

[Contractor’s Letterhead]

Pamela Ford Dickerson  
 Contracting Officer  
 District of Columbia Department of General Services  
 1250 U Street, NW, 3rd Floor  
 Washington, DC 20009

Reference: Request for Task Order Proposal **DCAM-21-AE-RFP-0014**  
**Architectural/Engineering Services for DC Infrastructure Academy**  
**at Spingarn High School**

Dear Pamela Ford Dickerson:

On behalf of [INSERT NAME OF BIDDER] (the “Bidder”), I am pleased to submit this bid in response to the Department of General Services’ (the “Department” or “DGS”) Request for Proposal (the “RFP”) for **Architectural/Engineering Services for DC Infrastructure Academy at Spingarn High School**.

The Bidder has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the “Bid Documents” or “Contract Documents”) and has conducted such due diligence and analysis as the Bidder, in its sole judgment, has deemed necessary in order to submit its bid in response to the RFP. The Bidder’s bid and the Lump Sum Price are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the bid and the Lump Sum Price are referred to as the “Bidder’s Bid”.)

The Bidder’s Bid is as follows:

<b>DESCRIPTION</b>	<b>Lump Sum Price</b>
<b>Lump Sum Price</b> The design team will be required to undertake the following tasks as part of the overall project. The Initial Design Fee should be broken out by Tasks 1 through 3 below, as well a breakout price for completion of a minimum of three (3) concept designs. The Final Design Fee (to include Task 4 below) shall be broken out by design phase from completion of the schematic design through construction administration. All design services should be performed with a design-to-construction budget of <b>\$41.1M</b> for the portion of Spingarn modernized for the DCIA.	\$ _____
<b>Add Alternate 001- Section B</b>	\$ _____
<b>Total Not-to-Exceed Price</b>	\$ _____

**The Construction Services to provide Architectural/Engineering Services for DC Infrastructure Academy at Spingarn High School Lump Sum Bid Price in Words:**

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The Offeror shall submit a completed Price Breakdown Form (**Exhibit 1**), providing the price for each Division Component, for construction services to provide **Architectural/Engineering Services for Infrastructure Academy at Spingarn High School**

. The sum of all the prices for each Division Component must equal the Lump Sum Price for CLIN 001. In the event of discrepancies between or among the Lump Sum Price and the Price Breakdown of each Division Component, the Lump Sum Price shall control.

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

1. The Offeror agrees to hold its bid open for a period of at least one hundred twenty (120) days after the RFTOP 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 Bid 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 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.
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 bid in response to the RFTOP 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 bid 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.

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Attachment B – Form of Offer Letter and Bid Form

6. This Form of Offer Letter and Bid Form are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE BIDDER].

Sincerely,

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Exhibit 1—Price Breakdown Form for CLIN 001**

**Exhibit 2 - Price Schedule Bid Form**

<b>CLIN 0002 – Architectural/Engineering Services for DC Infrastructure Academy at Spingarn High School</b>		
<b>DIVISION NO.</b>	<b>DESCRIPTION</b>	<b>DIVISION COST</b>
Div. 01	General Requirements	
Div. 02	Design/Preconstruction	
Div. 03	Program and Concepts Design Plan	
Div. 04	Meet with Client (Kick Off meeting)	
Div. 05	Conduct workshops DGS/DOES	
Div. 06	Conduct Two concurrent meetings	
Div. 07	Conduct overall Building Assessment	
Div. 08	Conduct lifesaving/Building Code Analysis	
Div. 09	Conduct Leed workshop	
Div. 10	Conduct product introduction /summer memo	
Div. 11	Survey existing facility for hazardous risks	
Div. 12	Prep/submit environmental impact screenings	
Div. 13	Conduct photo metric Analysis to maximum level	
Div. 14	Request Hydrant flow test	
Div. 21	Perform alternative mechanical system evaluation	
Div. 22	Confer with Audio visual/Acoustic are consultants to establish design requirements for the Project	
	<b>Lump Sum Price:</b>	\$ _____