

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES

**Amendment 003  
Request for Proposal (RFP)**

**DESIGN-BUILD SERVICES  
ADELAIDE DAVIS ELEMENTARY SCHOOL SWING SPACE  
(DCAM-16-CS-0140)**

Issued: September 13, 2016

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This Amendment Number 003 is being issued and hereby published in DGS website on September 13, 2016. Except as modified hereby, the Request for Proposal (RFP) DCAM-16-CS-0140 remains unmodified.

**Item# 1: Attachment C (Form of Offer Letter):**

**Delete in its entirety:**

A.10 Attachments:

Attachment C

-Form Of Offer Letter

**Replace with:**

Revised Attachment C

-Form of Offer Letter (Exhibit A)

**Item# 2: Section A.1 (Project Budget):**

**Delete in its entirety:**

**A.1 Project Budget**

The Department anticipates that the project will have a total cost of approximately \$13 million, approximately \$11 million of which would be the cost of construction. However, the Department has an approved budget of \$8.4 million for this Project, approximately \$7.1 million of which is set aside for construction costs that would be incurred by or through the design-builder. Accordingly, bidders are to base their proposals on the approved **\$8 million** budget, with add/alternates up to a total of \$11 million.

**Replace with:**

### **A.1 Project Budget**

The Department anticipates that the project will have a total cost of approximately \$13 million, approximately \$11 million of which would be the cost of construction. However, the Department has an approved budget of \$8.4 million for this Project, approximately \$7.1 million of which is set aside for construction costs that would be incurred by or through the design-builder.

Accordingly, bidders are to base their proposals on the approved **\$8.4 million** budget, **AND** with add/alternates up to a total of \$11 million. **Please refer to Form of Offer Letter (Attachment C) for breakdown of price schedules.**

**Item# 3:** Providing response to questions received.

#	Question	Respond
1	Please clarify if approved budget is \$ 8.4 million or \$8 million as it is stated both ways in A.1.	Please see Amendment No.003 Item# 2.
2	It is confusing to understand weather or not we are to include our design builders overhead and profit fee in anticipation of the add alternates up to a total of 11 million within our initial proposal or only base it on the approved budget at time of bid of 8 or 8.4.	Please see Amendment No.003 Item# 1.
3	Will we be able to include a design builders fee at time that total value of add alternates are determined which will take place post bid during development of GMP.	Please see Amendment No.003 Item# 1 and Section A.3 in the RFP for details about Fees instructions.
4	At prebid walkthrough, a statement was made that a full hazmat assessment report exists and that it will be made available to bidders. Please verify if this is correct.	Please see Item#1 of the Amendment No. 002.
5	At prebid it was stated that since hazmat assessment already exists, that the department would only be looking for an analysis of that existing report. Please clarify as this impacts the bid proposal budget for HazMat consultant and contradicts B.2.3.3.	Please see Item#1 of the Amendment No. 002. Please follow as instructed in Section B.2.3.3.
6	Will FF&E be part of the construction costs or the total overall budget?	Please see Section B.8.7 of RFP.
7	Question about Tab E.4.1.3, Relevant Experience and References. It states that the Offeror is to provide no more than 8 projects, with at least 3 past performance questionnaires, but if the Offeror is part of a team, the experience of each member will be considered. Does this mean that we should provide 8 projects for our firm as the Offeror, as well as 8 additional projects for the A/E team (with 3 past performance questionnaires provided by them as well), or are you seeking 8 projects total from the entire D/B team?	Please see Section E.4.1.2 (C, 4) and section E.4.1.3 A. Provide a total of eight (8) relevant experience and references in any combination between A/E and D/B team.

  
\_\_\_\_\_  
James H. Marshall *for*  
Supervisor, Construction

9/13/16  
Date

- End of Amendment No. 003 -

# Exhibit A

Attachment C

[Offeror's Letterhead]

[Insert Date]

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

Attention: Greer Johnson Gillis, PE  
Acting Director, Chief Contracting Officer

Reference: Request for Proposals (RFP) – **DCAM-16-CS-0140**  
ADELAIDE DAVIS ELEMENTARY SCHOOL SWING SPACE

Dear Ms. Grillis:

On behalf of [INSERT NAME OF BIDDER] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") to provide design-build services for Adelaide Davis Elementary School Swing Space. The Offeror has reviewed the RFP and the attachments thereto, any amendments 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 the Offeror's Bid in response to the RFP. The Offeror's proposal, the Pre-construction Fee, Design Fee, Design-Build Fee (as defined respectively in paragraph A, B and C), and the Maximum Cost of General Conditions (as defined in paragraph D) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents (collectively, the proposal, the Pre-construction Fee, Design Fee, Design-Build Fee, and the Maximum Cost of General Conditions are referred to as the "Offeror's Bid."). As described in section A.1 (Project Budget) of RFP document, below are the two pricing schedule for approved budget and add alternates.

The Offeror's Bid is as follows:

**Base Bid (\$7.1 Million Construction Cost):**

Description	\$ Amount
A. Preconstruction Fee	\$ _____
B. Design Fee	\$ _____
C. Design Build Fee	\$ _____
D. General Conditions	\$ _____
Total:	\$ _____

**Add Alternate (\$11 Million Construction Cost):**

Description	\$ Amount
A. Preconstruction Fee	\$ _____
B. Design Fee	\$ _____
C. Design Build Fee	\$ _____
D. General Conditions	\$ _____
Total:	\$ _____

The Offeror acknowledges and understands that Design-Build Fee is a firm, fixed price and other than as permitted in the Form of Contract will not be subject to further adjustment. The Offeror further acknowledges that Forty Percent (40%) of the Design-Build Fee shall be at risk, and the Offeror shall be entitled such portion if such portions are earned in accordance with the Form of Contract.

**D.** The estimated cost of the Offeror’s general conditions (the “Maximum Cost of General Conditions”) is set forth below. The Maximum Cost of General Conditions consists of the following elements:

Cost of construction staff (only field staff are reimbursable)	\$ _____
Fringe Benefits associated with field staff costs	\$ _____
Payroll taxes and payroll insurance associated with field staff costs	\$ _____
Staff costs associated with obtaining permits and approvals	\$ _____
Out-of-house consultants	\$ _____
Travel, Living and Relocation expenses	\$ _____
Job vehicles	\$ _____
Field office for CM including but not limited to:	\$ _____
• Trailer purchase and/or rental	
• Field office installation, relocation and removal	
• Utility connections and charges during the Construction Services phase	
• Furniture	
• Field offices for the Office and Program Manager	
• Office supplies	
Office equipment including but not limited to:	\$ _____
• Computer hardware and software	
• Fax machines	
• Copy machines	
• Telephone installation, system and uses charges	

Job radios	\$ _____
Local delivery and overnight delivery costs	\$ _____
Field computer network	\$ _____
First aid facility	\$ _____
Progress photos	\$ _____
Printing cost for drawings, bid packages, etc.	\$ _____
Other (please itemize)	\$ _____
 Total Maximum Cost of General Conditions	 \$ _____

The Offeror acknowledges and understands that the Maximum Cost of General Conditions will be incorporated into the contract and that the Offeror will not be permitted to exceed the Maximum Cost of General Conditions unless it first obtains the written approval of the Department.

C. In addition, the Offeror hereby represents that, based on its current rating with its surety, the indicated cost of a payment and performance bond is [INSERT PERCENTAGE].

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

1. The Offeror agrees to hold its proposal open for a period of at least one hundred and twenty (120) days after the date of the bid.
2. 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. In the event the Offeror fails to do so, the Department shall have the right to levy upon the Offeror's bid bond.
3. 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. 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. In addition to any other remedies that the Department may have at law or in equity, the Department shall have the right to levy upon Bidder's Bid Bond in the event of a breach of this paragraph 3.
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 subconsultant 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: \_\_\_\_\_