

**Government of the District of Columbia  
Office of Contracting and Procurement  
Department of Transportation**

Mr. Robert Victor  
Senior Vice President, Operations Unit Manager  
Dewberry Engineers Inc.  
8401 Arlington Boulevard  
Fairfax, VA 22301

**Subject: Letter Contract**

**Contract No.: DCKA-2017-T-0040**

**Cat D: Construction Engineering and  
Management Services**

**Caption: Construction Inspection Services  
for St. Elizabeths East Campus Stage 2  
Phase 3, Phase 4, and Phase 8  
Infrastructure**

Dear Mr. Victor:

In accordance with 27 DCMR §2425, this is a letter contract between the District of Columbia (the District) and Dewberry Engineers Inc., (the Contractor) wherein the Contractor agrees to provide construction management services in accordance with the documents incorporated by reference below.

The District intends to definitize this letter contract within ninety (90) days of the date of award of this letter contract (the date the Contracting Officer signs this letter contract) at which time this letter contract shall merge with the definitized contract. If the District does not definitize this letter contract within 90 days of the award of this letter contract or any extensions thereof, this letter contract shall expire.

The District will pay the Contractor for the services performed under this letter contract in an amount not-to-exceed ("NTE.") \$834,351.59, which is approximately 50% of the estimated contract NTE of the proposed definitive contract. If the District and the Contractor agree in writing to a definitive contract, the District will pay the Contractor for the services performed during the duration of the definitive contract an amount not to exceed \$1,668,703.18 for the twenty-seven month period of the proposed definitive contract.

The contractor shall perform under this letter contract pursuant to the terms of the following documents, which are hereby incorporated by reference and made a part of this letter contract:

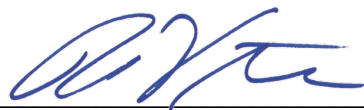
- A. This letter contract (including the contractor's technical and price proposal dated June 23, 2021 and Assumptions and Clarifications dated June 23, 2021. (Attachment A)
- B. Request for Qualifications dated January 28, 2021. Solicitation No. OCPTO200078
- C. Qualification submission dated February 26, 2021
- D. Contract DCKA-2017-T-0040

In the event of a conflict among the incorporated documents, the conflict shall be resolved by giving precedence to the documents in the order listed above.

This Letter Contract shall be subject to the appropriation of funds.

Signature

Contractor



Dewberry Engineers Inc.

Date: 7/8/2021

Typed Name and Title: Robert Victor, PE  
Senior Vice President, Mid-Atlantic Operations Unit Manager

\_\_\_\_\_  
District of Columbia

\_\_\_\_\_  
William "Bill" Sharp  
Chief Contracting Officer

Date: 7/9/2021

ATTACHMENT A  
COST PROPOSAL  
ASSUMPTIONS AND CLARIFICATIONS

June 23, 2021

Government of the District of Columbia  
Department of Transportation  
Attn: Jeralyn Johnson  
Contracting Officer  
Office of Contracting Procurement/DDOT

**References: Request for Task Order Proposal for Construction Inspection Services for St. Elizabeth's East Campus Stage 2 Phase 3, Phase 4, and Phase 8 Infrastructure – DCKA-2017-T-0040 TO**

Dear Mrs. Johnson,

As requested on May 17, 2021, and as discussed at our negotiation meeting on 6/14/21 and in subsequent email correspondence, provided herein is this revised fee proposal composed of this letter and referenced attachments for the Construction Inspection Services for Construction Inspection Services for the St. Elizabeth's East Campus project, a task of contract – DCKA-2017-T-0040.

Dewberry will provide the staff necessary to perform the services outlined in the scope of work document provided by DDOT on May 17, 2021, known as "Attachment A". Given that the services described in the scope of work will occur throughout the duration of project, our approach to staffing and to pricing this proposal is to assume staffing levels throughout the various stages of this project. From the background section of the RFQ, we were informed of the following:

- The period of performance is 27 months.
- Stage 2 Phase 3 construction is anticipated to commence in 2021 with an anticipated duration of 292 calendar days.
- Stage 2 Phase 4 construction is anticipated to commence approximately three months following commencement of Phase 3 with an anticipated duration of 494 calendar days.
- Stage 2 Phase 8 construction is anticipated to commence in 2022 with an anticipated duration of 435 calendar days.

We have estimated the cost of the project based on the following personnel and expected contributions. We anticipate that this project will require a project manager at an average of 32 hours per week and a senior inspector at 20 hours per week for the entire 27-month period of performance. Two additional inspectors, one to cover project phases 3 and 4 and one to cover phase 8 will be needed for 40 hours per week for the duration of the respective phases.

A summary of anticipated hours in the fee calculation provided below.

## **Fee**

Dewberry will perform the above-listed tasks for a **total not-to-exceed fee of \$1,668,703.18 as calculated in the table below**. Other direct costs are included to cover aspects such as parking, vehicle

Jeralyn Johnson  
 Government of the District of Columbia  
 Request for Task Order Proposal for Construction Inspection Services for St. Elizabeth's East Campus Stage 2 Phase 3, Phase 4, and Phase 8 Infrastructure – DCKA-2017-T-0040 TO  
 May 28, 2021

costs, mileage and mobile hotspot internet are included as described in the attached assumptions and clarifications document.

Position	Days	Weeks	Hours/ week	Total Hours	Rate	Estimated Fee
PM (Agahy)	822	117	32	3758	\$ 237.74	\$ 893,426.92
Sr. Inspector (Macauley, DMY)	822	117	20	2349	\$ 86.35	\$ 202,836.15
Inspector Ph 8 (Abebe, Foxxstem)	584	83	40	3337	\$ 86.49	\$ 288,617.13
Inspector Ph 3 & 4 (Markin, Kumi)	435	62	40	2486	\$ 94.43	\$ 234,752.98
<b>Other Direct Costs</b>						
Mileage (5 miles/day/vehicle) at \$0.57/mile						\$ 3,500.00
Vehicles (\$600/Month) for 74 vehicle months						\$ 44,400.00
Other (mobile hotspot, printing, incidentals) (\$10/week)						\$ 1,170.00
<b>TOTAL</b>						<b>\$ 1,668,703.18</b>

As proposed in our response to DDOT's Request for Qualifications, Dewberry will subcontract some of this work to a combination of DMY Capital (CBE/DBE), Kumi Construction Management Corp. (CBE/DBE), and Foxxstem DC LLC. (CBE/SBE). This team, our staffing approach, and estimated hours have been developed to achieve our commitment to meet or exceed the 50% CBE goal for this contract.

CBE Analysis	CBE Status	Estimated Fee	Credit /Dollar*	Adjusted Value
DMY	DBE	\$ 202,836.15	1.25	\$ 253,545.19
Foxxstem	DBE	\$ 288,617.13	1.25	\$ 360,771.41
Kumi	DBE	\$ 234,752.98	1.25	\$ 293,441.23
<b>TOTAL CBE</b>				<b>\$ 907,757.83</b>
<b>TOTAL CONTRACT</b>				<b>\$ 1,668,703.18</b>
<b>Percent CBE</b>				<b>54.40%</b>

\*Per the RFTOP subcontracting requirements (d) consultants with DBE status receive a credit for \$1.25 against the CBE minimum expenditure.

Enclosed you will find the following.

- Assumptions and Clarifications
- Bidder Offeror Certification
- Certificate of Insurance
- Dewberry DC Business License
- Certificate of Good Standing
- EEO Assurance of Compliance Statement
- EEO Employer Information Report
- EEO Policy Statement
- DC Tax Certification Affidavit
- CBE Certifications
- SBE Subcontracting Plans

# Assumptions and Clarifications

Presented below are a list of assumptions and information that clarifies our Construction Inspection Services for St. Elizabeth's East Campus Stage 2 Phase 3, Phase 4, and Phase 8 Infrastructure – DCKA-2017-T-0040 TO proposal for DDOT's review.

1. **Notice to Proceed** is TBD.
2. **Contract Term** will be 27 months from NTP.
3. This price proposal is based on an assumption that the level of effort will be consistent with previous project experience. Actual staffing to address the full range of needs to match the level of construction activities and funding will vary.
4. The subconsultant firms and roles supporting Dewberry are as proposed in our qualifications submittal. The Dewberry Team is comprised of the following:
  - a. Dewberry Engineers Inc. (Dewberry)—Prime providing the management including the Project Manager
  - b. Kumi—Construction Inspection
  - c. DMY—Construction Inspection
  - d. Foxxstem —Construction Inspection
5. Kumi, DMY and Foxxstem are Certified Business Entities (CBEs). Dewberry will manage the project and overall services required to meet or exceed the 50% CBE participation goal based on the roles and estimated efforts of the entire team as presented in the proposal.
6. Average labor rates for all firms are based on proposed staff listed in the RFP
  - a. Labor rates for existing full-time employees are based on actual salaries and supported with payroll registers.
  - b. Labor rates for non-exempt employees of all firms when working overtime (hours worked over 40 on this contract in a single week) will include overtime premium pay at a rate of 1.5 times the direct salary expense. Overtime hours are not anticipated and not included in the fee developed in for this proposal.
7. Overhead (OH) rates for each firm are based on the RFP requirements and the customary business practices of each firm. The overhead rates used for preparing this proposal, including the calendar year the rates are based on, are noted on the spreadsheets for computing average fully-loaded billable rates for each firm. Supporting information on each firm's OH rates are provided in an attachment. Field overhead rates will be utilized for all staff as work is expected to occur onsite or in a DDOT provided office.
8. Fully-loaded average billing rates for each project classification for each firm are derived based on the average labor rates, OH's cited and 10% profit.
9. **Reimbursable Expenses and Other Direct Costs (ODCs)** for each firm are based on each firm's customary business practices and the RFP requirements. These project costs used for preparing this proposal are summarized in the spreadsheet for each firm. Explanations are described below:
  - a. Vehicles—if vehicles are need to be provided to inspectors or the project manager, we propose that they be invoiced on a monthly basis based on each firm's proposed cost. The vehicle costs that are provided vary given by firm based on terms of leases and indefinite levels of staffing at this time. Dewberry is prepared to discuss the need to

assign vehicles to any or all inspectors with DDOT and to determine a fair and reasonable monthly cost for each firm.

- b. Project mileage—direct mileage expenses will be tracked by each firm and invoiced based on the applicable/allowable mileage rates for personal vehicles or company/leased vehicles.
  - c. Mobile Hotspot devices will be furnished to staff as warranted by each firm for sharing secured data on the project. Hotspot devices are estimated to cost \$36 per month and will be invoiced monthly as a reimbursible expense by each firm.
  - d. Project-specific software licenses are not anticipated.
  - e. Printing expenses are not anticipated.
10. No mark-up on subconsultant invoiced costs are proposed.
11. No testing of construction materials is anticipated.