AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages	
	1	3

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
001	See Box 16C		McMillan Sand Filtration Site Owner Representative

6. Issued by: Code

Office of the Deputy Mayor for Planning and Economic Development
Office of Contracts, Procurement and Grants
1100 4th Street, S.W., Suite E500
Washington, D.C. 20024

7. Administered by (If other than line 6)

Office of the Deputy Mayor for Planning and Economic Development
1350 Pennsylvania Avenue, N.W., Suite 317
Washington, D.C. 20004

8. Name and Address of Contractor (No. street, city, county, state and zip code)

TO ALL PROSPECTIVE CBE OFFERORS

Code Facility

	9A. Amendment of Solicitation No. DCEB-2015-R-0003
X	9B. Dated (See Item 11) June 8, 2015
	10A. Modification of Contractor/Order No.
	10B. Dated (See Item 13)

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 ☒ 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 one (1) copy 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 ACKNOWLEDGMENT 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 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 CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, Section 3601.2(b) 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 data etc.) set forth in item 14, pursuant to the authority of:
	C. This supplemental agreement is entered into pursuant to authority of: 27 DCMR 3601.2 Change Clause, 27 DCMR 2005.6(d) as amended
	D. Other (Specify type of modification and authority) Paragraph 15, Changes, Standard Contract Provisions

E. IMPORTANT: Contractor ☐ is not ☐ is required to sign this document and return one (1) copy to the issuing office.

14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

1. **THE DUE DATE AND TIME FOR SUMBISSION OF OFFERS IS HEREBY EXTENDED TO 2:00 P.M., WEDNESDAY, JULY 1, 2015.**

2. **PROSPECTIVE OFFEROR QUESTIONS OF CLARIFICATION AND THE DISTRICTS RESPONSES ARE SET FORTH BELOW:**

Question #1: Section J: Attachments – Will I need to submit signed attachments to you prior to 6/29 or shall I include these various forms in Section 5 of the proposal I submit 6/29?

Response: Offerors must include and submit signed attachments with proposals.

Question #2: Is there a page limit for this proposal?

Response: There is no page limit for proposal submission.

Except as provided herein, all terms and conditions of the document is 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 Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST Director of Contracts, Procurement and Grants	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed 6-25-15

Question #3: The RFP lists two different sets of instructions for this: 1. The Solicitation, Offer, and Award cover page (1 original + 5 copies); and 2) Page 39 L.2.1 (1 original + 3 copies). How many copies of the technical and price proposal would you like submitted?

Response: Offerors shall submit one (1) original and five (5) copies of its technical and price proposals.

Question #4: The pricing form provides only one CLIN per year. Our proposed team will be composed of several professionals, each with differing hourly rates. How can we show different rates for multiple positions on the pricing form?

Response: Offerors may add additional Contract Line Item No's. (CLIN) to show multiple positions, proposed labor hours, proposed hourly labor rates, and total estimated price for each position. Offerors shall number each additional CLIN as follows: 0001A, 0001B, 0001C, etc.

Question #5: Paragraph M.3.2 of the solicitation indicates hourly rates will be analyzed as part of the price evaluation process. The pricing form indicates that we are to submit labor hours as well. How are labor hours evaluated?

Response: Proposed labor hours are not evaluated for scoring during the initial evaluation process, but may be addressed during any discussions.

Question #6: The pricing form indicates that we are to provide labor hours for each of the five years of the contract. The mix and number of labor hours per position will vary from year to year based upon the progress of the project. How can we estimate labor hours by position by year without a project schedule?

Response: The District's owner's representative will assist with the full development of the project schedule, so offerors shall use their best judgment in their responses given the content of the RFP.

Question #7: Paragraph L.3.4.1 of the solicitation requires offerors to list all contracts for the past five years. Our firm provides in excess of $600 million of owner's representative services a year from 100 offices in 35 countries. Assembling a complete list of contracts will be time consuming. Can we provide a representative cross section of projects instead?

Response: Yes.

Question #8: The Solicitation, Offer and Award form indicates the solicitation number as DCEB-2015-R-0003, but the headers on the remaining pages of the solicitation indicate DCEB-2015-R-0001. Which one is correct?

Response: DCEB-2015-R-0003.

Question #9: The pricing forms ask for a total of proposed hours for each year and a single hourly rate. If our yearly lump sum price includes a mix of labor rates, what number should go in that column?

Response: See response to Question #4 above.

Question #10: Also related to the pricing forms in B.3, Section G.10 refers to ceilings for specified hourly rates in section B.3. Section B.3, however is silent on the issue.

Response: This is correct. Offerors are required to insert the proposed number of labor hours, hourly labor rate and total estimated price in the designated fields. The ceilings for specified hourly rates will be mutually agreed upon prior to award.

Question #11: Regarding Section L.5, are all offers posted online or just for the award winner?

Response: Just the award winner.

Question #12: Will there be an amendment issued with answers to questions posted by other interested contractors?

Response: Yes.

Question #13: Page 1 of the 'Main Document' (Solicitation, Offer, and Award), item 9 states that "Sealed offers in original and 5 copies" of the proposal need to be submitted, whereas, in Section L.2.1 of the RFP, it states that "one original and three (3) copies of the written proposals" shall be submitted. Please verify the quantity required for submission.

Response: See response to Question #3 above.

Question #14: **Section C.5.1.2 states:** Coordinate with supporting departments/functions/entities (internal and external to DMPED) to manage VMP and the project, from entitlements through site development (base paving), **through vertical construction**, through scheduling and leading meetings. Draft and present weekly report to DMPED on coordination activities. Does the vertical construction described in this section only refer to the vertical construction DMPED and the District are responsible for, e.g. community center and park facilities, or does it also include the vertical construction on the individual pads that the developers are responsible for?

Response: The vertical construction in Section C.5.1.2 includes the vertical construction DMPED and the District are responsible for, e.g. community center and park facilities, as well as limited coordination related to the vertical construction on the individual pads that the developers are responsible for.

Question #15: The cover page states that proposers should submit an original and five (5) copies, while page 39 states "One original and three (3) copies of the written proposals". Please confirm which is correct.

Response: See response to Question #3 above.

Question #16: The RFP states that the offeror needs to include labor hours, hourly labor rate and total estimated price for the base and option years. Could you let us know if DMPED needs the offeror to include a blended rate and hours or individual rates and hours for proposed staff included in the proposal? Please confirm.

Response: Please include individual rates and hours for proposed staff in proposal. Also, see response to Question #4 above.