

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



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

**(DESIGN SERVICES TO RENOVATE GUEST RESTROOMS & DRESSING ROOMS  
AT CAMPUS AUDITORIUM, BUILDING 46E, UDC VAN NESS CAMPUS)**

**ANNOUNCEMENT NUMBER: GF-2010-Q-0015**

**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 design the renovation of guest restrooms and dressing rooms of the Campus Auditorium, Building 46E, of the Van Ness Campus of the University. The design will include a leak study, identification of source and water infiltration corrective action, repair and/or replacement of all damaged or destroyed materials and equipment, upgrading of restroom and lighting fixtures, modernization of interior finishes as well as ADA compliance. The requirements shall be performed in accordance with the Scope of Work (Attachment A) and the Architect-Engineer General Provisions (Attachment C).

**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 performing work of similar scope and size to the requirement of the University;
  - a. Sub Factor 1 – Demonstrated experience in completing interior design projects at performing arts facilities and/or public ceremonial facilities.
  - b. Sub Factor 2- Demonstrated experience in leak detection and at mitigating water infiltration.

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3. Capacity to accomplish the work within thirty (30) Calendar days or one (1) Month 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.
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 project. 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. Mail of hand deliver one original and 3 copies of all materials 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., Wednesday, August 18, 2010**. Absolutely no electronic

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Submissions will be accepted. However, firms may be asked to provide electronic copies of their proposal 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>.

#### **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”

#### **Insurance Requirements**

The District’s general insurance requirement is enclosed at Attachment B. 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.

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**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 – General Insurance Requirements  
Attachment C - Architect-Engineer General Provisions**

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