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Geoffrey A. Mack
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AMENDMENT NO. 0004

TO: ALL PROSPECTIVE CONTRACTORS

**AMENDMENT
ISSUE DATE: March 13, 2025**

**SUBJECT: Solicitation No. DCSC-25-RFP-044
Multiple Award AEP IDIQ Services**


**PROPOSAL
SUBMISSION
DATE: March 28 by -1:00 PM
Eastern Standard Time**

This Amendment (“Amendment”) No. 4 is issued and hereby published on the Courts’ website and effective as of the date shown above. Except as modified hereby, the RFP remains unmodified.

Please see Attachment- A to this Amendment 0004 –

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to all prospective Offeror’s. The prospective Offeror shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the Courts in response to the subject solicitation or otherwise acknowledge this amendment with the signed offer as stated in the original solicitation documents. Proposals shall be delivered in accordance with the instructions provided in the original solicitation documents.



Geoffrey Mack
Contracting Officer

Acknowledgement of this Amendment, together with the Offeror's proposal, must be received by the District of Columbia Courts as stated in the solicitation no later than the closing date and time specified above for the receipt of proposals.

Failure by the Offeror to properly acknowledge receipt of this Amendment Number 0004 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number 004 is acknowledged and is considered a part of the proposal for Solicitation Number– Solicitation No. DCSC-25-RFP-044.

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Offeror

Attachment A

From: Flor Rivera	Q & A Round: 4
Program: Capital Project Facilities Management Division	Date:
Email: maria.rivera@dccsystem.com	Pages: 7
cc: Judith.Hill@dccsystem.gov	DC Courts
cc:	
cc:	
cc:	

This Document includes the following:

1	Tab A; Item 3. We are a Virginia company. Can you please elaborate on what sort of documentation is required to as authorization to work in DC?	R: Bidders must be licensed to perform all required services in Washington, DC, including a license for the firm through the Department of Licensing and Consumer Protection (DLCP)
2	Tab B; Item 3 has a requirement for the project description to include an overall schedule, besides the period of performance. Could you please clarify what is expected?	R: Provide a schedule for the past performance example projects that include the design activities performed by the bidder on the projects.
3	Tab C; Is it sufficient to state the license/registration numbers, or would you require copies of the documents?	R: Yes, it is sufficient to state the license/registration numbers.
4	Tab E, Is a list of the PPQ recipients acceptable, or do we need to include the actual forms? Most RFP require PPQs to be sent directly to the contracting office	R: Actual PPQ forms need to be included.
5	Tab F; Item 3. We are a Virginia company. Can you please elaborate on what sort of documentation is required to as authorization to work in DC, or that there are no outstanding <u>tax obligations in DC?</u>	R: Bidders must be licensed to perform all required services in Washington, DC, including a license for the firm through the Department of Licensing and Consumer Protection (DLCP). Copy of the license and Attachment J.6 should

		be included in your proposal.
6	Tab F; Please confirm the AEP is not required to have a commissioning agent or services on the team. Per section 11.3.1.2.1 of the DCMR Code it clearly states:	R: The DC Courts holds an IDIQ contract with Setty and Associates for Commissioning Services. The AEP Proposer under this IDIQ shall be capable of providing Cx services on projects where they are not the designer
7	Please confirm that J.2 through J.7 are forms that are to be filled out and included. If yes, do these get included under a separate "Attachments" tab? If not, could you please clarify?	R. Please include as part of Cost proposal.
8	J.9 appears to be a form that gets submitted with an invoice, not now. Please confirm.	R: Yes, is to be submitted with invoices
9	J.11: Are we <u>required</u> to fill <u>EVERY</u> position in all 3 tabs?	R: Yes, you will need to fill out rates for every position on each tab only if rates are different from one category to the other (OLE OIR)
10	J.13. acknowledgement of amendments. Where should we include this in the proposal.	R: Please include it as part of the cost proposal
11	Please confirm there is no J.14.	R:There is no attachment J.14
12	J.17 appears to be the form DCC would use to issue a task order. Is this something we need to fill out and include with the proposal?	R:The J.17 form would be required to be completed by the successful AEP upon award of the IDIQ contract.

13	<p>The RFP states the following on page 58, #3 under Tab E Past Performance Questionnaire: <i>Past Performance Questionnaires must be submitted directly from the reference to the DCC Contracting Officer. The PPQ form states: INSTRUCTIONS FOR CLIENTS COMPLETING THIS QUESTIONNAIRE: The DC Courts requests that the client completes this questionnaire and submits it directly back to the offeror. The offeror will submit the completed questionnaire to the DC Courts with their proposal and may duplicate this questionnaire for future submission on the DC Courts solicitations. Clients are highly encouraged to submit questionnaires directly to the offeror. However, questionnaires may be submitted directly to the DC Courts. Please contact the offeror for the DC Courts POC information. The DC Courts reserves the right to verify any and all information on this form.</i></p>	
13A	<p>Can you please confirm if the completed PPQ forms are to be sent directly to the DCC from our client references who are completing the form or if they are to be returned to us, the offeror, for inclusion in our Proposal-Volume I, Tab E.? If they are to be returned directly to the DCC, who are our clients to address them to (hard copy and/or email)?</p>	<p>R: The preference is that they are included in TAB E of the technical proposal. Any PPQs sent directly to DCC can be sent to maria.rivera@dccsystem.gov</p>
13B	<p>Do the PPQs need to be originals signed in ink or can our clients scan all pages of the form and return them electronically (either to the DCC</p>	<p>R: Scanned copies are acceptable to be included in TAB E or emailed to maria.rivera@dccsystem.gov .</p>

	or Offeror per answer to question above)?	
14	<p>Can you please confirm which of the following forms are to be included in Volume I of the proposal?</p> <ul style="list-style-type: none"> • J.2 Anti-Collusion Statement • J.3 Ethics in Public Contracting • J.4 Non Discrimination • J.5 Certificate of Eligibility • J.7 Certification of Drug Free Workplace • J.9 Payment to Subcontractor Certificate • J.10 Sexual Harassment Policy (no signature - acknowledge policy?) 	R: The forms listed are to be included in Volume 2-Tab D (Cost Proposal)
15	How many printed copies of Volume II, Price Proposal are required?	R: 6 printed copies are required. Please reference Amendment #0001
16	Can electronic copies of Volume I and Volume II be included, as separate files, on one thumb drive or should each Volume be on its own thumb drive (two total)?	R: One thumb drive for both volumes is acceptable
17	Page 60, L.23.2 (C) Will DC Courts accept negotiated contract rates for a current contract in lieu of developing the indirect cost breakdown?	R: For evaluation purposes , the DC Courts would like to see the Cost proposal the breakdown. Once contract is awarded fully loaded rates will be the ones use to negotiate Task orders.
18	Page 58, Tab E, 2. Will DC Courts accept formal CPARs and standard PPQ forms that we have already received from clients in lieu of the PPQ forms provided in attachment J.16?	R: Yes
19	Does the DCC want submitting firms to include a food service consultant on our team?	R: No, this service is not anticipated

20	Does the Volume II – Price Proposal need to be in a 3-ring binder, or can it be unbound in a separate sealed envelope?	R: The Cost proposal is conformed of different Tabs as such we would like it to be bound.
21	In reference to the presentation given at the pre-proposal, specifically the slide on the Task Orders, “On-Call Limited Task order” and “On-Call Immediate Response Task Order”, we only have our set rates and do not have special rates for quick response projects. Is it acceptable if we only plan on submitting one set of rates in our Volume II – Price Proposal?	R: Yes, if the same rates will apply for all task orders (Regular Task orders, OLE and OIR) please include those rates on each tab.
22	The first page of the RFP appears to be an “Offer form” that we need to fill out, what tab do we include that form in our submittal?	R: This form is to be included in Tab A
23	For Tab E. Past Performance Questionnaire/References, can submitting firms provide copies of reference surveys/letters of reference that we already have on file in place of the current PPQ forms provided in attachment J.16?”	R : Yes
24	What is an acceptable format for the teaming agreement? Would a Letter of Commitment signed by the subconsultant firm on their letterhead be acceptable to meet this requirement?	R: A letter of commitment, signed by the Subconsultant firm on their official letterhead, including the Contract Number and date, will be deemed acceptable.
25	"Will DC Courts please accept electronic submissions in lieu of paper submissions? If not, will DC Courts allow an electronic submission deadline of March 21 with the hard copies due within three business days?"	No. Submission date has been extended to March 28 giving enough time for hard copy submissions.

<p>26</p>	<p>Please confirm the AEP is not required to have a commissioning agent or services on the team. Per section 11.3.1.2.1 of the DCMR Code it clearly states:</p> <p>The commissioning authority shall not be a member of any construction or design firm involved in the design or construction of the project.</p> <p>The commissioning authority shall contract with the project owner or owner representative, but not a design firm or construction firm involved in the design or construction of the project.</p>	<p>R:The DC Courts holds an IDIQ contract with Setty and Associates for Commissioning Services. The AEP Proposer under this IDIQ shall be capable of providing Cx services on projects where they are not the designer.</p>
<p>27</p>	<p>How many reference surveys would you like us to include in Tab E? And do they need to be associated with the projects included in Tab B. Relevant Experience and Past Performance or can they be for additional projects that are not included in Tab B?</p>	<p>R: Refer to the RFP, Relevant Experience and Past Performance Tab E for the number of surveys required. Surveys should be associated with Tab B projects.</p>
<p>28</p>	<p>Please confirm that DCC will obtain all building permits from DCRA?</p>	<p>R:The AEP will not be required to obtain building permits from DCRA.</p>
<p>29</p>	<p>Because of the current economy and current industry, would DCC consider expanding the performance period to 12 years from the 10 years (page 57)?</p>	<p>No, we will maintain the 10 year requirement.</p>
<p>30</p>	<p>For Past Performance projects, do all projects submitted for relevant experience need to be design-completed or construction completed to meet the evaluation requirements? In the case of IDIQ past performance, does the current IDIQ contract need to be complete or a task</p>	<p>R: All past performance projects must be currently in the construction phase or completed. All past performance projects from pre-design through project closeout will be given greater weight in the evaluation process.</p>

	order under the contract need to be complete?	
31	For Past Performance projects, someone at the pre-bid meeting mentioned using a previously received Past Performance Questionnaire PPQ for federal or DoD projects as an acceptable replacement form of “the J-16 amendment PPQ form.” Can you confirm the acceptability of a DoD PPQ for this requirement?	R: Yes
32	Also, the PPQ must be submitted directly from the reference to the DCC Contracting Officer – does the submission of the previously completed PPQ or CPARS within the bound/delivered copies of the bid response conform to the PPQ being delivered directly to the DCC Contracting Officer?	R: The preference is that they are included in TAB E of the technical proposal. Any PPQs sent directly to DCC can be sent to maria.rivera@dccsystem.gov
33	Because the responses to this RFI may be given with less than a week’s notice for the submission deadline of the bid materials, we respectfully request an extension of the deadline to March 28 or at least 10 business days from the final amendment published for this RFP to give our team and consultants enough time to review and respond appropriately to the request for proposals.	R: Yes, we will extend the deadline to March 28,2025 at 1:00 p.m.
34	Can you please confirm the incumbent contract firms for this IDIQ?	R:Smithgroup and Leo A Daly