowledge of the local regulatory agencies and Code Officials. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to twenty-five (25) points.

D.4.2 Key Personnel (20 points)

The Department desires that senior personnel who have experience in designing and completing high quality, construction projects on-time and on-budget be assigned to this project. Key personnel shall include, at a minimum, the following individuals: (i) the Design Principal; (ii) the Project Architect; (iii) the Project Designer; (iv) the key MEP engineers; (v) the key structural engineers; and (vi) a pool consultant. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. This element of the evaluation will be worth up to twenty (20) points.

D.4.3 Design Approach and Management Plan (25 Points)

Offerors are required to submit: (i) a discussion of their intended Design Approach; and (ii) a design Management Plan. This elements of the proposal can be submitted either as separate portions within the proposal or as a single integrated section.

The Design Approach should address the basic design theory or ideas that the Offeror proposes to employ in approaching the design of the Spingarn facility. The Design Approach will be evaluated on the creativity demonstrated and workability of the solutions proposed.

The Management Plan should clearly explain how the Architect intends to manage and implement the Project. Among other things, the Management Plan should explain (i) how the Architect will manage the engineering subconsultants so as to ensure that the drawings are properly coordinated, including coordination of the drawings in light of the phasing of the project; (ii) how the Architect will manage the value engineering/management process; (iii) how the Architect proposes to staff and handle construction administration and interact with the builder; (iv) how the Architect will manage the design process to ensure that bid packages are issued in a timely manner and incorporate agreed upon value engineering changes; and (v) describe the key challenges inherent in this Project and explain how they will be overcome or mitigated. The Department will also consider the experience that the Architect and its team members have working together on similar projects. This element of the evaluation is worth up to twenty five (25) points.

D.4.4 LSDBE Compliance/Utilization (15 points)

The Department desires the selected Architect to provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors will be evaluated in light of their demonstrated experience in meeting such goals and their proposed LSDBE Utilization Plan. This factor of the evaluation will be worth up to fifteen (15) points.

D.4.5 Preliminary Design Schedule (15 points)

Offerors should submit with their Management Plan a schedule that shows the anticipated manner in which the design will be prepared and how it relates to the proposed construction schedule for this project. The schedule should show sufficient level of detail so as to demonstrate the Offeror's understanding of the Project and the key issues related to the Project. Please provide a CPM design schedule, using December 1, 2015 as the NTP date for design services. Schedule shall include all review periods and shall show all deliverable submission dates as milestones, with seven (7) calendar day DGS review periods for each package submission. Offerors may allocate durations for Phases I-IV as desired in the proposal schedule as long as the schedule does not exceed the allotted eight (8) total months from NTP through building permit application. This factor of the evaluation will be worth up to fifteen (15) points.

SECTION E PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

E.1 Submission Identification

Submissions shall be proffered in a full original proposal (pricing and technical submission); two (2) copies of the pricing proposal (Form of Offer Letter and any spreadsheets and/or other pricing document referenced in the Form of Offer Letter); and six (6) hard copies as well as two (2) electronic copies on CD-ROM or USB flash drive of the technical portion of the proposal (i.e. all portions of the proposal excluding the Form of Offer Letter and any spreadsheet or other pricing document referenced in the Form of Offer Letter). Copies of the technical proposal should **not** include the Form of Offer Letter or any spreadsheet or other pricing document referenced in the Form of Offer Letter. The Offeror's original submission shall be placed in a sealed envelope conspicuously marked: "Proposal for Architectural/Engineering Services for the Hearst Park and Pool." Copies of the pricing and technical submissions shall be labeled accordingly.

E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

DC Department of General Services
Att'n: James Marshall
Frank D. Reeves Center
2000 14th Street, NW, 8th Floor
Washington, DC 20009

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 p.m. EDT, on November 10, 2015. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

E.4 Submission Size, Organization and Offeror Qualifications

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

E.4.1 Bid Form

Each Offeror shall submit a bid form substantially in the form of **Attachment B**, to bid a Design Fee, and hourly and unit rates, in accordance with the attached pricing schedule, and outline any requested changes to the Form of Contract. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive. The Department intends to award this contract to the most qualified firm and the cost information will be used to negotiate a fee for this project.

E.4.2 Disclosure Form

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment C**.

E.4.3 Executive Summary

Each Offeror should provide a summary of no more than three pages of the information contained in the following sections.

E.4.4 General Team Information and Firm(s) Data

Each Offeror should provide the following information for the principal Architectural firm and each of its subconsultants.

- A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)
- B. Firm profile(s), including:
 - i. Age
 - ii. Firm history(ies)
 - iii. Firm size(s)
 - iv. Areas of specialty/concentration
 - v. Current firm workload(s) projected over the next two years
 - vi. Provide a list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. Description of the team organization and personal qualifications of key staff, including:

- i. Identification of the single point of contact for the Architect.
- ii. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the team.
- iii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.

E.4.5 Relevant Experience and Capabilities

- A. List all projects that the team members have worked on in the last five (5) years that are similar to this project. For purposes of this paragraph, similar shall mean projects where the Offeror has served as the lead design consultant for a recreation construction project where the estimated construction costs exceeded \$10,000,000. This information may be provided in an overview matrix format or brief list; however, it should include the name and location of the facility, the name of the owner, the time frame of the project, the original budget for the project, and whether the project was delivered on-time and on-budget. If a project was not delivered on-time or on budget, a brief description of the reasons should be provided.
- B. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project. On each project description, please provide all of the following information in consistent order:
 - i. Project name and location
 - ii. Name, address, contact person and telephone number for owner reference
 - iii. Brief project description including project cost, square footage, firm's scope of work, and key firm strengths exhibited
 - iv. Identification of personnel involved in the selected project who are proposed to work on this project
 - vi. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected the schedule should be explained)
 - vii. Renderings or photographs that show the interior and exterior of the project.

E.4.6 Design Approach and Management Plan

Each Offeror should submit a Design Approach and Management Plan that addresses the issues set forth in **Section D.4.3** of this RFP.

E.4.7 Cost Information

The Offeror should submit the Bid Form in substantially the form of **Attachment B**.

E.4.8 Local Business Utilization Plan

Each Offeror must submit a proposed Local Business Utilization Plan that identifies the specific certified business enterprises that will participate in the contract and their anticipated roles. In addition, each Offeror should provide: (i) a narrative description of similar projects and the Offeror's success in meeting such goals; and (ii) a chart, in summary form, that identifies the Offeror's major public projects over the last five years and its success in achieving such goals (creativity should be displayed regarding joint-venture and subcontractor agreements).

E.4.9 Preliminary Schedule

Each Offeror should prepare a preliminary schedule that shows how the Offeror intends to complete the project in a timely manner. The schedule should demonstrate that the Offeror understands the project and has a workable method to complete the design in a timely manner. The schedule should show sufficient level of detail so as to demonstrate the Offeror's understanding of the Project and the key issues related to the Project. Please provide a CPM design schedule, using December 1, 2015 as the NTP date for design services. Schedule shall include all review periods and shall show all deliverable submission dates as milestones. Offerors may allocate durations for Phases I-IV as desired in the proposal schedule as long as the schedule does not exceed the allotted seven (7) total months from NTP through building permit application.

E.4.10 Tax Affidavit

Each Offeror must submit a tax affidavit substantially in the form of **Attachment D**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

SECTION F BIDDING PROCEDURES & PROTESTS

F.1 Contact Person

For information regarding this RFP please contact:

Thomas D. Bridenbaugh
Leftwich, LLC
1400 K Street, NW
Suite 1000
Washington, D.C. 20005
Phone: (202) 434-9100
Facsimile: (202) 783-3420
tbridenbaugh@leftwichllc.com

Any written questions or inquiries should be sent to Thomas Bridenbaugh at the address above.

F.2 Preproposal Conference

A pre-proposal conference will be held on October 23, 2015 at 10:30 am EDT. **The conference will be held at Frank D. Reeves Center, 2nd Floor Community Room, 2000 14th Street, NW, Washington, DC 20009.** Interested Offerors are strongly encouraged to attend.

F.3 Explanations to Prospective Offerors

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Thomas Bridenbaugh at the address listed in Section F.1 no later than the close of business on November 2, 2015. The person making the request shall be responsible for prompt delivery.

F.4 Protests

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was

incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

F.5 Contract Award

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4712).

F.6 Retention of Submissions

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

F.7 Examination of Submissions

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

F.8 Late Submissions: Modifications

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.

- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

F.9 No Compensation for Preparation of Submissions

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

F.10 Rejection of Submissions

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

F.11 Limitation of Authority

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

SECTION G INSURANCE REQUIREMENTS

G.1 Required Insurance

The Architect will be required to maintain the following types of insurance throughout the life of the contract.

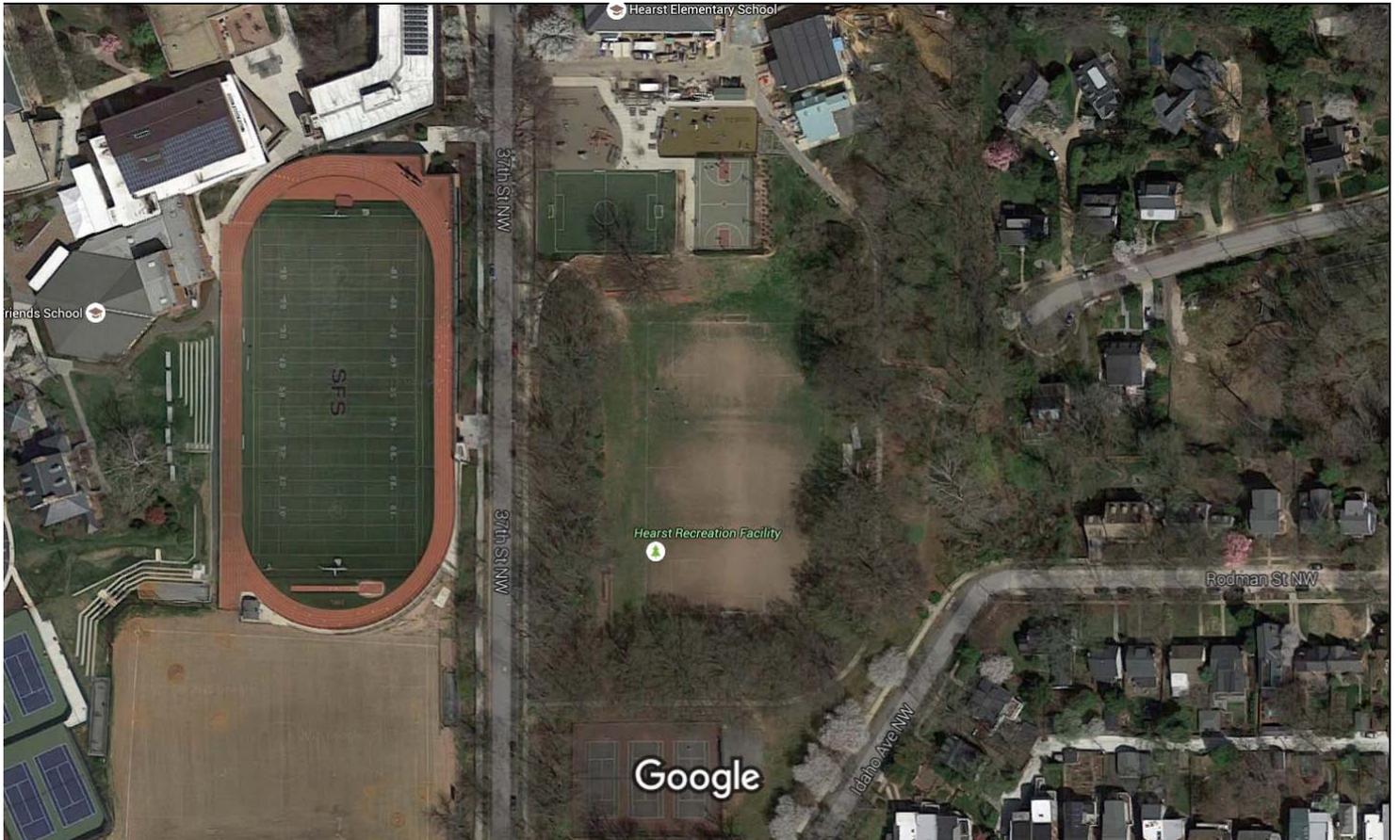
G.1.1 Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars (\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars (\$1,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage.

G.1.2 Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Architect, or its contractors and subcontractors at or in connection with the Work.

G.1.3 Errors and Omissions coverage written on a claims made basis and having an aggregate policy limit of at least Five Million Dollars (\$5,000,000). Such coverage shall be maintained throughout the life of the project and three (3) years beyond Substantial Completion.

Attachment A

Aerial Image and AIA Checklists



Imagery ©2015 Google, Map data ©2015 Google 100 ft

Action

Notes

General Objectives of Phase		
<input type="checkbox"/>	Drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate	
<input type="checkbox"/>	Building areas and volumes fixed	
<input type="checkbox"/>	Predominate production phase expanding upon representative work of Schematic Design	
<input type="checkbox"/>	Foundation or Superstructure permit if called for in the agreement	
<input type="checkbox"/>	Primary consultant coordination effort well underway	
<input type="checkbox"/>	Specialty consultant coordination begun	
<input type="checkbox"/>	Draft of Project Manual	
<input type="checkbox"/>	Initial GMP pricing and/or select early bid package	
<input type="checkbox"/>	Project performance criteria refined/confirmed	

Phase Task Checklist

MANAGEMENT / QUALITY MANAGEMENT / SCHEDULES

<input type="checkbox"/>	Update project area / program / budget	
<input type="checkbox"/>	Maintain binder and check set of all work prepared during this phase	
<input type="checkbox"/>	Conduct brief weekly team meeting with the team	
<input type="checkbox"/>	Obtain authorization to proceed with Design Development Phase.	
<input type="checkbox"/>	Finalize Owner/Architect agreement if not already done	
<input type="checkbox"/>	Primary consultant agreements completed	
<input type="checkbox"/>	Specialty proposals completed and target wrapping up agreements	
<input type="checkbox"/>	Review project schedule / manpower	
<input type="checkbox"/>	Confirm project delivery method	
<input type="checkbox"/>	Make necessary adjustments to mock-up set and drawing index for the anticipated Construction Documents drawings	
<input type="checkbox"/>	Confirm/update project data and relation to Owner/Architect agreement (i.e., Owner's name, contact information, legal entity, etc.)	
<input type="checkbox"/>	Monitor design firm's fees and manpower versus actual progress Take corrective action if fee and/or schedule is slipping	
<input type="checkbox"/>	Monitor design team's billings	
<input type="checkbox"/>	Confirm peer review schedule for this phase	

Hearst Park and pool
Design Development

Quality Management Phase

Action

Notes

<input type="checkbox"/>	Update the estimate of the Cost of the Work B101-2007 - 3.3.2	
<input type="checkbox"/>	Submit Design Development package to Owner and for Peer Review B101-2007 - 3.3.3	
<input type="checkbox"/>	Prepare approval letter for Design Development phase completion B101-2007 - 3.3.3	
<input type="checkbox"/>	Modify the checklist for the next phase per the project's particular needs	

PROGRAM / CONSTRUCTION COSTS / REGULATORY REQUIREMENTS

<input type="checkbox"/>	Review any adjustment in the Project requirements B101-2007- 3.1.1	
<input type="checkbox"/>	Review any adjustment in the Project budget for the Cost of the Work B101-2007- 3.1.1	
<input type="checkbox"/>	Update zoning analysis and make any necessary adjustments to the project	
<input type="checkbox"/>	Fully develop the code compliance sheets with fire resistive rated construction, occupancy classifications and exiting analysis Finalize the accessibility compliance drawings	
<input type="checkbox"/>	Conduct any necessary meetings / contact with code / accessible governmental authorities B101-2007 - 3.1.6	

PERFORMANCE CRITERIA

<input type="checkbox"/>	Review and confirm with the Owner project performance requirements of the project	
<input type="checkbox"/>	Update Structural Design Criteria	
<input type="checkbox"/>	Update MEP/FP Performance Criteria	
<input type="checkbox"/>	Update Building envelope performance Criteria	
<input type="checkbox"/>	Update Acoustical performance Criteria	
<input type="checkbox"/>	Update Building system durability / maintainability performance Criteria	
<input type="checkbox"/>	Aesthetic performance, cultural performance, inspirational performance and/or other more intangible performance	
<input type="checkbox"/>	Update Sustainability performance Criteria and goals	

CIVIL / SITE DESIGN

<input type="checkbox"/>	Coordinate utility connections	
<input type="checkbox"/>	Final grades and drainage finalized	

Hearst Park and pool

Design Development

Quality Management Phase

Action

Notes

<input type="checkbox"/>	Paving patterns, paving details and site lighting delineated	
<input type="checkbox"/>	All site elements are defined	
<input type="checkbox"/>	Site plan graphically fixed and site geometry fixed	
<input type="checkbox"/>	Landscape plans indicate planting and hardscape, plant schedule complete, irrigation scope determined	
<input type="checkbox"/>	Site detailing initiated	

DESIGN / ARCHITECTURE

<input type="checkbox"/>	Plans are generally graphically complete except for minor coordination	
<input type="checkbox"/>	Exterior envelope modules and primary exterior dimension strings are complete	
<input type="checkbox"/>	Representative area interior dimensioning	
<input type="checkbox"/>	Rooms labeled and numbered	
<input type="checkbox"/>	Partition types tagging generally represented	
<input type="checkbox"/>	Doors tagged	
<input type="checkbox"/>	Reflected ceiling plans for all typical and major areas of the project drawn with light fixtures and diffusers indicated	
<input type="checkbox"/>	Representative ceiling details drawn, focus on covering scope	
<input type="checkbox"/>	Structure and MEP/FP coordination well underway	
<input type="checkbox"/>	Exterior elevations are graphically complete	
<input type="checkbox"/>	All building sections are cut and structure is coordinated with the current structural drawings	
<input type="checkbox"/>	MEP/FP horizontal collection and distribution zones addressed in building sections where applicable	
<input type="checkbox"/>	Complete typical wall sections at 1/2" or 3/4" scale with notes and dimensions	
<input type="checkbox"/>	Representative larger scale partial details at 1 1/2" or 3" scale	
<input type="checkbox"/>	Foundation / basement sections complete	
<input type="checkbox"/>	Draft of specification sections pertaining to exterior envelope including roofing, waterproofing, aluminum & glass systems and opaque wall systems	
<input type="checkbox"/>	Vertical circulation elements, stairs, elevators and elevator cabs, are completely dimensioned and coordinated in plans and sections	
<input type="checkbox"/>	Draft of elevator and stair specifications	

Hearst Park and pool

Design Development

Quality Management Phase

Action

Notes

<input type="checkbox"/>	Block out unit kitchens/ bathrooms, laboratory or other such spaces with casework and built-in fixtures, equipment and appliances	
<input type="checkbox"/>	Interior material selections are scheduled and/or specified	
<input type="checkbox"/>	Finish design of lobbies, amenities and other finish spaces is initiated	
<input type="checkbox"/>	Draft of specifications for finish sections	
<input type="checkbox"/>	The majority of partition types are detailed (those in high finish areas may not be detailed)	
<input type="checkbox"/>	Representative typical interior details drawn	
<input type="checkbox"/>	Door schedules for typical areas complete with draft of specifications for doors, frames and hardware	
<input type="checkbox"/>	Typical door details are drawn	
<input type="checkbox"/>	Typical area room finish scheduled is complete	
<input type="checkbox"/>	Interior finishes are tabulated or specified citing as much specific manufacturer, model, type, color information as possible	
<input type="checkbox"/>	Updated outline specification or prepare draft specification for finishes and doors (if preparing draft specifications must include as much project specific information as possible)	

STRUCTURAL

<input type="checkbox"/>	All column sizes and lateral design structural elements fixed and included in architectural drawings	
<input type="checkbox"/>	All floor framing plan sheets drawn denoting slab thicknesses, any beams and showing major slab openings	
<input type="checkbox"/>	Foundation design completed	
<input type="checkbox"/>	Structural design complete with regard to wind loading and/or seismic	
<input type="checkbox"/>	Framing diagrams for all miscellaneous framing assemblies	
<input type="checkbox"/>	Structural / architectural / MEP coordination ongoing	
<input type="checkbox"/>	Draft of specification sections	
<input type="checkbox"/>	Scope of all miscellaneous structural items defined	
<input type="checkbox"/>	Slab depressions and balcony conditions addressed	
<input type="checkbox"/>	General CMU reinforcing design and loose lintels are shown	
<input type="checkbox"/>	Typical masonry design and/or other cladding interfaces reflected in typical details	

Hearst Park and pool

Design Development

Quality Management Phase

Action	MEP / FP	Notes
<input type="checkbox"/>	Design criteria including indoor and outdoor conditions, ventilation, air circulation, minimum exhaust, sound levels, system diversities and building envelope thermal characteristics reaffirmed in the documents	
<input type="checkbox"/>	All riser diagrams are complete	
<input type="checkbox"/>	Typical floor(s) coordination is complete with all risers, chases and interstitial ceiling areas coordinated	
<input type="checkbox"/>	Major equipment rooms are laid out and final space requirements are confirmed	
<input type="checkbox"/>	Plans other than the typical floor are sufficiently developed giving a reasonable expectation that final coordination will not adversely impact the architectural layout, structural design, etc.	
<input type="checkbox"/>	Mechanical floor plans are nearly graphically complete with double line ductwork	
<input type="checkbox"/>	Plumbing floor plans are nearly graphically complete showing horizontal collection and distribution piping	
<input type="checkbox"/>	Coordinate mechanical, fire protection and plumbing risers with the floor plans	
<input type="checkbox"/>	Coordinate horizontal distribution of major ductwork, plumbing piping, sprinkler mains, etc. with architectural reflected ceiling plans such that the ceiling heights can be confirmed Locate diffusers, light fixtures and other principal devices	
<input type="checkbox"/>	There is enough coordination between the various MEP/FP disciplines to confirm interstitial spaces and large structural openings in slabs and shear walls	
<input type="checkbox"/>	Equipment cuts that are exposed to view in public areas are finalized	
<input type="checkbox"/>	For projects where DD is a preliminary GMP issue, all equipment schedules are completed and a draft technical specification needs to be prepared	
<input type="checkbox"/>	Reaffirm Energy code analysis	
<input type="checkbox"/>	Coordinate Utility requirements	

OTHER CONSULTANTS

<input type="checkbox"/>	Continued coordination with Owner's consultants B101-2007 3.1.2	
<input type="checkbox"/>	All miscellaneous consultant work sufficiently developed that could impact building design, performance and coordination	
<input type="checkbox"/>	Reports, drawings, specifications in line with project schedule requirements	
<input type="checkbox"/>	For high-rise buildings: Prepare wind analysis for building structure	
<input type="checkbox"/>	Elevator consultant reviews and confirms layouts, dimensions for hoistway, pits and machine rooms and prepares specification	

Hearst Park and pool

Design Development

Quality Management Phase

Action	Notes
<input type="checkbox"/>	Curtain wall consultant reviews typical wall sections and details, prepares specification sections
<input type="checkbox"/>	Acoustical consultant reviews development of drawings and prepares a written report covering MEP acoustical isolation, architectural partitions / floor details, etc. Prepares or contributes to acoustical isolation specification
<input type="checkbox"/>	Obtain report from parking consultant
<input type="checkbox"/>	Definition of security systems and tele/data including preliminary specifications
<input type="checkbox"/>	Building maintenance / window washing
<input type="checkbox"/>	Laboratory, food service, pool, and other specialty consultants
<input type="checkbox"/>	Finalize LEED or other sustainable requirements

Deliverables for Phase	
Drawings	
<input type="checkbox"/>	Civil plans, landscape plans and architectural site plans are generally complete
<input type="checkbox"/>	Plans generally complete
<input type="checkbox"/>	Reflected ceiling plans of typical areas drawn and coordinated
<input type="checkbox"/>	Partial elevations drawn with dimensions, notes and sections referenced
<input type="checkbox"/>	Typical wall sections drawn
<input type="checkbox"/>	Representative larger scale section details drawn
<input type="checkbox"/>	Majority of partition types drawn
<input type="checkbox"/>	Door and room finish schedules for typical areas complete
<input type="checkbox"/>	Structural plans generally complete; columns, beams, slabs, lateral design elements scheduled and detailed
<input type="checkbox"/>	MEP/FP plans generally complete, equipment scheduled, riser diagrams generally complete
<input type="checkbox"/>	Coordination is well underway
Project Manual	
<input type="checkbox"/>	General statement of purpose of Design Development Package
<input type="checkbox"/>	Outline Specification expanded or edited down as draft full sections are included
<input type="checkbox"/>	Draft of select full specification sections
<input type="checkbox"/>	GMP or early bid packages - the following sections may be required for preliminary bidding; 1) foundation system, 2) structure, 3) major building envelope systems, and 4) elevators

Hearst Park and pool
Schematic Design
Quality Management Phase
Checklist

Action	Notes
General Objectives of Phase	
<input type="checkbox"/>	Drawings and other documents indicating the scale and relationships of Project components in conformance with program
<input type="checkbox"/>	Building areas and volumes demarcated
<input type="checkbox"/>	Project images / renderings clearly depicting design intent
<input type="checkbox"/>	Representative plan element(s) graphically complete
<input type="checkbox"/>	Structural grid and representative exterior modules fixed
<input type="checkbox"/>	Small scale building elevations graphically complete for typical areas
<input type="checkbox"/>	Representative wall section graphically developed at a larger scale
<input type="checkbox"/>	Structural and MEP/FP systems defined
<input type="checkbox"/>	Project performance criteria established
<input type="checkbox"/>	Schematic Design estimate of the cost of the work

Phase Task Checklist

MANAGEMENT / QUALITY MANAGEMENT / SCHEDULES

<input type="checkbox"/>	Update project area and use summaries.	
<input type="checkbox"/>	Maintain binder and check set of all work prepared during this phase.	
<input type="checkbox"/>	Conduct brief weekly team meeting with the team.	
<input type="checkbox"/>	Obtain authorization to proceed with Schematic Design Phase.	
<input type="checkbox"/>	Confirm Owner's budget.	
<input type="checkbox"/>	Finalize Owner/Architect agreement if not already done.	
<input type="checkbox"/>	Finalize selection of consultants.	
<input type="checkbox"/>	Draft Consultant agreements. Review Owner /Consultant agreements.	
<input type="checkbox"/>	Confirm compliance with insurance requirements for the project including General Liability, Automobile Liability, Workers' Compensation and Professional Liability B101-2007 - 2.5	
<input type="checkbox"/>	Establish and review the role of project team members.	
<input type="checkbox"/>	Establish communication protocol between team members; who, methods of communication, project meetings and minutes, filing structure, etc. B101-2007 3.1.1	
<input type="checkbox"/>	Prepare a preliminary evaluation to the Owner and discuss alternative approaches to the Owner's intended project delivery method B101-2007 3.2.2	

Hearst Park and pool
Schematic Design
Quality Management Phase
Checklist

Action	Notes
<input type="checkbox"/> Develop mock-up set and drawing index for the anticipated Construction Documents drawings. As much as possible the drawing scale and a reasonable block-out of referenced details should be provided. Submit for Peer Review.	
<input type="checkbox"/> Confirm/update project data and relation to Owner/Architect agreement.	
<input type="checkbox"/> Monitor design firm's fees and manpower versus actual progress.	
<input type="checkbox"/> Monitor design team's billings	
<input type="checkbox"/> Prepare or update the project schedule; review with Owner. B101-2007 - 3.1.3 & B101-2007 - 3.2.2	
<input type="checkbox"/> Confirm peer review schedule for this phase.	
<input type="checkbox"/> Submit Schematic Design package for Peer Review. B101-2007 - 3.2.7	
<input type="checkbox"/> Prepare approval letter for Schematic Design phase completion. B101-2007 - 3.2.7	
<input type="checkbox"/> Modify the checklist for the next phase per the project's particular needs.	

PROGRAM / CONSTRUCTION COSTS / REGULATORY REQUIREMENTS

<input type="checkbox"/> Review program / prepare preliminary evaluation of program / program requirements agreed upon with the Owner. B101-2007- 3.2.1 / 3.2.2 / 3.2.4	
<input type="checkbox"/> Determine and obtain data on any Owner special building equipment and fixtures; distribute to design team	
<input type="checkbox"/> Prepare a preliminary evaluation of Owner's budget for the Cost of the Work B101-2007- 3.2.2	
<input type="checkbox"/> Submit an estimate of the Cost of the Work. B101-2007- 3.2.6	
<input type="checkbox"/> Determine applicable zoning, codes and other regulations applicable to the Architect's services. B101-2007- 3.1.5 & 3.2.1	
<input type="checkbox"/> Prepare or update zoning analysis. Follow up as necessary with governing authorities. B101-2007- 3.1.5 / 3.2.1	
<input type="checkbox"/> Prepare preliminary building code review; as complete as possible. Follow up as necessary with governing authorities. B101-2007- 3.1.5 / 3.2.1	
<input type="checkbox"/> Review project drawings for compliance with accessibility codes and regulations. Prepare the Accessibility Plan. B101-2007 - 3.1.5 / 3.2.1	
<input type="checkbox"/> Draft a schedule for code reviews and submissions with the appropriate agencies and assist the Owner in connection with filing documents required for the approval of governmental authorities. B101-2007 - 3.1.6	

Hearst Park and pool
Schematic Design
Quality Management Phase
Checklist

Action

Notes

PERFORMANCE CRITERIA

<input type="checkbox"/>	Reach an understanding with the Owner regarding the performance requirements of the project B101-2007 - B3.2.3
<input type="checkbox"/>	Define Structural Design Criteria
<input type="checkbox"/>	Define MEP/FP Performance Criteria
<input type="checkbox"/>	Define Building envelope performance Criteria
<input type="checkbox"/>	Define Acoustical performance Criteria
<input type="checkbox"/>	Define Building system durability / maintainability performance Criteria
<input type="checkbox"/>	Define Sustainability performance Criteria

CIVIL / SITE DESIGN

<input type="checkbox"/>	Contact entities providing utility services to the project. B101-2007 - 3.1.5	
<input type="checkbox"/>	Develop Schematic site plan B101-2007 - 3.2.5	
<input type="checkbox"/>	Prepare drawings and outline specification showing technical site engineering and storm water detention.	
<input type="checkbox"/>	Identify Site features with focus on hardscape.	
<input type="checkbox"/>	Prepare Preliminary site grading.	
<input type="checkbox"/>	Start preliminary coordination with MEP/FP consultant	
<input type="checkbox"/>	Verify site utilities and Prepare Underground utilities plan	
<input type="checkbox"/>	Verify that survey and existing conditions information provided by the Owner is sufficient and/or determine what additional information is required (ie additional or new surveys).	
<input type="checkbox"/>	Address the design requirements for site access (tenant, loading, fire, etc.), site landscaping, sidewalks and/or driveways and site utility areas.	
<input type="checkbox"/>	Review site landscaping with local code officials. Site features and grading should be approximately shown.	
<input type="checkbox"/>	Determine the need for and if required prepare a request for site soil borings. Review with the Owner, Structural Engineer and Civil Engineer.	

Hearst Park and pool
Schematic Design
Quality Management Phase
Checklist

Action

Notes

DESIGN / ARCHITECTURE

<input type="checkbox"/>	Discuss with the Owner alternative approaches to design and construction of the project B101-2007 - B3.2.3	
<input type="checkbox"/>	Discuss with the Owner the feasibility of incorporating environmentally responsible design approaches B101-2007 - B3.2.3	
<input type="checkbox"/>	Prepare a geometry plan for the building.	
<input type="checkbox"/>	Prepare all major plan elements of the building for all floors, with approximate accommodations for structure and MEP. B101-2007 - 3.2.5	
<input type="checkbox"/>	Develop Typical project functional components (i.e. a typical office plan, a residential floor or a function component of a floor such as hotel room types. Components should be graphically correct and coordinated with structural and MEP. Representative dimensions shown and representative partitions tagged. Show schematic furniture layouts to confirm spatial and program requirements of unit types.	
<input type="checkbox"/>	Develop typical project components and core elements including elevators, stairs and MEP risers, public toilet rooms. Components should be graphically correct and dimensioned. Minor or atypical elements should be reflected in the plans and building sections. Confirm that all circulation elements conform with building and accessibility codes as well as with market requirements.	
<input type="checkbox"/>	Verify that all program requirements are incorporated in the plans including support areas such as staff break rooms / toilets, building storage areas, janitor closets, and trash rooms and recycling.	
<input type="checkbox"/>	Develop Building elevations and note exterior materials. Indicate the extent of their use. Confirm alternatives with the Owner. B101-2007 - 3.2.5	
<input type="checkbox"/>	Develop Building sections including typical foundation details. -Indicate floor to floor dimensions, ceiling heights, major structural elements and major MEP transfer or horizontal distribution zones. - B101-2007 - 3.2.5	
<input type="checkbox"/>	Prepare Study models, perspective sketches, or digital modeling. B101-2007 - 3.2.5	
<input type="checkbox"/>	Develop preliminary selections of major building systems with construction materials noted on the drawings or described in writing. B101-2007 - 3.2.5	
<input type="checkbox"/>	Consider Environmentally responsible design alternatives. B101-2007 - 3.2.5.1	
<input type="checkbox"/>	Consider the value of alternative materials, building systems and equipment... B101-2007 - 3.2.5.2	
<input type="checkbox"/>	Develop typical exterior wall sections, typical exterior details and typical exterior wall types with sufficient detail delineated in the drawings and adequately described in the Basis of Design Project Manual so that initial system pricing can be obtained.	
<input type="checkbox"/>	Prepare general description of atypical and high finish spaces such as lobbies, public corridors and amenities. Describe in the form of narratives and/or freehand sketches.	
<input type="checkbox"/>	Prepare general describe typical toilet room and kitchen in plan and interior room elevations.	

Hearst Park and pool
Schematic Design
Quality Management Phase
Checklist

Action	Notes
<input type="checkbox"/> Establish ceiling heights on a preliminary typical or representative reflected ceiling plan(s) as the basis to initiate project coordination. If possible layout a small representative portion to establish design intent.	
<input type="checkbox"/> Establish preliminary ceiling heights for all typical and principal spaces; indicate on the floor plans and building sections.	
<input type="checkbox"/> Prepare partition type sheet for typical floor only. All types of partitions should be accurately shown, noted, and dimensioned.	
<input type="checkbox"/> Prepare an Outline Specification with Project Description, general and regulatory requirements, preliminary building code, preliminary accessibility analysis, structural requirements, acoustical requirements, outline basic interior and exterior construction and materials, include preliminary elevator study, and include MEP outline specification.	
<input type="checkbox"/> Issue The Schematic Design Package-for preliminary line item pricing to the Owner's Consultant.	

STRUCTURAL

<input type="checkbox"/> Determine Structural system.	
<input type="checkbox"/> Establish major grid lines, columns, shearwalls and other vertical elements. Determine dimensional requirements and size structural components.	
<input type="checkbox"/> Address Major slab openings on typical floor(s), size major beams and spandrel beams.	
<input type="checkbox"/> Address unique foundation conditions-	
<input type="checkbox"/> Prepare Slab loading diagrams.	
<input type="checkbox"/> Provide general-descriptive information sufficient for Schematic pricing such as estimates of pounds of rebar per square foot, etc.	
<input type="checkbox"/> Review pertinent portions of the Outline Specifications.	

Hearst Park and pool
Schematic Design
Quality Management Phase
Checklist

Action

Notes

MEP / FP

<input type="checkbox"/>	Develop design criteria including indoor and outdoor conditions, ventilation, air circulation, minimum exhaust, sound levels, system diversities and building envelope thermal characteristics.	
<input type="checkbox"/>	Prepare outline specification including detailed system descriptions. For ductwork provide maximum air velocity criteria and duct insulation requirements.	
<input type="checkbox"/>	Prepare preliminary fixture selections - general space requirements and types of plumbing fixtures, general criteria for light fixture types.	
<input type="checkbox"/>	Prepare riser diagrams for all mechanical, fire protection and electrical systems including information on number of risers and general sizes.	
<input type="checkbox"/>	Develop preliminary layout of major mechanical rooms.	
<input type="checkbox"/>	Develop typical floor space requirements including electrical rooms, any mechanical rooms, major risers, chase requirements, etc., include weights of equipment, major horizontal and vertical penetrations.	
<input type="checkbox"/>	Determine Typical floor MEP & FP distribution systems and other mechanical, fire protection and electrical systems that can impact structural, architectural plans and reflected ceiling plans. Examples include:- HVAC supply duct loop (office buildings), criteria for typical fan coil units and horizontal ductwork (residential), sprinkler main routing.	
<input type="checkbox"/>	Prepare Energy code analysis.	
<input type="checkbox"/>	Coordinate Utility requirements.	

OTHER CONSULTANTS

<input type="checkbox"/>	Coordination with Owner's consultants. B101-2007 3.1.2	
<input type="checkbox"/>	For high-rise buildings: Prepare wind analysis-for building structure.	
<input type="checkbox"/>	Prepare elevator study to determine configuration, number of cars, capacities and speeds of elevators.	
<input type="checkbox"/>	Prepare preliminary acoustical report sufficient to establish typical wall types and to provide general guidelines in the Outline Specification.	
<input type="checkbox"/>	Prepare concept scheme for building maintenance.	
<input type="checkbox"/>	Prepare outline specification for security system.	
<input type="checkbox"/>	Prepare landscape design drawing sufficient for zoning and/or other governing body approvals.	
<input type="checkbox"/>	Establish LEED level if applicable.	

Hearst Park and pool
Schematic Design
Quality Management Phase
Checklist

Action	Notes	
Deliverables for Phase		
Drawings		
<input type="checkbox"/>	In general drawings indicate the scale and relationship of Project components	
<input type="checkbox"/>	All plans have spaces generally defined	
<input type="checkbox"/>	Representative area plans generally graphically fixed	
<input type="checkbox"/>	Full building elevations generally graphically fixed for typical areas	
<input type="checkbox"/>	Representative wall sections drawn	
<input type="checkbox"/>	Typical floor elevator and stair plans with preliminary sections	
<input type="checkbox"/>	Representative area partition types defined	
<input type="checkbox"/>	Preliminary civil and landscape drawings	
<input type="checkbox"/>	Structural plans, foundation defined, columns sized and located, lateral design defined	
<input type="checkbox"/>	MEP/FP systems defined, major mechanical spaces fixed in plans, representative plan area coordinated, initial riser diagrams	
Outline Specifications		
<input type="checkbox"/>	General statement of purpose of Schematic Design Package	
<input type="checkbox"/>	Project description	
<input type="checkbox"/>	Outline Specifications including general description of systems and finishes sufficient to meet the General Objectives of Phase	
<input type="checkbox"/>	Project performance criteria established	
<input type="checkbox"/>	Attachments and additional information as project requires	

Attachment B

Form of Offer Letter

Attachment B

[Insert Date]

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

Att'n: Mr. Christopher Weaver
Acting Director

Reference: Request for Proposals
Architectural/Engineering Services – Hearst Park and Pool

Dear Mr. Weaver:

On behalf of [INSERT NAME OF BIDDER] (the “Offeror”), I am pleased to submit this proposal in response to the Department of General Services’ (the “Department” or “DGS”) Request for Proposals (the “RFP”) to provide Architectural/Engineering Services for the Hearst Park and Pool project. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the “Bid 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, the Design Fee (as defined in paragraph A), the Unit Prices (as defined in paragraph B), and the Hourly Rates (as defined in paragraph C) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents (collectively, the proposal, the Design Fee, the Meeting/Workshop Price, and the Hourly Rates are referred to as the “Offeror’s Bid”).

The Offeror’s Bid is as follows:

A. Design Fee: see attached spreadsheet

The Offeror acknowledges and understands that the Design Fee is a fixed fee and covers all of the Offeror’s costs associated with the preparation of (i) programming/planning/concept designs; (ii) a schematic design; (iii) design development documents; (iv) construction documents; and (v) construction administration and close-out services, as outlined in the RFP.

B. Meeting/Workshop Prices: see attached spreadsheet

The Offeror acknowledges and understands that the Meeting/Workshop rates are fixed prices and provide for additional meetings and/or workshops, as noted, beyond what is specified in the RFP.

C. Hourly Rates: see attached spreadsheet

The Offeror acknowledges and understands that the attached hourly rates are fully loaded hourly rates at which any additional services will be charged.

Mr. Christopher Weaver

[DATE]

Page 2

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

1. The Offeror agrees to hold its proposal open for a period of at least sixty (60) days after the date of the bid.
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 Bid 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 bid form and bind the Offeror to the terms of the Offeror's Bid. 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 Bid.
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.
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 Department of Small and Local Business Development as a Local, Small, or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.
7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____

Mr. Christopher Weaver

[DATE]

Page 3

Name: _____

Its: _____

RFP for Architect/Engineering Services
Hearst Park and Pool
Attachment to Offer Letter

Planning, Programming & Concept Designs	Schematic Design	Design Development Documents	Construction Documents	Construction Administration & Close-Out	Total Design Fee

Personnel Classification	Hourly Rate
Principal in Charge	
Design Principal	
Project Architect	
Staff Architect	
Landscape Architect	
Senior Mechanical Engineer	
Mechanical Engineer	
Senior Electrical Engineer	
Electrical Engineer	
Senior Structural Engineer	
Structural Engineer	
Meeting/Workshop	Unit Rate
Price per Community Meeting (On Site) (beyond 5 included included in the fixed Design Fee)	
Price per Community Workshops (On Site) (beyond 1 included included in the fixed Design Fee)	
Price Per meeting with DPR director, Chief of Staff and/or DPR Staff (At DPR Office) (beyond 4 included included in the fixed Design Fee)	

Permit Allowance	Printing Allowance	Reimbursable Allowance
\$100,000.00	\$7,500.00	\$20,000.00

PLEASE COMPLETE THE SHADED CELLS

Attachment C

Disclosure Statement

Attachment C

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals:

A. D.C. Department of General Services

Christopher Weaver	Acting Director
Camille Sabbakhan	General Counsel
Latrena Owens	Chief of Staff
Jeff Bonvechio	Deputy Director, Capital Projects and Facilities Management

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

B. Leftwich, LLC

Thomas D. Bridenbaugh

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

A. Kramer Consulting Services, P.C
Heery International, Inc.

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present

business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

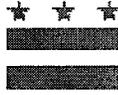
OFFEROR:

By: _____
Name: _____
Title: _____
Date: _____

Attachment D

Tax Affidavit

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer
Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

Authorized Agent
Name of Organization/Entity
Business Address (include zip code)
Business Phone Number

Authorized Agent
Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

Signature of Authorizing Agent

Title

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.