

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

ARCHITECT-ENGINEER SERVICES FOR THE OFFICE OF PLANNING

Solicitation No.: DCAM-13-AE-0157

Addendum No. 2
Issued: July 2, 2013

This Addendum No. 2 is issued and hereby published on the DGS website on July 2, 2013. Except as modified hereby, the Request for Qualification Statements ("RFQ") remains unmodified.

Item #1

Response to Offeror Request for Information (RFI) – Part 1: Please see the attached.

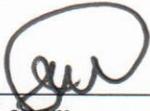
Item #2

Delete: In Section E.4.2.2 "Contractors desiring consideration for Architect-Engineer contracts may submit twenty (20) additional double-sided pages for a total not to exceed forty-six (46) pages for the entire form."

Item #3

Response to Offerors Request for Information (RFI) – Part 2 will issued under Addendum No. 3.

- End of Addendum No. 2 -

By: 
JW Lanham
Associate Director/ Contracting Officer

Date: 7/2/13

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts and Procurement Division

RESPONSE TO OFFEROR RFI'S

Part 1

Q-1. May a company submit a proposal for just one of the work categories needed? Or do we need to submit for all ten of the categories needed?

Response: Respondents should submit one proposal only, for one or more work categories.

Q-2. Referencing page 10 of the RFP, section E.5.3 on Past Performance, item C, is there a past performance evaluation form we are to use for our three projects?

Response: No.

Q-3. For the samples of work products are printed or electronic samples preferred?

Response: Provide samples of work products in printed format.

Q-4. Should firms supply complete work products, or selected samples from final products?

Response: Samples are fine.

Q-5. Is the SF330 form to go under the Technical Expertise section (qualifications of the team, and team organization)? Or should it be in addition to this section of the proposal?

Response: Yes.

Q-6. Should there be one completed SF330 for each category of work that a firm pursues or one total per firm?

Response: Each firm should submit a total of one completed SF330 for this solicitation.

Q-7. Referencing page 9 of the RFP, section E.4.2.2.

- Is it correct that the technical approach, technical expertise, and past performance sections are not included in the 46 page limit and that only the SF330 is limited to 46 pages?

Response: There is no longer a 46 page limit for proposals submitted.

- Is there a page limit for the technical approach, technical expertise, and past performance sections?

Response: Please refer to the answer above.

Q-8. If the firm intends to pursue several categories of these projects do we need to submit separate proposals for each category or can we combine our response into one response that covers the categories?

Response: Respondents should submit one proposal only, for one or more work categories.

Q-9. For the Transportation Planning category, are you looking for transportation planning per se or would you pair the firm with another firm that has transportation planning expertise if our firm has more urban development qualifications?

Response: Respondents should submit information on itself only. There is no requirement for teams, and none should be formed or discussed in proposals. If a firm does not have qualifications in transportation planning, for example, then it should not request consideration under that category.

Q-10. Please verify that the following sections are to be included after the SF330 form and that they are not included in the 46-page limit: Disclosure Statement form, samples of work products (E.5.3.b), performance evaluations (E.5.3.c), and signed amendments.

Response: There is no longer a 46 page limit for proposals submitted.

Q-11. Section E.4.2.1, asks for “two (2) written work products.” Does this include photographs/drawings of our work and written descriptions? Also, there is a request for performance evaluations; is there a standard form on which this is to be completed? If so, where can this form be accessed?

Response: Work products may be photographs/drawings and/or written descriptions of a respondent’s work. Regarding performance evaluations, there is no standard form to be completed.

Q-12. Please confirm the SF330 Part II and Disclosure Statement do not count toward the stated limit of 46 pages.

Response: There is no longer a 46 page limit for proposals submitted.

Q-13. Please confirm 1 original and 6 hardcopies of the proposal are requested.

Response: Yes.

Q-14. The Request for Qualification Statements states “the Contractor shall only include information on itself so that the OP can evaluate the Contractor’s qualifications.” In an attempt to receive up to 12 preference points as described in Section C.1, where shall we include information regarding small, local, and disadvantaged business enterprises that are included on our team?

Response: Respondents should submit information on itself only. There is no requirement for teams, and none should be formed or discussed in proposals.

Q-15. Section E.4.2.2 states “The Standard Form330 consists of six (6) pages, which is incorrect, according to SF330 standards it is required to submit up to 10 project sheets (unless specified otherwise by the agency) and the section H does not have a page limit. In addition, it states that an additional (20) pages double – sided will give a total of 46 pages. Could you clarify the total number of pages required for this submission?

Response: The Standard Form 330 does only consist of 6 pages; please refer to Attachment A of the solicitation. There is no longer a page limit for proposals submitted for this solicitation.

Q-16. Is the SF330 Part II required for this submission if so, is it included in this page count?

Response: Yes, Part II is required for proposal submissions. There I no longer a page limit for proposals submitted.

Q-17. Do we need to include a Certificate of Insurance in our submission per Section G of the RFP?

Response: Yes.

Q-18. Regarding No. 3 under Section E.4.2.1; what are the completed performance evaluations that need to be submitted for the three projects?

Response: Performance evaluations can be in the form of letters of recommendations or other evaluation forms for projects that your firm has worked on in the last five years.

Q-19. If a joint-venture is proposed for this contract, must it be certified by the DLSDB to obtain the CBE points available under Section C?

Response: Yes.

Q-20. E.4.2.1 Please confirm if you will provide forms for “completed performance evaluations” required or if letters of recommendation or other types of evaluation forms will be accepted.

Response: Letters of recommendation and other types of evaluation forms are acceptable.

Q-21. In the pre-proposal meeting the inclusion of a CBE subcontracting plan was mentioned. Is this something you would like included in the proposal?

Response: Yes.

Q-22. Please confirm the 46 page limit does not include covers, tabs, TOC, letters of recommendation, CBE information and certification, Disclosure Form.

Response: There is no longer a 46 page limit for proposals submitted.