

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Agency: Department of General Services
User Agency: Department of Human Services
Caption: Architectural and Engineering Services –
Renovation of Emery and Blair Shelters
Contract No.: DCAM-22-CS-SS-0008
Contractor (proposed): ISTUDIO Architects

FINDINGS

1. AUTHORIZATION:

D.C. Code Section 2-354.04 and DCMR 47, Section 4718.

2. MINIMUM NEED:

The Department of General Services (“DGS”), on behalf of the Department of Human Services, has an immediate need to complete the architectural and engineering (“A/E”) services required to complete the renovation of the Emery Shelter located at 1725 Lincoln Road NE, Washington, DC 20002 by the fall of 2022, and the Blair Shelter located at 635 I Street NE, Washington, DC 20002.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price to complete the required A/E services is \$769,635.00.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

On July 5, 2017, DGS awarded a contract to ISTUDIO Architects to provide a full range of design services for the renovation of the Emery and Blair Shelters. The award resulted from a competitive process. Subsequently, in December of 2020, DGS awarded a contract to complete the construction services for the Emery Shelter. This contract was recently terminated for the convenience of the District. The Department intends to obtain the services of a new general contractor to complete the renovation. The initial construction schedule continued past the term of ISTUDIO Architects’ contract but the need for continuing A/E services exist.

As the Architect of record, ISTUDIO Architects is the only firm with the historical knowledge of the projects needed to see the remaining renovation of the Emery Shelter to completion in the timeline required and ensure the successful renovation of the Blair Shelter. ISTUDIO Architects brings the original design team with unique experience

concerning permitting constraints and other conditions imposed by the Commission of Fine Arts.

In addition, since the renovation of the Emery Shelter has reached approximately 60%, the costs for another A/E firm to certify the drawings prepared by ISTUDIO Architects would be cost-prohibitive.

Based on the above, it will be in the District's best interest to retain ISTUDIO Architects, the architect of record, to continue to provide the remaining A/E services including renew permits and submit any specifications needed to complete the renovation of both shelters.

5. CERTIFICATION BY THE DEPARTMENT OF GENERAL SERVICES EXECUTIVE PROGRAM MANAGER OF CAPITAL CONSTRUCTION DIVISION:

I hereby certify all statements herein are true, correct, and complete and that the information given herein is accurate to the best of my knowledge and belief.

Osei Headley
Executive Program Manager
Capital Construction Division
Department of General Services

Date

6. CERTIFICATION BY THE DEPARTMENT OF GENERAL SERVICES OPERATIONAL MANAGER CAPITAL CONSTRUCTION:

I hereby certify all statements herein are true, correct, and complete and that the information given herein is accurate to the best of my knowledge and belief.

Allam Al-Alami
Operational Manager
Capital Construction Division

Date

**7. CERTIFICATION BY THE DEPARTMENT OF GENERAL SERVICES
DEPUTY DIRECTOR CAPITAL CONSTRUCTION:**

I hereby certify all statements herein are true, correct, and complete and that the information given herein is accurate to the best of my knowledge and belief.

Tiffany B. Moore
Deputy Director
Capital Construction Division

Date

**8. CERTIFICATION BY THE DEPARTMENT OF GENERAL SERVICES
CONTRACT SPECIALIST:**

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 Department of General Services Chief Contracting Officer approve the use of the sole source procurement method for this proposed procurement action.

James H. Marshall
Senior Contract Specialist

Date

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) for the remaining A/E services required to fully complete the Emery and Blair shelter projects. Accordingly, I determine that the District is justified in using the sole source method of procurement.

George G. Lewis, CPPO
Chief Contracts and Procurement and
Chief Contracting Officer

Date

Exhibit A

STATEMENT OF WORK

Request for Architectural/Engineering Services

1.1 INTRODUCTION:

The Department of General Services (DGS) on behalf of Department of Human Services (DHS) is requesting the services of an Architectural/Engineering Consultant to provide A/E Services for the renovation of two shelters. This service will address all but not limited to building envelope water leaks, site and interior improvements. All the proposed improvements shall be performed without impairing the existing program and operations. Proposed work on these facilities will be similar standards and quality, and uniform as practical to the specific building.

The buildings will continue to be occupied during construction. The A/E solution should minimized disruption of the occupancy daily function and mission of the facilities by the execution of the work.

The addresses of the two facilities are:

- Blair Shelter, 635 1 street, NE, 20002
- Emery Shelter, 1725 Lincoln Road, NE, 20017

A/E shall propose a fee for Title I and title II service for all two buildings listed above. In addition, A/E shall provide a Schedule Confirmation and applicable Issues of Methodology that may impact providing the services requested.

1.1 OBJECTIVE

The Architectural/Engineering Services are to provide DGS/DHS with designs, construction documents, cost estimates, and construction schedule. A/E shall develop and provide independent bid packages for each facility. The bid packages will be used to obtain building permits from DCRA and to solicit bids from construction contractors.

The A/E shall also address the Title I and Title II Work Requirements outlined in sections 2.1 and 2.2.

All work shall be performed in accordance with all applicable codes of the District of Columbia including but not limited to International Building Code, Uniform Federal Accessibility Standards (UFAS), ADA Accessibility Guidelines (ADAAG), and the current applicable requirements of the DC Green Building Act.

2.1 PROFESSIONAL SERVICES -TITLE 1 AND TITLE 11

The Proposal Request seeks Architectural/Engineering Services including, but not limited to, those required to meet the objectives of the projects. These services shall be provided via Title I (Design) Services and Title II (Services during Construction).

Title I Services shall be comprised of the services listed in section 2.1, including Preliminary Design (including existing conditions and program), Schematic Design (including construction budget, preliminary project schedule and design alternatives that are fully consistent with the program and with code), Design Development (including construction cost estimate, full delineation of design decisions, including fittings, furniture and equipment, and colors and materials) and Construction Contract Documents (including acquiring permits from DCRA, full specifications and bid documents sufficient to obtain General Contractor Services).

Title II Services shall include the noted Services during Construction in Section 2.2.

Pre-Preliminary and Schematics phases will be addressed in a unified report. Design Development, Construction Contract Documents and Services during Construction will be performed as separate contract documents for each site. Title II services will supervise three separate construction contracts, but will be one set of services under this A/E contract.

2.1 TITLE 1 SERVICES SCOPE OF WORK & PROGRAM

Provide design for the renovation of the Blair, and Emery Shelters. The A/E Consultant shall examine the sites and/or projects prior to preparation of designs. Should access not be afforded, then the A/E shall notify DGS in writing and shall expect direction on how to proceed.

2.2.1 Pre-Preliminary Design

The work during Pre-Preliminary Design shall include but not be limited to following:

2.1.1.1 Existing Condition Report

- Review Condition Assessment Reports prepared by the Department of General Services, and critically review and assess their- findings.
- Site visits to verify existing site information and data collection.
- For each site provide drawings that fully describe existing conditions, location of existing utilities, and
- Provide digital and hard copy graphic documentation of existing site conditions. i.e. photos.
- Identify areas that require additional investigation, e.g. geotechnical, structural defects, etc.

2.1.1.2 Hazardous Materials Report

- Provide surveys of Hazardous Materials and provide assessments of abatement and all contaminated materials (ACM) and related treatment required to support intended uses. Develop acceptable Engineering solutions to be included with/in the Construction Documents.

2.1.1.3 MEP Assessment

- Prepare detailed MEP Systems Assessments, including electrical capacity, plumbing capacity, lifecycle assessment and existing energy utilization (baseline) assessment. Develop acceptable Engineering solutions to be included with/in the Construction Documents.

2.1.1.4 Program:

The programs for the facilities shall consist of the following:

- Replace and upgrade mechanical, electrical, and plumbing systems as needed to meet current International Business Code (IBC) and all applicable code requirements. Replace nonfunctioning and outdated equipment to improve the efficiency of the MEP systems. Determine lifecycle costs of existing and replacement MEP equipment.
- Renovation of interior spaces shall be in conjunction with MEP upgrades.
- Address main and lower roofing and gutter systems as noted in the assessment report. At Emery, review new leak above room 211 that may not have been separately identified in its Assessment Report.
- Exterior — consistent with the requirements of the Assessment Report, tuck point all exterior masonry (including chimneys) and propose low maintenance solutions that enhance the look of the buildings and prevents further deterioration of the exterior walls, windows, doors, and trim.
- All proposed work to be designed to be maintained by the current staff and/or similar levels of capability.
- Bring buildings into full ADA compliance, based on the value and extent of the work and the code requirements. This may include replacement of abandoned handicap lift. This provision shall not be construed to increase program requirements.
- Design install tactile signage, doors and door hardware and other items as may be required.

To address the program the Consultant shall:

- Hold 'Programming Meetings' and conduct fact finding meetings with DHS, DGS and other stakeholders as necessary, to clarify and define programmatic requirements

- Developed solutions must not hinder existing shelter programs that are to remain in place. The consultant shall confirm that the programmatic and functional requirements of the facilities are met, and that any deficiencies are remedied by the scopes of the program.
- Provide Program Analyses, including defined programmatic requirements

2.1.1.5 Code and Regulatory Requirements

- Architect/Engineer shall provide initial Code reviews and summaries.

2.1.1.6 UFAS/ADAAG Compliance Report

- Identify any aspects of the above work that may have impacts on UFAS/ADAAG compliance for the facilities.

2.1.1.7 DC Green Building Act of 2006/LEED

- Report of what may be addressed/accomplished in this facility (LEED/Green Communities 'Sustainable Design Charrette')

2.1.1.8 Summary of Options

- Taking the Existing Conditions and other Reports into consideration, prepare a summary of strategies or approaches to the Developments that successfully address the programs and reconciles the above findings.

2.1.1.9 Deliverables:

The consultant shall prepare the Pre-Preliminary Report as a deliverable for this Phase of the work, including sections 2.1.1.1—2.1.1.8 above.

2.1.2 Schematic Design

Based on the conclusions of the Pre-Preliminary phase, prepare concept/schematic packages for the proposed renovation of each address. The concepts/schematic designs shall include at minimum:

- Concept presentation drawings of site plans and building component relationships.
 - Refinement of concepts base on comments for DGS, DHS, and o t h e r stakeholders.
- Plans with support areas completed (shafts, mechanical, plumbing etc.)
- Exterior Elevations and key Cross Sections
- Finalized architectural programs based on information obtained from site surveys, and approved programs, with net and gross s.f. calculations.
- Preliminary cost estimates of construction costs for each site
- Preliminary schedule outlining the project from refinement of concept designs through project completion. The Title I work for separate buildings may be performed on

separate schedules, but payments will be tied to the Title I schedule outlined in section 2.1.5, below. Construction schedules shall be based on the scope of work proposed for each site.

- Submit third party review documents.

Deliverables:

The consultant shall prepare the Schematic Design documents for each of the three addresses as a single deliverable for this Phase of the work.

2.1.3 Design Development

This requires the further Development of the Schematic Designs in detail sufficient to develop a 5% marginal variance of actual costs, consisting, at minimum, of the following for each address:

- Fully developed plans, interior and exterior elevations, and all pertinent spatial and structural cross sections at appropriate architectural scales.
- Material selection and room finish schedule, as 'Materials Presentation Boards' suitable for client review, and incorporating final client selections of materials, furniture, finishes, colors, equipment, etc.
- MEP & Structural design drawings and specifications.
- Coordinate the design to existing utilities connections
- Provide calculations for utility demand
- Provide proposed energy model, consistent with DC Green requirements Prepare outline specifications
- Prepare detailed cost estimate. ▪

Prepare a phasing plan (if applicable)

Deliverables:

The consultant shall prepare separate Design Development documents for each of the three addresses as a deliverable for this Phase of the work.

2.1.4 Construction Documents

Preparation of a complete set of construction contract documents and specifications to acquire Permit from DCRA, and that are complete for bidding. For each address this includes:

- Prepare necessary permit documents and submit to the appropriate DC Government agencies for review and approval.
- Submit full bid set for constructability peer review
- Prepare detailed estimate, with alternates and associated costs
- Review schedule for construction and revise as necessary

- Attend pre-bid conference/site visit with potential bidders to answer questions regarding the project.
- Prepare addenda/clarifications (if needed) and issue to bidders and DGS project manager
- Evaluate bids to ensure that the bids reflect all elements as outlined in the construction documents and specifications .

Deliverables:

The consultant shall prepare separate Construction Documents for each of the three addresses as separate bid packages this Phase of the work.

2.1.5 Title 1 Schedule

Review and confirm the time frames indicated in the description below. If you are proposing changes to the phase durations, please indicate the proposed schedule in your proposal.

- 80% Design Development -- Four weeks after receipt of task order
- 90% -- Construction Documents Four weeks after receipt of 60% comments (permit filing submission/review and comment by owner and Constructability Review),
- 100% - Two weeks after receipt of 90% comments (submission for GC bidding) Total design time is 10 weeks, outside of Review periods. A/E shall not be paid additional for review periods.

2.2 TITLE 11 SERVICES SCOPE OF WORK

2.2.1 Services during construction:

- Attend Construction Kick-Off meeting with the Project Manager, design team and contractor. Prepare meeting minutes and distribute to attendees.
- Attend bi-weekly construction progress meetings with GC and DGS (A/E to prepare minutes)
- Attend site observation visits as necessary during the construction period. Prepare and distribute field reports following site visits.
- Review shop drawings and submittals to ensure contractor's compliance with drawings and specifications.
- Attend substantial completion any walk-through and prepare and distribute punch lists to contractors and the Project Manager. Monitor punch-list and progress of its completion.
- Prepare "as-built" documents of the work including all the modifications performed during construction. If applicable deliver 'as-build' documents to DCRA. Mark-ups of construction plans and specification will not be accepted.
- Ensure Final Sign-off of Certificate of Occupancy at DCRA.

3.1 COORDINATION

A/E shall coordinate the work in a professional manner and document the work and the information that contributes to project-related decisions fully.

3.2 DOCUMENTS, DATA AND SUBMITTALS

The A/E shall be responsible for verification of the data obtained at DGS. The consultant shall perform any necessary site visits and be responsible for performing field investigations and verification of the actual existing conditions. Any documents provided by the District that indicates existing conditions shall be used for information purposes only.

The Condition Assessment Reports, on which the scopes are based, are only visual surveys, and conditions that may impact on the design intent must be examined by the Consultant, and independently researched to support the Design.

3.2.1 A/E will be provided with copies of guideline specifications and guideline cost breakdown sheets for preparation of construction cost estimates. A/E will also be provided with standard title blocks for use in preparing the construction drawings.

3.2.2 A/E Agreement, "Technical Requirements and Submittal Guide" is made a part of task 3.1. 1.

3.2.3 The final submission of required drawings shall be on Auto CADD current Release or later, schedules in P 6 Primavera or Microsoft Project, and specifications shall be hard copies and on computer disc in MS Word format. In addition, the A/E shall submit all drawings with hard copies and PDF files of all submitted documents.

3.2.4 The specifications shall be based on the latest, 33-division AIA Master Spec and submitted with hard copy and electronic file. The District may require the A/E to submit sufficient number of copies of specifications and drawings for issuing for bids. The District will pay the actual cost of the reproduction of the documents. The A/E shall submit the paid invoice. All costs associated with the task of providing these reproduction services shall be included in your proposal.

3.2.5 Design and specification documents shall conform to all current governing codes of the District of Columbia and the International Building Code required by the District as of the date of filing for permit with the DCRA.

3.2 GENERAL REQUIREMENTS

The work under this contract shall be performed and documented in a professional manner.

3.2.1 The A/E shall coordinate all work through the Project Manager including but not limited to all site surveys and other field investigations germane to the work.

- 3.2.2 The A/E shall check architectural, civil, structural, mechanical, plumbing and electrical drawings and specifications for accuracy and detailed coordination. The A/E shall meet with all the appropriate regulatory agencies to discuss and review with them for compliance to their requirements. Upon complying with the aforementioned requirements, the A/E shall submit the final documents for peer review by DGS.
- 3.2.3 A/E shall apply and obtain the building permits from DCRA prior to releasing the documents for bids. All costs associated with the work of obtaining the permit shall be included in this proposal. The actual cost of the permit is not to be included your proposal. The District may require the A/E to pay the actual cost of the permit and the District will reimburse the same upon submitting the paid invoice.
- 3.2.4 The A/E shall be held financially responsible for all errors and omissions resulting in a deficient design or changes including funds spent by the District to correct the documents or redesign and complete construction exercise.

3.3 MEETING MINUTES

The A/E shall be responsible for acting as recorder for all meetings with the Government Agencies that he attends. The Minutes shall clearly indicate the meeting number and date, numbering of each issue raised, including description of the issue, who is responsible to address, by what date, and date completed. Minutes shall also record all open items, and will note the schedule of the contract, how far through that contract we are, including how far over schedule if applicable and the financial status of the contract and payments and a list of open Change Orders and Requests for Information. Memorandum for the Record of such meetings shall be typewritten and submitted to the Project Manager within five (5) calendar days from the date of the meeting, for review and approval and for such distribution as may be required. A/E compensation for performing these services shall be included as part of the Title I and Title II Services, as applicable.

4.0 KEY DATES AND SCHEDULE OF WORK

The consultant shall provide a schedule outlining the number of weeks needed to complete the project from the date of the Notice to Proceed. The Consultant must submit a preliminary schedule of work along with his/her response to the present Request for Proposals. Within the first week from the date of Notice to Proceed, the Consultant shall prepare and submit to the DGS representative a detailed schedule of work respecting the following key dates:

- A. Within 10 calendar days from the Notice to Proceed: conduct-Programming Meeting.
- B. Within 4 weeks (exclusive of review periods) from the Notice to Proceed: delivery of the Biddable Construction Documents to the DGS Project Manager.
- c. Within 10 calendar days of construction demobilization: delivery of as-built plans.