

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

**ARCHITECTURAL/ENGINEERING SERVICES FOR TWO EMERGENCY FAMILY
SHELTERS**

Solicitation #: DCAM-15-AE-0142

**Addendum No. 2
Issued: July 13, 2015**

This Addendum Number 02 is issued by e-mail on July 13, 2015. Except as modified hereby, the Request for Proposals (“RFP”) remains unmodified.

Item #1

Requests for Information: The Department will issue responses by subsequent addendum.

Item #2

Preproposal Meeting Minutes: Attached are minutes from the July 8, 2015 preproposal conference.

Item #3

Additional Questions: Additional questions may be submitted by email to Thomas Bridenbaugh at tbridenbaugh@leftwichllc.com.

Item #4

Form of Contract: The form of contract will be issued by subsequent addendum.

Item #5

The bid date is hereby changed. Proposals are due by **July 24, 2015 at 2:00 pm EDT.** Proposals that are hand-delivered should be delivered to the attention of: Alicia Norris, Contract Specialist, at **Frank D. Reeves Center, 2000 14th Street, NW, 8th floor, Washington, DC 20009.**

- End of Addendum No. 2 -

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



**ARCHITECTURAL/ ENGINEERING SERVICES FOR
TWO EMERGENCY FAMILY HOMELESS SHELTERS**

Solicitation #: DCAM-15-AE-0142

Meeting Minutes

1. A non-mandatory preproposal meeting was held on July 8, 2015 at 10:30 a.m.
2. Introductions were made and an overview of the procurement process was presented.
 - a. Proposals will be due on July 17, 2015, though an extension may be granted by addendum. DGS anticipates two awards from this procurement, but reserves the right to award both sites to one architect.
 - b. Proposals should be submitted relative to the RFP and addenda issued. The form of contract will be issued by addendum and Offerors should review it carefully and include any proposed changes with their proposals. DGS does not encourage proposed changes, will evaluate them as part of its review process, and will not necessarily incorporate changes into the final contract. DGS anticipates that the contracts will not require Council approval.
 - c. Offerors will need to submit pricing, through construction documents, for three facilities of various sizes: 25 units; 35 units; and 50 units. DGS will issue a set of assumptions upon which Offerors should base their price (such assumptions to be used for evaluation purposes only). Offerors will also be required to submit hourly rates for construction administration services, along with an upset number for the maximum cost of construction administration services.
3. A description of the project was presented.
 - a. Two emergency family shelters will need to be designed, built and ready for occupancy in time for the 2017 winter season (or earlier).
 - b. Each facility will contain up to 50 family units of approximately 300 sq. ft. each, and each family unit will be a flexible and durable space to be used for sleeping. Dormitory style bathrooms and private family bathrooms will need to be included, as well as a warming kitchen and dining space, outdoor recreation and play area, parking, and flexible office space.
 - c. Facilities are likely to be sited in residential zones (but sites have not been selected yet) and will need to be open and inviting, fit the environment, be cheerful and good neighbors. The facilities at 611 N Street and La Casa are examples of the look and feel the Department is hoping to achieve in these new facilities. The lots are likely to be $\frac{1}{4}$ to $\frac{1}{2}$ acre in size.

- d. DGS anticipates that a special zoning exception will be required given the density/level of occupancy the Department requires for this project. The selected architects will be required to participate in this process. The District will take the lead on use and siting issues, and the selected architect will be required to provide support. The architect, however, will be required to take the lead in the zoning process on design issues (e.g., variances; set-backs; etc.).
4. Economic Inclusion requirements were reviewed.
 - a. The Department has minimum CBE requirements outlined in the RFP, and at a minimum, First Source agreements will be required. The Department encourages Offerors to go beyond the minimum requirements and include District resident participation at all project levels. With respect to CBE certification, businesses must be certified by the Department of Small and Local Business Development.
5. Management Plan requirements were reviewed.
 - a. At a minimum, Offerors should describe how they run an architectural firm and manage engineering subconsultants. The Department really would like Offerors to provide their thoughtful ideas about how to approach the design of these facilities.
6. Questions & Answers.
 - a. New Construction? Yes.
 - b. Will an Offeror's lack of \$1 million E&O insurance preclude submission? No, however, the Department would expect that the Offeror finds a way to provide an appropriate level of insurance.
 - c. Does the architect need to be LEED certified? No, but the building will need to be LEED Gold.
 - d. Should pricing and technical submissions be separated? Yes, and electronic copies should also be provided.
 - e. Are cost estimates needed with the proposal submission? No.
 - f. Will a commercial kitchen be required? A warming (not cooking) kitchen is required. The kitchen, however, must meet all applicable code requirements (DCRA and the Department of Health) for a kitchen of this type serving the expected number of residents.
 - g. Parking requirements? Yes, but not as much that would typically be needed for a building of this size. Parking is needed mainly for staff, security and cleaning/maintenance people. Probably 10-15 spaces for a 50 unit facility.
 - h. Which areas of the city are being considered? All wards.
 - i. Any historic districts considered? DGS will advise in the pricing assumptions, but probably not likely.
 - j. Restroom requirements? Both dormitory and private style bathrooms (with tubs) will be required.
 - k. Will there be social services in the facilities? Yes, so flexible conference room spaces are needed.
 - l. What are the outdoor requirements? Play areas and adult recreation/sitting areas.
 - m. What are the "emergency" situations that bring families to these facilities? Primarily financial hardships/homelessness. Residents typically stay about 90 days.

- n. What does the Department mean by “durable”? Frequent turnover of residents is anticipated, so materials that can withstand frequent moving of furniture and deep cleaning are needed. At the same time, the Department wants these facilities to be vibrant and colorful.
 - o. Counseling provided on-site? Yes.
 - p. Minimum LEED Gold? Yes, to comply with the current LEED Gold statutory requirement.
 - q. Is this a new model for these facilities in the District? Yes, and DGS would like the selected architects to assist DGS in figuring out what these should look like.
 - r. What level of schematic design is needed? Typical AIA definition.
 - s. Will single people use this facility? No.
 - t. When will the specific sites be determined? Hopefully by the time the architects are appointed or shortly thereafter.
 - u. Will soil reports be available? Probably not. Geotechnical services will be part of this contract.
 - v. Construction costs? \$9 million per facility for a 50 unit facility; however, the Department does not want the architect to base its pricing on a percentage of the construction costs.
 - w. Who will own and manage these facilities? The District will own these, and DHS will handle the management.
7. The Department concluded by stating that several addenda will be issued by addenda in the upcoming days and encouraged Offerors to sign-in before leaving.