

# **SCOPE OF WORK**

## **Title-I Services**

4th District Headquarters AE RFP for the  
District of Columbia Metropolitan Police  
Department located at 6001 Georgia Ave,  
Washington, DC

**DISTRICT OF COLUMBIA DEPARTMENT OF GENERAL SERVICES****PROJECT: 4<sup>TH</sup> DISTRICT HEADQUARTERS AE RFP****TITLE-I SERVICES****1. SERVICES TO BE PERFORMED:**

The Architect/Engineer (“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 District of Columbia Government 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 A/E 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 to include, but not be limited to an the Historic Preservation Office (“HPO”), Department of Consumer and Regulatory Affairs (“DCRA”), Department of Energy & Environment (“DOEE”), National Capital Planning Commission (“NCPC”), Commission of Fine Arts (“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 A/E shall submit the final permitted documents to the Department of General Services (“DGS”).

**SCOPE OF WORK:** MPD requests written proposals to secure Design Services for the 3<sup>rd</sup> District Headquarters located at 6001 Georgia Avenue, Washington, DC. MPD is committed to renovate this facility to ensure that all systems function properly for the intended purpose, and so MPD’s maintenance staff has adequate system access, control, monitoring capabilities, documentation and training to properly monitor, manage and maintain the facility. The proposed improvements 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 MPD staff on the project, and key MPD stakeholders and users to be interviewed.
- MPD staff to be interviewed should include members of the Office of the Police Chief, Office of Facilities MPD headquarters and divisions leadership, and other identified key staff responsible for identified areas of MPD operations.
- Review all previously developed condition assessment, programming and planning documents provided by DGS and MPD.

**Orientation Meeting**

- Conduct an orientation/kick-off meeting for all key DGS and MPD 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 MPD staff and A/E Firm will assemble for tours of existing facilities including:

- Tour the existing MPD 4<sup>th</sup> District Headquarters facilities to view the work and operations in progress.

**Interview Key Staff**

- Conduct interviews of approximately 1 to 2 hours in length with each of the identified MPD 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 MPD 4<sup>th</sup> District Headquarters AE RFP, 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 MPD, employee visitor, and delivery vehicles.
- Compare identified needs with national standards and industry best practices.
- Review latest innovations and applicability to MPD headquarters operations.
- Review special IT, AV, and Operation Center needs of MPD headquarters.

**Inventory Existing Facilities**

- Determine how much space MPD 4<sup>th</sup> District Headquarters facilities currently occupy; document the space by functional area.
- *Assumption:* DGS and MPD to provide scaled drawings of the facility and other documents which can be used to help compile this data.

**Analyze Growth/Consolidation Data**

- Analyze the growth data provided by MPD.
- Develop staff and space projections based upon the growth/consolidation in staff size, and other factors identified by MPD 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 4<sup>th</sup> District Headquarters (see *Developing Design Criteria* below).
  - Parking for 4<sup>th</sup> District 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 MPD

**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 MPD 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 4<sup>th</sup> District Headquarters facility and 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 A/E Team is responsible for all design phases for a complete and comprehensive facility that will allow MPD 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:

**Miscellaneous Upgrades**, 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.

Key facility areas and functions include, but are not limited to:

**4<sup>TH</sup> DISTRICT HEADQUARTERS INTERIOR**

- Remove and replace multizone air handler.
- Remove and replace 50 ton cooling tower.
- Remove and replace hot water circulation pumps.
- Remove and replace domestic hot water heater.
- Remove and replace nylon high traffic carpet.
- Remove and replace vinyl tile flooring.
- Remove and replace built up roof.

**Site works** include, but are not limited to, miscellaneous demolition, 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 A/E to review all existing design documents for the development of the final construction document.

- 3.1. Project Summary:
  - 3.1.1. Agency Tenant: Metropolitan Police Department (MPD)
  - 3.1.2. Facility address: 6001 Georgia Ave, Washington, DC
  - 3.1.3. Construction Costs: Estimated: \$12-\$22 million
- 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 A/E 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 A/E 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 A/E 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:**

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