

SOLICITATION, OFFER, AND AWARD		1. Caption Engineers-Environmental Specialist		Page of Pages 1 6	
2. Contract Number	3. Solicitation Number DCCB-2007-R-0037	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"/> Emergency	5. Date Issued 3/16/2007	6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open Market with Set-Aside SBE Designated Category:	
7. Issued By: Office of Contracting and Procurement 441 4th Street, NW, Suite 700 South Washington, DC 20001			8. Address Offer to: Office of Contracting and Procurement 441 4th Street, NW, Suite 703 South, Bid Counter Washington, DC 20001		

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

SOLICITATION

9. Sealed offers in original and 5 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, Bid Counter, Washington, DC until _____ local time Indefinitely (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 Angela Turner	B. Telephone			C. E-mail Address Angela.turner@dc.gov
		(Area Code) 202	(Number) 724	(Ext) 5446	

11. Table of Contents

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X	B	Supplies or Services and Price/Cost	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
	C	Specifications/Work Statement	N/A		J	List of Attachments	N/A
	D	Packaging and Marking	N/A	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	Inspection and Acceptance	N/A		K	Representations, certifications and other statements of offerors	N/A
	F	Deliveries or Performance	N/A				
	G	Contract Administration Data	N/A	X	L	Instructions, conditions & notices to offerors	4
	H	Special Contract Requirements	N/A		M	Evaluation factors for award	N/A

OFFER

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 10 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 %

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



SECTION B
SERVICES AND QUALIFICATIONS

B.1 The District of Columbia (District), through its Office of Contracting and Procurement (OCP), on behalf of the Office of the Attorney General (OAG), seeks the qualifications of engineers for inclusion in databases for environmental site assessment services required for various governmental projects.

B.2 Qualifications

This process is being conducted in accordance with the District's Procurement Practices Act (PPA) and the District of Columbia Municipal Regulations (DCMR), specifically 27 DCMR 2620 - 2633, regarding architect-engineer services, in evaluating qualifications and negotiating with respondents. An Architect-Engineer Services Evaluation Board (Board), appointed by the Attorney General, shall evaluate the responses in accordance with the minimum requirements and recommend inclusion into an architect-engineer services database. When a government project requires an environmental site assessment, the Board will select at least three firms or individuals from the database. The selected firms or individuals will be notified of the project and given an opportunity to update and supplement the qualifications originally submitted. The Board will then evaluate the qualifications of the selected firms or individuals and provide the Contracting Officer a selection report, which will contain a list, in order of preference, of the selected firms or individuals considered to be most highly qualified to perform the services for the project. The Contracting Officer will then negotiate a contract for the project with the most highly qualified firm or individual.

B.2.1 Minimum Requirements

At a minimum, respondents must meet the following requirements to be considered for evaluation and inclusion in the database:

- a. A Baccalaureate degree in a relevant science or engineering concentration;
- b. Licensed as a Professional Engineer in the District of Columbia;
- b. At least five (5) years experience participating in the performance of environmental site assessments that may include environmental analyses, investigations, and remediation that involve the understanding of surface and subsurface environmental conditions and the processes used to evaluate these conditions and for which professional judgment was used to develop opinions regarding conditions indicative of releases of hazardous substances; and
- c. Knowledge of the ASTM Standards for Environmental Site Assessments.

SECTIONS C THROUGH J INTENTIONALLY LEFT BLANK.

SECTION L
INSTRUCTIONS

L.1 RESPONSE FORM AND CONTENT

One original and *five (5)* copies of the written response shall be submitted by the respondents. Submissions shall be typewritten in 12 point font size on 8.5” by 11” paper. Telephonic and facsimile submission in response to the request for qualifications will not be accepted. Each submission shall be submitted in a sealed envelope conspicuously marked: "Submission in Response to RFQ No. **DCCB-2006-R-0037**".

L.1.1 Materials to be Evaluated

The respondent's response to the Request for Qualifications shall include at a minimum the following:

- a. A brief narrative or resume demonstrating the respondent's qualifications with respect to each of the minimum requirements listed in Section B.2.1;
- b. A brief narrative indicating the identity of staff and their training and expertise, who can provide environmental site assessment services; and
- c. An illustrative list of projects during the past five (5) years for which the respondent provided environmental site assessment services. For each project identified, indicate the type of real estate appraised and the name, address, and telephone number of the clients who requested such services. The District may, at its election, randomly select three (3) clients from the information provided to obtain a past performance evaluation. The respondent shall verify and notify companies and individuals contained in the list above to facilitate the successful completion of the past performance evaluation forms.

L.1.2 Responses should be submitted no later than **First Screening Date-10 Days from Opening Date** for immediate inclusion in the database compiled by the Board, but responses will be accepted on a continuing basis for future reference and selection as described herein. Responses must be submitted by mail or hand delivery to:

Office of Contracting and Procurement
Attn: Bid Room
441 4th Street, NW, Suite 703
Washington, DC 20001

L.2 EXPLANATION TO PROSPECTIVE RESPONDENT

If a prospective respondent has any questions relative to this request for qualifications, the prospective respondent shall submit the question in writing to the contact person, identified on page one. The District will furnish responses to the questions promptly. An amendment to the request for qualifications will be issued if that information is necessary in submitting qualifications, or if the lack of it would be prejudicial to any other prospective respondents. Oral explanations or instructions will not be binding.

L.3 USE AND DISCLOSURE OF DATA SUBMITTED IN RESPONSE TO THE RFQ

L.3.1 If your submission contains information that you wish to be used only for evaluation and not disclosed for other purposes, you must specifically identify such data by including the following legend on the title page of your submission:

USE AND DISCLOSURE OF DATA

This data shall not be disclosed outside the District and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the submission: Provided, that if a contract(s) is awarded to this interested party pursuant to a solicitation as a result of or in connection with the submission of this data in response to this RFQ, the District shall have the right to duplicate, use or disclose the data to the extent provided in the contract(s). This restriction does not limit the District's right to use information contained in the data if it is obtainable from another source without restriction.

In addition, you must specifically identify such data by marking each sheet containing restricted data with the legend in the parenthesis below:

(Use or disclosure of submission data is subject to the restriction on the title page of this submission)

Request for Qualifications
DCCB-2007-R-0037

SECTION M INTENTIONALLY LEFT BLANK.