AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. Contract Number	Page of Pages 1 | 17

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
PO-GF-2010-R-0060-0005	23-Mar-10		See Caption below

6. Issued By: Code	7. Administered By (If other than line 6)
Univeristy of the District of Columbia Capital Procurement Team 4200 Connecticut Avenue, NW Washington, DC 20008	Univeristy of the District of Columbia Capital Procurement Team 4200 Connecticut Avenue, NW Washington, DC 20008

8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)		
	(X)	9A. Amendment of Solicitation No. PO-GF-2010-R-0060
		9B. Dated (See Item 11) 17-Feb-10
		10A. Modification of Contract/Order No.
		10B. Dated (See Item 13)
Code | Facility		

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 [x] 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 1 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 [ ] is not, [x] 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.)

Solicitation No. PO-GF-2010-R-0060, for Design of the New Student Center for UDC Vann Ness Campus, is hereby amended as follows:

(1). Submission date of March 31, 2010, by 2:00 pm local time is hereby extended to April 9, 2010, by 2:00 pm, local time.

(2). Delete Page 1 and Page 2 in its entirety;

(3). Delete Section B in its entirety;

(4). Delete Section C in its entirety and replace with Revised Section C, (Attachment A);

(5). Delete Section D in its entirety;

(6). Delete Section E in its entirety;

(7). Delete Section F in its entirety;

(8). Delete Section G in its entirety;

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 Sherry Jones-Quashie	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia Sherry Jones-Quashie (Signature of Contracting Officer)	16C. Date Signed 3/23/10

(9). Delete Section H in its entirety;

(10). Delete Section I in its entirety;

(11). Delete Section J in its entirety;

(12). Delete Section K in its entirety;

(13). Delete Section L in its entirety and replace with revised Section L, (Attachment B);

(14). Delete Section M in its entirety and replace with revised Section M, (Attachment C);

(15). Questions and Answers, (Attachment D);

(16). All other Terms and Conditions remain the same.

Attachment A

Revised Section C

REVISED SECTION C: REQUEST FOR QUALIFICATION STATEMENT

C.1 BACKGROUND

The University of the District of Columbia was established in 1975 as an HBCU, land grant, open enrollment University after Congress granted limited home rule to the District of Columbia, and S.C. Law 1-36 authorized the mandate for consolidation of three schools: Federal City College, Washington Technical Institute, and D.C. Teachers College. Over the years, this vital public post secondary education system for the District of Columbia has undergone a number of leadership changes and has incurred deteriorating facilities.

The University's Student Center project goal to develop an iconic symbol of the University's position as a premier Land Grant Institution and highlight its plan to provide the highest caliber facilities to the students and residents of the District. The University's Student Center project is being fully funded by a partnership with the District's City Council and is planned to open no later than 2012 Fall Semester (late July). The University is in the process of completing a Campus Master plan which will include the Student Center project. A copy of the completed Master Plan will be made available to the awarded A/E Team.

As an essential part of the project implementation strategy, the A/E Contractor will be expected to provide Title II Servicese. The Van Ness campus is considered a staple of the Ward 3 community. The design must foster this notion and enhance the services and amenities offered to the entire University community. The selected A/E Contractor will need to incorporate all existing UDC Design Guidelines into the project. Variation from existing guidelines must be supported by their ability to positively affect the project budget, aesthetic value or schedule.

C.2 PHASE I SCOPE:

The selected A/E Contractor/Firm will be required to provide a full range of services necessary to develop a Student Center design solution for the Van Ness Campus. These services will include programming, architectural/engineering design services, cost estimating, and construction administration services.

The students and Staff of the University shall ultimately have their say in the program requirements as they pertain to the Student Center.

In addition to helping to accomplish the District's social and economic goals, the program and design of the Student Center should also help to stimulate economic development in the surrounding neighborhoods. The design must strive to meet US Green Building Council LEED Silver rating. The University's Student Center must have an architectural presence befitting its location in the community; yet also reflect the city's modern growth and new innovations in building design and technology.

The University expects that the concept design for the new Student Center be coordinated with the Students, Staff of the University, Board of Trustees, the DC Office of Planning and other District Government agencies as necessary, to develop a design that meets the University's and the city's expectation.

C.3 MANDATORY SUBCONTRACTING PLAN

At least 35% of the dollar volume must be subcontracted to Certified Business Enterprises. The costs of materials, good and supplies are not counted towards the 35% Subcontracting requirement unless such materials, goods and supplies are purchased from Small Business Enterprises. If there are insufficient qualified Certified Business Enterprises to fulfill the 35% subcontracting requirement, then the subcontracting requirement may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises, provided that all reasonable efforts are made to ensure that qualified Small Business Enterprises are significant participants in the overall subcontracting work. The Contracting Officer's approval of the Contractor's Subcontracting Plan is a condition for execution of the contract.

Attachment B

Revised Section L

REVISED SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO A/E CONTRACTORS/FIRMS

L.1 SUBMITTAL REQUIREMENTS:

Responses shall include the following:

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

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 Request, with verifiable references including up-to-date names and telephone number of contacts for those projects.

3. Summary qualifications and experience of staff members who would be assigned to the project. 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,

L.2 SUBMISSION DATE AND CLOSING TIME

Responses must be submitted no later than **2:00pm local time on April 9, 2010, at University of the District of Columbia, Building 38, Room C01, Washington DC 20008.**

L.3 Postmarks

The only acceptable evidence to establish the date of a late submission, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the submission, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the A/E can furnish evidence from the postal authorities of timely mailing.

L.4 ACKNOWLEDGMENT OF AMENDMENTS

The A/E Contractor/Firm shall acknowledge receipt of all amendments to this solicitation (a) by signing and returning the amendment with the submission; (b) by identifying the amendment numbers and dates in the cover letter of the submission. The University must receive the acknowledgment by the date and time specified for receipt of offers.

Contractor's failure to acknowledge an amendment may result in rejection of their submission.

Attachment C

Revised Section M

REVISED SECTION M: EVALUATION STANDARDS

M.3 EVALUATION PROCESS

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:

1. Professional qualifications, experience and expertise in modern educational facilities (student centers, multi-purpose facilities). Success in creating unique and iconic architecture, incorporating a user friendly design and overall design quality as demonstrated in the material submitted.

2. Experience working effectively with clients and public groups on similar architectural projects to include feedback from clients on the timeliness of design delivery, quality of design, responsiveness, skill in solving design and construction problems, and the ability to design within budget.

3. Experience, qualifications, availability and location of the key personnel who will be assigned to the project.

CBE Preference Points will apply.

M.4 EVALUATION COMMITTEE

The selection process for this requirement will be conducted in two phases. Phase one will consist of evaluation of select firms' submittals in response to the University's Request for Qualification Statement. At the end of the Phase One evaluation, the University will develop a short list of the three (3) most highly-rated firms. Those three (3) selected firms will be permitted to submit responses specific to the unique requirements of the Student Center. Oral presentations and concept drawings may also be required during Phase Two.

Attachment D

Questions and Answers

Questions and Answers

Design for the New Student Center for UDC Vann Ness Campus
Solicitation No. PO-GF-2010-R-0060

1.) **Q: Is there a pre-proposal meeting for this project?**

Answer: Pre-proposal Conference was held Thursday, March 4, 2010, UDC Main Campus, 4200 Connecticut Avenue, NW Bldg. 39, Washington, DC. 20008.

2.) **Q: What is the correct submittal date for quotes in response to the RFP?**

Answer: April 9, 2010, 2:00 pm local time.

3.) **Q: What Standard Contract Provisions will apply to the Architectural / Engineering service portions of the proposal? Standard Contract Provisions for Construction does not apply to A/E Services.**

Answer: This section has been deleted.

4.) **Q: Where can a copy of the "LSDBE Certification Package" information be obtained?**

http://olbd.dc.gov/olbd/site/

5.) **Q: Is there a deadline for questions?**

Answer: The deadline for questions was March 8, 2010.

6.) **Q: As relates to section L.16 – Acceptable Proposal Guarantees, will the A/E firm be required to post more than the value of the stipend amount? Will this requirement be reconsidered?**

Answer: This section has been deleted. See Revised Section L.

7.) **Q: Is the current RFP for the UDC student center for A/E services or Design-Build?**

Answer: A/E Services. See Revised Section C, Revised Section L and Revised Section M.

8.) **Q: Does the A/E firm have to obtain a letter of credit or surety bond?**

Answer: No

9.) Q: What is the time frame for design development?

Answer: Not applicable at this time. Please see revised Section C, Revised Section L and Revised Section M.

10.) Q: Which package should the subcontracting plan and associated documents be included in the "Technical" or "Price" proposal?

Answer: Not applicable at this time. Please see revised Section C, Revised Section L and Revised Section M.

11. Q: Which package should the attachments referenced on page 35 go in the "Technical" or 'Price" proposal? How about the documentation on pages 36-37?

Answer: Not applicable at this time. Please see revised Section C, Revised Section L and Revised Section M.

12.) Q: Are emailed copies of the proposals required in addition to the hard copies?

Answer: No

13. Q: According to pages 49 and 50, as part of the technical evaluation, we are being rated on experience & references, key personnel, staffing plan, management plan and schedule. Does this mean that in addition to the projects and information requested on page 45, we are to include resumes a staffing plan, a management plan and a schedule?

Answer: See Revised Section L and Revised Section M.

14.) Q: Is there some additional preliminary information available on the potential programmatic elements (beyond retail)?

Answer: No

15.) Q: Has a specific site been identified?

Answer: The anticipated site is the corner of Van Ness and Connecticut Ave. NW adjacent to the Main Campus at the present location of the UDC David C. Clark Law School

16.) Q: What are the total possible preference points being given to firms who meet CBE requirements? There are two numbers referenced, 112 or 124?

Answer: See Revised Section M.

17.) Q: B.3a: Is this question directed towards the building contractor? "*Contractor shall complete substantial building construction*", and not the architect?

Answer: See revised Section C, Revised Section L and Revised Section M.

18.) Q: C.1.6: Is it mandatory that reassignment of key personnel has to be approved by the university?

Answer: See revised Section C, Revised Section L and Revised Section M.

19.) Q: C.1.8: Complete building design April 2011, is that complete construction documents?

Answer: See revised Section C, Revised Section L and Revised Section M.

20.) Q: C.2: Is it possible to get a copy of the campus plan now?

Answer: Not at this time. The Campus Master Plan is being updated.

21.) Q: C.3: What is hybrid-traditional design build implementation method? What are the UDC design guide lines and where do we find those?

Answer: See revised Section C, Revised Section L and Revised Section M.

22.) Q: D.1: Why would architects have to deliver materials and equipment?

Answer: This requirement has been deleted. See revised Section C, Revised Section L and Revised Section M.

23.) Q: G.4.5:Are the two initial monthly payments a deposit?

Answer: This section has been deleted. see revised Section C, Revised Section L and Revised Section M.

24.) Q: G.8.4:Does this apply to additional services?

Answer: This section has been deleted.

25.) Q: H.1: Does this apply to staff we might hire for the project?

Answer: Mayor's Order 83-25 does not apply to this procurement. see revised Section C, Revised Section L and Revised Section M.

26.) Q: H.3: Does this apply to future marketing?

Answer: This section has been deleted.

27.) Q: H.1.1: Why are there liquidation damages?

Answer: This section has been deleted.

28.) Q: I.1.2: Do subcontractors have rights to claims against the university?

Answer: No, this section has been deleted.

29.) Q: K.1 – K.6: Do these sections need to be included with the response to the RFP?

Answer: No, this section has been deleted.

30.) Q: L.3.4: How is this monitored?

Answer: See Revised Section L.

31.) Q: L.13: Is the electronic version required a PDF on a CD submitted with the proposal? Or an email sent to the contract officer?

Answer: See Revised Section L.

32.) Q: L.16: Are teams actually required to pay a deposit and a bond to submit a response to this RFP?

Answer: No, see Revised Section L.

33.) Q: L.19.2: Is the Clean Hands Certification required in the response to this RFP?

Answer: No, see Revised Section L.

34.) Q: Is it valid that the university has rights to designs used during oral presentations of the unsuccessful proposals?

Answer: It is the intent of the University to select the best design from one of the top three A/E Firms and award a contract to that firm. See revised Section M.

35.) Q: Does the fixed price requested in Section B3.a include reimbursable expenses or are they in addition to the fixed price?

Answer: This section has been deleted.

36.) Q: Please explain the desired role of the Project Erection Consultant?

Answer: Project Erection Consultant is not a requirement for Phase I of this procurement.

37.) Q: Will the construction delivery method be with a construction manager or a general contractor?

Answer: This has yet been decided.

38.) Q: Do the liquidated damages outlined in H11.1 refer to the design team or the construction team?

Answer: This section has been deleted.

39.) Q: M.4.4 (page 50) states that the total points available during the evaluation period are 112 (70 points for technical criteria, 30 points for price criteria and 12 points for preference). M.6.6 (page 51) states the maximum points available during the evaluation period are 124. Please clarify which number is accurate?

Answer: See Revised Section M.

40.) Q: Please explain why Section L.16 Acceptable Proposal Guarantees is included in the proposal?

Answer: See Revised Section L.

41.) Q: Please explain why Section D is included in the Proposal?

Answer: This section has been deleted.

42.) Q: Can you please clarify whether a non-CBE prime can receive any of the 12 preference points in this first submission?

Answer: Only CBE Prime Contractors can receive preference points.

43.) Q: I understood yesterday that, in order to qualify for any of the 12 points, the prime must be a CBE?

Answer: Correct.

44.) Q: Do sub-consultants to the prime qualify to help the non-CBE prime achieve any preference points?

Answer: No

45.) Q: Do the preference points referenced on page 51 of the RFP apply to the Phase I technical proposal submission, just a potential Phase 2 price proposal submission, or both?

Answer: See Revised Section L.

46.) Q: Are attachments referenced on page 35 necessary for this submission? This would include the following:

- **LSDBE Certification Package**
- **E.E.O. Information and Mayor's Order 85-85**
- **Tax Certification Affidavit**
- **First Source Employment Agreement**
- **Cost/Price Data Package**

Answer: No, Section K has been deleted.

47.) Q: Is a staffing plan required for the submission?

Answer: See Revised Section L.

48.) Q: Is a management plan required?

Answer: See Revised Section L.

49.) Q: On page 45, section L.22.2, can you please clarify the meaning of the last sentence?

Answer: See Revised Section L.

50.) Q: Please confirm that the University is looking to select an A/E firm based on this qualifications submission. If the packages are unsatisfactory and you are unable to move forward with a decision, the process will then move into a design charrette for the duration of one month with a paid stipend.

Answer: See revised Section L.

51.) Q: Is the offer and award page (cover page) required at the time of this submission?

Answer: No, this section has been deleted.