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**SAINT ELIZABETHS' SHELTER**  
2700 MLK JR. Avenue, SE, Washington DC

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**PROJECT NARRATIVE**

The New Saint Elizabeth's Shelter is a 89,000 sq. ft. facility to replace the existing 801 east men's shelter. The new facility will support 396 beds and house five programs: 1) working/employment; 2) seniors/medically frail/medical respite; 3) health clinic; 4) low barrier; and 5) daytime service center. The structure consists of a basement and one-story conventional concrete podium which will house all of the support spaces, the day program and the health clinic. Above the first floor are three towers, with composite structural slabs supported with stud framing. Tower A is four stories above the first floor which will house the low barrier Program. Tower B is two stories above the first floor which will house the working/employment program. Tower C is one story above the first floor which will house the seniors/medically frail/medical respite program. The façade includes Brick, Storefront, Curtainwall, and Punch windows. The project is part of the Saint Elizabeth's East Campus development.

**SCOPE OF WORK, CONSTRUCTION MANAGEMENT SERVICES**

DGS is seeking a a proposal from a qualified vendor to provide construction management / Project Management services for the Saint Elizabeths mens Shelter project. Services shall include but are not limited to the following:

- A. Design and Pre-Construction Phase:
  - a. Meet with management team to understand the project program requirements, project schedule and budget.
  - b. Monitor schedule for design and estimating activities.
  - c. Review the project design at each phase (concept, schematic, design development, permit, construction, and for construction) against the owners' program for compliance.
  - d. Review pricing exercise at each phase (concept, schematic, design development, permit, construction and for construction), compare against plan, and previous budget.
  - e. Conduct Page Turn Meeting(s) with DGS project manager, contractor and architect to confirm scope and constructability of the design at each phase (concept, schematic, design development, permit, construction and for construction).
  - f. Identify cost savings opportunities at each phase (concept, schematic, design development, permit, construction and for construction).
  - g. Coordinate changes in design or budget, based upon the outcome of plan and pricing review exercises.
  - h. Review construction documents with general contractor for compliance with construction budget, materials, etc. If necessary, meet with specific subcontractors to get materials or price points.
  - i. Identify long lead procurement items.
  - j. Review, comment and help the owner negotiate the general contractor's agreement.

- k. Assist owner with the procurement of specialty vendors (environmental, testing and inspections, security and data).
- l. Provide management oversight and coordination of the Dry Utility Consultant and permit expeditor

#### B. Construction Phase

During the construction phase of the project, the Contractor shall serve as the owner's representative. All cost and program issues shall be brought to the owner with a recommended position for resolution. The Contractor shall conduct at a minimum bi-weekly site visits, staying engaged with correspondence and understanding the construction process. The following activities below shall be required during this phase:

- a. Attend pre-construction review meetings with project team and owner, establishing protocol.
- b. Conduct site visits to monitor progress and quality of the work.
  - Attend weekly jobsite meetings and inspections.
  - Weekly site visits to check in with site superintendent, address and/or help facilitate any site, inspection or utility concerns.
  - Communication with project team and owner vendors (i.e. relocation, security, telephone/data, furniture) as necessary.
  - Coordinate written communications.
  - Note, discuss, and resolve any known or visible contractor compliance issues.
  - In conjunction with Dry Utility Consultant, coordinate dry utilities.
  - Review and coordinate security systems.
  - Coordinate Material Testing Firms with General Contractor
- c. Monitor Submittals, RFI and change order logs.
- d. claims.
- e. Review and process contractor's monthly applications for payment with input from design team members.

#### C. Project Close-Out

- a. Work with Permit Expeditor to acquire Certificate of Occupancy after final inspections.
- b. Attend all punch list inspections with design Review and all change order team and verify outstanding items are complete.
- c. Identify process to expedite punch list completion with contractors and vendors.
- d. Perform final financial close out:
  - Verify final payments.
  - Obtain final lien releases and submit to PM.
  - Recommend Finalize all outstanding change orders with General Contractor.
  - Verify contract obligations have been achieved.
  - Coordinate turnover of all operating and maintenance manuals to the owner.
  - Review building operations with Facility Team.

**Independent Government Estimate (IGE) Total = \$ 352,880.00**

Item Number	Description of Work	Unit	Quantity	Labor Rate	Labor Cost	Material & Equipment Rate	Material & Equipment Cost	Line Total	Remarks	
<b>Saint Elizabeth's Men's Shelter</b>										
<b>CMI/PM Services</b>										
<b>LABOR</b>										
Direct Work										
<b>1</b>	Project Executive	HR	160	\$ 175.00	\$ 28,000.00		\$	28,000.00		
	Project Manager	HR	640	\$ 115.00	\$ 73,600.00		\$	73,600.00		
	Assistant Project Manager	HR	640	\$ 85.00	\$ 54,400.00		\$	54,400.00		
	Cost Estimator	HR	640	\$ 140.00	\$ 89,600.00		\$	89,600.00		
	Spec Writer	HR	80	\$ 115.00	\$ 9,200.00		\$	9,200.00		
	Scheduler	HR	80	\$ 130.00	\$ 10,400.00		\$	10,400.00		
	Permit expeditor	HR	80	\$ 100.00	\$ 8,000.00		\$	8,000.00		
	Field Engineer	HR	280	\$ 170.00	\$ 47,600.00		\$	47,600.00		
	The Department of General Services (DGS) is seeking qualified vendor to provide construction management / Project Management services for the New Saint Elizabeth's men's Shelter project.							Direct Subtotal	\$	320,800.00
								10% OH&P	\$	32,080.00
							Subtotal	\$	352,880.00	
							Total	\$	352,880.00	



## Exhibit "A"

Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Construction Executive	2.0	2.0	2.0	2.0	2.0		
Cost Estimator	8.0	8.0	8.0	8.0	8.0		
Project Manager	8.0	8.0	8.0	8.0	8.0		
Assistant Project Manger	8.0	8.0	8.0	8.0	8.0		

Hrs/Wk	Rate	Cost/Wk
10.0	174.45 \$	1,744.50
40	140.69 \$	5,627.60
40	115.93 \$	4,637.20
40	84.41 \$	3,376.40

**Weekly \$ 15,385.70**

**16 Week Period \$ 246,171.20**

Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Specification Writer	8.0	8.0	8.0	8.0	8.0		
Scheduler	8.0	8.0	8.0	8.0	8.0		
Permit Expeditor	8.0	8.0	8.0	8.0	7.87		

Hrs/Wk	Rate	Cost/Wk
40.0	114.80 \$	4,592.00
40.0	129.43 \$	5,177.20
39.9	105.24 \$	4,195.92

**Weekly x 2 Weeks \$ 27,930.24**

Position	Mon	Tue	Wed	Thur	Fri	Sat	Sun
General Site / Civil Inspector	8.0	8.0	8.0	8.0	8.0		

Hrs/Wk	Rate	Cost/Wk
40.0	173.33 \$	6,933.20

**Weekly x 7 Weeks \$ 48,532.40**

**Change Order \$ 322,633.84**