

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



**REQUEST FOR PROPOSALS**

**ARCHITECTURAL/ENGINEERING SERVICES  
DUKE ELLINGTON SCHOOL OF THE ARTS**

**July 9, 2012**

**Proposal Due Date:** August 7, 2012 by 2:00 p.m. EDT

**Preproposal Conference:** July 19, 2012 at 11:30 a.m. EDT

*to be held at:*

**Frank D. Reeves Center  
2<sup>nd</sup> Floor Community Room  
2000 14<sup>th</sup> Street, NW  
Washington, DC 20009**

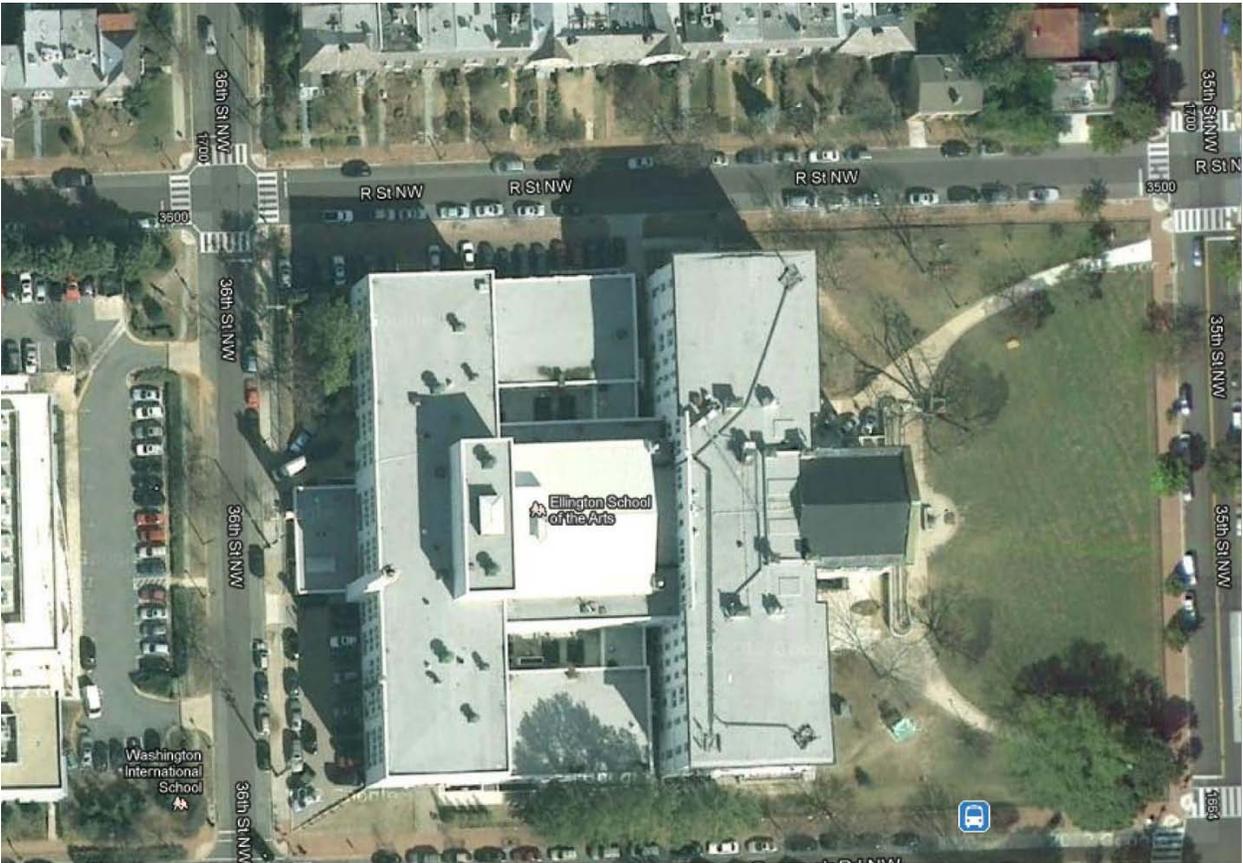
**Contact:** Thomas D. Bridenbaugh  
Leftwich & Ludaway, LLC  
1400 K Street, NW  
Suite 1000  
Washington, D.C. 20005  
Phone: (202) 434-9100

**Solicitation Number:** DC-AM-12-AE-0156

## Executive Summary

The District of Columbia Department of General Services (“DGS” or “Department”) is issuing this Request for Proposals (“RFP”) to engage an architect/engineer to provide a full range of design services associated with the historic restoration and modernization of the Duke Ellington School of the Arts, located at 3500 R Street, NW, Washington, DC. The existing Duke Ellington facility was constructed in 1898. The selected architect/engineer (“Architect” or A/E”) will be required to provide the design for the renovation and expansion of the existing historic school. The existing building is undersized to meet the school’s existing needs and it is envisioned that new space will need to be added as an “in-fill” addition in order to fully meet programmatic requirements, creating a total building square footage of approximately 165,000. The renovated facility will serve approximately 510 students and will serve as a magnet school for the performing arts. DGS is seeking firms that exhibit design excellence and that are capable of transforming the school building into an icon for the performing arts while respecting the historic character of the existing building.

The renovation and expansion must be complete prior to the beginning of the 2015/2016 school year. Below is an aerial image of the site.



The architect for this project will be selected through a two phase design competition. During the first phase of this procurement, design firms will be required to submit their qualifications and experience to serve as the architect for this project. From the proposals submitted, DGS intends to select 3 to 4 firms that will be invited to participate in the second phase which will be run as a design competition. Each of the short-listed firms so selected will be provided with a stipend of \$50,000 to help offset the cost of the design completion.

The Department envisions that the short-listed firms will be announced in September of 2012 and that the design competition phase will begin during the first week of October 2012. At that point, the selected firms will be provided with an Educational Specification for the school which will serve as the program of requirements and the basis for the design submissions.

Representatives of the school community and its stakeholders will be involved throughout the process. The overall goal of the design completion is to settle on a design that fully meets the school's programmatic requirements and that will serve as an icon for the performing arts while at the same time respecting the building's historic character and the District's budgetary requirements. The interior spaces should present an inviting learning environment and be equipped with the latest in technology, including innovative and first-rate facilities to house the school's performing arts program. The proposed design solution must be a first-class, state-of-the-art high school facility and must achieve, at a minimum, LEED Silver certification. The A/E will also be required to develop a workable swing plan for the Duke Ellington students while construction is underway.

### **A.1 Two-Step Process**

The Department intends to award this contract through a two-step procurement process. During the first phase, Offerors will be required to submit a proposal that demonstrates their experience and qualifications to implement a project of this size and complexity. The Phase 1 proposal should include: (i) a summary of the Offeror's experience and references; (ii) resumes of key personnel; (iii) a description of the design approach, including a narrative description of the design theory the team proposes to embrace for this assignment and a management plan that describes the process that the A/E will use to manage the design effort; (iv) a portfolio of representative projects that demonstrates the Offeror's ability to create the type of space that is desired; (v) a staffing plan that identifies the key staff that will be assigned to this project and their respective roles; (vi) a summary of the Offeror's design-build & fast-track experience and references; and (vii) a Certified Business Enterprise utilization plan. The Phase 1 submissions will be reviewed by the Department in accordance with **Part D** of this RFP. Based on this review, the Department shall select no more than four (4) Offerors who will be invited to participate in the second phase of the process.

During the second phase, the invited Offerors will be required to submit a preliminary design concept for Duke Ellington. Each of the invited firms will be paid a design stipend of \$50,000 to help defray the cost of the preliminary design. The preliminary design should include: (i) a conceptual site plan; (ii) plans for each level illustrating the proposed layout out of the modernized Duke Ellington HS that depicts, in a general manner, how program elements will be

configured and the adjacency of uses; (iii) sections illustrating the vertical stacking of elements and relationships of multi-level spaces; (iv) a typical finish schedule that will give the reviewers the ability to appreciate how the school will look when completed; (v) exterior renderings; and (vi) a preliminary analysis of options for swinging student, faculty, and staff as necessary to complete the Project. The Department anticipates that the level of effort required during this phase will exceed the stipend offered. During the second phase, Offerors will also be required to quote a firm, fixed fee to implement the preliminary design concept. A bid form for such fee will be provided as the second phase of the procurement process begins.

From the proposals submitted during the second phase, the Department will select the proposal that is most advantageous. In making this evaluation, the Department will consider the quality of the proposed design.

## **A.2 Project Delivery Method**

The Department intends to implement the Project through a modified design-build approach. Initially, the Architect engaged through this procurement will work directly for the Department. In the spring of 2013, the Department intends to engage a builder who will work with the Architect to ensure that the design developed by the Architect is consistent with the Department's budget and schedule for the Project. The Department envisions that design development documents will be completed by the end of September 2013. The builder will provide a Guaranteed Maximum Price ("GMP") based upon the approved design development documents. It is contemplated that the GMP will be finalized in early December 2013. Concurrent with the execution of the GMP, the Department will assign the Architect's contract to the builder. From and after that point, the Architect will work directly for the builder as part of a design-build team.

## **A.3 Form of Contract; Scope**

The Form of Contract will be issued at the beginning of Phase 2. Shortlisted Offerors will be required to carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal 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 their proposal. A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

## **A.4 Design Fees; Incentives**

During Phase 2 of this procurement, Offerors will be required to quote a firm, fixed price for the services necessary to: (i) develop such documents as are necessary to obtain a guaranteed maximum price with the selected builder; and (ii) obtain regulatory approvals. The preliminary design approval and the GMP package will be based on design development documents. The Department anticipates, however, that the GMP documents will require a greater level of detail

than is typically required in design development documents, and in particular, the Department will expect a greater level of detail with regard to the MEP systems and finishes. In addition, it will be necessary for the A/E to address any issues raised by regulatory agency approval process so as to ensure that any such conditions are included in the GMP. In quoting the price required during Phase 2, Offerors will need to take all of these requirements into account as the Department expects that the quoted price will be sufficient to fully fund all of the work required by the selected A/E including preparing any revisions that may be required to the design development documents as a result of the GMP process.

With regard to construction document services and construction administration services, the Department anticipates that the A/E will be required to provide these services for the builder once the GMP is approved. The A/E will be required to negotiate with the builder during the preconstruction phase of the project (i.e. while the design development documents are being prepared) to develop an agreed upon scope of work for construction document and administration services and an appropriate fee for those services. The agreed upon amounts will be included in the GMP and should not be included in the firm, fixed price which will be submitted by Offerors during Phase 2 of this procurement.

The Form of Contract will provide for a five percent (5%) retention of the firm-fixed price which will be held by the Department until the Project's completion. In the event the Project is not delivered on-time and on-budget, the selected A/E will forfeit the retention amount. In the event the project is delivered on-time and on-budget, the A/E will receive an amount equal to twice the retention. Thus, if the project is delivered on-time and on-budget, the A/E will receive 105% of its bid fee.

The on-time parameter will be measured by the completion date established in this RFP (i.e. substantial completion of the modernized Duke Ellington HS by August 3, 2015). The on-budget parameter will be measured by the budget that will be established at end of the schematic design phase.

#### **A.5 Economic Inclusion**

The Department requires that Local, Small and Disadvantaged Business Enterprises ("LSDBEs") participate in this project to the greatest extent possible and desires that such businesses perform at least fifty percent (50%) of the work under this procurement. At least thirty five percent (35%) must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Local Business Opportunity Commission, and twenty percent (20%) to entities that are certified as Disadvantaged Business Enterprises. The Department will also require that the Architect and all of its subconsultants, subcontractors, and suppliers, enter into a First Source Employment Agreement with the Department of Employment Services and hire fifty-one percent (51%) District residents for all new jobs created on the project. Please see **Part C** of this RFP for additional information.

## A.6 Selection Criteria

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

For Phase 1 –

- Experience & References (30 points)
- Key Personnel (15 points)
- Design Portfolio (15 Points)
- Design-Build/Fast-Track Experience (15 points)
- Design Approach and Management Plan (10 points)
- LSDBE Compliance/Utilization (15 points)

For Phase 2 –

- Design Quality (i.e. exterior and interior aesthetics/iconic imagery) (30 points)
- Functionality/Interior Lay-out (30 points)
- Swing Plan (15 points)
- Sustainability/LEED Design Ideas (25 points)

A.7 The preliminary project schedule is as follows:

- |  |  |
|--|--|
| • Short List A/E Firms                 | Week of September 17 <sup>th</sup>           |
| • Prepare Second Phase Submissions     | October 1 <sup>st</sup> to November 21, 2012 |
| • Notice of Award                      | Early January 2013                           |
| • Council Approval of A/E              | Mid-February 2013                            |
| • Complete Concept Design              | February 28, 2013                            |
| • Complete Schematic Design            | May 15, 2013                                 |
| • Engage Builder                       | Spring 2013                                  |
| • Implement Swing Plan                 | Summer 2013                                  |
| • Complete Design Development          | September 30, 2013                           |
| • Pricing by Builder                   | October 2013                                 |
| • Value Engineering & GMP Negotiations | November 2013                                |
| • Finalize GMP                         | Early December 2013                          |
| • Council Approval of GMP              | January 15, 2014                             |
| • Substantial Completion               | August 3, 2015                               |

## **A.8 Procurement Schedule**

The schedule for this procurement is as follows:

- Issue RFP July 9, 2012
- Pre-proposal Conference July 19, 2012 at 11:30 am
- Phase One Proposals Due August 7, 2012
- Short List A/E Firms Week of September 17<sup>th</sup>
- Design Competition October 1<sup>st</sup> to November 21<sup>st</sup>, 2012
- Preliminary Design Presentations Mid-December 2012
- Notice of Award Early January 2013

## **A.9 Attachments**

- Attachment A** - Educational Specification (to be provided in Phase 2)
- Attachment B** - Disclosure Statement
- Attachment C** - Tax Affidavit

## **SECTION B           SCOPE OF WORK**

### **B.1     Scope of Work**

In general, the selected A/E will be required to provide a full range of architectural and engineering services necessary to modernize Duke Ellington HS, and necessary swing space.

### **B.2     Concept Design:**

**B.2.1 Services.** The first phase of the project will include the preparation of a feasibility study and program development. During this phase, the A/E shall complete the following tasks:

- a. Conduct meetings with the Chancellor's Office and DGS representatives to confirm instructional program and verify facility requirements on a space-by-space basis.
- b. Conduct life safety/building code analysis to verify compliance of design with IBC 2006.
- c. Conduct LEED Workshops with design team and DGS representatives to identify sustainable design strategies to be included in revised design. It is understood that LEED for Schools-Silver certification is expected.
- d. Participate in Value Engineering workshops with the Chancellor's Office and DGS representatives.
- e. Survey existing facility to confirm locations and types of hazardous materials to be abated.
- g. Request and receive hydrant flow test.
- h. Perform alternative mechanical systems evaluation and recommend selection.
- i. Confer with audio-visual and acoustic consultants to establish design requirements for the Project.
- j. Confer with the Office's IT representatives/consultants to verify technological requirements for the Project.

**B.2.2 Deliverables.** During this phase, the A/E will be required to prepare and submit to the Department the below-listed deliverables. All such deliverables shall be subject to review and approval by the Department, and the A/E's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders.

- a. Conceptual floor plan and site plan.
- b. Updated property survey, including notations of utilities and all other easements
- c. Hazardous material survey and analysis update
- d. Historic resources survey
- e. Education specifications survey update
- f. Traffic and parking survey and zoning analysis
- g. Geotechnical Survey
- h. Architectural Concept Development

- i. Development of final master site plan
- ii. Building plan
- iii. Phasing recommendations
- iv. Preliminary cost estimates
- v. Project schedule

### **B.3 Schematic Design Phase:**

**B.3.1 Services.** During this phase, the A/E shall be required to develop a schematic design that meets the program requirements set forth in **Attachment A**. The schematic design shall contain such detail as is typically required for schematic design under the standard AIA contract. In general, the A/E shall be required to undertake the following tasks during this phase:

- a. Further develop conceptual plans and incorporate design changes.

**B.3.2 Deliverables.** During this phase, the A/E will be required to prepare and submit to the Department the following deliverables. All such deliverables shall be subject to review and approval by the Department and the A/E's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders.

- a. Digital floor plans and site plan
- b. Preliminary building elevations and sections
- c. Plan-to-Program Comparison
- d. Design Narrative
- e. Updated Project Budget and Schedule

### **B.4 Design Development:**

**B.4.1 Services.** During this phase, the A/E will be required to progress the schematic design into a full set of design development documents. The Department anticipates, however, that the GMP documents will require a greater level of detail than is typically required in design development documents, and in particular, the Department will expect a greater level of detail with regard to the MEP systems and finishes. The A/E shall be required to work with the Builder selected for this Project, and at a minimum shall meet with the builder twice a month to discuss the status of the design and key issues. The specific services required during this phase are:

- a. Select and draft outline specifications for materials, systems, equipment.
- b. Develop detailed and dimensioned plans, wall sections, building section, and schedules.
- c. Complete code compliance analysis and drawing.
- d. Confirm space-by-space equipment layouts with representatives from the Chancellor's Office and DGS.
- f. Conduct follow up meetings with agencies as required.

- g. Coordinate furniture, fixtures, and equipment requirements (“FFE”).
- h. Present the design to CFA, Office of Planning, and other regulatory agencies as required

**B.4.2 Deliverables.** The following deliverables are required during this phase.

- a. 35% (minimum progress) documents for all technical disciplines, drawings and specs
- b. 50% design development progress printing.
- c. A reconciliation report that addresses issues raised by the Builder as a result of the 50% progress printing.
- d. CFA submission materials; meetings and presentations to CFA as required
- e. Updated Project Budget and Schedule

## **B.5 Construction Documents:**

**B.5.1 Services.** The A/E shall be required to develop a complete, coordinated set of construction drawings. During this phase, the A/E shall provide the following services:

- a. Prepare detailed and coordinated drawings and specifications for bidding purposes.
- b. Prepare application and submit documents for building permit.
- c. Prepare and submit early-release excavation, foundations, concrete and steel packages, if needed.

**B.5.2 Deliverables.** The A/E shall provide the following deliverables during this phase:

- a. Drawings and specifications, ready for bidding, hard copy and electronic
- b. Final estimate of construction cost

## **B.6 Construction Administration**

**B.6.1 Bidding.** The A/E shall provide support to the Builder and the Department as may be necessary to support the bidding of trade subcontracts. These services will include, but are not necessarily limited to:

- a. Assist Builder with distribution of documents, as needed.
- b. Prepare and issue bidding addenda.
- c. Respond to bidding questions and issue clarification, as needed.
- d. Consider and evaluate requests for substitutions
- e. Assist with bid openings and tabulations as needed.

**B.6.2 Construction Administration.** The A/E shall provide support to the Builder and the Department as may be necessary to support the construction phase of the Project. These services will include, but are not necessarily limited to:

- a. Attend biweekly progress meetings. Architectural site visits are included in base fee. Hourly-not-to-exceed allowance is included for consultant site visits.
- b. Review and process shop drawing submissions, RFI's, etc.
- c. Prepare meeting notes and records of decisions/changes made.
- d. Conduct punchlist inspections.
- e. Review closeout documents for completeness.

In addition, the A/E shall provide the following deliverables during this phase:

- a. Meeting minutes
- b. ASI's or other clarification documents
- c. Punchlists
- d. Closeout document review comments
- e. As-Builts (if authorized)

### **B.7 Key Personnel**

In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include, at a minimum, the following individuals: (i) the Design Principal; (ii) the Project Architect; (iii) the Project Designer; and (iv) the key MEP engineers. The A/E will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement.

### **B.8 Licensing, Accreditation and Registration**

The A/E and all of its subcontractors and subconsultants (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.

### **B.9 Conformance with Laws**

It shall be the responsibility of the A/E to perform under the contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

### **B.10 Time of the Essence**

Time is of the essence with respect to the contract. The Project must be substantially complete by August 3, 2015.

## SECTION C ECONOMIC INCLUSION

### C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

**General:** Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

**Information:** For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development  
One Judiciary Square Building  
441 4th Street, NW, 9th Floor  
Washington, DC 20001  
(202) 727-3900 (Telephone Number)  
(202) 724-3786 (Facsimile Number)

## **C.2 SLDBE Participation**

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the development. At least 35% must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Local Business Opportunity Commission and 20% to entities that are certified as Disadvantaged Business Enterprises. Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

## **C.3 Residency Hiring Requirements for Contractors and Subcontractors**

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title 1 of the D.C. Code, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; (v) submit monthly compliance reports to DOES by the 10<sup>th</sup> of each month; (vi) at least 51% apprentices and trainees employed must be residents of the District registered in program approved by the D.C. Apprenticeship Council; and (vii) trade contractors and subcontractors with contracts in the amount of \$500,000 or more must register an apprenticeship program with the D.C. Apprenticeship Council.

## **SECTION D EVALUATION AND AWARD CRITERIA**

### **D.1 Evaluation Process**

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

### **D.2 Evaluation Committee**

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

### **D.3 Oral Presentation**

The Department intends to interview each of the short listed Offerors; however, the Department reserves the right to award the contract without interviews. If the Department conducts such interviews, each of the shortlisted Offerors shall make an oral presentation to the Department's Evaluation Committee. During this presentation, the Offeror should present its proposed preliminary design concept. In addition, the Offeror should provide a discussion of its proposed management plan and the roles that the key personnel will play in delivering this project. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel.

#### **D.3.1 Length of Oral Presentation**

Each Offeror will be given one hour to make the presentation. At the end of the initial presentation, there will be a break for approximately 15 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Office's Evaluation Committee for no more than 30 minutes.

#### **D.3.2 Schedule**

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

#### **D.3.3 Offeror Attendees**

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 7 persons. The job functions of the persons

attending the presentation will be considered to be an indication of the Offeror's assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

#### **D.3.4 Topics**

The Offeror may present information about its capabilities and special qualifications to serve as an A/E for this Project, including the qualifications of key personnel.

#### **D.4 Phase 1 Submissions**

Each phase one submission will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The Design Teams with the highest evaluated score will be short-listed for participation in Phase 2 of this procurement.

##### **D.4.1 Experience & References (30 points)**

The Department desires to engage an Architect with the experience necessary to realize the objectives set forth in **Section A** of this RFP. Offerors will be evaluated based on their demonstrated experience in: (i) design excellence; (ii) using the design of public facilities in a manner that reflects civic importance and creates a sense of place and community; (iii) design of high school facilities; (iv) design in an urban environment; (v) cost estimating and value engineering/management; and (vi) knowledge of the local regulatory agencies and Code Officials. 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. This element of the evaluation will be worth up to thirty (30) points.

##### **D.4.2 Key Personnel (15 points)**

The Department desires that senior personnel who have experience in designing and completing high quality, construction projects on-time and on-budget be assigned to this project. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. This element of the evaluation will be worth up to fifteen (15) points.

##### **D.4.3 Design-Build/Fast Track Experience (15 points)**

The Department desires that the selected Architect have demonstrated experience with design-build and fast track projects so as to realize the objectives set forth in **Section A** of this RFP. Offerors will be evaluated based on their (i) demonstrated experience in providing a full range of design services as part of a design-build team; (ii) demonstrated experience in, and their plan to deliver, coordinated and constructible documents in a phased, fast track environment; and (iii) demonstrated experience in managing, and their plan to manage, scope expansion in projects

priced on design development documents, or drawings of a similar level of completeness. This factor of the evaluation will be worth up to fifteen (15) points.

#### **D.4.4 Design Approach and Management Plan (10 Points)**

Offerors are required to 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 should address the basic design theory or ideas that the Offeror proposes to employ in approaching the modernized Ellington HS building and will be evaluated on the creativity demonstrated. The Management Plan should clearly explain how the Architect intends to manage and implement the Project. Among other things, the Management Plan should explain (i) how the Architect will manage the engineering subconsultants so as to ensure that the drawings are properly coordinated; (ii) how the Architect 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 Architect 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 in this Project and explain how they will be overcome or mitigated. The Department will also consider the experience that the Architect and its team members have working together on similar projects. This element of the evaluation is worth up to ten (10) points.

#### **D.4.5 Design Portfolio (15 points)**

Offerors should submit a portfolio (with before and after pictures) showing at least eight (8) similar projects that best demonstrate the ability of the design team to accomplish the objectives outlined above (i.e., to create a magnet school for the performing arts, transforming the school building into an icon for the performing arts while respecting the historic character of the existing building). This element of the evaluation is worth up to fifteen (15) points.

#### **D.4.6 LSDBE Compliance/Utilization (15 points)**

The Department desires the selected Architect to provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors will be evaluated in light of their demonstrated experience in meeting such goals and their proposed LSDBE Utilization Plan. This factor of the evaluation will be worth up to fifteen (15) points.

#### **D.5 Phase 2 Submissions**

Each phase two submission will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the Design Team with the highest evaluated score.

#### **D.5.1 Design Quality (i.e. exterior and interior aesthetics/iconic imagery) (30 Points)**

The Offeror's proposed preliminary design concept will be evaluated based on (i) how well it does in generating a sense of "place" and in capturing the aesthetics of the surrounding environment; (ii) its aesthetic qualities; and (iii) the estimated cost of implementing the design. This aspect of the evaluation will be worth up to thirty (30) points.

#### **D.5.2 Functionality/Interior Lay-out (30 Points)**

The Offeror's proposed preliminary design concept will be evaluated based on (i) how well it accomplishes the requirements of the Educational Specifications; and (ii) overall functionality of the design concept. This aspect of the evaluation will be worth up to thirty (30) points.

#### **D.5.3 Swing Plan (15 points)**

Offerors should submit a preliminary analysis of options for swinging student, faculty, and staff as necessary to complete the Project ("Swing Plan"). At a minimum the Swing Plan must: (i) contain a level of detail sufficient to demonstrate its feasibility; (ii) minimize noise disruption associated with construction activity; (iii) eliminate student exposure to hazardous materials; and (iv) minimize the number of student classes to be taught in temporary trailers. This aspect of the evaluation will be worth up to fifteen (15) points.

#### **D.5.4 Sustainability/LEED Design Ideas (25 points)**

The preliminary design concept should also address how the proposed design would ensure that the building can be LEED certified. It should demonstrate that the A/E has considered coordination issues that may arise during the more detailed design process. This aspect of the evaluation will be worth up to twenty-five (25) points.

## **SECTION E PROPOSAL ORGANIZATION AND SUBMISSION**

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 Submission Identification**

Submissions 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 submission shall be placed in a sealed envelope conspicuously marked: "Proposal for Architectural/Engineering Services for Duke Ellington School of the Arts."

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

Submissions should be delivered or mailed to:

DC Department of General Services  
Att'n: JW Lanum  
Frank D. Reeves Center  
2000 14<sup>th</sup> Street, NW, 8<sup>th</sup> Floor  
Washington, DC 20009

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

Submissions shall be received no later than 2:00 pm EDT, on August 7, 2012. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

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

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions 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 submission shall be organized as follows:

#### **E.4.1 Bid Form**

During Phase 2 of the procurement, the Office will distribute a bid form to bid a Design Fee and hourly rates. Each Offeror participating in Phase 2 shall submit with its Phase 2 submission a bid form which must be in substantially the same form as that distributed by the Office. 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 and the cost information will be used to negotiate a fee for this project.

#### **E.4.2 Disclosure Form**

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment B**.

#### **E.4.3 Executive Summary**

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

#### **E.4.4 General Team Information and Firm(s) Data**

Each Offeror should provide the following information for the principal Architectural firm and each of its subconsultants.

- A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)
- B. Firm profile(s), including:
  - i. Age
  - ii. Firm history(ies)
  - iii. Firm size(s)
  - iv. Areas of specialty/concentration
  - v. Current firm workload(s) projected over the next two years
  - vi. Provide a list of any contract held by the Offeror where the contract was terminated (either for 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. Description of the team organization and personal qualifications of key staff, including:
  - i. Identification of the single point of contact for the Architect.
  - ii. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the team.
  - iii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.

#### **E.4.5 Relevant Experience and Capabilities**

- A. List all projects that the team members have worked on in the last 5 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 \$20 million. 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. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project, including at least three (3) projects where the Offeror served as the architect on a design-build team. On each project description, please provide all of the following information in consistent order:
- i. Project name and location
  - ii. Name, address, contact person and telephone number for owner reference
  - iii. Name, address, contact person and telephone number for builder reference
  - iv. Brief project description including project cost, square footage, firm's scope of work, and key firm strengths exhibited
  - v. Identification of personnel involved in the selected project who are proposed to work on this project
  - vi. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected the schedule should be explained)
  - vii. Renderings or photographs that show the interior and exterior of the project.

#### **E.4.6 Management Plan**

Each Offeror should submit a Management Plan that addresses the issues set forth in **Section D.4.4** of this RFP.

#### **E.4.7 Portfolio**

Each Offeror should prepare a portfolio (with before and after pictures) showing at least eight (8) projects that best demonstrate the ability of the design team to accomplish the objectives outlined herein.

#### **E.4.8 Local Business Utilization Plan**

Each Offeror must submit a proposed Local Business Utilization Plan that identifies the specific certified business enterprises that will participate in the contract and their anticipated roles. In addition, each Offeror should provide: (i) a narrative description of similar projects and the Offeror's success in meeting such goals; and (ii) a chart, in summary form, that identifies the Offeror's major public projects over the last five years and its success in achieving such goals (creativity should be displayed regarding joint-venture and subcontractor agreements).

#### **E.4.9 Tax Affidavit**

Each Offeror must submit a tax affidavit substantially in the form of **Attachment C**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

## **SECTION F            BIDDING PROCEDURES & PROTESTS**

### **F.1     Contact Person**

For information regarding this RFP please contact:

Thomas D. Bridenbaugh  
Leftwich & Ludaway, LLC  
1400 K Street, NW  
Suite 1000  
Washington, D.C. 20005  
Phone: (202) 434-9100  
Facsimile: (202) 783-3420

Any written questions or inquiries should be sent to Thomas Bridenbaugh at the address above.

### **F.2     Preproposal Conference**

A pre-proposal conference will be held on July 19, 2012 at 11:30 a.m. The conference will be held at the **Frank D. Reeves Center, 2<sup>nd</sup> Floor Community Room, 2000 14<sup>th</sup> Street, NW, Washington, DC 20009**. Interested Offerors are strongly encouraged to attend.

### **F.3     Explanations to Prospective Offerors**

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Thomas Bridenbaugh at the address listed in Section F.1 no later than the close of business on July 27, 2012. The person making the request shall be responsible for prompt delivery.

### **F.4     Protests**

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was incorporated into the RFP by an amendment or addendum, a protest based on that defect must be

filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

#### **F.5 Contract Award**

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4712).

#### **F.6 Retention of Submissions**

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

#### **F.7 Examination of Submissions**

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

#### **F.8 Late Submissions: Modifications**

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.

- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

#### **F.9 No Compensation for Preparation of Submissions**

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

#### **F.10 Rejection of Submissions**

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

#### **F.11 Limitation of Authority**

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

## **SECTION G           INSURANCE REQUIREMENTS**

### **G.1    Required Insurance**

The Architect will be required to maintain the following types of insurance throughout the life of the contract.

**G.1.1** Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars (\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars (\$1,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage.

**G.1.2** Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Bridging Architect, or its contractors and subcontractors at or in connection with the Work.

**G.1.3** Errors and Omissions coverage written on a claims made basis and having an aggregate policy limit of at least Five Million Dollars (\$5,000,000).

**Attachment A**

Educational Specifications

*to be provided in Phase 2*

**Attachment B**

Disclosure Statement

Attachment B

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals:

A. D.C. Department of General Services

Brian J. Hanlon	Acting Director
Scott Burrell	Interim Chief Operating Officer
JW Lanum	Interim Associate Director, Contracts and Procurement Division
Camille Sabbakhan	Interim General Counsel
Charles J. Brown, Jr.	Interim Deputy General Counsel

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

---

---

---

---

---

B. Leftwich & Ludaway

Thomas D. Bridenbaugh

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

---

---

---

---

---

C. Brailsford & Dunlavey  
McKissack & McKissack

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

---

---

---

---

---

This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

OFFEROR:

By: \_\_\_\_\_

Name: \_\_\_\_\_

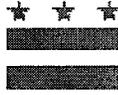
Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment C**

Tax Affidavit

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Chief Financial Officer**  
**Office of Tax and Revenue**



**TAX CERTIFICATION AFFIDAVIT**

**THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.**

**Date**

**Authorized Agent**  
**Name of Organization/Entity**  
**Business Address (include zip code)**  
**Business Phone Number**

**Authorized Agent**  
**Principal Officer Name and Title**  
**Square and Lot Information**  
**Federal Identification Number**  
**Contract Number**  
**Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

**Signature of Authorizing Agent**

**Title**

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.