
FIRE AND EMERGENCY MEDICAL SERVICE DEPARTMENT

PROJECT NARRATIVE

The Department of Fire and Emergency Medical Services (FEMS) has over 40 facilities that support more than 2,000 employees', with nearly 100 fleet vehicles. The conditions of each facility are different across the portfolio. DC FEMS continues to identify small capital projects throughout the portfolio to ensure DC FEMS operations are maintained. Currently FEMS has identified projects at engine company 4, engine company 15, engine company 23 and engine company 32. Additionally, FEMS continues to identify more facilities and develop scopes of work for multiple locations.

SCOPE OF WORK, CONSTRUCTION MANAGEMENT SERVICES

DGS is seeking a proposal from a qualified vendor to provide construction management / Project Management services for engine company 4, engine company 15, engine company 23, engine company 32. and develop scopes of work for multiple FEMS locations. 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.