

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
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2. Amendment/Modification Number 001	3. Effective Date See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption Request for Qualification Urban Planning, Design, Land Use and Architecture Services		
6. Issued by: Code		7. Administered by (If other than line 6)			
Office of the Deputy Mayor for Planning and Economic Development Office of Contracts, Procurement and Grants 1015 Half Street, S.E., Suite 675 Washington, D.C. 20003		Office of the Deputy Mayor for Planning and Economic Development 1350 Pennsylvania Avenue, N.W., Suite 317 Washington, DC 20004			
8. Name and Address of Contractor (No. street, city, county, state and zip code)		X	9A. Amendment of Solicitation No. DCEB-2024-Q-1002		
TO ALL PROSPECTIVE OFFORERS			9B. Dated (See Item 11) September 4, 2024		
Code			10A. Modification of Contractor/Order No.		
Facility			10B. Dated (See Item 13)		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> 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 <input type="checkbox"/> is not <input checked="" type="checkbox"/> 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.)					
THE DUE DATE AND TIME FOR SUBMISSION OF OFFERORS IS HEREBY EXTENDED TO ON OR BEFORE 2:00PM LOCAL TIME, FRIDAY, OCTOBER 4, 2024.					
PROSPECTIVE OFFEROR QUESTIONS OF CLARIFICATION AND THE DISTRICTS RESPONSES ARE SET FORTH BELOW:					
Question 1: I searched the DC Solicitations database and did not find this solicitation. Is this a public search or select invitation to submit by DC?					
Response: The solicitation is open to the public.					
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 Dr. Jacque McDonald, NIGP-CPP, CPPO, CPPB Director of Contracts, Procurement, and Grants			
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)		Dr. Jacque McDonald		09/16/2024	
		(Signature of Contracting Officer)			

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<p>Question 2: Within the two specific categories of scope, Urban Planning and Land Use and Architecture and Urban Design, there are wide scopes of work that might require a team of consultants rather than a single firm. Would responding with a team of consultants to meet the various needs be accepted?</p> <p>Response: Each perspective offeror shall determine how they will respond to the RFQ.</p>			
<p>Question 3: Can you clarify the alignment of the scope of services (3.1 Urban Planning and Land Use and 3.2 Architecture and Urban Design) and the experience on page 11, which lists real estate advisory services? Are "real estate services" defined as the scope items listed on pages 8-10 of the RFP?</p> <p>Response: No.</p>			
<p>Question 4: Is there a CBE goal on this contract?</p> <p>Response: Any award in excess of \$250,000.00 is subject to SBE/CBE subcontracting plan in accordance with DC Official Code 2-218.46.</p>			
<p>Question 5: Can you submit on one category or the other or are consultants required to submit on both (3.1 and 3.2)?</p> <p>Response: No, respondents may submit for any category for which they believe they are qualified.</p>			
<p>Question 6: Can you share if this is an existing contract and if so, who the current contract holders are?</p> <p>Response: This is a new procurement.</p>			
<p>Question 7: Can you please clarify if it is required for individual firms or teams to cover all services referenced in the RFQ? Response: No. (See question 5) or if it is acceptable to submit qualifications to be considered for only some of the services referenced in the RFQ? Response: Please see response question 5.</p>			
<p>Question 8: Is DMPED seeking qualification from individual firms only, Response: No. or are consulting teams also invited to submit? Response: Yes. Does DMPED have a preference for one or the other? Response: No.</p>			
<p>Question 9: Is this an active solicitation or just due diligence for a previously selected consultant?</p> <p>Response: No.</p>			
<p>Question 10: Respectfully, we would like to request an extension of the proposal deadline by 1-2 weeks. The two-week timeframe between RFQ release and proposal due date is a very short time and we would like to provide the most thorough and thoughtful response.</p> <p>Response: The due date for the solicitation has been extended to Friday, October 4, 2024.</p>			
<p>Question 11: In Section 4.3, Evaluation Criteria, C. Experience, and D Work Plan refers only to "real estate advisory services" while that is not a focus of this RFQ in the previous sections. Please confirm or correct the expected evaluation criteria in this section.</p> <p>Response: The focus for this solicitation is urban planning, design, land use and architecture services.</p>			

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<p>Question 12: On page 11 of the RFP there are several mentions of “real estate advisory services.” Should this be replaced with “Urban Planning, Design, Land Use and Architecture Services”?</p>			
<p>Response: Please see response question 11.</p>			
<p>Question 13: Are you looking for us to form teams to fulfill each experience category/profile code or would you prefer us to submit qualifications solely for our individual firm?</p>			
<p>Response: If a respondent chooses to submit a team qualifications package, it will be evaluated by the technical evaluation committee.</p>			
<p>Question 14: Qualification packages are limited to 25 pages (1.7/b of the rfq). Will filled out Past Performance Evaluation Forms be counted as part of the package that needs to fit within that limit?</p>			
<p>Response: No.</p>			
<p>Question 15: Can qualifications be submitted under both proposal categories, or is participation limited to one or the other, <u>Urban Planning and Land Use</u> or <u>Architecture and Urban Design</u>? Response: Yes. If submitting under both categories, can firms submit as prime on one and a sub-consultant on the other?</p>			
<p>Response: Each perspective offeror shall determine how they will respond to the RFQ.</p>			
<p>Question 16: How many references (Past Performance Evaluation Forms) do you usually see in a success package of qualifications?</p>			
<p>Response: Three references should be submitted.</p>			
<p>Question 17: Page 11, Section C. Experience: Please confirm that we should describe our experience in “Urban Planning, Design, Land Use and Architecture Services” as opposed to “real estate advisory services.”</p>			
<p>Response: Yes.</p>			
<p>Question 18: Page 11, Section C. Experience: How many Past Performance Evaluation forms are we to provide? Response: See response question 16. Are they to be sent directly to you? Response: References should be included with your submission. If we are to include them in our submittal will they count against the 25-page limit? Response: No.</p>			
<p>Question 19: Are the certificates of good standing (RFQ Section 4.3.A), Past Performance Evaluation forms (RFQ Section 4.3.C), and financial documentation (RFQ Section 4.3.E) excluded from the 25-page limit for the statement of qualifications?</p>			
<p>Response: Yes.</p>			
<p>Question 20: How many References/Past Performance Evaluation Forms do you want us to include</p>			
<p>Response: Please see response question 16.</p>			
<p>Question 21: The RFP is listed as DCEB-2020-Q-1002, but when we go to the bid notification site (https://contracts.ocp.dc.gov/solicitations/details?id=DCEB-2024-Q-1002&hash=ser815v68vv87cyp), the RFP has been removed. There is another proposal, DCEB-2023-Q-1001, with almost the exact same wording, and that has an amendment, but it is unclear if this is the same proposal or not. This second one (Q-1001), seems to have a heavier emphasis on Retail, per the amendment. Please clarify</p>			

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Response: Please see response question 11.

Question 22: Is this RFQ intended only for firms who have been previously contracted with District of Columbia and other District of Columbia properties and surrounding jurisdictions?

Response: No.

Question 23: Could you further define what you mean by "real estate advisory services" as mentioned in 4.3 C Evaluation Criteria, Experience?

Response: Please see response question 11.

Question 24: By 'Project Team' in 5. Statement of Qualification Format on page 12, we assume you mean the team internal to the individual respondent's firm, not a team of multiple subconsultants. Please confirm.

Response: Confirmed.

Question 25: We understand the definition of Real Estate Advisory services to include the services identified in the Scope of Work in Section 3. If this is not the case, please can you confirm what is meant?

Response: Please see response question 11.

Question 26: We do not see environmental analysis, climate resilience and future readiness as part of the listed scope of work. Would you consider additional scope items or categories not defined the in the DC categories?

Response: Yes.

Question 27: Please can you confirm if resumes, cover pages and divider pages are to be included in the 25 page word count?

Response: Divider pages will not count, but all other listed in your question will count towards the 25-page limit.

Question 28: Please can you confirm if Financial Statements may be excluded from the total page count.

Response: Yes.

Question 29: Please confirm if we are to provide a copy of our Certificate of Insurance in the submission or only if selected. **Response: No.** If required as part of the submission, please confirm that this can be excluded from the page count. **Response: Not applicable.**

Question 30: Please confirm if we are to provide a copy of our license, registration or certification to transact business in the District of Columbia in the submission or only if selected. **Response: Yes.** Please confirm that this can be excluded from the page count. **Response: Yes.**

Question 31: Are the Financial Condition sheets of audited financial statements count in the 25-page limit?

Response: No.

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<p>Question 32: We assume the required forms and financials are in addition to the 25 page limit.</p> <p>Response: Yes.</p>			
<p>Question 33: Please confirm the Past Performance Evaluation form and required financials do not count towards the page limit.</p> <p>Response: Yes.</p>			
<p>Question 34: Respectfully, we would like to request an extension of the proposal deadline by 1-2 weeks. The two-week timeframe between RFQ release and proposal due date is a very short time and we would like to provide the most thorough and thoughtful response.</p> <p>Response: Please see response question 10.</p>			
<p>Question 35: In Section 4.3, Evaluation Criteria, C. Experience, and D Work Plan refers only to “real estate advisory services” while that is not a focus of this RFQ in the previous sections. Please confirm or correct the expected evaluation criteria in this section.</p> <p>Response: Please see response question 11.</p>			
<p>Question 36: How many References/Past Performance Evaluation Forms do you want us to include.</p> <p>Response: Please see response question 16.</p>			
<p>Question 37: The RFP is listed as DCEB-2020-Q-1002, but when we go to the bid notification site (https://contracts.ocp.dc.gov/solicitations/details?id=DCEB-2024-Q-1002&hash=ser815v68vv87cyp), the RFP has been removed. There is another proposal, DCEB-2023-Q-1001, with almost the exact same wording, and that has an amendment, but it is unclear if this is the same proposal or not. This second one (Q-1001), seems to have a heavier emphasis on Retail, per the amendment.</p> <p>Response: Please see response question 11.</p>			
<p>Question 38: The response components specifically reference citing experience in providing "real estate advisory services" (4.3C), along with a work plan for real estate advisory services (4.3D). However, real estate advisory services is not explicitly referenced in the Scope of Work (3) in the Urban Planning and Land Use Descriptions. Are there other services DMPED is seeking related to real estate advisory services, or even a greater emphasis on real estate advisory needs that is not described in Scope of Work? Or should the real estate advisory services to be described in experience and work plan match the services requested under Scope of Work?</p> <p>Response: Please see response question 11.</p>			
<p>Question 39: Are the following items included in the 25 page limit: cover page, Certificate of Good Standing, financial statement, and Past Performance Evaluations?</p> <p>Response: No.</p>			
<p>Question 40: Can you confirm that that we are supposed to identify client(s) and ask them to fill out the Past Performance Evaluation form? Response: Yes.</p>			

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If so, is there a preferred number of Past Performance Evaluations we should include and should we include them in our proposal or have our references send them directly to you? **Response: Please see response question 16.**

Question 41: The majority of our real estate advisory services are outside of the District. For the experience evaluation, will projects outside of the District be evaluated differently? **Response: No** In the same line, will we be disqualified if we do not have experience on District owned properties? **Response: No**

Question 42: Given the various project types listed as possible services to provide, would a sample work plan meet the requirements?

Response: Yes

Question 43: If applying from out of state, will a letter of intent to certify if selected suffice?

Response: Yes

Question 44: How many past performance evaluation forms are recommended?

Response: Please see response question 16.

Question 45: We do not have audited financial statements. What documentation do you recommend providing in lieu of that documentation?

Response: Balance Sheet or P&L.

Question 46: Can you clarify the expectations regarding the 25-page proposal limit, including expectations about format (PDF vs. other formats), whether resumes are to be included within the 25 pages, and whether images (noted in the RFQ that images can be up to 11x17 inches) are included within that page count? Or any other proposal specifics not specified in the RFQ?

Response: Preferred format is PDF, resumes are included in the 25-page count. Also, please see response question 27.

Question 47: Can you provide any additional specifics about the nature of projects anticipated under the contract – or specific projects if they have been identified?

Response: No

Question 48: Is there a requirement for WBE, MBE, or DBE participation for either individual firms or teams that submit?

Response: No

Question 49: Regarding qualifications, is there a preference for qualifications that showcase work completed within the District of Columbia?

Response: No

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Question 50: How many firms are you expecting to award for this contract?

Response: TBD

Question 51: Can you clarify the process for awarding specific projects under this contract – i.e. will projects be awarded outright to the selected firm or firms, or will shortlisted firms be expected to compete through additional proposal rounds to win individual projects?

Response: The District is establishing a “bench” of potential firms for future projects. We will send out a request for quotes periodically and determine the successful awardee based on the most responsive and responsible quote submitted.

Question 52: If a firm submits as an individual respondent, will there be the opportunity to collaborate with other shortlisted firms to provide services requested under the contract, or do all teams need to submit as complete entities in order to be awarded future services under the contract?

Response: There may be an opportunity for collaboration, but not guaranteed.

Question 53: Section 1.7b states that responses must not exceed a total of twenty-five (25) pages. Does this limit exclude the cover letter and table of contents? Please clarify.

Response: Yes

Question 54: We're assuming that the financial audit statement does not count towards the page limit of the Request for Qualifications.

Response: Yes

Question 55: If subconsultants are required to fulfill some of the services, are we to include them in this Request for Qualifications? **Response: No** Or in a future submission?

Question 56: When providing references regarding the firm's experience, is the Past Performance Evaluation form to be filled out by the references and submitted with the Statement of Qualifications? Or in a future submission?

Response: Please see response question 16.

Question 57: In section 4.3, on page 11, the RFQ requests we submit real estate advisory service experience. Can you confirm that we should instead provide experience highlighting our Urban Planning and Land Use, and/or Architectural Services?

Response: Please see response question 11.

Question 58: Similar to the above, can we confirm the work plan should address Urban Planning and Land Use, and/or Architectural Services scopes?

Response: Yes

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Question 59: Are we able to provide our financial statements as an additional document outside of the 25-page limit? (Our audited statement runs to 22 pages total)

Response: Yes

Question 60: What are your expectations on teaming for these projects? Should we include subconsultants in our submission?

Response: Yes

Question 61: Is there any W/MBE or Disadvantaged Business Enterprise needs for proposing teams as part of this RFP response?

Response: No

Question 62: Is the 25 page requirement inclusive or exclusive of the following: Front and back covers, dividers, table of contents, transmittal letter, and financial audits?

Response: Exclusive

Question 63: Can our audited financial statement be excluded from the page count?

Response: Yes

Question 64: Should the audited financial statement be submitted as a separate document?

Response: Yes

END