

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Addendum No. 5

To

REQUEST FOR PROPOSAL NO. DCAM-20-AE-0013

DC VILLAGE WAREHOUSE RENOVATION

Issued: June 16, 2020

This Addendum No. 5 is being issued via email and is effective as of the date shown above. Except as modified hereby, the Request for Proposal (“RFP”) remains unmodified.

Item #1: The proposal due date is revised from June 17, 2020 at 2:00 pm to June 22, 2020 at 2:00 pm.

Item #2: Remove Bid Bond Form requirement (Attachment C).

Item #3: Remove Certification to Furnish Payment & Performance Bond requirement (Attachment F).

Item #4: Remove Payment & Performance Bond requirement (Attachment G).

Item #5: Remove Bid Guarantee Certification requirement (Attachment E).

Item #6: Question and Answers are incorporated to this Addendum as **Exhibit A**

Item #7: Delete and Replace **Attachment B – Form of Offer Letter** with updated form as shown in **Exhibit B**:

Item #8: Delete and Replace Section **E.5.** with the following:

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:

Willie J. Charles
Contract Specialist
Department of General Services
1250 U Street, 3rd Floor
Washington, DC 20009
willie.charles@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.

Item #10: Delete and Replace Section **E.2.** with the following:

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 proposals, Volume I – Technical and Volume II – Price shall be submitted electronically, on the proposal submission due date, via email to the following individuals:

Contract Specialist:
Willie Charles
Email: willie.charles@dc.gov


Contracting Officer:
Franklin Austin
Email: Franklin.Austin5@dc.gov

Offerors shall provide hard-copy version of its proposals Volume I – Technical and Volume II – Price shipped via mail (e.g. U.S. Post Office, Federal Express, UPS and or any such other professional mail delivery method). The Offeror's mail proposals must be post-marked on or before the proposal submission deadline.

Both the electronic and mailed proposals must be submitted and or post marked as stated above, in accordance with the proposal submission deadline in order to be deemed responsive and considered for evaluation and award.

NOTE: The Offerors electronic and mailed proposal submission must be identical and not have any material differentials from one another. Any material differences may render an Offerors submission non-responsive and removed from further evaluation in consideration of award.

All communications and questions in reference to this RFQ should be directed to the Point of Contact as indicated above.

By: 
Franklin Austin, CPPB, CPM
Contracting Officer

Date: 6.16.2020

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



EXHIBIT A

[ATTACHMENT WILL APPEAR ON THE FOLLOWING PAGE]

1	What is the project budget and/or construction budget?	The design budget for the project is \$200,000.00 and the Construction budget is 1.1M
2	What is the area of the facility?	Estimated 20,000 sq ft.
3	Do Revit or Autocad drawings exist?	No
4	Would DGS consider accepting the proposal as a digital upload (no printing/delivery)?	Please refer to Section E.1 in the RFP and Addendum 1.
5	What is the anticipated construction cost/budget for this renovation project?	See answer number 1.
6	For the delivery of proposal requirements, can respondents mail the flash drive(s) separately from the hard copies or send an electronic version instead?	Please refer to Section E.1 in the RFP and Addendum 1.

7	Given the current conditions with Covid-19, how likely will the submission requirements be revised to reflect an electronic submission only?	Please refer to Section E.1 in the RFP and Addendum 1.
8	Is the floor area of the portion of the warehouse to be renovated?	Re-seal the floors only. New tile in areas with tile and office areas
9	Where do staff currently park?	East side of the building in the concrete plant area.
10	Can DGS share existing drawings of the building?	Yes, three pages only and we will make them available for pick copy from the agency copy and return to the agency.
11	On page 2 of the RFP it states that this project will be design build. Is this the intent, and if so, when will the contractor be brought on board?	This is not a design build project. This is a design only project.
12	Is there a budget for the scope of work?	Please see answer number 1.
13	Please provide the total square footage of the proposed renovation.	Please see answer number 1.
14	Please provide a floor plan for the area proposed to be renovated.	Please see answer number 1.
15	Is there an estimated budget for this renovation?	Please see answer number 1.

16	Will as built drawings be made available for the building, including structural and MEP?	As the building, including structural and MEP, are not available for this project.
17	Paragraph A. 1 indicates this is a design-build project. Confirm if this is actually a design-bid-build project?	This is a design-bid-build project
18	Provide the proposed location of the parking area and the approximate square footage of the exterior disturbance expected.	The parking area will be located on the left side of the building from the front to the rear near the ramp area. Between the fence and the building.
19	Has DGS evaluated how DOEE storm water management requirements are expected to be supported within this project?	No
20	Please provide the electrical service size and voltage within the building.	Unknown at this time
21	Confirm any operations within the building which will need to be maintained during the renovation.	Door security only
22	Has a hazmat report been developed for the building and will additional sampling be required under this project?	No Hazmat testing has been done.
23	Shall the contractor assume cost of building renovations will trigger DOEE SWM and GAR requirements for the entire building footprint in addition to any site work land disturbance requirements? If so, what would DGS like for the bidders to scope as design solutions to meet the requirements? (room to plant onsite, green roof on structure, storm improvements within the DC Village, etc.)	We do not anticipate that the renovation will trigger this requirement.

24	Can existing site utility information be provided for the area to the west of the building to help determine the extent of the site utility work required?	All available documents will be made available via the website.
25	What is approximate size of the project site?	Estimated 50,000 sq ft.
26	DC Village Lane seems in bad condition. Will there be any roadway work included for DC Village Lane by the warehouse?	No plans at this time from DDOT.
27	Is there an established budget for the project (hard costs)?	See answer number 1.
28	What is the size of the existing facility?	See answer number 2
29	Are there existing as-built drawings of the space (including MEP)?	See answer number 16
30	Are there any photos or existing condition studies of the building that can be shared?	All available documents will be made available via the website.
31	Is there any programming information that has been developed that can be shared?	No, not at this time

32	What is the current and/or anticipated size of the DHS Emergency Management Office (square footage, number personnel, etc.)?	It is estimated at 2,000 sq ft and 4 staff members
33	What is the current and/or anticipated size of the warehouse/storage space?	Estimated 15,000 sq ft.
34	How many bathrooms exist in the current building?	1 men and 1 woman each bathroom
35	Is the building currently sprinklered?	No systems is currently installed.
36	Are existing utilities sufficient for reuse to support the renovation (electric, domestic water, sanctuary, etc.)?	Yes
37	Is there existing natural gas service to the building? Is natural gas scope anticipated as part of this project?	No
38	The project delivery method is listed as design build in section A.1. of the RFP, but the solicitation was released as A/E. Please clarify.	The construction/project delivery method is Design-Bid-Build ("Design-Bid-Build"). The Department shall retain an Architect or A/E Firm to design and produce bid documents, including construction drawings and technical specifications. The A/E will work directly for the Department to provide design services under Title I and Construction Services under Title II.
39	Section A.1 says that this is this a design-build project. Section A.7 discusses the GC bid process. Please clarify.	Section A.7 (of the RFP), provides an overview of the A/E's roles and responsibilities. The A/E shall provide the design services under Title I and Construction Administration (CA) under Title II. Please refer to Attachment A (of the RFP) for further details.

40	Please provide the overall budget for the project.	See answer number 1
41	Please provide the overall square footage of the project.	See answer number 2
42	Please provide the overall site plan/size of the project.	No site plan available
43	Since May 25 is Memorial Day, will the due date be extended?	Please refer to Addendum 2.
44	For the Executive Summary sections, the RFP states that a summary of no more than 3 pages of information contained in the sections below. Are the resumes for each team member included in the 3 page count?	No. The resumes are not included in the 3 page count.
45	To confirm, we are to submit to separate PDFs: one labeled Technical Proposal and one labeled Price Proposal.	Please refer to Section E.1 in the RFP and Addendum 1.
46	Will a site survey including boundary, topo, and utilities be provided or does that need to be part of the scope?	Yes, include it as part of the scope.
47	Will a geotechnical report be provided?	No

48	Is there a plan showing the limits of the property being leased to the concrete plant?	Yes
49	Is there a minimum number of parking spaces required by DGS?	We will require 7 spaces (1) space must be ADA.
50	ADA accessible route and entrance is required by law. A new exterior ADA ramp is required and front door needs to be raised due to the steps at the entrance. Please confirm.	Our plan is to use the current ramp in place in support of ADA from the parking area. The current ramp will be used as the main entrance.
51	Are existing restrooms to be renovated and up to codes?	Yes
52	Exterior walls and doors are to remain? Any caulking/ upgrades?	Yes, caulking/ upgrades are required
53	Is basement included in the scope?	Yes
54	How's the existing roof condition? Any roof work required?	No roof work is required
55	Existing door carders/alarms are to remain? Any new security systems?	Yes, updated card readers systems will remain.

56	Are existing loading dock and ramp to remain? New guardrails and handrails are required by building codes?	Yes
57	RFP mentions the steam to hot water system, does this system originate in the warehouse and only serve the warehouse, or does this system serve other adjacent buildings?	This systems is not being used currently. We are using hot water tanks for hot water. We will be installing a new HVAC system
58	Will the steam to hot water system be replaced by the new HVAC system?	YES
59	Will the HVAC system serve the whole warehouse or just the renovated portion?	Just the renovation section
60	Will the construction cost for the building renovation exceed 50% of the tax assessed value of the existing building, therefore triggering storm water management requirements for the building? We note the tax assessed value of the warehouse could not be found on line.	See answer number 1
61	Will the construction cost for the building renovation exceed 100% of the tax assessed value of the existing building, therefore triggering Green Area Ratio requirements? We note the tax assessed value of the warehouse could not be found on line.	See answer number 1
62	Should the AE fee include storm water management design for the building and site work?	YES
63	Should the AE fee include Green Area Ratio design for the building and site work?	NO

64	Can the existing roof withstand the weight of a green roof system?	NO
65	How many parking spaces are wanted on site?	Please see answer number 49
66	Will the existing adjacent transformer need to coordinate with Pepco for proper clearances from travel lanes?	YES
67	Will the project require a subdivision? The site is current located on a very large Tax Lot.	No
68	It is assumed that the electric system will require an electrical heavy up due to the HVAC upgrades in the RFP. Is a dry utility consultant required to coordinate the new electrical service to the building?	No
69	Will the existing tenant that shares the building need to have uninterrupted electrical service during construction and assumed electrical upgrades?	No
70	It appears that a communication/Verizon line spans over DC Village lane connecting building 4 and 1A. Will the relocation of this line need to be coordinated with Verizon by a Dry Utility consultant?	No
71	Does the current building share utilities between the agencies being housed? After renovations is the same arrangement acceptable?	YES, it will remain unchanged.

72	What is the history of past renovations for this building, specifically date and construction cost?	Not available
73	In the RFP it references a “design build method” in the executive summary (A.1. – Project Delivery Method), but in the SOW attachment (Attachment A) it mentions the need to participate in the General Contractor bid process. Please clarify if we should include a general contractor as part of our proposal team?	No bidding process will be conducted. The requirement is RFP.

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



EXHIBIT B

[ATTACHMENT WILL APPEAR ON THE FOLLOWING PAGE]

[Offeror's Letterhead]

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW
Washington, D.C. 20009

Attention: Mr. Franklin Austin
Chief Contracting Officer/Contracting Officer

Reference: Request for Proposals (RFP) – DCAM-20-AE-0013
#4 DC Village Warehouse Renovation

Dear Mr. Austin:

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 a design services for the DC Village Warehouse Renovation. 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 the Offeror's Bid in response to the RFP. The Offeror's proposal and the Design Fee are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents (collectively, the proposal and the Design Fee are referred to as the "Offeror's Bid.").

The Offeror's Bid is as follows:

A. Design Fee (Title I):	\$ _____
B. Permit Fee:	\$ <u>10,000.000</u>
C. Construction Administration (Title II)	\$ _____
Total	\$ _____

C. Hourly Rates:

Position	Hourly Rate/Hour
Project Manager	\$ _____/Hour
Project Architect	\$ _____/Hour
Designer	\$ _____/Hour
Spec Writer	\$ _____/Hour
Sr. Structural Engineer	\$ _____/Hour

CAD Structural	\$ _____/Hour
Sr. MEP Engineer	\$ _____/Hour
MEP	\$ _____/Hour
CAD MEP	\$ _____/Hour
Sr. Electrical Engineer	\$ _____/Hour
Electrical Engineer	\$ _____/Hour
CAD Electrical Designer	\$ _____/Hour
Cost Estimator	\$ _____/Hour
Administrative Assistant	\$ _____/Hour

Total \$ _____

The Offeror acknowledges and understands that Design Fee is a firm, fixed price and other than as permitted in the Form of Contract will not be subject to further adjustment.

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. In the event the Offeror fails to do so, the Department shall have the right to levy upon the Offeror's bid bond.
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. In addition to any other remedies that the Department may have at law or in equity, the Department shall have the right to levy upon Bidder's Bid Bond in the event of a breach of this paragraph 3.
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 sub-consultant 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,

By: _____
Name: _____
Title: _____