



**U.S. General Services Administration**  
National Capital Region  
Public Buildings Service  
[www.gsa.gov](http://www.gsa.gov)

**Statement of Work  
for  
Design-Build Services**

**PROJECT IDENTIFICATION**

|                         |   |
|-------------------------|---|
| Project Title:          | Electric Cart Parking Area                          |
| Building:               | Center Building                                     |
| Building ID #:          | DC0066se  |
| Building Location:      | St. Elizabeths West Campus<br>Washington, DC 20032  |
| Project Control Number: | Insert Project Control Number if applicable         |
| GSA Work Items:         | Insert Work Items as listed on the PA if applicable |
| RWA #:                  | Not Applicable                                      |
| ePM Number:             | Not Applicable                                      |
| SOW Author:             | Angel Perez   |

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## **1. PROJECT INFORMATION**

### **1.1. PROJECT BACKGROUND**

The U.S. Department of Homeland Security (DHS) consolidated its headquarters in the National Capital Region (NCR) at the St. Elizabeths West Campus, a 176-acre National Historic Landmark (NHL) site. NHLs are nationally significant historic places designated by the Secretary of the Interior because they possess exceptional value or quality in illustrating or interpreting the heritage of the United States. The NHL program is administered by the National Park Service. St. Elizabeths Hospital opened in 1855 as the first federally operated psychiatric hospital in the United States, housing over 8,000 patients at its peak in the 1950s.

Buildings 1 and 2 of the Center Building were originally built in 1855. In 2014, a 280,000 square foot design-build modernization project of the Center Building was awarded. The scope included new construction for the DHS headquarters building to take place within the historic shell of the original hospital. All but the façade of the building was removed. The new building structure is set within the facades to a new terra cotta roofing system. DHS personnel began moving into the Center Building in 2019.

Currently, DHS is utilizing an interim location at the DHS construction trailers located on the upper Campus to park and charge the DHS electric cart fleet. The electric carts are being parked on grass while being charged utilizing electrical service from the interim trailers. The designated area on the lower campus will allow for a permanent parking and charging location for the DHS electric cart fleet. The DHS electric cart fleet consists of various models of the Global Electric Motorcars (GEM)®, manufactured by Polaris Inc.

This project falls under Section 106 of the National Historic Preservation Act (NHPA). Proposed work to the Electric Cart Parking Area involving the Center Building and/or West Addition will require a full presentation to the Consulting Parties made by the D/B Contractor.

### **1.2. PROJECT SUMMARY DESCRIPTION**

Currently, DHS is utilizing an interim location at the DHS construction trailers located on the upper Campus to park and charge the DHS electric cart fleet. The electric carts are being parked on grass while being charged utilizing electrical service from the interim trailers. The new designated area on the lower campus will allow for a permanent parking and charging location for the DHS electric cart fleet. The DHS electric cart fleet consists of various models of the Global Electric Motorcars (GEM)®, manufactured by Polaris Inc.

The project is not a change in use of space.

The project is not a change in occupancy.

### **1.3. PROJECT DELIVERY TYPE**

The project is a Design-Build delivery type.

### **1.4. PROJECT GOALS**

- Complete project within 10% of overall project duration
- Complete project within 10% of overall project budget
- Divert a minimum of 70% (by weight) of construction and demolition waste generated from project

## **1.5. PROJECT OBJECTIVES**

To be considered successful, the Work must achieve the following objectives:

- Construct a permanent location on the lower campus for parking and charging DHS electric cart fleet vehicles.
- Construct a reliable location on the lower campus for parking and charging DHS electric cart fleet vehicles.

## **1.6. PROJECT BUDGET**

Not applicable for Design/Build delivery type. See solicitation for estimated cost of project.

## **1.7. PROJECT SCHEDULE**

The overall Period of Performance shall be 327 calendar days from Notice To Proceed to Substantial Completion, based on the following:

- Design Services 210 calendar days after Notice to Proceed
- Construction Services 117 calendar days after 100% Submission Approval

Ultimate Contract Completion shall be 60 calendar days after Substantial Completion.

## **1.8. CONTRACT TYPE**

The Government contemplates the award of a firm fixed-price contract to the successful offeror. The prices shall include, but shall not be limited to the following:

- Professional Architect / Engineer Services
- Contract Management
- Construction Services including Materials, Labor, and Supervision
- Professional Inspection and Testing Services

# **2. SCOPE OF WORK**

This section details the technical requirements and constraints which the D/B Contractor must account for.

The Scope of Work indicated is not intended to limit the design of the D/B Contractor's Architect/Engineer. Variation from the Scope of Work will be considered by GSA, if the proposed change is within the construction budget limitations, meets the objectives for the project, and results in an improved design. GSA must approve all proposed changes in the Scope of Work.

## **2.1. PROJECT REQUIREMENTS**

### **2.1.1. Base Bid**

The scope of this includes constructing a permanent parking and charging location for the DHS Electric Cart fleet. The work required for this project includes demolition, excavation, grading, pervious and traditional concrete pavement installation, electrical connections and constructing an overhead shelter to match the existing facade, and landscape work. The project features include a pervious pavement surface for parking, electrical connections for charging and a sloped roof for cover.

The parking surface will consist of a pervious concrete pavement above of a subgrade compacted to meet the specifications of the pervious pavement and create a permeable soil to transport stormwater through the stratum. The parking surface will be graded to promote positive drainage to existing stormwater conveyance and collections structures and create additional storage within the voids of the pervious pavement. A section of the existing asphalt curb will be demolished to create a transition from new pervious pavement to existing roadway.

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The existing concrete sidewalk will be demolished. The existing stair landing connected to the West Addition will be extended at the same elevation and new stairs will be constructed 90 degrees to the existing stairs. From the proposed concrete stairs, a new concrete sidewalk will be installed that connects to Birch Street to maintain the existing egress route. To delineate between the pedestrian sidewalk and cart surface, a new landscaped strip will be installed.

The contractor will need to verify the electrical connection to support the charging receptacles as shown on the attached site layout. The closest electrical connection appears to be in the electrical room located adjacent to the loading dock. The electrical scope includes relocating four (4) existing sidewalk lights closer to the building. A utility meter that accurately monitors all electrical usage for the electric cart parking fleet will need to be installed.

The scope also includes building/installing an overhang to protect the carts from the elements. The building materials for the overhang will match the existing façade of the loading dock.

Provide a design that adequately shows a permanent parking and charging location for the DHS Electric Cart fleet. The work required for this project includes demolition, excavation, grading, pervious pavement installation, electrical connections, and constructing an overhead shelter to match the existing facade. The project features include a pervious pavement surface for parking, electrical connections for charging, and a sloped roof for cover (shelter).

Three (3) design submissions are required:

1. Final Concept Design Submission (35%)
2. In-Progress DD Submission (65%)
3. Final CD Submission (100%)

Design will need to be reviewed and approved by GSA RHPO before submitting to external review agencies. Please plan for up to 90 day review period to allow for submission to DC SHPO, NCPC, and/or CFA.

Please note this up to 90 day review period will not start until the design is final and approved by GSA. The submission dates are available on the websites of NCPC and CFA. The 90 review period is to account for the SHPO 30 day review that must be completed before submitting to NCPC and CFA. Once design is approved, the D/B Contractor shall provide GSA with submittals for their proposed design and construction.

The D/B Contractor is responsible for contracting a private site utility locator to locate and mark all utilities within the limits of disturbance (LOD). D/B Contractor shall inform Miss Utility of the project and provide proof of response from Miss Utility as it relates to each utility.

A temporary emergency egress is to be maintained (constructed) through construction until the permanent emergency egress is constructed. The temporary emergency egress and permanent emergency egress must be approved by GSA prior to installation..

### **CIVIL:**

- **Demo:**

1. The D/B Contractor is responsible for contracting a private site utility locator to locate and mark all utilities within the limits of disturbance (LOD).
2. A temporary emergency egress is to be maintained (constructed) through construction until the permanent emergency egress is constructed.

3. All applicable District of Columbia's Department of Energy & Environment (DOEE) permitting applies. This project will require sediment control plans issued by DOEE.
4. All demo to be in accordance with all applicable federal, state, and municipal codes, and governing authorities' rules and regulations.
5. Demo existing asphalt curb.
6. Demo existing sidewalk. Existing sidewalk serves as an emergency egress for West Addition (B54).
7. Demo greenspace and prepare for a subgrade compacted to meet the specifications of the pervious pavement and create a permeable soil to transport stormwater through the stratum for the pervious concrete electric cart parking area.
8. Demo greenspace and prepare for a subgrade compacted to meet the specifications of the pervious pavement and create a permeable soil to transport stormwater through the stratum for a pervious concrete sidewalk.

● **Modify/New/Relocate:**

1. The D/B Contractor is responsible for contracting a private site utility locator to locate and mark all utilities within the limits of disturbance (LOD).
2. A temporary emergency egress is to be maintained through construction until the permanent emergency egress is constructed. The temporary emergency egress and permanent emergency egress must be approved by GSA prior to installation.
3. All applicable District of Columbia's Department of Energy & Environment (DOEE) permitting applies. This project will require sediment control plans issued by DOEE.
4. All testing and placement of concrete to be in accordance with all applicable federal, state, and municipal codes, and governing authorities' rules and regulations.
5. Pour new concrete to modify existing concrete landing and concrete stairs. New concrete stairs are to be perpendicular with existing concrete stairs and landing.
6. Relocate four (4) existing bollards with lights to new sidewalk location. New sidewalk location to meet emergency egress requirements. Relocate electrical for bollards, refer to Electrical).
7. Install new asphalt curb/apron. New asphalt curb/apron to meet and match existing roadway elevations.
8. Prepare for a subgrade compacted to meet the specifications of the pervious pavement and create a permeable soil to transport stormwater through the stratum for the pervious concrete electric cart parking area. Pervious concrete pavement system graded to meet and match the new (modified) landscaped island.
9. Prepare for a subgrade compacted to meet the specifications of the pervious pavement and create a permeable soil to transport stormwater through the stratum for a pervious concrete sidewalk.
10. Remove bad spoils and compact the subgrade, install and compact sub base and base material. Provide proper grading prior to installing the asphalt wearing surface.
11. Existing shrubs to be transplanted. GSA Horticulturist will provide the location of shrub transplant placement. Transplant placement of shrubs in the new location will be relocated but not limited to the landscape beds along the east side of the Douglass A. Munro Coast Guard Headquarters Building.
12. Include new plant replacement in kind to restore the plantings when the project is completed.
13. Install (modify) landscaped island.
14. Modify existing metal handrail.
15. Add new metal handrails.
16. Stripe thirteen parking locations for 13 electric carts.
17. Additional striping as needed.



**ELECTRICAL:**

● **Relocate:**

1. D/B contractor will install all electrical in accordance with all applicable federal, state, and municipal codes, and governing authorities' rules and regulations.
2. Relocate electrical for bollards.

● **New:**

1. Install all electrical in accordance with all applicable federal, state, and municipal codes, and governing authorities' rules and regulations.
2. Design to include lighting under the shelter only.
3. Install new disconnect switch.
4. Install new electrical subpanel. New electrical subpanel will be installed in Room LD106 of the Center Building's Loading Dock. New electrical subpanel will tie into an existing electrical panel in Room LD106 via a new disconnect switch. The power source for charging thirteen (13) electric cart vehicles and providing lighting to the electric cart parking area will derive from the new electrical panel.
5. Install thirteen (13) duplex receptacles.
6. Lighting to be installed underneath the cover of the shelter.
7. Install one (1) utility meter that accurately monitors all electrical usage for the electric cart parking fleet.
8. Test all new installed and relocated electrical.
9. Ensure compliance to NFPA 70E with reference to labeling electrical equipment

**STRUCTURAL:**

● **New:**

1. The design of the structure will need to be a full presentation presented by the D/B Contractor to the Consulting Parties for acceptance. The D/B Contractor to coordinate all presentations to the consulting parties with GSA.
2. The cover/shelter for the electric carts will require a design that contains structural drawings with calculations from a structural engineer.
3. Construct shelter cover to match the existing façade.
4. Install shelter to match the existing façade of Loading Dock.

**2.1.2. Option 01:** N/A

**2.1.3. Unit Price 01:** A water connection near the parking area.

**2.2. PROJECT SITE REQUIREMENTS**

**2.2.1. Work Restrictions**

The D/B Contractor shall survey the entire worksite and review existing documentation to be familiar with the existing conditions. This includes all areas of the building, structure, and site affected by the removal and demolition work, alterations and new construction work prior to initiation of design work.

During the construction period, the D/B Contractor shall have full use of the designated premises for construction operations, including full use of the indicated work site, limited only by the Government's right to perform work or retain other contractors to perform work on portions of the project. The D/B Contractor shall limit the use of the premises to the work areas indicated, and to allow for Government occupancy and public use.

The building is to remain fully operational throughout the entirety of the project, with no disruption to tenant operations. All work areas must be cleaned at the end of every work day.

The work shall be sequenced to minimize disruption to building occupants, visitors, and maintenance activities. To the greatest extent feasible, demolition work should not take place until supplies are on hand to perform new work.

The D/B Contractor shall coordinate all work activities with the GSA Building Manager and the Contracting Officer's Representative to ensure that proper security and access arrangements are made without impact on the construction schedule.

## **2.2.2. Working Hours**

### **2.2.2.1. Government Occupied Hours**

Government personnel are scheduled to occupy the building during normal working hours, which is from Monday through Friday, except for established Government Holidays, 6:00 AM to 6:00 PM.

### **2.2.2.2. Contractor's Working Hours**

The following work shall be performed outside of Government Occupied Hours:

- Noisy and/or odor-producing work that may disrupt tenant operations in adjacent spaces.
- Government will inform D/B Contractor when noisy and/or odor-producing work that may disrupt tenant operations in adjacent spaces is taking place.

Work accomplished outside of Government Occupied Hours shall be performed at no additional cost to the Government. The D/B Contractor shall submit a proposed schedule and gain the Contracting Officer's approval at least 72 hours before proceeding with any work during Government Unoccupied Hours.

## **2.2.3. Loading Dock**

Use of the existing loading dock facilities will be shared with Government activities on a first-come-first-served, wait-your-turn basis. The loading dock is available for the delivery of materials, tools, and supplies between the hours of 8:00 AM to 4:00 PM. Loading dock activities must be coordinated with the GSA Building Manager a minimum of 72 hours in advance.

## **2.2.4. Parking**

Limited parking is available on site. Parking on the Upper Campus at the temporary Contractor's parking area is available on a first come first serve basis. If parking is not available, the D/B Contractor shall make their own arrangements for parking off site at no cost to the Government.

## **2.2.5. Staging and Storage**

The Contractor will not be provided a staging area within any of the buildings. No GSA employees will assist with unloading/loading of vehicles(s). The contractor shall provide all personnel and equipment needed for unloading, moving, and assembling the materials.

GSA will attempt to provide a laydown area as close to the work area as possible.

## **2.2.6. Dumpster**

Limited space is available on site for a dumpster. A dumpster may be placed adjacent to the volleyball courts at no extra charge to the Government. Use of existing building dumpster and trash

bins is strictly prohibited. The contractor can utilize the work space as a staging area, no other area will be provided.

#### **2.2.7. Restrooms**

No restrooms will be accessible on site for the contractor's use. D/B Contractor is responsible for providing portable restrooms in accordance with OSHA requirements. Placement of portalets must be designated by the GSA Project Manager.

#### **2.2.8. Freight Elevator**

A freight elevator is not available for use at the project site.

#### **2.2.9. Existing Conditions**

All Government property or systems displaced, altered, or damaged during the performance of this contract other than stated in this Scope of Work must be restored to its original condition at no cost to the Government. These repairs, if needed, must be executed immediately when notified by the contracting authority that such repairs are required due to actions by the contractor or his/her subcontractors.

#### **2.2.10. Electrical Circuits Updates**

All modified electrical circuits will require “updating” the circuit-panel index. All new circuits added will require updating the panel schedule, and all new outlets will require identification indicating electrical room, panel and breaker identification. All junction boxes will be labeled with panel and breaker numbers.

### **2.3. STANDARDS AND CRITERIA DOCUMENTS**

All design work and related submissions must comply with the latest edition of the documents listed below. Any conflicts or ambiguities within or among the referenced Standards and Criteria Documents, or any deviations from requirements contained in the Standards and Criteria Documents, must be reported to the GSA in writing, for determination as to applicability.

#### **2.3.1. GSA Requirements**

- PBS P100, Facilities Standards for the Public Buildings Service, including all applicable Standards, Criteria and Guides listed therein, 2018
- PBS P100 Addendum, 2019
- PBS P120, Public Buildings Service Cost and Schedule Management Policy Requirements
- Architectural Barriers Act Accessibility Standard (ABAAS)
- PBS Order 3490.2, “Document Security for Sensitive but Unclassified Building Information.”
- PBS CAD Standards
- PBS Building Commissioning Guide
- Guidance for Electric Metering in Federal Buildings
- IAQ Guidelines for Occupied Buildings under Construction
- Occupational Safety and Health regulations for construction and general industry; 29 CFR Parts 1926 and 1910
- Section 01546 – Safety and Health Specification
- International Building Code (IBC)
- International Fire Code (IFC)
- National Fire Protection Association (NFPA) National Fire Codes and Standards
- Egress issues shall meet NFPA 101 (Life Safety Code)
- OFM COBie Playbook

- GSA Spec 013600 - COBie performance
- ANSI NETA Standards
- National Historic Preservation Act of 1966, as amended, and its implementing regulations (36 CFR 800)
- Secretary of the Interior's Standards for the Treatment of Historic Properties (36 CFR 68)
- ADM 1022.3: GSA Procedures for Historic Properties
- GSA NCR Preservation Notebook Series and the National Park Service Preservation Briefs and Tech Notes [Found in the GSA NCR Technical Resources Library]
- GSA Strategic Sustainability Performance Plan
- The Guiding Principles for Sustainable Federal Buildings New Construction and Major Renovations -OR- Existing Buildings (whichever applies)
- GSA Fine Art Collection Policies & Procedures
- GSA Stormwater Management Submission
- 40 CFR 61 National Emission Standards for Hazardous Air Pollutants
- 49 CFR 107 Hazardous Materials Program Procedures
- 49 CFR 172 Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, and Training Requirements
- Section 02087 - Avian Excreta

#### **2.3.2. Customer Requirements - N/A**

#### **2.3.3. Stakeholder Requirements**

- National Capital Planning Commission (NCPC) Submission Guidelines
- U.S. Commission of Fine Arts (CFA) Submission Requirements
- State Historic Preservation Office (SHPO) Design Standards and Guidelines

### **2.4. CUTTING & PATCHING REQUIREMENTS**

Destructive testing is permitted to expose concealed conditions during the Design Phase.

Replace, patch, and repair material and surfaces cut or damaged by methods and with materials in such a manner as not to void any existing warranties.

All substrates must be inspected and defects repaired prior to installing new material or finish. All replacement and new materials should match the existing in material, dimensions, color and finish. All material selections / mock-ups need to be reviewed and approved by the GSA Project Manager and/or Customer prior to ordering.

#### **2.4.1. Structural Systems**

Do not cut structural beams or major structural elements without the written review and approval of a Licensed Structural Engineer and the General Services Administration. Prior to cutting and/or drilling through any structural member, the D/B Contractor shall conduct ground penetrating radar or similar type of investigative measure to prevent cutting concealed material. Submit structural calculations sealed by a licensed Structural Engineer to the Contracting Officer and COR concurrently for approval.

Do not cut and patch structural elements in a manner that would change their load-carrying capacity or load-deflection ratio.

#### **2.4.2. Operational Systems**

Do not cut and patch operating elements, safety related systems, or related components in a manner that would result in reducing their capacity to perform as intended, or that would result in increased maintenance or decreased operational life or safety.

#### **2.4.3. Visual / Finishes**

Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in GSA's opinion, reduce the building's aesthetic qualities. Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching. Remove and replace construction that is cut and patched in a visually unsatisfactorily manner.

Patched areas shall be neatly trimmed prior to patching. Feather all patches to provide a complete and finished surface. Paint all exposed work provided under the contract including all patched areas, exposed areas uncovered during demolition, to provide a complete and finished project. Paint patched areas plus surrounding areas to the nearest break in wall surface, or other building line to provide a neat and finished appearance. All paint shall match adjacent painted surfaces. Protect all surrounding areas including fixtures, furniture, floors and accessories from paint splatter and droppings. Clean-up and restore all areas splashed with paint.

Any work related to removing equipment, brackets, supports, etc. that leaves holes or damaged surfaces on the floor, walls, and ceilings, the work shall be patched with the same adjacent material and finish.

### **2.5. NATIONAL HISTORIC PRESERVATION ACT (NHPA) REQUIREMENTS**

This building is listed in the National Register of Historic Places. Design and construction document development shall be coordinated with the GSA Regional Historic Preservation Office (RHPO). The RHPO will provide guidance on preservation zones and appropriate treatments. The resulting proposed design / preferred alternative will be the basis for the Section 106 consultation with the DC State Historic Preservation Office (SHPO) if required.

- Although no archeological survey is required, all areas of subsurface disturbance are subject to the unanticipated discoveries. If during construction, unanticipated archaeological remains are discovered, the contractor must immediately stop work and contact the GSA PM.
- Recommendations should be in compliance with the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Buildings.
- All recommendations shall be reviewed by the GSA Regional Historic Preservation Officer (RHPO). The RHPO must review all submissions in their entirety for impact on restoration, rehabilitation and renovation zones as defined in the Historic Structures Report.

### **2.6. U.S. COMMISSION OF FINE ARTS REVIEW REQUIREMENTS**

The U.S. Commission of Fine Arts (CFA) is a federal agency with authority to review and comment on federal projects in the District of Columbia that propose exterior alteration to buildings or sites. CFA purview is the design of buildings and sites or their proposed alteration. While CFA does not require completion of NEPA and NHPA for submission, most GSA projects requiring CFA review also require NCPC review; therefore, completion of NEPA and NHPA is necessary regardless.

CFA's schedule of meetings, submission deadlines, and project submission requirements are found on the agency's website <https://www.cfa.gov/project-review/Government>.

CFA staff may advise preliminary consultation for complex projects and Project Managers should be available to accompany OPDQ staff for consultation with CFA staff as necessary. As with NCPC review, the Project Manager, in consultation with OPDQ, is responsible for developing a project schedule that includes sufficient time for preparing and submitting project materials for CFA review and approval.

CFA requires a copy of the letter from the OPDQ Director on behalf of GSA as well as ten (10) paper copies of the project presentation booklet (generally NOT the architectural plans) with one digital copy provided on a CD or USB format.

Usually, with support from Project Managers in completing preparation of project materials in a timely manner, OPDQ is able to coordinate submission of project materials to both NCPC and CFA so that the lead times for each agency run concurrently. The deadlines for both agencies are usually at the end of the month. To best support GSA's project submission, OPDQ emphasizes the need for early project consultation to both streamline the approval process as well as have the most accurate estimate of project schedule and cost.

## **2.7. NATIONAL CAPITAL PLANNING COMMISSION REQUIREMENTS**

The National Capital Planning Commission (NCPC) is a federal agency with the responsibility and authority to review federal projects in the National Capital Region that propose exterior alterations to buildings or sites. NCPC's approval is required for federal projects in the District of Columbia, but all exterior federal projects in the National Capital Region (NCR) must be submitted for review.

GSA OPDQ is responsible for making the submissions to NCPC but Project Managers are responsible for ensuring that all required project design and related materials are completed and available for packaging by OPDQ for submission in time to meet NCPC's submission deadlines. OPDQ is responsible for conducting and completing reviews under the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (Section 106 of NHPA). GSA must complete NEPA and NHPA at least 7 calendar days prior to NCPC project submission deadlines.

Project Managers shall consult at the inception of projects to ensure a common understanding of what information, materials, and time frames are necessary for the projection and completion of information needed for NEPA and Section 106 NHPA review.

NCPC's commission meeting dates, submission deadlines, and requirements for project submissions are found on its website <https://www.ncpc.gov/review/guidelines>. OPDQ advises preliminary consultation with NCPC staff for significant projects. Project Managers should be available to attend meetings and site visits as advised by OPDQ and/or NCPC staff.

NCPC's review schedule and deadlines should be taken into consideration early in the project planning process, including the establishment of project schedules and deliverables. For complex proposed projects, NCPC staff may request submission at up to three stages of design: concept, preliminary and final. For less complex projects, review and approval can be determined after one or two submissions. For projects within NCR but outside of the District of Columbia, a longer lead time for submissions may be necessary to allow local Governments to review and comment on proposed projects.

The NCPC website contains information about review of projects in the region and coordination with local Governments. For projects within the District of Columbia, a Coordinating Committee meeting



held by NCPC once in each review cycle affords District and relevant federal agencies to review and comment on proposed federal projects. NCPC requires 3 hard copies of submittal materials and 1 digital copy via email. The digital copy may be sent with hard copies in CD/DVD/USB format if the digital files are too big to be emailed.

## **2.8. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REQUIREMENTS**

NEPA analysis will need to be completed. GSA will review each design submission to inform National Environmental Policy Act (NEPA) Compliance. All National Historic Preservation Act (NHPA) compliance actions, if necessary, must be completed before NEPA analysis is finalized. Project implementation will not begin until GSA completes NEPA compliance actions.

## **2.9. FINE ARTS REQUIREMENTS**

It is not anticipated that Fine Arts will be disturbed during work activities.

## **2.10. ACCESSIBILITY REQUIREMENTS**

Architectural Barriers Act Accessibility Standard (ABAAS) is mandatory for all GSA projects. If local accessibility standards exist, the Contractor must follow the most stringent requirements between the local standards and ABAAS. The building ABAAS accessibility shall be maintained at all times.

## **2.11. SAFETY REQUIREMENTS**

All contractor(s) shall comply with the safety guidelines and requirements contained in NCR's Section 01546 – Safety and Health specification.

## **2.12. FIRE PROTECTION AND LIFE SAFETY REQUIREMENTS**

GSA's Fire Protection Engineers are the authority having jurisdiction (AHJ) for all GSA owned facilities.

### **2.12.1. Egress/Life Safety**

- The means of egress shall be maintained at all times.
- Egress issues shall meet NFPA 101 (Life Safety Code).
- Provide code analysis using the latest requirements of GSA PBS P-100, International Building Code, NFPA codes and standards, and any other applicable requirements. Code analysis shall include at a minimum applicable construction codes and standards, use and occupancy identification, construction type, height and area requirements, fire resistant rated construction requirements, vertical opening separation requirements, interior finishes, and egress requirements. The technical egress requirements of NFPA 101 must be used in lieu of the International Building Code.
- Provide occupant load and egress capacity calculations
- Provide illuminated exit marking signage and emergency lighting
- Demonstrate compliance with IBC requirements for fire resistant rated partitions, walls, and interior finishes
- Demonstrate compliance with NFPA locking and exit door hardware requirements.

### **2.12.2. Fire Protection Systems - N/A**

### **2.12.3. Fire Alarm Systems - N/A**

### **2.12.4. Fire and Life Safety System Testing and Acceptance - N/A**

**2.13. ENVIRONMENTAL REQUIREMENTS**

Contractor shall not allow the venting of coolants to the atmosphere in compliance with section 608 of the Clean Air Act (40 CFR Part 82).

**2.14. HAZARDOUS MATERIAL REQUIREMENTS**

All work, including contact with and handling of hazardous materials, the disturbance or dismantling of structures containing hazardous materials, and/or the transport and disposal of hazardous materials shall comply with the applicable requirements of 29 CFR 1910/1926, and 40 CFR 761/260-271.

**2.14.1. General**

“NO HAZMAT: IT IS NOT ANTICIPATED THAT ASBESTOS-CONTAINING MATERIALS (ACM) OR LEAD-BASED PAINT (LBP) WILL BE ENCOUNTERED DURING WORK ACTIVITIES. HOWEVER, WORK AREA SHOULD BE INSPECTED PRIOR TO STARTING WORK AND IF MATERIALS SUSPECTED TO BE ACMS OR LBPS ARE PRESENT, BULK ASBESTOS AND/OR LEAD PAINT CHIP SAMPLING SHALL BE COLLECTED AND TESTED. IF WORKERS ENCOUNTER SUSPECT MATERIALS DURING WORK, ALL WORK ACTIVITIES IN THAT AREA SHALL CEASE IMMEDIATELY AND BULK ASBESTOS AND/OR LEAD PAINT CHIP SAMPLING SHALL BE CONDUCTED. IF THE MATERIALS SAMPLED ARE DETERMINED NECESSARY FOR REMOVAL, THEN THE CONTRACTOR SHALL ADHERE TO THE REQUIREMENTS OF SPECIFICATION SECTIONS 02085 FOR ASBESTOS REMOVAL AND 02090 FOR REMOVAL AND DISPOSAL OF LEAD-BASED PAINT.”

**2.14.2. Asbestos Containing Material**

It is not anticipated that Asbestos Containing Material will be encountered during work activities.

**2.14.3. Lead Based Paint**

It is not anticipated that Lead-Based Paint (LBP) will be encountered during work activities.

**2.14.4. Polychlorinated Biphenyl**

It is not anticipated that Polychlorinated Biphenyl (PCB) will be encountered during work activities.

**2.14.5. Radon**

The soil was previously tested and it is not anticipated that Radon gasses will be encountered during work activities. The contractor shall test for radon after any project which may potentially affect radon building levels.

**2.14.6. Mercury**

It is not anticipated that mercury will be encountered during work activities. The contractor shall perform a comprehensive assessment to include a count and location of mercury-containing devices such as switches, thermostats, and gauges.

**2.14.7. Universal / Hazardous Waste**

It is not anticipated that universal / hazardous waste will be encountered during work activities. The contractor shall perform a comprehensive assessment to include the count and location of observed universal waste (fluorescent lamps, batteries, etc.) and/or hazardous waste on the site.



**2.14.8. Exit Signs Requiring Special Disposal**

It is not anticipated that exit signs requiring special disposal will be encountered during work activities. The contractor shall perform a comprehensive assessment to include the number of exit signs that may require special disposal.

**2.14.9. Presence of Hazardous Materials**

If any of the pre-alteration assessments determines that a hazardous material is present, the Contractor shall follow the requirements above.

**2.14.10. Hazardous Materials Cost Tracking**

The D/B Contractor shall propose and invoice costs for all effort related to asbestos separately from costs for all effort related to Lead and PCBs, both of which shall be separate from all other costs for GSA's accounting purposes.

**2.15. SUSTAINABILITY REQUIREMENTS**

The D/B Contractor's Designer of Record shall be required to meet GSA Sustainability requirements as described in the P100 and to meet Green Purchasing mandated requirements. The D/B Contractor's A/E will confirm the requirements with the GSA project manager and incorporate them into their Design deliverables including, but not limited to: Drawings, Specifications, and General Contractor Scope of Work.

**2.15.1. Green Purchasing**

All products and services purchased by GSA must meet strict sustainability requirements including, but not limited to, non-toxic, low VOC, recycled content, energy efficient, and water conserving. Where products that are labeled FEMP-approved, DesignLights Consortium® (DLC) Premium Certification (or Standard DLC rating if Premium is not available), Energy Star, EPA Safer Choice, or WaterSense exist and are applicable for this project, they must be used.

**2.15.2. Key Sustainable Products**

The use of GSA's Key Sustainable Product (KSP) standards is mandatory for all contracts and task orders. If any of the five materials listed below are purchased as part of this project, they must comply with their respective sustainability standards. The D/B Contractor shall specify the brand name and product that shall be used to meet each applicable KSP standard below. The D/B Contractor shall provide the required data submittals to the Contracting Officer (CO) or their designee prior to the start of construction. The COR shall verify that the products submitted are compliant with these KSPs. The D/B Contractor shall use standards listed in the Green Procurement Compilation (<https://sftool.gov/greenprocurement>) for products not listed below:

- Concrete (ready-mix and site-mix) Standard:  $\geq 25\%$  fly ash OR  $\geq 15\%$  ground granulated blast-furnace (GGBF) slag.
- Interior Latex Paint Standard:  $\leq 50$  grams per liter (g/L) VOCs post-tint (i.e. SCAQMD Rule 1113 standard).
- Acoustical Ceiling Tile Standard: Meets the California Section 01350 standard for low-VOC materials; AND total recycled content  $\geq 20\%$ ; AND recyclable in a closed loop process; AND USDA Certified BioPreferred; AND Environmental Product Declaration (EPD) available.
- Nylon Carpet Standard: NSF 140 Platinum certification or Cradle-to-Cradle Bronze
- Gypsum Board Standard: Greenguard Gold certification OR 0 g/L VOCs

In addition to the above listed key sustainable products, all other interior finishes must meet, at a minimum, the baseline environmental requirements specified in the GSA P100 facilities standards, Chapter 3, Architecture and Interior Design. Contractor shall submit product data for each finish

material used, demonstrating compliance with the appropriate environmental requirements. Sustainability requirements for specific interior finishes and construction materials may also be found at <https://sftool.gov/>.

**2.15.3. Proof of Compliance**

The D/B Contractor must, at all times during the performance of this contract, maintain a cut sheet or other documentation of compliance with product purchasing activities as stated within this specification. The D/B Contractor shall provide copies of such documentation to the Contracting Officer or their designee as required or upon request.

**2.15.4. Construction and Demolition Debris**

GSA's minimum requirement is to divert 50% of C&D waste from landfills/incinerators, with a higher reach goal of 70% diversion. The design specifications completed by the A/E must be consistent with these goals. The D/B Contractor must include the Construction Waste Management and Disposal template specification in the design. The D/B Contractor must also include the C&D Waste Management Report form as an attachment to the specification. Templates for both of these documents are attached to this document. Waste reports and associated documentation must be submitted with each invoice.

**2.15.5. Refrigerants - N/A**

**2.16. ENERGY AND WATER EFFICIENCY REQUIREMENTS**

The D/B Contractor will install energy/water efficient, [GSA Proving Ground proven technologies](#), Energy Star rated, FEMP rated, WaterSense certified equipment.

**2.16.1. Life Cycle Cost Analysis - N/A**

**2.16.2. Plumbing Fixtures - N/A**

**2.16.3. Lighting Fixtures**

Outdoor lighting should follow these guidelines to limit light pollution:

- Outdoor lighting color temperature should be limited to 3000 K with a maximum of 3500 K, (CCT < 3000 K; S/P ratio < 1.2) to minimize blue emission, use “warm-white” or filtered LEDs
- All exterior lighting should be on a timeclock or photocell control, as well as vacancy or occupancy sensors
- Always choose fully shielded fixtures that emit no light upward
- Provide for dimming or turning off the lights during overnight hours
- Avoid the temptation to over-light because of the higher luminous efficiency of LEDs
- Only light the exact space and in the amount required for particular tasks
- Outdoor lighting products that can help meet these specifications can be found at: <http://www.darksky.org/fsa/fsa-products/#!/Search-by-Application/c/19306351/offset=0&sort=nameAsc>

**2.16.4. Energy Rebates - N/A**

**2.16.5. Cooling Tower Replacement - N/A**

**2.16.6. Transformer Replacement - N/A**

**2.16.7. Roof Replacement - N/A**

**2.16.8. Pump and Motor Replacement/Upgrade - N/A**

**2.16.9. Insulation - N/A**

**2.17. BUILDING AUTOMATION SYSTEM & CONTROLS**

The property does have a Building Automation System.

All new equipment is required to tie in with the existing Building Automation System and controllers. This includes interface compatibility, required programming, and commissioning to ensure performance meets required performance objectives. The Contractor is responsible for integration of new with existing systems.

**2.18. COMMISSIONING**

**2.18.1. Commissioning Agent - N/A**

**2.18.2. Building Enclosure Commissioning - N/A**

**2.18.3. HVAC / Energy Metering - N/A**

**2.18.4. Electrical Metering / Monitoring**

Per P100, 6.5.3.4 Advanced Building Metering and Control, this project must install advanced meters for electricity in accordance with EAct 2005. Provide electric meters capable of bidirectional monitoring of phase voltages, phase currents, power consumption (demand), power factor, kVAR, and availability. These meters must be capable of communicating via MOContractorUS/TCP/IP.

Electric sub-meters shall be design-selected and installed for overall premises, and special-use internal facilities (data centers, computer rooms, laboratory), having a designed electricity intensity exceeding 7 watts per usable square foot (7 w/USF) - reference *GSA Public Buildings Service Pricing Guide, 4<sup>th</sup> Edition*. Tenant-Agency supplemental HVAC and other equipment including, but not limited to, roof-top HVAC units (RTUs), computer room air conditioning (CRAC) units, and business support equipment larger than 5 KVA, shall also be provided with metering in compliance with ASHRAE 90.1.

Electrical contract design shall include detailed drawings and panel schedules indicating capacity and connected load calculations (KVA) for all premises, special-use facilities, and electrically operated equipment. Electrical contract design shall result in electric panel configuration that facilitates a cost-effective method ('single-meter') of high intensity facilities and individual equipment. Electric meters shall be installed and tested for operation prior to electrical sub-contract substantial completion and subsequent project commissioning.

**2.18.5. Lighting - N/A**

**2.18.6. Acoustics - N/A**

**2.19. SITEWORK AND STORMWATER REQUIREMENTS**

**2.19.1. Stormwater Management Regulatory Requirements**

The disturbed area for the electric cart parking is approximately 4,455 square feet. The contractor is responsible for verifying the disturbed area during the design.

Federal: When 5,000 square feet or more of soil will be disturbed, the Energy Independence and Security Act Section 438 stormwater management requirement must be considered. The 95th percentile (1.7" for the DC region) rainfall event must be managed onsite to the maximum extent practicable and this must be addressed during the NEPA process.

MD/DC: When 5,000 square feet or more of soil will be disturbed, the District's Department of Energy and Environment's (DOEE) Stormwater Management requirements must be followed. A Stormwater Management plan must be developed and submitted to DOEE for review, comment, and approval.

DC: When a property with a building footprint plus any additional land disturbance of at least 5,000 square feet, and 2) whose redevelopment costs are at least 50% of the property's pre-development value, the District's Department of Energy and Environment's (DOEE) Stormwater Management requirements must be followed. A Stormwater Management plan must be developed and submitted to DOEE for review, comment, and approval.

All stormwater best management practices designed to manage stormwater after construction and specified in the design plans shall be built according to the design plans. If modifications to the design plans are made for any reason, as-built drawings shall be generated and filed with the appropriate permitting jurisdiction. Each practice shall also be properly commissioned (commission specification document under development). And all required inspection and maintenance protocols and background information needed to properly operate and maintain the practice shall be thoroughly documented in O&M Manuals. Where possible, it is preferable to conduct training in the design, operation and maintenance of the installed practices to orient the respective landscape and O&M contractors to their pending work.

#### **2.19.2. Erosion and Sediment Control Regulatory Requirements**

DC: When 50 square feet or more of soil will be disturbed, the District of Columbia Department of Energy and Environment Erosion (DOEE) and Sediment Control requirements must be followed. An Erosion and Sediment Control Plan must be developed and submitted to DOEE for review, comment, and approval.

All practices designed to prevent erosion and control sediment specified in the design plans must be implemented in full in the construction phase. Both GSA and the construction contractor or construction management contractor each must hold at least one valid/current Erosion and Sediment Control certification credential. Controls shall be inspected regularly throughout construction according to the schedule called out in the design plans and any repairs or modifications needed to address failures or shortcomings must be addressed as discovered. Documentation of the inspection and repair efforts is advisable and shall be available in case they are requested during inspections by the jurisdiction with oversight authority. Proof of regular good-faith efforts to properly maintain the practices may help avoid fines or stop work orders if inspectors do identify items needing correction.

#### **2.19.3. Stormwater Pollution Prevention Plan Regulatory Requirements**

DC: Sites that disturb equal to or greater than one acre of land are regulated by EPA's National Pollutant Discharge Elimination System (NPDES) Construction General Permit and need to submit a Notice of Intent (NOI) to both District of Columbia Department of Energy and Environment Erosion (DOEE) and EPA Region 3 and maintain a Stormwater Pollution Prevention Plan (SWPPP) on the construction site.

Construction site operators engaged in clearing, grading, and excavating activities that disturb one acre or more, including smaller sites in a larger common plan of development or sale that are greater than one acre total, must obtain coverage under a National Pollutant Discharge Elimination System (NPDES) construction general permit for their stormwater discharges in all three jurisdictions (DC, MD and VA). Operators of individual construction sites must apply for coverage under this permit. Before applying for permit coverage, the operator should read and understand all the provisions of the appropriate construction general permit and develop a Stormwater Pollution Prevention plan. Because authorized states (MD and VA) develop their own NPDES requirements apart from EPA's requirements, the operator should carefully read the applicable state's construction general permit and follow the specific instructions it contains

**2.19.4. Regulatory Inspections**

All jurisdictional inspections required by any of the applicable plans above must be scheduled prior to, during, and after construction as stipulated in the approved permit plans.

**2.19.5. Commissioning - N/A**

**2.19.6. Training - N/A**

**2.19.7. As-Built Drawings - N/A**

**2.19.8. Documentation Transfer**

All of the documentation listed below must be organized and provided to GSA's Office of Facilities Management (building and facility managers as well as the regional stormwater program manager). This information is necessary to meet stormwater regulatory requirements associated with properly inspecting, maintaining and repairing the practice over the long-term. All content must be provided in electronic format at a minimum, in one package, to appropriate facility management staff as well as the regional stormwater program manager; content may be additionally shared in other formats. All electronic files must be named to make it clear what content resides within each file.

- 1) BMP/SCM Design Submittal Package
- 2) BMP/SCM Stormwater/Civil Design Drawings - These are assumed to include planting plans and plant lists when applicable, maintenance requirements approved by the applicable jurisdiction and as-built drawings.
- 3) BMP/SCM Stormwater Permit Narrative
- 4) Construction Inspection Reports
- 5) O&M Manuals
- 6) Commissioning Report
- 7) Training Video
- 8) Jurisdiction Annual BMP/SCM Progress Reporting Template [filled out] - Federal agencies are expected to report annual stormwater Best Management Practice installation progress information to the jurisdictions (DOEE, MDE, VADEQ, and copying EPA) using templates provided by the jurisdictions.

**2.20. BUILDING TECHNOLOGY SERVICES**

The A/E Contractor shall comply with the following requirements for cyber security, Information Technology and Smart Buildings.

- GSA IT Building Technology Technical Reference Guide (BTTRG)
- 140416 Telecommunications Distribution Design Guide
- Smart Building Implementation Guide requirements

- Security and Privacy Controls for Federal Information Systems and Organizations, NIST 800-53 Rev 4
- Guide to Industrial Control Systems (ICS) Security, NIST 800-82 rev 2
- Building Monitoring & Control (BMC) Device Security Assessment Process
- GSA order 2100.1J GSA Information Technology (IT) Security Policy
- IT Security Procedural Guide: Key Management CIO-IT Security-09- 43 rev3
- 2100.2B CIO P GSA Wireless Local Area Network (LAN) Security guide.
- GSA IT Security Procedural Guide: SSL TLS Implementation Guide - CIO-IT Security 14-69

The Contractor shall coordinate the design and construction drawings to ensure all digital control systems and software meet the GSA-specific requirements. This will require the Contractor to schedule multiple reviews with GSA's Building Technology Services Division.

#### **2.21. MANUFACTURER REQUIREMENTS**

The Contractor shall follow all manufacturers' instructions and best accepted trade practices during performance of this work.

#### **2.22. BUILDING INFORMATION MODELING (BIM) - N/A**

#### **2.23. ENERGY MODELING AND PERFORMANCE - N/A**

#### **2.24. COBie**

The Contractor shall submit a COBie-compliant facility management data set for all equipment within this SOW.

The Contractor shall verify that the room numbering list complies with the COBie requirements set forth in the GC's contract documents and matches the data structure of the computerized maintenance management system (CMMS).

### **3. DESIGN STAGE**

This section details the professional services required during the design stage of the project.

The D/B Contractor's Architect/Engineer shall develop a design based on the objectives and requirements as stated in this scope of work only.

The design shall comply with all applicable codes as identified in PBS P100 - Section 1.4 and the Standards and Criteria Documents.

#### **3.1. PRE-DESIGN PHASE**

##### **3.1.1. Existing Conditions Survey**

- The D/B Contractor must thoroughly research the project requirements.
- Meet with the GSA Project Manager to review the expectations of the project scope of work.
- Meet with the Facilities Management personnel to gain information about the building and systems operation.
- Conduct an investigation including an on-site survey. The on-site survey must include, but not be limited to, examining the existing conditions and taking necessary measurements. Review all available drawings (GSA supplied drawings are for information only). The A/E assumes the responsibility to verify all drawings and existing site conditions.



- Concealed conditions are those which would require selective demolition to investigate. Conditions above acoustic ceiling tile and/or under tile carpet are not considered concealed conditions. These should be investigated during the Existing Conditions Survey.
- The D/B Contractor must not contact customer agency representatives directly without prior approval from the GSA Project Manager. All contact with the customer agency must be coordinated through the GSA Project Manager.
- Perform PreAlteration Assessments for ACM, LBP, and PCB as required and provide reports.
- 

### **3.2. DESIGN PHASE**

#### **3.2.1. Dimensions**

All dimensions shall be in imperial units with soft metric conversion..

#### **3.2.2. Design Submissions**

Design submission expectations are as follows:

##### **3.2.2.1. Final Concept Design Submission (35%)**

The concept design will include a draft of all Division 01 specifications, all drawings, estimates and all narratives.

##### **3.2.2.2. In-Progress DD Submission (65%)**

The midpoint design will include specifications, drawings, and calculations. The specification shall be edited to remove any extraneous sections or paragraphs.

##### **3.2.2.3. Pre-Final CD Submission (95%) - N/A**

##### **3.2.2.4. Final CD Submission (100%)**

Action on previous project review comments shall be incorporated in the construction documents. If not incorporated, a written justification for not doing so is required.

#### **3.2.3. Design Submission Deliverables**

##### **3.2.3.1. Basis of Design / Calculations / Code Check**

The A/E must provide a design narrative, identifying the basis of design and Design Calculations as required by P100 – Appendix A Submission Requirements, A.1 General Requirements.

The A/E must document their design intent; decisions made during design; design assumptions; technical analysis; code analysis; and any references.

##### **3.2.3.2. Drawings**

The A/E must develop all contract drawings required to convey the project scope. The drawings must be scaled floor plans for each discipline required (architectural, mechanical, electrical, etc.), with separate sheets for new work and demolition as well as enlarged floor plans, equipment details, riser diagrams, schedules, etc. Drawings must clearly distinguish between new and existing work. Drawings must show critical dimensions, including required clear space for access, use, and maintenance of equipment.

Each drawing's title block must indicate project title, project number, building name, building address, building number, A/E's name, A/E's address and/or phone number, contract number, drawing title, drawing type, drawing number, and key plan. A cover sheet must be provided and shall include a list of the drawings, legend, vicinity map, and location map in addition to all items required for each drawing. Each A/E submission must be clearly dated and labeled (e.g. Tentative Design Submission, Final Design Submission). Each drawing sheet submitted must include a graphic scale in the lower right-hand portion of the sheet.

The final set must be signed and sealed by a registered engineer and/or registered architect for the state in which the building is located.

All drawings must be delivered in their original authoring format, regardless of file type. In addition to original authoring file type, CAD plans must be delivered at each submission. All CAD deliverables must comply with GSA's CAD Deliverables Policy.

The Contract Documents must sufficiently define the scope of work and must stand on their own. Drawings and specifications must be fully coordinated to ensure that all necessary work and materials are included for an operational facility of finished appearance.

#### **3.2.3.3. Specifications**

Project Specifications must be sufficiently detailed to direct the construction work outlined in this scope of work.

GSA requires use of the CSI (Construction Standards Institute) "MasterFormat" (latest versions) system as its project specifications format. The D/B Contractor's A/E must develop the specifications in this format.

The D/B Contractor's A/E must develop the specifications with the appropriate seals and signatures. The D/B Contractor's A/E shall supply .pdf and .docx versions of the specifications with the final submission, along with the requested number of hard copies. The Project Specifications must completely encompass the scope of work and design of the project. Extensive editing and additions to the above listed guide specifications will be required to tailor them to this scope of work. The specifications must take into account a construction plan producing a minimum disruption of day-to-day activities, climate control, utilities, and services.

Specification of proprietary products is generally not permitted. Specification sections shall be written to permit bidding by any supplier whose products meet the functional, technical and physical requirements of the project. When only a single product available from a sole source who will perform the required function, the A/E shall submit as early as possible a written justification to the GSA Project Manager for approval by the Contracting Officer. The justification shall include a complete description of the product, including the name, model and manufacturer's address. It shall also include reasons for the proposed proprietary specification.

#### **3.2.3.4. Construction Submittal List**

As part of the Construction Document Submission, the A/E shall submit a list of all submittals required for construction. The list shall include specification section and paragraph numbers and type of submittal.

As part of the construction document submission, the A/E shall also create a complete submittal register that includes all of the submittals required in the specifications. All submittal shall use the following naming convention:

- Specification number – Specification section name - Submittal type.

#### **3.2.3.5. Estimates**

No estimates required for Design-Build project type.



**3.2.3.6. Schedule**

Provide a detailed, time-scaled computer generated Project Schedule at each formal design submission with activities representing each portion of the Work for the entire Contract Performance Period. Submit both as MS Project and PDF.

All owner furnished equipment and materials shall be identified with dates needed to be received by the D/B Contractor.

All durations shall be shown in calendar days. The Project Schedule shall use the Critical Path Method (CPM) for the planning, scheduling and reporting of the work to be performed under the contract.

No unspecified constraints, float suppression techniques, or use of activity durations, logic ties and/or sequences deemed unreasonable by GSA shall be used in the Project Schedule.

As defined by the Contract, the entire project performance period shall establish the Project Substantial Completion Date which shall be used in the planning and presentation of the D/B Contractor's Project Schedule. GSA reserves the right not to approve any schedule deemed to have an unrealistic forecasted Substantial Completion Date. Government approval of an early completion Project Schedule shall not modify the Contractual Substantial Completion Date or Project Completion Date. The time difference between the D/B Contractor's planned Substantial Completion Date and the Contract directed Substantial Completion Date shall be considered Project Float, jointly owned and for the mutual use of both the D/B Contractor and GSA.

**3.2.3.7. Phasing Plan**

The D/B Contractor's A/E shall submit the following phasing information:

- Phasing Narrative in written form which outlines phasing requirements and sequence with all areas of the project identified as a part of some phase. Each phase description shall include constraints particular to that phase, what other phases that must precede it, and any moves which must precede the start of the phase or phases. If equipment and other removable items require storage and relocation by the Government, because of the requirements shall be listed in the phasing narrative. Special phasing constraints which may be common to the project should be listed at the end of the narrative and not within each individual phase description.
- Individual phases shall be outlined and labeled on all drawings including site, architectural, structural, plumbing and electrical drawings. Phases shall be outlined on the submitted full sized drawings.
- All systems shall be designed so that, upon completion of a particular phase, the entire area covered by that phase can be occupied by the agency personnel with all systems functioning properly.

Phasing requirements shall describe the general sequence of the project work, estimated project duration (including allowances for delivery items), and what Government constraints exist that will influence the Contractor's approach to the construction project. In addition, special attention shall be given to asbestos abatement requirements to ensure that the project phasing plan and associated costs are reasonable. Adequate time shall be allocated for the evaluation for any special requirement areas in addition to the time to perform the work that must precede the general construction.

#### **3.2.3.8. Constructability Assessment**

The D/B Contractor will evaluate the proposed construction and report findings in a Constructability Assessment delivered with the In-Progress Design Submission. This evaluation will consider construction sequencing, equipment, duration of activities, the potential impact of weather and water elevations, borings, and winter shut downs, etc. The Contractor must also consider the following:

- Construction entrance
- Craft, supervision, and CM parking and traffic flow
- Security improvements and additions, including fencing
- Haul roads
- Laydown areas
- Major equipment passage, access, and operating clearances.
- Fabrication areas.
- Material flow
- Construction power for office and work areas.
- IT infrastructure
- Loading dock access
- Vertical transportation of materials and construction debris
- Maintaining egress paths
- Maintaining accessibility routes

The Constructability Assessment will consider the key elements of the project delivery process (PDP): safety, scope, schedule, cost, quality, and risk.

#### **3.2.4. Design Reviews**

The Government will provide reviews of Contractor design submissions to verify adherence to contract requirements. Design reviews by the Government are not to be interpreted as resulting in an approval of the Contractor's apparent progress toward meeting contract requirements but are intended to discover any information which can be brought to the Contractor's attention which might prevent costly errors and/or misdirection. The Contractor shall remain completely responsible for designing and constructing the project in full accord with the requirements of this contract.

#### **3.2.5. Submission Format**

Each Submission requires:

- 3 USB Flash Drive which includes the following:
  - One consolidated, searchable PDF containing all drawing files
  - Basis-Of-Design, Calculation, and Code Check as PDF
  - One Zip file containing individual drawing DWG files
  - One consolidated, searchable PDF containing all specifications with bookmarks for major divisions
  - One Zip file with individual specification sections as DOC
  - Construction Submittal List as PDF
  - Project schedule as MS Project
  - Project schedule as PDF
- 1 Full-Size sets of drawings
- 6 Half-Size sets of drawings
- 6 Hard-copy binders of the project specifications

### **3.2.6. Submission Schedule and Reviews**

The D/B Contractor's A/E shall deliver all design documents required for review and approval by the Government to the Contracting Officer's Representative in accordance with the following schedule (all durations in calendar days):

- |                                      |  |
|--------------------------------------|--|
| • Existing Conditions Survey (ECS)   | due 14 calendar days after Contract NTP              |
| • GSA Review                         | due 21 calendar days after ECS submission            |
| • Concept Design Submission          | due 14 calendar days after ECS Approval              |
| • GSA Review                         | due 21 calendar days after Concept Submission        |
| • Stakeholder Review of Concepts     |  |
| ○ SHPO + NEPA Review                 | assume 35 calendar days after Concept Approval       |
| ○ NCPC + CFA Review                  | assume 35 calendar days after SHPO + NEPA Approval   |
| • In-Progress DD Submission Approval | due 21 calendar days after Stakeholder / Concept     |
| • GSA Review                         | due 21 calendar days after In-Progress DD Submission |
| • Final CD Submission                | due 14 calendar days after Pre-Final CD Approval     |
| • GSA Review                         | due 14 calendar days after Final CD Submission       |

### **3.2.7. Stakeholder Review**

GSA has allocated time for all stakeholder reviews in the above table. Any delays beyond the original review time-frame due to rejection or revision to the submission package is the responsibility of the A/E to recover from. In the event that the stakeholder does not provide a response within the time frame included above, the period of performance will be extended by an equitable amount of calendar days.

### **3.2.8. Rejection of Submittals**

Government rejection of submittals does not relieve the D/B Contractor from responsibility of meeting the period of performance.

## **3.3. CONSTRUCTION PROCUREMENT PHASE - N/A**

## **4. CONSTRUCTION STAGE**

This section details the professional services and submittals required to support the construction stage of the project.

### **4.1. GENERAL**

The D/B Contractor shall provide all necessary labor, materials, supervision, management, quality control plan, and testing to produce work conforming to the contract documents and 100% Final Construction Documents created during the Design Phase.

### **4.2. PERMITTING**

D/B Contractor is responsible for all applicable permitting such as, but not limited to, sheeting, shoring, and public space permits as required by federal, state or local jurisdictions; this includes application fees and any fines or penalties that result from noncompliance.

#### **4.2.1. Permit for Welding, Cutting, or Brazing**

Comply with NFPA 51B. Do not conduct operations involving the use of open-flame, electrical arc equipment, or flammable substances until a permit for welding, cutting, and burning has been issued by the Government.

Complete GSA 1755 - Permit for Welding, Cutting, or Brazing. Contact the Field Office to obtain burn permits. Burn permits are required for each separate occurrence. Burn Permits must be displayed at the work site during burning operation. Permit duration shall be one work shift for a specific location unless otherwise agreed to by the Government and Contractors.

**4.2.2. Utility Locating Services**

Where sitework shall occur, utility locating services must be provided [7] calendar days in advance of any sitework work beginning.

**4.2.3. Utility Outage**

Utility outages (electrical, domestic water, chilled water, steam, gas) must be approved by the GSA Building Manager at least 72 hours prior to the outage. Note that some situations may require more notice.

All unscheduled power and communication outages caused by the contractor as a result of demolition or construction activities must be restored immediately. The contractor is to take all necessary precautions to minimize the possibility of such a disruption from occurring by employing a thorough pre-construction survey. Failure to provide corrective actions for causing an outage as described above will result in the Government executing the repair and charging the contractor for the full cost of the repair performed by others as well as the administrative costs of the repair.

**4.2.4. Fire Watch**

When a required fire alarm system or automatic sprinkler system is out of service for more than 4 hours in a 24-hour period, the GSA Building Manager and authority having jurisdiction shall be notified at least 7 calendar days in advance. Work cannot commence until the AHJ has given written approval of the proposed Fire Watch or building evacuation plan. Comply with NFPA 101 and OSHA 1910.252 for all Fire Watch requirements.

**4.3. CONSTRUCTION SCHEDULE**

Within 7 calendar days of the Construction Kickoff Meeting, the Contractor shall update the Preliminary Project Schedule.

The Project Schedule shall be updated on a monthly basis throughout the entire Construction Stage until project completion is achieved. A revised project schedule must be submitted with each invoice.

**4.4. CONSTRUCTION PROGRESS REPORTS**

Prepare an electronic daily construction report recording the following information concerning but not limited to events at the site. All daily reports are to be provided to the GSA PM by 10:00 AM the next business day. Include, but not limited to:

- List of subcontractors at the site.
- List of separate contractors at the site.
- Count of personnel at the site.
- High and low temperatures, general weather conditions.
- Accidents.
- Meetings and significant decisions.
- Unusual events
- Stoppages, delays, shortages, and losses.
- Meter readings and similar recordings.
- Emergency procedures.

- Orders and requests of governing authorities.
- Change Orders received or implemented.
- Services connected or disconnected.
- Equipment or system tests and startups.
- Partial completions or occupancies.
- Summary of all work performed.
- Weather

D/B Contractor's Construction Production (Daily) Report template to be accepted by GSA before document is used. Prepare an electronic daily construction report recording the following information concerning but not limited to events at the site. All daily reports are to be provided to the GSA PM by 10:00 AM the next business day.

#### **4.5. SHOP DRAWINGS / PRODUCT DATA SUBMISSIONS**

The D/B Contractor shall submit shop drawings and product data as stipulated in the project specifications. All submissions shall be made to the Contracting Officer's Representative (COR). Prior to submitting shop drawings to the COR, the D/B Contractor's A/E shall review the shop drawings for completeness and shall establish that the shop drawings meet the contract requirements. Shop drawings must illustrate manufacturer's recommended clearances around installed equipment for access and maintenance. Shop drawings shall be checked for compliance with manufacturer's recommended clearances.

Shop drawings shall be continuously annotated showing solutions to problems not encountered during survey period or anticipated. The Government shall be apprised of all modifications and each solution shall be submitted for approval within three days of change.

Shop drawings shall have the professional seals and signatures of the preparing Registered Professional Engineers. Shop drawings shall have the signatures of the reviewing Registered Professional Engineers and/or Architects.

##### **4.5.1. Early Review**

The D/B Contractor shall utilize early submission to minimize lead time between the Design and Construction Phases.

##### **4.5.2. Government Review**

Shop Drawing/Product Data submissions to the Government shall be made after review and approval by the D/B Contractor's Architect/Engineer of record. Government rejection of submittals does not relieve the D/B Contractor from responsibility of meeting the period of performance.

##### **4.5.3. Changes**

Should shop drawing and/or product data changes take place after Government review and approval, the D/B Contractor shall submit the altered material within three days of the change.

##### **4.5.4. Products for Submission**

The D/B Contractor shall provide shop drawings and product data for all systems, equipment and materials referenced within the Pre-Final and Final Design Document submission.

#### **4.6. SCHEDULE OF INSPECTIONS AND TESTS**

Prepare and submit a schedule of inspections, tests and similar services required by the Contract Documents within 14 calendar days after approval of Pre-Final CDs.

The D/B Contractor shall coordinate the schedule of inspections and tests with the Construction Schedule and other related documents. Prepare the schedule in tabular form, including but not limited to the following information:

- Specification section number.
- Description.
- Identification of applicable standards.
- Identification of methods to be used.
- Number of inspections, tests or similar services.
- Time schedule or time span.
- Responsible entity.
- Requirements for taking samples.
- Unique characteristics.

#### **4.7. CONSTRUCTION INSPECTIONS**

Construction inspections shall be scheduled, coordinated and performed to ensure that all specified materials, means and methods are installed per code compliance and contract. At a minimum, inspections must be performed at the following intervals:

- Site inspection (before first ground disturbance - erosion control requirement)
- Foundation inspection (before placing of concrete)
- Sub floor inspection (before covering the floor framing)
- Structural inspection (before covering the outside sheathing)
- Framing and rough-in inspection (before insulating or covering framing)
- Insulation inspection (after insulation is installed)
- Final inspection (after all construction is complete)

Inspections include, but are not limited to, adherence to construction documents, contract requirements, and the following:

- Equipment, materials and workmanship;
- Labor and safety conditions;
- Defects and omissions;
- Problems encountered;
- Qualitative and quantitative differences between construction contract documents and actual work in place.

#### **4.8. SPECIAL INSPECTIONS**

The D/B Contractor shall provide the coordination and services for the special inspections as indicated in the Schedule of Inspections and Testing, including, but not limited to:

- Coordination of the trades, quality control and the sequence of construction to ensure continuity of the system for the inspection(s).
- Not covering or encasing inspection areas prior to inspections.
- Additional testing or retesting.
- Associated services for the inspections.
- Repair.

The D/B Contractor shall obtain and include the cost for special inspections as a separate line in the Contract Sum.

#### **4.9. COMMISSIONING**

The D/B Contractor is required to be an active participant in the commissioning process. This includes completion of the Pre-Commissioning Checklist and coordination of resources needed to complete commissioning required in the Commissioning Plan.

The D/B Contractor is required to make the recommended corrections to commissioned systems for any system which fails to meet the required test parameters.

#### **4.10. QUALITY CONTROL PLAN**

The D/B Contractor shall develop, provide, and maintain a Quality Control Plan during the design development phase of the project, based upon the USACE Three-Phases of Control, to accomplish the Design-Build contract requirements referenced within this Document. The Quality Control Plan shall identify personnel, procedures, instructions, records and forms to be used in carrying out the requirements of the Project. It will provide the means to maintain effective Quality Controls for construction, sampling and testing activities.

The Quality Control Plan shall also describe the quality assurance, quality control, and other technical activities that will be implemented to ensure that sampling and analyses are performed in order to meet applicable data quality objectives for the project.

##### **4.10.1. Submissions**

The Quality Control Plan shall be prepared and submitted with the In-Progress Design Submission. Construction shall not begin until the Quality Control Plan is approved.

##### **4.10.2. Content**

The Quality Control Plan shall identify and address the special factors impacting the construction and specify the considerations and provisions to be made by the D/B Contractor during construction of the project. Consideration and provisions proposed to accommodate special factors impacting the construction shall be outlined, and described in sufficient detail to clearly indicate all facets of how they relate to the coordinated construction of the project. The D/B Contractor is not relieved from any requirements specified in this document should they not be included in the plan.

Special factors impacting include, but are not limited to:

- Government occupancy of the building during construction.
- Work hour restrictions
- Construction phasing
- Utility outages
- Security and access requirements
- Safety Plan per OSHA requirements
- Staging and storage area space limitations
- Asbestos removal and disposal
- Lead paint removal and disposal

##### **4.10.3. Workmanship Standards**

Initiate and maintain procedures to ensure personnel performing the work are skilled and knowledgeable in the methods and craftsmanship needed to produce the required levels of workmanship. Remove and replace work that does not comply with workmanship specified and standards recognized in the construction industry for the applications indicated. Remove and replace work damaged or deteriorated by faulty workmanship or replacement of other work.



**4.10.4. Manufacturer's Instructions**

Where installations include manufactured products, comply with manufacturer's applicable installation instructions and recommendations to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in the Contract Documents.

**4.10.5. Specialists**

Where the individual sections of the specifications require specialists to perform the work, comply with the requirements specified. The assignment of a specialist shall not relieve the D/B Contractor from complying with applicable regulations, union jurisdictional settlements or similar conventions, and the final responsibility for fulfillment of the entire requirements remains with the D/B Contractor.

**4.10.6. Minimum Quality and Quantity**

The quality level or quantity shown or specified shall be the minimum required for the work. Except as otherwise indicated, the actual work shall comply exactly with that minimum or may be superior to that minimum within limits acceptable to GSA. Specified numeric values are either minimums or maximums as indicated or as appropriate for the context of the requirements.

**4.10.7. Availability of Tradespersons and Manufacturer's Field Services Representatives**

At each progress or coordination meeting, review availability of tradespersons, qualified manufacturers representatives required in the specifications, and projected needs to accomplish work as scheduled. Require each entity employing personnel to report on events which might affect progress of work. Where possible, consider alternatives and take actions to avoid disputes and delays.

**4.10.8. Inspection / Testing**

The D/B Contractor shall provide all inspection and testing, except where required by code, specification, or detailed elsewhere in the requirements of this document.

The Quality Control Plan shall identify the equipment/system to be inspected/tested, exact test(s) to be performed, measured parameters, and the stage of construction development when tests are to be performed. The D/B Contractor shall organize inspection/testing of equipment in accordance with a recognized method which delineates all facets of construction. The method shall identify all equipment items, subsystems, and/or components which influence operation, function, quality or referenced on timeline charts to identify when tests should be performed. The D/B Contractor is not relieved from the required performance test should these not be included in the plan.

**4.10.9. Test Parameters**

For each component to be inspected/adjusted/tested, identify each test parameter and represent each operating condition and all control modes of operation. Tests shall document any observed deficiencies or improper operation. Tests shall identify capacity readings, normal operation of equipment and verification of required automatic controls.

**4.10.10. Test Report**

For each inspection/adjustment/test parameter, identify the test(s) to be conducted, methodology, adjustments contemplated, test result comparison to that of performance parameters, the date and time of test, and who will do the work. Consider the following as an example:

- Test
- Test Method
- Adjustments



- Performance Parameters
- Actual Performance
- Test Occurrence
- Test Performed by

**4.10.11. Coordination with others**

The D/B Contractor shall cooperate with agencies and others performing required tests, inspections and other quality control services, and shall provide reasonable auxiliary services as requested. The D/B Contractor shall notify the testing and inspection entities sufficiently in advance of operations to permit their timely assignment of personnel. Auxiliary services include but are not limited to the following:

- Provide access to the work.
- Furnish incidental labor and facilities necessary to facilitate inspections and tests.
- Take adequate quantities of representative samples of materials that require testing or assist the agency in taking samples.
- Provide facilities for storage and curing of test samples.
- Deliver samples to testing laboratories.
- Provide the agency with a preliminary design mix proposed for material mixes that require control by the testing agency.
- Provide security and protection of samples and test equipment at the Project site.
- The D/B Contractor shall coordinate the sequence of activities to accommodate required services with a minimum of delay.
- Activities shall be coordinated to avoid the necessity of removing and replacing construction to accommodate inspections and tests.
- The D/B Contractor shall be responsible for scheduling times for inspections, tests, taking samples and similar activities.

**4.10.12. Format**

Quality Control Plan documents shall use standard white bond paper or formatted sheets, bound in snap action three-ring notebooks, to allow insertion of changes. All text shall be typed. Tabs shall be provided according to category.

**4.11. CONSTRUCTION INDOOR AIR QUALITY (IAQ) MANAGEMENT**

**4.11.1. Protection of Materials from Moisture Damage - N/A**

**4.11.2. Installation and Replacement of Filtration Media - N/A**

**4.11.3. Sequence of Finish Installation for Materials**

Where feasible, absorptive materials (referred to herein as “Type 2” products) shall be installed after the installation of materials or finishes which have high short-term emissions of VOCs, formaldehyde, particulates, or other air-borne compounds (referred to herein as “Type 1” products).

Type 1 materials include, but are not limited to: adhesives, sealants and glazing compounds (specifically those with petrochemical vehicles or carriers); paints, wood preservatives and finishes; control and /or expansion joint fillers; hard finishes requiring adhesive installation; gypsum board (with associated finish processes and products); and composite or engineered wood products with formaldehyde binders.

Type 2 materials include, but are not limited to: carpets; acoustical ceiling panels; fabric wall coverings; insulations (exposed to the airstream); upholstered furnishings; and other woven, fibrous or porous materials.

The D/B Contractor shall develop a separate sequencing plan that identifies possible opportunities to meet the above-stated goals for the project. The plan shall be submitted to the GSA Project Manager.

**4.12. SAFETY PLAN**

The D/B Contractor shall develop, provide, and maintain a Safety Plan during the design development phase of the project, based upon OSHA Safety Plan Requirements. The Safety Plan shall be prepared and submitted with the Pre-Final Design Submission. Construction shall not begin until the Safety Plan is approved.

The D/B Contractor is to conduct a weekly Safety Tool Box Meeting with all personnel working on the project that day. Personnel to include, all personnel from the D/B Contractor and all subcontractor personnel. All documents relating to the weekly Safety Tool Box Meeting are to be submitted to GSA.

**4.13. COORDINATION OF WORK**

The D/B Contractor shall coordinate the work of this contract with that of other contractors in the building at the same time.

**4.14. REQUESTS FOR INFORMATION**

Each RFI must include a specific description of the issue requiring clarification, citing the specific related contract documents requiring clarification. RFI's should only be submitted after performing due diligence to confirm that the contract requirements in question are in fact unclear or otherwise inadequate.

The D/B Contractor's A/E shall review all RFIs and provide recommendations before submission to GSA. Upon receipt of the response to each RFI submitted, coordinate the response with all involved subcontractors to ensure understanding and appropriate action.

**4.15. MODIFICATIONS / CHANGE ORDERS**

A Change Order will only be approved if GSA agrees that additional work to be performed by the D/B Contractor as a result of resolution of an RFI is beyond the original scope of work.

**5. CONTRACT ADMINISTRATION**

**5.1. CONTRACTOR'S STAFF**

**5.1.1. Personnel Qualifications**

The D/B Contractor shall exclusively utilize the Key Personnel named and/or otherwise identified in the D/B Contractor's bid submission materials to perform services required under this contract. In the event that any personnel named in the D/B Contractor's Technical Qualifications Statement are unable to perform their duties due to death, illness, resignation from the D/B Contractor's employment, the Contracting Officer's request for removal, or similar reasons, the D/B Contractor shall, within five working days, submit to the Contracting Officer, in writing, the name and qualifications of proposed replacement with equal or superior qualifications. No substitution shall be made without prior approval of the CO. Any approved substitutions shall be made at no increase in the lump sum contract price.

**5.1.2. Acceptance**

The Contracting Officer (CO) shall accept or reject personnel proposed by the D/B Contractor. The D/B Contractor shall make a timely and prompt re-submittal to provide other personnel required to

replace any that are rejected by the CO, both at initial submittal or any subsequent rejection or substitution of personnel.

**5.1.3. Personnel Security Requirements**

Comply with Security Clearances section of The Agreement and GSAR 552.204-9 Personal Identity Verification Requirements.

Any individual whose Initial Fitness Determination requires that the applicant wait for Final Fitness Determination will have their application canceled immediately. A replacement must be promptly provided by the Contractor.

All personnel in this contract must comply with all building security provisions and facility access requirements beyond HSPD-12. No extensions for schedule will be given for failure to get personnel credentialed in a timely manner.

**5.1.4. Escorting**

All D/B Contractor personnel shall be 'escorted' at all times in compliance with the HSPD-12 escorting requirements. Prime Contractor is responsible for escorting all consultants and subcontractors contracted by the Prime Contractor.

**5.1.5. Building Systems Shutdown**

Any building system shutdown requires building Operation and Maintenance staff to be present for shutdown and restoration. Any payment for O&M shutdown and restoration services must be included in the D/B Contractor's bid price.

**5.1.6. Permits and Responsibilities**

Per FAR 52.236-7 Permits and Responsibilities, the D/B Contractor shall, without additional expense to the Government, be responsible for obtaining any necessary licenses and permits, and for complying with any Federal, State, and municipal laws, codes, and regulations applicable to the performance of the work. The D/B Contractor shall also be responsible for all damages to persons or property that occur as a result of the D/B Contractor's fault or negligence. The D/B Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work which may have been accepted under the contract.

**5.1.7. Personnel Activities and Behavior**

No alcoholic beverages or illegal substances, abusive or profane language, or other disruptive or illegal activities will be tolerated.

**5.2. MEETINGS**

The D/B Contractor shall prepare and distribute an agenda for each D/B Contractor hosted project meeting, in advance of the meeting date. Agenda for all meetings must include review of all open items (RFIs, Design Comments, Issue Tracking), a two week look-ahead to the next scheduled meeting, and a round robin opportunity for all participants to introduce items to the meeting.

D/B Contractor in-person representation at all meetings shall include those individuals having knowledge of the agenda topics and authority to make decisions and commit resources.

The D/B Contractor shall provide minutes of all D/B Contractor hosted project meetings and presentations to all attendees identifying new and unresolved old action items and associated responsible parties. Minutes must be provided within 2 calendar days after each meeting.

**5.2.1. Design Review Meetings**

During the Design phase, the D/B Contractor shall conduct and a GSA representative and/or consultant will attend on-site review meetings in-person, following each of the Design Deliverable Submissions.

**5.2.2. Construction Kickoff Meeting**

After Design and before Construction NTP, the D/B Contractor shall conduct a Construction Kickoff Meeting meeting in-person with the GSA Construction Engineer and Building Manager to provide an overview of the project and discuss how all GSA review comments have been addressed. Also discuss phasing, staging, working hours, vertical transportation of materials, and any other special building requirements.

**5.2.3. Construction Progress Meetings**

After Construction begins, the D/B Contractor shall conduct and a GSA representative and/or consultant will attend weekly progress meetings in-person. Field inspections by the GSA Project Manager will generally coincide with these progress meetings.

**5.3. COMMUNICATION**

The D/B Contractor shall reply to correspondence from the GSA, outside agencies, GSA contractors and Construction subcontractors within 3 calendar days.

**5.4. PROJECT CLOSEOUT**

**5.4.1. Final Inspection and Test**

Unless otherwise identified, manufacturer recommendations shall be followed for all inspection and test procedures.

**5.4.2. As-Built Drawings**

The D/B Contractor shall provide "As-Built Drawings" and documents based upon actual site installation, as should be reflected within latest Record Drawings/documents. Should Record Drawings not present As-Built conditions, the D/B Contractor shall perform field measurements and shop drawing take offs as required to support accurate As-Built drawings. Should the Government determine that variation exists between finished construction and the As-Built drawings, the D/B Contractor shall correct drawings to the satisfaction of the Government. As-Built drawings shall be submitted on 2 USB and 1 set of full size drawings.

**5.4.3. Specification Manual**

The D/B Contractor shall provide 6 complete sets of all final design specifications/documents, re-typed or presented in original condition. Specifications shall be precisely edited to match installed features/systems/equipment and materials.

**5.4.4. Product Data and Shop Drawing Manuals**

The D/B Contractor shall combine all product data submission material and shop drawings into hard copy manuals for reference during construction. Shop drawings shall be bound with product data or separately bound in drawing racks. The manuals shall be divided into sections corresponding to design specification section headings. The D/B Contractor shall provide [2] copies containing all approved shop drawing submissions.

**5.4.5. Design Calculation Manual**

The D/B Contractor shall provide 2 final sets of all design calculations associated with this project, representing both initial design calculations and those analyses associated with contract changes.

**5.4.6. Operation and Maintenance Manual**

The D/B Contractor shall prepare 2 detailed Operation and Maintenance Manuals, identifying all procedures, tools, equipment and parts necessary to assure satisfactory operations and to provide maintenance per manufacturer's recommendations, including the following:

- Instruction manuals covering the care, preservation and maintenance of materials and finishes
- Operation, maintenance, troubleshooting and parts manuals for equipment and building operating systems
- Instruction of Government operating personnel in the operation and maintenance of building systems and equipment
- Equipment inventories
- Emergency manuals

**5.4.7. Maintenance Training**

Maintenance Training shall address cycles of replacement and use of any special tools, etc.. Include references to record documents, spare parts and material lists, warranties, maintenance agreements and similar continuing commitments.

**5.4.8. Warranties**

The D/B Contractor is required to provide the Government with 3 original signed copies of all warranties. Warranty start date shall begin no earlier than the date of installation acceptance.

The D/B Contractor is responsible for bridging all warranties between the period of installation and substantial completion issued by the Government and/or acceptance of that particular work/specific equipment. The bridging includes, but is not limited to, all subcontractor and manufacturer warranties.

**5.4.9. Attic Stock**

The D/B Contractor is required to provide the Government with one (1) light fixture for attic stock. The D/B Contractor is responsible for delivery of the attic stock to an appointed location on the St. Elizabeths West Campus designated by GSA at no cost to the Government.

**5.5. SCHEDULE OF VALUES**

Submit completed Schedule of Values no later than 14 calendar days prior to the scheduled date of initial Requests for Payment. Schedule of Values must include the following:

- Work activity – (by division or specific work activity)
- Dollar value of each specific work activity – both with an amount in dollars and cents, and as a percentage of the Contract Sum to the nearest one-hundredth percent. Adjust the amounts to total to the Contract Sum and the percentages to total 100 percent.
- Line items for mobilization and demobilization
- Line item for close out (% to be negotiated with GSA COR)
- Total cost and proportionate share of general overhead and profit for each item. (i.e. no stand alone item for Overhead, and Profit)
- Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at the Government's option.
- Separate prices for design stage and construction stage costs.

Each item in the Schedule of Values and Requests for Payment shall be complete.

**5.5.1. Modifications**

Update affected work branches and subordinate line items and resubmit the Schedule of Values before the next Request for Payment when Modifications result in a change in the Contract Sum.

**5.5.2. Options**

Provide a separate Schedule of Values for each exercised Option.

**5.6. FEE & PAYMENT**

The design fee shall be paid per submission schedule. Upon review and acceptance of each submission, the D/B Contractor may submit an invoice for the specific contract amount. The construction shall be paid per the progress of construction according to Schedule of Values, submitted on a monthly interval. The construction payment will be based on the following process:

- Pencil copy of the progress payment for that period is to be submitted to GSA for review.
- GSA will review pencil copy and provide comments to D/B Contractor.
- D/B Contractor to submit request for payment to GSA.
- GSA will notify D/B Contractor when to electronically file payment.
- All dates and periods of reviews for payment will be provided to the D/B Contractor by GSA.

Prior to final payment under this Work Order, the D/B Contractor shall furnish the Government with a release of all claims against the Government under the applicable portions of this contract.

**5.7. GOVERNMENT FURNISHED PROPERTY**

There is no Government furnished property for this contract.

**6. ATTACHMENTS**

- Location #2\_V2\_03-15-22\_Combined
- Cart Specifications
- Construction Documents
  - Arch
  - Civil
  - Electrical