

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Statement of Work
For
Youth Service Center Entrance Security Upgrades

BACKGROUND

The District of Columbia, Department of General Services (DGS) on behalf of Department of Youth Rehabilitation Services (DYRS) is soliciting services from an experienced Architect – Engineer (A/E). The selected A/E is required to provide comprehensive design (Title I Services) and construction administration (Title II Services) for Entrance Security Upgrades of Youth Services Center (YSC) located at 1000 Mt. Olivet Road, N.E. Washington DC 20002.

The Department of Youth Rehabilitation Services (DYRS) is the District of Columbia’s cabinet level juvenile agency. It administers detention, commitment, and aftercare services for youth held under the care in its facility, Youth Services Center at 1000 Mt. Olivet Road, N.E. Washington DC 20002. DYRS provides a wide range of programs emphasizing individual strengths, skill development, person accountability, family empowerment, community engagement and public safety. The services provided by YSC include: diagnostic assessments and placement services, behavioral and physical health care, educational services, and security.

The Youth Services Center is an 88-bed secure residential facility for detained male and female youth awaiting adjudication and/or disposition by the courts. YSC is a 55426 sf facility with three above ground floors and one level below ground with an average of 100-125 employees present on a daily basis. In addition to the employees, YSC experiences an average of 75 to 125 daily visitors and has a community center that hosts several special events throughout the year. The Youth Services Center has a 24-hour supervision and comprehensive social services, including a variety of academic and experimental programs. Youth attend school five hours a day, five days per week. The YSC has a level IV Facility Security Level (FSL) based on agency mission, function, and tenant population, and degree of public access. The security level needed for this facility warrants a 24/7 access control screening post and a central control that is staffed to operate the Supervisory Control and Data Acquisition system, provide continuous monitoring of the 120 live-feed camera systems, and provide 360 degree security over watch of the main lobby and secure areas.

The primary functions of the access and egress control posts is the regulation of all movement (personnel and deliveries) into, out of, and within the designated building or area. Security personnel stand post at the entry/exit point (s) to verify all individual’s identification and conduct

inquiries and surveillance of suspicious items, packages, and people. The purpose of this post provides protection for all personnel and property within, and the facility itself. With effective access and egress control, this can be accomplished daily. Central control room is heart of security. It serves as a central space where physical and electronic security can be monitored and controlled by security professionals.

1.0 PROFESSIONAL SERVICES – TITLE I AND TITLE II:

The District of Columbia is seeking Architectural Engineer (A/E) Services including, but not limited to, those required to meet the objectives of the projects. These services shall be provided via Title I (Design) Services and Title II (Services during Construction).

Title I Services shall be comprised of the services listed in Section 2.0, Conceptual Design (including existing conditions and program), Schematic Design (including construction budget, preliminary project schedule, cost estimate and design alternatives that are fully consistent with the program and with code), Design Development (including construction cost estimate, full delineation of design decisions, including type of products and equipment, and colors and materials) and Construction Contract Documents (including acquiring permits from DCRA, full specifications and bid documents sufficient to obtain General Contractor Services).

The A/E shall be responsible for review of all existing documents, conduct necessary and adequate site visits to the Youth Services Center, conduct field surveys, assessments, evaluations, and review all current documents related to the YSC as required for preparing all necessary construction documents.

2.0 TITLE I SERVICES - SCOPE OF WORK (SOW):

The selected A/E shall design and provide all construction documents for the proposed improvements and related areas, including acquiring building permits. The design and the construction documents must be reviewed and approved by DGS and DYRS. The space design must follow industry best practices, have the flexibility to accommodate emerging technologies, and meet all applicable local codes and regulations and all other codes that have jurisdiction.

2.1 Conceptual Design:

The work during Conceptual Design shall include but not limited to following:

2.1.1 Existing Condition Report:

- Review of the existing drawings and any applicable information and data.
- Site visits to verify existing condition information and data collection.
- Provide drawings that fully describe existing conditions, location of existing utilities, and infrastructures.
- Provide digital and hard copy graphic documentation of existing conditions i.e. photos.

2.1.2 Mechanical, electrical and plumbing (MEP) and fire protection Assessment and Structural evaluation:

- Prepare detailed MEP Systems and Fire Protection Assessments, and structural evaluation (if required) including existing energy utilization (baseline) assessment. Develop acceptable Engineering and IT infrastructure solutions to be included within the Construction Documents.

1. Services To Be Performed

The Architect-Engineer (AE) shall prepare and furnish to DGS, construction contract drawings, design analysis, design specifications, Executive Summary, and construction cost estimate, all in accordance with the applicable requirements as outlined herein. It shall be the responsibility of the A/E to review all existing documentation, conduct site visits and assessments as needed to prepare the required documents.

2. General

A. There are two primary focuses for the security of the Youth Services Center:

- 1) Expand and modernize the central control room and increase visibility to 360 degrees over watch of the main lobby and secure areas.
- 2) Reduce bottlenecking and exterior threats from front lobby and direct line of sight areas.

B. The following types of products should be given consideration for use (this list is not all inclusive)

- 1) Ballistic Windows
- 2) Security Film
- 3) Ballistic Film
- 4) Deployable (drop down)ballistic curtains
- 5) Power grid flooring (cable control subfloor system)

3. Scope of Design Work

The scope of work shall include but not limited to the following:

- 1) Replace existing windows with ballistic windows (direct line of sight windows: i.e. large middle windows in the lobby, second floor windows)
- 2) Security film for non-direct line of sight (i.e. all small windows upper and lower of front lobby)
- 3) Install drop down ballistic curtains of control room that can be deployed when a threat has been detected.
- 4) Expanding the size of the existing control room to allow efficient/effective operations and increase visibility to 360 degrees over watch of the main lobby and secure areas.
- 5) Ballistic film may also be utilized for control room center glass
- 6) Redesign/relocate low-voltage cabling to allow ease of access and operations

- 7) Reduce bottleneck at front entry, redesign to allow separate turnstile for government employee and visitor entrance.
- 8) Incorporate new magnetometer and package scanner technology (through DGS Protective Services Division)
- 9) Incorporate electronic visitor sign-in/out system
- 10) Create security staff workspace that allows effective response to threats
- 11) Establish clear entry and exit areas
- 12) Establish visitor locker area prior to passing through security screening

2.1.3.1 Code and Regulatory Requirements:

- Architect/Engineer shall provide initial Code reviews and summaries and submit to the Project Manager one (1) week after the date of award.

2.1.3.2 Summary of Options:

- Taking the Existing Conditions and other Reports into consideration, prepare a summary of strategies or approaches to the developments that successfully address the programs and reconciles the above findings.

2.1.3.3 Deliverables:

The A/E shall prepare the Conceptual Design as a deliverable for this Phase of the work, including sections 2.0 – 2.1.3 above and deliver to the Project Manager in three (3) weeks.

3.0 SCHEMATIC DESIGN:

Based on the conclusions of the Conceptual Design phase, prepare schematic packages of the proposed improvements for YSC project. The schematic designs shall include at minimum:

- Concept presentation drawings of the proposed improvements and equipment relationships layout;
- Refinement of concepts based on comments from DYRS, DGS and other stakeholders;
- Plans with support areas completed (IT, electrical, mechanical, plumbing, fire protection, structural etc.)
- Interior and exterior elevations and key cross sections of the proposed improvements in the space;
- Finalized design improvement programs based on information obtained from site surveys, and meeting with stakeholders and approved programs.
- Preliminary cost estimates of construction costs.
- Preliminary schedule outlining the project from refinement of concept designs through project completion. Construction schedules shall be based on the scope of work.

3.1 Deliverables:

The A/E shall prepare the Schematic Design documents for the proposed improvements and equipment layout and deliver to the Project Manager two (2) weeks after submittal and approval of conceptual design.

4.0 Design Development:

This requires the further development of the Schematic Designs in detail sufficient to develop a 5% marginal variance of actual costs, consisting, at minimum, of the following:

- Incorporate comments from schematic design phase documents including but not limited to adjustment of program requirements to accommodate results of preliminary cost estimate.
- Fully developed plans, interior and exterior elevations of the proposed improvements in the areas, and all pertinent spatial and structural cross sections at appropriate architectural scales;
- MEP & Structural design drawings and specifications;
- Coordinate the design to existing utilities connections;
- Provide proposed energy model, consistent with IEE, LEED and DC Green requirements;
- Prepare outline specifications;
- Prepare detailed cost estimate;
- Prepare a phasing plan.

4.1 Deliverables:

The A/E shall prepare separate Design Development documents for the proposed improvements space and equipment layout and deliver to the Project Manager four (4) weeks after the approval of schematic design.

5.0 CONSTRUCTION DOCUMENTS:

Preparation of a complete set of construction contract documents and specifications to acquire Permit from DCRA, and that are complete for bidding. Fire Marshall's approval is also required.

- The A/E shall prepare necessary permit documents and submit to the appropriate DC Government agencies for review and approval;
- Submit full bid set for constructability;
- Prepare detailed estimate, and associated costs;
- Review schedule for construction and revise as necessary;
- Attend pre-bid conference/site visit with potential bidders to answer questions regarding the project;
- Coordinate addenda/clarifications (if needed) and submit to DGS Project Manager;
- Coordinate with the Project Manager to assist with the review of bids to ensure that the

bids reflect all elements as outlined in the construction documents and specifications.

5.1 Deliverables:

The A/E shall prepare Construction Documents bid package for this Phase of the work and deliver to the Project Manager by eight (8) weeks after the approval of the schematic design

A/E shall obtain DCRA building permit (paid for by the District).

6.0. Title I Schedule:

Review and confirm the time frames indicated in the description below. If the offeror proposes changes to the phase durations, please indicate the proposed schedule in the proposal.

- 20% Conceptual Design – Three (3) weeks after receipt of task order
- 35% Schematic Design – Two (2) weeks after receipt of 20% comments
- 60% Design Development – Four (4) weeks after receipt of 35% comments
- 90% Construction Documents -- Three (3) weeks after receipt of 60% comments (permit filing submission/review and comment by owner and Constructability Review),
- 100% Two (2) week after receipt of 90% comments (submission for GC bidding);
- Final-one week after receipt of 100% comments;
- Total design time is fifteen (15) weeks, outside of Review periods. A/E shall not be paid additional for review periods.

7.0 TITLE II SERVICES - SCOPE OF WORK:

7.1 Services During Construction:

- The A/E shall attend Construction Kick-Off meeting with the Project Manager, design team and contractor. Construction Manager (CM) shall prepare meeting minutes and distribute to attendees;
- Attend bi-weekly construction progress meetings with General Contractor (GC), DGS, and DYRS and prepare minutes;
- Attend site observation visits as necessary during the construction period. Prepare and distribute field reports following site visits;
- Review shop drawings and submittals to ensure contractor's compliance with drawings and specifications; answer Request for Information (RFI);
- Attend substantial completion walk-through and prepare and distribute punch lists to contractors and the Project Manager. Monitor punch-list and progress of its completion;
- Prepare "as-built" documents of the work including all the modifications performed during construction. Mark-ups of construction plans and specification will not be accepted;
- Ensure Final Sign-off of Certificate of Occupancy at DCRA and Fire Marshall.

8.0 COORDINATION:

A/E shall coordinate the work in a professional manner and document the work and the information that contributes to project-related decisions fully.

9.0 DOCUMENTS, DATA AND SUBMITTALS:

The A/E shall visit the DYRS and ascertain the availability of any of the drawings related to existing conditions. Copies of the selected drawings, if needed, can be made by A/E for use in developing the needed drawings to comply with the scope of work. The A/E shall be responsible for verification of the data either provided by DGS or DYRS. The A/E shall perform any necessary site visits and be responsible for performing field investigations and verification of the actual existing conditions. Any documents provided by the District that indicates existing conditions shall be used for information purposes only.

9.1 The final submission of required drawings shall be on Auto CADD Release 14 or 2000 (dwg and xfer formats) or later including, schedules in Microsoft Project or primavera, and specifications shall be in Pdf format. In addition, the A/E shall submit all drawings with reproducible hard copy and PDF files of all submitted documents.

9.1.2 The specifications shall be based on the latest, 33-division AIA Master Spec and submitted with hard copies and electronic copies. The interested bidders (General Contractors) will be provided with electronic copies (original format and PDF) of bid documents.

9.1.3 Design and specification documents shall conform to all current governing codes of the District of Columbia and the International Building Code required by the District as of the date of filing for permit with the DCRA.

10.0 GENERAL REQUIREMENTS:

The work under this contract shall be performed and documented in a professional manner.

10.1 The A/E shall coordinate all work through the Project Manager including but not limited to all site surveys and other field investigations germane to the work.

10.1.1 The A/E shall check architectural, civil, structural, mechanical, plumbing and electrical drawings and specifications for accuracy and detailed coordination. The A/E shall meet with all the appropriate regulatory agencies to discuss and review with them for compliance to their requirements. Upon complying with the aforementioned requirements the A/E shall submit the final construction documents to DGS

10.1.2 The A/E should use Prolog converge as means to manage the project document control.

10.1.2 A/E shall apply and obtain the building permits from DCRA prior to releasing the documents for bids. All costs associated with the work of obtaining the permit shall be included in this proposal. The actual cost of the permit is not to be included in A/E proposal. The A/E shall respond to and correct deficiencies in construction documents to

accommodate DCRA permit comments.

10.1.3 The A/E shall be held financially responsible for all errors and omissions resulting in a deficient design or changes including funds spent by the District to correct the documents or redesign and complete construction exercise.

11.0 MEETING MINUTES:

The A/E shall be responsible for acting as recorder for all meetings with the Government Agencies that he/she attends. The Minutes shall clearly indicate the meeting number and date, numbering of each issue raised, including description of the issue, who is responsible to address, by what date, and date completed. Minutes shall also record all open items, and will note the schedule of the contract, how far through that contract we are, including how far over schedule if applicable and the financial status of the contract and payments and a list of open Change Orders and Requests for Information. Memorandum for the Record of such meetings shall be typewritten and submitted to the Project Manager within five (5) calendar days from the date of the meeting, for review and approval and for such distribution as may be required. A/E compensation for performing these services shall be included as part of the Title I Services, as applicable.

Construction Manager (CM) shall be responsible for acting as recorder for all meetings with the Government Agencies all meetings during the construction phase, including but not limited to progress meetings.

12.0 KEY DATES AND SCHEDULE OF WORK:

The A/E shall provide a schedule outlining the A/E's schedule to comply with the District's schedule. The A/E must submit a preliminary schedule of work along with his/her response to the present Request for Proposals. Within the first week from the date of Notice to Proceed, the A/E shall prepare and submit to the DGS representative a detailed schedule of work respecting the following key dates:

- A. Within one week from the Notice to Proceed: conduct-Programming Meeting.
- B. Within 15 weeks (exclusive of review periods) from the Notice to Proceed: delivery of the Biddable Construction Documents to the DGS Project Manager.
- C. Within 2 weeks of construction demobilization: delivery of all as-built documents.

13.0 CONSTRUCTION BUDGET:

The construction budget for the construction and installation of the items outlined in this Statement of Work shall be a direct function of the cost estimate produced by the A/E during the Design Development phase. If Redesign needs to be performed due to inaccurate estimates of the A/E, revisions to the construction documents will be performed at no extra cost to the DC Government.

14.0 CONCLUSION

For clarification of any item and overall coordination of this project, the A.E shall contact Satish Bagai at 202-719-6545.

All Change Orders that may develop will be finalized (scope of work, reason for change, effect on schedule and dollar amount) before Change Order work is initiated, unless otherwise approved by the Contracting Officer.