

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

ARCHITECT-ENGINEER SERVICES FOR THE OFFICE OF PLANNING

Solicitation No.: DCAM-13-AE-0157

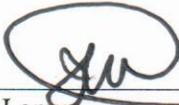
Addendum No. 4
Issued: July 11, 2013

This Addendum No. 4 is issued and hereby published on the DGS website on July 11, 2013. Except as modified hereby, the Request for Qualification Statements ("RFQ") remains unmodified.

Item #1

Response to Offeror Request for Information (RFI) – Part 2: Please see the attached.

- End of Addendum No. 4 -

By: 
JW Lantini
Associate Director/ Contracting Officer

Date: 7/11/13

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts and Procurement Division

RESPONSE TO OFFEROR RFI'S

Part 2

Q-1. **Proposal Organization:** Section E.4. states "The submission shall be organized in one (1) volume as follows:" E.4.1 Disclosure form and then E.4.2 General Information. We didn't see any mention of the CBE letter as required in C.1.1. Where should we put the CBE letter?

Response: There is no preference as to where in the proposal the CBE letter is included.

Q-2. **Work products:** Section E.4.2.1 requests samples of at least two (2) written work products. Will the work products be available to the public via a FOIA request? If we have an employee that has a strong work product from a previous employer, can we use that or does it have to be work products specifically produced by our company? Can we submit portions of a report?

Response: No, work products submitted will not be made public. Please include work products from your company only. Yes, you may submit portions of a report.

Q-3. **Additional Items:** Section E.2.4.1 number 4 states we are to submit "written responses to the other items mentioned below" with the SF 330. It isn't clear what is meant by "mentioned below". Is this referring to the evaluation criteria?

Response: Yes.

Q-4. For a Contractor to qualify to perform Historic Preservation services for this contract is it necessary for that firm to provide both H08 - Historical Preservation and E01 - Ecological & Archaeological Investigations services?

Response: No.

Q-5. Do we need to submit six copies of sample products?

Response: *No. Per Section E.4.2.1 under General Information, only two written work products are required. A total of seven copies of Standard Form 330 is required (one original and six copies). Please refer to E.1 Submission Identification.*

Q-6. Will the additional 40 pages include resumes (page 2 of SF 330) and project references (page 3 of SF 330)?

Response: *There is no longer a page limit for submissions. Please refer to Addendum No. 2.*

Q-7. Can each project reference be more than a page?

Response: *Yes.*

Q-8. Can each resume be more than a page?

Response: *Yes.*

Q-9. Please provide links to where firms can access the past projects for the various categories listed in Attachment B. I tried to look on the **planning.dc.gov** website, but could not locate anything.

Response: <http://planning.dc.gov/DC/Planning/In+Your+Neighborhood/Wards/Small+Area+Plans,+Studies,+and+Reports+for+All+Wards>

Q-10. You also request an organizational chart and samples of two written work products. Are the samples of two written work products considered project sheets? If so both these items are included in the SF330 Sections D and F. Therefore, are these items required in addition to what is being submitted via the SF330 or are these items included in our SF330 Part I submission?

Response: *Please do not duplicate. You should include one set of work products, whether part of the SF330 or part of the rest of your response, in your response.*

Q-11. E.4.2.2 Please confirm you would like for Offerors to include an organizational chart of in-house personnel in SF330 Section D and not under another section of the proposal outside the SF330 form.

Response: *Please do not duplicate. You should include one organizational chart, whether part of the SF330 or part of the rest of your response, in your response.*

Q-12. E.4.2.2 Please confirm you do not require Offerors to submit any projects under section F of the SF330 and also would not require section G of the SF330.

Response: *Per Section E.5.3, please list and discuss relevant contracts and projects worked on in the past five years. You can include this in the SF330 or in the rest of your response.*

Q-13. Please confirm that additional information requested in E.4.2.1 and E.5 should be submitted as part of SF330 Section H or if this portion can be “free” format. And in the latter case, that you will not require Section H of the SF330.

Response: *This information may be submitted in “free” format.*

Q-14. Please confirm that you require no “project pages” to be submitted but are evaluating past performance in E.5.3 based on excerpts from sample work products (b), list of similar contracts/subcontracts (a), and performance evaluations (c).

Response: *Question is not clear.*

Q-15. Please confirm Offerors should answer E.5.2 Technical Expertise (b) and (c) in sections D and E of the SF330 and not separately.

Response: *You may answer these sections in the SF330 or separately.*

Q-16. Please confirm that only one Technical Approach (E.5.1) will be required even if a firm is responding under multiple categories.

Response: *If responding under multiple categories, it would be ideal to discuss each category in your single Technical Approach.*

Q-17. Please confirm that the proposal needs to explicitly state which service categories (A.2.a-j) the A-E contractor is proposing to provide.

Response: *Yes.*

Q-18. If an A-E contractor is proposing to provide multiple services, can DGS/OP award only some of the contractor’s proposed services?

Response: *Yes.*

Q-19. Confirm that the potential A-E contractor is not required to meet the A-E Experience Category/Profile Codes listed in Attachment B.

Response: Yes.

Q-20. Confirm that the potential A-E contractor is not required to demonstrate experience or expertise in every service description in Attachment B in order to submit in the category.

Response: Correct.

Q-21. Confirm that the project samples shall be only extracts from actual work projects and are intended to demonstrate report writing style.

Response: Yes.

Q-22. Does OP want Offerors to include the qualifications of potential subcontractors? Or, should we only show our experience where we are providing our architectural design services as a prime contractor while managing a project team with other A/E disciplines?

Response: Per Section E.4.2.2, Offerors should include in their responses only information about themselves/their own firm.

Q-23. Please clarify what the Office of Planning's understanding is of Facility Planning? Our interpretation of that category is that it includes planning, programming, and interior design. Is that an accurate interpretation?

Response: The type of work that may be performed under this contract for Facility Planning is described in detail in Attachment B.

Q-24. Please explain how the points system for CBE Local Business Utilization would work for this particular procurement? Without a fixed fee to include at this stage, we won't be able to do more than guess, based on past experience; how the work will be divided among the members of the project team we would put together (assuming the qualifications of team members is required at this time).

Response: If your firm is a CBE, additional points will be added to the Technical score in accordance with Section C, paragraph C.1.1.

Q-25. Are there any conflicts of interest for consultants in the way of pursuing other work in the District if we would be awarded the planning contract?

Response: No.

Q-26. If a consultant is providing services on the planning of a neighborhood or providing transportation studies, does that preclude the consultant from pursuing the design services associated with that work?

Response: No.

Q-27. It was suggested at the pre-proposal conference that brief samples, such as extracts of final reports, would be sufficient for the work samples requirement. Please confirm that full final reports will not be required.

Response: Correct.

Q-28. Are originals of performance evaluations required, or will copies be accepted?

Response: Copies are acceptable.

Q-29. Are non-A/E firms allowed to submit Statements of Qualifications for certain categories?

Response: Yes.

Q-30. Is it sufficient for a proposing firm to have a registered P.E. on the staff rather than be a registered A/E firm?

Response: Please see the previous question and response.

Q-31. Please confirm that the following should only be submitted in one location of the proposal response, as part of the Standard Form 330:

- Organization chart—*under Section D*
- Resumes—*under Section E*
- Projects—*under Section F*
- Written responses to the Technical Approach, Technical Expertise, and Past Performance criteria, as outlined on pages 9 and 10 of the RFQ—*under Section H*

Response: You may answer these sections in the SF330 or separately.

Q-32. How many projects should be included in the submittal?

Response: Please refer to E.4.2 General Information of the solicitation.

Q-33. Please confirm that only two work product samples are required for the submission.

Response: Correct. Please refer to E.4.2 General Information of the solicitation.