



**D.C. DEPARTMENT OF GENERAL SERVICES**

**REQUEST FOR PROPOSALS**

**DESIGN-BUILD SERVICES  
STANTON ELEMENTARY SCHOOL PHASE 1 MODERNIZATION AND ADDITION**

**January 23, 2014**

**Proposal Due Date:** February 13, 2014 by 2:00 p.m. EST

**Preproposal Conference:** January 28, 2014 at 1:30 p.m. EST

*to be held at:*

**Frank D. Reeves Center  
2<sup>nd</sup> Floor Community Room  
2000 14<sup>th</sup> Street, NW  
Washington, DC 20009**

**Contact:** Thomas D. Bridenbaugh  
Leftwich & Ludaway, LLC  
1400 K Street, NW  
Suite 1000  
Washington, D.C. 20005  
Phone: (202) 434-9100

**Solicitation Number:** DCAM-14-CS-0102

## Executive Summary

The District of Columbia Department of General Services (“Department” or “DGS”) is issuing this Request for Proposals (“RFP”) to engage a design-builder to provide design-build services associated with the phased modernization of Stanton Elementary School as well as the construction of a new addition at the site (the “Project”). In general, the selected design-builder will be required to work with the Department’s architect/engineer for the project to advance the design for the modernization and the new addition and to implement the required construction.

As is more fully described in the Master Facilities Plan, the modernization of elementary schools is contemplated to be conducted in three (3) phases over a period of years. The first phase of the modernization will focus on the Academic Components of the school—the classrooms, where students spend the majority of their time. The second phase of the modernization effort will address Support Components, which may include restrooms, art and music rooms, gymnasiums, and health suites. The final phase of the modernization will target the school’s Systems Components, including HVAC systems, plumbing systems and fixtures, electrical systems, the building’s exterior envelopes, including roof and windows, as well as technology systems.

Stanton Elementary School (“Stanton”), however, will proceed down a different path. The existing Stanton campus consists of approximately 72,400 square feet of space. Approximately 14,000 square feet of this space is housed in an annex, which underwent certain renovations during the summer of 2013. **Attachment H** provides a general description of Stanton’s layout. The existing space is insufficient to meet the needs of the school population’s needs, and it is contemplated that an addition of approximately 25,000 to 32,000 square feet (the “Addition”) will be needed in addition to the modernization of the existing structure in order to meet the programmatic requirements.

In order to achieve the Performance Criteria set forth in **Attachment G** and to most efficiently phase the overall modernization, it is contemplated that the first phase of this work will include renovation of the classrooms as well as the hallways, restrooms, and the lobby and entrances of the school and the replacement of windows. Exterior doors and exterior lighting will also be included in the first phase of the modernizations along with the replacement of the mechanical system, and life safety systems (i.e. fire alarm and PA systems) throughout the existing structure, not simply the classrooms, (such work, the “Phase 1 Work”).

The modernization of the existing structure must be substantially complete no later than August 15, 2014 while the Addition must be substantially complete no later than August 14, 2015 (as applicable, the “Substantial Completion Date”). The hard cost budget for the Phase 1 Work is approximately \$10,280,000 (the “Phase 1 Budget”) and the hard cost budget for the Addition Work will be approximately \$9.5 million (the “Addition Budget”).

## **A.1. Project Delivery Method**

The Department intends to implement the Project through a modified design-build approach. In general, it is contemplated that the Design-Builder's scope of work will be divided into two phases: (i) the Design & Preconstruction Phase; and (ii) the Construction Phase. The Department intends to complete the procurement process and issue a notice to proceed (the "NTP") for design and preconstruction services during the week of March 3, 2014.

In order to adequately scope the Project, the Department is engaging an architect/engineer (the "Architect/Engineer") to develop a design for the Phase 1 Work as well as for the Addition. The Architect/Engineer will develop a concept and a schematic design that describes the intended final condition of the entire school (i.e. after the existing school has been modernized and the Addition constructed). The Architect/Engineer will then be required to work with the Department and its Program Manager to develop a plan which divides the work necessary into two (2) or more phases that accommodates the District's budget for this project as well as the school calendar (the "Phasing Plan").

Following the development of the Phasing Plan, the Architect/Engineer will be required to further develop those portions of the approved schematic design that describe the work to be implemented in the summer of 2014 into a set of design development documents as well as develop design development documents for the Addition. It is contemplated that the design development documents for the Phase 1 Work and the Addition will not be completed concurrently. Rather, the design development documents for the Phase 1 Work will be completed by the end March 2014, and the Design-Builder will put them out to bid with trade subcontractors in early April. Value engineering (if required) and guaranteed maximum price ("GMP") negotiations will occur during late April and early May 2014. Assuming that an acceptable GMP for the Phase 1 Work is developed, the Department intends to enter into a GMP with the Design-Builder for the Phase 1 Work, and concurrent with the execution of the GMP Contract, the Department will assign the Architect/Engineer's contract in its entirety to the Design-Builder. Thereafter, the Architect/Engineer's contract shall be with the Design-Builder, and the Design-Builder shall be responsible for completing both the design and the construction of the Project.

Following the development of the permit set of construction documents for the Phase 1 Work, the Design-Builder shall cause the Architect/Engineer to develop design development documents as well as a permit set of construction documents for the Addition. The permit set for the Addition shall be completed in mid to late July, with early release packages for foundation to grade and structural work being completed at the end of June. The Design-Builder will put these drawings out to bid with trade subcontractors in early July and August 2014. Assuming that an acceptable GMP for the Addition is developed, the Department intends to enter into a GMP Amendment with the Design-Builder for the Addition in early September 2014.

The guaranteed maximum price submission for both the Phase 1 Work and the Addition should include:

- (i) a set of drawings and specifications that describe the Work covered by the GMP;
- (ii) a GMP budget with line item back-up and supported by trade bids;
- (iii) a schedule for such work;
- (iv) a CBE utilization plan; and
- (v) a workforce utilization plan.

The process by which the GMP will be formed is more fully described in the form of contract, which will be issued by addendum. In general, however, the GMP will be based upon bids from trade subcontractors, and the Department has established the following milestone dates for the preconstruction phase:

- Week of March 3, 2014 – The Department will issue an NTP and preconstruction services agreement to the selected design-builder during the week of March 3, 2014.
- March – The Design-Builder shall participate in the design process by reviewing design drawings, conducting constructability reviews and assisting with cost estimating to ensure that the design developed by the Architect/Engineer is consistent with the Department’s budget and schedule for the Project, and meets the Department’s programmatic desires. Working together, but under separate contracts, the Architect/Engineer and the Design-Builder will develop a set of documents that are similar to, but more advanced than, typical design development documents for the Phase 1 Work.
- April to mid-May – In early April, the Design-Builder will issue the bid sets to trade subcontractors for bid. Unless a trade package has an expected value of less than \$100,000 or the Department otherwise approves, three (3) bids will be required for each trade package. The Design-Builder will evaluate the bids so received and will prepare and provide to the Department a “bid tab” that summarizes the bids received. The “bid tab” shall include pertinent price information as well as data relating to LSDBE utilization and workforce participation. The Department and the Design-Builder will have approximately two and a half weeks to finalize the GMP and execute the GMP Contract. The form of contract (which will be issued by addendum) will provide more details on this process; however, the Department intends to have this process completed no later than May 16, 2014. The Departments that permit documents will be developed during this time as well.
- mid-May to mid-June – The GMP Contract will require Council approval, and the Department anticipates that this will occur by June 13, 2014.
- mid-May to late-July – The Design-Builder shall cause the Architect/Engineer to further develop the design for the Addition. A permit set of construction documents for the Addition shall be completed no later than the end of July 2014.
- August – During early August, the Design-Builder will issue the Addition permit set to trade subcontractors for bid. Unless a trade package has an expected value of less than \$100,000 or the Department otherwise approves, three (3) bids will be required for each trade package.

The Design-Builder will evaluate the bids so received and will prepare and provide to the Department a “bid tab” that summarizes the bids received. The “bid tab” shall include pertinent price information as well as data relating to LSDBE utilization and workforce participation. It is anticipated that certain early release packages for foundation to grade and structural work will be completed in late June will be bid in advance of the remaining packages. The Department and the Design-Builder will have approximately two weeks to finalize the GMP and execute a GMP Amendment for the Addition Work. The form of contract (which will be issued by addendum) will provide more details on this process; however, the Department intends to have this process completed no later than August 31, 2014.

- The GMP Amendment for the Addition will require Council approval, and the Department anticipates that this will occur in early October 2014.

## **A.2 Compensation**

As is more fully described in the Form of Contract, this will be a cost plus a fixed fee with a guaranteed maximum price type contract. Offerors will be required to submit with their proposals the following: (i) a Design Fee; (ii) a Preconstruction Fee; and (iii) a Design/Build Fee, which should cover the cost of the Design-Builder’s overhead, profit and general conditions. The Preconstruction Fee and the Design/Build Fee will be fixed fees. Design costs shall be reimbursable subject to a cap equal to the Design Fee bid by the Offeror.

The Department has negotiated fees with the Architect/Engineer through the completion of a permit set of construction documents for the Phase 1 Work as well as for the Addition. The Offeror’s Design Fee should include the cost of design services beyond the permit set of construction documents, including but not limited to any further developed construction documents that the Design-Builder may require and construction administration services.

It is the Department’s intent to engage the Design-Builder to put into place work in an amount equal to the Phase 1 Budget over the approximately eight (8) week period from mid-June through mid-August, and to put into place work in an amount equal to the Addition Budget over the approximately twelve (12) month period from mid-August 2014 to mid-August 2015. The Design-Builder shall not be entitled to any additional fees unless (i) the Department makes additions to the scope provided for in the GMP Contract which cause the GMP to increase by more than ten percent (10%); or (ii) the Department makes additions to the scope provided for in the GMP Contract which will require the Design-Builder’s services at Stanton to extend beyond September 15, 2015. Please note, however, that punchlist activities may extend beyond the Substantial Completion Date and that such activities will not entitle the Design-Builder to additional fees or general conditions.

### **A.3 Form of Contract**

The Form of Contract will be issued by Addendum. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

Preconstruction services will be released by letter contracts issued the week of March 3, 2014. The Department intends to negotiate and finalize definitized contracts with the selected Design-Builders once a GMP for the Phase 1 Work is negotiated. The definitized contract establishing the GMP for the Phase 1 Work will be submitted to the Council for the District of Columbia for its review and approval during the month of May. The GMP for the Addition Work will be established by a GMP Amendment to the definitized contract.

### **A.4 Incentives for On-time; On-Budget Completion & Meeting Workforce Goals**

In the event the Project is both (i) substantially complete no later than the applicable Substantial Completion Date; and (ii) delivered for less than the GMP established in the GMP Contract, the Design-Builder's Fee will be increased by Ten Percent (10%). If these goals are not met, the Design-Builder's Fee will be reduced by Ten Percent (10%). In addition, if the Design-Builder meets the Workforce Utilization Requirement discussed in **Section A.5** below, the Design Builder's Fee will be increased by Five Percent (5%). In determining whether these goals have been met, the decision will be made irrespective of fault and regardless of whether the cause for failing to achieve these goals was within the Design-Builder's control.

### **A.5 Economic Inclusion**

The Department requires that Local, Small and Disadvantaged Business Enterprises ("LSDBEs") participate in this Project to the greatest extent possible and desires that such businesses perform at least fifty percent (50%) of the work under this procurement. At least thirty five percent (35%) must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Department of Small and Local Business Development, and twenty percent (20%) to entities that are certified as Disadvantaged Business Enterprises. The Department will also require that the selected design-builder and all of its subconsultants, subcontractors, and suppliers, enter into a First Source Employment Agreement with the Department of Employment Services and hire fifty-one percent (51%) District residents for all new jobs created on the Project. Please see **Part C** of this RFP for additional information.

In addition to LSDBE participation as described above, the Department requires that District residents participate in the Project to the greatest extent possible. Prior to the Design-Builder

obtaining trade bids for the work, the Department will establish a minimum requirement for the percentage of labor hours worked by District residents on the Project (such requirement, the “Workforce Utilization Requirement”). Offerors shall submit with their proposals a Workforce Utilization Plan outlining how they intend to increase participation by DC residents in the performance of the work on this Project.

#### **A.6 Selection Criteria**

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Experience & References (15 points)
- Key Personnel (15 points)
- Project Management Plan & Schedule (25 points)
- Cost (25 points)
- LSDBE Compliance/Utilization (5 points)
- Workforce Utilization Plan (5 points)
- Fast-Track Experience (10 points)

#### **A.7 Procurement Schedule**

The schedule for this procurement is as follows:

- Issue RFP - January 23, 2014
- Pre-proposal Conference - January 28, 2014 at 1:30 p.m.
- Last Day for Questions/Clarifications - February 5, 2014
- Proposals Due - February 12, 2014 by 2:00 p.m.
- Notice of Award - week of March 3, 2014

#### **A.8 Project Schedule**

- Preconstruction services letter contract - week of March 3, 2014
- List of trade subcontractors & bid procedures - week of March 17, 2014
- Issuance of Phase 1 Bid Set to Subcontractors - week of March 31, 2014
- Subcontractor Bid Tab to Department - late April 2014
- Execute GMP Contract for Phase 1 Work - May 16, 2014
- NTP for Construction for Existing Building - June 13, 2014
- Bidding of Addition Early Release Work - July 2014
- Substantial Completion of Existing Building - August 15, 2014
- Bidding of Remaining Addition Work - August 2014
- Execute GMP Amendment for Addition Work - early September 2014
- Substantial Completion of Addition - August 14, 2015



## **A.9 Attachments**

**Attachment A**

**Attachment B**

**Attachment C**

**Attachment D**

**Attachment E**

**Attachment F**

**Attachment G**

**Attachment H**

- Education Specifications
- Form of Offer Letter
- Disclosure Statement
- Tax Affidavit
- Davis-Bacon Wage Rates
- Bid Guarantee Certification
- Academic Component Performance Specifications
- School Layout and Description

## **SECTION B           SCOPE OF WORK**

### **B.1     Scope of Work**

The Design-Builder will be required to complete the design for Stanton and to implement the required work no later than the applicable Substantial Completion Date (i.e., August 15, 2014 for the Phase 1 Work; and August 14, 2015 for the Addition). The Phase 1 Work may include: (i) ensuring quality and natural daylighting by replacing the windows and lighting systems and painting the walls to brighten the rooms; (ii) repairing or replacing the air conditioning and heating systems in the classrooms to ensure the room is comfortable in any season; (iii) wiring the classroom's computers so that students and teachers can access online learning resources; (iv) acoustical reverberation and augmentation through acoustical materials and sound amplification and improved interior finishes; and (v) including teaching materials through interior design and upgrades to furniture, fixtures, and equipment.

Without limiting the generality of the foregoing, the selected design-builder shall be required to provide all of the design services, hazardous material abatement, labor, materials and supervision necessary to accomplish this task. In general, the Design-Builder's scope of work will be divided into two phases, (i) a Design & Preconstruction Phase; and (ii) a Construction Phase. Each of these phases is described below.

### **B.2     Design & Preconstruction Phase**

The Design & Preconstruction Phase will run from the issuance of notice to proceed through the execution and approval of the GMP for the applicable work. During this phase, the Design-Builder will be required to (i) evaluate the current structure, layout and functionality of each school with respect to the requirements set forth in the performance specifications and design document; (ii) work with the Architect/Engineer to advance, in consultation with the Department, the design documents to a set of design development documents; (iii) obtain bids from trade subcontractors to perform the work described in the design development documents; (iv) engage in any value engineering and scoping exercises necessary to return the cost of the work to the Project Budget; (v) engage in preconstruction activities, including identifying any long-lead items; and (vi) agree upon a GMP for the Project.

#### **B.2.1   Design Services**

During the Design & Preconstruction Phase, the Architect/Engineer will be required to progress the schematic design into a set of design development documents for the Phase 1 Work and the Addition. The Architect/Engineer shall progress the documents in a manner consistent with the Performance Criteria and the project budget. It is contemplated that the design development documents for the Addition will be developed following the assignment of the Architect/Engineer's agreement to the Design-Builder; the Design-Builder shall ensure that such documents are progressed in a manner consistent with the applicable budget—*i.e., design to budget*. The Design-Builder shall have at least one “over the shoulder” review session for each

major trade package with the Architect/Engineer. These “over the shoulder” review sessions shall be scheduled at appropriate times for such review; however, in no event shall these reviews occur later than mid-March 2014 for design development documents for the Phase 1 Work.

### **B.2.2 Trade Bids**

No later than March 24, 2014, the Design-Builder shall provide to the Department a written submission on the proposed bidding procedures. Such procedures shall include: (i) a list of proposed trades packages; (ii) a list of trade subcontractors that will be invited to bid on each such package; and (iii) a narrative description of the process. The Design-Builder will be required to obtain at least three (3) bids for each portion of the work. In addition to the information normally required in such bids, the Design-Builder shall also require subcontractors to provide an estimate of the percentage of labor hours performed in completing the subcontracted work which will be performed by District residents. The Design-Builder shall provide to the Department a bid tabulation, including the workforce participation estimates, of the trade bids obtained. No later than April 25, 2014, the Design-Builder shall provide to the “bid tab” to the Department which summarizes the bids received for the Phase 1 Work and shall including include pertinent price information as well as data relating to LSDBE utilization and workforce participation. Bid tabulations for the Addition work shall be provided no later than August 22, 2014.

### **B.2.3 Value Engineering & Scope Assessment**

Based on the trade bids received, the Design-Builder prepare a written report of suggested value engineering strategies necessary to reconcile the costs of constructing the Project with the Project Budget. The Design-Builder shall meet with the Department’s representatives to discuss any value engineering and changes in scope necessary to ensure that the performance specifications are met and that the Project Budget is not exceeded. Based on these discussions, the Architect/Engineer shall complete any revisions to the design documents and prepare any additional drawings necessary to complete the Project.

**B.2.4 GMP Formation.** Based on any value engineering, scope modifications and approved changes in the Project Budget, the Design-Builder shall prepare and submit to the Department a GMP proposal. The Department’s GMP proposal shall represent the Design-Builder’s offer to Fully Complete the Project. The GMP proposal shall include: (i) a line item construction budget; (ii) a detailed CPM schedule; (iii) a listing of the drawings upon which the GMP is based; (iv) an LSDBE utilization plan; and (v) a workforce utilization plan. In the event that the Department and the Design-Builder are unable to agree upon a GMP for either the Phase 1 Work or the Addition, the Design-Builder shall only be entitled to receive 50% of the Preconstruction Fee.

**B.2.5 Preconstruction.** The Design-Builder shall provide such preconstruction services as are necessary to properly advance the Project. These services shall include, but are not necessarily limited to, scheduling, estimating, and the ordering of long-lead materials. Within ten (10) days after award, the Design-Builder shall submit an initial schedule analysis that: (i) contains a

preliminary schedule; (ii) identifies long-lead items that could adversely impact the Project's schedule; and (iii) contains written recommendations addressing such long lead items should be handled.

**B.2.6 Deliverables.** The following deliverables are required during the Design & Preconstruction Phase. In the event that the Design-Builder fails to provide any deliverable listed below, the Design-Builder shall forfeit its pre-construction fee.

- a. Preliminary Schedule.
- b. List of Long Lead Items and Recommendations for purchase.
- c. Over the shoulder design reviews.
- d. List of subcontractors from which the Design-Builder intends to solicit bids.
- e. Trade bid tabulations.
- f. Report outlining value engineering strategies.
- g. GMP Proposal.

### **B.3 Construction Phase**

During the Construction Phase, the Design-Builder shall be required to cause the Architect/Engineer to complete the design in a manner consistent with the design documents approved by the Department and to implement the design providing all labor, materials and equipment necessary to fully construct the Project in accordance with the drawings, specifications, schedule and budget that are issued for the Project not later than the applicable Substantial Completion Date.

#### **B.3.1 Management Services.**

In order to properly manage the Project, the Design-Builder shall be required to undertake the following tasks:

- Participate and assist in Project/Planning meetings.
- Provide and maintain a fully equipped office on-site to perform all required Contractor duties.
- Maintain full-time, on-site construction supervision and provide daily inspections, quality control, monitoring, coordination of various trades, record drawings, and daily work log.
- Conduct weekly progress meetings following a contractor generated agenda with the Program Manager and all trades.
- Provide general safety and signage and posting for the Project and see that each subcontractor prepares and submits adequate safety program and monitoring throughout the Project.
- Provide a written monthly report that includes (i) an updated schedule analysis, (ii) an updated cost report, and (iii) a monthly review of cash flow.

- Manage the change order process with the trade subcontractors to verify validity, purpose, and cost.
- Prepare payment requests, verify accuracy and forward for approval and payment.
- Assemble close-out documents required.
- Provide assistance to DCPS and DGS through any applicable warranty periods.

### **B.3.2 Mobilization**

The Design-Builder will be required to undertake the tasks described below.

**B.3.2.1** Take control of the site and install the necessary construction fences and other devices to properly secure the site. The last day of school is June 20, 2014.

**B.3.2.2** Coordinate with separate contractors engaged by the Department to abate hazardous materials in the existing facility, in accordance with EPA and all jurisdictional agencies. Formally, the Department will hold these contracts; however, the Department desires that the Design-Builder supervise and coordinate the work of the abatement contractor to the greatest extent practical.

**B.3.2.3** The Design-Builder shall be responsible for all interior and exterior demolition necessary for the rehabilitation and renovation of the existing structure.

**B.3.2.4** The Design-Builder shall be responsible for salvaging and storing all items as identified by the Department.

**B.3.2.5** The Design-Builder shall be responsible for paying all permits and fees associated with the abatement, demolition, utilities abandonment, and utility relocation. The Department shall be responsible for the building permit fees, but the Design-Builder shall be responsible for all trade Design-Builder permit fees.

**B.3.2.6** The Design-Builder shall be responsible for all performance and payment bonds, builder's risk insurance, and general liability insurance.

**B.3.2.7** The Design-Builder shall be responsible for removing the balance of construction debris off site.

### **B.3.3 Trade Work; Subcontracts**

It is contemplated that all or nearly all of the work will be performed by trade subcontractors under written subcontracts to the Design-Builder. The Design-Builder will not be permitted to self-perform work. The Design-Builder will be required to obtain a minimum of three bids for each aspect of the work and to award and to administer the trade subcontracts.

### **B.3.4 Site Safety and Clean-up**

**B.3.4.1**The Design-Builder will be required to provide a safe and efficient site. Controlled access shall be required.

**B.3.4.2**The Design-Builder shall be required to provide wheel washing stations on site so as to prevent the accumulation of dirt and other refuse on the streets surrounding the project site.

**B.3.4.3**The Design-Builder shall be responsible for site security and shall be required to provide such watchman as are necessary to protect the site from unwanted intrusion. Note that the Design-Builder shall be responsible for providing a secure location for storing electronics and other valuable equipment such as computers.

**B.3.4.4**The Design-Builder shall be responsible for the cost of temporary power used during the construction of the Project, including, but not limited to, the cost of installing such temporary wiring as may be required to bring power to the site. The Design-Builder shall also be responsible for the cost of all temporary construction necessary on the site.

### **B.3.5 Close-out & FF&E**

**B.3.5.1**The Design-Builder shall be responsible for purchasing and providing FF&E. A detailed list of FF&E requirements will be developed during the preconstruction phase.

**B.3.5.2**The Design-Builder shall be required to prepare and submit at close-out a complete set of product manuals, warranties, etc. The Design-Builder shall also provide the Department with a complete set of its project files, including, but not limited to, shop drawings, etc. at close out so as to assist the Department in operating the building.

### **B.6 Move in Period**

The renovation work will need to be substantially complete no later than the applicable Substantial Completion Date. Punchlist and other non-disruptive work may continue after that date provided it is completed prior to the beginning of the 2014/15 school year for the modernization and prior to the beginning of the 2015/16 school year for the addition. Design-Builders will be required to coordinate such work with school personnel and will need to accommodate their requirements in getting the school ready for the upcoming school year. In addition, the GMP will include an allowance for work directed by the Department to assist in the school move-in and cleaning process. It is contemplated that the Design-Builder will be required to provide an on-site crew of laborers to assist in moving furniture and other small jobs as requested by the Department.

### **B.7 Key Personnel**

In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include the following. With regard to the builder, (i) the Project Executive; (ii) the Field

Superintendent; (iii) the project manager who will supervise the interior design and work; and (iv) the project manager who will supervise the MEP and structural work. The Design-Builder will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement. Please provide a table that identifies the specific staff that will be assigned to this Project, the time periods during which the individual will work on the Project, and his or her level of effort (i.e. the percentage of time devoted to this project).

#### **B.8 Licensing, Accreditation and Registration**

The Design-Builder and all of its subcontractors and subconsultants (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.9 Conformance with Laws**

It shall be the responsibility of the Design-Builder 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.10 Davis-Bacon Act**

The Davis-Bacon Act is applicable to this Project. As such, the Design-Builder and its trade subcontractors shall comply with the wage and reporting requirements imposed by that Act.

#### **B.11 Apprenticeship Act**

The Apprenticeship Act shall apply to this contract and the Design-Builder and all of its trade subcontractors shall be required to comply with that act.

#### **B.12 Time is of the Essence**

Time is of the essence with respect to the contract. The Phase 1 Work must be Substantially Complete by August 15, 2014, and the addition must be Substantially Complete by August 14, 2015. As such, the Design-Builder must dedicate such personnel and other resources as are necessary to ensure that the Project is completed on-time and in a diligent, skilled, and professional manner.

## SECTION C ECONOMIC INCLUSION

### C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

**General:** Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

**Information:** For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development  
One Judiciary Square Building  
441 4th Street, NW, 9th Floor  
Washington, DC 20001  
(202) 727-3900 (Telephone Number)  
(202) 724-3786 (Facsimile Number)

## **C.2 SLDBE Participation**

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the development. Thirty five percent must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Department of Small and Local Business Development and 20% to entities that are certified as Disadvantaged Business Enterprises. Offerors will be required to submit a Certified Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the Project, should identify the specific firms that will be used and their respective roles.

## **C.3 Residency Hiring Requirements for Contractors and Subcontractors**

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this Project, shall be residents of the District of Columbia. Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the Project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter X of Chapter II of Title 2, and all successor acts thereto, including by not limited to the *Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011*, and the rules and regulations promulgated thereunder, including, but not limited to the following requirements:

- (i) At least 20% of journey worker hours by trade shall be performed by District residents;
- (ii) At least 60% of apprentice hours by trade shall be performed by District residents;
- (iii) At least 51% of the skilled laborer hours by trade shall be performed by District residents; and
- (iv) At least 70% of common laborer hours shall be performed by District residents.

The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment

vacancies with DOES; (v) submit monthly compliance reports to DOES by the 10<sup>th</sup> of each month; (vi) at least 51% apprentices and trainees employed must be residents of the District registered in program approved by the D.C. Apprenticeship Council; and (vii) trade contractors and subcontractors with contracts in the amount of \$500,000 or more must register an apprenticeship program with the D.C. Apprenticeship Council.

#### **C.4 Apprenticeship Act**

The D.C. Apprenticeship Act of D.C. Law 2-156, (“Act”) as amended shall apply to this Project. All subcontractors selected to perform work on the Project on a craft-by-craft basis shall be required to comply with this Act. All terms and conditions of the D.C. Apprenticeship Council Rules and Regulations shall be implemented. Please note that 35% of all apprenticeship hours worked must be performed by District residents. The Contractor shall be liable for any subcontractor non-compliance.

## **SECTION D EVALUATION AND AWARD CRITERIA**

### **D.1 Evaluation Process**

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

### **D.2 Evaluation Committee**

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

### **D.3 Oral Presentation**

The Department does not intend to interview Offerors; however, the Department reserves the right to interview Offerors in the competitive range if necessary. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

#### **D.3.1 Length of Oral Presentation**

Each Offeror will be given up to 60 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 45 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 90 minutes.

#### **D.3.2 Schedule**

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

#### **D.3.3 Offeror Attendees**

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this Project. Each Offeror will be limited to 7 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of

the key areas of responsibility that are deemed essential to the successful completion of the Project.

#### **D.3.4 Topics**

The Offeror may present information about its capabilities and special qualifications to serve as a contractor for this Project, including the qualifications of key personnel.

#### **D.4 Proposal Evaluation**

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the contractor with the highest evaluated score.

##### **D.4.1 Experience & References (15 points)**

The Department desires to engage a Design-Builder with the experience necessary to realize the objectives set forth in the RFP. The Design-Builder will be evaluated based on their demonstrated experience in: (i) construction and renovation projects in an urban setting; (ii) managing design-build projects; (iii) construction and/or modernization of school facilities and extensive knowledge of school facilities; (iv) knowledge of, and access to, the local subcontracting market; and (v) knowledge of the local regulatory agencies and Code Officials. In evaluating these subfactors, the Department will consider, among other things, the Offeror's track record in delivering projects on-time and on-budget. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to fifteen (15) points.

##### **D.4.2 Key Personnel (15 points)**

The Department desires that the Design-Builder assign the appropriate number of personnel having the necessary seniority to implement a project of this type. The personnel should have experience working together and each such individual should have the necessary level of experience and education for his or her proposed role. They should have a demonstrated ability to deliver fast-track projects on-time and on-budget. Proposals should identify, at a minimum, (i) the Project Executive; (ii) the Field Superintendent; (iii) the project manager who will supervise the interior design and work; and (iv) the project manager who will supervise the MEP and structural work. The Department desires that the key project managers be devoted to the Project through the life of the project (i.e. manage design, trade bidding and delivery in the field). The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. Please provide a table that identifies the specific staff that will be assigned to this project. The table should include: (i) the individual's name (if known); (ii) his or her title; (iii) his or her level of effort (i.e. the percentage of time devoted to this project);

and (iv) the time periods during which the individual will be assigned to the project. This table should include all personnel that will be assigned to the project. This element of the evaluation will be worth up to fifteen (15) points.

#### **D.4.3 Cost (25 points)**

Offerors will be required to bid a Design Fee, a Preconstruction Fee, and a Design-Build Fee. This element of the evaluation will be worth up to twenty five (25) points.

#### **D.4.4 Management Plan & Schedule (25 points)**

Offerors are required to submit with their proposal a Management Plan & Schedule for the Project. The Management Plan and Schedule should be coordinated and should clearly explain how the Design-Builder will organize its efforts in order to deliver the Project.

The proposed schedule for this Project allocates approximately eight (8) to nine (9) weeks for the development of design development documents for the Phase 1 Work, and approximately four (4) weeks to bid the design development documents with trade subcontractors, develop a GMP proposal, and engage in any value engineering necessary to ensure that the GMP for the Phase 1 Work aligns with the Department's budget and schedule requirements. The schedule also contemplates that the design for the Addition will follow the design of the Phase 1 Work.

Among other things, the Management Plan should explain:

- How the design-builder will work with the Architect/Engineer during the three (3) to four (4) week period to develop cost estimates of the design documents to ensure that the design development documents for the Phase 1 Work are consistent with the Department's budget prior to issuance of the bid set to subcontractors for bidding. It should identify who the design managers would be and provide a narrative that explains what efforts will be taken by these individuals in managing the design, the intervals at which these steps would be taken, and how these individuals would work with the Architect/Engineer to do so.
- How the design-builder will manage the progression of the Addition design and develop cost estimates for such work particularly in light of the design-builder's obligation to design to budget and the anticipation of foundation to grade and structural packages which may be released in advanced on a development of a GMP for the Addition Work. It should also address coordination of the design for the Phase 1 Work with the design of the Addition which will not be concurrent. It should identify who the design managers would be and provide a narrative that explains what efforts will be taken by these individuals in managing the design, the intervals at which these steps would be taken, and how these individuals would work with the Architect/Engineer to do so.
- How the design-builder will manage the trade bidding process and maximize value to the Department in recognition that the GMP Basis Document will be design development documents. This portion of the management plan should explain how

the bidding process will be structured; to the extent the design-builder anticipated purchasing any work on a design-build or design-assist basis, those trades should be identified, and the narrative should address how the bidding of these trades will structure so as to derive value.

- How the design-builder will assemble the GMP for the Phase 1 Work and address value engineering given the compressed timeline for GMP development.
- How the design-builder will manage construction in the field.
- How the design-builder will manage the quality of work in the field.
- How the design-builder will manage issues related to safety during construction.
- How the design-builder will manage cost and change orders.

The Schedule should address all key aspects of the Design and Preconstruction Phase and the Construction Phase with respect both to Phase 1 Work as well as the Addition Work, including any important activities noted the management plan. The schedule should show sufficient level of detail so as to demonstrate the Offeror's understanding of the Project and how it will be delivered. This element of the evaluation is worth up to twenty five (25 points).

#### **D.4.5 LSDBE Compliance/Utilization (5 points)**

The Department desires the selected design-builder to provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors will be evaluated in light of their demonstrated experience in meeting such goals and their proposed LSDBE Utilization Plan. This element of the evaluation will be worth up to five (5) points.

#### **D.4.6 Workforce Utilization Plan (5 points)**

The Department desires the selected design-builder to provide the maximum level of participation by District of Columbia residents in performing the work. As part of their proposals, Offerors must provide a Workforce Utilization Plan which demonstrates how it will identify qualified District residents to perform work on the project and increase participation by District residents. This element of the evaluation will be worth up to five (5) points.

#### **D.4.7 Fast-Track Experience (10 points)**

The Department desires that the selected design-builder have substantial experience in implementing design-build projects on a fast-track schedule. The Design-Builder will be evaluated based on its demonstrated experience in: (i) managing the design to scope and budget; (ii) working with designer to develop bid packages based on design development documents or incomplete construction documents; (iii) estimating construction costs based on design development documents; and (iv) purchasing on fast-track schedules. This element of the evaluation will be worth up to ten (10) points.

## **SECTION E PROPOSAL ORGANIZATION AND SUBMISSION**

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

### **E.1 Submission Identification**

Submissions shall be proffered in an original and eight (8) copies. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal for Design-Build Services for Stanton Elementary School Phase 1 Modernization & Addition".

### **E.2 Delivery or Mailing of Submissions**

Submissions should be delivered or mailed to:

DC Department of General Services  
Att'n: JW Lanum  
Frank D. Reeves Center  
2000 14<sup>th</sup> Street, NW, 8<sup>th</sup> Floor  
Washington, DC 20009

### **E.3 Date and Time for Receiving Submissions**

Submissions shall be received no later than 2:00 pm EST, on February 13, 2014. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

### **E.4 Submission Size, Organization and Offeror Qualifications**

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

#### **E.4.1 Bid Form**

Each Offeror shall submit a bid form substantially in the form of **Attachment B**. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive.

#### **E.4.2 Disclosure Form**

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment C**.

### **E.4.3 Executive Summary**

Each Offer should provide a summary of no more than three pages of the information contained in the following sections.

### **E.4.4 General Team Information and Firm(s) Data**

Each Offeror should provide the following information for the Design-Builder and each of its subconsultants.

Name(s), address(es), and role(s) of each firm (including all sub-consultants)

Firm profile(s), including:

- i. Age
  - ii. Firm history(ies)
  - iii. Firm size(s)
  - iv. Areas of specialty/concentration
  - v. Current firm workload(s) projected over the next year
  - vi. Provide a list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. Description of the team organization and personal qualifications of key staff, including:
- i. Identification of the single point of contact for the Design-Builder.
  - ii. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the team.
  - iii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.
  - iv. Experience that the key team members have working together.

#### **E.4.5 Relevant Experience and Capabilities**

- A. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project. On each project description, please provide all of the following information in consistent order:
- i. Project name and location
  - ii. Name, address, contact person and telephone number for owner reference
  - iii. Brief project description including project cost, square footage, firm's scope of work, and key firm strengths exhibited
  - iv. Identification of personnel involved in the selected project who are proposed to work on this project
  - vi. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected the schedule should be explained)
  - vii. Construction cost data including pre-construction budget, and actual construction cost (if actual construction cost exceeds original, please explain why)

#### **E.4.6 Project Management Plan & Schedule**

Each Offeror should submit a Project Management Plan & Schedule that addresses the issues set forth in Section D.4.4 of this RFP.

#### **E.4.7 Cost Information**

The Offeror should submit the Bid Form in substantially the form of **Attachment B**.

#### **E.4.8 Local Business Utilization Plan**

Each Offeror must submit a proposed Local Business Utilization Plan that identifies the specific certified business enterprises that will participate in the contract and their anticipated roles. In addition, each Offeror should provide: (i) a narrative description of similar projects and the Offeror's success in meeting such goals; and (ii) a chart, in summary form, that identifies the Offeror's major public projects over the last five years and its success in achieving such goals (creativity should be displayed regarding joint-venture and subcontractor agreements).

#### **E.4.9 Workforce Utilization Plan**

Each Offeror must submit a Workforce Utilization Plan that describes how the Offeror will increase participation by District residents in performing the labor necessary for the Project. The plan should set forth how specifically the Offeror will implement its plan to increase participation by District residents. The Offeror shall also provide a chart, in summary form, that depicts the level of participation by District residents in past projects with the District.

#### **E.4.10 Tax Affidavit**

Each Offeror must submit a tax affidavit substantially in the form of **Attachment D**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

#### **E.4.11 Fast-Track Experience**

Each Offeror must demonstrate substantial experience in implementing design-build projects on a fast-track schedule. The Design-Builder will be evaluated based on its demonstrated experience in: (i) managing the design to scope and budget; (ii) working with designer to develop bid packages based on design development documents or incomplete construction documents; (iii) estimating construction costs based on design development documents; and (iv) purchasing on fast-track schedules.

## **SECTION F            BIDDING PROCEDURES & PROTESTS**

### **F.1    Contact Person**

For information regarding this RFP please contact:

Thomas D. Bridenbaugh  
Leftwich & Ludaway, LLC  
1400 K Street, NW  
Suite 1000  
Washington, D.C. 20005  
Phone: (202) 434-9100  
Facsimile: (202) 783-3420

Any written questions or inquiries should be sent to Thomas Bridenbaugh at the address above.

### **F.2    Preproposal Conference**

A preproposal conference will be held on January 28, 2014 at 1:30 p.m. The conference will be held at the Frank D. Reeves Center, 2nd Floor Community Room, 2000 14th Street, NW, Washington, DC 20009. Interested Offerors are strongly encouraged to attend.

### **F.3    Explanations to Prospective Offerors**

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Thomas Bridenbaugh at the address listed in Section F.1 no later than the close of business on February 5, 2014. The person making the request shall be responsible for prompt delivery.

### **F.4    Protests**

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was

incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

#### **F.5 Contract Award**

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4712).

#### **F.6 Retention of Submissions**

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

#### **F.7 Examination of Submissions**

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

#### **F.8 Late Submissions: Modifications**

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.

- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

#### **F.9 No Compensation for Preparation of Submissions**

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

#### **F.10 Rejection of Submissions**

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

#### **F.11 Limitation of Authority**

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

## **F.12 Non-Responsive Pricing**

In general, the Department will consider a proposal non-responsive if Offeror's price is greater than 150% of the median price submitted by other Offerors. The Department reserves the right to deem a proposal non-responsive if Offeror's price is greater than 150% of the independent government estimate.

## **SECTION G           INSURANCE REQUIREMENTS**

### **G.1     Required Insurance**

The contractor will be required to maintain the following types of insurance throughout the life of the contract.

**G.1.1** Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than Five Million Dollars (\$5,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Five Million Dollars (\$5,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage. The Design-Builder will be required to maintain this coverage in force for a period of at least three years after substantial completion.

**G.1.2** Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the contractor, or its contractors and subcontractors at or in connection with the Work.

**G.1.3** Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

**G.1.4** Excess umbrella liability coverage (on at least a follow form basis) and when combined with the general liability policy has an aggregate limit of at least Ten Million Dollars (\$10,000,000).

**G.1.5** The Department intends to purchase a builder’s risk policy that will cover the work being installed by the Design-Builder as well as the value of the base building. This policy will be in lieu of builder’s risk insurance that would typically be carried by the Design-Builder.

**G.1.6** With respect to the design team, errors and omissions coverage written on a claims made basis and having an aggregate policy limit of at least Five Million Dollars (\$5,000,000). This coverage shall be maintained for a period of at least three years after substantial completion.

**G.1.7** Contractor’s pollution legal liability policy of at least Two Million Dollars (\$2,000,000) for the duration of the Project and a period of three (3) years after Substantial Completion of the Project.

### **G.2     Additional Insureds**

Each insurance policy shall be issued in the name of the contractor and shall name as additional insured parties the Department and the District of Columbia, and shall not be cancelable or reduced without thirty (30) days prior written notice to the Department.

### **G.3 Waiver of Subrogation**

All such insurance shall contain a waiver of subrogation against the Department and the District of Columbia, and their respective agents.

### **G.4 Strength of Insurer**

All insurance shall be placed with insurers that are reasonably acceptable to the Department and with an A.M. Best's rating of not less than A- (Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.

## **SECTION J            BONDS**

### **J.1     Bid Bond**

Offerors are required to submit with their proposal a bid bond in the amount of \$50,000. All bonding companies must be included on the Department of Treasury's Listing of Approved Sureties. Alternatively, Offerors may submit a cashier's check or irrevocable letter of credit in lieu of a bid bond. However, in the event an Offeror who is awarded a contract fails to post a payment and performance bond for the full value of the contract, the Offeror shall thereby forfeit the full amount of the cashier's check or letter of credit, and the Department shall collect such funds as liquidated damages. If the Offeror chooses to submit a cashier's check or letter of credit in lieu of a bid bond, the Offeror must complete the form included as **Attachment F** and return, notarized, with the Offeror's bid. Letters of credit must be: (i) unconditional and standby; (ii) irrevocable; (iii) issued by an FDIC insured institution that is reasonably acceptable to DGS; and (iv) able to be drawn on in the Washington, DC metropolitan area. The letter of credit shall provide that it may be drawn upon if the holder of the letter of credit submits a signed statement by DGS's contracting officer stating that the Offeror has failed to enter into a contract consistent with the terms of this procurement and the Offeror's bid submitted thereunder.

### **J.2     Trade Subcontractor Bonds**

The Form of Contract will require that all trade subcontractors provide a payment and performance bond having a penal value equal to 100% of the cost of the trade subcontract. All such bonds shall be written on a dual-obligee basis.

### **J.3     Contractor's Payment and Performance Bond**

In addition to the trade subcontractor bonds required by Section J.2, the Design-Builder will be required to post a payment and performance bond having a penal value equal to the GMP at the time the GMP Contract is executed.

**Attachment A**

Education Specifications



**Educational Specifications for  
Stanton Elementary School Modernization  
630 capacity**

**October 2013**  
Draft

DRAFT



**District of Columbia Public Schools**

THE VISION: To Make the Washington, D.C. School System Exemplary

THE MISSION: To Make Dramatic Improvement In the Achievement of All Students Today In  
Preparation for Their World Tomorrow

**CORE BELIEFS:**

Children First

Parents Are Our Partners

Victory Is In the Classroom

It Takes A Village to Raise A Child

Leadership and Accountability Are the Keys to Our Success

**School Improvement Team Members**

DRAFT



## Introduction

This document articulates the requirements for a modernized pre-kindergarten through 5<sup>th</sup> grade school. It describes the current and planned educational programs and services, the community characteristics that may affect facilities planning, and the opportunities and challenges associated with the design and construction.

## Scope

This project will be completed in several phases with the first phase to occur summer 2013. The phases will be as follows:

- Phase 1: Modernization of the 'annex' for an early childhood center (summer 2013)
- Phase 1A: Classroom modernization in the main building to also include art, music, support spaces, the corridors, bathrooms and entryway (Summer 2014)
- Phase 2: Modernization of the core spaces to include dining, media center, and administration areas (TBD)
- Phase 3: Renovation/replacement of all building systems not addressed in earlier phases

Phase 1 or 1A will include connecting the annex and the main building through a climatically controlled corridor. The architects will master plan all phases of the modernization.

This educational specification provides three resources for establishing the scope of this project:

1) general design advise and performance standards in five priority areas 2) guidelines to define finishes, technology, and fixed equipment and loose furniture

## Program

Stanton Elementary is operated in partnership with DC Scholars, a public charter school. DC Scholars Stanton Elementary is a part of the Scholar Academies network of high-performing schools that use a focused, progressive educational approach designed specifically for students living in under-resourced communities and prepare them to succeed in the District's highest performing high schools. The model develops students into smart and dedicated scholars, determined to succeed on their PATH (Professional, Attentive, Thoughtful, and Hardworking) to academic achievement.

Stanton is one of a handful of schools across the country that use a very focused, progressive educational approach designed specifically to close the achievement gap for low-income students who come severely unprepared. This approach includes:

- **Extended day and extended year** so that students spend more time in school.
- **Standards-aligned, school-created curriculum combined with a uniform approach to lesson planning/delivery** to consistently provide highly effective instruction.
- **Commitment to strong school-wide climate** that is centered on a transparent and strict student incentive and accountability system linked to the student core values (PATH).
- **Use of data** to measure overall school performance
- **Engagement of families and community stakeholders** to ensure strong connection to school and support of high expectations both in and out of school.
- **Enriching after-school programs** and after-school tutoring.



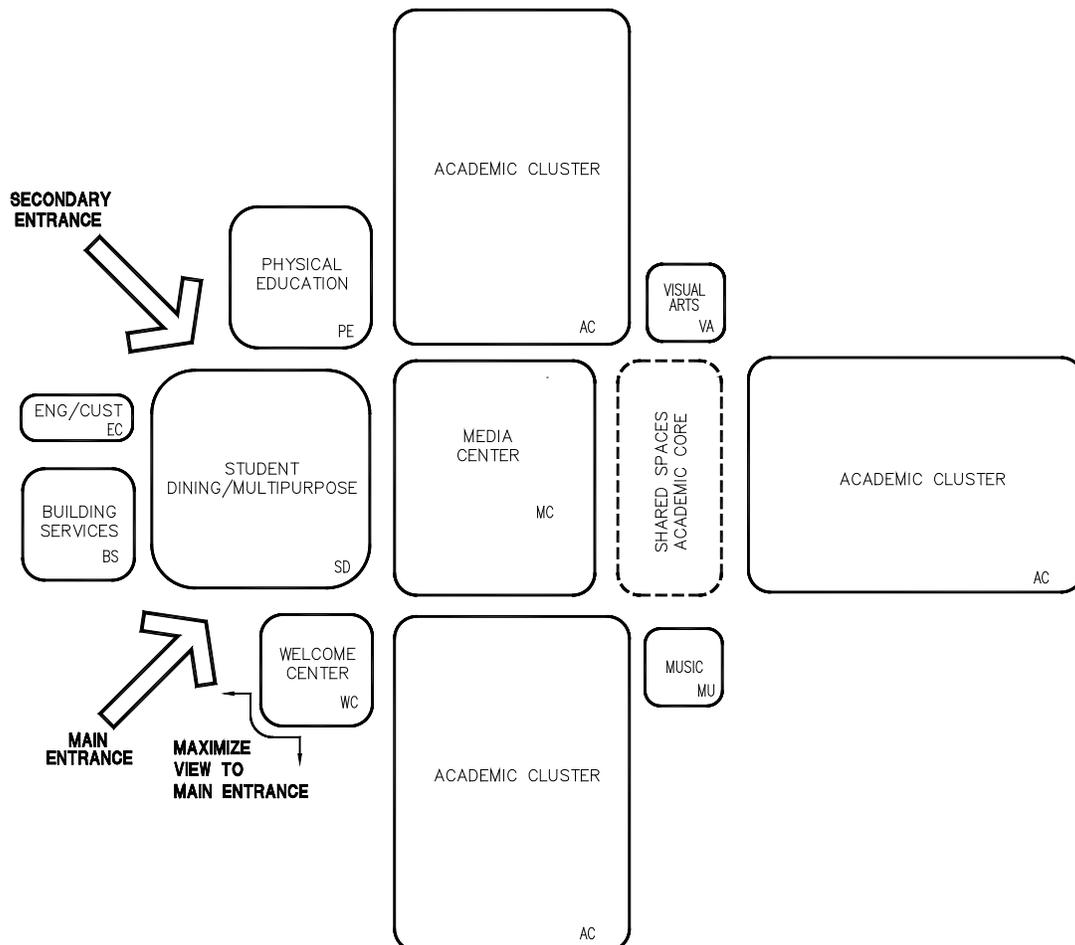
## Overview of Planning Concepts

### Academic Cluster Concept

The Academic Cluster concept best meets the needs of the educational programs, students, and staff. The cluster concept facilitates a variety of instructional strategies and it provides a learning environment which is characterized by flexibility, a sense of community for the students and teachers, and a safe, well-supervised environment. Teachers will have the option and flexibility within a cluster to create and organize learning environments that work for students and their learning styles.

Academic areas are located in the quiet areas of the building that can be isolated during the off-hours. Noisier areas are grouped near the parking and public areas and allow for after hours access. Diagram Intro A shows a typical design based on the cluster concept.

Diagram Intro A





## Core Instructional Spaces

The basic organizational cluster for this school should consist of general purpose classrooms, a small group room, and a teacher work center. Each cluster would also contain a resource classroom used by support educators. Student restrooms should be located within the cluster commons.

## Special Education

Special education facilities will be integrated throughout the school to support the concepts of inclusion and the specialized requirements for the students. Special attention will be given to accessibility of all facilities and an integrated learning program.

## Early Childhood Programs

It is the DCPS policy to offer 'universal' Prekindergarten programs (4 yr. olds) and strongly encourage all DC students to attend. Preschool programs for 3 year olds are provided as well but are traditionally less well enrolled. All early childhood classes will allow for inclusion of students with special needs.

The school would like the nine (9) Preschool, Prekindergarten, and Kindergarten classrooms to be located in the annex along with affiliated support and storage spaces. Support spaces should be as follows:

- Two spaces for 1 adult and up to 10 students
- One space for 1 adult and 3-5 students
- 'Welcome center' with space for two adults
- Community Circle space with informal pull-out spaces
- Kitchenette for warming and cooling breakfast/lunch items

## Instructional Methods

Instructional methods vary with grade level, but maintain continuity from early childhood through the primary, intermediate, and middle grades. Predominant elements include:

- Integrated learning, where content areas cross disciplines
- Flexible groupings: In primary grades, regrouping stays within the classroom. The intermediate and middle may change classrooms during the day.
- Mentoring of older to younger students
- Extended day learning opportunities
- Parent involvement and volunteer activities

## "Welcome Area"/Administration/Student Services

Immediately upon entry, visitors will be greeted in the "welcome area." The administrative offices and guidance services will be located in this centralized area at the main entrance to the school.

The annex will need three types of entrances with appropriate security.

1. Morning and afternoon dismissal for students
2. Parent entrance (preferably through the welcome center to address security concerns)
3. Visitor entrance (preferably through the main school entrance and security guard)

The Phase 1 project should only address the lobby area for safety and security. All other administrative changes will be implemented as part of Phase 2.



## **Media Center**

The DCPS media center serves a dual role – its traditional role as a gathering place for research and learning and a new role as a technological information base. In this new role, the media center may house a transparent voice/video/data network, which runs throughout the entire building. This network enables the transmission of media services to the desktops of teachers and students without physically entering the media center. This area is changing from a "depository of books" to a "high technology information distribution center."

Currently the school does not have a media specialist and this space serves as a staff development area during the day and for after school activities. No changes to this space are anticipated as part of Phase 1.

## **Visual Arts, Performing Arts and Science**

The art and music classrooms will be shared by all grade levels for general class and small group instruction. The location and access to these rooms should promote orderly transitions.

## **Physical Education**

To support the elementary school physical education program, a variety of indoor and outdoor areas are required. Outdoor physical education teaching areas will be located near the indoor gymnasium. Indoor play space will also be used as a performance area. Physical education facilities must be designed with a focus on community use during non-school hours, since there is a high demand for both indoor and outdoor facilities.

## **Community Use**

It is assumed that the community will use the building for recreation, meetings and educational functions. Security during these times is important. The architect will note both active and passive security measures.



## **Special Features**

### **Corridors and Commons Spaces**

The front entry lobby should be welcoming and inviting for students, staff, and visitors. Extensive display systems should be provided for 2-dimensional and 3-dimensional student work and awards. Finishes should be durable and easy to maintain. The scale of all spaces should be child-friendly. Colors, artificial lighting, and natural daylighting should be managed artfully to create an environment that communicates that school is a very special place.

The annex should have a common space for up to 2 classes to meet. This may be part of the corridor and may have peripheral seating that meets fire code. Ideally the space will have a large pull-down screen and a ceiling hung LCD projector. The annex corridor may be part of the learning environment.

### **Furniture & Equipment**

Classrooms vary in shape and size; therefore, the furniture should be flexible to accommodate a variety of classroom formats for both individual and group activities. Teachers and students should have storage space for personal belongings, papers, books, supplies, and teaching materials.

To the extent possible, movable furnishings will be used, rather than fixed casework, to provide flexibility for future reconfiguration.

### **Technology**

The facility will contain the latest in technology and be wired for voice, data, and video throughout the building. It is intended that access to technology will be seamless and pervasive throughout the building.

Every classroom will be wired for teacher audio enhancement. Research into this cutting-edge technology suggests that student learning can improve in classrooms where the teacher's voice is amplified and the classroom acoustics are designed to support voice clarity.

### **Handicapped Accessibility**

The entire facility will be accessible for students, staff, and visitors. This will be accomplished through judicious use of ramping and elevators with sufficient internal clearances for circulation, convenient bus/van loading and unloading, and nearby handicapped parking spaces. All elements of the Americans with Disabilities Act must be complied with, including wayfinding and signage, appropriate use of textures, and universal accessibility of all indoor and outdoor school facilities.

### **Site**

The site circulation will be organized for safety and efficiency. This will be accomplished through careful separation of vehicular and pedestrian traffic.

All play areas will be protected from vehicular and pedestrian traffic, so students can be assured of a safe and secure environment on the entire school site.

To the extent feasible the early childhood wing should have a separate play area and an outdoor classroom.



## Environmental Performance Criteria

Lighting Quality: Improving natural and artificial lighting in classrooms

	DESIGN PARAMETERS	PARAMETER NOTES
1) Controlled Natural Lighting (Glazing)	10 - 12% of floor S.F.	LEED & Green Globe
2) Artificial Light	35-50 Foot-candles	IES

Environmental / Air Quality: Addressing temperature control, ventilation, air filtration, carbon dioxide levels, and HVAC background noise to ensure comfortable rooms.

	DESIGN PARAMETERS	PARAMETER NOTES
1) Winter Temperature	68.5 to 75.5 degrees	EPA 2000 & ASHRAE 55-04
Summer Temperature	74 to 80 degrees	
2) Humidity	30 % to 60% relative humidity	EPA 2000 & ASHRAE 55-04
3) Air Changes	6-10 per hour	ASHRAE
4) Outdoor Air Ventilation	10CFM per person	Plus 0.12 per SF of area
5) Air Filtration	MERV 13	LEED
	MERV 6 to 8	ASHRAE 52.2-2007 & 62.1-2007
6) Carbon Dioxide Levels	Below 700 PPM above outdoor air	ASHRAE 62.1-2007
7) HVAC Background Noise Level	RC(N) Mark II level of 37	ASHRAE Handbook Chapter 47

Acoustics: Limiting reverberation and background noise and improving sound isolation.

	DESIGN PARAMETERS	PARAMETER NOTES
1) Reverberation	.6 per second	(ANSI S12.60-2002)
2) Background Noise	45 dBA	(LEED)
3) Sound Isolation (Varies)	STC 45 between Classrooms	



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Technology: Providing data connections for online learning resources, AV equipment, closed-circuit televisions, and a sound system with emergency capabilities.

<b>DESIGN PARAMETERS PARAMETER NOTES</b>	
1) Data / Computer Drops	At Teacher and Student Computers at wireless access points for mobile cart
2) Audio / Video Equipment	
Teacher laptop and student computers	
Document Camera	
Interactive Whiteboard	
Sound Reinforcement	Amplifier, microphone, speakers
3) Clock	Synchronized with Bell system
4) Sound System & Emergency Call-box	
Ceiling or Wall Speaker	Class change bells, emergency announcements
5) CCTV Camera	
Security, WebX conferencing, Distance Learning	



## Safety & Security

DCPS wants to maintain an inviting and de-institutionalized environment, while simultaneously providing a safe environment for students, staff, and community who use the facility and adjacent support services. The organization of a building will have a major impact on student behavior and safety concerns. Building security can be addressed in an active or a passive manner: active security is based on security systems; passive security is based on program design, building configuration, and community participation. Schools should be based on passive concepts with applied active concepts where necessary.

### 1. Building Layout

- Avoid blind spots, corners, and cubby holes
- Locate administrative and teacher preparation with good visual contact of major circulation areas (i.e., corridors, cafeteria, bus drop-off, parking)
- Develop spatial relationships that naturally transition from one location to another
- Locate toilets in close proximity to classrooms
- Design toilets to balance the need for privacy with the ability to supervise
- Locate areas likely to have significant community (after school) use close to parking and where these areas can be closed off from the rest of the building

### 2. Types of Building Materials

- Use durable wall surfaces that are easy to clean so graffiti can be removed
- Incorporate pitched roofs which inhibit roof entry and are aesthetically pleasing
- Operational part of windows on the ground floor should be in the upper portion to prevent access.
- Install non-slip floors and walk-off mats at point of entry
- All doors will have locks on the inside.

### 3. Uses of Technology

- Phones in every instructional and support area
- Building-wide all-call designed to be heard throughout the school and on the play fields when needed
- Motion or infra-red detectors, which can also conserve lighting costs
- Video cameras that are used for instructional purposes could also be used for security purposes during non-school hours
- Smoke and heat detectors located throughout the building

### 4. Vehicular and Pedestrian Traffic

- Separate bus drop-off area from other vehicular traffic
- Separate staff and community parking area
- Separate student (pedestrian) traffic flow

### 5. Landscaping, Play/Practice Fields, Site, and Lighting

- Use native high trees and low bushes (less than three feet high) to deter hiding
- Use aesthetically pleasing fencing around perimeter of the building
- Non-intrusive lighting of all areas (not correctional-type lighting) according to the Light Pollution Credit in LEED-Ss with no lighting to leave property line
- Provide security lighting around building and parking lots with photocell timer, motion sensor and on/off capacity



## Energy and Environmental Design

There is a high interest in using the LEED certified school building as a teaching tool to teach environmental stewardship and awareness, while simultaneously providing an engaging environment for students, staff, and community who use the facility.

The organization, understanding and use of a building will have a major impact on student and staff conservation behavior.

The sustainable design and green features of the building can be addressed in an active or a passive manner: active interaction is based on digital displays, educational features and curriculum integrated learning about environmental issues; passive interaction is based on the program design, building configuration, green building features, and energy efficient building automation.

### Passive Concepts

#### 1. Building Layout

- Concentrate daylight and views to the outside to areas of frequent human interaction (e.g. classrooms, cafeterias, media center, art rooms, music rooms) with passive solar design
- Avoid excessive window areas in corridors, lobbies, hallways with no gathering opportunities (design for less than 45% of wall area)
- Avoid skylights and use roof monitors with vertical glazing instead

#### 2. Types of Building Materials

- Use durable wall surfaces that are easy to clean
- Design for cleanability with easy and safe access
- Incorporate light colored pitched roofs to prevent heat gain and leakage
- Install high performance walk-off mats at all points of entry
- Design with noise minimization in mind

#### 3. Uses of Technology

- For instructional and administrative purposes, the new school should have extensive technology systems. These same infrastructures and technology components can be used to enhance the perception of the buildings environmental components. Digital display of buildings energy and water use at entrance and in cafeteria
- Website with environmental features of the school
- Use only vacancy sensors for classrooms, cafeteria etc. to turn off (not on) lighting
- Daylight sensors and dimming in larger areas (cafeteria, multi-purpose etc.)

#### 4. Vehicular and Pedestrian Traffic

- Provide sufficient, covered and secures bicycle storage
- Provide bicycle lanes to building from all major access directions

#### 5. Landscaping, Play/Practice Fields, Site, and Lighting

- Use native high trees and low bushes and ground covers and locate to provide shade to the building
- Non-intrusive lighting of all areas (not correctional-type lighting) according to the Light Pollution Credit in LEED-S with no lighting to leave property line

#### 6. Green Curriculum

- Provide outdoor classroom
- Design interior with sense of buildings orientation to North – East – South - West



## Active Concepts

### 1. **Building Layout**

- Provide signage to educate users about interior and exterior green building features throughout
- Provide signage for user behavior modification, e.g. DCPS policy for thermostat settings, reminders to turn equipment off when not in use
- Provide visitor map with floor plan for location and explanation of green building features

### 2. **Types of Building Materials**

- Provide view window to inside of wall constructions and mechanical room
- Provide materials with environmental message in selective areas, e.g. 100% recycled post consumer plastic toilet compartments, wheatboard cabinets, or furniture made of wood harvested from school site, and explain with signage.

### 3. **Uses of Technology**

- For instructional and administrative purposes, the new school should have extensive technology systems. These same infrastructures and technology components can be used to enhance the perception of the buildings environmental components.
- Green morning announcement with update on energy and water use
- Student conducted energy audits
- School based resource conservation program with frequent feedback to users

### 4. **Vehicular and Pedestrian Traffic**

- Provide preferred parking for DCPS Green Fleet (for carpooling and fuel efficient vehicles)

### 5. **Landscaping, Play/Practice Fields, Site, and Lighting**

- Design for no-mow areas
- Design for student garden
- Provide solar or wind powered, off the grid site lighting as demonstration model for select areas

### 6. **Green Curriculum**

- LEED credit Schools as a Teaching Tool requires 10 hours of instruction per student, grade and school year on environmental issues related to the school building. The school buildings design should support this requirement wherever possible.



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**Proposed Capacity**

<b>Room Use</b>			
<b>Grade</b>	<b>Number of</b>	<b>Capacity (Program)</b>	<b>Total</b>
	<b>Classrooms</b>		
Pre-K /Pre-S	6	18	108
Kindergarten	4	20	80
1st Grade	4	20	80
2nd Grade	4	20	80
3rd Grade	4	23	72
4th Grade	3	23	69
5th Grade	3	23	69
Special Needs	2	10	20
<b>Total</b>	<b>26</b>		<b>582</b>

DRAFT



## Building Space Summary

Space Summary	Modernization	
	Phase 1	Total
Core Academic Areas	33,700	33,700
Media Center	As is	3,050
Visual Art and Music	2,400	2,400
Physical Education/Assembly	As is	3,900
Administration	As is	2,755
Student Dining & Food Service	As is	4,900
Maintenance & Custodial Services	As is	700
Mechanical, Electrical, Toilets, Custodial Closets		17,341
<b>Total Net</b>		<b>66,671</b>
Construction Factor[.082]		5467
<b>Total Gross</b>		<b>72,138</b>

**Phase 2**

## Outdoor Area Requirements Summary

Exterior Spaces
Structured Play Area For Primary/Intermediate Grades
Protected Pre-School Play Area
Outdoor Paved Play Area [reduced size basketball courts, with markings for other games]
Outdoor Classroom Gazebo
Green area for garden/environmental programs
Faculty, Staff, and Visitor Parking (53 spaces)



## Core Academic Area Space Requirements

Spaces	Suggested			Comments
	Quantity	S.F.*	Total	
Pre-Kindergarten Classroom	6	1,175	7,050	Includes 50 SF toilet and 100 SF storage closet
Kindergarten Classroom	4	1,175	4,700	Includes 50 SF toilet and 100 SF storage closet
Grade 1 Classroom	4	900	3,600	One room w/ toilet
Grade 2 Classroom	4	900	3,600	
Grade 3 Classroom	4	900	3,600	
Grade 4 Classroom	3	900	2,700	
Grade 5 Classroom	3	900	2,700	
Pathways Classrooms	2	750	1,500	
Instructional Coaches	1	400	400	
Support Offices	2	150	300	Social worker/psychiatrist/testing
Speech Room/OT/PT	1	200	200	
Resource	2	400	800	Special needs and Parent
Annex Resource Rooms	2-3	200-300	700	
Special education Suite			0	
• Office	1	150	150	
• Conference rm.	1	150	150	
Storage	3	300	900	May be combined
Workroom/Teacher Office	2	250	500	
-Storage for laptop carts	3	50	150	
<b>Total</b>			<b>33,700</b>	

The architect will be expected to minimize the movement of 'hard' walls and fit the proposed programmed spaces into the existing building. Tolerances of + or - 5-15% are acceptable as is the combination of spaces within a suite. Adjacencies as specified are desirable, but options may be considered and should be reviewed with the planning team.

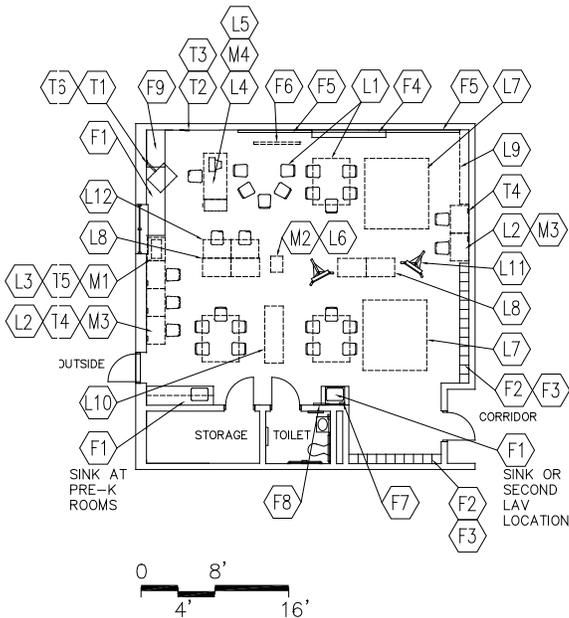
The school wants to house all the early childhood classrooms and support space in the annex and understands that space is finite. To prioritize space, the staff recommends the following:

- Classrooms may vary from the design guideline by up to 15%
- The staff value support space over storage and are willing to share storage space
- Paired classrooms can share two bathrooms to maximize plumbing and classroom space.
- Kindergarten may share one set of bathrooms for the team.



**PRE-K-S / KINDERGARTEN**

**E-ACA-1A**



**CAPACITY:**

- Teachers
- 16-20 students (PS/PK/K)
- Parents/other staff

**SIZE:**

- 1,175 SF

**ANCILLARY SPACES:**

- Restroom E-ACA-16 (50 SF)
- Storage closet (50-100 SF)

**SPATIAL RELATIONSHIPS:**

- Group classrooms for potential teaming
- Locate coat cubbies near door
- Locate at first floor for emergency evacuations, if possible

**GOALS:**

- To foster self-discipline, independence, and responsibility
- To help children develop positive concepts about themselves and their capabilities
- To encourage and develop independent thinking and good work habits
- To develop language as a tool of learning and as a means of communication
- To provide and develop fundamental academic, social, emotional, physical, and thinking skills

**PROGRAM ACTIVITIES:**

- Whole group
- Teacher directed
- Small group
- One-on-one instruction
- Cooperative learning
- Discovery
- Language Arts
- Inquiry

**ENVIRONMENTAL CONSIDERATIONS:**

- Windows to provide natural light and egress
- Adequate ventilation
- Electrical outlets for equipment
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
  - Reverberation Time: .4-.6 seconds
- Uniform lighting
- Proportion classroom for effective viewing and listening from all areas of the classroom
- Window treatment to darken room for AV Presentation

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.
2. Locate sink at chase wall of restroom (or in close proximity)
3. Locate restroom chase as close to corridor as possible to minimize pipe runs
4. Where rooms are paired provide two lavatories with joint access (not including sink in casework).



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**PRESCHOOL / PRE-K / KINDERGARTEN**

**E-ACA-1A**

<u>Finishes<sup>1</sup>:</u>	Spec. <u>Ref.#</u>	<u>Features<sup>1</sup>:</u>	Spec. <u>Ref.#</u>
<b>Flooring:</b>		<b>Fixed Equipment:</b>	
Rubber tile/Area Rugs	096519/096816	Deep storage for poster board	
<b>Base:</b>		F2 <b>Carpentry:</b>	
Resilient base	096519	Student cubbies (22/24)	064123
<b>Ceiling (9' high minimum):</b>		F3 <b>Casework:</b>	
Suspended, acoustical	095113	Wall shelving (over cubbies)	123200
<b>Walls:</b>		F4 <b>Marker board (1 walls)</b>	101100
Painted concrete masonry units or dry wall		10 LF primary	
One tackable wall surface	101100	F5 <b>Tack board flanking marker board and on secondary teaching wall</b>	101100
		Plus two (2) parallel rows of continuous tack strips on all available walls (4 LF or longer) at 30" and 48" AFF	
<b>Loose Furnishings:</b>		F6 <b>Manual projection screen (60"X60")</b>	115213 <sup>3</sup>
L1 20 stackable chairs, 4-5 tables		F7 <b>Soap dispenser</b>	102800
L2 2 computer stations w/ chairs; 1 printer		F8 <b>Towel dispenser</b>	102800
L4 Teacher work surface w/ mobile storage and 2 chairs		F9 <b>Casework:</b>	
L5 Four-drawer file cabinet		Wardrobe (18"X18")	123200
L7 Bound carpet rug (oval), rug for block area, rug for reading area			
L8 Mobile shelving (various)		<b>Fire Suppression:</b>	Div. 21
L9 Bookshelves (open or closed)		Fire suppression system	
L11 Learning center sets such as sand/water tables, kitchen, child-height dining, dress-up center, art cart, science light board, and blocks.		<b>Plumbing:</b> Div. 22	
		Double sink at two heights	
		w/ drinking fountain at child height	
		w/ deep well at adult height	
		Plumbing connections	
		Wall-mounted watercloset	
		Wall-mounted lavatory	
<b>Communications:</b>	Div. 27	<b>HVAC:</b> Div. 23	
Single point 'face plate' near teachers work station to include:		Supply/return air system	
Voice, data, VGA , audio enhancement, and HDMI		Independent temperature control	
<b>Additional ports:</b>		Exhaust air system (toilet)	
Printer			
Cable/MATV port		<b>Electrical:</b> Div. 26	
3 data ports for student use		Duplex receptacles	
Electronic white board		3 per primary teaching wall	
Clock/PA		At least 2 per other walls	
2 wireless		TVSS protected quad receptacle adjacent to each data and video port	
<b>Miscellaneous:</b>		Multilevel switching	
M1 Printer		Fluorescent lighting	
M2 Projection device (optional)	Div. 27	Illumination level: See Table 7600-16	
M3 2 computers for students use			
M4 Computer for teachers use			
Audio enhancement equipment			

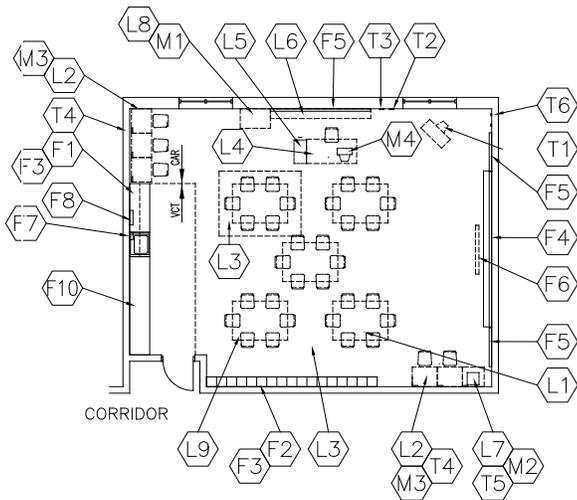
**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Items listed as casework may be purchased as furniture.



**GRADES 1-5 CLASSROOM /Pathways Rms**

**E-ACA-2**



**SIZE:**

- 850 SF to 950 SF

**CAPACITY:**

- 20-22 students (1<sup>st</sup> – 3<sup>rd</sup>)
- 22-24 students (4<sup>th</sup> – 5<sup>th</sup>)
- 1 teacher
- Staff members
- Guest speakers/volunteers

**GOAL:**

- A flexible space to accommodate any of the core academic disciplines

**PROGRAM ACTIVITIES:**

- Large group instruction
- Small group instruction and group work
- Classroom work/lectures
- Computer instruction
- Team teaching
- Oral presentations
- Group and teamwork activities
- Testing

**SPATIAL RELATIONSHIPS:**

- Near main Corridor
- Near Media Center
- Near Workroom/Teacher Office
- Group classrooms for potential teaming
- Locate cubbies near student work area
- Locate coat cubbies near door

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Windows to provide natural light and egress
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
  - Reverberation Time: .4-.6 seconds
- Electrical outlets for equipment
- Adequate ventilation
- Proportion classroom for effective viewing and listening from all areas of the classroom
- Window treatment to darken room for AV presentations

**NOTES:**

1. Lose furnishings and features shown represent one of many possible arrangements.
2. Items listed as casework may be purchased as furniture.
3. Classroom layouts should be opposite hand allowing sinks to be back to back.



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**GRADES 1-5 CLASSROOM**

**E-ACA-2**

<u>Finishes<sup>1</sup>:</u>	<u>Spec. Ref.#</u>	<u>Features<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
Flooring:		Fixed Equipment:	
Resilient tile flooring	096519	F1 Casework:	123200
		Base/wall cabinets by sink	
Base:		Sturdy shelves on 3 walls in storage area	
Resilient base	096519	F2 Carpentry:	
		Student cubbies (24/28)	064123
Ceiling (9' high minimum):		F3 Casework:	
Suspended, acoustical	095113	Wall shelving (24 LF- H 30-32")	123200
		F4 Marker board (2 walls)	101100
Walls:		16 LF primary/8 LF secondary	
Painted concrete masonry units or dry wall		F5 Tack board flanking marker boards	101100
	042000/099123	Plus two (2) parallel rows of continuous tack strips on all available walls (4 LF or longer) at 30" and 48" AFF	
One tackable wall surface	101100	F6 Manual projection screen (60"X60")	115213 <sup>2</sup>
<u>Loose Furnishings:</u>		F7 Soap dispenser	102800
L1 5 tables or 24 student desks (see Furniture Standards)		F8 Towel dispenser	102800
L2 3-5 computer workstations and chairs – student use		F9 Casework: Wardrobe (18"X18")	123200
L3 Bound carpet rug (thru Grade 2)		<u>Fire Suppression:</u>	Div. 21
L4 Teacher workstation with mobile storage and 2 chairs		Fire suppression system	
L5 Four drawer file cabinet		<u>Plumbing:</u> Div. 22	
L6 Adjustable height bookshelves		Sink with drinking fountain (optional)	
L7 Printer table		Plumbing connections	
L9 24 student chairs		<u>HVAC:</u> Div. 23	
		Supply/return air system	
<u>Communications:</u>	Div. 27	Independent temperature control	
Single point 'face plate' near teachers work station to include:		<u>Electrical:</u> Div. 26	
Voice, data, VGA , audio enhancement, and HDMI		Duplex receptacles	
Additional ports:		3 per primary teaching wall	
Printer		2 per other walls	
Cable/MATV port		TVSS protected quad receptacle adjacent to each data and video port	
5 data ports for student use		Multilevel switching	
Electronic white board		Fluorescent lighting	
Clock/PA		Illumination level: See Table 7600-16	
2 wireless		Clock	
		Central sound system	
<u>Electronic Safety and Security:</u>	Div. 28	<u>Miscellaneous</u>	Div. 27
Life safety devices per code		M1 Multi-media cart	
		M2 Printer	
		M3 3-5 computers for student use	
		M4 Laptop computer for teacher use	
		Audio enhancement Equipment	
		Document camera	

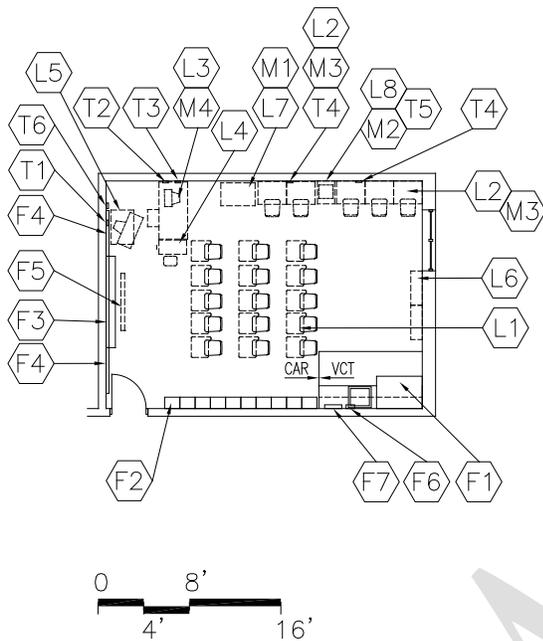
**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Delete where a digital white board is installed.



**RESOURCE CLASSROOM/INSTRUCTIONAL COACH**

**E-ACA-4**



**GOAL:**

- To provide a safe and comfortable learning environment for students with unique learning challenges

**PROGRAM ACTIVITIES:**

- Small group work
- Independent instruction and work

**SPATIAL RELATIONSHIPS:**

- Located within Academic Core areas
- Ingress/egress to the building which allows for special transportation pick-ups

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Windows to provide natural light and egress
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
  - Reverberation Time: .4-.6 seconds
- Electrical outlets for equipment
- Proportion classroom for effective viewing and listening from all areas of the classroom
- Window treatment to darken room for AV presentation

**CAPACITY:**

- Up to 15 students
- 2 or more staff members

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

N/A

**NOTES:**

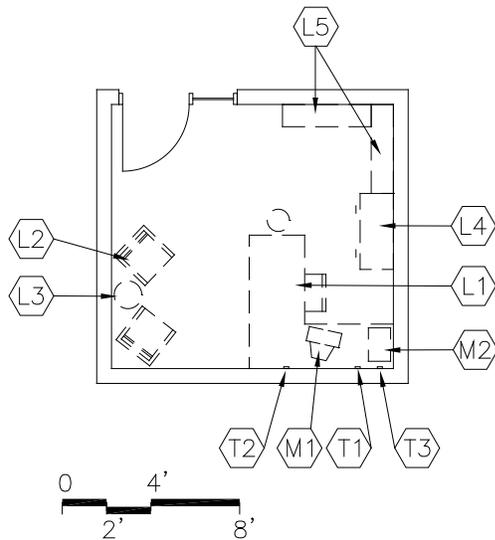
1. Loose furnishings and features shown represent one of many possible arrangements.
2. Orientation of Resource Classroom shall be determined as a result of layout of adjacent classrooms
3. Sink shall be located with close proximity to corridor.





**ALL OFFICES**

**E-ACA-5**



**GOAL:**

- To serve as a space from which support staff can provide a variety of services to students and their families

**PROGRAM ACTIVITIES:**

- Group and individual counseling
- Student assessment

**SPATIAL RELATIONSHIPS:**

- Near Academic Core areas

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
- Windows to provide natural light if on outside wall, if possible

**CAPACITY:**

- Counselors/social workers/Sped Coordinators
- Students and parents
- Staff

**SIZE:**

- 150 SF

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.
2. An internal window (with blinds) may be provided in lieu of sidelight.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES

**ALL OFFICES**

**E-ACA-5**

<u>Finishes<sup>1</sup>:</u>	Spec. Ref.#	<u>Features<sup>1</sup>:</u>	Spec. Ref.#
Flooring: Linoleum	096516	Fixed Equipment: N/A	
Base: Resilient base	096519	<u>Fire Suppression:</u> Fire suppression system	Div. 21
Ceiling: Suspended, acoustical	095113	<u>Plumbing:</u> N/A	
Walls: Painted gypsum wallboard over metal studs	092116/ 099123	<u>HVAC:</u> Supply/return air system Independent temperature control	Div. 23
<u>Loose Furnishings:</u>		<u>Electrical:</u>	Div. 26
L1 Admin workstation and chair		Duplex receptacles	
L2 Visitor chair		TVSS protected quad receptacle adjacent to each data port	
L3 Small table (optional)		Single-level switching	
L4 Four-drawer file cabinet		Fluorescent lighting	
L5 Adjustable height bookshelves (12 LF)		Illumination level: See Table 7600-16	
		Clock	
		Central sound system	
		<u>Communications:</u>	Div. 27
		T1 Data port near workstation	
		T2 Voice port and phone	
		T3 Data port for printer	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		M1 Computer	
		M2 Printer	

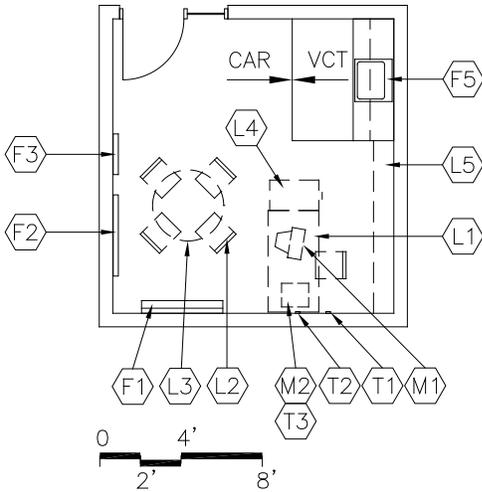
**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Refer to the Educational Specifications — Technology Section 1240.



**SPEECH ROOM**

**E-ACA-6**



**GOAL:**

- To provide private training for students

**PROGRAM ACTIVITIES:**

- Group and individual practice
- Student assessment

**SPATIAL RELATIONSHIPS:**

- Near Academic Core areas
- Near Special Needs Classroom

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35

**CAPACITY:**

- 1-3 students
- 1-2 staff

**SIZE:**

- 200 SF

**ANCILLARY SPACES:**

N/A

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.
2. An internal window (with blinds) may be provided in lieu of sidelight.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES

**SPEECH ROOM**

**E-ACA-6**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
Flooring:		Fixed Equipment:	
Carpet	096816	F1 Marker board (4 LF)	101100
		F2 Tack board (4 LF)	101100
Base:		F3 24" x 60" Mirror1	088000
Resilient base	096519	F4 Casework:	
		Base/wall cabinet	123200
Ceiling:		F5 Soap dispenser	102800
Suspended, acoustical	095113	F6 Towel dispenser	102800
Walls:		<u>Fire Suppression:</u>	Div. 21
Painted gypsum wallboard over metal studs	092116/ 099123	Fire suppression system	
<u>Loose Furnishings:</u>		<u>Plumbing:</u>	Div. 22
L1 Admin workstation and chair		Sink with drinking fountain (optional)	
L2 Visitor chairs		Plumbing connections	
L3 Small table		<u>HVAC:</u>	Div. 23
L4 Four-drawer file cabinet		Supply/return air system	
L5 Adjustable height bookshelves (12 LF)		Independent temperature control	
<u>Communications:</u>	Div. 27	<u>Electrical:</u>	Div. 26
Single point 'face plate' near teachers work station to include:		Duplex receptacles	
Voice, data, VGA , audio enhancement, and HDMI		TVSS protected quad receptacle adjacent to each data port	
Additional ports:		Single-level switching	
Printer		Fluorescent lighting	
data port for student use		Illumination level: See Table 7600-16	
Clock/PA		Clock	
1 wireless		Central sound system	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		M1 Computers	
		M2 Printer	

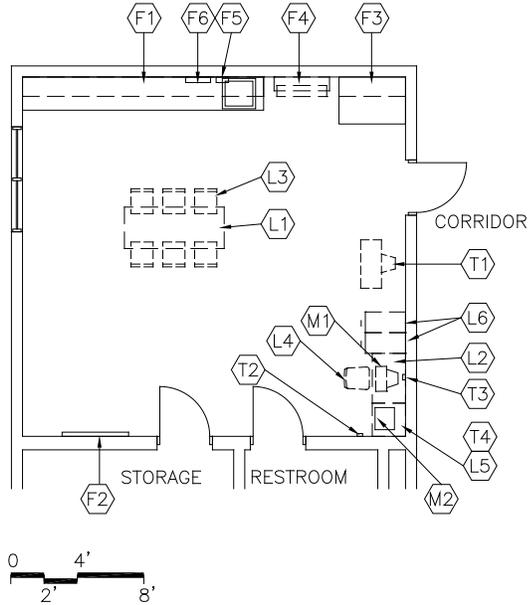
**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.



**WORKROOM/TEACHER OFFICE**

**E-ACA-12**



**CAPACITY:**

- Teachers
- Teachers' assistants
- Parents/volunteers

**ANCILLARY SPACES:**

- Staff Restroom
- Storage

**GOALS:**

- To provide a space where adults can meet for committee work
- To provide a space where teachers can perform administrative work
- To provide a space for storage of grade-level materials

**PROGRAM ACTIVITIES:**

- Team staff meetings
- Lesson planning and grading
- Scheduling appointments
- Record keeping
- Develop and review teacher materials

**Miscellaneous:**

- M1 Computer
- M2 Printer

**SPATIAL RELATIONSHIPS:**

- Near Academic Core classrooms
- This area may be divided among the different floor levels
- Access to Staff Restroom(s) from within Workroom/Teacher Office

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Adequate ventilation
- Electrical outlets for equipment
- Window to provide natural light, desirable

**Finishes<sup>1</sup>:**

	Ref.#
Flooring: Rubber tile flooring	096519
Base: Resilient base	096519
Ceiling: Suspended, acoustical	095113
Walls: Painted concrete masonry units	042000/099123

**Loose Furnishings:**

- L1 Table
- L2 Computer workstation furniture
- L3 6 chairs
- L5 Printer table  
Wastebasket

**Communications<sup>2</sup>:**

	Div. 27
T1 Video port, monitor, and brackets	
T2 Voice port and phone	
T3 Data port near workstation	
T4 Data port at printer	

**Features<sup>1</sup>:**

	Spec. Ref.#
<b>Fixed Equipment:</b>	
F1 Casework: Base cabinets (sink) Wall cabinets/shelving	123200
F2 Tack board (4 LF)	101100
F3 Casework: Deep storage for poster board	123200
F4 Towel dispenser	102800
F5 Soap dispenser	102800

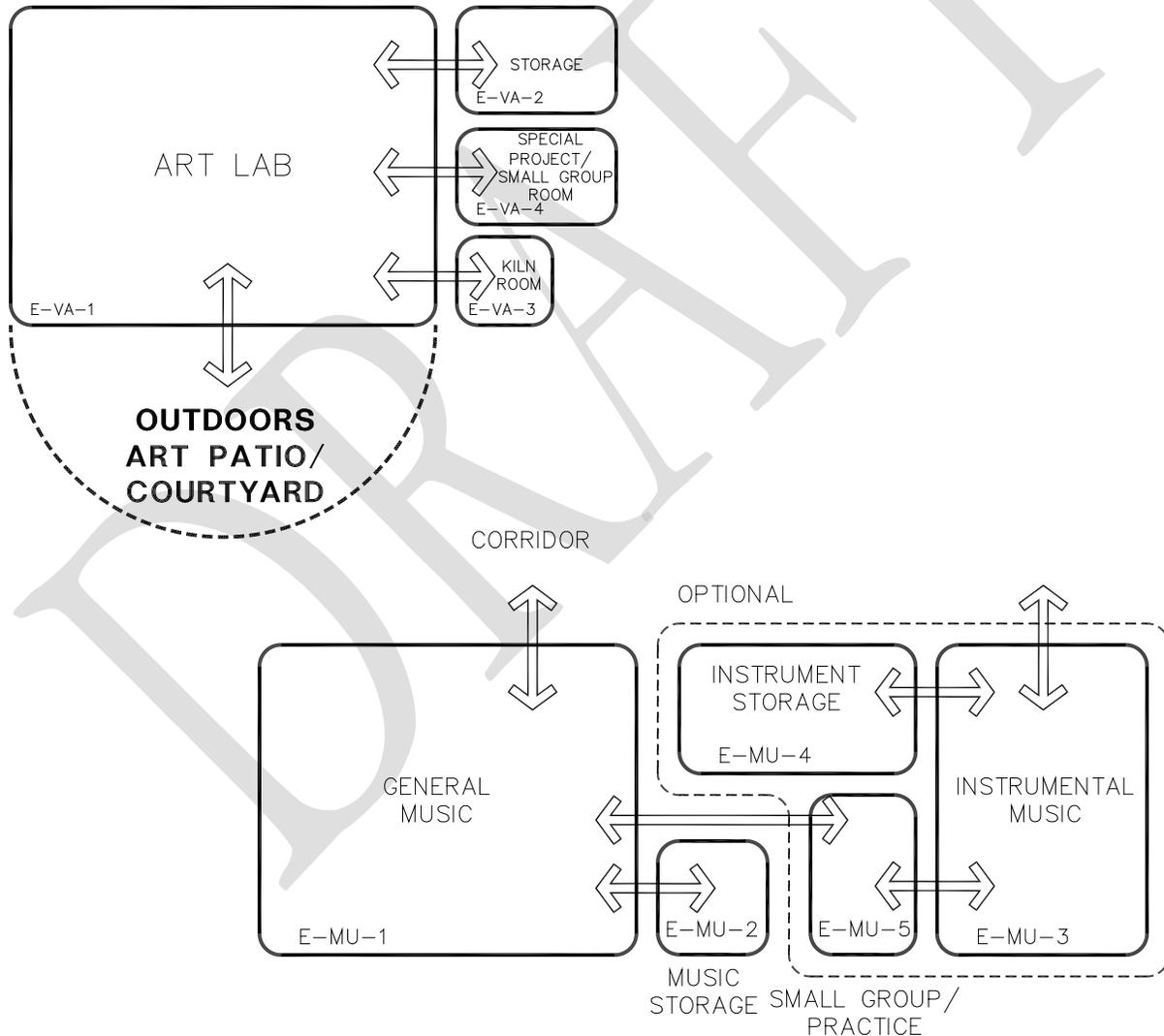


## VISUAL AND PERFORMING ARTS

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Visual Arts Lab	1	1,000	1,000	
Kiln Room	1	100	100	
Storage	1	150	150	
General Music Room w/ storage	1	1150	1150	
<b>Total</b>			<b>2,400</b>	

**Comments :** The overall total for the Instructional area may be + or – 15%.

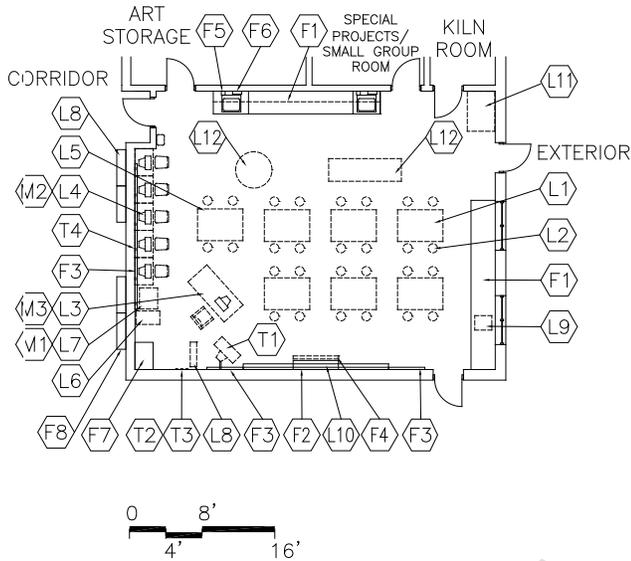
### VISUAL ARTS SPATIAL RELATIONSHIPS





**ART LAB**

**E-VA-1**



**CAPACITY:**

- 20-24 students
- 1 teacher
- Student teacher
- Parent volunteers

**ANCILLARY SPACES:**

- Kiln Room (E-VA-3)
- Art Storage (E-VA-2)

**SPATIAL RELATIONSHIPS:**

- Centrally located with convenient access to Core Academic classrooms
- Direct access to art patio – with overhang

**PATIO:**

- Adjacent to the Art classroom with direct access from the classroom
- Should not be located to encourage loitering by community

**GOALS:**

- To provide an area for students to work on a variety of art projects
- To become aware of and be able to articulate thoughts about art

**PROGRAM ACTIVITIES:**

- Drawing, painting, and print making
- Sculpture, model-making, collage
- Ceramics-clay (age appropriate)
- Computer graphics and mixed media work
- Viewing prints/slides/movies/art videos
- Individual and cooperative group work
- Storage of supplies, projects, and small equipment

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting/track and display lighting
- Windows to provide natural light and egress, preferably northern exposure
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Include outlets on the wall above counter spaces in raceway
- Electrical outlets for equipment
- Provide one ceiling hung, retractable electrical outlet
- Window treatment to darken room for AV

**TECHNOLOGY:**

- Video port, monitor, VCR/DVD, and brackets
- Voice port and phone
- Data port near teacher workstation
- 5 data ports (minimum) for student use
- Data port for printer
- Cable/MATV port
- Ceiling mount for a projection device or interactive White Board
- Speakers for audio enhancement system

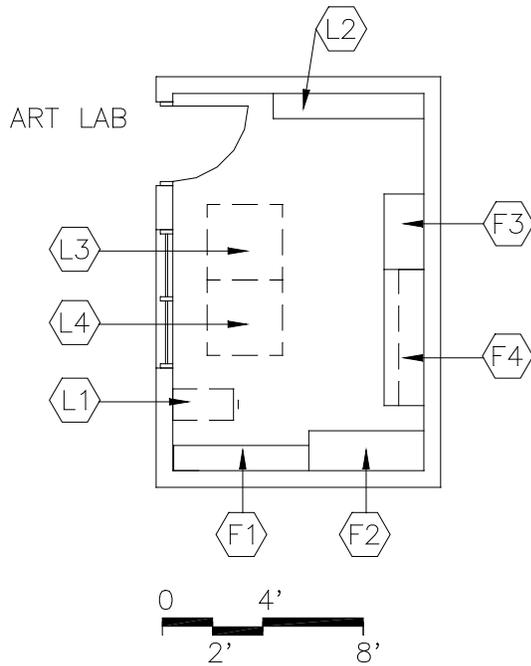
**Fixed Equipment:**

F1	Casework: 30" high base/wall cabinets and shelving	123200
	Paper storage cabinets	
F2	Marker board (16 LF)	101100
F3	Tack board (24 LF)	101100
F4	Manual projection screen	115213
F5	Soap dispenser (at each sink)	102800
F6	Towel dispenser (at each sink)	102800
F7	Casework: Wardrobe	123200
F8	Display cases	



**ART STORAGE**

**E-VA-2**



**GOAL:**

- To provide lockable storage for art supplies, portable equipment, technology, peripherals, and materials

**PROGRAM ACTIVITIES:**

- Storage of equipment and supplies

**SPATIAL RELATIONSHIPS:**

- Direct access to Art Lab
- Visual access from Art Lab

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Electrical outlets for equipment

**CAPACITY:**

- 1 teacher

**SIZE:**

- 150 SF

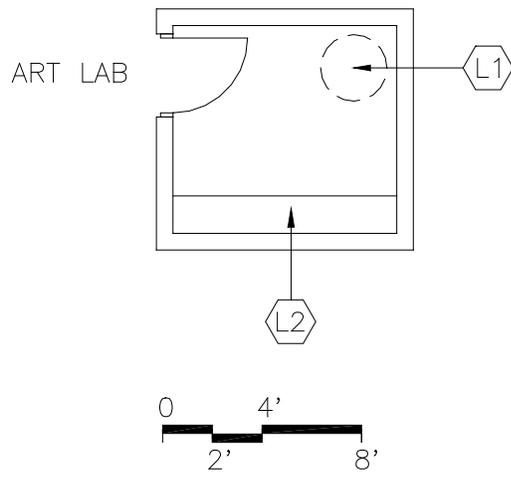
**ANCILLARY SPACES:**

- Art Lab (E-VA-1)



**KILN ROOM**

**E-VA-3**



**GOALS:**

- To provide an area properly equipped for ceramics
- To provide a space to fire and store completed art work

**PROGRAM ACTIVITIES:**

- Store 3D sculptural work
- House kiln equipment

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Art Lab

**ENVIRONMENTAL CONSIDERATIONS:**

- Ventilation controlled by a thermostat
- Adequate ventilation with vents to the outside for kiln
- Electrical outlets for equipment
- Lighting appropriate to task
- Consider safety in plumbing room layout

**CAPACITY:**

- 1-2 persons

**SIZE:**

- 100 SF

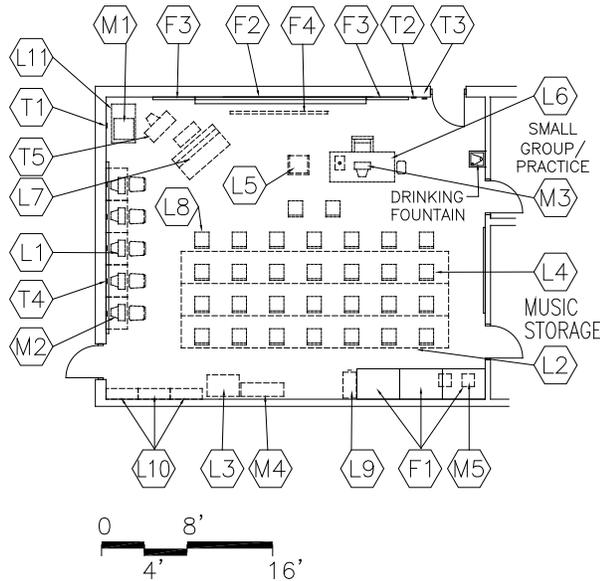
**ANCILLARY SPACES:**

- Art Lab (E-VA-1)



**GENERAL MUSIC ROOM**

**E-MU-1**



**CAPACITY:**

- 20-24 music students
- 1 teacher
- Parents/volunteers

**ANCILLARY SPACES:**

- Music Storage (E-MU-2)

**GOAL:**

- To provide students with the opportunity to explore and develop skills in music through large group, ensemble, and solo experiences

**PROGRAM ACTIVITIES:**

- Listen, analyze, describe, and compose music
- Choral, speech, theatrics
- View educational videos
- Extra-curricular after school activities (i.e., Odyssey of the Mind, church groups)

**Miscellaneous:**

M1	Projection device on cart	Div. 27
M2	5 computers for student use	
M3	Computer teacher use	
M4	MIDI synthesizer	
M5	A/V recording/playback equipment	

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting/Theatrical lighting
- Environmental sound control:  
Wall minimum: STC 50  
Ceiling minimum: CAC 35
- Sound insulation in walls (extended above ceiling to underside of deck)
- Acoustical wall treatments
- Electrical outlets for equipment
- Adequate ventilation
- Drinking fountain in classroom

**Finishes<sup>1</sup>:**

Flooring: Carpet	Ref.# 096816
Base: Resilient base	096519
Ceiling(10' high minimum): Suspended, acoustical	095113
Walls: Painted concrete masonry units	042000 / 099123

**Loose Furnishings:**

L1	3-5 computer workstations and chairs
L2	Portable choral risers with rails
L3	Mobile A/V cabinet
L4	24 music posture chairs
L5	Conductor podium, chair and stand
L6	Teacher desk and chair
L7	Upright piano
L9	Four-drawer file cabinet
L10	Adjustable height bookshelves (24LF) Instrument storage (varied sizes)
L11	Multimedia cart for teacher use

**Communications<sup>2</sup>:**

T1	Cable/MATV port	Div. 27
T2	Voice port and phone	
T3	Data port near teacher workstation	
T4	5 data ports (minimum)	
T5	Video port, monitor, VCR/DVD, and brackets	

**Features<sup>1</sup>:**

<b>Fixed Equipment:</b>		
F1	Casework: Paper storage cabinets	123200
F2	Marker board (16 LF) 1/2 with music staff bars	101100
F3	Tack board	101100
F4	Manual projection screen	115213
F5	Casework: Wardrobe	123200
F6	Casework: Sink cabinet	123200

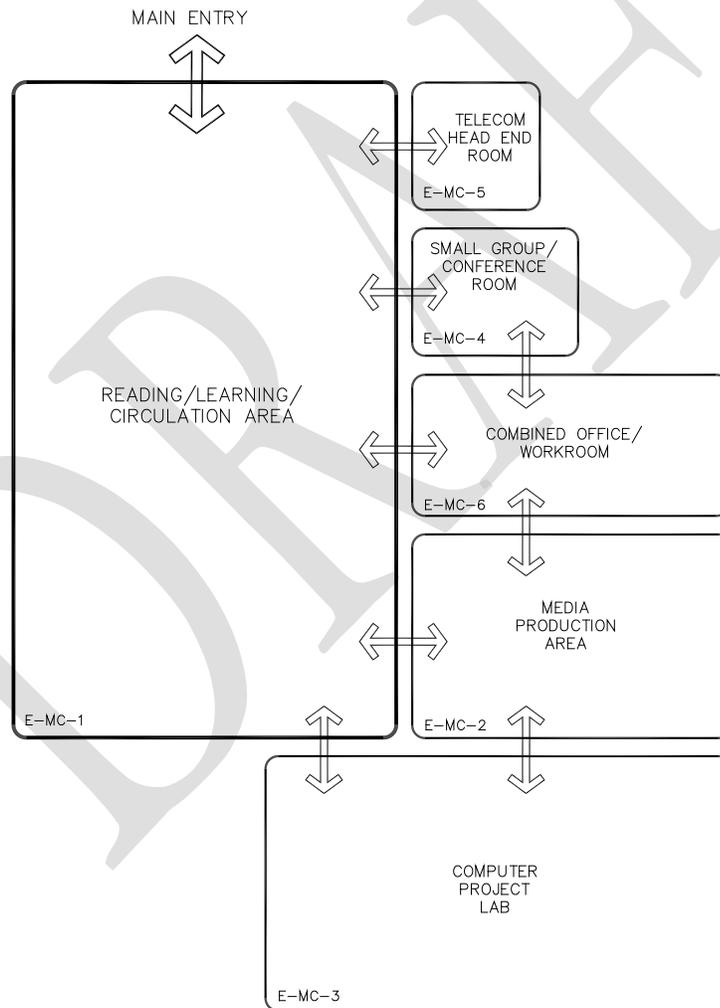


## Appendix A

### MEDIA CENTER/Staff Development

Spaces	Qty.	S.F.	Total	Comments
Reading/Learning/Circulation	1	1,450	1,450	
Computer Project Lab	1	850	850	
Media Production	1	400	400	May be incorporated into the reading room
Office/Workroom/storage	1	250	250	
Telecom Head End Room	1	100	100	
<b>Total</b>			<b>3,050</b>	

**Comments:** Spaces within the Media suite may vary up to 15% and may be combined to facilitate circulation and supervision. The overall square footage may be + or - 15%.

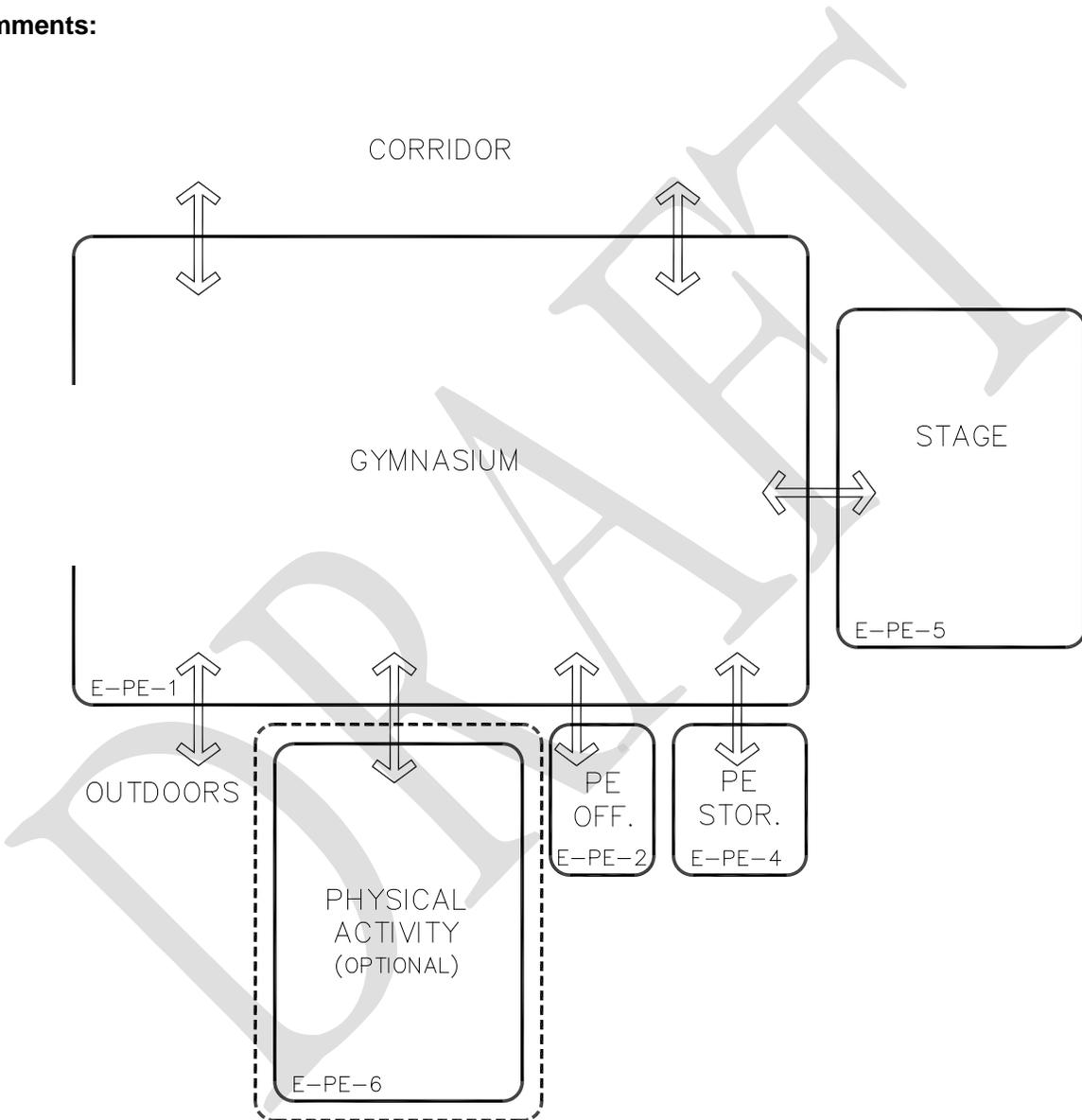




PHYSICAL EDUCATION (auditorium)

Spaces	Qty.	S.F.	Total	Comments
Multi-Purpose PE/Auditorium	1	3,000	3,000	
Office	1	100	100	
Storage	1	250	250	
Stage	1	550	550	As is
<b>Total</b>			<b>3,900</b>	

Comments:





GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES

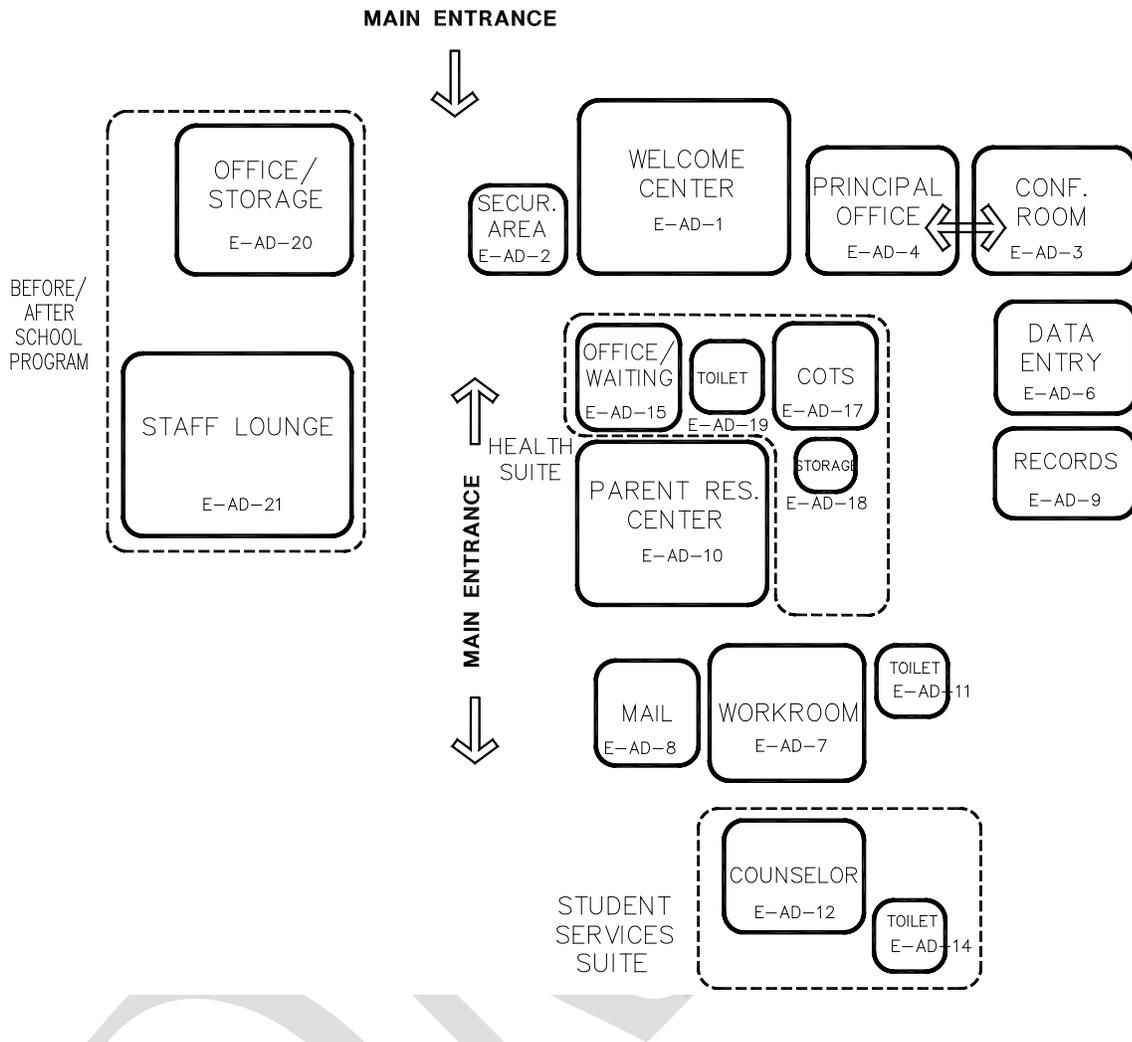
## ADMINISTRATION

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Welcome Center	1	300	300	Welcoming Area, Work area for Administrative Asst. & Business Manager
Annex welcome area	1	200	200	
Security Area w/ locking storage	1	75	75	May be in front entryway or incorporated into Welcome Center.
Conference Room*	1	200	200	
Principal's Office	1	180	180	Including toilet
Office (AP, etc.)	1	120	120	
Administrative Workroom	1	150	150	
Mailroom	1	75	75	
Records Room*	1	100	100	Needs to be a secure space.
Parent Resource Center*	1	200	200	Near the front door.
Toilet	1	50	50	
<b>Student Services Suite</b>				
Counselor	1	150	150	
<b>Health Suite</b>				
Office/Waiting	1	100	100	
Treatment Area	1	80	80	
Cots	1	100	100	
Storage	1	25	25	
Toilet	1	50	50	
Before/After School Office/Storage*	1	250	250	
Staff Lounge *	1	350	350	Includes staff toilet with shower. Could be divided among floors.
<b>Total</b>			<b>2,755</b>	

**Comments:** The overall total for the administration area may be + or – 15%. Some areas may be combined to facilitate circulation. Some areas (\*) may be located outside of the suite to make the best use of the existing building.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES

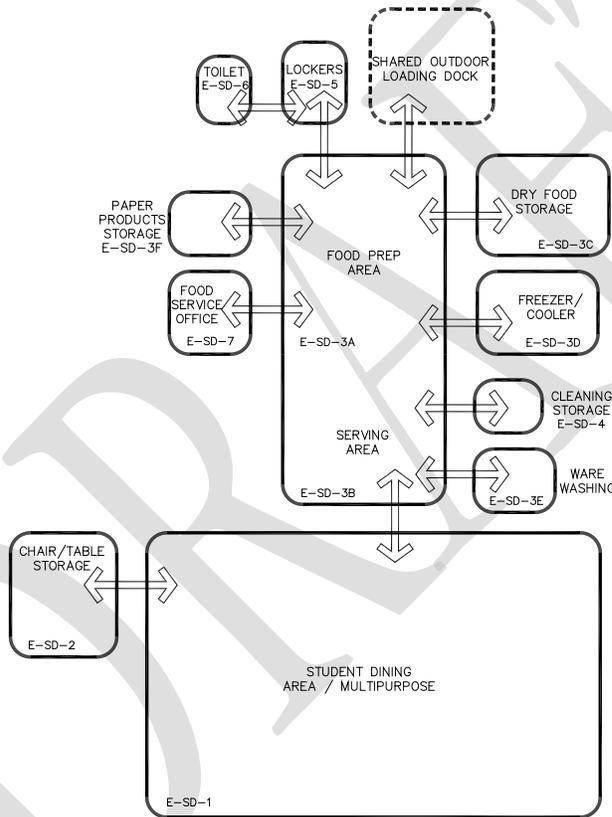




## Dinning and Food Services

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Student Dining Area/Multi-purpose (w/ serving line)	1	3200	3200	As is
Chair and Table Storage	1	200	200	
Kitchen Suite	1	1500	1500	
<b>Total</b>			<b>4900</b>	

**Comments:** The overall total for the Dining and Food Services area may be + or – 15%.

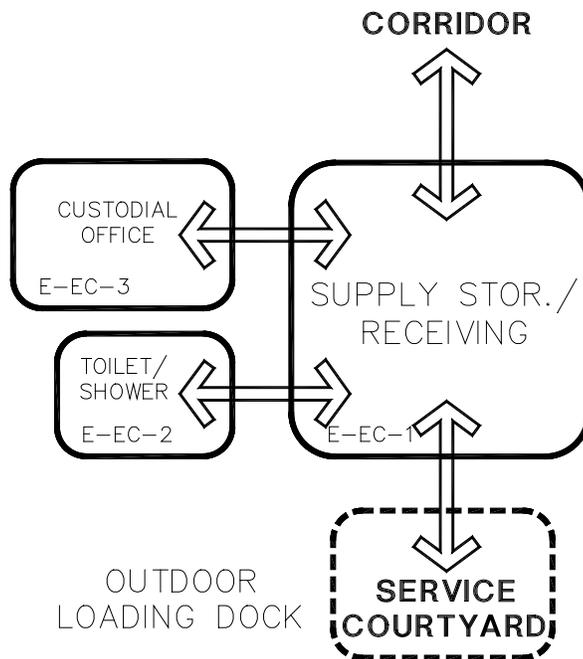




## ENGINEERING AND CUSTODIAN

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Supply Storage / Receiving	1	350	350	
Toilet/Shower	2	100	200	
Custodial/Engineer Office	1	150	150	
<b>Total</b>			<b>700</b>	

**Comments:** The overall total for the Engineering and Maintenance area may be + or - 5%.



**Attachment B**

Form of Offer Letter

Attachment B

[Offeror's Letterhead]

[Insert Date]

District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, NW  
Washington, D.C. 20009

Att'n: Mr. Brian J. Hanlon  
Director

Reference: Request for Proposals  
Design-Build Services – Stanton Elementary School Phase 1 Modernization and  
Addition

Dear Mr. Hanlon:

On behalf of [INSERT NAME OF BIDDER] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") to provide design-build services for the Stanton Elementary School. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's proposal, the Design Fee, the Preconstruction Fee, and the Design-Build Fee (as defined in paragraph A are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the proposal, the Design Fee, the Preconstruction Fee, the Design-Build Fee are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

- A. The Design Fee is: \$ (see attached spreadsheet)
- The Preconstruction Fee is: \$ (see attached spreadsheet)
- The Design-Build Fee is: \$ (see attached spreadsheet)

The Offeror acknowledges and understands that the Preconstruction Fee, and the Design-Build Fee are firm, fixed prices and other than as permitted in the Form of Contract will not be subject to further adjustment. The Offeror also acknowledges that ten (10%) of the Design-Build Fee is at-risk and the selected Offeror will only be entitled to such amount as set forth in the Form of Contract. The Offeror further acknowledges and understands that the Design Fee will be

incorporated into the contract and that the Offeror's design costs will not be permitted to exceed the Design Fee unless it first obtains the written approval of the Department.

- B. In addition, the Offeror hereby represents that, based on its current rating with its surety, the indicated cost of a payment and performance bond is [INSERT PERCENTAGE].

The Offeror's Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least sixty (60) days after the date of the bid.
2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award. In the event the Bidder fails to do so, the Department shall have the right to levy upon the Offeror's bid bond.
3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's Bid. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Bid. In addition to any other remedies that the Department may have at law or in equity, the Department shall have the right to levy upon Bidder's Bid Bond in the event of a breach of this paragraph 3.
4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]
6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or sub-consultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise

Mr. Brian J. Hanlon

[DATE]

Page 3

(collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Design-Build Services - Stanton Elementary School Phase 1 Modernization and Addition  
Attachment to Form of Offer Letter**

<b>Design Fee</b>	<b>Preconstruction Fee</b>	<b>Design-Build Fee</b>	<b>Portion of Design-Build Fee allocated to Overhead and Profit</b>	<b>Portion of Design-Build Fee allocated to general conditions costs</b>
		\$ -		

**PLEASE COMPLETE THE  
SHADED CELLS**

**Attachment C**

Disclosure Statement

Attachment C

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals:

A. D.C. Department of General Services

Brian J. Hanlon	Director
Scott Burrell	Chief Operating Officer
JW Lanum	Associate Director, Contracts and Procurement Division
Camille Sabbakhan	General Counsel
Charles J. Brown, Jr.	Deputy General Counsel
June Locker	Deputy Director, Capital Construction Services

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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B. Leftwich & Ludaway

Thomas D. Bridenbaugh

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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C. Brailsford & Dunlavey  
McKissack & McKissack

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

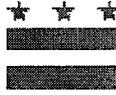
**OFFEROR:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Attachment D**

Tax Affidavit

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Chief Financial Officer**  
**Office of Tax and Revenue**



**TAX CERTIFICATION AFFIDAVIT**

**THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.**

**Date**

**Authorized Agent**  
**Name of Organization/Entity**  
**Business Address (include zip code)**  
**Business Phone Number**

**Authorized Agent**  
**Principal Officer Name and Title**  
**Square and Lot Information**  
**Federal Identification Number**  
**Contract Number**  
**Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

**Signature of Authorizing Agent**

**Title**

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.

**Attachment F**

Bid Guarantee Certification

**Attachment F**

**Certification Letter for Cashier's Check or Irrevocable Letter of Credit**

Offerors who submit a cashier's check or an irrevocable letter of credit ("Alternate Bid Security") in lieu of a bid bond must also submit this certification, properly notarized, with their proposal. By executing this document, Offeror acknowledges that, if awarded this contract, Offeror shall be required to post promptly a payment and performance bond equal to the full value of the contract. In the event Offeror fails to post such payment and performance bond, the Offeror understands and agrees that: (i) the Department shall draw upon the Alternate Bid Security as liquidated damages; (ii) the award and/or contract shall be terminated; (iii) for a period of two (2) years thereafter, the Department will not accept from such Offeror Alternate Bid Security in lieu of a bid bond; and (iv) the Offeror hereby waives the right to protest the termination of any such award or contract. The Offeror further acknowledges and agrees that the damages the Department would experience in the event such award or contract are terminated due to the Offeror's failure to post a payment and performance bond are difficult to determine and that the value of the Alternate Bid Security represents a reasonable estimate of the damages the Department would incur.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

District of Columbia) ss:

On the \_\_\_ day of \_\_\_\_\_, 2014, before me, a notary public in and for the District of Columbia, personally appeared \_\_\_\_\_, who acknowledged himself/herself to be \_\_\_\_\_ of \_\_\_\_\_, and that he/she as such, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**Attachment G**

Academic Component Performance Specifications

## **District of Columbia Public Schools**

THE VISION: To Make the Washington, D.C. School System Exemplary

THE MISSION: To Make Dramatic Improvement In the Achievement of All Students Today In  
Preparation for Their World Tomorrow

### **CORE BELIEFS:**

Children First

Parents Are Our Partners

Victory Is In the Classroom

It Takes A Village to Raise A Child

Leadership and Accountability Are the Keys to Our Success

# Classroom Modernization Phase I

## Introduction

The 2009 Master Facilities Plan prioritizes projects that will improve the learning environment, improve student performance, and advance educational outcomes within five years. To that end, all elementary and middle schools (excluding new or recently modernized schools) will receive a 'Phase 1 modernization'. The goal of this project is to modernize the classrooms only, and may include support classrooms such as art, music, etc. Although all projects will be customized to the needs of the school, the emphasis will be in the following five areas:

### Lighting Quality

Improvement of natural and artificial lighting in classrooms with complementary bright painting.

### Environmental / Air Quality

Addressing of temperature control, ventilation, air filtration, carbon dioxide levels, and HVAC background noise to ensure comfortable rooms.

### Acoustics

Limits reverberation and background noise and improves sound isolation.

### Technology

Providing data connections for online learning resources, AV equipment, closed-circuit televisions, and a sound system with emergency capabilities.

### Furniture

Introduction of adaptable and flexible furniture systems, mobile media systems, and mobile media carts.

## Performance Criteria

### Lighting Quality

	DESIGN PARAMETERS	PARAMETER NOTES	
1	Controlled Natural Lighting (Glazing)	10 - 12% of floor S.F.	LEED & Green Globe
2	Artificial Light	35-50 Foot-candles	IES

### Environmental / Air Quality (EAQ)

1	Winter Temperature	68.5 to 75.5 degrees	
1	Summer Temperature	74 to 80 degrees	EPA 2000 & ASHRAE 55-2004
2	Humidity	30 % to 60% relative humidity	EPA 2000 & ASHRAE 55-2004
3	Air Changes	6-10 per hour	ASHRAE
4	Outdoor Air Ventilation	10CFM per person	Plus 0.12 per SF of area
5	Air Filtration	MERV 13	LEED
5	Air Filtration	MERV 6 to 8	ASHRAE 52.2-2007 & 62.1-2007
6	Carbon Dioxide Levels	Below 700 PPM above outdoor air	ASHRAE 62.1-2007
7	HVAC Background Noise Level	RC(N) Mark II level of 37	ASHRAE Handbook Chapter 47

### Acoustics

1	Reverberation	.6 per second	(ANSI S12.60-2002)
2	Background Noise	45 dBA	(LEED)
3	Sound Isolation (Varies)	STC 45 between Classrooms	
3	Sound Isolation (Varies)	STC 45 between Classrooms and Corr.	

Technology	DESIGN PARAMETERS	PARAMETER NOTES
1 <b>Data / Computer Drops</b>	At Teacher and Student Computers At wireless access points for mobile cart	
2 <b>Audio / Video Equipment</b>		
Projector linked to Teacher's PC		
Video Format Screen		
Digital DVD/VCR/Tuner		
Interactive Whiteboard (i.e., 'Smartboard')		
Sound Reinforcement	Amplifier, speakers	microphone,
3 <b>Clock</b>	Synchronized with Bell system	
4 <b>Sound System &amp; Emergency Call-box</b>		
Ceiling or Wall Speaker	Class change bells, emergency announcements	
5 <b>CCTV Camera</b>	Security, WebX conferencing, Distance Learning	

**Furniture****DESIGN PARAMETERS****PARAMETER NOTES**

- 1 Flexible/Adaptable Teacher's Station
- 2 Age appropriate Student Desks
- 2 Age-appropriate Student Chairs
- 3 Mobile Media Center

**Attachment H**

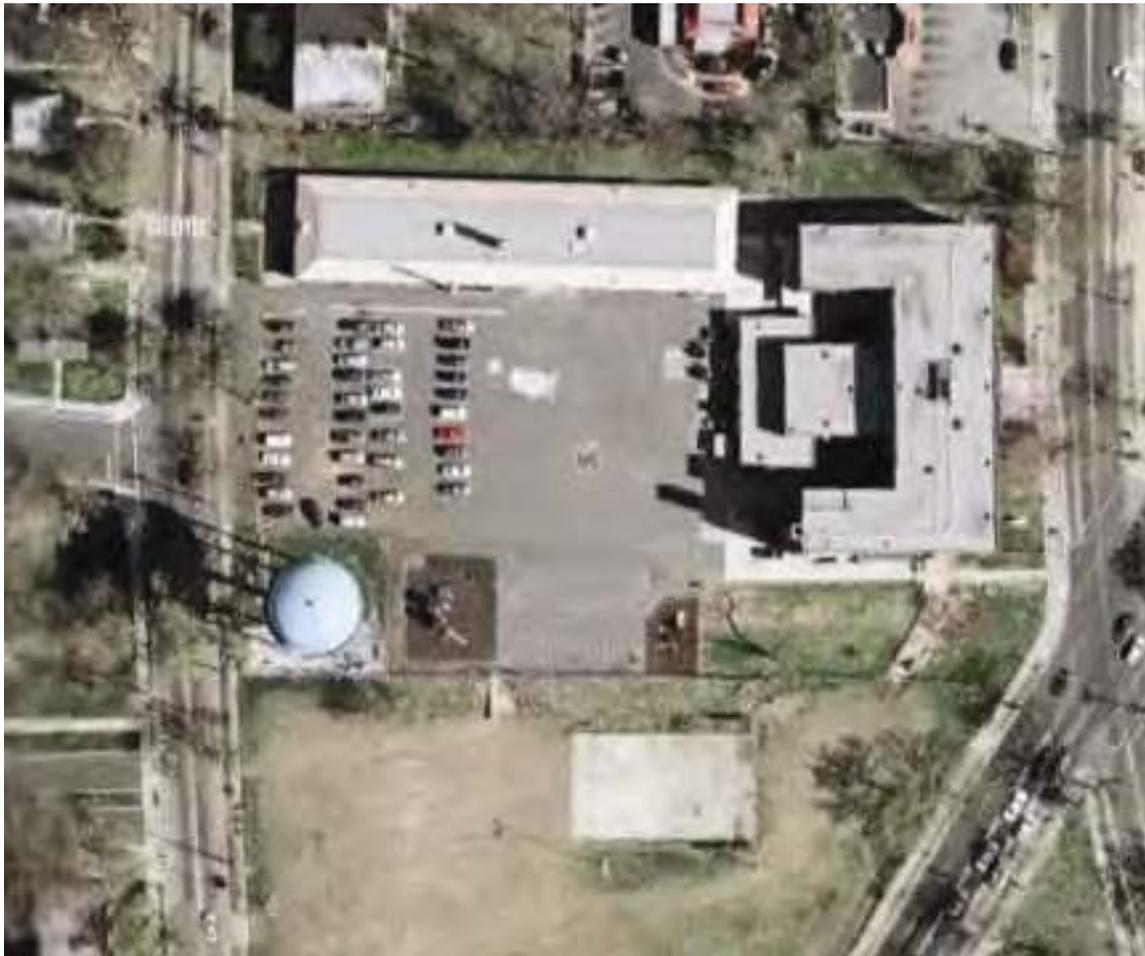
Stanton ES Layout and Description

## STANTON ELEMENTARY SCHOOL

2701 Naylor Road SE, Washington, DC



<b>INITIAL YEAR BUILT</b>	1944
<b>BUILDING AREA</b>	83,800 SF
<b>CURRENT PROGRAM CAPACITY</b>	550
<b>ENROLLMENT 2009-2010</b>	373
<b>WARD</b>	8
<b>PROPOSED PROGRAM CAPACITY</b>	400



Site Plan

## STANTON ELEMENTARY SCHOOL

2701 Naylor Road SE, Washington, DC

### PROPOSED PROGRAM PROFILE

<b>GRADE CONFIGURATION</b>	PS-5
----------------------------	------

<b>SQ. FT. (EXISTING)</b>	83,800
<b>SQ. FT. (ADDITION)</b>	

TYPE	PROPOSED
Pre-School	2
Pre-Kindergarten	2
Kindergarten	3
1	3
2	3
3	2
4	2
5	2
Gym	
Bleachers	
Locker Rooms	
Gym-Cafeteria	
Cafetorium	
Gym-Cafetorium	
Gym-Auditorium	

TYPE	PROPOSED
Auditorium	
Multi-Purpose	2
Cafeteria	
Kitchen Services	1
Special Education	2
Media Center	1
Administrative/Health Suite	3
Computer Lab	1
OT/PT	1
Science Lab	
Art	1
Music	1
Teacher Workroom	1
Parent Resource	1

#### Proposed Planning Profiles

The inventory of spaces listed here is intended to outline the program of educational and support spaces necessary to support the proposed program capacity. Individual educational specifications and facility programs will be developed with the School Improvement and School Planning / Design teams at the time of project initiation.

# STANTON ELEMENTARY SCHOOL

2701 Naylor Road SE, Washington, DC

## CONDITION ASSESSMENT



Building System	2008 Rating
ADA Compliance	Unsatisfactory
Conveying Systems	Unsatisfactory
Electrical	Poor
Exterior Finish	Fair
HVAC	Poor
Interior Finish	Poor
Plumbing	Poor
Roof	Fair
Structure	Fair
Technology	Fair

**Condition Assessment**

The body of information summarized below is based on a detailed facility condition assessment completed in 2006 and updated by visual observations conducted in 2007. Improvement initiatives completed by OPEFM in 2007 and 2008 are noted in red text in each section. An overall summary of work completed under various OPEFM programs is provided at the end of the condition assessment.

**Condition Scorecard**

These ratings reflect the overall condition and level of replacement need for an entire system, in adherence with the **Facility Condition Index (FCI) System**, categorizing systems as "Good" (FCI < .25), "Fair" (FCI 0.25 – 0.50), "Poor" (FCI 0.51 – 0.85), or "Unsatisfactory" (FCI > .86).

**Comments:**

<b>1 Conveying System</b>	There is no elevator, escalator, or lift system present in the building.
<b>2 Electrical</b>	It's an older building with an annex and a combination of old and renovated electrical systems. In general, the electrical equipment, raceways, wiring, some fixtures, power outlets, fire protection, public address system, security system, telephone wiring, technology devices and life safety equipment/devices and their upgrades are in poor condition. Need bigger size emergency generator. The main service, main board, distribution board, panel boards, disconnect, and starters are a mix of old and renovated systems. In general electrical system is in poor condition. 2007: Electrical upgrades.
<b>3 Exterior Finish</b>	The exterior face brick on the building is in good sound condition with tight mortar joints. There were no signs of major cracks or failure in the exterior envelope. 2007: Replaced exterior lighting.
<b>4 Structure</b>	The exposed concrete structure that is visible to the eye appears to be in fairly sound condition for a sixty two year old structure with no signs of differential settlement and cracking.
<b>5 HVAC</b>	Systems were generally observed to be in poor condition. Nearly all equipment is at or past the end of its useful service life. Toilet exhaust was rarely observed to be adequate, and in most cases, was not provided. General lack of cooling when outside air temperatures are above 76-80 degrees, and overheating in the winter months. The spot coolers that have been provided are generally under-sized. 2007: AC Units repairs completed. 2008: Repairs to boilers and classroom units completed.
<b>6 Interior Finish</b>	Due to the age of the building, the interior finishes are outdated and in a worn condition. Though some floor tiles have been replaced with vinyl composition tiles, there still remains large quantities of asbestos containing tiles where most likely the adhesives used to set these tiles contain asbestos fibers. Also with the period that the building was constructed, most likely the plaster finishes contain asbestos fibers. These finishes could pose a health hazard when disturbed. 2007: Plaster repair, paint.
<b>7 Plumbing</b>	Systems were generally observed to be in poor condition. The main building has no fire suppression; however the annex building contains a dry pipe sprinkler system.

## STANTON ELEMENTARY SCHOOL

2701 Naylor Road SE, Washington, DC

<b>8 Roof</b>	The main building has four different roof levels. A roof replacement was done approximately eight years ago. The roof system is a modified bitumen granular surfaced torched down membrane. This system was found to be in fair condition with minor repairs needed. The Annex Building has two different roof systems. There is a flat roof with a modified bitumen granular surfaced torch down membrane. This portion of roof was found to be in good condition. Around the perimeter of the building is a sloped standing seam metal roof system in fair condition with only a need for minor repairs to the gutter system. 2007: Roof repairs.
<b>9 ADA Compliance</b>	No fire alarm A/V strobes. Light switches located too high. All entrances, toileting facilities, accessories and drinking fountains were generally found to be non compliant to ADA regulations.
<b>10 Technology</b>	A mix of old and new technology system. Need new raceway/wiring. Need more clean power receptacles for PCs. Might need telecom closet for telecom/data/communication systems equipment. In general the system is fair.
<b>11 Grounds</b>	All plantings/trees appear to be well maintained. 2008: Received Athletic Field Renovations

## STANTON ELEMENTARY SCHOOL

2701 Naylor Road SE, Washington, DC

### RECENT HISTORY OF MODERNIZATION

#### 2007 WHOLE SCHOOL BLITZ

- Interior Finishes - Painting/Plastering
- Exterior Work & Building Envelope - Lighting, Site Work, Playground, etc.
- Other Work Orders

#### 2008 STABILIZATIONS

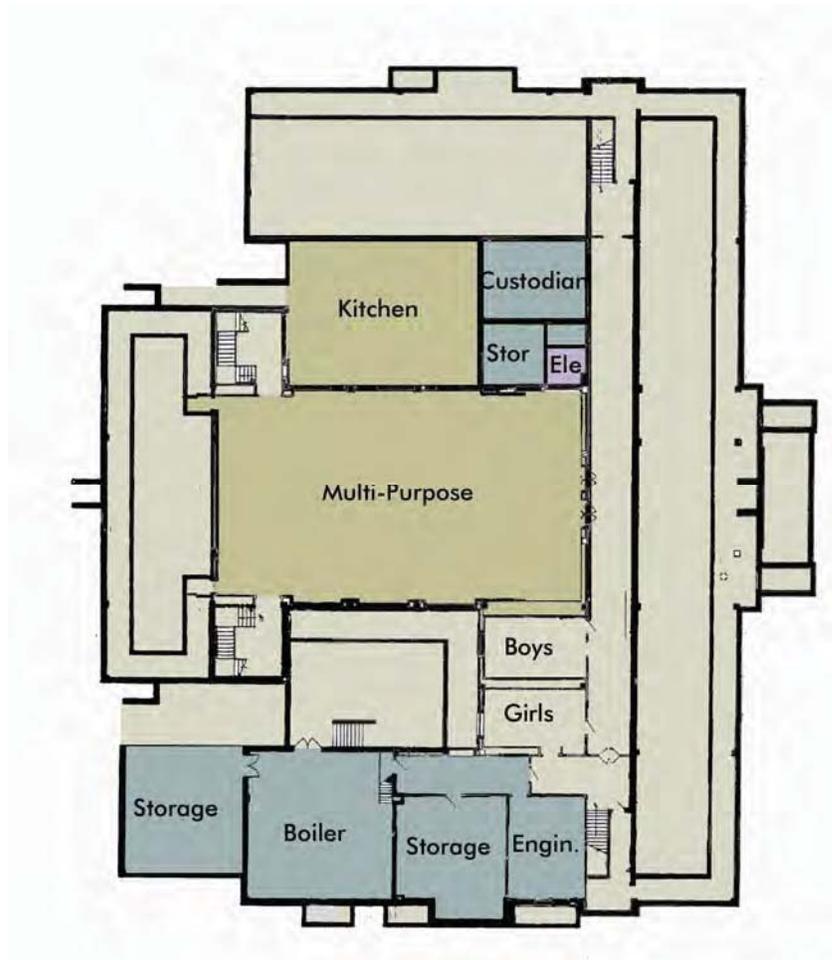
- Emergency Security Repair Work (Exterior Lighting Replacements)

#### ATHLETIC FIELDS MODERNIZATION

- 2008 Athletic Fields (Premier)

# STANTON ELEMENTARY SCHOOL

2701 Naylor Road SE, Washington, DC



Basement

 Administration/Health	 Auditorium
 Gymnasium/Cafeteria	 Other
 Classrooms	 Media Center
 Kindergarten	 Computer Lab
 Pre-K/Pre-School	 OT/PT
 Music/Art	 Special Education
 Science Lab	 Unassigned
 Lobby	 Elevator Addition

### Concept Plans

These floor plans represent planning concepts for proposed facility use, aligning the proposed program capacity, the proposed planning profiles, and the conceptual reconfiguration of the building. Each project is subject to a formal design process, incorporating input from the School Improvement team at the time of project initiation.

# STANTON ELEMENTARY SCHOOL

2701 Naylor Road SE, Washington, DC



First Floor

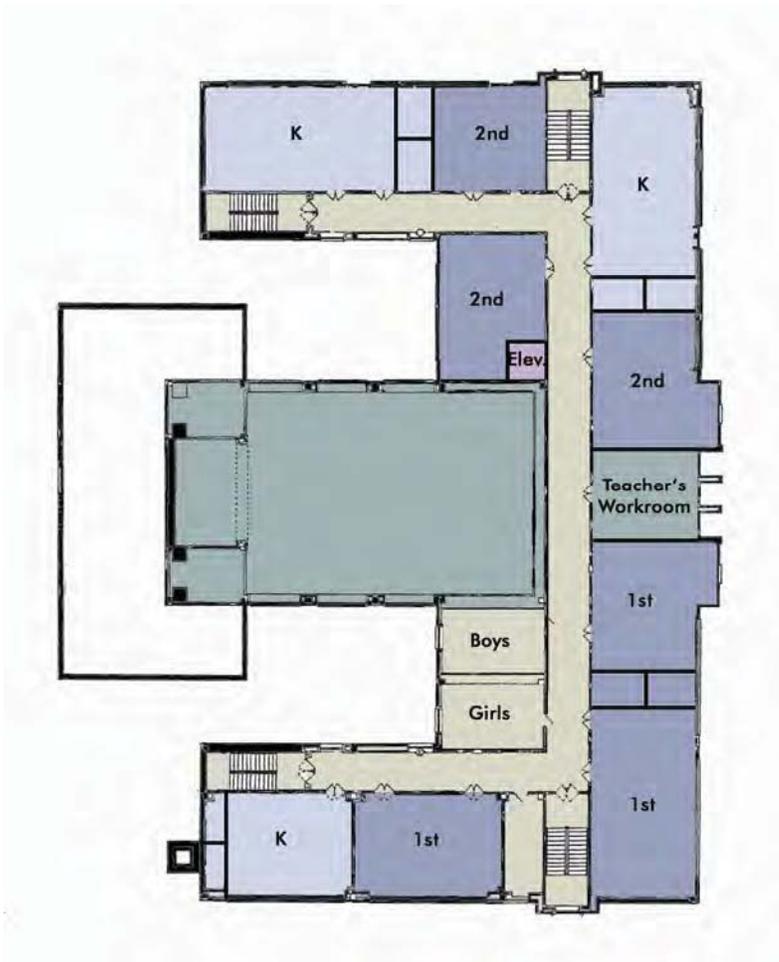
 Administration/Health	 Auditorium
 Gymnasium/Cafeteria	 Other
 Classrooms	 Media Center
 Kindergarten	 Computer Lab
 Pre-K/Pre-School	 OT/PT
 Music/Art	 Special Education
 Science Lab	 Unassigned
 Lobby	 Elevator Addition

### Concept Plans

These floor plans represent planning concepts for proposed facility use, aligning the proposed program capacity, the proposed planning profiles, and the conceptual reconfiguration of the building. Each project is subject to a formal design process, incorporating input from the School Improvement team at the time of project initiation.

# STANTON ELEMENTARY SCHOOL

2701 Naylor Road SE, Washington, DC



Second Floor

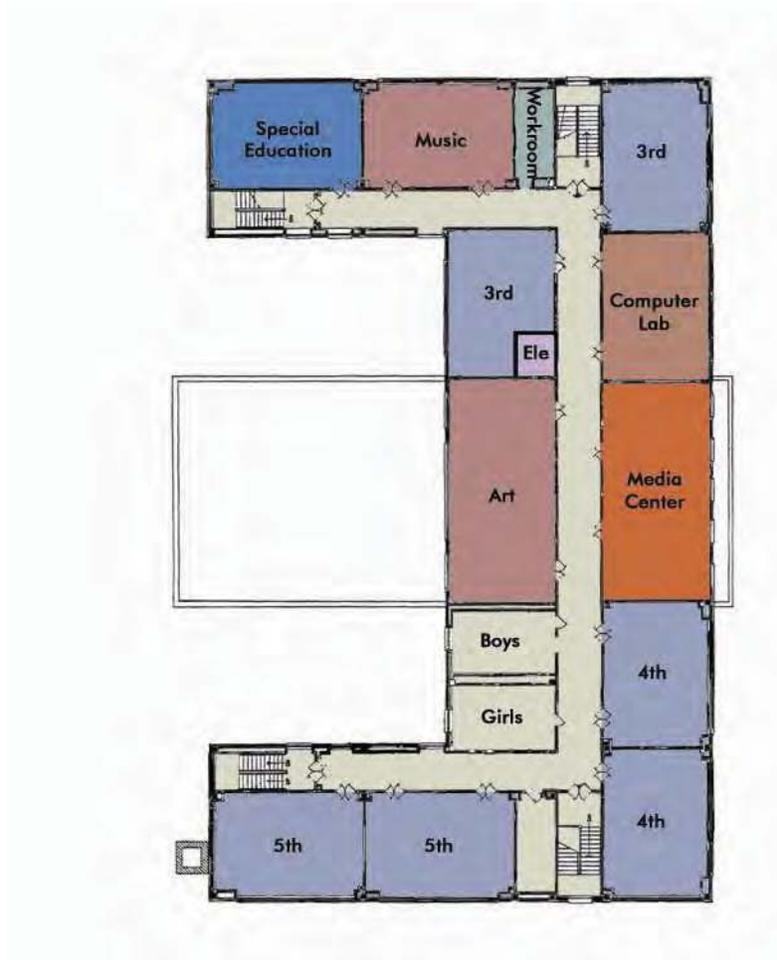
 Administration/Health	 Auditorium
 Gymnasium/Cafeteria	 Other
 Classrooms	 Media Center
 Kindergarten	 Computer Lab
 Pre-K/Pre-School	 OT/PT
 Music/Art	 Special Education
 Science Lab	 Unassigned
 Lobby	 Elevator Addition

### Concept Plans

These floor plans represent planning concepts for proposed facility use, aligning the proposed program capacity, the proposed planning profiles, and the conceptual reconfiguration of the building. Each project is subject to a formal design process, incorporating input from the School Improvement team at the time of project initiation.

# STANTON ELEMENTARY SCHOOL

2701 Naylor Road SE, Washington, DC



Third Floor

 Administration/Health	 Auditorium
 Gymnasium/Cafeteria	 Other
 Classrooms	 Media Center
 Kindergarten	 Computer Lab
 Pre-K/Pre-School	 OT/PT
 Music/Art	 Special Education
 Science Lab	 Unassigned
 Lobby	 Elevator Addition

### Concept Plans

These floor plans represent planning concepts for proposed facility use, aligning the proposed program capacity, the proposed planning profiles, and the conceptual reconfiguration of the building. Each project is subject to a formal design process, incorporating input from the School Improvement team at the time of project initiation.