

GOVERNMENT OF THE District Of Columbia  
DEPARTMENT OF GENERAL SERVICES



**Addendum No. 3**

To

**REQUEST FOR PROPOSALS NO. DCAM-18-CS-0115  
ARCHITECTURAL/ENGINEERING SERVICES  
CAPITOL HILL MONTESSORI SCHOOL AT LOGAN**

**Issued: October 29, 2018**

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This Addendum No. 3 is issued and hereby published on the DGS website on **October 29, 2018**. Except as modified hereby, the Request for Proposals (“RFP”) remains unmodified.

**Item No. 1:** Sign In sheet and Business cards from the Site visit are incorporated to this Addendum as (Exhibit 1).

**Item No. 2** Section E.4.2.2. is hereby deleted in its entirety and replaced with the following:

**Insert:**

**E.4.2.2 Fee Proposal**

Each Offeror shall complete and submit a Fee Proposal (Attachment P), which will not be used for evaluation purposes. Offerors should exclude permit associated fees in their Fee Proposals. 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.

**Item No.3** The conflict of interest disclosure statement form is hereby added as an (Attachment O) to Section A.7 of the RFP (Attachments) and incorporated to this Addendum as (Exhibit 2).

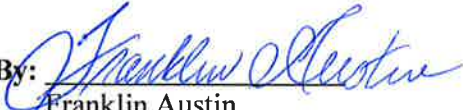
**Item No. 4** The Form of Offer Letter is hereby added as an (Attachment P) to Section A.7 of the RFP (Attachments) and incorporated to this Addendum as (Exhibit 3).

**Item No. 4** The following is inserted at the end of the Executive Summary section of the RFP:

**Insert:**

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

**Item No. 5** Questions and Answers are incorporated to this Addendum as (Exhibit 4).

By:   
Franklin Austin  
Contracting Officer

Date: 10/29/2018

- End of Addendum No. 3 -

# Exhibit 1

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



**ARCHITECTURAL/ENGINEERING SERVICES  
CAPITOL HILL MONTESSORI SCHOOL AT LOGAN  
DCAM-18-AE-0115  
October 22, 2018**

**Site Visit Sign-in Sheet**

Name	Company	Email Address
Bill Richardson	Educational Systems Planning	brichardson@educationalsystemspanning.com
Niia Singabaugh	P. McManis, Assoc	Nsingabaugh@pmc-architects.com
Sasha Petersen	STUDIO MB ARCHITECTS	SPETERSEN@STUDIOMBDC.COM
Jenna Bolino	Studio, MB	jbolino@"
Isak Catic	Setty and Associates	isak.catic@setty.com
Sarah Woodhead	DLR Group	Swoodhead@dlrgroup.com
Abdullah Ayazi	GES MEP/FP	abdullah@theseg.com
<del>ARON ARMSTRONG</del>	WMC	aarmstrong@wilesmeisch.com
DIMITRIOS FRANTZIS	A+F Engineers	dfrantzis@af-engineers.ca

**A+F ENGINEERS**

Structural Consultants

**Dimitrios C. Frantzis, PE**

*Principal*

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**SETTY**

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Mechanical | Electrical | Plumbing | Fire Protection | LEED | Modeling  
Commissioning | Master Controls Integration | Sustainable Design  
Forensic Engineering | Project Management | Building Sciences | Design-Build

**Sarah Woodhead, AIA, NCARB**

Principal  
K-12 Education Leader

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o: 202/407-8789  
m: 202/203-8803

**DLR Group DC**

DLR Group of DC, P.C.

# Exhibit 2

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

Offeror's Name: \_\_\_\_\_ ("Offeror(s)")

Offeror's attention is directed to **Section 4705** and **Section 4707** of the Department of General Services Procurement Rules for Construction and Related Services regarding organizational conflicts of interest ("Organizational Conflicts of Interest"). Offerors are advised that certain firms will not be allowed to participate in the Project or on any Offeror's team for the Project because of their work with the Department in connection with the Project procurement.

(Initially capitalized terms not otherwise defined herein shall have the meanings set forth in the Agreement or the RFP).

**Required Disclosure of Conflicts**

In the space provided below identify all relevant facts relating to past, present, or planned interest(s) of the Offeror's team (including the Offeror, principal/major participants, proposed subconsultants and proposed subcontractors, and their respective chief executives, directors, and other key personnel for the Project) which may result, or could be viewed as, an Organizational Conflict of Interest in connection with the RFP.

Offeror should disclose: (a) any current contractual relationships with the Department, (b) any past, present, or planned contractual or employment relationships with any officer or employee of Department, and (c) any other circumstances that might be considered to create a financial interest in the Agreement by any Department member, officer or employee if Offeror is awarded the Contract. Offeror should also disclose matters such as having directors in common with any of the individuals or entities involved in preparing the RFP. Offeror should also disclose contractual relationships (i.e. Joint Ventures) with any of the individuals or entities involved in preparing the RFP, as well as relationships wherein such individual or entity is a contractor or consultant (or subcontractor or subconsultant) to Offeror or a member of Offeror's team. The foregoing is provided by way of example, and shall not constitute a limitation on the disclosure obligations.

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**Certification**

The undersigned hereby certifies that, to the best of his or her knowledge and belief, no interest exists that is required to be disclosed in this Conflict of Interest Disclosure Statement, other than as disclosed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_, 20\_\_  
Date



# Exhibit 3

Mr. Lewis

Attachment P

[Offeror's Letterhead]

[Insert Date]

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

Attention: George G. Lewis  
Associate Director/ Chief Contracting Officer

Reference: Request for Proposals (RFP) – DCAM-18-AE-0115  
Architectural/Engineering Services – Capitol Hill Montessori School at Logan

Dear Mr. Lewis:

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") Request for Proposals (the "RFP") to provide Architectural/Engineering Services for the Capitol Hill Montessori School at Logan project. The Offeror has reviewed the RFP and the attachments thereto, any addenda 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 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 Bid Documents as issued and assume no material alteration of the terms of the Bid Documents (collectively, the proposal, the Design Fee and the Hourly Rates are referred to as the "Offeror's Bid").

The Offeror's Bid is as follows:

**A. Design Fee:**

Concept Design	\$ _____
Schematic Design	\$ _____
Design Development	\$ _____
Construction Administration (estimate)	\$ _____
<b>Total Design Fee</b>	<b>\$ _____</b>

**B. Hourly Rates:**

<b>Position</b>	<b>Hourly Rate</b>
Design Principal	\$ _____/hour
Project Architect	\$ _____/hour
Project Designer	\$ _____/hour
MEP Engineer	\$ _____/hour
Structural Engineer	\$ _____/hour

**C. Add Alternate 1 – Construction Documents**

100% Construction Documents \$ \_\_\_\_\_

**D. Add Alternate 2 – Net Zero**

Concept Design	\$ _____
Schematic Design	\$ _____
Design Development	\$ _____
Construction Documents	\$ _____
Construction Administration	\$ _____
<b>Total Net Zero Design Fee</b>	<b>\$ _____</b>

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) a preliminary assessment and refinement (if necessary) of the concept design; (ii) schematic design; (ii) design development documents; (iii) a permit set of construction documents; (iv) a complete, coordinated set of construction documents; and (v) construction administration services.

The Offeror's Bid is based on and subject to the following conditions:

The Offeror agrees to hold its proposal open for a period of at least sixty (60) days after the date of the bid.

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 bid form and bind the Offeror to the terms of the Offeror's Bid.
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 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: \_\_\_\_\_

# Exhibit 4

## Questions and Answers

**Question 1.** Are you the DGS POC to whom our consultants should submit their Past Performance Evaluation Forms?

**Answer:** Yes. Refer to Section F.1 of the RFP.

**Question 2.** In Section E.2, the RFP does not list a specific person to whom the submission should be delivered (Attn: ??). To whom should the package be addressed?

**Answer:** The submission should be submitted to:  
Attn: George G. Lewis  
D.C. Department of General Services  
Contracts & Procurement Division  
2000 14th St, NW – 8th Floor  
Washington, DC 20009

**Question 3.** In Section E.4.2.2 it states: “Each Offeror shall complete and submit the following Attachments in the Offeror’s Fee Proposal...”, however it does not specify which Attachments are required. Could you clarify?

**Answer:** Refer to Item No. 2 of this Addendum.

**Question 4** Is the Department expecting to have a NetZero building for this project?

**Answer:** Yes, it is expected that the A/E will explore, and incorporate NetZero building options into the design of the Project.