

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 of 10	
2. Amendment/Modification Number No. 1		3. Effective Date See Block 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption: Solicitation of Statements of Qualifications Architect-Engineering Services	
6. Issued By: District Department of Transportation Office of Contracting and Procurement 2000 14th Street, N.W. 6th Floor Washington, D.C. 20009			Code	7. Administered By (If other than line 6) Office of Contracting and Procurement Bid Room Frank D. Reeves Municipal Center 2000 14th Street, N.W., 3rd Floor Washington, D.C. 20009	
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			(X)	9A. Amendment of Solicitation No. DCKA-2012-Q-0056	
				9B. Dated (See Item 11) 3/27/2012	
				10A. Modification of Contract/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 checked="" type="checkbox"/> is extended. <input 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 <u>1</u> 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 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					
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 date, 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 type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
<p>The purpose of this amendment No. 1 is to address the following:</p> <p>1. Extend the date for submission of Qualifications- The Standard Form 330 from all offerors must be received by 2:00 pm on May 11, 2012.</p> <p>2. Respond to frequently asked questions from prospective offerors-nine(9) pages attached hereto.</p> <p>PLEASE NOTE- DDOT will provide an address for submission of the Standard Form 330 via an an additional amendment to be posted to the website.</p> <p style="text-align: center;">No additional questions will be accepted</p> <p>All Offerors shall return a signed acknowledgement of this amendment with their submission. The inclusion of this amendment will not count towards your page total.</p>					
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		
15B. Name of Contractor (Signature of person authorized to sign)		15C. Date Signed	16B. District of Columbia <i>Gerry M. Carter</i> (Signature of Contracting Officer)		16C. Date Signed <i>4/30/12</i>

RESPONSE TO FREQUENTLY ASKED QUESTIONS FROM PROSPECTIVE OFFERORS

Question 1 Will pre-proposal meeting will be held.

Is there a pre-bid meeting for DDOT Invitation No. DCKA-2012-Q-0056? If so, what is the date, time and location?

Will there be a pre-proposal meeting?

With respect to the DDOT solicitation DCKA-2012-Q-0056, will there be a pre-bid conference?
There is nothing listed in the solicitation.

Response : A pre-proposal conference will not be held. DDOT will not accept any additional questions regarding this solicitation per issuance of this amendment. An additional amendment will be issued to provide the new address for submitting the Standard Form 330's.

Question 2 Questions raised concerning the length and content of the qualifications submission.

For the 5 projects that we submit (5 pages each), do they need to be individual projects, or since the solicitation is for the award of IDIQ contracts, can we use comparable IDIQs for project descriptions in the SF330?

The SF 330 Project requirement: Is the number of projects to be included in the submission limited to 5 only or can we submit 5 projects per category? Please advise and get back to us as soon as possible.

I have the following questions which require a clarification and response:

There are 20 categories of work. Is DDOT expecting firms to provide their qualifications in 20 (double sided pages) regardless of how many categories of work is being pursued?

Or, are firms to provide 20 double sided-pages for each category of work being pursued? (i.e., 20 pages + 5 page project descriptions for Category A – Roadway Design; 20 pages + 5 page project descriptions for Category B – Bridge Design, etc., etc.)

Although a submitter may respond to only one category or all, the page limit for SF 330 Section H remains at 20 double sided (i.e. 40) pages. In order to accommodate the additional information that a multiple-category submission requires, can the page limited be increased based upon the number of categories for which a firm submits?

Do we submit only one combined SF-330 for all such categories or we have to submit multiple forms?

Is there a page limitation? I believe only electronic submission is required.

Although a submitter may respond to only one category or all, the page limit for SF 330 Section H remains at 20 double sided (i.e. 40) pages. In order to accommodate the additional information that a multiple-category submission requires, can the page limited be increased based upon the number of categories for which a firm submits?

Is there a limitation to the total number of pages? (it is not listed on instruction sheet)

Are we limited to 5 projects with 5 pages each for a total of 25 pages for example projects?

Section H shall be limited to 20 double-sided pages. This is an electronic submission so how does double sided pages work (Are we limited to 40 pages)

The Instruction Sheet states that we are allowed no more than five (5) projects and no more than a five (5) page description and graphics per project. If a firm is pursuing more than one category of work, are we able to submit more than a total of just five projects, keeping within the 25 page limit originally established? This will help us to better illustrate our qualifications in each category that we would like to pursue. With 20 categories listed, it will be very challenging to illustrate our experience with only 5 projects.

Since the proposal will be submitted electronically, can you please clarify how many pages the SF 330 Section H (Additional Information) can be? The Instruction Sheet states that it is limited to twenty (20) doubled-sided pages. How many electronic pages would you like it to be limited to – 20 total electronic pages, 40 pages, etc.?

We understand that DDOT will allow vendors to submit on one or multiple categories. In addition, DDOT requires only one submission regardless of the number of categories in which we submit. Proposal language indicates “Example Projects of the Standard Form 330 shall be limited to no more than five projects”. Is it appropriate to include 5 projects **per category** or 5 projects only for entire submission? Please advise

Do we submit 5 projects in total regardless how many categories we apply for, or is it 5 projects per category?

Since this is an electronic submittal, for section H, does *20 pages double sided* means 40 pages of text regarding the scope (when printed double sided) or 20 pages total?

Is there a limit to the number of resumes we can include? There is room for 20 resumes in the matrix (section G.)

Should resumes be in 330 format?

Regarding the instructions, are 5 projects allowed total, or is it 5 projects per category? Are the instructions accurate regarding a 5-page description per project?

Just to clarify the instructions for Section H, the 20 double-sided pages would equate to 40 single pages, correct? Is this a total page limit for Section H, or per category?

We are submitting our SF330 to be prequalified in 6 categories (a, b, c, d, l and s). In order to show our qualifications in each of these categories, may I submit more than 10 projects in Section E?

The instruction sheet says 5 sample projects with no more than 5 page descriptions should be submitted. Does that mean 5 projects per service area or 5 total among all service areas proposed on?

The instruction sheet says 5 sample projects with no more than 5 page descriptions should be submitted, do you mean 1 page per project, totaling 5 pages, or 25 pages totaling 5 projects?

I am contacting you regarding a question I have in relation to the Solicitation Of Statements Of Qualifications Architect-Engineering Services Schedule (DCKA-2012-Q-0056). If a firm would like to pursue multiple categories, such as Urban Design, Subsurface Utility Engineering, etc. would a complete SF 330 package be required for each category?

The Solicitation requests submission of Standard Form 330 for 20 different Architect-Engineering related Categories of Projects. The Instruction Sheet DCKA-2012-Q-0056 states that *“Example Projects of the Standard Form 330 shall be limited to no more than five (5) projects, and no more than a five (5) page description and graphics per project”*. A Firm wishing to apply for more than five categories will be limited by this restriction to fully justify that it is qualified for, say, all 20 categories. Kindly clarify if this 5-Project limit is per category, or for all 20 categories.

The instruction sheet states that example projects of the Standard Form 330 shall be limited to no more than five (5) projects, with no more than five (5) pages of written description and graphics per project. Please confirm that in a given submission each firm is allowed only up to 5 projects in total for all the categories submitted for, and not 5 projects per category. Also, please confirm that we can submit a total of up to 25 single-sided pages of Section F of SF330 for all categories, A-T.

The instruction sheet states that offerors are required to submit a project understanding and project approach, as per the selection criteria, and respond to these criteria in Section H (Additional Information) of the Standard Form 330, which shall be limited to twenty (20) double-sided pages. Please confirm whether we are allowed 20 double-sided pages (which is equal to 40 single-sided pages) or 10 double-sided pages (equal to 20 single-sided pages).

The advertisement says that Section H is limited to 20 doubles sided pages. Does that mean 20 sheets of paper with printing allowed on both sides?

Please elaborate on the statement that only one SF 330 submission is required for Statements of Qualification. In what section(s) do we identify the categories we identify are interested in submitting on.

I am assuming that in Section E we show appropriate resumes for all the categories that we are interested in pursuing. The total pages of resumes will be up to us based on the categories pursuing

In Section H we have a total 20 pages double sided to explain or quals based on the categories pursuing.

The instruction sheet states that, *“Example Projects of the Standard Form 330 shall be limited to no more than five (5) projects, and no more than a five (5) page description and graphics per project.”* For firms pursuing many categories (i.e. 10 or more), five projects may not fully capture the firm’s qualifications for every desired category. Is it permissible to include more than five projects if we still adhere to the total project page limit of 25 pages?

Is there a limit to the number of resumes we can include in our submission?

Is the number of projects in Section F limited to 5 projects total for both the prime and subconsultants, or may we include a listing of projects for the prime consultant and the subconsultants to exceed 5 projects?

Is Section H limited to 40 single faced pages for the electronic submission?

We have multiple projects we would like to include to show our expertise in the listing of categories and we are finding it difficult to limit this to 5 that not only show all the categories but in which all of our team members have worked on. This is further complicated for our subconsultants who have not worked on the same projects either. Would it be possible for use to use a slightly different Staff Matrix than the one shown in the instructions for Section G?

Could you clarify if you have requested a total of 5 projects for the entire submission or 5 project maximum for each category for which we are submitting?

The instruction sheet states that, "Example Projects of the Standard Form 330 shall be limited to no more than five (5) projects, and no more than a five (5) page description and graphics per project." For firms pursuing many categories (i.e. 10 or more), five projects may not fully capture the firm's qualifications for every desired category. Is it permissible to include more than five projects if we still adhere to the total project page limit of 25 pages?

The instruction sheet states that, "Section H shall be limited to twenty (20) double-sided pages." For clarification, are firms expected to submit up to 20 sheets of paper (totaling 40 pages of text) or 10 sheets of paper (totaling 20 pages of text)?

Please clarify – submit 5 project – 5 pages EACH – or 1 page EACH?

The instruction sheet states that, "Example Projects of the Standard Form 330 shall be limited to no more than five (5) projects, and no more than a five (5) page description and graphics per project." For firms pursuing many categories (i.e. 10 or more), five projects may not fully capture the firm's qualifications for every desired category. **Is it permissible to include more than five projects if we still adhere to the total project page limit of 25 pages?**

The instruction sheet states that, "Section H shall be limited to twenty (20) double-sided pages." For clarification, are firms expected to submit up to 20 sheets of paper (totaling 40 pages of text) or 10 sheets of paper (totaling 20 pages of text)?

Please clarify – submit 5 project – 5 pages EACH – or 1 page EACH?

Example projects of the std 330 shall be limited to no more than five (5) projects and no more than a five page description and graphics per project " -- The form 330 item F (page 3) is for one page one project and the form 330 item G (page 4) allow 10 projects. Shall we submit ten example projects with one page for each project or shall we submit five projects each with one page?
These are different than what we prepared in the past. Can we have an update to clarify the solicitation.

Response

The cover page (1 page) should contain the appropriate contact information and specific category/categories for which you are requesting consideration.

Only one Standard Form 330 from each firm will be accepted regardless of the number of categories being submitted for evaluation. In general offerors are reminded that the total of pages for all categories should not exceed 40 total pages (in addition to the Standard Form 330). Resumes will be expected and are needed of those persons offerors identify as key personnel. Resumes shall be limited to one (1) page per individual.

A list of similar projects for each requested category is needed. Offerors may submit projects as they deem necessary to establish qualifications for each requested category as long as the mandated 25 page limit is maintained. The list of projects performed should be current (no more than 5 years old) and relevant to the category being requested.

Question 3 Can we include subconsultants on our team?

We do not need to list our subs on the SF330 form in section C, but do we need to list them in Section H or do we choose subs based on each task order?

Are teams/subcontractors discouraged? Section 7 mentions that DDOT will not evaluate proposed subcontractors, however Section 9 refers to a DBE percentages.

Will subcontractors/DBE firms be allowed to be added when actual task assignments are identified as in past contracts?

With respect to the DDOT solicitation DCKA-2012-Q-0056, is DDOT seeking individual firms to respond with proposals, or is DDOT looking for teams to submit? In the past, the schedule has been focused on individual firms but the language in this solicitation is not completely clear on the issue. Can you please clarify?

The solicitation specifies to skip section C of the SF330. Would it be prudent for us to include this section in order to show that our Task Order team would include engineers? This would show that we can complete the work as described in the solicitation's scope of work, section s on page 6, even though we don't have these specialties in-house. We want to show our team's qualifications, but don't want to disregard the solicitation's instructions to skip section C.

3)If you suggest that we go ahead and include section C of the SF330, should we include section E resumes for each key personnel of the subcontracting engineering firms? Again, we don't want to disregard the instructions that subs will not be evaluated at this point, but want to show that we have an A/E team.

We are DBE certified firm pursuing this contract as prime with multiple sub consultant team members and would like to add to our team a very strong partner with whom we have worked on many projects, and has a local office in Washington DC. This partner is however pursuing this contract as a prime consultant on their own but would also like to join our team as a subconsultant. Would this arrangement create a conflict of interest or violate submission guidelines for either our firm or our potential partner? Would this arrangement cause an underrating in the selection process for either

team or the involved companies? We are working to the highest standard to build the most qualified and experienced team that adds the greatest value for the DDOT and just wanted to make sure that in doing so that we are fully adhering to the submission process rules. Your direct prompt response to this inquiry is most appreciated.

Should the submission of qualifications be limited to prime contractors? We are interested in submitting as a prime. When we submit, as a prime, should we include our subs-consultants in the proposal as well? Thank you for any insight you can provide regarding this inquiry.

Response: No, in the end a firm will have to make the case for itself. As task orders are being issued, subcontractors will have to be identified and evaluated.

Question 4 How will Joint Ventures be evaluated?

Response: Since each firm must qualify on its own merits joint ventures are not encouraged. However joint ventures will be accepted and evaluated.

Question 5 Questions concerning use of Disadvantaged Business Enterprises (DBEs) and 35% DBE goal

DDOT has stated that this contract has a 35% DBE goal. As submitters do not know a.) what categories we might be pre-qualified in nor b.) what the scope of task orders will be, it is difficult to identify specific DBE firms to ensure we meet the goal. On previous DDOT RFQs for similar services you have asked us to respond by submitting requested a statement of commitment for meeting DBE goals. Can you please clarify how we are to respond to the DBE requirement for this contract and how it will be scored?

Do we need to include information on DBE firms, which will be contributing 35% on awarded task orders, or do we choose a DBE firm based on each task order?

We have a question, would it be better for a DBE to submit, in our case, for the surveying services or to be a sub-consultant? It seems that it could either way.

Also if we did submit as a "Prime" for the surveys would we be eligible as a sub to another prime? Would we as a survey prime need to have 35% DBE as well?

Does the prime count toward the DBE percentage as in past contracts?

Paragraph 7 says section C is not required, but paragraph 9 says there is a 35% DBE goal on the contract. How should we address this requirement in the proposal?

Does the 35% DBE requirement need to be 35% for the team or 35% of the total DDOT contract spread among all firms providing services?

Item 9 of the Solicitation stipulates a 35% DBE Subcontracting goal. Which section of the SF-330 should this information be included?

Quick question on the above solicitation. Apex Companies, LLC is an Environmental Consulting firm and we currently have the awarded contract with VDOT for the Northern VA district for all of the stormwater

inspections and maintenance. We are interested in submitting our SF330 for Section H. of this SOQ and wanted to ask if we could submit even though we do not qualify for 35% DBE. Wanted to clarify since we would only be submitting for the 1 section. Please advise when you have a moment.

The vendor's completion of Part 1 Section C indicating potential subcontractors is not required since it is not DDOT's intent to undertake evaluation of each proposed subcontractor." Then item 9 states "A thirty five 35(%) Disadvantaged Business Enterprise (DBE) subcontracting goal for firms certified as DBE's in accordance with 49 CFR Part 26 has been set on this federally assisted contract."

Our subcontractors for this contract would be DBE's, so do we include their information or not for evaluation. Is the 35% goal for each task that is assigned out of the contract? On previous submission for this contract, we have not included subcontractors or DBE's but have included them on individual task assignments.

At this time you are not interested in seeing our non DBE subconsultants but do you want to see our DBE subconsultants.

Response: DDOT encourages the use of DBE firms as primes and/or subcontractors. In addition, a specific 35% DBE goal will be applicable to subsequent task orders.

Question 6 Is electronic (email delivery) the only form of qualifications acceptance that DDOT will allow? If not, please identify the other methods of acceptable delivery.

The complete electronic submittal of the SF330 might exceed the limit possible for email. Are we allowed to submit our quals with a reference to an FTP site for downloading, or can we submit by sending multiple emails with parts of the proposal?

Items 7 and 11 of the Solicitation requests electronic submission of the SF-330 via email. But, Instruction Sheet DCKA-2012-Q-0056 states "*Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired*", implying that Paper Submission is expected. Please clarify.

The announcement calls for only e-mail submission of the proposal. We will appreciate your verifying that No Hardcopy submission is necessary.

Are we still be required to submit hard copies?

Response: Only electronic submissions will be accepted. DDOT will establish an address to receive these submissions. The address will be posted to the OCP via amendment.

Question 7 Is it assumed that Category "t. CADD" is to be lead by a licensed professional?

Response - Such a requirement may be made part of subsequent task orders.

Question 8 Under Category “t. CADD”, will the consultant be responsible for coming up with new standards, or just re-CADDing of the current standards? Or both? Please clarify.

Response- DDOT reserves the right to request either service as necessary in subsequent task orders.

Question 9 Is it assumed that Category “r. Subsurface Utility Engineering” is to be lead by a licensed professional?

Response: Such a requirement may be made part of subsequent task orders.

Question 10 Questions raised concerning selection and contract award.

Is the way the contracts are rewarded the same as the current contracts and task order awarding? In other words is this a pre-qualification where if you are awarded a contract, it will list which categories and there will be a list of multiple engineering firms with contracts to choose from for each category to award task orders to? Or, will one firm be chosen for one category out of the list of pre-qualified firms?

Response- DDOT may select firms for more than one category. However, DDOT will award only one contract per Architect-Engineer contractor. DDOT will include in the one contract all of the categories for which the Architect-Engineer contractor has been selected.

DDOT will make multiple awards in each category. The number will be dependent on DDOT’s needs.

Question 11 How can a non-architecture and engineering firm respond to the DDOT Architect-Engineering request for Qualifications (Standard Form 330)?

We are an architecture firm. We are typically the Prime contractor and lead a strong team including subcontractors who are engineers. The solicitation requests submittals from A/E firms. Can we still submit since we are not an A/E firm?

Response: While DDOT is soliciting Standard Form 330 from experienced Architect-Engineer firms, non Architect-Engineer firms may submit the Standard Form 330 for those areas that do not require the services of an Architect or Engineer.

Question 12 Where professional registrations would be required for A/E disciplines, must the proposed personnel possess a current District of Columbia professional license in their respective disciplines.

Response: No, this is not required for submission. However, such a requirement may be made part of subsequent task orders.

Question 13 How many tasks were awarded through the A/E Schedule previously for geotechnical investigations and studies? What are some examples of the types of projects which were awarded?

Response: Data not available. However much of this work is done through subcontracting

Question 14 How many tasks were awarded through the A/E Schedule previously for pavement management?

Response: Data not available. However much of this work is done through subcontracting.

Question 15 How do they select which firm will receive task orders? Pricing? Qualifications-based? How do we know when there is a task order available? We were on schedule for 3 years and were never contacted by DDOT.

Response: Task orders are issued through subsequent mini-competitions throughout the agency. Selected firms should aggressively market their company qualifications with DDOT managers and staff so that their qualifications may be made known.