

Attachment C

[Offeror's Letterhead]

[Insert Date]

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

Attention: James H. Marshall  
Contracting Officer

**Reference: Request for Proposals (RFP) – DCAM-22-AE-RFP-0001  
Architectural/Engineering Services for the MPD 7<sup>th</sup> District Headquarters  
New Facility and New Parking Structure**

Dear Mr. Marshall:

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 the MPD 7<sup>th</sup> District Headquarters New Facility and New Parking Structure** (the "Project"). 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 in order to submit its Proposal in response to the RFP.

The Offeror's proposal including the Design Fee (as defined in paragraph A), and the Hourly Rates (as defined in paragraph B) 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 Bid as follows:**

A. Design Fee:

|                                |                 |
|--------------------------------|-----------------|
| Program of Requirements        | \$ _____        |
| Schematic Design               | \$ _____        |
| Design Development             | \$ _____        |
| Construction Documents         | \$ _____        |
| Bid Phase                      | \$ _____        |
| Construction Administration    | \$ _____        |
| Maximum Reimbursable Allowance | \$100,000.00    |
| <b>Total Design Fee</b>        | <b>\$ _____</b> |

B. Hourly Rates:

| <b>Position</b>       | <b>Hourly Rate</b> |
|-----------------------|--------------------|
| Principal Architect   | \$_____/hour       |
| Project Manager       | \$_____/hour       |
| Project Architect     | \$_____/hour       |
| Technical DWG         | \$_____/hour       |
| LEED Specialist       | \$_____/hour       |
| Interior Designer     | \$_____/hour       |
| Landscape Architect   | \$_____/hour       |
| Geotechnical Engineer | \$_____/hour       |
| Traffic Engineer      | \$_____/hour       |
| Permit Expediter      | \$_____/hour       |
| Civil Engineer        | \$_____/hour       |
| Structural Engineer   | \$_____/hour       |

The Offeror acknowledges and understands that the Design Fee is a fixed fee and covers all of the Offeror's costs associated with the preparation of (i) program of requirements; (ii) schematic design; (iii) design development documents; (iv) of construction documents; (v) Bid Phase; and (vi) construction administration services.

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 sixty (60) days after the 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 in order 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: \_\_\_\_\_