



DC public library

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SUBJECT: Questions and Answers Pertaining to DCPL-2012-R-0008

CAPTION: Woodridge Library Construction Manager at Risk

Question 1: During the Pre proposal meeting you discussed the curtain wall system requirement for a design assist role by a subcontractor – which you suggested was no longer required, as the curtain wall will be a standard system. Will that requirement discussed in C.3.3 on pages 5 and 6 of the RFP be deleted from C.3.3.1 and C.3.3.4? Please clarify that this applies to both the curtain wall and canopy systems.

Answer 1: Design assist is NOT required for the curtain wall system. Design assist is still required for the canopy system, structural concrete and structural steel.

Question 2: Please clarify that while the CMAR will provide a Subcontractor Design Assist partner for the Structural Steel and Structural Concrete systems, the design documents will in whole be signed and sealed by the Architect.

Answer 2: The Library is seeking a design assist partner for Structural Steel and Structural Concrete. The Library reserves the right to transfer the structural steel and/or canopy design to the CMAR. This will be done through a contract modification to the pre-construction services.

Question 3: During the Pre proposal meeting you discussed the schedule, and noted an anticipated Preconstruction period of 180 days (6 months), then GMP approval by the District Council by July 2013, then 15 months for construction post-approval, with an Opening date in Fall 2014, latest December 2014 (suggesting a 15-18 month period).

On pages 4 and 9 of the RFP, 180 days is discussed in C.2, but GMP approval is noted in the 1st Quarter of 2013, and 18 months for construction, move-in and opening.

C.3.1 defines completion as September 2, 2014.

C.4 on Page 9 defines a completion date of September 2, 2015.

Please confirm in writing your acceptable construction phase period (14, 15 or 18 months) so that we can be sure to price our General Conditions correctly, and comparably.

Answer 3: The pre-construction phase will be 180-calendar days from award of the pre-construction phase. The Construction phase will be 18-months from Council approval of the contract. The project schedule will be adjusted based on award date and Council approval.

Question 4: Numbered Pages 133-137 are Missing from the RFP. Please provide or advise if not required for this RFP.

Answer 4: Those pages were omitted and can be found as Attachment A to this Amendment (5 pages).

Question 5: Are we correct in our assumption that you would like us to submit the EEO Policy Statement and Assurance of Compliance with EEO Requirements in Section K-4 with our Proposal? Please clarify that the K-4 Employer Information Report is only required during the actual project work, post-award?

Answer 5: Offerors are to submit the EEO Statement and Assurance of Compliance in Section K-4. Employer Information Report is submitted post award.

Question 6: Please clarify that Item K-10 is only required during the actual project work, post-award?

Answer 6: This project is subject to the Buy American Act and is part of the Construction Phase of the project.

Question 7: Regarding the Bid Bond, which comprises 5% of the total Bid price, please confirm or clarify that the Bid price will be the total of the preconstruction and construction phase fees, not including the general conditions, which are estimated as a budget at this time?

Answer 7: General Conditions price is not included in the Bid Bond.

Question 8: Any idea on whether DCPL would be open to increasing the page count to 50 on the Woodridge Library proposal? With resumes, projects (8) and the CBE and Workforce information it is going to be tight.

Answer 8: The page count will be increased to 40 printed surfaces.

Question 9: Please clarify the major milestone dates for the design and construction schedule. There are conflicting dates for project completion date in the solicitation, and comments made at the pre-proposal conference regarding the likely date for council approval after GMP submission which had other schedule implications.

Answer 9: See response to Question 3.

Question 10: Please further clarify the design assist process for this project. Is the intent that the design assist contractor(s) selected will be retained as the trade contractor(s) to perform the respective work through a negotiated procurement process, or will the typical trade bidding procedures outlined in the solicitation apply to these packages?

Answer 10: Design Assist contractor shall be retained as the trade contractor.

Question 11: It is understood that the canopy structure in particular will require a design assist approach, but the solicitation also includes structural steel and concrete. We understood at the pre-proposal meeting that curtain wall design-assist will not be necessary. There is an indication in the solicitation that key personnel to be identified should include those team members from the design assist contractor. Since there is a very specific page limitation for the proposal, please confirm that such personnel should be included, and specifically for which design assist packages.

Answer 11: Key personal shall be identified for the Canopy Design Assist, Structural Steel Design Assist and Structural Concrete Design Assist.

Question 12: We also have some concern that the level of design information provided in the solicitation is very preliminary with regard to the design intent and Architect's vision of the canopy. Is there any further information that might help us to determine the most appropriate design assist subcontractor for the canopy?

Answer 12: Please use this link to access the Woodridge Neighborhood Library Final Schematic Design Report, September 31, 2012. This is hereby added and incorporated by reference.

<http://www.yousendit.com/download/TEhWMFhrdkdTSUJvZE1UQw>

This document supplements Attachment J.1.1

Question 13: Also, please further define the level of assistance that is anticipated for each of the listed design assist packages, particularly with regard to the canopy.

Answer 13: Constructions shall provide the appropriate level of design assist in order to achieve a canopy that meets the design intent shown in the Schematic Designs.

Question 14: Please advise whether any design-assist contractor fees are to be included in the preconstruction fee.

Answer 14: Yes, Design Assist fees are to be included in the overall pre-construction fees.

Pages 133 – 137 of the Solicitation

L.2.4.10 Workforce Utilization Plan

Each Offeror must submit a Workforce Utilization Plan that describes how the Offeror will increase participation by District residents in performing the labor necessary for the Project. The plan should set forth how specifically the Offeror will implement its plan to increase participation by District residents. The Offeror shall also provide a chart, in summary form, that depicts the level of participation by District residents in past projects with the District.

L.2.4.11 Tax Affidavit

Each Offeror must submit a tax affidavit substantially in the form of Attachment K.5. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

L.3 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

L.3.1 Proposal Submission

Proposals must be submitted no later than 2:00 p.m. local time on October 9, 2012. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- a.** The proposal or modification was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of offers;
- b.** The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused solely by mishandling by the District.
- c.** The offer is the only offer received.

L.3.2 Postmarks

The only acceptable evidence to establish the date of a late proposal, 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 proposal, 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 Offeror can furnish evidence from the postal authorities of timely mailing.

L.3.3 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.3.4 Late Proposals

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L.4 EXPLANATION TO PROSPECTIVE OFFEROR

If a prospective Offeror has any questions relative to this solicitation, the prospective offeror shall submit the question in writing to the Contact Person, identified on page one, in writing. The prospective Offeror shall submit questions no later than 10 calendar days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than ten calendar days before the date set for submission of proposal. The District will furnish responses promptly to all other prospective Offerors. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract will not be binding.

L.5 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the DCPL Office of Procurement, Chief Procurement Officer, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the DCPL Chief Procurement Officer, of the reason for not submitting a proposal in response to this SOLICITATION. If a recipient does not submit an offer and does not

notify the DCPL Chief Procurement Officer, that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.6 PROPOSAL PROTESTS

Any actual or prospective bidder, Offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent prior to the time set for receipt of initial proposals shall be filed with the Board prior to offer opening or the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting officer for the solicitation.

L.7 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are **not** desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired

L.8 RETENTION OF PROPOSALS

All submissions shall be retained by DCPL and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of DCPL and DCPL shall the right to distribute or use such information as it determines.

L.9 PROPOSAL COSTS

The District is not liable for any costs incurred by the Offerors' in submitting proposals in response to this solicitation.

L.10 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation by (a) signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section K of the solicitation; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offerors' failure to acknowledge an amendment may result in rejection of the offer.

L.10.1 Examination of Submissions

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

L.11 ACCEPTANCE PERIOD

The Offeror agrees that its offer remains valid for a period of 90 days from the solicitation's closing date.

L.12 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted, all Offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and Final Offers will be subject to Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in the Government's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for best and final offers to all Offerors still within the competitive range.

L.13 LEGAL STATUS OF OFFEROR

Each proposal must provide the following information:

L.13.1 Name, Address, Telephone Number, Federal tax identification number and DUNS Number of Offeror;

L.13.2 District of Columbia, if required by law to obtain such license, registration or certification. If the Offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the

necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.13.3 If the Offeror is a partnership or joint venture, names of general partners or joint ventures, and copies of any joint venture or teaming agreements.

L.13.4 The District reserves the right to request additional information regarding the Offeror's organizational status.

L.14 STANDARDS OF RESPONSIBILITY

The prospective Contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements, therefore, the prospective Contractor must submit the documentation listed below, within five (5) days of the request by the District.

L.14.1 Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

L.14.2 Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

L.14.3 Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.

L.14.4 Furnish evidence of compliance with the applicable District licensing, tax laws and regulations.

L.14.5 Furnish evidence of a satisfactory performance record, record of integrity and business ethics.

L.14.6 Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.

L.14.7 If the prospective Contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective Contractor to be non-responsible.