

(Date)

Attention: Kenneth Evans, Jr.
 Senior Contract Specialist
 District of Columbia Courts
 700 6th Street, Suite 1224
 Washington, DC 20001

Reference: Request for Proposal DCSC-24-RFP-223
 Recorder of Deeds Design-Build Renovation Project

Mr. Evans,

On behalf of [Name OF Offeror], this Proposal is being provided to DC Courts in response to Request for Proposal (RFP) – DCSC-24-RFP-223 for Design-Build Services for the Recorder of Deeds project. The Offeror has thoroughly examined the RFP, its accompanying attachments, any issued addenda in preparing the pricing presented below. The Offeror has diligently conducted all necessary due diligence and analysis, as deemed essential in its sole discretion, to ensure the submission of a comprehensive Proposal in response to the RFP.

The Offeror's Proposal, incorporating all fees, design costs, construction costs, management costs, and all other costs needed to execute the work described in the Base and Option work packages outlined in the RFP relies on the Proposal Documents as provided and assumes no significant modification to the terms of the Proposal Documents. Together, these components constitute the "Offeror's Proposal."

The Offeror's Proposal includes pricing as shown below:

Work Package Name	Proposal Amount
Base 1 – Core and Shell Design	\$ _____
Base 2 – Core and Shell Construction	\$ _____
Base 1 + Base 2 Total (NTE \$36,000,000)	\$ _____
Option 1 – Interior Pre-Design Services	\$ _____
Option 2 – Interior Design Services	\$ _____
Option 3 – Interior Construction and Interior Finishes	\$ _____
Options 1 + 2 + 3 Total (NTE \$5,000,000)	\$ _____

By submitting this proposal, the offeror recognizes, comprehends, and acknowledges that the proposed Design-Build pricing will result in a firm, fixed price and pricing will not be subject to any further adjustments after award unless permitted in the form of a contract modification.

The Offeror's proposal is based on and subject to the following conditions:

1. The Offeror commits to keeping this proposal valid for a minimum duration of one hundred and twenty (120) days from the proposal date.
2. Assuming the offeror is determined to be the successful offeror after evaluation by the Courts, the Offeror agrees to execute a contract with the Courts based on the terms and conditions outlined in the RFP within ten (10) days of receiving the award notification. Failure to do so grants the Courts the right to levy upon the Offeror's bid bond.
3. Both the Offeror and the undersigned affirm that the undersigned possesses full legal authority to submit this Form of Offer Letter and bind the Offeror to the terms of the RFP. The Offeror additionally assures that no further action or approval is required to authorize the terms of the Offeror's Proposal. Besides other remedies available to the Courts at law or in equity, the Courts retains the right to levy upon the Offeror's Bid Bond in case of a breach of this offer.
4. The Offeror and its principal team members warrant that they have not:
 - a. engaged in collusion with any other entity or individual submitting a proposal in response to the RFP to fix or set prices;
 - b. taken actions to dissuade any other entity or individual from submitting a proposal in response to the RFP; or
 - c. conducted themselves in a manner that violates applicable anti-trust laws.

This Form of Offer Letter and the Offeror's Proposal are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____

Name: _____

Title: _____