



GOVERNMENT OF THE
DISTRICT OF COLUMBIA

Project Closeout Protocol

Prepared by Capital Construction Division



2020



1. INTRODUCTION

This Project Closeout Protocol Manual has been developed to ensure uniform and timely project administrative and financial closeout of DGS Projects.

The process in this document is intended to give the DGS Project Manager guidance on how to properly closeout DGS Projects.

This manual is broken out into a written narrative on the closeout process as well as samples of each of the required closeout documents.

2. CONTACT INFORMATION

For additional information contact your Program Manager, Senior Project Manager, Contract Specialist and/or Financial Administrator.

3. STEP BY STEP PROCEDURE

The following step by step procedure should be followed as described in the “Description” and “Closeout Coordination” columns using the forms and documents noted or referenced in the “Closeout Documents” column (*sample copies attached*).

**PROJECT CLOSEOUT
STEP BY STEP PROCEDURE**

STEP	TITLE	DESCRIPTION	CLOSEOUT COORDINATION	CLOSEOUT DOCUMENTS
PRE-SUBSTANTIAL COMPLETION				
1	Prerequisite	Review fully executed Contract Agreement to confirm project closeout requirements.	DGS PM to review the fully executed Contract Agreement to confirm Contractual Substantial Completion (SC) date, Clearly define the definition and requirements to achieve Substantial Completion; Punchlist, LEED Certification; Award Fee (<i>the Panel</i>); Final/Seasonal Commissioning and Eleven Month Warranty. Minimum 6 months before contractual SC date.	Reference: <i>Fully Executed Contract Agreement and Modifications</i> <i>Closeout Submittal Register</i>
2	Punchlist	DGS PM shall oversee the punchlist process including access to software being used by Contractor/Vendor, tracking and completion of punchlist items.	Contractor/Vendor and Architect shall develop a punchlist. Once the punchlist is prepared, the Contractor/Vendor shall inspect the work along with the DGS PM. The punchlist shall be revised to reflect additional work items that are discovered during such inspection. Minimum 30 days to complete punchlist.	Reference: <i>N/A</i>
3	Meetings	Project coordination and closeout kick off meetings.	<ul style="list-style-type: none"> • Coordination Meeting - DGS PM to schedule a coordination meeting with SPM of closeout, to review and discuss project contractual closeout requirements. • Kick-off Meeting – <i>After Coordination Meeting</i> - DGS PM to schedule a closeout kick-off meeting with Contractor/Vendor and SPM for Closeout to review DGS closeout protocol including LEED Certification status, Award Fee (<i>the Panel</i>), Punchlist completion and sign-off, Final/Seasonal commissioning coordination. Minimum 6 months before contractual SC date. 	Reference: <i>Fully Executed Contract Agreement and Modifications</i> <i>Closeout Submittal Register</i>
4	Request for Substantial Completion Certificate	Contractor/Vendor shall request substantial completion upon meeting the criteria set forth in the fully executed Contract Agreement.	Contractor/Vendor shall complete and submit <u>Request for Substantial Completion</u> to the DGS PM with all documents required by the <u>Pre-Substantial Completion</u> (Step 5). Minimum 2 months before contractual SC date.	Reference: <i>Request for Substantial Completion (Attachment 2)</i>
5	Pre-Substantial Completion (Turnover Closeout Check List)	DGS PM shall ensure the <u>Pre-Substantial Completion (Turnover Closeout Check List)</u> has been completed with all required documents submitted by the Contractor/Vendor.	<ul style="list-style-type: none"> • Contractor/Vendor shall upload the <u>Request for Substantial Completion</u> and all required closeout documents per the <u>Pre-Substantial Completion (Turnover Checklist)</u> to Project Teams _Closeout. • DGS PM shall review closeout documents to confirm all required documents have been submitted, legible and organized. 	Reference: <i>Pre-Substantial Completion (Turnover Closeout Check List) (Section 4)</i> <i>Project Teams (Closeout folder)</i>

EXHIBIT C - Project Turnover Protocol



PROJECT CLOSEOUT STEP BY STEP PROCEDURE



STEP	TITLE	DESCRIPTION	CLOSEOUT COORDINATION	CLOSEOUT DOCUMENTS
6	Certificate of Substantial Completion	DGS PM will complete this document (<i>after review</i>) and enter the date the project achieved contractual Substantial Completion as required by fully executed Contract Agreement requirements.	<ul style="list-style-type: none"> DGS PM shall complete <i>Certification of Substantial Completion</i> document, upload to Project Teams _Closeout. DGS PM shall notify the SPM for Closeout that closeout that package has been reviewed and is ready for processing. 	Reference: <i>Certificate of Substantial Completion (Attachment 2)</i>
7	Review Comment(s) Meeting	SPM for Closeout will conduct an initial review of closeout package before submission to Construction Turnover Manager for final review and sign off.	<ul style="list-style-type: none"> SPM for Closeout will conduct an initial review of closeout package and then submit to the Construction Turnover Manager for final review and sign off. SPM for Closeout will schedule a meeting with DGS PM and Construction Turnover Manager to review any reviewer comments. 	Reference: N/A
8	Sign off	Construction Turnover Manager, Program Manager and DGS PM will sign off on <i>Certificate of Substantial Completion</i> document with approved SC project date.	<ul style="list-style-type: none"> DGS PM shall provide a copy of fully executed <i>Certificate of Substantial Completion</i> to the Contractor/ Vendor, project Contract Specialist and the DCPS representative (for their records). Contractor/Vendor shall now provide all documents for <i>Pre-Final Completion (Turnover Closeout Checklist)</i> (Step 13). 	Reference: N/A
9	Substantial Completion Delay Notification	If the Contractor/Vendor fails to achieve Substantial Completion by the contractual Substantial Completion date as outlined in the fully executed contract agreement, the DGS PM shall notify the Contractor immediately.	DGS PM shall issue through C&P a written notification of the <i>Substantial Completion Delay</i> to the Contractor and the subsequent terms of the Liquidated Damages as outlined in the Executed Contract Agreement.	Reference: <i>Substantial Completion Delay Notification (Attachment 1)</i>
10	3rd Party Consultant Payments	DGS PM should ensure that all Third Party Vendors have submitted their final invoices and have received payment. Exception: <i>Commissioning Agent shall invoice once Seasonal Commissioning and final Commissioning Report is complete</i>	DGS PM shall review project Purchase Order list for encumbered funding associated with Third Party services and process all invoices. Minimum of 30 Days after Substantial Completion.	Reference: N/A
11	Punchlist Completion / Sign-off	DGS PM shall ensure the Final Punchlist has been completed by the Contractor/ Vendor.	DGS PM shall back walk and sign off on all outstanding punchlist items prior to the tenant agency occupancy. Minimum of 2 weeks before tenant agency occupancy.	Reference: N/A
12	Day 2 Activities/Post Contract Modifications	Additional scope items or changes outside of the original Executed Contract Agreement, identified or requested by Tenant Agency shall be considered Day-2 Activities and addressed under separate Contract vehicle.	All Day-2 activities shall be tracked in Project Teams. DGS PM shall coordinate completion schedule of the Day- 2 activities with Tenant Agency and the Contractor/Vendor. DGS PM shall coordinate funding and propionate contracts for Day-2 activities with the Tenant Agency, C&P, and CPO.	Reference: N/A

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PROJECT CLOSEOUT STEP BY STEP PROCEDURE



STEP	TITLE	DESCRIPTION	CLOSEOUT COORDINATION	CLOSEOUT DOCUMENTS
PRE- FINAL COMPLETION				
13	Warranties and Maintenance Agreements	DGS PM shall ensure all required warranties have been submitted.	<ul style="list-style-type: none"> • All extended warranties and maintenance agreements shall be listed <u>on Extended Warranty and Maintenance Schedule.</u> • All warranties dates should start the date of Substantial Completion date signed off by DGS (Step 9). • Contractor/Vendor shall provide a standard one (1) year warranty for workmanship. • All extended warranties and maintenance agreements shall be directly contracted with the District. 	Reference: <i>Extended Warranty and Maintenance Schedule</i> (Attachment 5)
14	Pre-Final Completion (Turnover Closeout Check List)	DGS PM shall ensure the <u>Pre-Final Completion (Turnover Closeout Check List)</u> has been completed with all required documents submitted by the Contractor/Vendor.	<ul style="list-style-type: none"> • Contractor/Vendor shall upload all required closeout documents per the <u>Pre-Final Completion (Turnover Checklist)</u> to Project Teams Closeout. • DGS PM shall review closeout documents to confirm all required documents have been submitted, legible and organized. • DGS PM shall notify the SPM for Closeout that closeout that package has been reviewed and is ready for processing. 	Reference: <i>Pre-Final Completion (Turnover Closeout Check List)</i> (Section 4)
15	Review Comment(s) Meeting	SPM for Closeout will conduct an initial review of closeout package before submission to Construction Turnover Manager for final review and sign off.	<ul style="list-style-type: none"> • SPM for Closeout will conduct an initial review of closeout package and then submit to the Construction Turnover Manager for final review and sign off. • SPM for Closeout will schedule a meeting with DGS PM and Construction Turnover Manager to review any reviewer comments. 	Reference: N/A
16	Sign off	Construction Turnover Manager, shall FINAL sign off on <u>Certificate of Substantial Completion.</u>	<ul style="list-style-type: none"> • DGS PM shall provide a copy of fully executed <u>Certificate of Substantial Completion</u> to the Contractor/ Vendor, DGS Contract Specialist and the DCPS project person (for their records). • DGS PM and Contractor/Vendor shall now prepare for next step in the closeout protocol 11 Month Warranty walk (Step 21). 	Reference: N/A

EXHIBIT C - Project Turnover Protocol



PROJECT CLOSEOUT STEP BY STEP PROCEDURE



STEP	TITLE	DESCRIPTION	CLOSEOUT COORDINATION	CLOSEOUT DOCUMENTS
17	Award Fee – (the Panel) Evaluation	<p><i>(If applicable, DGS PM to review fully executed contract agreement)</i></p> <p>Award Fee Pool / Award Fee Evaluation / At-Risk Incentive Panel site walk for the at-risk portion of the project fee.</p>	<ul style="list-style-type: none"> • DGS PM and SPM for Closeout shall coordinate and schedule Award Fee Evaluation / At-Risk Incentive Panel site walk. Minimum 30 days after final punchlist completion / sign-off • DGS PM shall prepare <u>Quality Incentive Evaluation Form</u> for the Panel use in the site walk and evaluation. • DGS PM shall follow up with panel participants for their completed and signed <u>Quality Incentive Evaluation forms</u>. DGS PM plug data in to <u>Calculation Sheet</u> to determine the at-risk fee amount awarded/earned. 	<p>Reference:</p> <p><i>Quality Incentive Evaluation Form and Calculation Sheet</i> (Attachment 3)</p>
18	Award Fee - (Memorandum & Sign-off)	<p>DGS PM shall draft and submit for review/approval and sign off the <u>Closeout Panel Memo</u> for Design and Construction Quality At-Risk award fee.</p>	<ul style="list-style-type: none"> • DGS PM shall draft <u>Closeout Panel Memo</u> within 5 Working days of the Award Fee Panel site walk the Closeout Memo and backup shall be reviewed by the SPM for Closeout prior to sign-off by DGS PM and Program Manager. • DGS PM shall issue a fully executed copy of the <u>Closeout Panel Memo</u> to the Contractor/Vendor for their record and to invoice. 	<p>Reference:</p> <p><i>Closeout Panel Memo</i> (Attachment 4)</p>

PROJECT CLOSEOUT
STEP BY STEP PROCEDURE

STEP	TITLE	DESCRIPTION	CLOSEOUT COORDINATION	CLOSEOUT DOCUMENTS
POST-FINAL COMPLETION/ADMINISTRATIVE CLOSEOUT				
19	Post Final Completion (Turnover Closeout Check List)	DGS PM shall ensure the <u>Post-Final Completion (Turnover Closeout Check List)</u> has been completed with all required reports, inspections, and certifications have been performed and/or submitted.	<ul style="list-style-type: none"> Contractor/Vendor shall upload all required closeout documents per the <u>Post-Final Completion (Turnover Closeout Checklist)</u> to Project Teams _Closeout. DGS PM shall review closeout documents to confirm all required documents have been submitted, legible and organized. DGS PM shall notify the SPM for Closeout that closeout that package has been reviewed and is ready for processing. 	Reference: <i>Post-Final Completion – Turnover Closeout Check List (Section 4)</i>
20	Seasonal Commissioning	DGS PM shall coordinate final / seasonal commissioning of project for final report and closeout.	<ul style="list-style-type: none"> Contractor/Vendor shall confirm system is ready for final commissioning (any and all error notifications have been cleared). DGS PM shall coordinate and schedule final commissioning with commissioning agent, Vendor/Contractor (Mechanical subcontractor), SPM for Closeout, tenant agency and facilities. 	Reference: N/A
21	11 Month Warranty Walk	DGS PM, Faculties, Contractor/Vendor and Tenant Agency representatives shall walk the project together Eleven (11) Months after the Substantial Completion to identify any necessary warranty work.	DGS PM shall ensure the Contractor/Vendor provides schedule of completion for all warranty items identified during the 11 Month Walk. Minimum 11 months after SC date.	Reference: <i>11th Month Walkthrough Check List (Attachment 7)</i>
22	LEED Certification	LEED Certification as outlined in fully executed Contract Agreement.	Contractor/Vendor shall provide DGS PM with a copy of the LEED certification and plaques for the project.	Reference: N/A
23	Final Invoice	DGS PM shall request pencil copy of final invoice and all backup for pre-approval.	<ul style="list-style-type: none"> Contractor/Vendor shall provide all required documents including FINAL release of lien and copies of final lien waivers (signed and notary) from subcontractors as proof of payment. Pencil copy to be uploaded to Project Teams. DGS PM shall review and approve pencil copy for processing/submission in PASS. DGS PM shall draft the <u>Final Completion Memo</u> for Program Manager review and signature. 	Reference: <i>Final Completion Memo (Attachment 8)</i>

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PROJECT CLOSEOUT STEP BY STEP PROCEDURE



STEP	TITLE	DESCRIPTION	CLOSEOUT COORDINATION	CLOSEOUT DOCUMENTS
24	Funds De-obligation	Any remaining Funds in the Project Budget, shall be de-obligated.	DGS PM shall process requisition request with backup for SPM for Closeout review and signature, to de-obligate any money remaining on projects contracts / PO's.	Reference: <i>De-obligation From / Requisition Request</i> (Attachment 9)
25	Final Completion Letter	DGS PM shall draft <u>Final Completion Letter</u> for Tenant Agency to advice of Project Final Completion and Closeout.	DGS PM shall coordinate Sign Off by DGS Program Manager or Deputy Director.	Reference: <i>Final Completion Letter</i> (Attachment 10)
26	Post Occupancy Evaluation User Questionnaire	DGS PM shall coordinate completion of <u>Post Occupancy Evaluation</u> User Questionnaire.	DGS PM shall coordinate evaluation completion with Tenant Agency and Building Tenant. Minimum 15 days before final payment.	Reference: <i>Post Occupancy Evaluation</i> (Attachment 11)
27	Past Performance Evaluation	DGS PM shall complete Designer and Contractor's <u>Past Performance Evaluation</u> .	After final payment has been processed, the DGS PM shall complete the evaluation. Minimum 5 days after final payment.	Reference: <i>Past Performance Evaluation</i> (Attachment 12)

4. TURNOVER CLOSEOUT CHECK LIST



EXHIBIT C - Project Turnover Protocol
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	SPEC SECTION	DGS PM INITIAL	Date Complete	Comments	Distribution				Note
					A	B	C	D	
Operation Certificates & Permits									
Certificate of Occupancy	01 77 00			Contractor/Vendor to provide (Permanent or temporary)					2.1
Occupancy Load Certificates posted	01 77 00			DGS PM to CONFIRM					2.2
Boiler inspection (Green Stickers)	01 77 00			Contractor/Vendor to provide (if applicable)					2.3
Elevator (conveying system) inspection	01 77 00			Contractor/Vendor to provide					2.3
Health Inspection	01 77 00			Contractor/Vendor to provide					2.3
Fire sprinkler and fire alarm certification	01 77 00			Contractor/Vendor to provide					2.3
Other operator certificates (per project)	01 77 00			Contractor/Vendor to provide					2.3
Emergency evacuation plans (completed)				DGS PM to CONFIRM (DGS PM, to coordinate with Contractor/Vendor, A/E and DCPS for floor plans/drawings for evacuation plans)					2.4
Inspection Approval Card				Contractor/Vendor to provide					2.3
Punch list with all material items resolved.	01 77 00			Contractor/Vendor to provide					2.5
Equipment schedule (in excel)	01 78 23			Contractor/Vendor to provide (DGS standard document)					2.6
Equipment Label schedule, if applicable.	01 78 23			Contractor/Vendor to provide (if applicable)					2.7
Commissioning / HVAC balancing complete	01 91 13			DGS PM to CONFIRM (3rd party)					2.8
All training completed	01 79 00			DGS PM to CONFIRM (Completed or scheduled)					2.8
Project contact information list.				Contractor/Vendor to provide (Company, Name, number & email)					2.9
O & M manuals submitted	01 78 23			Contractor/Vendor to provide					2.10
Proposed schedule of maintenance	01 78 23			Contractor/Vendor to provide					2.11
Final cleaning completed	01 50 00			DGS PM to CONFIRM					2.8
Keys: permanent cores and keys to COTR	01 77 00			Contractor/Vendor to provide (DGS PM to coordinate with Contractor/Vendor and DCPS for key turnover protocol and provide a copy of signed transmittal of key/key card submission)					2.8

Verified Received by:

Name: _____ Date: _____

Facilities Turnover Manager

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 DGS PM and turned over to DGS SPM of Closeout 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.

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.



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Project Name:

Project Manager:

Anticipated Date of Substantial Completion:

- 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.



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TURNOVER CLOSEOUT CHECK LIST

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

Pre-Final Completion

Activity	SPEC SECTION	DGS PM INITIAL	Date Complete	Comments	Distribution				Note
					A	B	C	D	
Valid Bonds & Insurance (post-construction)	01 77 00			DGS PM to CONFIRM with C&P					3.1
Elevator (conveying system) certification	01 77 00			Contractor/Vendor to provide					3.2
Warranty information / documents	01 78 70			Contractor/Vendor to provide (Warranty start dates should match approved Substantial Completion Date)					3.3
Maintenance Agreements	01 78 70			Contractor/Vendor to provide					3.4
Punch list with all items resolved.	01 77 00			Contractor/Vendor to provide (DGS PM has to sign off on punch list)					3.2
Attic stock, parts and equipment list	01 78 61			Contractor/Vendor to provide a copy of signed transmittal. (DGS PM to coordinate with Contractor/Vendor and DCPS for location to store attic stock)					3.5
As-built documents.									3.6
Drawings (PDF and CAD files)	01 78 39			Contractor/Vendor to provide					3.6.1
Specifications	01 78 39			Contractor/Vendor to provide					3.6.2
LEED, Preliminary Construction Review	01 77 00			Contractor/Vendor to provide status (Design Credit Submission and Construction Credit Submission)					3.7
Tags, labels, plaques (if applicable)									
Meter plan				Vendor to provide (or note drawing number)					3.2
Valve Plan				Vendor to provide (or note drawing number)					3.2
Dedication Plaque Posted		N/A	N/A						3.2
Emergency evacuation plans (posted).				DGS PM to CONFIRM					3.2
Environmental, Health & Safety documents.									
Environmental Reports (Phase 1, 2, etc.)				DGS PM to provide (3 rd party)					3.8
Asbestos Closure Report	01 77 00			DGS PM to provide (3 rd party)					3.8
Lead Paint Closure Report	01 77 00			DGS PM to provide (3 rd party)					3.8
UST/Contaminated Soil Closure Report	01 77 00			DGS PM to provide (3 rd party)					3.8
Hazardous Materials Manifest (if not in reports)				DGS PM to provide (3 rd party)					3.8
SWM approval				Contractor/Vendor to provide					3.8
MSDS for finishes & materials incorporated.				Contractor/Vendor to provide					3.8
Termite pre-treatment report	01 77 00			Contractor/Vendor to provide					3.8
Mold prevention certification	01 50 00			Contractor/Vendor to provide					3.8
Pest Control Inspection Field Report	01 50 00			Contractor/Vendor to provide					3.8
Final meter reading for utilities	01 50 00			Contractor/Vendor to provide					3.9
Permanent utility meters installed				DGS PM to CONFIRM					3.10
Fuel Tanks Filled	01 77 00			DGS PM to CONFIRM					3.2
Training video submitted	01 79 00			Vendor to provide					3.11
Final Commissioning report.				DGS PM to provide (3 rd party)					3.12
Removal of all temporary facilities.	01 50 00			DGS PM to CONFIRM					3.2
Final Property Survey				Vendor to provide (Wall check)					3.13
Waste Removal, Recycling & Utilities				DGS PM to CONFIRM					3.14

Name: _____

 Facilities Turnover Manager _____ Date _____



TURNOVER CLOSEOUT CHECK LIST

Project Name:

Project Manager:

Anticipated Date of Substantial Completion:

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 DGS PM and turned over to DGS SPM of Closeout 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.

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.
 - 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 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.
- 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.



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 CONSTRUCTION / FACILITIES DIVISIONS



TURNOVER CLOSEOUT CHECK LIST

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

Post-Final Completion

Activity	SPEC SECTION	DGS PM INITIAL	Date Complete	Comments	Distribution				Note
					A	B	C	D	
Second season HVAC commissioning completed.				DGS PM to provide (Coordinate with Contractor/Vendor and get final report from Commissioning Agent)					4.1
Pre 1 year warranty expiration inspection.				DGS PM to provide (Coordinate with SPM, Facilities and School to schedule walk)					4.1
Elevator inspection report (one year)				DGS PM to view project specification, if applies, coordinate with Contractor/Vendor for inspection.					4.2
Fire Alarm inspection report (one year)				DGS PM to view project specification, if applies, coordinate with Contractor/Vendor for inspection.					4.2
Infrared testing of electrical system (6 months)				DGS PM to view project specification, if applies, coordinate with Contractor/Vendor for testing.					4.2
LEED EA Credit 5 verification.				Contractor/Vendor to provide					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 DGS PM and turned over to DGS SPM of Closeout 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.

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.

5. NOTES

6. ATTACHMENTS - CLOSEOUT RELATED DOCUMENTS

Table of Contents

- Attachment 1 – Substantial Completion Delay Notification
- Attachment 2 – Request for Substantial Completion Certificate of Substantial Completion
- Attachment 3 – Quality Incentive Evaluation Form Calculation Sheet
- Attachment 4 – Closeout Panel Memo
- Attachment 5 – Extended Warranty and Maintenance Schedule
- Attachment 6 – N/A – for Closeout Protocol
- Attachment 7 – 11th Month Walkthrough Check List
- Attachment 8 – Final Closeout Memo
- Attachment 9 – De-obligation Form/Requisition Request
- Attachment 10 – Final Completion Letter
- Attachment 11 – Post Occupancy Evaluation
- Attachment 12 – Past Performance Evaluation

ATTACHMENT - 1

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CAPITAL CONSTRUCTION SERVICES DIVISION**



Date

*[NAME OF DESIGNATED REPRESENTATIVE]
[TITLE OF DESIGNATED REPRESENTATIVE]
[CONSTRUCTION COMPANY NAME]
[CONSTRUCTION COMPANY ADDRESS 1]
[CONSTRUCTION COMPANY ADDRESS 2]*

Reference: *Project Name, Contract # ("Agreement")*

Subject: Notice- Failure to reach substantial completion date for (*Project Name*)

Dear *[DESIGNATED REPRESENTATIVE]*:

You are hereby notified that you have failed to reach substantial completion of the above-referenced project by the substantial completion date set forth in the Agreement. The parties have agreed to liquidated damages to District of Columbia for the delay in the amount of (\$ amount) a day for each calendar day of delay for failure to meet the substantial competition date.

Any damages owed to the Department will be determined by the Contracting Officer at the end of the delay.

Should you have any questions or wish to discuss this matter further, please feel free to contact me directly at (phone 202- XXX-XXXX)

Sincerely,

George G. Lewis
Chief Procurement Officer – DGS

REQUEST FOR SUBSTANTIAL COMPLETION

DATE

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

Attention: Kerric Baird or Brian Butler (COTR)

Reference: _____ (Project Name)

Dear Sir/Madam,

_____ (Contractor/Vendor Name) hereby requests an inspection for determination of date of Substantial Completion for the above referenced project, or portion hereof as detailed below, 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]

ATTACHMENT - 2A



CERTIFICATE OF SUBSTANTIAL COMPLETION

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

PROJECT NAME: _____

CONTRACTOR: _____

PROJECT No.: DCAM-##

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

X 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** _____. (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 - Project Turnover Protocol

PROJECT NAME - CONTRACTOR NAME incentive Fee At Risk Calculation

Ranking	Score	Incentive %	Design	Construction
Poor	0	0	\$ -	
Fair	1	33%	\$ 33,000.00	\$ 33,000.00
Good	2	67%	\$ 67,000.00	\$ 67,000.00
Excellent	3	100%	\$ 100,000.00	\$100,000.00

Design Score 2.33 78% \$ 78,055.00

Construction Score 2.33 78% \$ 78,055.00

PROJECT NAME - CONTRACTOR NAME- Build At Risk Fee (40% of Total Fee = \$400,000.00)

Incentive	Percentage of At Risk Portion	Maximum Amount	Actual Amount Earned
Agreement of GMP	25.00%	\$ 100,000.00	\$ 100,000.00
Substantial Completion	25.00%	\$ 100,000.00	\$ 100,000.00
Design Quality	25.00%	\$ 100,000.00	\$ 78,055.00
Construction Quality	25.00%	\$ 100,000.00	\$ 78,055.00
TOTALS	100.00%	\$ 400,000.00	\$ 356,110.00

Grading	DGS Rep- NAME	School Rep - NAME	DCPS Rep. - NAME	Averages
Functionality	2	2	2	2.00
Interior Spaces	2	2	2	2.00
Exterior Appearance	3	3	3	3.00
OVERALL SCORE (Design)	2.33	2.33	2.33	2.33
Main Lobby	2	3	2	2.33
Auditorium (excludes plaster Summer 2019 repair/replacement)	1	1	1	1.00
Cafeteria	3	2	3	2.67
Kitchen	3	3	3	3.00
2nd Floor Forum/Balcony	3	2	3	2.67
2nd Floor Exterior Classroom	3	2	3	2.67
Gymnasium	3	2	2	2.33
Fitness Center	3	2	3	2.67
Media Center (Library)	2	2	2	2.00
Media Center (Maker Space)	1	1	2	1.33
Classroom (General)	3	2	3	2.67
Exterior (General)	3	3	3	3.00
MEP Systems	2	2	2	2.00
OVERALL SCORE (Construction)	2.46	2.08	2.46	2.33

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



TO: Brian Butler, Program Manager – Capital Construction Services

THROUGH: Sonya Woodall, Project Manager – Capital Construction Services

FROM: **NAME**, Project Manager

RE: **PROJECT NAME** – Design and Construction Quality At-Risk Fee Incentive

DATE: **DATE**

The purpose of this memorandum is to provide a determination on the incentives and at-risk portion of **CONTRACTOR’S NAME** fee on the **PROJECT NAME** project as outlined in Section **7.1.1** of Agreement for *Design-Build Services* – Contract Number DCAM-##-##-####.

Per Section **7.1.1** of the *Design-Build Agreement* between **CONTRACTOR’S NAME** and the Department of General Services **CONTRACTOR’S NAME** compensation shall be **\$1,000,000.00**, of which **40%** or **\$400,000.00** is At-Risk, as further defined in Section **7.1.4** of the agreement as outlined below.

Section 7.1.4.1 – Agreement of GMP before September 5, 2017:

“If a GMP that does not exceed the Approved Concept Design Estimate is agreed upon by the Design-Builder and the Department on or before September 5, 2017, the Design-Builder shall earn twenty five percent (25%) of the At Risk Portion.”

25% of the At Risk portion of **CONTRACTOR’S NAME** fee equates to **\$100,000.00**.

CONTRACTOR’S NAME has earned and received the GMP Agreement portion of their at risk fee on the project and was entitled to bill the entire amount of **\$100,000.00**.

Section 7.1.4.2 – Substantial Completion* on August 11, 2018:

*(*Reference Contract Modification MOD 003 for contract boiler plate changes for Substantial Completion qualifications)* – NOTE if there is NOT a MOD that changed the SC Date delete this Reference

“If (i) the Design-Builder achieves Substantial Completionon or before August 11, 2018; and (ii) the final amount due to the Design-Builder, inclusive of the earned portions of the Design-Build Fee, the Design Fee and the Cost of General Conditions, is less than One Hundred Three percent (103%) of the Target GMP, the Design-Builder shall earn twenty five percent (25%) of the At Risk Portion.”

EXHIBIT C - Project Turnover Protocol

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF GENERAL SERVICES



25% of the At Risk portion of **CONTRACTOR'S NAME** fee equates to **\$100,000.00**. **CONTRACTOR'S NAME** received the Certificate of Occupancy on August 8/8/18 however did not receive Substantial Completion sign off by DGS until August 13, 2018. *With the successful receipt of all final inspections, turnover of Close-out Documents per DGS's Turnover Protocol and receipt of the Certificate of Occupancy, The building was fully operational and ready for school staff and teachers to move-in and a seamless opening for the first day of school.*

We recommend the **CONTRACTOR'S NAME** earned the Substantial Completion portion of the at risk fee of the project and are entitled to bill for the entire amount of **\$100,000.00**

Section 7.1.4.3 – Design Quality:

“The Design-Builder shall be eligible to earn up to twenty five percent (25%) of the At Risk Portion based on the level of design quality of the Project as delivered (such amount the “Design Quality Incentive”).....Upon Substantial Completion, the Panel shall meet and determine the degree to which the Project as delivered complied with the design intent (both as to functionality, look and feel of the interior spaces, and its external appearance) of the design as reflected in the GMP Basis Documents. In making this determination, the Panel shall endeavor to reach a consensus among its members and ascribe one of the following four words to the overall success of the design intent: poor, fair, good or excellent.”

25% of the At Risk portion of **CONTRACTOR'S NAME** fee equates to \$100,000.00. On **DATE**, an award fee panel consisting of **NAME** (DGS), **NAME** (DCPS) and **NAME** (School Representative) convened on site to walk the building and evaluate the Design Quality based on the parameters outlined below and in the completed evaluation forms attached.

The panel gave scores of 0 (Poor), 1 (Fair), 2 (Good) and 3(Excellent) for the three areas of evaluation; Functionality, Interior Spaces, and Exterior Appearance. Each score correlated with a percentage of the overall portion of the at risk fee the **CONTRACTOR'S NAME** could earn based on the ratings as follows:

Ranking	Incentive %	Design
Poor	0	-
Fair	33%	\$33,000.00
Good	67%	\$67,000.00
Excellent	100%	\$100,000.00

The average of the scores given by the evaluation panel, as seen in the individual and summary scoring sheets attached, was 2.33 for Design Quality Incentive. Based on this average score of 2.33, **CONTRACTOR'S NAME** earned 78%, or \$78,055.00 of their total \$100,000.00 at risk fee for design quality. We recommends that **CONTRACTOR'S NAME** is entitled to bill for \$78,055.00 of this at risk portion of their fee.

EXHIBIT C - Project Turnover Protocol

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF GENERAL SERVICES



Section 7.1.4.4 – Construction Quality:

“The Design-Builder shall be eligible to earn up to twenty five percent (25%) of the At Risk Portion of the Design-Build Fee based on the level of construction quality of the Project as (such amount the “Construction Quality Incentive”)..... Upon Final Completion of the Project, the Panel shall meet and determine the degree to which the workmanship and construction quality of the Project is appropriate for a first-class building, giving consideration to the intended uses of the various spaces. In making this determination, the Panel shall endeavor to reach a consensus among its members and ascribe one of the following four words to the overall success of the construction quality: poor, fair, good or excellent.”

25% of the At Risk portion of **CONTRACTOR’S NAME** fee equates to \$100,000.00. On **DATE**, an award fee panel consisting of **NAME** (DGS), **NAME** (DCPS) and **NAME** (School Representative) convened on site to walk the building and evaluate the Construction Quality based on the parameters outlined below and in the completed evaluation forms attached.

The panel gave scores of 0 (Poor), 1 (Fair), 2 (Good) and 3(Excellent) for the construction quality evident in selected spaces intended to represent the overall construction quality of the Project. These spaces included the *Main Lobby, Auditorium, Cafeteria, Kitchen, 2nd Floor Forum/Balcony, 2nd Floor Exterior Classroom, Gymnasium, Fitness Center, Media Center (Library), Media Center (Maker Space), Classroom (General), Exterior (General) and MEP Systems*. Each score correlated with a percentage of the overall portion of at risk fee that **CONTRACTOR’S NAME** could earn based on the ratings as follows:

Ranking	Incentive %	Construction
Poor	0	-
Fair	33%	\$33,000.00
Good	67%	\$67,000.00
Excellent	100%	\$100,000.00

The average of the scores given by the evaluation panel, as seen in the individual and summary scoring sheets attached, was **2.33** for Construction Quality Incentive. Based on this average score of **2.33**, **CONTRACTOR’S NAME** earned 78%, or \$**78,055.00** of their total \$**100,000.00** at risk fee for construction quality. We recommend that **CONTRACTOR’S NAME** is entitled to bill for \$**78,055.00** of this at risk portion of their fee.

Summary

The table below summarizes the At Risk Portion of **CONTRACTOR’S NAME** fee on the **PROJECT NAME** project and the amounts for which they are entitled to bill, as previously described in this memorandum.

EXHIBIT C - Project Turnover Protocol

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF GENERAL SERVICES



PROJECT NAME - CONTRACTOR'S NAME - Build At Risk Fee (40% of Total Fee = \$400,000.00)

Incentive	Percentage of At Risk Portion	Maximum Amount	Actual Amount Earned
<i>Agreement of GMP</i>	25.00%	\$ 100,000.00	\$ 100,000.00
<i>Substantial Completion</i>	25.00%	\$ 100,000.00	\$ 100,000.00
<i>Design Quality</i>	25.00%	\$ 100,000.00	\$ 78,055.00
<i>Construction Quality</i>	25.00%	\$ 100,000.00	\$ 78,055.00
TOTALS	100.00%	\$ 400,000.00	\$ 356,110.00

Sonya Woodall
Project Manager – Capital Construction Services
Department of General Services

Recommended by:

Approved by:

PM NAME
Project Manager

Brian Butler
DGS – Program Manager

Paul Blackman
DGS - Deputy Director

ATTACHMENTS

School Representative Completed and Signed Quality Incentive Evaluation
DGS Completed and Signed Quality Incentive Evaluation
DCPS Completed and Signed Quality Incentive Evaluation
At Risk Portion Calculation Sheet

EXHIBIT C - Project Turnover Protocol 11th Month Walkthrough Check List



Project Name:
Date:
Participants: see Sign In Sheet

ATTACHMENT - 7

Item #	BIC	Warranty or Maintenance	Floor and Location	Description (Reference Attachment A - Drawings for location)	Action
1	School	TBD	3rd Floor - Gym	Evidence of a water leak (minor drywall and paint repair) (Reference Picture 1)	DSL (Jonathan Aviles) to submit a work order ticket Facilities to investigate the source of the leak and determine if this is a warranty or maintenance issue and proceed according
2	School	TBD	3rd Floor - Gym	Evidence of a water leak (minor drywall and paint repair) (Reference Picture 2)	DSL (Jonathan Aviles) to submit a work order ticket Facilities to investigate the source of the leak and determine if this is a warranty or maintenance issue and proceed according
3	MCN	Warranty	3rd Floor - Gym	Screws missing / not installed, grill/cover loss/hanging (Reference Picture 3)	MCN to address
4	School	TBD	3rd Floor - Fitness Center	Evidence of a water leak (replacement of damaged ceiling tiles) (Reference Pictures 4 & 5)	DSL (Jonathan Aviles) to submit a work order ticket Facilities to investigate the source of the leak and determine if this is a warranty or maintenance issue and proceed according
5				<i>End of Notes</i>	
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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CAPITAL CONSTRUCTION SERVICES DIVISION



ATTACHMENT - 8

Mr. George Lewis
Associate Director, Contracts and Procurement
Department of General Services
2000 14th Street, NW – 8th Floor
Washington, DC 20009

Reference: *Project Name*

Subject: Final Closeout (*Contractor Name*)

Dear Mr. Lewis:

Construction Company has requested financial obligation for their work performed at the above-reference project. The final contract amount for (*DCAM-XX-CS-XXX*) is \$*Amount*. The school building is (100%) completed to date inclusive of the base contract and the approved change order work and occupied in *Date* by the *User/Tenant*. The unused balance of the *GMP or Contract Budget* in the amount of \$*Amount* is to be returned to the District's CIP funding due to unspent allowances and cost savings in the project.

With this submission, retention on all trade contractors was reduced to 0%, leaving a \$0 balance in the existing contract and all turnover documentation have been signed and approved by the DGS Closeout Manager. The Building has achieved LEED *Level*.

At this time, a recommendation for the project with the work listed in *POXXXXXX* and based on the attached financial closeout package from *Construction Company* and the fact all the contract requirements are satisfied; be considered fully complete and closed by DGS.

Should you have any questions or wish to discuss this matter further, please feel free to contact me directly at (phone 202-360-3746)

Sincerely,

Brian Butler
Program Manager – DCPS Cluster

Recommendation Accepted by
George Lewis
Associate Director, Contracts and Procurement

EXHIBIT C - Project Turnover Protocol
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

ATTACHMENT - 9



1250 U Street, NW
 Washington, D.C. 20009
 Phone: (202) 727-2800

Requisition Request

1. Submittal Date:	3. Type of Request	3a. Requires Council Approval? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Date PO Needed:	Original PO:	Amount: \$4
	Modification Amount: \$	De-Obligate

Project Information

4. Agency-Sequence-Title and Project Title	
5. Project Description:	
6. Facility Name:	
7. Facility Address:	
8. Ward:	
Pass COTR:	
Pass PMO:	
Pass Director of Operations:	

Financial Information

9. Fund Type:	9a. Reviewed Capital Eligibility Guidelines? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Project Number:	PM Initials: ____ Date: ____
11. Cost: \$	De-obligate

Vendor Information

12. Name: Core Engineers Consulting Group.	Address:
--	----------

Purpose

13. Description	
14. Justification	

Approvals

15. DGS Unit: Capital Construction Services	Signature:	Date: 8/13/2019
16. Requestor: Eupert Braithwaite	Signature:	Date: 8/13/2019
17. Financial Approval (Certification of Funding availability only)	Signature:	Date:
18. Executive Level (if applicable)	Signature:	Date:

(Financial Team Use Only): Legal to provide information on all requests that require Council approval, prior to creating a PO

Funds Availability: YES NO Contract Attached: YES NO
 Index: _____ Object class (if applicable): _____ Org Code (if applicable): _____
 PCA: _____

ATTACHMENT - 10

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES
CAPITAL CONSTRUCTION SERVICES DIVISION



Date

Tenant/User Agency

Name

Title

Address

Address

Reference: *Project Name*

Subject: Final Completion Letter for (*Project Name*)

Dear *Name*:

I am pleased to advise you that as per our interagency agreement the above referenced project has reached final completion on *date* and is fully complete.

All work as outlined in the Contract Documents, including all approved Change Orders was completed on *date*, Certificate of Occupancy was obtained on *date*, and the facility was made available for its intended use on *date*. All Punch List and Change Order work was completed as of *date*.

Final Commissioning was completed *on date* and reports submitted on *date*.

The Building has achieved LEED *Level*. Both the Plaque and Certificate have been sent to your office.

The project was turned over to the Facilities Management Division (FMD) on *date*. The turnover package included all specified documents consisting but not limited to Manuals, Warranties, and As-Built Documents.

All project finances have been reconciled for contract (*DCAM-XX-CS-XXX*). The final contract value, inclusive of all approved Change Orders, Shared Savings, and Contingencies paid to the contractor is \$ _____. The unused balance of the *GMP or Contract Budget* in the amount of \$ *Amount* was de-obligated to the District's CIP on *date*.

With this submission, retention on all trade contractors has been reduced to 0%, leaving a \$0 balance in the existing contract.

EXHIBIT C - Project Turnover Protocol

Finally, both Post Occupancy Evaluation and Past Performance Evaluations were completed and filed with other Project Documents on PMIS on *date*.

Should you have any questions or wish to discuss this matter further, please feel free to contact me directly at (phone 202-360-3746).

Sincerely,

Brian Butler
Program Manager – DCPS Cluster

Keith A. Anderson
Director DGS

By: _____
Date: _____

George G. Lewis
Chief Procurement Officer DGS

By: _____
Date: _____

Paul Blackman, Jr.
Deputy Director DGS

By: _____
Date: _____

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



**DGS / DCPS Post-Occupancy Evaluation
User Questionnaire
DGS Project Delivery Guidelines Reference
*Division 11 - Construction Administration
1.1 Construction Close Out***

July 8, 2019

USER INFO

USER NAME:

CONTACT NUMBER:

did participate in the SIT Meetings

did NOT participate in the SIT Meetings

BASIS INFORMATION

NAME OF SCHOOL:

DATE:

INTRODUCTION

Your school is being evaluated to determine how effective the recent construction project was in improving the building to better serve the educational program. You can help us to understand the facility's performance by taking a few minutes to complete this questionnaire.

The results will be used to improve the educational specification, furniture standards, and designs for future schools.

INSTRUCTIONS

Please read each question carefully and circle or fill-in your response. Space is provided for short comments. Feel free to use the back of the pages to make any additional comments



QUESTIONS/COMMENTS

1. What is your role as a user of this facility? (Check the applicable box.)

- Student
- Instructional Staff (indicate which grade)
- Administrator
- Non-Instructional Staff
- Custodial Staff
- Building Engineering Staff
- Other:

2. What is the primary space that you use in the building? (Check the applicable box.)

- Regular Classroom (indicate which grade)
- Lab (Please elaborate)
- Small group/Resourceroom
- Office
- Other (Please elaborate):



Answer the following questions using the code outlined below. Circle one selection only:

- A Excellent
- B Above Satisfactory
- C Satisfactory
- D Below Satisfactory
- F Poor
- NA Not Applicable

Overall design of the school:

1. How well does the number and type of classrooms, small group spaces, and labs match the projected enrollment and the educational programs?

- A B C D F NA

Comments

2. How well does the size and location of the core spaces (media center, auditorium, gym, dining) match the projected enrollment and the educational programs?

- A B C D F NA

Comments

3. How well does the building design provide for different learning and teaching environments? (independent learning, small groups, project labs, outdoor classrooms, etc.)

- A B C D F NA

Comments

4. How well does the facility satisfy your need for safety and security?

- A B C D F NA

EXHIBIT C - Project Turnover Protocol



Post-Occupancy Evaluation

Comments

5. Evaluate the layout of student traffic patterns, halls, stairs and exits within the facility.

A B C D F NA

Comments

6. To what extent is the amount and location of storage areas provided for faculty

A B C D F NA

Comments

7. To what extent is the amount and location of work areas provided for faculty sufficient?

A B C D F NA

Comments

8. Rate the degree to which the building design encourages collaboration.

A B C D F NA

Comments

9. Rate the degree to which the building design encourages collaboration. How welcoming is the entrance, lobby and welcome center?

A B C D F NA

Comments



Regarding Specific Instructional Spaces (Please identify space _____)

9a. To what extent are the spaces that you use (classroom, lab, office, etc.) sized adequately?

A B C D F NA

Comments

9b. Is the size and layout of rooms within a suite sized properly?

A B C D F NA

Comments

10a. To what extent are the spaces that you use (classroom, lab, office, etc.) located appropriately?

A B C D F NA

Comments

10b. Is the configuration of rooms within a suite efficient?

A B C D F NA

Comments



Comments

13. Evaluate the location of instructional aids: (Circle one selection in each category.)

- a. Markerboards A B C D F NA
- b. Talkboards and Strips A B C D F NA
- c. Display Cases A B C D F NA
- d. Electrical Outlets A B C D F NA
- e. Data Outlets A B C D F NA
- f. AV Screens A B C D F NA
- g. Digital Whiteboards A B C D F NA

Comments

14. Rate the quality and appropriateness of the built-in casework and lockers.

- A B C D F NA

Comments

15. Where appropriate, rate the quality and appropriateness of your equipment.

- A B C D F NA

Comments

EXHIBIT C - Project Turnover Protocol



Post-Occupancy Evaluation

16a. Evaluate and rate the quality of the furniture.

a.	Student Chair	A	B	C	D	F	NA
b.	Student Desk	A	B	C	D	F	NA
c.	Teacher Chair	A	B	C	D	F	NA
d.	Teacher Desk	A	B	C	D	F	NA

Comments

16b. Rate the variety and flexibility of the furniture.

A B C D F NA

Comments

17. Is there anything about the facility you especially like? Yes / No
If yes, what do you like about the facility? (List on lines below.)

Comments

18. Is there anything about the facility you especially dislike? Yes /No
If yes, what do you dislike about the facility? (List on lines below.)

Comments



Thank you for your valuable input!

ATTACHMENT - 12

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



**Past Performance Evaluation Form
Process Manual
DGS Project Delivery Guidelines Reference
DCAM-16-CS-0142
Attachment K**

July 8, 2019

Offeror Name: _____

Performance Element (See Description p. 2)	Excellent*	Good	Acceptable	Poor	Unacceptable**
Quality of Services/ Work	X				
Timeliness of Performance	X				
Cost Control	X				
Business Relations	X				
Customer Satisfaction	X				

1. Name of Evaluating Organization: DGS – DCPS
2. Name & Title of Evaluator: _____
3. Telephone Number of Evaluator: _____
4. E-mail address of Evaluator: _____
5. Signature of Evaluator: _____ Date: _____



Past Performance Evaluation Form



- 6. Describe type of service received: _____
- 7. Contract Number: _____ Contract Amount: _____
- 8. Contract Period of Performance: _____
- 9. Performance Summary:

Smoot construction provided exceptional customer service on the Dunbar HS Modernization Project. The company fostered an outstanding team atmosphere with the client, school administration, AE team, and subcontractors. This project has a historic significance for the city and the African American community and as such, was a high profile project and Smoot construction understood its importance. The project was delivered on time and with in budget though a major unforeseen site condition that required a major clean up was encountered. Smoot was able to readjust the schedule and stayed focused on delivering the project for the school opening. The project also attained LEED Platinum certification from the USGBC.

**Remarks on Excellent Performance: Provide data supporting this observation. (Continue on separate sheet if needed)*

*** Remarks on Unacceptable Performance: Provide data supporting this observation. (Continue on separate sheet if needed)*



Past Performance Evaluation Form



RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions as guidance in making these evaluations.

	Quality Product/Service	Cost Control	Timeless of Performance	Business Relations
	<ul style="list-style-type: none"> Compliance with contract requirements Accuracy of reports Appropriateness of Personnel Technical excellence 	<ul style="list-style-type: none"> Within budget (over/ under target costs) Current, accurate, and complete billings Relationship of negated costs to actual Cost efficiencies Change order issue 	<ul style="list-style-type: none"> Meet Interim milestones Reliable Responsive to technical directions Completed on time, including wrap-up and contract administration No liquidated damages assessed 	<ul style="list-style-type: none"> Effective management Businesslike correspondence Responsive to contract requirements Prompt notification of contract problems Reasonable/cooperative Flexible Pro-active Effective contractor recommended solutions Effective snail/small disadvantaged business Subcontracting program
0. Zero	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1. Unacceptable	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
2. Poor	Nonconformance require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			