
DEPARTMENT OF CORRECTIONS
EXTERIOR STRUCTURAL UPGRADES
1901 E Street & 1901 D Street
SE, Washington DC

PROJECT NARATIVE

The Department of Corrections (DOC) operates and maintains the 450,000 SF Central Detention Facility (CDF), and the 450,000 SF Correctional Treatment Facility (CTF). Both facilities are nationally accredited by the American Correctional Association (ACA). CDF is located at 1901D Street, SE, and was opened in 1976 with a total capacity to house 2,164 inmates. CTF is located at 1901 E Street SE, and was opened in 1992 with a capacity to house 1,400 inmates. Facility populations include pretrial detainees, sentenced misdemeanants and felons, parole violators, writs and holds. Offenders include all custody levels, minimum to maximum security including high profile and protective custody inmates. Both facilities comprise of multiple buildings and housing units with high-tech security and control access systems , programmable logic-control (PLC) based modem cell door systems, HVAC systems with associated chillers, integrated fire-alarm systems and an extensive plumbing and steam distribution system. The Department of General Services (DGS) on behalf of the Department of Corrections (DOC) has an immediate need to provide Upgrades to the exterior structure of both the CDF and CTF facilities. This major renovation is required to adhere to the DOC facility operations

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 DOC exterior structural renovation 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.