

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 1	
2. Amendment/Modification Number DCAM-2010-D-0006-001		3. Effective Date 15-Jan-10	4. Requisition/Purchase Request No.		5. Solicitation Caption See Below
6. Issued By: Department of Real Estate Services Contracting and Procurement Division 2000 14th Street N.W., Suite 500 Washington, D.C. 20009		Code 03B	7. Administered By (If other than line 6) Department of Real Estate Services Contracting and Procurement Division 2000 14th Street N.W., Suite 500 Washington, D.C. 20009		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			(X)	9A. Amendment of Solicitation No. DCAM-2010-D-0006	
				9B. Dated (See Item 11) 11-Dec-09	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
Code	Facility				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
(X)	A. This change order is issued pursuant to: (Specify Authority)				
	The changes set forth in Item 14 are made in the contract/order no. in item 10A.				
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.				
	C. This supplemental agreement is entered into pursuant to authority of:				
	D. Other (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copy to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
1. ANNOUNCEMENT NO. DCAM-2010-D-0006, IDIQ FOR ARCHITECT-ENGINEER PROFESSIONAL CONSULTANT SERVICES is amended to include the following documents:					
ATTACHMENT 1: ANSWERS TO OFFEROR QUESTIONS					
ATTACHMENT 2: PRE-PROPOSAL CONFERENCE SIGN-IN SHEET					
All other terms and conditions remain the same.					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Diane Wooden		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia <i>Diane Wooden</i>		16C. Date Signed 1/14/10
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

ANSWERS TO OFFERORS QUESTIONS

Quest. No.	Question	Answer
1.	How do we obtain a copy of Mayor’s Order 92-138	The reference to Mayor’s Order 92-138 is a wrong reference. The Order refers to the DC Department of Public Works’s Employment Agreement Goals and Objectives for Public Works Construction and Service Contracts. The correct reference is “First Source Employment Agreement”, DC Law 14-24, DC Law 5-93 and Mayor’s Order 83-265 for recruitment, referral and placement of DC residents. The document can be found at http://does.dc.gov/does/lib/does/first_source.pdf , and for further information contact: The Department of Employment Services, 609 H Street, N.E., Room 429, Washington, D.C. 20002 Telephone: (202) 698-6001 • Fax (202) 698-5720
2.	<p>This question pertains to Page 9, Selection Process 5 “Acceptability Under Other Appropriate Evaluation Criteria” - Past Terminations.</p> <p>Under subhead a) the RFP asks if the proposer ever been terminated from a project? Was the termination for default, cause or convenience, or other? The RFP asks for references from the terminator as well as notarization of the document.</p> <p>Question – Are proposers required to list a termination even if it is solely because the project was canceled indefinitely? Under this scenario, proposer is not terminated for cause or convenience but halted for the owner’s financial or personal reasons. Does the proposer still need to include references from the owner for this?</p>	<p>Terminations:</p> <p>The instance described would be considered ‘Termination for Convenience’, as it was through no fault of the A/E. Yes, we are looking for the documentation we’ve requested for any termination. If it is found that a T for C or T for D was NOT reported, that fact will be taken into consideration in the evaluation.</p> <p>However, if a project is simply ‘suspended’, and may resume, it is not considered a Termination, and need not be reported.</p>
3.	Does the Hazardous Materials portion of the RFQ focus mainly on lead paint, asbestos and indoor air quality?	Hazardous Materials Testing is primarily Hazardous 'building' materials, and includes -- but is not limited to -- Asbestos, lead paint, mold, synthetic mineral fibers, PolyChlorinated Biphenyls (PCBs), and volatile organic compounds.

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4.	Scope of Work 1. Architectural/Engineering: Design and Design Related Services does not address civil engineering. Should civil engineering firms submit on this RFP or will a separate civil design services RFP be issued? If so, when?	Civil Engineering firms may submit under either the Architectural/Engineering Service Area, and address the requirements and sub-areas indicated there. A separate civil design services RFP will not be issued.
5.	Confirm if boundary, topography and utility surveys are to be included as part of this IDIQ.	Boundary, topography and utility surveys is not a specific Service Area or Service Sub-Area. You may choose to submit this as a 'Specialty' as described under section 6.5.b of the RFQ.
6.	Confirm if civil engineering services are to be included as part of this IDIQ.	<p>Civil Engineering services are not a specific Service Area or Service Sub-Area. You may choose to submit this as a 'Specialty' as described under section 6.5.b of the RFQ.</p> <p>Note: In addition to submitting as a 'specialty' as noted above, you may choose to include CE as part of your team, to show greater breadth of service. This may strengthen your evaluation under 6.1 – Proposed Team and Organization Chart. However, it will only be counted as 'Specialty' points in section 6.5.b.</p>
7.	Are reimbursable costs and/or permit fees included in the design fees?	No. Permit fees (but not code consulting services) are considered 'Reimbursable Services', and are specifically excluded from the Fee Curve calculation, as described at the bottom of page 13/top of page 14.
8.	Should we set up a full team of AEs or a partial team for an MEP contract award?	<p>The requirements for the MEP Service Area do not expressly require or request A/E services.</p> <p>If you are applying for the MEP Service Area, you may choose to submit A/E services as a 'Specialty' as described under section 6.5.b of the RFQ.</p> <p>Note: In addition to submitting A/E services as a 'specialty' as noted above, you may choose to include AE as part of your team, to show greater breadth of service. This may strengthen your evaluation under 6.1 – Proposed Team and Organization Chart. However, it will only be counted as 'Specialty' points in section 6.5.b.</p>
9.	Does a Certified Business Enterprise (CBE) prime contractor have to satisfy the 35% SBE subcontracting requirement?	Any prime contractor, whether CBE or not that proposes to self perform 100% of the work required by a Task Order, do not need to satisfy the 35% SBE subcontracting requirement. All firms including CBEs that have a need to subcontract some portion of work on a Task Order has to satisfy the 35% SBE subcontracting requirement. The requirement only applies to Task Orders.

ANSWERS TO OFFERORS QUESTIONS

<p>10.</p>	<p>If projects are to be submitted, 10 for general services, 5 for each sub-project and 5 additional for each specialty, is there a <u>maximum</u> number of projects to submit?</p>	<p>Submit only the number of projects required for each submittal section. E.g. if you are submitting for the AE Service Area, and for three Service Sub Areas and two Specialties:</p> <ul style="list-style-type: none"> • Under Section 4.3.a.F.i -- submit 10 projects for for general services (10 projects) • Under Section 4.3.a.F.ii – submit 5 projects separately for each of the three Service Sub Areas (15 projects) • Under Section 4.3.a.H – see section 6.5.b – submit 5 projects for each of the two Specialties (10 projects) <p>Therefore, the maximum total number of projects, would be 35 projects for the AE Service Area.</p> <p>Note: you are allowed to use the same project in two different sub-areas, as noted in section 4.3.a.F.ii.</p>
<p>11.</p>	<p>Should the make-up of a general A/E team include an MEP Engineer and/or interior design consultant despite the fact that they can apply on their own?</p>	<p>You may choose to include MEP or Interior Design as part of your team, to show greater breadth of service. This may strengthen your evaluation under 6.1 – Proposed Team and Organization Chart. However, as noted in questions 6 and 8 above, it will only be counted as ‘Specialty’ points if submitted as a Specialty, in section 6.5.b.</p>
<p>12.</p>	<p>Is it better to team with one firm with whom we have experience, or is it better to assemble a large team with whom we may not have prior experience to fill the gaps?</p>	<p>This is a business decision for you and your team. The District is looking to select full service teams.</p> <p>A large team that is weak may not fare as well in certain evaluation criteria as a small team that is strong. (E.g. Section 6.2, 2nd Subfactor – Projects – Specific Service Sub-Areas, second paragraph).</p>
<p>13.</p>	<p>Does this RFP replace the procurement departments for some of the District agencies (i.e. OP & DCPL)</p>	<p>No. The IDIQ contracts that will result from this solicitation will be made available upon request to District agencies including the aforementioned if and when they may have a need to utilize the contract instrument to satisfy a requirement. The contracts will not replace the procurement departments of those agencies.</p>
<p>14.</p>	<p>Should projects reflect specific agency building types (i.e. libraries, parks, recreation buildings etc)?</p>	<p>Not necessarily. The District is looking for firms that can address the range of projects that may be requested, as described in section 2.0 of the RFQ. Select projects that are likely to reflect your strength and ability to do the projects the District is likely to request.</p>
<p>15.</p>	<p>What additional materials should be in “Part 2: General Qualifications”?</p>	<p>Part 2 of the SF330 relates specifically to section 6.3 of the RFQ: Capacity to accomplish the work in the required time (pages 7 and 8)</p>

ANSWERS TO OFFERORS QUESTIONS

16.	If you are only qualified in one AE specialty, should you only submit qualifications for that specialty?	<p>This is a business decision for you and your team. The District is looking to select full service teams.</p> <p>Note Section 6.2, 2nd Subfactor – Projects – Specific Service Sub-Areas, second paragraph. Also see questions 10 and 12, above.</p>
17.	For AE (item 1), can an infrastructure engineering firm take the lead, or are you looking for the architectural firm to be the prime consultant such as engineering prime with architect as subcontractor or vice-versa?	<p>Yes, an infrastructure firm can take the lead.</p> <p>Your team – however you choose to structure it – should demonstrate the qualifications described in 6.1 of the RFQ.</p>
18.	Are Maryland or Virginia-based companies excluded from participating in this procurement?	<p>This procurement is an open market procurement. It is open to all experienced and qualified professional Architect-Engineer (AE) firms regardless of their base of operations, be it Maryland, Virginia or any other State.</p>
19.	For AE and ID scopes and teams, do you want us to include MEP Engineers on our team or will MEPs be hired separately?	<p>You may choose to include MEP as part of your team, to show greater breadth of service. This may strengthen your evaluation under 6.1 – Proposed Team and Organization Chart. However, as noted in questions 6 and 8 above, it will only be counted as ‘Specialty’ points if submitted as a Specialty, in section 6.5.b.</p> <p>If MEP is not part of your team, and a Task Order requires MEP, you will have to hire them separately as a sub-consultant.</p>
20.	Is Item b. Part 2 General Qualifications (Page 5), the SF330 Part 2 or a free-form statement of General Qualifications?	<p>Part 2 of the SF330 relates specifically to section 6.3 of the RFQ: Capacity to accomplish the work in the required time (pages 7 and 8)</p>
21.	Can you elaborate on the types of services you are looking for from the interior design portion of the RFQ?	<p>Interior Design may include, but is not limited to projects that are not attached to the exterior envelope of a structure. Such projects may include mechanical, electrical, plumbing, Information Technology, furniture, fixtures, equipment and LEED elements. See the ‘Workplace Design Guidelines’ on the DRES website: http://dres.dc.gov/opm/cwp/view,a,1214,q,643849.asp</p>
22.	Do you require an architect to hold the MEP as a subcontractor or can the MEP be an independent	<p>You may choose to include MEP as part of your team, to show greater breadth of service. This may strengthen your evaluation under 6.1 – Proposed Team and Organization Chart. However, as noted in questions 6 and 8 above, it will only be counted as ‘Specialty’ points if</p>

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	contractor for the MEP portions of the work?	submitted as a Specialty, in section 6.5.b. If MEP is not part of your team, and a Task Order requires MEP, you will have to hire them separately as a sub-consultant.
23.	How significant is Section G? Teaming with firms with which we have no history results in a G-matrix where only personnel associated with their projects match up. There would be no cross linkage in that case.	Section G of the SF330 is equivalent to Section 6.2, 3 rd Subfactor – Key Personnel – of the RFQ, and therefore is worth 10 points overall. Note the answer to question number 12, above.
24.	Are CBE firms who submit as prime relieved of the 35% subcontracting requirement?	All firms including CBE firms who plan to subcontract on any awarded Task Order will be required to subcontract 35% of the work to be subcontracted to SBE firms as part of the requirement for Task Order award.
25.	Can we hire CBE firms who are not part of our original submission after award of contract? That is, if our team as submitted wins a contract and we need to hire outside the submitted team to meet the 35% requirement, are we allowed to do that?	Yes. DRES is aware that potential Task Orders may require professional specialties that an awardee does not possess at the time of contract award.
26.	Are insurance requirements to be in place before or after contract award?	Insurance requirements have to be met as a condition for executing individual Task Orders on an awarded contract.
27.	If you are the prime and you are submitting projects under Tab “F” of the SF 330 and a sub area is not your expertise but is that of a team member, are you penalized?	No, you are not penalized. However, the Team Member proposed for a Sub-Area is being evaluated for that sub-area, and therefore must be used for that expertise when you are awarded a Task Order requiring that expertise. Note: Ensure under Tab A-B-C-D-E (Section 6.1 of the RFQ) that you are demonstrating how – in the Team and in the Organization Chart – you are capable of managing those Team Members that are not ‘in-house’ to the Prime or Joint Venture.
28.	How will fees be determined for Hazardous Materials Abatement assignments?	<ul style="list-style-type: none"> Fees for Hazmat, or for any work in Attachment I - Section Design Fee (b), or other work that does not lend itself to the pricing structure, will be negotiated.

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29.	Will Hazardous Materials Abatement work include monitoring of abatement/removal contractors?	It May. Monitoring of abatement/removal contractors may be performed by independent monitors, contracted separately by the District. However, the District would like the option of tasking your firm to do monitoring as well.
30.	Can you explain how the pricing structure will apply to Hazardous Materials projects?	The Pricing Structure of Attachment I will NOT apply to hazardous materials projects. See the answer to #28, above.
31.	Do you expect the MEP teams to include an architectural firm?	See the answer to #8, above
32.	Will you allow for any modification of the insurance requirement for \$10M umbrella/excess liability to a lower amount?	The District’s Office of Risk Management will decide at the time of Task Order request/award if this is a possibility depending on the relative risk assessment of the project.
33.	Would task orders be issued directly to specialty contractors?	No. Task Orders will be issued directly to firms that are awarded IDIQ contracts as a result of this solicitation. If a Specialty sub-contractor was submitted and evaluated to get you on that specialty list, you MAY use THAT sub-contractor if a Task Order requiring that expertise is issued.
34.	For AE contracts, do you want a complete separate submittal for each sub area or just 5 projects to illustrate the expertise?	As stated in section 4.0, first paragraph, provide ‘complete responses for each service area . . .’. There should be five projects for each of the sub-areas for which your team is submitting. Section 4.3.a.F.i and 4.3.a.F.ii are explicit – with examples – about how to submit. Also, note the answer to #10 above.
35.	For the interior design submission, can commercial projects be submitted as examples of completed projects.	Yes -- Absolutely
36.	For sub areas in architectural, is it possible to submit for one sub area e.g. LEED and sustainable design?	Yes. See the answers to numbers 16 and 12, above

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37.	Will the agencies that will utilize the IDIQ contracts be involved in the selection process?	Some of the agencies that will utilize the IDIQ contracts will be involved in the source selection process.
38.	What is payment structure for the interior design portion? What is payment structure when space planning is involved?	<p>Payment (pricing) structure for Interior Design and Furniture Layout Services – unless expressly excluded from the Design Fee, as specified in the Task Order – will be as per Attachment I, Section Design Fee (b)</p> <p>For ‘Space Planning’ or other work that does not lend itself to the pricing structure, pricing will be negotiated.</p>
39.	Do sub areas need to be limited to those specified in the RFQ?	No. As per Section 6.5.b – Specialists in the Field (and in the Sub-Factors ‘Specialists in a particular area of expertise . . .’ any sub-area of your choosing, outside of those listed, is welcome.
40.	Is there a requirement to use subcontractors (35% SBE) even if we possess all of the services in-house? Will we lose points if we do not use subs?	Any prime contractor that proposes to self perform 100% of the work required by a Task Order, do not need to satisfy the 35% SBE subcontracting requirement. The subcontracting requirement is not a factor in the source selection for the IDIQ contracts. The subcontracting requirement only applies to Task Orders to be awarded after the IDIQ contracts have been awarded.
41.	What level (percentage of all contracts) is your goal for CBE participation?	There is no set level of CBE participation. The District’s goal is to award contracts to the most highly qualified firms based on evaluation of firm’s qualifications.
42.	At the pre-solicitation meeting last year, it was indicated that DCPS (schools) would not be agency but now it is included in the RFQ. What is true?	The statement as written, in the RFQ, is correct. Bottom of page 3: “the agencies for which these Professional Services may be utilized include but are not limited to the following: . . .”
43.	What consultant disciplines should be included on response to AE service area?	Whatever disciplines you see fit to address all of the service sub-areas. See the text in Section 6.1, under Sub-Factor “Proposed Team”.
44.	Is CBE registration required for this procurement?	No. This procurement is open to all qualified and experienced Architect-Engineer firms.
45.	Sub Factor #5 “Firms not limited to using only subs on issued tasks” Explain.	Section 6.1, First subfactor – Proposed Team: the Team you submit is the collection of firms you intend to use to address the project types and sub-areas listed. If a Specialty sub-contractor was submitted and evaluated to get you on that specialty list, you may use THAT

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		<p>sub-contractor if a Task Order requiring that expertise is issued.</p> <p>However, a Task Order may ask you to do something that is not listed (E.g., under AE services, MEP work, or energy modeling.) For different Task Orders, you will be allowed to go outside of the list of subs you submit now, in order to provide services outside of those currently listed.</p>
46.	Will the 35% CBE subcontracting be enforced if a company intends to self-perform 100% of the work required on a project?	No.
47.	Reference RFQ Page 7, #3: It says this goes in Part 2. Do you mean a separate page or in Section H?	No. SF 330 is divided into two parts – Part I A – H, and Part 2, with no sub parts. Section 6.3 – Capacity to Accomplish the Work, is equivalent to Part 2 in your SF 330. (Section 6.4 – Past Performance – is Part 1H of SF 330).
48.	For architectural specialties (landscape architecture, interior architecture for example), should we be part of an AE team or can we/should we submit individually or both?	<p>If you are a Specialty Subconsultant, but do not want to be a prime or Joint Venture firm, seek to be part of a team where you provide the specialty for that team.</p> <p>This is a business decision for you. The District is looking to select full service teams. If you believe you can lead a team to perform the full service work, and you can demonstrate under Tab A-B-C-D-E (Section 6.1 of the RFQ) how – in the Team and in the Organization Chart – you are capable of managing those Team Members that are not ‘in-house’ to the Prime or Joint Venture, feel free to submit individually.</p>
49.	In previous pre-proposal meeting, it was stated that we would only show our work not include a ‘team’ of sub consultants. When I read through the RFP, it sounded as though we would have a ‘team’. If we are an architectural firm, should we include MEP, civil etc. or if we are an architectural firm, can we show projects from MEP, civil etc.? Or do we only show our architectural work?	<p>Section 6.1, First subfactor – Proposed Team: the Team you submit is the collection of firms you intend to use to address the project types and sub-areas listed.</p> <p>From within that Team, select the projects that best demonstrate your Team’s ability to address either all areas of the Service Area applied for, and/or the specific Sub-Areas for which you are applying.</p> <p>See questions 12, 16, 6, 8, 43, etc above regarding including MEP, Civil or other disciplines.</p>

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50.	Can an engineering firm pursue the arch/eng contract as prime?	Yes. See the answer to #17 above.
51.	Does the fee curve include Part 1A&B and Part 2?	<p>We believe you are asking if the Pricing Structure addresses Title I and Title II services</p> <p>Page 12, under Design Fee (“include all costs and expenses . . . in the performance of all required Design <Title I & Title II> services. . .”)</p> <p>Page 13, under Payment of Design Fee (a)—Design Phase <Title I>, and (c) Construction Phase <Title II Services>)</p>
52.	Does the fee curve include LEED Certification services since the District Government mandated LEED?	<p>No. As per Attachment I, Design Fee (b)-Services Not Included in Design Fee (2):</p> <p>LEED, Sustainable Design is subject to a Complexity Factor. As per page 14, LEED/Sustainable Design can increase the Design Fee percentage by up to 20%.</p> <p>Note: LEED is mandated only on projects defined in the Green Building Act.</p>
53.	If we are to submit 10 overall projects plus 5 for each sub-area, can the 10 projects be submitted again for a sub-area?	<p>Yes</p> <p>Note: As per 4.3.a.F.ii, repeat the project, and <i>highlight</i> what is relevant for the respective sub-area.</p>
54.	What if a team member wants to pursue a sub-area but not an overall service area? This pertains to the prime firm not being capable of fulfilling that particular sub-area e.g. an architect with a landscape firm on their team.	<p>This is acceptable. The District will always engage in a contract with the ‘Prime Firm/Joint Venture’ who is awarded the contract, even if the Scope of Work is limited to a sub-area.</p> <p>Note the Answers to Questions 48 & 49, above.</p>
55.	An architectural firm who has outside consultants such as engineer ‘as a part or member of a team’ and is awarded a contract. Are the engineer’s considered subcontractors which then must satisfy the 35% subcontracting requirement?	<p>The qualifications and experience of a team member that is not the Prime Contractor will be evaluated as submitted for the purpose of source selection evaluation for the IDIQ contract award. For the purpose of task order evaluation, post award, that Engineer team member is a subcontractor and can be considered to meet the 35% subcontracting requirement, if the Prime Contractor proposes to subcontract some of the work on the task order.</p>

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56.	Is there a percentage of awards anticipated to go to 100% small business teams?	NO.
57.	Do you anticipate that exterior improvements to sidewalks, streetscape, water, sanitary, storm, storm water management systems will be included in the scope of work?	Yes. However, they are not required as specific Sub-Areas. See the answers to numbers 4 & 6, above.
58.	The solicitation does not indicate preference points for LSDBE or CBE. Are preference points to be awarded as part of the source selection evaluation? If so, how many points and how will they be applied?	<p>Preference points will be applied on this solicitation as part of the source selection evaluation to firms that are certified by the Department of Small, Local Business Development (DSLBD) as small, local, disadvantaged, resident-owned, long time resident or local with a principal office located in an enterprise zone of the District of Columbia as follows:</p> <p>Small Business Enterprise (SBE) - 3 points Local Business Enterprise (LBE) - 2 points Disadvantaged Business Enterprise (DBE) - 2 points Enterprise-Zone Business Location (DZE) - 2 points Resident –owned Business (ROB) - 5 points Long-time Resident (LRB) - 10 points</p> <p>Note that a company can only receive a maximum 12 preference points.</p>
59.	Does DRES prefer firms that can respond to more than one professional service area?	DRES has no preference. If you submit to more than one Service Area, ensure that each submission is strong enough to fully address the requirements of that Service Area.
60.	Does the District intend to enter into First Source Employment Agreement with both prime and subcontractors prior to execution of the IDIQ contract?	The District will enter into First Source Employment Agreement with the prime contractor only prior to executing the IDIQ contract.
61.	Please send us the contract we will be working under if we submit a successful statement of qualifications. While Section 7 of the RFQ refers to some of the legal requirements, and Attachment 2 lists the insurance requirements, there does not appear to be a standard contract or reference to such a contract in the RFQ.	The solicitation is still being advertised. Qualifications have not been received and evaluated. Once our evaluation is completed, all potential awardees will have sufficient time to review the District’s proposed contract.

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	Are contracts only to be signed with particular delivery order?	
62.	What constitutes a ‘Team’ – is it only the Prime or Joint Venture, or is it all of the firms brought in to meet the requirements of the RFQ? What part qualifies for the ‘preference points’?	All of the above constitutes a team. A Prime Contractor or Joint Venture certified by the Department of Small and Local Business Development will qualify for preference points.
63	If a Team member (say the Historic Preservation professional) is not part of the Prime or joint venture, how are they looked at to meet the Qualifications? Are they a consultant? Can they be switched out after getting on the list? And if so, how do you prevent them being ‘used’ just to get on the list?	The qualifications and experience of a team member that is not the Prime Contractor or a Joint Venture Partner will be evaluated as submitted for the purpose of source selection evaluation. They are considered a subcontractor. For the purpose of task order evaluation, post award, an IDIQ contract holder may propose subcontractors other than those named in their original proposal.
64	Item 4 on Page 8 requests that we submit two reference letters for each of the Service Sub-Areas that we are interested in. In lieu of a letter of reference, could we submit a reference name and contact information?	No. The intention is to have your reference speak in their own words about how your firm performed in the area in question. It should be written so that multiple members of the evaluation team will see the same information, and not be subject to ‘hearsay’ of one evaluator ‘interviewing’ a reference by phone.
65	If we are only applying for the general service area (not the service sub areas), how many letters of references should we include?	First – it is highly recommended that you apply for at least one subarea (except in the case of Interior Design), because 10 full points of the submission are directly related to Service Sub-Areas (see section 6.2, Subfactor “Projects – Specific Service Sub-Areas”. If you do NOT submit for a Service Sub-Area, you will not be awarded these 10 points Second, if you do NOT submit for service sub-areas, OR you are submitting for Interior Design, submit <u>two letters of recommendation</u> .
66	Help clarify Section F-Projects? Under example projects, i. it states that we need to present 10 projects for a services area that demonstrates our ability to perform ALL the types of work that maybe required for that area, including ALL	See the answer to number 10 above. No, there is no limit to the number of sub-areas for which you apply. However, Note Section 6.2 SubFactor – Project-Specific Sub-Areas, second paragraph.

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	<p>the sub-areas. For example, we would be going after the first Service Area, Architectural/Engineering. SO we would need all of our projects to span a-j sub areas. That makes sense. And under ii. It states that we need to submit five projects for each sub area that we are interested in responding to. So for example, LEED/Sustainable Design sub area. So we would submit 5 projects for that sub area along with the 10 projects that would demonstrate our ability on all of the sub areas? Correct?</p> <p>And is there a limit to the number of sub areas we present 5 projects for?</p>	
67	<p>Under the Service Area A/E Design Services, Sub-Area: Historic Preservation (retrofit, restoration, infill, etc.) - must all of the projects under this category be connected with an historic building/structure or an historic district, per se? - not all infill and retrofit/adaptive re-use type projects involve historic preservation in the strictest sense of that term...</p>	<p>The purpose of this specialty is to address the technical, historic, preservation and/or restoration, political, review process and services during construction for projects where the historic fabric is of importance.</p> <p>The submission related to ‘Historic Preservation’ should demonstrate your team’s ability to address and navigate through those types of issues, as the District will likely go to this list to deal with historic structures. The projects submitted need not necessarily be within or connected to historic buildings or structures, but those that are are closer to the District’s need.</p>
68	<p>For each Service Sub Area of 5 projects (e.g. within the larger Service Area – A/E Design Services) must an additional SF 330 “Section G. Key Personnel Participation Chart” be included or is that chart only needed once for the overall initial 10 projects that are to be submitted for that Service Area?</p>	<p>An additional SF 330 Section G – Key Personnel Participation is NOT required for each Service Sub-Area.</p> <p>HOWEVER, Section G should include Key Personnel for All projects submitted, not just the 10 projects submitted for the Service Area. This helps demonstrate to the evaluator of any part of the submission the breadth of experience of the team. Endeavor to format clearly to make the relationships clear.</p>

ANSWERS TO OFFERORS QUESTIONS

69	References for access to the requirements of the “District of Columbia Professional Corporation Act” and “Professional Engineer’s Registration Act” are incorrect.	The correct references are DC Statute §29-412 for the “District of Columbia Professional Corporation Act” and DC Statute §47-2886 for the “District of Columbia Professional Engineer’s Registration Act”.
70	Is a submitting firm allowed to submit as a prime for the A/E Service Area and a sub-consultant for a separate submittal on the A/E service area? Will DRES look at each submission package/team individually?	Yes to both questions.
71	Regarding the CBE component of these contracts, our understanding from the last pre-proposal meeting is that if you include consultants (sub contractors e.g. engineering firms) on the team who have CBE status, you don’t need to include proof/evidence of that in the proposal submission – is that correct?	Correct. DRES requires respondents to include proof of certification only when respondent is seeking LSDBE preference points as a prime or as a joint venture.

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