

**SCOPE OF WORK**

**Title-I Services**

**ARCHITECTURAL/ENGINEERING SERVICES FOR THE NEW ENGINE  
COMPANY 7 & DCFEMS HEADQUARTERS COMBINED FACILITY AT  
1101-1103 HALF STREET SW, WASHINGTON, DC**

**TITLE-I SERVICES****1. SERVICES TO BE PERFORMED:**

The Architect/Engineer (the “A/E”) shall provide services to prepare and submit Program of Requirements (“POR”), Schematic Design, Design Development, Construction Documents and associated Project Specifications, Bid Phase, and Construction Administration for the construction of the items listed in this Scope of Work (“SOW”). The A/E shall submit a cost estimate during each of these six project phases, prior to the development and completion of the reports, construction documents and project specifications. Upon completion of the construction documents, the A/E shall submit a final detailed construction cost estimate to accomplish the work. It will be the responsibility of the Architect-Engineer to review all existing documentation, interview key personnel, and conduct site visits and assessments as required to prepare the final documents.

**2. COORDINATION TO BE PERFORMED:**

The A/E shall meet with all the appropriate regulatory agencies, including but not limited to HPO, DCRA, DDOE, NCPC, CFA, DC Water, Pepco, and Washington Gas, to ascertain zoning analysis, deed restrictions and requirements, traffic study, and potential environmental considerations for compliance. Upon complying with the aforementioned requirements and satisfactorily addressing all comments in the reviews, the Architect-Engineer shall submit the final permitted documents to the Department of General Services (“DGS”).

**SCOPE OF WORK:** The District of Columbia Fire and Emergency Medical Services (“DCFEMS”) desires to relocate Engine Company 7 (“EC7”) from its current location of 1101 Half Street SW and the DCFEMS Headquarters from its current location of 2000 14th Street NW (The Reeves Center) to a newly constructed, properly sized and equipped combined facility located at 1101-1103 Half Street, SW. The new facility will enable EC7 to continue serving the 2nd Battalion and support DCFEMS with a new Headquarters Office that will meet the existing and future needs of the department.

**Program of Requirements – Task 1:****Identify Key Staff**

- Firstly, identify each of the key DGS and DCFEMS staff on the project, and key DCFEMS stakeholders and users to be interviewed.
- DCFEMS staff to be interviewed should include members of the Office of the Fire Chief, Office of Facilities & Logistics, EC7 leadership, DCFEMS headquarters and divisions leadership, and other identified key staff responsible for identified areas of DCFEMS operations.
- Review all previously developed condition assessment, programming and planning documents provided by DGS and DCFEMS.

**Orientation Meeting**

- Conduct an orientation/kick-off meeting for all key DGS and DCFEMS staff to explain the process and how each person can participate most effectively.
- During this meeting, distribute and explain questionnaires.
- Review the results of previous studies to discuss any changes and updates since these reports were completed.
- Discuss the overall project preliminary goals and objectives to establish a consensus with the project team that guides the development of the project programming and planning and confirms the course of action including:
  - Organizational Goals
  - Form and Image Goals
  - Functional Goals
  - Economic Goals
  - Time Goals

**Tours of Existing Facilities**

After the questionnaires have been completed and collected, the key DGS and DCFEMS staff and A/E Firm will assemble for tours of existing facilities including:

- Tour the existing DCFEMS EC7 and Headquarters facilities to view the work and operations in progress.
- Conduct tours of similar new EC facilities, specifically EC 14, EC 16, and EC 22.

**Interview Key Staff**

- Conduct interviews of approximately 1 to 2 hours in length with each of the identified DCFEMS Engine 7 staff and headquarters and divisions leadership and key staff to determine more fully the needs, requirements, and current operating procedures within the department; these interviews should follow the facility tours to encourage input and reference points.
- For both DCFEMS headquarters and Engine 7, interviews will identify the number of staff, vehicles, key design issues, the type of work each person performs, the storage requirements, and the function and responsibilities of each department where there is significant interface.
- Specific information to be gathered and discussed during the on-site interviews will include, but not be limited to, addressing the following areas:
  - Review key design issues for each space and/or functional area within the planned facility.
  - Review current staffing plans and organization charts.
  - Review hours of operation and site and building security requirements.
  - Review office, assembly, and operational spaces.
  - Review staff support space needs including restroom, shower, and locker areas, kitchens, break rooms, and vending areas.

- Review supervisory, control, and dispatch requirements.
- Review meeting, training, and conference room needs.
- Review requirements for apparatus bays.
- Review fleet parking requirements.
- Determine number and size of various workstations and offices.
- Determine storage requirements for supplies, materials, and archives.
- Determine parking requirements for DCFEMS, employee visitor, and delivery vehicles.
- Compare identified needs with national standards and industry best practices.
- Review latest innovations and applicability to DCFEMS headquarters operations.
- Review special IT, AV, and Operation Center needs of DCFEMS headquarters.

**Inventory Existing Facilities**

- Determine how much space EC7 and DCFEMS Headquarters facilities currently occupy; document the space by functional area.
- *Assumption:* DGS and DCFEMS to provide scaled drawings of the EC7 facility and the existing headquarters facility at The Reeves Center and other documents which can be used to help compile this data.

**Analyze Growth/Consolidation Data**

- Analyze the growth data provided by DCFEMS.
- Develop staff and space projections based upon the growth/consolidation in staff size, and other factors identified by DCFEMS staff.

**Prepare Preliminary Space Needs Program**

- Prepare a Preliminary Space Needs Program based upon the information learned through the questionnaires, interviews, review meeting, and growth analysis.
- Include existing square footage, the amount currently required and the projected area to meet growth and changes that may be anticipated over the next 5, 10, 15, and 20 years. Space will be programmed for: *Developing Design Criteria*
  - Interior space of Engine 7 operations [see *Developing Design Criteria* below].
  - Interior space of DCFEMS headquarters.
  - Parking for EC7 and DCFEMS headquarters staff.
  - Exterior and vehicle spaces (e.g., open material storage, vehicle circulation, employee parking, agency vehicle parking, visitor parking).
  - Site spaces (e.g., landscaping, setbacks and stormwater management).
  - Submit Preliminary Space Needs Program for review by DGS and DCFEMS.

**Develop Preliminary Bubble Diagrams**

- Develop preliminary bubble diagrams (after approval of preliminary space needs program above) based on the information learned through the questionnaires, interviews, and the review meeting, and identify the relationships between departments and between each space within the departments.

**Prepare Programming Report**

- Prepare a Facility Program Report to include a narrative description of all functional areas and operations, staff and vehicle projections, and the space program.
- Address strategies for flexibility, centralization versus decentralization, phasing, future growth and expansion.

**Sustainability Considerations / LEED Certification**

- Identify LEED opportunities to be used for planning and designing the new EC7 and DCFEMS Headquarters facility.

**Deliverables:**

- Programming Questionnaires
- Preliminary Space Needs Program
- Programming Report (delivered electronically via PDF) including:
  - Project Overview / Executive Summary
  - Basis for Design (Interview Documentation)
  - Space Needs Program (Spreadsheet)
  - Operational Analysis
  - Bubble Diagrams

**Task 2 – Developing Design Criteria:**

*The purpose of the Developing Design Criteria Task is to develop the specific criteria required to plan and design the functional and operational features of the new facility.*

Develop design criteria to be used for planning and designing the new EC7 and headquarters facility; identify the preliminary functional requirements for building systems including architectural, structural, mechanical, electrical and plumbing such as:

- Materials, finishes, and clearance requirements throughout the project.
- General site grading, paving, and drainage issues.
- Functional spacing and placement of structural systems.
- Ventilation requirements for each functional area.
- Minimum design temperatures for heating and cooling for each functional area.
- Lighting levels and type of lighting for all exterior areas including employee and visitor parking, and outside secure storage.
- Lighting levels and type of lighting for each functional area within the facility.

- Functional areas and equipment to be included on an emergency power generating system.
- Fire protection and service fluids piping and storage systems.
- Security requirements and access control.
- Design impacts on the use of alternative fuels.

**Deliverables:**

- Preliminary Design Criteria

**Design Phases:**

The Architect-Engineer Team is responsible for all design phases for a complete and comprehensive new facility that will allow EC7 to effectively and efficiently handle the requirements of its uniformed personnel and WILL INCLUDE THE DESIGN SPECIFICATIONS OF THE FINAL PROGRAM OF REQUIREMENTS.

A representative example and general description may include, but not be limited to the following, as will be determined by the final POR report:

The New Facility, with design criteria for a minimum LEED Silver v4 (or higher) with enhanced commissioning rating and exterior design suitable for the location. The project design will also need to provide for ADA accessibility in the public entrance.

The EC 7 facility sections will accommodate 14 staff working four shifts, with projected growth to 18 staff. Key facility areas and functions include, but are not limited to:

**EC7 - FIRST FLOOR AREA****Apparatus Bay**

- Appropriately sized maintenance bays to accommodate the seven-vehicle fleet.
  - (1) Paramedic Engine Company 7
  - (1) Ambulance EC 7
  - (1) Truck
  - (2) Pumpers
  - (2) BFC Transport (SUV)
- 2-pole access areas from Second Floor
- 1-stair (minimum) access from Second Floor
- Uniformed Personnel (PPE Gear) Lockers
- Janitor's slop sink and mop storage (1 of 2)
- Workbench area with storage area
- General Gear Storage - tanks, supplies, etc. (adjacent to workbench)
- Storage nook for (3) 50-gallon cleaning drums

**Watch Desk (glass-enclosed, off Apparatus Bay)**

- Two-desk work area
- Alerting system
- Fire alarm panel

**Company Office**

- 2 desks, file cabinets, records and storage area
- Storage Closet
- Glass view to Apparatus Bay

**EMS Office**

- 2 desks, file cabinets, records
- Storage closet
- Easy access to Apparatus Bay

**EMS Medical Storage Room** (off Apparatus Bay)**Medical/Decon Room** (off Apparatus Bay)**Commercial Kitchen**

- Fully equipped, commercial-grade kitchen
  - Requirements: 6-burner gas cooktop and hood, gas oven, griddle, dishwasher, microwave, refrigerator; pots storage, food storage, food prep area, industrial sink, and commercial grease interceptor.
- Adequate refrigerator storage area (pantry) and shift food cabinets for personnel (minimum 5 refrigerators & cabinets)

**Sitting Room/Dining/Training**

- Lounge, dining, and training area suitable for a full shift of 24 personnel
- Monitor/display/audio.
- May double as sleeping space in emergency conditions
- Storage for training aids, journals
- Icemaker and watercooler
- Coffee Station (near water supply)

**Staff Toilet**

- Half-bath facility with 1 sink and 1 toilet

**Public Entry Area**

- ADA-compliant entry
- ADA-compliant half-bath facility with 1 sink and 1 toilet

**PPE Gear Laundry**

- Commercial-gear washer and drying cabinet
- Storage space for chemicals, supplies
- Dedicated hot water heater.

**EC -7 SECOND FLOOR (2-story design for EC 7 sections)**

**Operations - Deputy Fire Ops Office**

- 2 Desks, file cabinets, records and storage closet

**Fire Operations JR Office/Conference Room**

- 4 Desks, file cabinets, records and storage closet

**Battalion Fire Chief - Office**

- 2 Desks, file cabinets, records and storage closet

**EMS Battalion Fire Chief - Office**

- 2 Desks, file cabinets, records and storage area

**EC 7 - Officer's Suites – (9) Total**

- 1 E7 - Truck (BR)
- 1 E7 - Engine (BR)
- 1 Dep OPS Chief (BR)
- 1 Dep OPS Chief Aide (BR)
- 1 Bat Chief (BR)
- 1 Bat Chief Aide (BR)
- 1 EMS Bat Chief (BR)
- 1 EMS Bat Chief Aide
- 1 Telestaff
- Sleeping quarters, desk area
- Wardrobe closets/storage for (4) shift officers/title
- Direct access to assigned Officer's Toilet

**EC 7 - Officer's Toilet – (9) Total, adjacent to assigned Officer's Suite**

- Sink, storage, toilet, shower

**Support Spaces**

- Men's Locker Room, 1 locker: 1 staff person, access to Men's Toilet
- Men's Toilet: toilets, urinals, sinks, showers, storage
- Women's Locker Room, 1 locker: 1 staff person, access to Women's Toilet
- Women's Toilet: toilets, sinks, showers, storage
- Lactation (Quiet) Room
- Bunkroom for 18 Twin-XL beds
- Exercise room with equipment
- Residential Laundry (side by side washer & dryer)
- Janitor's Closet (mop sink)
- General Storage



**DCFEMS Headquarters - FEMS Divisions will be co-located at new facility:**

- Office of the Fire Chief
  - Assistant Chiefs
  - Assistant Chiefs Aides
  - Fire Chief's Conference Room (Secure)
- Operations Chief & Staff (E16 - 3rd Floor)
- Office of the General Council
- Office of the Medical Director
- PIO/Education/Customer Service Division
- Professional Standards Division
- Budget Division
- Compliance Division
- Human Resources & Payroll Division
- Internal Affairs Division
- Information Technology Division
- Program Analyst Division
- Information & Privacy Office
- Contracts and Procurement Division
- Office of the Fire Marshall
- Fire Operations Center
  - Secure Conference Room
- Auditorium
- Conference Rooms to support administrative functions of divisions above (TBD)
- Kitchenette (1/Floor)
- Restrooms to support administrative divisions above
- Exercise Room with adjacent men's and women's locker rooms

**EXTERIOR**

- Storage
- Parking for EC 7 and FEMS 24 personnel, including handicap
- Grill and picnic area
- Headquarters Staff Parking & Assigned POV Parking
- FEMS fleet share
- Apparatus Parking in front of building

**COMBINED FACILITY**

**Interior Mechanical, Electrical, Plumbing and Storage areas**

**Site works** include, but are not limited to, site demolition, fleet parking, site improvement and site utilities. To achieve a **minimum LEED Silver v4 rating**, site features that facilitate sustainability will include, but are not limited to:

- Transit stop
- Bioswale storm water runoff mitigation
- Pervious paving

3. It shall be the responsibility of the Architect-Engineer to review all existing design documents for the development of the final construction document.

3.1. Project Summary:

3.1.1. Agency Tenant: District of Columbia Fire and Emergency Medical Services (“DCFEMS”) Engine Company 7 and Headquarters

3.1.2. Facility address: 1101-1103 Half Street SW, Washington, D.C.

3.1.3. Construction Costs: Estimated: \$12-\$22 MM

3.2. DC Green Building Act: The Project shall be designed to comply with the District of Columbia Green Building Act of 2006 (and any subsequent revisions). The District shall bear all costs for LEED Silver v4 certification and shall reimburse the A/E for registration and interpretations/clarifications.

3.3. Project Team: The A/E shall provide a narrative response to the SOW in terms of approach as outlined in the RFP. DGS reserves the right to change the team leader if the actions of the team leader become detrimental to the schedule, the cost of the project, or does not meet the needs of the agency clients.

3.4. Cost Estimate: A cost estimate shall be developed per the **Attachment A2** requirement at each submission stage and provided both in hard copy and on electronic file format. The cost estimate will adhere to Construction Specification Institute (CSI) format.

3.5. Project Communications: The Architect-Engineer shall be responsible for developing and implementing a communications plan for the project to include production and distribution of status reports to stakeholders, preparation for agency meetings and presentations, and briefings to District and other government officials. The Architect-Engineer shall develop a computer-generated rendering if applicable. All design-related scheduling shall be completed in Required Scheduling Software as determined appropriate by the Project Manager.

3.6. Bidding and Permitting Stage: The Architect-Engineer shall be responsible for obtaining any such building permits and clearances in accordance with **Attachment A2**. The A/E

shall attend pre-bid meetings to answer questions that may arise regarding the construction documents.

- 3.7. Document Preparation: The final submission of required drawings shall be provided in Computerized Graphic Software, and Specifications shall be provided electronically in MS Word format.
- 3.8. Design Submissions: The A/E shall make design submissions in accordance with “Attachment A2, Technical Requirements and Submittal Guide”. A design submission will be due at the completion of the Program of Requirements Phase (15%), Schematic Design Phase (35%), Design Development (70%), and Construction Documents (90%) for review and approval to move to the next phase.
- 3.9. Services: Title I Services shall be deemed complete once the A/E obtains the required building permits (building permit fees are reimbursable) and the construction contract is awarded to the General Contractor.

#### **4. DOCUMENTS AND DATA TO BE FURNISHED BY THE DEPARTMENT OF GENERAL SERVICES:**

- 4.1. The District shall provide readily available documentation for the Project. The A/E shall visit the site and be responsible for performing a visual field verification of the actual existing conditions (see Attachment A2). Any documents provided by the District that indicate the existing conditions shall be used for information purposes only.
- 4.2. Attachment A2, “Technical Requirements and Submittal Guide” is made a part of this Request for Proposal.

#### **5. GENERAL REQUIREMENTS**

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

- 5.1 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.
- 5.2 The A/E shall check all drawings and specifications for accuracy and detailed coordination. At the 100% submission, the A/E shall meet with all the appropriate regulatory agencies to discuss and review the drawings with them for compliance, if required. Upon complying with the aforementioned requirements, the A/E shall submit the final documents for peer review by DGS.
- 5.3 A/E shall apply for and obtain a building permit from HPO, DCRA, DDOE, NCPC, CFA, DC Water, Pepco, and Washington Gas prior to releasing the final 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 your proposal. The District may require the A/E to pay the actual cost of the permit and the District will reimburse the same upon submitting the paid invoice, and an

allowance will be included in the contract for the cost of the permit.

- 5.4 A/E shall validate and submit to DGS the general contractor's final as-built drawings both in hard copies and soft copies. The soft copies shall be in PDF and AutoCAD format. The District shall reserve the right to re-use the AutoCAD format drawing submitted. Two (2) CD copies each of PDF and AutoCAD submittals shall be submitted to DGS. Two (2) for hard copies shall also be submitted.
- 5.5 The A/E may 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.
- 5.6 The District will provide the A/E access to the DGS Project Management software. The A/E shall be responsible for using Project Teams to execute selected contract document requirements in coordination with DGS PM to include communication with the general contractor during the construction phase.

## **6. INSURANCE:**

The A/E shall maintain insurance coverage as specified in the RFP.