

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



ATTACHMENT C

FORM OF OFFER LETTER

[ATTACHMENT WILL APPEAR ON THE FOLLOWING PAGE]

[Offeror's Letterhead]

[DATE]

Ms. Pamela Ford Dickerson
Contracting Officer
District of Columbia Department of General Services
1250 U Street, NW, 3rd Floor
Washington, DC 20009

Attention: Pamela Ford Dickerson
Contracting Officer
Reference: Request for Proposals (RFP) – DCAM-22-AE-0003 Architectural/Engineering
Services for The Turkey Thicket Recreation Center ADA Upgrades

Dear Ms. Dickerson:

On behalf of [insert name of Bidder] (the "Bidder"), I am pleased to submit this bid in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") to provide professional design services for the Thicket Recreation Center ADA Upgrades. The Bidder has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents" or "Contract Documents") and has conducted such due diligence and analysis as the Bidder, in its sole judgment, has deemed necessary in order to submit its bid in response to the RFP. The Bidder's bid and the Lump Sum Price are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the bid and the Lump Sum Price are referred to as the "Bidder's Bid".)

The Offeror's proposal including the Design Fee (as defined in paragraph A), and the Hourly Rates (as defined in paragraph B) 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").

The Offeror's Bid is as follows: A.

Design Fee:

Schematic Design	\$ <u>18,000.00</u>
Design Development	\$ <u>4,000.00</u>
Construction Documents	\$ <u>10,000.00</u>
Bid Phase	\$ <u>4,400.00</u>
Construction Administration	\$ <u>10,900.00</u>
Maximum Reimbursable Allowance	\$ 13,500.00 *
Total Design Fee	\$ 70,800.00

Allowance includes:

Permits, application fees, documents, etc.:

\$10,000.00 Printing, administrative: \$3,500.00

B. Hourly Rates:

Position	Hourly Rate
Project Architect	\$ _____/hour
Project Designer	\$ _____/hour

The Offeror acknowledges and understands that the Design Fee is a fixed fee and covers all of the Offeror's costs associated with the preparation of (i) program of requirements; (ii) schematic design; (iii) design development documents; (iv) a permit set of construction documents; (v) a complete, coordinated set of construction documents; and (vi) construction administration services.

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 sixty (60) days after the date of the bid.

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

1. The Offeror agrees to hold its bid open for a period of at least one hundred twenty (120) days after the RFP closing date.
2. 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.
3. 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. 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 bid 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 bid in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. 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 subconsultant 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.

6. This Form of Offer Letter and Bid Form are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE BIDDER].

Sincerely,

Company: _____

Name: _____

Title: _____

Date: _____

Signature: _____

