

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: Ahmad Stanekzai  
Contracting Officer

**Reference: Request for Proposals (“RFP”) – DCAM-22-AE-RFP-0005  
Architectural/Engineering Services for Southeast Tennis & Learning Center  
Expansion**

Dear Mr. Stanekzai:

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 Southeast Tennis And Learning Center Expansion 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 Price Proposal is as follows:

**A. Design Fee:**

**Design Phase**

Program Verification & Concept Design	\$ _____
Schematic Design	\$ _____
Schematic Design Cost Estimating Services	\$ _____
Design Development	\$ _____
Design Development Cost Estimating Services	\$ _____
Furniture Selection and Coordination	\$ _____

Permit Set	\$ _____
Construction Documents	\$ _____
Bidding and Construction Administration Services	\$ _____
Owner Directed Allowance	\$104,700
<b>Total Design Fee</b>	<b>\$ _____</b>

**B. Hourly Rates for Change Orders:**

<b>Position</b>	<b>Hourly Rate</b>
Design Principal	\$ _____/hour
Project Architect	\$ _____/hour
Project Designer	\$ _____/hour
Lead MEP and Structural Engineers	\$ _____/hour
Civil Engineer	\$ _____/hour
Waterway Engineering Consultant	\$ _____/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 Verification & Concept Design; (ii) schematic design (including cost estimate); (iii) design development documents (including cost estimate); (iv) Furniture Selection and Coordination (v) a permit set of construction documents; (vi) a complete, coordinated set of construction documents; and (vii) bidding and construction administration services.

The Offeror’s Price Proposal is based on and subject to the following conditions:

The Offeror agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the closing 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: \_\_\_\_\_