

# **SCOPE OF WORK**

## **Title-I Services**

### **District of Columbia Fire and Emergency Medical Services (FEMS) New Engine Company 26 Firehouse Facility Fort Lincoln, NE, Washington, D.C.**

**DGS, on behalf of the District of Columbia Fire and Emergency Medical Services (DCFEMS), is seeking an Architect-Engineer (A/E) to assist DGS in the production of construction drawings and specifications for the new Engine 26 Facility. The project documentation production is expected to include the following phases: Pre-development, Schematic Design, Design Development, Construction Documents and Project Specifications, Bid Phase, and Construction Administration. In addition, the A/E shall submit cost estimates during each of the construction documentation phases, culminating with a FINAL detailed construction cost estimate to accomplish the work. The New FEMS E26 Facility will be located with the Brentwood neighborhood of First Battalion.**

**DISTRICT OF COLUMBIA DEPARTMENT OF GENERAL SERVICES**  
**PROJECT: NEW DCFEMS ENGINE COMPANY 26 FACILITY**

**TITLE-I SERVICES**

**1. SERVICES TO BE PERFORMED:**

The Architect-Engineer (A/E) shall provide services to prepare and submit Pre-development (feasibility analysis, site development, programmatic test fit, cost estimating), Schematic Design, Design Development, Construction Documents and associated Project Specifications, Bid Phase, and Construction Administration to the District of Columbia Government for the construction of the items listed in this Scope of Work (SOW). The Architect-Engineer shall submit a cost estimate during each of these six project phases, prior to the development and completion of the reports, construction documents and project specifications. Upon completion of the construction documents, the Architect-Engineer shall submit a final detailed construction cost estimate to accomplish the work. It will be the responsibility of the Architect-Engineer to review all existing documentation, interview key personnel, and conduct site visits and assessments as required to prepare the final documents.

**2. COORDINATION TO BE PERFORMED:**

The Architect-Engineer shall meet with all the appropriate regulatory agencies to include, but not be limited to HPO, DCRA, DDOE, NCPC, CFA, DC Water, Pepco, and Washington Gas, to ascertain zoning analysis, deed restrictions and requirements, traffic study, and potential environmental considerations for compliance. Upon complying with the aforementioned requirements and satisfactorily addressing all comments in the reviews, the Architect-Engineer shall submit the final permitted documents to the Department of General Services (DGS).

**SCOPE OF WORK:** The District of Columbia Fire and Emergency Medical Services (DCFEMS) desires to relocate Engine Company 26 from its current location of 1340 Rhode Island Avenue, NE, Washington, D.C. to a newly constructed, properly sized and equipped engine house facility that will allow EC26 to continue serving the Brentwood neighborhood of First Battalion.

**Pre-development Phase:**

DGS has identified two potential District-owned site locations (described in EXHIBIT A) within the existing E26 response area:

- Site One – Fort Lincoln Drive, a 1.36-acre vacant lot, located between Eastern Ave NE and Pineview Court [Lot 4325 0044]; and
- Site Two – Fort Lincoln Drive, a 28-acre vacant lot, located in the Fort Circle Parks Historic District [Lot 4327 1159].

The A/E team will be responsible for performing feasibility analysis, site development, programmatic test fit and cost estimating services for the new Engine Company 26 facility at these TWO existing site options before fully developing the Construction Documents and associated specifications for the site selected by FEMS for construction.

The Pre-development scope of services include, but are not limited to:

- Development of EC26 facility Program of Requirements (POR) and how those requirements could be designed and implemented on the selected site:
  - Interviews of all current staff, review of current staffing and equipment procurement plans.
  - POR must clearly state the minimal design standards, work adjacencies, specialized equipment specifications, and facility circulation requirements that will serve as the basis of design for the A/E when the final site selection has been confirmed.
- Conceptual site massing, programmatic layout and circulation drawing for each of the two existing site options. Drawings should include a minimum of (1) section of the site layout.
- Written summary and assessment of site development and design criteria issues for each of the two existing site options including but not limited to HPO, DCRA, DDOE, NCPC, CFA, DC Water, Pepco, Washington Gas, zoning analysis, deed restrictions and requirements, traffic study, DC FEMS response/deployment predictive modeling and response analysis utilizing DCFEMS vendor-approved Deccan International's ADAM 2.0 software and potential environmental considerations
- Preliminary estimate of Construction Cost using area, volume or similar conceptual estimating techniques based on POR and each of the two existing site requirements.

**Design Phases:**

The Architect-Engineer Team is responsible for all design phases for a complete and comprehensive new facility that will allow Engine Company 26 to effectively and efficiently handle the requirements of its uniformed personnel, and **WILL INCLUDE THE DESIGN SPECIFICATIONS OF THE FINAL PROGRAM OF REQUIREMENTS.**

A representative example and general description may include, but not be limited to the following, as will be determined by the final POR report:

**The New Facility**, with design criteria for a minimum LEED Silver v4 (or higher) with enhanced commissioning rating and exterior design suitable for the historic Fort Lincoln Drive location. The project design will also need to provide for ADA accessibility in the public entrance. The facility will accommodate 12 staff working four shifts, with projected growth to 14 staff. Key facility areas and functions include, but are not limited to:

**First Floor Area**

**Apparatus Bay**

- Appropriately sized maintenance bays to accommodate the five-vehicle fleet
  - (1) Paramedic Engine Company 26
  - (1) Ambulance 26
  - (1) Truck 15
  - (2) Pumpers
- 2-pole access areas from Second Floor
- 1-stair (minimum) access from Second Floor
- Uniformed Personnel Lockers
- Alerting System & FA Panel
- Adequate refrigerator storage for personnel (minimum 4 refrigerators)
- Janitor's Slop Sink and mop storage (1 of 2)
- Workbench area and storage

**Watch Desk** (glass-enclosed, off of Apparatus Bay)

- Two-desk work area
- Alerting system

**Company Office**

- Two-desk, file cabinets, records and storage area
- Glass view to Apparatus Bay

**EMS Office**

- Two-desk, file cabinets, records and storage area

**EMS Medical Storage Room**

**Medical/Decon Room**

**General Gear Storage**

**Commercial Kitchen**

- Fully-equipped, commercial-grade kitchen
  - Appliances: 6-burner gas cooktop and hood, gas oven, dishwasher, microwave, refrigerator; pots storage, food storage, food prep area, industrial sink and commercial grease interceptor.

**Sitting Room (Dining/Training)**

- Lounge, dining and training area suitable for a full shift of 14 personnel
- Monitor/display/DVD/audio
- May double as sleeping space in emergency conditions

- Storage for training aids
- Icemaker and watercooler

**Staff Toilet**

- Half-bath facility with 1 sink and 1 toilet

**Public Entry Area**

- ADA-compliant, half-bath facility with 1 sink and 1 toilet

**Laundry**

- Commercial side-by-side washer & dryer
- Commercial-gear washer and drying cabinet
- Storage space for chemicals, supplies
- Dedicated hot water heater

**Second Floor (if 2-story design)****Officer's Suite**

- Sleeping quarters, desk area for (1) on-shift officer
- Wardrobe closets/storage for officers
- Direct access to Officer's Toilet

**Officer's Toilet**

- Sink, storage, toilet, shower

**Support Spaces**

- Men's Locker Room, 1 locker: 1 staff person, access to Men's Toilet
- Men's Toilet: toilets, urinals, sinks, showers, storage
- Women's Locker Room, 1 locker: 1 staff person, access to Men's Toilet
- Women's Toilet: toilets, sinks, showers, storage
- Bunkroom for 14 Twin-XL beds
- Exercise room with equipment
- Lactation (Quiet) Room

**Interior Mechanical, Electrical, Plumbing and Storage areas****Exterior**

- Storage
- Parking for 14 personnel, including handicap
- Grill and picnic area

**Site works** include, but are not limited to, site demolition, fleet parking, site improvement and site utilities. To achieve a minimum LEED Silver v4 rating, site features that facilitate

sustainability will include, but are not limited to:

- Transit stop
- Bioswale storm water runoff mitigation
- Pervious paving
- Community Garden area to continue EC26's participation with Everybody Grows

3. It shall be the responsibility of the Architect-Engineer to review all existing design documents for the development of the final construction document.

3.1. Project Summary:

3.1.1. Agency Tenant: District of Columbia Fire and Emergency Medical Services (FEMS) Engine Company 26

3.1.2. Facility address: (TBD) Fort Lincoln Drive, NE, Washington, D.C.

3.1.3. Construction Costs: Estimated: \$10 - \$14 MM

- 3.2. DC Green Building Act: The Project shall be designed to comply with the District of Columbia Green Building Act of 2006 (and any subsequent revisions). The District shall bear all costs for LEED Silver v4 certification and shall reimburse the Architect-Engineer for registration and interpretations/clarifications.

- 3.3. Project Team: The Architect-Engineer shall provide a narrative response to the SOW in terms of approach as outlined in the RFP. DGS reserves the right to change the team leader if the actions of the team leader become detrimental to the schedule, the cost of the project, or does not meet the needs of the agency clients.

- 3.4. Cost Estimate: A cost estimate shall be developed per the Attachment-A3 requirement at each submission stage and provided both in hard copy and on electronic file format. The cost estimate will adhere to Construction Specification Institute (CSI) format.

- 3.5. Project Communications: The Architect-Engineer shall be responsible for developing and implementing a communications plan for the project to include production and distribution of status reports to stakeholders, preparation for agency meetings and presentations, and briefings to District and other government officials. The Architect-Engineer shall develop a computer-generated rendering if applicable. All design-related scheduling shall be completed in Required Scheduling Software as determined appropriate by the Project Manager.

- 3.6. Bidding and Permitting Stage: The Architect-Engineer shall be responsible for obtaining any such building permits and clearances in accordance with Attachment-A3. The Architect-Engineer shall attend pre-bid meetings to answer questions that may arise regarding the construction documents.

- 3.7. Document Preparation: The final submission of required drawings shall be provided in Computerized Graphic Software, and Specifications shall be provided electronically in MS Word format.
- 3.8. Design Submissions: The Architect-Engineer shall make design submissions in accordance with “Attachment-A2, Technical Requirements and Submittal Guide”. A design submission will be due at the completion of the Pre-development Phase (15%), Schematic Design Phase (35%), Design Development (70%), and Construction Documents (90%) for review and approval to move to the next phase.
- 3.9. Services: Title I Services shall be deemed complete once the Architect-Engineer obtains the required building permits (building permit fees are reimbursable) and the construction contract is awarded to the General Contractor.

#### **4. DOCUMENTS AND DATA TO BE FURNISHED BY THE DEPARTMENT OF GENERAL SERVICES:**

- 4.1. The District shall provide readily available documentation for the Project. The Architect-Engineer shall visit the site and be responsible for performing a visual field verification of the actual existing conditions (see Attachment-A2). Any documents provided by the District that indicate the existing conditions shall be used for information purposes only.
- 4.2. Attachment-A2, “Technical Requirements and Submittal Guide” is made a part of this Request for Proposal.

#### **5. GENERAL REQUIREMENTS**

The work under this contract shall be performed and documented in a professional manner.

- 5.1 The A/E shall coordinate all work through the Project Manager including but not limited to all site surveys and other field investigations germane to the work.
- 5.2 The A/E shall check all drawings and specifications for accuracy and detailed coordination. At the 100% submission, the A/E shall meet with all the appropriate regulatory agencies to discuss and review the drawings with them for compliance, if required. Upon complying with the aforementioned requirements, the A/E shall submit the final documents for peer review by DGS.
- 5.3 A/E shall apply for and obtain a building permit from HPO, DCRA, DDOE, NCPC, CFA, DC Water, Pepco, and Washington Gas prior to releasing the Final documents for bids. All costs associated with the work of obtaining the permit shall be included in this proposal. The actual cost of the permit is not to be included your proposal. The District may require the A/E to pay the actual cost of the permit and the District will reimburse the same upon submitting the paid invoice.

- 5.4 A/E shall validate and submit to DGS the general contractor's final as-built drawings both in hard copies and soft copies. The soft copies shall be in pdf and AutoCAD format. District shall reserve the right to re-use the AutoCAD format drawing submitted. Two (2) CD copies each of pdf and AutoCAD submittals. Also for hard copies.
- 5.5 The A/E may be held financially responsible for all errors and omissions resulting in a deficient design or changes including funds spent by the District to correct the documents or redesign and complete construction exercise.
- 5.6 The District will provide the A/E access to the DGS Prolog Project Management software. The A/E shall be responsible for using Prolog to execute selected contract document requirements in coordination with DGS PM to include communication with the general contractor during the construction phase.

**6. INSURANCE:**

- 6.5. The Architect-Engineer shall maintain insurance coverage as specified in the RFP.



7. PROJECT SPECIFIC REQUIREMENTS:

**EXHIBIT A - FULL PROJECT SPECIFICATIONS**

**SITE ONE**

**Fort Lincoln Drive, NE (1.36 acres), bordered by Eastern Ave NE, Pineview Court - SSL  
(Square, Suffix & Lot) 4325 0044**

Basic Information

SSL (Square, Suffix & Lot)	4325 0044
Lot type	record lot
Ward	Ward 5
ANC	ANC 5C
SMD	SMD 5C03
Neighborhood Cluster	Cluster 24
Police District	Fifth Police District
Police Service Area	PSA 503
Voting Precinct	Precinct 139
Zoning	<u>RA-4 (<a href="http://handbook.dcoz.dc.gov/zones/residential-apartment/RA-4/">http://handbook.dcoz.dc.gov/zones/residential-apartment/RA-4/</a>)</u>
2010 census tract	90
2010 census block group	2
2010 census block	2000

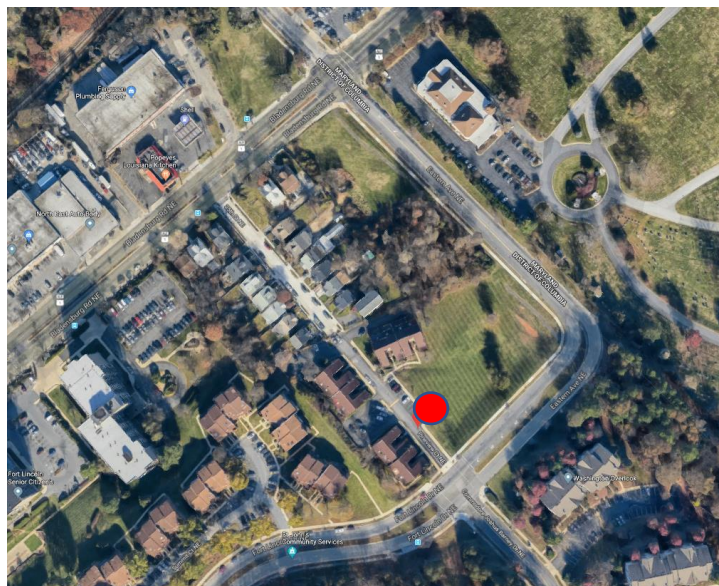
Ownership and Taxes

<b>Tax lot</b>	<b>4325 0044</b>
Premises	FORT LINCOLN DR NE
Owner	DISTRICT OF COLUMBIA
	1350 PENNSYLVANIA
	AVE NW
	20004-3003
Use	Vacant-True
Land area	59368 square feet
Tax class	Commercial, industrial
<i>Current assessment (2018)</i>	
land	\$712,420
improvements	(n/a)
total	\$712,420
<i>Proposed assessment (2019)</i>	
land	\$712,420
improvements	(n/a)
total	\$712,420

Source: PropertyQuest draws information from databases assembled and provided by other agencies. Information is presented for planning purposes only. Please consult the source agencies for definitive answers.



**Site One Aerial View**



**SITE TWO**

**Fort Lincoln Drive, NE 1,222,086 SF (28 acres), in the Fort Circle Parks Historic District  
Site of Civil War Fort Sites - SSL (Square, Suffix & Lot) 4327 1159**

**Basic Information**

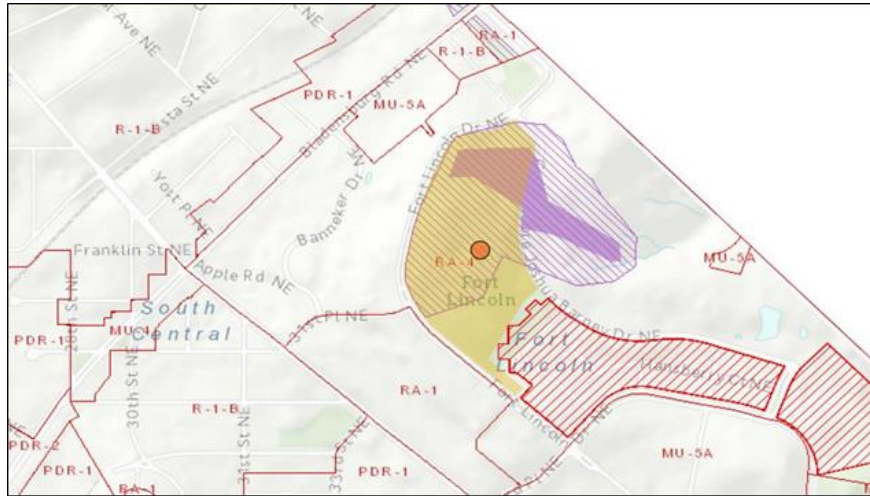
SSL (Square, Suffix & Lot)	4327 1159
Lot type	tax lot
Ward	Ward 5
ANC	ANC 5C
SMD	SMD 5C03
Neighborhood Cluster	Cluster 24
Police District	Fifth Police District
Police Service Area	PSA 503
Voting Precinct	Precinct 139
Zoning	<u>RA-4 (<a href="http://handbook.dcoz.dc.gov/zones/residential-apartment/RA-4/">http://handbook.dcoz.dc.gov/zones/residential-apartment/RA-4/</a>)</u>
2010 census tract	90
2010 census block group	1
2010 census block	1001

**Ownership and Taxes**

**Tax lot**

<b>Tax lot</b>	<b>4327 1159</b>
Premises	FORT LINCOLN DR NE
Owner	DISTRICT OF COLUMBIA
	2000
	14TH ST
	NW
	20009-
	4487
Use	Vacant-True
Land area	1222086 square feet
Tax class	Residential
Tax rate	\$0.0085 per \$100 assessed value
<i>Current assessment (2018)</i>	
land	\$6,232,640
improvements	(n/a)
total	\$6,232,640
<i>Proposed assessment (2019)</i>	
land	\$6,807,020
improvements	(n/a)
total	\$6,807,020

*Source: PropertyQuest draws information from databases assembled and provided by other agencies. Information is presented for planning purposes only. Please consult the source agencies for definitive answers.*



**Site Two Aerial View**



