

[Contractor's Letterhead]

[Insert Date]

Mr. George G. Lewis, CPPO  
Interim Associate Director/Chief Contracting Officer  
District of Columbia Department of General Services  
2000 14th Street, NW, 8th Floor  
Washington, DC 20009

Reference: **Request for Proposal (RFP) DCAM-17-CS-0002**  
**Construction Management at Risk for Short Term Family Housing for**  
**Wards 7 and 8**

Dear Mr. Lewis:

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") Request for Proposal (the "RFP") for the Construction Management for the short term family housing facilities for Wards 7 or 8. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Proposal Documents" or "Contract Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offer proposal is based on the RFP Documents as issued and assumes no material alteration of the terms of the RFP Documents. (Collectively, the Offerors Proposal and the Offer Letter are referred to as the "Offerors's Proposal".)

**Insert Offeror's Name** proposes to provide the required services for the District.

The Offeror's Proposal is as follows:

<b>Description</b>	<b>WARD 7</b>	<b>WARD 8</b>
Pre-Construction Fee	\$ _____ - _____	\$ _____ - _____
Construction Management Fee	\$ _____ - _____	\$ _____ - _____
General Conditions Budget	\$ _____ - _____	\$ _____ - _____
Subtotal	\$ _____ - _____	\$ _____ - _____

The Offeror acknowledges and understands that the contract awarded will be a GMP Contract and that the Offeror Form has fixed prices are intended to be Offerors' sole compensation for the services required.

The Offeror Proposal 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 twenty (120) days after the RFP closing date.
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 Proposal Documents within ten (10) days of the notice of the award.
3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this Proposal form and bind the Offeror to the terms of the Offeror's Proposal. 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 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 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.
6. This Form of Offer Letter and Proposal Form are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_