

**ARCHITECTURAL/ENGINEERING DESIGN SERVICES
FOR THE
REEVES MUNICIPAL CENTER
DISTRICT OF COLUMBIA**

November 25, 2019

Part A - INTRODUCTION

DC Department of General Services (DGS) is undertaking an initiative to improve the functionality of the Reeves Municipal Center. There are various problems associated with the building and this scope of work will address vital on-going issues after the construction is completed.

The Reeves Municipal Center is one of the most important buildings under the DC Government portfolio and accommodates the services for more than 15 different agencies. Therefore, the work in the scope will be performed during the construction in various phases to keep the DC agencies' operations uninterrupted.

Part B - SCOPE OF WORK

General: This project requires multi-discipline architect/engineering services for commercial/industrial facilities meeting all requirements of the applicable District International and Federal Building codes. The scope of architect/engineering services includes a comprehensive survey of the patio area, selective demolition, and reconstruction design for the patio; design of interior doors; design of loading dock including the loading dock doors; all skylight reseal in the vestibule area; and replacement design of existing boilers and all associate works. The architect/engineer (AE) must develop all necessary project document incorporating all parts of the project work, submit and procure all necessary permits, including building permits.

Prospective respondents of this solicitation are referred to the D. C. Code that specifies legal requirements pertaining to providing professional engineering services in the District of Columbia. Most pertinent among these requirements is information found in Chapter 6, "District of Columbia Professional Corporation Act" and Chapter 23, "Professional Engineer's Registration Act."

The District intends to select the AE firm who has a history of providing design services of similar projects and have knowledge on all sorts of permits as required for this project.

Design Objectives: In general, the requirements presented are design objectives and the AE is encouraged to suggest changes where they would not seriously deviate from the overall requirements and would result in (1) substantial economic savings, (2) improved performance, or (3) greater environmental sustainability in arriving at the end results. Total design work will comply, where applicable, with all necessary codes, regulations and criteria that exist for building such facilities in the geographical area of the District of Columbia and implemented by the

District of Columbia and Federal governments.

Part C - DESIGN RESPONSIBILITY AND DOCUMENTATION

Responsibility of the AE:

Title I Services

- 1. General:** AE shall conduct a thorough survey of the site including a comprehensive survey of the patio area, selective demolition, and reconstruction design for the patio; design of interior doors; design of loading dock including the loading dock doors; all skylight reseal in the vestibule area; and replacement design of existing boilers and all associate works.
 - 1.a **Patio Reconstruction Work:** The AE shall be responsible for taking a full survey to determine the best approach to design and subsequent construction of the patio by the general contractor to abate the water intrusion problem in the building. The work might require, selective demolition of existing patio, concrete work, replacement of water barriers membranes, associated drainage system to name a few.
 - 1.b **Replacement of Broken Doors and Improvement of the Loading Dock:** The shall be responsible to survey with the building manager all broken doors, loading dock and its associated work.
 - 1.c **Skylight in the Vestibule Area:** The AE shall survey the skylights in the vestibule area and make proper design via replacement of caulking, seals and broken glass to abate the water intrusion from the skylight area.
 - 1.d **Boilers Replacement Work:** The AE shall provide design to remove two (2) existing hot water heating boilers and disconnects located in the penthouse mechanical room. The new boilers shall be electric heated and shall match the existing capacity of the 810-kw electrical load each to provide 2,763,700 btu/hour hot water capacity each. Design shall include connection to existing hot water piping and shall be provided with controls to interface with the existing sequence of operations. Controls shall be connected with the building automation control system for monitoring and operational adjustment. Air entrained water control shall be maintained or upgraded to assure proper air removal is provided with the new boiler installation. Design shall provide verification and modification of the existing facility, if necessary, to allow removal and installation of the new boilers throughout the existing facility. Verify pumps are working properly and are within their useful life-cycle. Provide HAZAMT report if necessary. All building service outages shall be coordinated with the facility manager.
 - 1.e AE shall prepare a design document with total segregation for construction of various components (from 1.a through 1.d above). The AE also shall prepare a cost estimate following the same process.
- 2. Correction during Bidding:** The AE is responsible for all corrections that must be made during the bidding period that are within the original scope of the contract and result from errors, omissions, ambiguities, etc. The AE shall make changes in a time frame satisfactory to

prevent delays to the bidding process.

3. Post Design Responsibility: According to the District Procurement Regulations the AE is responsible, without any additional compensation, to correct or revise any error in design and specifications, and other services. Thus, at its option, the District may require the AE to correct any error or omissions or discrepancies in its design during the bidding or construction period. The AE is also responsible for the professional quality and adequacy of the service and materials furnished and for compliance with design criteria specified by the District for use under this contract. The AE is responsible for providing information in response to questions concerning the design asked by Contractors during the bidding and construction of the project, at no additional cost to the District.

4. Safety: The design shall meet all applicable safety requirements the Occupational Safety and Health Act (OSHA). The construction specifications and drawings provided shall specify the OSHA standards in detail or by explicit reference, e.g., (1) Handrails and guardrails will be provided as required by OSHA standards 1910.23 or (2) Ladders will be constructed in accordance with OSHA standard 1910.27.

5. Title II Services: AE shall be responsible for respond to Contractor technical questions before and during construction. Complete the DGS Close Out process including provision of as-built drawings after completion of work. AE also attends all meetings, both scheduled and emergency meetings and taking necessary notes related to the project. Memorandum for the Record of such meetings shall be typewritten and submitted to the Project Management within ten (10) calendar day from the date of the meeting, for review and approval and for such distribution as may be required.

6. Permitting and Estimating Services: AE shall be responsible for obtaining all building permits and clearances as may be required for this project. Compensation for performing the permit services shall be on reimbursable basis, therefore, the AE shall provide a separate line item in Title I fee. Permits and clearances are required by Public Law and D.C. Regulations. AE shall also be responsible for the Independent Government Cost Estimate. Since the during the construction phase of work the construction work might undergo in various phases, therefore, the AE to provide independent government cost estimate for each phase of the project work namely, abatement of water intrusion from patio area including all drainage system; replacement of all identified doors including the repair of the loading dock and its doors; abatement of water intrusion by providing all necessary sealing & caulking in existing skylights in the vestibule; and replacement of two boilers and associated work.

7. Special Requirements:

1. Design Submission Phases: The AE shall make the following design submissions to the DGS Construction Division:
 - i. 30% completion.
 - ii. 65% completion.
 - iii. 100% completion.
2. The AE shall conduct a presentation to DGS staffs once the concept phase is completed.

The presentation will outline the design parameters with reference to the architectural, mechanical, electrical and structural approach to the project.

3. The final submission shall include a CADD Disc for drawings and a reproducible hard copy. The specifications shall be based on the Master Specifications after they have been signed and approved and should also include a disc and a hard copy.
4. Total design and specifications shall conform to all current governing codes of the District of Columbia and BOCA. Requirements of NFPA and other regulatory agencies of the District and Federal Government shall be met. The HVAC design shall be per ASHRAE and plumbing per ASPE. In the event of a conflict, District Requirements shall prevail.
5. Prior to the start of design and after a survey has been conducted, the Architect-Engineer shall arrange a meeting through the Project Manager for a pre-design conference with DGS to discuss concepts and elements of the systems proposed to be used.
6. The AE shall work in close coordination with the Project Manager for site surveys and other field investigations.
7. **Performance Period:** The total design work for Title I must be completed within 120 days from the date of Notice To Proceed and the Contractor shall submit his schedule of submissions to DGS within 10 days from the date of Notice to Proceed.

Part D – DOCUMENTS AND DATA TO BE FURNISHED BY DGS

The following documents and data will be furnished to the Architect-Engineer by DGS.

1. Available relevant site and construction drawings.
2. Guide Specifications and Guide for Preparation of Cost Estimates.

Part E – FUNDING LIMITATION

The total cost of the project shall not exceed \$3,000,000.00

Part F – PREPROPOSAL CONFERENCE

The pre-proposal conference will be held on XXXXX, 2020 from XXX pm – XXX pm. at 2000 14th Street, NW, Tiber Creek Conference Room, 5th Floor, Washington, DC 20009.