

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

**NOTICE TO ARCHITECT/ENGINEERING FIRMS
FY 20 STATEMENT OF QUALIFICATIONS (SOQ)
ARCHITECT AND ENGINEERING SERVICES**

SOLICITATION NO. DCAM-20-AE-0002

Issue Date: October 24, 2019

Deadline for Questions: November 5, 2019

Proposal Due Date: November 21, 2019 (First Review)

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1. Introduction

The District of Columbia Department of General Services (“DGS or Department”), pursuant to §2-356.04 of the D.C. Code and Title 27, District of Columbia Municipal Regulations (“DCMR”) Chapter 26, is soliciting Statements of Qualifications (“SOQ”) from firms (“Offerors”) interested in providing architecture and engineering services for the Department. This SOQ will serve as the Department’s Fiscal Year (“FY”) 2020 Notice to Architect/Engineering (“A/E”) firms to submit SOQs.

2. Procurement Schedule

The schedule for this procurement is as follows:

Date Issued:	October 24, 2019
Deadline for Questions	November 5, 2019
SOQ Due	November 21, 2019 (Review Date 1)

This solicitation will remain open with the following additional scheduled review dates:

February 21, 2020 (Review Date 2)
May 21, 2020 (Review Date 3)
August 21, 2020 (Review Date 4)

3. Project Scope and Project Categories

3.1 Scope

The scope of work will be unique to each project. Generally speaking, the scope of services will always include the following:

3.1.1 Definition

“Architectural and engineering services” means: (A) Professional services of an architectural or engineering nature: (i) Which are required to be performed or approved by a person licensed, registered, or certified to provide the services as described in this paragraph; or (ii) Performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property. (B) Other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying, mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

3.1.2 Services

In general, the A/E firm shall provide a full range of architectural and engineering services necessary to successfully complete the project. Specific scopes of work will be issued for each project but will generally include the following:

1. A/E shall perform its services consistent with the skill and care ordinarily provided by A/Es practicing in the Washington, D.C. metropolitan area on projects of a similar type, cost, and size. The A/E shall perform its services as expeditiously as is consistent with such skill and care and the orderly progress of the Project.
2. A/E shall identify a representative authorized to act on behalf of the A/E with respect to the contract between A/E and the District and for each task order pursuant to such contract.
3. A/E shall not engage in any activity, or accept any employment, interest or compensation that would reasonably appear to compromise the A/E's judgment with respect to this Project, except with DGS's prior knowledge and prior written consent.
4. In the conduct of all activities required for or otherwise related to the performance of the contract, A/E shall conform to and uphold all established ethical principles and professional standards of practice governing the A/E's profession in the District of Columbia, and in any jurisdiction where the A/E may be licensed or registered.
5. A/E shall provide all necessary expertise and services and to have and maintain appropriate licenses that meet District of Columbia requirements to professionally and diligently prosecute the work authorized.
6. A/E shall contract for or employ at A/E's expense, subconsultants to the extent deemed necessary for the work of each task order, with the prior written consent of DGS.
7. A/E shall consult with normal and customary employees, agencies, and/or representatives of the District of Columbia regarding the work of each project.
8. A/E shall work effectively with other District of Columbia and federal agencies.
9. A/E shall abide by all regulations imposed by funding sources, such as auditing requirements and payroll affidavits.
10. A/E shall perform its services in accordance with all applicable District and federal, laws, codes, regulations, standards, guidelines, and orders.
11. When reviewing, evaluating, monitoring, coordinating, and reporting with respect to the services of other consultants and contractors, A/E shall apply all applicable District and federal, laws, codes, regulations, standards, guidelines, and orders, including, without limitation, the then-current version of the District of Columbia Department of General Services Standard Contract Provisions (General Provisions) Architect and Engineering contracts.

3.1.3 Licensing and Accreditation

The A/E and all of its subcontractors and sub-consultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract. Without limiting the generality of the foregoing, all drawings shall be signed and sealed by a professional architect or engineer licensed in the District of Columbia.

3.1.4 Conformance with Laws

It shall be the responsibility of the A/E firm to perform under the contract in conformance with the applicable federal and District laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies including the following:

3.1.5 Building Information Modeling (BIM) Requirements

The A/E firm shall utilize BIM as described in **Attachment I**.

3.1.6 Standard Contract Provisions

The Department of General Services General Provisions Standard Contract Provisions Architects and Engineers Contracts (**Attachment C**) are applicable to these services.

3.2 Categories

The Department intends to develop a list of qualified A/E firms in the following categories:

- a) **Category 1 Planning** – Planning (Site, Installation, and Project) (P06), Feasibility Studies, Need Assessments, Land Surveying (L02); Zoning; Land Use Studies (Z01)
- b) **Category 2 General Design Services** – Rehabilitation (Building, Structures, Facilities) (R06), Design-Build (Preparation of RFP's) (D04), Interior Design, Tenant Space Improvement (TI), Space Planning (Code 105), Heating; Ventilating; Air Conditioning (HVAC) (H04), Structural Design (S09)
- c) **Category 3 Specialty Design Services** – Historical Preservation, (Code H08), Ecology and Archaeological Investigations (EO1), Landscape Architect (L03), Security Systems Design, Threat Analysis (S09), Traffic & Transportation Engineering/Traffic Studies (Code T03), ADA Compliance, Assessments and Design, Storm Water Handling & Facilities (S13), Sustainable Design (S11), Solis & Geologic Studies (S05), Hydraulics & Pneumatics (H12), Automation; Controls; Instrumentation (A12), Power Generation, Transmission Distribution (P12)

- d) **Category 4 Community** – Community Facilities (C11), Educational Facilities, Classrooms (E02), Auditoriums & Theaters (A11), Child Care (C05); Recreation Facilities, including Turf Fields, Parks, Swimming Pools and Playgrounds, Field Houses, Gyms and Stadiums (Code R04, S12, F02)
- e) **Category 5 Environmental** – Environmental Impact Studies Assessments or Statements (E09), Environmental Planning (E11), Environmental Remediation (E12) and Environmental Testing and Analysis (E13)
- f) **Category 6 Design Support** – Cost Estimating (C18), Value Analysis; Life Cycle Costing, Graphic Design (G06), Solar Energy Utilization (S06), Risk Analysis (R10), Acoustics, Noise Abatement (A01), Quality Control (I02), Topographic Surveying & Mapping (T04)

4. List of Qualified A/E Firms - Selection Process

4.1 Form 330

Offerors are expected to complete U.S. Government Standard Form 330 Part II (**Attachment A**) in response to this SOQ. The form will be used to evaluate the experience and expertise of the A/E firms. Offeror's responses in the Form 330 Part II will be used to evaluate Offeror with respect to the evaluation criteria described below in Section 4.3. Offerors desiring consideration for inclusion on the Department's list of Qualified Architect-Engineer firms may request consideration under one or more categories set forth in Section 3.2. **A separate submittal is required for each category the A/E would like to be considered.** Please include a SOQ Cover Page **Attachment B** for each submission. DGS will qualify firms for more than one category, as applicable.

4.2 Qualifications Based Selection

DGS will utilize a qualifications based selection as described in §2-356.04 of the D.C. Code and Title 27, Sections 2620 through 2628 of the DCMR. An Evaluation Board appointed by the Contracting Officer will:

- a) Evaluate each submitted response.
- b) Evaluate the firms in accordance with the criteria set forth in Section 4.3.
- c) Prepare a report for the Contracting Officer recommending the firms to be included on the Departments List of Qualified A/E Firms.

4.3 Evaluation Criteria

The Offeror's Form 330 will be evaluated based on the following criteria:

- a) Professional qualifications necessary for satisfactory

- performance of required services, including professional qualifications of Key Personnel
- b) Specialized experience and technical competence in the types of work required
 - c) Capacity to accomplish the work in the required time
 - d) Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules

5. Utilization of List of Qualified A/E Firms

The result of the evaluation will be the Department's List of Qualified A/E Firms in each category and subcategory listed in Section 3.2. Firms selected to be on the Department's List of Qualified A/E Firms will **not** receive a contract or agreement. The List of Qualified A/E firms will be used by the Department in the two (2) ways described below:

- a) A/E Projects Estimated Value \$100,000 or Less - As the Department identifies projects with an estimated value of less than \$100,000, the selection of the A/E firm will be conducted in accordance with the Title 27 DCMR Section 4722, Simplified Acquisitions (See Section 7.1).
- b) A/E Projects Estimated Value Greater than \$100,000 - As the Department identifies projects with an estimated value greater than \$100,000, the selection of the A/E firm will be conducted in accordance with §2-356.04 of the DC Code (See Section 7.2).

6. SOQ Submittal Requirements and Terms

The SOQ submittal requirements and terms of the SOQ are described below:

- a) **Form 330 (Attachment A).** Offerors must submit U.S. Government Standard Form 330 Part II in response to this SOQ. Any other format will be considered non-responsive and will not be evaluated by DGS. Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation.
- b) **Minimum Requirements.** In addition to the Form 330 Part II, each Offeror must submit the following for **each Category** the Offeror wishes to be considered:
 - 1. SOQ Submittal Cover Page (**Attachment B**) for each
 - 2. A Letter of Submittal on the Offeror's letterhead that must include the following:
 - a. The Offeror's expression of interest in being selected for the Department's List of Qualified A/E Firms.
 - b. The individual who will serve as the Offeror's Point-of-Contact ("POC"), including the POC's title, address, phone and fax numbers, and email

address.

- c. The individual who will serve as the Offeror's secondary POC, including title, address, phone and fax numbers, and email address.
 - d. The signature of an authorized representative of the Offeror's organization. All signatures will be original and signed in ink. If creation of a joint venture is in process but not yet formed, each authorized representative of each member firm will sign the letter of submittal.
- 3. Form 330
 - 4. Bidder/Offeror Certification Form (**Attachment D**)

Failure to submit the items required in this Section may result in the submittal being deemed non-responsive.

- c) **Website.** The SOQ documents and any amendments or updates to the SOQ will be available on the DGS website: <http://dgs.dc.gov>.
- d) **Amendments.** Offerors shall acknowledge receipt of any amendment to this solicitation.
- e) **Submittal Requirements.** All Offerors shall note the following requirements. For the purpose of this solicitation, each printed side shall be considered one (1) page.
 - 1. All responses shall be bound, with no font size smaller than 12 point.
 - 2. All pages shall be oriented in such a way that no page is greater than 8.5" x 11".
 - 3. Any additional information supplied by the Offeror under Section H of the Form 330 shall be limited to 20 double sided pages.
 - 4. All responses shall be submitted electronically to james.marshall@dc.gov by 2:00PM on the applicable Review Date. ONE submission per e-mail with FY 20 Statement of Qualifications Architect and Engineering Services included in the Subject line. Please include the items listed in 6b above for each Category/Submission.
 - 5. Offerors may submit questions in writing to DGS via e-mail at james.marshall@dc.gov The deadline for questions is November 5, 2019
 - 6. DGS will not acknowledge or receive submissions in response to this SOQ that are delivered by telephone, or facsimile (fax).
- f) **District of Columbia's Reservation of Rights.** DGS reserves the

right to divide this procurement into multiple parts, to reject any and all Qualifications, and to re-solicit for new Qualifications, or to reject any and all submissions and temporarily or permanently abandon the List of Qualified A/E firms or any portion thereof. The District of Columbia makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this SOQ for any task order and no such representation is intended to be, or should be, construed by the issuance of this SOQ. The District of Columbia reserves the right to waive any formalities or minor technical inconsistencies, or delete any item/requirements from this SOQ or resulting RFP or contract, when deemed to be in the District of Columbia's best interest.

- g) **No Reimbursement for Costs.** Offeror acknowledges and accepts that any costs incurred from the Offeror's participation in this SOQ process shall be at the sole risk and responsibility of the Offeror. Offerors submit responses to this SOQ at their own risk and expense.
- h) **Disqualification.** Submittals which are qualified with conditional clauses, or alterations, or items not called for in the SOQ documents, or irregularities of any kind are subject to disqualification by DGS, at its sole option and discretion.
- i) **Preparation of Submittal.** Each submittal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this SOQ and the potential RFPs for task orders. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of DGS's needs.
- j) **Representations.** Representations made within the Offeror's qualifications submittal and any subsequent proposal will be binding on responding firms. The District of Columbia will not be bound to act by any previous communication or submittal submitted by the Offeror firms other than in response to this SOQ.
- k) **Compliance.** Failure to comply with the requirements contained in this SOQ may result in a finding that the Offeror is not qualified and is ineligible to submit a proposal in response to any subsequent RFP.
- l) **Eligible Offerors.** Only individual firms (including, for example, individuals, sole proprietorships, corporations, limited liability companies, limited liability partnerships, and general partnerships) or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. Any associates will be disqualified. (This does not preclude an Offeror from having subconsultants.)
- m) **Ownership of Submissions and Freedom of Information Act.** The District of Columbia Freedom of Information Act ("FOIA"), District

of Columbia Code (“DC Code”) Sections 2-531 through 2-539, provides that any person has the right to request access to records. All public bodies of the District government are required to disclose public records, except for those records, or portions of records, that are protected from disclosure by the exemptions found at DC Code § 2-534. Subject to the exceptions specified herein, and in the FOIA, all written and electronic correspondence, exhibits, photographs, reports, printed material, tapes, disks, designs, and other graphic and visual aids submitted to DGS during the procurement process, whether included in response to this SOQ, or otherwise submitted, become the property of the District of Columbia upon delivery to DGS, and will not be returned to the submitting parties. Proposers should familiarize themselves with the provisions of the FOIA requiring disclosure of public information and exceptions thereto. In no event shall the District of Columbia, DGS, or any of their agents, representatives, consultants, directors, officers, or employees be liable to an Offeror or Offeror team member for the disclosure of any materials or information submitted in response to this SOQ.

- n) **Protests.** Any Offeror who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Board prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 441 4th Street, N.W., Suite 350 N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the Contracting Officer listed in this ITP.

7. Contract Awards

In accordance with §2-356.04 of the DC Code, the Department will issue contracts for architectural and engineering services on the basis of demonstrated competence and qualification and at fair and reasonable prices.

7.1 A/E Projects Estimated Value \$100,000 or Less

For projects with A/E services with an estimated value of \$100,000 or less, the Department will:

- a) Develop a Request for Quote (RFQ) (Sample RFQ provided in **Attachment E**)
- b) Issue the SOQ to a minimum of three (3) competent and qualified firms

on the Department's List of Qualified A/E Firms in the appropriate Category/Subcategory

- c) Selection based on 27 DCMR Section 4722
- d) Award Purchase Order Agreement (Sample Purchase Order Agreement **Attachment F**)

7.2 A/E Projects Estimated Value over \$100,000

For projects with A/E services with an estimated value greater than \$100,000 the Department will:

- a) Develop a project specific Request for Proposal(RFP) (Sample RFP provided in **Attachment G**)
- b) Post the RFP on the DGS web site (DCMR §2620.1 and 4710)
- c) Provide notice of the RFP to all firms identified on the Department's List of Qualified A/E Firms
- d) Appoint Evaluation Board (DCMR §2621)
- e) Evaluate offers (DCMR 2620) based on the following criteria:
 - 1. Professional qualifications necessary for satisfactory performance of required services, including professional qualifications of Key Personnel
 - 2. Specialized experience and technical competence in the types of work required
 - 3. Capacity to accomplish the work in the required time
 - 4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules
- f) Conduct Discussions with a minimum of three (3) offerors (DCMR 2621.1)
- g) Negotiate (DCMR 2627)
- h) Award Contract (Sample Contract provided **Attachment H**)

8. SOQ Attachments

Attachment A - U.S. Government Standard Form 330 Part II

Attachment B - SOQ Submittal Cover Page

Attachment C - Department of General Services General Provisions Standard Contract Provisions Architects and Engineers Contracts

Attachment D - Bidder/Offeror Certification Form

Attachment E - Sample Request for Quote

Attachment F - Sample Purchase Order Agreement

Attachment G - Sample Request for Proposals

Attachment H - Sample Contract

Attachment I – BIM Requirements