

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



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DATE

Sent electronically to: [Insert email address]

Name  
Title  
Company  
Address  
City, State, Zip code

**Reference:** Request for Proposals No. DCAM-21AE-0015 (“RFP”) - 4<sup>th</sup> District Headquarters AE RFP (“Project”)

**Subject:** Notice to Proceed and Letter Contract

Dear Mr./Ms. [INSERT NAME].

We refer to the offer submitted by [Insert A/E] (“Architect” “A/E” or the “Contractor”) in response to the above referenced RFP. We are pleased to inform you that this Project has been awarded to [Insert A/E], and if this letter contract (“Letter Contract”) is signed by the [Insert A/E], without modification of any kind, it will serve as a notice to proceed for the work described below. This Notice to Proceed (NTP) is subject to the following terms:

1. **Letter Contract.** This is a Letter Contract between the [Insert A/E], and the District of Columbia Government, acting by and through its Department of General Services (“DGS” or the “Department”), and shall govern our relationship until such time as a final contract is entered into for the work described in the above referenced RFP (the “Definitized Contract”); provided, however, that to the extent an issue is not covered in this Letter Contract, the RFP shall govern. Once the Definitized Contract is signed, this Letter Contract shall automatically terminate and merge into the Definitized Contract.

2. **Scope of Work.** The [Insert A/E] is hereby authorized to complete the Program of Requirements (“POR”), the concept and schematic design and all professional services, materials, tools, supplies and equipment necessary to advance the design and obtain the necessary permits for the Project.

3. **Deliverables.** In connection with the services provided pursuant to this Letter Contract, the [Insert A/E] shall provide, at a minimum, the deliverables in accordance with the requirements in the RFP and Form of Contract to the Department's Program Manager and in the referenced instances to the Contracting Officer.
4. **Not to Exceed Amount.** The limit of this authorization is [Insert A/E]. In no event shall the Contractor be entitled to receive more than this amount under this Letter Contract. This not-to-exceed amount includes all costs incurred by the [Insert A/E] in connection with the work authorized hereby. In no event shall the Contractor be entitled to receive more than the Not-To-Exceed Amount under this Letter Contract unless authorized in advance and in writing by a duly authorized Contracting Officer.
5. **Insurance.** At all times while working under this Letter Contract, the Contractor shall maintain insurance as described in the RFP. All such policies shall be endorsed to add the District of Columbia, including, but not limited to, its Department of General Services, and the respective agents, employees and offices of each as additional insureds.
6. **Duration.** Once signed by the Contractor, the Letter Contract will become effective on the date the Letter Contract is executed by the Department. This Letter Contract will terminate on the earlier to occur of the following: (i) the date the Definitized Contract becomes effective; or (ii) [DATE]. DGS reserves the right to terminate this Letter Contract, in whole or specified part, for convenience in the manner described in the District of Columbia Department of General Services Standard Contract Provisions General Provisions for Architectural and Engineering Services Contracts.
7. **Use of ProjectTeam.** The [Insert A/E] shall utilize the Department's ProjectTeam system to submit any and all documentation required to be provided by the Contractor for the Project, including, but not limited to, (i) requests for information; (ii) submittals; (iii) meeting minutes; (iv) proposed Changes; (v) certified payrolls (and at DGS' option to upload via DOES LCP Tracker software which the District will make available to the Contractor); (vi) Drawings and Specifications; (vii) punch list; (viii) invoices/applications for payment (full package including all forms required by DGS); and (ix) other documents as may be designated by the Department.
8. **Purchase Order Number.** This Letter Contract will become effective on the date the Letter Contract is executed by the Department. The Department's Contracting & Procurement Division will issue a purchase order number within five (5) business days. The purchase order will be sent in a separate cover. That number should be included in all future invoices and accounting records. In the event that you do not obtain a purchase order number please contact NAME via [EMAIL] directly to obtain this number.
9. **Ownership and Use of Documents.** All documents and work product prepared by the [Insert A/E] shall become the property of the Department upon the payment of invoices submitted under the Letter Contract.
10. **Entire Agreement; Modification.** This Letter Contract, along with the Standard Contract Provisions, (**Exhibit A – Architectural and Engineering Services**) supersede all

contemporaneous or prior negotiations, representations, course of dealing, or agreements, either written or oral. No modifications to this Letter Contract shall be effective against the Department and unless made in writing signed by the Department. Notwithstanding the provisions of this Section 10, nothing herein shall limit the Department's ability to unilaterally modify this Letter Contract.

**ISSUED BY:**

**By:** \_\_\_\_\_  
**Name:** Pamela Ford Dickerson  
**Title:** Contracting Officer  
**Date:** \_\_\_\_\_

**ACCEPTED BY:**

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_