

**ARCHITECTURAL AND ENGINEERING SERVICES AGREEMENT**

**ROSEDALE POOL REPLACEMENT**

**AT**

**1701 GALES ST. NE, WASHINGTON DC 20002  
CONNECTED TO ROSEDALE RECREATION CENTER**

**BY AND BETWEEN**

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

**AND**

**[INSERT A/E]**

**CONTRACT NUMBER: DCAM-23-CS-AERFP-0002**

**THIS AGREEMENT** (“Agreement” or “Contract”), effective on the date of the last signature of the Parties’ duly authorized representatives (“Effective Date”), is made by and between the **DISTRICT OF COLUMBIA GOVERNMENT** (the “District”), acting by and through its **DEPARTMENT OF GENERAL SERVICES** (“DGS” or the “Department”) and **[Insert A/E]** (the “Architect/Engineer”, “A/E”, or “Contractor”), duly organized under the laws of the [Insert A/E State of incorporation], and a place of business at [Insert A/E physical address] (collectively, the Department and the A/E are referred to herein as the “Parties,” or individually as a “Party”).

**WITNESSETH:**

**WHEREAS**, the Department issued a Request for Proposals (“RFP”) dated **[Insert Date]**, 2023 for a full range of architectural and engineering services associated with the Rosedale Pool Replacement project located at 1701 Gales Street NE, Washington DC 20002, connected to Rosedale Recreation Center (the “Project”);

**WHEREAS**, the A/E submitted a proposal dated **[Insert Date]**, 2023 in response to the Department’s RFP to provide such services;

**WHEREAS**, the Department selected the A/E to provide all necessary design and related services for the Project pursuant to the terms and conditions set forth in this Agreement;

**WHEREAS**, the Department requires that the Project, including the requisite construction, be Substantially Complete by May 9, 2025 (the “Substantial Completion Date”);

**WHEREAS**, the Parties entered into this Contract dated **[Insert Date]**, 2023 (the “Contract”) pursuant to which the A/E was authorized to commence the services in furtherance of the Project;

**WHEREAS**, the A/E wishes to provide all of the design and related services necessary for the Project pursuant to the terms and conditions set forth in this Agreement;

**WHEREAS**, the Department intends to procure a CMAR contractor (the “CMAR Contractor”) based on the 100% complete construction documents;

**WHEREAS**, the Department requires that the Project’s design be completed within 23 weeks after award; and

**WHEREAS**, the Department has retained the services of a Program Manager (“PM”) to advise it concerning the Project.

**NOW, THEREFORE**, the Department and the A/E, for the consideration set forth herein, mutually agree as follows.

## ARTICLE 1 GENERAL PROVISIONS

**Section 1.1** The A/E shall be responsible for the professional quality, technical accuracy, and coordination of all studies, reports, recommendations, and other deliverables furnished by the A/E for the Project under this Agreement. The A/E shall, without additional compensation, correct or revise any non-conforming deliverables that are a result of errors, omissions or both in its deliverables. The A/E shall perform its services consistent with the professional skill and care ordinarily provided by architects and engineers practicing in the same or similar locality under the same or similar circumstances. The A/E shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The A/E shall review all laws, codes, and regulations applicable to the A/E's services. The A/E shall respond to requirements imposed by governmental authorities having jurisdiction over the Project.

**Section 1.2** The A/E shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise or conflict the A/E's professional judgment with respect to this Project.

**Section 1.3 Relationships of Parties.** The A/E accepts the relationship of trust and confidence established with the Department by this Agreement, and contracts with the Department to furnish the A/E's reasonable skill and judgment and to cooperate with the Project Manager in furthering the interests of the Department. The A/E shall use its best efforts to perform the required services in an expeditious and economical manner consistent with the interests of the Department. The Department shall endeavor to promote harmony and cooperation among the Department, A/E, Project Manager, and other persons or entities employed by the Department for the Project.

**Section 1.3.1 Project Manager.** Project Managers (or "PM(s)") will be assigned to provide certain project management functions. The Project Manager shall, at all times, act solely for the benefit of the Department, not the A/E. Although day-to-day communications with the A/E shall be routed through the Project Manager, only the individual(s) specified as Contracting Officer(s) in **Section 1.3.2** shall have the authority to alter the terms of this Contract. Thus, **the A/E hereby acknowledges and agrees that only a duly authorized Contracting Officer has the authority to issue Change Orders, Contract Modifications or Change Directives on the Department's behalf.** Without limiting the generality of the foregoing, it is understood and agreed that the Project Manager shall not have the authority to alter or modify the terms of the Contract, including but not limited to increasing the fee or the not-to-exceed amount established under this Contract. The Project Manager for the Project under this Contract is:

Andy Bayer  
Department of General Services  
3924 Minnesota Ave, NE  
Washington, DC 20019  
Office: (202) 688-5459

Email: [andrew.bayer@dc.gov](mailto:andrew.bayer@dc.gov)

**CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE ("COTR"):**

The COTR for the proposed Contract is:

Marvine Pierre  
Interim Executive Program Manager  
3924 Minnesota Ave, NE  
Washington, DC 20019  
Email: [marvine.pierre@dc.gov](mailto:marvine.pierre@dc.gov)

**Section 1.3.2 Contracting Officer(s).** The Contracting Officer(s) ("CO(s)") for this Contract is/are:

Obaidullah Ranjbar  
Contracting Officer  
Department of General Services  
3924 Minnesota Ave, NE  
Washington, DC 20019  
Office: 202.359.3362  
Email: [Obaidullah.Ranjbar@dc.gov](mailto:Obaidullah.Ranjbar@dc.gov)

George Lewis  
Chief, Contracts and Procurement  
DGS Chief Procurement Officer  
3924 Minnesota Ave, NE  
Washington, DC 20019  
Email: [George.Lewis@dc.gov](mailto:George.Lewis@dc.gov)

**Section 1.4 Project Description.**

The existing facility (the "Property" or the "Center") is located at 1701 Gales Street NE, Washington DC 20002, and is connected to Rosedale Recreation Center. The outdoor pool facility measures roughly 18,000 square feet and includes a main pool, lap pool, and baby pool. The facility also features a large pool deck with seating and shade structures.

The renovated pool facility will enlarge and extend the existing lap pool and connect it to the main pool while the baby pool will be replaced with a new splash pad accessible from the pool deck. The completed project will include new water play features, shade structures, and replace the broken pool deck showers. New, fully-automated mechanical and water treatment systems will also be added.

**Section 1.5** All deliverables are subject to review and approval by the PM. The A/E shall prepare, modify, and correct all such non-conforming deliverables in sufficient detail to obtain final approval under the Contract.

**Section 1.6** Neither the District's review, approval or acceptance of, nor payment for, any of the services required under this Contract shall be construed as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract and the A/E shall be and remain liable to the District in accordance with applicable law for all damages to the District caused by the A/E's negligent performance of any of the services furnished under this Contract.

**Section 1.7** The rights and remedies of the District provided for under this Contract is in addition to any other rights and remedies provided by law.

**Section 1.8** During the performance of work under this Contract, the A/E shall submit a monthly progress report, completely and clearly stating the current status of the A/E's work under this Contract. The proposed form of this report shall be submitted for review and approval prior to the first invoice for partial payment.

**Section 1.9** During the performance of work under this Contract, the A/E shall take notes and minutes of any meeting attended in connection with the Project, recording any decision altering, expanding, or deleting any provision which may affect the contractual obligation, and submit two (2) copies to the PM.

**Key Personnel.**

In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include, at a minimum, the following individuals: (i) the Design Principal; (ii) the Project Architect; (iii) the Project Designer; (iv) the lead MEP engineers; (v) civil engineer; (vi) the lead structural engineer, and (vii) pool consultant. **The A/E will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement.** The key personnel specified in the contract are considered to be essential to the work being performed. Prior to diverting any of the specified key personnel for any reason, the A/E shall notify the Contracting Officer ("CO") at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The A/E shall obtain written approval of the CO for any proposed substitution of key personnel.

**Section 1.10 Schedule.** A schedule for the Project is set forth in **(Exhibit F)**. The A/E shall provide the services required hereunder in accordance with this schedule.

**ARTICLE 2  
SCOPE OF SERVICES**

**Section 2.1** The A/E shall perform in accordance with the Scope of Work (**Exhibit A**), design phase (Title I Services) and construction phase (Title II Services) and the A/E’s Technical Proposal (**Exhibit B**).

**Section 2.2 Project Description**

In general, the selected A/E will be required to provide a full range of architectural and engineering services necessary to renovate and modernize a pool facility to meet the Department’s programmatic requirements. These services will include both architectural services and engineering services. The selected A/E will be required to design the following facilities and site amenities to implement the scope items listed below for the Rosedale Pool Replacement.

- a. The scope of work includes but is not limited to the following programmatic requirements.

<b>Indoor Amenities:</b>	<b>Outdoor Amenities:</b>
1. <b>Demolition and removal of existing mechanical systems for the pool facilities</b>	1. Demolition and removal of existing baby pool
2. <b>Installation of new mechanical systems (including automated water treatment system) for the pool facilities. Mechanical systems to be housed in existing equipment/pump rooms.</b>	2. Demolition and removal of existing wall separating lap pool from main pool
	3. 3. Demolition and removal of two (2) existing water slides.
	4. Splash pad
	5. Two (2) additional lanes to lap pool and increase lap pool length to twenty-five (25) yards.
	6. Three (3) additional water play features in main pool

	7. New pool deck
	8. Shade structures at pool deck
	9. Replacement of non-functional deck showers

b. The following items are also part of the programmatic and overall scope of work requirements.

i. **Furnishings - Site:** Furnish and install site furnishings such as deck chairs and tables, and trash/recycling receptacles.

ii. **Exterior Landscaping:**

- Furnish and install new ground cover plantings such as shrubs and native plantings at locations to be determined by DGS and DPR.
- Provide arborist service for tree protection. The arborist shall evaluate the condition of the existing trees prior to design, and throughout the Project, including during construction. Extensive coordination with the District Department of Transportation - Urban Forestry Division (“UFD”) will be required, to maintain the health of the existing trees.
  - Heritage Trees to be preserved
- A minimum of three (3) meetings with UFD (including on-site meetings) shall be planned. Tree protection, as directed by UFD, in coordination with the arborist, shall be employed throughout the Project.

iii. **Mechanical Systems:** Provide A/E services for the demolition and removal of existing mechanical systems for the pool facilities and replacement with new systems. New mechanical systems to be housed in existing equipment/pump rooms. New water treatment system must perform constant monitoring of chemical levels and automation of chemical additives to meet pool water requirements.

iv. **Splash Pad** - Provide A/E services for new splash pad area accessible from pool deck.

v. **Lap Pool:** Provide A/E services to add at least two (2) lanes to the existing lap pool and increase the length to be twenty-five (25) yards.

- vi. **Main Pool:** Provide A/E services to increase the capacity of the main pool. Main pool shall be connected to the lap pool and have at least three (3) additional new water play features. Main pool shall have a beach entry.
- vii. **Pool Deck:** Provide A/E services to demolition and remove existing deck and provide a new concrete deck.
- viii. **Shade Structures:** Provide A/E services for shade structures at the pool deck.
- ix. **Deck Showers:** Provide A/E services to replace existing non-functional deck showers.
- x. **Utilities:** Provide A/E services for utility services to pool facility. Coordinate with all utility agencies including, but not limited to, DC Water, Pepco, and DOEE.
- xi. **Exterior Signage:** Provide all labor and materials to furnish and install DPR standard signs that reflects language for Pool Rules and notification of a Drug Free Zone, Pool Name signage. A/E shall need to consider all DGS and DPR Building Standards, standard graphics, and language for Park Rules, Drug Free Signage, and Park Name Signage per DPR's standard park signage included as (**Exhibit A2**).
- xii. **Security System:** Provide A/E services to coordinate with DGS Protective Services Division and OCTO to incorporate site security requirements. A/E shall consider OCTO requirements included in (**Exhibit A4**).
- xiii. **U.S. Green Building Council LEED® LEED Silver:** DGS has committed to a minimum target of U.S. Green Building Council LEED® Silver Certification for new building construction. This requires the achievement of several mandatory prerequisites and a minimum of 50 credit points across seven primary categories. The team aspires to achieve the highest LEED® certification level possible for this project while investing in strategies that result in the most positive impact and economy. A preliminary LEED scorecard review indicates that silver certification is achievable.
- xiv. **American Disabilities Act:** A/E shall meet 2010 ADA standards and the requirements of the Office of Disability Rights. The work must comply with current accessibility guidelines and criteria; American Disabilities Act/American Disabilities Act Accessibility Guidelines (ADA/ADAAG), International Building Code IBC 2012, Local/State Codes, 504 Rehabilitation Act of 1973, Title 2 of the ADA Act.



### **Section 2.2.1 Project Manager.**

At its discretion, the Department may hire a project manager ("Project Manager" or "PM") to provide certain program management functions. The Project Manager shall, act solely for the benefit of the Department, not the A/E. The Project Manager shall not have the authority to modify any of the rights or obligations of the Department or the A/E pursuant to this Agreement, or to issue Change Orders or Change Directives. The A/E hereby acknowledges and agrees that only a duly authorized contracting officer shall have the authority to issue Change Orders or Change Directives on the Department's behalf. As of the date that this Agreement is signed, the Department's duly authorized contracting officers are as set forth in **Section 2.2.7** of the Agreement. Unless otherwise provided herein, all deliverables hereunder shall be submitted to the PM.

### **Section 2.2.2 General Description of A/E's Duties.**

It is the intent of the Parties that the A/E provide all architectural, engineering and other services necessary to develop a design for the Project that is consistent with the Department's programmatic, budgetary, and schedule requirements for the Project, and to produce the required deliverables. The A/E shall provide all required services in a timely manner to permit DPR to occupy the facility no later than the Substantial Completion Date, identified in Section A.8 Without limiting the generality of the foregoing, it is understood and agreed that the A/E shall be responsible for all aspects of the design. The A/E's services shall include, but are not limited to: (i) engineering services including the civil, structural, mechanical, electrical and plumbing engineering disciplines as well as any appropriate specialty sub-consultants, (ii) the design of FF&E; (iii) providing a site survey; (iv) sustainable design initiatives; (v) engaging the services of a geotechnical engineer; and (vi) engaging, consulting with, advising, and coordinating with the CMAR such that the Project is substantially complete by the Substantial Completion Date, unless otherwise subsequently amended herein or in the CMAR's agreement with the Department for completion of the Project.

### **Section 2.2.3 Phases.**

In general, the A/E's work shall include services as fully described in Section 2.3 and Section 2.4. These services include, but not limited to: (i) development of a set of design documents for the Project (including program verification, a concept design; schematic design; design development drawings; a Permit Set of construction documents; and an issued-for-construction set of documents); (ii) furthering the design documents for the Project; and (iii) providing construction administration services. The services to be provided under Article 2 constitute the preliminary design and design phase services to be performed by the A/E (the "Design Phase Services"). The services to be provided under Article 3 constitute the construction documents and construction phase services to be provided by the A/E (the "Construction Phase Services").

### **Section 2.2.4 Project Delivery Method.**

The Department intends to implement the construction of the Project through a Construction Management At-Risk ("CMAR") delivery method. The Department will engage a CMAR contractor (the "CMAR Contractor"), who will coordinate with the selected A/E to ensure that the design developed by the A/E is consistent with the Department's budget and schedule for the Project. The Department envisions that a permit set ("Permit Set") of construction documents shall

be completed, at which point the CMAR Contractor will provide a GMP based upon the approved permit documents. It is contemplated that then Project's GMP will be finalized in forty-seven (47) weeks after the A/E is engaged.

The Department expects that as the permit/construction documents are completed by the A/E, the CMAR Contractor will obtain quotes from the trade subcontractors and provide a Guaranteed Maximum Price (“GMP”) based on the approved Permit Set of construction documents.

The scope of work for the CMAR will be divided into two phases: (i) Preconstruction Phase; and (ii) the Construction Phase. During the Preconstruction Phase, the selected Construction Manager will be required to work with the A/E to develop a schedule, budget, and design that accomplishes the Department’s goals and objectives. The CMAR Contractor will be required to actively participate in the development of the construction documents by providing cost estimating, scheduling, identifying long-lead purchasing items and performing constructability reviews.

The A/E shall remain contracted with the Department to provide Quality Assurance/Quality Control services for the Permit and Issued for Construction (“IFC”) Drawings. The A/E shall also be responsible for Construction Administration (“CA”) services. The A/E will work directly for the Department by supporting design oversight and implementation throughout the design and construction phases.

The A/E understands it may be required to prepare multiple bid packages. The A/E further acknowledges that its pricing includes sufficient funding to accommodate the division of the work into multiple packages and to address the coordination issues associated with such a delivery method as well as to meet the milestone schedule outlined in Section 2.2.5.

### **Section 2.2.5 Schedules.**

A schedule for the Project is set forth below. The A/E shall provide the services required hereunder in accordance with this schedule:

Submit Program	2 weeks after award
Submit Concept Design	6 weeks after award
Issue CMAR Contractor RFP	8 weeks after award
Submit Schematic Design	10 weeks after award
Notice to Proceed for CMAR Contractor	21 weeks after award
Submit 100% Furniture package	22 weeks after award
Submit 100 % Design Development	23 weeks after award
Furniture Bidding	26 weeks after award
Select Vendor Price Proposal	28 weeks after award
Submit 90% Permit Documents	35 weeks after award
Submit Permit Set to DOB	37 weeks after award
Submit 100% Construction Documents	42 weeks after award
Trade Bidding	44 weeks after award
GMP Finalized	47 weeks after award
GMP Approval by Council	57 weeks after award

Construction  
Certificate of Occupancy  
**Substantial Completion Date**

57 weeks after award  
92 weeks after award  
**May 9, 2025**

**Section 2.2.6 Time is of the Essence.**

Time is of the essence in the performance of the A/E's obligations under this Agreement.

**Section 2.2.7 Department's Designated Representatives and Contracting Officers.**

The Department's representatives and contracting officers for this Project are:

George G. Lewis, CPPO  
Chief Procurement Officer  
Department of General Services  
3924 Minnesota Avenue NE  
Washington, DC 20019  
Office Phone: (202) 478-5727  
[george.lewis@dc.gov](mailto:george.lewis@dc.gov)

Obaidullah Ranjbar  
Contracting Officer  
Department of General Services  
3924 Minnesota Avenue NE  
Washington, DC 20019  
[obaidullah.ranjbar@dc.gov](mailto:obaidullah.ranjbar@dc.gov)

Although day-to-day communications with the A/E shall be routed through the Project Manager only the individuals specified in this Section 2.2.7 have the authority to alter the terms of this Agreement. Without limiting the generality of the foregoing, **it is understood and agreed that the Project Manager shall not have the authority to: (i) increase the A/E's fee or the not-to-exceed amount established herein; (ii) authorize any additional work; or (iii) increase the overall Project budget or the specified design-to-budget.**

**Section 2.2.8 Project Budget.**

The Project has a hard cost construction budget of **\$5,000,000.00** for the work required to complete the Project (the "Budget"). Such Budget is intended to cover construction costs, and the CMAR's fees, and general conditions, and all cost estimates shall be prepared based on such components. Any increases to such Budget must be approved by the Department's Budget representative (the "Budget Representative"). As used herein, the term "Budget Representative" shall mean a Contracting Officer. Any increase to the Budget shall only be effective if such authorization is signed by the Budget Representative. For the avoidance of doubt and as more fully set forth herein, the A/E further understands and agrees that it will manage its work in accordance with the Budget Requirements set forth herein.

**Section 2.2.9 Land Use Entitlements.**

The Parties acknowledge that the design for the Project may require various land use approvals. The Parties anticipate that the approval of the following bodies may be required:

- a. Commission of Fine Arts
- b. Office of Zoning
- c. Office of Planning

d. Historic Preservation Office

The A/E shall endeavor to obtain from the bodies listed above the approvals required in order for the Project to proceed. The A/E shall utilize as part of their team necessary consultants, including land use attorneys to prepare such materials and make such presentations as necessary to obtain the required land use and entitlement approvals. The A/E acknowledges that the aspects of the design for the Project may need to be revised or redesigned in order to obtain such approvals, and the fixed fee set forth herein includes sufficient amounts for such redesign.

**Section 2.2.10 Permits.**

In addition to securing land use approvals, the Parties anticipate that permits will be required from the following bodies:

- a. District of Columbia Department of Buildings (“DOB”)
- b. District of Columbia Department of Energy and the Environment (“DOEE”)
- c. District of Columbia Department of Transportation (“DDOT”)
- d. District of Columbia Water and Sewer Authority (“DCWSA”)

The A/E will be required to respond to comments provided by the regulatory agencies on the design documents as contemplated in this Agreement.

The A/E shall be responsible for preparing and submitting all of the required permit applications that are necessary to complete the Project. The A/E shall develop a list of the required permits and shall track the progress of all such permits through the review process. The A/E shall engage such permit expeditors as the A/E deems necessary or appropriate in light of the Project’s schedule. The A/E shall be responsible for obtaining any building permits and clearances.

**Section 2.2.11 Meetings.**

The A/E and the Project Manager shall meet as necessary to review A/E’s work. The A/E shall be responsible for providing agendas and meeting minutes for all Project meetings. The A/E shall provide the team with meeting minutes within three (3) business days of the meeting.

**Section 2.2.12 Use of ProjectTeam.**

The A/E shall utilize DGS’s ProjectTeam document management system to submit any and all documentation required to be provided by the A/E, including, but not limited to: (i) requests for information; (ii) submittals; (iii) meeting minutes; (iv) invoices/applications for payment (full package including all forms required by DGS); (v) certified payrolls (in addition to upload via LCP Tracker); (vi) drawings and specifications; (vii) punchlist; and (viii) other documents as may be designated by DGS.

**Section 2.2.13 Close-Out, As-Built Drawings**

The A/E is responsible for following DGS’ standard close out procedures and delivering close out documents as outlined in DGS’ Project Turnover Protocol found in (**Exhibit A3**). The A/E shall be responsible for scheduling and carrying-out all necessary trainings.

- a. Punchlist. At the end of construction, the A/E shall perform a walk-through inspection in the presence of the Project Manager, prepare a punch list and report stating any deficiencies found during the walk through, and ensure that all the deficiencies are corrected by the CMAR Contractor prior to demobilization. The CMAR Contractor shall be responsible for correcting all deficiencies within thirty (30) calendar days of Substantial Completion.
- b. Close Out Documents. No later than thirty (30) days following the Substantial Completion Date, the A/E shall prepare and submit: (i) a complete set of its Project files; (ii) a set of record drawings; (iii) CAD/BIM files and (iv) any additional documentation required by the Turnover Protocol Document (**Exhibit A3**). The A/E shall prepare an “as-built” plan of the site including all the modifications performed during construction, within 30 days of completion.
- c. Close Out Submittals. The CMAR Contractor shall submit to the Project Manager for review and approval all close out documents No later than thirty (30) days following the Substantial Completion Date. The Project Manager shall review and approve or reject submittals within five (5) business days of receipt. Project Manager review is contingent upon A/E submittal approval. A/E shall review and approve all close out submittals prior to submitting to DGS/DPR Project Manager for review. Submittals must contain architect’s stamp indicating (approved as noted, rejected, revise and resubmit, approved, etc.) All close out submittals shall be submitted to DGS/DPR Project Manager via ProjectTeam.

#### **Section 2.2.14 Design Tools.**

The A/E is encouraged to use BIM, or similar type software (recognized in the industry), to develop and coordinate the design documents.

### **Section 2.3 Design Phase Services**

#### **Section 2.3.1 Program Verification and Concept Design Phase**

##### **Section 2.3.1.1 Services and Deliverables:**

During this phase, the A/E shall be required to develop a complete project program and concept design. The concept design shall contain such detail as is typically required for a concept design under standard industry practice. In general, the A/E shall be required to undertake the following tasks and submit any required deliverables to the Department:

- a. Meet with the DGS/DPR Project Team to kick-off the Project. The purpose of the meeting will be to review the project scope, schedule, goals and objectives, and expectations for the Project. The selected team will also collect and present any data available for the Project and study area including, but not limited to previously completed studies, current survey data, aerial photography, GIS data, etc. This kickoff meeting shall also include the DGS Turnover Manager and a representative from the DGS Facilities and Maintenance team as outlined in the 2016 DGS

Projects Turnover Protocol (**Exhibit A3**). The A/E shall complete a Meeting Summary from this meeting and distribute to meeting attendees for review.

- b. Conduct workshops with DGS, DPR staff, as well as other stakeholders, in order to further clarify the goals, objectives, performance targets, service standards, responsibilities, and key agency actions necessary throughout the Department in order to fully realize the vision for the new community center. The A/E must also provide a report of findings.
- c. Conduct one (1) community focus meetings to develop programming and solicit input.
- d. Conduct life safety/building code analysis to verify compliance of design with all current applicable codes recently adopted and/or adopted by Washington, DC, including the 2013 District of Columbia Building Code, the 2013 District of Columbia Green Construction Code, the 2013 District of Columbia Energy Conservation Code, the 2013 District of Columbia Fire Code, the 2013 District of Columbia Mechanical Code, and the 2013 District of Columbia Plumbing Code.
- e. Conduct LEED Workshops with design team and DGS representatives to identify sustainable design strategies to be included in design, to the greatest extent possible to achieve LEED Silver certification.
- f. Participate in Value Engineering workshops, as required, with the DGS representatives.
- g. Prepare and submit Environmental Impact Screening Form (“EISF”).
- h. Conduct a storm water management study.
- i. Conduct a hazardous materials survey.
- j. Conduct a photometric analysis to maximize visibility, safety, and efficiency.
- k. Request and receive hydrant flow test.
- l. Perform alternative mechanical systems evaluation and recommend selection.
- m. Confer with the Department’s IT representatives/consultants to verify technological requirements for the Project.
- n. Confer with the District of Columbia Protective Services Division (“PSD”) to establish security and safety requirements.

- o. Attend one (1) meeting with the Advisory Neighborhood Commission (“ANC”) Commissioner and Community to provide a presentation and receive feedback on the concept design.
- p. Present the design to the Commission of Fine Arts (“CFA”), Office of Planning (“OP”), and other regulatory agencies as required.
- q. Program Verification
  - i. Develop a program of needs for the Project, which shall include but shall not be limited to the aforementioned indoor and outdoor amenities outlined in the Scope of Work. The A/E shall present a draft to DGS, receive DGS comments, and modify the draft into a final Program Document.
- r. Draft Conceptual Plans
  - i. Based on input obtained through the process outlined in the Project Scope of Work (**Exhibit A**), as well as information provided in (**Exhibit A1**) - Specifications for Recreational Facilities, Stakeholder Interview, and Public Workshop, the selected A/E will work to determine the Concept Design.
  - ii. Develop up to three (3) conceptual designs and cost estimates for Project that provide alternatives to addressing the identified recreational, social, and cultural needs. The selected A/E will make any appropriate modifications based on DGS comments prior to presenting the concept(s) to the public.
- s. Draft Final Conceptual Plan.

The selected A/E will develop a draft final conceptual plan and cost estimate informed by the comments obtained throughout the program verification and concept design process. Submit the draft final conceptual site plan/response and cost estimate to DGS for review before presenting it to the public. The selected A/E will make any appropriate modifications prior to presenting the concepts to the public.
- t. During this phase, the A/E will be required to prepare and submit to the Department the below-listed deliverables. All such deliverables shall be subject to review and approval by the Department, and the A/E's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other Project stakeholders.
- u. Upload all design documentation and deliverables as required utilizing the online DGS project management system, ProjectTeam. The A/E shall utilize DGS's ProjectTeam document management system to submit any and all documentation required to be provided by the A/E, including, but not limited to: (i) requests for

information; (ii) submittals; (iii) meeting minutes; (iv) invoices/applications for payment (full package including all forms required by DGS); (v) certified payrolls (in addition to upload via LCP Tracker); (vi) drawings and specifications; (vii) punchlist; and (viii) other documents as may be designated by DGS.

#### **Section 2.3.1.2 Deliverables:**

During this phase, the A/E shall prepare and submit to the Department the below-listed deliverables. All such deliverables shall be subject to review and approval by the Department, and the A/E's pricing shall assume that revisions may be required to these documents to address concerns raised by the Department and/or other Project stakeholders.

- a. Historic resources survey
- b. Survey of existing conditions
- c. Flow Test Results
- d. Results of Hazardous Materials Survey
- e. Geotechnical survey.
- f. Topographic survey.
- g. Record of accepted LEED strategies
- h. Record of accepted Value Engineering strategies
- i. Environmental Impact Screening Form ("EISF") submission
- j. Entitlement and Zoning Analysis
- k. Phase 1 Environmental Assessment
- l. Summary of Required Agency Review, Timetables, including but not limited to: Office of Planning ("OP"), Commission of Fine Arts ("CFA"), National Capital Planning Commission ("NCPC"), and Historic Preservation Office ("HPO") to include a preliminary archeological study, if applicable.
- m. Architectural Concept Development
  - i. Development of final master site plan
  - ii. Building plans and massing diagrams
  - iii. Program Document
  - iv. Preliminary cost estimates
  - v. Project schedule; and
  - vi. Preliminary Phasing Plan
- n. Meeting minutes of standing Project meetings and Design Review Meetings; and
- o. Construction Cost Estimate

#### **Section 2.3.1.3 Review and Revisions to Concept Design Submission.**

The A/E shall submit the revised concept design submission to DGS for review and comment by DPR and DGS. Following review of the revised concept design submission by DPR and the Department, the A/E shall make any further revisions to the concept design submission as necessary to incorporate comments, feedback and other direction provided by DPR and the Department. The A/E's pricing shall



include such revisions, and such revisions shall not entitle the A/E to additional compensation.

### **Section 2.3.2 Schematic Design Phase:**

Upon the Department's approval of the concept design, the A/E will be directed to proceed with the Schematic Design Phase. During this phase, based on the approved concept design, the A/E shall be required to develop a schematic design that meets the program requirements set forth herein and the Department's schedule and budget requirements for the Project, (i.e. designed to budget of \$5,000,000.00 hard construction costs). The schematic design shall contain such detail as is typically required for schematic design under standard industry practice.

#### **Section 2.3.2.1 Services & Deliverables:**

In general, the A/E shall be required to undertake the following tasks and submit to the Department:

- a. Utilize findings and final concept plans, perform site visits as necessary, attend and/or facilitate meetings with stakeholders and District staff to review the program of requirements, required utilities, drainage, zoning and traffic needs where/when necessary to develop Schematic Design Documents. This includes coordination with the DGS Turnover Manager and a representative from the DGS Facilities and Maintenance in compliance with the 2016 DGS Projects Turnover Protocol.
- b. Obtain and review applicable District standards and guidelines for design (Design Criteria Manual, Unified Development Code, DPR Standards), where applicable, and provide a complete design that meets all applicable District codes. Coordinate security requirements with DC Protective Services Police Department ("PSPD"). Coordinate IT and Telecom requirements with DC Office of the Chief Technology Officer ("OCTO") and DC Net. Coordinate with CFA/NCPC for review and approval as necessary.
- c. Coordinate the work of the MEP/FP, AV/IT/Security design, and Lighting consultants as necessary.
- d. Coordinate security requirements with DC Protective Services Police Department ("PSPD"). Coordinate IT and Telecom requirements with DC Office of the Chief Technology Officer ("OCTO") and DC Net. Coordinate with CFA/NCPC for review and approval as necessary.
- e. Coordinate with HPO and other agencies, commissions, groups, etc. as required to assess and determine historic and/or archeological significance and requirements. Attend meetings and hearings, if required.

- f. Attend one (1) Community Meeting to provide a presentation and receive feedback of the Schematic Design Documents. Highlight changes since the concept design, identifying what has been incorporated based on feedback received and in cases where incorporation was not feasible, explaining why.
- g. Prepare a PowerPoint presentation to be presented virtually. Presentation shall be in full color and include at least one (1) 3-D rendering.
- h. LEED and Certification work as required. Conduct a LEED kick-off session to determine the strategy for achieving LEED certification and to determine team responsibilities.
- i. Upload all design documentation and deliverables as required utilizing the online DGS project management system, ProjectTeam. The A/E shall utilize DGS's ProjectTeam document management system to submit any and all documentation required to be provided by the A/E, including, but not limited to: (i) requests for information; (ii) submittals; (iii) meeting minutes; (iv) invoices/applications for payment (full package including all forms required by DGS); (v) certified payrolls (in addition to upload via LCP Tracker); (vi) drawings and specifications; (vii) punchlist; and (viii) other documents as may be designated by DGS.
- j. Prepare and submit one (1) electronic copy in PDF, of Schematic Design Documents, Preliminary Specifications, Schematic Cost Estimate to the Project Manager for review and approval (30% plan review). Components to include, but are not limited to:
  - i. Digital site plans, paving layouts, traffic circulation.
  - ii. Digital floor plans, building circulation, ADA requirements.
  - iii. Preliminary building elevations and sections.
  - iv. Design Narrative.
  - v. Plan-to-Program Comparison (Plan-to-Program Test Fit)
  - vi. Exterior elevations, rendering and color/finish palette.
  - vii. Critical building sections and details.
  - viii. Relevant right of way information such as easements, building set-backs etc.
  - ix. Location of utilities and sizes.
  - x. Stormwater management.
  - xi. Preliminary MEP systems.
  - xii. LEED information as appropriate.
  - xiii. Copies of all surveys and reports.
  - xiv. Updated schedule and cost estimate. Submit an early estimate for the modernization with a magnitude of error of Not to Exceed +/- 10% of the Project hard cost budget.

- xv. If Value Engineering is necessary, it should be executed at this stage of the design submission with all the stakeholders.
- xvi. Meeting minutes of Preliminary Design Review Meetings.
- xvii. Conduct DOEE, DOB, DDOT, and DC Water Preliminary Design Review meetings.
- xviii. If it is necessary for the Project early inquiry with Public Utility Companies PEPCO and Washington Gas as well as Verizon should be conducted.

All required deliverables shall be subject to review and approval by the Department and the A/E's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders

#### **Section 2.3.2.2 Schematic Design Budget Estimate.**

While the preliminary schematic design submission is under review by DPR and the Department, the A/E shall prepare a detailed cost estimate of the schematic design with a magnitude of error of Not to Exceed +/- 10% of the Project hard cost budget. With regard to building systems (i.e. mechanical, water treatment, electrical, etc.), the cost estimate shall be prepared on a “system” basis that identifies the key building systems or functions and allocates an estimated cost for each such system. The primary purpose of such cost estimate is to aid the Department and DPR in understanding the costs associated with key elements of the Project to better prioritize and manage the use of the funding allocated to this Project. The A/E will be required to break out the landscaping costs by Project element (e.g., pathways; playground; fountain; etc.) as directed by the Department. The cost estimate shall be submitted within two (2) weeks of the submission of the schematic design submission. The cost estimate shall be updated to reflect any changes resulting from DGS’ and DPR’s review of the schematic design and incorporated into the approved schematic design (such estimate, the “Approved Schematic Design Estimate”).

#### **Section 2.3.2.3 Review and Revisions to Schematic Design Submission.**

The A/E shall submit the schematic design submission to DGS for review and comment by DGS and DPR. Following review of the schematic design submission by DPR and the Department, the A/E shall make revisions to the schematic design submission as necessary to incorporate comments, feedback and other direction provided by DPR and the Department. The A/E’s pricing shall assume that such revisions will be required, and such revisions shall not entitle the A/E to additional compensation.

#### **Section 2.3.2.4 Value Engineering Memorandum.**

To the extent that the Schematic Design Budget Estimate exceeds the available funding or the A/E believes that there a value engineering ideas that could materially reduce the Project’s overall cost without adversely impacting the Project’s intended functionality, the A/E shall prepare and submit a memorandum that outlines

potential value engineering ideas. Such memorandum shall be submitted to the Department no later than one (1) week after the submission of the Schematic Design Budget Estimate. The A/E shall meet with the Department as necessary to reach agreement on which, if any, of the value engineering options should be pursued. To the extent the Department directs the A/E to proceed with one or more of the value engineering options, the A/E shall revise its Schematic Design Budget Estimate to reflect the inclusion of such items, and to the extent requested by the Department, the schematic design shall also be revised to reflect such approved value engineering.

**Section 2.3.2.5** At the end of the Schematic Design Phase, the A/E shall seek and obtain in writing from the Department's Budget Representative Confirmation of the hard cost construction budget, i.e. the Design-to-Budget. For the avoidance of doubt, in the absence of any adjustment to the previously approved Design-to-Budget by the Department's Budget Representative, the A/E shall be required to design to the previously approved Design-to-Budget. The A/E shall use its best efforts to develop the design development documents and all subsequent design documents in a manner that is consistent with the Design-to-Budget.

### **Section 2.3.3 Design Development Phase.**

Upon Department approval of the Schematic Design, the A/E will be directed to proceed with the Design Development Phase. During this phase, the A/E will be required to progress the approved schematic design into a full set of design development documents ("Design Development Documents" or "DDs"). The design development documents shall represent the logical development of the approved Schematic Design along with any oral or written feedback provided by the Department, and shall be advanced in a manner consistent with the Department's budget for the Project.

#### **Section 2.3.3.1 Services & Deliverables.**

In general, the A/E shall be required to undertake the following tasks and submit to the Department:

- a. Coordination with the CMAR Contractor selected for this Project, and at a minimum shall meet with the CMAR Contractor twice a month to discuss the status of the design and key issues.
- b. Perform site visits as necessary and attend/facilitate meetings with District staff as necessary to develop and progress Design Development Documents. Incorporate VE options chosen by DGS.
- c. Complete code analysis and drawing.
- d. Coordinate the work of the MEP/FP, AV/IT/Security design, and Lighting consultants as necessary.

- e. Coordinate security requirements with DC Protective Services Police Department (“PSPD”). Coordinate IT and Telecom requirements with DC Office of the Chief Technology Officer (“OCTO”) and DC Net. Coordinate with CFA/NCPC for review and approval as necessary.
- f. Meet and coordinate with regulatory, reviewing, and stakeholder agencies as necessary.
  - i. Present the design to CFA, NCPC, OP, and other regulatory agencies as required.
  - ii. Achieve CFA approval and NCPC preliminary approval
- g. Progress LEED Certification work as required. Update LEED Scorecard
  - i. Register the Project with U.S. Green Building Council (“USGBC”) to obtain LEED certification and pay all registration fees
  - ii. The fee for LEED submission will be submitted as a reimbursable expense.
- h. 35% (minimum progress) documents for all technical disciplines, drawings, specifications and MEP calculations.
- i. Prepare one (1) electronic copy in PDF of Design Development Documents including Detailed Specifications, Cost Estimate, and schedule to the District staff for review and approval (60% plan review). Components to include, but are not limited to:
  - i. Site plans, paving layouts, traffic circulation, lighting, signage and utilities
  - ii. Floor plans, Structural, Civil, Architectural, MEP, Fire Protection, and Landscaping.
  - iii. Exterior elevation, rendering and color/finish palette.
    - Materials and finishes (up to two color/finish palette options) for selection.
    - Materials and finishes to be presented in loose physical materials delivered to DGS and DPR Offices. Addresses to be provided by the Department.
    - Materials and finishes shall be numbered and correspond to numbered elevations and renderings.
  - iv. Building sections and details as required.
  - v. Interior elevations, casework and millwork elevations as required.
  - vi. Stormwater management.
  - vii. Food service or other equipment as required.
  - viii. LEED information as appropriate.

- ix. Specifications for materials, systems, and equipment.
- x. Updated Schedule
  
- j. A reconciliation report that addresses issues raised by the Contractor as a result of the 60% progress printing.
- k. Respond in writing to all District comments on plans.
- l. Coordinate furniture, fixtures, and equipment requirements (“FF&E”).
- m. Attend one (1) Community Meeting to provide a presentation and receive feedback of the Design Development documents. Highlight changes since the Schematic Design, identifying what has been incorporated based on feedback received and in cases where incorporation was not feasible, explaining why.
- n. Prepare a PowerPoint presentation to be presented virtually. Presentation shall be in full color and include at least one (1) 3-D rendering.
- o. Coordinate final utility plans as required.
- p. Act as scribe for all design related meetings. Distribute meeting minutes to all attendees.
- q. Upload all design documentation and deliverables as required utilizing the online DGS project management system, ProjectTeam. The A/E shall utilize DGS’s ProjectTeam document management system to submit any and all documentation required to be provided by the A/E, including, but not limited to: (i) requests for information; (ii) submittals; (iii) meeting minutes; (iv) invoices/applications for payment (full package including all forms required by DGS); (v) certified payrolls (in addition to upload via LCP Tracker); (vi) drawings and specifications; (vii) punchlist; and (viii) other documents as may be designated by DGS Baseline Schedule bi-weekly updates.
- r. Baseline Schedule bi-weekly updates.
- s. Submit the A/E’s revised estimate for the Cost of the Project with a Maximum +/- 5% of the applicable Project’ budget.
- t. Meeting minutes of standing Project meetings and Design Review Meetings

All required deliverables shall be subject to review and approval by the Department and the A/E's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders.

#### **Section 2.3.4 Furniture Selection and Coordination**

##### **Section 2.3.4.1 Services & Deliverables:**

A/E shall provide Furniture Consulting Services, including development of Furniture Plans (showing both reused and new furniture as applicable) and budget based on anticipated needs. The Furniture Selection and Coordination scope of services shall be integrated into the design phases previously listed.

A/E shall develop a Furniture Package that will include the approved Furniture Plans and Specifications and obtain bids from three (3) furniture dealers/manufacturers. A/E shall assist the Client with the Furniture Bids & Procurement Process and visit the site during installation to observe and report variances to the furniture design intent including review of the Installer's furniture punch list. A/E shall assist with furniture mock-ups as necessary for DGS review.

- a. Identify and inventory existing furniture for reuse.
- b. Develop Furniture Layout and Plans.
- c. Coordinate Furniture Layout and Plans with IT and electrical requirements.
- d. Review the proposed Furniture Package with DGS to reach consensus and approval prior to developing outline specifications for the furniture dealer/vendor.
- e. Develop Furniture Package (Furniture Plans & Specifications) for Furniture Manufacturer/Dealer to Bid.
- f. Prepare one (1) electronic copy in PDF of Furniture Package (Furniture Plans & Specifications) including Detailed Specifications, Cost Estimate, and schedule to the District staff for review and approval. Components to include, but are not limited to:
  - i. Site plans;
  - ii. Floor plans;
  - iii. Rendering and color/finish palette; and
  - iv. Furniture, Fixture, and Equipment Schedule.
- g. g. Prepare a reconciliation report that addresses issues raised by DGS.
- h. Provide assistance in bidding and purchase including response to bid questions and lead time coordination.
- i. Review furniture orders prepared by the selected dealer for specific product selections and specifications.
- j. The dealer/vendor shall be responsible for preparing the purchase order for all furniture selections.
- k. Assist selected vendor for delivery coordination. Work with vendor/dealer throughout the construction administration process to track the manufacturing of the furniture to assure the products will be available for shipping and installation.
- l. Conduct two (2) site visits during furniture installation and move-in.
- m. Review and comment on Installer's furniture punch list. At the completion of the furniture installation, the furniture dealer will produce a furniture

punch list, and A/E will make one site visit to review the dealer's punch list and note any additional items to be corrected. One back-check will be provided.

- n. Distribute updated punch list to DGS for review on weekly basis.
- o. Act as scribe for all design related meetings. Distribute meeting minutes to all attendees.
- p. Upload all design documentation and deliverables as required utilizing the online DGS project management system, ProjectTeam. The A/E shall utilize DGS's ProjectTeam document management system to submit any and all documentation required to be provided by the A/E, including, but not limited to: (i) requests for information; (ii) submittals; (iii) meeting minutes; (iv) invoices/applications for payment (full package including all forms required by DGS); (v) certified payrolls (in addition to upload via LCP Tracker); (vi) drawings and specifications; (vii) punchlist; and (viii) other documents as may be designated by DGS.

## **Section 2.4 Construction Documents And Construction Phase Services**

### **Section 2.4.1 Permit Set**

#### **Section 2.4.1.1 Services & Deliverables:**

The A/E shall be required to develop a Permit Set of construction documents. The Permit Set shall represent the further progression of the approved DDs together with any value engineering strategies approved by the Department. The Permit Set shall be construction documents progressed to approximately 90% completion of those required in a traditional Design/Bid/Build delivery method; however, the Permit Set shall nevertheless be code and permit ready, with all major systems sufficiently designed, detailed, specified, coordinated and developed. In general, the A/E shall be required to undertake the following tasks and submit to the Department:

- a. Progress design from Design Development Documents and prepare Construction Documents to include detailed and coordinated drawings and specifications.
- b. Coordinate the work of the MEP/FP, AV/IT/Security design, and Lighting consultants as necessary.
- c. Coordinate security requirements with DC Protective Services Police Department ("PSPD"). Coordinate IT and Telecom requirements with DC Office of the Chief Technology Officer ("OCTO") and DC Net. Coordinate with CFA/NCPC for review and approval as necessary.



- d. Progress LEED Certification work as required. Update LEED scorecard. Conduct a LEED review meeting to track the progress of the design against the LEED scorecard.
- e. Submit one (1) electronic PDF copy of the complete sets of Construction Documents, Specifications and the A/E Cost Estimate and schedule to DGS for review (90% plan review).
- f. Attend follow up meetings and coordinate with regulatory agencies, Fire Marshall, DGS Facilities personnel, and others as necessary.
- g. Obtain all required signatures on plans.
- h. Complete Platting and record Plat.
- i. Complete final coordination with utilities and service providers as necessary.
- j. Attend and participate in community meeting(s) to update community regarding the Project.
- k. Prepare a PowerPoint presentation to be presented virtually. Presentation shall be in full color and include at least one (1) 3-D rendering.
- l. Submit appropriate number of copies of plans to applicable District regulatory agencies for permit review. Upload all documents to DOB's permit document review website in accordance with their instructions.
- m. Coordinate with all District regulatory agencies and permit reviewers as necessary.
- n. An Environmental Impact Screening Form ("EISF") will be required and shall be the responsibility of the selected Offeror.
- o. Correct plans to reflect issues noted by regulatory agencies and permit reviewers as required. Re-submit for additional review and approval as required.
- p. Act as scribe for all design related meetings. Distribute meeting minutes to all attendees.
- q. Upload all design documentation and deliverables as required utilizing the online DGS project management system, ProjectTeam. The A/E shall utilize DGS's ProjectTeam document management system to submit any and all documentation required to be provided by the A/E, including, but not limited to: (i) requests for information; (ii) submittals; (iii) meeting minutes; (iv)

invoices/applications for payment (full package including all forms required by DGS); (v) certified payrolls (in addition to upload via LCP Tracker); (vi) drawings and specifications; (vii) punchlist; and (viii) other documents as may be designated by DGS.

- r. Prepare application and submit documents for building permit.

**Section 2.4.2** The A/E shall incorporate into the Permit Set the design requirements of governmental authorities having jurisdiction over the Project. In addition, the A/E shall (a) define, clarify, or complete the concepts and information contained in the Permit Set; (b) correct design errors or omissions, ambiguities, and inconsistencies in the Permit Set (whether found prior to or during the course of construction); and (c) correct any failure of the A/E to follow written instructions of the Department during any phase of design services or the construction of the Project provided they are compatible with industry standards.

The design shall also incorporate any value engineering strategies approved by the Department.

**Section 2.4.3** Following the Department's review and approval of the Permit Set, the CMAR Contractor will solicit bids from trade subcontractors based on these documents. The A/E shall respond to Request for Information (RFIs) and provide A/E's Supplemental Instructions (ASIs) during such bidding process without additional cost to the Department or the CMAR Contractors. Based upon the trade pricing received by the CMAR Contractors, the A/E shall engage in additional value engineering efforts to return the Project to budget. The Permit Set Phase shall not be considered complete unless and until GMP for the Project is agreed upon.

#### **Section 2.4.4 Issued for Construction (IFC) Documents**

##### **Section 2.4.4.1 Construction Documents.**

The A/E shall be required to develop an Issued for Construction Set of construction documents ("IFC Set"). The IFC Set shall represent the further progression of the approved Permit Set together with any value engineering strategies approved by the Department. The IFC Set should be progressed to One Hundred Percent (100%) completion of those required in a traditional Design/Bid/Build delivery method. The A/E shall provide one electronic PDF copy of the IFC Set to DGS (100% Construction Documents).

#### **Section 2.4.5 Bidding and Construction Administration Services**

##### **Section 2.4.5.1 Bidding.**

The A/E firm shall provide support to the CMAR Contractor and the Department as necessary to support the bidding of trade subcontracts. Unless otherwise agreed by the Department in advance, the A/E shall issue the approved Permit Set of construction documents for bidding (i.e. the 90% design submission). These services shall include, but are not necessarily limited to:

- a. Assist Contractor with distribution of documents, as needed.
- b. Consider and evaluate requests for substitutions.
- c. Respond to bidding questions and issue clarifications and requests for substitutions, as needed.
- d. Prepare and issue bidding phase addenda.

**Section 2.4.6 Construction Administration.**

The A/E firm shall provide support to the CMAR Contractor and the Department as may be necessary to support the construction phase of the Project (the "Construction Phase"). These services shall include, but are not necessarily limited to:

- a. Attend biweekly progress meetings. A/E site visits, one (1) time per week, are included in the base fee.
- b. Review and process shop drawing submissions, submittals, RFI's, etc.
- c. Prepare meeting notes and records of decisions/changes made.
- d. Conduct punch list inspections
- e. Review closeout documents for completeness. Coordinate with CMAR Contractor to produce a maintenance schedule. Close-out documentation shall comply with the 2016 DGS Project Turnover Protocol included as (**Exhibit A3**).
- f. Progress LEED Certification work as required.
- g. Submit final LEED templates for review by GBCI and respond to any comments received.
- h. Provide As-Built Drawings based on the Contractor's red line drawings and/or coordinated set developed during the subcontractor coordination process. As-Built Drawings should be transmitted to DGS in hard copy, PDF, and CAD formats. Close-Out documentations shall comply with the 2016 DGS Project Turnover Protocol.
- i. At the completion of the project, A/E shall provide a set of Record Documents to DGS. The Record Documents are the construction documents with the incorporation of major design modifications made during the Construction Phase.
- j. Upon completion of the Project, A/E shall generate a punch list and provide follow up walkthrough.

#### **Section 2.4.6.1 Deliverables.**

In addition, the A/E shall provide the following deliverables during this phase:

- a. Meeting minutes.
- b. RPI Responses
- c. Submittal Reviews
- d. ASI's and/or other clarification documents.
- e. Punch lists.
- f. Closeout document review comments.
- g. As-Built Drawings
- h. Record Drawings

#### **Section 2.5 Disincentive Fee.**

The A/E acknowledges that the Department is engaging the A/E to provide design support services to minimize the potential for cost overruns, schedule delays or the need for extensive value engineering/re-design late in the Project and that the reports and/or deliverables required under Article 3 of this Contract are key to realizing the value of such services. In the event the A/E fails to deliver any of the reports or key design deliverables required in this Section (and unless such failure is the result of any event of Force Majeure), the A/E shall be subject to a disincentive fee in an amount of Five Thousand Dollars (\$5,000) plus Five Hundred Dollars (\$500) per day after receiving written notice from either the COTR or the Contracting Officer of failure to submit such report.

#### **Section 2.6 Key Personnel.**

In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include, at a minimum, the following individuals: (i) the Design Principal; (ii) the Project Architect; (iii) the Project Designer; (iv) the lead MEP engineers; (v) civil engineer; (vi) the lead structural engineer, and (vii) pool consultant. **The A/E will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement.** The key personnel specified in the contract are considered to be essential to the work being performed. Prior to diverting any of the specified key personnel for any reason, the A/E shall notify the Contracting Officer ("CO") at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The A/E shall obtain written approval of the CO for any proposed substitution of key personnel.

#### **Section 2.7 Licensing, Accreditation and Registration**

The A/E and all of its subcontractors and sub-consultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract. Without limiting the generality of the foregoing, all drawings shall be signed and sealed by a professional architect or engineer licensed in the District of Columbia.

## **Section 2.8** Conformance with Laws

It shall be the responsibility of the A/E to perform under the Contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

## **Section 2.9** Service Contract Act

The A/E agrees that the work performed under the proposed Contract shall be subject to the Service Contract Act Wage Determination in effect on the date the contract is executed, (**Exhibit G**). Service Contract Wage Schedules are available at [www.wdol.gov](http://www.wdol.gov).

## **Section 2.10** First Source Employment Agreement and Employment Plan

The A/E shall ensure that at least fifty-one percent (51%) of each firm and every subconsultant's and subcontractor's employees hired after the effective date of the Contract, or after such subconsultant or subcontractor enters into a contract with the A/E, to work on the Project shall be residents of the District of Columbia. This percentage shall be applied in the aggregate, and not trade by trade. In addition, the A/E shall use commercially reasonable best efforts to comply with the workforce percentage goals established by the recently adopted amendments to the First Source Employment Agreement Act of 1984 (D.C. Code §§ 2-219.01 *et seq.*) and any implementing regulations.

## **Section 2.11** Living Wage Act

In addition to the requirements set forth in the First Source Employment Agreement, the A/E shall comply with all applicable provisions of the Living Wage Act of 2023, (**Exhibit D**) as amended (codified as D.C. Official Code §§ 2-220.01 *et seq.*) and its implementing regulations.

## **Section 2.12** Equal Employment Opportunity ("EEO")

The A/E shall comply with applicable laws, regulations, and special requirements of the Contract Documents regarding equal employment opportunity and affirmative action programs. In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as (**Exhibit I**). A contract award cannot be made to any contractor that has not satisfied the equal employment requirements.

## **Section 2.13** Standard Contract Provisions

The Department of General Services Standard Contract Provisions for Architectural and Engineering Contract (**Exhibit E**) are applicable to this procurement.

## **Section 2.14** Time is of the Essence and Substantial Completion Date

Time is of the essence with respect to the contract. The Project must be substantially complete by the Substantial Completion Date.

FORM OF CONTRACT

**ARTICLE 3**  
**TYPE OF AGREEMENT, TERM OF AGREEMENT**  
**AND COMPENSATION**

**Section 3.1 Type of Agreement.** This is a firm fixed price type of agreement.

**Section 3.2 Term of Agreement.** The term of this Agreement shall commence on the date of execution of this Contract by the Department, if applicable, or on the Effective Date, as defined in this Agreement, and such term shall continue to be in effect through the Substantial Completion Date, as achieved by the Contractor.

**Section 3.3 Deliverables.** Title I services shall be completed within forty-two (42) weeks after award. The Title II services shall continue until the Substantial Completion Date is achieved by the General Contractor.

**Section 3.4 Value of Agreement.** The value of this Agreement is \$[INSERT] (“Design Fee”). This amount includes Program Verification fee of \$[INSERT]; Concept Design fee of \$[INSERT]; Schematic Design fee of \$[INSERT]; Design Development fee of \$[INSERT]; Construction Documents fee (the “Permit Set”) fee of \$[INSERT]; Permit Set of Construction Documents fee of \$[INSERT]; Issued for Construction Documents fee of \$[INSERT]; Construction Administration fee of \$[INSERT]; LEED Submission Allowance of \$34,000.00; and an Owner’s Allowance of \$60,000.00 for reimbursable costs as set forth in Section 3.5 of this Agreement, all in accordance with the A/E’s Price Proposal included as (**Exhibit C**).

**Section 3.5 Compensation for Reimbursable Expenses.** Reimbursable expenses are in addition to compensation for Design Phase Services and Construction Document and Construction Phase Services and include expenses incurred by the A/E and the A/E’s consultants directly related to the Project. An allowance in the amount of \$94,000.00 is established for such reimbursable expenses. In the event that the reimbursable expenses reach the limit of this allowance, the A/E shall notify the District and shall not incur any additional reimbursable expense unless the Department’s CO provides written authorization of an increase in the reimbursable expenses allowance. Reimbursable expenses shall include the following:

1. The fee for LEED submission will be submitted as a reimbursable expense.
2. Transportation and authorized out-of-town travel and subsistence, provided, however, that local transportation costs (i.e. taxis, parking, etc.) shall not be reimbursable;
3. Fees paid for securing approval of authorities having jurisdiction over the Project;
4. Reproductions, plots, standard form documents;
5. Postage, handling and delivery;
6. Expense of overtime work requiring higher than regular rates, if authorized in

advance by the Department, provided, however, that such expenses shall only be reimbursable to the extent that they were caused by the failure of the Department to act within timeframes agreed to by the parties in advance and in writing; and

7. Additional renderings, models, and mock-ups, requested by the Department.

**Section 3.6 Use of ProjectTeam.** The A/E shall utilize DGS's ProjectTeam document management system to submit any and all documentation required to be provided by the A/E, including, but not limited to: (i) requests for information; (ii) submittals; (iii) meeting minutes; (iv) invoices/applications for payment (full package including all forms required by DGS); (v) certified payrolls (in addition to upload via LCP Tracker); (vi) drawings and specifications; (vii) punchlist; and (viii) other documents as may be designated by DGS.

**Section 3.6.1 Invoice Submittal.** The A/E shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>. The A/E shall submit proper invoices on a monthly basis. To constitute a proper invoice, the A/E shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the A/E's profile.

**Section 3.7 Payment Disputes.** Disputes or questions regarding a portion of an invoice shall not be cause for withholding payment for the remaining portion of the invoice. Time is of the essence in the performance of the A/E's obligations under this Agreement.

### **Section 3.8 Disincentive Fee**

The A/E acknowledges that the Department is engaging the A/E to provide design support services to minimize the potential for cost overruns, schedule delays or the need for extensive value engineering/re-design late in the Project and that the reports and/or deliverables required under Article 3 of this Contract are key to realizing the value of such services. In the event the A/E fails to deliver any of the reports or key design deliverables required in this Section (and unless such failure is the result of any event of Force Majeure), the A/E shall be subject to liquidated damages in an amount of Five Thousand Dollars (\$5,000) plus Five Hundred Dollars (\$500) per day after receiving written notice from either the COTR or the Contracting Officer of failure to submit such report.

All members of the A/E's Key Personnel in (**Exhibit H**) shall be subject to a replacement disincentive fee for their removal or reassignment by the A/E except in circumstances arising from reasons beyond the A/E's control (i.e. due to retirement, resignation, termination, etc.). In each instance where the A/E removes or reassigns one of the key personnel as being subject to such replacement fee (but excluding instances where such personnel become unavailable due to death, disability or separation from the employment of the A/E or any affiliate of the A/E) without the prior written consent of the Department's Designated Representative, the A/E shall owe to the Department the sum of Twenty Five Thousand dollars (\$25,000) as a replacement fee and not a penalty, to reimburse the Department for its administrative costs arising from the A/E's failure to provide the Key Personnel and remittance of replacement disincentive fees may be effected via deductions from payments owed to the A/E. The foregoing amount shall not bar recovery of any



other damages, costs or expenses other than the Department's internal administrative costs. In addition, the Department shall have the right, to be exercised in its sole discretion, to remove, replace or to reduce the scope of services of the A/E in the event that a member of the Key Personnel has been removed or replaced by the A/E without the consent of the Department. In the event the Department exercises the right to remove, replace or to reduce the scope of services of the A/E, the Department shall have the right to enforce the terms of this Agreement and to keep-in-place those members of the A/E's team not removed or replaced and the remaining members shall complete the services required under this Agreement in conjunction with the new members of the A/E's team approved by the Department.

FORM OF CONTRACT

## ARTICLE 4 INSURANCE

### Section 4.1 General Requirements

- A. GENERAL REQUIREMENTS. The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a Certificate of Insurance to the Contracting Officer (CO) giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO.

The Government of the District of Columbia shall be included in all policies, where applicable and allowable by law, required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor and subcontractors.

### B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed

operations of the Contractor and under all subcontracts, covering claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate.

The Commercial General Liability shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2015 0413 (or it's equivalent) to The Government of the District of Columbia
- b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c) A waiver of subrogation in favor of The Government of the District of Columbia
- d) Any Annual Aggregate shall apply on a per location or per project basis (where applicable)
- e) Defense costs shall be in addition to and not erode the limits of liability

2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor in connection with work under this agreement, with a minimum combined single limit of \$1,000,000 for bodily injury or death and property damage, including loss of use thereof. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

Auto Physical Damage Coverage - The Contractor shall provide auto physical damage insurance to cover "loss" to a covered "auto" or its equipment:

- a) Comprehensive - Fire, lightning or explosion; theft; windstorm, hail or earthquake; flood; mischief or vandalism; or the sinking, burning, collision or derailment of any conveyance transporting the covered "auto".
- b) Collision Coverage - Caused by: The covered "auto's" collision with another object or the covered "auto's" overturn.

The Commercial Auto Liability policy shall be further endorsed to:

- a. To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia
- b. Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds

- c. A waiver of subrogation in favor of The Government of the District of Columbia
  - d. Defense costs shall be in addition to and not erode the limits of liability
  - e. If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier and Truckers (or it's equivalent)
3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

The Workers Compensation and Employers Liability shall be further endorsed to:

- a) Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
  - b) Where applicable, include United States Longshore and Harbor Workers Compensation Act (USL&H)
  - c) Where applicable, include Jones Act Coverage for seamen or crew members on an "if any" basis.
4. Technology Liability, Media Liability and Network Security/Privacy (Cyber) Liability Insurance covering acts, errors, omissions, breach of contract, and violation of any consumer protection laws arising out of Contractor's operations or services with a limit of \$5,000,000 per claim and in the aggregate. Such coverage shall include but not be limited to, third party and first party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), unintentional breach of contract, negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, negligent transmission of computer virus, or use of computer networks in connection with denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that would be incurred by Contractor on behalf of The Government of the District of Columbia in the event of a data breach including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. Contractor shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two (2) years after.

5. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.
6. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits of \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by The Government of the District of Columbia and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

#### C. SUBCONTRACTOR INSURANCE REQUIREMENTS

Any and all subcontractors engaged by Contractor for work under this agreement shall be required to have the same insured required of Contractor. Should the Contractor wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor. In either instance, the Contractor must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor.

#### D. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

- E. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by The Government of the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

- F. **LIABILITY.** These are the required minimum insurance requirements established by The Government of the District of Columbia. However, it is understood that The Government of the District of Columbia does not in any way represent that the insurance or the limits of insurance specified herein are sufficient or adequate to protect your interests or liabilities and will not in any way limit the contractor's liability under this contract.
- G. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of The Government of the District of Columbia.
- H. **MEASURE OF PAYMENT.** The Government of the District of Columbia shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- I. **NOTIFICATION.** The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of cancellation, non-renewal, or material changes to the extent such cancellation or material changes results in Contractor no long complying with the above requirements. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract. The Government of the District of Columbia may reasonably change the above insurance coverage requirements during the Term by giving Contractor at least 30 days' notice of the change. Contractor must comply, at your expense, and deliver to the CO evidence of compliance before the change becomes effective.
- J. **CERTIFICATES OF INSURANCE.** The Contractor must send to CO, at least 10 days after execution of this Agreement, certificates of insurance evidencing the required insurance coverage and endorsements required herein. Contractor must also provide us with evidence of renewal before the expiration date of each insurance policy. Contractor is responsible for providing us with 30 days advanced written notice if the certificate of insurance by the insurer has been canceled, reduced in coverage, or otherwise altered. . Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

**The Government of the District of Columbia**

**And mailed to the attention of:**

Obaidullah Ranjbar  
Contracting Officer  
Department of General Services  
3924 Minnesota Avenue NE  
Washington, DC 20019  
[obaidullah.ranjbar@dc.gov](mailto:obaidullah.ranjbar@dc.gov)

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- K. DISCLOSURE OF INFORMATION. The Contractor agrees that The Government of the District of Columbia may disclose the name and contact information of its insurers to any third party which presents a claim against The Government of the District of Columbia for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.
- L. CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII or better (or the equivalent by any other rating agency) and licensed in the District of Columbia.
- M. WARRANTIES. When applicable, the Contractor should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad). CO should collect, review for accuracy, and maintain all warranties for goods and services.

## ARTICLE 5 OWNERSHIP OF DOCUMENTS

**Section 5.1 Ownership of Documents.** Regardless of whether the Project is completed, any design documents, specifications, reports, studies, and other work prepared by the A/E and the A/E's subconsultants engaged by the A/E, and all other documents created in association with the Project shall become the sole property of the Department upon full payment of A/E's fees then due under this Agreement, and shall not to be used by the A/E its subconsultants on other projects, or for additions to this Project outside the Scope of Work, without the specific written consent of the Department. However, the Department expressly acknowledges and agrees that the documents to be provided by the A/E under this Agreement may contain design details, features and concepts including some from the A/E's library, which collectively form part of the design for the project, but which separately are and shall remain the sole and exclusive property of the AA/E. These details are repetitive in nature, not Project specific, function rather than form-oriented, and were not developed for or identifiable with the Project. Nothing herein shall be construed as a limitation on the A/E's absolute right to re-use such component design details, features and concepts on other projects, in other contexts or for other clients.

The Department shall be under no obligation to account to the A/E for any profits obtained by the Department as a result of the Project, or the use of such drawings, specifications and other documents in connection with the Project. In the event that the Agreement is terminated prior to completion of the Project or the A/E is unable to complete this Project for any reason, the Department shall have the right to use without the A/E's consent, and the A/E shall deliver to the Department and/or its designee within two (2) calendar days after such termination or inability, all such drawings, specifications and other documents as well as design concepts and details in connection with the Project or necessary for the Department's completion of this Project (including subsequent phases thereof), so long as the Department has paid the A/E all fees then owed to the A/E under this Agreement. The Department's rights hereunder shall extend to its successors and assigns and the A/E's obligation to deliver such drawings, specifications, and documents. Any use of the documents without the A/E or the A/E's consultants' involvement shall be at the Department's sole risk and without liability to the A/E or the A/E's consultants. Unless Department fails hereunder to pay A/E therefor, the Department shall be deemed the owner of such drawings, specifications, and other documents and shall have and retain all rights therein. In the event Department is adjudged to have failed hereunder to pay A/E for such drawings, specifications or other documents, ownership thereof, and all rights therein, shall revert to the A/E. This provision shall survive termination of this Agreement.



**ARTICLE 6  
CLAIMS AND DISPUTES**

**Section 6.1** All claims or disputes arising out of or under this Agreement shall be governed by the terms of the Standard Contract Provisions for A&E Services Contracts, Article 9 as specified in (**Exhibit E**).

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**ARTICLE 7**  
**ECONOMIC INCLUSION PROVISIONS**

**Section 7.1 CBE Utilization**

**Section 7.1.1** If the A/E subcontracts any part of its work under this Agreement, the A/E shall subcontract at least 35% of the dollar volume to certified small business enterprises; provided, however, that the costs of materials, goods and supplies shall not be counted towards the 35% subcontracting requirements unless such materials, goods and supplies are purchased from the certified small business enterprises.

**Section 7.2 Mandatory Subcontracting Plan and Requirements.** The mandatory subcontracting requirements are as follows:

- (a) Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing in accordance with D.C. Official Code § 2-218.51, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- (b) If there are insufficient SBEs to completely fulfill the requirement of paragraph (a), then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- (c) A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections (a) and (b) above.
- (d) Except as provided in (e) and (f) below, a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- (e) A prime contractor that is a certified joint venture and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- (f) Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

- (g) A prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

### **Section 7.3 Subcontracting Plan.**

The A/E's Subcontracting Plan is provided in (**Exhibit J**) The plan shall only be amended with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan shall inure to the benefit of the District.

**Section 7.4 Copies of Subcontracts.** Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan (**Exhibit J**) to the Contracting Officer (CO), City Administrator (CA), District of Columbia Auditor and the Director of DSLBD.

**Section 7.5 Subcontracting Plan Compliance Reporting.** If the A/E has a subcontracting plan required by law for this Contract, the A/E shall submit a quarterly report to the CO, City Administrator (CA), District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- (a) The price that the prime contractor will pay each subcontractor under the subcontract;
- (b) A description of the goods procured or the services subcontracted for;
- (c) The amount paid by the prime contractor under the subcontract; and
- (d) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

**Section 7.6** If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

**Section 7.7 Annual Meetings.** Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

**Section 7.8 DSLBD Notices.** The A/E shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the Agreement and when the Agreement is completed.

### **Section 7.9 Enforcement and Penalties for Breach of Subcontracting Plan.**

**Section 7.9.1** The A/E shall be deemed to have breached a subcontracting plan required by law, if the A/E (i) fails to submit subcontracting plan monitoring or compliance reports or other

required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.

**Section 7.9.2** A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a Contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.

**Section 7.9.3** If the CO determines the A/E's failure to be a material breach of the Contract, the CO shall have cause to terminate the Contract for default pursuant to the terms set forth in the Standard Contract Provisions, **in Article 8 of the Standard Contract Provisions.**

**Section 7.9.4** Neither the A/E nor its subconsultant may remove a subcontractor or tier-subcontractor if such subcontractor or tier-subcontractor is certified as an LSDBE company unless the Department approves of such removal, in writing. The Department may condition its approval upon the A/E developing a plan that is, in the Department's sole and absolute judgment, adequate to maintain the level of LSDBE participation on the Project.

#### **Section 7.10 Equal Employment Opportunity and Hiring of District Residents**

**Section 7.10.1** The A/E shall comply with applicable laws, regulations and special requirements of the contract documents regarding equal employment opportunity and affirmative action programs. In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the equal Employment Opportunity Information Report are incorporated herein as (**Exhibit I**). A contract award cannot be made to any contractor that has not satisfied the equal employment requirements.

**Section 7.10.2** The A/E shall ensure that at least fifty-one percent (51%) of the A/E's team and every subconsultants and subcontractor's employees hired after the effective date of the Agreement, or after such subconsultant or subcontractor enters into a contract with the A/E, to work on the Project shall be residents of the District of Columbia. This percentage shall be applied in the aggregate, and not trade by trade. In addition, the A/E shall use commercially reasonable best efforts to comply with the workforce percentage goals established by the recently adopted amendments to the First Source Employment Agreement Act of 1984 (D.C. Code §§ 2-219.01 *et seq.*) and any implementing regulations, including, but not limited to the following requirements:

- (i) At least 20% of journey worker hours by trade shall be performed by District residents;
- (ii) At least 60% of apprentice hours by trade shall be performed by District residents;
- (iii) At least 51% of the skilled laborer hours by trade shall be performed by District residents; and
- (iv) At least 70% of common laborer hours shall be performed by District residents.

**Section 7.10.3** Thirty five percent (35%) of all apprentice hours worked on the Project shall

be worked by District residents.

### **Section 7.11 Economic Inclusion Reporting Requirements**

**Section 7.11.1** Upon execution of the Agreement, the A/E and all its member firms, if any, and each of its Subcontractors shall submit to the Department a list of current employees and apprentices that will be assigned to the Agreement, the date they were hired and whether or not they live in the District of Columbia.

**Section 7.11.2** The A/E and its constituent entities shall comply with subchapter X of Chapter II Title 2, and subchapter II of Chapter 11 of Title 1 of the D.C. Code, and all successor acts thereto and the rules and regulations promulgated thereunder. The A/E and all member firms and Subcontractors shall execute a First Source Agreement with the District of Columbia Department of Employment Services (“DOES”) prior to beginning work at the Project site.

**Section 7.11.3** The A/E shall maintain detailed records relating to the general hiring of District of Columbia and community residents.

**Section 7.11.4** The A/E shall be responsible for: (i) including the provisions of this **Section 7.11** in all subcontracts; (ii) collecting the information required in this **Section 7.11** from its Subcontractors; and (iii) providing the information collected from its Subcontractors in any reports required to be submitted by the A/E pursuant to this **Section 7.11**.

**Section 7.11.5 Service Contract Act Provision.** The A/E agrees that the work performed under this Agreement shall be subject to the Service Contract Act Wage Determination in effect on the date this Agreement is effective. Service Contract Wage Schedules are available at [wdol.gov](http://wdol.gov), (**Exhibit G**). Notwithstanding the terms of the Standard Contract Provisions, the Davis-Bacon Act is not applicable to this Agreement.

**Section 7.11.6 Living Wage Act.** In addition to the requirements set forth in the First Source Employment Agreement, the A/E shall comply with all applicable provisions of the Living Wage Act of 2006, (**Exhibit D**), as amended (codified at D.C. Official Code §§ 2-220.01 et seq.) and its implementing regulations.

**Section 7.11.7 Apprenticeship Act.** The D.C. Apprenticeship Act of D.C. Law 2-156, (as amended, the Act) as amended shall apply to this Project. All subcontractors selected to perform work on the Project on a craft-by-craft basis shall be required to comply with the Act. All terms and conditions of the D.C. Apprenticeship Council Rules and Regulations shall be implemented. The Contractor shall be liable for any subcontractor non-compliance.

### **Section 7.12 Special Provisions Related to the Covid-19 Emergency.**

**Section 7.12.1** The Contractor is required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine

requirements, including any modifications to this Order, unless and until they are rescinded or superseded. At the request of the District government, Contractors may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.

**Section 7.12.2** The Contractor is required to comply with City Administrator's Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.

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## ARTICLE 8 MISCELLANEOUS PROVISIONS

**Section 8.1 Conformance with Laws.** It shall be the responsibility of the A/E to perform under the Contract in conformance with the Department's Procurement Regulations and all applicable District and federal statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies. This Agreement shall be governed by the laws of the District of Columbia.

**Section 8.2** The Department and A/E, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns of such other party with respect to all covenants of this Agreement. The A/E shall not assign this Agreement without the written consent of the Department.

**Section 8.3** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Department or the A/E.

**Section 8.4** Unless otherwise required in this Agreement, the A/E shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at a Project site.

**Section 8.5** The A/E shall have the right to include photographic or artistic representations of the Project among the A/E's promotional and professional materials. If applicable, the A/E shall be given reasonable access to the completed Project to make such representations. However, the A/E's materials shall not include the Department's confidential or proprietary information if the Department has previously advised the A/E in writing of the specific information considered by the Department to be confidential or proprietary. The Department shall provide professional credit for the A/E in the Department's promotional materials for the Project.

**Section 8.6** In accordance with **Section 8.10** below, if the A/E or Department receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to: (i) its employees; (ii) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project; or (iii) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

**Section 8.7** The A/E agrees to indemnify and hold the Department, the Department's Representative and the Department's officers, agents and employees harmless from and against all claims, liabilities, demands, losses, damages, judgments, costs, or expenses, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the A/E, its employees and its consultants in the performance of professional services pursuant to this Agreement.

**Section 8.8** The A/E agrees to indemnify and hold the Department and the Department's Representative harmless from and against any and all claims, liabilities, demands, losses, damages, costs, or expenses arising from the A/E's failure to perform its obligations pursuant to agreements with third parties, including, but not limited to, subconsultants, made in order to provide the services required of the A/E under this Agreement.

**Section 8.9** The A/E shall pay for and defend all such suits or claims arising out of the Work for infringement of any patent rights or copyrights and hold the Department and Department's Representative harmless from loss on account thereof.

**Section 8.10 Confidentiality.** The A/E shall maintain the confidentiality of information specifically designated as confidential by the Department, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent the A/E from establishing a claim or defense in an adjudicatory proceeding. The A/E shall require of the A/E's consultants similar agreements to maintain the confidentiality of information specifically designated as confidential by the Department.

**Section 8.11 Extent of Agreement.** This Agreement, which includes the terms set forth in the RFP, the Exhibits hereto, and other documents incorporated herein by reference, represents the entire and integrated agreement between the Department and the A/E and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Department's CO and the A/E.

#### **Section 8.12 Non-Discrimination in Employment Provisions**

**Section 8.12.1** The A/E agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, or physical handicap. The affirmative action shall include, but not be limited to, the following:

**Section 8.12.1.1** Employment, upgrading, or transfer;

**Section 8.12.1.2** Recruitment or recruitment advertising;

**Section 8.12.1.3** Demotion, layoff, or termination;

**Section 8.12.1.4** Rates of pay, or other forms of compensation; and

**Section 8.12.1.5** Selection for training and apprenticeship.

**Section 8.12.2** Unless otherwise permitted by law and directed by the Department, the A/E agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Department setting forth the provisions of this Section concerning non-discrimination and affirmative action.



**Section 8.12.3** The A/E shall, in all solicitations or advertisements for employees placed by or on behalf of the A/E; state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in this Section.

**Section 8.12.4** The A/E agrees to send to each labor union or representative of workers with which it has a collective bargaining agreement, or other contract or understanding, a notice to be provided by the Department, advising each labor union or workers' representative of the A/E's commitments under this Section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

**Section 8.12.5** The A/E agrees to permit access by the Department to all books, records and accounts pertaining to its employment practices for purposes of investigation to ascertain compliance with this Section, and shall post copies of the notices in conspicuous places available to employees and applicants for employment.

**Section 8.12.6** The A/E shall include in every subcontract the equal opportunity clauses of this Section so that such provisions shall be binding upon each Sub A/E or vendor.

**Section 8.12.7** The A/E shall take such action with respect to any Sub A/E as the CO may direct as a means of enforcing these provisions, including sanctions for non-compliance.

**Section 8.13 False Claims Act.** A/E shall be governed by all laws and regulations prohibiting false or fraudulent statements and claims made to the government, including the prescriptions set forth in District of Columbia Official Code §§ 2-308.14 and 22-2405.

**Section 8.14 Interpretation of Contract.** All of the documents comprising the Contract should be read as complementary, so that what is called for by one is called for by all. Ambiguities should be construed in favor of a broader scope of work for the A/E, as the intent of the Contract is, with specific identified exceptions, to require the A/E to assume entire responsibility for construction of the Project. If there is any inconsistency among the documents comprising the Contract, the order of precedence among them is as follows, with the first listed document having the highest priority: this Agreement and its Exhibits, the General Conditions, and the Construction Documents released by the Department. Any Change Order issued and executed by the Department shall supersede those portions of earlier dated contract documents to which it pertains.

**Section 8.15 Independent Contractor.** In carrying out all its obligations under the Contract, the A/E shall be acting as an independent Contractor, and not as an employee or agent of the Department, or joint venture or partner with the Department. The A/E shall have exclusive authority to manage, direct, and control the Work, and shall be responsible for all construction means, methods, techniques, sequences, and procedures, as well as for Project safety.

**Section 8.16** Terms in this Agreement shall have the same meaning as construed under District law.

**Section 8.17 Confidential Information.** In the course of the A/E's performance of the Work, the Department may make available to the A/E information that the Department designates as trade secrets or other confidential engineering, technical and business information. As long as, and to the extent that, such information remains confidential and available to others only with the consent of the Department, or is not generally available to the public from other sources, the A/E shall maintain such information in strict confidence and shall not disclose any such information to others (including its employees or Subcontractors), except to the extent necessary to enable the A/E to carry out the Project. The A/E shall similarly obligate any and all persons to whom such information is necessarily disclosed to maintain the information in strict confidence. The A/E agrees that, in the event of any breach of this confidentiality obligation, the Department shall be entitled to equitable relief, including injunctive relief or specific performance, in addition to all other rights or remedies otherwise available.

**Section 8.18 No Third-Party Beneficiary Rights.** Nothing in this Agreement shall be construed as creating third-party beneficiary rights in any person or entity, except as otherwise expressly provided in this Agreement.

**Section 8.19 Media Releases.** Neither the A/E, its employees, agents or Subcontractors or material suppliers shall make any press release or similar media release related to the Project unless such press release have been discussed with the Department prior to its issuance.

**Section 8.20 Construction.** This Agreement shall be construed fairly as to all parties and not in favor of or against any party, regardless of which party prepared the Agreement.

**Section 8.21 Notices.** All notices or communications required or permitted under the Contract shall be in writing and shall be hand delivered or sent by tele-copier or by recognized overnight carrier to the intended recipient at the address stated below, or to such other address as the recipient may have designated in writing. Any such notice or communication shall be deemed delivered as follows: if hand delivered, on the day so delivered, if sent by tele-copier, on confirmation of successful transmission, and if sent by recognized overnight carrier, the next business day.

If to the Department:

If to the A/E:

Obaidullah Ranjbar  
Contracting Officer  
Department of General Services  
3924 Minnesota Avenue NE  
Washington, DC 20019

This Paragraph shall be read as imposing minimum requirements for distribution of required contractual notices, and not as displacing distribution requirements with respect to design documents, construction submittals, periodic reports, and other documents.

**Section 8.22 Limitations.** The A/E agrees that any statute of limitations applicable to any claim or suit by the Department arising from this Contract or its breach shall not begin to run, or shall be deemed to be tolled, until Final Completion or, with respect to latent defects or nonconformities, such later time as the Department knew or should have known of the defect or nonconformity.

**Section 8.23 Binding Effect; Assignment.** The Contract shall inure to the benefit of, and be binding upon and enforceable by, the parties and their respective successors and permitted assigns. The A/E acknowledges that, in entering into the Contract, the Department is relying on the particular qualifications of the A/E, and the A/E therefore shall not delegate or assign any of its duties or obligations under the Contract, except in accordance with the Contract's provisions relating to subcontracting, or pursuant to the Department's prior written consent. The A/E shall not assign its rights under the Contract, including the right to all or a portion of its compensation, without the Department's prior written consent. Any delegation or assignment made contrary to the provisions of this Paragraph shall be null and void.

**Section 8.24 Survival.** All agreements warranties, and representations of the A/E contained in the Contract or in any certificate or document furnished pursuant to the Contract shall survive termination or expiration of the Contract.

**Section 8.25 No Waiver.** If the Department waives any power, right, or remedy arising from the Contract or any applicable law, the waiver shall not be deemed to be a waiver of the power, right, or remedy on the later recurrence of any similar events. No act, delay, or course of conduct by the Department shall be deemed to constitute the Department's waiver, which may be effected only by an express written waiver signed by the Department.

**Section 8.26 Remedies Cumulative.** Unless specifically provided to the contrary in the Contract, all remedies set forth in the Contract are cumulative and not exclusive of any other remedy the Department may have, including, without limitation, at law or in equity. The Department's rights and remedies will be exercised at its sole discretion, and shall not be regarded as conferring any obligation on the Department's to exercise those rights or remedies for the benefit of the A/E or any other person or entity.

**Section 8.27 Headings/Captions.** The headings or captions used in this Agreement or its table of contents are for convenience only and shall not be deemed to constitute a part of the Contract, nor shall they be used in interpreting the Contract.

## **Section 8.28 The Quick Payment Act**

### **Section 8.28.1 Interest Penalties to Contractors**

**Section 8.28.1.1** The District will pay interest penalties on amounts due to the A/E under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3<sup>rd</sup> day after the required payment date for meat or a meat product;
- b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; or
- c) the 15<sup>th</sup> day after the required payment date for any other item.

**Section 8.28.1.2** Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

**Section 8.28.2** Payments to subcontractors

**Section 8.28.2.1** The A/E must take one of the following actions within seven (7) days of receipt of any amount paid to the A/E by the District for work performed by any subcontractor under this Agreement:

- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the Agreement; or
- b) Notify the District and the subcontractor, in writing, of the A/E's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

**Section 8.28.2.2** The A/E must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3<sup>rd</sup> day after the required payment date for meat or a meat product;
- b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; or
- c) the 15<sup>th</sup> day after the required payment date for any other item.

**Section 8.28.2.3** Any amount of an interest penalty which remains unpaid by the A/E at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

**Section 8.28.2.4** A dispute between the A/E and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

### **Section 8.28.3 Subcontract flow-down requirements**

**Section 8.28.3.1** The A/E shall include in each subcontract under this Contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code §2-221.02(d).

### **Section 8.28.4 Requirements for Change Order Payments**

**Section 8.28.4.1** The Department and the A/E are prohibited from requiring a prime contractor (the A/E in this Agreement) or a subcontractor to undertake any work that is determined to be beyond the original scope of the prime contractor's or a subcontractor's contract or subcontract, including work under a District-issued change order, when the additional work increases the contract price beyond the not-to-exceed price or negotiated maximum price of the underlying contract, unless the CO:

- (i) Agrees with the prime contractor and, if applicable, the subcontractor on a price for the additional work;
- (ii) Obtains a certification from the Chief Financial Officer that there are sufficient funds to compensate the prime contractor and, if applicable, the subcontractor for the additional work;
- (iii) Has made a written, binding commitment with the prime contractor to pay for the additional work within 30 days after the prime contractor submits a proper invoice for the additional work to the CO; and
- (iv) Gives written notice of the funding certification from the Chief Financial Officer to the prime contractor;

**Section 8.28.4.2** The A/E is required to include in its subcontracts a clause that requires the prime contractor to:

- (i) Within 5 business days of receipt of the notice required under subparagraph (A)(iv) of this paragraph, provide the subcontractor with notice of the approved amount to be paid to the subcontractor based on the portion of the additional work to be completed by the subcontractor;
- (ii) Pay the subcontractor any undisputed amount to which the subcontractor is

entitled for any additional work within 10 days of receipt of payment for the additional work from the District; and

(iii) If the prime contractor withholds payment from a subcontractor, notify the subcontractor in writing and state the reason why payment is being withheld and provide a copy of the notice to the CO; and

**Section 8.28.4.3** The Department, A/E, prime contractor, or a subcontractor are prohibited from declaring another party to the contract to be in default or assessing, claiming, or pursuing damages for delays in the completion of the construction due to the inability of the parties to agree on a price for the additional work.

**Section 8.29 Entire Agreement; Modification.** The Contract supersedes all contemporaneous or prior negotiations, representations, course of dealing, or agreements, either written or oral. No modifications to the Contract shall be effective unless made in writing signed by both the Department and the A/E, unless otherwise expressly provided to the contrary in the Contract.

**Section 8.30 Severability.** In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, and in lieu of each such invalid, illegal or unenforceable provision, there shall be added automatically as a part of this Agreement a provision as similar in terms to such invalid, illegal or unenforceable provision as may be possible and be valid, legal and enforceable; each part of this Agreement is intended to be severable.

## ARTICLE 9 GOVERNMENTAL PROVISIONS

**Section 9.1 Buy American Act Provision.** The A/E shall not design or specify a proprietary product that does not comply with the provisions of the Buy American Act (41 U.S.C. § 10a). The Trade Agreements Act and the North American Free Trade Agreement (NAFTA) provide that designated country (as defined in FAR 25.401) and NAFTA country construction materials are exempted from application of the Buy American Act and are therefore acceptable hereunder.

**Section 9.1.1** In accordance with the Buy American Act (41 U.S.C. § 10a-10d), and Executive Order 10582, December 17, 1954 (3 CFR, 1954-58 Comp., p. 230), as amended by Executive Order 11051, September 27, 1962 (3 CFR, 1059—63 Comp., p. 635), the A/E agrees that only domestic construction material will be specified in the performance of the Agreement, except for non-domestic material listed in the Agreement.

“Components” as used in this Section, means those articles, materials and supplies incorporated directly into the end products.

“Domestic end product”, as used in this section, means, (1) an unmanufactured end product mined or produced in the United States, or (2) an end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States, exceeds 50 percent of the cost of all its components.

Components of foreign origin of the same class or kind as the products shall be treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.

“End Products”, as used in this Section, means those articles, materials, and supplies to be acquired for public use under this Contract.

The A/E shall specify only domestic end products, except those:

- i. For use outside the United States;
- ii. That the District determines are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities of a satisfactory quality;
- iii. For which the District determines that domestic preference would be inconsistent with the public interest; or
- iv. For which the District determines the cost to be unreasonable.

**Section 9.1.2 Domestic Construction Material.** “Construction material” means any article, material or supply brought to the construction site for incorporation in the building or work.

An unmanufactured construction material is a “domestic construction material” if it has been mined or produced in the United States. A manufactured construction material is a “domestic construction material” if it has been manufactured in the United States and if the cost of its components which have been mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. “Component” means any article, material, or supply directly incorporated in a construction material.

**Section 9.1.3 Domestic Component.** A component shall be considered to have been “mined, produced, or manufactured in the United States” regardless of its source, in fact, if the article, material or supply in which it is incorporated was manufactured in the United States and the component is of a class or kind determined by the Government to be not mined, produced or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

**Section 9.1.4 Foreign Material.** When steel materials are used in a project a minimal use of foreign steel is permitted. The cost of such materials cannot exceed one-tenth of one percent of the total project cost, or \$2,500,000, whichever is greater.

**Section 9.2 Laws and Regulations Incorporated by Reference.** All federal and District of Columbia laws and regulations, and all Department procedures now or hereafter in effect, whether or not expressly provided for or referred to in the Contract, are incorporated by reference herein and shall be binding upon the A/E and the Department. It shall be the responsibility of the A/E to perform the Contract in conformance with the Department’s procurement regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, and orders of governmental bodies, including, without limitation, the U.S. Government and the District of Columbia government; and it is the sole responsibility of the A/E to determine the procurement regulations, statutes, laws, codes, ordinances, regulations, rules, requirements, and orders that apply and their effect on the A/E’s obligations thereunder. However, if the application of a future law or regulation requires the A/E to undertake additional work that is materially different in scope than that presently contemplated or required, the A/E shall be entitled to an equitable adjustment for such additional work.

**Section 9.3 Retention of Records: Inspections and Audits.** The A/E shall maintain books, records, documents and other evidence directly pertinent to performance under the Agreement in accordance with generally accepted professional practice and appropriate accounting procedures and practices consistently applied in effect on the date of execution of the Agreement.

**Section 9.3.1** The A/E shall also maintain the financial information and data used in the preparation and support of the costing and cost summary submitted to the Department and the required cost submissions in effect on the date of execution of the Department.

**Section 9.3.2** The Department, the District of Columbia government, the Comptroller General of the United States, the U.S. Department of Labor and any of their authorized representatives shall have access to the books, records, documents and other evidence held, owned



or maintained by the A/E for the purpose of inspection, audit and copying during normal business hours and upon advance written notice to the A/E. The A/E shall provide proper facilities for such access and inspection.

**Section 9.3.3** The A/E agrees to include the wording of this Section 9.3 in all its subcontracts in excess of five thousand dollars (\$5,000.00) that directly relate to Project performance.

**Section 9.3.4** Audits conducted pursuant to this Section will be in accordance with generally accepted auditing standards with the results prepared in accordance with generally accepted accounting principles and established procedures and guidelines of the applicable reviewing or audit agency.

**Section 9.3.5** The A/E agrees to the disclosure of all information and reports, resulting from access to records, to any authorized representative of the Department. Where the audit concerns the A/E, the auditing agency will afford the A/E an opportunity for an audit exit conference and an opportunity to comment on the pertinent portions of the draft audit report. The final audit report will include the written comments, if any, of the audited parties.

**Section 9.3.6** The A/E shall preserve all records described herein from the effective date of the Agreement completion and for a period of seven (7) years after a final settlement. In addition, those records which relate to any dispute, appeal or litigation, or the settlement of claims arising out of such performance, or costs or items to which an audit exception has been taken, shall be maintained and made available until seven (7) years after the date of resolution of such dispute, appeal, litigation, claim or exception.

**Section 9.4 Gratuities and Owners Not to Benefit Provisions.** If it is found, after notice and hearing, by the Department that gratuities (in the form of entertainment, gifts, payment, offers of employment or otherwise) were offered or given by the A/E, or any agent or representative of the A/E, to any official, employee or agent of the Department or the District with a view toward securing the Agreement or any other contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performance of the Contract, the Department may, by written notice to the A/E, terminate the right of the A/E to proceed under the Agreement and may pursue such other rights and remedies provided by law and under the Contract.

**Section 9.4.1** In the event the Agreement is terminated as provided in Section 9.4, the Department shall be entitled:

**Section 9.4.1.1** to pursue the same remedies against the A/E as it could pursue in the event of a breach of the Agreement by the A/E; and

**Section 9.4.1.2** as a penalty in addition to any other damages to which it may be entitled by law, to exemplary damages in an amount (as determined by the Department) which shall be not less than ten times the costs incurred by the A/E in providing any such gratuities to any such Department or employee.

**Section 9.4.2** No member of, nor delegate to Congress, Mayor or City Council Member, nor contractor nor employee of the District, nor contractor nor employee of the Department shall be admitted to any share or part of the Agreement or to any benefit that may arise therefrom, and all agreements entered into by the Contracting Office of the Department in which he or any contractor or employee of the Department shall be personally interested as well as all agreements made by the Department in which the Mayor or City Council Member or contractor or employee of the District shall be personally interested shall be void and no payments shall be made on any such contracts by the Department or by any contractor thereof; but this provision shall not be construed or extend to the agreement if the share of or benefit to the member of, or delegate to Congress, Mayor or City Council Member, or contractor or employee of the District is de Minimis.

**Section 9.5 Ethical Standards For Department's Employees And Former Employees.** The Department expects the A/E to observe the highest ethical standards and to comply with all applicable law, rules, and regulations governing ethical conduct or conflicts of interest. Neither the A/E, nor any person associated with the A/E, shall provide (or seek reimbursement for) any gift, gratuity, favor, entertainment, loan or other thing of value to any employee of the District or the Department not in conformity with applicable law, rules or regulations. The A/E shall not engage the services of any person or persons in the employment of the Department or the District for any Work required, contemplated or performed under the Contract. The A/E may not assign to any former contractor or District employee or agent who has joined the A/E's firm any matter on which the former employee, while employed by the Department, had material or substantial involvement in the matter. The A/E may request a waiver to permit the assignment of such matters to former Department personnel on a case-by-case basis. The A/E shall include in every subcontract a provision substantially similar to this section so that such provisions shall be binding upon each A/E or vendor.

**Section 9.6 Anti-Deficiency Act.** The obligations of the Department to fulfill financial obligations pursuant to this Agreement, or any subsequent agreement entered into pursuant to this Agreement or referenced herein (to which the Department is a party), are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349-1351 1511-1519 (2004) (the “**Federal ADA**”), and D.C. Official Code §§ 1-206.03(e) and 47-105 (2001); (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01 – 355.08 (2004 Supp.) (the “**D.C. ADA**” and (i) and (ii) collectively, as amended from time to time, the “**Anti-Deficiency Acts**”); and (iii) Section 446 of the District of Columbia Home Rule Act, D.C. Official Code § 1-204.46 (2001). Pursuant to the Anti-Deficiency Acts, nothing in this Agreement shall create an obligation of the Department in anticipation of an appropriation by Congress for such purpose, and the Department’s legal liability for payments and other charges under this Agreement shall not arise or obtain in advance of the lawful availability of appropriated funds for the applicable fiscal year as approved by Congress.

**Section 9.6.1** The Department agrees to exercise all lawful authority available to it to satisfy the financial obligations of the Department that may arise under this Agreement. During the term of this Agreement, the Mayor of the District of Columbia or other appropriate official shall, for each fiscal period, include in the budget application submitted to the Council of the District of Columbia the amount necessary to fund the Department's known potential financial obligations under this Agreement for such fiscal period. In the event that a request for such appropriations is excluded from the budget approved by the Council and submitted to Congress by the President for the applicable fiscal year or if no appropriation is made by Congress to pay any amounts due under this Agreement for any period after the fiscal year for which appropriations have been made, and in the event appropriated funds for such purposes are not otherwise lawfully available, the Department will not be liable to make any payment under this Agreement upon the expiration of any then-existing appropriation, the Department shall promptly notify the A/E, and this Agreement shall immediately terminate upon the expiration of any then-existing appropriation.

**Section 9.6.2** Notwithstanding the foregoing, no officer, employee, director, member or other natural person or agent of the District or Department shall have any personal liability in connection with the breach of the provisions of this Section or in the event of non-payment by the Department under this Agreement.

**Section 9.6.3** This Agreement shall not constitute an indebtedness of the District and/or the Department nor shall it constitute an obligation for which the Department is obligated to levy or pledge any form of taxation or for which the District has levied or pledged any form of taxation. No District of Columbia Official or employee is authorized to obligate or expend any amount under this Agreement unless such amount has been appropriated by Act of Congress and is lawfully available.

**Section 9.7 Tax Exemption Provision.** Any tax exemptions applicable to the District of Columbia, including the gross receipts sales tax exemption for the sale of tangible personal property to the District, codified in D.C. Code § 47-2005, shall apply to the performance of the Contract.

**Section 9.8 Covenant Against Contingent Fees Provisions.** The A/E warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon an agreement or understanding for a Commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the A/E for the purpose of securing business. For breach or violation of this warranty, the Department shall have the right to terminate the Contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of the Department, percentage, brokerage of contingent fee.

**Section 9.9 Campaign Finance Reform Act.** Prior to the execution of this Contract, the A/E shall complete and submit to the Department a completed Campaign Finance Reform Act Self-Certification Form, (**Exhibit K**), pursuant to D.C. Official Code § 1-1161.01.

**ARTICLE 10**  
**TERMINATION OR SUSPENSION**

**Section 10.1** Any terminations or suspensions arising out of or under this Agreement shall be governed by the terms of the Standard Contract Provisions for A&E Services Contracts, Article 8 (**Exhibit E**).

FORM OF CONTRACT

**ARTICLE 11  
OTHER CONDITIONS AND SERVICES**

**Section 11.1 General Conditions.** To the extent that this Agreement is silent on an action or requirement of the A/E, and current as of the date of this Agreement, the Department's Standard Contract Provisions for A&E Services Contracts (**Exhibit E**) shall govern the A/E's obligations with respect to such action or requirement under this Agreement.

**IN WITNESS WHEREOF**, the Parties' duly authorized representatives have executed this Agreement (DCAM-23-CS-AERFP-0002) as of the dates written below.

**DEPARTMENT OF GENERAL SERVICES**, an agency within the executive branch of the Government of the District of Columbia

By: \_\_\_\_\_  
Name: Obaidullah Ranjbar  
Title: Contracting Officer  
Date: \_\_\_\_\_

**[Insert A/E]**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Exhibits:**

- Exhibit A – Scope of Work
- Exhibit A1 – Specifications for Recreation Center Facilities
- Exhibit A2 – DPR Standard Signage
- Exhibit A3 – DGS Project Closeout Protocol
- Exhibit A4 – Standards and Practices for Communications Environments
- Exhibit B – A/E's Technical Proposal
- Exhibit C – A/E's Price Proposal
- Exhibit D – Living Wage
- Exhibit E - Standard Contract Provisions for A&E Services Contracts
- Exhibit F – Project Schedule
- Exhibit G – Service Contract Act Provision
- Exhibit H – Key Personnel
- Exhibit I – Equal Employment Opportunity
- Exhibit J – Subcontracting Plan
- Exhibit K – Campaign Finance Reform Act Self-Certification Form

FORM OF CONTRACT