

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Purchasing Agency:** Department of General Services  
**User Agency:** District – Office of the Secretary  
**Caption:** A&E Title I & II Services – Construction of New Archives for the District of Columbia  
**Proposed Contractor:** Hartman-Cox 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”) has an immediate need to engage the services of Hartman-Cox Architects (the “Architect” or “AE”) for the Architectural Engineering Design Title I and II Services required for the construction of the District of Columbia’s New Archives building. The AE was competitively selected through the Request for Proposal (“RFP”) process. The AE firm has diligently worked with the stakeholders to complete archival inventory, programing studies, feasibility studies for various viable sites and budgetary analyses.

**3. ESTIMATED FAIR AND REASONABLE PRICE:**

The estimated fair and reasonable price to provide the required AE Title I and II Services with reimbursable allowance is approximately \$4,998,163 million.

**4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

Hartman-Cox Architects was competitively awarded the AE services to design a new archive facility for the District. The AE’s design team was initially tasked with and completed the inventory, programing and sites feasibility studies phase of the project as part of the Architectural Engineering Design Services. The final site study was completed in 2018. As a rest of the study, with a recommendation was made for the reconstruction of University of the District of Columbia’s existing Building #41 on their Van Ness Campus as the New Archives.

It will be prudent to retain the services of Hartman-Cox Architects design team to continue the design phase for the following reasons:

- For about three (3) years of engagement with major stakeholders, Hartman-Cox Architects developed a well suited program and square footage needed to support and accommodate the staff, agency's storage capacity and operational efficiency.
- Members of the design team including the certified and vastly experienced Archivist possess the institutional knowledge that is required to successfully complete the scope of required services within the time frame required. By virtue of the firm's involvement in the project from the project's inception and serving as the AE firm and special consultants of record, the team possesses unique and invaluable knowledge that would be difficult to match.
- Hartman-Cox Architects have submitted various program and feasibility study reports for various proposed sites.
- Their knowledge is essential to interpret the programming and feasibility studies of various sites that they have submitted. This knowledge will be critical to achieving the successful development of design and construction documents necessary for the construction and completion of the proposed District's new archive within the proposed timeframe.
- In addition, continuity in service delivery is paramount to the success of the project.
- The introduction of a new AE firm at this juncture will jeopardize the timely completion of the project and may result in significant and unnecessary increases in costs.

Based on the above facts, it is in the best interest of the District to authorize Hartman-Cox Architects, the AE team of record to perform the design phase which includes Title I and Title II for the proposed new archive facility. This will ensure continuity in the project implementation process and as a time and cost saving measure.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paul Blackman, Jr.  
Deputy Director  
Capital Construction Services

**6. CERTIFICATION BY THE CONTRACTING OFFICER OF CONSTRUCTION SERVICES:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the single available 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 no response was received. I recommend that the Department of General Services, Contracting Officer approve the use of the sole source procurement method for this proposed procurement action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Franklin Austin, CPPB, CPM  
Contracting Officer

### **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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
George G. Lewis, CPPO  
Chief, Contracts and Procurement Division