

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Addendum No. 3

To

Request for Proposal (“RFP”) No. DCAM-24-CS-RFP-0023

**Architectural/Engineering Services
For
Marion Barry Building Support Systems**

Issued: May 28, 2024

This Addendum No. 3 is issued on May 28, 2024. Except as modified herein, the RFP remains unchanged.

Item No. 1. The Proposals Due Date:

The proposal due date is hereby extended from May 31, 2024, at 02:00 pm to June 5, 2024, at 02:00 pm.

Item No. 2. The RFI Responses:

The RFI Responses is hereby attached as **Attachment 1**.

Item No. 3. Amendments to the RFP:

- i- **Set-aside language:** The set-aside language, now included on the cover of the RFP, is available as **Exhibit A**.
- ii- **Executive Summary:** The requirement for **security systems work** is hereby removed from the scope of work for this project in its entirety and the revised version is attached as **Exhibit B**.
- iii- **Sections No. A.3 (Project Delivery Method) and A.4 (Design Fees):** The requirement for submitting the **Preconstruction Fee** has been removed from these sections. **Attachment C, “Form of Offer Letter,”** has been revised accordingly and is provided as **Exhibit C**.
- iv- **Section No. A.8 (Project Schedule):** The referenced section has been revised and is attached herewith as **Exhibit D**.

- v- **Section C (Economic Inclusion):** The reference section is disregarded, and the revised **Section C (Economic Inclusion)** is hereby provided as **Exhibit E**.
- vi- **Section D (Evaluation and Award Criteria):** References to “recreation/community center” and “recreation centers” are hereby replaced with “Administrative Building/s” and included as **Exhibit F**.
- vii- **Section No. E.4.1.1 (Fee Proposal Attachment):** In addition to the existing requirements, please ensure inclusion of the following items:
 - g) Campaign Finance Reform Act Self – Certification Form
 - h) Certificate of Clean Hands
 - i) A copy of the Business License

By: Obaidullah Ranjbar
Obaidullah Ranjbar
Contracting Officer

Date: 5/28/2024

--End of Addendum 3--

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



ATTACHMENT 1 – The RFI Responses

(EXHIBIT WILL APPEAR IN THE FOLLOWING PAGES)

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



**DCAM-24-CS-RFP-0023
Architectural/Engineering Services for Marion Barry Building Support Systems**

Attachment 1

Bidders Questions on RFP with DGS Responses

No.	Question	DGS Response
1	Section D.3.2 Professional Qualifications – Paragraph (i) states “Offeror will be evaluated on their (i) professional qualifications for satisfactory performance designing recreation centers.” Is this correct? The Marion Barry Building is not a recreation center.	Please delete “recreation center”. Insert Administrative Buildings. This section has been revised and attached as Exhibit F.
2	Section D.3.2. Professional Qualifications – Paragraph A also states, “List of all projects that the Offeror and the sub-consultants have worked on in the last 5 years that demonstrate design experience of recreation centers.” Once again, is this correct? Marion Barry Building is not a recreation center.	Please see the response to Question 1 above.
3	Section D.3.2. Professional Qualifications – Paragraph A’s requirements for the list of all projects in the past 5 years is nearly identical to the requirements in D.3.1. Past Performance Paragraph B. Could DGS please clarify the distinction between the requirements in D.3.1. Past 5 years matrix VS D.3.2 Professional Qualifications Past 5 years matrix?	D.3.1 refers to vendors’ experience. D.3.2 refers to Key Personnel experience.
4	The current building assessment provided as Attachment A1 was conducted in 2014. Please provide a more recent building assessment if available. If not, please confirm 2014 is the most recent building assessment.	DGS does not have any new Assessments.
5	Please provide building maintenance logs and service records identifying equipment/systems/areas of concern within the past year.	This will be provided to the successful A/E.
6	Section B.1.2 indicates the scope of work to provide a new HVAC system for the building. Please confirm if the intent is to only replace the building central systems (major equipment located in mechanical rooms/roof), or if downstream ductwork/equipment located in ceiling plenums is to be replaced as well.	Scope encompasses all MEP equipment, some needs total replacement and some needs repair. AE to justify what they are proposing during the design phase.

7	Section B.2.3.1 of the RFP notates Building Manager recommends replacing 24 of the 48 AHU's. Please provide a comprehensive list of recommended equipment to be replaced.	Floors 5, 6, 11, 10, 9 and, 3.
8	Section A.1 of the RFP mentions the building utilizes steam boilers, the Building Assessment provided as Attachment A.1 lists an electric boiler, however no boilers were observed during the site-walk. Please confirm if the building currently utilizes steam or electric boilers and where they are located.	No boilers.
9	Please confirm if existing VAV boxes have hot water or electric reheat coils.	Electrical reheat coils
10	Section A.3.1 states the project sustainability requirements to comply with EPA Energy Efficiency Goals and DOEE goals for Energy Star Certification, in addition to providing an energy-efficient building. The scope of work currently outlined in section B.1 of the RFP would be considered a Level 3 alteration (work area exceeds 50% of building area) which would trigger the Green Construction Code. Please confirm a budget for the scope of work. Should the scope of work exceed 50% of the market value of the building, LEED and GGBA's Net Zero initiatives will be required.	DGS is not looking Department Energy and Environment (DOEE) LEED certification, but for any replaced equipment it must be energy efficient.
11	Please confirm if the HVAC scope of work shall include a new Building Automation System.	MBB is equipped with the Building Automation System.
12	Please confirm the level of effort in modernizing the elevators. a. Confirm if AE is to replace the elevator cables. b. Confirm if the AE is to replace, modernize, or resurface the elevator cabs. c. Confirm if the AE is to replace any EMR equipment or controls.	Elevator related work is not in the scope.
13	Please confirm if AV/IT and Security design is included in the level of effort.	It is not in the scope.
14	Please confirm if construction shall be executed in phases.	Construction will be executed in phases.
15	Please confirm if construction documents shall include consolidated MEP&FP drawings or if each discipline is to be broken out individually for permitting.	Drawings should be separated based on major trades.
16	Please confirm if the Fire Alarm system is to be replaced or shall be existing to remain.	It is not in the scope.
17	Please confirm if a designated value is requested for reduction of power consumption goal.	It is difficult to assess at this time. But power consumption reduction should be considered.
18	Please confirm if emergency power systems are to be replaced under this SOW. If yes, what systems does the emergency power service	It is not in the scope.
19	Please confirm estimated construction timeline for Construction Administration Title II services.	3 years from securing all relevant permits.
20	Please confirm the AE will need to coordinate future and current renovations/design work for the MEP upgrades.	Yes

21	Please confirm what as-builts are available to the awarded AE.	No MEP as-builts are available.
22	Please confirm if there are any specialized spaces that the MEP systems serve (i.e.: server room, court room, command center, archive, special storage, etc..) and if any of these spaces require 24-hour service.	MEP serves the building 24 hours 7 days a week and 365 days a year.
23	Please confirm if roof drain replacement is in scope.	It is not in the scope.
24	Please confirm anticipated design schedule for each pre-design and design milestone.	All design must be completed within the performance period mentioned in this RFP.
25	Please confirm if Storm Water Management is included in the scope of work.	It is not in the scope.
26	Please confirm if this is a CMAR contract vehicle or a design-bid-build. There are contradictory statements in the RFP.	It is an error, please read. design – bid - build.
27	Please clarify and confirm the following RFP statement. Page 22-23 LSDBE participation – Paragraph C.2.1.1. – “A prime contractor that is certified by DSLBD as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of sections C.2.1.1 and C.2.1.2.” Please note: the paragraph numbering in this section is incorrect – all sub items are C.2.1.1. Is a prime SBE subject to the 35% LSDBE subcontracting requirement?	Revised and attached as Exhibit E.
28	Is the condition assessment report, which is 10-years old, recommendations to be included in the design?	Please see the answer of Q 4 above
29	Is an update condition assessment report (CAR) to be performed since the latest report is 10 years-old?	Please see the answer of Q 4 above
30	Are the main switchgear (substation) and branch circuit panelboards to be replaced?	It is the AE’s responsibility to identify what needs to be replaced.
31	On page 10 of 46 in the RFP, it states, “The Generator requires five (5) switchgears of various capacities to be replaced.” Does the building have one generator providing power to five switchgears?	there are 3 generators, 2 for the building and 1 for MPD new generator.
32	In the RFP it states the Fire Alarm system is only 10-years old. On page 10 of 46, RFP states it should be removed and replaced. Is the Fire Alarm system to be removed/replaced throughout the building?	No, entire Fire Alarm System does not require replacement. There are some missing elements, such as stoves and duct heaters that need to be installed. Due to modernization of office space some vendors changed some ducts but did not install duct heaters.
33	Confirm that there are no electrical record set of drawings for the building.	Confirmed.
34	Are the generators listed in the CAR replacement listed in the in the CAR to be the same size?	Should be the same size.

35	Are the fuel tanks for the generators to remain or be replaced?	Fuel Tanks remains.
36	Has there been any building permit submitted within the previous year? Is there any building permit planned to be submitted within one year of this project?	Yes, building permits are random issue and DGS always gets new building permits.
37	Are there any renewable energy systems (i.e. pv panels, solar thermal, or geothermal) in the building?	No.
38	Please clarify the Owners Allowance of \$25,000 is to cover reimbursable for permits and printing. There are required hard copy prints for each phase to be provided to DGS: What size is required?	The reimbursable cost is for permit fee and permit processing. Hard copy should be standard sizes as required in this industry.
39	Specify the number of cost estimates required for this project. For example: Feasibility Study, Concept, SD, DD and CDOCS? Is DGS asking for estimates for all five submissions?	Feasibility, DD and final.
40	Will any areas be vacated during phasing of major activities, if required: Will tempo HVAC system equipment be required and/or designed by AE Team? Are we assuming a generally occupied building at all times which assumes specific GC make safe actions during project?	This issue will be determined upon findings and final design phase of the AE.
41	Does the project completion date of April 30, 2025, include/assume CA/Construction Time is included?	Please refer to Q 91 below
42	The Site Survey does not mention Plumbing systems as a system to survey, renovate, or upgrade. However, B.1.6 Plumbing is mentioned to provide documents to replace water pumps and fixtures where required. Please clarify and quantify this work area.	Please include the plumbing system in the survey, as water valves and sprinklers are mentioned in the scope.
43	Is MEP or third-party Commissioning required? Is LEED Certification Required or targeted?	DGS will retain 3rd parties during the construction phase.
44	Does life safety work include elevator Life Safety (LS) system upgrades or is this being done under a separate contract?	Elevator is out of this scope.
45	What does "where required" mean? Are there some fixtures already upgraded? Is it all LS system fixtures or only older fixtures? Is a new or upgraded annunciator panel required?	Where required means – any defect and inoperable units and or equipment identify by AE during the survey.
46	What does "where required" mean? Bathrooms are NIC. Are we targeting only equipment and pumps related to HVAC and water valve systems? Are any additional domestic or sanitary systems in the scope of work?	See answer in Q 45. Bathrooms are out of the scope.
47	Will full building Life Safety Analysis and/or ADA Analysis be required for whole building?	Yes
48	Need clarification and/or exclude and/or provide allowance for technological (AV/IT and or security) requirements for the Project. Is this work part of the scope?	No
49	We need clarification of "Feasibility Plan" versus "Initial Study" Are these the same action? Also is the building (re) assessment part of the Feasibility Plan submission?	After initial study the successful AE develop the feasibility analysis so that DGS can decide the goal.

50	Will any public hearings be required other than agency and internal stakeholder reviews?	No
51	Under SD deliverables B.3.2.1 8a iii Exterior elevations, rendering & color palette...is this required for this project?	No
52	B.3.3.1 notes that a CMAR contractor is involved in the project. Does this conflict with the Design-Bid-Build project delivery method noted in A.3 Project Delivery Method?	Please see the response to Q. 26 above
53	B.4 Bidding and construction reflect the scope for an A/E under a CMAR project delivery method, which is not a traditional design-bid-build A/E service. This scope assumes that the GC is on board. Will you have a CMAR on board? If so, are they performing preconstruction services? Please explain and coordinate with A.3 Project Delivery Method.	Please see the response to Q. 26 above
54	The respondents shall provide a Proposed Fee that includes only what is cited in the RFP. Should we consider any additional scope discovered in the Study Report and Feasibility Report as additional service fees?	No
55	Will the final scope be determined during the Studies or Schematic Design phases?	Yes
56	Assuming this is a Design-Bid-Build delivery method, how can Preconstruction occur before bidding? If so, and if Preconstruction requires long lead items that need purchasing before a GC is on board, who will provide the upfront cost and responsibility for the equipment? A/E or DGS?	A.3 A. 4. Design Fees exclude the preconstruction. Please delete the word pre-construction. Revised Form of Offer Letter is hereby attached as Exhibit C.
57	Confirm renovation does not need to be net zero ready	No
58	Confirm fee is to include 3 years of Construction Administration Phases.	Yes
59	Confirm if budget is fixed or will be adjusted after Feasibility Study and cost estimate?	We have fixed budget
60	Is this project an SBE set-aside? The DGS website says it is, but the statement declaring an SBE set-aside that would usually be in the RFP is not there.	Procurement. Yes, it is SBE set aside. The cover page of the RFP is updated and attached as Exhibit A.
61	D.3.3 asks for three (3) projects where the Offeror served as the architect on a design-build team. Can it be engineer lead instead?	Sure
62	Can you please confirm the difference of what RFP is requesting in section D.3.1 vs section D.3.2	D.3.1 refers to vendors' experience. D.3.2 refers to Key Personnel experience.
63	Section D.3.1 can you confirm exactly how many PPE we need between the Prime A/E and each sub?	3 References
64	Section D.3.2 asks for bullets 1 through 7 to be included in the matrix as well as D.3.3 to include bullets 1 through 7 on the project sheet. Do we need to include both?	Yes

65	Do we need to include org chart in section E.4.1.1 as well as section D.3.3?	Section E.4.1.1 is referring to Proposal Format and must include all what it refers.
66	For section G, do we need to include the insurance requirements in our proposal submission?	No
67	Section E.4.1.1 and Section D.3.3 Requests resumes for each key participant on the team. To eliminate duplication which section should we include it in?	Section E.4.1.1 is referring to Proposal Format and must include all what it refers.
68	Does this project have to perform to DC Energy Conservation Code? Is there an EUI goal?	The goal is to minimize the power consumption.
69	Can DGS please confirm the design to budget?	\$16 million dollar is the project budget
70	Can DGS please confirm the potential construction schedule.	After the design is complete and permits are secured.
71	Instead of a builder reference, would DC DGS accept an owner/architect reference?	It should be for the AE references.
72	Is there is a solar – readiness requirement?	If feasible, yes.
73	Is the building fully occupied?	Yes
74	If a swing space is needed will that be under this contract or separate?	It is not AE's responsibility
75	During the pre-bid potential elevator scope was mentioned. Please confirm.	Elevators are not in scope.
76	During the pre-bid potential generator scope was mentioned. Please confirm.	It says 5 switchgears to be replaced.
77	Does the existing lighting throughout the facility meet the current energy code? Will any applicable upgrade be part of this scope?	Light fixtures are not in the scope.
78	Will energy modeling be required?	No
79	Do any of the tenants require access and usage of space beyond regular business hours? Are any spaces in use 24/7 or considered critical?	The tenants need access beyond the regular business hours.
80	Please confirm the fire alarm scope. In B.1 4 states the fire alarm system is in good condition except for some changes and additions. In the building manager's finding the fire alarm system needs to be removed and replaced.	Please refer to Q 32
81	Section A.2 A/E 's responsibilities references commissioning. Please confirm commissioning will be part of this contract.	Commissioning is not a part of AE scope. But their active participation will be required during the 3rd party commissioning.

82	Is there consideration for pricing only the study now, then based on the findings and available budget negotiate the rest of the fee?	No. Please put your total fee based on the scope.
83	Please confirm upgrading the PA system is in the scope.	No
84	Please confirm the HVAC upgrade includes all base building systems.	Yes
85	What is the construction budget for the project?	Please refer to Q 69 above
86	Are the base building drawings available in AUTOCAD?	Yes, some has been altered without any record.
87	After the schematic design assessments are made, can additions to the remaining design and Title II fees be made if the scope of the recommended repair work is more extensive than assumed at the time of bid?	Please refer to Q 82 above
88	What are the phasing requirements in the building for utility outages of MEP/FP systems?	It will depend on the dollar value, as work will be completed based on the available budget.
89	Confirm cost estimates will be required during each design phase in CSI format breakdown.	Please refer to Q 39 above
90	Confirm the project schedule. Given the size of the building and lack of MEP drawings, three weeks for the building survey and producing a study report submission is not feasible to perform an effective assessment. Further 10 weeks to develop permit documents on this building after the feasibility study does not seem adequate for the size and scope of the building.	Agreed, please read as follows: a. Survey 6 weeks b. Permit documents 20-week Revised Project Schedule is attached hereby as Exhibit D.
91	Confirm how many ongoing projects will be occurring within the building during design and construction of this project.	If you are referring to other project work, then you can assume 5 projects per year.
92	Elevator modernization was discussed during the preproposal meeting. Confirm this is also included in the scope.	Elevators are not in the scope
93	Confirm the extent of the fire alarm replacement. Is it a whole replacement or just some devices to be replaced or added?	Please refer to Q 32 above
94	Confirm if Low Voltage (IT/AV/Security) systems are part of the scope of this project.	Not in the scope
95	Confirm LEED certification is not required.	No LEED certification is not required.
96	The latest code requirements for a renovation of this size may require drastic changes to the electrical and mechanical system selections and square footage required. Is DGS prepared for adding potential MEP/FP square footage or utility capacity for these upgrades within this project?	DGS does not think that this will create such a huge change that will require a total upgrade.
97	RFP section B.3.2 states the project shall be designed with a budget of \$16 million for hard construction costs, please confirm this is the final budget.	This is the total project budget.

98	The RFP section A.3.1 project sustainability requirement states “the project shall be designed to achieve Energy Star certification”. According to DC Greener Buildings Amendment Act of 2022 any new or substantially improved buildings that the district owns or finances in significant part shall adhere to net zero energy standards. This requirement is not mentioned in RFP. Will the building be exempted from DC Greener Building Amendment Act of 2022?	Please refer to Q 10 above
99	If the building need to meet net zero energy standards, will the rehabilitation of the façade meet the net zero energy standard? If the façade doesn’t meet the net zero energy requirement will the façade upgrade fall into this project?	No, it does not require net Zero energy requirement
100	The RFP section A.3.1 sustainability requirement doesn’t mention LEED certification; section B.3.3 Design Development deliverable item 8 (a) v requires project LEED information as appropriate. Please confirm if LEED certification is required.	No LEED certification is required
101	During the pre-proposal meeting it was mentioned the elevator upgrade is going to be added to the scope, currently the elevator upgrade is not mentioned in the RFP, please confirm.	Elevator is not in the scope
102	During the pre-proposal meeting, it was mentioned that section A.4 Design Fees A/E shall include the owner’s allowance of \$25,000 to cover permit expenses. In the meeting, it was also mentioned A/E’s any permit related spending exceeding the allowance will be reimbursed plus 10% profit, please confirm.	Confirmed
103	During the pre-proposal meeting it was mentioned that a newer version of Building Condition Assessment report will be made available for the bidders, please confirm.	It was never mentioned, as DGS does not have any.
104	During the pre-proposal meeting it was mentioned the project will not have any AV/ITC scope of work, please confirm.	Confirmed
105	In the RFP executive summary, it states that “Building Support System including, but not limit to ... security system work”. The RFP doesn’t provide any other information on the scope of work for the security system, please clarify.	Please exclude the Security System from the scope. The Executive Summary is hereby revised and attached as Exhibit B.
106	During the pre-proposal meeting it was mentioned the project will be executed in multiple phases. Will the project be permitted in multiple phases?	Yes
107	Will the building owner hire a permit expeditor to facilitate the permitting process?	No, it is the responsibility of the AE
108	Will the project go through regular permitting process or velocity review?	It should go through the regular permitting system
109	Will the building be occupied during construction? If the building will be occupied does the A/E need to provide temporary architectural and MEP solutions for the occupied space during the construction?	Please do not include this scope in this proposal.
110	The construction administration service is expected to last until when?	Till the construction of all phases is complete.
111	Will any tenant re-configure their space during the project?	No

112	The RFP section A.1 states “There are no MEP drawings available for this building, however base building architectural plans will be provided to the successful A/E”. Beyond the base building drawings, will the tenant architectural plan and the structural drawings be provided to the successful A/E?	Yes, DGS will provide what it possesses. Please note that over the year the building underwent several built-out changes, and DGS might not have all those changed drawings.
113	During the pre-proposal meeting it was mentioned that which piece of equipment needs replacement will be based on the A/E’s feasibility report after award; in the RFP section B.1.2 Scope of Work it states that “Provide construction documents for a new HVAC system for the building”. Please clarify if an entirely new HVAC system is needed or it should be determined after A/E submit the feasibility study.	The design will be done based on the findings and it will require DGS pre-approval before design development.
114	Will the proposed new HVAC system be limited to MEP spaces, or the new system can expand to the tenant spaces to replace the existing diffusers, ducts, pipes, terminal units, etc.?	The confined area remains unchanged.
115	The electrical service scope of work B.1.3 states “Provide construction documents for the electric service within the building including but not limited to all components required replacement/reservicing, such as substations and branch circuit panels.” Will the light fixtures in tenant spaces need to be replaced as well?	Electrical services mean any changes of mechanical system that require electrical work. Light fixtures are not in this scope.
116	Section B.1.4 Scope of Work Fire Protection & Life Safety Systems states “The existing Fire Alarm System, installed in 2014, is in good condition, except for some changes and additions...”; Section B.2.3 Initial Findings of Building Maintenance Division states “The existing Fire Alarm System needs to be removed and replaced, including some of the smoke detectors and notification devices”. Shall the existing fire alarm system be removed and replaced totally?	Please refer to Q 32 above
117	Section B.1(4) Scope of Work Fire Suppression System states that the A/E shall inspect the fire suppression system and replace equipment that is corroded. Section B.2.3(5) Initial Findings of Building Maintenance Division states that the fire suppression system requires full replacement of the distribution pipes and sprinkler heads. Can clarity be provided on which components of the fire suppression system require replacement?	Please refer to Q 32 above
118	During the pre-proposal meeting it was mentioned that which piece of equipment needs replacement will be based on the A/E’s feasibility report after award; in the RFP section B.1.2 Scope of Work it states that “Provide construction documents to replace water pumps and fixtures, where required. Replace the water heaters, where required”. Please clarify if the A/E feasibility study will be limited to fixtures, pumps, and water heaters.	Feasibility study will cover the total building support system
119	The renewable energy system is not mentioned in the RFP, will renewable energy system such as installing PV on the roof be included in scope of work?	It is not in the scope
120	Please confirm this solicitation can be primed by an MEP/FP Engineering Firm?	DGS does not have any pre-condition to this scope regarding AE or Engineers. However, this is an SBE set-aside.

121	Please confirm if a firm both bid as a prime and as a sub on another team for this solicitation?	Confirmed.
122	Please confirm/specify the scope as it relates to the elevators. Some documentation seems to indicate a refresh was done not too long ago.	Elevator is not in the scope.
123	Are firms who did not attend the initial May 2nd pre-bid meeting and site visit precluded from bidding this project?	They can visit the site by making an appointment with the Building Manager at 202-253-1746
124	Please confirm if there are MEP/FP drawings available for the building?	They are not available
125	It is our understanding that the initial study phase is intended to clarify the ultimate design scope. Since the design scope is not fully defined at the time of bidding for this project, can DGS provide direction as to what should be considered at the time of bidding to ensure all Offerors are bidding the same SOW? a. Example, Offerors are to bid what is defined as needing replaced in the provided condition assessment.	Please submit your offer for the whole scope.

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



EXHIBIT A – Set-aside Language

(EXHIBIT WILL APPEAR IN THE FOLLOWING PAGES)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



REQUEST FOR PROPOSALS

Solicitation Number: DCAM-24-CS-RFP-0023

**ARCHITECTURAL/ENGINEERING SERVICES FOR
MARION BARRY BUILDING SUPPORT SYSTEMS**

This solicitation is being set-aside for Offerors that are certified by the District of Columbia Department of Small and Local Business Development (“DSLBD”) as certified Small Business Enterprises (SBEs).

Solicitation Issue Date: April 24, 2024

Pre-proposal Conference: May 2, 2024, at 12:00 P.M.
441 4th Street, NW Conference Room # 1114
Washington, DC 20001
Refer to Section F.2

Site Visit: May 2, 2024, at 12:00 A.M.
441 4th Street, NW
Washington DC 20001
Refer to Section F.2

Last Day for Questions: May 10, 2024, by 2:00 P.M.
Refer to Section F.3

Proposal Due Date: June 5, 2024, at 2:00 P.M.
Refer to Section E.3

Contact: Arad Rahimi
Contract Specialist
Department of General Services
3924 Minnesota Avenue, 5th Floor
Washington, DC 20019
Arad.Rahimi@dc.gov

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



EXHIBIT B – Executive Summary

(EXHIBIT WILL APPEAR IN THE FOLLOWING PAGES)

Executive Summary

The Department of General Services (the “Department” or “DGS”) needs capital improvements to the Marion S. Barry Jr. Building, aka OJS Building, (the “Building”) located at 441 4th Street NW, Washington DC 20001 (the “Project”) and is seeking an architect/engineer (“Architect/Engineer” “A/E” or “Contractor”) to perform work for the Project. This is an administrative building and is currently occupied by over twenty-five (25) District agencies. The building was built and has been occupied since 1990 and underwent various interior modifications.

Under a previous building rehabilitation process, the exterior envelope of the Building was addressed, including the roof, penthouse, windows, exterior doors, and joint sealant to prevent moisture intrusion into the Building. The design for that project has already been completed and the construction will be carried out in phases. Most of the Building’s interior restrooms are under construction and will be completed by the 2nd quarter of 2025. This specific Project will focus on the Building support systems including, but not limited to, heating, ventilation, and conditioning (“HVAC”), electrical, fire protection and life safety systems.

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



EXHIBIT C – Form of Offer Letter

(EXHIBIT WILL APPEAR IN THE FOLLOWING PAGES)

Attachment C

[Offeror's Letterhead]

[Insert Date]

District of Columbia Department of General Services
3924 Minnesota Avenue NE, 5th Floor
Washington, DC 20019

Attention: Obaidullah Ranjbar
Contracting Officer

Reference: Request for Proposals ("RFP") – DCAM-24-CS-RFP-0023
Architectural/Engineering Services for Marion Barry Building Support Systems

Dear Mr. Ranjbar:

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 Marion Barry Building Support Systems. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "RFP Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary to submit its Proposal in response to the RFP.

The Offeror's proposal including the Design Fee (as defined in paragraph A below), and the Hourly Rates (as defined in paragraph C below) are based on the RFP Documents as issued and assume no material alteration of the terms of the RFP Documents. Collectively Offeror's Design Fee and Hourly Rates are referred to as the "Offeror's Price Proposal").

The Offeror's Price Proposal is as follows:

A. Design Fee:

i. Comprehensive Survey	\$ _____
ii. Concept Design	\$ _____
iii. Schematic Design	\$ _____
iv. Design Development	\$ _____
v. A permit set of construction documents (the "Permit Set")	\$ _____
vi. Complete construction documents	\$ _____
vii. Bidding/construction administration	\$ _____
viii. Owner's Allowance	\$ <u>25,000.00</u>

Total Design Fee \$ _____

B. Hourly Rates (for Potential Change Orders):

Position	Hourly Rate
i. Design Principal	\$ _____/hour
ii. Project A/E	\$ _____/hour
iii. Project Designer	\$ _____/hour
iv. Lead MEP Engineer	\$ _____/hour
v. Lead Fire Safety System Engineer	\$ _____/hour

The Offeror acknowledges and understands that the Design Fee is a fixed fee and covers all the Offeror's costs associated with the preparation of the: (i) Comprehensive Survey; (ii) concept design; (iii) schematic design; (iv) a set of design development documents; (v) a permit set of construction documents (the "Permit Set"); and (vi) complete construction documents; (vii) Bidding/construction administration; and (viii) Owner's Allowance.

The Offeror's proposal 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 closing date of the RFP solicitation.

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 form and bind the Offeror to the terms of the Offeror's Price Proposal.
3. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror to authorize the terms of the Offeror's Price Proposal.
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 form and the Offeror's Price Proposal are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____
Name: _____
Title: _____

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



EXHIBIT D – Project Schedule

(EXHIBIT WILL APPEAR IN THE FOLLOWING PAGES)

Revised Project Schedule:

The Preliminary Project milestone schedule for the project is as follows:

1	Estimated Notice of Award	on or about July 15, 2024
2	Issuance of Agreement	on or about July 31, 2024
3	Submit Study Report	6 weeks after Agreement
4	Submit Feasibility Study	10 weeks after Agreement
5	Submit 100% Design Development	20 weeks after Agreement
6	Submit Permit Set to DOB	22 weeks after Agreement
7	Submit 100% Construction Documents	24 weeks after Agreement
8	Substantial Completion Date	May 30, 2025

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



EXHIBIT E – Section C: Economic Inclusion

(EXHIBIT WILL APPEAR IN THE FOLLOWING PAGES)

SECTION C ECONOMIC INCLUSION

C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

Under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2005”, D.C. Code § 2-218.01 *et seq.*, as amended (“Act”, as used in this section), the District shall apply preferences in evaluating proposals from businesses that are certified by the Department of Small and Local Business Development (“DSLBD”) pursuant to Part D of the Act.

- a) Any prime contractor that is a small business enterprise (“SBE”) certified by the DSLBD will receive the addition of three (3) points on a 100-point scale added to the overall score.
- b) Any prime contractor that is a resident-owned business (“ROB”) certified by DSLBD will receive the addition of five (5) points on a 100-point scale added to the overall score.
- c) Any prime contractor that is a longtime resident business (“LRB”) certified by DSLBD will receive the addition of five (5) points on a 100-point scale added to the overall score.
- d) Any prime contractor that is a local business enterprise (“LBE”) certified by DSLBD will receive the addition of two (2) points on a 100-point scale added to the overall score.
- e) Any prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (“DZE”) certified by DSLBD will receive the addition of two (2) points on a 100-point scale added to the overall score.
- f) Any prime contractor that is a disadvantaged business enterprise (“DBE”) certified by DSLBD will receive the addition of two (2) points on a 100-point scale added to the overall score.
- g) Any prime contractor that is a veteran-owned business (“VOB”) certified by DSLBD will receive the addition of two (2) points on a 100-point scale added to the overall score.
- h) Any prime contractor that is a local manufacturing business enterprise (“LMBE”) certified by DSLBD will receive the addition of two (2) points on a 100-point scale added to the overall score.
- i) Any prime contractor that is an equity impact enterprise certified by DSLBD will receive the addition of five (5) points on the 100-point scale added to the overall score.

A certified business enterprise ("CBE") shall be entitled to any or all of the preferences provided in this Section, but in no case shall a CBE be entitled to a preference of more than 12 points.

C.1.1 Preferences for Certified Joint Ventures

A certified joint venture will receive preferences as determined by DSLBD in accordance with D.C. Official Code § 2-218.39a (h).

C.1.1.1 A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.

C.1.1.2 Any vendor seeking certification in order to receive preferences under this RFP shall contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
One Judiciary Square Building
441 4th Street, NW, 9th Floor
Washington, DC 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

C.1.1.3 All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

C.2 LSDBE Participation

The Department requires that significant participation by business enterprises certified by DSLBD as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having an owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the project. At least 35% of the contract work must be awarded to entities that are certified as Small Business Enterprises by DSLBD. Offerors shall submit a SBE Subcontracting Plan **Attachment M** with their proposals. The SBE Subcontracting Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

C.2.1 Mandatory Subcontracting Plan and Requirements.

C.2.1.1 Unless the Director of DSLBD has approved a waiver in writing, in accordance with D.C. Official Code § 2-218.51, for all contracts in excess of

\$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).

C.2.1.2 If there are insufficient SBEs to completely fulfill the requirement of paragraph C.2.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

C.2.1.3 A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of **sections C.2.1.1 and C.2.1.2.**

C.2.1.4 Except as provided in C.2.1.5 and C.2.1.6, a prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

C.2.1.5 A prime contractor that is a certified joint venture and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

C.2.1.6 Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

C.2.1.7 A prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

C.2.2 Subcontracting Plan

An Offeror responding to this RFP which is obligated to subcontract shall be required to submit with its Proposal, any subcontracting plan required by law. Offeror's responding to this RFP shall be deemed nonresponsive and shall be rejected if the Offeror fails to submit a subcontracting plan that is required by law. If the Agreement is in excess of \$250,000, at least 35% of the dollar

volume of the Agreement shall be subcontracted with a CBE, 35% with small business enterprises (“SBE”) and 15% with resident owned business enterprises (“ROB”).

Though the above requirements exceed the statutory requirements set forth in the Small and Certified Business Enterprise Development and Assistance Amendment Act of 2014, the Department desires the selected A/E to provide the maximum level of participation for SBEs, CBEs, and ROBs, and views these goals as a minimum with potential to far exceed.

The subcontracting plan shall be submitted as part of the proposal and may only be amended after award with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan after award shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

C.2.3 Copies of Subcontracts

Within twenty-one (21) days of the date of award, the prime contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the Contracting Officer (“CO”), the District of Columbia Auditor and the Director of DSLBD.

C.2.4 Subcontracting Plan Compliance Reporting

C.2.4.1 If the prime contractor has a subcontracting plan required by law for the proposed contract, the prime contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- a) The price that the prime contractor will pay each subcontractor under the subcontract;
- b) A description of the goods procured, or the services subcontracted for;
- c) The amount paid by the prime contractor under the subcontract; and
- d) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

C.2.4.2 If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

C.2.5 Annual Meetings

Upon at least 30 days written notice provided by DSLBD, the prime contractor shall meet annually with the CO, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

C.2.6 DSLBD Notices

The prime contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

C.2.7 Enforcement and Penalties for Breach of Subcontracting Plan

C.2.7.1 A prime contractor shall be deemed to have breached a subcontracting plan required by law, if the prime contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.

C.2.7.2 A prime contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.

C.2.7.3 If the CO determines the prime contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in clause 8 of the SCP, Default.

C.2.7.4 Neither the A/E nor a subcontractor may remove a subcontractor or tier-subcontractor if such subcontractor or tier-subcontractor is certified as an LSDBE company unless the Department approves of such removal, in writing. The Department may condition its approval upon the prime contractor developing a plan that is, in the Department's sole and absolute judgment, adequate to maintain the level of LSDBE participation on the Project.

C.2.8 Residency Hiring Requirements for Contractors and Subcontractors

At least fifty-one percent (51%) of the Offeror's team and every subconsultant's employees hired after the selected A/E enters into a contract with the Department, or after such subconsultant enters into a contract with the A/E, to work on this Project, shall be residents of the District of Columbia. This percentage shall be applied in the aggregate, and not trade by trade. In addition, the selected A/E firm shall use commercially reasonable best efforts to comply with the workforce

percentage goals established by the recently adopted amendments to the First Source Employment Agreement Act of 1984 (D.C. Code §§ 2-219.01 *et seq.*) and any implementing regulations, including, but not limited to the following requirements:

- (i) At least 20% of journey worker hours by trade shall be performed by District residents;
- (ii) At least 60% of apprentice hours by trade shall be performed by District residents;
- (iii) At least 51% of the skilled laborer hours by trade shall be performed by District residents; and
- (iv) At least 70% of common laborer hours shall be performed by District resident
- (v) Thirty five percent (35%) of all apprentice hours worked on the Project shall be worked by District residents.

C.2.9 Economic Inclusion Reporting Requirements

Upon execution of the Contract, the A/E and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the Project, the date that they were hired and whether or not they live in the District of Columbia.

The A/E shall comply with subchapter X of Chapter II of Title 2 of the D.C. Code, and all successor acts thereto, including by not limited to the *Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011*, and the rules and regulations promulgated thereunder, and all successor acts thereto and the rules and regulations promulgated thereunder.

The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall comply with the Employment Services (“DOES”) upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the Project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; and (v) submit monthly compliance reports to DOES by the 10th of each month.

C.2.10 Apprenticeship Act

The D.C. Apprenticeship Act of D.C. Law 2-156, (as amended, the Act) may apply to this Project. As applicable, the A/E and its subcontractors selected to perform work on the Project on a craft-by-craft basis may be required to comply with the Act. If applicable, all terms and conditions of the D.C. Apprenticeship Council Rules and Regulations shall be implemented, and the selected A/E shall be liable for any subcontractor non-compliance. Thirty-five percent (35%) of all apprentice hours shall be worked by District residents.

C.3 SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY (if applicable)

C.3.1 The Contractor is required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements, including

any modifications to this Order, unless and until they are rescinded or superseded. At the request of the District government, Contractors may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.

C.3.2 The Contractor is required to comply with City Administrator’s Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.

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



**EXHIBIT F – Section D: Evaluation and Award Criteria
(EXHIBIT WILL APPEAR IN THE FOLLOWING PAGES)**

SECTION D EVALUATION AND AWARD CRITERIA

D.1 Award

The Department intends to award a contract to the highest rated qualified A/E firm if such contract is satisfactorily negotiated and at a price the CO determines to be fair and reasonable to the District.

D.2 Evaluation Process

The Department will evaluate Offerors' Proposals, qualified A/E firms and any best and final offers ("BAFO(s)") requested and received in accordance with the provisions of D.C. Official Code § 2-356.04 of the Procurement Practices Reform Act of 2010, as amended, and **Sections 2620 – 2633** of the District of Columbia Municipal Regulations ("DCMR").

D.2.1 Evaluation Board

D.2.1.1 Selection and Appointment

The head of the contracting agency or designee shall appoint one (1) or more permanent or ad hoc architect-engineer evaluation board ("Evaluation Board") composed of members who, collectively, have experience in architecture, engineering, construction, and District and related procurement matters. Members of the Evaluation Board shall include highly qualified professional employees of the District and may include private practitioners of architecture, engineering, or related professions and shall evaluate all Proposals received from A/E(s) firm interested in the proposed contract under this RFP. The head of the contracting agency shall designate at least one (1) District employee member of each board as the chairperson.

D.2.1.1 Evaluation Board Responsibilities

The Evaluation Board shall:

- a. Review the Department's current data files on eligible A/E firms and Offerors' proposals received in response to this RFP.
- b. Evaluate current statements of A/E firms' qualifications and performance data on file with the Department and Offerors' proposals, in accordance with the prescribed criteria in **Section D.3**.
- c. Hold discussions with at least three (3) of the most highly rated qualified A/E firms about concepts and the relative utility of alternative methods of furnishing the required services; the A/E fees will not be discussed.
- d. Prepare a selection report for the CO recommending, in order of preference, at least three (3) A/E firms that are evaluated to be the most highly qualified to perform the required services, based on the selection criteria in **Section D.3**. The selection report shall include a description of the discussions and evaluation conducted by the board to allow the CO to: review the considerations

upon which the recommendations are based; and, make a final, independent determination regarding the order of preference of at least three (3) of the most highly qualified A/E firms based on the selection criteria in **Section D.3**.

D.3 Evaluation and Selection Criteria

Each Offeror's proposal and eligible A/E firm on file with the Department will be scored on a scale of 1 to 100 points. In addition, eligible Offerors and A/E firms on file with the Department will receive up to 12 preference points as described in **Section C.1** and **Section D.3.6** of this RFP for designation by DSLBD. Thus, the maximum number of points is 112.

A/E firms will be evaluated in accordance with the following selection criteria:

- Past Performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedules – A/E and sub-consultants **(20 points)**
- Professional qualifications necessary for satisfactory performance of the required A/E services **(20 Points)**
- Specialized Experience and Technical Competence in the type of work required under this RFP– A/E and its sub-consultants Key Personnel **(30 points)**
- Capacity to accomplish the work in the required time – A/E and its sub-consultants Key Personnel **(10 points)**
- Acceptability of Design Approach and Management Plan **(20 points)**
- DSLBD Preference Points **(up to 12 Points)**

D.3.1 Past Performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedules – A/E and sub-consultants (20 points).

Offerors will be evaluated based on their (i) past performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work and compliance with performance schedule; (ii) the Offeror's past performance working with its proposed sub-consultants; and (iii) the offeror must include their roles (Prime Contractor or Subcontractor) for all referenced projects. They must include what portion of work they performed. This element of the evaluation will be worth up to twenty (20) points.

Offerors will be required to submit the following information in their Proposals:

- A. List of all projects that the Offeror A/E and its sub-consultants have worked on in the last 5 years that are similar to this Project. For purposes of this paragraph, similar shall mean projects

where the Offeror has served as the lead design consultant for a public facility or Administrative Building/s (include if they were in an urban setting). This information may be provided in an overview matrix format or brief list; however, it should include the name and location of the facility, the name of the owner, the time frame of the project, the original budget for the project, and whether the project was delivered on-time and on budget. If a project was not delivered on-time or on budget, a brief description of the reasons should be provided.

- B. The Offeror shall ensure that a minimum of three (3) Past Performance Evaluation forms **Attachment K**, are completed on behalf of the A/E and submitted directly to the Department's POC stated on **Section F.1** by the due date for Proposals as specified in **Section E.3**. A minimum of two (2) Past Performance Evaluation forms for each sub consultant should be incorporated in the Offeror's technical Proposal.

D.3.2 Professional qualifications necessary for satisfactory performance of the required A/E services (20 Points).

Offerors will be evaluated on their: (i) professional qualifications for satisfactory performance designing Administrative Building/s; and (ii) demonstrated experience working as a lead designer in the past five (5) years for construction projects. This element of the evaluation will be worth up to twenty (20) points.

Offerors will be required to submit the following information in their Proposals:

- A. List of all projects that the Offeror and the sub-consultants have worked on in the last 5 years that demonstrate design experience of Administrative Building/s. Offerors should have served as the lead design consultant for a construction project. This information may be provided in an overview matrix format or brief list; however, it should include the name and location of the facility, the name of the owner, the time frame of the project, the original budget for the project, and whether the project was delivered on-time and on budget. If a project was not delivered on-time or on budget, a brief description of the reasons should be provided. On each project description, please provide all of the following information in consistent order:
1. Project name and location.
 2. Name, address, contact person and telephone number for owner reference.
 3. Brief project description including project cost, square footage, firm's scope of work, and key firm strengths exhibited.
 4. Identification of personnel involved in the selected project who are proposed to work on this Project.
 5. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected schedule should be explained).
 6. Renderings or photographs that show the interior and exterior of the project.

D.3.3 Specialized Experience and Technical Competence and in the type of work required under this RFP– A/E and its sub-consultants Key Personnel (30 points).

Offerors will be evaluated based on their: (i) demonstrated experience in design excellence and design of public facilities in a manner that reflects civic importance and creates a sense of place and community; (ii) design of building support systems in an urban setting; (iii) cost estimating and Value Engineering/management; (iv) knowledge of the local regulatory agencies and Code Officials; (v) demonstrated experience designing and completing high quality, construction projects on-time and on-budget; (vi) Key Personnel’s technical competence and specialized experience; and (vii) the availability and experience of the Key Personnel assigned to this Project. This element of the evaluation will be worth up to thirty (30) points.

If the Offeror is a team or joint venture of multiple companies, the Evaluation Board will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture their: (i) demonstrated experience in providing a full range of design services for Project; (ii) demonstrated experience in, and their plan to deliver, coordinated and constructible documents in a phased, fast track environment; (iii) demonstrated experience in managing, and their plan to manage, scope expansion in Project price on design development documents, or drawings of a similar level of completeness; (iv) Key personnel’s technical competence and specialized experience; and (v) the availability and experience of the Key Personnel assigned to this Project.

Offerors will be required to submit the following in their Proposals:

- A. Detailed descriptions of no more than eight (8) projects that best illustrate the Offeror A/E and its sub-consultants’ technical competence and specialized experience relevant to this Project, including at least three (3) projects where the Offeror served as the architect on a design-build team. On each project description, please provide all of the following information in consistent order:
1. Project name and location.
 2. Name, address, contact person and telephone number for owner reference.
 3. Name, address, contact person and telephone number for builder reference for those projects where the Offeror served on a design-build team.
 4. Brief project description including project cost, square footage, firm’s scope of work, and key firm strengths exhibited.
 5. Identification of personnel involved in the selected project who are proposed to work on this Project.
 6. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected schedule should be explained).
 7. Renderings or photographs that show the interior and exterior of the project.

- B. A description of the A/E's and sub-consultants' Key Personnel professional qualifications, specialized experience and technical competence necessary for satisfactory performance of the required services, to include at a minimum the following:
1. List of Key Personnel to include, at a minimum, the following individuals: (i) the Design Principal; (ii) the Project A/E; (iii) the Project Designer; (iv) the lead MEP engineers; and (v) the lead Fire Safety specialist.
 2. Organizational chart illustrating reporting lines and names and titles for Key Personnel proposed by the A/E.
 3. Resumes for each Key Personnel proposed by the A/E and sub consultants indicating the individual's previous experience, education, licensing, certifications specialized experience and demonstrated technical competence necessary to successfully complete their role in the Project; and
 4. A table that identifies the specific staff that will be assigned to this Project. The table should include: (i) the individual's name (if known); (ii) his or her title; (iii) his or her level of effort (i.e. the percentage of time devoted to this Project); (iv) the time periods during which the individual will be assigned to the Project; and (v) experience working together. This table should include all personnel that will be assigned to the Project.

D.3.4 Capacity to accomplish the work in the required time of the RFP – A/E and its sub-consultants Key Personnel (10 points).

Offerors will be evaluated based on the A/E and its sub consultants Key Personnel's capacity to meet the needs of this Project within the required time of the RFP. The Offeror shall include an analysis of the overall proposed contributions of the A/E and sub consultants as well as the capacity of the individual Key Personnel for this project relative to the current and projected workloads. This element of the evaluation will be worth up to ten (10) points.

The Offeror shall submit a detailed analysis demonstrating that they have the necessary capacity to meet the government schedule. This plan must identify the necessary resources required for the completion of the Project and must include at a minimum the following:

- a) Company resources available to the project manager;
- b) Proposed subcontracting effort in connection with obtaining additional resources;
- c) Current contracts with other public and private entities;
- d) All current projects with the District and DGS and the stage of each project; and
- e) A time allocation plan indicating the percentage of time key personnel is allocated over all projects.

D.3.5 Acceptability of Design Approach and Management Plan (20 Points)

Offerors shall submit: (i) a discussion of their intended Design Approach; and (ii) a design Management Plan. These elements of the proposal can be submitted either as separate portions within the Proposal or as a single integrated section.

The Design Approach shall address the basic design theory or ideas that the Offeror proposes to employ in approaching the design of the Project. The Design Approach will be evaluated on the creativity demonstrated and workability of the solutions proposed. The Management Plan shall clearly explain how the Offeror intends to manage and implement the Project, to include all contemplated phasing. Among other things, the Management Plan should explain (i) how the Offeror will manage the engineering subconsultants so as to ensure that the drawings are properly coordinated, including coordination of the drawings in light of the phasing of the project; (ii) how the Offeror will manage the Value Engineering/management process; (iii) how the A/E proposes to staff and handle construction administration and interact with the builder; (iv) how the Offeror will manage the design process to ensure that bid packages are issued in a timely manner and incorporate agreed upon Value Engineering changes; and (v) describe the key challenges inherent and unique to the Marion Barry Building's Building Support Systems and explain how they will be overcome or mitigated, specific attention should be given to the phasing of construction. The Department will also consider the experience that the Offeror and its team members have working together on similar projects. This element of the evaluation is worth up to twenty (20) points.

D.3.6 Preference Points (up to 12 Points).

At the conclusion of Evaluation Board's discussions and evaluations, up to 12 preference points, as described in **Section C.1** of this RFP, will be added to the Evaluation Board's scores based on each eligible A/E firm's status as determined by the DSLBD. Thereafter, the Evaluation Board will prepare a report for the CO recommending, in order of preference, at least three (3) A/E firms evaluated to be the most highly qualified to perform the required services, based on the selection criteria in **Section D.3** of this RFP. The evaluation report will allow the CO to: (i) review the considerations upon which the recommendations are based; and (ii) make a final, independent determination regarding the order of preference of at least three (3) of the most highly qualified A/E firms based on the selection criteria in **Section D.3**.

D.4 Discussions

The Evaluation Board will hold discussions with no less than three (3) A/E firms determined to be the most highly qualified A/E firms to provide the required services based upon the criteria set forth in **Section D.3**. The Evaluation Board will discuss concepts and the relative utility of alternative methods of furnishing the required services and rate the A/E's ability to meet the selection criteria in **Section D.3** of this RFP. The discussions will be scheduled through the Department's Contracting and Procurement Division and will include the Evaluation Board and the CO or CO's designee. The Evaluation Board will prepare its selection report based on the discussions and the evaluations conducted.

D.5 Negotiations

The CO will then negotiate a contract with the highest qualified A/E based on the selection report that is provided by the Evaluation Board, at compensation rates that the CO determines in writing to be fair and reasonable to the District. If negotiations are not successful, then the CO shall terminate negotiations with that first highest qualified A/E and undertake negotiations with the second most qualified A/E firm. The CO will follow the same process to terminate negotiations if negotiations with the second most qualified A/E firm is not successful and will initiate negotiations with the third most qualified A/E firm.