

UNIVERSITY OF THE DISTRICT OF COLUMBIA
CAPITAL PROCUREMENT DIVISION



**REQUEST FOR QUALIFICATION STATEMENTS (RFQ)
ARCHITECT-ENGINEER SERVICES TO DESIGN PHASE 2
RENOVATIONS OF THE BERTIE BACKUS CAMPUS
ANNOUNCEMENT NO.: GF-2010-Q-0005**

1.0. Background

The University of the District of Columbia (UDC), on behalf of the Community College of the District of Columbia (CCDC) is seeking to engage an Architectural & Engineering firm or team to provide comprehensive design services to renovate the former Bertie Backus Middle School site located at 5171 South Dakota Avenue, NE, Washington DC for the University System's new Community College Complex.

CCDC is the newest partner in the UDC system and is focused on integrating workforce preparation, employability skill development, quality education and remediation, economic development and employer linkages, school-to-career training (providing a seamless transition from K-12 to adult education and literacy to college prep) and continuous lifelong learning opportunities.

The design objective is to develop an environmentally responsible, LEED certified, aesthetically-pleasing, innovative and high caliber facility that can support CCDC's goal while maximizing the University's investments, identifying and addressing the needs of CCDC and minimizing the facility's life cycle/operating costs.

2.0. Scope of Work

The Scope of Work is enclosed at Appendix "A". The accompanying Appendixes, Technical Requirement and Submission Guide (Appendix "B"), Observation and Inspection of Work (Appendix "C") and Review of Shop Drawings and Samples (Appendix "D") respectively are also enclosed and incorporated into the Scope of Work.

All requirements of this RFQ shall be accomplished in accordance with the District's Architect-Engineer General Provisions (Attachment A).

A Facility Condition Assessment Report on the Bertie Backus Campus is enclosed at Attachment B.

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3.0. Selection Process

The selection process for this requirement will be conducted in two phases. Phase One will consist of evaluation of prospective firms' submittals in response to this requirement. Interested firm(s) will be required to submit qualifications that demonstrate both their ability to implement a project of similar size and complexity to this requirement, as well as their demonstrated success and experience with academic facility and/or university-themed renovation or construction efforts. At the end of the Phase One evaluation, the University will develop a short list of the three (3) most highly-rated firms. Those three (3) selected firms will participate in Phase Two which will require a design charrett/oral presentation process.

In addition to helping to accomplish the University's academic goals for the CCDC, the design and construction of the renovation of the Bertie Backus Campus is expected to stimulate economic development in the surrounding Ward 5 neighborhood. The University also desires to build an environmentally friendly Campus, and the design must be strive to meet US Green Building Council LEED rating. The renovated campus must have an architectural presence befitting its location in the community; yet also reflect new innovations in building design and technology.

UDC expects that the concept design for the renovation of the Backus Campus for the CCDC be coordinated with the University, the community, DC Office of Planning and other District government agencies as necessary. The selected A/E firm will coordinate with the University and CCDC as appropriate in order to develop a design that comprehensively meets the University's expectations.

4.0 Evaluation

A/E firms are strongly encouraged to form collaborations that combine experience, expertise and success in modern academic facility and/or university-themed renovations or construction efforts. Proposals will be evaluated by a technical evaluation panel established by the University, in accordance with the following evaluation criteria listed in descending order of importance:

1. Professional qualifications, experience and expertise in modern educational facility and/or university-themed renovations, incorporating a user friendly design and overall design quality as demonstrated in the material submitted. (50 Points)
2. Experience working effectively with clients and public groups on similar architectural projects to include feedback from clients on the timeliness of design delivery, quality of design, responsiveness, skill in solving design and construction problems, and the ability to design within budget. (30 Points)

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3. Experience, qualifications, availability and location of the key personnel who will be assigned to the project. (20 Points)

5.0. Submittal Requirements:

Responses shall include the following:

1. A one-page cover letter expressing the architect-engineering firms/design teams' interest for consideration.
2. GSA Standard Form 330 Parts 1 & 2 listing five (5) projects performed within the last 5 years that are relevant to the requirements of this Request, with verifiable references including up-to-date names and phone number of contacts for those projects.
3. Summary qualifications and experience of staff members who would be assigned to the projects. Responding firms shall clearly indicate any proposed sub-consultants, proposed teaming arrangements, joint ventures or any other contractually binding agreements.
4. Provide any narrative and illustrative materials necessary to supplement information provided on the GSA Standard Form 330.
5. The material submitted should be two-sided, 8 ½" x 11" pages, including the GSA Form 330 forms, illustrative material, letters, and other supplemental information. No fold-out sheets. There is no limit on total number of surfaces to be submitted. However, brevity of information is recommended. One original and 5 copies of all submission materials shall be mailed or hand delivered to:

Sherry Jones-Quashie, Manager
Capital Procurement Division
University of the District of Columbia
4200 Connecticut Avenue, NW
Building 38, Room C01
Washington D.C. 20008

These materials must be submitted by **2 P.M., Wednesday, April 28, 2010**. Materials received after this date/time will not be considered. Absolutely no electronic submissions will be accepted. However, firms may be asked to provide electronic copies of their proposals in PDF format subsequent to the formal submission.

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6.0 Legal/Compliance Requirements

Open Market Procurement/Subcontracting

This procurement is designated as open market procurement. Firms are required to subcontract at least 35% of the dollar volume of the work to be subcontracted to firms that are Small Business Enterprises (SBE) certified by the Department of Small and Local Business Development (DSLBD) under the provisions of the “Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, as amended only if they plan to subcontract any portion of this work to other firms. If there are insufficient qualified SBE that are certified to completely fulfill this requirement, then the subcontracting requirement may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises provided however, that all reasonable efforts shall be made to ensure that qualified SBE’s are significant participants in the overall subcontracting work. For more information regarding the program, please visit the official site at <http://dslbd.dc.gov>.

D.C. Code Requirements

Prospective respondents shall avail themselves of the requirements of the “District of Columbia Professional Corporation Act” (D.C. Statute § 47-2886) and “Professional Engineer’s Registration Act” (D.C. Statute § 29-412)

First Source Employment Agreement

Respondents should assure themselves that they are fully aware of the requirements of D.C. Law 14-24 and D.C. Law 5-93 that sets goals for contractor’s employment of District residents, as well as sanctions for failure to achieve the goals.

Equal Employment Opportunity (EEO) Employer

Prior to entering into a contract with the University as a result of this Announcement, the firm selected for contract award shall assure the University by submitting a copy of a duly signed company’s EEO policy statement that they are an Equal Opportunity Employer as defined by Federal and District of Columbia Laws.

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Insurance Requirements

Prior to the execution of a contract for this requirement, the selected firm shall procure and maintain throughout the entire period of performance under this contract, the types, value and limits of insurance specified in Attachment C.

For additional information, contact Debor Dosunmu at 202-274-5774 or DDosunmu@udc.edu

ENCLOSURES

APPENDEXES

1. Appendix ‘A’ – Bertie Backus Design Scope of Work
2. Appendix ‘B’ – Technical Requirement and Submission Guide
3. Appendix ‘C’ – Observation and Inspection of Work
4. Appendix ‘D’ – Review of Shop Drawings and Samples

ATTACHMENTS

1. Attachment A – Architect-Engineer General Provisions
2. Attachment B – Bertie Backus Facility Condition Assessment
3. Attachment C – Insurance Requirements

This is not a Request for Proposal (RFP)