

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



**REQUEST FOR PROPOSAL DCAM-18-AE-0124**

**AE SERVICES – RENOVATION AND MODERNIZATION  
JOHN EATON ELEMENTARY SCHOOL**

**AMENDMENT NO. 4**

Amendment Number 4 is hereby issued and posted on the Department's web site at [dgs.dc.gov](http://dgs.dc.gov) October 18, 2018. Except as otherwise noted, all other terms and conditions of the Request for Proposal remain unchanged.

Amendment 4 includes the following:

**1. Cover Page, Section A.5 and E.3, Due Date for Proposals**

Delete: October 22, 2018

Insert: October 29, 2018

**2. Executive Summary, 2<sup>nd</sup> paragraph, last sentence**

Delete: The District's funding limitation for the Project is \$42,000,000.

Insert: The District's funding limitation for the construction of the project is \$42,000,000.

**3. Executive Summary, last sentence**

Delete: The A/E firm shall use BIM, or similar type software (recognized in the industry), to develop and coordinate the Design Documents.

Insert: The A/E firm shall use BIM 300 Level of Specifications Development, or similar type software (recognized in the industry), to develop and coordinate the Design Documents.

**4. Executive Summary, the end of the section**

Insert:

The Department expects this to be a flagship project for the District. As such, the A/E Team shall participate in helping the Department prepare applications for industry awards after the completion of the project. The A/E Team shall also help the Department present at prominent industry seminars, and conferences by creating presentations that highlight this Project.

The Design team shall explore, and incorporate NetZero building options as described in the Net Zero Energy Compliance Path (**Attachment P**) and the District of Columbia Construction Codes Supplement of 2017 12-I[CE] and 12-I[RE] DCMR – Energy Conservation Codes Supplement of 2017 (**Attachment Q**). If the

A/E believes the exploration and design efforts for NetZero options will require additional design fees, the A/E shall provide additional design fees in the Form of Offer Letter (**Attachment C**) as Add Alternate 1. The A/E shall break out any additional fees associated with the NetZero options into the different design phases (Concept, Schematic, Design Development, Construction Documents, and Construction Administration) as provided in Attachment C.

#### 5. A.4 Selection Criteria

Delete: In its entirety.

Insert: Proposals will be evaluated in accordance with **Section D** of this RFP.

#### 6. A.7, Attachments

- a) The following Attachments not previously provided are hereby provided:

**Attachment G** - Standard Contract Provisions Architect & Engineering Contracts (Attachment A to Amendment 4)

**Attachment O** – Eaton Elementary Facilities Condition Assessment (Attachment B to Amendment 4)

**Attachment P** – Net Zero Energy Compliance Path (Attachment C to Amendment 4)

**Attachment Q** – District of Columbia Construction Codes Supplement of 2017 12-I[CE] and 12-I[RE] DCMR – Energy Conservation Codes Supplement of 2017 (Attachment D to Amendment 4)

- b) The following Attachments previously provided have been revised and are hereby provided:

**Attachment C** - Form of Offer Letter (Attachment E to Amendment 4)

**Attachment H** – Bidder/Offeror Certification Form (Attachment F to Amendment 4)

- c) The following previously provided Attachments are provided in editable version:

**Attachment D** - Disclosure Statement (Attachment G to Amendment 4)

**Attachment E** - Tax Affidavit (Attachment H to Amendment 4)

**Attachment I** - SBE Subcontracting Plan (Attachment I to Amendment 4)

**Attachment J** – First Source Employment Agreement and Employment Plan (Attachment J to Amendment 4)

**7. Section C.2.1.8, Subcontracting Plan**

Delete: In its entirety

Insert:

**C.2.1.8 Subcontracting Plan**

An Offeror responding to this RFP which is obligated to subcontract shall be required to submit with its Proposal, any subcontracting plan required by law. Offeror's responding to this RFP shall be deemed nonresponsive and shall be rejected if the Offeror fails to submit a subcontracting plan that is required by law. If the Agreement is in excess of \$250,000, at least 50% of the dollar volume of the Agreement shall be subcontracted with a CBE, 35% with small business enterprises ("SBE") and 15% with resident owned business enterprises ("ROB").

Though the above requirements exceed the statutory requirements set forth in the Small and Certified Business Enterprise Development and Assistance Amendment Act of 2014, the Department desires the selected Design-Builder to provide the maximum level of participation for SBEs, CBEs, and ROBs, and views these goals as a minimum with potential to far exceed.

The subcontracting plan shall be submitted as part of the proposal and may only be amended after award with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan after award shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

**8. Section C.2.2**

Delete: In its entirety

**9. Section D**

Delete: In its entirety

Insert:

**SECTION D  
EVALUATION AND AWARD CRITERIA**

**D.1 Award**

The Department intends to award a contract to the highest rated qualified A/E firm if such contract is satisfactorily negotiated and at a price the CO determines to be fair and reasonable to the District.

**D.2 Evaluation Process**

The Department will evaluate Offerors' proposals, qualified A/E firms and any best and final offers ("BAFO(s)") requested and received in accordance with the provisions of D.C. Official Code § 2-356.04 of the Procurement Practices Reform Act of 2010, as amended, and Sections 2620 – 2633 of the District of Columbia Municipal Regulations ("DCMR").

**D.2.1 Evaluation Board**

**D.2.1.1 Selection and Appointment**

The head of the contracting agency or designee shall appoint one (1) or more permanent or ad hoc architect-engineer evaluation board ("Evaluation Board") composed of members who, collectively, have experience in architecture, engineering, construction, and District and related procurement matters. Members of Evaluation Board shall include highly qualified professional employees of the District and may include private practitioners of architecture, engineering, or related professions and shall evaluate all Proposals received from A/E(s) firm interested in the proposed contract under this RFP. The head of the contracting agency shall designate at least one (1) District employee member of each board as the chairperson.

**D.2.1.2 Community Advisors**

In addition to the Evaluation Board, three (3) non-voting Community Advisors will be appointed by the Department to so advise the Evaluation Board. The Community Advisors will only provide guidance, advice and clarification for the Evaluation Board and shall be required to complete Non-Disclosure, Conflicts of Interest and Confidentiality Statements prior to serving as advisors to the Evaluation Board.

### **D.2.1.3 Evaluation Board Responsibilities**

The Evaluation Board shall:

- a. Review the Department's current data files on eligible A/E firms and Offerors' proposals received in response to this RFP
- b. Evaluate current statements of A/E firms' qualifications and performance data on file with the Department and Offerors' proposals, in accordance with the prescribed criteria in **Section D.3**.
- c. Hold discussions with at least three (3) of the most highly rated qualified A/E firms about concepts and the relative utility of alternative methods of furnishing the required services; the A/E fees will not be discussed.
- d. Prepare a selection report for the CO recommending, in order of preference, at least three (3) A/E firms that are evaluated to be the most highly qualified to perform the required services, based on the selection criteria in **Section D.3**. The selection report shall include a description of the discussions and evaluation conducted by the board to allow the CO to: review the considerations upon which the recommendations are based; and, make a final, independent determination regarding the order of preference of at least three (3) of the most highly qualified A/E firms based on the selection criteria in **Section D.3**.

### **D.3 Evaluation and Selection Criteria**

Each Offeror's proposal and eligible A/E firm on file with the Department will be scored on a scale of 1 to 100 points. In addition, eligible Offerors and A/E firms on file with the Department will receive up to 12 preference points as described in **Section C.1** and **Section D.3.5** of this RFP for designation by DSLBD. Thus, the maximum number of points are 112.

A/E firms will be evaluated in accordance with the following selection criteria:

- Past Performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedules – A/E and sub-consultants (30 points)
- Technical Competence and Specialized Experience in the type of work required under this RFP– A/E and its sub-consultants Key Personnel (30 points)
- Capacity to accomplish the work in the required time – A/E and its sub-consultants Key Personnel (15 points)
- Acceptability of Design Approach and Management Plan (25 points)
- DSLBD Preference Points (12 Points)

**D.3.1 Past Performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedules – A/E and sub-consultants (30 points)**

Offerors will be evaluated based on their (i) past performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work and compliance with performance schedule; and (ii) the Offeror's past performance working with its proposed sub-consultants. This element of the evaluation will be worth up to thirty (30) points.

Offerors will be required to submit the following information in their Proposals:

- A. List of all projects that the Offeror A/E and its sub-consultants have worked on in the last 10 years that are similar to this Project. For purposes of this paragraph, similar shall mean projects where the Offeror has served as the lead design consultant for a school construction project where the estimated construction costs exceeded \$25,000,000. This information may be provided in an overview matrix format or brief list; however, it should include the name and location of the facility, the name of the owner, the time frame of the project, the original budget for the project, and whether the project was delivered on-time and on budget. If a project was not delivered on-time or on budget, a brief description of the reasons should be provided.
- B. The Offeror shall ensure that a minimum of three (3) Past Performance Evaluation forms **Attachment L**, are completed on behalf of the A/E and a minimum of two (2) Past Performance Evaluation forms for each sub-consultant are completed and submitted directly to the Department's POC stated in **Section F.1** by the due date for Proposals as specified in **Section E.3**

**D.3.2 Technical Competence and Specialized Experience in the type of work required under this RFP– A/E and its sub-consultants Key Personnel (30 points)**

Offerors will be evaluated based on their (i) demonstrated experience in design excellence and design of public facilities in a manner that reflects civic importance and creates a sense of place and community; (ii) design of school facilities in an urban setting; (iii) cost estimating and Value Engineering/management; (iv) knowledge of the local regulatory agencies and Code Officials; (v) design around buildings of historic significance; (vi) demonstrated experience designing and completing high quality, construction projects on-time and on-budget; (vii) Key Personnel's technical competence and specialized experience; and (viii) the availability and experience of the Key Personnel assigned to this Project. This element of the evaluation will be worth up to thirty (30) points.

If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture their (i) demonstrated experience in providing a full

range of design services for CMAR Project; (ii) demonstrated experience in, and their plan to deliver, coordinated and constructible documents in a phased, fast track environment; (iii) demonstrated experience in managing, and their plan to manage, scope expansion in Project price on design development documents, or drawings of a similar level of completeness; and (iv) Key personnel's technical competence and specialized experience (v) the availability and experience of the Key Personnel assigned to this Project.

Offerors will be required to submit the following in their Proposals:

A. Detailed descriptions of projects that best illustrate the Offeror/A/E and its sub-consultants' technical competence and specialized experience relevant to this Project. The Offeror/A/E shall include at least three (3) projects where the Offeror served as the architect on a CMAR Project and two (2) for each sub-consultant. On each project description, please provide all of the following information in consistent order:

1. Project name and location
2. Name, address, contact person and telephone number for owner reference
3. Name, address, contact person and telephone number for builder reference for those projects where the Offeror served on a design-build team
4. Brief project description including project cost, square footage, firm's scope of work, and key firm strengths exhibited
5. Identification of personnel involved in the selected project who are proposed to work on this Project
6. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected schedule should be explained)
7. Renderings or photographs that show the interior and exterior of the project.

B. A description of the A/E's and sub-consultants' Key Personnel professional qualifications, specialized experience and technical competence necessary for satisfactory performance of the required services, to include at a minimum the following:

1. List of Key Personnel to include, at a minimum, the following individuals: (i) the Design Principal; (ii) the Project Architect; (iii) the Project Designer; (iv) the lead MEP and Structural engineers; and (v) the key structural engineers.
2. Organizational chart illustrating reporting lines and names and titles for Key Personnel proposed by the A/E.
3. Resumes for each Key Personnel proposed by the A/E and sub-consultants indicating the individual's previous experience, education, licensing, certifications specialized experience and demonstrated technical

competence necessary to successfully complete their role in the Project;  
and

4. A table that identifies the specific staff that will be assigned to this Project. The table should include: (i) the individual's name (if known); (ii) his or her title; (iii) his or her level of effort (i.e. the percentage of time devoted to this Project); and (iv) the time periods during which the individual will be assigned to the Project and (v) experience working together. This table should include all personnel that will be assigned to the Project.

#### **D.3.3 Capacity to accomplish the work in the required time of the RFP – A/E and its sub-consultants Key Personnel (15 points)**

Offerors will be evaluated based on the A/E and its sub-consultants Key Personnel's capacity to meet the needs of this Project within the required time of the RFP. The Offeror shall include an analysis of the overall proposed contributions of the A/E and sub-consultants as well as the capacity of the individual Key Personnel for this project relative to the current and projected workloads. This element of the evaluation will be worth up to fifteen (15) points.

The Offeror shall submit a detailed resource allocation plan (as part of its Management Plan) demonstrating that they have the necessary capacity to meet the government schedule. This plan must identify the allocation of necessary resources required for the completion of the project. A resource allocation plan that must include at a minimum the following:

- a) A Cost Allocation Plan for the project;
- b) Company resources available to the project manager;
- c) Proposed subcontracting effort in connection with obtaining additional resources;
- d) Current contracts with other public and private entities and
- e) A time allocation plan indicating the percentage of time key personnel is allocated over all projects.

#### **D.3.4 Acceptability of Design Approach and Management Plan (25 Points)**

Offerors shall submit: (i) a discussion of their intended Design Approach; and (ii) a design Management Plan. These elements of the proposal can be submitted either as separate portions within the Proposal or as a single integrated section.

The Design Approach shall address the basic design theory or ideas that the Offeror proposes to employ in approaching the design of the Project. The Design Approach will be evaluated on the creativity demonstrated and workability of the solutions proposed. The Management Plan shall clearly explain how the Offeror intends to manage and implement the Project, to include all contemplated phasing. Among other things, the Management Plan should explain (i) how the Offeror will manage the engineering sub-consultants so as to ensure that the drawings are properly coordinated, including coordination of the



drawings in light of the phasing of the project; (ii) how the Offeror will manage the Value Engineering/management process; (iii) how the Architect proposes to staff and handle construction administration and interact with the builder; (iv) how the Offeror will manage the design process to ensure that bid packages are issued in a timely manner and incorporate agreed upon Value Engineering changes; and (v) describe the key challenges inherent and unique to John Eaton Elementary School and explain how they will be overcome or mitigated, specific attention should be given to the phasing of construction. The Department will also consider the experience that the Offeror and its team members have working together on similar projects. This element of the evaluation is worth up to twenty-five (25) points.

#### **D.3.5 Preference Points (12 Points)**

At the conclusion of Evaluation Board's discussions and evaluations, up to 12 preference points, as described in **Section C.1** of this RFP, will be added to the board's evaluation scores based on each eligible A/E firm's status as determined by the DSLBD. Thereafter, the Evaluation Board will prepare a report for the CO recommending, in order of preference, at least three (3) A/E firms evaluated to be the most highly qualified to perform the required services, based on the selection criteria in Section D.3. The evaluation report will allow the CO to: review the considerations upon which the recommendations are based; and, make a final, independent determination regarding the order of preference of at least three (3) of the most highly qualified A/E firms based on the selection criteria in Section D.3.

#### **Section D.4 Discussions**

The Evaluation Board will hold discussions with no less than three (3) A/E firms determined to be the most highly qualified A/E firms to provide the required services based upon the criteria set forth in **Section D.3**. The Evaluation Board will discuss concepts and the relative utility of alternative methods of furnishing the required services and rate the A/E's ability to meet the selection criteria in **Section D.3** of this RFP. The discussions will be scheduled through the Department's Contracting and Procurement Division and will include the Evaluation Board and the CO or CO's designee. The Evaluation Board will prepare its selection report based on the discussions and the evaluations conducted.

#### **Section D.5 Negotiations**

The CO will then negotiate a contract with the highest qualified A/E based on the selection report that is provided by the Evaluation Board at compensation rates that the CO determines in writing to be fair and reasonable to the District. If negotiations are not successful, then the CO shall terminate negotiations with that first highest qualified A/E and undertake negotiations with the second most qualified A/E firm. The CO will follow the same process to terminate negotiations if negotiations with the second most qualified A/E firm is not successful and will initiate negotiations with the third most qualified A/E firm.

## **10. Section E**

Delete: In its entirety

Insert:

### **SECTION E PROPOSAL ORGANIZATION AND PROPOSALS**

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

#### **E.1 Proposal Identification**

Proposals shall be proffered in an original and six (6) hard copies as well as two (2) electronic copies on CD-ROM or USB flash drive. The Offeror's Proposal shall be placed in a sealed envelope conspicuously marked:

**"DCAM-18-AE-0124  
Proposal for Architectural/Engineering Services for  
John Eaton Elementary School".**

#### **E.2 Delivery or Mailing of Proposals**

Proposals should be delivered or mailed to:

D.C. Department of General Services  
Contracts & Procurement Division  
2000 14th St, NW – 8th Floor  
Washington, DC 20009

#### **E.3 Date and Time for Receiving Proposals**

Proposals shall be received no later than **2:00 p.m. EST, on October 29, 2018**. The Offeror assumes the sole responsibility for timely delivery of its Proposal, regardless of the method of delivery.

#### **E.4 Submission Size, Organization and Offeror Qualifications**

All Proposals shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile Proposals shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The Proposal shall be organized in two volumes, a technical proposal and a price proposal.

##### **E.4.1 Technical Proposal**

The technical proposal shall be organized as follows:

#### **E.4.1.1 Executive Summary**

Each Offeror shall provide a summary of no more than three pages of the information contained in the following sections.

#### **E.4.1.2 General Team Information and Firm(s) Data**

Each Offeror should provide the following information for the principal A/E firm and each of its sub-consultants.

A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)

B. Firm profile(s), including:

1. Age
2. Firm history(ies)
3. Firm size(s)
4. Areas of specialty/concentration
5. Current firm workload(s) projected over the next two years
6. Provide a list of any contract held by the Offeror where the contract was terminated (for either default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.

C. Discussion of the A/E and sub-consultant's organization, qualifications of key staff and identification of the single point of contact for the A/E.

#### **E.4.1.3 Information for each Selection Criteria**

Offerors shall provide the required information and analysis for each selection criteria as described in **Section D.3** of this RFP.

#### **E.4.2 Fee Proposal**

The A/E Offeror's Fee proposal shall be submitted separately from Offeror's Technical Proposal and include all of the following:

##### **E.4.2.1 Form of Offer Letter**

Each Offeror shall submit an offer letter substantially in the form of **Attachment C**, to bid a Design Fee and hourly rates, in accordance with the attached pricing schedule, and outline any requested changes to the Form of Contract. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive.

The Department intends to award this contract to the most qualified firm. The cost information will be used to negotiate a fair and reasonable fee for this project.

#### **E.4.2.2 Fee Proposal Attachments**

Each Offeror shall complete and submit the Attachments listed below in the Offeror's Fee Proposal, which will not be used for evaluation purposes. If, however, the Offeror is determined to be one of at least three (3) of the most highly qualified A/E firms to provide the required services under this RFP, then the CO may utilize the Offeror's Fee Proposal in the negotiation of a contract with the highest qualified A/E firm at compensation rates that the CO determines to be fair and reasonable to the District.

- a) Disclosure Form (**Attachment D**)
- b) Tax Affidavit (**Attachment E**)
- c) Bidder/Offeror Certification Form (**Attachment H**)
- d) SBE Subcontracting Plan (**Attachment I**)
- e) First Source Employment Agreement and Employment Plan (**Attachment J**)
- f) EEO Policy Statement (**Attachment M**)

**11. Responses to Questions about the Solicitation** are provided in Attachment K to Amendment 4.

  
Franklin Austin  
Contracting Officer

10/18/2018  
Date

End of Amendment No. 4