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**DISTRICT OF COLUMBIA COURTS**  
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Geoffrey A. Mack  
*Administrative Officer*

**AMENDMENT NO. 0005**

**TO: ALL PROSPECTIVE CONTRACTORS**

**AMENDMENT  
ISSUE DATE: March 18, 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. 5 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 0005 – “Responses to Questions Posed by Potential Offerors”.**

**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 A. Mack*

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 0005 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number 005 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**

<b>From:</b> Flor Rivera	<b>Q &amp; A Round:</b> 5
<b>Program:</b> Capital Project Facilities Management Division	<b>Date:</b>
<b>Email:</b> <a href="mailto:maria.rivera@dccsystem.com">maria.rivera@dccsystem.com</a>	<b>Pages:</b> 5
<b>cc:</b> <a href="mailto:Judith.Hill@dccsystem.gov">Judith.Hill@dccsystem.gov</a>	DC Courts
<b>cc:</b>	
<b>cc:</b>	
<b>cc:</b>	

**This Document includes the following:**

	<b>QUESTION</b>	<b>RESPONSE</b>
1	We see that "Required Services" are listed started on page 7 of the solicitation, and the required "Key Personnel are listed on page 22-23 - are we to identify in the proposal and/or org chart the subconsultants that we plan to use (i.e. historic preservation, vertical transportation, telecommunications, etc.) since we aren't submitting resumes for them?	Yes, please list the names of the subconsultant companies that you intend to use for the roles identified in Attachment J11.
2	If we are to identify these subconsultants, do we need to submit their pricing information as well?	Pricing is necessary for all individual/labor category as outlined in J11.
3	Is any MBE/DBE participation for A/E services is required for this contract?	No, this is not required for this contract.
4	May we submit the proposal in our standard 8.5" x 11" format for Volume I, TABs A, B, C, D and F?	Yes, this is acceptable, however all bidders are responsible for document legibility.
5	May we submit the proposal in our standard 8.5" x 11" format for	Yes, this is acceptable, however all bidders are responsible for document legibility.

	Volume II: TABS C, D provided we meet the requested information?	
6A	<p>Amendment 2, Q 5 notes "<b><i>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?</i></b></p> <p><b><i>Are we correct in assuming that we may submit PPQs we have on file rather than requesting our clients for new PPQs in the J.16 format?</i></b></p>	Yes, you may submit PPQs you have on file for the projects identified by the offeror in Tab E.
6B	<p>Also may we as Prime submit these directly to the DC Courts? Our reason for asking is that many of our Federal clients are no longer at their agencies due to the current Fed Government staffing reductions. These are clients who we have worked with for 20 plus years on IDIQs and can vouch for our work but are not in their government roles due to these reductions and hence cannot send these PPQs directly to the DC Courts. We would be very grateful for your consideration.</p>	Yes, refer to Amendment 4, Response 13 A & B.
7	<p>Amendment 1, Q.7 notes: "<b><i>Attachment J.16, Architect-Engineer PPQ, Question 2 asks for information for Design-Build services. Is this correct, or should it be for Architecture DesignServices? Design – Build Services is correct.</i></b>"</p> <p>Are we correct in assuming that the reference above to Design-Build is generic and not intended to limit submitting of Design-Bid-Build or other contract type of</p>	The requirement to submit design build service experience is not intended to limit offerors from submitting design bid build project examples. DCC courts executes predominately design build contracts, therefore experience with design build and judicial/courtroom facilities will be evaluated more favorably.

	projects for the PPQ? Most of our projects under IDIQs are Design Bid Build and hence our question.	
8	May we submit projects and PPQs for projects that are feasibility or concept studies or master plans?	Tab B requires "building planning and design projects". As long as the projects submitted comply with the requirements of Tab B.
9	May we submit private client projects for the projects required under volume I?	Projects provided in Volume I are to include information that demonstrate offeror's specialized experience with building planning and design projects for similar clients at the federal, state, county or local level.
10	Kindly confirm if we are to submit projects as follows:	
	Tab B Relevant Experience and Past Performance	
	Item 1).i. Minimum five (5) projects	Yes, minimum 5 projects
	Item 1) ii Two (2) projects	Yes, at least 2 of the minimum 5 projects
	Item 2) Please confirm no projects to be submitted and just a description would suffice.	Item 2 - The offeror should include information that demonstrates the offeror's specialized experience, ability and skill set necessary to deliver the AEP services for multiple concurrent task orders that will be issued as a result of this selection.
	Item 3) Three (3) projects to match the projects submitted for the PPQs in VOLUME 1, TAB 1 Section E	Item 3 describes the list of required information that must be included within each past performance example provided.
11	We are respectfully requesting to extend the submission deadline by five (5) business days after the responses to our queries are answered. This would allow us to better coordinate the	Per Amendment 4, the submission deadline has been extended to March 28, 2025. Please refer to Amendment 4.

	proposal with our sub-consultants. Thank you in advance for your consideration.	
12	In Amendment 1, it was noted that if a selected IDIQ prime firm or consultant worked on a task including a feasibility study, bridging documents, or similar, that they would be precluded from participating in a non-IDIQ follow-on project solicitation outside of the IDIQ. Does this apply to both (assuming two IDIQ contracts awarded) IDIQ firms or only the firm that participated in the IDIQ-related task(s).	No, only the one IDIQ holder that was involved in the bridging documents is precluded.
13	Attachment_J.11__Fixed_Price_Schedule includes Labor rates for Geotechnical and Food Service, but those disciplines are not listed in RFP document, C.3 in Required Services (pages 7-11). Please confirm if rates are required for those two disciplines in the Fixed Price Schedule.	Delete all requirements for food service consultant and food service consultant labor rates on the J11. Geotechnical requirements are noted in C3.8, of the RFP and labor rates shall be included in the appropriate columns within the J11.
14	Attachment_J.11__Fixed_Price_Schedule appears to require OH and Profit multipliers for each discipline. But Attachment_J.15_Offerors_On_Call_Immediate_Response_Service_Pricing appears to have only one location for OH and Profit applicable to all nine labor categories. Please clarify what OH and Profit values should be utilized on the Attachment_J.15_Offerors_On_Call_Immediate_Response_Service_Pricing.	The overhead and profit should be the same for all categories as rates comes from audited data.
15	Is DC Courts requiring a certificate of insurance to be included in the proposals? If yes, which Volume? Volume I or Volume II?	Yes, include in Volume II

16	Please confirm the documents to be submitted in Tab A, Tab B, Tab C, and Tab D in Volume II of the proposal.	Please refer to the table in the Solicitation, L.22.4 Volume II for the documents that are required to be submitted for Volume II of the proposal.
17	For the key personnel, can the SME and the Design QC Manager roles be submitted as two separate people?	Yes, the SME and Design QC Manager roles can be submitted as separate people.
18	On page 15, item 8b – Would it be our team’s responsibility to provide As-Built drawings or is that the responsibility of the General Contractor?	It would be the responsibility of the AEP to provide As-Built drawings if it was in the executed Task Order issued by the Courts.
19	The main RFP and Amendment 1 speak to providing references with Design Build experience. At the pre-proposal meeting it was stated that this is an A/E Design IDIQ focused on bridging documents and some CA services, and that teams on this IDIQ will be precluded from proposing for the Design Build work. Please confirm that all references <u>must</u> be for Design Build experience, or whether proposing teams may provide a mix of design, design bridging, design build, CA, etc. in their references?	<p>This solicitation is for (2) AEP awards. Only an AEP who has been issued a task order for predesign work on a project will be precluded from the design build work for that specific project.</p> <p>Refer to Page 57, Tab B, 1i and 1ii for past performance project requirements. Tab B requires project examples of "building planning and design projects. " Offerors can include a mix of design, design bridging, design build, and CA within their projects and references.</p>
20	We will be hand delivering our response to the DCSC-25-RFP-044 Solicitation. Will we need to accommodate any security screening when delivering— either for the packaging or the delivery person?	All delivery couriers will be required to go through a metal detector and security screening to gain access to the building.