

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



**DETERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

**Purchasing Agency:** Department of General Services (DGS)  
**User Agency:** Fire & Emergency Medical Service (FEMS)  
**Caption:** A&E Services – Design Services for UPDATES to original Construction Drawings/Historic Window Replacement @ FEMS E21  
**Proposed Contractor:** Bell 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 UPDATE construction documents and specifications detailing the historic window repair and replacement at FEMS EC21.

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

The estimated fair and reasonable price to provide the required Architectural & Engineering (AE) services is approximately \$32,346.00.

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

In 2014, the District issued an RFP for an A/E firm to provide construction documents and detailed specifications for the historic windows repair and replacement of FEMS EC21. The subject RFP was awarded to Bell Architects who completed the construction documents and specifications. When the documents were completed, the RFP was issued in 2015 and the procurement action was never completed because the respondents were unable to meet the requirements of the RFP.

FEMS has requested that DGS re-issue the procurement action and because so much time has passed since the original construction documents were produced, the existing site conditions have further deteriorated, causing additional changes to the base scope of work to be documented and added to the existing construction documents and specification in advance of the new procurement action being issued.

It is requested that Bell Architects, the A/E of record for the EC21 Historic Window Repairs & Replacement project, provide the additional required A/E services for the following reasons:

- Bell Architects possesses a unique knowledge of the facility building components, as-built conditions, drawings and specifications;
- Bell Architects has a comprehensive knowledge of the historic nature of the building's windows, trim, and historic review/approval process; and
- Bell Architects maintains the staff with expertise to complete the work as well as the established relationships with the required historic preservation boards and neighborhood civic associations.

It is also anticipated that Bell Architects unique knowledge of the existing construction documents and specifications will also translate to an accurate pricing and scheduling of the work to minimize disruptions to the operations at FEMS EC21 which will remain in operation during construction.

Based on the above facts, it is in the best interest of the District to authorize Bell Architects, the A/E of record for the EC21 Historic Window Repairs & Replacement, to perform the updates to the existing architectural and historic preservation design services for the renovation at FEMS EC21. This will ensure that the designs and specifications for the renovations comply with the Districts Historic Preservations standards, applicable safety codes, and FEMS's operational workflow.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director  
Capital Construction

**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, Associate Director/ 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 G. Lewis, CPPO  
Associate Director/Chief Contracting Officer