

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

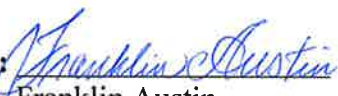


Addendum No. 2
To
REQUEST FOR PROPOSALS NO. DCAM-19-CS-RFP-0075
ROOF MANAGEMENT PROGRAM

Issued: March 6, 2019

This Addendum No. 2 is issued and hereby published on the DGS website on **March 6, 2019**. Except as modified hereby, the Request for Proposals (“RFP”) remains unmodified.

Item #1: The Offer Letter and Bid Form is attached herein as (Attachment A).

By: 
Franklin Austin
Contracting Officer

Date: 3/6/2019

- End of Addendum No. 2 -

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



ATTACHMENT A

OFFER LETTER AND BID FORM

(PART A AND PART B)

[ATTACHMENT WILL APPEAR ON THE FOLLOWING PAGE]

Attachment A

[Offeror's Letterhead]

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW, 8th Floor
Washington, DC 20009

Attention: Franklin Austin
Contracting Officer

Reference: Request for Proposals (RFP) – DCAM-19-CS-RFP-0075
Roof Management Program

Dear Mr. Austin:

On behalf of [INSERT NAME OF Offeror] (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 implement a roof management program. 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 shall include the fixed prices (Part A of the attached Bid Form) for those elements of the requirements that are well-defined and a cost reimbursement component (Part B of the Bid Form includes hourly rates for staff required to perform among other elements the capital requirements roof system. The Offeror's total bid amount for each period of the contract is the sum of Part A plus the sum of Part B.

The Offeror's Bid is as follows:

Part A	Firm Fixed-Price (from Part A - Bid Form)	\$
Part B	Time & Material (from Part B – Bid Form includes cost reimbursement and Hourly Rates)	\$
	Grand Total	\$

The Offeror's Proposal including the fixed price (as defined in paragraph A) and the Hourly Rates (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 fixed prices and the Hourly Rates are referred to as the "Offeror's Bid"). See attached Bid Form.

The Offeror acknowledges and understands that the Design Fee is a fixed fee and covers all of the Offeror's costs associated with the preparation of (i) a preliminary assessment and refinement (if necessary) of the concept design; (ii) schematic design; (ii) design development documents; (iii) a permit set of construction documents; (iv) a complete, coordinated set of construction documents; and (v) construction administration services.

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

The Offeror agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the date of the bid.

1. 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.
2. 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.
3. 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 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.

Mr. Austin
[DATE]
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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: _____

Bid Form

DESCRIPTION ITEM	Unit/Quantity	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Part A - Firm Fixed Price Items:						
B.6.1 Operation and Maintenance of Roof System						
B.6.1.1 - Roof Surveys, Inspections and Roof Information Database (Entire DGS Portfolio)	1/lot	\$	\$	\$	\$	\$
B.6.1.2 - Condition Assessment Reports for Each Bldg. (Entire DGS Portfolio)	1/lot	\$	\$	\$	\$	\$
B.6.1.3 - Annual Preventive Maintenance and Minor Repair and Update System Database (Flat and Low Slope Roofs - Entire DGS Portfolio)	Included in B.6.1.1 above	N/A	N/A	N/A	N/A	N/A
B.6.1.4 - Preventive Maintenance Checklists for Each Roof Section (Entire DGS Portfolio)	1/lot	\$	\$	\$	\$	\$
B.6.1.5 - 24/7 Manage Leak Response Desk and Provide Status Reports (Annual 12-months)	1/lot	\$	\$	\$	\$	\$
B.6.1.6 - Quarterly Green Roof Maintenance and provide Status Reports (Annual 12-month - 4 visits per year)	1/lot	\$	\$	\$	\$	\$
B.6.1.7 - Steep slop Roof Assessment and Condition Assessment Reports	1/lot		N/A		N/A	
B.6.2 Capital Requirements for Roof Systems						
B.6.2.3 - Roof Betterment Management (annual firm fixed price for entire DGS portfolio)	1/lot	\$	\$	\$	\$	\$
B.6.2.5 - Roof Asset Management Plan (RAM) (annual cost for entire DGS portfolio)	1/lot	\$	\$	\$	\$	\$
B.6.3 Online Roof/Energy Information System and Database						
Annual License Fee to Include all Support and Updates	1/lot	\$	\$	\$	\$	\$
B.6.4 Monthly Status Reports						
Annual Firm Fixed Price for Entire Contract	1/lot	\$	\$	\$	\$	\$
Time & Material Allowances						
B.6.1.5 - Allowance will be utilized to fund the 24/7 Leak Response - Field Verification of Contractor Work	Utilizing the T&M labor rates from Part B	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
B.6.2 - Allowance will be utilized to partially fund T&M work items	Utilizing the T&M labor rates from Part B	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00
Total Part A - Firm Fixed-Price		\$	\$	\$	\$	\$

Part B - Time & Material Items (Based on Hourly Rates Below as Attached in Worksheet)*:**

B.6.1 Operation and Maintenance of Roof System						
B.6.1.5 - 24/7 Leak Response - Field Verification of Contractor Work	T&M based on labor rates below	N/A	N/A	N/A	N/A	N/A
B.6.1.8 - Moisture Analysis	As needed - T&M based on labor rates below	N/A	N/A	N/A	N/A	N/A
B.6.2 Capital Requirements for Roof Systems						

Bid Form

Support Design and Construction Management Contracts (B.6.2.1, B.6.2.2 and B.6.2.4)	T&M based on labor rates below	N/A	N/A	N/A	N/A	N/A	N/A
Design and Specification Bid Packages	Percentage of Estimated Construction	%	%	%	%	%	%
HOURLY RATES - Key Personnel and Others	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4		
Program Manager/Principal in Charge - Key**	\$	\$	\$	\$	\$	\$	\$
Project Manager - Key**	\$	\$	\$	\$	\$	\$	\$
Lead Site Roof Surveyor/Consultant - Key**	\$	\$	\$	\$	\$	\$	\$
Information Technology and Data Base Specialist - Key**	\$	\$	\$	\$	\$	\$	\$
Roof Designer - Registered Roof Consultant (RRC)	\$	\$	\$	\$	\$	\$	\$
Quality Assurance Manager - Registered Roof Observer (RRO)	\$	\$	\$	\$	\$	\$	\$
Assistant Site Roof Inspectors	\$	\$	\$	\$	\$	\$	\$
Leak Response Coordinator	\$	\$	\$	\$	\$	\$	\$
Admin/ Clerical	\$	\$	\$	\$	\$	\$	\$
Total Part B - Time & Material**		\$	\$	\$	\$	\$	\$

*To be filled by Offeror on the "Hourly Rate Worksheet"

**Offeror to insert the calculated annual total based on the "Hourly Rate Table"

*** Part B numbers are provided for proposals evaluation purposes only

Worksheet

HOURLY RATES - Key Personnel and Others	Base Year			Option Year 1			Option Year 2			Option Year 3			Option Year 4		
	Hourly Rate*	Hours**	Total***	Hourly Rate*	Hours**	Total***	Hourly Rate*	Hours**	Total***	Hourly Rate*	Hours**	Total***	Hourly Rate*	Hours**	Total***
Program Manager/Principal In Charge - Key**		120	\$		120	\$		120	\$		120	\$		120	\$
Project Manager - Key**		1800	\$		1800	\$		1800	\$		1800	\$		1800	\$
Lead Site Roof Surveyor/Consultant - Key**		540	\$		540	\$		540	\$		540	\$		540	\$
Information Technology and Data Base Specialist - Key**		160	\$		160	\$		160	\$		160	\$		160	\$
Roof Consultant/Roof Designer		960	\$		960	\$		960	\$		960	\$		960	\$
Assistant Site Roof Inspectors		960	\$		960	\$		960	\$		960	\$		960	\$
Quality Control Manager		540	\$		540	\$		540	\$		540	\$		540	\$
Leak Response Coordinator		560	\$		560	\$		560	\$		560	\$		560	\$
Admin/ Clerical		940	\$		940	\$		940	\$		940	\$		940	\$
Total			\$0.00			\$0.00			\$0.00			\$0.00			\$0.00

*Hourly Rates - Offeror to insert proposed hourly rate for each labor category

** Hours - DGS estimated annual hours for price evaluation purposes only

***Total - Calculated annual total based on Offeror's hourly rates for price evaluation purposes only