

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

<b>Purchasing Agency:</b>	Department of General Services
<b>User Agency:</b>	Capital Construction Division
<b>Caption:</b>	AE Services for the design of Office Space for DHCF at OJS
<b>Proposed Contractor:</b>	Lance Bailey 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 Lance Bailey Architects for the construction Administration Service (Title II Service) for the Department of Healthcare Finance.

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

The estimated fair and reasonable price to provide the required services is approximately **\$8,856.27.**

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

The original purchase order agreement was issued to Lance Bailey Architects on August 20, 2018 for the total Architectural and Engineering Services for the Design (Title I) service only for the amount of \$57,505.00 with the expiration date of the performance period of September 30, 2018. The project in question was from the Operating Budget and the agency forwarded the funding for AE Title I service only.

After the completion of the design work, DCHF requested additional changes in the design due to their programmatic changes.

In order to complete the design revision requested by DCHF and provide the construction Administration Service (Title II Service), the District is obligated to engage the services of the Architect of Record. According to the industry standards and as mandated by the American Institute of Architects, the Architect of record is the architect or architecture firm whose name appears on a building permit issued for a specific project on which that architect or firm performed services. Thus no other architectural firm will certify the work done by another company who signed and stamped the design and drawings.

Based on the above circumstances the task should be performed by the Architect of Record and on budget to Lance Bailey Architect.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paul Blackman  
Deputy Director  
Capital Construction Services

**6. CERTIFICATION BY THE CONTRACTING OFFICER:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Franklin Austin  
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 Lewis  
Contracts and Procurement  
Chief Procurement Officer