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Geoffrey A. Mack
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AMENDMENT NO. 0001

TO: ALL PROSPECTIVE CONTRACTORS

**AMENDMENT
ISSUE DATE: May 1, 2024**

**SUBJECT: Solicitation No. DCSC-24-RFP-212
DC Signage and Wayfinding System**

**PROPOSAL
SUBMISSION
DATE: May 15, 2024 by 10:00 AM -12:00 PM
Eastern Standard Time**

Questions and Answers Round 1-

- 1) Please see Attachment- A to this Amendment 0001 – “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.

Attachment A

Failure by the Offeror to properly acknowledge receipt of this Amendment Number 0001 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number 001 is acknowledged and is considered a part of the proposal for Solicitation Number– Solicitation No. DCSC-24-RFP-0212 DC Courts Signage and Wayfinding.

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Offeror

From: Flor Rivera	Q & A Round: 1
Program: Capital Project Facilities Management Division	Date:
Email: maria.rivera@dccsystem.com	Pages: 2

cc: Judith.Hill@dccsystem.gov	DC Courts
cc: Danielle.Reinhold@dccsystem.gov	
cc:	
cc:	

This Document includes the following:

-Solicitation Questions & Answers Round: 01

SOLICITATION QUESTIONS & ANSWERS: ROUND 01

1. In attachment J-1(subsection 10-H), if a replacement part is not available from the vendor/manufacturer in the stipulated time frame of 10 days, would the contract be in automatic default? **No, it will not .**
2. In attachment J-1(subsection16-J), please clarify the definition of a partial termination. **In the even the Courts decided to reduce a task of the SOW and equitable adjustment will be made.**
3. In attachment J-1(subsection31), how do we bypass EULA and TOS agreements for mass marketed applications. For instance, if an off the shelf application such as SignAgent, MS Word or Excel is used, how would the contractor have the ability to get a waiver for this?
 - a. **A waiver is not required. The EULA, TOS, or similar legal instrument or agreement is not being invoked under the contract**
4. In Amendment-J.6-We do not currently have an office in DC but are located in Arlington, Virginia. Could we apply and get the DC employer Tax ID once the contract is awarded?
 - a. **Yes**
5. Can digital prints be substituted for Gerber Edge appliques as stipulated in attachment J.13 section ST AP.6 (Appliques)? Gerber Edge technology stopped being manufactured a few years ago and long term, it will not be available. **For signage materials or applications no longer available, the expectation would be for the signage vendor to propose an alternate material which looks aesthetically similar to the Courts standard for review and subsequent approval from the Courts.**
6. What is the difference between J.8 and J.15 past performance questionnaires?**They are the same. Attachment J.15 is being eliminated thru this Amendment.**

Attachment A

7. Is Attachment J.16 for employees of the entity awarded the contract or for any subcontractors that may be used by the entity awarded the contract? **It only applies to the entity awarded the contract.**
8. Since the majority of the signs are from 2/90 Sign Systems, would the courts continue to purchase the signs directly from them through the GSA contract? This would provide significant cost savings to the Courts. Should we then describe a process through which we would administer the procurement process in the proposal? **Yes. To gain access to GSA rates, a letter with DC Courts' authorization, will be issued to purchase signage on DC Courts behalf using the GSA schedule rates.**
 - a. If this is the case, how would J-1(subsection10-H and other time constrained requirements) be implemented? **Time constrains requirements apply only to temporary signs.**
9. Will the Courts provide an access username and password to the ProCore project management and billing system they use? **Yes, it will be given once the contract is awarded.**
 - a. If not, how does that interaction take place?
 - b. Would this be a fixed cost with monthly overhead percentage for the duration of the contract? **The Courts will provide access to the contractor as a user under the contract between the Courts and Procore.** If the minimum subscription for Procore is more than the initial 2 years contract period, can the overall cost be front loaded to the two years?. **This does not apply as the contractor will have access under the Courts contract.**
10. What size pictures are generally hung? **Picture sizes vary but standard size is appx 24" x 36".**
 - a. What hanging system, if any, is used? **There is no specified hanging system, just nails or wall fasteners.**
11. Would the successful proposal be given access to SignAgent so that it can be compared against other alternatives? Or should there be a line item to have temporary access to multiple platforms so that they can be compared against each other? It would be preferable to have access to SignAgent with data in it so we can see how the Courts use the system and if there are any limitations. It appears that there are only two or three platforms dedicated to signs and they all have some limitations of file type and manipulation within the application. **It is the vendor's responsibility to procure and maintain the licensing for whichever software is utilized to meet the requirements of the RFP.**
12. Which volume does Section K go in? Should it follow Section J in Volume II? **Volume II.**
13. Are the Past Performance Questionnaires considered references? If that is the case, they would not be included in the page count. Please confirm. **Past performance questionnaires are not included in the page count.**

Attachment A

14. Are the CV's separate from the Biodata sheets? **Yes.**
15. Is there a J-14 E? The thumb drive has A, B, C, D, & F... **There is no attachment E.**
16. What is the onsite storage situation? Is there a main signage staging/storage room at Moultrie? Is there space at any of the other locations as well? **One office in the Moultrie Courthouse will be provided to the signage vendor which includes two full sized shelving units for signage storage. CPFMD has additional storage space if needed for storing excess signage.**
17. Are there samples/extras/salvaged sign components we will be able to use for reference when fabricating? **Yes, there are numerous signage components in stock in the office.**
18. Will the winning contractor have access to the existing Sign Agent catalog of signs and corresponding software? Are the monthly or recurring costs for Sign Agent covered by us or you. Is there existing vector-based artwork that will be provided for each sign type or will artwork need to be recreated? **See above response to #11. The vector-based artwork would need to be created by the signage vendor.**
19. Are there any additional clarification as to the expected workload and scope specifically associated to the management portion (A) Fixed Price component of the hybrid bid? **Contractor is free to propose the level of effort required to carry out the task associated with the SOW. The SOW has multiple tasks, that can be either perform by the proposed manager or thru consultants. The Courts expectations is that the contractor cost to accomplish the SOW will be done under Fix price. Only the procurement of signs, installation and the hanging of pictures will be reimbursable cost.**
 - a. C.4.1 C states Design all facility sign types. That alone is a monumental task that will take a considerable amount of time and cost . Would this be a cost reimbursable on an as need basis? **It will be on a need basis**
 - b. C.4.1 F & G speaks of fabrication and installation, but that should be associated to the (B) Cost Reimbursable, correct? **Yes**

Attachment A

- c. C.4.3 What does the contractor appointed team typically (or historically) look like?
 - d. **The current contract has one project manager dedicated to the contract and subcontractors.**
20. Based on the current project initiatives, is there any potential that the workload would be such that it would require more than one project manager at a time to satisfy the needs of the DC Courts ? **No, it will not require more than one project manager.**
21. What tools are available for adjusting the administrative and technical support required to satisfy the tasks based on any given day, week, or project?
22. Is the general idea to have a qualified person "on staff" to manage everything signage related, including documentation, meetings, surveys and communication, and that everything else that is signage related is (design/fabrication/install)a cost reimbursable?
- a. **Yes, a qualified person "on staff" to manage everything signage related, including documentation, meetings, surveys and communication.**
 - b. **Everything else is cost reimbursable.**

Attachment A