DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

Purchasing Agency: Department of General Services
User Agency: Department of Forensic Science/Office of the Chief Medical Examiner
Caption: OCME Interior Renovation Build Out
Proposed Contractor: Hellmuth, Obata + Kassabaum, Inc. (“HOK”)

FINDINGS

1. AUTHORITY:

D.C. Official Code §2-354.04 and Title 27 DCMR Section 4718.1

2. MINIMUM NEED:

The Office of the Chief Medical Examiner (“OCME”) has a need to expand office space and modify the existing office area to accommodate newly hired staff on the 5th and 6th floors, which includes but is not limited to structural, mechanical, electrical, plumbing upgrades. OCME will continue the day-to-day management of all operations while modifications are underway, which includes approximately 36,000 SF.

Given the nature of the work to be completed in a scientific environment, OCME desires to continue the continuity of services with the current contractor HOK to provide management services to assist the Office of the Chief Medical Examiner’s modification of the existing space at the Department of Forensic Science. The A/E will ensure that the controlled environment will be modified in a proper manner as to ensure that it is free of contamination; in order to, not negatively impact daily operations and environments.

Specifically, OCME needs the experience of an architectural firm familiar with construction in controlled environments. HOK’s previous completed projects at the Department of Forensic Science are evidence of their expertise in this arena.

SCOPE OF WORK: The work to be performed will modify the existing office space: to include: but not limited to; upgrading mechanical, electrical, plumbing structural and IT systems as necessary to accommodate new employees of the Department of Forensic Science/ Office of the Chief Medical Examiner on the 5th and 6th floors.
Demolition: of existing structural walls as indicated on Drawings:

- 5th Floor; Rm. 5099
- 6th Floor; Rm. 6102, Rm. 6036, Rm. 6070

Installation of new structural walls:

- 5th Floor; Rm. 5099
- 6th Floor; Rm. 6102, Rm. 6036, Rm. 6070

Upgrade Mechanical, Electrical, Plumbing as indicated on drawings

- Install new electrical conduit/whips
- Patch/Match existing flooring for approximately 36,000 SF of combined space/modified spaces
- Installation of new glass doors and new structural walls
- Installation of new updated Training Room with video conferencing capabilities
- Installation of new workstations as indicated on proposed drawings. Includes all workstation components.

The work will involve the demolition of the existing spaces as indicated on drawings, installation of new structural walls, mechanical, electrical and plumbing upgrades; patching and repair of walls floors and ceilings.

**Project Summary:**

The A/E will manage the modifications to all areas as indicated in the SOW for The Office of the Chief Medical Examiner and will provide the following services; Architectural/Design, Construction Administration, attend project progress meetings; in addition to, providing drawings to identify SOW items to be completed for this project. Drawings will include existing and proposed plans, details, sections, elevations and specifications/schedules for all building materials and equipment. The A/E will manage all contractors and provide meeting minutes for DGS and stake holders.

**Estimated Fair and Reasonable Price:**

The estimated fair and reasonable price to provide the required services is approximately $522,000.00.

**3. Facts Which Justify a Sole Source Procurement:**

HOK has been providing A/E Management and Design Services to the District since 2016. Specifically, the A/E Consultant provides a specialization in controlled environments and laboratory settings to optimize performance in sterile environments. HOK has managed
projects for controlled environments and laboratory settings both locally and nationally; which includes over 50 construction projects in the scientific arena.

Authorization is sought therefore to engage HOK Architectural Firm on a sole source basis to continue implementing the modification projects for DFS offices and laboratory settings.

4. **CERTIFICATION BY DGS PROJECT MANAGEMENT OFFICER:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

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Allam Al-Alami      Date
Project Management Officer

5. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that zero (0) responses were received. I recommend that the Chief Contracting Officer approve the use of the sole source procurement method to meet the District’s minimum need.

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Franklin Austin      Date
Contracting Officer

**CERTIFICATION BY THE CONTRACTS AND PROCUREMENT ASSOCIATE DIRECTOR | CHIEF CONTRACTING OFFICER:**

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.

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George G. Lewis, CPPO     Date
Associate Director | Chief Contracting Officer
Contracts & Procurement Division