



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

**STATEMENT OF WORK FOR
FORT GREBLE RECREATION CENTER**

1. Project Overview

The District of Columbia (“District”) Department of General Services (the “Department” or “DGS”) is soliciting a Design-Builder to design and construct a new Fort Greble urban nature center that includes demolishing the existing Fort Greble recreation center, provide necessary site modifications for ADA compliance of the building, and implement various site improvements. The goal of this project is to expand the existing building footprint, improve the functions of the programmed and service spaces, implement ADA compliance upgrades, revitalize areas that may be better utilized and enhance the overall recreational experience for the community. The major goals for the new urban nature center include: providing a new 2000 SF LEED silver building with energy efficient systems and the primary use will be educational activities for the community.

The new center’s scope of work will include an office, multipurpose room with a demonstration kitchen, attached/covered outdoor classroom and, 4 unisex restrooms two 2 of which have exterior egress. Site upgrades include relocation of the community garden, a new demonstration garden, the relocation of covered picnic area, and upgrading site lighting.

2. Project Background

The Fort Greble Recreation Center is located at the intersection of Martin Luther King Jr. Ave SW and Elmira St. SW in Washington, DC (the “Property” or “Fort Greble”). The property contains a single-story wood-framed masonry recreational building reportedly constructed in 1970. The property also contains a sports field, basketball court, and children’s play area, all contained upon a site that totals approximately 2.1 acres.

The existing structure is a 1000 square foot, non-sprinkled building that will be demolished as a part of this project. The proposed new building will be a type 2B, unprotected Non-Combustible, 2,000 square feet one-story-structure.

3. Project Budget and Funding Limitations

The Department has an approved construction budget of approximately \$2.1 million dollars for all hard and soft costs for this Project. Accordingly, Offerors are to base their Proposals not to exceed this amount. Without limiting the generality of foregoing, the Design Builder shall be required to provide all management, personnel, design services, labor, materials and equipment necessary to

complete this project. Upon award, the Agreement for design-build services will be submitted to the Council of the District of Columbia for approval.

4. Milestones and Substantial Completion Date

The final Design Development submittal is required by December 22, 2020 and Construction Documents submittal is required by February 1, 2021. It is expected that the construction of the new Fort Greble Recreation Center to include various site upgrades and work would be substantially complete no later than March 28, 2022 (the “Substantial Completion Date”).

5. Project Delivery Method and Schedule

The Department intends to implement the Project through a design-build approach. The scope of work for the Project (“Scope of Work”) will be divided into two phases: (i) the Design and Preconstruction Phase; and (ii) the Construction Phase.

In general, the Design-Builder will be required to program, modify and fully design, the new Fort Greble Nature Center from an existing NetZero design dated January 6, 2017. Two exhibits A and B are hereby attached and included in this RFP. Exhibit A is a 2017 design for a Fort Greble NetZero facility and Exhibit B, a revision to the NetZero design. The scope for the proposed Design-Builder under this RFP, will be to remove the NetZero component of the 2017 design, and reduce the footprint of the design of the new facility to the 2000 SF concept drawing as shown on Exhibit B. Full AutoCAD’s will be made available for the winning design/builder.

The Design-Builder will be required to demolish, design and construct the new Fort Greble Urban Nature Center for an amount that does not exceed the agreed upon Guaranteed Maximum Price (“GMP”). The programming, design, construction, modification, revitalization will include but are not limited to the demolition and construction of the Fort Greble Urban Nature Center building, storm water management system, overall project landscaping, site furnishings, amenities, signage, hardscaping and all improvements to comply with American Disabilities Act. The Project will include work sufficient for the development of a new program, design and ADA compliant recreation center. Without limiting the generality of foregoing, the Design Builder shall be required to provide all management, personnel, design services, labor, materials and equipment necessary to complete the Project. All work shall be code compliant and installed per DGS and DPR standards, specifications, manufacturer recommendations and applicable industry standards.

The Department contemplates that construction will begin in June 2021. Substantial Completion Date for the Project is March 28, 2022.

The Department has established the following preliminary milestone dates for the design phase. While the Department is amenable to shifting the interim design milestones dates, the Department requires that the permit documents, which will serve as the basis for the Design-Builder’s GMP, be completed no later than June 7, 2021. Any shift in the interim design milestones dates must be approved by DGS and must provide for the durations for DPR and DGS design reviews reflected in the milestone schedule below.

Activity/Milestone	Week from NTP	Milestone Date
Schematic Design Submission	4	September 07, 2020
Schematic Design Review	6	September 28, 2020
Design Development Submission	12	November 30, 2020
Design Development Review	15	December 21, 2020
Construction Drawings Complete	18	February 01, 2021
Permit Documents Submission	19	February 02, 2021
Construction Start	32	June, 08 2021
Substantial Completion	49	March 28, 2022
Administration Completion	63	May 09, 2022

6. Procurement Schedule and Project Milestones

The Department anticipates conducting the procurement of the Project in accordance with the following list of milestones leading to award of the Agreement. The schedule is subject to revision and the Department reserves the right to modify this schedule as it finds necessary, in its sole discretion.

RFP Schedule

- RFP Advertisement: - TBD
- Pre-Proposal Conference & Site Visit: - TBD
- RFP Questions due to the Department: - TBD
- Proposals Due date: - TBD
- Notice of intent to award - TBD
- Notice to Proceed / Letter Contract (if any) - on or June 08, 2020

7. Scope Of Work

Under this RFP, the Department will engage a Design-Builder to provide any and all design and construction services required to design demolish and complete the Project. The Project shall be complete, operating and ready for use on or before the Substantial Completion Date and within the Project's budget as specified in this RFP.

The Project is located at the intersection of Martin Luther King Jr. Ave SW and Elmira St. SW in Washington, DC 20032.

Generally, the Design-Builder's responsibilities shall include, but will not be limited to, the following:

- a) To confirm the design and construction of the Project in accordance with the RFP Documents.
- b) To provide all design services and construction management services necessary to implement the goals of the Project inclusive of, but not limited to, the following: civil, architectural, electrical, structural, and mechanical design services as required for the Project; construction management services inclusive of budgeting, value engineering (“Value Engineering”), scheduling, project administration, management and coordination of sub-contractors.
- c) Provide a site survey for the existing conditions during pre-construction. The survey is to include all utilities, storm drain inlets, catch basins, and to conduct subsurface investigation work and any other below grade infrastructure if and as required for the Project.
- d) To furnish and provide all materials, management, personnel, equipment, hazardous material abatement, supervision, labor and other services necessary to complete the Project
- e) Permitting: The Design - Builder shall be responsible for obtaining and paying for all permits including trade permits and overseeing design drawings to maintain compliance with municipal agencies, DCRA and all applicable local utility companies.
- f) The Design - Builder will review the contract documents and preform a value engineering effort in a design to budget effort per the owner’s direction.
- g) The Design - Builder to provide an updated estimate to go along with the design at SD, DD and CD, as this is a design to budget project.
- h) The Design - Builder will be required to submit a construction schedule with their BID that will include the Value Engineering exercise.
- i) The Design-Builder is to work with the design team to provide the owner with a punch list during the project close out as described below.

8. Design-Builder’s Duties; General Intent

The Design-Builder will be required to work with the Department and DPR through a collaborative design process to develop a schematic design for the Project in accordance with the available budget. The Design-Builder will be required to engage in extensive preconstruction efforts to ensure that the design is developed in a manner consistent with the Department’s goals for the Project (e.g., programmatic, budgetary, schedule and quality); to solicit competitive trade bids for the construction work and to develop an acceptable guaranteed maximum price and corresponding scope and schedule for the work; and to implement the requisite construction and other work necessary no later than March 28, 2022. The Design-Builder will be required to provide a “turn-key” Project ready for occupancy by DPR and shall be responsible for all items set forth of this RFP.

9. Design And Preconstruction Phase

Initial Deliverables. The Design-Builder’s initial task will be to develop a concept design and budget for the Project. As part of this effort, the Design-Builder shall prepare and provide the following initial deliverables:

Building System Assessment. If requested by the Department, within fourteen (14) days after the Preconstruction NTP is issued, the Design-Builder shall conduct an assessment report of the

building systems and submit a written report to the Department that assesses whether the existing building systems can be repaired or whether such systems should be replaced. Such report shall take into consideration the nature of this Project. This report shall assess all of the buildings key systems, including, but not limited to, HVAC, kitchens, roof, windows, electrical, lighting, Audio Visual Equipment, intercom, fire alarms, and plumbing.

Baseline Schedule. Within twenty one (21) days after the Preconstruction NTP is issued, the Design-Builder shall prepare and submit a Baseline Schedule for the Project (the “Baseline Schedule”). The Baseline Schedule shall be subject to review and approval by the Department and the Design-Builder shall incorporate such adjustments to the Baseline Schedule as may be reasonably requested by the Department. The Baseline Schedule shall be prepared in a critical path method (“CPM”) in a sufficient level of detail to permit the Department and the Design-Builder and any other affected parties to properly plan the Project. The Baseline Schedule shall show: (i) key design milestones and bid packages; (ii) release dates for long lead items; (iii) release dates for key subcontractors; and (iv) Substantial and Final Completion Dates. The Baseline Schedule shall include durations and logic ties for all building systems that the Design-Builder will install. The Baseline Schedule must also be submitted in Primavera 6 native format and shall be updated by the Design-Builder, at a minimum, on a bi-weekly basis.

Schematic Design. The first phase of the project will include the preparation of a schematic design and program development. No later than six (6) weeks after the Preconstruction NTP is issued, the Design-Builder shall prepare and submit a proposed schematic design for the Project. The schematic design shall contain at least the level of detail contemplated in standard industry practice and shall contain such detail as is typically required for a schematic design under standard industry practice. The Department shall have the right to disapprove the schematic design submittal for any reason. Following review of the schematic design submission by DPR and the Department, the Design-Builder shall make revisions to the schematic design submission as necessary to incorporate comments, feedback and other direction provided by DPR and the Department. The Design-Builder’s pricing shall assume that such revisions will be required, and such revisions shall not entitle the Design-Builder to additional compensation. The schematic design services shall include but are not limited to the following.

- a. Conduct meetings with the DGS representatives to confirm program and verify facility requirements on a space-by-space basis.
- b. Conduct community focus meeting to develop programming and solicit input.
- c. 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.
- d. Participate in Value Engineering workshops, as required, with the DGS representatives.
- e. Prepare and submit Environmental Impact Screening Form (“EISF”)

- f. Survey existing facility to confirm locations and types of hazardous materials to be abated or mitigated.
- g. Conduct a complete survey of the site as required to successfully demolish and construct the recreation building. At a minimum, the survey shall include existing condition of the building and documentation of existing condition. Design-Builder shall be responsible for the collection, assessment, and verification of existing conditions.
- h. Request and receive hydrant flow test.
- i. Perform value-engineering on MEP systems and recommend selection.
- j. Confer with audio-visual and acoustic consultants to establish design requirements for the Project.
- k. Confer with the Department's IT representatives/consultants to verify technological requirements for the Project.
- l. New construction should be designed to qualify for LEED Silver certification.

Preliminary Budget Estimate. Concurrently with the delivery of the schematic design, the Design-Builder shall submit a detailed cost estimate of the proposed design (such estimate, the "Preliminary Budget Estimate"). With regard to building systems (i.e. roofs, doors, HVAC, security, IT, etc.), the Preliminary Budget 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 Design-Build Fee, the cost of general conditions, and contingencies shall be broken out in separate line items. The primary purpose of the Preliminary Budget 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.

Baseline Budget and Program. The Department shall provide the Design-Builder with a baseline budget and program and comments on the schematic design. Such approval shall be provided (or signed by) the Department's Deputy Director for Capital Construction (the "Deputy Director"). In the event the Design-Builder does not receive such approval within fourteen (14) days after submitting the Preliminary Budget Estimate, it shall so advise the COTR, the Deputy Director and the contracting officer ("Contracting Officer" or "CO") in writing of such failure and request direction. If the Design-Builder fails to provide such notice, the Design-Builder will be proceeding at its own risk and will be responsible for any redesign costs associated with budget revisions.

Construction Management Plan. The Design-Builder shall submit a draft of its construction management plan ("Construction Management Plan") within fourteen (14) days after the Preconstruction NTP is issued to include, but is not limited to, noise control, hours for construction and deliveries, truck routes, trash and debris removal plan, traffic and parking control, communications procedures, emergency procedures, quality control procedures, dust control, public street cleaning and repair, planned occupancy of public ways, erosion control, tree protection plan, vibration monitoring, temporary fire protection measures, project signage, pest control, construction staging plan, and construction logistics plan.

Additional Preconstruction Services. In addition to those items enumerated above, the Design-Builder shall provide such preconstruction services as are necessary to properly advance the Project.

These services shall include, but are not limited to, designing, planning, scheduling, estimating, shop-drawings, the ordering of long-lead materials, condition assessments, conservator studies, archeological studies, recommended testing, additional geotechnical testing, and monitoring of historic assets.

10. Design Management

Between the time the Preconstruction NTP is issued and the time the GMP is accepted by the Department, the Design-Builder shall use commercially reasonable best efforts to ensure that: (i) the design evolves in a manner that is consistent with the Department's budget and programmatic requirements, as the same were defined and established by the Department at the end of the schematic design; (ii) the design work is properly coordinated; and (iii) the required design deliverables are produced on or before the dates contemplated in the Project schedule. As part of this undertaking, the Design-Builder shall provide the following:

Schematic Design. The Design-Builder shall prepare a schematic design that is a logical development of the approved concept design and is consistent with the Department's schedule, budget and programmatic requirements. The schematic design shall contain at least the level of detail contemplated in standard industry practice and shall contain such detail as is typically required for a schematic design under standard industry practice. The design submittal shall specifically identify any deviations from the approved concept design and shall explain the rationale, cost and time implications associated with such deviation. The Department shall have the right to disapprove the schematic design submittal for any reason. Following review of the schematic design submission by DPR and the Department, the Design-Builder shall make revisions to the schematic design submission as necessary to incorporate comments, feedback and other direction provided by DPR and the Department. The Design-Builder's pricing shall assume that such revisions will be required, and such revisions shall not entitle the Design-Builder to additional compensation.

In general, the Design-Builder shall be required to undertake the following tasks during this phase:

- a. Further develop schematic plans and incorporate design changes.
- b. Conduct community meetings to solicit input and keep constituents informed throughout the development of the project.
- c. Prepare necessary presentation materials (renderings and models) to communicate design intent and obtain approval of design direction.
- d. Continue development of phasing plan based on the approved CD, to accommodate the project's needs.
- e. If it is necessary for Project early inquiry with Public Utility Companies PEPCO and Washington Gas as well as Verizon should be conducted.
- f. Conduct DOEE, DCRA, DDOT, and DC Water Preliminary Design Review meetings.
- g. Renovation and new construction should be designed to qualify for LEED Silver certification.

Schematic Budget Update. Concurrent with submission of the schematic design, the Design Builder shall submit a budget update. The budget update shall be submitted in the same format as the Preliminary Budget Estimate and shall show variations from Preliminary Budget Estimate. To the extent the budget update shows an overrun from the approved budget, the Design-Builder shall submit Value Engineering suggestions that would return the Project to budget. Only the Department shall have the authority to increase the Project budget, and absent such direction, the Design-Builder shall proceed on the assumption that the budget remains as originally directed by the Department.

Constructability/Sole Source/Long-Lead Time Memorandum. Concurrently with the Schematic Design Budget Estimate, the Design-Builder shall prepare a memorandum identifying key construction concerns related to the Project. Such memorandum shall: (i) assess the constructability issues related to the Project, including site logistics; (ii) identify any items where the design is predicated on a single manufacturer and, if so, identify at least two (2) comparable products; and (iii) identify any long-lead delivery items that could adversely affect the schedule contemplated in this RFP. To the extent any such long-lead items are identified, the memorandum shall make recommendations for addressing such items.

Design Development. The Design-Builder shall prepare a set of design development documents (“Design Development Documents”) that is a logical development of the approved schematic design, along with any oral or written feedback provided by the Department, and is consistent with the Department’s schedule, budget and programmatic requirements. The Design Development Documents shall contain at least the level of detail contemplated in standard industry practice and shall contain such detail as is typically required for a schematic design under standard industry practice. The design submittal shall specifically identify any deviations from the approved schematic design and shall explain the rationale and cost implications associated with such deviation. The Department shall have the right to disapprove the Design Development Documents submittal for any reason.

The specific services required during this phase are:

- a. Select and draft outline specifications for materials, systems, equipment.
- b. Develop detailed and dimensioned plans, wall sections, building section, and schedules.
- c. Complete code compliance analysis and drawing.
- d. Confirm space-by-space equipment layouts with representatives from DGS.
- e. Conduct follow up meetings with agencies as required.
- f. Coordinate furniture, fixtures, and equipment requirements (“FFE”). Design documents should be sufficient to provide for the purchase and installation of all FFE for the building:
 - i. Lobby
 - ii. Corridor
 - iii. Offices
 - iv. Classroom
 - v. Kitchen
 - vi. Men’s and women’s ADA bathrooms
- g. Present the design to CFA, HPO, Office of Planning, and other regulatory agencies as required.

- h. Contractor is responsible for coordinating with sub-consultants for storm water management, and other specialized work, as necessary.
- i. New construction should be designed to qualify for LEED Silver certification.

The Design-Builder shall present the overall project design to the Department of Parks and Recreation (DPR) and the Department of General Services for reviews and approvals prior to any work commencing.

Permits. The Design-Builder shall be responsible for preparing and submitting all of the required permit applications that are necessary to complete the Project, including trade permits. The Design-Builder shall develop a list of the required permits and shall track the progress of all such permits through the review process. The Design-Builder shall update the Department with the status of each permit that is required for the Project. The Design-Builder shall engage such permit expeditors as the Design-Builder deems necessary or is appropriate in light of the Project's schedule.

11. Early Release/Abatement & Demolition

Abatement & Selective Demolition. Once the schematic design has been approved, the Department may release the Design-Builder to commence hazardous material abatement and interior demolition, or other early activities, as applicable. It is envisioned that this work may be released in advance of the GMP.

Long Lead Materials. The Department will release funding for long-lead items once the Design Development Documents have been approved. If the Design-Builder believes an earlier release is required in order to meet the Project schedule, it shall advise the Department and make a recommendation as to the requested release date. Any decision to authorize an early release shall be made by the Department in its sole and absolute discretion.

12. Design Management (Construction Documents)

The Design-Builder shall manage the completion of the design of the Project. As part of this effort, the Design-Builder shall undertake the following activities:

Mid-Point Construction Document Review. Based on the approved Design Development Documents and any approved Value Engineering, the Design-Builder shall prepare a set of Construction Documents. It is contemplated that the Construction Documents will be issued in several different sets (i.e. architectural, electrical, mechanical, structural, etc.). As each such set reaches a point where it is approximately Fifty percent (50%) complete, the Design-Builder shall prepare and submit a progress printing to the Department for its review and comment.

Construction Document Review & Coordination. The Design-Builder shall complete each of the Construction Documents packages in a manner that addresses the concerns raised by the Department during the review contemplated for such package. The Design-Builder shall issue one or more set of permit documents to the Department for its review and approval ("Permit Set"). 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/Build delivery method. With regard to each such set, the Design-Builder shall highlight (or bubble) any aspect of the design that represents a material deviation from the approved Design Development Documents and shall address in a narrative format the impact, if any, such departure shall have on the Project's aesthetics, functionality or performance. The Department shall have the right to disapprove the Construction Documents for any reason. If the Department disapproves the Construction Documents, the Design-Builder will not be entitled to any additional compensation

During the Permit Set phase, the Design-Builder shall complete the following tasks:

- a. Continue to prepare detailed and coordinated drawings and specifications.
- b. Prepare application and submit documents for building permit.
- c. Work with the Department's third-party plan reviewer to review the documents for permit document submission.
- d. Upload all documents to DCRA's permit document review website in accordance with their instructions.
- e. Prepare and submit early-release excavation, foundations, concrete and steel packages, if needed.
- f. Prepare and submit DC Water permit application packages (all permit types that may be required) and DOEE Storm Water Management and Green Area Ratio packages for review and approval.
- g. Prepare DDOT public space modifications package for submission to and approval by DDOT Public Space Committee, participate in Committee meetings as necessary.
- h. Prepare all traffic control plans required to obtain relevant DDOT permit approvals at all stages of the project, as required.
- i. Renovation and new construction should be designed to qualify for LEED Silver certification.

In addition, the Design-Builder shall be required to (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 Architect 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.

Code Review. The Design-Builder shall submit the Permit Set to the Department of Consumer and Regulatory Affairs ("DCRA") in order to obtain the necessary building permits to construct the Project. The Design-Builder shall monitor the permit process and shall incorporate any changes or adjustments required by governmental authorities having jurisdiction over the Project. The Design-Builder shall also issue any such changes to the Department for its review and approval. In this submittal, the Design-Builder shall highlight (or bubble) any aspect of the design that represents a material deviation from the permit set documents and shall address in a narrative format the impact, if any, such departure shall have on the Project's aesthetics, functionality or performance. Subsequent

to obtaining the necessary building permits, the Design-Builder shall prepare one or more sets of “issued for construction documents” (the “IFC Set(s)”).

Design Changes. If it should become necessary to amend any of the approved IFC Set(s), the Design-Builder shall prepare an amendment to the drawings and shall submit such amendment to the Department for its review and approval. In this submittal, the Design-Builder shall highlight (or bubble) any aspect of the design that represents a material deviation from the permit set documents and shall address in a narrative format the impact, if any, such departure shall have on the Project’s aesthetics, functionality or performance. In the event the Department does not approve such document within ten (10) business days after issuance, unless otherwise denied, such document shall be deemed approved, provided however that the Department has not advised that such document is still under review.

13.CONSTRUCTION PHASE

Design-Builder shall provide all labor, equipment and materials as required for the demolition of the existing center and the construction of the new Ft Greble facility, including but not limited to: Layout and staking; Erosion and sediment control; Site clearing (e.g., demolition, clearing and grubbing as necessary, topsoil stripping and stockpiling as necessary); Earthwork (e.g., excavate, cut, fill, trenching, rough grading, finish grading); Utility installation, including electric, water, and storm-water management required by the District Department of Energy and Environment; Paving and/or surfacing; and Furnishings and installation (e.g., benches, fences and gates, litter receptacles). Provide ADA accessible requirements including ramp/handrail modifications, ADA compliant bathrooms, ADA compliant interior and exterior Signage).

The construction phase services shall include, but are not necessarily limited to:

- a) Manage all aspects of the demolition and construction of the project.
- b) Manage bi-weekly progress meetings and provide meeting minutes no more than three days after the meeting.
- c) Review and process shop drawing submissions, RFI’s, etc.
- d) Prepare meeting notes and records of decisions/changes made.
- e) Conduct pre-closeout and close-out inspections.
- f) Review closeout documents for completeness, such as 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.

Based on the approved plans and specifications, the Design-Builder shall construct the Project. During the Construction Phase, the Design-Builder shall be required to cause the Work to be completed in a manner consistent with the design documents approved by the Department and shall provide all labor, materials, insurance, bonds and equipment necessary to fully complete the Project in accordance with the drawings, specifications, schedule and budget that are issued for the Project. The Design-Builder shall be responsible for paying for and obtaining all necessary permits and to pay all necessary fees for utility connections and the like. The Work shall be accomplished in accordance with the following:

Drawings & Specifications. All of the Work shall be constructed in strict compliance and in accordance with the final Construction Documents issued for and approved by the Department.

Site Office. Throughout the Work, the Design-Builder shall provide and maintain a fully-equipped construction office on the Project site.

Supervision. Throughout the Work, the construction office shall be managed by personnel competent to oversee the Work at all times while construction is underway. Such personnel shall maintain full-time, on-site construction supervision and provide daily inspections, quality control, monitoring, and coordination of various trades, record drawings, and daily work log.

Weekly Progress Meetings. Throughout the Work, the Design-Builder shall conduct weekly progress meetings following the Design-Builder's generated agenda with the Department's Project Manager and key trade subcontractors. The Design-Builder shall draft and circulate the meeting minutes on a weekly basis.

Hazardous Materials. The Design-Builder's Scope of Work includes the abatement and removal of hazardous materials found anywhere on or within the Project site. In performing such work, the Design-Builder shall comply with all laws, including, without limitation, the requirements of the Environmental Protection Agency and all jurisdictional agencies and all laws relating to safety, health welfare, and protection of the environment, in removing, treating, encapsulating, passivating, and/or disposing of hazardous materials, including, but not limited to, removal, treatment, encapsulation, passivation, and/or disposal of the hazardous materials. If any notices to governmental authorities are required, the Design-Builder shall also give those notices at the appropriate times. The Design-Builder shall ensure abatement subcontractors and disposal sites are appropriately licensed and qualified.

Salvage Value and Stored Items.

The Design-Builder shall be responsible for salvaging and storing all items as identified by the Department, and to the benefit of the Department, in accordance with all applicable District laws and regulations, after notifying the Department and receiving the Department's permission to proceed.

Protection of Existing Elements. The Design-Builder shall protect all existing features, public utilities, and other existing structures during construction. The Design-Builder shall protect existing, site improvements, trees and shrubs from damage during construction. Protection extends to the root systems of existing vegetation. The Design- Builder shall not store materials or equipment, or drive machinery, within drip line of existing trees and shrubs.

Site Cleanliness. During the Agreement performance and/or as directed by the Department's Program Manager, as the work is completed, the Design-Builder shall ensure that the site is clear of all extraneous materials, rubbish, or debris.

Site Safety and General Responsibility. The Design-Builder shall provide a safe and efficient site, with controlled access. As part of this obligation, the Design-Builder shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Project, and shall comply with the requirements of the Standard Contract Provisions.

Safety Plan. Prior to the start of construction activities, the Design-Builder shall prepare a safety plan for the Construction Phase conforming to OSHA 29 CFR 1926 (such plan, the “Safety Plan”). This Safety Plan developed by the Design-Builder shall describe the proposed separation and the specific nature of the safety measures to be taken including fences and barriers that will be used and the site security details. This Safety Plan will be submitted to the Department and DPR for their review and approval prior to the commencement of construction. Once the Safety Plan has been approved, the Design-Builder shall comply with the plan at all times during construction. The Design-Builder shall be required to revise the Safety Plan as may be requested by the Department or DPR. The cost of revising and complying with the plan shall not entitle the Design-Builder to an increase in the GMP. The Design Builder will not be permitted to commence the Construction Phase until the Safety Plan is submitted and in no event shall any resulting delay constitute an excusable delay. Additionally, the Design-Builder shall comply with the requirements of the Standard Contract Provisions.

Safety Barriers/Fences. As part of its responsibility for Project safety, the Design-Builder shall install such fences and barriers as may be necessary to separate the construction areas of the site from those areas that are then being used by DPR. The Design-Builder shall describe in the Safety Plan the proposed separation and the specific nature of the fences and barriers that will be used.

Site Security. The Design-Builder shall secure the project work area by a minimum 6.0’ chain link fence. Contractor shall ensure site is locked during non-work hours.

Exculpation. The right of the Department and DPR to comment on the Safety Plan and the nature and location of the required fences and barriers shall in no way absolve the Design-Builder from the obligation to maintain a safe site.

14. Reporting

The Design-Builder shall be required to submit the following reports:

Monthly Report. The Design-Builder shall provide written reports to the Department, on the progress of the entire Work at least monthly from Preconstruction NTP until Final Completion of the Project. The monthly report shall include: (i) an updated schedule analysis, including any plans to correct defective or deficient work or recover delays; (ii) an updated cost report; (iii) a monthly review of cash flow; (iv) a quality control report; and (v) progress photos.

Bi-Weekly Schedule Updates. The Design-Builder shall provide a Baseline Schedule update to the Department, on the progress of the entire Work at least bi-weekly, in the same format set forth in the RFP. The update shall reflect the actual progress of the Project, identify developing or potential delays, regardless of their cause, and reflect the Design-Builder's best projection of the actual date by which Substantial Completion and Final Completion of the Project will be achieved. The Design-Builder shall also state what must be done to avoid or reduce that delay, changes that have occurred since the last update, including those related to major changes in the Scope of Work, activities modified since the last update, revised projections of durations, progress and completion, revisions to the schedule logic or assumptions, and other relevant changes.

Use of Prolog. The Design-Builder shall utilize the Department's Prolog system to submit any and all documentation required to be provided by the Design-Builder, 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 the Department); (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 the Department.

The Design-Builder shall submit to the Project Manager for review and approval all shop drawings, material data and samples provided by Design-Builder, vendors and/or manufacturers. The Department's Program Manager shall review and approve or reject submittals within seven (7) business days of receipt.

15. Workhours; Coordination with DPR and Community

Workhours. The Design-Builder shall comply with the Noise Ordinance and neither it nor its subcontractors shall undertake work on the Project site other than at the times and sound level permitted by the Noise Ordinance.

Parking. The Design-Builder shall organize its work in such a manner so as to minimize the impact of its operations on the surrounding community. To the extent that the number of workers on the site is likely to have an adverse impact on neighborhood parking, the Design-Builder shall develop a parking plan for those individuals working on the site that is reasonably acceptable to the Department.

Wheel Washing Stations. The Design-Builder shall provide wheel washing stations on site to prevent the accumulation of dirt and other refuse on the streets surrounding the Project site.

Outreach Plan. The Design-Builder shall keep the Department informed of the construction activities and their potential impact on the community. The Design-Builder shall submit the plan to the Department prior to its implementation and such plan shall be subject to the Department's review and approval.

Site Office. Throughout the Project, the Design-Builder shall provide and maintain a fully equipped construction office for the Project site.

16. Quality Control Plan

General Obligation. The Design-Builder shall be responsible for all activities necessary to manage, control, and document work to ensure compliance with the Contract Documents. The Design-Builder's responsibility includes ensuring adequate quality control services are provided by the Design-Builder's employees and its subcontractors at all levels. The Work activities shall include safety, submittal management, document reviews, reporting, and all other functions related to quality construction.

Quality Control Plan. Within forty five (45) days after the Design Development Documents are approved, the Design-Builder shall develop a quality control plan for the Project (the, “Quality Control Plan”). A draft of the Quality Control Plan shall be submitted to the Department and shall be subject to the Department’s review and approval. The Quality Control Plan shall be tailored to the specific products/type of construction activities contemplated in the Design Development Documents, and in general, shall include a table of contents, quality control team organization, duties/responsibilities of quality control personnel, submittal procedures, inspection procedures, deficiency correction procedures, documentation process, and a list of any other specific actions or procedures that will be required for key elements of the Work.

Implementation. During the Construction Phase, the Design-Builder shall perform regular quality control inspections and create reports based on such inspections pursuant to the Quality Control Plan. These quality control reports shall be provided to the Department electronically on a monthly basis. The Design-Builder shall incorporate a quality control section in the progress meetings to discuss outstanding deficiencies, testing/inspections, and upcoming work. The monthly report shall include a detailed summary of the steps that are being employed to provide quality construction and workmanship. The monthly report should specifically address issues raised during the month and outline the steps that are being used to address such issues.

Corrective Action Plan. The Department shall have the right to direct the Design-Builder to revise the Quality Control Plan in accordance with the Agreement.

17. Project Close-out

Punchlist. Promptly after Substantial Completion, the Design-Builder shall develop a punchlist. Once the punchlist is prepared, the Design-Builder shall inspect the Work along with representatives from the Department. The punchlist shall be revised to reflect additional work items that are discovered during such inspection, including all deficiencies. The Design-Builder shall correct all punchlist items no later than ninety (90) days after Substantial Completion is achieved.

Training. The Design-Builder shall provide training to DPR staff on all of the building systems, as applicable. The Design-Builder shall be required to schedule such training sessions and shall use commercially reasonable efforts to ensure all such training occurs prior to the Final Completion Date.

Warranties & Manuals. Subsequent to Substantial Completion Date and no later than fifteen (15) days following the Substantial Completion Date, the Design-Builder shall prepare and submit the following documentation: (i) a complete set of product manuals (O&M), training videos, warranties, etc.; (ii) attic stock; (iii) an equipment schedule; (iv) a proposed schedule of maintenance for the new building; (v) environmental, health and safety documents for the new building; and (vi) all applicable inspection certificates/permits (boiler, elevator, emergency evacuation plans, health inspection, etc.) for the new building.

No later than thirty (30) days following the Substantial Completion Date, the Design-Builder shall prepare and submit: (i) a complete set of its Project files; and (ii) a set of record drawings, including BIM model(s).

The Design-Builder shall prepare an “as-built” plan of the site including all the modifications performed during construction, within 30 days of completion. The Design-Builder shall also submit warranty information on all design requirements within 30 days of completion.

Close-Out Deliverables

Deliverables shall include but not limited to:

- a. A complete set of the Design-Builder’s Project files.
- b. A complete set of product manuals (O&M), training videos, warranties, etc.
- c. As built record drawings.
- d. Attic stock and schedule.
- e. Equipment schedule.
- f. Proposed schedule of maintenance.
- g. Environmental, health & safety documents.
- h. LEED – Preliminary Construction Review.
- i. All applicable inspection certificates/permits (boiler, elevator, emergency evacuation plans, health inspection, etc.).

18. Eleven Month Walk.

The Design-Builder shall use commercially reasonable efforts to schedule a joint inspection of the Project during the eleventh month after Substantial Completion is achieved. During such inspection, the Design-Builder and a representative of the Department shall walk the Project to identify any necessary warranty work.

19. PERIOD OF PERFORMANCE

The new construction of this facility is to be closed out and turned over to the owner by May 9th, 2022.

20. EXHIBITS

The following documents are hereby attached/ incorporated into this Statement of Work as Exhibit A, and Exhibit B for the work associated with this project.

EXHIBIT A

Fort Greble 2017 Floor Plan

EXHIBIT B

Fort Greble Concept Plan

