

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF GENERAL SERVICES



Metropolitan Police Department and Department of Corrections

AE Design Services SOW

SECTION A: GENERAL

A.1

The Metropolitan Police Department (MPD) and Department of Corrections (DOC) desires to build out tenant spaces which will serve as swing space while the DALY Building is being renovated. The swing space will be located at One Judiciary Square, Washington, DC 20003 and at 501 New York Avenue Washington, DC 20003. On behalf of DOC, DGS is seeking an architect/engineer (AE) to develop designs for permitting the build out these spaces.

A.2 Project Summary:

- Agency Tenant: Metropolitan Police Department
- Facility Address:
 - One Judiciary Square – 150,000 SF
 - 501 New York Avenue – 15,000 SF

SECTION B: SCOPE OF WORK (SOW)

B.1 Services to be Performed:

The AE shall provide an assessment of electrical system to determine the electrical needs of the entire facility. The AE shall also provide Title I and Title II design services, prepare and submit construction documents, submit a cost estimate during the development of the construction documents at each submission, and upon completion of the construction documents, submit a final detailed construction cost estimate to accomplish the work. It will be the responsibility of the AE to review all existing documentation, interview key personnel, and conduct site visits and assessments as required preparing the final documents.

Specifically, the AE shall:

- a. Ascertain the MEP needs for both facilities listed.
- b. Verify all existing conditions and document on plans as applicable.
- c. Coordinate with MPD, DOC and related agencies to confirm project requirements.
- d. Create Tenant fit out plans for review and approval. Minimum of (3)

- options to be presented for review and approval.
- e. Survey the site for actual electrical usage with Pepco.
- f. Provide furniture plan.
- g. Coordinate with AV and IT requirements.
- h. Update and/or revise the Construction Documents as required for resubmission for permit, bidding and construction.
- i. Provide Construction Administration services under Title II for architecture, MEP engineering and structural engineering through substantial completion.
- j. Cost estimating services are required for Title I services only.

Coordination to be performed:

The AE shall meet with all the appropriate regulatory agencies to include, but not limited to HPO, DCRA, DDOE, NCPC, CFA, DC Water, Pepco, and Washington Gas, to ascertain requirements for compliance. Upon complying with the aforementioned requirements and satisfactorily addressing all comments in the reviews, the AE shall submit the final approved permitted documents to the Department of General Services (DGS).

B.2 Project Team:

The AE shall provide a narrative response to the SOW in terms of approach. DGS reserves the right to change the team leader if the actions of the team leader become detrimental to the schedule, the cost of the project, or does not meet the needs of the agency clients.

B.3 Cost Estimate:

A cost estimate shall be developed and submitted in both hard copy and electronic file format at the at each submission stage. The cost estimate will adhere to Construction Specification Institute (CSI) format.

B.4 Project Communications:

The AE shall be responsible for developing and implementing a communications plan for the project to include production and distribution of status reports to stakeholders, preparation for agency meetings and presentations, and briefings to District and other government officials. The AE shall develop a computer generated rendering if applicable. All design-related scheduling shall be completed in Required Scheduling Software as determined appropriate by the Project Manager.

B.5 Bidding and Permitting Stage:

The AE shall be responsible for obtaining any such building permits and clearances. The AE shall attend pre-bid meetings to answer questions that may arise regarding the construction documents. Permit fees to be paid by General Contractor.

B.6 Document Preparation:

The final submission of required drawings shall be provided in Computerized Graphic Software, and Specifications shall be provided electronically in MS Word format.

B.7 Design Submissions:

Final Construction Documents (100% Construction Documents)

- One (1) full-size sets of drawings
- Two (2) half-size sets of drawings
- Two (2) sets of specifications
- One (1) DVD containing all digital files
- Drawings: PDF and CAD files
- Specifications: PDF and Word format

B.8 Title I Services:

Title I Services shall be deemed complete once the AE obtains the required building permits (building permit fees are reimbursable) and the construction contract is awarded to the General Contractor.

- a. Field verification of existing conditions.
- b. One (1) submission for DGS/DOC review at 60% Construction Documents with cost estimate.
- c. One (1) submission for DGS/DOC review at 90% Construction Documents with cost estimate.
- d. 100% Construction Documents for permitting and contractor procurement

B.9 Meetings:

AE’s team is required for attendance at up to four (4) client meeting Title I services. Refer to the fee table for the number of site visits provided during Title II services.

B.10 DRAFT Schedule

Activity	Duration	Start Date	End Date
Concept design	1M	10/1/2020	10/31/2020
Design Development	1M	11/1/2020	11/30/2020
Construction Documents	2M	12/1/2020	01/1/2021
Permitting	1M	12/1/2020	01/1/2021
Construction begin	9M	12/7/2020	10/1/2021
Substantial Completion		9/6/2021	

B.11 Title II Services (Construction Administration):

Construction duration for the project is anticipated to be Nine (9) Months. Services provided during the construction phase. Construction phase A/E support typically required includes:

- Submittal and Shop Drawing Review
- Response to RFIs
- Periodic Construction Progress Meetings
- On-call services for site visits, email and telephone support

Site Visits Included are bi-weekly site visits during construction and two (2) additional site visits at substantial completion to establish a punch list and close out the project.

- AE to attend sixteen (18) site meetings, including two (2) punch list visits.
- MEP to attend eight (9) site visits
- Structural to attend four (4) site meetings.

B.12 Documents and Data to be furnished by the Department of General Services:

The District shall provide readily available documentation for the Project including as-built drawings and AutoCAD files. Copies of the selected drawings shall be provided at no cost to the AE for use in developing the drawings to comply with the Scope of Work. However, the AE shall visit the site and be responsible for performing a visual field verification of the actual existing. Any documents provided by the District that indicate the existing conditions shall be used for information purposes only.

SECTION C: INSURANCE:

The Contractor shall maintain insurance coverage as specified.

SECTION D: PERIOD OF PERFORMANCE

Assessment of Electrical System shall be completed within sixty (30) calendar days from the date of receipt of Notice to Proceed. AE to provide final schedule.