

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Addendum No. 4

To

**REQUEST FOR PROPOSALS NO. DCAM-20-AE-0007
ARCHITECTURAL/ENGINEERING SERVICES FOR
SMOTHERS ELEMENTARY SCHOOL**

Issued: December 23, 2019.

This Addendum No. 4 is issued and hereby being issued posted and effective as of the date shown above. Except as modified hereby, the Request For Proposal ("RFP") remains unmodified.

Item No. 1: Attachment C of the RFP (Form of Offer Letter) is hereby revised as attached in (Exhibit 1) and incorporated into the RFP.

Item No. 2: The Proposals Due Date is hereby extended to December 30, at 2:00 P.M.

Item No. 3: Questions and Answers are hereby attached as (Exhibit 2).

By: _____

Ebtí K. Hana
Contracting Officer

Date: _____

12/23/2019

- End of Addendum No. 4 -

EXHIBIT 1

Attachment C

[Offeror's Letterhead]

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW
Washington, D.C. 20009

Attention: George G. Lewis
Associate Director/ Chief Contracting Officer

Reference: Request for Proposals ("RFP") – **DCAM-20-AE-0007**
Architectural/Engineering Services – Smothers Elementary School

Dear Mr. Lewis:

On behalf of [INSERT NAME OF Offeror] (the "Offeror"), I am pleased to submit this Proposal in response to the Department of General Services' (the "Department" or "DGS") "RFP" to provide Architectural/Engineering Services for Smothers Elementary School project. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP.

The Offeror's Proposal including the Phase 1 Design Fee (as described in Section A.3 of the RFP) 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"). Upon completion of Phase 1 and selection of a preferred scheme the Department and selected A/E will negotiate a final Design Fee to complete the work. As such, Offerors shall provide hourly rates for the personnel identified in paragraph B below.

The Offeror's Bid is as follows:

A. Phase 1 Design Fee – Concept Design:

Three (3) Concept Designs/Schemes	\$ _____
Total Design Fee	\$ _____

B. Hourly Rates (Phase 2 and Construction Administration):

Position	Hourly Rate
Design Principal	\$ _____/hour
Project Architect (Project Manager)	\$ _____/hour
Project Designer	\$ _____/hour
MEP Engineer	\$ _____/hour
Key Structural Engineer	\$ _____/hour

The Offeror acknowledges and understands that the Phase 1 Design Fee is a fixed fee and covers all of the Offeror's costs associated with the preparation of (i) a preliminary assessment and refinement (if necessary) of the concept design and all portions of design and Construction Documents for the modernization. The Offeror acknowledges that upon a selection of a preferred scheme the Department we negotiate a final design fee with the Offeror that will included (i) schematic design; (ii) design development documents; (iii) a permit set of construction documents; (iv) a complete, coordinated set of construction documents; and (v) construction administration services. The final Design Fee shall be fair and reasonable and subject to the Independent Government Cost Estimate. Such final Design Fee will be added as a modification to the Contract with the selected A/E.

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

The Offeror agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the date of the proposal.

1. 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.
2. 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.
3. 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 sub-consultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned 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: _____
Title: _____

Exhibit 2

RFP No. DCAM-20-AE-0007
ARCHITECTURAL/ENGINEERING SERVICES FOR
SMOTHERS ELEMENTARY SCHOOL

Questions & Answers

No.	Question	Response
1	<p>At pre-proposal, it was stated that fixed fees are to be submitted for the Phase 1 study only, and that fees for Phase 2 A&E services would be negotiated with the awarded firm after completion of the Phase 1 study. However, Attachment C Offer Letter includes fees for all project phases. Please clarify what is required, and provide a revised offer letter if only Phase 1 fees are required at this time.</p>	<p>Refer to Item No. 3 of this Addendum.</p>