

SCOPE OF WORK

DC Village Warehouse Renovation

1) Design and Specifications

This Scope of Work is for the Architectural and Engineering (A/E) services to design the interior and exterior renovation, HVAC upgrades, and site improvements of the existing #4 DC Village Warehouse, located at #4 DC Village Lane, SW, which is shown in **Exhibit A**. The main objective of the comprehensive project is to design a facility that meets the needs of a central repository for both short and long term storage needs. Significant upgrades and an overall renovation is needed for this use, taking into consideration any and all modifications needed to ensure safe keeping of documents. The Warehouse also serves as a receiving and temporary holding unit for bulk items.

Design and Specifications shall include:

- a) Design the renovation of the building envelope, by replacing the old steel frame, single-pane windows with new terminally broken aluminum frame double-pane windows.
- b) Design for the removal of three (3) of the no longer needed, roll-up overhead doors to be replaced with new insulated steel doors.
- c) Create a new space for DHS Emergency Management Office.
- d) Design renovation of the Bathrooms by upgrading the old partitions, fixtures, and plumbing. Design for new Locker Rooms & Showers.
- e) Design for new lighting and lighting controls throughout the warehouse, including the office spaces, bathrooms, and new locker rooms
- f) Design for upgrade of the existing steam-to-hot water heating system, and the window AC units, with a new HVAC system to provide independent controls throughout the warehouse.
- g) Design a curb cut driveway, parking spaces with new exterior lighting, and to reconfigure the existing ramp and steps at the building entrance.
- h) All civil, architectural, structural, environmental and MEP design is to be included herein. This facility will be completely furnished; therefore, space planning is to be included along with the design.
- i) The facility shall be designed to include MEP upgrades to meet Life Safety, at a minimum, and DHS programmatic requirements
- j) All design work shall be based on all applicable Federal and Local building codes and regulations following the present practice of DGS Construction Division.

The approach for A/E Services shall consist of the following:

- Meet with the Client Agency (DHS) to review program and space requirements.
- Concept Plan + Approval
- DDOT PDRM (if deemed necessary)
- Schematic Plan
- Design Development + Approval
- Permit Drawings and all necessary requirements obtaining a building permit.
- Construction Documents
- Conduct Design Progress Meetings and maintain Meeting Minutes.

2) Construction Administration: Construction administration shall include, but it's not limited to:

- a) Participate as required in the General Contractor bid process, answer pre-bid questions, and attend pre-bid meetings. Participate in the GMP development and Value Engineering process.
- b) Review all submittals provided by the contractor for review and approval, and return in 14 calendar days or less in order to maintain the Project Schedule.
- c) Respond to Requests for Information (RFI's) as submitted by the general contractor, subcontractors and vendors in reference to the drawings and specifications in 7 calendar days or less in order to maintain the Project Schedule.
- d) Attend all Progress Meetings and pre-installation coordination meetings.
- e) Develop punchlist and manage close-out process.

3) Deliverables:

Phase: Title I

Description

Conceptual Plan:

DGS and A/E to develop documents to fully acquire all pertinent information of the agency program requirements; FTE needs, including potential growth; other subsidiary requirements such as conference rooms, training rooms, reception area, break room; A/E to develop the space plan based on DGS space planning guidelines and get it approved by the user agency (DHS) and the DGS Project Manager. Design meetings must be conducted at least once (1) per week in order to keep the schedule included herein. (See details in Project Schedule Paragraph.)

Schematic Plan:

Based on the approved concept design, develop a schematic plan.

Design Documents:

Develop the full blown design based on the approved space plan including MEP, Voice/Data, Security, FFE layout plan, reflected ceiling plans, interior elevations and preliminary finish selections, and all other utilities following the DGS Space Planning and Finish Guidelines.

Permit/
Construction
Documentations

Develop documents to be used for bidding, permit and construction. Coordinate with Environmental, Structural, Mechanical, Electrical and Plumbing engineer in addition to their internal coordination. Develop Independent Government Cost Estimate (IGCE) based on the current RS Means Building Construction Cost Data. Submit and secure the Building Permits from DCRA

<u>Phase:</u>	<u>Title II Services</u>	<u>Description</u>
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Construction Administration:	Provide site inspection services during the construction phase; review and approval of submittals by the Contractor. Attend scheduled project meetings, Respond to all Requests for Information (RFI's) as need to maintain the project schedule.
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Other Services:	Respond to Contractor technical questions. Develop the as-built drawings after completion of work (See details in attachment).
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4) Period of Performance:

Title I Services (Design Services) shall be completed 75 days from Notice to Proceed (NTP). Title II Services (Construction Administration) shall be completed from Construction NTP through to Substantial Completion of the project.