

GOVERNMENT OF THE DISTRICT OF  
COLUMBIA DEPARTMENT OF GENERAL  
SERVICES



REQUEST FOR PROPOSAL (RFP)  
NEW YORK AVENUE MEN'S SHELTER RENOVATIONS

Solicitation Number: DCAM-19-AE-0006

Addendum No. 1

Issued: June 27, 2019

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This Addendum No. 1 is being issued and is effective as of the date shown above. Except as modified hereby, the Request for Proposal (RFP) remains unmodified.

**Item #1: Pre-Proposal Conference & Site Visit Sign-in Sheet:** The sign-in sheet and business cards from the pre-proposal conference and site visit held on June 25, 2019 are attached (**Exhibit 1**).

**Item #2: Section A.8:** Section A.8 Attachments has been revised and replaced with the following:

**A.8 Attachments**

The Request for Proposals contains the following Attachments:

<b>Attachment A-1</b>	Facility Condition Assessment.
<b>Attachment A-2</b>	Single line drawings of the First and Second Floors.
<b>Attachment A-3</b>	Program Options
<b>Attachment B</b>	Service Contract Act
<b>Attachment C</b>	Form of Offer Letter
<b>Attachment D</b>	Bidder/Offeror's Certification Form
<b>Attachment E</b>	Tax Affidavit
<b>Attachment F</b>	Form of Contract (to be issued via addendum)
<b>Attachment G</b>	Standard Contract Provisions for Architectural and Engineering Contracts
<b>Attachment H</b>	Equal Employment Opportunity Policy Statement
<b>Attachment I</b>	First Source Employment Agreement and Employment Plan
<b>Attachment J</b>	2019 Living Wage Act
<b>Attachment K</b>	Past Performance Evaluation Form
<b>Attachment L</b>	Form of Notice to Proceed and Letter Contract
<b>Attachment M</b>	SBE Subcontracting Plan
<b>Attachment N</b>	Conflict of Interest Disclosure Statement

These attachments will be available on DGS' Website.

**Item #3 The Form of Notice to Proceed and Letter Contract:** The Notice to Proceed and Letter Contract is hereby attached (**Exhibit 2**).

**Item #4: Section B.5 Key Personnel:** Section B.5 Key Personnel has been revised and replaced with the following:

In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include, at a minimum, the following individuals: (i) the Design Principal; (ii) the Project Architect; (iii) the Project Designer; (iv) the MEP Engineer; and (v) the Structural Engineer. **The A/E will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement.** The key personnel specified in the contract are considered to be essential to the work being performed. Prior to diverting any of the specified key personnel for any reason, the A/E shall notify the Contracting Officer (“CO”) at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The A/E shall obtain written approval of the CO for any proposed substitution of key personnel.

**Item #5: Section E.1 Proposal Identification:** Section E.1 Proposal Identification has been revised and replaced with the following:

**E.1 Proposal Identification**

Proposals shall be proffered in a complete original proposal (Technical and Price Proposals); one (1) copy of the Price Proposal; and four (4) copies of the technical portion of the Proposal as well as one (1) electronic copy on a USB flash drive. The Offeror’s Proposal shall be placed in a sealed envelope conspicuously marked:

“DCAM-19-AE-RFP-0006”

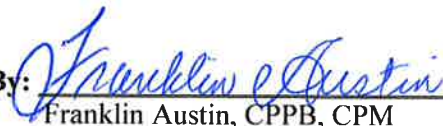
**Proposal for Architectural/Engineering Services for  
New York Avenue Men’s Shelter Renovations**

**Item #6: Section E.4.2.2 Fee Proposal Attachments:** Section E.4.2.2 Proposal Attachments has been revised and replaced with the following:

Each Offeror shall complete and submit the following Attachments in the Offeror’s Fee Proposal, which will not be used for evaluation purposes. If, however, the Offeror is determined to be one of at least three (3) of the most highly qualified A/E firms to provide the required services under this RFP, then the CO may utilize the Offeror’s Fee Proposal in the negotiation of a contract with the highest qualified A/E firm at compensation rates that the CO determines to be fair and reasonable to the District.

- a) Bidder/Offeror Certification Form (**Attachment D**)
- b) Tax Affidavit (**Attachment E**)
- c) EEO Policy Statement (**Attachment H**)
- d) First Source Employment Agreement and Employment Plan (**Attachment I**)
- e) SBE Subcontracting Plan (**Attachment M**)

**Other than a complete original proposal (Technical and Price Proposals), and 4 technical proposals (copies), Offerors will be required to submit separately one copy of the pricing portion of their proposal (including the Form of Offer Letter and any spreadsheets or other pricing documents referenced in the Form of Offer Letter.**

By:   
Franklin Austin, CPPB, CPM  
Contracting Officer

Date: 6/27/2019

**Exhibit 1**

**Pre-Proposal Conference & Site Visit Sign-in Sheet & Business Cards**

**[EXHIBIT WILL APPEAR ON THE FOLLOWING PAGE]**

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



REQUEST FOR PROPOSALS ("RFP")

ARCHITECTURAL/ENGINEERING SERVICES FOR NEW YORK AVENUE MEN'S  
SHELTER RENOVATIONS

Solicitation No. DCAM-19-AE-0006

Pre-Proposal Conference & Site Visit  
June 25, 2019  
10:00 A.M to 11:30 A.M.

New York Avenue Men's Shelter Located at  
1355 New York Avenue NE  
Washington, DC 20002

Sign-in Sheet

- Name: JAMES SINGH Phone: 410-504-6112  
Company: EBA ENGINEERING, INC.  
Email Address: JAMES.SINGH@EBAENGINEERING.COM  
Is your company a small business enterprise? YES  NO   
Type of services performed: HAZARDOUS MATERIALS / ENVIRONMENTAL  
Interested in bidding as a prime or a subcontractor? SUBCONTRACTOR
- Name: GLY MENON Phone: 516 417 4462  
Company: BRECHTST ENGINEERING  
Email Address: G.MENON@BRECHTST.COM  
Is your company a small business enterprise? (CSB/MO) YES  NO   
Type of services performed: MIEP / STRUCTURAL  
Interested in bidding as a prime or a subcontractor? SUB.
- Name: READE ELLIOTT Phone: 202 452 1644  
Company: BBGM ARCHITECTS & INTERIORS  
Email Address: reade.elliott@bbgm.com  
Is your company a small business enterprise? YES  NO   
Type of services performed: ARCHITECTURE  
Interested in bidding as a prime or a subcontractor? PRIME
- Name: Joe Sandor Phone: (202) 289-4545  
Company: AMT LLC  
Email Address: jsandor@amtengineering.com  
Is your company a small business enterprise? CBE YES  NO   
Type of services performed: SURVEY, CIVIL, DRY UTILITY, LANDSCAPE  
Interested in bidding as a prime or a subcontractor? SUB

5. Name: GREG MILLER Phone: \_\_\_\_\_  
 Company: WALDON STUDIO ARCHITECTS  
 Email Address: gmiller@waldonstudio.com  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: ARCHITECTURE  
 Interested in bidding as a prime or a subcontractor? PRIME
6. Name: KYLE HUCK Phone: \_\_\_\_\_  
 Company: SOTO ARCHITECTURE  
 Email Address: kyle@sotopl.com  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: ARCHITECTURE  
 Interested in bidding as a prime or a subcontractor? \_\_\_\_\_
7. Name: Sheila Nale Phone: \_\_\_\_\_  
 Company: Bohler DC  
 Email Address: snale@bohlerdc.com  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: CIVIL ENGINEERING  
 Interested in bidding as a prime or a subcontractor? \_\_\_\_\_
8. Name: SALO LEVINAS Phone: 202-244-501  
 Company: SHIMBERG, LEVINAS, ARCH  
 Email Address: SALQ@SHIMBERGLEVINAS.COM  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: ARCHI  
 Interested in bidding as a prime or a subcontractor? PRIME
9. Name: JOE TIJAS Phone: 202-750-6717  
 Company: Soto Architecture + Urban Design  
 Email Address: joe@sotopl.com  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: ARCHITECTURAL  
 Interested in bidding as a prime or a subcontractor? PRIME
10. Name: MAUREEN MCHAL Phone: 202 506 7344  
 Company: STUDIO MB  
 Email Address: 2031 Florida Ave NW  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: ARCHITECTURAL  
 Interested in bidding as a prime or a subcontractor? PRIME



11. Name: TERESA LIN Phone: 202-869-1600  
 Company: GORDON DC  
 Email Address: TLIN@GORDONDC.US.COM  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: CIVIL ENGINEERING  
 Interested in bidding as a prime or a subcontractor? SUB
12. Name: Surong Gosina Phone: 202 438 4473  
 Company: Global Engineering Solutions  
 Email Address: surong@theses.com  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: M.E.P & FF  
 Interested in bidding as a prime or a subcontractor? sub
13. Name: SPIRO GIANNIOTIS Phone: 202.797.5000  
 Company: ALPHATEC P.C.  
 Email Address: SPG@ALPHATECPC.COM  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: FULL SERVICE A/MEP  
 Interested in bidding as a prime or a subcontractor? PRIME
14. Name: FEDERICO OLIVERA-SALA Phone: 202 816 6692  
 Company: MOYA DESIGN PARTNERS  
 Email Address: federico@moyadesignpartners.com  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: ARCHITECTURE  
 Interested in bidding as a prime or a subcontractor? PRIME
15. Name: Myrofora Anastasi Phone: 202 628 1600  
 Company: AFF Engineers  
 Email Address: manastasi@af-engineers.com  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: Structural  
 Interested in bidding as a prime or a subcontractor? sub
16. Name: BILL CONKEY Phone: 203-628-1240  
 Company: RONNIE MCGHEE  
 Email Address: BCONKEY@RAC-ARCHITECTS.COM  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: ARCH  
 Interested in bidding as a prime or a subcontractor? PRIME

17. Name: Amoy McGhee Phone: 626 0690  
 Company: R Mc Ghee + Assoc  
 Email Address: amoy@rmc-architects.com  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: Arch  
 Interested in bidding as a prime or a subcontractor? —
18. Name: Vondell Louis Phone: 202-827-0660  
 Company: WKM solutions  
 Email Address: vondell@wkm-solutions.net  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: GC  
 Interested in bidding as a prime or a subcontractor? Prime
19. Name: AMANDA LOGATTO Phone: \_\_\_\_\_  
 Company: ARRAY ARCHITECTS  
 Email Address: alogatto@array-architects.com  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: ARCHITECT/INTERIORS  
 Interested in bidding as a prime or a subcontractor? PRIME OR SUB
20. Name: AUSREY GRANT Phone: 202-470-5570  
 Company: EMOTIVE ARCHITECTURE  
 Email Address: agrants@emotivearch.com  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: ARCHITECTURE/interiors  
 Interested in bidding as a prime or a subcontractor? Both
21. Name: M. GLENN MITCHELL Phone: 202) 882-8139  
 Company: BEED GROUP LLC  
 Email Address: 1744 Taylor St. NW  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: A/E & CM  
 Interested in bidding as a prime or a subcontractor? yes
22. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Is your company a small business enterprise? YES  NO   
 Type of services performed: \_\_\_\_\_  
 Interested in bidding as a prime or a subcontractor? \_\_\_\_\_



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Osco / Dallas / Boston / Cleveland  
Columbus / Dallas / New York City  
Philadelphia / Washington

**Exhibit 2**

**The Form of Notice to Proceed and Letter Contract (Attachment L)  
[EXHIBIT WILL APPEAR ON THE FOLLOWING PAGE]**

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



DATE

By Electronic Mail to [Insert email address]

Name  
Title  
Company  
Address  
City, State, Zip code

**Reference:** Request for Proposals No. DCAM-19-AE-0006 (“RFP”) - Architectural and Engineering Services for New York Men’s Shelter Renovations (“Project”)

**Subject:** Notice to Proceed and Letter Contract

Dear Mr. [INSERT NAME].

We refer to the offer submitted by [Insert Company] (“Architect” “A/E” or the “Contractor”) in response to the above referenced RFP. We are pleased to inform you that this Project has been awarded to [Insert Company], and if this letter contract (“Letter Contract”) is signed by the [Insert Company], without modification of any kind, it will serve as a notice to proceed for the work described below. This Notice to Proceed (NTP) is subject to the following terms:

- 1. Letter Contract.** This is a Letter Contract between the [Insert Company], and the District of Columbia Government, acting by and through its Department of General Services (“DGS” or the “Department”), and shall govern our relationship until such time as a final contract is entered into for the work described in the above referenced RFP (the “Definitized Contract”); provided, however, that to the extent an issue is not covered in this Letter Contract, the RFP shall govern. Once the Definitized Contract is signed, this Letter Contract shall automatically terminate and merge into the Definitized Contract.
- 2. Scope of Work.** The [Insert Company] is hereby authorized to complete the concept and schematic design and all professional services, materials, tools, supplies and equipment necessary to advance the design and obtain the necessary permits for the Project.
- 3. Deliverables.** In connection with the services provided pursuant to this Letter Contract, the [Insert Company] shall provide, at a minimum, the deliverables in accordance with the

requirements in the RFP and Form of Contract to the Department's Program Manager and in the referenced instances to the Contracting Officer.

In the event that the Contractor fails to timely submit any such deliverable, the Contractor shall pay to the Department as liquidated damages (\$3,000) dollars plus (\$500) per day after receiving written notice from either the COTR or the Contracting Officer of failure to submit each deliverable. This remedy is cumulative and does not limit any other right or remedy of the Department under the contract or applicable District law.

4. **Not to Exceed Amount.** The limit of this authorization is [Insert Amount]. In no event shall the Contractor be entitled to receive more than this amount under this Letter Contract. This not-to-exceed amount includes all costs incurred by the [Insert Company] in connection with the work authorized hereby. In no event shall the Contractor be entitled to receive more than the Not-To-Exceed Amount under this Letter Contract unless authorized in advance and in writing by a duly authorized Contracting Officer.

5. **Insurance.** At all times while working under this Letter Contract, the Contractor shall maintain insurance as described in the RFP. All such policies shall be endorsed to add the District of Columbia, including, but not limited to, its Department of General Services, and the respective agents, employees and offices of each as additional insureds.

6. **Duration.** Once signed by the Contractor, the Letter Contract will become effective on the date the Letter Contract is executed by the Department. This Letter Contract will terminate on the earlier to occur of the following: (i) the date the Definitized Contract becomes effective; or (ii) [DATE]. DGS reserves the right to terminate this Letter Contract, in whole or specified part, for convenience in the manner described in the District of Columbia Department of General Services Standard Contract Provisions General Provisions for Architectural and Engineering Services Contracts.

7. **Prolog.** The [Insert Company] shall utilize the Department's Prolog system to submit any and all documentation required to be provided by the Contractor for the Project, including, but not limited to: (i) requests for information; (ii) submittals; (iii) meeting minutes; (iv) invoices/applications for payment (full package including all forms required by DGS); (v) certified payrolls (in addition to upload via LCP Tracker); (vi) drawings and specifications; (vii) punchlist; and (viii) other documents as may be designated by the Department. The Contractor also shall require all subcontractors and subconsultants to utilize prolog for the Project.

8. **Purchase Order Number.** This Letter Contract will become effective on the date the Letter Contract is executed by the Department. The Department's Contracting & Procurement Division will issue a purchase order number within five (5) business days. The purchase order will be sent in a separate cover. That number should be included in all future invoices and accounting records. In the event that you do not obtain a purchase order number please contact NAME via [EMAIL] directly to obtain this number.



9. **Ownership and Use of Documents.** All documents and work product prepared by the [Insert Company] shall become the property of the Department upon the payment of invoices submitted under the Letter Contract.

10. **Entire Agreement; Modification.** This Letter Contract, along with the Standard Contract Provisions, **(Exhibit A – Architectural and Engineering Services)** supersede all contemporaneous or prior negotiations, representations, course of dealing, or agreements, either written or oral. No modifications to this Letter Contract shall be effective against the Department and unless made in writing signed by the Department. Notwithstanding the provisions of this Section 10, nothing herein shall limit the Department’s ability to unilaterally modify this Letter Contract.

**ISSUED BY:**

**ACCEPTED BY:**

**By:** \_\_\_\_\_  
**Name:** Franklin Austin, CPPB, CPM  
**Title:** Contracting Officer  
**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_