

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Procurement Assistance Consulting Services

Solicitation No. DCAM-14-NC-0058

Addendum No. 1
Issued: October 16, 2013

This Addendum No. 1 is issued by e-mail on October 16, 2013 and posted on the Department's website. Except as modified hereby, the Request for Proposals ("RFP") remains unmodified.

Item #1

Sign-In Sheet: The sign-in sheet from the pre-proposal conference is attached.

Item #2

The RFP is modified as follows:

Section B.1

Delete the first sentence of the second paragraph and Replace With:

"Although the exact workload will vary depending upon the Department's needs, the Department estimates that approximately 4200 hours of time will be required by the Contractor (1200 hours of time by the Principal-in-Charge, 1000 hours by Senior level personnel, 1000 hours by Mid-level personnel, and 1000 hours by Junior level personnel)."

Section B.2

Delete: "Without limiting the generality of the foregoing, all drawings shall be signed and sealed by a professional architect or engineer licensed in the District of Columbia".

Attachment B

Attachment B is replaced by the Attachment B attached to this Addendum.

Section D.4.3

Delete Section D.4.3 in its entirety and Replace With the following:

Offerors shall quote fixed hourly rates on Attachment B for each level of personnel proposed. If more than one person is proposed for any level, the hours shall be combined on Attachment B and the total number of hours must be consistent with the breakdown in the Offeror's resource schedule (See Section E.4.4).

Section D.4.4

Delete: "Program Manager" and Replace With: "Contractor".

Section E.4.4

Delete: "Each Offeror should provide the following information for the principal construction firm and each of its subconsultants." and Replace With: "Each Offeror shall provide the following information for its firm and any proposed subconsultants."

Add the following to Subsection C, Section E.4.4:

iii. Each Offeror must provide a resource schedule that includes the following:

- A. Identification of the Offeror's proposed team members with the experience necessary to perform the work (See Section D.4.1). Additionally, each team member shall be identified as either Principal, Senior, Mid, or Junior level personnel as shown on Attachment B.
- B. A schedule showing the distribution of the estimated 4200 hours discussed in Section B.1, amongst the Offeror's proposed team members. Offerors are not required to propose team members for all 4 levels, but must submit a Principal-in-Charge and show the number of hours each team member would devote to the work.

Section G.1.1

Delete: "Commercial general public liability insurance ("Liability Insurance") against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than Three Million Dollars (\$3,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Three Million Dollars (\$3,000,000) from the aggregate of all occurrences within each policy year."

Replace with: "Commercial general public liability insurance ("Liability Insurance") against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars (\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars (\$1,000,000) from the aggregate of all occurrences within each policy year."

Item #3

Questions and Clarifications

1. Explain difference between these services and those in the Department's Program Management RFP?

The services required by this RFP are for procurement support. The services required by the Program Management RFP are for construction management support. The Contractor selected as a result of this RFP will work very closely with the Contractor selected to provide Program Management services.

2. Will office space be provided for the Contractor?

The Contractor is not required to work on-site. However, space can be provided when it is necessary for the Contractor to be on-site.

3. Who is the incumbent Contractor?

The incumbent Contractor is Leftwich and Ludaway, LLC.

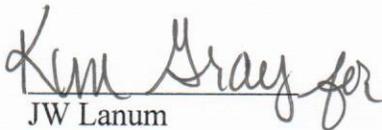
4. What are the tasks the Contractor will be required to perform?

The tasks the Contractor will be required to perform are described in Section D.4.1.

Item #5

The bid date remains unchanged. Proposals are due by October 28, 2013 at 2:00 PM EDT. Proposals that are hand-delivered should be delivered to the attention of: JW Lanum, Associate Director, at Frank D. Reeves Center, 2000 14th Street, N. W., 8th Floor, Washington, DC 20009.

End of Addendum No. 1



JW Lanum
Associate Director,
Contracts and Procurement

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



PROCUREMENT ASSISTANCE CONSULTING SERVICES
Solicitation #: DCAM-14-NC-0058

Preproposal Conference
October 10, 2013

Sign-in Sheet

1. Name: Sima Tessema Phone: 202-455-6044
Company: Washington Inv. Mgmt. Group, LLC
Email Address: stessema@wimgonline.com

2. Name: Abdullah Hijazi Phone: 202-296-9260
Company: McManus Darden & Felsen LLP
Email Address: ahijazi@mcmanus-darden.com

3. Name: _____ Phone: _____
Company: _____ Residential Commercial Prop. Mgmt

Email Address: _____

 Sima Tessema
is a Realtor in Washington DC



 Stessema@ccreglobal.com
 202.455.6004
 facebook.com/CityCenter.RE

4. Name: _____

Company: _____

Email Address: _____

Status: I'm offering a free home value assessment



5. Name: _____ Phone: _____

Company: _____

Email Address: _____

Attachment B

Bidder's Letterhead

Offer Letter and Bid Form

Date

District of Columbia Department of General Services
2000 14th Street, NW, 8th Floor
Washington, DC 20009

Attention: Mr. Brian J. Hanlon
Director

Reference: Request for Proposal (RFP) DCAM-14-NC-0058
Procurement Assistance Consulting Services

Dear Mr. Hanlon:

On behalf of **Insert Bidder's Legal Name** (the "Bidder"), I am pleased to submit this bid in response to the Department of General Services' (the "Department" or "DGS") Request for Proposal (RFP) DCAM-14-NC-0058 to provide Procurement Assistance Consulting Services. The Bidder has reviewed the RFP and the attachments thereto, any addenda thereto (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Bidder, in its sole judgment, has deemed necessary in order to submit its bid in response to the RFP. The Bidder's Offer Letter is based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the Bid Form and the Offer Letter are referred to as the "Bidder's Proposal".)

Insert Bidder's Name proposes to provide the required Procurement Consulting Services for the Department.

The Bidder's Price Proposal is as follows:

A. The Fixed Hourly Rates are: \$ (see attached Bid Form)

The Bidder acknowledges and understands that the contract awarded will be a time and materials contract and that the Bid Form prices are firm, fixed hourly rates intended to be Bidder's sole compensation for the services required.

The Bidder's Bid is based on and subject to the following conditions:

1. The Bidder agrees to hold its bid open for a period of at least one hundred twenty (120) days after the date of the bid.
2. Assuming the Bidder is selected by the Department and subject only to the changes requested in paragraph 5, the Bidder agrees to enter into a contract with the Department

on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.

3. Both the Bidder and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Bidder to the terms of the Bidder's Bid. The Bidder further represents and warrants that no further action or approval must be obtained by the Bidder in order to authorize the terms of the Bidder's Proposal.
4. The Bidder hereby represents and warrants that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. The Bidder hereby certifies that neither it nor any of its subcontractors have entered into any agreement (written or oral) that would prohibit any Contractor or subcontractor that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.
6. This Bidder's Bid including the Bidder's prices submitted on the Bid Form are being submitted on behalf of (Insert Bidder)

Sincerely,

By: _____

Name: _____

Its: _____

BID FORM

Rate Schedule

Offerors shall submit fixed hourly rates in the format below. The contract awarded as a result of this RFP will be time and materials. The allocation of 6500 hours is for evaluation purposes only.

Base Year

Staffing Level	No. of Hours	Hourly Rate	Extended Price
Principal-in-Charge		\$	\$
Senior Staff			
Mid-Level Staff			
Junior Staff			
Total: 4200 hours			Total: \$

Option Year 1

Staffing Level	No. of Hours	Hourly Rate	Extended Price
Principal-in-Charge		\$	\$
Senior Staff			
Mid-Level Staff			
Junior Staff			
Total: 4200 hours			Total: \$

Option Year 2

Staffing Level	No. of Hours	Hourly Rate	Extended Price
Principal-in-Charge		\$	\$
Senior Staff			
Mid-Level Staff			
Junior Staff			
Total: 4200 hours			Total: \$

Option Year 3

Staffing Level	No. of Hours	Hourly Rate	Extended Price
Principal-in-Charge		\$	\$
Senior Staff			
Mid-Level Staff			
Junior Staff			
Total: 4200 hours			Total: \$

Option Year 4

Staffing Level	No. of Hours	Hourly Rate	Extended Price
Principal-in-Charge		\$	\$
Senior Staff			
Mid-Level Staff			
Junior Staff			

Total: 4200 hours

Total: \$