

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



**Addendum No. 4  
To**

**Request For Proposals (“RFP”) No. DCAM-23-CS-RFP-0030**

**Construction Management At-Risk Services for Construction of a New DC Archives Building in  
Van Ness Campus of University of District of Columbia**

**Issued: September 28, 2023**

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This Addendum No. 4 is issued on the date mentioned above and except as modified hereby, the RFP remains unmodified.

- Item #1:** DGS’s response to the RFI is hereby provided as **Exhibit No. 1.**
- Item #2:** Section “5.4.2 General Team Information and Firm(s) Data” of the RFP is hereby amended. Please refer to **Exhibit No. 2** for the amended requirements.
- Item #3:** Item “g” under “sub-title 2. Mobilization” in page 7 of the RFP is hereby corrected as follow:
- g) The CMAR shall be responsible for preparing the archival facility for turnover. Please refer to the Turnover Protocol (Attachment Q).**

**By:** *Obi Ranjbar*

Obaidullah Ranjbar  
DGS’ Contracting Officer

**Date:** 9/28/2023

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**Exhibit 1 – DGS’s Responses to the RFIs**

**(Exhibit will appear on the following page)**

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**DCAM-23-CS-RFP-0030**

**Construction Management At-Risk (“CMAR”) Services for Construction of a New DC Archives Building in the Van Ness Campus of the University of the District of Columbia**

**EXHIBIT 1**

**Bidders Questions on RFP with DGS Responses**

No.	Question	DGS Response
1	Addendum #3 references a Project Labor Agreement. Can you please provide a project specific sample Agreement or provide more specifics about the CMAR’s responsibility in the agreement so that it can be incorporated into the bid form as needed. We assume the agreement is based on mutually agreed terms including the interest of the CMAR.	<b>PLA requirements will be discussed in the award stage.</b>
2	During the Site Visit on 9/12/2023 it was asked if the Security Equipment including DC Net/OCTO would be relocated from the roof and throughout the building prior to the CMAR starting work on site and these cost are outside the stated project budget. Please confirm.	<b>That is correct. Existing equipment relocation is not part of the CMAR scope</b>
3	During the Site Visit on 9/12/2023 it was asked if the Satellite Dish on the roof would remove or relocated by others prior to the CMAR starting on site and associated cost are not part of the stated Project Budget. Please confirm.	<b>That is correct. Existing equipment relocation is not part of the CMAR scope</b>
4	During the Site Visit on 9/12/2023 it was asked if the Existing Parking Garage will remain occupied and the existing entrance/exit would be utilized throughout the Demolition and Construction Phases. Please verify and provide Limits of Disturbance to the extent possible.	<b>Some parts of the existing park will remain occupied during demolition and construction (see the demolition drawing). UDC will continue using the Van Ness entrance. The limit of disturbance is as indicated in the demolition drawings.</b>
5	During the Site Visit on 9/12/2023 it was observed that archives and/or records were being packaged. Page 7 of 63 notes the CMAR will be required to move records and associated materials. Can you please define what the CMAR will be responsible for (such as an inventory list) and will the Move Subcontractor be assigned to the CMAR or will the CMAR have to competitively bid this scope of work to Subcontractors?	<b>CMAR will be responsible for inventory list and will have to hire a move contractor as part of their scope.</b>

6	The Form of Contract does not appear to be provided with the RFP. Given the Project location on UDC Campus and relationship with what seems to be Federal Government (NARA FRC) please confirm the Project is funded solely by The Department of General Services and the Form of Contract in the RFP will be the terms and conditions of an Agreement. As applicable, please provide other stakeholders or funding sources and provide any Memorandum of Agreement or similar document that may relate to the Prime Agreement.	<b>Form of Contract to be provided Via Addendum No. 5. NARA is used as it is the acceptable standard. DC Govt. is the sole source of funding.</b>
7	Please provide the Form of Contract for consideration with the Price Proposal	<b>Letter Contract and Form of Contract will be posted Via Addendum No. 5.</b>
8	Please confirm that the description of the team organization and personal qualifications of key staff, Organizational chart, a list or chart of all personnel and resumes are to be included in both tab 2 GENERAL TEAM INFORMATION AND FIRM(S) DATA and tab 4 KEY PERSONNEL.	<b>Section “5.4.2 General Team Information and Firm(s) Data” is amended. Please refer to Exhibit 2 for the amended requirement.</b>
9	Please confirm DSLBD’s involvement in the Project Labor Agreement for validating Subcontracting Plan Requirements.	<b>Confirmed</b>
10	Please confirm if the Move Subcontractor cost shall be included in the Bid Form or that will be included in the Cost of Work. For fair and competitive bidding, we recommend The Department establish and allowance for this so it is not included on the bid form as part of the Maximum Cost of General Conditions.	<b>Move cost is part of the CMAR’s cost of work.</b>
11	The bid offer form notes Field Offices for the CMAR and Department. Please confirm if these are required to be separate offices (meaning potentially two separate trailers on site) and any specific requirements The Department has for the office equipment, IT, etc.	<b>A separate office space/trailer will be required for the Department with internet connection and printer.</b>
12	Has the RAZE Permit application been submitted? What is the status?	<b>No. It will be submitted after CMAR procurement.</b>
13	What permits have been submitted previously in Section 2.2.1.9 by the A/E and/or the Department?	<b>None</b>
14	2.10.2.e Cost of General Conditions states Out of house consultants, including, but not limited to, permit expeditors, safety managers, and schedulers to be included as GC costs. Please provide the full list of out of house consultants and current status of permits (and approvals) to be included as part of GC’s.	<b>Out-of-house consultants will include anyone the CMAR needs to hire to assist with the project. No permits have been applied for at present. CMAR will be responsible for obtaining the raze and construction permit.</b>
15	2.10.2.g Cost of General Conditions states that the contractor is to include facility costs for the Department. Please provide the space needed and any specific requirements.	<b>A separate office space/trailer will be required for the Department with internet connection and printer.</b>
16	There is no sequence of design milestones included in the RFP. Current design is at Schematic stage and GMP Bid set (100% DDs) is scheduled to be completed on December 8, 2023. Please provide the interim design submissions anticipated and the sequential steps to achieving an IFC/permitted set of Contract Documents.	<b>Schematic Design is completed and approved. DD phase started in early September. CFA Permit Submission – Jan’24, Zoning submission – done, DC Water/DOEE submission – Dec’23, DOB submission – Jun’24</b>

17	Has a hazmat survey been completed, and can the report be provided?	<b>Please refer to attachment A3</b>
18	A copy of the geotechnical report was not included in the RFP, can you please provide?	<b>Please refer to attachment A3</b>
19	Attachment X noted on page 7, item 2.g was not provided, please provide.	<b>Statement is amended. Please refer to Item No. 3 of Amendment No. 4.</b>

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**Exhibit 2 – Amended Section “5.4.2 General Team Information and Firm(s) Data” of the RFP**

**(Exhibit will appear on the following page)**

## **5.4.2 General Team Information and Firm(s) Data**

Each Offeror should provide the following information for the Contractor and each of its subcontractors.

- a) Name(s), address(es), and role(s) of each firm (including all sub-contractors)
- b) Firm profile(s), including:
  - 1. Age.
  - 2. Firm history(ies).
  - 3. Firm size(s).
  - 4. Areas of specialty/concentration.
  - 5. Current firm workload(s) projected over the next year.
  - 6. A list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Department and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting a Proposal to this RFP need be listed.
- c) Description of the team organization and personal qualifications of key staff, including:
  - 1. Identification of the single point of contact for the Offeror.