

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Addendum No. 3

To

REQUEST FOR PROPOSALS

Solicitation Number: DCAM-23-AE-RFP-0001

**ARCHITECTURAL/ENGINEERING SERVICES FOR
RANDALL RECREATION CENTER**

Issued: April 28, 2023

This Addendum No. 3 is published and is effective as of the date shown above. Except as modified hereby, the RFP remains unmodified.

Item No. 1: Response to Questions:

Response to questions submitted on April 25, 2023, by 12:00 P.M. is hereby attached as **(Exhibit A)**

Item No. 2: Section B – Scope of Work:

RFP Section B (Scope of Work) is hereby revised and reincorporated as **(Exhibit B)**. New changes are highlighted in Green.

Item No. 3: Attachment A7:

Attachment A7 - DPR Randall Rec Center Current Space Utilization Plan is hereby attached as **(Exhibit D)**.

Item No. 4: Clarification/Addition - RFP Section D.3.3.A:

Offerors served as the architect on a design-build or design-assist team are both fine.

Item No. 5: Attachment A5 – Randall Park Pool ADA Master Plan:

Exhibit B of Addendum No. 1 (**Attachment A5**) is hereby deleted. Refer to Attachment A2 of the RFP.

By:

Obi Ranjbar

Obaidullah Ranjbar
DGS Contracting Officer

Date: 4/28/2023

Exhibit A
Response to Questions

**Request for Proposal (“RFP”)
DCAM-23-AE-RFP-0001**

**ARCHITECTURAL/ENGINEERING SERVICES FOR
RANDALL RECREATION CENTER**

Questions & Answers Spreadsheet

4/25/2023

No.	Questions	Department Responses
1.	Is there a budgetary priority that could lead to phasing?	DGS does not plan to phase this project. The project will not be provided any additional funding.
2.	Will the public art elements be interior and exterior?	Public Art will be exterior but could include interior pieces. Interior art will be dependent on budget.
3.	Plaza renovation: Can we design the plaza layout to enhance the historic building? For example, changing the pavement layout, greenery, and impervious surfaces?	Yes, keep in mind the plaza has infrastructure for a splash pad so we would not want to relocate this work already in place.
4.	If after submitting the feasibility study A/E determined that an addition is needed to fit all programming requirements, are there any restrictions on how large the addition should be?	DGS has not proposed a potential addition with Washington DC Historic Preservation Office (DCHPO). This question will be answered by the A/E when meeting with DCHPO to determine what is feasible if an addition is necessary and affordable.
5.	Is the architect responsible for the management/coordination of Public Art? Including: requesting proposals from public artists, preparing the package for DGS/DPR, organizing meetings between the a/e team, DGS/DPR, and artists, etc.	DGS/DPR would like the architect to prepare the public art package and propose public art locations and theme. DGS will manage the procurement along with meetings. DGS public art team would like the architect to be involved in the artist’s selection.
6.	Is there a specific Universal Design standard or BOD document that should be followed? Or is this	See DGS Links for standards to follow. https://odr.dc.gov/node/419952 https://odr.dc.gov/node/413342

	just a general Universal Design best practices recommendation?	
7.	Point 5 in the Insurance Requirements seems to be for General Contractors. Does it apply to A/E firms? How would it work if that were the case?	Pollution Liability would apply to the construction phase of the project.
8.	Will you be issuing a copy of the DPR master Plan referenced in the RFP?	Refer to Attachment A2 of the RFP and Refer to the answer to question 17.
9.	Has there been any community engagement for programming? Do you have a list of stakeholders that have been participating?	No community engagement has occurred prior to this RFP.
10.	Is it expected that AE proposals will be evaluated based on concept ideas, prior to selection, without the benefit of a feasibility study or community engagement?	Refer to Section D.3 of the RFP for Evaluation and Selection Criteria.
11.	The schedule expects 2 community meetings prior to submitting concepts but only allows for 8 weeks after NTP to submit. This won't allow adequate notice to stakeholders. Can the schedule be adjusted to accommodate effective stakeholder notification and engagement?	Yes, A/E can provide a schedule with their proposals that will show their design effort. The milestone schedule included in the RFP is a proposed schedule.
12.	“B.1.12 Kitchenette: Provide a Kitchenette for cooking instruction to include a refrigerator/freezer, oven, cooktop, microwave, and sink with garbage disposal. Offeror to include design cost in their proposal and an alternate deduct if scope of work is removed from the [REDACTED].” Would the deduct-alternate remove the kitchenette in its entirety, or only remove the cooking instruction activities?	The deduct alternate would remove the kitchenette in its entirety.

13.	B.1.1.I. and B.1.3 in the RFP indicate the existing pool is 25 meters. It appears the existing pool has a zero entry configuration with no swim lanes, and 44' x 105' as noted in the Faithful and Gould report. If a 50 m pool is not approved, would the existing configuration remain, or would the pool be reconfigured or demolished for a 25 m competition pool? Can you clarify what would be expected under the deduct alternate if a 50 meter pool is not included?	If the 25 meter pool is not enlarged to 50 meters the 25 meter pool will possibly remain as is with necessary repairs and repainted or renovated to be a 25 meter competitive pool.
14.	B.1.1.p: Is it expected that design fees for a spray park would also be considered as part of the base with a deduct alternate?	Correct, the Splash Pad will be included in the base proposal.
15.	B.1.6 in the RFP references hockey courts, but no hockey courts were observed. Is it intended to change the configuration of existing courts, or only to provide a new coat of paint?	The referenced hockey court / handball court is next to the basketball court on the park site. The existing courts will only be painted.
16.	B1.8 in the RFP references a resized parking lot, but no off-street parking was observed. Is it intended to count on parking in public space along H and I streets to remain and add additional off-street spaces to meet zoning requirements together?	The renovation of the existing plaza could include Handicapped (HC) parking spaces for the facility. Or the project will file for a parking exemption. This will be determined with the feasibility study.
17.	Attachment A5 (Exhibit B) in Addendum No. 1 seems to be identical to Attachment A2 from the original RFP. As referenced in B.2.8, are there any other "long-term DPR master plans" for the site that are not focused on ADA?	No, there is not a long-term DPR master plan for this facility.
18.	There seems to be a discrepancy between what is addressed in the RFP regarding the pool dimensions and what is currently existing. A 25M pool is 82' long and the current pool is 105'	Refer to the answer to question 13.

	long. Can more details be provided regarding the actual pool size?	
19.	Which of the following scopes of work is more accurate? a. Renovation of the existing pool in place (this is not a 25 M pool) b. Demolish existing pool and design new 50M pool.	The A/E will provide a feasibility study to demolish the existing pool and design a new 50-meter pool. The Feasibility Study will help DGS / DPR determine if it is economical to rebuild the existing pool to a new 50-meter pool or just make the necessary repairs and repaint.
20.	Can you clarify if “New bathhouse for pool” means renovating the existing one or demolishing and building a new one?	Renovating or demolishing the pool bathhouse will be determined by the Feasibility Study.
21.	Section D.3.3.A notes that “at least three (3) projects where the Offeror served as the architect on a design-build team.” Is Design- build a requirement and would Design-assist meet the requirements that are being asked?	Design-build or Design-assist projects are both fine.
22.	In relation to FFE, will design team be required to make Furniture and Fitness Equipment selection or will the design team be working with the DPR standards?	The A/E will be required to make FF&E selections but can work with DPR to specify and use their standards.
23.	Will DGS/DPR be providing SF for program requirements for scope of work listed in Section B.1.1 of the proposal?	DPR has the current program for the existing recreation center and bathhouse (DPR Randall Rec Center Current Space Utilization Plan attached as Exhibit D of this addendum). DGS / DPR is considering enlarging the rec center in place of enlarging the existing pool.
24.	The scope of work in Section B.1.1 lists a new bathhouse. Does DGS/DPR intend to modernize the existing bathhouse or will we be tearing down and rebuilding?	See answer to question 20.

25.	Based on SF requirements, and program, is DGS/DPR anticipating an addition to the historic rec center facility?	See answer to question 23.
26.	How many anticipated new rec rooms are anticipated? Scope of work is unclear.	See answer to question 23.
27.	Where is current parking for the recreation center? Do you have a more detailed site plan showing the parking, playground, hardscape, etc.?	See answer to question 16.
28.	In D.3.3 eight (8) projects are requested with three (3) being design-build delivery. Please confirm that three design-build delivery projects are indeed required as this project is not design-build delivery.	See answer to question 21.
29.	D.3.1 is the same as D.3.2 Item A. Please confirm whether it this list of projects is to repeat again in this section or if the RFP will be modified to only include this in Section D.3.1.	The list of projects could be repeated in both sections.
30.	Please explain the role of the 'Project A/E' as envisioned. Is it a Project Manager or a Technical Architect?	This is part of your proposal on how the A/E proposes to manage the project with a Project Manager and/or a Technical Architect or a Project Architect alone. The proposed project team will be graded in the technical proposal. This is up to the bidders to decide.
31.	Please confirm PPE forms are to be emailed directly rather than uploaded through the DGS web portal per other DGS submissions.	Refer to Attachment K of the RFP. PPE forms are to be submitted directly to the contracting specialist.

Exhibit B
Revised Scope of Work

SECTION B SCOPE OF WORK

B.1 Scope of Work

In general, the selected A/E will be required to provide architectural and engineering services necessary to modernize the Randall Recreation Center **and site improvements**. The selected A/E will be required to provide all the design services necessary to implement the Project and to produce the required deliverables. The design shall incorporate the following facilities and site amenities:

B.1.1 Randall Recreation Center: The selected A/E will be required to modernize the existing Randall Recreation Center into an all-inclusive facility catering to people of all ages and abilities. **The Building has potential for expansion/addition and building amenities shall include but are not limited to:**

- a. ADA Accessible Facility as defined by the Americans with Disabilities Act for all facilities and amenities;
- b. Universal Design whenever feasible**
- c. New Large Multipurpose/Recreation Room;
- d. New Small to Medium Recreation Rooms;
- e. New Staff Offices;
- f. New Lunchroom;
- g. New Bathrooms;
- h. New Storage Rooms;
- i. New Mechanical and Electrical Rooms;
- j. New Indoor Fitness Room (Decided by Feasibility Study);
- k. New Kitchenette / Kitchen (Decided by Feasibility Study);
- l. Enlarge 25-Meter Pool to 50-Meter Pool (Decided by Feasibility Study);
- m. New Bathhouse for Pool;
- n. Renovate Plaza; and
- o. Refresh the Existing Playground. (Decided by Feasibility Study)
- p. Spray Park (Decided by Feasibility Study)**
- q. Design Site Improvements to DOEE Flood Plain Requirements**
- r. Athletic Fields (Decided by Feasibility Study)**

B.1.2 Historical Feature: The Randall Recreation Center is registered as a historic landmark; as such, changes to the Randall Rec Center will need to be reviewed by both the Commission of Fine Arts (“CFA”) and the Historic Preservation Office of DC (“HPO”).

B.1.3 Pool: If the feasibility study finds this scope of work acceptable the Randall Recreation Center shall include a modernization of enlarging the existing 25-meter pool to a 50-meter pool and new pool deck surrounding the pool. The new pool and pool deck shall be sized to accommodate swim meets and an expanded building program. This scope of work will be evaluated during the feasibility phase of the Project. Offeror(s) will include

the design fees for the renovation of the pool in its proposal and will provide a deduct-alternate to remove the design fees if the renovation of the pool is not accepted in the feasibility study. **If the 25-meter pool is not increased to 50-meter then 25-meter pool shell and pool refurbished.**

B.1.4 Playground: If the feasibility study finds this scope of work necessary, the exterior playground area for children will be renovated. This will include a stable and fully ADA accessible surface at both age-appropriate playgrounds.

B.1.5 Play Fields: Existing fields are not to be altered, aside from a possible relocation or repair of the fence between the pool area and the athletic field on the north side of the site. This assumption is based on the idea that the size and orientation of the possible new pool.

B.1.6 Basketball, Tennis and Hockey Courts: These existing courts will remain existing. A new coat of paint may be included in the scope of work.

B.1.7 Plaza and Site Furnishings: The Randall Recreation Center shall include renovations of the existing Plaza with ADA accessible picnic tables, benches, trash cans, bike racks, drinking fountains, and possible outdoor fitness equipment for all-ages. **Include design for flooding and resilience.**

B.1.8 Parking Lot: The Randal Recreation Center shall include a resized parking lot with the appropriate amount of parking spaces required by the zoning code.

B.1.9 Site Security: For the community stakeholders, safety and security is a top priority. Site security shall include, but is not limited to, security cameras, lighting, and fencing.

B.1.10 Utilities: Utility installation, including electric and storm-water management, as required by the District Department of Energy & Environment.

B.1.11 Indoor Fitness Center: Provide an indoor fitness center with various apparatuses that will fit in the designed location. Power and additional cooling is required for the room. Offeror(s) to include design cost in their proposal and an alternate deduct if scope of work is removed from the project.

B.1.12 Kitchenette: Provide a Kitchenette for cooking instruction to include a refrigerator/freezer, oven, cooktop, microwave, and sink with garbage disposal. Offeror to include design cost in their proposal and an alternate deduct if scope of work is removed from the

B.1.13 Public Art: The Randall Rec Center will include Public Art in potential partnership with the Rubell Museum next door.

B.1.14 Site Improvements: Create possible floodable spaces and incorporate resilient design tied to DOEE's SW Flood Study.

B.1.15 Athletic Fields: Include in the Feasibility Study to Design the Renovation of the existing athletic fields to a Synthetic Turf Multipurpose Field that can host multiple sports events at one time without overlapping and minimize the area for soccer and baseball.

B.2 Feasibility Study and Design Phase (Title I Services)

B.2.1 Charrette Sessions and Survey.

The Contractor shall facilitate up to **one (1) meeting** with DGS, DPR, and other project stakeholders (for example, facilities representatives and community groups) to better understand the requirements of the Project. These meetings shall include charrette sessions that will allow for creative solutions to the needs of the District and community, as well as avoiding unworkable programming or design. At the end of the charrette sessions and informational meetings, the A/E shall produce a report summarizing the meetings and its recommendations for the final Project based on those meetings. This shall be known as the Stakeholder Analysis.

The A/E shall facilitate up to **two (2) community meetings**. At this meeting the A/E shall explain the project, the reasons for the study and solicit feedback from attendees on what program elements they would like to see in the **Site and New** Center. The meeting shall be run by the A/E to encourage maximum participation by the attendees and allow DGS and DPR to understand the community's priorities.

Note that the meetings, sessions and charrettes mentioned in this section shall be separate from regular progress meetings with DGS.

B.2.2 Zoning Analysis

The A/E shall review the current zoning regulations in place in and around the Center, and how these regulations create risks and opportunities for the new Center. The A/E shall perform an analysis on what zoning exceptions, if any, must be sought in order for the Project to be successful. Further, the analysis must take in to account the impacts of any zoning modifications on the amount of required parking at the site.

B.2.3 Historical Analysis

The A/E shall analyze the historical status of the existing building, and how this status creates risks and opportunities for the new Center.

B.2.4 Geotechnical Survey

The A/E shall undertake a geotechnical study using all industry best practices. The A/E shall obtain soil borings of sufficient quantity to identify any conditions that may impact the design for any footings, foundations, utilities, sidewalks, below-grade facilities (including pools), parking lots, etc. The geotechnical survey will be published in full as an addendum to the Feasibility Study

Report, and the Feasibility Study Report shall include notes on how the conditions identified in the report will impact the design of the new Center. The A/E shall be responsible for obtaining all permits required to undertake the Geotechnical Survey.

B.2.5 Environmental Site Assessment

The A/E shall undertake a Phase I environmental site assessment. This shall include a comprehensive description of the existing environmental conditions at the site. Such an assessment must describe: (i) the natural geological, hydrological, and biological resources of the area including any endangered species; (ii) describe the man-made resources including site land use, transportation patterns, zoning, population density and demographics; and (iii) describe the human resources including the social factors, aesthetic features, historical, archeological, and architectural aspects of the environment.

Further as part of the assessment, the A/E must:

1. Identify and describe both primary and secondary environmental impacts, beneficial and adverse, anticipated from the proposed project on all natural, man-made, human, and economic resources during all aspects of the site preparation, construction and operation.
2. Discuss the remedial, protective, and mitigation measures to be taken as part of the project in response to adverse environmental impacts. Mitigating measures refer to those methods used to ensure that the Project is brought into compliance with all governing regulations including, but not limited to air, water quality, noise control, solid waste, radiation, and land use regulations.
3. Describe in detail those impacts which cannot be reduced to acceptable levels, their implications, and the reasons why the action is being proposed notwithstanding their effect. Where abatement measures can reduce adverse impacts to acceptable levels, discuss the effectiveness, costs of the abatement measures, and the basis for considering the adequacy of the determination.
4. The analysis of alternatives should be sufficiently detailed and rigorous to permit independent and comparative evaluation of the benefits, costs, and environmental risks of the proposed project and each reasonable alternative.

B.2.6 Site Survey

The A/E shall conduct all necessary surveys including, but not limited to, topographical, utilities, high water lines, floodplain delineation, wetlands delineation and any, and all, features necessary for DGS to implement a successful project and as may be required by federal and local agencies for the receipt of building permits. The A/E must identify the base flood elevation at the site to determine how it will impact the design for any footings, foundations, underground utilities, trenches and drainage.

The A/E shall conduct a boundary survey. The A/E must determine the existence of and extent of any easements or encroachments. A/E shall produce a scaled drawing that depicts the boundaries of the site. Datum used must be prominently noted on the drawing.

The A/E shall conduct a utility survey to identify any and all above-ground or below ground utilities that are inside of or adjacent to the property (this shall include any utilities in the public right of way that borders the property). The A/E shall produce a scaled drawing that depicts all utilities found on the survey. The Feasibility Study Report shall include notes on what utilities, if any, may need to be relocated or upgraded for the Project.

B.2.7 Programming Documents and Space Plans

The A/E shall create programming documents that break-down the size and quantity of each room in the Center and add the figures to estimate the size of the future Center **and potentially the pool**. It shall be assumed that multiple revisions to the programming documents will be required.

The A/E shall create space plans showing its recommendations for the layout of the Center. It should be assumed that multiple revisions to the space plans will be required.

B.2.8 Comprehensive Plans

The A/E shall analyze how the suggested program for the Center aligns with the District's Comprehensive Plan **any relevant small area plans, the DOEE SW Flood Study**, and any long-term DPR master plans.

B.2.9 Cost Estimate and Design/Construction Schedule

A/E shall create a detailed cost estimate for the approved Programming Documents and Space plans described in **Section B.2.7** above. The A/E shall specifically analyze the cost impact, if any, of Net Zero certification for the new Center. The cost estimates shall take into account the following: (i) results of surveys and studies and their impact on the design and construction means and methods; (ii) escalation to the expected mid-point in construction; (iii) past similar projects completed by DGS; and (iv) other historical cost information. The cost estimates shall be in CSI format or another format approved by DGS.

A/E shall produce a project schedule showing both design and construction activities. The schedule shall be submitted in P6 format.

B.2.10 Feasibility Study Report

A/E, at the end of the study, shall create a Feasibility Study Report. The Feasibility Study Report shall incorporate the findings from all the activities described above and shall include, at minimum, the following elements:

- a) Description of the Project and site;
- b) Site photographs;
- c) Summary of stakeholder meetings and charrettes, including all reports;
- d) Results from community survey;
- e) Zoning Analysis;
- f) Historical Analysis;
- g) Geotechnical Report;
- h) District comprehensive plan;
- i) Environmental Site Assessment;
- j) Site Survey, Boundary Survey and Utility Survey;
- k) List of agencies, federal and local, with jurisdiction over the project including a list of all permits and approval required for the Project to commence, continue, and be completed;
- l) Project risk log;
- m) Drawings and plans, as mentioned in Section B.2.7;
- n) Meeting minutes; and
- o) Memorandums.

A/E shall submit a draft report to DGS and DPR within the schedule referenced in **Section B.2.12**. DGS and DPR shall be given up to fourteen (14) calendar days to review the draft report. After receiving comments, the A/E shall make all requested revisions to the draft report to create a final report within seven (7) days of receiving comments from DGS.

B.2.11 Meeting Minutes and Correspondence

A/E shall be responsible for keeping minutes for all types of meetings and preserving all principal correspondence/memoranda for inclusion in the report. A/E shall be responsible for adding all information to DGS' ProjectTeam platform.

B.2.12 Schedule

A/E shall deliver the draft Feasibility Study Report within eight (8) weeks of receipt of a Notice to Proceed.

B.3 Design Phase

B.3.1 Program Verification & Concept Design Phase

B.3.1.1 Services & Deliverables. During this phase, the A/E shall be required to develop a complete program and concept design. The concept design shall contain such detail as is typically required for a concept design under standard industry practice. In general, the A/E shall be required to undertake the following tasks and submit any required deliverables to the Department:

1. Meet with the Client Project Team (DPR and DGS) to kick-off the Project. The purpose of the meeting will be to review the Project scope, schedule, goals, and objectives, and expectations for the Project. The selected team will also collect and present any data available for the Project and study area including, but not limited to previously completed studies, current survey data, aerial photography, GIS data, etc. This kickoff meeting shall also include the DGS Turnover Manager and a representative from the DGS Facilities and Maintenance team as outlined in the 2016 DGS Projects Turnover Protocol (**Attachment A3**). Complete a Meeting Summary from this meeting and distribute to meeting attendees for review.
2. Conduct workshops with DGS and DPR staff, as well as other stakeholders, to further clarify the goals, objectives, performance targets, service standards, responsibilities, and key agency actions necessary throughout the Department in order to fully realize the vision for the Center. Must also provide a report of findings.
3. Conduct workshops with DGS and DPR staff, as well as other stakeholders to confirm program and verify facility requirements on a space-by-space basis.
4. Attend and participate in community meeting(s) to update the community regarding the Project and collect community input.
5. Coordinate with the HPO and other agencies, commissions, groups, etc. as required to assess and determine historic and/or archeological significance and requirements.
6. Attend meetings and hearings, if necessary. This includes an entitlement search to identify any development restrictions if applicable, zoning research and coordination (if applicable) with all other landowners/agencies.
7. Conduct a study of the storm water management changes/needs **and coordinate with DDOT UFD.**
8. Conduct life safety/building code analysis to verify compliance of design with all current applicable codes recently adopted by the District.
9. Conduct LEED Workshops with design team and DGS representatives to identify sustainable design strategies to be included in the design, to the greatest extent possible to achieve LEED Silver **and Net-Zero** Certification.
10. Request and receive hydrant flow test.
11. Perform mechanical systems evaluation and recommend selection.
12. Confer with audio-visual and acoustic consultants to establish design requirements for the Project.

13. Confer with the Department's IT representatives/consultants to verify technological requirements for the Project.
14. Conduct an ADA assessment to determine ways to increase ADA accessibility to the Center and include Universal Design.
15. Confer with the District of Columbia Protective Services Division ("PSD") to establish security and safety requirements.
16. Conduct a photometric analysis to maximize visibility, safety, and efficiency.
17. Review reports provided by DGS managed industrial hygienist and provide any additional surveys and environmental assessments as required.
18. Draft Final Conceptual Plans
 - a. Based on input obtained through the process outlined in the Project scope of work, as well as information provided in the Program of Requirements, Stakeholder Interview, and Public Workshop, the selected A/E will work to determine the Concept Design.
 - b. Use the accepted Feasibility Plan to develop the conceptual design and cost estimate for the Center. Provide alternatives to addressing the identified recreational, social, and cultural needs. The selected A/E will make any appropriate modifications based on DGS comments prior to presenting the concept to the public.
19. The selected A/E will conduct one (1) Community Workshop to present the plan alternatives to the neighborhood.
20. Participate in Value Engineering workshops, as required, with DGS representatives.
21. Draft Final Conceptual Plan. The selected A/E will develop a draft final conceptual plan and cost estimate informed by the comments obtained throughout the program verification and concept design process. Submit the draft final conceptual site plan/response and cost estimate to DGS for review before presenting it to the public. The selected A/E will make any appropriate modifications prior to presenting the concepts to the public.
22. During this phase, the A/E will be required to prepare and submit to the Department the below-listed deliverables. All such deliverables shall be subject to review and approval by the Department, and the A/E's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders.

- a. Concept Plan;
 - i. Project Space Program.
 - ii. Prepare conceptual floor plans and site plans. These shall include a comprehensive master plan for the site.
 - iii. Narratives for all major disciplines including civil, architectural, structural, mechanical, electrical, plumbing, and low voltage.
 - iv. Prepare cost estimates. Cost estimates should include value engineering section for alternatives should the cost of construction need to be reduced.
 - v. Final Concept Plan.
- b. Project Schedule;
- c. Topographic Survey;
- d. Geotechnical Survey;
- e. Hazardous Materials Survey;
- f. Phase 1 Environmental Assessment;
- g. Environmental Impact Screening Form (“EISF”);
- h. Hydrant Flow Test;
- i. Historical Resources Analysis;
- j. Survey of Existing Conditions;
- k. Entitlement and Zoning Analysis;
- l. Record of accepted LEED Strategies;
- m. Record of accepted Value Engineering Strategies; and
- n. Summary of required agency review and timetables, including but not limited to OP, CFA, National Capital Planning Commission (“NCPC”), and HPO to include a preliminary archeological study.

All required deliverables shall be subject to review and approval by the Department, and the A/E’s pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other Project stakeholders.

B.3.2 Schematic Design Phase

Upon the Department’s approval of the Concept Design, the A/E will be directed to proceed with the Schematic Design Phase. During this phase, based on the approved concept design, the A/E shall be required to develop a schematic design that meets the program requirements set forth herein and the Department’s schedule and budget requirements for the Project. (*i.e.* designed to budget of **\$16 Million** hard construction costs). The schematic design shall contain such detail as is typically required for schematic design under standard industry practice.

B.3.2.1 Services & Deliverables. In general, the A/E shall be required to undertake the following tasks and submit to the Department:

1. Utilize findings and final concept plans, perform site visits as necessary, attend and/or facilitate meetings with stakeholders and District staff to review program of requirements, required utilities, drainage, zoning and traffic needs

where/when necessary to develop Schematic Design Documents. This includes coordination with the DGS Turnover Manager and a representative from the DGS Facilities and Maintenance team in compliance with the 2016 DGS Projects Turnover Protocol.

2. Obtain and review applicable District standards and guidelines for design (Design Criteria Manual, Unified Development Code, DPR Standards), where applicable, and provide a complete design that meets all applicable District codes. Coordinate security requirements with DC Protective Services Police Department (“PSPD”). Coordinate IT and Telecom requirements with DC Office of the Chief Technology Officer (“OCTO”) and DC Net.
3. Coordinate with Commission of Fine Arts (“CFA”) and the National Capital Planning Commission (“NCPC”) for review and approval as necessary.
4. Coordinate with HPO and other agencies, commissions, groups, etc. as required to assess and determine historic and/or archeological significance and requirements. Attend meetings and hearings, if required.
5. Coordinate a Preliminary Design Review Meeting (“PDRM”) with the Department of Buildings (“DOB”), Department of Energy and Environment (“DOEE”), Department of Transportation (“DDOT”), and DC Water.
6. Coordinate meetings with applicable utility companies, including but not limited to Potomac Electric Power Company (“PEPCO”), Washington Gas, and Verizon.
7. Attend one (1) Community Meeting to provide a presentation and receive feedback of the Schematic Design Documents. Highlight changes since the concept design, identifying what has been incorporated based on feedback received and in cases where incorporation was not feasible, explaining why.
8. Act as scribe for all design related meetings. Distribute meeting minutes to all attendees.
9. Progress LEED certification work as required.
10. Perform comprehensive Value Engineering effort (“VE”) utilizing 30% Plan Review submission. Provide report of findings to DGS. Conduct a meeting with DGS and other stakeholders as necessary to present and discuss VE options.
11. Upload all design documentation and deliverables as required utilizing the online DGS Project Management Information System (ProjectTeam) and guidelines.
12. Baseline Schedule bi-weekly update in the format requested by the Department.

13. During this phase, the A/E will be required to prepare and submit to the Department the following deliverables. All such deliverables shall be subject to review and approval by the Department and the A/E's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders.
- a. Schematic Design Documents – Two (2) hard copy sets and one (1) electronic copy (30% Complete Level).
 - i. Site plans, paving layouts, traffic circulation.
 - ii. Digital floor plans, building circulation, ADA requirements, etc.
 - iii. Design narrative.
 - iv. Plan-to-program comparison.
 - v. Exterior elevations, rendering, and color palette.
 - vi. Critical building sections and details.
 - vii. Relevant right-of-way information such as easements, building set-backs, etc.
 - viii. Location of utilities and sizes.
 - ix. Stormwater management.
 - x. Preliminary MEP systems.
 - xi. LEED information as appropriate, including preliminary LEED Scorecard.
 - xii. Copies of all surveys and reports
 - xiii. Preliminary Specifications
 - b. Presentation and three (3) presentation boards for community meetings. Presentation boards shall be in full color and include at least one (1) 3-D rendering.
 - c. Updated schedule and cost estimates. Submit an early estimate for the modernization with a magnitude of error of Not to Exceed +/- 10% of the Project hard cost budget.
 - d. Value Engineering Report. If Value Engineering is necessary (in particular for the HVAC System selection) it should be executed at this stage of the design submission with all the stakeholders.
 - e. Meeting minutes of Preliminary Design Review Meetings.
 - f. Memo response to all District comments on Schematic Documents.

All required deliverables shall be subject to review and approval by the Department and the A/E's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders.

B.3.3 Design Development Phase

Upon Department approval of the Schematic Design, the A/E will be directed to proceed with the Design Development Phase. During this phase, the A/E will be required to progress the approved schematic design into a full set of design development documents (“Design Development Documents”). The Design Development Documents shall represent the logical development of the approved Schematic Design along with any oral or written feedback provided by the Department and shall be advanced in a manner consistent with the Department’s budget for the Project.

B.3.3.1 Services & Deliverables: In general, the A/E shall be required to undertake the following tasks and submit to the Department:

1. Coordinate with the CMAR Contractor selected for this Project, and at a minimum shall meet with the CMAR Contractor twice a month to discuss the status of the design and key issues.
2. Perform site visits as necessary and attend/facilitate meetings with District staff as necessary to develop and progress Design Development Documents. This includes coordination and review with the DGS Turnover Manager and a representative from the DGS Facilities and Maintenance team in compliance with the 2016 DGS Projects Turnover Protocol (**Attachment A3**).
3. Develop Design Development Documents including outline specifications for materials, systems and equipment, detailed dimensional plans, wall sections, elevations, and schedules. Must also incorporate VE options chosen by DGS.
4. Prepare detailed and coordinated drawings and specifications for bidding purposes as needed by the CMAR Contractor.
5. Complete code compliance analysis and drawings.
6. Meet and coordinate with regulatory, reviewing, and stakeholder agencies, as necessary. This includes the following actions:
 - a. Present the design to CFA, NCPC, DC Office of Planning, and other regulatory agencies, as required.
 - b. Achieve CFA approval and NCPC preliminary approval.
7. Progress LEED Certification work, as required.
 - a. Register the Project with U.S. Green Building Council (“USGBC”) to obtain LEED certification and pay all registration fees.
8. Manage and coordinate the furniture, fixtures, and equipment (“FF&E”) requirements for the Department and DPR. Review the FF&E procurement schedule to be developed by the CMAR Contractor. All FF&E shall be subject

to review and approval by the Department and DPR.

9. Attend one (1) Community Meeting to provide a presentation and receive feedback of the Design Development documents. Highlight changes since the Schematic Design, identifying what has been incorporated based on feedback received and in cases where incorporation was not feasible, explaining why.
10. Prepare a presentation and provide a minimum of three (3) presentation boards for each community meeting to present/display onsite. Presentation boards shall be in full color and include at least one (1) 3-D rendering.
11. Coordinate with utility companies and develop final utility plans, as required.
12. Act as scribe for all design related meetings. Distribute meeting minutes to all attendees.
13. Upload all design documentation and deliverables as required utilizing the online DGS Project Management Information System (ProjectTeam) and guidelines.
14. Baseline Schedule with bi-weekly updates in the format required by the Department.
15. During this phase, the A/E will be required to prepare and submit to the Department the following deliverables. All such deliverables shall be subject to review and approval by the Department and the A/E's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders.
 - a. Design Development Documents – Two (2) hard-copy sets and one (1) electronic copy. (60% Complete Level).
 - i. Site plans, paving layouts, traffic circulation, lighting, signage, and utilities.
 - ii. Floor plans, structural, civil, architectural, MEP, fire protection, and landscaping.
 - iii. Exterior elevations, rendering, and color palette.
 - iv. Building sections and details.
 - v. Interior elevations, casework, and millwork elevations, as required.
 - vi. Playground equipment. (Contingent on the Feasibility Study)
 - vii. Stormwater management.
 - viii. Confirm space-by-space equipment layouts with representatives from DGS.
 - ix. Food service and other equipment, as required.
 - x. LEED information, as appropriate.
 - xi. Specifications for materials, systems, and equipment.

- xii. Updated Schedule.
- xiii. Draft Specifications.

- b. Submit the A/E's cost estimate for the hard cost of the Project with a Maximum +/- 5% of the Project hard cost budget.

- c. Submit the Value Engineering Report or log, if necessary.

- d. Respond in writing to all District and Regulatory Agency comments on plans.

- e. A reconciliation report that addresses issues raised by the Contractor as a result of the 60% progress printing.

- f. CFA Submission Materials.

All required deliverables shall be subject to review and approval by the Department and the A/E's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders.

B.3.4 Permit Set Phase

The A/E shall be required to develop a 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/Bid/Build delivery method; however, the Permit Set shall nevertheless be code and permit ready, with all major systems sufficiently designed, detailed, specified, coordinated, and developed.

B.3.4.1 Services & Deliverables: In general, the A/E shall be required to undertake the following tasks and submit to the Department:

1. Progress design and Design Development Documents and prepare construction documents.
2. Prepare detailed and coordinated drawings and specifications for bidding purposes.
3. Prepare application, submit documents for building permit according to DOB requirements, and file with other regulatory and reviewing agencies including DC Water, DDOT, and DOEE. The permit application process will include progress printing of a "Permit Set".
4. Correct plans to reflect issues noted by regulatory agencies and permit reviewers, as required. Resubmit for additional review and approval, as required.
5. An Environmental Impact Screening Form ("EISF") will be required and shall

be the responsibility of the selected Offeror.

6. Complete Platting and record Plat.
7. Obtain all required signatures on plans.
8. Complete final coordination with utilities and service providers, as necessary.
9. Prepare and submit early-release excavation, foundation, concrete, and steel packages, if necessary.
10. Progress LEED Certification work, as required.
11. Attend follow up meetings and coordinate with regulatory agencies, Fire Marshall, DGS Facilities personnel, and other stakeholders, as necessary.
12. Attend and participate in community meeting(s) to update the community regarding the Project.
13. Prepare a presentation, provide a minimum of three (3) presentation boards for each community meeting, and present/display onsite. Presentation boards shall be in full color and include at least one (1) 3-D rendering.
14. Act as scribe for all design related meetings. Distribute meeting minutes to all attendees.
15. Upload all design documentation and deliverables as required utilizing the online DGS Project Management Information System (ProjectTeam) and guidelines.
16. During this phase, the A/E will be required to prepare and submit to the Department the following deliverables. All such deliverables shall be subject to review and approval by the Department and the A/E's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders.
 - a. Construction / Permit Documents
 - i. Submit two (2) hard-copy sets and one (1) electronic copy of the complete sets of Permit Documents (90% Complete Level).
 - ii. Specifications.
 - iii. Cost Estimate.
 - iv. Updated Schedule.

B.3.4.2 The A/E shall incorporate into the Permit Set the design requirements of governmental and regulatory authorities having jurisdiction over the Project. In

addition, the A/E 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 A/E 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. The design shall also incorporate any value engineering strategies approved by the Department.

B.3.4.3 Following the Department’s review and approval of the Permit Set, the CMAR Contractor shall solicit bids from trade subcontractors based on these documents. The A/E shall be required to respond to RFIs and provide ASIs during such bidding process without additional cost to the Department or the CMAR Contractor. Based upon the trade pricing received by the CMAR Contractor, the A/E may also be required to engage in additional value engineering efforts to return the Project to budget. The Permit Set Phase shall not be considered complete unless and until a GMP or Lump Sum Price for the Project is agreed upon.

B.3.5 Issued for Construction Documents

B.3.5.1 Services & Deliverables: The A/E shall be required to develop an Issued for Construction Set of construction documents (“IFC Set”). The IFC Set shall represent the further progression of the approved Permit Set together with any value engineering strategies approved by the Department. The IFC Set should be progressed to One Hundred Percent (100%) completion of those required in a traditional Design/Bid/Build delivery method. The A/E shall provide two (2) hard-copy sets and one (1) electronic PDF copy of the IFC Set to DGS (100% Construction Documents).

B.4 Bidding and Construction Administration Services (Title II Services)

B.4.1.1 Bidding. Unless otherwise agreed to by the Department in advance, the A/E shall issue the approved Permit Set of construction documents for bidding (*i.e.* the 90% design submission).

The A/E shall also provide support to the CMAR Contractor and the Department as may be necessary to support the bidding of trade subcontracts. These services will include, but are not necessarily limited to:

1. Assist with distribution of documents, as needed.
2. Prepare and issue bidding addenda.
3. Respond to bidding questions and issue clarification, as needed.
4. Consider and evaluate request for substitutions.

B.4.1.2 Construction Administration. The A/E shall provide support to the CMAR Contractor and the Department as may be necessary to support the

construction phase of the Project (the “Construction Phase”). These services will include, but are not necessarily limited to:

1. Attend Construction Kick-Off meeting with the Project Manager, representatives from DGS and DPR, and the general contractor (GC). Prepare meeting minutes and distribute to attendees.
2. Attend biweekly progress meetings and provide meeting minutes. A/E site visits are included in base fee.
3. Review and process shop drawing submissions, submittals, RFI’s, etc.
4. ASI’s or other clarification documents.
5. Prepare meeting notes and records of decisions/changes made.
6. Conduct punchlist inspections.
7. Review closeout documents for completeness. Close-out documentation shall comply with the 2016 DGS Project Turnover Protocol included as **Attachment A3**.
8. Provide 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. Close-Out documentations shall comply with the 2016 DGS Project Turnover Protocol included as **Attachment A3**.

B.5 Key Personnel

In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include, at a minimum, the following individuals: (i) the Design Principal; (ii) the Project A/E; (iii) the Project Designer; (iv) the lead MEP engineers; (v) the lead structural engineer, (vi) the lead Civil engineers, (vii) the lead Landscape architect and (viii) the pool consultant. **The A/E will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement.** The key personnel specified in the contract are considered to be essential to the work being performed. Prior to diverting any of the specified key personnel for any reason, the A/E shall notify the Contracting Officer (“CO”) at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The A/E shall obtain written approval of the CO for any proposed substitution of key personnel.

B.6 Licensing, Accreditation and Registration

The A/E and all of its subcontractors and sub-consultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract. Without limiting the generality of the foregoing, all drawings shall be signed and sealed by a professional architect or engineer licensed in the District of Columbia.

B.7 Conformance with Laws

It shall be the responsibility of the A/E to perform under the Contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

B.8 Service Contract Act

The A/E agrees that the work performed under the proposed Contract shall be subject to the Service Contract Act Wage Determination in effect on the date the contract is executed, **Attachment B**. Service Contract Wage Schedules are available at www.wdol.gov.

B.9 First Source Employment Agreement and Employment Plan

The A/E shall ensure that at least fifty-one percent (51%) of each firm and every subconsultant's and subcontractor's employees hired after the effective date of the Contract, or after such subconsultant or subcontractor enters into a contract with the A/E, to work on the Project shall be residents of the District of Columbia. This percentage shall be applied in the aggregate, and not trade by trade. In addition, the A/E shall use commercially reasonable best efforts to comply with the workforce percentage goals established by the recently adopted amendments to the First Source Employment Agreement Act of 1984 (D.C. Code §§ 2-219.01 *et seq.*) and any implementing regulations.

B.10 Living Wage Act

In addition to the requirements set forth in the First Source Employment Agreement, the A/E shall comply with all applicable provisions of the Living Wage Act of 2023, **Attachment J**, as amended (codified as D.C. Official Code §§ 2-220.01 *et seq.*) and its implementing regulations.

B.11 Equal Employment Opportunity ("EEO")

The A/E shall comply with applicable laws, regulations, and special requirements of the Contract Documents regarding equal employment opportunity and affirmative action programs. In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as **Attachment H**. A contract award cannot be made to any contractor that has not satisfied the equal employment requirements.

B.12 Standard Contract Provisions

The Department of General Services Standard Contract Provisions for Architectural and Engineering Contract **Attachment G** are applicable to this procurement.

B.13 Time is of the Essence and Substantial Completion Date

Time is of the essence with respect to the contract. The Project must be substantially complete by **August 22, 2025 ("Substantial Completion Date")**.

Exhibit C
Attachment A7- DPR Randall Rec Center Current Space Utilization
Plan

Randall Recreation Center

Tenant	Tenant ID	Space Name	Space ID	Space Use	Usable					Filing Cabinets	Book Shelves	Workstations (Triple)	Workstations (Single)	Tables (Standard)	Tables (Conference)	Sofas	Fridges
					SF	Floor	# Occ's	Desks	Chairs								
DPR	DPR	Office		Office	163	1	0	1	2	1	1	0	0	0	0	0	0
DPR	DPR	Kitchen		Kitchen	238	1	0	0	0	0	0	0	0	0	0	0	0
DPR	DPR	Recreation Room		Recreation	1861	1	0	0	5	0	0	0	0	3	0	0	0
DPR	DPR	Office		Office	293	1	1	1	2	1	1	0	0	0	0	0	0
DPR	DPR	Office		Office	87	1	1	1	2	1	1	0	0	0	0	0	0
DPR	DPR	Recreation Room 2		Assembly	464	1	1	0	11	0	0	0	0	5	0	0	0
DPR	DPR	Lunch Room		Assembly	674	1	0	0	13	0	0	0	0	8	0	0	0
DPR	DPR	Assembly		Assembly	157	1	0	0	0	0	0	0	0	0	0	0	0
Total for Randall Recreation Center					3937		3	3	35	3	3	0	0	16	0	0	0
Total for Report					3937		3	3	35	3	3	0	0	16	0	0	0

Randall Pool

Tenant	Tenant ID	Space Name	Space ID	Space Use	Usable					Filing Cabinets	Book Shelves	Workstations (Triple)	Workstations (Single)	Tables (Standard)	Tables (Conference)	Sofas	Fridges
					SF	Floor	# Occ's	Desks	Chairs								
DPR	DPR	Girls Changing Room		Changing Room	1671	1	0	0	0	0	0	0	0	0	0	0	0
DPR	DPR	Girls Check In		Check In	220	1	0	0	0	0	0	0	0	0	0	0	0
DPR	DPR	Office		Office	99	1	2	1	2	1	0	0	0	0	0	0	0
DPR	DPR	Boys Check In		Check In	220	1	0	0	0	0	0	0	0	0	0	0	0
DPR	DPR	Boys Changing Room		Changing Room	1441	1	0	0	0	0	0	0	0	0	0	0	0
DPR	DPR	Filter Room		Filter Room	393	1	0	0	0	0	0	0	0	0	0	0	0
Total for Randall Pool					4044		2	1	2	1	0	0	0	0	0	0	0
Total for Report					4044		2	1	2	1	0	0	0	0	0	0	0