

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES

ARCHITECTURAL/ENGINEERING SERVICES  
DISTRICT OF COLUMBIA OFFICE OF PUBLIC RECORDS AND ARCHIVES

Solicitation #: DCAM-15-AE-0091

Addendum No. 5  
Issued: March 13, 2015

---

This Addendum Number 05 is issued by e-mail on March 13, 2015. Except as modified hereby, the Request for Proposals (“RFP”) remains unmodified.

**Item #1**

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

1. Why are DDOE and DDOT stakeholders to the project? Are other DC agencies going to be stakeholders? **Response: All District government agencies are stakeholders because they currently, and will in the future, store records with the Office of Public Records and are subject to DC Law regarding records management. However, the primary client is the Office of the Secretary (OS).**
2. Do you foresee the Final Programming Report including conceptual plan layouts (drawings) or it as a written narrative with description of spaces including sizes? **Response: Conceptual plan layouts (drawings) and a written narrative with description of spaces including sizes would be included in the Final Programming Report.**
3. Can you please indicate the building names/locations that currently hold the archives and records that are being considered for consolidation in this project.

**Response: The building names/locations that currently hold the archives and records that are being considered for consolidation in this project include, but are not limited to the following. All sites will be confirmed during the course of the Programming Phase.**

- **Penn Center** 1709 3rd Street
- **St. Elizabeth Hospital** 110 Alabama Avenue, SE
- **Oak Hill** 8400 River Road
- **DC General Hospital** 1900 Massachusetts Ave, SE
- **Reeves Center** 2000 14<sup>th</sup> Street, NW
- **DC Village** 4 DC Village Lane, SW
- **Iron Mountain** Virginia & Maryland locations
- **Washington National Records Center**
- **DC Archives/ & Records Center**

4. Do you have a storage system solution in mind for the project? For example compact storage, high density, remote retrieval systems, etc. **Response: DGS anticipates a modern storage system solution that meet current industry (archive) standard. Offeror shall investigate and advise owner accordingly.**
5. In the programming phase of the project are you open to exploring other kinds of space that may best accommodate the needs of the archives? For instance high bay, high density, storage, which might be best accommodated within new construction or warehouse/large span space. **Response: DGS is open to exploring other kinds of space that may best accommodate the needs of the archives.**
6. Will the location of the facility always be within the city limits? **Response: Yes,**
7. Can you please define the deliverables associated within the Test Fit Phase. **Response: See answer to Question #8 below.**
8. What metrics would you like to see tested in the Test Fit Phase? For instance: 1. Program, 2. Mechanical System, 3. Structural Capacity, 4. Code compliance, 5. Cost, 6. Others? **Response: The Test Fit Phase should include, but not be limited to: (1) Site selection analysis (feasibility study); (2) Program; (3) Structural Capacity; (4) Code compliance; and (5) Cost.**
9. Please confirm the “budget and schedule requirements” of the Department that the project will be designed to, as mentioned in Section A.1 – Project Delivery Method. **Response: DGS anticipates a budget of \$30 million and a schedule of 30 months, including the construction phase.**
10. What is the status of the archive records and documentation that exists today? What will the design team be receiving as far as documentation for the existing archives and records (ie- materials, department/user, current location)? **Response: There are no existing drawings of the current locations. Access to the current locations will be given to the selected Offeror.**
11. Is archive and record analysis to be included in the Scope of Work (inventory, assessment of condition, environmental requirements, etc)? Or has that work already been done? If so, can it be made available? **Response: An inventory has been conducted and the document will be provided to the selected Offeror. There may be an additional inventory to be performed.**
12. Can you please release the 10-12 page report that lead to the Preliminary Program that was mentioned at the conference? **Response: The Department will issue this document by subsequent addendum.**
13. How is the evaluation of fees factored into the scoring process? Fees are not included in the evaluation criteria. **Response: Architects will be ranked according to their technical proposals and the Department will enter into a contract with the top ranked Offeror if a reasonable price can be negotiated.**
14. Would the Department consider providing a copy of the 10-12 page report, mentioned during the pre-proposal conference that was used as the basis for Attachment A of the RFP – Preliminary Program? **Response: See item #12 above.**
15. The only schedule we find in the RFP has to do with the Programming Report. In the pre-proposal meeting it was stated that DGS has no specific schedule beyond the five-month programming phase. It is, therefore, impossible to project when the new Archive would be built, and when the relocation of records would occur. The timing of both of these activities will have an impact on our pricing. Is there any additional guidance regarding

the project's design and construction phase schedules? **Response: The programming, design and construction phase schedule shall not be more than 30 months.**

16. Attachment A (Preliminary Program) is very basic: the Storage area would be 90,000 cubic feet, and the new space would be approximately 110,000 cubic feet, thus leaving 20,000 feet for the Reception/Reference/Reading/Receiving/Staff areas. We believe that operations protocols would affect shelving space requirements. Are "patrons" to be allowed access to the records themselves (as in a typical public library), or would patrons make requests for materials/records and archive staff would retrieve them? **Response: The cubic feet space indicated is a base line. The selected Offeror's programming phase will determine the operations space requirements. In most cases patrons would not be allowed access to the records themselves. However, exceptions may be granted for the land records indexes, libers and plat books. Further, there may be patron space to access data or documents from on-site terminals, to be determined during the programming phase.**
17. There appears to be no listed requirements for preservation of rare items (humidity control, acid-free packaging, etc.). Clarification regarding these requirements is critical to our pricing. Is there an inventory of archived materials/artifacts? **Response: All space air quality and conditioning (HVAC) requirements, including but not limited to industry (archive) standard space requirements, shall be considered during the programming phase. The Department will provide copies of the Archive Register for reference by subsequent addendum.**
18. Is there an inventory of sensitive items that have special storage and handling requirements? **Response: Yes, and it will be made available to the successful Offeror.**
19. Is there an inventory of artifacts and documents to be housed in the Archive (paper documents only, photographs, rolled drawings/maps, paintings, sculpture, furniture)? **Response: Yes, however there might be need for additional inventory.**
20. As part of this effort, will there be a requirement for disposal (shredding, etc.) of documents? **Response: This will be part of moving phase.**
21. Consolidation of records from multiple current archive sites into new (or perhaps renovated) space appears to be a primary goal of this project. Does the consolidation into a new Archive anticipate gathering of records from across the city for co-location into the new space, or would each discreet collection be housed in its own segregated area within the new Archive? **Response: The primary goal is consolidation of records from multiple current archive sites into a single new archive facility. However, certain record series of the collection may be housed in dedicated separate areas of the new facility.**
22. Digitizing selected portions of existing collections would cut down on physical space requirements and make the transition much easier, but it is also slow and expensive. Are there any plans to digitize portions of the existing collections? **Response: Yes. But the original source record would still require housing, because digital imaging is done primarily for access and preservation by reducing handling of fragile historical documents. The original source record is never destroyed. The selected Offeror should consider how best digitizing can be handled in the context of this project.**
23. Is an overview of the long-term vision of the new Archive now available? **Response: See item #12.**

**Item #2**

**The bid date remains unchanged.** Proposals are due by **March 23, 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, 8<sup>th</sup> floor, Washington, DC 20009.**

- End of Addendum No. 5 -