

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



**REQUEST FOR PROPOSALS**

**ARCHITECTURAL/ENGINEERING SERVICES  
MARVIN GAYE RECREATION CENTER AND TRAIL**

**July 22, 2014**

**Proposal Due Date:** August 13, 2014 by 2:00 p.m. EDT

**Preproposal Conference:** August 1, 2014 at 2:30 pm EDT

*to be held at:*

**Frank D. Reeves Center  
2<sup>nd</sup> Floor Community Room  
2000 14<sup>th</sup> 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-14-AE-0163

## 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 new Marvin Gaye Recreation Center, located at 6201 Banks Place, NE, Washington DC, 20019 (the “Project”). The existing recreation center includes a one story 2,000 SF field house; a lighted athletic field with a baseball diamond; two high school basketball courts and an NBA regulation size basketball court; a community garden; and a playground. The Project includes demolition of the existing one story structure and the construction of a new structure of approximately 15,000 GSF to serve as the recreation center as well as site improvements and revitalization of the Marvin Gaye Trail to be completed in the summer of 2016. The Project must achieve a minimum of LEED Gold Certification.

The Department has commissioned a master plan for the site, a copy of which is attached in part as **Attachment A**. An aerial image of the site is also included as part of **Attachment A**. The selected Architect will be required to advance the design for the Project in a manner consistent with the approved master plan. It should be noted that the Watts Branch stream traverses the site, and it is anticipated that the new recreation center will be a two story building that spans across the creek. In general, it is anticipated that the new recreation center will include a large community room, multi-purpose room, game room, media and reading room, senior room, fitness room, computer lab, toilets accessible from the outside of the building, exhibit space as a tribute to Marvin Gaye, and support spaces (warming kitchen, toilet rooms and storage).

It is anticipated that the site improvements will relate to site and field lighting; landscaping and restoration of the existing creek on the site; construction of a community garden; improvements to the basketball courts, including new bleachers; and improvements to the football field and baseball field (including, but not limited to a new backstop). The playground is not included in this scope. With respect to the Marvin Gaye Trail, which is separated from the recreation center site by 61<sup>st</sup> Street, the desire is to reactivate and revitalize the Marvin Gaye Trail in order to link residents to the outdoors and encourage members of the surrounding community, adjacent communities and other visitors to use the trail and learn about its heritage. The desire is to also connect the trail to other surrounding trails and bicycle paths. The design for the trail should include, but not be limited to, wayfinding signage as well as strategically placed amenities and elements to visually and physically link the recreation center and trail. It is anticipated that the work associated with the trail will deliver in 2015 in advance of the remainder of the Project.

### **A.1 Project Delivery Method**

The Department intends to implement the Project through a modified design-build approach. Initially, the Architect engaged through this procurement will work directly for the Department. The Department intends to engage a builder in mid-October 2014 who will work with the Architect to ensure that the design developed by the Architect is consistent with the Department’s budget and schedule for the Project. The Department envisions that set of design development documents will be completed in mid-February 2015 and a permit set of construction documents (the “Permit Set”) will be completed in early May 2015 at which point

the builder will provide a Guaranteed Maximum Price (“GMP”) based upon the approved Permit Set. It is contemplated that the GMP will be finalized in late June 2015. Concurrent with the execution of the GMP, the Department will assign the Architect’s contract to the design-builder. From and after that point, the Architect will work directly for the builder as part of a design-build team.

## **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 fee for the preparation of the (i) concept design; (ii) schematic design; (iii) design development documents; and (iv) the Permit Set. As such, Offerors must quote a Design Fee that covers all costs associated with such scope of work. Offerors should also provide a schedule of values that allocates the Design Fee among the various design phases (i.e. concept, schematic, design development and Permit Set). In order to maintain the schedule, the Department envisions that the following early release packages may be required in order to maintain the schedule: (i) a hazardous materials abatement package; (ii) a demolition package; and (iii) a foundation-to-grade package. The Design Fee should include the costs of providing such early release construction packages.

Offerors will also be required to provide hourly rates for construction administration 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 Design Fee, the schedule of values, and hourly rates. The Form of Contract will provide for retention of five percent (5%) of all fees (but not reimbursable expenses) 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 One Hundred Five Percent (105%) of its bid fee. Further details on this provision will be included in the Form of Contract.

**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. 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)
- Design Approach and Management Plan (25 points)
- LSDBE Compliance/Utilization (15 points)
- Preliminary Design Schedule (15 points)

#### **A.6 Project Schedule**

The preliminary project schedule is as follows:

- Notice of Award - on or about September 15, 2014
- Submission of Concept Design to DGS: - October 15, 2014
- Issue Builder RFP: - October 13, 2014
- Schematic Design: - November 28, 2014
- Design Development: - February 13, 2015
- Hazardous Materials Abatement, Demolition & Foundation to Grade Packages - Mid-March 2015
- Permit Set: - May 1, 2015
- Trade Bidding: - mid-May 2015 to mid-June 2015
- GMP Finalized: - Late June 2015
- GMP Approved by Council: - July 2015
- Substantial Completion: - Summer 2016

## **A.7 Procurement Schedule**

The schedule for this procurement is as follows:

- Issue RFP - July 22, 2014
- Pre-proposal Conference - August 1, 2014 at 2:30 pm
- Last Day for Questions/Clarifications - August 6, 2014
- Proposals Due - August 13, 2014 at 2:00 pm
- Notice of Award - on or about September 15, 2014

## **A.8 Attachments**

- Attachment A** - Master Site Plan, Recreation Center Site Plan, Aerial Image and Resource ID
- 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 demolish the existing field house, and to construct a new recreation center, site improvements, and improvements to the Marvin Gaye Trail. The selected Architect will be required to provide all of the design services necessary to implement the Project and produce the required deliverables. These services will include both architectural and engineering services, including, but not limited to engaging the necessary geotechnical consultants to assess the site conditions. It is anticipated an archeological study will be required; a resource guide for such work is included with **Attachment A** and performance of a Phase 1 archeological study is included in the Architect's scope of work.

### **B.2     Concept Design Phase**

**B.2.1 Services.** The first phase of the Project will include program development and the preparation of a concept design. During this phase, the Architect shall complete the following tasks:

- a. Conduct meetings with DGS and DPR representatives to confirm program and verify recreation center requirements on a space-by-space basis.
- b. Conduct life safety/building code analysis to verify compliance of design with DCRA's latest adaptation of the IBC code in use at the time the Contract is executed.
- 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.
- e. Prepare and submit EISF.
- f. Survey existing facility to confirm locations, types, quantities and abatement specifications 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 to establish design requirements for the Project.
- j. Confer with the Department's IT representatives/consultants to verify technological requirements for the Project.
- k. Perform a topography and boundary survey.
- l. Perform Geotechnical investigations

**B.2.2 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. Topography and boundary survey
- c. Geotechnical study
- d. Flow Test Results
- e. Results of Hazardous Materials Survey
- f. Summary of required agency review and timetables (i.e. CFA, Office of Planning)
- g. Submission of progress plans for building and site at each phase of development
- h. Environmental Impact Screening Form Submission
- i. Record of Accepted LEED Strategies
- j. Record of Accepted Value Engineering Strategies
- k. EISF Submission
- l. Summary of Required Agency Review, Timetables, including but not limited to: Office of Planning (“OP”), Commission of Fine Arts (“CFA”)
- m. Architectural Concept Development
  - i. Development of final master site plan
  - ii. Building plan
  - iii. Preliminary cost estimates
  - iv. Project schedule

### **B.3 Schematic Design Phase.**

**B.3.1 Services.** During this phase, based on the approved concept design, the Architect shall be required to develop a schematic design. The schematic design 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. Prepare necessary presentation materials (renderings and models) to communicate design and obtain approval of design direction.

**B.3.2 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 and site plan.
- b. Preliminary building elevations and sections.
- c. Plan-to-Program Comparison.
- d. Design Narrative.
- e. Updated schedule and cost estimate.

## **B.4 Design Development Phase.**

**B.4.1 Services.** During this phase, the Architect will be required to progress the approved schematic design into a full set of design development documents. The Architect shall be required to work with the Builder selected for this Project, and at a minimum shall meet with the builder 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 outline specifications for materials, systems, and 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 from DGS.
- e. Conduct follow up meetings with agencies as required.
- f. Coordinate furniture, fixtures, and equipment requirements (“FF&E”).
- g. Present the design to CFA, Office of Planning, and other regulatory agencies as required.
- h. Register the Project with USGBC to obtain LEED certification and pay all registration fees.

**B.4.2 Deliverables.** The following deliverables are required during this phase.

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

## **B.5 Permit Set**

**B.5.1 Services.** The Architect shall be required to develop a set of documents for permitting. 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 Seventy Five Percent (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.5.2 Deliverables.** The Architect shall provide the following deliverables during this phase:

- a. Prepare and submit Permit Set documents
- 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. Have all plans certified by a third party plan reviewer approved by DCRA for permit document submission.
- e. Upload all documents to DCRA's permit document review website in accordance with their instructions.
- f. Prepare all traffic control plans required to obtain relevant DDOT permit approvals at all stages of the project.

**B.5.3 Early Release Packages.** In addition to developing the Permit Set, the Architect shall prepare and submit the following early release packages in order to allow for bidding and construction of these scopes of work to proceed: (i) hazardous materials abatement package; (ii) a demolition package; and (iii) a foundation-to-grade package.

## **B.6 Construction Administration**

**B.6.1 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.6.2 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. Architectural site visits are included in base fee.
- 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.7 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.8 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.9 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.10 Time is of the Essence**

Time is of the essence with respect to the contract. The Project must be Substantially Complete by the summer of 2016.

## 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 Twelve (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 Fifty Percent (50%) of the work under this procurement. At least Thirty Five Percent (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 Twenty Percent (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 10<sup>th</sup> 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 public and recreation facilities, including recreation trails; (iii) design 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; and (v) the key structural engineers. 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 Marvin Gaye Recreation Center and Trail. 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. 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); one (1) copy 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 Marvin Gaye Recreation Center and Trail." 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: JW Lanum  
Frank D. Reeves Center  
2000 14<sup>th</sup> Street, NW, 8<sup>th</sup> 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 August 13, 2014. 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 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 park and/or recreation project where the estimated construction costs exceeded Five Million Dollars (\$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, including at least three (3) projects where the Offeror served as the architect on a design-build team. 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. Name, address, contact person and telephone number for builder reference for those projects where the Offeror served on a design-build team
  - iv. Brief project description including project cost, square footage, firm's scope of work, and key firm strengths exhibited
  - v. 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 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 August 1, 2014 at 2:30 pm EDT. The conference will be held at the **Frank D. Reeves Center, 2<sup>nd</sup> Floor Community Room, 2000 14<sup>th</sup> 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 August 6, 2014. 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.

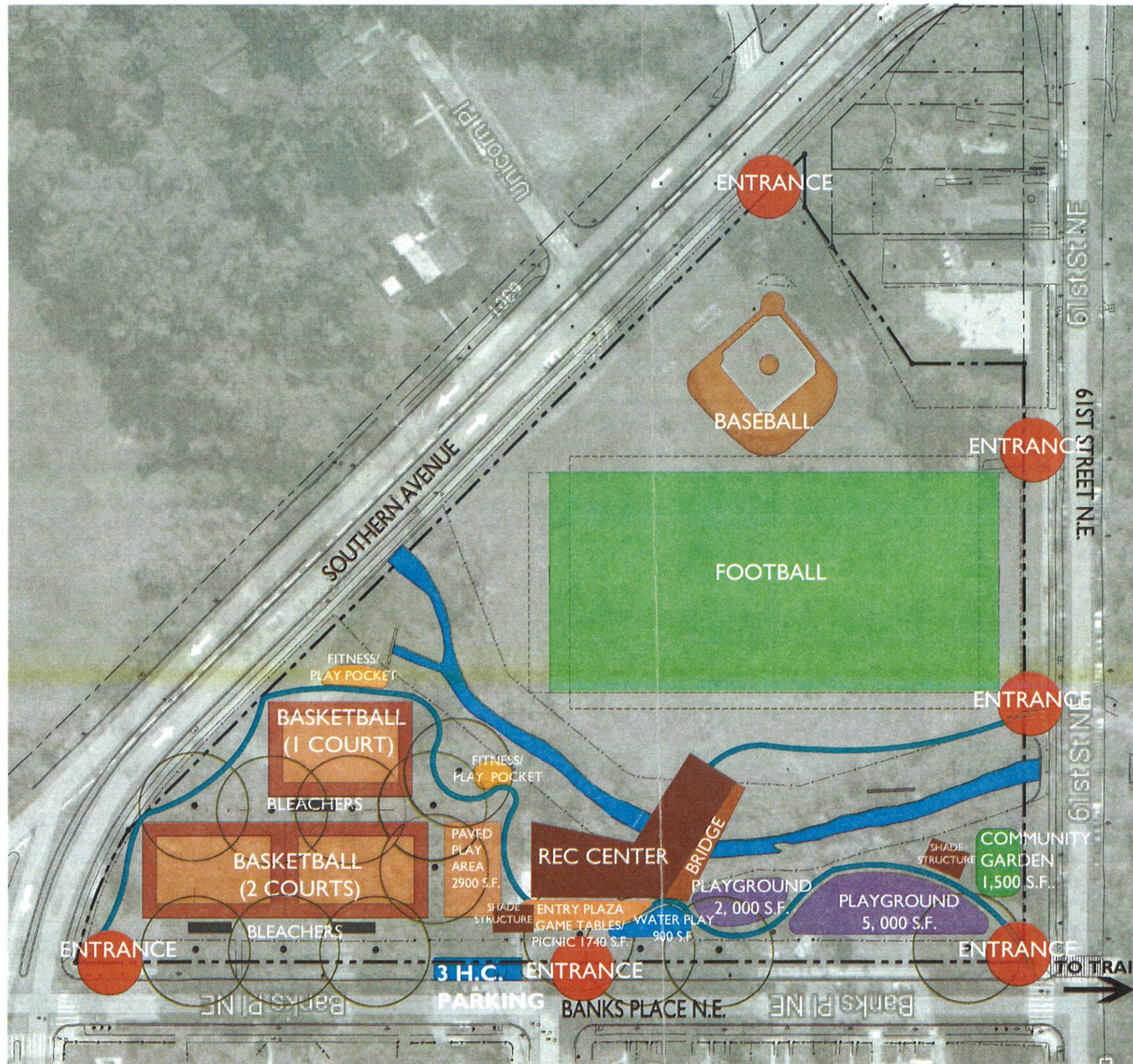
**G.1.1** Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars (\$1,000,000) for liability for bodily injury, death and property damage arising 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**

Master Site Plan, Recreation Center Site Plan, Aerial Image and Resource ID



**OPTION 2:**

ENTRY PLAZA W/  
PICNIC/GAME TABLES  
1740 S.F.

3 BASKETBALL COURTS

BASEBALL

FOOTBALL

PAVED PLAY AREA 2900 S.F.

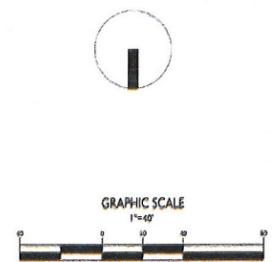
WATER PLAY 900 S.F.

PLAYGROUNDS  
2000 S.F.  
5000 S.F.

COMMUNITY  
GARDEN 1500 S.F.

FITNESS/PLAY POCKET (2)

SHADE STRUCTURES (2)



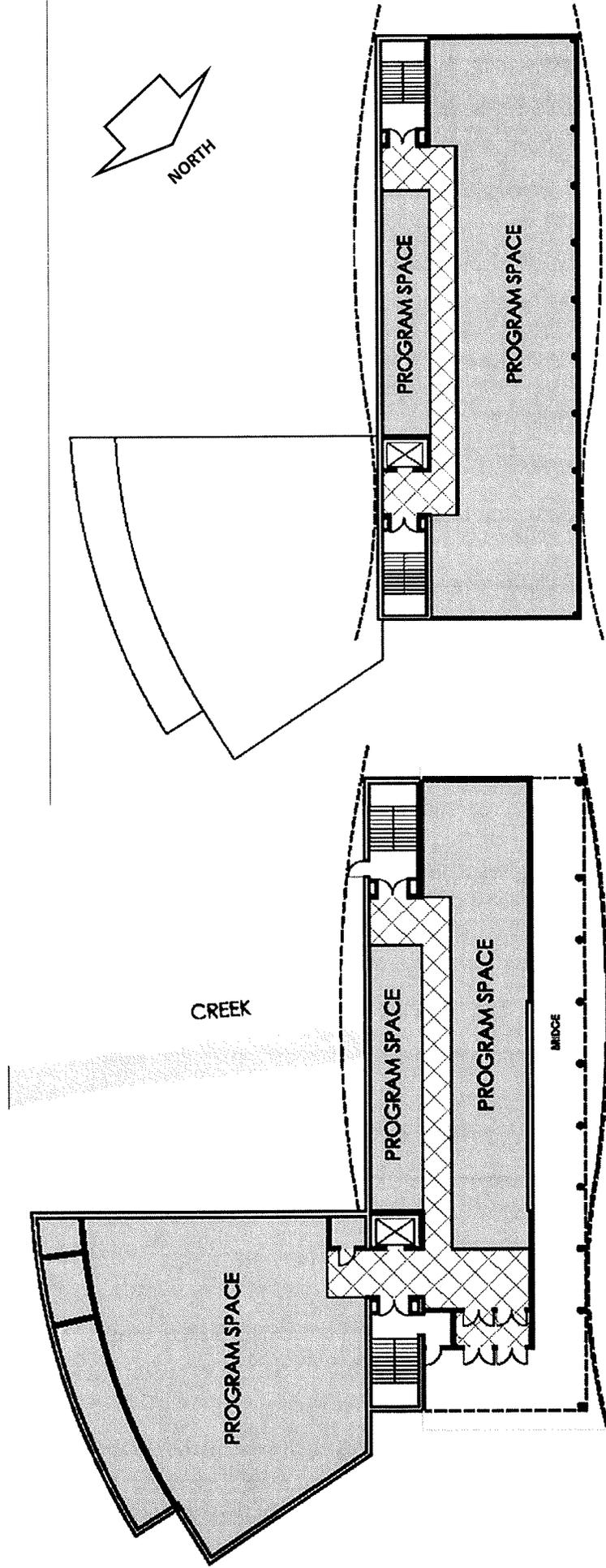
JORDAN  
HONERMAN  
Landscape Architecture, LLC

711 Florida Avenue, N.W.  
Washington, D.C. 20004  
202.638.0711  
202.794.0712 FAX

Scale: 1"=40'  
Date: 10.04.13  
Revisions:

**Marvin Gaye Recreation Center**  
6201 Banks Street, N.E.  
Washington, D.C.

# PROPOSED RECREATION CENTER



**FIRST FLOOR**  
AREA= 8,400 GSF

**SECOND FLOOR**  
AREA=6,200 GSF

# MARVIN GAYE PARK MASTER PLAN



## Watts Branch Recreation Center 6201 Banks Place, NE



	<p>0 60 120 240 Feet</p>	<p>Map: ORTHO_Watts Branch Date: Jan 26, 2011 Data Source: OCTO GIS DPR Photo Imagery: 2010 Orthophoto Coordinate System: NAD 1983 StatePlane MD Prepared by: DC Dept of Parks and Recreation</p>	
	<ul style="list-style-type: none"> <li> Recreation Centers</li> <li> Public Schools</li> <li> DC Parks</li> </ul>		

## Project Data Request - Archaeology

Project Location: **Marvin Gaye Playground, NE, Washington, D.C.**  
 Project Title: **Marvin Gaye Playground Rehab, Play DC Initiative**  
 Landmark/District: **N/A**  
 Received: **April 2014**  
 Requestor: **Cynthia McClendon, Heery for DGS**  
 Staff Reviewer: **Ruth Trocolli, Ph.D., SHPO Archaeologist**  
                           **Chardé Reid, Assistant Archaeologist**

### Archaeological Resources Summary:

Identified Archaeological Site(s) present?	Intensive Archaeological Survey conducted?	Archaeological Potential?	**Potential Resource Type
Unknown	No. Recon-level survey only (Report 135)	Yes. Moderate for prehistoric and historic resources.	Potential paleosols, prehistoric habitation site; historic Civil War-era domestic & late 19 <sup>th</sup> -early 20 <sup>th</sup> c. domestic.

\*\*This information is potentially sensitive and releasing it to the general public should not occur without discussion with the SHPO due to looting and ARPA concerns.

### Overview

Only Phase IA reconnaissance-level archaeological survey has been conducted in the project area, therefore it is unknown if archaeological resources are present. The previous Phase IA survey included all of Watts Branch (now Marvin Gaye) Park (Report 539; LeeDecker and Friedlander 1984) but the current project area was not tested. The survey was insufficient to determine if archaeological resources are present on the property. Archaeological identification survey may be warranted prior to any ground disturbing activities on the property; please consult the City Archaeologist in the HPO to consult on the need for archaeological investigation.

The playground is in the Watts Branch floodplain, and has been filled to raise and level the ground surface. The area was developed relatively late, and was farmland with a Civil War-era structure present into the 20<sup>th</sup> century. Besides the historic component, the location has prehistoric potential due to the location near the stream. The key to locating a prehistoric site will be to determine if any soils remain that were occupational surfaces, now buried by loess, fill, or alluvium. We recommend conducting a GIS cut-and-fill analysis that compares baseline historic topographic data, such as the 1888 US Coast & Geodetic Survey topographic map (Fig. 2) data to current topography, followed by geoarchaeological evaluation to identify if such soils of archaeological interest are present. Depending on the results mechanical or manual Phase IB identification survey may be warranted.

## Resources Types

The area around the park would have been favorable for human occupation throughout the prehistoric, contact, and historic periods, and remains from all periods are expected where subsequent development has not caused a loss of resources. Potential prehistoric resources include remains of a lithic workshop or a habitation such as a camp or village. Sites related to early farms and plantations may also be present, as well as a mid-19<sup>th</sup> century farm or dwelling (NOAA 1865 “NE Corner of DC” [ReallyBenning] T01036-00-1865.jpg; see Figure 3). The area’s stream terraces and floodplains were excellent locations for finding prehistoric artifacts in the late 19<sup>th</sup>-early 20<sup>th</sup> centuries and the National Museum of Natural History, Smithsonian Institution has large collections from the region. Soils may be present in the project area that date from the Paleoindian time period, and if identified during the geoarchaeological evaluation could warrant deep testing. See Wagner (2011) for some background on the subject.

Archaeological survey in locations where deeply buried resources may be present usually begins with geoarchaeological testing. This is a minimally-destructive, efficient, and cost-effective way to quickly identify whether buried deposits with archaeological potential are present. Locations that have been buried with fill, either purposely or through natural processes may warrant deep testing if the limits of disturbance of the project extend to potentially intact soil horizons beneath the fill. Mechanical testing may be needed to penetrate the fill or other deposits. Traditional shovel testing and similar means of site identification can be used in locations where the base of the fill is within the reach of hand-excavated tests. Close coordination with the DC City Archaeologist is needed to develop an acceptable work plan.

See *Historic Contexts for the District of Columbia* (1991) for a summary of contexts applicable to Washington, D.C. For recent prehistoric overviews see Berger (2008) and Knepper et al. (2006) (Reports 352 and 201, respectively).

## Resource Data:

Below is a GIS map (Figure 1) showing historic resources within approximately a 0.25 miles of the project area boundary and two data tables (Tables 1-2), followed by a list of report references. The map includes historic districts, archaeological sites (as points only), and polygons showing archaeological surveys. Basic archaeological site data are shown in Table 1. The survey polygons are keyed to the survey report number, which can be looked up in the survey data (Table 2) below, outlining project information.

Please note that all levels of archaeological survey are included on Figure 1; the presence of a survey polygon does not imply that the survey depicted has identified all archaeological resources present, or that the survey complied with or met District and/or Federal standards for conducting archaeological investigations. A second caution is also in order regarding archaeological sites; precise locations do not exist for many of the prehistoric sites reported in the late 19<sup>th</sup>-through mid-20<sup>th</sup> centuries. The point locations shown for the early sites are approximations only and many have not been ground-truthed or even relocated. Temporary archaeological sites numbers, e.g., P14, P15, H12, are provisional numbers for locations that may warrant assigning a

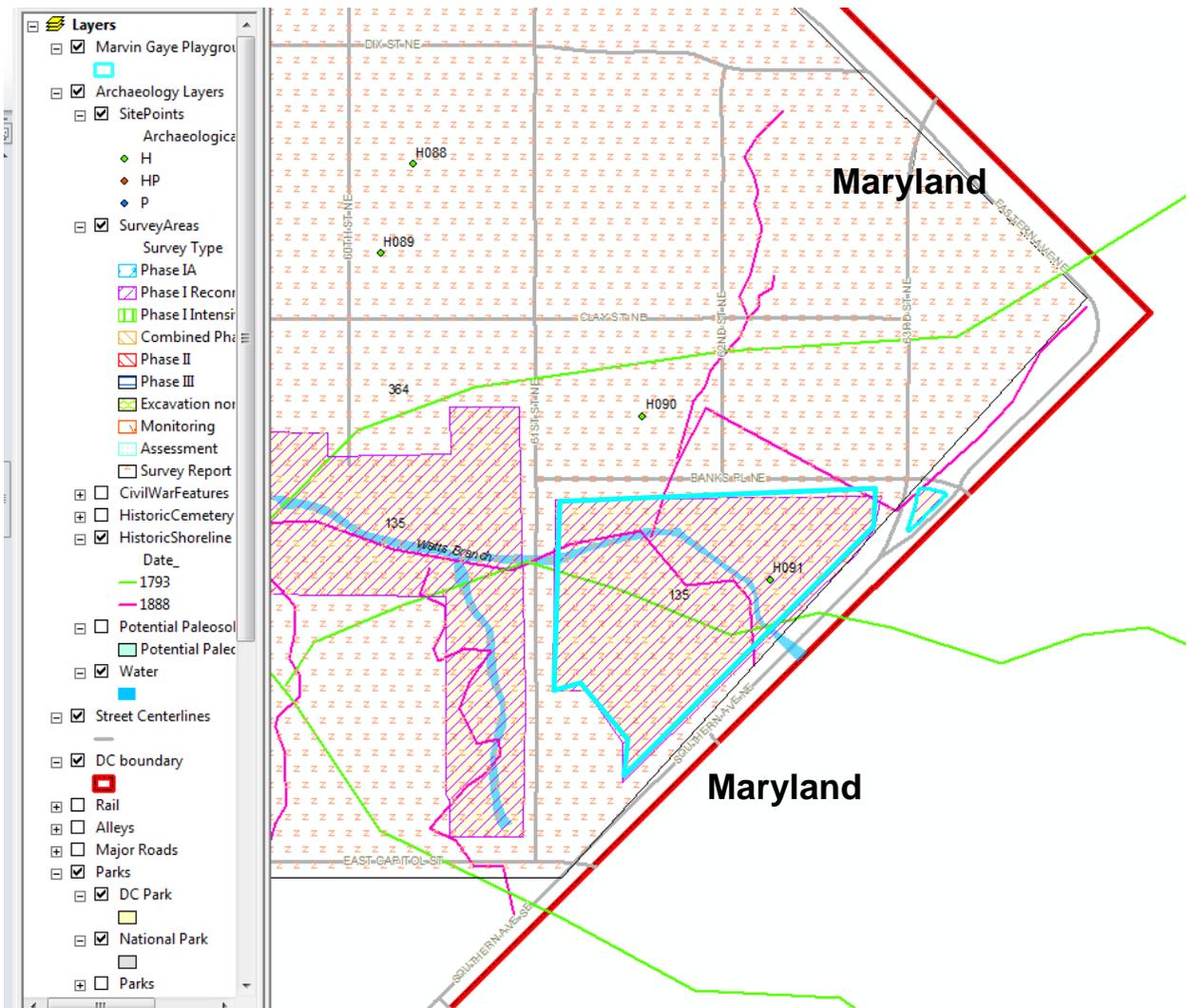
trinomial, but additional research and/or documentation is needed or pending. The site data are also keyed to the list of reports. The report references are in SAA format and are in report number order.

Please contact us if you have any questions or need additional information, site forms, or survey reports. See the DC HPO web site for information on other historic resources:

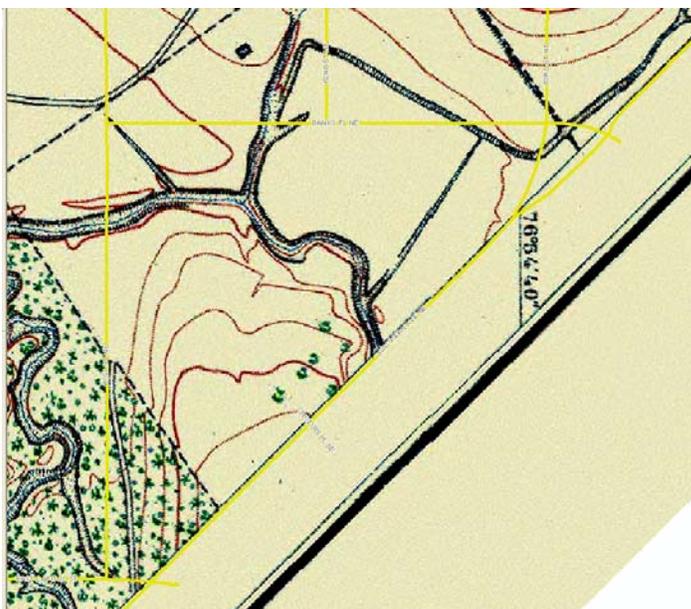
<http://planning.dc.gov/DC/Planning/Historic+Preservation/Preservation+Services/For+ANCs++and+Communities/Archaeology>

Please see the annotated 1998 *Guidelines for Conducting Archaeological Investigations in the District of Columbia* for more information. It is available on the Historic Preservation Office web site:

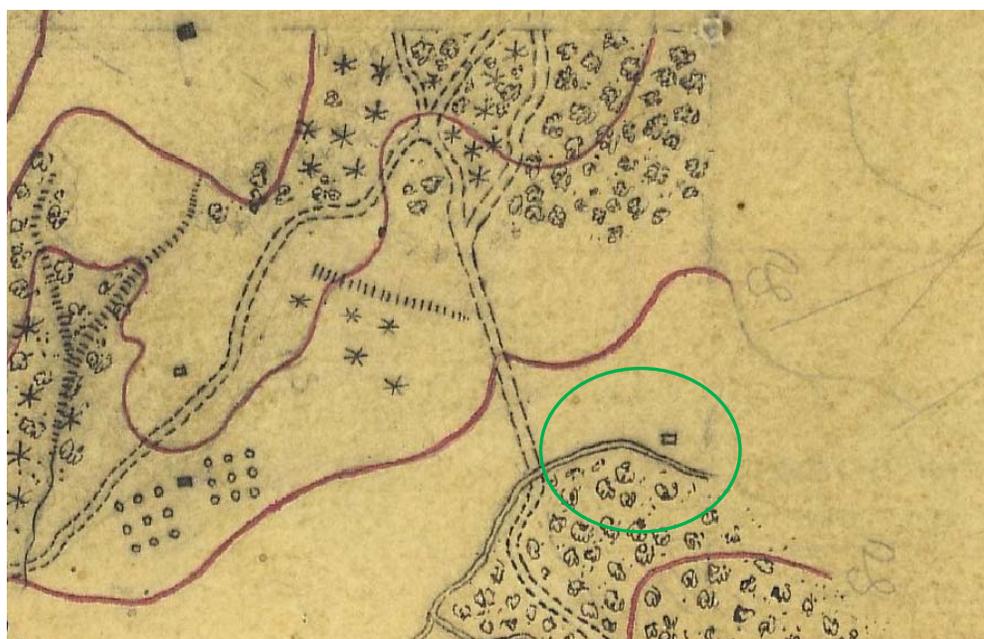
<http://planning.dc.gov/DC/Planning/Historic+Preservation/Preservation+Services/For+ANCs++and+Communities/Archaeology/DC+Archaeology+Guidelines>



**Figure 1.** GIS map showing historic resources within 0.25 miles of Marvin Gaye Playground, NE, outlined in aqua. Data are keyed to tables 1-2, below. The current stream course is in blue and historic courses are reconstructed from historic maps (1793 green line, 1888 pink line).



**Figure 2.** Marvin Gaye Park Playground area with current street centerlines shown on the 1888 USC&GS topo map, sheet 10(NOAA).



**Figure 3.** 1865 Civil War plan showing a structure just north of Watts Branch within what is now Marvin Gaye Park Playground, NE of Sq. 5278, in parcel P0189 0021, south of Banks Pl., NE and west of Southern Ave., NE. The structure location is H091 in the data table and on the Figure 1. Source: NOAA 1865 "NE Corner of DC" [ReallyBenning] T01036-00-1865.jpg).

**Table 1. Archaeological Sites**

Site #	Location	Report #	Reference	Site Name	Project	Site Type	NRHP Status	Time Period
H088	John Lee Property, 1861 Boschke Henley:885. Mapped 1861	364	Henley 1993		Henley diss	H	Not identified	Structure on Boschke 1861 but not 1888 USC&GS topo
H089	John Lee Property, 1861 Boschke Henley:885. Mapped 1861	364	Henley 1993		Henley diss	H	Not identified	Structure on Boschke 1861 but not 1888 USC&GS topo
H090	John Lee Property, 1880, Henley:885. Mapped 1888 topo	364	Henley 1993		Henley diss	H	Not identified	Structure not Boschke 1861 but on 1888 USC&GS topo
H091	1865 Civil War topo					H	Not identified	Structure on 1861 Civil War topo, not 1888 USC&GS

**Table 2. Archaeological Surveys.**

Survey Area Name	Project Type	Report #	Related Report	Agency	Who By	Mandate	Squares
Watts Branch Park, now Marvin Gaye	Phase I Reconnaissance	135		DC Parks and Recreation (DPR)	Berger 1984 (LeeDecker & Friedlander)		
NE Washington, D.C. Survey - Henley Dissertation Catholic Univ. Anthro	Survey Report	364	275, 360, 413	Laura Henley Dissertation - CUA	Laura Henley 1993	Grants from HPO & NPS	Multi

**Report References (in number order):**

LeeDecker, Charles H. and Amy Friedlander

1984 Preliminary Archeological Assessment of Fourteen Recreation Properties In The Anacostia Section, District of Columbia. Prepared by The Cultural Resource Group, Louis Berger & Associates, Inc., Washington, D.C., for the Department of Recreation, Washington, D.C. D.C. SHPO Archaeological Report # 135.

Verrey, Robert, and Laura Henley

1987 Report of Results of the Brookland Community/ Catholic University Historic Resources Survey, Northeast Washington, D.C. Prepared by Catholic University of America, Department of Anthropology for the D.C. Department of Consumer and Regulatory Affairs, Historic Preservation Division. D.C. SHPO Archaeological Report # 275.

Verrey, Robert and Laura Henley

1987 Final Report of the Preliminary Archaeological Reconnaissance of the Northeast Washington, D.C. Community of Deanwood. Prepared for the D.C. Department of Consumer and Regulatory Affairs, Historic Preservation Division, Washington, D.C. D.C. SHPO Archaeological Report # 360.

Henley, Laura

1993 The Past Before Us: An Examination of the Pre-1880 Cultural and Natural Landscape of Washington County, D.C. Ph.D. Dissertation, Department of Anthropology, The Catholic University of America, Washington, D.C. D.C. SHPO Archaeological Report # 364.

Henley, Laura and Carole Nash

1988 Final Completion Report: Northeast Washington, D.C. Prehistoric and Historic Resources Survey. Prepared by Catholic University of America, Washington, D.C. for The District of Columbia Historic Preservation Division (?), and the National Park Service, National Capital Region, Washington, D.C. D.C. SHPO Archaeological Report # 413.

**Other References:**

District of Columbia Preservation League (D.C. PL)

1998 Guidelines for Archaeological Investigations in the District of Columbia. Prepared by District of Columbia Preservation League, Washington, D.C [as amended].

Historic Preservation Division

1991 Historic Contexts for the District of Columbia: An Outline of Thematic Units for the Study of Historic Resources in the District of Columbia. D.C. Department of Consumer and Regulatory Affairs, Washington, D.C.

Knepper, Dennis, J. Rutherford, D. Hayes, C. Shields, and C. Bowen

2006 The Archaeology of an Urban Landscape, The Whitehurst Freeway Archaeological Project Volume I: Prehistoric Sites. Prepared by Parsons and Versar, Inc. for the D.C. Department of Transportation and the National Park Service, National Capital Region, Washington, D.C. DC SHPO Archaeological Report # 201.

Fiedel, Stuart, John Bedell, Charles LeeDecker, Jason Shellenhamer, and Eric Griffitts  
2008 "Bold, Rocky, and Picturesque" Archeological Identification and Evaluation Study of Rock Creek Park, Vol. II. Prepared by The Louis Berger Group, Inc. for National Capital Region, National Park Service, Washington, D.C. DC SHPO Archeological Report # 352.

Smith, Horace

1976 Soil Survey of District of Columbia. U.S. Department of Agriculture, Soil Conservation Service in cooperation with the U.S. Dept. of the Interior, National Park Service, National Capital Parks. Washington, D.C.

Wagner, Daniel P.

2011 Geoarchaeological Interpretations of Silty Soils Across the Grounds of the West Campus, St. Elizabeth's Hospital, Washington, D.C. Prepared by Geo-Sci Consultants, LLC, University Park, Maryland, for Greenhorne & O'Mara, Inc. Laurel, Maryland and the General Services Administration, National Capital Region, Washington, D.C. D.C. SHPO Archeological Report # 472.

### **Recommended Map and Archive References:**

Historic map links:

1. Five series of Baist maps are digitized and available for free on the LOC web site, from 1903-1921.  
[http://memory.loc.gov/cgi-](http://memory.loc.gov/cgi-bin/query/S?ammem/gmd:@OR%28@field%28TITLE+@od1%28Baist%27s+real+estate+atlas+of+surveys+of+Washington,+District+of+Columbia+++%29%29+@field%28ALTTITLE+@od1%28Baist%27s+real+estate+atlas+of+surveys+of+Washington,+District+of+Columbia+++%29%29%29)

[bin/query/S?ammem/gmd:@OR%28@field%28TITLE+@od1%28Baist%27s+real+estate+atlas+of+surveys+of+Washington,+District+of+Columbia+++%29%29+@field%28ALTTITLE+@od1%28Baist%27s+real+estate+atlas+of+surveys+of+Washington,+District+of+Columbia+++%29%29%29](http://memory.loc.gov/cgi-bin/query/S?ammem/gmd:@OR%28@field%28TITLE+@od1%28Baist%27s+real+estate+atlas+of+surveys+of+Washington,+District+of+Columbia+++%29%29+@field%28ALTTITLE+@od1%28Baist%27s+real+estate+atlas+of+surveys+of+Washington,+District+of+Columbia+++%29%29%29)

2. NOAA historical maps & charts has the whole 1888 USC&GS topo series and the 1861 Boschke topos for DC, as well as many other area maps. (Search using DC & map year).

[http://historicalcharts.noaa.gov/historicals/historical\\_zoom.asp](http://historicalcharts.noaa.gov/historicals/historical_zoom.asp)

3. LOC also has versions of the 1857 & 1861 Boschke topos and a tiled version of the 1892 USC&GS topos (same as 1888 but a later engraving).

1888/1892: <http://hdl.loc.gov/loc.gmd/g3850m.gct00007>

1861 Boschke (county): <http://hdl.loc.gov/loc.gmd/g3850.cw0678500>

1857 Boschke (City): <http://hdl.loc.gov/loc.gmd/g3850.ct001206>

<http://hdl.loc.gov/loc.gmd/g3850.ct002292>

4. The LOC has scanned two series of Sanborn Insurance Atlases for DC, 1888 and 1903. They are full-color, high res scans of the original volumes.

<http://www.loc.gov/rr/geogmap/sanborn/city.php?CITY=Washington&stateID=10>

5. My favorite Civil War map – what I refer to as “Barnard 1865 Defenses of DC.” The Civil War forts & earthworks were added to the 1861 Boschke topo, and it was colored (hand tinted?) making it easier to read. Unfortunately the LOC taped the sheets together with wide joins so it is a bit off. I have georeferenced parts of it for specific projects, though, and use it to better understand the Boschke topos.

Barnard 1865: <http://hdl.loc.gov/loc.gmd/g3851s.cw0676000>

Boschke 1861: <http://hdl.loc.gov/loc.gmd/g3850.cw0678500>

6. Historic aerial photos:

<http://www.historicaerials.com>

7. Historical Society of Washington Kiplinger Library catalog:

[http://www.historydc.org/Do\\_Research/research.asp](http://www.historydc.org/Do_Research/research.asp)

8. DC Public Library Catalog (and list of 100 critical history books on DC)

<http://citycat.dclibrary.org/uhtbin/cgiirsi/EiDcFV8wuN/ML-KING/55670316/28/1181/X>

9. The DC Surveyors Office has many historic maps digitized and available in their office on public access terminals. They are located at 1100 4th St. SW, 3rd Floor. They close at 4pm – bring a flashdrive to download the high res scans.

10. National Archives catalog:

<http://www.archives.gov/research/>

11. USGS Library, Reston, Virginia Catalog:

<http://igsrplib03.er.usgs.gov:8080/>

12. Smithsonian Institution Library Catalog:

<http://siris-libraries.si.edu/>

13. Historical Maps from many sources in one place – in both jpg & tif formats.

<http://www.dcvote.org/trellis/character/historicalmaps.cfm>

14. USGS Historial Topo Map Downloader:

[http://cida.usgs.gov/hqsp/apex/f?p=262:18:544237786303117::NO:RP:P18\\_STATE,P18\\_SCALE,P18\\_MAP\\_NAME:DC%2C%25%2C](http://cida.usgs.gov/hqsp/apex/f?p=262:18:544237786303117::NO:RP:P18_STATE,P18_SCALE,P18_MAP_NAME:DC%2C%25%2C)

**Attachment B**

Form of Offer Letter

Attachment B

[Insert Date]

District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, NW  
Washington, DC 20009

Att'n: Mr. Brian J. Hanlon  
Director

Reference: Request for Proposals  
Architectural/Engineering Services – Marvin Gaye Recreation Center and Trail

Dear Mr. Hanlon:

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 Marvin Gaye Recreation Center and Trail. 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) and the Hourly Rates (as defined in paragraph B) 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 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 bid 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) a Permit Set for the Project.

B. Hourly Rates: see attached spreadsheet

The Offeror acknowledges and understands that the attached hourly rates are fully loaded rates for the identified personnel classifications which may be the basis for compensation for construction administration services.

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: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

RFP for Architect/Engineering Services  
 Marvin Gaye Recreation Center and Trail  
 Attachment to Offer Letter

Concept Design	Schematic Design	Design Development Documents	Permit Set	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	

Early Release Packages	Breakout Price (from Permit Set Fee)
Hazardous Materials Abatement	
Demolition	
Foundation-to-Grade	

**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

Brian J. Hanlon	Director
Scott Burrell	Chief Operating Officer
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.

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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.

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C. 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.

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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.

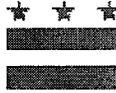
**OFFEROR:**

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.