

SOLICITATION, OFFER, AND AWARD			1. Caption: Study of Planning Function in the District of Columbia		Page of Pages 1 44	
2. Contract Number		3. Solicitation Number DCBD-2007-R-0019	4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency		5. Date Issued May 14, 2007	6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open with Sub-Contracting Set Aside
7. Issued By: Office of Contracting and Procurement Group 1 441 4th Street, NW. Suite 700 South Washington, DC 20001			8. Address Offer to: Office of Contracting and Procurement Group 1 441 4th Street, N.W. Suite 700 south Washington, D.C. 20001			

NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and 4 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at 441 4th Street, NW. Suite 703 South, Washington, DC until 2:00p.m. local time June 13, 2007
(Hour) (Date)

CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.

10. For Information Contact	A. Name Jeanne Sheridan		B. Telephone 202 724 4063			C. E-mail Address jeanne.sheridan@dc.gov
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OFFER

within 180 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment ☞	10 Calendar days %	20 Calendar days %	30 Calendar days %	___ Calendar days %
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14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Offeror		16. Name and Title of Person Authorized to Sign Offer/Contract			
15B. Telephone (Area Code) (Number) (Ext)		15 C. Check if remittance address is different from above - Refer to Section G <input type="checkbox"/>		17. Signature	18. Offer Date

AWARD (TO BE COMPLETED BY GOVERNMENT)

19. Accepted as to Items Numbered		20. Amount	21. Accounting and Appropriation		
22. Name of Contracting Officer (Type or Print)		23. Signature of Contracting Officer (District of Columbia)			24. Award Date

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number		Page of Pages		
					1 2		
2. Amendment/Modification Number		3. Effective Date		4. Requisition/Purchase Request No.		5. Solicitation Caption	
A00001		June 6, 2007				Study of Planning Function in the District of Columbia	
6. Issued by:			Code		7. Administered by (If other than line 6)		
Office of Contracting and Procurement 441 4 th Street, NW, 700 South Group 1 Washington, DC 20001					Office of Planning 801 North Capitol Street, N.E. #4000 Washington, D.C. 20002		
8. Name and Address of Contractor (No. street, city, county, state and zip code)				X	9A. Amendment of Solicitation No.		
Prospective Offerors					DCBD-2007-R-0019		
					9B. Dated (See Item 11)		
					May 14, 2007		
					10A. Modification of Contractor/Order No.		
					10B. Dated (See Item 13)		
Code				Facility			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" 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 _____ copies 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 ACKNOWLEDGMENT 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 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 CONTRACTORS/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 9A.						
	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> copies to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)							
<p>This amendment is for the following administrative change and to provide responses to questions that were received from prospective offerors (See Attachment A) under Request for Proposal # DCBD- 2007-R- 0019 – Study of Planning Function in the District of Columbia</p> <p>1. Delete: Solicitation, Offer, and Award cover sheet</p> <p>Insert: Revised Solicitation, Offer and Award cover sheet (Change: inserted an “X” for Open Market under Block 6: Type of Market)</p> <p>All other conditions of the solicitation remain unchanged.</p>							
Except as provided herein, all terms and conditions of the document is 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			
				Joseph Albanesi			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)						(Signature of Contracting Officer)	

Question: Can we be furnished with the number of employees in each agency listed?

Answer: Office of Planning (OP) = +/-65 staff
DC Council = 13 Council members, plus +/-146 staff
Zoning Commission (ZC) = 5 Commissioners
Board of Zoning Adjustment (BZA) = 5 Commissioners
Office of Zoning (OZ) = +/- 19 staff (supports both ZC and BZA)
Zoning Administrator (ZA) = 1 Zoning Administrator & 10 staff
ANCs = 37 Commissions, +/-286 Commissioners
Historic Preservation Review Board = 7 Board members, supported by OP' s Historic Preservation Office
National Capital Planning Commission (NCPC) = 5 Commissioners, plus +/- 55 staff
CFA = 7 Commissioners, plus +/- 9 staff

Question: Can we be furnished with the number of commissioners or board members in each agency listed?

Answer: See above.

Question: Who will be the overall project manager for the study?

Answer: The COTR - Jill Diskan

Question: Will project managers or key contacts be arranged for all the organizations?

Answer: We are working on having agencies identify liaisons/contacts for inter-agency coordination on implementing current planning projects. Once identified, these contacts can also serve as liaison/contact for this project.

Question: We see technology as a potential key issue related to integration of functions. Do you have any information on the current state of permitting technology in any of the functions?

Answer: At the moment, the agencies that are involved in the permitting function which occurs after the planning process is complete, use a variety of programs. We understand that there is an initiative on the table to unify and standardize these programs. However, we do not know the status of this initiative.

Question: When do you anticipate the contract will be signed?

Answer: Hopefully by the end of June 2007 – this will depend on EEO and Tax Compliance

Question: Assuming the normal government processes for contract approval and signing, the Interim report date of September 30 may be a bit aggressive. What flexibility do you have on the timeline for this study?

Answer: The consultant needs to be available from July 1 - November 30, 2007- These dates again depend on EEO and Tax Compliance. There may be some flexibility with the end date. However, that would be negotiated with the selected consultant.