

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Addendum No. 1
To
Request for Proposals (“RFP”) No. DCAM-22-AE-RFP-0004
Architectural/Engineer Services for Crummell Community Center

Issued: July 15, 2022

This Addendum No. 1 is issued on the date mentioned above and except as modified hereby, the RFP remains unmodified.

Item #1: The site visit date/time is hereby revised to **July 19, 2022 at 3:00 p.m.**

Item #2: The list of pre-proposal conference attendees is hereby attached as **Exhibit A.**

Item #3: Turnover Protocol (Attachment A1 of the RFP) is hereby issued and attached as **Exhibit B.**

Item #4: DPR’s Recreational Facilities Specifications and Guidelines (Attachment A2 of the RFP) is hereby issued and attached as **Exhibit C.**

Item #5: National Register of Historic Places – The Alexander Crummell School (Attachment A3 of the RFP) is hereby issued and attached as **Exhibit D.**

Item #6: Interior Pictures of the Facility (Attachment A4 of the RFP) is hereby issued and attached as **Exhibit E.**

By:

Ahmad M. Stanekzai
Ahmad Stanekzai
DGS’ Contracting Officer

Date: July 15, 2022

-End of Addendum No. 1-

EXHIBIT A

LIST OF PRE-PROPOSAL CONFERENCE REGISTRATION

First Name	Last Name	Company Name	Email Address	Registration ID	Work Phone
Xinglan	Situ	Ellana Inc.	xsitu@ellana.net	405272	2129710936
Lee	Becker	Hartman-Cox Architects	lbecker@hartmancox.com	795219	2023336446
Daniel	Curry	Daniel Curry Architect PLLC	dc@danielcurryarchitect.com	223850	5712516449
Gillian	Love	SGH	glove@sgh.com	525467	12022394199
Gloria	Boland	Perkins Eastman Architects	g.boland@perkinseastman.com	665060	17032013720
Brandon	Peters	Sorg	brandon@sorg.design	678265	2027967964
Prashant	Salvi	Salvi Associates	p.salvi@salviassociates.com	401388	202-714-6360
Jhave	Khay	Bonstra Haresign ARCHITECTS	jkhay@bonstra.com	446790	2023285704
Stephen Zuber AIA	AP	KGD Architecture	szuber@kgdarchitecture.com	706743	12022582326
Chris	Ruiz	Silman	chris.ruiz@silman.com	797771	9543262194
Ainsley	Rhodes	Landscape Architecture Bureau	ar@labindc.com	280943	3306871680
Ainsley	Rhodes	Landscape Architecture Bureau	rhodes.e.ainsley@gmail.com	810382	3306871680
Major	Andrews	Major Design Studio, PLLC	mandrews4@majordesignstudio.com	150884	6627980836
Alvaro	Garay	EMx	agaray@emx-co.com	755907	7035937405
Kelly	Offerman	Gordon	kofferman@gordon.us.com	518811	7032440400
Michael	Spory	VMDO Architects	spory@vmdo-dc.com	714069	8146191444
Erin	Carlisle	STUDIOS Architecture	ecarlisle@studios.com	244913	2027365970
Gary	Thurman	KCI Technologies	gary.thurman@kci.com	751245	4103167874
Ryan	Connors	315-679-8976	connors@ashleymcgraw.com	217133	315-679-8976
Erica	Tuck	Beyer Blinder Belle	etuck@bbbarch.com	539643	2028995004
Maria	Casarella	VMDO DC Architects	mtcasarella@gmail.com	304095	2025509339
Rebecca	Miller	DC Preservation League	rebecca@dcpreservation.org	352977	2027835144
Colisa	Harris	Delon Hampton and Associates	charris@delonhampton.com	806502	12028981999
Rhonda	Dahlkemper	Sage Studio	rdahlkemper@sagestudiodesign.com	521526	2024601662
Bill	Bonstra	Bonstra Haresign ARCHITECTS	bbonstra@bonstra.com	209516	(202) 328-5711
Michelle	Ferguson	MTFA Architecture	michellef@mtfa.net	293043	703-524-6616
Suren	Gosine	GLOBAL ENGINEERING SOLUTIONS OF WASHINGTON DC	sureng@theges.com	411661	12025504091

Matthew	Bell	Perkins Eastman	m.bell@perkinseastman.com	432924	2029971170
Joseph	Sandor	AMT LLC	jsandor@amtengineering.com	118827	2029751817
Jordan	Garren	Quinn Evans	jgarren@quinnevans.com	329033	12025912501
Liza	Muhlfeld	STUDIOS Architecture	lmuhlfeld@studios.com	757385	2034703700
Katie	Preston	BELL Architects, PC	katie.preston@bellarchitects.com	268905	516.477.4719
Gail	Douglass	Hartman-Cox Architects	gdouglass@hartmancox.com	224388	2023336446
Teresa	Hamm Modley	VMDO Architects	hammodley@vmdo-dc.com	774815	2407533890
amoy	mcghee	R McGhee & Associates	amcghee@rmc-architects.com	664884	12026260690
Jack	Devilbiss	Bonstra Haresign ARCHITECTS	jdevilbiss@bonstra.com	580827	202.328.5720
Anthony	Harris	Quinn Evans	aharris@quinnevans.com	125879	2025912523
Michael	Do	SETTY	michael.do@setty.com	241081	202-393-1523
Alexandra	Weil	Collective Architecture	aweil@collectivearchitecture.co	694399	2026847958
Omar	Hakeem	To Be Done Studio	omar@tbd-studio.org	386956	2026560148
David	Bell	BELL Architects, PC	david.bell@bellarchitects.com	602565	2023297278
Lanshing	Hwang	Symbiosis	lanshing@symbiosis-la.com	172716	2025951999

EXHIBIT B

TURNOVER PROTOCOL

(The attachment will appear on the following page)

GOVERNMENT OF THE
DISTRICT OF COLUMBIA



Projects Turnover Protocol

Prepared by Capital Construction Division



2016



Revision 1.1
Revision 1.2

July 17, 2017 (Pages 18 & 19 added)
Feb. 05, 2018 (FTM changed)

1. INTRODUCTION:

The Turnover Protocol is the process for transfer of a construction project from the Capital Construction Division (Construction) to the Facilities & Maintenance Division (Facilities) of the District of Columbia's Department of General Services (DGS).

The following Step by Step Procedures, and associated documents, provide the process to:

- a) Allow Facilities input into the design process,
- b) Provide Facilities with prior knowledge of upcoming revisions and additions to their portfolio, and
- c) Facilitate timely transfer of the documents required by Facilities to adequately maintain the facility, immediately the project is turned over to them.

The process also allows for the collection of project documents required to be placed in DGS archiving system for future use and reference.

The two principal contacts for the Turnover Protocol are currently:

Construction Turnover Manager (CTM):

Robbie Stewart
robbie.stewart@dc.gov
202-481-3440 (office)
202-735-6857 (cell)

Facilities Turnover Manager: (FTM)

Vaughn Wallace
vaughn.wallace@dc.gov

2. STEP BY STEP PROCEDURE

The following step by step procedure should be followed as described in the “Description” column using the forms and documents noted in the “Documents” column, copies of which are attached. If you are unclear as to the intent of any of the steps, or how to process the information, please contact the Construction Turnover Manager noted in the introduction section above.

TURNOVER PROTOCOL - STEP BY STEP PROCEDURE

STEP	TITLE	DESCRIPTION	TURNOVER DOCUMENTS
DESIGN PHASE			
1	Invite Construction Turnover Manager to Design Kickoff Meeting.	PM shall invite Turnover Managers to the Design Kick-Off Meeting to familiarize themselves with the anticipated scope and schedule. FTM will provide lessons learned from previous projects, any preferences regarding the building systems and institutional knowledge of the facility. CTM will advise on latest Division 1 specifications to be used for project. Project Manager (PM) will advise the Turnover Managers of the anticipated document review schedule.	Lessons Learned & Recommendations (Provided by Facilities, Agency Dependent).
2	Opportunity to review A/E submittals- Schematic Documents.	PM will provide CTM with an electronic copy of Schematic Design Documents for distribution to appropriate Facilities staff for review and comment. (not more than ten working days review time). CTM will collate and provide comment to PM. Turnover Managers shall be invited to the design review meeting.	Review Comment Form
3	Opportunity to review A/E submittals- Design Development Documents.	PM will provide CTM with an electronic copy of Design Development Documents for distribution to appropriate Facilities staff for review and comment. (not more than ten working days review time). PM will also provide a response to the previous comments. CTM will collate and provide comments to PM. Turnover Managers shall be invited to the design review meeting.	Review Comment Form
4	Opportunity to review A/E submittals- Construction Documents.	PM will provide CTM with an electronic copy of proposed Construction Documents for distribution to appropriate Facilities staff for review and comment. (not more than ten working days). PM will also provide a response to the previous comments. CTM will collate and provide comment to PM. Turnover Managers shall be invited to the design review meeting.	Review Comment Form
CONSTRUCTION PHASE			
5	Construction Kickoff meeting.	PM shall invite Turnover Managers to the Construction Kick-Off Meeting. FTM shall be provided with a copy of the contract drawings, specifications and construction schedule. Turnover Managers shall be made aware of the Progress Meeting schedule.	

TURNOVER PROTOCOL - STEP BY STEP PROCEDURE

STEP	TITLE	DESCRIPTION	TURNOVER DOCUMENTS
6	Pre Close-In Walkthrough.	At appropriate times during construction, Project Manager shall invite Turnover Managers to a walkthrough of the project. This will allow Facilities staff to observe and familiarize themselves with the as-built condition of building systems, prior to close-in, and comment on any noted concerns. Client agency staff should also be invited to these walk-throughs.	
7	Notify Turnover Managers of Commissioning Schedule.	Once active commissioning is scheduled FTM shall be advised. This will allow Facilities to observe the commissioning, to the extent they determine applicable, based on the systems involved in the project. PM should provide the completed Equipment List at this time.	Equipment List
8	Schedule Closeout Conference	PM and contractor shall schedule Project Closeout Conference with sufficient time to prepare for requesting Substantial Completion. (see specification section 013100) CTM shall provide the Turnover Checklist and discuss the items applicable to the project.	Turnover Checklist Base
9	Schedule Training Sessions.	Contractor and PM, in coordination with Turnover Managers, shall schedule the training sessions required by the contract documents. Provide Turnover Managers with a minimum of five working days notice (10 preferred) to allow Facilities to schedule the correct personnel. Record all training sessions in accordance with specification section 017900.	
10	Pre-Substantial Completion Walkthrough.	PM shall invite the FTM to the inspection. (Following the contractors written request for Substantial Completion in accordance with specification section 017700)	Request for Substantial Completion Letter
11	Process Certificate of Substantial Completion.	PM shall review the documents provided by the Contractor, mark up the Pre-Substantial Completion Section of Turnover Checklist and provide to CTM for verification. PM and CTM shall process the Certificate of Substantial Completion.	1. Certificate of Substantial Completion 2. Turnover Checklist (Pre-Substantial Completion Section)
12	Process Certificate of final Completion.	PM shall review the documents provided by the Contractor, mark up the Pre-Final Completion section of the Turnover Checklist and provide to CTM for verification. <i>PM will not process the Certificate of Final Completion (final Payment) until CTM advises all requirements have been met.</i>	Marked up Turnover Checklist (Pre-Final Completion Section)

TURNOVER PROTOCOL - STEP BY STEP PROCEDURE

STEP	TITLE	DESCRIPTION	TURNOVER DOCUMENTS
POST-CONSTRUCTION PHASE			
13	Confirm Second Season HVAC Commissioning done.	Sign and date relevant box in the Post-Final Completion section of the checklist and forward to CTM.	Marked up Turnover Checklist (Post-Final Completion Section)
14	Confirm miscellaneous Post-Final Completion items are done.	Once items are done, sign and date relevant box in the Post-Final Completion section of the Turnover Checklist. Forward to CTM.	Marked up Turnover Checklist (Post-Final Completion Section)
15	One Year Warranty Expiration Walkthrough.	PM shall schedule this walkthrough, invite the Turnover Managers and client agency representatives. Once the generated punch list is complete, sign and date relevant box in the Post-Final Completion section of the Turnover Checklist and forward to CTM.	Marked up Turnover Checklist (Post-Final Completion Section)
16	Final LEED Documentation Completion.	Once LEED certification is complete, sign and date the relevant box in the Post-Final Completion section of the Turnover Checklist. Forward a copy of certification to CTM.	Marked up Turnover Checklist (Post-Final Completion Section)

3. TURNOVER RELATED DOCUMENTS



TURNOVER PROTOCOL REVIEW AND COMMENT FORM



Project:
Reviewer:

Date:
Review Stage:

ITEM	DRAWING/ SECTION	TOPIC	COMMENT	RESPONSE	FOLLOW UP
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

MEP - Equipment Listing

Agency	
Facility	
Address	

NOTE: If in doubt whether or not to include a piece of equipment, include anything that has a serial number.

	Equipment Type	Manufacturer	Model No.	Serial No.	Refrigerant	RPM	Voltage	AMPS	Horse Power	Installation Date	BTU	Fuel Type	Filter Size	Size/Capacity	Room Number	Floor Number	Label
	<u>PLUMBING</u>																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
	<u>HVAC</u>																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
	<u>ELECTRICAL</u>																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CONSTRUCTION / FACILITIES DIVISIONS**



TURNOVER CLOSEOUT CHECK LIST

Project Name:
Project Manager:
Anticipated Date of Substantial Completion:

Pre-Substantial Completion

Activity	Initials			Comments	Distribution				Note
	SPEC SECTION	DGS PM CHECK	Date Complete		A	B	C	D	
Operation Certificates & Permits									
Certificate of Occupancy	01 77 00								2.1
Occupancy Load Certificates posted	01 77 00								2.2
Boiler inspection (Green Stickers)	01 77 00								2.3
Elevator (conveying system) inspection	01 77 00								2.3
Health Inspection	01 77 00								2.3
Fire sprinkler and fire alarm certification	01 77 00								2.3
Other operator certificates (per project)	01 77 00								2.3
Emergency evacuation plans (completed)									2.4
Inspection Approval Card									2.3
Punch list with all material items resolved.	01 77 00								2.5
Equipment schedule (in excel)	01 78 23								2.6
Equipment Label schedule, if applicable.	01 78 23								2.7
Commisioning / HVAC balancing complete	01 91 13								2.8
All training completed	01 79 00								2.8
Project contact information list.									2.9
O & M manuals submitted	01 78 23								2.10
Proposed schedule of maintenance	01 78 23								2.11
Final cleaning completed	01 50 00								2.8
Keys: permanent cores and keys to COTR	01 77 00								2.8

Verified Received by:

Name:	
Facilities Turnover Manager	Date



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CONSTRUCTION / FACILITIES DIVISIONS**



TURNOVER CLOSEOUT CHECK LIST

Project Name:
Project Manager:
Anticipated Date of Substantial Completion:

Pre-Final Completion

Documents from GC	Initials			Comments	Distribution				Note
	SPEC SECTION	DGS PM CHECK	Date Complete		A	B	C	D	
Valid Bonds & Insurance (post-construction)	01 77 00								3.1
Elevator (conveying system) certification	01 77 00								3.2
Warranty information / documents	01 78 70								3.3
Maintenance Agreements	01 78 70								3.4
Punch list with all items resolved.	01 77 00								3.2
Attic stock, parts and equipment list	01 78 61								3.5
As-built documents.									3.6
Drawings (hard copies & PDF and CAD files)	01 78 39								3.6.1
Specifications	01 78 39								3.6.2
LEED, Preliminary Construction Review	01 77 00								3.7
Tags, labels, plaques (if applicable)									
Meter plan									3.2
Valve Plan									3.2
Dedication Plaque Posted									3.2
Emergency evacuation plans (posted).									3.2
Environmental, Health & Safety documents.									
Environmental Reports (Phase 1, 2, etc.)									3.8
Asbestos Closure Report	01 77 00								3.8
Lead Paint Closure Report	01 77 00								3.8
UST/Contaminated Soil Closure Report	01 77 00								3.8
Hazardous Materials Manifest (if not in reports)									3.8
SWM approval									3.8
MSDS for finishes & materials incorporated.									3.8
Termite pre-treatment report	01 77 00								3.8
Mold prevention certification	01 50 00								3.8
Pest Control Inspection Field Report	01 50 00								3.8
Final meter reading for utilities	01 50 00								3.9
Permanent utility meters installed									3.10
Fuel Tanks Filled	01 77 00								3.2
Training video submitted	01 79 00								3.11
Final Commissioning report.									3.12
Removal of all temporary facilities.	01 50 00								3.2
Final Property Survey									3.13
Waste Removal, Recycling & Utilities									3.14

Verified Received by:

Name:	
Facilities Turnover Manager	Date



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CONSTRUCTION / FACILITIES DIVISIONS**



TURNOVER CLOSEOUT CHECK LIST

Project Name:
Project Manager:
Anticipated Date of Substantial Completion:

Post-Final Completion

Documents from GC		Initials			Distribution				Note
Activity	SPEC SECTION	DGS PM CHECK	Date Complete	Comments	A	B	C	D	
Second season HVAC commissioning completed.									4.1
Pre 1 year warranty expiration inspection.									4.1
Elevator inspection report (one year)									4.2
Fire Alarm inspection report (one year)									4.2
Infrared testing of electrical system (6 months)									4.2
LEED EA Credit 5 verification.									4.2

Verified Received by:

Name:	
Facilities Turnover Manager	Date

1. GENERAL NOTES

- 1.1. PM to initial and date (when completed) against each item applicable to the project.
- 1.2. PM to note "N/A" against each item not applicable to the project.
- 1.3. For each phase, all documents are to be collected by PM and turned over to Turnover Manager at one time.
- 1.4. When submitting each phase, don't leave a box in the 'PM Check' column blank. Either initial as done, mark N/A, or provide a comment.
- 1.5. Distribution Columns will be filled in by Construction Turnover Manager.
 - A. One hard copy and one electronic copy to Facilities Turnover Manager, through Construction Turnover Manager
 - B. One electronic copy to Facilities Turnover Manager, through Construction Turnover Manager.
 - C. One hard copy to the Facilities. Location to be co-ordinated with Facilities.
 - D. One electronic copy of schedule to Facilities Turnover Manager, through Construction Turnover Manager. Materials and equipment to facility at location agreed with DCPS/DGS Facilities.

2. SUBSTANTIAL COMPLETION

- 2.1. Certificate of Occupancy: Provide an electronic copy. Provide partial if this Turnover is for a particular phase of the project.
- 2.2. Occupancy Load Certificates: Confirm these have been posted.
- 2.3. Other Inspections: Provide copies of final inspections and approvals as applicable to project.
- 2.4. Emergency Evacuation Plans: Confirm these are prepared and ready for posting. They must be posted at time of occupancy.
- 2.5. Punch List with all material items resolved: Provide a copy of the consolidated punch list. At Substantial Completion all material punch list items have to be completed. Material punch list items are those that would restrict the Districts full intended use of the facility.
- 2.6. Equipment Schedule: Provide an equipment schedule in accordance with the example attached.
- 2.7. Equipment Label Schedule: If the specifications require equipment to be labeled for ease of identification, provide a schedule identifying the piece of equipment, the designation, the room and the label location.
- 2.8. Confirm complete by initializing in the "PM Check" column and dating in the "Date complete" column.
- 2.9. Project Contact Information Sheet: Provide an electronic copy at this stage. Include at front of the warranty binder at final completion.
- 2.10. O&M Manuals Submitted:
 - 2.10.1. Manuals are required at Substantial Completion as the Owner will be responsible for maintenance as of that date.
 - 2.10.2. O&M Manuals shall be organized in the same order as the project specification sections. Provide electronic files divided by specification division and with filenames starting with the specification section. This will allow for ease of archiving and retrieval.
- 2.11. Proposed Schedule of Maintenance: The O&M manuals shall include a written schedule of maintenance.

3. FINAL COMPLETION

- 3.1. Valid Bonds and Insurance: Confirm contractor has complied with the contract requirements by initializing in the "PM Check" column. Mark N/A if not applicable.
- 3.2. Confirm complete by initializing in the "PM Check" column and dating in the "Date complete" column.
- 3.3. Warranty Information/Documents:
 - 3.3.1. All warranties shall start on the date Substantial Completion is determined.
 - 3.3.2. Special warranties, those extending past the General Contractors standard one year warranty, must not be addressed solely to the General Contractor. They must also be addressed to the benefit of the District.

TURNOVER CLOSEOUT CHECK LIST

Project Name:

Project Manager:

Anticipated Date of Substantial Completion:

- 3.3.3. Provide warranties in a separate binder and electronic file, regardless of whether or not provided in the O&M's.
- 3.4. Maintenance Agreements: If the project includes Maintenance Agreement(s) these agreements shall start at the date of Substantial Completion unless otherwise agreed to in writing by the COTR. Agreements must be written to the benefit of the District. The scope of work must be clearly stated, in the agreement, to allow the Facilities Maintenance staff to confirm the work is being completed.
- 3.5. Attic Stock: Confirm all attic stock has been provided by initializing in the PM Check column. Provide an itemized list, with quantities, of all materials, parts and equipment.
- 3.6. As Built Documents:
 - 3.6.1. Drawings: Provide hard copy of red line as-builts. Provide electronic PDF files by discipline. Provide CAD files, including all required XRef files.
 - 3.6.2. Specifications: Provide an electronic copy of the complete set of project specifications, amended to reflect any changes occurring during the construction phase.
- 3.7. LEED Preliminary Construction Review: Confirm information has been submitted by initializing in the PM Check column. Mark N/A if not applicable.
- 3.8. Environmental, Health & Safety Documents: Provide all applicable documents in electronic format for archiving. Mark N/A if not applicable. Do not leave blank.
- 3.9. Final Meter Reading for Utilities: Confirm final readings have been taken and responsibility transferred to the District. If a Landlords responsibility mark N/A.
- 3.10. Permanent Meters installed: Confirm no temporary meters remain in use.
- 3.11. Training Videos Submitted: Submit electronic copies of all training sessions on CD's, or flash drive.
- 3.12. Final Commissioning Report: Provide in electronic and hard copy format.
- 3.13. Final Property Survey: Provide in PDF format if required by Contract Documents or Surveyors office.
- 3.14. Waste Removal and Recycling: Confirm systems set up and coordinated with Sustainability. If a Landlords responsibility mark N/A.

4. POST-FINAL COMPLETION

- 4.1. Confirm complete by initializing in the "PM Check" column and dating in the "Date Complete" column.
- 4.2. If required by contract documents, confirm complete by initializing in the "PM Check" column and dating in the "Date complete" column. Mark N/A if not applicable.

REQUEST FOR SUBSTANTIAL COMPLETION

[Date]

Capital Construction Services
Department of General Services
1250 U Street, NW, 4th Floor
Washington D.C. 20009

Attention: _____ [COTR]

Reference: _____ [project name]

Dear Sir/Madam,

_____ [contractor] hereby requests an inspection for determination of date of Substantial Completion for the above referenced project, or portion hereof as detailed below. [insert description of partial area] The following documents are attached:

- Certificate of Occupancy.
- Other final inspections, operating certificates, and similar releases, permitting District unrestricted use of Work and access to services and utilities. [list]
- Draft copies of warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents, including a warranty contact list.
- Comprehensive Punch List, as approved by COTR, with all material items completed.
- Schedule of Attic Stock, including all tools, spare parts, extra materials, and similar items, as required by Specification Section 017861.
- Operation and Maintenance Manuals in accordance with specification section 017823.
- Equipment list in spreadsheet format, including equipment label information.
- Closure reports for environmental abatement work performed by the contractor. (list)
- Draft commissioning report of systems, subsystems, and equipment in accordance with Section 01 91 13, including letter from Commissioning Agent certifying that all material issues have been resolved and systems are fully functional.

Additionally we advise the following:

- The following utility meter numbers need to be transferred to District responsibility as of date of Substantial Completion
 - PEPCO _____
 - Washington Gas _____
 - DC Water. _____
 - Other [specify] _____
- We have contacted and advised the door hardware manufacturer to have the permanent keys and cores delivered directly to you prior to date of Substantial Completion.
- All fuel oil tanks have been filled. They will be topped off on the day designated for Substantial Completion.
- All training required by the Contract Documents has been completed.

Please advise when the inspection will be conducted.

Sincerely

[Signature and printed name]



CERTIFICATE OF SUBSTANTIAL COMPLETION

(Use this form if DGS PM is a DGS employee. If DGS PM is a contractor use alternate form)

PROJECT NAME: _____

CONTRACTOR: _____

PROJECT No.: - - -

COMPLETE PROJECT.

PARTIAL – List areas/phase

COTR to complete Section 1 or Section 2

SECTION 1

As requested by the Contractor, the COTR has inspected the project and the submitted close-out documents.

The following items must be completed or corrected prior to certifying the Date for Substantial Completion.

ITEM	DESCRIPTION	COMPLETE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
14		

Once the above noted items are complete, submit written request for re-inspection.

COTR and printed name

Date



CERTIFICATE OF SUBSTANTIAL COMPLETION

SECTION 2

As requested by the Contractor, the COTR has inspected the project and the submitted close-out documents and recommends the Project, or Specified area of the Project, be accepted as Substantially Complete at _____ (time) on _____, 20___. (date)

COTR and printed name Date

Construction Turnover Manager and printed name Date

Cluster Leader and printed name Date

The Project, or specified area of the Project, are accepted as Substantially Complete at _____ (time) on _____, 20___. (date)

All warranties will start the day of Substantial Completion, with the exception of those items remaining on the attached punch list, which will start as of the date of Final Completion. The failure to include an item on the punch list does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents, including authorized changes thereof. The Contractor shall complete or correct the work on the attached punch list by ___/___/____. If the list of items is not completed within the time allotted the District has the right to be compensated for the delays and/or complete the work with the help of an independent contractor at the expense of the retained project funds. If the retained project funds are insufficient to cover the delay/completion damages, the district shall be promptly reimbursed for the balance of the funds needed to compensate the District, either directly or by claim against the Performance Bond.



CERTIFICATE OF SUBSTANTIAL COMPLETION

(Use this form if DGS Project Manager is not a DGS direct employee)

PROJECT NAME: _____

CONTRACTOR: _____

PROJECT No.: - - -

COMPLETE PROJECT.

PARTIAL – List areas/phase

DGS PM to complete Section 1 or Section 2

SECTION 1

As requested by the Contractor, the DGS PM has inspected the project and the submitted close-out documents.

The following items must be completed or corrected prior to certifying the Date for Substantial Completion.

ITEM	DESCRIPTION	COMPLETE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
14		

Once the above noted items are complete, submit written request for re-inspection.

DGS PM and printed name

Date



CERTIFICATE OF SUBSTANTIAL COMPLETION

SECTION 2

As requested by the Contractor, the DGS PM has inspected the project and the submitted close-out documents and recommends the Project, or Specified area of the Project, be accepted as Substantially Complete at _____ (time) **on** _____, **20**__. (date)

DGS PM and printed name Date

Construction Turnover Manager and printed name Date

Cluster Leader (COTR) and printed name Date

The Project, or specified area of the Project, are accepted as Substantially Complete at _____ (time) **on** _____, **20**__. (date)

All warranties will start the day of Substantial Completion, with the exception of those items remaining on the attached punch list, which will start as of the date of Final Completion. The failure to include an item on the punch list does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents, including authorized changes thereof. The Contractor shall complete or correct the work on the attached punch list by ___/___/____. If the list of items is not completed within the time allotted the District has the right to be compensated for the delays and/or complete the work with the help of an independent contractor at the expense of the retained project funds. If the retained project funds are insufficient to cover the delay/completion damages, the district shall be promptly reimbursed for the balance of the funds needed to compensate the District, either directly or by claim against the Performance Bond.

EXHIBIT C

DPR RECREATIONAL FACILITIES SPECIFICATIONS
AND GUIDELINES

(The attachment will appear on the following page)

Apr-20

Department of Parks and
Recreation - Capital
Planning & Design

Fellow, DPR (DPR)



[SPECIFICATIONS FOR RECREATION CENTERS FACILITIES]

THIS DOCUMENT OUTLINES MINIMUM DESIGN STANDARDS THAT SHOULD BE TAKEN INTO CONSIDERATION WHILE DESIGNING ANY RECREATION CENTER FACILITY.

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Introduction

Definition of Recreation Centers specifications

Recreation centers facilities provide a range of activities and services that encourage community cohesion, improve public health, foster civic bonds and quality of life. They are considered by the department of parks and recreation as a highly important community resource.

Regarding the facility's anticipated uses, the present document outlines minimum design standards that should be taken into consideration while designing any recreation center facility. It addresses the individual spaces required in the building and the desired characteristics of each space in general terms.

Principal aims and objectives of this document

The review of Recreation centers facilities has been undertaken to guide future planning across DC. Provision of RC facilities has been considered in terms of quality, quantity and accessibility.

The main objectives are:

1. Set up a pre-design definition of a recreation center facility for the 4 types;
2. List the space requirements in the facility;
3. Explain the Functional relationships;
4. Define the building system requirements;
5. Address the desired characteristics of each space including furniture and equipment with their description.

A successful RC Specifications process

Planning and development of all recreation centers facilities is a collaborative process involving the neighborhood citizens, the community leaders and all relevant departments like the local police and fire chiefs who should be asked for input on safety for example. Community consultation with residents in the identification of the RC program is an important principle in the development of the DPR facilities. Meetings have to be held at least 3 times : predesign phase, final design phase and the kick off meeting with the BD firm to start the construction.

DPR conduct the needs assessment each 5 years for determining and addressing needs, or "gaps" between current conditions and desired conditions or "wants" of DC population. It also provides an indication of public opinion and some meaningful statistics. **Add statistics or any relevant data from surveys.**

Recreation centers specifications Content

The following categories are the contents of each indoor and outdoor spaces:

1. Purpose;
2. Users;

3. Activities;
4. Space requirements;
5. Spatial relationships;
6. Finishes;
7. Doors & windows;
8. Building system requirements:
 - a. Mechanical;
 - b. Plumbing;
 - c. Electrical & lightning;
 - d. Technology.
9. Furniture & equipment;
10. Special considerations.

OVERVIEW

DPR vision

To be America's Gold Standard for Parks and Recreation agencies and to be THE place in the District of Columbia *where the fun happens*.

DPR Mission

To provide equal and open access to Gold Standard recreational programs, services, and facilities – across all 8 Wards.

Recreation Centers facilities

Recreation centers are everywhere in the city. DPR provides essential recreation services to residents, workers, and visitors. The District owns and manages 73 recreation centers throughout the District's neighborhoods, which gives it one of the highest number of recreation centers per capita nationwide.

Recreation Center facilities include all indoor community halls and areas, regardless of size, and indoor youth and senior centers. Many of the facilities are multi-functional, providing local space for early childhood education; computer labs; classrooms; gymnasiums; fitness rooms and others. Some of the larger facilities also offer sport, recreation opportunities and aquatics facilities.

Classification

DPR plans for the provision of recreation centers facilities according to a classification corresponding to the residential development units outlined in the DC.Census. The hierarchy is based on the neighborhood as the central core and radiates to larger units and special uses. The RC classification consists of **Neighborhood Center-NC, Urban Center-UC, Community Center-CC and District Center-DC**.

Neighborhood Center-NC	7,500 – 15,000 SF	1 Mile from every resident
Purpose	NC is small-scale, focusing on.....	
Function		
Size	Min:	
	Max:	
Capacity		
Urban Center	15,000 – 30,000	1.5 Miles from every resident
Purpose		
Function		
Size	Min:	
	Max:	
Capacity		
Community Center-CC	30,000 – 50,000	2 Mile from every resident
Purpose		
Function		
Size	Min:	
	Max:	
Capacity		
District Center-DC	60,000 – 90,000	3 Mile from every resident
Purpose		
Function		
Size	Min:	
	Max:	
Capacity		

GENERAL SPECIFICATIONS

Principles/laws/guidelines!?

It is important to point out that LEED Certification is a desired outcome. The building design and construction of all DPR facilities are green buildings under LEED v4. and most of the following specifications are including USGBC requirements.

Site selection

Location

DPR develops its projects on appropriate sites in areas with existing infrastructure, avoiding all sensitive lands. DPR's work aims to reduce the environmental impact of new projects.

It is desirable that the site's location is within the boundary of a development certified under LEED for Neighborhood Development (Stage 2 or Stage 3 under the Pilot or 2009 rating systems, Certified Plan or Certified Project under the LEED v4 rating system).

All DPR's projects promote walkability and target 1 Mile of home for every resident which reduces motor vehicle use, thereby reducing greenhouse gas emissions, air pollution, and other

environmental and public health harms associated with motor vehicle use. The projects are also located on a site whose surrounding existing density within a ¼-mile radius of the project boundary.

Play fields should not be placed in low lying areas prone to retaining water.

DPR assesses site conditions before design to evaluate sustainable options and inform related decisions about site design.

Size

The site's size must meet the minimum state requirements for size for all the different facilities : **Neighborhood Center-NC, Urban Center-UC, Community Center-CC and District Center-DC.**

External appearance

The recreation center (RC) boundaries are to be configured in such a way as to optimize visual access into the site and to the building.

Structures

Structures should be designed to resist vandalism.

Public Safety and Security

RC users' safety is an important component of recreation centers design and must be considered early in the design process.

Prior to construction, RC designs should be reviewed by the appropriate division to ensure pedestrian linkages are consistent with the neighborhood existing pedestrian infrastructure.

Accessibility

Accessibility for people with disabilities is a priority for the DPR, and all the facilities should strive for an overall environment which is accessible and provides a fulfilling recreational experience for all people.

To ensure comprehensive accessibility, the design and construction of RC amenities should comply with current **design standards for accessibility.**

Parking is a requirement in the design of RCs and is incorporated based on the program function but in the meanwhile it mustn't exceed the minimum local code requirements for parking capacity.

If the intent is to use on-street parking for users of the RC, it is desirable to provide a sidewalk adjacent to the curb to connect to RC accesses.

DPR installs electrical vehicle supply equipment (EVSE) in 2% of all parking spaces used by the project and clearly identifies and reserves these spaces for the sole use by plug-in electric vehicles.

Environmental Conditions

RC design should recognize and, where possible, take advantage of natural site features including sloping land, existing vegetation, riverbank areas, and water bodies identified in a early stage of the site selection.

Protect key natural and cultural resources that are valuable to the community (Complete from the LEED certification rating system.

Community Use

The recreation centers facilities provide a wide range of services. (List all the services provided by RC)

SPECIFIC SPECIFICATIONS

Indoor spaces

Entrance, Lobby and Reception

- All entrance doors should have push button automatic door openers for maximum ADA accessibility.
- Main entrance door should include a “People Counter” system. BOD – SenSource ClearCount 3DX with AI.
- Reception desk must be ADA accessible and able to accommodate at least two employees as well as infrastructure to support a third computer station for security camera monitoring.
- Lobby should be welcoming include:
 - DPR Signage
 - Wall-mounted 72” televisions
- Reception Desk should include:
 - One desktop computer (per staff member stationed at reception desk)
 - One desktop computer for security camera.
 - Electrical and data outlets needed to operate the computers, phones, and another other systems housed at reception desk.
 - Telephone (one per employee stationed at reception desk).
 - Task Chairs (KI Furniture, Altus Mesh – ALTMFA – Plastic Base, Hard Floor Casters, Color – Grey Mesh)
 - Actual desk should provide access to accommodate a visitor that might arrive in a wheelchair.

Staff Office

- Should house AED machine (LIFEPAK Series 1000 Defibrillator System; Both Infant and Adult Both baby and adult pads are required and a wall cabinet for storage)
- Rectangular Workstations (KI Furniture, 700 Desking System, Base Color – North Sea, Top Color – Kensington Maple)
- Task Chairs (KI Furniture, Altus Mesh – ALTMFA – Plastic Base, Hard Floor Casters, Color – Grey Mesh)
- Couch (KI Furniture, Size TBD, Flex Multiple FO33)
- Filing Cabinets
- PA System

Locker Rooms

- SF determined by code requirements
- Slip-Resistant Epoxy flooring with EBC base
- ACT ceiling
- Tile on walls: running bond throughout
- Sanitary disposal bin; Bobrick (B-277 Surface Mounted)
- Toilet paper dispenser; Bobrick (B-2892)
- Grab bar – transfer shower; Bradley Corp (812 series – safe grip)
- Grab bar – toilet; Bradley Corp (812 series – safe grip)
- Baby changing seat; Koala Care (KB110-SSWM)
- Hand dryer; Bradley Corp (2902-2874 SS)
- Mirrors as recommended
- ADA shower seat; Bradley Corp (Reversible shower seat 9569)
- Changing bench with back ADA; Hollman Inc. (Butcher Block Bench 20”W x 48”L x 18”H w/ stainless steel “T” legs and back supports)
- Changing bench ADA; Hollman Inc. (Butcher Block Bench 20”W x 48”L x 18”H w/ stainless steel “T” legs)
- Standard toilet partition; Bradley Corp (Charcoal Gray S215)
- ADA stall partition; Bradley Corp (Charcoal Gray S215)
- Urinal partition; Bradley Corp (Charcoal Gray S215)
- Lockers – qty TBD by Bradley Corp (Lenox – Deep Blue 12”W x 18”D x 72”H)
- High low water fountain
- Soap dispenser; Bradley Corp (Model 6326, 6326-68 SS Satin Finish). No soap dispensers should be mounted onto the mirrors.
- Shower curtain rod; Bradley Corp (9539 – SS Satin Finish)
- Counter sink system
- ADA compliant bench (20”W x 48”L x 18”H; Body – Stainless Steel; Color – Maple)
- No feminine hygiene dispensers should be installed in the women’s locker rooms or restrooms.

Multipurpose Room

- Folding Tables (KI Furniture, Piroette Table, 30” x 60”, Collaborative Rectangular Legs w/ Casters, Body Color – Black, Top Color – Kensington Maple)

- Stackable Chairs (KI Furniture, Apply Stack Chair ALNAP, Body Color – Black, Upholstery Color – Kensington Maple)
- Rubber Tile Flooring
- White Boards: US Maker Board Model No. PSM152A
- Should include Window Shades
 - Spring-Assist Manual Shade System by Draper
 - Fabric: Greenscreen Evolve
 - Color: Natural
 - Openness Factor: 1%
 - Average Fabric Thickness: 0.027”
 - Average Fabric Weight: 8.41 ounces per square yard

Kitchen (Demonstration)

- Typically larger than warming kitchen
- CT flooring
- Cabinets
- Stainless steel countertops
- Three compartment stainless steel sink (should be ADA accessible)
- Icemaker
- Induction Cooktop; General Electric Model No. PHP9036DJBB
- Microwave; General Electric Model No. PEB9159SF-SS
- Double Oven; General Electric Profile Series PK7500SF-SS
- Double Wall Oven; General Electric Model No. GE Café Series COMB30” CT9800SHSS
- Refrigerator; Continental Model No. 1RE-SS
- Freezer; Continental Model No. 1FE-SS
- USDA Dual Temp Refrigerator; Continental Model No. 2RFE-SS
- Dishwasher; General Electric Model No. GLDT696DSS
- Prep Table; Michigan Maple Block Model F-Style Open Base – Custom Size 49”x28”x34”
- High Stool with Back; KI Furniture 800 Series: 24” Height, Regular w/ Back Frame: Black. Seat: Fabric. E Vinyl Reflection
- White Boards: US Maker Board Model No. PSM152A

Kitchen (Warming)

- Typically 250-300 SF or less
- CT flooring
- Cabinets
- Countertops
- Sink should be ADA accessible
- Induction Cooktop; General Electric Model No. PHP9036DJBB
- Microwave; General Electric Model No. PEB9159SF-SS
- Double Oven; General Electric Profile Series PK7500SF-SS
- Double Wall Oven; General Electric Model No. GE Café Series COMB30” CT9800SHSS

- Refrigerator; Continental Model No. 1RE-SS
- Freezer; Continental Model No. 1FE-SS
- USDA Dual Temp Refrigerator; Continental Model No. 2RFE-SS
- Dishwasher; General Electric Model No. GLDT696DSS
- White Boards: US Maker Board Model No. PSM152A

Computer lab

- Furniture (TBD)
- Harddrive
 - OptiPlex 7040SFF
 - Intel® Core™ i7-6700 Processor (Quad Core, 8MB, 8T, 3.4GHz, 65W)
 - 8GB (2x4G) 2133MHz DDR4 Memory
 - 3.5 inch 500GB 7200rpm Hard Disk Drive
- Monitor
 - Dell 24 Monitor E2417H
 - Manufacturer Part JGD2D
 - Dell Part 210-AIWG
- Adapter
 - Dell Adapter – DisplayPort to DVI Single-Link
 - Manufacturer part 8K5HD
 - Dell part 470-AANH
- White Board: US Maker Board Model No. PSM152A
- Printers/Copiers are not part of Capital FF&E package.

Boxing room

- Typically 1,800 – 2,000 SF
- 20' x 20' Title Competition Boxing Ring
- STRK 80 – Title Titanic Flex-Strike Heavy Bags (80 lbs), Color Black
- STRK 110 – Title Titanic Flex-Strike Heavy Bags (110 lbs), Color Black
- RESSB M RD – Reyes Speed Bag Medium, Size 7 x 10, Color Red
- RESSB M RD – Reyes Speed Bag Medium, Size 6 x 9, Color Red
- Lockers
- Seating
- Drinking Fountain (Halsey Taylor Bi-Level HAC Cooler with Hydroboost Bottle Filler, Model HTHB-HAC8BLWF & HTHB-HACDBLWF)
- Sound System
- Ceiling Fans; “AirVolution” Model 370, size & qty TBD based on room size

Fitness room

- Size dependent on facility
- High impact rubber flooring; 8mm interlocking tiles (Metron Series Blue MF 21)
- Wall mirrors
- Water Fountain (Halsey Taylor Bi-Level HAC Cooler with Hydroboost Bottle Filler, Model HTHB-HAC8BLWF & HTHB-HACDBLWF)
- Day lockers

- Wall-Mounted Purell® 9019-01 White Sanitizing Wipes Wall Dispenser
- Ceiling Fans; “AirVolution” Model 370, size & qty TBD (based on ceiling height and room size)
- Wall-mounted 72” televisions (quantities TBD by spatial constraints)
- 50 SF storage room
- Cybex fitness equipment (quantities TBD by spatial constraints)
- Cybex 770T Treadmill
- Cybex 770AT Total Body Arc Trainer
- Cybex 625 C Upright Cycle
- Cybex 625R Recumbent Cycle
- Cybex Free Weights 50lb, 100lb
- Cybex Adjustable Dumbbell Bench
- Cybex Leg Press
- Cybex Twin Tier Dumbbell Rack w/ Backstop
- Cybex Bravo w/ Progress Stabilization
- Cybex VR1 Dual Multi-Press
- Cybex VR1 Dual Leg Extension/Curl

Gymnasium

- Typically 8,000 – 9,000 SF
- 84’ x 50’ basketball court with at least 8’ buffer between any walls or bleachers.
- Cross basketball courts (2): 59’ x 42’
- Volleyball court (1): 59’ x 29.5’
- Six (6) rear-folding, rear-braced basketball goal systems
- Volleyball sleeves per manufacturer’s recommendations
- 2” thick wall padding x 6’ tall
- Scoreboard; Daktronics model BB-2125 (BOD)
- Scoring console; Daktronics All Sport 500 Series controller (BOD)
- Standard maple basketball flooring affixed to concrete slab
- Gym striping listed in order of predominance: 1) Main Basketball 2) Main Volleyball 3) Cross Basketball. Note that all game lines should be 2” wide. Intersecting game lines shall be separated by a natural break
- Gym dividers (reinforced vinyl with fully padded batten, no exposed hardware) with electric motor system; 115-volt actuator.
- Telescoping bleacher system
- DPR logo to be painted within center court circle (graphic/striping layout to be provided by owner)

Senior Room / Lounge

- Counter Sink
- 72” Wall-Mounted Television
- Lounge Chair (KI Furniture, Jessa Lounge Chair # 5623/NC)
- Lounge Loveseat (KI Furniture, Jessa Lounge Loveseat # 5633/NC)
- Lounge Sofa (KI Furniture, Jessa Lounge Sofa # 5643/NC)

- Counter Sink
- Microwave
- Dishwasher
- Refrigerator
- Storage Room
- Nesting Tables & Nesting Chairs for Activities
- Should include at least one storage room

Teen Room / Lounge

- Storage Room
- Pool Table; Mfr: Olhausen, Model: Grand Champion – 8’, Black Laminate
- Table Tennis; JOOLA 3000SC
- Lounge Chairs (KI Furniture, Sway Chair Lounge Chair)
- Ottomans (KI Furniture, Sway Ottaman)
- Bar Stools (KI Furniture, Apply Café Stool 30”H / Café Stool 30”)
- Bar Tables (KI Furniture, Athens Café Table 4 Column AH4R3042P-54B 74P, 42”H, 30” Dia. Powder Coat)
- Multiple Seating (KI Furniture, Logix Seating 12 Degree Curved 30x30x30 w/ back)
- Coffee (End) Table (KI Furniture, Narrow Table 12x30)
- 72” Wall-Mounted Television

Indoor Pool Locker Rooms

- BOD: Suitemate swimsuit water extractor 115V. Provide with direct drain to p-trap.

Children’s Co-op Room

- 750-1,000 SF
- Slip-Resistant Epoxy flooring with EBC base
- ACT ceiling
- Should contain one shared restroom for child users
- Should contain a double-sink and counter space
- Should contain a storage supply closet

Restroom (Family)

- 60-75 SF
- Slip-Resistant Epoxy flooring with EBC base
- ACT ceiling
- Tile on walls: running bond throughout
- Same restroom fixtures and accessories as described in Locker Room requirements
- Should contain Baby Changing Station

Restroom (Men’s Standard)

- Size dependent on facility
- Slip-Resistant Epoxy flooring with EBC base
- ACT ceiling

- Tile on walls: running bond throughout
- Same restroom fixtures and accessories as described in Locker Room requirements
- Should contain Baby Changing Station

Restroom (Women's Standard)

- Size dependent on facility
- Slip-Resistant Epoxy flooring with EBC base
- ACT ceiling
- Tile on walls: running bond throughout
- Same restroom fixtures and accessories as described in Locker Room requirements
- Should contain Baby Changing Station
- Please DO NOT INCLUDE Sanitary Napkins Dispensers in any locker room or restroom.

Storage Room

- Size dependent on facility
- Should contain shelving and storage rack system
- SC flooring with CRB base
- EST ceiling

Doors and windows

- Main entrance should have push button automatic opening for ADA.

Electrical Room

- Typically 60-80 SF
- SC flooring with CRB base
- EST ceiling

Mechanical Room

- Typically 80-100 SF
- SC flooring with CRB base
- EST ceiling

Flagpoles

- Suggested Manufacturers:
 - The Baartol Company, Inc.: www.baartol.com
 - Pole-Tech Company, Inc.: www.polettech.com
- Pole Design: Cone tapered
 - Pole: Stainless Steel; ASTM 3212 TP04 grade
 - Mounting: Wall mounted type, 30 degrees inclusive angle outrigger
 - Outside Butt Diameter: 4 inches
 - Outside Tip Diameter: 1-3/4 inches
 - Nominal Wall Thickness: 0.125 inches
 - Halyard: Interior Type
- Performance Requirements:

- Flagpole with Flag Flying: Resistant without permanent deformation to 95 miles/hour wind velocity; non-resonant safety design factor of 2.5
- Cybex Leg Press
- Accessories:
 - Finial Ball: Aluminum, 6 inch diameter
 - Truck Assembly: Stainless steel, revolving, stainless steel ball bearings, non-fouling
- Flags:
 - United States of America and District of Columbia design, 48 x 72 inch size, weather and UV-resistant fabric, brass grommets, hemmed edges
- Operators:
 - Motor: NEMA, MG 1
 - Wiring Terminations: Provide terminal lugs to match branch circuit conductor quantities, sizes, and materials indicated. Enclose terminal lugs in terminal box sized to NFPA 70.
 - Disconnect Switch: Factory mount disconnect switch in control panel
- Mounting Components:
 - Wall Support Assembly: Stainless steel; round: one-piece assembly, back-plate for through bolting with galvanized steel anchor bolts and cover
 - Lightning Ground Rod: 18 inch long copper rod, 3/4 inch diameter
 - Lighting Ground Cable: Copper No. 6 AWG, soft drawn

IT Server Room

- Typically 100 SF
- Should be 10' x 10' per OCTO
- Storage racks per OCTO requirements
- SC flooring with CRB base
- Should have separate air conditioning to keep room cool

Janitor's Closet

- Typically 65-70 SF
- Epoxy flooring with EBC base
- EST ceiling
- Mop sink

Keying

- Best System's Cormax by Stanley Security
- Keying should be on H Keyway; Biting Codes provided by DGS Locksmith Melvin Bates.

Lobby & Reception

Purpose	Users	Activities
	-Typically contains at least one staff member and computer	
Space requirements		
Spatial relationships		
Finishes	Building system requirements	Furniture & Equipment
-Carpet mats needed if flooring is exposed concrete	Mechanical: Plumbing:	-Drinking Fountain (Halsey Taylor Bi-Level HAC Cooler with Hydroboost Bottle Filler, Model HTHB-HAC8BLWF & HTHB-HACDBLWF)
Doors & windows	Electrical & lightning: Technology:	Special considerations
		<ul style="list-style-type: none"> - Should contain signage stating name of facility (previously approved by DPR Communications) -Should contain Dedication Plaque (previously approved by DPR Communications), 18"x 24" Dark Walnut Wood Plaque, Brushed Silver Face, Laser Engraved Black Text. Dedicated plaque should be approved by DPR Communications before being ordered. -Should contain DPR CAPRA Banner - Should contain Framed Fire Evacuation Plan

Staff office

Purpose	Users	Activities
	-Typically contains at least one staff member and computer	
Space requirements		
-Typically 125-150 SF		
Spatial relationships		
Finishes	Building system requirements	Furniture & Equipment
	Mechanical: Plumbing:	
Doors & windows	Electrical & lightning:	Special considerations
-Should have a window facing the main public entrance	Technology:	

Outdoor spaces

DPR creates exterior open space that encourages interaction with the environment, social interaction, passive recreation, and physical activities.

Tennis court

Basketball Court

Playground

Outdoor pool

Skate Park

Spray Park

Outdoor Fitness

Dog Park

Walking path / Track

Bicycle Storage and Shower Rooms

Bicycle storage must be within 100 feet (30 meters) walking distance of any main entrance.

Security

- Color mini-dome cameras (locations TBD by DGS PSD)
- CCTV Client viewing stations
- Card Reader Doors
- Glass Break Detectors
- 360 Degree Motion Detectors
- Burglar Alarm Sirens
- Rs2 E-Burg License
- DMP XR550 Burglar Alarm Panel
- Camera Power Supply (Altronix ALTV1224C)
- Milestone Husky Network Video Recorder “NVR” M50-Series 16 Channels (to include equipment rack, monitor, rack rails, rack mounted UPS and rack mount KM)
- Control Panel Site (EP-1502 Controller, NCL8-SPW Enclosure, LIN-PS Power Supply)
- All exit doors (besides main entrance) should have panic bars that activate alarm to prevent theft and access in and out of facility other than main entrance.

Signage

- Each room should have occupancy limits (posted on exterior of the room)

- Each room should have signage indicating the name of the room (posted on exterior of room). If a sign is placed on glass, please provide a second sign on the other side of glass to hide glue or other adhesives.
- Signage should be placed on the latch side of door
- Signage should be 1/8" thick, precision cut brushed aluminum, laminated onto black PVC backer with DF tape and silicon to wall.
- Signage lettering should be 1" high, raised; Text should be 5/8"
- Center of door signage should be mounted 4'-6" from FFE and 10" from side of door to center of raised lettering

General

- Each new facility should be "generator ready"
- All windows should have film or shades to reduce glare
- Rooftops should include solar panels OR be "solar ready"

Lighting

- As few different fixtures as possible for ease of maintenance
- LED, Motion-Sensored

Systems

TBD

EXHIBIT D

NATIONAL REGISTER OF HISTORIC PLACES – THE
ALEXANDER CRUMMELL SCHOOL

Link:

<https://bdsd.box.com/s/wypxi5mbifkkuhobi8ijcvejse3bnxik>

EXHIBIT E

INTERIOR PICTURES OF THE FACILITY

(The attachment will appear on the following page)













A

B



































