



WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
600 Fifth Street, NW, Washington, DC 20001-2651

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION A004		2. EFFECTIVE DATE April 9, 2015	
3. ISSUED BY PURCHASING SECTION Cheryl Moore Office of Procurement and Materials 600 Fifth Street NW, Washington, DC 20001		4. ADMINISTERED BY (If other than block 3)	
5. CONTRACTOR NAME AND ADDRESS (Street, city, county, state, and Zip Code)		6. FORM TYPE (Check only one) <input checked="" type="checkbox"/> AMENDMENT OF SOLICITATION NO. <u>FQ15124</u> DATE _____ (See block 7) <input type="checkbox"/> MODIFICATION OF CONTRACT/ORDER NO. _____ DATE _____ (See block 9)	
7. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS <input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods; (a) By signing and returning _____ copies of this amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
8. ACCOUNTING AND APPROPRIATION DATA (If required)			
9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS (a) <input type="checkbox"/> This Change Order is issued pursuant to _____ The Changes set forth in block 10 are made to the above numbered contract/order. (b) <input type="checkbox"/> The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 10. (c) <input type="checkbox"/> This Supplemental Agreement is entered into pursuant to authority of _____ It modifies the above numbered contract as set forth in block 10.			
10. DESCRIPTION OF AMENDMENT/MODIFICATION Amendment provides format for files submission for Volumes I – Cost/Price, Volume II – Technical Proposal and Volume III – Contractual. Submission received in another format will be deemed non- responsive. See attached format instructions. Except as provided herein, all terms and conditions of the document referenced in block 6, as heretofore changed, remain unchanged and in full force and effect.			
11. <input type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS MODIFICATION AND RETURN _____ COPIES TO ISSUING OFFICE.		<input type="checkbox"/> CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT	
12. NAME OF CONTRACTOR/OFFICE BY _____ (Signature of person authorized to sign)		15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY BY <u>William Walters, Jr</u> (Signature of Contracting Officer)	
13. NAME AND TITLE OF SIGNER (Type or print)	14. DATE SIGNED	16. NAME OF CONTRACTING OFFICER (Type or print) William Walters, Jr	17. DATE SIGNED 4/9/2015

**AMENDMENT – A004
FQ15124 SUBMITTAL REQUIREMENTS AND FORMAT
FOR ELECTRONIC SUBMISSION
(NO HARD COPY)**

PRICING:

1. SECTION B – SUPPLIES AND SERVICES PRICE SCHEDULE SHEET – SAVED IN EXCEL NOT PDF
2. ATTACHMENT 1 – DETAILED PRICE SCHEDULE – SAVED IN EXCEL NOT PDF
3. ATTACHMENT 2 – ESCALATION PRICE SCHEDULE – SAVED IN EXCEL NOT PDF

**ATTACH IN EMAIL AS THREE (3) SEPARATE FILES IN SUBMISSION. PLEASE LABEL VOLUME I AND FILE NAME:
VOLUME I – COST/PRICE SECTION B, VOLUME I-COST/PRICE ATTACH 1 AND VOLUME I – COST/PRICE ATTACH 2.**

TECHNICAL:

IF BIDDING ON ONLY ONE (1) TASK ORDER GROUP (TOG)

PLEASE SAVE FILES AS PDF AND LABEL: VOLUME II –TECHNICAL PROPOSAL WITH TOG#.

TECHNICAL PROPOSAL FOR ONE TOG ONLY INCLUDES ALL SECTIONS LISTED UNDER PROPOSALS FORMAT AND INSTRUCTIONS/REQUIREMENTS (b.) VOLUME II – TECHNICAL PROPOSAL AS FOLLOWS:

1. SECTION i
2. SECTION ii
3. SECTION iii
4. SECTION iv
 - a. FACTOR 1 – EXPERIENCE/PAST PERFORMANCE
 - b. FACTOR 2 – STAFFING (**SAVE RESUMES ONLY AS PDF IN A SEPARATE FILE**)
 - c. FACTOR 3 – MANAGEMENT/PROJECT MANAGER

RESUMES SHOULD BE SAVED IN A SEPARATE FILE LABELED VOLUME II – RESUMES TOG#.

ATTACHMENT FOR VOLUME II – TECHNICAL WHEN BIDDING ONE TOG SHOULD BE 2 FILES ATTACHED TO THE EMAIL SUBMISSION.

TECHNICAL:

IF BIDDING ON MULTIPLE TASK ORDER GROUPS (TOG)

PLEASE SAVE FILES AS PDF AND LABEL: **VOLUME II – TECHNICAL PROPOSAL WITH TOG#.**

TECHNICAL PROPOSAL FOR MULTIPLE TOGS **INCLUDES ALL SECTIONS LISTED** UNDER PROPOSALS FORMAT AND INSTRUCTIONS/REQUIREMENTS (b.) VOLUME II – TECHNICAL PROPOSAL AND SAVED AS FOLLOWS:

THE GENERAL INFORMATION BELOW SHOULD **ONLY BE SUBMITTED ONE (1) TIME WHEN BIDDING MULTIPLE TOGS.**

PLEASE SAVE AS A PDF AND LABEL THE FILE AS FOLLOWS: **VOLUME II – TECHNICAL PROPOSAL (MULTIPLE TOGS).**

FILE SHOULD INCLUDE THE FOLLOWING SECTIONS BELOW:

VOLUME II – TECHNICAL PROPOSAL (MULTIPLE TOGS)

1. SECTION i
2. SECTION ii
3. SECTION iii
4. SECTION iv
5. FACTOR 3:

PLEASE INCLUDE A SEPARATE FILE FOR EACH TOG. EACH TOG FILE **SHOULD ONLY INCLUDE** THE FOLLOWING SECTIONS FOR THE SPECIFIC TOG AND SAVED AS A SEPARATE FILE.

PLEASE SAVE AS A PDF AND LABEL THE FILE AS FOLLOWS: **VOLUME II – TECHNICAL PROPOSAL TOG#.**

EXAMPLE: (BIDDING TOGS 3, 5, AND 7):

VOLUME II – TECHNICAL PROPOSAL TOG3

- a. FACTOR 1 – EXPERIENCE/PAST PERFORMANCE
- b. FACTOR 2 – STAFFING (INCLUDE RESUMES)

VOLUME II – TECHNICAL PROPOSAL TOG5

- a. FACTOR 1 – EXPERIENCE/PAST PERFORMANCE
- b. FACTOR 2 – STAFFING (INCLUDE RESUMES)

VOLUME II – TECHNICAL PROPOSAL TOG7

- a. FACTOR 1 – EXPERIENCE/PAST PERFORMANCE
- b. FACTOR 2 – STAFFING (INCLUDE RESUMES)

RESUMES, STATEMENT FROM CANDIDATES, AND EXPERIENCE/PAST PERFORMANCE FOR RELEVANT TASK ORDER GROUP AND THE SPECIFIC LABOR CATEGORY SHOULD BE SAVED IN A SEPARATE FILE LABELED VOLUME II – RESUMES TOG#.

MAXIMUM PAGE COUNT FOR THE TECHNICAL PROPOSAL IS 25 PAGES. PAGE COUNT DOES NOT INCLUDE CANDIDATE RESUME AND STATEMENTS BY CANDIDATE.

CONTRACTUAL:

SAVE COMPLETED DOCUMENTS BELOW IN TWO (2) FILES AND LABEL VOLUME III CONTRACTUAL– SAVE AS A PDF:

VOLUME III – CONTRACTUAL (FILE 1):

1. COVER LETTER
2. SOLICITATION, OFFER AND AWARD FORM
3. REPRESENTATIONS AND CERTIFICATIONS
4. PRE-AWARD DATA
5. CERTIFICATE OF INSURANCE
6. ANY AMENDMENTS – SIGNED

VOLUME III – CONTRACTUAL – DBE (FILE 2):

7. DBE REQUIREMENTS – APPENDIX B (MARCH 2012)

ATTACH AS 2 FILES IN SUBMISSION.

NO ALTERNATE PROPOSALS WILL BE ACCEPTED.