

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

**ARCHITECTURAL/ENGINEERING SERVICES
MARVIN GAYE RECREATION CENTER AND TRAIL**

Solicitation #: DCAM-14-AE-0163

**Addendum No. 2
Issued: August 7, 2014**

This Addendum Number 02 is issued by e-mail on August 7, 2014. Except as modified hereby, the Request for Proposals (“RFP”) remains unmodified.

Item #1

Clarifications

- The subconsultants involved in the development of the Marvin Gaye Recreation Center Master plan are not precluded from participating as part of a design team for this Project.
- The hard cost budget for the Project is approximately \$9 million.

Item #2

Geotechnical Report: The geotechnical report prepared during the master planning effort is available for download at: <https://leftwichlaw.box.com/shared/static/4jf5um4m5i3udvmj88qw.pdf>. Please note that the geotechnical report is being provided for informational purposes only, and the Department does not guarantee the accuracy of the information contained therein.

Item #3

Vision for Marvin Gaye Trail: The Department desires that the Marvin Gaye Trail be revitalized to a “destination” trail and achieve the goals outlined in the RFP. As part of their proposals, Offerors should provide a vision for the revitalization of the trail, including their basic approach, theory or ideas for the trail. The design approach and vision for the trail will be evaluated as part of the Offeror’s proposal. Offerors should quote a design fee to implement their proposed vision for the trail separate from the design fee for the remainder of the Project (the building and site work on the main site). The Department desires that the work associated with the trail be completed in 2015.

Item #4

Revised Form of Offer Letter: Offerors are requested to provide two separate design fees: (i) a fee to implement the Offeror’s vision for the revitalization of the Marvin Gaye Trail (the “Trail Design Fee”); and (ii) a fee for the balance of the project (the “Recreation Center Design Fee”). The fees should be predicated on the production of a permit set of construction documents for

each component of the Project, including the costs of any and all required subconsultants for that component of the Project. Offerors should breakdown each of the two design fees among the various design stages and also provide a set of hourly rates as requested in the RFP. A revised form of Offer Letter (including attachment) is attached.

Item #5

Revised Evaluation Criteria: The evaluation criteria and relative weight is hereby revised as follows:

Proposals will be evaluated based on the following factors:

- Experience & References (20 points)
- Key Personnel (20 points)
- Design Approach and Management Plan (20 points)
- Vision for Marvin Gaye Train (15 points)
- Preliminary Design Schedule (15 points)
- LSDBE Compliance/Utilization (10 points)

D.4.1 Experience & References (20 points)

The Department desires to engage an Architect with the experience necessary to realize the objectives set forth in **Section A** of this RFP. Offerors will be evaluated based on their demonstrated experience in (i) design excellence and design of public facilities in a manner that reflects civic importance and creates a sense of place and community; (ii) design of public and recreation facilities, including recreation trails; (iii) design in an urban setting; (iv) cost estimating and value engineering/management; and (v) knowledge of the local regulatory agencies and Code Officials. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel 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. This element of the evaluation will be worth up to twenty (20) points.

D.4.2 Key Personnel (20 points)

The Department desires that senior personnel who have experience in designing and completing high quality, construction projects on-time and on-budget be assigned to this project. Key personnel shall include, at a minimum, the following individuals: (i) the Design Principal; (ii) the Project Architect; (iii) the Project Designer; (iv) the key MEP engineers; (v) the key structural engineers; and (iv) the key landscape architects. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. This element of the evaluation will be worth up to twenty (20) points.

D.4.3 Design Approach and Management Plan (20 points)

Offerors are required to 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 should address the basic design theory or ideas that the Offeror proposes to employ in approaching the design of the recreation center and recreation center site. The Design Approach will be evaluated on the creativity demonstrated and workability of the solutions proposed in implement the established master plan.

The Management Plan should clearly explain how the Architect intends to manage and implement the Project. Among other things, the Management Plan should explain (i) how the Architect 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 Architect will manage the value engineering/management process; (iii) how the Architect proposes to staff and handle construction administration and interact with the builder; (iv) how the Architect 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 in this Project and explain how they will be overcome or mitigated. The Department will also consider the experience that the Architect and its team members have working together on similar projects. This element of the evaluation is worth up to twenty (20) points.

D.4.4 Marvin Gaye Trail Vision (15 points)

Offerors should also submit with their proposals an outline of their vision for the revitalization of the Marvin Gaye Trail. The vision would explain the Offeror's approach to and basic ideas for the revitalization of the trail, including the key goals that the Offeror proposes to accomplish in revitalizing the trail and how those goals will be achieved through the Offerors vision. The proposed vision will be evaluated based on the creativity demonstrated, the workability of the visions and solution and the general cost effectiveness of implementing the vision. This element of the evaluation is worth up to fifteen (15) points.

D.4.5 Preliminary Design Schedule (15 points)

Offerors should submit with their Management Plan a schedule that shows the anticipated manner in which the design will be prepared and how it relates to the proposed construction schedule for this project, including the Department's desire to deliver the trail in 2015 in advance of the remainder of the Project. The schedule should show sufficient level of detail so as to demonstrate the Offeror's

understanding of the Project and the key issues related to the Project. This factor of the evaluation will be worth up to fifteen (15) points.

D.4.6 LSDBE Compliance/Utilization (10 points)

The Department desires the selected Architect to provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors will be evaluated in light of their demonstrated experience in meeting such goals, their plan for meeting the LSDBE Utilization goal on this project, and their plan to employ district residents in the Project. This factor of the evaluation will be worth up to ten (10) points.

Item #6

Requests for Information: Below is a list of questions received and the Department's responses:

1. The scope of work requests concept design. The master plan seems to be fairly well developed. Do you anticipate much deviation from that direction? **Response: The Department anticipates that the concept design developed by the Architect/Engineer will be generally consistent with the master plan already developed.**
2. With regard to the 5% fee retention:
 - a. Is *on-time and on-budget, until the project's completion* for design period services only? Or, are you asking the design team to risk fees for work outside its control, chiefly the construction? **Response: The on-time, and on-budget parameters related to the construction of the Project as a whole. Additional details regarding this provision will be included in the form of contract.**
 - b. Will the design team forfeit fees due to general contractor delays; i.e. *completion of the project*? **Response: See response to question 2.b, above.**
3. Are direct costs associated with third party plan certification to be included on our fees? If so, until the work is complete we are uncertain of those cost. **Response: Fees for third party plan review are not to be included in the design fees.**
4. The scope of work states that time is of the essence. Are liquidated damages going to be imposed on any portion of this project? **Response: Liquidated damages will apply to timely completion of certain design deliverables. These will be included in the form of contract.**
5. How much space would be needed for the kitchen? **Response: The size of the kitchen will be determined during the design process, but it is anticipated that the kitchen will be a warming kitchen, not a cooking kitchen.**
6. Will there be cooking performed on site? Cooking will require an exhaust ventilator. **Response: See response to question 5, above.**
7. Will there be food preparation done on site as this will require a 3 compartment sink and grease trap? **Response: See response to question 5, above.**

Item #7

Playground Concept Design: A copy of the concept design for the renovation of the Marvin Gaye playground is available for download at:
<https://leftwichlaw.box.com/shared/static/20zs1unwy7a6gzi3ey45.pdf>. Playground work is the subject of a current, on-going project and is not part of the scope of the Architect/Engineer that will be engaged through this procurement. Please note that as the playground renovation project is currently being constructed, the design developed for this Project should be cognizant of the new playground.

Item #8

Site Survey of Marvin Gaye Park: A copy of the civil survey for the Marvin Gaye site is available for download at:
<https://leftwichlaw.box.com/shared/static/7gz1taps03wwwad3ebqv.pdf>. Please note that the survey is being provided for informational purposes only, and the Department does not guarantee the accuracy of the information contained therein.

Item #9

The bid date is hereby unchanged. Proposals are due by **August 20, 2014 at 2:00 pm EDT.** Proposals that are hand-delivered should be delivered to the attention of: Courtney Washington, Contract Specialist, at **Frank D. Reeves Center, 2000 14th Street, NW, 8th floor, Washington, DC 20009.**

- End of Addendum No. 2 -

Attachment B

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW
Washington, DC 20009

Att'n: Mr. Brian J. Hanlon
Director

Reference: Request for Proposals
Architectural/Engineering Services – Marvin Gaye Recreation Center and Trail

Dear Mr. Hanlon:

On behalf of [INSERT NAME OF BIDDER] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") to provide Architectural/Engineering Services for Marvin Gaye Recreation Center and Trail. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's proposal, the Design Fee (as defined in paragraph A), the Trail Design Fee (as defined in paragraph B) and the Hourly Rates (as defined in paragraph C) 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, Trail Design Fee and the Hourly Rates are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

A. Design Fee: see attached spreadsheet

The Offeror acknowledges and understands that the Design Fee bid covers all of the Offeror's costs associated with the preparation of a (i) concept design; (ii) schematic design; (iii) design development documents; and (iv) a Permit Set for the Project with the exception of the Marvin Gaye Trail.

B. Trail Design Fee see attached spreadsheet

The Offeror acknowledges and understands that the Trail Design Fee bid covers all of the Offeror's costs associated with the preparation of a permit set of construction documents for the work associated with the Marvin Gaye Trail.

C. Hourly Rates: see attached spreadsheet

The Offeror acknowledges and understands that the attached hourly rates are fully loaded rates for the identified personnel classifications which may be the basis for compensation for construction administration services.

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

1. The Offeror agrees to hold its proposal open for a period of at least sixty (60) days after the date of the bid.
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 proposal 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 proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]
6. 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 Department of Small and Local Business Development as a Local, Small, or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.
7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Mr. Brian J. Hanlon

[DATE]

Page 3

Sincerely,

By: _____

Name: _____

Its: _____

RFP for Architect/Engineering Services
 Marvin Gaye Recreation Center and Trail
 Attachment to Offer Letter

Marvin Gaye Recreation Center and Recreation Center Site	
Design Phase	Fee
Concept Design	
Schematic Design	
Design Development Documents	
Permit Set	
Total Design Fee	

Marvin Gaye Trail	
Design Phase	Fee
Concept Design	
Schematic Design	
Design Development Documents	
Permit Set	
Total Trail Design Fee	

Early Release Packages for Recreation Center and Recreation Center Site	Breakout Price (from Permit Set Fee)
Hazardous Materials Abatement	
Demolition	
Foundation-to-Grade	

Personnel Classification	Hourly Rate
Principal in Charge	
Design Principal	
Project Architect	
Staff Architect	
Landscape Architect	
Senior Mechanical Engineer	
Mechanical Engineer	
Senior Electrical Engineer	
Electrical Engineer	
Senior Structural Engineer	
Structural Engineer	

PLEASE COMPLETE THE SHADED CELLS