

ATTACHMENT J.13 BUILDING TRANSITION REQUIREMENTS

A. Background

The Consolidated Forensic Laboratory is a new building presently under construction. The anticipated completion and building occupancy is during the summer of 2012. Since this is a new building, there are no building operations plans, maintenance programs or similar facility management programs established or in place. There is no trained staff currently operating or maintaining the building that will be turning the building over to the Contractor. As such, the Contractor shall become knowledgeable of the building systems and their operation, establish all of the required facility management programs, and have them in place and fully operational on the day that the District of Columbia occupies the building. The Contractor shall coordinate with and accept operations and maintenance responsibility from the General Construction Contractor (GC) or as directed by the CA. The Contractor shall be fully prepared and operating the building at full capacity the day the District occupies the building.

B. On-Site Presence

1. The Contractor shall establish a presence on the construction site for approximately 6 months, starting at date of contract award, prior to occupancy by the District of Columbia. During this time the Contractor shall mobilize and transition to be fully prepared to execute the required services when occupancy takes place. The Contractor shall establish a core team to be on site full time and supplement that team as needed as the construction project completes and the building is transitioned from construction to full operation.
2. The Contractor shall at a minimum have on site full time starting approximately 6 months prior to occupancy the:
 - a. Property Operations Manager
 - b. Chief Engineer
3. The Contractor shall supplement as needed with Contractor staff, Custodial Service Manager and sub-contractors for maintenance management program development, building systems testing, witnessing, and training.
4. While the building is under construction, the Contractor will be provided space, as available, within the building. The space may or may not be in the permanent location that will be designated for the Contractor's use.

C. Preparatory Tasks

1. The Contractor shall complete all preparatory tasks described below including at a minimum:
 - a. Develop Building Operating Plan
 - i. PM guides, frequency & schedule
 - ii. Hazardous materials plan
 - iii. Hazardous materials inventory

- iv. Technician certifications
 - v. SOP's for Operating Building Systems
 - vi. Contingency plans
 - vii. Vandalism remediation plan
 - viii. Quality control procedures
 - ix. Contact information
 - x. Description of staffing, responsibilities & schedules
- b. Develop Transition Plan for turnover from GC or as directed by the CA
 - i. Validate equipment tag installation
 - ii. Accept and store attic stock provided by the GC or as directed by the CA
 - iii. Accept and organize O&M documentation
 - iv. Accept and organize required equipment and system certifications
 - v. Coordinate and participate in GC provided training
- c. Develop Quality Control Plan
- d. Select, obtain approval, procure, install and populate the CMMS including:
 - i. Equipment inventory
 - ii. Scheduled maintenance tasks
 - iii. Maintenance schedule
 - iv. Testing schedules
 - v. Management reports
- e. Obtain, install, and establish the FAST system for service calls
 - i. Coordinate system installation with the CA
- f. Establish warranty management & tracking system
- g. Compile Material Safety Data Sheets (MSDS)
- h. Develop formats and obtain approval for deliverables including
 - i. Reports
 - ii. Certification Documentation – Contractor shall meet with the CA and individual stakeholders to determine reports necessary to continue national and local certifications (to include Public Health Lab, BSL-3 Labs and areas, and DNA areas)
 - iii. Operating logs
 - iv. Check sheets
 - v. Green building maintenance proposal
- i. Complete security clearance requirements for all staff and sub-contractor personnel
- 2. Perform other preparatory tasks needed to establish maintenance services including:
 - a. Establish requirements for, and the initial stocks of consumables
 - b. Establish the Contractor maintenance organization and schedule to phase in Contractor operations
 - c. Establish all sub-contracts
 - d. Establish a building engineering reference library
 - e. Establish janitorial services and have in place 1 week prior to the start of building occupancy or as directed by the CA
 - f. Establish trash removal and recyclable services and have in place 1 week prior to the start of building occupancy or as directed by the CA
 - g. Complete move in and occupancy of assigned spaces
 - h. Obtain required permits and certificates such as:

- i. The Building Permit
- ii. Certificate of Occupancy
- iii. Pressure vessel certifications
- iv. Elevator certifications
- v. Backflow preventer certifications
- vi. Fire / Life Safety certifications

D. Training

1. Coordinate and attend required CFL operations training including
 - a. Medical Examiner operations
 - b. Public Safety & Health operations
 - c. Forensics operations
 - d. Safety
 - e. Security
2. Coordinate and attend all General Contractor training as described in the construction contract specification section 017900, related Division 1 sections and the technical sections.

E. Acceptance

1. Establish the Initial Deficiency List (IDL) / Initial Inspection Report of Equipment & Systems
2. Inventory and accept attic stock items as described in the construction contract specification
3. Accept construction warranties