

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



**Addendum No. 2**  
**To**  
**REQUEST FOR PROPOSALS NO. DCAM-21-AE-0008**  
**ARCHITECTURAL/ENGINEERING SERVICES**  
**FOR**  
**A PERMANENT SWING SCHOOL AT KENILWORTH ELEMENTARY**

**Issued: August 12, 2021**

This Addendum No. 2 is issued and hereby published on the DGS website and effective as of the date shown above. Except as modified hereby, the Request for Proposals (“RFP”) remains unmodified.

**Item No. 1:** The Questions and Answers are hereby attached as (**Exhibit 1**).

**Item No. 2:** The Existing Drawings of the School is hereby attached as (**Exhibit 2**) and incorporated into the RFP as (**Attachment Q**)

By: *Eric Njonjo*  
Eric Njonjo  
Contracting Officer

Date: August 12, 2021

- End of Addendum No. 2 -

**EXHIBIT 1**

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

Question and Answers (Q&A)		
<b>PROJECT:</b>	A PERMANENT SWING SCHOOL AT KENILWORTH ELEMENTARY	
<b>LOCATION:</b>	Washington, DC	
<b>RFP NO:</b>	DCAM-21-AE-0008	
<b>RFP advertised</b>	7/29/2021	
No	Question(s):	Answer(s):
1	Multiple places in the RFP indicate "modernization", such as B.1 Scope of Work which indicates "modernize a portion of Kenilworth Elementary School," which would seem to indicate renovation of existing space. During the site visit it was stressed that no work would be performed within the existing buildings. Can you please clarify if this is entirely new-build, entirely renovation of existing, or a renovation with addition?	Per section A.0 (Executive Summary), this project consists of the required programmatic updates, repairs, replacements, for the utilization of the building as a swing space for elementary school modernization projects in accordance with the Ed-Specs. As per section B.2.1 (Services & Deliverables) item No.-19, the A/E shall submit three conceptual designs from which DCPS shall select a final for design development.
2	Section B.2.1 indicates the project to be developed in contemplation of possible future use. Does the department have this list or will we be required to help assist the department with programming future use of the building.	The future uses shall be contemplated and shared with the awarded A/E during the concept and schematic design phases.
3	Section B.2.1 (4) if we are indeed not working on the existing building why is a building assessment required?	Since this is a renovation and possible addition, a building assessment is a key aspect of due diligence.
4	Section A.1 states that the department can't guarantee a construction schedule and we will submit a proposal for Construction Administration (CA) post award. Does this indicate that this proposal should omit CA fees?	Each offeror shall submit fees and hourly rates on the offer letter per section E.4.2.1 (Form of Offer Letter) using the form of Attachment C.
5	Are there exterior programmatic elements to be part of the A/E scope	There are no additional programmatic requirements outside of existing conditions as it pertains to exterior site elements. If the A/E design alters any exterior elements, replace in kind.
6	A.0 Executive Summary indicates "The primary focus of the work will be designing a permanent kitchen and dining space for the Aiton school community." Is the kitchen and dining space the entire scope of this project, or are there other programmatic elements aside from those primary elements? Please clarify the intended scope.	While A.0 (Executive Summary) states that these areas are the primary focus, Section B.1 (Scope of Work) further defines the scope requiring the A/E to provide services necessary to provide a functional swing space in accordance with DCPS Ed-Specs for schools slated for modernization.
7	Section B.2.1.1 Services & Deliverables, Items 19 and 20, please clarify the process of selecting which of the (3) conceptual designs, or elements of the (3) conceptual designs will be developed for the Draft Final Conceptual Plan.	Selection will be based on which conceptual design most effectively addresses specified programmatic requirements (Ed Spec), phasing, scheduling, and budgetary constraints.
8	Previous swing space projects were granted some leeway with DOE. We should assume full DOE/SWM requirements compliance for this project?	No assumption should be made regarding whether DOE/SWM shall waive or grant leniency for this project.
9	Is the surrounding community, which may never use this swing space, considered a primary stakeholder for this project?	DCPS considers surrounding communities to be stakeholders.
10	At what phase is the CMAR intended to be brought on?	Section A-1 (Project Delivery Method) para. 2, indicates that CMAR will be utilized to develop the GMP. Earliest the CM will be brought on is October 2022.
11	Is this entire scope intended to be LEED Gold? Should a green roof be contemplated?	The A/E responsibility shall include determination of LEED requirements in accordance with DC law based on proposed scope.
12	Is a physical connection between the new building and existing required or just a suggestion?	The physical connection between new and existing is preferred.
13	Is the school which occupies this swing space able to make use of the adjacent rec center as part of their school activities?	The A/E shall assume that the school does not have access to the adjacent rec center for any of their programming and operations.
14	Will one contractor be engaged to execute all phases of the project? Or each phase will be awarded to a different construction company?	The objective is to engage one contractor to execute all phases of construction.
15	Under A.1 Project Delivery Method, first paragraph states that the bid packages may be procured through design-bid-build, request for task order pricing, or CMAR. Then the next paragraph states that the Department will be implemented through CMAR. Can you please confirm project delivery method?	Given that the Dept seeks a GMP based on the approved permit set, CMAR will likely be the project delivery method.
16	At which point in the design process will the CMAR/Contractor be engaged?	Refer to the Response to Question No. 10.
17	Per section A.3 - the A/E may be penalized if the project is not delivered on time and on budget. How can the A/E team be penalized if the project is not delivered on time and on budget? The A/E does not determine all costs and project schedule. This is directly tied to the work of the contractor. Or does this only refer to design phase deliverables such as drawing submission dates?	Please note that penalties are in reference to the A/E performance of design responsibilities as it pertains to executing deliverables on time and within the allotted budget. Penalties are not tied to the schedule or performance of the future CMAR.
18	A.6 documents schedule milestones. In the RFP and during the pre-proposal conference, it was made clear that the project would require multiple phases to permit/document/execute since construction will be permitted during summer break only. Section B.2.7 also states that the work will take place over 3 summers. Are these dates for phase 1 of the work only?	A.6 (Estimated Project Schedule) pertains to preconstruction activities. B.2.7 (Construction Administration) represents the assumed phasing related to construction given the fact that the building shall be used as swing space for various modernization projects and therefore will remain occupied during the school year.
19	6. Section B.2.1 states that Task 1 includes concept design, schematic design, and phasing plan. However, section A.3, stated that the Initial Design Fee covers preparing the initial 3 schemes of phase 1 (concept Design) and that upon the selection of a preferred scheme, the Department and A/E shall negotiate a final design fee for all subsequent phases - SD, DD, Permit, IFC. Please confirm - do fees to be submitted with the proposal only include Concept (3 schemes) and phasing plan? Or Concept, Schematic Design, and phasing plan? Is SD included under Task 1 or Task 2? The form of Offer Letter Attachment C also only refers to phase 1 as Concept Design, without reference to Schematic Design as part of phase 1.	In accordance with Attachment C (Form of Offer Letter), the Offeror shall provide fee for Phase 1 Design Fee. This scope is detailed in Section B.2 (Programming & Concept Design Phase (Task 1)).
20	During construction administration phase, typically the contractor leads the weekly meetings and prepares the meeting minutes. Section B.2.7 calls for the A/E to provide meeting minutes. Please confirm who is responsible for leading weekly meetings and tracking minutes during CA phase.	Offeror shall include all deliverables defined in the RFP.
21	Can you also tell me if there is a preliminary estimate cost or budget for the project?	The design-to-construction budget is \$15,000,000 (total for all phases) as per Section B.1 (Scope of Work - Base Scope) of the RFP.
22	Was the work described in section A.0 referencing the heating system improvements and install of new elevator completed?	The project to improve the heating system was not executed. The elevator installation project is in design and excluded from this scope.
23	Is the Dept looking for design concepts that meet the specified budget or will the Dept consider options below the budget?	We are looking for the project scope to be met within or below the budget and will consider add alternates that can improve the program/end product as long as the proposed scope fits within the budget/phasing. The Department is looking for a design concept that
24	Can you share any as-built drawings and or documents from recently completed projects?	Refer to Item No. 2 of this addendum.
25	Does a pedestrian connection between Nash Street & Ord Street need to be preserved?	Yes.

**EXHIBIT 2**

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

<https://drive.google.com/drive/folders/1VE3BqVAffw7b6LuvuBv68pNXwsRBD3PR?usp=sharing>