

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



**Addendum No. 4**  
**To**  
**REQUEST FOR PROPOSAL**  
**DCAM-21-AE-0005**  
**Architectural/ Engineering Services**  
**Ward 8 Senior Wellness Center (SWC) building**  
**Issued: April 1, 2021**

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This Addendum No. 4 is issued via The Departments website and is effective as of the date shown above. Except as modified herein, the Request for task order Proposal (RFP) remains unmodified.

**Item #1** The proposal due date is hereby extended to **April 9, 2021**.

**Item #2** The RFI responses are attached as **Exhibit A**.

**Item #3** The revised bid form is attached as **Exhibit B**.

By: Pamela Ford Dickerson  
Pamela Ford Dickerson  
Contracting Officer

Date: 04/01/2021

- End of Addendum No. 4 -

# Exhibit A

DCAM-21-AE-0005  
RFI Responses

Question	Answer
1. "Attachment B does not seem to match the description of fee services in the RFP."	Please refer to Exhibit B of this addendum
2. Based on the responses in the Addendum, it is our understanding that DGS is expecting the following services to be in all offerors-based bids on the scope of work outlined:	See below
• Architectural programing	Yes
• Architectural design	Yes
• MEP/Engineering	Yes
• IT-AV-Security Design	Yes
• Hazmat testing	The expectation is no. But will addressed as needed; and specification - Yes
• Cost Estimating	Yes
• Civil + Survey + Dry utilities engineering	Yes
• Landscape design	Yes
• Building Science	This will be at the discretion of the A/E
• LEED Certification	Yes
• Traffic	As needed for DCRA/DDOT regulatory needs. Parking - Yes
• Permit Expediting	Yes
• Cx (assumed to be fundamental)	Yes, Commissioning agent will be needed.
2. Please confirm that Cx services requested is not enhanced Cx, which is typically provided by DGS under separate contract.	I presumed Cx means commissioning, if so, a commissioning agent would be contracted by DGS for enhanced service.
3. Please confirm our understanding of the quantities + types of volumes required to be submitted: <ul style="list-style-type: none"> <li>• Original (Volume I+II): 1 digital</li> <li>• Volume I (Technical): 1 digital</li> <li>• Volume II (Price): 1 digital</li> </ul>	That is correct please submit an electronic copy of the complete proposals ( <b>Technical and Price Proposals</b> ) <ul style="list-style-type: none"> <li>• Original (Volume I+II): email</li> <li>• Volume I (Technical): email</li> <li>• Volume II (Price): email</li> </ul>
4. Since a Therapeutic Pool is listed as a request and not a program "requirement" Please confirm Whether a pool Consultant shall be listed as an alternate.	This will be at the discretion of the A/E , as the services will be added if funding is available

# Exhibit B

Attachment B

[Offeror's Letterhead]

[Insert Date]

District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, NW  
Washington, D.C. 20009

Attention: Pamela Ford Dickerson  
Contracting Officer

Reference: Request for Proposals ("RFP") – DCAM-21-AE-0005  
Architectural/Engineering Services – Ward 8 Senior Wellness Center

Dear Pamela Ford Dickerson:

On behalf of [INSERT NAME OF Offeror] (the "Offeror"), I am pleased to submit this Proposal in response to the Department of General Services' (the "Department" or "DGS") "RFP" to provide Architectural/Engineering Services for the Ward 8 Senior Wellness Center (SWC) building to be located at 1700 Q Street SE, Washington, DC 20020. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP.

The Offeror's Proposal including the Title 1 Design Fee (as describe in Section B of the RFP) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents (collectively, the Proposal, the Design Fee and the Hourly Rates are referred to as the "Offeror's Bid"). Upon completion of Phase 1 design and selection of a preferred scheme the Department and Offeror will negotiate a Final Design Fee to complete the Work. As such, Offerors shall provide hourly rates for the personnel identified in paragraph B below.

The Offeror's Bid is as follows:

**A. Title I Design Fee:**

Design Fee (Title I):	\$ _____
Permit Fee:	\$ _____
<b>Construction Administration (Title II)</b>	<b>\$ _____</b>

**B. Hourly Rates (Title II Construction Administration):**

<b>Position</b>	<b>Hourly Rate</b>
Design Principal	\$ _____/hour
Project Architect (Project Manager)	\$ _____/hour
Project Designer	\$ _____/hour
MEP Engineer	\$ _____/hour
Key Structural Engineer	\$ _____/hour

Upon selection of a preferred scheme, the Department and A/E shall negotiate a Final Design Fee to complete the Work for all of the A/E's fees, using the hourly rates identified in paragraph B above, including costs associated with: a) the preparation of the schematic design; b) design development documents; c) a permit set of construction documents; d) a set of issued for construction documents, and e) construction administration services cost. The Final Design Fee shall be determined by the Department to be fair and reasonable and subject to the Independent Government cost estimate. Such Final Design Fee will be added as a Modification to the Contract with the Selected A/E.

The Offeror's Bid is based on and subject to the following conditions:

The Offeror agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the date of the proposal.

1. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.
2. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's Bid.
3. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Bid.
4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. The Offeror's Proposal is subject to the following requested changes to the Form of

**Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS “A MUTUALLY ACCEPTABLE CONTRACT” ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]**

6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or sub-consultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, “LSDBE Certified Companies”) from participating in the work if another company is awarded the contract.
  
7. This bid form and the Offeror’s Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_