

GOVERNMENT OF THE DISTRICT OF
COLUMBIA DEPARTMENT OF GENERAL
SERVICES



REQUEST FOR PROPOSAL (RFP)

MODIFICATION OF DEANWOOD RECREATION CENTER INDOOR
POOL HVAC SYSTEM

Solicitation Number: DCAM-19-AE-RFP-0010

Addendum No. 3

Issued: June 19, 2019

This Addendum No. 3 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: Questions & Answers: Questions and Answers Spreadsheet is hereby attached as (**Exhibit I**). Section A.4 Design Fees has been revised in its entirety and replaced with the following:

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:

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

Item #3: 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-0010"

**Proposal for Architectural/Engineering Services for
Modification of Deanwood Recreation Center Indoor Pool HVAC System**

Item #4: Section E.4.2.2 Proposal Attachments: Section E.4.2.2 Proposal Attachments has been revised and replaced with the following:

E.1 Proposal Attachments

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.

Item #5: Section B.6 Key Personnel: Section B.6 Key Personnel has been revised and replaced with the following:

B.6 Key Personnel

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 Mechanical Principal; (ii) the Mechanical Project Manager; (iii) the Mechanical Designer; (iv) the Electrical Engineer; and (v) the Project Architect; and (vi) 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 #6: Attachment C – Form of Offer Letter: The Form of Offer Letter (Attachment C) of the RFP has been revised in its entirety and is attached (**Exhibit 2**).

By: 
Franklin Austin, CPPB, CPM
Contracting Officer

Date: 6/19/2019

EXHIBIT 1

QUESTIONS & ANSWERS SPREADHSEET

[EXHIBIT WILL APPEAR ON THE FOLLOWING PAGE]

REQUEST FOR PROPOSAL ("RFP")

QUESTIONS & ANSWERS SPREDSHEETS

**MODIFICATION OF DEANWOOD RECREATION CENTER INDOOR POOL HVAC SYSTEM
SOLICITATION No. DCAM-19-AE-RFP-0010**

No.	Questions	Department Responses
1	<p>Can the key personnel listed in Section B.6. be altered to better fit the scope of work? The current listing is heavily architectural and the scope of work is heavy on engineering. Same question for Attachment C Form of Offer Letter Part B (can the positions listed be changed to better reflect the project requirements). Proposed key personnel below:</p> <ul style="list-style-type: none">--Mechanical Principal--Mechanical Project Manager--Mechanical Designer--Electrical Engineer--Project Architect--Structural Engineer	<p>Yes this would be acceptable. Refer to Addendum No. 3 –Item No. 5 and No. 6 - Attached.</p>
2	<p>Can the following insurance requirements be waived? They are usually not required of design teams, only contractors.</p> <ol style="list-style-type: none">1. Environmental Liability Insurance2. Sexual/Physical Abuse & Molestation Insurance.	<p>This insurance requirement can not be waived. This has been provided by the ORM, specifically for this project. The insurance requirements vary site to site.</p>
3	<p>Project experience sections D.3.1 A and D.3.2.A require that the offeror should have served as the "lead design consultant" for the project experience submitted. Can that requirement be waived? As an engineer, has been a sub-consultant on most of our relevant experience.</p>	<p>Yes for this project only.</p>

	Is DGS open to suggested amendments to the proposed schedule in the RFP response? For example, options may include removing deliverables to achieve the tight schedule, or a more realistic extended schedule.	Any alternate to the suggested schedule will have to benefit DGS.
4	The Construction budget listed in the RFP is insufficient to successfully remedy the issues. Is the construction budget listed in RFP estimated or hard stopped?	The budget is not unrealistic.
5	Please confirm there is no Bond required, because this is an AE contract and no General Contractor will be involved in this stage of the project. E.4.2.2 asks for a Bid Guarantee Certification (Attachment G), and a Bid Bond Form (Attachment M) – since this is a design project (not construction) please confirm these forms are not required.	These forms are not required. Refer to Addendum No. 3 –Item No. 2, No. 3, and No. 4 - Attached.
6	Are existing TAB reports and leak-tests available within the last year? If not, should we list these 3 rd party services as Add Alternates on the Bid Form?	There is no recent TAB reports are available. Please include as an ‘Add Alternate’
7	Section E.4 (page 22 of 33) stipulates proposals be organized in two volumes, a technical proposal and a price proposal (original and 7 copies). Section E.4.2.2. specifies “other than the original proposal, which shall include both a pricing and technical response, Offerors will be required to submit copies of the pricing portion [...] separately”. Can this be read that the “original” copy will be a combined pricing and technical proposal, and there should be 7 copies each of the technical and price proposal? Or do you require 1 original and 7 copies of the technical proposal, and separate 1 original and 7 copies of the fee proposal?	Refer to Addendum No. 3 –Item No. 3 and No. 4 - Attached.

8	<p>We believe that the unit serving the pool may be undersized, because of the nature of the complaints and initial site-walk through. Please confirm if the intent of DGS is to modify the existing unit, rather than replace it.</p>	<p>DGS would prefer replacement of the existing unites.</p>
9	<p>When will DGS award this to a Mechanical Engineer / Design Build team?</p>	<p>This RFP is for the design services only. We are still in solicitation stage – Refer to the RFP procurement schedule.</p>

EXHIBIT 2

REVISED FORM OF OFFER LETTER (ATTACHMENT C)

[EXHIBIT WILL APPEAR ON THE FOLLOWING PAGE]

Attachment C

[Offeror's Letterhead]

[Insert Date]

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

Attention: Franklin Austin
Contracting Officer

Reference: Request for Proposals ("RFP") – DCAM-19-AE-0010
Architectural/Engineering Services – Modifications of Deanwood Recreation
Center Indoor Pool HVAC System

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") "RFP" to provide Architectural/Engineering Services for the Modifications of Deanwood Recreation Center Indoor Pool HVAC System project. 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 including the Design Fee (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 Design Fee and the Hourly Rates are referred to as the "Offeror's Bid").

The Offeror's Bid is as follows:

A. Design Fee:

Design Phase

Pre-Design Services	\$ _____
Design Development	\$ _____
Construction/Permit Document Submission	\$ _____
Construction Documents	\$ _____
Construction Administration	\$ _____
Total Design Fee	\$ _____

B. Hourly Rates (Change Order Work):

Position	Hourly Rate
Mechanical Principal	\$ _____/hour
Mechanical Project Manager	\$ _____/hour
Mechanical Designer	\$ _____/hour
Electrical Engineer	\$ _____/hour
Project Architect	\$ _____/hour
Structural Engineer	\$ _____/hour

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 Pre-Design Services; (ii) design development documents; (iii) Construction/Permit Document; (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.

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: _____