

**DISTRICT OF COLUMBIA
DEPARTMENT OF REAL ESTATE SERVICES**



**INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ)
FOR
ARCHITECT – ENGINEER PROFESSIONAL CONSULTANT SERVICES**

**Request for Qualification Statements
Announcement No.: DCAM-2010-D-0006**

**Issue Date: DECEMBER 11, 2009
Due Date: FEBRUARY 19, 2010**

**Issuing Office:
Department of Real Estate Services
Contracting and Procurement Division
2000 14th Street, NW, Suite 500
Washington, DC 20009**

REQUEST FOR QUALIFICATION STATEMENTS
FOR
ARCHITECT – ENGINEER PROFESSIONAL CONSULTANT SERVICES
ANNOUNCEMENT NUMBER: DCAM-2010-D-0006

1.0 Background

The District of Columbia Department of Real Estate Services (DRES) is seeking qualified and experienced firms to provide quality architect-engineer services to support the agency's core professional construction services.

This announcement is to establish multiple Indefinite Delivery/Indefinite Quantity (IDIQ) contracts with the District. Specifically, DRES is seeking to award up to **twenty (20) Architect/Engineer Design and Related Contracts, five (5) Interior Design Contracts, five (5) Hazardous Materials Abatement Testing and Plan Contracts and ten (10) Mechanical Electrical & Plumbing (MEP) Contracts** to qualified firms

The IDIQ contract awards will cover a three-year base period, with two (2) one-year options for a total of five (5) years. The guaranteed dollar minimum order on the awarded contracts shall be \$250.00. The maximum order on the awarded contracts shall be \$9,000,000.00 for the base period and \$3,000,000.00 per year for each of the option periods for a Not-to-Exceed total of \$15,000,000.00 over the life of each contract.

The Contracting Officer will issue Task Orders to initiate each project once agreement has been reached with the contractor for the project.

2.0 Scope of Work: Professional Service Areas/No. of Anticipated Awards.

Service Areas are designated as 1 – 4; Service Sub-Areas are lower case letters (e.g. a, b, etc.)

1. **Architectural/Engineering (Twenty Firms)**: Design and Design Related Services. Specialties include, but are not limited to:
 - a.) Historic preservation – retrofit, restoration, infill, etc
 - b.) LEED and sustainable design
 - c.) Handicapped accessibility (ADA)
 - d.) Landscape Design
 - e.) Roof design
 - f.) Code Compliance and consulting
 - g.) Structural assessment and design
 - h.) Electronics and Security

- i.) Technical Design and Constructability Reviews (Peer Review)
 - j.) Construction Cost Estimating Services
2. **Interior Design (Five Firms)**: Including space programming, office space moves, etc.
 3. **Hazardous Materials Abatement (Five Firms)**: Specialties include, but are not limited to (does NOT include actual abatement):
 - a.) Testing
 - b.) Abatement Plan Preparation
 4. **Mechanical, Electrical & Plumbing (Ten Firms)**: Design and Design Related Services. Specialties include, but are not limited to:
 - a.) Full Mechanical, Electrical & Plumbing
 - b.) Boiler design
 - c.) LEED and sustainable design
 - d.) Code Compliance and Consulting
 - e.) MEP Systems assessment and design
 - f.) Electronics and Security
 - g.) Technical Design and Constructability Reviews (Peer Review)
 - h.) Construction Cost Estimating Services

The above listed services generally describe the service areas under which DRES will accept qualification statements from qualified Architect-Engineer firms.

Respondents may wish to be considered for any and all service areas. Firms shall indicate any and all of the service areas for which they wish to be considered, and shall make a separate complete submission for each service area.

Professional Services for items listed above will include, but not be limited to rehabilitations, new construction or renovation work or reconstruction projects, design and preparation of contract plans/drawings, specifications and cost estimates as well as other services that may be necessary to produce construction contract documents for use in obtaining funding, and for soliciting bids or negotiating with contractors, construction management, including legal authority under the District's laws to hire subcontractors to perform construction contracts inspections, cost estimating and testing as well as to provide all of the necessary construction services to provide a completed construction project for acceptance by the District.

The agencies for which these Professional Services may be utilized include but are not limited to the following:

- Department of Real Estate Services (DRES)
- District Department of Corrections (DOC)
- Fire and Emergency Management Services (FEMS)

Metropolitan Police Department (MPD)
Office of Public Education and Facilities Modernization (OPEFM)
University of the District of Columbia (UDC)
DC Public Libraries (DCPL)
Office of the Chief Technology Officer (OCTO)
Office of Planning (OP)
Department of Parks and Recreation (DPR)
Deputy Mayor for Planning and Economic Development (DMPED)
Department of Public Works (DPW)
Department of Youth Rehabilitation Services (DYRS)

3.0 Pricing Structure

Payment for all services under the IDIQ Contracts that will result from this Announcement shall be based on the pricing structure detailed in Attachment 1. Prospective firms are advised to familiarize themselves with the requirements of the Pricing Structure.

4.0 Submittal Requirements

Complete responses shall include one (1) original and three (3) copies of the following for *each service area* in which a prospective firm is expressing an interest.

1. A one-page cover letter expressing the architect-engineering firms/design team's interest for consideration.
2. GSA Standard Form 330 Parts 1 & 2 is the primary submission.
3. Download link below

<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=21DBF5BF7E860FC185256E13005C6AA6>) It should be indexed as follows:

a.) **Part 1**

Tab A-B-C-D-E:

ABC: Contract Information, Architect-Engineer Point of Contact and Proposed Team

D: Organization Chart of Proposed Team

E: Resumes of Key Personnel Proposed for this Contract

Tab F-G:

F: Example Project Which Best Illustrate Proposed Team's Qualifications for this Contract

- i. *(Submit ten (10) projects performed within the last 5 years that are relevant to the overall Service Area for which the respondent is interested. E.G. across the ten projects, demonstrate the team's ability to perform ALL of the types of*

work that may be required in the Service Area, including ability to perform work in ALL the Sub-areas.

- ii. *(Submit five (5) projects performed within the last 5 years that are relevant to **each of the service sub-area(s)** in which the respondent is interested. E.G. if interested in both Historic Preservation and LEED/Sustainable Design, submit a Section F-Historic Preservation w/5 projects, and then a Section F-LEED/Sustainable w/5 projects. If the same project applies in both sub-areas, repeat the project, and highlight what is relevant for the respective sub-area).*
- iii. **Note:** *For Interior Design Service Area, Submit ten (10) projects*

G: Key Personnel Participation in Example Projects

Tab H:

H: Additional Information (Past Performance and Acceptability, as described in section 6.4 and 6.5 of this RFQ)

- b.) **Part 2**
General Qualifications

One original and three (3) copies of all submission materials shall be mailed or hand delivered to:

**Diane Wooden, Contracting Officer
Department of Real Estate Services (DRES)
Contracting and Procurement Division
2000 14th Street, N.W., 3rd Floor (Bid Room)
Washington, DC 20001**

These materials must be submitted by **2 P.M., FRIDAY, FEBRUARY 19, 2010**. Absolutely no electronic submissions will be accepted. However, firms may be asked to provide electronic copies of their proposals in PDF format subsequent to the formal submission.

5.0 Pre-Proposal Conference

A pre-proposal conference will be held beginning at **10:00 A.M. at the Frank D. Reeves Municipal Center, 2nd Floor Community Room, 2000 14th Street, N.W, Washington DC 20009 on WEDNESDAY, JANUARY 6, 2010**. Attendance is strongly encouraged but not mandatory.

Deadline for prospective contractors to submit written questions to DRES is **WEDNESDAY, JANUARY 20, 2010**. DRES will respond in writing to questions by **FRIDAY, JANUARY 29, 2010**. All amendments to the announcement including

responses to submitted questions will be electronically posted and can only be accessed from www.ocp.dc.gov. DRES will not directly send any amendment to any Contractors.

6.0 Selection Process

Selections will be made in accordance with the provisions of 27 DCMR Chapter 26, Sections 2620 through 2633.

The evaluation criteria for selection are listed below:

1. **Professional Qualifications necessary for satisfactory performance of the required services (30%)**

Relevant sections on SF330 are Parts 1A, 1B, 1C, 1D & 1E.

Sub-Factors:

5pts Proposed Team: Proposers shall present a team consisting of a firm capable of either self-performing ALL of the service sub-areas indicated in Section 2.0 or managing the team of consultants in completing ALL of the project types indicated in that service area. The "potential" team should be represented here, however firms are not limited to using only the sub consultants provided here when task orders are issued in the future.

10pts Organization Chart: Proposer shall present a clear and concise organizational chart that illustrates the likely internal administrative structure for administering projects indicated in the Service Areas and Service Sub-Areas of Section 2.0.

15pts Resumes: Proposers shall provide a collection of resumes that clearly demonstrate a collection of individuals that possess the professional credentials, experience and technical ability to administer / manage various scales of services indicated in the Service Areas and Service Sub-Areas of Section 2.0.

2. **Specialized experience and technical competence in the type of work required (30%)**

Relevant Sections of SF330 are Parts 1F & 1G

The proposer and each proposed sub consultant shall supplement the SF330 with visual materials of their past work relevant to the work described in any Service Area in which they are interested, or of which they believe they are capable. The

District is most interested in (but not limited to) those listed in the Service Areas above. If the proposer is a joint venture, delineate the areas of responsibility and expertise of each joint venture partner. (Components of both Part I and Part II of SF 330)

Sub-Factors:

10pts Projects – Overall Service Area: Proposers shall present a portfolio of projects that in combination represent the proposer’s strength and ability to address all aspects of the Service Area applied for. Projects shown shall have been completed or are nearing completion of construction, are of various scales (small, medium, large), display proven ability to coordinate/manage multiple sub consultants, display sensitivity to local contexts and may display elements of technical innovation.

10pts Projects – Specific Service Sub-Areas: Proposers shall present a portfolio of projects in a sub area that represents the proposer’s strength and ability to address the needs of that specific sub areas of expertise listed in Section 2.0. Projects shall indicate if they have been completed or are nearing completion of construction, are of various scales (small, medium, large), display proven ability to coordinate/manage multiple sub consultants, display sensitivity to local contexts, and may display elements of technical innovation.

This area emphasizes strengths and the proposer’s desire and ability to be selected for projects in service sub-areas. The benefit is to submit only those service sub-areas where the proposer is strong.

10pts Key personnel: Proposers shall present a responsibility relationship between the individuals listed on the key personnel form, the organization chart (if applicable) and the submitted resumes and projects. Such individuals should have the credentials and experience appropriate to the positions noted.

3. **Capacity to accomplish the work in the required time (20%)**

Relevant sections on SF330 is Part 2

The Proposer shall supplement the SF330 to inform the District of the firm’s capabilities in terms of your CAD and other technological capabilities, the nature and implementation of your quality assurance program, project coordination, staffing, and workload, and how your team can adjust to changing workloads. A

visit to the A/E's office *may* be made to assist DRES in making an educated judgment.

Sub-Factors:

5pts CAD / technological: Proposers shall indicate that they are utilizing CAD software no later than AutoCAD 2004 or equivalent drafting software that can produce .DWG files, and have installed or has the capacity to install Adobe Professional for digital invoicing and delivery of required documentation as PDFs.

10pts Quality Assurance program: Proposers shall submit a detailed, documentable and repeatable quality assurance program with internal controls, for all submissions to the client that has been proven to identify errors, omissions and other problems that could then be remedied in the projects for which it has been implemented.

5pts Capacity and workload: Proposers shall submit a proposal showing human resource capacity to handle projects of various sizes. This may be displayed via staff utilization data, samples of the firm's internal manpower and/or staffing charts across various months, or other data which describes how they would provide proper staff in a timely manner should the need arise.

4. Past Performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedules (10%)

Relevant sections on SF330 is Part 1H, as described below

Proposers shall submit Performance Evaluations or letters of Recommendation from at least two clients in each Service Sub-area in which the proposer is interested, highlighting the sub-area in question. If one letter will serve for more than one Service Sub-area, make a copy and put it with the sub-area in question.

Also, in narrative form, Proposers shall evaluate the strengths and weaknesses of their teams for the Services and Service Sub-Areas for which you are applying. Further, Proposers shall describe efforts undertaken to improve in these areas.

Sub-Factors:

5pts Letters of recommendation: Proposers shall submit letters of recommendation that show that the firm met the minimum standard of performance by the recommender.

5pts Self evaluation: Proposers are to evaluate themselves via narrative on whether or not the average % of change orders on completed construction projects rarely exceeds 10% of original contract award amount, best management practices, level of experience dealing with District projects or other government entities, when and why projects were not going well, how did they deal with these issues when they arose.

5. **Acceptability Under Other Appropriate Evaluation Criteria (10%) –**

Relevant sections of SF330 is a Separate Supplement of Part 1H, as described below

- a.) **Past Terminations:** The Proposer shall submit a notarized statement that addresses the following: Has the proposer ever been terminated from a project? Was it for default/cause, for convenience or other? Indicate the circumstances of the termination, and submit references from the terminating entity.
- b.) **Specialist in the Field:** If the proposer is a Specialist or fore-runner in a particular discipline, and therefore has no (or little) competition in this area, please describe the specialty (if any), and the uniqueness of the proposer in that discipline.

Provide any appropriate supplemental information. Be sure to submit a complete Services Sub-area submission for this specialty – necessary to fully support the proposer’s position as a specialist.

Sub-Factors:

5pts Terminations for Default. Proposers shall indicate if they – or any firm on their team -- have been terminated for default for any reason.

5pts Specialists in a particular area of expertise outside of the noted Service Sub-areas of section 2.0: Proposers are encouraged to submit information on specialties outside of the noted Service Sub areas, at which the Proposer believes they have a particular area of expertise. Examples of specialties outside the noted service sub-areas are Building Information Modeling (BIM), Commissioning or detailed energy modeling.

A Selection Committee will review, evaluate and rank all firms that submitted qualification statements for each service area of interest. Oral presentations, or site visits may be requested by DRES to clarify understanding of the submission. If oral presentations are requested, DRES will notify the contractor at least three (3) days prior to the scheduled date. At the conclusion of the evaluation, the District will rank all the

firms, establish and execute contracts with the highest-ranked firms in each service area that are responsive and responsible to the requirements of the Announcement.

7.0 Legal/Compliance Requirements

Open Market Procurement/Subcontracting

This procurement is designated as open market procurement. Firms are required to subcontract at least 35% of the dollar volume of the work to be subcontracted to firms that are Small Business Enterprises (SBE) certified by the Department of Small and Local Business Development (DSLBD) under the provisions of the “Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, as amended only if they plan to subcontract any portion of this work to other firms. If there are insufficient qualified SBE that are certified to completely fulfill this requirement, then the subcontracting requirement may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises provided however, that all reasonable efforts shall be made to ensure that qualified SBE’s are significant participants in the overall subcontracting work. For more information regarding the program, please visit the official site at <http://dslbd.dc.gov>.

D.C. Code Requirements

Prospective respondents are referred to the D.C. Code, Chapter 6 “District of Columbia Professional Corporation Act” and Chapter 23 “Professional Engineer’s Registration Act”

Mayor’s Order 92-138

Respondents should assure themselves that they are fully aware of the requirements of Mayor’s Order 92-138 that sets goals for contractor’s employment of District residents, as well as sanctions for failure to achieve the goals.

Equal Employment Opportunity (EEO) Employer

Prior to entering into a contract with the District of Columbia as a result of this Announcement, the firm selected for contract award shall assure the District by submitting a copy of a duly signed company’s EEO policy statement that they are an Equal Opportunity Employer as defined by Federal and District of Columbia Laws.

Insurance Requirements

The District’s general insurance requirements are listed in Attachment 2. Proposers shall familiarize themselves with the insurance requirements. Each Task Order under the IDIQ contract will stipulate the requisite insurance requirements for the scope of work to be performed on the Task Order.

8.0 Inquiries

All inquiries shall be directed to:

Debor Dosunmu, CPM, CFCM, Senior Contract Specialist
Department of Real Estate Services (DRES)
Contracting & Procurement Division
2000 14th Street, NW, 5th Floor
Washington, DC 20001
(202) 671-2445
Debor.Dosunmu@dc.gov

9.0 Enclosures

Attachment 1 – Pricing Structure

Attachment 2 – General Insurance Requirements

**Attachment 3 – Printable Form SF 330 which respondents can also
download this form at:**

**[http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=D
ETAIL&formId=21DBF5BF7E860FC185256E13005C6AA6](http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=D
ETAIL&formId=21DBF5BF7E860FC185256E13005C6AA6)**

This is not a Request for Proposal

ATTACHMENT 1

Pricing Structure

Payment for Design Services Through a Design Fee

Application: In the event the District directs that the method of payment for the performance of Design Services by the Consultant shall be through a Design Fee, the provisions set forth below shall apply. In such case, the Task Order shall specify an Estimated Design Fee.

Design Fee: For the performance of all required Design Services for the Project, as set forth below, the District agrees to pay and the Consultant agrees to accept a total Design Fee, the amount of which shall be calculated in accordance with 'Calculation of Design Fee' below (the "Design Fee"). The Design Fee is deemed to include all costs and expenses incurred by the Consultant and/or its Sub consultants in the performance of all required Design (Title I & Title II) Services for the Project, including all expenses related to management, overhead and any anticipated profit.

(a) Services Included in Design Fee: The services included in the Design Fee shall consist of all services required for the Project, except as otherwise provided in paragraph (b) below. The services that may be included in the Design Fee shall include without limitation the services set forth below.

- (1) Architectural Design Services
- (2) Structural Engineering Design Services
- (3) Electrical Design Services
- (4) Heating, Ventilating and Air-Conditioning (HVAC) and Fire Protection Design Services
- (5) Plumbing Design Services
- (6) Interior Design and Furniture Layout Services
- (7) Landscaping Design Services
- (8) Lighting Design Services
- (9) Vertical Transportation Design Services
- (10) Cost Estimating Services
- (11) Services During Construction (Title II)

(b) Services Not Included in Design Fee: The services set forth below are not included in the Design Fee.

- (1) any services which (i) are not listed in paragraph (a) above, and (ii) are expressly excluded from the Design Fee, as specified in the Task Order.
- (2) the services set forth below.

<u>Service</u>	<u>Form of Payment</u>
----------------	------------------------

Historic Preservation Design	Complexity Factor
LEED, Sustainable Design	Complexity Factor
Additional Professional Services	Recalculation of Design Fee
Reimbursable Services	Reimbursement w/10% markup

Payment of Design Fee: The Design Fee shall be paid to the Consultant as set forth below.

- (a) Design Phase (Title I): For the performance of all required services in connection with the preparation of design documents for the Project, the Consultant shall be paid seventy-five (75%) of the Design Fee. Partial payment of this amount shall be in accordance with the percentage breakdown set forth below, upon written acceptance by the District of the specified design documents. The District may, by Task Order, modify the deliverables and percentages set forth below.

Schematic Design Documents	10% of the Design Fee
Design Development Documents	20% of the Design Fee
Final Design Documents	45% of the Design Fee

- (b) Partial Payments During Design Phase: Partial payments of the lump sum fee per deliverable set forth above may be made to the Consultant on a monthly basis, based upon the District's determination that the Consultant is progressing the required work for the deliverable in a satisfactory fashion and in accordance with the project schedule.
- (c) Construction Phase (Title II Services): For the performance of all required services during construction for the Project, the Consultant shall be paid twenty-five (25%) percent of the Design Fee. Partial payment of this amount shall be in accordance with the percentage of completion of all required services during construction, as determined by the District.

Calculation of Design Fee: The Design Fee shall be calculated as a percent of the total estimated cost of construction for the Project in accordance with the Fee Curve for Design Fee, set forth below. For the purpose of applying the Fee Curve, the total estimate of the cost of construction for the Project shall be the total construction budget of the Project submitted in the Request for Task Order. If the total estimate of the cost of construction falls between the dollar levels designated in the Fee Curve, the Design Fee shall be interpolated on a straight line basis. The Design Fee calculated in accordance with the Fee Curve may be subject to adjustment in accordance with the complexity and/or simplicity factors set forth below. The Design Fee shall not be subject to adjustment for services performed during overtime hours.

For the purpose of applying the Fee Curve, the total estimate of the cost of construction of the Project shall not include any costs or expenses in connection with the items set forth below.

- (a) New furniture and/or new equipment, unless the Task Order expressly provides otherwise.
- (b) Components of the Project involving food services, unless the Task Order expressly provides otherwise.
- (c) Existing equipment the Consultant is directed by the District to use for the Project. In such case, the estimate shall include only the cost of relocating such existing equipment.
- (d) Components of the Project for which design services were paid for on a time card basis.
- (e) Components of the Project for which design services were provided by the District.
- (f) Reimbursable Services

Complexity / Simplicity Factors: The Design Fee calculated in accordance with the Fee Curve may be subject to adjustment in accordance with the complexity and/or simplicity factors set forth below. The application of such factors, as well as the percentage increase or decrease in the Design Fee resulting from such application, shall be determined solely by the District.

- (a) Complexity Factors: In the event the District determines that any of the complexity factors set forth below applies to the Project, the Design Fee calculated in accordance with the Fee Curve shall be increased by an amount determined solely by the District. For each complexity factor that applies to the Project, the percentage increase shall not exceed the maximum percentage increase set forth below. The total percentage increase in the Design Fee shall be the addition of the percentage increase for each applicable factor.

	Maximum Percentage Increase
(1) Renovations / Additions	15%
(2) Completeness of Existing Plans	10%
(3) Landmark Quality Historic Preservation	15%
(4) Complex Phasing	10%
(5) Special Building Type Requiring Expertise	15%
(6) LEED/Sustainable Design	20%
Total Percentage Increase Possible	85%

- (b) Simplicity Factors: In the event the District determines that any of the simplicity factors set forth herein applies to the Project, the Design Fee calculated in accordance with the Fee Curve shall be decreased by an amount determined solely by the District. For each simplicity factor that applies to the Project, the percentage decrease shall not exceed ten (10%) percent. The total percentage decrease in the Design Fee shall be the addition of the percentage decrease for each applicable factor. Simplicity factors shall include, without limitation, the following: (1) site development work, (2) maintenance work in areas not being altered, (3) non-complex, repetitive work, and (4) work involving only one trade.

Additional Professional Services: In the event the District directs the Consultant to perform Additional Professional Services, payment for such services shall be based upon staffing hours, except as otherwise provided below.

Change in Project Scope: In lieu of the method of payment for Additional Professional Services set forth above, in the event of an increase in the scope of the Project, the District may, at his option, issue a Task Order Modification to the Consultant, in which (1) the Consultant is directed to perform the required Design Services for the Project, including the increased scope, for a Design Fee, and (2) the Design Fee payable to the Consultant is recalculated based upon the revised estimate of the cost of construction of the Project. In the event of reduction in project scope (de-scoping), the District may, at its option, utilize such method for Design Fee adjustment.

FEE CURVE FOR DESIGN FEE

The Fee Curve set forth below is based upon the cost of **NEW CONSTRUCTION WORK**. For the purpose of applying the Fee Curve, the total estimate of the cost of construction for the Project shall be the budgeted amount for the cost of construction determined at the inception of the Project. If, in the course of Design, the budget is changed – up or down – the District reserves the right to renegotiate the fee as per Change in Project Scope, above.

TOTAL ESTIMATED CONSTRUCTION COST	DESIGN FEE AS A PERCENT OF ESTIMATED CONSTRUCTION COST	AMOUNT OF DESIGN FEE
\$50,000,000	5.91%	\$2,954,200
\$45,000,000	5.94%	\$2,671,763
\$40,000,000	5.97%	\$2,386,440
\$35,000,000	5.99%	\$1,098,233
\$30,000,000	6.02%	\$1,807,140
\$25,000,000	6.08%	\$1,520,375
\$20,000,000	6.37%	\$1,274,000
\$15,000,000	6.51%	\$976,725
\$14,000,000	6.55%	\$917,280
\$13,000,000	6.59%	\$857,220

TOTAL ESTIMATED CONSTRUCTION COST	DESIGN FEE AS A PERCENT OF ESTIMATED CONSTRUCTION COST	AMOUNT OF DESIGN FEE
\$12,000,000	6.64%	\$796,860
\$11,000,000	6.69%	\$736,065
\$10,000,000	6.75%	\$675,000
\$9,000,000	6.85%	\$616,500
\$8,000,000	6.99%	\$559,200
\$7,500,000	7.09%	\$531,375
\$7,000,000	7.18%	\$502,600
\$6,000,000	7.24%	\$434,400
\$5,000,000	7.42%	\$371,000
\$4,500,000	7.72%	\$347,243
\$4,000,000	8.01%	\$320,520
\$3,500,000	8.31%	\$290,833
\$3,000,000	8.61%	\$258,180
\$2,750,000	8.75%	\$240,742
\$2,500,000	8.90%	\$222,563
\$2,250,000	9.05%	\$203,642
\$2,000,000	9.20%	\$183,980
\$1,750,000	9.35%	\$163,577
\$1,500,000	9.50%	\$142,433
\$1,250,000	9.64%	\$120,547
\$1,000,000	9.79%	\$97,920

TOTAL ESTIMATED CONSTRUCTION COST	DESIGN FEE AS A PERCENT OF ESTIMATED CONSTRUCTION COST	AMOUNT OF DESIGN FEE
\$875,000	10.53%	\$92,166
\$750,000	11.27%	\$84,559
\$600,000	12.16%	\$72,984
\$500,000	12.76%	\$63,785
\$400,000	13.35%	\$53,400
\$300,000	13.94%	\$41,829
\$250,000	14.24%	\$35,599
\$200,000	14.54%	\$29,072
\$150,000	14.83%	\$22,249
\$100,000	15.13%	\$15,129

ATTACHMENT 2

General Insurance Requirements

1. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor/Insurance Company shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.
 - a.) Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
 - b.) Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
 - c.) Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed. Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

If projects hereunder include water operations, the U.S. Longshoremen and Harbor Workers' Compensation Act and Maritime endorsements must be purchased and attached to the policies required above.

- d.) Builder's Risk Insurance. The Contractor shall provide a Builder's Risk policy equal to the replacement cost value of the completed building or other structure including the building supplies and materials to cover damage to existing facilities at the site. The policy shall cover property while located at the project site, at temporary locations, or in transit; deductibles will be the sole responsibility of the contractor; and shall name the District of Columbia as loss payee/mortgagee, as their interests may appear. The policy shall not exclude equipment breakdown, windstorm, flood, water damage other than flood, or damage due to drain/sewage backup. A waiver of subrogation in favor of the District of Columbia will be included (This policy is not required for contracts involving demolition only.)
- c.) Installation-Floater Insurance. For projects not involving structures, the contractor shall provide an installation floater policy with a limit equal to the full contract value. The policy shall cover property while located at the project site, at temporary locations, or in transit; deductibles will be the sole responsibility of the contractor; and name The District of Columbia as the loss payee on the policy, as their interests may appear. A waiver of subrogation in favor of the District of Columbia will be included.
- e.) Umbrella or Excess Liability Insurance. The Contractor shall provide umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$10,000,000 per occurrence, including the District of Columbia as additional insured.
- f.) Professional Liability Insurance (Errors & Omissions). The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per occurrence for each wrongful act and \$3,000,000 annual aggregate.

The Contractor shall maintain this insurance for five (5) years following the District's final acceptance of the work performed under this contract.
- g.) Environmental Liability Insurance. The Contractor shall provide a policy to cover costs associated with bodily injury, property damage and remediation expenses associated with pollution incidents including, but not limited to, mold, asbestos or lead removal. The policy shall provide a minimum of \$1,000,000 in coverage per incident and \$2,000,000 aggregate.
- h.) Railroad Protective Liability Insurance. [If applicable - building within 50 feet of a railroad (Metro, Amtrak, MARC, and CSX)] If any services provided under or pursuant to this contract involve Contractor doing work near any railroad right-of-way, Contractor shall provide Railroad Protective Liability

insurance which shall name the applicable railroad(s) as first Insured and The District as an Additional Insured with limits of not less than \$2,000,000 per occurrence and \$6,000,000 annual aggregate or such other limits as may be required by the railroad(s), whichever are higher, and written on a combined bodily injury/property damage basis including coverage for physical damage to the railroad's property.

4. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; and any required Professional Liability for five (5) years following final acceptance of the work performed under this contract.
5. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE, WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
6. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
7. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
8. **NOTIFICATION.** The Contractor shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the Contracting Officer.
9. **CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in the Insurance Section prior to commencing work. Evidence of insurance shall be submitted to:

The Contracting Officer
Contracting & Procurement Division
DRES
2000 14th Street, NW
5th Floor
Washington, DC 20009