

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

**DESIGN-BUILD SERVICES
DUKE ELLINGTON SCHOOL OF THE ARTS**

Solicitation #:DCAM-14-CS-0074

**Addendum No. 2
Issued: January 21, 2014**

This Addendum Number 02 is issued by e-mail on January 21, 2014. Except as modified hereby, the Request for Proposals (“RFP”) remains unmodified.

Item #1

Site Visit: A site visit will be held on Thursday, January 23 at 1:00 pm. Prospective Offerors can meet at the security entrance on R Street NW. Please bring a valid driver’s license or other government issued form of identification to comply with the school’s security procedures.

Item #2

Section D.4.2 Key Personnel: In addition to identifying the key project managers that would supervise the interior design work, Offerors should also identify the project managers that will oversee the structural work and the audio/visual systems work.

Item #3

Clarification regarding General Conditions Cost & Revised Form of Offer Letter: The costs of site security and consumption charges for utility service during construction should **not** be included in the Offeror’s General Conditions Budget. A revised Form of Offer Letter is attached.

Item #4

Substantial Completion Date: The Project’s Substantial Completion Date is hereby revised to **June 1, 2016**. It is the Department’s intent to engage the Design-Builder to: (i) manage the design process between mid-February 2014 and November 2014; and (ii) put into place work of approximately \$110 million between mid-June 2014 and **June 1, 2016**. The Design-Builder shall not be entitled to any additional fees unless (i) the Department makes additions to the scope provided for in the GMP Amendment which cause the GMP to increase by more than ten percent (10%); or any additional general conditions costs unless (ii) the Department makes additions to the scope provided for in the GMP Amendment which will require the Design-Builder’s services to extend beyond **June 30, 2016**. Please note, however, that punchlist activities may extend beyond the Substantial Completion Date and that such activities will not entitle the Design-Builder to additional fees or general conditions.

Item #5

The bid date remains unchanged. Proposals are due by **January 29, 2014 at 2:00 pm EDT.** Proposals that are hand-delivered should be delivered to the attention of: Annmarie McQueen, Contract Specialist, at **Frank D. Reeves Center, 2000 14th Street, NW, 8th floor, Washington, DC 20009.**

- End of Addendum No. 2 -

Attachment B

[Offeror's Letterhead]

[Insert Date]

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

Att'n: Mr. Brian Hanlon
Director

Reference: Request for Proposals
Design-Build Services – Duke Ellington School of the Arts

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 design-build services for the Duke Ellington School of the Arts. 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 Preconstruction Fee, the Design-Build Fee, the Design Fee (as defined in paragraph A), and the General Conditions Budget (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 Preconstruction Fee, the Design-Build Fee, the Design Fee, and the General Conditions Budget are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

- A. The Preconstruction Fee is: \$ _____
- The Design-Build Fee is: \$ _____
- The Design Fee is: \$ _____

The Offeror acknowledges and understands that the Preconstruction Fee and the Design-Build Fee are firm, fixed prices and other than as permitted in the Form of Contract will not be subject to further adjustment. The Offeror also acknowledges that ten (10%) of the Design-Build Fee is at-risk, and the selected Offeror will only be entitled to such amount as set forth in the Form of Contract. The Offeror further acknowledges and understands that the Design Fee will be incorporated into the contract and that the Offeror's design costs will not be permitted to exceed the Design Fee unless it first obtains the written approval of the Department.

B. The estimated cost of the Offeror’s general conditions (the “General Conditions Budget”) is set forth below. The General Conditions Budget consists of the following elements:

Cost of construction staff (only field staff are reimbursable)	\$ _____
Fringe Benefits associated with field staff costs	\$ _____
Payroll taxes and payroll insurance associated with field staff costs	\$ _____
Staff costs associated with obtaining permits and approvals	\$ _____
Out-of-house consultants	\$ _____
Travel, Living and Relocation expenses	\$ _____
Job vehicles	\$ _____
Field office for CM including but not limited to:	\$ _____
• Trailer purchase and/or rental	
• Field office installation, relocation and removal	
• Utility connections and charges during the Construction Services phase	
• Furniture	
• Field offices for the Office and Program Manager	
• Office supplies	
Office equipment including but not limited to:	\$ _____
• Computer hardware and software	
• Fax machines	
• Copy machines	
• Telephone installation, system and uses charges	
Job radios	\$ _____
Local delivery and overnight delivery costs	\$ _____
Field computer network	\$ _____
First aid facility	\$ _____
Progress photos	\$ _____
Printing cost for drawings, bid packages, etc.	\$ _____
Other (please itemize)	\$ _____
 Total General Conditions Budget	 \$ _____

The Offeror acknowledges and understands that the General Conditions Budget will be incorporated into the contract and that the Offeror will not be permitted to exceed the General Conditions Budget unless it first obtains the written approval of the Department.

C. In addition, the Offeror hereby represents that, based on its current rating with its surety, the indicated cost of a payment and performance bond is [INSERT PERCENTAGE].

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 one hundred and twenty (120) 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 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.

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].

Sincerely,

Signature: _____
Name: _____
Title: _____