

ADDENDUM to Wharf RFP for FF&E Design, Procurement and Installation Coordination Services

January 27, 2017

Due to the number of questions received and continued refinements to the scope and budget for FF&E at the Wharf, Hoffman Madison Waterfront (HMW) has decided to divide the procurement into two stages. Instead of asking for price proposals at this time, HMW is asking interested respondents to submit their qualifications and project approach. HMW will create a short list of firms who will be provided more detailed information about the scope and budget and will be invited to submit detailed price proposals. The budget estimates are still being refined but applicants should expect the budget amount to increase from what was previously communicated in the Q&A document released on Monday, January 23rd.

I. Qualification Submission Requirements

The following information, at a minimum, should be included:

1. Team Members and Organizational Structure:
 - a. Company organizational chart
 - b. Principals and key personnel assigned to the project, including bios/resumes.
 - c. Percentage of time each team member will be assigned to work on the Project
 - d. Certified Business Enterprise certification, if applicable.
2. Qualifications and Capabilities:
 - a. Relevant experience and past project history, specifically with waterfront and/or urban mixed-use developments. In addition, respondents should:
 - i. Highlight projects that utilized unique, creative and cost effective design solutions.
 - ii. Discuss the impact of the public spaces post-completion: public response, intensity of use, placemaking, etc.
 - iii. Discuss the level of maintenance that was required for various projects and address how well the FF&E fared over time.
 - iv. Include approximate budgets for previous projects, including breakdown between design fees, other soft costs and hard costs.
 - b. A list of suppliers and furniture brands/styles utilized in past projects.
 - c. Work samples from relevant current or recent projects.
3. Project Approach:
 - a. Brief description of the approach to the project (i.e., how respondent will organize itself and work with HMW to meet the project schedule).
 - b. Proposed project timeline including design, manufacturing and installation schedule.
4. List any additional information requested in order to provide a detailed price proposal in Stage 2, if selected.
5. Three (3) references

NOTE: Respondents are not required to provide pricing or design options as originally requested in the RFP dated December 29, 2016.

Submissions should be no more than 10 pages. Resumes, organization chart, references, vendor list and work samples may be included as exhibits and are not included in the page limit.

Submissions are due on Friday February 3 at 3 PM. They may be submitted via email to ydoumi@pnhoffman.com or delivered to Hoffman Madison Waterfront, Attn: Yasmine Doumi, 690 Water Street, SW Washington DC 20024.

II. Evaluation Criteria

Respondents will be evaluated based on all materials submitted. The following criteria, which is not all-inclusive and not intended to imply any order of priority or relative weight, will be used as guidelines for selection:

- Relevant Experience and Past Project History
- Commitment of Management Team
- Creativity and uniqueness of past work
- Successful implementation (longevity of investments, placemaking, active use and public response)
- Project approach
- CBE participation (encouraged but not required)

III. Project Schedule

Qualifications due date:	February 3
Interviews, if needed:	February 10
Short-list announced:	February 13
Bidders meeting and site tour:	February 16 or 17
Price proposals due:	March 1
Interviews, if needed:	Week of March 6
Contract Award:	Week of March 13
Grand Opening:	October 12 (not including the Fish Market)
Fish Market Opening:	April 1, 2018

NOTE: As mentioned in the original RFP, Waterfront Park is delivering in March 2017. However, HMW would like to clarify that the FF&E for Waterfront Park will not be installed at that time but later in the summer or closer to the Grand Opening of Phase 1 in October 2017.