

Attachment D

[Offeror's Letterhead]

January 17, 2017

District of Columbia Department of General Services
2000 14th Street, NW
Washington, D.C. 20009

Att'n: Ms. Greer Johnson Gillis, P.E.
Acting Director & Chief Contracting Officer

Reference: Request for Proposals – Project Management Services
Solicitation Number: DCAM-17-NC-0015

Dear Ms. Gillis:

On behalf of [INSERT NAME OF BIDDER] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") to project management services for projects in the DCPS and DPR capital improvement plans. The Offeror has reviewed the RFP and the attachments thereto, any amendments thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit the Offeror's Bid in response to the RFP. The Offeror's proposal, the fully loaded hourly rates (as defined in paragraphs A, B, C, D and E) and the annual escalation rate set (as defined in paragraph F) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents (collectively, the proposal and the fully loaded hourly rates are referred to as the "Offeror's Bid.").

The Offeror's Bid is as follows:

- | | | |
|----|---------------------------|------------------|
| A. | Project Executive | \$_____ per hour |
| B. | Senior Project Manager | \$_____ per hour |
| C. | Project Manager | \$_____ per hour |
| D. | Assistant Project Manager | \$_____ per hour |
| E. | Field Superintendent | \$_____ per hour |

The Offeror acknowledges and understands that the fully loaded hourly rates set forth above shall serve as the basis for Task Orders awarded to the Offeror if the Offeror is awarded an indefinite delivery/indefinite quantity contract ("ID/IQ Contract") pursuant to the above referenced solicitation. The Offeror further understands and agrees that such fully loaded hourly rates shall be subject fixed for the one-year term of the ID/IQ Contract, and shall be escalated annually at the rate set forth.

- | | | |
|----|------------------------|-------------------|
| F. | Annual Escalation Rate | _____ % each year |
|----|------------------------|-------------------|

The Offeror's Bid 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 and twenty (120) days after the date of the bid.
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 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 bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____
Name: _____
Title: _____