

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Purchasing Agency: Department of General Services
User Agency: Office of Public Records
Caption: A&E Services – Programmatic Requirements Updates for the New Office of Public Records/ Archives Facility
Proposed Contractor: HARTMAN-COX ARCHITECTS, LLP

FINDINGS

1. AUTHORIZATION:

D.C. Code Section 2-354.04 and DCMR 47, Section 4718.

2. MINIMUM NEED:

The Department of General Services (DGS) has an immediate need to finalize the Program of Requirements for a new District of Columbia Archives for the Office of Public Records (“OPR”). Such services are required in order to develop a design for a Twenty-First (21st) century District of Columbia Archives that would serve the unique needs of the District of Columbia government, which serves the functions that are split between, state, municipal and county governments in most states.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price to provide the required Architectural and Engineering (AE) services is approximately \$170,000.00.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

- a. In 2015, Hartman-Cox Architects with a group of experts on Archives projects was competitively awarded the contract for Architectural/Engineering Design Services for the new OPR/Archives facility. The scope included assessments, programmatic development, site evaluations, feasibility studies, and test fits as part of the initial Programmatic Phase of the project. Such tasks have already been completed under an

initial Letter Contract and different options were considered during the development of the programming report, which included, but not limited to, the following:

- New building.
 - Relocation to existing district building.
 - Relocation to leased building.
 - Co-location with District Public Library facility (MLK Library)
- b. Narratives on the advantages and disadvantages of some of different scenarios were included in the Preliminary Report submitted by Hartman-Cox Architects in the month of December 2015. After extensive review by all stakeholders, comments were reflected in the Final Programming Report with relevant cost analysis, which was shared with the stakeholders.
- c. As part of the Site Selection process, the Architect-Engineering Team completed Feasibility Studies on the reuse of the Penn Center and Recorder of Deeds (ROD) buildings as the New District of Columbia Archives. Similar surveys of Council suggested possible site (Transfer Station) on Brentwood Parkway SE and the reuse of the existing and including several abandoned schools were also completed.
- d. The Report recommending The Penn Center and the Recorder of Deeds Building (ROD) as the two most viable Sites included new budget numbers for reuse of the existing infrastructure at these locations for the new Archives. The Report was shared with Council and is also available for review with major stakeholders including Friends of Archives. To validate this report it is necessary to expand and update the original survey for the Recorder of Deeds (ROD) building.
- e. The current Phase of the Project for the expanded Scope of Work is the programming update and feasibility studies for the ROD Building and other viable but currently unidentified sites as possible locations for the new OPR/Archives facility. Included in the tasks is also the required outreach to all stakeholders and the public.
- f. It is requested that Hartman-Cox Architects, the Architectural/Engineering firm that was awarded the initial programmatic services for the new Archives facility, provide the additional required A/E services associated with the expanded scope of work. As with the preliminary programming phase, the Architect will be required to:
- Conduct additional meetings and interviews with appropriate District representatives to further establish certain design criteria such as the Technology Program.
 - Provide refined estimates for the basis of storage accommodations for each distinct storage environment and shelving solutions.
 - Perform additional Site surveys as determined necessary and in continuation of the Site Selection and Feasibility studies.

- Address other site-specific factors that could not be adequately addressed in the preliminary programming phase for lack of a specific site selection.
- g. Such services will be performed for two project delivery scenarios, as follows:
- Scenario 1 – The entirety of the OPR program to be accommodated at the Penn Center property and generally consistent with the recommendations of the Feasibility Study and Programmatic Test Fit for Penn Center, dated July 19, 2016.
 - Scenario 2 to address a two site solution involving both the renovation and redevelopment of the Recorder of Deeds property and the Penn Center property. The division of programmatic requirements to be accommodated at each site shall be generally consistent with “Option C” as described in the recommendations of the Feasibility Study and Programmatic
- h. During the Programming Update Phase, the Architect will be required to prepare and submit a Draft Program of Requirements, including all information generated and conclusions reached, and a Final Program of Requirements document.
- i. It anticipated that Hartman-Cox unique knowledge of the OPR program requirements, and the work performed to date, will also translate to an accurate pricing and scheduling of the work required to advance the new OPR/Archives program that serves the unique needs of the District of Columbia government.
- j. Based on the above facts, it is in the best interest of the District to authorize Hartman-Cox, the A/E firm that performed the initial programmatic phase of the project, to perform the expanded scope of work and provide programming update and feasibility studies for the ROD Building and other viable locations for the new OPR/Archives program.

5. CERTIFICATION BY THE CHIEF OPERATING OFFICER:

I hereby certify that the above findings are correct and complete.

Date

Spencer Davis
Chief Operating Officer

6. CERTIFICATION BY THE MANAGER OF CONSTRUCTION SERVICES:

I have reviewed the above findings and certify that they are sufficient to justify the use of the single available source method of procurement under the cited authority. I certify that

the notice of intent to award a sole source procurement action was published in accordance with 27 DCMR 4718 and that no response was received. I recommend that the Department of General Services, Associate Director/ Chief Contracting Officer approve the use of the sole source procurement method for this proposed procurement action.

Date

Franklin Austin
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George G. Lewis, CPPO
Associate Director/Chief Contracting Officer