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Acting Deputy Executive Officer

**AMENDMENT NO. 01**

**TO: ALL PROSPECTIVE BIDDERS**

**AMENDMENT  
ISSUE DATE: January 05, 2023**

**SUBJECT: Solicitation No. DCSC-23-RFP-28  
DC Courts Commissioning Services**

**PROPOSAL  
SUBMISSION  
DATE: Tuesday 17, 2023, by 3:00 pm,  
Eastern Standard Time**

**This addendum answers submitted questions, and provides updated link to attachments**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

One (1) copy of this amendment is being sent to all prospective Offerors. 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*

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

**This Amendment Number 01 is acknowledged and is considered a part of the proposal for Solicitation Number DCSC-23-RFP-28 DC Courts Commissioning Services.**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Name of Offeror

<b>From:</b> Kenneth L. Evans	<b>Q &amp; A Round:</b> 1
<b>Company:</b> Administrative Service Division, Contracts and Procurement	<b>Date:</b> January 05, 2023
<b>Email:</b> <a href="mailto:Kenneth.Evans@dccsystem.gov">Kenneth.Evans@dccsystem.gov</a>	<b>Pages:</b> 4

**This Document includes the following:**

- Corrective Information
- Solicitation Questions & Answers Round: 02
- New Attachment K. Rev#1

<b>cc:</b> <a href="#">Brett Johnson</a>	DC Courts
<b>cc:</b> <a href="#">Richard Moore</a>	
<b>cc:</b> <a href="#">Clay McKenna</a>	
<b>cc:</b>	

**A. SOLICITATION CHANGES**

**B. SOLICITATION QUESTIONS & ANSWERS: ROUND 01**

Question 1 (pg. 9) Section E (and elsewhere in the RFP) refers to “inspection system” or “inspection work”, and this section appears to require certain punitive requirements for this provider, referred to as “contractor” in this section to re-perform work if not acceptable to the owner. Cx services, typically, are 3<sup>rd</sup> party services provided on behalf of the owner. Cx providers do not assume responsibility for design or installation of systems or materials and would not be subject to re-work requirements as a result of “inspections”. Please provide some clarity as to the intent of this page (section E).

Answer 1 **Commissioning services contractor is not responsible for General Contractors’ Services and are not required to assume responsibility for work done by the General contractor.**

Question 2 (pg. 17) G.3.8 specifies retainage rates of 10%. Retainage typically would not be applied to non-professional or professional services contracts that do not include materials provided. Please consider that services may not be subject to retainage requirements. These amounts are better suited to construction materials and services contracts where workmanship and final acceptance are material to final payment.

Answer 2 **The process of holding retainage will not apply to the commission services required under this solicitation.**

Question 3 (pg. 17) G.3.11 specifies an overall retainage of 10%. Consider that retainage is not typical for non-professional or professional services contracts that do not include materials provided. These amounts are better suited to construction materials and services contracts where workmanship and final acceptance are material to final payment.

Answer 3 **The process of holding retainage will not apply to the commission services required under this solicitation.**

Question 4 (pg. 29) H.12 and H.13- sub-contracting: We intend to provide our proposal without sub-contractors at this point because we are able to provide commissioning services without subcontract for the systems or specialties listed in the RFP (M/E/ P/Fire Protection/Low Voltage/Comm). However, the RFP is not specific to the type of services to be provided and we may supplement our workforce with required specialties if needed in the future unless you choose to specify these requirements at this time. If necessary, please specify the type of systems to be commissioned, services to be provided, or specialties to be considered in addition to the engineering specialists required within the RFP (short list of examples below):

- Building Envelope or Enclosure specialist
- Testing, Adjusting, and Balancing specialist (primarily if retro-commissioning is considered)

Answer 4 **The Court will allow proposals to be submitted without subcontractors. The Courts reserve the right to review and approve subs before any work is done.**

Question 5 Section J attachments, as listed on page 35 of the RFP, are not included. Please provide applicable attachments.

Answer 5 **Updated links have been included for all attachments**

Question 6 Section K (beginning page 36) is listed on page 35 as the “Pricing” attachment; however, it does not include the information that is to be priced. As a recommendation, since this is an IDIQ solicitation, we would suggest that DC Courts would require hourly rates for consideration (in addition to experience, etc. require elsewhere). If you are requiring a sample project to be priced out completely, please provide that information. As written, we do not have the information necessary to provide pricing.

Answer 6 Attachment K.1 reflects the pricing schedule: please ATTACHMENT K.1

Question 7 As a result of the questions noted above and the dual holiday period in which this solicitation was received, please consider delaying the required response by 7 days to January 17, 2023.

Answer 7 Yes, the Due date has been extended to January 17, 2023.

Question 8 Also, just to clarify- the professional liability insurance limits for this contract will be \$2,000,000?

Answer 8 the professional liability insurance limits will not apply to the commission services required under this solicitation.

### C. ATTACHMENTS

Updated links are provided