

**University of the District of Columbia  
CAPITAL PROCUREMENTS**



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**Request for Qualification Statements for Architectural and Engineering Services**

**(FACILITATION OF FORMAL APPROVAL OF THE REVISED CAMPUS MASTER PLAN)**

**ANNOUNCEMENT NUMBER: GF-2010-Q-0004**

**1.0 Background:**

The University of the District of Columbia, Office of the Assistant Vice President of Facilities Management and Real Estate is seeking a qualified and experienced architect and engineer (A/E) firm to facilitate and manage on behalf of the University the review, approval and adoption of the Campus Master Plan by various and required District agencies including the Zoning Board, the National Capital Planning Commission (NCPC), the Board of Zoning and Administration (BZA), and other pertinent District and Federal agencies. The requirements shall be performed in accordance with the Scope of Work (Attachment A) and the Architect-Engineer General Provisions (Attachment B).

**2.0 Selection Process**

Consultant selections will be made in accordance with the provisions of Title 8 DCMR Chapter 3035

**3.0 Evaluation**

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:

The evaluation criteria for selection are listed below:

1. Professional qualifications necessary for satisfactory performance of the required services;
2. Specialized experience and technical competence in Campus Master Plan review, approval and adoption facilitation.
3. Capacity to accomplish the work within two hundred and Forty-Five (245) Calendar days, or Eight (8) Months from the date of Notice to Proceed (NTP); and
4. Past performance on similar contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedules.

**4.0. Submittal Requirements:**

Responses shall include the following:

1. A one-page cover letter expressing the architect-engineering firms/design teams' interest for consideration.

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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 Announcement, 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 total amount of material submitted should not exceed 30 two-sided, 8 ½" x 11" pages, or 60 surfaces, including the GSA Form 330 forms, illustrative material, letters, and other supplemental information. No fold-out sheets. One original and 3 copies of all submission materials shall be mailed or hand delivered to:

Sherry Jones-Quashie  
Manager of Capital Procurements  
University of the District of Columbia  
4200 Connecticut Avenue, NW  
Washington D.C. 20008

These materials must be submitted by **2 P.M., April 8, 2010**. 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.

**5.0 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 (CBE) 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>.

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**D.C. Code Requirements**

Prospective respondents are referred to the D.C. Code, Chapter 6 “District of Columbia Professional Corporation Act” and Chapter 23 “Professional Engineer’s Registration Act”

**Mayor’s Order 92-138**

Respondents should assure themselves that they are fully aware of the requirements of Mayor’s Order 92-138 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 District of Columbia as a result of this Announcement, the firm selected for contract award shall assure the District 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.

**Insurance Requirements**

The District’s general insurance requirements are attached. Proposers shall familiarize themselves with the general insurance requirements and assure that they will be able to secure coverage for pertinent insurance requirements for their company as well as the University if successful.

**6.0 Inquiries**

All inquiries shall be directed to:

**Debor Dosunmu, CPM, CFCM, Senior Contract Specialist  
Capital Procurements  
University of the District of Columbia  
(202) 274-5774  
[DDosunmu@udc.edu](mailto:DDosunmu@udc.edu)**

**7.0 Enclosures**

**Attachment A – Scope of Work  
Attachment B – Architect-Engineer General Provisions  
Attachment C - General Insurance Requirements**

**This is not a Request for Proposal (RFP)**