

**DETERMINATION & FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Agency: Department of General Services
Contract No.: DCAM-22-CS-SS-0022
Caption: MPD 3rd District Headquarters
Contractor: Emotive Architecture, PLLC

FINDINGS

1. AUTHORIZATION:

D.C. Code Section 2-354.04 and 27 DCMR Section 4718.

2. MINIMUM NEED:

The Department of General Services (“DGS”), on behalf of the Metropolitan Police Department (“MPD”), is seeking an Architect/Engineer (“A/E”) firm to develop permit drawings with detailed specifications for targeted renovations to the 3rd District MPD Headquarters facility (the “Project”). The facility is located at 1620 V Street, NW, Washington, DC. The facility was built in 1963 and is approximately 46,000 square feet. The A/E will be required to perform numerous activities in order to create the permit documents specifications, as well as provide construction administration services. The completed documents will be utilized to solicit the services of a general contractor for construction services.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The Independent Government Cost Estimate (“IGCE”) for the remaining MPD 3rd District Headquarters Architectural/Engineering services is \$21,000.00, and Emotive Architecture, PLLC’s (“Emotive”) price is \$21,000.00.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

Emotive was awarded a Purchase Order Agreement on January 7, 2022, in the amount of \$28,800.00. The contract was issued with a Substantial Completion Date of January 22, 2022. This Substantial Completion Date did not allow for the entire scope of work to be completed and the contract was not extended. The Project has been invoiced in the amount of \$7,800.00 (which covers the document production) with \$21,000.00 left outstanding. A new contract award is required to complete the remaining work, which is anticipated to be completed by November 4, 2022 for an amount of \$21,000.00.

Given the importance of this Project, Emotive’s effort and work on the Project that they have already accomplished, and Emotive’s experience and knowledge of the Project site and existing facility, Emotive is uniquely capable of providing the Department with the level of confidence required to successfully deliver the Project on time and with accurate pricing; therefore, it is in the best interest of the District to award this contract on a sole source basis to Emotive. Re-engaging Emotive will avoid further delays and facilitate successful completion of the Project.

5. CERTIFICATION BY THE DEPUTY DIRECTOR OF CAPITAL CONSTRUCTION SERVICES:

I hereby certify that the above findings are correct and complete.

Tiffany Barthwell Moore
Deputy Director
Capital Construction Services

Date

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source procurement action was published in accordance with 27 DCMR 4718 and that () response was received. I recommend that the DGS Chief Contracting Officer approve the use of the sole source procurement method for this proposed procurement action.

Ahmad Stanekzai
Contracting Officer
Contracts & Procurement

Date

Determination and Findings (“D&F”) for Sole Source Award to Emotive Architecture, PLLC
MPD 3rd District Headquarters
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DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

George G. Lewis, CPPO
Chief Procurement Officer
Chief of Contracts & Procurement

Date



SCOPE OF WORK FOR MPD 3RD DISTRICT HEADQUARTERS

I. INTRODUCTION

The department of General Services (DGS) on behalf of the metropolitan police department is seeking an Architect - Engineer (AE) firm to develop permit drawings with detailed specification for targeted renovations to the 3rd District MPD Headquarter facility. The facility is located at 1620 V Street, NW, Washington DC. The facility was built in 1963 and is approximately 46,000 square feet. DGS will be the implementing agency for the design and construction process. The selected AE will be required to perform numerous activities in order to create the permit document and specifications. The completed documents will be utilized to solicit the services of a general contractor for construction services.

II. PROJECT REQUIREMENTS

MPD has identified the following requirements for the renovation of the 3rd District Headquarters:

- Remove and replace approximately 26 operable windows.
- Miscellaneous Office renovations.
- Remove and replace a domestic hot water heater.
- Remove and replace a domestic hot water boiler.
- Remove and replace four domestic hot water circulation pumps.

III. SCOPE OF WORK

A. DESIGN PHASE

i. DESIGN DEVELOPMENT

The Architect-Engineer shall be responsible for conducting stakeholder meeting with DGS and MPD to collect detailed information for the project requirements. DGS will provide CAD files and .pdf files of the existing facility to be utilized for the permit and design documents. The AE shall perform an assessment to confirm the location of the existing equipment.

- Replace windows to match existing color and operation with improved efficiency via double glazing.
- Office renovations to include flooring and paint refresh as required.
- New domestic hot water heater to match size and output of existing
- New domestic hot water boiler to match size and output of existing
- New domestic hot water circulation pumps to match size and output of existing

Once the AE has gathered all pertinent information, they shall develop design drawings in CAD and PDF and a detailed written scope to present to DGS and MPD. The AE Design to budget is \$600,000.

Deliverables 4 weeks after notice to proceed:

- DD plans and elevations identifying areas of construction
- Cutsheets for operable windows.
- Cutsheets and specifications for the water heater.
- Cutsheets and specifications for the boiler.

- Carpet specifications

ii. DRAWINGS & GC SCOPE OF WORK

During this phase the AE shall finalize the drawings and a written scope of work document to be issued as part of the general contractor solicitation. The drawings shall be complete enough for selected GC to obtain all necessary permits.

Deliverables 6 weeks after NTP:

- Final design documents
- Final GC scope of work

iii. COST ESTIMATE

The AE shall provide separate add services line item to develop a detailed cost estimate for the approved design. The cost estimate shall be in CSI format or another format as approved by DGS.

iv. MEETING MINUTES

The AE shall be responsible for keeping minutes for all types of meetings and preserving all principal correspondence/memoranda for inclusion in the design. The AE shall be responsible for adding all information to DGS' ProjectTeam platform.

B. CONSTRUCTION PHASE

The A/E shall provide add services line item to provide construction administration and inspection services. At a minimum, services to be provided consist of participating in regularly scheduled progress meetings, review and approval of shop drawings and submittals, respond to request for information (RFI's), conduct construction observation, prepare record drawings, and facilitate DGS project closeout process.

C. PROJECT MANAGEMENT

The AE shall be responsible for utilizing ProjectTeams platform for the management of the project. All project documents, meeting minutes for all types of meetings and preserving all principal correspondence/memoranda for inclusion in the Design. Contractor shall be responsible for adding all information to DGS' Project Team platform. The AE shall utilize P6 for scheduling or DGS approved software.

Attachments:

A: Facilities Condition Assessment