AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages	
	1	3

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
001	See Box 16C		Real Estate Advisory Services

6. Issued by: Code

Office of the Deputy Mayor for Planning and Economic Development
Office of Contracts, Procurement and Grants
1100 4th Street, S.W., Suite E500
Washington, D.C. 20024

7. Administered by (If other than line 6)

Office of the Deputy Mayor for Planning and Economic Development
1350 Pennsylvania Avenue, N.W., Suite 317
Washington, D.C. 20004

8. Name and Address of Contractor (No. street, city, county, state and zip code)

TO ALL PROSPECTIVE OFFERORS

Code Facility

9A. Amendment of Solicitation No. DCEB-2015-Q-1003

9B. Dated (See Item 11) September 10, 2015

10A. Modification of Contractor/Order No.

10B. Dated (See Item 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☒ 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 one (1) 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 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

	A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, 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:
	C. This supplemental agreement is entered into pursuant to authority of: 27 DCMR 3601.2©
	D. Other (Specify type of modification and authority) Bilateral in accordance with 27 DCMR 3601.2 (c)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return one (1) copy to the issuing office.

14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

PROSPECTIVE OFFEROR QUESTIONS OF CLARIFICATION AND THE DISTRICTS RESPONSES ARE SET FORTH BELOW:

Question #1: Solicitation does not have a section requiring pricing. Is a pricing estimate something that is required by the RFQ?

Response: No, pricing is not required responing to this Request For Qualifications (RFQ).

Question #2: Are there a minimum / maximum number of qualifications?

Response: No

Question #3: Is there a price estimate for each future project?

Response: No. Future projects prices will be established based on each project's unique scope and determined by offers received from only those firms that will be prequalified through this RFQ.

Question #4: Is there a projected project duration?

Response: No, projects will vary in duration, but some may last for years and depend on the phase of the project.

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 Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST Director of Contracts, Procurement and Grants	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed 9-22-15

Question #5: Does each section have a page limit?

Response: No, there is no per section page limit but responses must not exceed twenty five (25) pages. Please refer to Solicitation Section 1.7.

Question #6: Is there a page limit for resumes?

Response: No, but resumes are part of a twenty five (25) page response limit. Please refer to Solicitation Section 1.7.

Question #7: Can we attach resumes as a separate appendix that does not count against the page limit?

Response: No, resumes count towards the 25-page limit.

Question #8: Can teams be considered as one entity?

Response: Yes, teams may submit a response and work as one entity. The "one entity" must be licensed and meet requirements outlined in Solicitation Sections 1.2, 1.6 and 1.7. This RFQ is set aside for CBE certified business enterprises only.

Question #9: Is the 25 page limit inclusive of the audited financials and Certificate of Good Standing, or are these documents considered exhibits and in addition to the 25 page limit?

Response: Certificate of Good Standing and Audited Financial Statements can be submitted as Attachments to the response and will not count towards the twenty five (25) page response limit.

Question #10: If the firm is awarded any advisory contracts as a part of this solicitation, would the firm be precluded from pursuing other land dispositions issued by DMPED?

Response: No, the firm will not be precluded from pursuing other land dispositions for the projects where the firm has no conflict of interest.

any of the following:

Question #11: The stated page limit for solicitation DCEB-2015-Q-1003 is 25 pages. Does that page limit include Cover page?

Response: No.

Question #12: The stated page limit for solicitation DCEB-2015-Q-1003 is 25 pages. Does that page limit include Table of Contents?

Response: No.

Question #13: The stated page limit for solicitation DCEB-2015-Q-1003 is 25 pages. Does that page limit include Resumes?

Response: Yes.

Question #14: The stated page limit for solicitation DCEB-2015-Q-1003 is 25 pages. Does that page limit include Project Profiles (each project we have worked on has its own 1 page profile with a description of project and a picture)?

Response: Yes.

Question #15: The stated page limit for solicitation DCEB-2015-Q-1003 is 25 pages. Does that page limit include Audited financial statement?

Response: No, audited financial statement is allowed to be submitted as an attachment.

Question #16: Are there a minimum/maximum number of qualifications?

Response: No.

Question #17: How many contracts does DMPED intend to award under this solicitation?

Response: Two or more.

Question #18: How will pre-qualified firms provide cost or price proposals to provide real estate advisory services for DMPED projects?

Response: Only the firms that are pre-qualified through this solicitation will receive Requests for Quotations (RFQ) invitations to provide pricing for DMPED's specific real estate projects advisory services.

Question #19: Once a firm becomes pre-qualified, what is the process for solicitation of the services? For example, will pre-qualified firms have to submit additional technical information or will task orders be issued based on price only?

Response: Only the firms that are pre-qualified through this solicitation will receive Requests for Quotations (RFQ) invitations to provide pricing for DMPED's specific real estate projects advisory services. No additional technical information will be required incidental to responding to the specific projects' scope of work.

Question #20: Can a firm be pre-qualified for certain tasks outlined in the SOW but not others, or is a firm pre-qualified for the contract as a whole?

Response: The firm will be pre-qualified for tasks listed in this solicitation; however, the pre-qualified firm can choose not to respond to all Requests for Quotations.

Question #21: Will any preference be given to firms that qualify as a DC CBE or other DC small business classifications?

Response: This solicitation is set aside for CBE business enterprises.

Question #22: Is the DCEB-2015-Q-1003 solicitation set aside?

Response: Yes, DCEB-2015-Q-1002 Real Estate Advisory Services solicitation is set aside for CBE business enterprises.

Question #23: Will the RFQ response be used to make an award or gather market data for a future solicitation?

Response: Firms that are pre-qualified through DCEB-2015-Q-1002 Real Estate Advisory Services solicitation will receive Requests for Quotations (RFQ) invitations to provide defined, per-project, real estate advisory services.