

# **SCOPE OF WORK**

## **Title-I Services**

### Architectural/Engineering Services for the Turkey Thicket ADA Upgrades

110 Michigan Avenue NE, Washington, DC 20017

**DISTRICT OF COLUMBIA DEPARTMENT OF GENERAL SERVICES**  
**PROJECT: AE SERVICES FOR THE TURKEY THICKET RECREATION CENTER ADA**  
**UPGRADES**

**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 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:** DGS requests written proposals to secure Design Services for the Turkey Thicket Recreation Center located at 1100 Michigan Avenue NE, Washington, DC 20017 to ensure that all systems function properly for the intended purpose, and so DPR maintenance staff has adequate documentation and training to properly monitor, manage and maintain the facility.

**Program of Requirements – Task 1:**

**Identify Key Staff**

- Firstly, identify each of the key DGS and DPR staff on the project, and key DPR stakeholders and users to be interviewed.

**Orientation Meeting**

- Conduct an orientation/kick-off meeting for all key DGS and DPR staff to explain the process and how each person can participate most effectively.

- Review the results of previous studies to discuss any changes and updates since these reports were completed.

**Tours of Existing Facilities**

Meet with the key DGS and DPR staff and A/E Firm will assemble for tours of existing facilities including:

- Tour the existing facility to view the work and operations in progress.

**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 DPR to effectively and efficiently handle the requirements of its uniformed personnel and WILL INCLUDE THE DESIGN SPECIFICATIONS OF THE FINAL PROGRAM OF REQUIREMENTS.

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: Department of Parks and Recreation
    - 3.1.2. Construction Costs: Estimated: **\$242,000**
  - 3.2. 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.
  - 3.3. 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.
  - 3.4. 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.
  - 3.5. 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.
  - 3.6. 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.

- 3.7 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.

#### **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.

#### **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 ProjectTeam to execute selected contract document requirements in coordination with DGS PM to include communication with the general contractor during the construction phase.

**6. INSURANCE:**

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