

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



REQUEST FOR PROPOSALS

**ARCHITECTURAL/ENGINEERING SERVICES
DISTRICT OF COLUMBIA OFFICE OF PUBLIC RECORDS AND ARCHIVES**

January 15, 2015

Proposal Due Date: February 11, 2015 by 2:00 p.m. EST

Preproposal Conference: January 23, 2015 at 2:30 p.m. EST

to be held at:

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

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

Solicitation Number: DCAM-15-AE-0091

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 a new District of Columbia Archives. The District’s current primary archive facility is located at Naylor Court. Although the Naylor Court facility houses a great deal of the District’s public records and other items, that facility is supplemented by various other facilities throughout the District that are used for record storage. The District is in the process of reviewing its archiving goals and how those goals are best served in terms of its archiving policies and facilities. It is anticipated that the new Archives will require 90,000 cubic feet of record storage space as well as research and user spaces. A preliminary program is attached hereto as **Attachment A**. Through this RFP, the Department seeks to engage an Architect to work with DGS as well as other stakeholders as the District examines how to reorganize its archives in order to confirm and to develop further the program for a 21st century District of Columbia Archives that would serve the unique needs of the District of Columbia government which serves the functions that are split between, state, municipal and county governments in most states, and ultimately to develop a design for the new Archives (the “Project”).

Once the detailed program of requirements is developed, the Architect will be required to develop a design for the new Archives (the “Design Phase”). The new Archives building shall be designed in such a way so as to achieve, at a minimum, LEED – Gold Certification.

A.1 Project Delivery Method

The Department anticipates that the Project will generally proceed in three phases. The first phase will consist of developing a program of requirements for the new Archives. The Department anticipates that this will involve a series of working sessions with various stakeholders, including but not limited to the Office of the Secretary, DGS, the District Department of the Environment (“DDOE”), the District Department of Transportation (“DDOT”) and Friends of the Archives, in order to identify the needs and goals for the Archives and how those needs and goals can be met. Once the program of requirements is developed and approved, the Department anticipates that the program will be utilized to identify space that will house the new Archives. The Architect will be required to undertake test fits and feasibility studies of proposed sites.

Once space is identified by the Department, the Architect will be required to develop a design that meets the requirements of the approved program of requirements as well as the Department’s budget and schedule requirements (the “Design Phase”). As the design is being prepared, the Department shall have the option of engaging a builder that would be required to implement the approved design for the new Archives. Working together, but under separate contracts, the Architect and the builder will advance the design to a set of construction documents. These documents will serve as the basis for a guaranteed maximum price and schedule for the construction of the new Archives. Upon acceptance of a guaranteed maximum price and schedule for the Project and execution of an agreement memorializing such acceptance, the Architect’s agreement will be assigned to the builder to create a design-builder team. From

and after such point (the “Construction Phase”), the design-builder will be required to complete the design and to construct the Project for an amount that does not exceed the guaranteed maximum price. The District reserves the right to pursue a traditional design, bid and build procurement process.

A.2 Form of Contract; Scope

The Department expects that the Programming Phase will be released through a short form agreement, and that a definitized agreement (in the form of the Form of Contract) will be executed once space for the new Archives has been identified. 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 fee for the Programming Phase (the “Programming Fee”). Such fee should include all costs associated with the development of a program for the new Archives. Other than reimbursable expenses, the firm fixed price so quoted will be the selected Offeror’s sole compensation for Programming Phase services. The quoted price shall be a “turn key” price for such services and shall include sufficient funding for all efforts necessary to complete the Programming Phase, including any consultants.

Offerors should also quote an add price to perform test fits of the approved program in three locations to be designated by the Department as set forth in Section B.2.3 of this RFP.

Offerors shall also quote a fixed fee for the Design Phase (the “Design Fee”). As a location for the new Archives has yet to be determined, Offerors shall base their Design Fee on the following parameters:

1. The selected location would be a Class A or B office building or equivalent that is currently built-out. The space would be a single location and consist of 110,000 square feet of space. The price quoted by the Offeror should include interior demolition drawings.
2. A complete set of architectural drawings for the required space as well as electrical, mechanical, and low voltage drawings will be required. With regard to the electrical, mechanical and low voltage documents, Offerors should assume that the space after interior demolition will be core and shell. Pricing should assume that the central plant and the electrical panel for the location has sufficient capacity to meet the needs of the

proposed use. Pricing for MEP services, however, should reflect the special needs and requirements associated with an archive facility that maintains critical records (e.g. birth certificates, death certificates, government records) for state, county and local needs.

3. Offerors' pricing should assume that major revisions to the building's vertical transportation system are not required.
4. The price shall include a full Building Code analysis. Offerors shall take into consideration that the build-out is likely to entail a change of use and pricing shall be sufficient to address issues associated with such change of use.
5. The pricing shall include all of the deliverables and services set forth in Section B.
6. The pricing shall exclude any specialty consultants associated with the exterior spaces surrounding the building, such as civil engineering and landscaping. Specialty consultants required to modern storage system for District (State) archive, ADA, lighting, acoustics, IT, A/V and structured cabling shall be included in the quoted price.

The Department expects that one or more of these assumptions may not be correct and an appropriate equitable adjustment will be made to the quoted fee should there be any material deviations from the aforementioned assumptions. Each Offeror shall provide with its fee proposal a spreadsheet that sets forth by design phase and by discipline, the estimated number of hours required of each personnel rate class in order to achieve the goals of the Design Phase based on the parameters set forth above.

Offerors will also be required to provide hourly rates for construction administration services and additional services.

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 Programming Fee, Design Fee, add/alternate price and hourly rates. The Form of Contract will provide for a five percent (5%) retention of the combined Design Fee 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 the Design Fee.

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 Contract work under this procurement. Thirty Five Percent (35%) of the Contract 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 Contract 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)
- Programming Approach (20 points)
- Design Approach and Management Plan (20 points)
- LSDBE Compliance/Utilization (15 points)

A.6 Preliminary Schedule

The preliminary project schedule is as follows:

- Notice of Award - on or about February 27, 2015
- Preliminary Programming Report - 3 months from NTP
- Final Programming Report - 5 months from NTP

A.7 Procurement Schedule

The schedule for this procurement is as follows:

- Issue RFP - January 15, 2015
- Pre-proposal Conference - January 23, 2015 at 2:30 pm
- Proposals Due - February 11, 2015 at 2:00 pm
- Last Day for Questions/Clarifications - February 4, 2015
- Notice of Award - on or about February 27, 2015

A.8 Attachments

- Attachment A** - Preliminary Program
- 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 develop a program of requirements and a design for the new Archives. The Architect's scope of work will consist of three phases: (i) the Programming Phase; (ii) the Design Phase; and (iii) the Construction Phase.

B.2 Programming Phase.

B.2.1 Services. During the Programming Phase, the Architect will be required to further develop the program of requirements for the Project. At a minimum, the Architect will be required to complete the following tasks:

- a. Conduct meetings with various District stakeholders in order to identify the needs and objectives of the new Archives, including the different needs and objectives of different types of records and items.
- b. Conduct meetings with District representatives regarding programming issues associated with meeting the various goals and objectives.
- c. Interview certain staff to clarify types of spaces required and the functions and programming for such spaces

To determine the best approach for addressing the present and future needs of the District Archives, the Department anticipates that the selected Architect will be required to identify and review future trends and current issues critical to the planning and design of a new archive facility. This study shall include but not limited to review of other state archives on the East coast to inform the planning.

B.2.2 Deliverables. During this phase, the Architect shall be required to prepare and submit to representatives of the District and the Department the below-listed deliverables. All such deliverables shall be subject to review and approval by the District, and the Architect's pricing should assume that revisions may be required to these documents to address concerns raised by representatives of the District and/or other Project stakeholders.

- a. Initial report of goals and objectives based on meetings and interviews.
- b. Progress programming document issued at 50% and 90% of effort, including all information generated and conclusions reached.
- c. Final programming document.

B.2.3 Test Fits. If requested by the Department, the Architect shall perform feasibility studies and test fits of the approved program at locations designated by the Department. Offerors should quote a lump sum add price to perform feasibility studies and test fits for 3 locations.

B.3 Design Phase. Each submittal in the design phase shall be approved by DGS before proceeding to the next submittal. Conceptual design must be approved before commencement of schematic design and schematic design must be approved before proceeding to design development.

B.3.1 Concept Design Phase.

B.3.1.1 Services. Based on the approved program, and to be located at the site identified by the Department, the Architect will be required to develop a concept design for the Archives. During this phase, the Architect shall complete the following tasks:

- a. Conduct life safety/building code analysis of the site to verify compliance of design with DCRA’s latest adaptation of the IBC code in use at the time of execution of the Contract.
- c. Conduct LEED Workshops with design team and DGS representatives to identify sustainable design strategies to be included in revised design. It is understood that a minimum of LEED-Gold certification is expected.
- d. Participate in Value Engineering workshops with DGS representatives and other stakeholders.
- e. Prepare and submit EISF.
- f. Survey existing facility to confirm locations and types of hazardous materials to be abated.
- g. Request and receive hydrant flow test.
- h. Perform alternative mechanical systems evaluation and recommend selection.
- i. Confer with audio-visual and acoustic consultants which shall be part of A/E team to establish design requirements for the Project.
- j. Confer with the Department’s IT representatives/consultants to verify technological requirements for the Project.

B.3.1.2 Deliverables. During this phase, the Architect will be required to 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.

- a. Survey of existing conditions
- b. Flow Test Results
- c. Results of Hazardous Materials Survey
- d. Record of Accepted LEED Strategies
- e. Record of Accepted Value Engineering Strategies
- f. EISF Submission
- g. Summary of Required Agency Review, Timetables, including but not limited to: Office of Planning (“OP”) and Commission of Fine Arts (“CFA”)
- h. Architectural Concept Development
 - i. Building plan

- ii. Preliminary cost estimate
- iii. Project schedule

B.3.2 Schematic Design Phase.

B.3.2.1 Services. During this phase, the Architect shall be required to develop a schematic design that meets the program of requirements and is consistent with the Department's schedule and budget for the Project. The schematic design (15%) shall contain such detail as is typically required for schematic design under the standard AIA contract. In general, the Architect shall be required to undertake the following tasks during this phase:

- a. Further develop conceptual plans and incorporate design changes.
- b. Conduct additional meetings to solicit input from stakeholders.
- c. Prepare necessary presentation materials (renderings and models) to communicate design and obtain approval of design direction.

B.3.2.2 Deliverables. During this phase, the Architect will be required to prepare and submit to the Department the following 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.

- a. Digital floor plans
- b. Preliminary building elevations and sections
- c. Plan-to-Program Comparison
- d. Design Narrative
- e. Updated schedule and cost estimate

B.3.3 Design Development Phase.

B.3.3.1 Services. During this phase, the Architect will be required to progress, in a manner consistent with the Department's schedule and budget requirements (i.e. designed to budget) the schematic design into a set of design development documents (50%-60%). The Architect shall be required to work with the Department 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 specific services required during this phase are:

- a. Select and draft specifications for materials, systems, equipment.
- b. Develop detailed and dimensioned plans, wall sections, building section, and schedules.
- c. Complete code compliance analysis and drawing.
- d. Confirm space-by-space equipment layouts with representatives of DGS and other stakeholders.
- f. Conduct follow up meetings with agencies as required.
- g. Coordinate furniture, fixtures, and equipment requirements ("FF&E").

- h. Present the design to CFA, Office of Planning, and other regulatory agencies as required.
- i. Register the project with USGBC to obtain LEED certification and pay all registration fees.

B.3.3.2 Deliverables. The following deliverables are required during this phase.

- a. 35% (minimum progress) documents for all technical disciplines, drawings and specs
- b. 50% of design development progress printing.
- c. A reconciliation report that addresses issues raised by the builder as a result of the 50% progress printing submittal.
- d. CFA submission materials; meetings and presentations to CFA as required.
- e. Updated schedule and cost estimate.

B.3.4 Permit Documents.

B.3.4.1 Services. The Architect shall be required to develop a set of documents for permitting (the “Permit Set”). The Permit Set shall represent the further progression of the approved design development documents together with any value engineering strategies approved by the Department. The Permit Set will be construction documents progressed to approximately 75% completion of those required in a traditional Design/Bid/Build delivery method. However, the Permit Set will be code compliant and permit ready, with all major systems sufficiently designed, detailed, specified, coordinated, and developed.

The Architect shall incorporate into the Permit Set 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 Permit Set; (b) correct design errors or omissions, ambiguities, and inconsistencies in the Permit Set (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.

B.3.4.2 Deliverables. The Architect shall provide the following deliverables during this phase:

- b. Prepare detailed and coordinated drawings and specifications to be included in the Permit Set.
- c. Prepare application and submit documents for building permit.
- d. Upload all documents to DCRA’s permit document review website in accordance with their instructions.
- e. Prepare all traffic control plans required to obtain relevant DDOT permit approvals at all stages of the project.

B.4 Construction Phase.

B.4.1 Construction Documents and Construction Administration. If requested by the Builder, the Architect may be required to develop further the Permit Set and to provide construction administration services for the Project. The costs of preparing a complete set of construction documents for the Project should be included in the Architect's Design Fee, but the costs of construction administration should not. The exact scope of services for construction documents beyond the Permit Set and construction administration will be established during the design development phase.

B.4.2 Bidding. The Architect shall provide support to the Builder and the Department as may be necessary to support the bidding of trade subcontracts. These services will include, but are not necessarily limited to:

- a. Assist Builder with distribution of documents, as needed.
- b. Prepare and issue bidding addenda.
- c. Respond to bidding questions and issue clarification, as needed.
- d. Consider and evaluate requests for substitutions

B.4.3 Construction Administration. The Architect shall provide support to the Builder and the Department as may be necessary to support the construction phase of the Project. These services will include, but are not necessarily limited to:

- a. Attend biweekly progress meetings.
- b. Review and process shop drawing submissions, RFI's, etc.
- c. Prepare meeting notes and records of decisions/changes made.
- d. Conduct punchlist inspections.
- e. Review closeout documents for completeness.

In addition, the Architect shall provide the following deliverables during this phase:

- a. Meeting minutes.
- b. ASI's or other clarification documents.
- c. Punchlists.
- d. Closeout document review comments.
- e. As-Builts (if authorized).

B.5 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 individual(s) that will lead the program development effort; (ii) the Design Principal; (iii) the Project Architect; (iv) the Project Designer; (v) the key MEP engineers; (vi) the IT engineers; and (vii) the Archivist. **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.6 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.7 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.8 Time is of the Essence

Time is of the essence with respect to the contract. The program of requirements must be completed no later than five (5) months from notice to proceed.

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 intends to interview Offerors that are in the competitive range; however, the Department reserves the right to award without such interviews. 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) developing programmatic requirements for record access and storage; (ii) developing programs for governmental facilities with non-office primary uses; (iii) design excellence and design of public facilities in a manner that reflects civic importance; (iv) design of public buildings in an urban setting; (v) cost estimating and value engineering/management; and (vi) 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 individual(s) that will lead the program development effort; (ii) the Design Principal; (iii) the Project Architect; (iv) the Project Designer; (v) the key MEP engineers; (vi) the IT Engineers; and (vii) the Archivist. 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 Program Approach (20 points)

The Department desires to create a 21st century archive and record-keeping facility that not only acknowledges the unique needs of the District of Columbia government, which serves the functions that are split between, state, municipal and county governments in most states, but also has a forward-looking approach to record management and access. The Department desires that

the program developed by the Architect reflect an understanding of these unique requirements, record-keeping practices and library science and related implications. To that end, Offerors are required to submit with their proposal a narrative describing their approach to the Programming Phase of the Project. The Programming Approach should outline not only the manner in which the Offeror proposes to implement the Programming Phase, but also the key issues to be considered during the programming phase. This element of the evaluation is worth up to twenty (20) points.

D.4.4 Design Approach and Management Plan (20 points)

Offerors are required to submit: (i) a discussion of their intended Design Approach; and (ii) a design Management Plan. These 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 new Archives facility. The Design Approach will be evaluated on the creativity demonstrated.

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; (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 (20) points.

D.4.5 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.

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 an original and six (6) hard copies as well as two (2) electronic copies on CD-ROM or USB flash drive. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal for Architectural/Engineering Services for the District of Columbia Archives."

E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

DC Department of General Services
Att'n: JW Lanum
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. EST, on February 11, 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 Programming Fee, a Design Fee and hourly 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 program developer and lead design consultant for a municipal facility where the estimated construction costs exceeded \$5,000,000. 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 Programming Approach

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

E.4.7 Design Approach and Management Plan

Each Offeror should submit a Design Approach and Management Plan that addresses the issues set forth in **Section D.4.4** of this RFP.

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 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 & Ludaway, LLC
1400 K Street, NW
Suite 1000
Washington, D.C. 20005
Phone: (202) 434-9100
Facsimile: (202) 783-3420

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 January 23, 2015 at 2:30 p.m. EST. The conference will be held at the **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 February 4, 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

Preliminary Program

General Area	Specific Requirement
Reception Area (should be secure from the rest of the facility)	Reception Desk
	Coin-operated Lockers for Patrons
	Classrooms/Meeting Rooms
	Exhibit Space
	Patron Lounge
Reference/Reading Area	Reference Room
	Room with Open Shelves for Finding Aids and Reference Books
	Room with Computers for Viewing Digital Records
	Microfilm Reading Room
	Digitizing Photocopiers
	Holding Area for Carts of Records
Storage	Space for storage of 90,000 cubic feet of records
	Cold Storage for Audiovisual Records
	Digital Archives Storage Room
Records Receiving	Loading Dock
	Freight Elevators to Reach All Floors
	Quarantine Room for "Dirty" Records
Staff Work Areas	Processing Room
	Conservation/Preservation Lab
	Meeting/Conference Room
	Staff Lounge

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. Jonathan Kayne
Interim Director

Reference: Request for Proposals
Architectural/Engineering Services – District of Columbia Office of Public
Records and Archives

Dear Mr. Kayne:

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 District of Columbia Office of Public Records and Archives. 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 Programming Fee (as defined in paragraph A), the Design Fee (as defined in paragraph B), the add/alternate price to perform feasibility studies and test fits (as defined in paragraph C) and the Hourly Rates (as defined in paragraph D) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents (collectively, the proposal, the Programming Fee, the Design Fee, the add/alternate price and the Hourly Rates are referred to as the “Offeror’s Bid”).

The Offeror’s Bid is as follows:

A. Programming Fee see attached spreadsheet

The Offeror acknowledges and understands that the Programming Fee is a fixed fee and covers all of the Offeror’s costs associated with the development of a program for the new Archives. Other than reimbursable expenses, the firm fixed price so quoted will be the selected Offeror’s sole compensation for Programming Phase services.

B. 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 a (i) concept design; (ii) schematic design; (iii) design development documents; and (iv) complete construction documents.

C. Add/Alternate Feasibility Studies and Test Fit Prices: see attached spreadsheet

D. Hourly Rates: see attached spreadsheet

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

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].

Mr. Jonathan Kayne

[DATE]

Page 3

Sincerely,

By: _____

Name: _____

Its: _____

RFP for Architect/Engineering Services
 District of Columbia Office of Public Records and Archives
 Attachment to Offer Letter

Programming Fee	
------------------------	--

Add/Alternate Price to Complete Feasibility Studies and Test Fits	
--	--

Design Phase	Portion of Design Fee
Schematic Design	
Design Development Documents	
Permit Set	
Construction Documents Beyond Permit Set	
Total Design Fee	\$0.00

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	

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

Jonathan Kayne	Interim Director
JW Lanum	Associate Director, Contracts and Procurement Division
Camille Sabbakhan	General Counsel
Charles J. Brown, Jr.	Deputy General Counsel
June Locker	Deputy Director, Capital Construction Services

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

B. Leftwich & Ludaway

Thomas D. Bridenbaugh

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

C. Brailsford & Dunlavey
McKissack & McKissack

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: _____

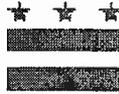
Attachment D

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.