

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



**Addendum No. 1**

To

**REQUEST FOR PROPOSALS NO. DCAM-20-AE-RFP-0002  
ARCHITECTURAL/ENGINEERING SERVICES  
FOR 19<sup>th</sup> AND LAMONT STREETS, NW – PARK AND STORMWATER IMPROVEMENTS**

**Issued: October 28, 2019**


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This Addendum No. 1 is issued and effective as of the date shown above. Except as modified hereby, the Request for Proposals (“RFP”) remains unmodified.

**Item No. 1:** The Pre-Proposal Conference is change to Thursday October 31, 2019 @ 11:00 AM, at DPR’s HQ, 1275 First Street NE, Washington, DC 20002, 8<sup>th</sup> floor. The Site Visit is scheduled for 1:00 PM.

**Item No. 2:** The Request for Proposals (“RFP”) is changes to read DCAM-20-AE-RFP-0004.

**Item No. 3:** The revised pages to Section E and F are attached and made part of the addendum. The last date to submit questions is changed to November 11, 2019 @ 2:00 pm

By:   
Franklin Austin  
Contracting Officer

Date: 

- End of Addendum No. 1 -

**SECTION E**  
**PROPOSAL ORGANIZATION AND PROPOSAL**

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 Proposal Identification**

Proposals shall be proffered in an original and seven (7) hard copies as well as two (2) electronic copies on a USB flash drive. The Offeror's Proposal shall be placed in a sealed envelope conspicuously marked:

**“DCAM-20-AE-RFP-0002**

**Proposal for Architectural/Engineering Services for 19<sup>TH</sup> & Lamont Streets, NW”.**

**E.2 Delivery or Mailing of Proposals**

Proposals should be delivered or mailed to:

D.C. Department of General Services  
Attention: George G. Lewis c/o Rhonda Harris.  
Contracts & Procurement Division  
Frank D. Reeves Center  
2000 14th St, NW – 8th Floor  
Washington, DC 20009

**E.3 Date and Time for Receiving Proposals**

Proposals shall be received by **2:00 p.m., on November 21, 2019**. The Offeror assumes the sole responsibility for timely delivery of its Proposal, regardless of the method of delivery.

**E.4 Submission Size, Organization and Offeror Qualifications**

All Proposals shall be submitted on 8-1/2” x 11” bond paper and typewritten. Telephonic, telegraphic, and facsimile Proposals 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 Proposal shall be organized in two volumes, a technical proposal and a price proposal.

**E.4.1 Technical Proposal**

The technical proposal shall be organized as follows:

## SECTION F BIDDING PROCEDURES & PROTESTS

### F.1 Contact Person

The Department's sole point of contact ("POC") for matters related to this RFP is the only individual authorized to discuss this RFP with any interested parties, including Offerors. The POC does not have authority to bind the District through the execution of written contract documents. Only Contracting Officers can bind the District and DGS.

All questions and communications with the Department's POC about the Project or this RFP shall be sent in writing to:

Rhonda Harris.  
Contract Specialist  
Department of General Services  
1250 U Street NW, 3rd floor  
Washington, DC 20009  
202-724-4119  
Rhonda.Harris@dc.gov

The Department disclaims the accuracy of information derived from any source other than this RFP and the Department's POC, and the use of any such information is at the sole risk of the Offeror. All communications and requests for information shall be submitted by the Offeror's point of contact identified in its Proposal.

### F.2 Preproposal Conference

A pre-proposal conference will be held on **October 31, 2019** at 11:00 am local time. The conference will be held at the DPR HQ, 1275 First St. NE, Washington, DC 20002, 8<sup>th</sup> Floor. Interested Offerors are strongly encouraged to attend.

### F.3 Site Visit

A site visit will be held on **October 31, 2019** at 1:00 p.m., 19th and Lamont Streets, NW located at **1900 Lamont Street, NW, Washington, DC 20003**. Interested Offerors are strongly encouraged to attend.

### F.4 Explanations to Prospective Offerors

Each Offeror should carefully examine this RFP and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a Proposal. 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 and questions should be directed to POC in **Section F.1** by 2:00 p.m. **November 21, 2019**. The person making the request shall be responsible for prompt delivery.

### **F.5 Protests**

Protests are governed by D.C. Official Code § 2-360.08 and Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this RFP must be filed prior to the time set for receipt of Proposals. 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 Proposals. 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 periods will not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This **Section F.5** is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. The applicable law and regulations apply, to the extent any provision of this section is inconsistent with law or regulations.

### **F.6 Contract Award**

This procurement is being conducted in accordance with D.C. Official Code § 2-356.04 of the Procurement Practices Reform Act of 2010, as amended, Sections 2620 – 2633 of the District of Columbia Municipal Regulations ("DCMR"), and Section 4717.5 of the Department's Procurement Regulations (27 DCMR § 4717.5).

### **F.7 Retention of Proposals**

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

### **F.8 Examination of Proposals**

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.