



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Adrienne Todman, Executive Director

Addendum

Addendum No. 2

Issued: April 20, 2015

PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES SOLICITATION NO. 0018-2015

All respondents shall acknowledge receipt of this addendum, sign below and return it with your bid. **Failure to acknowledge receipt of this addendum may be cause for rejection of your bid.** Respondents are informed that the above named solicitation is modified as follows:

Page 35, Exhibit A – Architectural/Engineering Fee Schedule will be replaced by the attached revised Exhibit A – Hourly Rate Schedule.

The District of Columbia Housing Authority also hereby submits its responses to all questions received related to the subject solicitation. Please reference Attachment A.

**All Other Terms and Conditions Remain Unchanged
End of Addendum No. 2**

Cheryl Moore
Interim Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

Question 1: Are you asking the submitter to prepare an Affirmative Action Plan for the initial submission or are you asking that this be prepared for the project upon subsequent award?

Response 1: We are asking that an Affirmative Action Plan be submitted with your initial submission.

Question 2: Are you asking us to submit Certificate of Insurance with DCHA listed as additional insured's as part of the initial submission or upon subsequent award?

Response 2: Yes, we are asking that you submit a Certificate of Insurance with your initial submission with DCHA listed as additional insured's.

Question 3: Are you asking the architects to assemble a comprehensive team or are you soliciting from the A&E, etc. services listed on page 2, separately?

Response 3: Fee Proposals shall include all proposed hourly rates for all A/E disciplines that Respondents propose to provide.

Question 4: Are you asking for the architect to take responsibility for the hazardous materials testing and abatement plans, or will that be prepared through the Environmental Needs Assessment by others contracted to you separately? This may pose a liability issue for architects and their insured's.

Response 4: The minimum requirement for the A/E (team) is have the ability to provide environmental assessment(s), which include identifying suspected hazardous material; recommend that the suspected hazardous material be tested; and to recommend the abatement of items proven to hazardous. It is not unusual for an environmental assessment consultant to have testing capability.

Question 5: Are you asking the architects to provide ANY meeting deemed necessary by DCHA in B.1.2 under the fixed fees? Pro rate? Hourly?

Response 5: Task Orders are awarded for a fixed price based upon the Task Order Proposal accepted for each task order based upon the Scope of Services and requirements of the individual Task Order. All services required to complete the task order will be identified and provided for within the

Scope of Service and provided as part of the firm's hourly rate proposal to provide the services.

Question 6: Are you asking for a total of 6 hard copies or can we submit 1 hard copy and a digital submission of the document for dissemination to your team? If so will save paper.

Response 6: We are asking for six (6) hard copies of your submission, one (1) original and five (5) copies. The additional copies are needed to accommodate our evaluation process.

Question 7: Does the 30-page limit for Part 1? Technical Proposal includes the SF-330? Once completed, this form could encompass up to 20 pages by itself (10 pages for project experience plus personnel resumes etc.

Response 7: No, SF-330 is included as an Exhibit and not part of the Technical Proposal 30-page limitation.

Question 8: Does the 30-page limit for Part Technical Proposal include 12. Certifications (at least 12 pages)?

Response 8: No, the Certifications are included as exhibits and not part of the Technical Proposal 30-page limitation.

Question 9: Should firms with existing IDIQ contracts submit a response for this RFP as this is for the new fiscal year and beyond?

Response 9: Firms interested in providing AE Services for DCHA should submit a proposal in response to the RFP regardless of any existing or previous contract award.

Question 10: After you have awarded these IDIQ contracts, how are Task Orders awarded?

Response 10: As projects identified, DCHA prepares and issues Task Orders based upon a specific projects' scope of work and a firm's fee proposal to accomplish the work has been accepted by DCHA.

Question 11: Do you negotiate a task with a selected A/E or is each Task Order re-competed?

Response 11: Both, as determined at the time the services are required based upon the Scope of Services required.

Question 12: If re-competed is it based on technical qualifications, fee and/or some combination of both?

Response 12: Both, project specific technical approach and Fee Proposals to provide services. DCHA may request a single Task Proposal from an AE Firm under contract or request competitive proposals from multiple AE Firms under contract and/or AE Firms listed on the Agency's AE Qualified Bidders Listing (QBL) established from the results of the solicitation.

Question 13: When responding to this solicitation do we include consultants, civil, structural? Or can that be done at the time a task order is issued?

Response 13: A firms Fee Proposals should include all professional disciplines for which the firm proposes to provide AE services. Respondents should also complete SF-330 to identify key personnel and team members that will provide services.

**DISTRICT OF COLUMBIA
HOUSING AUTHORITY
OFFICE OF CAPITAL PROGRAMS**

Exhibit A- Hourly Rate Schedule						
DISCIPLINE	RATE/ HOUR	OVERHEAD (%)	PROFIT (%)	TOTAL COST	BASE YEAR	OPTION YEAR ONE
PRINCIPAL ARCHITECT						
PROJECT ARCHITECT						
ARCHITECT						
DRAFTSMAN/CADD OPERATOR						
CLERICAL						
CIVIL ENGINEER						
SPECIFICATION WRITER						
PRINCIPAL ELECTRICAL ENGINEER						
ELECTRICAL ENGINEER						
PRINCIPAL MECHANICAL ENGINEER						
MECHANICAL ENGINEER						
GEOTECHNICAL ENGINEER						
STRUCTURAL ENGINEER						
INDUSTRIAL HYGIENIST						
COST ESTIMATOR						
PROJECT MANAGER						
INSPECTOR						
OTHER-DCHA RESIDENT						
AVERAGE HOURLY RATE						

Exhibit A- Hourly Rate Schedule

DISCIPLINE	RATE/ HOUR	OVERHEAD (%)	PROFIT (%)	TOTAL COST	OPTION YEAR TWO	OPTION YEAR THREE	OPTION YEAR FOUR
PRINCIPAL ARCHITECT							
PROJECT ARCHITECT							
ARCHITECT							
DRAFTSMAN/CADD OPERATOR							
CLERICAL							
CIVIL ENGINEER							
SPECIFICATION WRITER							
PRINCIPAL ELECTRICAL ENGINEER							
ELECTRICAL ENGINEER							
PRINCIPAL MECHANICAL ENGINEER							
MECHANICAL ENGINEER							
GEOTECHNICAL ENGINEER							
STRUCTURAL ENGINEER							
INDUSTRIAL HYGIENIST							
COST ESTIMATOR							
PROJECT MANAGER							
INSPECTOR							
OTHER-DCHA RESIDENT							
AVERAGE HOURLY RATE							

Exhibit A: Architectural/ Engineering Fee Schedule

Prepared by:
(Print Name)

Name of Firm

Signature

Date
