

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



**REQUEST FOR PROPOSALS**

**SOLICITATION NUMBER: DCAM-21-AE-0002**

**ARCHITECTURAL/ENGINEERING SERVICES FOR  
ONE JUDICIARY BUILDING (“OJS”) ENVELOPES**

**Solicitation Issue Date:** May 21, 2021

**Pre-Proposal Conference** May 24, 2021 at 12:00 p.m. EST.

**WebEx Link:** [Register](#)

**Site Visit:** May 25, 2021 at 12:00 p.m.  
441 4th St NW, Washington, DC 20001

**Last Day for Questions:** May 28, 2021 at 4:00 p.m.

**Proposal Due Date:** June 8, 2021 at 4:00 p.m.

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**DESIGNATION OF SOLICITATION FOR THE SMALL BUSINESS SET-ASIDE  
MARKET ONLY**

**This RFP is designated only for certified small business enterprise (SBE) offerors under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2014”, D.C. Official Code § 2-218.01 et seq., as amended.**

**An SBE must be certified as small in the procurement category of construction services in order to be eligible to submit a proposal in response to this solicitation.**

**Executive Summary**

DC Department of General Services (DGS) is undertaking an initiative to improve the functionality of One Judiciary Building. There are various problems associated with the building and this scope of work will address vital on-going issues after the construction is completed.

One Judiciary Square building is one of the most important buildings under the DC Government portfolio and accommodates the services for more than 30 different agencies. Therefore, the work in the scope will be performed during the construction in various phases to keep the DC agencies operations uninterrupted.

The selected architect/engineer (A/E) shall propose a firm fixed fee for Title I and Title II services for the Project listed above, as further described herein.

**A.1 Project Delivery Method**

The Department intends to implement the construction of the Project through a design-bid-build delivery method. The Department will engage a general contractor based on the completed construction documents.

The A/E will work directly for the Department by supporting design oversight and implementation throughout the design and construction phases.

**A.2 Services to be Performed**

The District of Columbia is seeking architectural/engineering services including, but not limited to, those required to meet the objectives of the Project. These services shall be provided via Title I (Design) Services and Title II (Construction Phase) Services. The A/E shall provide the following:

1. Review existing record set documents provided by the end user.
2. Perform site survey to verify existing conditions.
3. Provide a report with findings and recommendations.

4. On board review meeting to discuss the report.
5. Based on the outcome of the report and on-board review and approval proceed into the design phase.
6. Prepare design drawings and specifications that will be used as construction documents in a solicitation to be issued to prospective construction contractors and provide Title II services described herein.

### **A.3 Coordination to be Performed**

The A/E shall meet with The Department to ascertain requirements for compliance. Upon complying with the aforementioned requirements and satisfactorily addressing all comments in the reviews, the A/E shall submit the final approved permitted documents to DGS.

### **A.4 Form of Contract**

Offerors (“Offerors”) responding to this RFP should carefully review the form of the Agreement for Architectural/Engineering Services (“Form of Contract”) and DGS’ Standard Contract Provisions for Architectural Engineering Contracts (“SCPs”), which are/will be attached to this RFP as **Attachment F** and **Attachment G**, respectively. To the extent there are any inconsistencies between this RFP, the Form of Contract and the SCPs, the Form of Contract and SCPs shall prevail. Offerors are further advised that they are required to submit their Proposals premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in the Offeror’s Proposal. A Proposal that fails to specifically identify and describe requested changes shall be deemed non-responsive.

### **A.5 Design Fees**

As will be more fully described in the Form of Contract, the selected A/E will be paid a fixed price for all design phase services. Offerors will be required to propose a Design Fee (Title 1 and Title II) that covers all of the Offeror’s costs associated with the Project. Offerors will also be required to submit a schedule of hourly rates for any change order work that may be required.

Offerors shall submit, on the Offeror’s letterhead, an Offer Letter in substantially the form of **Attachment B** of this RFP that includes the proposed Design Fee, and hourly rates.

### **A.6 Selection Criteria**

Proposals will be evaluated in accordance with the evaluation criteria as further described in **Section D** of this RFP.

## **A.7 Period of Performance**

The A/E shall commence the design work immediately upon the date of approval of the Letter Contract or Contract, and Notice to Proceed (NTP). The A/E shall continue working on the Project until the Project is fully (100%) completed. The following deliverable durations shall comprise the Project schedule. (It should be noted that any delay in receipt of review comments from the Client/User shall result in a corresponding delay to the final submission date, sliding accordingly relative to the delay.)

- a) NTP and kick-off meeting to start the building verification survey. Two (2) weeks
- b) Design Analysis Report providing options with recommendations: Two (2) weeks
- c) DGS Review: One (1) week
- d) Conceptual Design (35%): Two (2) weeks
- e) Design Development Documents (75% Drawings and Specifications): Four (4) weeks
- f) DGS Review: One (1) week
- g) Final Documents (95%) Drawings and Specifications: Two (2) weeks
- h) DGS Review: One (1) week
- i) Compliance Bid Documents (100% Drawings and Specifications, Construction Cost Estimate): One (1) week

## **A.8 Attachments**

The RFP contains the following Attachments:

<b>Attachment A</b>	- Scope & Drawings
<b>Attachment B</b>	- Form of Offer Letter
<b>Attachment C</b>	- Service Contract Act
<b>Attachment D</b>	- Bidder/Offeror's Certification Form
<b>Attachment E</b>	- Tax Affidavit
<b>Attachment F</b>	- Form of Contract
<b>Attachment G</b>	- Standard Contract Provisions for Architectural and Engineering Contracts
<b>Attachment H</b>	- Equal Employment Opportunity
<b>Attachment I</b>	- First Source Employment Agreement and Employment Plan
<b>Attachment J</b>	- 2021 Living Wage Act
<b>Attachment K</b>	- Past Performance Evaluation forms
<b>Attachment L</b>	- SBE Subcontracting Plan
<b>Attachment M</b>	- Conflict of Interest Disclosure Statement

## **SECTION B SCOPE OF WORK**

### **B.1 Design Services**

DC Department of General Services (DGS) is undertaking an initiative to improve the functionality of One Judiciary Building. There are various problems associated with the building and this scope of work will address vital on-going issues after the construction is completed.

One Judiciary Square building is one of the most important buildings under the DC Government portfolio and accommodates the services for more than 30 different agencies. Therefore, the work in the scope will be performed during the construction in various phases to keep the DC agencies operations uninterrupted.

### **B.2 Title I services**

**B.2.1** Title I Services shall be comprised of the services listed in this section, and include Design Analysis Report with recommendations, Conceptual Design (including existing conditions and program), Schematic Design (including construction budget, preliminary project schedule, cost estimate and design alternatives that are fully consistent with the program and with code), Design Development (including construction cost estimate, full delineation of design decisions, including type of products and equipment) and Construction Contract Documents (including acquiring permits from DCRA, full specifications and bid documents sufficient to obtain General Contractor Services).

This project requires multi-discipline engineering services for commercial/industrial facilities meeting all requirements of the applicable District International and Federal Building codes. The scope of AE services includes a comprehensive survey of the building support system and identification of latent issues and improve those, redesign of the paving area to abate water infiltration issues and interior design. The AE must develop all necessary project documents incorporating all parts of the project work, submit and procure all necessary permits, including building permits.

Prospective respondents of this solicitation are referred to the D. C. Code that specifies legal requirements pertaining to providing professional engineering services in the District of Columbia. Most pertinent among these requirements is information found in Chapter 6, "District of Columbia Professional Corporation Act" and Chapter 23, "Professional Engineer's Registration Act."

The District intends to select the AE firm, who has a history of providing design services of similar projects and have knowledge on permits as required for this project.

Design Objectives: In general, the requirements presented are design objectives and the AE is encouraged to suggest changes where they would not seriously deviate from the overall requirements and would result in (1) substantial cost savings, (2) improved performance, and (3) greater environmental sustainability and energy savings in arriving at the end results. Total design work will comply, where applicable, with all necessary codes, regulations and criteria that exist for building such facilities in the geographical area of the District of Columbia and implemented by the District of Columbia and Federal governments.

## Part C - DESIGN RESPONSIBILITY AND DOCUMENTATION

### a. Responsibility of the AE:

1. General Scope: The project will include but is not limited to; upgrade of the existing infrastructures. The work will also include but is not limited to upgrade and seal of the existing building envelope both horizontal and vertical including the on-grade paving area around the building.

An A/E Firm with a Team of Consultants will be engaged for the required Survey and Design Services for a phased implementation of the Construction. The description of The AE work is as follows:

- Improvement of the existing roof of the building (not total replacement)
- Replace the green roof on the 9<sup>th</sup> floor terraces
- Replacement and sealing of perimeter wall along the terrace of the 9<sup>th</sup> floor and in any other floors, where required
- Replacement of all gutters/downspouts
- Replacement of all leaking plumbing system at the ceiling of the C1 level
- Replacement of all paving work around the building to abate water leaking
- Power wash, repoint, caulk and seal all exterior claddings and window seals including replacement of leaking windows
- Improvement on garden bed areas in front of the building with the replacement of broken granite slabs and repointing
- Painting the Canopy of the façade

The AE shall prepare a design document with total segregation of construction phases, such as (1) roof and terrace green roof replacement including sealing of perimeter wall on the terrace level on the 9th floor, (2) construction of all paving areas around the building, and garden islands in front of the building, and (3) building envelope sealing and power washing including replacement of broken windows and painting of canopy. The AE also shall prepare cost estimate following the same process.

2. Correction during Bidding: The AE is responsible for all corrections that must be made during the bidding process that are within the original scope of the contract and result from errors, omissions, ambiguities, etc. The AE shall make changes in a time frame satisfactory to prevent delays to the bidding process.

3. Post Design Responsibility: According to the District Procurement Regulations the AE is responsible, without any additional compensation, to correct or revise any error in design and specifications, and other services." Thus, at its option, the District may require the AE to correct any error or omissions or discrepancies in its design during the bidding or construction period. The AE is also responsible for the professional quality and adequacy of the service and materials furnished and for compliance with design criteria specified by the District for use under this contract. The AE is responsible for providing information in response to questions concerning the design asked by Contractors during the bidding and construction of the project, at no additional cost to the District.

4. Safety: The design shall meet all applicable safety requirements the Occupational Safety and Health Act (OSHA). The construction specifications and drawings provided shall specify the OSHA standards in detail or by explicit reference, e.g., (1) Handrails and guardrails will be provided as required by OSHA standards 1910.23 or (2) Ladders will be constructed in accordance with OSHA standard 1910.27.

5. Title II Services: AE shall be responsible for responding to Contractor technical questions before and during construction. Complete the DGS Close Out process including provision of as-built drawings after completion of work. AE also attends all meetings, both scheduled and emergency meetings and taking necessary notes related to the project. Memorandum for the Record of such meetings shall be typewritten and submitted to the Project Management within ten (10) calendar day from the date of the meeting, for review and approval and for such distribution as may be required. AE should submit their Title II cost/pricing for each phase of the construction, as identified in Part C.a.1 - General Scope.

6. Permitting and Estimating Services: AE shall be responsible for obtaining all building permits and clearances as may be required for this project. Compensation for performing the permit services shall be on reimbursable basis, therefore, the AE shall provide a separate line item in Title I fee. Permits and clearances are required by Public Law and D.C. Regulations. AE shall also be responsible for the Independent Government Cost Estimate. Since during the construction phase of work the construction work might undergo in various phases, therefore, the AE to provide independent government cost estimate for each phase of the project work as identified in Part C.a.1 - General Scope.

## 7. Special Requirements:

1. Design Submission Phases: The AE shall make the following design submissions to the DGS Construction Division:

- i. 30% completion.
- ii. 65% completion.
- iii. 100% completion.

2. The AE shall conduct a presentation to DGS staffs once the concept phase is completed. The presentation will outline the design parameters with reference to the architectural, mechanical, electrical and structural approach to the project.

3. The final submission shall include a CADD Disc for drawings and a reproducible hard copy. The specifications shall be based on the Master Specifications after they have been signed and approved and should also include a disc and a hard copy.

4. Total design and specifications shall conform to all current governing codes of the District of Columbia and BOCA. Requirements of NFPA and other regulatory agencies of the District and Federal Government shall be met. In the event of a conflict, District Requirements shall prevail.

5. Prior to the start of design and after a survey has been conducted, the Architect-Engineer shall arrange a meeting through the Project Manager for a pre-design conference with DGS to discuss concepts and elements of the systems proposed to be used.

6. The AE shall work in close coordination with the Project Manager for site surveys and other field investigations.

## **B. 8 General Requirements**

The work under this contract shall be performed and documented in a professional manner.

B.8.1 The A/E shall coordinate all work through the Project Manager including but not limited to all site surveys and other field investigations germane to the work.

B.8.1.1 The A/E shall check architectural, civil, structural, mechanical, plumbing and electrical drawings and specifications for accuracy and detailed coordination. The A/E shall meet with all the appropriate regulatory agencies to discuss and review with them for compliance to their requirements. Upon complying with the aforementioned requirements, the A/E shall submit the final construction documents to DGS.

B.8.1.2 The A/E should use Project Teams as means to manage the project document control.

B.8.1.3 A/E shall apply and obtain the building permits from DCRA prior to releasing the documents for bids. All costs associated with the work of obtaining the permit shall be included



in this proposal. The A/E shall respond to and correct deficiencies in construction documents to accommodate DCRA permit comments.

B.8.1.4 The A/E shall be held financially responsible for all errors and omissions resulting in a deficient design or changes including funds spent by the District to correct the documents or redesign and complete construction exercise.

## **B.9 Meeting Minutes**

The A/E shall be responsible for acting as recorder for all meetings with the Government Agencies that he/she attends. The Minutes shall clearly indicate the meeting number and date, numbering of each issue raised, including description of the issue, who is responsible to address, by what date, and date completed. Minutes shall also record all open items, and will note the schedule of the contract, how far through that contract we are, including how far over schedule if applicable and the financial status of the contract and payments and a list of open Change Orders and Requests for Information. Memorandum for the Record of such meetings shall be typewritten and submitted to the Project Manager within five (5) calendar days from the date of the meeting, for review and approval and for such distribution as may be required. A/E compensation for performing these services shall be included as part of the Title I Services, as applicable.

## **B.10 Licensing, Accreditation and Registration**

The A/E and all of its subcontractors and sub-consultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract. Without limiting the generality of the foregoing, all drawings shall be signed and sealed by a professional architect or engineer licensed in the District of Columbia.

## **B.11 Conformance with Laws**

It shall be the responsibility of the A/E to perform under the Contract in conformance with the Department's Procurement Regulations and all applicable District and federal statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

## **B.12 Service Contract Act**

The A/E agrees that the work performed under the proposed Contract shall be subject to the Service Contract Act Wage Determination in effect on the date the contract is executed and such wages are incorporated as **Attachment C**. Service Contract Wage Schedules are available at [www.wdol.gov](http://www.wdol.gov).

### **B.13 First Source Employment Agreement and Employment Plan**

The A/E shall ensure that at least fifty-one percent (51%) of each firm and every subconsultant's and subcontractor's employees hired after the effective date of the Contract, or after such subconsultant or subcontractor enters into a contract with the A/E, to work on the Project shall be residents of the District of Columbia. This percentage shall be applied in the aggregate, and not trade by trade. In addition, the A/E shall use commercially reasonable best efforts to comply with the workforce percentage goals established by the recently adopted amendments to the First Source Employment Agreement Act of 1984 (D.C. Code §§ 2-219.01 *et seq.*) and any implementing regulations.

### **B.14 Living Wage Act**

In addition to the requirements set forth in the First Source Employment Agreement, the A/E shall comply with all applicable provisions of the Living Wage Act of 2020, **Attachment J**, as amended (codified at D.C. Official Code §§ 2-220.01 *et seq.*) and its implementing regulations.

### **B.15 Equal Employment Opportunity (“EEO”)**

The A/E shall comply with applicable laws, regulations and special requirements of the Contract Documents regarding equal employment opportunity and affirmative action programs. In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as **Attachment H**. A contract award cannot be made to any contractor that has not satisfied the equal employment requirements.

### **B.16 Standard Contract Provisions**

The Department of General Services Standard Contract Provisions for Architectural and Engineering Contracts **Attachment G** are applicable to this procurement.

## SECTION C ECONOMIC INCLUSION

### C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

**General:** Pursuant to D.C. Official Code § 2-218.43, in evaluating Proposals, the Department shall award preferences as follows:

- (A) Three points for a small business enterprise;
- (B) Five points for a resident-owned business;
- (C) Five points for a longtime resident business;
- (D) Two points for a local business enterprise;
- (E) Two points for a local business enterprise with its principal office located in an enterprise zone;
- (F) Two points for a disadvantaged business enterprise;
- (G) Two points for a veteran-owned business enterprise; and
- (H) Two points for a local manufacturing business enterprise.

**A certified business enterprise shall be entitled to any or all of the preferences provided in this section, but in no case shall a certified business enterprise be entitled to a preference of more than 12 points or a reduction in price of more than 12 percent.**

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

#### C.1.1 Reserved.

### C.2 Subcontracting Plan

An Offeror responding to this RFP which is obligated to subcontract shall be required to submit with its Proposal, any subcontracting plan required by law. Offeror's responding to this RFP shall be deemed nonresponsive and shall be rejected if the Offeror fails to submit a subcontracting plan that is required by law. If the Agreement is in excess of \$250,000, at least 50% of the dollar volume of the Agreement shall be subcontracted in accordance with **Attachment L**.

## **C.2.1 Mandatory Subcontracting Plan and Requirements.**

**C.2.1.1** Unless the Director of DSLBD has approved a waiver in writing, in accordance with D.C. Official Code § 2-218.51, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).

**C.2.1.2** If there are insufficient SBEs to completely fulfill the requirement of paragraph C.2.1.1, above, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

**C.2.1.3** A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections C.2.1.1 and C.2.1.2.

**C.2.1.4** Except as provided in C.2.1.5 and C.2.1.6, a prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

**C.2.1.5** A prime contractor that is a certified joint venture and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

**C.2.1.6** Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

**C.2.1.7** A prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

### **C.2.1.8 Copies of Subcontracts**

Within twenty-one (21) days of the date of award, the prime contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, the District of Columbia Auditor and the Director of DSLBD.

### **C.2.1.9 Subcontracting Plan Compliance Reporting**

**C.2.1.9.1** If the prime contractor has a subcontracting plan required by law for the proposed contract, the prime contractor shall submit a quarterly report to the Contracting Officer (CO), Contract Administrator (CA), District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- a) The price that the prime contractor will pay each subcontractor under the subcontract;
- b) A description of the goods procured or the services subcontracted for;
- c) The amount paid by the prime contractor under the subcontract; and
- d) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

**C.2.1.1.9.2** If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

### **C.2.1.10 Annual Meetings**

Upon at least 30-days written notice provided by DSLBD, the prime contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan

### **C.2.1.11 DSLBD Notices**

The prime contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

### **C.2.1.12 Enforcement and Penalties for Breach of Subcontracting Plan**

**C.2.1.12.1** An A/E shall be deemed to have breached a subcontracting plan required by law, if the A/E (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.

**C.2.1.12.2** An A/E that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.

**C.2.1.13** If the CO determines the A/E's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in clause 8 of the SCP, Default.

**C.2.1.14** Neither the A/E nor a subcontractor may remove a subcontractor or tier-subcontractor if such subcontractor or tier-subcontractor is certified as an LSDBE company unless the Department approves of such removal, in writing. The Department may condition its approval upon the prime contractor developing a plan that is, in the Department's sole and absolute judgment, adequate to maintain the level of LSDBE participation on the Project.

### **C.3 Residency Hiring Requirements for Contractors and Subcontractors**

At least fifty-one percent (51%) of the Offeror's team and every subconsultant's employees hired after the selected A/E/ enters into a contract with the Department, or after such subconsultant enters into a contract with the A/E, to work on this Project, shall be residents of the District of Columbia. This percentage shall be applied in the aggregate, and not trade by trade. In addition, the selected A/E firm shall use commercially reasonable best efforts to comply with the workforce percentage goals established by the recently adopted amendments to the First Source Employment Agreement Act of 1984 (D.C. Code §§ 2-219.01 *et seq.*) and any implementing regulations, including, but not limited to the following requirements:

- (i) At least 20% of journey worker hours by trade shall be performed by District residents;
- (ii) At least 60% of apprentice hours by trade shall be performed by District residents;
- (iii) At least 51% of the skilled laborer hours by trade shall be performed by District residents; and
- (iv) At least 70% of common laborer hours shall be performed by District resident
- (v) Thirty five percent (35%) of all apprentice hours worked on the Project shall be worked by District residents.

### **C.4 Economic Inclusion Reporting Requirements**

Upon execution of the Contract, the A/E and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the Project, the date that they were hired and whether or not they live in the District of Columbia.

The A/E shall comply with subchapter X of Chapter II of Title 2 of the D.C. Code, and all successor acts thereto, including by not limited to the *Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011*, and the rules and regulations promulgated thereunder, and all successor acts thereto and the rules and regulations promulgated thereunder.

The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall comply with the Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the Project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; and (v) submit monthly compliance reports to DOES by the 10th of each month.

## C.5 Apprenticeship Act

The D.C. Apprenticeship Act of 1946, as amended, D.C. Official Code §§ 32-1401 *et seq.* (“Act”), may apply to this Project. As applicable, the A/E and its subcontractors selected to perform work on the Project on a craft-by-craft basis may be required to comply with the Act. If applicable, all terms and conditions of the D.C. Apprenticeship Council Rules and Regulations shall be implemented, and the selected A/E shall be liable for any subcontractor non-compliance.

## C.6 SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY

1.
  - (a) Notwithstanding Section H.9 SUBCONTRACTING REQUIREMENTS, for all contracts in excess of \$250,000 that are unrelated to the District’s response to the COVID-19 emergency but entered into during the COVID-19 emergency, absent a waiver pursuant to D.C. Official Code § 2-218.51, at least 50% of the dollar volume (“CBE minimum expenditure”) of the contract shall be subcontracted to SBEs.
2.
  - (b) If there are insufficient qualified SBEs to meet the requirement of paragraph (a), the subcontracting requirement may be satisfied by subcontracting the CBE minimum expenditure to any qualified CBE; provided, that best efforts shall be made to ensure that qualified SBEs are significant participants in the overall subcontracting work.
3.
  - (c) For every dollar expended by the Contractor with a resident-owned business (ROB), as defined in D.C. Official Code § 2-218.02(15), the Contractor shall receive a credit for \$1.10 against the CBE minimum expenditure.
4.
  - (d) For every dollar expended by the Contractor with a disadvantaged business enterprise (DBE), as defined in D.C. Official Code § 2-218.33, the Contractor shall receive a credit for \$1.25 against the CBE minimum expenditure.
5.
  - (e) For every dollar expended by the Contractor that uses a company designated as both a DBE and as a ROB, the Contractor shall receive a credit for \$1.30 against the CBE minimum expenditure.
6.
  - (f) "COVID-19 emergency" means the emergencies declared in the Declaration of Public Emergency (Mayor's Order 2020-045) together with the Declaration of Public Health Emergency (Mayor's Order 2020-046), declared on March 11, 2020, including any extension of those declared emergencies.
7.
  - (g) This special provision shall apply to all option periods exercised under those contracts.

Except as provided in this paragraph H.30, the requirements of section H.9 shall remain in effect.

## **SECTION D EVALUATION AND AWARD CRITERIA**

### **D.1 Award**

The Department intends to award a contract to the highest rated qualified A/E firm, if such contract is satisfactorily negotiated and at a price the CO determines to be fair and reasonable to the District.

### **D.2 Evaluation Process**

The Department will evaluate Offerors' Proposals, qualified A/E firms and any best and final offers ("BAFO(s)") requested and received in accordance with the provisions of D.C. Official Code § 2-356.04 of the Procurement Practices Reform Act of 2010, as amended, and Sections 2620 – 2633 of the District of Columbia Municipal Regulations ("DCMR").

#### **D.2.1 Evaluation Board**

##### **D.2.1.1 Selection and Appointment**

The head of the contracting agency or designee shall appoint one (1) or more permanent or ad hoc architect-engineer evaluation board ("Evaluation Board") composed of members who, collectively, have experience in architecture, engineering, construction, and District and related procurement matters. Members of the Evaluation Board shall include highly qualified professional employees of the District and may include private practitioners of architecture, engineering, or related professions and shall evaluate all Proposals received from A/E(s) firm interested in the proposed contract under this RFP. The head of the contracting agency shall designate at least one (1) District employee member of each board as the chairperson.

##### **D.2.1.2 Evaluation Board Responsibilities**

The Evaluation Board shall:

- a. Review the Department's current data files on eligible A/E firms and Offerors' proposals received in response to this RFP.
- b. Evaluate current statements of A/E firms' qualifications and performance data on file with the Department and Offerors' proposals, in accordance with the prescribed criteria in **Section D.3**.
- c. Hold discussions with at least three (3) of the most highly rated qualified A/E firms about concepts and the relative utility of alternative methods of furnishing the required services; the A/E fees will not be discussed.
- d. Prepare a selection report for the CO recommending, in order of preference, at least three (3) A/E firms that are evaluated to be the most highly qualified to perform the required services, based on the selection criteria in **Section D.3**. The selection report shall include a description of the discussions and evaluation conducted by the board to allow the CO to: review the considerations upon which the recommendations are based; and, make a final, independent determination regarding the order of



preference of at least three (3) of the most highly qualified A/E firms based on the selection criteria in **Section D.3.**

### **D.3 Evaluation and Selection Criteria**

Each Offeror's Proposal and eligible A/E firm on file with the Department will be scored on a scale of 1 to 100 points. In addition, eligible Offerors and A/E firms on file with the Department will receive up to 12 preference points as described in **Section C.1** and **Section D.3.6** of this RFP for designation by DSLBD. Thus, the maximum number of points is 112.

A/E firms will be evaluated in accordance with the following selection criteria:

- Past Performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedules – A/E and sub-consultants (20 points)
- Professional qualifications necessary for satisfactory performance of the required A/E services (20 Points)
- Specialized Experience and Technical Competence in the type of work required under this RFP– A/E and its sub-consultants Key Personnel (30 points)
- Capacity to accomplish the work in the required time – A/E and its sub-consultants Key Personnel (10 points)
- Acceptability of Design Approach and Management Plan (20 points)
- DSLBD Preference Points (up to 12 Points)

#### **D.3.1 Past Performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedules – A/E and sub-consultants (20 points)**

Offerors will be evaluated based on their (i) past performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work and compliance with performance schedule; and (ii) the Offeror's past performance working with its proposed sub-consultants. This element of the evaluation will be worth up to twenty (20) points.

Offerors shall submit the following information in their Proposals:

- A. List of all projects that the Offeror and its sub-consultants have worked on in the last 5 years that are similar to this Project. For purposes of this paragraph, similar shall mean projects where the Offeror has served as the lead design consultant for a public project or Governmental architectural and engineering design project (include if they were in an urban setting). This information may be provided in an overview matrix format or brief list; however, it should include the name and location of the facility, the name of the owner, the time frame of the project, the original budget for the project, and whether the project was delivered on-time and on budget. If a project was not delivered on-time or on budget, a brief description of the reasons should be provided.

- B. The Offeror shall ensure that a minimum of three (3) Past Performance Evaluation forms **Attachment K**, are completed on behalf of the A/E are completed and submitted directly to the Department's POC stated on **Section E.1** by the due date for Proposals as specified in **Section E.3**. A minimum of two (2) Past Performance Evaluation forms for each sub consultant should be incorporated in the Offeror's technical Proposal.

**D.3.2 Professional qualifications necessary for satisfactory performance of the required A/E services (20 Points)**

Offerors will be evaluated on their (i) professional qualifications for satisfactory performance designing public facilities; and (ii) demonstrated experience working as a lead designer in the past five (5) years for construction projects. This element of the evaluation will be worth up to twenty (20) points.

Offerors will be required to submit the following information in their Proposals:

- A. List of all projects that the Offeror and the sub-consultants have worked on in the last 5 years that demonstrate design of these types of towers or similar projects? Offerors should have served as the lead design consultant for a construction project. This information may be provided in an overview matrix format or brief list; however, it should include the name and location of the facility, the name of the owner, the time frame of the project, the original budget for the project, and whether the project was delivered on-time and on budget. If a project was not delivered on-time or on budget, a brief description of the reasons should be provided. On each project description, please provide all of the following information in consistent order:

1. Project name and location.
2. Name, address, contact person and telephone number for owner reference.
3. Brief project description including project cost, square footage, firm's scope of work, and key firm strengths exhibited.
4. Identification of personnel involved in the selected project who are proposed to work on this Project.
5. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected schedule should be explained).
6. Renderings or photographs that show the interior and exterior of the project.

**D.3.3 Specialized Experience and Technical Competence and in the type of work required under this RFP– A/E and its sub-consultants Key Personnel (30 points)**

Offerors will be evaluated based on their: (i) demonstrated experience in design excellence and design of public facilities in a manner that reflects civic importance and creates a sense of place and community; (ii) demonstrated experience in design of these types of projects or similar projects?; (iii) demonstrated experience in cost estimating and Value Engineering/management; (iv) knowledge of the local regulatory agencies and Code Officials; (v) demonstrated experience designing and completing high quality construction projects on-time and on-budget; (vi) Key Personnel's technical competence and specialized experience; and (vii) the availability and

experience of the Key Personnel assigned to this Project. This element of the evaluation will be worth up to thirty (30) points.

If the Offeror is a team or joint venture of multiple companies, the Evaluation Board will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture their (i) demonstrated experience in providing a full range of design services; (ii) and; (iii) demonstrated experience in managing, and their plan to manage, scope expansion in Project price on design development documents, or drawings of a similar level of completeness; and (iv) Key personnel's technical competence and specialized experience (v) the availability and experience of the Key Personnel assigned to this Project.

Offerors will be required to submit the following in their Proposals:

- A. Detailed descriptions of no more than eight (8) projects that best illustrate the Offeror A/E and its sub-consultants' technical competence and specialized experience relevant to this Project. On each project description, please provide all of the following information in consistent order:
  1. Project name and location.
  2. Name, address, contact person and telephone number for owner reference.
  3. Brief project description including project cost, square footage, firm's scope of work, and key firm strengths exhibited.
  4. Identification of personnel involved in the selected project who are proposed to work on this Project.
  5. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected schedule should be explained).
  6. Renderings or photographs that show the interior and exterior of the project.
  
- B. A description of the A/E's and sub-consultants' Key Personnel professional qualifications, specialized experience and technical competence necessary for satisfactory performance of the required services, to include at a minimum the following:
  1. List of Key Personnel to include, at a minimum, the following individuals: the Design Principal; (ii) the Project Architect; (iii) the Project Manager; (iv) the MEP Engineer; (v) and the Structural Engineer.
  2. Organizational chart illustrating reporting lines and names and titles for Key Personnel proposed by the A/E.
  3. Resumes for each Key Personnel proposed by the A/E and sub consultants indicating the individual's previous experience, education, licensing, certifications specialized experience and demonstrated technical competence necessary to successfully complete their role in the Project; and
  4. A table that identifies the specific staff that will be assigned to this Project. The table should include: (i) the individual's name (if known); (ii) his or her title; (iii) his or her level of effort (i.e. the percentage of time devoted to this Project); and

(iv) the time periods during which the individual will be assigned to the Project and (v) experience working together. This table should include all personnel that will be assigned to the Project.

#### **D.3.4 Capacity to accomplish the work in the required time of the RFP – A/E and its sub-consultants Key Personnel (10 points)**

Offerors will be evaluated based on the A/E and its sub consultants Key Personnel's capacity to meet the needs of this Project within the required time of the RFP. The Offeror shall include an analysis of the overall proposed contributions of the A/E and sub consultants as well as the capacity of the individual Key Personnel for this project relative to the current and projected workloads. This element of the evaluation will be worth up to ten (10) points.

The Offeror shall submit a detailed analysis demonstrating that they have the necessary capacity to meet the government schedule. This plan must identify the necessary resources required for the completion of the Project and must include at a minimum the following:

- a) Company resources available to the project manager;
- b) Proposed subcontracting effort in connection with obtaining additional resources;
- c) Current contracts with other public and private entities;
- d) All current projects with the District and DGS and the stage of each project;
- e) A time allocation plan indicating the percentage of time key personnel is allocated over all projects.

#### **D.3.5 Acceptability of Design Approach and Management Plan (20 Points)**

Offerors shall submit: (i) a discussion of their intended Design Approach; and (ii) a Design Management Plan. These elements of the proposal can be submitted either as separate portions within the Proposal or as a single integrated section.

The Design Approach shall address the basic design theory or ideas that the Offeror proposes to employ in approaching the design of the Project. The Design Approach will be evaluated on the creativity demonstrated and workability of the solutions proposed. The Management Plan shall clearly explain how the Offeror intends to manage and implement the Project, to include all contemplated phasing. Among other things, the Management Plan should explain (i) how the Offeror will manage the engineering subconsultants so as to ensure that the drawings are properly coordinated, including coordination of the drawings in light of the phasing of the project; (ii) how the Offeror will manage the Value Engineering/management process; (iii) how the A/E proposes to staff and handle construction administration and interact with the builder; (iv) how the Offeror will manage the design process to ensure that bid packages are issued in a timely manner and incorporate agreed upon Value Engineering changes; and (v) describe the key challenges inherent and unique to in this Project, and explain how they will be overcome or mitigated, specific attention should be given to the phasing of construction. The Department will also consider the experience that the Offeror and its team members have working together on similar projects. This element of the evaluation is worth up to twenty (20) points

### **D.3.6 Preference Points (up to 12 Points)**

At the conclusion of Evaluation Board's discussions and evaluations, up to 12 preference points, as described in **Section C.1** of this RFP, will be added to the Evaluation Board's scores based on each eligible A/E firm's status as determined by the DSLBD. Thereafter, the Evaluation Board will prepare a report for the CO recommending, in order of preference, at least three (3) A/E firms evaluated to be the most highly qualified to perform the required services, based on the selection criteria in Section D.3 of this RFP. The evaluation report will allow the CO to: review the considerations upon which the recommendations are based; and, make a final, independent determination regarding the order of preference of at least three (3) of the most highly qualified A/E firms based on the selection criteria in Section D.3.

### **D.4 Discussions**

The Evaluation Board will hold discussions with no less than three (3) A/E firms determined to be the most highly qualified A/E firms to provide the required services based upon the criteria set forth in **Section D.3**. The Evaluation Board will discuss concepts and the relative utility of alternative methods of furnishing the required services and rate the A/E's ability to meet the selection criteria in **Section D.3** of this RFP. The discussions will be scheduled through the Department's Contracting and Procurement Division and will include the Evaluation Board and the CO or CO's designee. The Evaluation Board will prepare its selection report based on the discussions and the evaluations conducted.

### **D.5 Negotiations**

The CO will then negotiate a contract with the highest qualified A/E based on the selection report that is provided by the Evaluation Board, at a price that the CO determines in writing to be fair and reasonable to the District. If negotiations are not successful, then the CO shall terminate negotiations with that first highest qualified A/E and undertake negotiations with the second most qualified A/E firm. The CO will follow the same process to terminate negotiations if negotiations with the second most qualified A/E firm is not successful and will initiate negotiations with the third most qualified A/E firm.

**SECTION E**  
**PROPOSAL ORGANIZATION, PROPOSAL SUBMISSION PROCEDURES AND**  
**PROTESTS**

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

**E.1 Proposal Identification**

Proposals shall be proffered in a complete original proposal (Technical and Price Proposals); one (1) copy of the Price Proposal; and five (5) copies of the technical portion of the Proposal as well as one (1) electronic copy on a USB flash drive. The Offeror's Proposal shall be placed in a sealed envelope conspicuously marked:

**“DCAM-21-AE-0002**  
**Architectural/Engineering Services for OJS Envelopes”**

**E.2 Delivery or Mailing of Proposals**

**Delivery or Mailing of RFP Submission**

Pursuant to the current District of Columbia Government, State of Emergency executive order signed by Mayor Muriel Bowser on March 11, 2020 in response to the current SARS-CoV-2 (COVID-19) Coronavirus-19 Pandemic, all Statement of Qualifications (“SOQs”) *shall be submitted electronically* on the RFPs submission due date, **June 8, 2021 at 4:00 p.m. no later than 4:00 P.M. EST** sharp, via email to the following individuals:

**Contract Specialist:**

**Ivan Thomas**

[ivan.thomas@dc.gov](mailto:ivan.thomas@dc.gov)

Please also copy:

**Contracting Officer:**

**Pamela Ford Dickerson**

[Pamela.dickerson@dc.gov](mailto:Pamela.dickerson@dc.gov)

**E.3 Date and Time for Receiving Proposals**

Proposals shall be received by **4:00 p.m., on June 8, 2021**. The Offeror assumes the sole responsibility for timely delivery of its Proposal, regardless of the method of delivery.

## **E.4 Submission Size, Organization and Offeror Qualifications**

The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The Proposal shall be organized in two volumes, a technical proposal and a price proposal.

### **E.4.1 Technical Proposal**

The technical proposal shall be organized as follows:

#### **E.4.1.1 Executive Summary**

Each Offeror shall provide a summary of no more than three pages of the information contained in the following sections.

#### **E.4.1.2 General Team Information and Firm(s) Data**

Each Offeror should provide the following information for the principal A/E firm and each of its subconsultants.

A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)

B. Firm profile(s), including:

1. Age
2. Firm history(ies)
3. Firm size(s)
4. Areas of specialty/concentration
5. Current firm workload(s) projected over the next two years
6. Provide a list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.

C. Description of the team organization and personal qualifications of key staff, including:

1. Identification of the single point of contact for the A/E
2. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the team.
3. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.

### **E.4.1.3 Information for each Selection Criteria**

Offerors shall provide the required information and analysis for each selection criteria as described in **Section D.3** of this RFP.

### **E.4.2 Fee Proposal**

The Offeror's Design Fee and hourly rates proposal shall be submitted separately from Offeror's Technical Proposal and include all of the following:

#### **E.4.2.1 Form of Offer Letter**

Each Offeror shall submit an offer letter substantially in the form of **Attachment B**, to propose a Design Fee and hourly rates, in accordance with the attached pricing schedule, and outline any requested changes to the Form of Contract. Material deviations, in the opinion of the Department, from the bid/offer form shall be sufficient to render the proposal non-responsive.

The Department intends to award the Contract to the most qualified firm with which the CO successfully negotiates a contract; and, the cost information will be used to evaluate and negotiate a fee and hourly rates for this Project that the CO determines to be fair and reasonable to the District.

#### **E.4.2.2 Fee Proposal Attachments**

Each Offeror shall complete and submit the following Attachments in the Offeror's Fee Proposal, which will not be used for evaluation purposes. If, however, the Offeror is determined to be one of at least three (3) of the most highly qualified A/E firms to provide the required services under this RFP, then the CO may utilize the Offeror's Fee Proposal in the negotiation of a contract with the highest qualified A/E firm at compensation rates that the CO determines to be fair and reasonable to the District.

- a) Bidder/Offeror Certification Form (**Attachment D**)
- b) Tax Affidavit (**Attachment E**)
- c) EEO Policy Statement (**Attachment H**)
- d) First Source Employment Agreement and Employment Plan (**Attachment I**)
- e) SBE Subcontracting Plan (**Attachment L**)

**Other than a complete original proposal (Technical and Price Proposals), and 4 technical proposals (copies), Offerors will be required to submit separately one copy of the pricing portion of their proposal (including the Form of Offer Letter and any spreadsheets or other pricing documents referenced in the Form of Offer Letter.**



## **E.5. Contact Person**

The Department's sole point of contact ("POC") for matters related to this RFP is the only individual authorized to discuss this RFP with any interested parties, including Offerors. The POC does not have authority to bind the District through the execution of written contract documents. Only COs can bind the District and DGS.

All questions and communications with the Department's POC about the Project or this RFP shall be sent in writing to:

Ivan Thomas  
Contract Specialist  
Department of General Services  
1250 U Street, 3<sup>rd</sup> Floor  
Washington, DC 20009  
[ivan.thomas@dc.gov](mailto:ivan.thomas@dc.gov)

The Department disclaims the accuracy of information derived from any source other than this RFP and the Department's POC, and the use of any such information is at the sole risk of the Offeror. All communications and requests for information shall be submitted by the Offeror's point of contact identified in its Proposal.

### **PROJECT MANAGER ("PM" or "Project Manager")**

Hares Sayed Project Manager  
Department Of General Services  
Construction Division  
1250 U Street, NW - 4th Floor  
Washington, DC 20009  
Email: [hares.sayed@dc.gov](mailto:hares.sayed@dc.gov)

## **E.6 Site Visit**

A site visit will be held on the date and time referenced on the first page.

In response to the COVID-19 Declaration of National Emergency and in accordance with CDC recommended protocols to help protect the health and safety of everyone and the social distancing guidelines issued by the District of Columbia's Mayor Muriel Bowser, the Department of General Services (the "Department" or "DGS") is hereby implementing the following protocols to govern site visits for all active procurements while maintaining fair and open competition:

- a) Site visits will be limited to a maximum of 10 persons, per site visit.
- b) Attendance to site visit requires a pre-registration with the Contract Specialist at [Ivan.Thomas@dc.gov](mailto:Ivan.Thomas@dc.gov) no later than **4:00 p.m., EST on May 10, 2021**.
- c) To ensure 1 and 2 above are completely implemented, the Offerors shall receive a confirmation for their attendance from the Contract Specialist prior to site visit.
- d) Each Offerors will be limited to two (2) representatives unless otherwise authorized by the Contracting Officer or stated in the solicitation.
- e) Video and photographs will be permitted in the site visits unless otherwise stated in the solicitation.

## **E.7 Explanations to Prospective Offerors**

Each Offeror should carefully examine this RFP and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a Proposal. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding. Requests and questions should be directed to POC in **Section E.5** by **4:00 p.m. May 17, 2021**. The person making the request shall be responsible for prompt delivery.

## **E.8 Protests**

Protests are governed by D.C. Official Code § 2-360.08 and Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this RFP must be filed prior to the time set for receipt of Proposals. If an alleged defect does not exist in this initial RFP but was incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering Proposals. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have

known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated periods will not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This Section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. The applicable law and regulations apply, to the extent any provision of this section is inconsistent with law or regulations.

### **E.9 Contract Award**

This procurement is being conducted in accordance with D.C. Official Code § 2-356.04 of the Procurement Practices Reform Act of 2010, as amended, Sections 2620 – 2633 of the District of Columbia Municipal Regulations ("DCMR"), and Section 4717.5 of the Department's Procurement Regulations (27 DCMR § 4717.5).

### **E.10 Retention of Proposals**

All Proposals shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the Proposals shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

### **E.11 Examination of Proposals**

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

### **E.12 Late Proposals: Modifications**

- A. Any proposal or BAFO received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a proposal, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in **Section E.9** stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the Proposal wrapper or other documentary evidence of receipt maintained by the installation.
- D. Notwithstanding any other provisions of this RFP to the contrary, a late modification of an otherwise successful proposal which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Proposals shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of proposals.

### **E.13 No Compensation for Preparation of Proposals**

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any Proposal submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any proposal, statements, reports, data, information, materials or other documents or items.

### **E.14 Rejection of Proposals**

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all proposals.
- B. To reject proposals that fail to prove the Offeror's responsibility.
- C. To reject proposals that contain conditions and/or contingencies that in the Department's sole judgment, make the Proposal indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any proposal provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the proposal of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such Proposal or this Request for Proposals.

### **E.15 Limitation of Authority**

Only a person with prior written authority from the CO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the RFP.

Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

## SECTION F INSURANCE REQUIREMENTS

A. GENERAL REQUIREMENTS. The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. Should the Contractor decide to engage a subcontractor for segments of the work under this contract, then, prior to commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided by the CA, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor and the CA. The Contractor must provide proof of the subcontractor's required insurance to prior to commencement of work by the subcontractor. If the Contractor decides to engage a subcontractor without requesting from ORM specific insurance requirements for the subcontractor, such subcontractor shall have the same insurance requirements as the Contractor.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other

insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor and subcontractors.

1. Commercial General Liability Insurance (“CGL”) - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit including explosion, collapse and underground hazards.

The vendor should be named as an additional insured on the applicable manufacturer’s/distributor’s Commercial General Liability policy using Insurance Services Office, Inc. (“ISO”) form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad).

DGS should collect, review for accuracy and maintain all warranties for goods and services.

2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor’s commercial

automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.
5. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$5,000,000 per claim or per occurrence for each wrongful act and \$5,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.
6. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All**

liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

**B. PRIMARY AND NONCONTRIBUTORY INSURANCE**

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

**C. DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

**D. LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the contractor’s liability under this contract.

**E. CONTRACTOR’S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

**F. MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

**G. NOTIFICATION.** The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.



H. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

**The Government of the District of Columbia**

**And mailed to the attention of:**

Pamela Ford Dickerson  
Contracting Officer  
Department of General Services  
Contracts & Procurement Division  
2000 14th Street, NW, 8th Floor  
Washington, DC 20009  
[Pamela.dickerson@dc.gov](mailto:Pamela.dickerson@dc.gov)

The CO may request, and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- I. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.
- J. CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.

