

**PARTIAL BUILD-OUT OF OFFICE SPACE FOR THE OFFICE OF RISK MANAGEMENT
ONE JUDICIARY SQUARE**

SCOPE OF WORK

April 20, 2018

A. INTRODUCTION

The District of Columbia Government, Department of General Services (DGS) is requesting the services of a qualified and experienced design/builder (Contractor) to remodel the existing office spaces on various floors of One Judiciary Square building occupied by the Office of the Risk Management. This project includes partial demolition, construction, FF&E, necessary voice/data and all other necessary modifications of the HVAC system.

SCOPE OF WORK

The Design-Builder shall design/build the modified office space based on attached initial floor plans and improve on them to provide efficient office space for ORM employees. Detailed information for the Basic Services required is indicated in Part C below and a summary of the basic project information is as follows:

- A.1. Agency: Department of General Services (DGS)
- A.2. Project Location: 441, 4th Street, NW, Washington, D.C. 20001
- A.3. User Agency: DC Office of the Risk Management
- A.4. Special requirements:
 - A.4.1. All work shall be coordinated so as not to disrupt existing building operations including but not limited to HVAC, electric, sprinkler, fire alarm and security work.
 - A.4.2. Construction and design activities shall be coordinated with the shop drawing development.
- A.5. DC Green Building Act: LEED certification will not be pursued for this project. It is the requirements that no VOC containing materials can be used for this project.
- A.6. Project Communication: DGS is available for consultation at any time during the contract. DGS encourages open lines of communication by frequent consultation via telephone, email or in person. It is the responsibility of the Design-Build contractor to document all conversations, in writing, for the project record and notify DGS of any issues that are deemed to be beyond the Scope of Work. At no circumstance the Design Builder will make any changes in the scope and or work schedule, and specifications of the approved design without any prior written permission from the Contracting Officer.

B. BASIC SERVICES:

The Design-Builder's Basic Services consist of all services included in this Section. It is the responsibility of the Design-Builder to provide all services necessary for the complete design, necessary permitting, and construction including but not limited to partial demolition and construction, HVAC, electrical, sprinkler system, security system, voice/data, finishes, provision and installation of furniture and necessary pre-approved carpeting and cove bases, as identified in the attached preliminary design documents (the "Preliminary Design") Attachment A. This may include, without limitation, all design and construction services related to other elements and services necessary to fully and properly complete the Project. The Design-Builder recognizes, agrees and accepts that the District is relying upon it for the complete and total design, development, implementation and administration of the design and construction of the Project. A summary of the work is as follows:

B.1. Design and Permitting:

- B.1.1 Prepare permit drawings as required for the scope of work identified in the Preliminary Design, Attachment A.
- B.1.2 It is the responsibility of the Design Builder to process all documents and obtain all necessary permits, as required for such projects. The securing of the required permits shall be performed utilizing the fastest expediting method available for Non-Complex Jobs such as "Walk-Through (Express)".

B.2. Construction: A summary of the work required includes but is not limited to the following:

Partial demolition and renovation of existing space includes painting, carpeting/VCTs, cove bases and all necessary utility systems, such as power, lighting, voice/data, sprinkler system, HVAC system. This definition is applicable for all work associated with this scope of work. It is the responsibility of the Contractor to provide name plates and office numbering systems following the DGS standards, the link of which is given at the end of the scope.

B.2.1 OJS Suite 510 South:

Replacement of existing furniture in "Kneewall Area" and install Knolls height adjustable desks and drawers (match existing workstations recently installed in 2016)

- a. Numbers of Workstations: 6
- b. Replace carpet in suite excluding conference rooms and offices.
- c. Numbers of Chair for the Conference Room:
 - 1. Stamford Faux Leather Chair 26
 - 2. Global Vion perimeter stacking chairs 50

B.2.2 OJS Suite 800 and 805 South:

- a. Demolition and reconfiguration of the existing Pantry Area for new Production/Copier Room with new VCT tile floors. Provide cabinetry and millwork.

- b. Demolition of the existing Production/Copier Room including dry walls dividing Suites 800 and 805 South.
- c. Construction of 3 new offices with the provision and installation of Knolls height adjustable desk, drawers and overhang (match existing office recently renovated in 2016)
- d. Provision and installation of 14 new workstations with Knolls height adjustable desks and drawers (match existing workstations recently installed in 2016)
- e. Provision and installation of necessary furniture within Suite 800S for 5 private offices. Use Knolls height adjustable desk, drawers and overhang (match existing workstations recently installed in 2016)
- f. Construction of new Pantry Area/Room with VCT tile floors and provision 2 new refrigerators and necessary tables and chairs to seat at minimum 12 staff. Provide 2 new sinks and laminated countertop and cabinetry. Also provide water and waste lines in the new Pantry Area.
- g. Construction of a storage area
- h. Replace carpet and cove bases for new area for the 14 new work stations and 3 new offices
- i. Replace interior storefront door in the reception area next to the receptionist desk leading to inner office with aluminum frame store front system
- j. Provide new semi-frosted storefront with card reader leading to new pantry
- k. Provide all necessary CAT 6 cabling for network, telecommunication and power

B.2.3 OJS Suite 838-846 (even) South:

- a. Provision and installation of 7 new workstations with Knolls height adjustable desks and drawers (match existing workstations recently installed in 2016)
- b. Construction of 4 new offices with Knolls height adjustable desk, drawers and overhang (match existing workstations recently installed in 2016)
- c. Renovation of existing space for two large training rooms
 - 1. Reconfigure two existing training rooms for DSLBD use and install a mobile partition in between them for efficient use of space. One of the existing mobile partition can be re-used for this purpose. Also install another mobile partition wall in ORM Training Room.
- d. Training Room [for DSLBD]:
 - 1. Provide two entry points with storefront doors and necessary hardware to the existing DSLBD suites with electronic access.
 - 2. Relocate two existing large TV monitors from existing training space and provide 2 additional TV (similar sizes) monitors with AV connections

3. Install dry-erase painted walls
 4. Transom / Half Wall Glass on interior wall between DSLBD training room and working space.
 5. New 2x2 ceiling tiles and light fixtures
 6. Relocate existing furniture from Suite 805 to new DSLBD training space
 7. Relocate existing storefront door and electronic access from Suite 805 to new DSLBD training space and provide an additional storefront door that leads into the main building corridor/hallway
 8. Construction of reception area with millwork
 9. Provide patching and painting of all interior walls.
- e. Training Room [for ORM]
1. Relocate existing furniture from Suite 846 to new ORM training room
- f. Construction small conference and storage rooms
1. Provision and installation of 6 person table and chairs
- g. Relocate/Reuse existing Smartboards
- h. Replace all areas with new carpet and cove base.
- i. Repaint all walls
- j. Provide all necessary CAT 6 cabling for network, telecommunication and power

B.3. Meeting Minutes: The Design-Builder shall be responsible for the generation and maintenance of all meeting minutes throughout the design and construction phases.

B.4. Reviews & Records: The Design-Builder shall furnish all information and materials necessary to coordinate the project with concerned parties;

B.4.1. Design Development Process:

B.4.1.1 Space Planning: Based on the information provided to the design- builder and during the pre-proposal conference and project kick-off meeting, it is the responsibility of the Design-Builder to develop necessary space plans and submit it in the progress meeting. All comments received during the review process should be recorded and modified space plans should be submitted to the District in the follow up meeting. Once the space plan is accepted the user agency representative will sign the drawing sheets before the Design-Builder initiate the design work and Construction Document.

B.4.1.2 Comments: All review comments from DGS and/or the Agency representative will be conveyed in writing. The Design-Builder shall record all comments and maintain a master tracking log of all DGS/Agency comments received and the action taken. If the Design-Builder takes exception to a comment received from DGS or the associated

Agency, the Design-Builder shall notify the PM, in writing, of the exception and shall provide documentation as to why compliance is not possible as recommended. The final decision, in every instance, remains with DGS Project Manager. If DGS does not concur with such exception(s), the Design-Builder shall modify the work in accordance with DGS' directive, and the comment log may be amended by the Design-Builder indicating that "*The change has been completed as directed by DGS.*"

B.4.1.3 Permitting Process: It is the responsibility of the Design-Builder to generate necessary Construction Documents, submit for the permitting from the Regulatory Agency and proceed with the work based on the DCRA approved drawings. A copy of the permit must be posted at the jobsite and a copy of the permitted drawings and project log book must be kept at the job site.

B.4.1.4 Record Drawings: Upon completion of the Construction Phase, the Design-Builder shall prepare and deliver to DGS one set of Project record drawings and specifications in an electronic format acceptable to the District, incorporating revisions made by the Design-Builder during the Construction Phase and field changes noted on the Contractor's marked-up field set.

B.4.1.4.1 The Design-Builder's contract shall not be considered complete until final record drawings are delivered to DGS.

C. DOCUMENTS AND DATA TO BE FURNISHED BY DGS

DGS will not provide any other document, except for the attached draft sketches. As part of this project scope, it is responsibility of the Design-Builder to visit the site and be responsible for performing a field verification of the actual existing conditions and develop reference drawings, if required.

D. OTHER RELEVANT CLAUSES

- D.1. Closed Offices: All closed offices should be built meeting the existing doors, door frames and hardware matching the nearest offices in that section of the building.
- D.2. All offices and open area should be equipped with motion sensors and not more than six (6) light fixtures can be installed in a single circuit.
- D.3. All light fixtures will be of 2x2 LED matching the OJS existing light fixture standards. All Exit signs must be of LED
- D.4. All Space planning, Carpet and cove bases and paintings should be based on DGS approved samples and pre-approved before ordering those items. A copy of the DGS existing guidelines can be found in DGS website
https://dgs.dc.gov/sites/default/files/dc/sites/dgs/publication/attachments/DGS%20Workplace%20Design%20Guidelines_0.pdf
- D.5. For Voice and Data cabling and outlets should be designed based on the DGS existing guidelines, which is attached as Attachment B with this solicitation.
- D.6. All signage for the interior spaces should be designed and installed as per approved standards shown in the DGS Design Guidelines.
- D.7. No work, such as noisy and dusty work can be performed during the normal business hours. The successful Design-Builder should communicate with the Building Manager to work outside the normal business hours.

D.8. Loading Dock cannot be occupied and service elevators cannot be used without the pre-approval of the Building Manager.

D.9. The facility is equipped with energy efficient VAV boxes, for the requirement of any additional VAV boxes, the successful Design-Builder must communicate and get necessary specifications of such VAV boxes from the Building Manager.

D.10. During the Construction activity all exhaust system should be wrapped by the Design Builder to prohibit dust infiltration into the HVAC system. After the completion of the project it is their responsibility to replace necessary filters of the system.

D.11. The facility is equipped with the next generation Fire Alarm System installed and maintained by Siemens. The successful design builder should communicate with the Building Manager to secure permission to work on the existing Fire Alarm system.

D.12. Since the project is on emergency track and based on the operating budget, the successful Design Builder will get approval of all long lead items such as, carpet, light fixtures and furniture and release the orders to avoid any unnecessary delay which will have a negative impact on the project delivery.

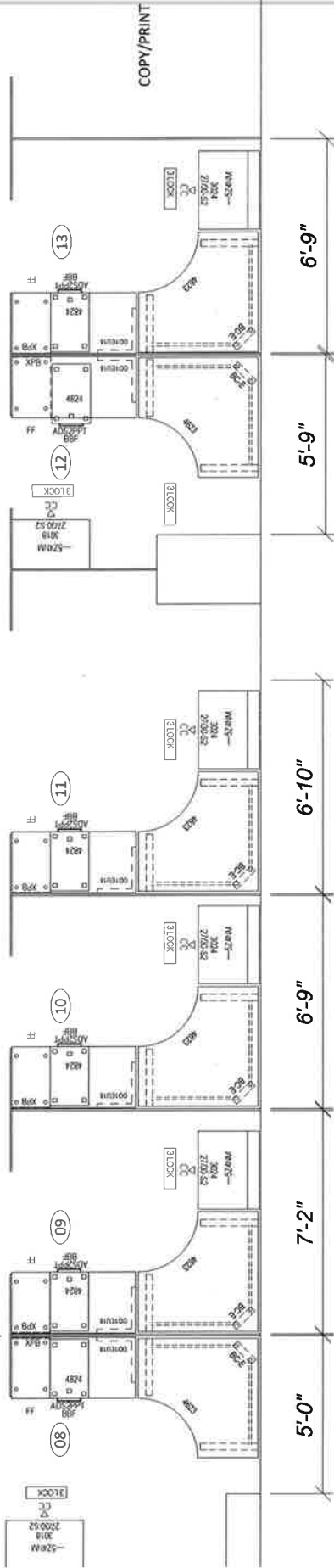
E. PERFORMANCE PERIOD OF THE CONTRACT:

All work shall be completed within ninety (90) calendar days from the date of receipt of Notice to Proceed.

End of SCOPE OF WORK

Attachment A

7'-6"

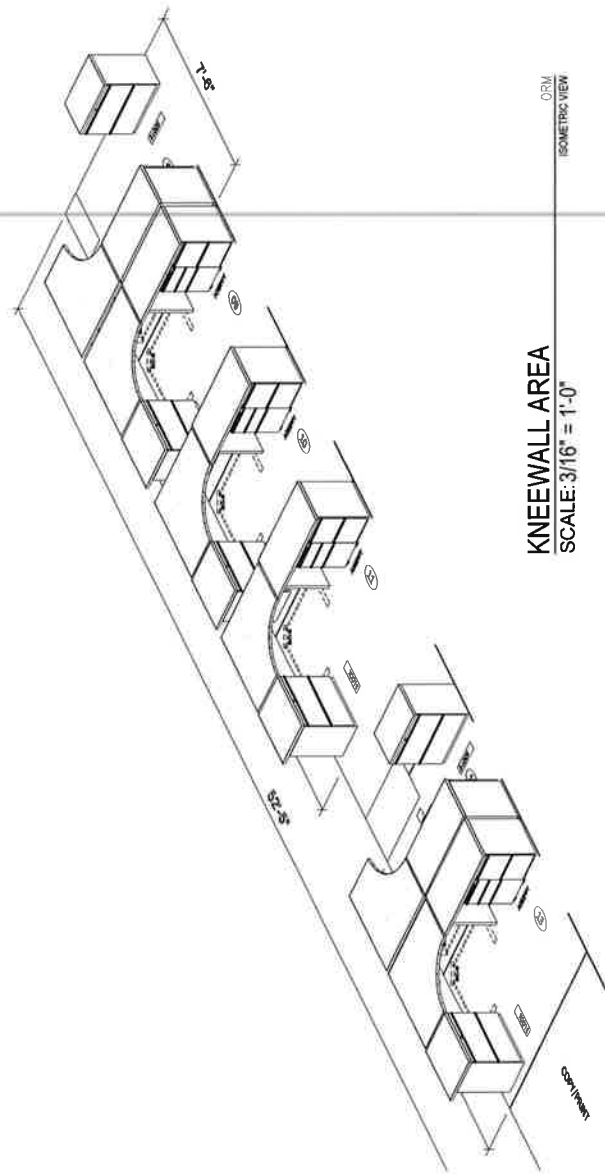


KNEEWALL AREA
SCALE: 1/4" = 1'-0"

ORM
PLAN VIEW

52'-5"

5TH FLOOR KNEEWALL AREA



KNEEWALL AREA
SCALE: 3/16" = 1'-0"

ORM
ISOMETRIC VIEW

