

A.3 Coordination to be Performed

The A/E shall meet with all the appropriate regulatory agencies to ascertain requirements for compliance. Upon complying with the aforementioned requirements and satisfactorily addressing all comments in the reviews noted below, the A/E shall submit the final Department of Consumer and Regulatory Affairs (“DCRA”) approved construction documents to the Department.

A.4 Form of Contract

Offerors (“Offerors”) responding to this RFP should carefully review the form of the Agreement for Architectural / Engineering Services (“Form of Contract”) and DGS’ Standard Contract Provisions for Architectural Engineering Contracts (“SCPs”), which are/will be attached to this RFP as **Attachment F (to be issued via addendum)** and **Attachment G**, respectively. To the extent there are any inconsistencies between this RFP, the Form of Contract and the SCPs, the Form of Contract and SCPs shall prevail. Offerors are further advised that they are required to submit their Proposals premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in the Offeror’s Proposal. A Proposal that fails to specifically identify and describe requested changes shall be deemed non-responsive.

A.5 Design Fees and Incentives

As will be more fully described in the Form of Contract, the selected A/E will be paid a fixed price for all design phase services. Offerors will be required to propose a Design Fee that covers all of the Offeror’s costs associated with the Project. Offerors will also be required to submit a schedule of hourly rates for any additional work that is required.

Offerors shall submit, on the Offeror’s letterhead, an Offer Letter in substantially the form of **Attachment B** of this RFP that includes the proposed Design Fee, and hourly rates.

A.6 Selection Criteria

Proposals will be evaluated in accordance with the evaluation criteria as further described in **Section D** of this RFP.

A.7 Estimated Project Schedule

The preliminary Project milestone schedule for the New Fleet Maintenance Facility is as follows:

- 20% Pre-Preliminary Design ✓ – Ten (10) weeks after receipt of executed contract
- 35% Schematic Design 6 – ~~Ten (10)~~ weeks after receipt of 20% comments
- 60% Design Development 4 – ~~Ten (10)~~ weeks after receipt of 35% comments
- 100% Construction Documents 2 – ~~Six (6)~~ weeks after receipt of 60% comments

22 weeks