

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 and II Services – In support of the  
Construction of New Archive 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 professional services of Hartman-Cox Architects for the Architectural and Engineering (A/E) Design Title I & II Services required for the New Archive building/space. Hartman-Cox Architects is the A/E of record that has diligently worked with the stakeholders to complete feasibility studies and budgetary analysis, which included submission of various reports for various sites.

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

The estimated fair and reasonable price to provide the required Architectural & Engineering (AE) Title I & II services is approximately \$5,868,588.

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

The proposed location for the New Archive is the University of District of Columbia's Campus, Building #41. Through a competitive Request for Proposal (RFP), Hartman-Cox Architects, with a group of experts on Archives projects, was competitively awarded the AE services contract to design the new archive spaces for

the District. Since the award of the AE service contract, Hartman-Cox Architects' design team has completed the programming and feasibility phase of this project. Therefore it would be prudent to retain the services of the Hartman-Cox Architects design team to continue with the design phase for the following reasons:

- For about three (3) years of engagement with major stakeholders, Hartman-Cox Architects has developed a well-suited program and square footage spaces needed to support and accommodate the staff, agency's operational capacity, and efficiency.
- Hartman-Cox's design team 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 Architecture, Engineer (A/E) firm and special consultants of record, the team possesses unique and valuable knowledge.
- Hartman-Cox Architects has submitted various program and feasibility study reports for various proposed sites.
- Hartman-Cox's 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 architect and engineering 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 A/E team of record, to perform the design phase, which includes all Title I and Title II for the proposed new archive facility. This will ensure continuity in the project implementation process and will result in time and cost savings

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tiffany B. Moore  
Deputy Director  
Capital Construction Services

**6. CERTIFICATION BY THE MANAGER 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, Associate Director/ Chief Contracting Officer approve the use of the sole source procurement method for this proposed procurement action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ahmad Stanekzai  
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  
DGS Chief Procurement Officer