

Washington Union Station Program – Authority Having Jurisdiction**A. BACKGROUND**

Washington Union Station (WUS) is a key component of the intercity passenger rail services provided by Amtrak on the Northeast Corridor (the nation's busiest rail line.) Union Station is the southern hub of the Northeast Corridor and high-speed ACELA services, the northern hub of Amtrak's services to Virginia's Tidewater region, Florida and New Orleans, and an eastern hub of services to Chicago and the Midwest.

Washington Union Station is owned by the United States Government with oversight and the Authority Having Jurisdiction (AHJ) responsibility vested in the Federal Railroad Administration (FRA). Union Station was completed in 1907 and restored/redeveloped in the mid-1980s. The United States acquired title to the property in 1988. Responsibility for day-to-day operations and oversight of the Station is vested with Union Station Investco LLC (USI) through a series of subleases. The Union Station Redevelopment Corporation (USRC) is the lessee from the FRA and sublessor to USI.

Union Station has subleased spaces accommodating more than a hundred specialty shops, restaurants and eateries, ticketing, baggage handling, public spaces, and Amtrak Headquarters for a total usable area of around 510,000 square feet; and validated parking, Union Station Parking Garage (USPG) available for 1,400 cars, buses, and recreational vehicles.

The volume of visitor passing through Washing Union Station surpass 100,000 people each day, including passengers using Amtrak, Maryland Area Regional Commuter (MARC) rail and Virginia Railway Express (VRE), Metro subway trains and buses, taxis, tourist buses, intercity buses, and Capital Bikeshare. Union Station is well-known as a shopping and dining destination for residents of the Capitol Hill neighborhood and the city at large.

On August 23rd, 2011, an earthquake struck the Washington D.C. metropolitan area causing sections of the ceiling plaster in the Main Hall and Concourse area to crumble and break loose. Since then, Union Station has been undergoing repairs and rehabilitation.

In the aftermath of the earthquake, USRC commissioned Jones Lang LaSalle, a commercial real estate services and investment management firm, for a visual building assessment to determine structural deficiencies and the scope of work and costs needed to maintain the architectural, structural, mechanical, electrical, plumbing, and fire protection systems on the premises.

In January of 2013, USRC requested that Syska Hennessey Group (SHG): (1) provide an update to the Building Assessment Report (BAR) that modifies and adds to previous recommendations in 2011; and (2), update the cost estimate of the additional items that need to be completed. Since then, WUS has been in the restoration and preservation stages, beginning with the Main Hall, and the Historical Concourse ceiling repairs. New projects, utilizing the Master Development Plan continue to advance, (e.g., Claytor Concourse, Subbasement repairs, Amtrak Police Department, and the Union Station Parking Garage).

On November 17th, 2015, FRA AHJ provided USRC with a code standards guidance letter as an initial step in establishing its role. The letter provides the applicable codes to guide parties in the design, construction, and maintenance activities related to the WUS.

On July 19th, 2021, FRA exercised AHJ jurisdiction over all government-owned portions of Washington Union Station. Meaning that any entity, including Amtrak, planning a project that will alter, repair, rehabilitate, construct, or modify in any way, the land and/or real property improvements in Lots 171 and 172, must submit those plans to the AHJ for review.

FRA AHJ is responsible for identifying the applicable building design standards and construction codes for projects at Union Station. AHJ provides guidance and oversight, ensuring that any repairs, rehabilitation, construction, and maintenance planned or performed at WUS are designed, conducted, and completed by the responsible parties in compliance with the applicable building design and construction codes, standards, and guidance. As the AHJ, FRA is also responsible for overseeing that all fire and life safety codes and standards are met. Because is a federally-owned facility, FRA as the AHJ is fulfilling the role of the local government for building code compliance.

The work described below to be performed by FRA's consulting team is important to maintaining Union Station as a key transportation hub, and a safe and commercially viable public place.

SCOPE OF WORK

The responsibility vested in FRA, the Office of Railroad Safety (RRS) on its AHJ role, goes aligns with FRA's mission in enabling the safe, reliable, and efficient movement of people and goods for a strong America, now and in the future. Our role requires a team with vast experience and knowledge in Architectural, Engineering, Fire, and Life Safety codes to ensure we fulfill our role to safeguard public health and provide safety and general welfare to the people occupying the Historic Multimodal Transportation Hub.

The contractor shall furnish all necessary services, including but not limited to, qualified personnel, labor, material, equipment, and services to conduct the following: review project plans/drawings or submittals (comprises: architectural, structural, mechanical, electrical, plumbing, fire and life safety, sewage, others as applicable); review of existing specifications; perform special inspections for construction and infrastructure with the appropriate professionals, and/or review for ongoing construction work to ensure code compliance with FRA adopted design and construction codes, standards and guidance; attend meetings representing the government as the Authority Having Jurisdiction (AHJ), and provide related consulting services.

Site visits for surveys and special inspections during construction for code compliance will be coordinated with FRA, USRC, USI/JLL, Amtrak, and the contractor to allow inspection of all designated areas before and after they are in place. For particularly important work that has been completed before inspection or work that is not readily accessible, the contractor shall immediately notify the design and construction team as well as FRA, so the work can be uncovered or made accessible as required to permit inspection. Existing documentation related to the structure of Washington Union Station will be made accessible as soon as it is available for use by FRA or USRC's representative.

The contractor may perform a Building Engineering Report (BER) upon AHJ's request. The BER is a complete and thorough non-invasive visual inspection of the entire building (exterior and interior), its components, and existing building operational support systems for this facility. The BER Survey will gather information to record existing conditions in reference to building code and fire and life safety compliance, determine the remaining effective useful life, and cite code deficiencies.

In general, the contractor will be providing services to FRA as the AHJ to ensure code compliance in all projects in the Washington Union Station overseeing the project development process (preliminary design, design, construction, and maintenance) and enforcing FRA AHJ Project Development Procedures (PDP) at the Station.

All work performed and the associated reports under this contract shall be considered Sensitive But Unclassified (SBU). It is incumbent upon the Contractor selected for this contract to become familiar with the FRA SBU requirements and ensure that they adhere to the SBU document security requirements at all times.

B. SERVICES AND RESPONSIBILITIES

*Any one of the following services may be required separately or in combination.

Contractor shall regularly perform the following tasks:

1. Organize and Maintain FRA AHJ Project files in the designated FRA drive in the DOT Network and the WUS Program - FRA AHJ Secure Workspace (DOT Secure Large File Transfer Solution). Examples include drawings, sealed plans, design documents, review comment sheets, inspection reports, elevators, and escalators tracking sheets, meeting minutes, etc.
2. Track project-issued Permits, Certificates of Occupancy, Acceptance Letters, and Vertical Transportation Inspection Reports and their Certificates.
3. Perform vertical transportation inspections and maintain a tracking system to monitor the recurrent inspections and their due dates.
4. Project design reviews, and meeting with other contractors to provide clarification or guidance when necessary.

5. Meeting minutes of the meetings conducted with FRA, Amtrak, WMATA, USRC, USI/JLL, and any other stakeholders or when requested by FRA's Engineer (Program Manager -PM-).
6. Quarterly visual inspections or as necessary on behalf of FRA, as the Authority Having Jurisdiction (AHJ), to ensure shops, restaurants and eateries, ticketing, baggage handling, public spaces, and all leased premises at Washington Union Station are in code compliance. Most of the work will be for, but not limited to the Main Hall, Historical Concourse (lower, main and upper level), and Amtrak premises.
7. Attend meetings in person or conference calls representing FRA AHJ, including but not limited to, USRC, USI/JLL, Amtrak, Washington DC Government officials, Federal Railroad Administration, FRA contractors, and the Department of Transportation (DOT).
8. Perform special inspection and written reports for Occupational Safety and Health Act (OSHA) compliance and other safety construction code requirements.
9. Project Status Report of all projects on a bi-weekly basis or as required.
10. Program Status Report every month or as required. The submittal shall include an excel spreadsheet table and timelines, tasks, and others applicable using MS Project Professional tracking tools.
11. WUS Program - Project Numbering System tracker (this is an excel file). The contractor must submit for review and approval to FRA's Engineer/Program Manager to make any edits, modifications, and improvements to the document.
12. Brief FRA's Engineer on the project design review comments.
13. Review special events layouts and operational procedures documentation following FRA AHJ Special Events Standard Procedures.
14. Ensure FRA AHJ's Directory is updated and make any modifications and/or improvements on a recurrent basis or as needed.
15. Ensure FRA AHJ's Subject Matter Experts List is updated. All contractors and subcontractors working under the FRA AHJ – WUS Program must be included. The list at a minimum shall include information such as the name, last name, company, key personnel, role on the contract, position title, e-mail, phone number, starting date, departure date, PIV Card Status, DOT Network status access, if a DOT Laptop was provided, and if the NDA & SSI forms were completed.

Contractor shall complete the following task(s) when requested:

1. Briefing report(s) and PowerPoint presentation(s) of major items (issues in the short and long term), comments, recommendations, observations, and findings.
2. Develop a comment tracker for specific matters. This shall include the comments, recommendations, and the nature of the issues, including the date, topic, and resolution.
3. Consulting services on a variety of A&E issues to accept, reject, request modifications, or concur on WUS Program – FRA AHJ matters.
4. Provide a review of Building Evaluation Reports, Prospectus Development Studies, and other related studies and reports which relate to WUS.
5. Develop documents for FRA AHJ's role as guidelines, standards, checklists, procedures, acceptance letters, permits, certificates of occupancy, elevators and escalators certificates, and others.
6. Perform Fire and Life Safety inspection(s) and provide consulting services on a variety of issues to accept, reject, request modifications, or concur on Fire and Life Safety matters. The recommendation must reference the associated code requirement(s).
7. Perform special inspections and written reports for Occupational Safety and Health Act (OSHA) compliance and other safety construction code requirements.

8. Provide Building Assessment(s), Occupancy Classification Evaluation(s), and other assessments as required to achieve the WUS Program- AHJ mission.
9. Review but not limited to building assessment, operational support systems inspections (Mechanical, Electrical, Plumbing, etc.), supplementary administrative documents, and others for code compliance.
10. Respond to assistance requests (problem-solving, exiting problems, evaluation of a potentially hazardous situation, etc.).
11. Review existing specifications, and procedures, to include suggested modifications to the specifications, and procedure, for code compliance.
12. Evaluate and review existing and new construction administration documents for code compliance; and provide to FRA professional opinion as a recommendation on concurrence to accept, reject, or request additional appropriate construction documents as needed.
13. Review existing, and new inspection reports and engineering procedures to ensure compliance with the design and construction codes, standards, and guidance; and provide to FRA professional opinion as a recommendation on concurrence to accept or reject previous inspection procedure and installation.
14. Assist the FRA's Engineer/Program Manager in writing draft letters, memos, and/or notice on different matters.

C. OTHER REQUIREMENTS

1. Meeting minutes shall be provided to FRA Engineer/POC no more than two (2) calendar days after the meeting date.
2. Inspection(s) report shall be provided to FRA Engineer/POC no more than five (5) calendar days after the site visit date.
3. During the inspections, if the contractor identifies a serious hazard, the contractor will contact and notify the FRA POC immediately to report the deficiency.
4. Routine AHJ design review and comment durations shall be (2) weeks in duration from the date the contractor receives project documents. Depending on the specific project size and complexity, the period for review and comment may require adjustment, either decreased or increase. FRA Program/Project Manager or Representative and the contractor will agree to the appropriate durations in advance on a project-by-project basis.
5. The contractor is responsible to ensure that all the SMEs get access to FRA AHJ's project files and bringing them up to date with project decisions, design review comments, approved waivers, code applicable per project, and other FRA AHJ matters within the first 30 days of starting the contract.
6. At the end of the contract period of performance, the contractor must ensure a smooth transition of responsibilities to the new contractor. All documents and tracking systems must be up-to-date. Examples of these are FRA AHJ Directory, project numbering system tracker, program status report, project status report, and the vertical transportation tracker. The contractor must develop a table of content for the FRA AHJ files located in the DOT Drive Network and take any other action for an easy transition.
7. Any other requirement will be upon request by the FRA Engineer and/or COR through written notification.

D. REPORTING REQUIREMENTS

General Information: Upon completion of required service(s) the contractor shall submit a report consisting of completed Report(s) in Microsoft Office (word and excel), and PDF or equal format to the Contracting Officer's Representative (COR) and FRA Engineer within the time frame established. The report shall contain, as a minimum:

- a) U.S. DOT Federal Railroad Administration Logo and Name
- b) Building name and address
- c) Executive Summary
- d) Title and Project number
- e) Introduction
- f) Brief Description of the Project
- g) Attendance list/Contact names
- h) Table of Content
- i) List of Photos, Figures, and Drawing(s) with their proper titles.
- j) References

All of the data in the Reports are considered Sensitive and each page will have the following footer in 11.5 pt. Arial font:

“The Information contained in these Reports is owned by FRA and is considered Sensitive but not Classified. Internal Government Use Only.”

F. FRA AHJ - PROJECT DEVELOPMENT PROCEDURES (PDP)

Background: This document known as the PDP contains all pertinent information to plan and execute construction and maintenance projects at the Washington Union Station Complex (WUS) also referred to as Union Station. The PDP was developed as a starting point to provide guidance on the FRA's Authority Having Jurisdiction Role and its project review and approval procedure throughout the project development process. The first issuance was on August 6, 2021; however, it is a living document continuously evolving as the FRA AHJ Role - WUS Program keeps extending its roots.

1. Responsibilities:

The contractor must evaluate the International Code Council (ICC) suite of codes, and the NFPA codes and standards referenced by the ICC codes and in the PDP that are applicable to Washington Union Station. This task must be completed and submitted to FRA's Engineer before issuing a revised PDP.

The contractor shall keep up-to-date and issue a revised PDP to FRA and the stakeholders at the end of August of each year if necessary or by the request of the COR, Program Manager, or FRA's Engineer.

2. Revisions:

The PDP must include the transition of the newly adopted code and/or standards concerning the project review and approval process.

The PDP must include a table with the transition timelines that displays a specific deadline where the DOR is allowed to submit the documents for a permit under the code adopted when the design contract was executed. FRA AHJ's acceptable transition time is within 12 months of the date that the new code edition was adopted.

3. Draft Final PDP:

The contractor must start an active engagement with the FRA AHJ Team (e.g., Program Manager, Attorney, Senior Advisor, and the AHJ) for guidance, comments and or clarification of the expectations of the final PDP. The contractor shall submit the completed “Draft Final” PDP to FRA for review once it has been fully edited & spell-checked by the contractor’s Project Manager. The Draft PDP will be submitted in electronic form (MS Office, PDF). The review period of the document will be discussed at the initial engagement between FRA and the contractor. FRA review period begins on the first workday after receipt of the electronic written notification received from the FRA’s Engineer.

4. FRA Comments and Change Requests:

If the contractor has questions or disputes any of the Government review comments or requested changes, they shall notify the COR and FRA’s Engineer, along with a detailed explanation in writing why they do not agree with the Comment, within five (5) workdays of receiving the FRA’s comment(s).

5. Final PDP:

Upon resolution of all comments & resulting changes, and with written notification received from FRA, the contractor will produce the Final PDP, in PDF and Microsoft Office format.

6. PDP Briefing:

The contractor shall provide for FRA a PowerPoint presentation within the first seven (7) days after the issuance of the PDP discussing the changes made to the document. The presentation should be provided in a timeframe of no longer than 90 min.

G. BUILDING ENGINEERING REPORT

1. **Pre-Survey Meeting:** FRA, USRC POC, and USI/JLL General Manager, in coordination with the Contractor, will schedule a pre-Survey Kick-off meeting that shall be held on-site, via virtual meeting, or at the USDOT FRA HQ Building if necessary. At a minimum, these meetings will include the Project Manager for the Assessment Team, the building or general manager, any operation and maintenance contractors and other USRC/USI, and Amtrak personnel as needed. This meeting shall take place at least a week before the start of the on-site Survey and provide the General Manager with an overview of the Survey process, the site survey schedule and make requests for any documentation located onsite that will be needed by the Contractor for the completion of the survey. The Contractor shall also inform the General Manager of all on-site personnel that will need to be interviewed (if any) as part of the survey.
2. **Survey Kick-off Meeting:** This will take place on the morning of the on-site survey’s first day to discuss the following items:
 - i. General:
 - a. The schedule and plans for conducting the survey.
 - b. Provision of floor plans of the buildings
 - c. Secured areas in the building and access.
 - d. Procedures for performing survey work after normal working hours.
 - e. Types of safety, and environmental systems in the building.
 - f. Environmental compliance issues (e.g., underground storage tanks, lead in water, asbestos, lead-based paint, and PCBs).
 - g. Preventive maintenance records, as-built drawings, test records, safety, and environmental management inspection documentation, and equipment/systems documentation.

- ii. Review of documentation related to the building equipment inventory, repair and replacement records, and inspection certificates for the building's critical equipment including safety regulations and similar items.
- iii. BER specific
- iv. Review of the building or General Manager's list of proposed work items.
- v. Review of any known agency plans or projects.

3. Site Survey:

- i. Access to the roof, elevator machinery room, building floor level MEP/Telecom rooms, main telecom room, basement, etc. will require the Assessment Team members to be escorted by the building engineer or management staff. When scheduling access to these areas, any member of the Assessment Team that will need to enter such areas will need to do so as one group: all at one time. The resources of on-site USRC/USI staff to provide escorts for the survey could be limited.

4. Post Survey & Inspection Meeting:

- i. The Contractor shall attend a post-Survey meeting between the Assessment Team, the building or General Manager, and a designated representative of the Contracting Officer's Representative (COR). This shall be conducted immediately following the walk-through inspections, and document review. Meeting topics will include, but are not limited to, specific item(s) observed during the Survey of the building that require the General Manager's immediate attention as well as discussions regarding the overall condition of the building.

5. Submissions:

- i. **Draft Final Report:** the contractor shall submit the completed "Draft Final" BER Report to FRA for review once it has been fully edited by the contractor's Project Manager – i.e., checked for adherence to the requirements of the SOW and the Attachments, as Draft Final Report according to the Report Submission Schedule, copy edited & spell checked. The Draft Report will be submitted in electronic form (MS Office, PDF). The FRA review period begins on the first workday after receipt of the electronic written notification received from the FRA's Engineer.
- ii. **FRA Comments and Change Requests:** if the contractor has questions or disputes any of the Government review comments or requested changes, they shall notify the COR and FRA's Engineer, along with a detailed explanation in writing why they do not agree with the Comment, within five (5) workdays of receiving the FRA's comment(s).
- iii. **Submission Schedule:** the Report submission schedule, below, starts the first workday after the completion of the Post Survey/Inspection Meeting. Submission to FRA of the Draft Final Report is shown in the table below. All periods indicated in the table are on Federal Government workdays.
- iv. **Report Submission Schedule:**

REPORT TYPE	SUBMISSION OF DRAFT FINAL REPORT	FRA REVIEW	FINAL REPORT
BER	15	15	10

- v. **Final Report:** upon resolution of all comments & resulting changes, and with written notification received from FRA, the contractor will produce a Final Report, in PDF and Microsoft Office format. The Final Report shall include any excel spreadsheet and/or electronic final data utilized to complete the report at the moment of submittal.
- vi. **Final Report shall contain the following:**
 - 1. **Title Page:** shall include the U.S DOT Federal Railroad administration Logo and Name, the building name, address, inspection date, title and project number, and the organization that performed the inspection.
 - 2. **Table of Contents:** shall accurately indicate the contents and page numbers of all items in the report.
 - 3. **List of Tables, Photos, Figures, and Drawing(s):** shall accurately indicate their proper titles, number, and page number in the report.
 - 4. **Page Number:** Except for the title page, page numbers shall be in the report, including the appendices.
 - 5. **Introduction:** shall contain the building name, address, date inspection was performed, the person(s) who conducted the survey, the title of person (s) who conducted the survey, and the date of the last survey conducted in the surveyed area.
 - 6. **Attendance List:** contact names of all personnel who participated in the BER.
 - 7. **References:** all benchmark criteria shall be cited in the report.

H. SCHEDULING SERVICES

- 1. The COR and/or FRA's Engineer will inform the contractor of the engineering services required and will issue a delivery order. At the time of issuance, the location, conditions, and extent of required services will be identified and the date for accomplishing the work will be specified.
- 2. The contractor will meet with the COR and/or FRA's Engineer to receive the work assignment and verify the project parameters.
- 3. The contractor may be required to provide one, two, or multiple engineers to perform work in the Union Station Building, 50 Massachusetts Ave., NE, Washington, DC as required and requested. These requests may be made within twenty-four (24) hours of the time that the engineer(s) will be required on-site at that address.
- 4. The COR and/or FRA's Engineer will review the report and either accept it as written or provide comments regarding the changes or additions necessary to make the report acceptable. The COR and/or FRA Engineer shall have ten (10) federal working days to review reports and return the reports for revision if necessary. The contractor will make the necessary revisions, if any, and provide them to the COR and/or FRA Engineer within two (2) working days after receipt of the revised report. (No additional wage hours will be accessed, by the contractor, for correction of deficiencies in the submitted reports.)

I. GOVERNMENT-FURNISHED DATA

The contractor will be responsible for obtaining copies of the latest editions of all codes, standards, and guidance applicable and mentioned in PDP. The Government will **not** furnish these publications.

The contractor shall furnish all the necessary qualified personnel, materials, services, and equipment, and otherwise do all things necessary for, and incident to, the performance of the work specified in this Scope of Work in a manner consistent with FRA AHJ requirements and all professional standards.

FRA AHJ will make all efforts to provide the material and have the FRA personnel available as scheduled for the firm awarded this contract (contractor). However, from time to time, unavoidable events or changes in the availability of personnel at the facility might require the government to postpone a scheduled site visit. FRA will endeavor to give the contractor 2 working days' notice, but this is not guaranteed. The contractor is required to give the government 2 full working days' notice if the member(s) of the Team become unavailable due to illness or personal emergencies and the contractor finds they cannot perform the Site Visit/Survey at the scheduled time. In either case, the FRA will endeavor to re-schedule the Site Visit/Survey as soon as possible in concert with the contractor. The contractor is, in the end, responsible to maintain the overall contract Period of Performance.

Union Station Access - Generally, the on-site meetings and the survey of the facility can be accomplished on workdays during regular working hours, Monday through Friday. Access times may vary. The contractor needs to verify the regular working hours and availability of USRC, USI/JLL, and Amtrak personnel before scheduling any survey

J. REQUIREMENTS AND QUALIFICATIONS

General:

The contractor shall provide a Project Manager (PM) and assistant project manager (APM) to schedule & coordinate survey activity, code inspection, vertical transportation inspection, visual inspection, special inspection, internal and external meetings, design review, and report submissions. The APM must be available to assist the PM and/ or FRA's Engineer (Program Manager).

The PM, APM, or assistant engineer (AE) shall be responsible for FRA AHJ WUS Program filing records, tracking project-issued Permits, Certificates of Occupancy, Acceptance Letters, and Vertical Transportation Inspection Reports and their Certificates.

The PM shall be responsible for maintaining an appropriate ongoing relationship with USRC, USI/JLL, Amtrak, the FRA owner's representatives, the Contracting Officer Representative (COR), and FRA's Engineer, and shall contact them periodically, as required.

The PM shall assure the Quality Control of all Report Submissions, both the data consistency and the Report format, style & editing.

1. **Architect** a minimum of 10 years (preferably with at least 20 years of experience) of architectural experience in the building industry including technical aspects in design review, and construction documents working on government projects for historic and federal buildings, with a minimum of 5 years in providing property condition assessments, and 5 years of directly-related experience in state/federal as a building code plan examiner, building inspector or a combination of both. Registered Architect in the District of Columbia. ICC-certified Building Plans Examiner or to be able to achieve the ICC certification within 12 months of the contract, preferably at the time of commencement of the contract.
2. **Preservationist or Historic Architect:** a minimum of 10 years (preferably with at least 20 years of experience) working as a Historic Preservation professional and have produced documentation, such as GSA's Preservation Plans and Historic Structures Report for several mid to large buildings. Registered Architect in the District of Columbia.
3. **Mechanical Engineer:** a minimum of 10 years (preferably with at least 15 years of experience) of mechanical engineering experience in the building industry including technical aspects in design review, and construction

documents working on government projects for historic and federal buildings, with a minimum of 5 years in providing property condition assessments, and 5 years of directly-related experience in state/federal as a building code plan examiner, building inspector or a combination of both. Registered Professional Engineer, preferably in the District of Columbia. ICC-certified Building Plans Examiner or to be able to achieve the ICC certification within 12 months of the contract, preferably at the time of commencement of the contract.

4. **Vertical Transportation:** a minimum of 10 years of experience (preferably over 15 years of experience) in the elevator industry. Qualified Elevator Inspector (QEI) - Certified Elevator Inspector. Experience must include escalator and elevator surveys, inspection reports, vertical transportation analysis, and design.
5. **Principal Structural Engineer:** experience over 15 years in the following areas: evaluation of masonry and stone buildings, especially as related to seismic damage in finishes; structural design of steel framing systems for suspended building elements; and management of repair and rehabilitation projects, especially in historic structures. Registered Professional Engineer (Structural Engineering) in the District of Columbia. Master of Civil Engineering or Building Structures preferable. Practice Areas: repair and rehabilitation design, structural evaluation, and failure investigation. ICC-certified Special Inspector in an area relevant to the subject condition. ICC-certified Building Plans Examiner or to be able to achieve the ICC certification within 12 months of the contract, preferably at the time of commencement of the contract.

Structural Engineer: experience over 10 years in the following areas: evaluation of masonry and stone buildings, especially as related to seismic damage in finishes; structural design of steel framing systems for suspended building elements; and management of repair and rehabilitation projects, especially in historic structures. Registered Professional Engineer (Structural Engineering) in the District of Columbia. Master of Civil Engineering or Building Structures preferable. Practice Areas: repair and rehabilitation design, structural evaluation, and failure investigation. ICC-certified Special Inspector in an area relevant to the subject condition. ICC-certified Building Plans Examiner or to be able to achieve the ICC certification within 12 months of the contract, preferably at the time of commencement of the contract.

6. **Project Manager:** experience, at least 10 years in construction Project Management in contracts of this size and nature. Must meet the requirements of at least one of the Professional subject matter experts listed in this section.
7. **Assistant Project Manager:** experience of at least 2 years in project management or administrative assistance in contracts of this size and nature. BS in management or related field. Strong written and oral communication skills, ability to plan, organize and work well in a team environment. Multitasking skills, being able to manage multiple projects at the same time. Experience with project management software (e.g., Microsoft Project Professional), proficiency with MS Office (e.g., Excel, Word, PowerPoint, etc.), MS Teams, Zoom Meetings, tracking and reporting project progress, preparing project management reports, organizing digital files for record-keeping, and supporting the project manager in the coordination of project team meetings.
8. **Assistant Engineer:** at least an associate or bachelor's degree in an engineering field, strong communication skills, and the ability to carefully follow directions. Experience with engineering reports, and design drawings, proficiency with MS Office (e.g., Excel, Word, PowerPoint, etc.), and Adobe Acrobat Pro DC. Strong written and oral communication skills, ability to plan, organize and work well in a team environment.
9. **Electrical Engineer:** a minimum of 10 years (preferably with at least 20 years of experience) of electrical engineering experience in the building industry including technical aspects in design review, and construction documents working on government projects for historic and federal buildings, with a minimum of 5 years in providing property condition assessments, and 5 years of directly-related experience in state/federal as a building code plan examiner, building inspector or a combination of both. Registered Professional Engineer, preferably in the District of Columbia. ICC-certified Building Plans Examiner or to be able to achieve the ICC certification within 12 months of the contract, preferably at the time of commencement of the contract.
10. **Plumbing Engineer:** a minimum of 10 years (preferably with at least 15 years of experience) of plumbing engineering experience in the building industry, with a minimum of 5 years in providing property condition and building engineering assessments. Experience in the design of plumbing systems for government agencies, and technical knowledge in design and construction projects for historic and federal buildings. Preferably a registered



Professional Engineer. ICC-certified Building Plans Examiner or to be able to achieve the ICC certification within 12 months of the contract, preferably at the time of commencement of the contract.

11. **Safety Engineer:** a minimum of 15 years (preferably over 20 years of experience) of experience as a safety professional in the building industry. Certified Safety Professional with an Occupational health and safety degree. Authorized OSHA Construction Outreach Trainer (OSHA 500), NFPA 70E Certification.
12. **Fire Protection Engineer:** a minimum of 15 years (preferably over 20 years of experience) of a Fire Protection Engineering experience in the building industry. The contractor must employ at least 2 qualified fire protection engineers. The engineer shall possess a BS in Fire Protection Engineering and experience in all aspects of fire protection. This includes the design of wet, dry, pre-action, and deluge sprinkler systems and wet chemical extinguishing systems. The qualifications shall also include the design of at least five (5) hardwired and fifteen (15) multiplex/addressable building fire alarm systems, hydraulic calculations on at least twenty (20) buildings with automatic sprinkler systems and performed hydraulic calculations that determine the size and selection of automatic fire pumps, in addition, the experience testing and troubleshooting for those systems listed above. Shall demonstrate working knowledge and formal training in fire protection codes and standards such as National Fire Protection Association (NFPA) 101, the Life Safety Code, GSA P100, the International Existing Building Code (IEBC), and the International Building Code (IBC). Experience preparing fire safety and emergency action plans, completing fire safety evaluation systems assessments, and developing life safety plans for government agencies. Registered Fire Protection Engineer in the District of Columbia
13. **Building Inspector:** a minimum of 5 years of construction experience (preferably over 10 years of experience) in reviewing drawings and specifications for planned repairs of existing buildings, construction of new building projects, and building sites being considered for development. Shall possess an associate degree in Civil Engineering or BS in Construction Engineering. ICC-certified Building Inspector with a minimum of 5 years of directly-related experience in state/federal as a building code inspector. Skillful in writing technical evaluation reports on building plans or inspections as to compliance of code and other regulations. Knowledge of inspecting and identifying violations of regulations governing signs, building occupancy, building sites, and related matters to ensure compliance. Proficient in recognizing defective construction or hazardous conditions of building construction and structural stability of buildings through review of plans or on-site inspections.
14. **Civil Engineer:** a minimum of 10 years (preferably over 15 years of experience) of Civil Engineering experience in the building industry. Shall possess a BS in Civil Engineering. Experience in hydrology, utility design, permitting, sediment and erosion control, geotechnical engineering, utility alterations, building construction, and materials. Knowledge in design and construction projects for historic and federal buildings. Registered Professional Engineer in the District of Columbia.
15. **Industrial Hygiene:** a minimum of 10 years (preferably with at least 20 years of experience) of industrial hygiene experience. Must be a Certified Industrial Hygienist (CIH), an Asbestos Licensed Inspector, and Lead Paint Inspector Technician.
16. **Substitution of Personnel:** the contractor shall form, for the services required under this contract, their survey/site visit assessment team from the personnel named in its Contract Proposal. If any of the personnel named in the proposal are unable to perform because of death, illness, resignation from the contractor's employ, or any other reasons, the contractor shall promptly submit to the Contracting Officer's Representative (COR), in writing an explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, Certifications and any other information needed for FRA AHJ's approval of the proposed substitution. The personnel proposed shall have equal or greater qualifications (experience, certifications) than the person they are replacing. Substitution requests shall be made a minimum of two (2) weeks before the expected participation in the contract work. No substitutions shall be made without the prior written approval of the COR and CO. No increase in the contract period of performance will be allowed when personnel substitution is authorized.

Key personnel is defined as follows:

- (i) Personnel identified in the proposal as key individuals to be assigned for participation in the performance of the contract.

- (ii) Personnel whose resumes were submitted as members of the Contractor's Team.
- (iii) Individuals which are assigned as key personnel in the contractor's proposal and agreed to by the Contracting Officer.

K. SPECIAL REQUIREMENTS

Compliance – the site visit/survey is to be conducted with reference to the applicable Building Codes, Regulations, Statutes, Guides, Requirements, etc. that are current at the time of the site visit/survey and adopted by FRA. These can be found in the PDP. For all deficiencies cited in the report, the resolution to correct the deficiency will be based on the requirements of the current codes and guidance that apply.

The publications listed below form a part of this document to the extent required to meet the intent of the Reports:

- a. 29 CFR 1910, OSHA General Industry Regulations
- b. NFPA 101, 13, 72
- c. IBC Building Code
- d. IEBC Building Code
- e. NFPA 70 (National Electrical Code)
- f. Architectural Barriers Act Accessibility Standard (ABAAS)

Other guidance that shall apply include:

- g. Standards – Occupational Health & Safety Management Systems (Z10 -2005)
- h. U.S. Green Building Council – LEED - EBOM

In those instances where a license or other certification is required by the local or federal jurisdiction, it will be the contractor's responsibility to provide personnel consistent with the requirements of the jurisdiction and the work being performed.

The contractor shall be always available when the contract work is in progress to receive notices and reports of work requests from the CO or its representatives.

Contractor's staff shall complete the required U.S. DOT security background check and sign a Non-Disclosure Agreement (NDA) before starting any task or work order.

Contractor's staff shall complete the required Amtrak's security process (e.g., background check), and sign a Non-Disclosure Agreement (NDA) before obtaining an Amtrak ID.

In the performance of any task or work order, the contractor agrees to abide by the provisions of Federal Acquisition Regulation 9.5 – Organizational and Consultant Conflicts of Interest. While performing work for the Federal Railroad Administration (FRA) on Washington Union Station (WUS) projects, the contractor shall ensure that consultants working on such products do not perform any work related to Architectural, Engineering, Fire and life safety matters at the WUS for the Union Station Redevelopment Corporation (USRC), Union Station Investco (USI), Jones Lang

LaSalle (JLL), National Railroad Passenger Corporation (Amtrak), or other parties at Washington Union Station. Additionally, the contractor shall ensure that the appropriate protections are in place to prevent consultants working for FRA from being managed or unduly influenced by individuals working on the other projects at the WUS.

L. BILLING AND PAYMENT REQUIREMENTS

1. Monthly billing showing tasks associated with hours used along with expenses incurred shall be submitted for pre-approval to FRA Engineer/COR before submission of an official invoice to FRA. Documentation should include a cost breakdown with approved labor categories, rates, actual hours performed, and a monthly progress report.
2. Official invoices shall include documentation such as cost breakdowns with approved labor categories, rates, actual hours performed per project and tasks, and monthly progress reports.



3. Submit invoices no later than five (5) months from the time of service.
4. The contractor shall track the amount used and notify FRA when approaching the contract amount, for FRA to determine if funding needs increasing.

M. ATTACHMENTS

A – Project Development Procedures (PDP)_Excerpt version, dated Sept 30, 2022

B - FRA AHJ Special Events Standard Procedures (SESP)_Excerpt version, dated May 7, 2021