

**University of the District of Columbia  
CAPITAL PROCUREMENTS**



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**Request for Qualification Statements for Architectural and Engineering Services**

**(FACILITATION OF FORMAL APPROVAL OF THE REVISED CAMPUS MASTER PLAN)**

**ANNOUNCEMENT NUMBER: GF-2010-Q-0004**

**1.0 Background:**

The University of the District of Columbia, Office of the Assistant Vice President of Facilities Management and Real Estate is seeking a qualified and experienced architect and engineer (A/E) firm to facilitate and manage on behalf of the University the review, approval and adoption of the Campus Master Plan by various and required District agencies including the Zoning Board, the National Capital Planning Commission (NCPD), the Board of Zoning and Administration (BZA), and other pertinent District and Federal agencies. The requirements shall be performed in accordance with the Scope of Work (Attachment A) and the Architect-Engineer General Provisions (Attachment B).

**2.0 Selection Process**

Consultant selections will be made in accordance with the provisions of Title 8 DCMR Chapter 3035

**3.0 Evaluation**

Proposals will be evaluated by a technical evaluation panel established by the University in accordance with the following evaluation criteria listed in descending order of importance:

The evaluation criteria for selection are listed below:

1. Professional qualifications necessary for satisfactory performance of the required services;
2. Specialized experience and technical competence in Campus Master Plan review, approval and adoption facilitation.
3. Capacity to accomplish the work within two hundred and Forty-Five (245) Calendar days, or Eight (8) Months from the date of Notice to Proceed (NTP); and
4. Past performance on similar contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedules.

**4.0. Submittal Requirements:**

Responses shall include the following:

1. A one-page cover letter expressing the architect-engineering firms/design teams' interest for consideration.

**University of the District of Columbia**  
**CAPITAL PROCUREMENTS**



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2. GSA Standard Form 330 Parts 1 & 2 listing five (5) projects performed within the last 5 years that are relevant to the requirements of this Announcement, with verifiable references including up-to-date names and phone number of contacts for those projects.
  3. Summary qualifications and experience of staff members who would be assigned to the projects.  
Responding firms shall clearly indicate any proposed sub-consultants, proposed teaming arrangements, joint ventures or any other contractually binding agreements.
  4. Provide any narrative and illustrative materials necessary to supplement information provided on the GSA Standard Form 330.
  5. The total amount of material submitted should not exceed 30 two-sided, 8 ½" x 11" pages, or 60 surfaces, including the GSA Form 330 forms, illustrative material, letters, and other supplemental information. No fold-out sheets. One original and 3 copies of all submission materials shall be mailed or hand delivered to:

Sherry Jones-Quashie  
Manager of Capital Procurements  
University of the District of Columbia  
4200 Connecticut Avenue, NW  
Washington D.C. 20008

These materials must be submitted by **2 P.M., April 8, 2010**. Absolutely no electronic submissions will be accepted. However, firms may be asked to provide electronic copies of their proposals in PDF format subsequent to the formal submission.

**5.0 Legal/Compliance Requirements**

**Open Market Procurement/Subcontracting**

This procurement is designated as open market procurement. Firms are required to subcontract at least 35% of the dollar volume of the work to be subcontracted to firms that are Small Business Enterprises (SBE) certified by the Department of Small and Local Business Development (DSLBD) under the provisions of the "Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of 2005", as amended only if they plan to subcontract any portion of this work to other firms. If there are insufficient qualified SBE that are certified to completely fulfill this requirement, then the subcontracting requirement may be satisfied by subcontracting 35% of the dollar volume to any Certified Business Enterprises (CBE) provided however, that all reasonable efforts shall be made to ensure that qualified SBE's are significant participants in the overall subcontracting work. For more information regarding the program, please visit the official site at <http://dslbd.dc.gov>.

# University of the District of Columbia CAPITAL PROCUREMENTS



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## **D.C. Code Requirements**

Prospective respondents are referred to the D.C. Code, Chapter 6 “District of Columbia Professional Corporation Act” and Chapter 23 “Professional Engineer’s Registration Act”

## **Mayor’s Order 92-138**

Respondents should assure themselves that they are fully aware of the requirements of Mayor’s Order 92-138 that sets goals for contractor’s employment of District residents, as well as sanctions for failure to achieve the goals.

## **Equal Employment Opportunity (EEO) Employer**

Prior to entering into a contract with the District of Columbia as a result of this Announcement, the firm selected for contract award shall assure the District by submitting a copy of a duly signed company’s EEO policy statement that they are an Equal Opportunity Employer as defined by Federal and District of Columbia Laws.

## **Insurance Requirements**

The District’s general insurance requirements are attached. Proposers shall familiarize themselves with the general insurance requirements and assure that they will be able to secure coverage for pertinent insurance requirements for their company as well as the University if successful.

## **6.0 Inquiries**

All inquiries shall be directed to:

**Debor Dosunmu, CPM, CFCM, Senior Contract Specialist**  
**Capital Procurements**  
**University of the District of Columbia**  
**(202) 274-5774**  
[DDosunmu@udc.edu](mailto:DDosunmu@udc.edu)

## **7.0 Enclosures**

**Attachment A – Scope of Work**  
**Attachment B – Architect-Engineer General Provisions**  
**Attachment C - General Insurance Requirements**

**This is not a Request for Proposal (RFP)**

University of the District of Columbia  
FACILITIES MANAGEMENT and  
REAL ESTATE SERVICES



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**SCOPE OF WORK  
For  
ARCHITECTURAL & ENGINEERING SERVICES**

**FACILITATION OF FORMAL APPROVAL  
OF THE  
REVISED CAMPUS MASTER PLAN**

**INTRODUCTION:**

The University of the District of Columbia (UDC) is an urban land grant institution that is registered with the National Land Grant System, and is a member of the National Association of State Universities and Land Grant Colleges (NASULGC). As such, UDC is bound by Congress to provide “education to citizens of all social classes” and income brackets. To ensure that it continues to honor its unique charge as the only land grant institution in the Washington Metropolitan area, UDC is committed to offering world class and state-of-the-art facilities to its student population and to the at large community of the nation’s capital.

The original version of the campus master plan was prepared in 2005 and updated in 2007 but was intended only for internal strategic use by the University. As such, it was not reviewed nor adopted by the District of Columbia. Having completed the programming analysis, feasibility studies and strategic planning to further develop the university’s asset inventory to include a new student center, a new student residence complex, the creation of a community college, and a new presence for its school of law independent of the Van Ness campus, the university has decided to apply for Campus Development Plan approval in accordance with all applicable District of Columbia municipal regulations.

As required by the updated campus master plan, the student center facility and the new residence complex will both be located on the Van Ness campus, while the community college and law school will be strategically located at other sites in Washington, DC.

UDC is therefore seeking to select a qualified A/E firm to facilitate on behalf of the university the process to review and adopt the campus master plan by various and

University of the District of Columbia  
FACILITIES MANAGEMENT and  
REAL ESTATE SERVICES



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required District agencies including the Zoning Commission. The scope of services and required work products are described as follows, and shall apply to both the Van Ness Campus and the Bertie Backus School site, which is the designated site for the Community College.

**SERVICES TO BE PERFORMED:**

The successful A/E firm will work closely with the Office of the Assistant Vice President of Facilities Management and Real Estate to lend technical, legal and tactical expertise during the review process. The services listed below are *minimum* requirements to achieve the desired result:

- A. Legal Consultation and Representation. Provide legal advice, consultation and representation to and on behalf of the university throughout the review and approval process.
- B. Site & Impact Surveys and Analysis. Survey and analyze the existing site conditions, and forecast the impact to vehicular and pedestrian traffic that the revised campus master plan will have once fully executed. Also, provide an engineering assessment of the site and identify any necessary adjustments to public space infrastructure that will result from implementation of the revised campus master plan. All surveys, studies and analysis shall be submitted to the District for approval as appropriate.
- C. Public Meetings, Presentations and Outreach Coordination. Assist and otherwise support the university during meetings with local and neighborhood organizations, and the citizenry at large to discuss the revised campus master plan. Provide exhibits, renderings, and other pertinent data or graphical narrative as necessary, to use during such meetings. Field and respond to formal inquiries and provide technical clarification as required. Record minutes of all meetings, presentations and other collaborative correspondence.

University of the District of Columbia  
FACILITIES MANAGEMENT and  
REAL ESTATE SERVICES



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- D. Municipal Meetings & Hearings Guidance. As required, assist, consult, guide and otherwise support the university during meetings with local and Federal agencies and during public hearings regarding the campus master plan and/or the approval process there to. At minimum, presentations to the following municipalities should be included: National Capital Planning Commission (NCPC), District Planning Commission, United States General Services Administration (USGSA), United States Department of State, District Office of Planning, Office of the Deputy Mayor for Planning and Development, District Department of Transportation (DDOT), and the Board of Zoning and Administration (BZA).
- E. Zoning Exception Guidance. As applicable, facilitate, represent and guide the university through the process to apply for and successfully obtain all waivers, variances and exceptions that may be required to fully implement the campus master plan as approved by the university and adopted by the District.
- F. General Requirements. The successful A/E firm shall be responsible for acting as recorder for all meetings with the Government Agencies that he attends. Memorandum for the Record of such meetings shall be typewritten and submitted to the University within five (5) calendar days from the date of the meeting, for review and approval and for such distribution as may be required. Compensation for performing these services shall be included as part of the Title I Design Services.

Any available drawings furnished for use during this project of the existing site may or may not correctly indicate the existing conditions. The successful A/E firm shall visit the site and be responsible for performing field investigations and verifications of drawings and documents furnished by the District. The successful A/E firm shall check the existing site conditions in developing and completing requirements proposed under this Description of Work. The successful A/E firm shall also provide a site visit report to include at a minimum, the day, time, and contact person. All modifications to this scope of work will be finalized (scope of work and dollar amount) before work is initiated, unless otherwise approved by the Contracting Officer.

University of the District of Columbia  
FACILITIES MANAGEMENT and  
REAL ESTATE SERVICES



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**TERMS AND CONDITIONS FOR CONSULTANT SERVICES:**

Period of Performance. For the aforementioned services and work products, the successful A/E firm shall have **Two Hundred Forty-five (245) Calendar Days**, or Eight (8) Months from the date of Notice to Proceed (NTP) as issued by the Contracting Officer (CO). Should it become necessary additional time will be negotiated and approved at the discretion of the Contract Officer (CO).

Work Products and Deliverables.

1. Include graphic illustrations or other visual representations as needed to support the campus master plan as approved by the university. Facilitate iterative review meetings with the University throughout the site evaluation process as necessary.
2. The final deliverable shall be a Campus Master Plan for the University that is fully approved and adopted by the District Government, actionable in terms of stipulations of allowances and permissions for vertical construction within the university system, and/or increased real property acquisitions as indicated therein.
3. All hardcopy submissions shall be professionally bound and finished.
4. All submissions shall be submitted in duplicate (2) hardcopy, and on duplicate (2) CD/DVD ROM media that is appropriately & professionally labeled.