AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages	
GF-2013-R-0101	1	16

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
GF-2013-R-0101-001	May 3, 2013		See Below Caption

6. Issued By: Code
University of the District of Columbia
Capital Procurement Division
4200 Connecticut Avenue, NW, Room C03
Washington, DC 20008

7. Administered By (If other than line 6)
University of the District of Columbia
Capital Procurement Division
4200 Connecticut Avenue, NW, Room C03
Washington, DC 20008

8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)

Code Facility

9A. Amendment of Solicitation No. GF-2013-R-0101

9B. Dated (See Item 11)

X

10A. Modification of Contract/Order No.

10B. Dated (See Item 13) 29-Apr-13

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended. [x] is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copy of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A.
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.
	C. This supplemental agreement is entered into pursuant to authority of:
X	D. Other (Specify type of modification and authority) Title 8, DCMR, Section 3017.3

E. IMPORTANT: Contractor [ ] is not, [X] is required to sign this document and return 1 copy to the issuing office.

14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

Request for Proposals No. GF-2013-R-0101 for Design Build Services for Architectural Program Consolidation, Building 32, Level 2 - Phas II at the University of the District of Columbia Van Ness Campus, is hereby modified as follows:

1. Delete Section C in its entirety and replace with Attached Section C (Attachment A);
2. Page 16 of the solicitation is hereby deleted in its entirety and replaced with the attached page 16 (Attachment B);
3. Page 22 of the solicitation is hereby deleted in its entirety and replaced with the attached page 22 (Attachment C);
4. Drawing 3a Retention/Tutorial space in Attachment J.1.4 is hereby deleted in entirety;
5. Page 45 of the solicitation is hereby deleted in its entirety and replaced with the attached page 45 (Attachment D);
6. Page 48 of the solicitation is hereby deleted in its entirety and replaced with the attached page 48 (Attachment E);
7. Page 51 of the solicitation is hereby deleted in its entirety and replaced with the attached page 51 (Attachment F);
8. Page 60 of the solicitation is hereby deleted in its entirety and replaced with the attached page 60 (Attachment G).
9. All other Terms and Conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect

15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer SHERRY JONES-QUASHIE	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia Sherry Jones-Quashie (Signature of Contracting Officer)	16C. Date Signed 5/3/13

ATTACHMENT A

ATTACHMENT A TO AMENDMENT NO. 1 OF RFP NO. GF-2013-R-0101

SECTION C: SPECIFICATIONS/WORK STATEMENT PROJECT BACKGROUND

C. 1 INTRODUCTION

The University of the District of Columbia intends to perform Work at the Van Ness Campus to accomplish the following:

The work includes design and construction or 2 new Architecture Studios, gallery, jury room and an IT Lab for the School of Architecture. The design build effort will include all new finishes and upgrade to the HVAC systems as required providing optimal comfort levels.

The University in response to required programmatic changes to the Architecture Degree Program by the Accreditation body is in need of a fast track renovation, relocation and consolidation of the Architectural Degree Program Studios to be located in Building 32, Level 2 on the Van Ness Campus.

The University is seeking an expedited design-build solution to achieve these objectives as additionally described in the below scope. The design/build team will be required to conduct stakeholder meetings immediately following the Notice-to-Proceed and proceed with the permitting, demolition and construction with the objective to provide the University with beneficial occupancy on or before Monday, August 19th, 2013.

C.2 EXISTING CONDITIONS

The area of work in Building 32, Level 2 contains approximately 5,200 SF of classroom and studio space. The space was originally constructed in the 1970s and has not been substantially renovated since that time. The building exterior, including the windows and walls are in good condition, as well as the existing stairs and restrooms. Changes to these components are not in the contract. The existing interior walls are primarily gypsum wall board (GWB) on metal studs, with a suspended acoustical tile ceiling and overhead light fixtures above. Floors are carpeted or finished with vinyl tile. The space is equipped with a fully functional, heating, ventilation and air-conditioning (HVAC) system, provided by air handling units located outside the space to be renovated. The space is provided with a complete electrical distribution system, also fed from a network located outside the renovated space. The space is provided with a complete fire alarm system, but not an automatic fire suppression system.

C.3 CONSTRUCTIBILITY

Constructability of the project as designed is the sole responsibility of the Contractor. To ensure that the design can be constructed within schedule and budget and that the sequencing of construction is planned for optimum efficiency, the Contractor should ensure that:

1. The level of design complexity is consistent with the project's schedule and budget constraints;
2. Materials, processes, equipment and labor are appropriate and available;
3. Construction work required is in conformance with standard construction practices, and equipment, products, materials, fixtures, etc. are readily available in the marketplace, to the maximum extent possible;
4. Building systems are compatible and viable;
5. Drawings, specifications and all project deliverables are complete, and thoroughly coordinated among disciplines;
6. Defects, omissions, inconsistencies, conflicts, and ambiguities in documents are identified and corrected to coordinate Work and prepare the documents for As-built at the end of the project;
7. Drawings are coordinated with multiple phases, if applicable;
8. Site and building access, logistics, available storage and tenant occupancy requirements are accommodated. This is particularly important issue due to limited available site area and elevator access;
9. Existing conditions are shown correctly and adequately;
10. Construction options and unit prices are logical, thoroughly described and understandable;

11. Construction details are appropriate, complete, thoroughly described and workable;
12. General requirements items are thorough and properly addressed;
13. Construction duration, phasing, and subcontracting plans are reasonable and logical;
14. Ensure the operational effectiveness of each program space by meeting the primary intent of its function. This includes but is not limited to the following: lighting, acoustics, access control, and computer and technology requirements.

C.4 SCOPE OF WORK

Design and construct the following:

1. Demolish all existing improvements within the approximately six-thousand square-foot (6,000 SF) space along the south side, including the existing corridor. The space is currently configured as classrooms and a studio spaces for Architectural Research Institute (ARI). Provide the new design for (1) gallery/lobby, (2) two studios, (1) jury room, (1) internet technology lab based on the layout "*ASC 1 & 2 Drawings*." The studios shall conform to the required open studio environment.

   To support this effort, the following items are required in addition to the primary renovation to support the relocation and reconstitution of academic programs displaced by this Work. Assess equipment requirements and any required improvements needed to renovate the space for occupancy, including but not limited to: modify wall locations to match new layouts, provide power, data cabling infrastructure to support all equipment and workstations. Relocate existing fire alarm devices, smoke detectors, mechanical work, ceiling grid and lighting to the new layout. Provide new finishes; including paint, wall base, ceiling, floor and carpet tiles. Patch and repair as required. Clean the room prior to occupancy.

2. Modify, reconstitute and relocate Institute of Gerontology suite currently located in Building 32 Suite C10 to Building 39, Level 1 See "*IOG – Phase II Layout*" for area of relocation.

   a. The relocation space shall be modified to be similar in size as the current 32-C level space of approximately 1400 SF.
   b. The relocation space shall include a small conference room and storage room. See "*IOG – Phase II Layout*" for concept.
   c. Relocate and reinstall salvaged reception desk, systems furniture and cabinetry from UDC storage located in Building 52, Room 111.
   d. The installed systems furniture shall be configured to accommodate up to 15 workspaces and wired for power, telephone and Data to accommodate the systems and equipment being relocated from Suite C10 Building 32.

3. Renovate, relocate and reconstitute Architectural Research Institute studio space located in Building 32 Level 2 to Building 32, Suite C10 according to "*ARI – Phase II Layout*".
4. Upgrade existing finishes in Architecture Offices Suite located in Building 32, Level 1, including floor, ceiling, wall finishes. Upgrade lighting and finishes to conform to the UDC standard. Refer to "*FIRST FLOOR PLAN (bldg. 32)*" for the location of these upgrades.
5. Renovate, relocate and reconstitute Building 32, Room 105 from a classroom into an Architectural Learning Resource room and Storage Room. Relocate stored contents of 42-A07 to 32-105 upon completion.
6. Renovate, relocate and reconstitute displaced School of Engineering and Applied Sciences (SEAS) program items into spaces vacated by the Architecture Program as part of Phase II. This includes the following:

   a. Demolish partition between 32C-05 and 32-C05A and convert space into a single room. Demolish existing power, data and security drops back to source.
   b. Convert 42-111 into (3) separate lab rooms; simulation lab (42-111A), energy lab (42-111B) and micro-nano fabrication lab (42-111C) according to layout "42-111 Educational Labs + Micro-fabrication Lab Space". At the north wall, remove an existing wet-lab work bench; valve and cap existing services. Relocate all existing lab equipment to 32-C Level. Within the micro-nano fabrication lab construct a low level clean room for photolithography. The room requires sealed,

slab-to-slab partitions, positive pressurization, and separate changing area with a sliding door between the enclosed space and the lab area. The Design-Build Team is to survey the existing mechanical service to determine if the existing supply air will support the positive pressure. Install an exhaust system with a HEPA filter; the filter should be accessible to the research staff for servicing. For the renewable energy lab, provide power and data for 10 workstations. For the simulation lab, remove an existing wet-lab work bench; valve and cap existing services.

c. *Relocate, renovate and reconstitute SESA controls lab and associated equipment from 32-206 to 32-C11. Provide upgrades to building systems as needed to accommodate relocation.*
d. *Provide power and data for 14 computers 1 building 42 Rooms A-09 & A-10. See Contract Administrator for final locations.*

All Work and payment for Work required for the SEAS program and IOG relocation work must be broken out as a separate cost for tracking purposes, schedule of values and subsequent payment applications.

The Design-Build Team will be required to create functioning studio spaces within the existing floor area based on the "*Architectural Studio Program Requirements* and the *ASC 1 & 2 Drawings*" and all spaces identified below. The Design-Build Contractor shall request direction from the UDC Project Manager on the selection of finishes, signage and other materials to coordinate this project with the Phase-I selections and to meet UDC's current standards. All renovated space shall include new interior finishes (floors, ceilings, wall, lighting, etc.) as specified by the University. Such work includes, but is not limited to the following:

1. Demolition and salvage: Complete demolition of existing space including partitions, floor materials, ceiling systems, lighting, HVAC ductwork, electrical distribution systems, abandoned cabling, abandoned security systems and fire protection systems. It is the Contractor's responsibility to identify all wiring, cabling, conduits, ductwork and other active utilities serving other spaces to ensure no interruption to service. Contractor to provide dumpster, a space will be provided on campus for the dumpster. One elevator will be available for the Contractor's use during construction; the elevator will not be available from Monday to Friday between 9:00 to 5:00pm. The Contractor must coordinate special and off-hours deliveries with UDC personnel. The Contractor must fully pad and protect the elevator. The Contractor shall relocate all existing University assets intended for reuse within the Van Ness Campus. Location is to be determined. Any equipment not to be reused shall be disposed of by the Contractor.
2. Existing Work to Remain: Repair and protect existing work to remain, such as existing exterior walls and windows, including wood handrails. All walls, trim, etc. to remain shall be painted or otherwise brought to conform to the standards of the new Work.
3. Windows
    a. Window Treatments: Provide manual roller shades on all exterior windows conforming to the UDC standard. Patch and paint as required. On the entire floor, remove existing caulk and recaulk all exterior window joints to eliminate the intrusion of water.
4. New Suite Entrance: Install in the existing corridor a new glass wall entrance. Provide a set of double doors fit with an ADA automatic closer, access control and request to exit device. Connect the door to the fire alarm system as required to pass inspections. At each glass door and sidelite with decal signage conforming to the UDC standard. See attached rendering for conceptual entrance signage design.
5. Ceiling and Lighting: Provide new ceiling system and lighting fixtures conforming to the UDC standard. Office and storage room lights are to be installed with occupancy sensors adjusted to meet the individual occupant's preferences, with regard to length and coverage. Conference rooms, seminar rooms, labs and classroom are to be installed with dimmer switches to allow the occupants to adjust the lighting levels within each space. The ceiling shall be a 24" x 24" white, acoustic ceiling tile with an NRC value above .95.
6. Floor and Floor Treatment: Provide all floor finishes and treatments conforming to the UDC standard. Level all existing floors as required to place furniture and provide surface free of tripping hazards. Floor treatments are to be durable and easy to maintain. All carpet is to be 24" x 24" carpet tiles. All lobby floor tiles are to be a commercial grade ceramic. Porcelain tile cannot be used. Storerooms and file rooms are to be commercial grade linoleum. Corridors are to be VCT.
7. HVAC System: The Design-Build Contractor must assess the current condition and performance of the existing mechanical system and ductwork in all renovated areas, and shall include in the design any upgrades or modifications as necessary to achieve optimal comfort levels for tenant occupancy. Provide

new air conditioning and heating to create comfortable interior spaces. HVAC systems shall include a Direct Digital Control Energy Management System (DDC) controls compatible with the DDC system being installed in other locations on the campus. The local controls must be centralized into a zone control panel located on the floor's existing mechanical room. Local Zone control must have native BACnet compatibility and have the ability to tie into the Energy Management System at a later date. All fan-powered VAV boxes shall have back-up, re-heat coils. The VAV boxes will be tied to a single zone control panel. All existing floor and wall-mounted fin tube convectors will remain. Replace existing vales with control valves and tie control valves into the zone control panel. Repaint existing cover to match new condition. The floor includes panels for a walker-duct system. Survey this system, if the system is abandoned all access panels need to be filled with concrete and treated to provide a seamless level surface before applying the scheduled floor finish.

8. Drinking Fountain(s): The Design-Build Contractor must provide an ADA accessible drinking fountain and Brita Hydration Station in the elevator lobby adjacent to the renovated space on both the first and second floor.
9. Electrical System: Provide a new electrical distribution system and outlets. Provide power to each workstation. Avoid vertical power poles. Perform fault coordination to determine if required need conforms to existing capacity. The Contractor must include any necessary power/electrical upgrades in the design.
10. Systems Furniture and Equipment: Provide systems-type student workstations similar to those shown in the attached "Workstation basis-of-design (BOD) photograph. Coordinate furniture layout with the location of power and data. Furniture and cabinets/counters should be designed to be as vertically flush as possible. Kneehole space should be provided for waste containers. Prior to ordering systems furniture and fixed equipment, the Design-Build Contractor is to obtain sign-off from the Customer as to the final layout, orientation and style provided. The Contractor must provide temporary studio workstations in the even new systems furniture availability/lead time extends beyond required beneficial occupancy date.
11. Keying: Provide locks, latches, cylinders and a key control system conforming to the UDC standard. Prior to developing a door hardware submittal, the Design-Build Contractor is to meet with campus locksmith to review requirements in detail. The final design shall include a key box located in a storage room on the floor. The key box shall include (3) copies of each door, and (3) master keys. All keys shall be tagged and clearly labeled.
12. Information Technology: Provide new complete data system, cabling and devices; include wireless access points as needed to ensure full coverage of the renovated space. All Work must conform to the UDC Standards for Low-voltage Installation and Cable Management. Provide and install all infrastructure required to ensure connectivity for new Work. Existing systems must not be compromised.
13. Signage: Provide directional, evacuation route, room, workstation and project identification signage conforming to the UDC standard. All renovated areas shall be labeled and identified with accurate room numbering per the specifications of the University. Project identification signage must be posted per approved site coordination plan prior to full mobilization.
14. Security: Provide Salto locks, security cameras, access control readers conforming to the UDC standard: Integrated Security Management Specification. Prior to developing a security submittal, the Design-Build Contractor is to meet with the Chief of Police to review requirements in detail and determine locations and connectivity for each device. The Contractor must provide (100) blank cards for each Salto Lock and/or Card Reader. Ensure 10-feet of cable run at each termination point in the event the camera location must be adjusted. Provide and install all infrastructure required to ensure connectivity for new security systems to the IT network. Existing systems must not be compromised. All studios, office suites and storage doors will be provided with appropriate security hardware.
15. Instructional/Studio Spaces: All instructional classrooms, including studios, jury rooms and computer labs must provide at least (1) whiteboard, (1) Smartboard, and (1) projector system. Walls must be designed to accommodate the pin up of school material on a regular basis for instructional purposes.

    a. New suspended ceiling systems shall match UDC standard.
    b. New ceiling lighting fixtures shall match UDC standard.
    c. Accreditation-required "open design" environment should be created using store-front type glass wall system also shown in the attached ASC-2 drawing,
    d. Student workstations shall be created using low wall systems-type furniture and shall be hard wired for power, data, and task lighting for each unit.

e. All studio areas shall be designed to accommodate systems furniture workstations in a manner as to avoid the use of vertical power poles.

16. Storage Rooms: The Design-Build Contractor must survey the Customer's current and prospective storage needs and accommodate their requirements within the limit of Work. The Design-Build Contractor must maximize shelving and storage space in designated storage closets. Prior to ordering systems storage equipment, the Design-Build Contractor is to obtain sign-off from the Customer as to the final layout, orientation and style provided.
17. Attic Stock: The Design-Build Contractor must provide the necessary type and quantity of attic stock according to the UDC standard.
18. Fire Alarm: The Design-Build Contractor is required to maintain the integrity of the existing fire alarm system during construction. As part of the permitting process, the Design-Build Contractor must obtain fire alarm shop drawing approval from the District and pass all applicable inspections and obtain sign-off on the completed construction. The Contractor is required to remove all fire alarm conduit, wiring and devices no longer required by the approved fire alarm shop drawings. It will be the responsibility of the Design-Build Contractor to notify the University of All Points that will no longer be in use prior to substantial completion so the points can be taken offline prior to the final fire alarm inspection. The Design-Build Contractor shall upload the new layout into the fire alarm IMS system and work with the University to ensure the proper function of the fire alarm devices and system within its limit of Work.

C.5 DESIGN SCOPE OF WORK

The Design-Build Contractor shall have (21) calendar days from Notice to Proceed date set forth by the Contracting Officer to complete the design scope of work identified herein, and to provide a complete set of construction documents for permitting. It is the Contractor's responsibility to define a schedule of tasks (i.e. permitting, demolition, construction) that meets the project goals and delivery date. The following services are required in addition to design development and construction documentation.

1. Requirements Gathering: The Design-Build Contractor shall have three (3) calendar days from NTP to meet with the appropriate representatives from the university to gather requirements and specific design objectives to develop a program of requirements.
2. Title 1 Services: The consultant shall be responsible for reviewing all existing structural, mechanical, plumbing, electrical and architectural drawings and specifications for accuracy and detailed coordination. Any available drawings furnished for use during this project of the existing site may or may not correctly indicate the existing conditions. The Design-Build Contractor shall visit the site and be responsible for performing field investigations and verification of drawings and documents furnished by the University. The Design-Build Contractor shall assess all existing conditions of the site locations and verify dimensions, structural system integrity, and the adequacy of all MEP systems.
3. LEED Requirements: The Design-Build Contractor shall provide LEED certification tracking and present a LEED checklist as a deliverable at the end of the design phase.
4. Codes and Regulations: The Design-Build Contractor must coordinate with all appropriate regulatory agencies and ensure compliance with regulatory requirements, and is responsible for obtaining all necessary permits including an initial demolition permit as necessary to meet the project completion deadline. All applicable regulatory fees shall be paid by the Design-Build Contractor as a reimbursable expense. 1. All renovated areas must comply with the current standards of the Americans with Disabilities Act (ADA).
5. Design Duration and Submissions: The Design-Build Contractor shall have twenty (21) calendar days to complete the design – not to include the time spent on processing the building permit – (assuming that Design-Build Contractor provides response to review comments by DCRA within reasonable time). The duration shall encompass all design activities from kick-off meeting through the completion of the final compliance documents. Within that time, the DESIGN-BUILD CONTRACTOR shall make three (3) submissions as follows for the project:

a.	Concept Design – (35%)	10 Calendar days after NTP
b.	100% Construction Document Submission	17 Calendar days after NTP
c.	Final Compliance Submission	21 Calendar days after NTP

6. Design Review and Meetings: The Design-Build Contractor shall initiate and complete requirements gathering within three (3) calendar days of NTP. The Design-Build Contractor shall facilitate two (2) design review meetings to present ideas and options for review by the University. First as part of the 35% submission within (7) calendar days from the date of the Requirements Gathering Meeting. The design review meeting shall include material data sheets and samples for review and approval by the University. All review comments shall be incorporated into the 100% design submission. Within seven (7) calendar days of the 35% design submission the Design-Build Contractor will present the 100% design submission for Customer sign-off. The Contractor shall review and incorporate comments from this meeting into the Final Compliance Submission and submitted for permitting.

   Design-Build Contractor shall include the following additional meetings beyond those the Design-Build Contractor determines are important to learn design requirements and review Owner comments:

   a. Kick-off Meeting to be held within (1) calendar day of Notice-to-Proceed
   b. Requirements Gathering Meeting to be held within three calendar (3) days of NTP
   c. Design Review Meeting to present 35% Submission and obtain sign-off on finishes and initial layout.
   d. Customer Sign-off Meeting to present 100% Submission and obtain sign-off on final finish selection and layout.

      The Design-Build Contractor will be responsible for capturing meeting minutes for all meetings. Meeting minutes shall be submitted to the University within (1) calendar day from the date of the meeting.

7. Design Deliverable Submission Requirements: For each submission, including the permit set the Design-Build Contractor will provide the following quantities and type of deliverables to UDC. All deliverables should be clearly labeled with their title, date of submission, name of firm and the name of the project.

a) Drawings - Two (2) full-size and eight (8) half-size sets
b) Specifications - Two (2) bound and tabbed copies
c) Design Data Handbook – Two (2) bound and tabbed copies
d) Compact Disk – (2) CDs containing all documents (AutoCAD, PDF, Word). The disc is to include all DESIGN-BUILD CONTRACTOR CAD files.

   a. Drawings shall be submitted in PDF and CAD format.
   b. Specifications shall be submitted in Word Format.
   c. Design Data Handbook shall be submitted in PDF format.

The final submission (Permit Set) shall include, in addition to the deliverables above, the following:

a) Drawings – One (1) Full-size Mylar™ set

Design Deliverable Requirements:

Drawings: Provide the following:

a. Code Requirements: Design and specification documents shall conform to all current governing codes of the District of Columbia and ICC. Requirements of NFPA and other regulatory agencies of the District and Federal Government shall be met. The HVAC design shall be per ASHRAE and plumbing design as per ASPE. In the event of a conflict, the most stringent requirements will govern.
b. Title Block: The Design/Builder must obtain from UDC the standard title block for use in preparing the construction drawings.
c. Signage: The Design-Builder must design a construction sign and identify a location for its placement on the site plan. The design must include a signage plan and design. The design must also include an evacuation plan based on the updated life safety plan and make provisions for temporary signage during construction.

d. Control Drawings: Control drawings shall be set out as a separate discipline and must show the sequence of operations.
e. Electrical Drawings: Electrical drawings will be required for the show panel locations and riser diagrams identifying breakers and fire alarm connections to each piece of equipment associated with the Work.
f. Specifications: Use the latest edition of Master Format for developing the contract specifications. As the specifications are prepared using Master Format it is important that the Design-Build Contractor review the language used in the specification and modify it to suit Federal and District of Columbia Municipal Regulations (DCMR) as applicable to construction projects.
g. Design Data Handbook: DESIGN-BUILD CONTRACTOR will organize all basis-of-design equipment and product cut sheets into a binder by specification section. The binder shall be updated during the course of design and construction and include an example of each product or system specified/installed. Each cut sheet should be labeled to identify specific make and model for easy reference during the design review process.
h. As-built drawings: The Design-build Contractor is required to keep accurate and up-to-date record drawings

C.6 GENERAL REQUIREMENTS:

Prior to the start of the design effort, the Project Manager will arrange a meeting with User Agencies to discuss the concepts and elements of the proposed systems. Prior to starting the design, A-E will meet with and verify through the DCRA representatives to assure the University that there are no zoning issues involved in performing the work required under the task order. Also, he/she will advise the University of all the requirements of other agencies of the District and Federal Government to obtain a building permit for construction based on their design documentation.

The Design-Build Contractor will be held financially responsible for all errors and omissions resulting in a deficient design and changes.

Changes to the Work: For clarification of any item or changes to the Scope of Work and overall coordination of this project, the Design-Build Contractor shall contact the University's project manager.

For clarification of any item or changes to the Scope of Work and overall coordination of this project, the DESIGN-BUILD CONTRACTOR will contact the Contracting Officer before starting the work. All Changes to the requirements of the contract and this Task Order will be developed, finalized and approved by the Contracting Officer prior to starting the work.

C.7 Fire Suppression System

1. *Design and installation of Sprinkler Service into Building 32/42 primary riser and distribution to both the existing Architecture Phase I renovated space as shown in the attached drawing **"Architecture Phase I Renovation A-0.1 & A-0.2"** and the Architecture Phase II renovation to be designed and constructed under this contract. The capacity of the booster pump at the primary main in the Auditorium, Building 46E should be sized to accommodate additional sprinkler capacity for Buildings 32/42, 43, 46E & 46W.*
2. *The contractor is to construct an enclosure for the booster pump and associated equipment. The enclosure should be design to minimize the amount of space taken away from the Auditorium set building shop. Access to the enclosure is to be controlled using a Salto lock. Coordinate Salto lock installation and programming with UDC public safety.*
3. *The contractor shall design and construct all required flow and tamper switches with 100% compatibility to the University's fire alarm control and monitoring system. The contractor shall coordinate all sprinkler monitoring devices with the University's fire alarm warranty company prior to installation. All connections to the UDC fire alarm system are to be performed by the UDC fire alarm warranty company. The contractor is responsible for providing CAD drawings and payment of all associated fees to the fire alarm warranty company for upload of the schematics into the monitoring system.*

C.8 Demolition Scope

1. *The perimeter fin tube heaters are to be demolished. The supply and return piping shall be demolished to the nearest concealed location and the loop reconnected. Test loop reconnection is to be tested for leaks before concealment.*
2. *Provide VAVs with supplemental heat and linear diffusers at exterior walls.*
3. *Demolish the existing 5 blanked wall openings in the existing corridor wall and prep for storefront glass wall system as shown in the attached drawings* ***"Architecture Phase I Renovation A-0.1 & A-0.2"***

C.9 Finishes

1. *There is no ceramic tile in the finished Architecture suite.*
2. *Flooring is to be selected from the full range of premium grade vinyl floor tile.*
3. *Infill the 5 demolished openings in the existing corridor wall with storefront glass wall system and doors as shown in the attached "****Architecture Phase I Renovation A-0.1 & A-0.2****" drawings. Install new Salto security locks, concealed closers and concealed door stops. Coordinate Salto lock installation and programming with UDC public safety.*

C.10 Relocations

1. *Remove, relocate and reconstitute various additional departments currently located in Building 32 displaced by construction to building 39 Level 1 in the areas shown in the attached sketch* ***"Relocation 0.1"****. Reconfigure an additional approximately 4,805 square feet of program space for installation of salvaged reception desks, cabinetry and systems furniture from its current storage space in Building 52. The systems furniture, telephone, data, and power shall accommodate the personnel listed in table 1.0*

Program	*SF*	*Personnel*
Trio/College Preparatory	*2,580 SF*	*5*
Academic Advising	*1,750 SF*	*7*
Shared Conference Space	*475 SF*	*1*

Table 1.0

2. *Remove partitions, associated doors and finishes to receive New Work. Install new carpet, walls, doors, paint existing walls, replace ceiling tiles and replace window treatments and professionally clean space. Install existing and stored furniture. Reroute existing power and data and install additional power and data as required to establish a functioning office area and workstations. Provide additional data/telephone capacity in communications cabinet as required to meet demand. Re-patch and label all existing ports along with New Work according to the UDC Cable Management Standards and the port and patch panel location.*

All Work and payment for Work required for these additional relocations is to be tracked separately in addition to the required SEAS program and lOG relocation work. As required in the solicitation, all work must be broken out as a separate cost for tracking purposes, schedule of values and subsequent payment applications.

ATTACHMENT B

ATTACHMENT B TO AMENDMENT NO. 1 OF RFP NO. GF-2013-R-0101

PART I

SECTION F - DELIVERIES OR PERFORMANCE

F.1 CONTRACT TYPE:

This is a Design Build with a Guaranteed Maximum Price contract. Offerors will be required to offer a total Design Fee, Design-Builder Fee, General Conditions Budget and Construction Cost. Offerors should submit with their proposal and Offer Letter in substantially the form of Attachment J.2.1.

F.2. TERM OF CONTRACT:

The work required shall be 100% complete by September 30, 2013.

ATTACHMENT C

H.2.5 Persons duly authorized by the Contracting Officer shall have full access to and the right to examine any of the Design-Builder's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

H.2.6 The Design-Builder shall include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

H.3 PUBLICITY:

H.3.1 The Design-Builder shall at all times obtain the prior written approval from the Contracting Officer before it, any of its officers, agents, employees or subcontractor either during or after expiration or termination of the contract make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.4 CONFLICT OF INTEREST:

H.4.1 No official or employee of the University or the Federal Government who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall, prior to the completion of the project, voluntarily acquire any personal interest, direct or indirect, in the contract or proposed contract.

H.4.2 The Design-Builder represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Design-Builder further covenants not to employ any person having such known interests in the performance of the contract.

H.5 LIQUIDATED DAMAGES

H.5.1 *The Contractor shall pay the University the sum of eight hundred eighty-five dollars ($885.00) as agreed liquidated damages for each calendar day of delay in completion of the work for this project, within the time limits set forth, subject to provisions of Article 5, DELAYS, of the General Provisions of the Standard Contract Provisions for Construction Projects, January 2007.*

H.5.2 *If the University terminates for default the Contractor's right to proceed in accordance with Article 5, liquidated damages will continue to accrue until the work is completed. These liquidated damages are in addition to excess costs re-procurement.*

ATTACHMENT D

ATTACHMENT D TO AMENDMENT NO, 1 OF RFP NO. GF-2013-4-0101

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 PRE-PROPOSAL CONFERENCE:

L.1.1 A Pre-Proposal Conference will be held on Monday, April 29, 2013, beginning at 1:00 p.m., Large Board Room at the 4200 Connecticut Avenue, Washington DC. The purpose of the conference is to provide a structured and formal opportunity for the University to accept questions from offerors on the solicitation document as well as to clarify the contents of the solicitation. This conference will be held directly after the site walk through listed below.

A project site walk through will be held same day immediately following the pre-proposal conference.

L.1.2 Impromptu questions will be permitted and spontaneous answers will be provided at the University's discretion. Verbal answers given at the pre-proposal conference are only intended for general discussion and do not represent the University's final position. The prospective Offeror shall submit questions no later than *Monday, May 6, 2013*, in order to generate an answer. Official answers will be posted and are downloadable from the University's website at www.udc.edu and www.ocp.dc.gov . The University will not mail any responses or other information including amendments to Offerors. Offerors are responsible for assuring that they obtain any and all information posted by the University relating to this solicitation.

L.2 RESERVED

L.3 CONTRACT AWARD:

L.3.1 Most Advantageous to the University

The University will award a single contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the University, cost or price, technical and other factors, specified elsewhere in this solicitation considered. Therefore, each initial offer should contain the Offeror's best terms from a standpoint of cost or price, technical and other factors.

L.3.2 Proposal Submission

Proposals must be submitted no later than 2:00 p.m. local time on May 14, 2013. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

a. The proposal or modification was sent by registered or certified mail not later than May 14, 2013;

ATTACHMENT E

ATTACHMENT E TO AMENDMENT NO. 1 OF RFP NO. GF-2013-R-0101

L.4.3 Technical Proposal

L.4.3.1 Relevant Experience and Capabilities

Similarity of Projects – List up to five (5) projects that the General Contractor or Joint Venture Team has worked on in the last 5 years. Each qualified proposal shall include examples of comparable completed projects. For the purposes of this requirement, projects shall be considered similar in scope if the project is a school, university, office building or multi-purpose center that has achieved LEED certification or higher. Project submitted must be the similar in square footage of at least 20,000 sq ft or greater, with dollar value $1.5 Million or greater. For the purpose of this requirement, "similar projects" does not include churches, manufacturing plants, storage facilities or similar facilities. The Offeror shall provide the following information for each project:

L.4.3.1.1 Name and location of the similar project;
L.4.3.1.2 Contact person name and telephone number;
L.4.3.1.3 Description of the work performed by the Offeror; including comparisons to the work of this solicitation and constraints on performance of the work;
L.4.3.1.4 Time period of the construction;
L.4.3.1..5 Completed size in SF;
L.4.3.1..6 Award and final construction cost (provide actual figures for completed projects). Address items such as timeliness of completion of project and cost control; and whether the project was delivered on-time and on-budget.
L.4.3.1.7 Previously completed projects should include renovations within an occupied building.

L.4.3.2 Project Delivery Schedule

Each Offeror should prepare a delivery schedule that shows how the Offeror intends to complete all tasks on the project in a timely manner and meet the *September 30, 2013,* substantial completion/occupancy timeframe.

Schedule - The Offeror shall provide a CPM schedule with durations and logic, representative of the identified project challenges. This information should include; at a minimum, the proposed start of site preparation activities; procurement of all major trades, manufacturing, delivery and erection of structural elements; anticipated building enclosure; delivery and installation of major mechanical elements; installation of interior finish materials; proposed date of substantial completion project closeout. The plan should demonstrate that the Offeror understands the project and has a workable plan and methodology to deliver the project with the stated timeframe. The plan and schedule should be satisfactorily complete, practical, comprehensive and achievable.

ATTACHMENT F

the University that the Offeror is qualified to carry out the contract and to complete the work. Conditional proposals will not be accepted.

L.7 EXPLANATION TO PROSPECTIVE OFFERORS:

If a prospective Offeror has any questions relative to this solicitation, the prospective offeror shall submit the question in writing to the contact person, identified on page one, in writing. The prospective Offeror shall submit questions no later than *Monday, May 6, 2013.* The University will respond promptly to submitted questions. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract will not be binding. Official answers will be posted and are downloadable from the University's website at www.udc.edu. The University will not mail any responses or other information including amendments to Offerors. Offerors are responsible for assuring that they obtain any and all information posted by the University relating to this solicitation

L.8 UNNECESSARILY ELABORATE PROPOSALS:

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

L.9 ORAL PRESENTATIONS:

L.9.1 At the University's option, Offerors considered to be responsive may be requested to provide a single oral presentation at the time and place specified by the University. Presentations shall be limited to 45 minutes plus a 15 minute question and answer period.

L.9.2 Oral presentations will allow Offerors to present the material submitted in their Part One Technical Proposals, and to answer questions by the Technical Evaluation Committee. Offerors deemed to meet the minimum project requirements and determined to be in the competitive range will be notified of the exact time and location for these presentations if required.

L.10 RETENTION OF PROPOSALS:

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

ATTACHMENT G

Sub-factor 1 – Similar projects in the last five years **(20 points)**

Sub-factor 2 – Achieved at minimum LEED Silver certification **(10 points)**

Sub-factor 3- Past Performance Evaluations/Reference (1) for each of the submitted Projects **(5 –points)**

Factor 2 - Project Delivery Schedule (25 points)

Each offeror should prepare a delivery schedule that shows how the Offeror intends to complete all project tasks in a timely manner and meet the *September 30, 2013,* completion/occupancy timeframe. The schedule should be prepared using a Critical Path Method (CPM) and should show key logic ties and activity durations. The schedule should demonstrate that the Offeror understands the project and has a workable method to deliver the project within the stated timeframe. The schedule should be reasonable and how the offeror will satisfactorily complete the project, practicable, comprehensive and achievable. The schedule should also show sufficient level of detail so as to demonstrate that the Offeror is familiar with the key issues related to the Project. This element of the evaluation is worth twenty five (25) points.

Sub-factor 1- Comprehensiveness and Practicality of Schedule/Milestones to Achieve Delivery Timeframe **(15 points)**

Sub-factor 2 – Project Understanding & Construction Task Identification & Description **(10 points)**

Factor 3- Key Personnel (20 points)

The University desires that personnel be assigned to these projects that have experience in completing construction projects on-time and on-budget. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. This element of the evaluation will be worth up to twenty (20) points.

Sub-factor 1- Key Personnel Experience **(10 points)**

Sub-factor 2 – Key Personnel's Availability Matrix for Project **(5 points)**

Sub-factor 3 - Past performance reference letters (2) for each key personnel **(5 points)**

M.3.1 Factor 4- Volume 2 - Price Proposal Evaluation (20 points)

The price proposal evaluation will be objective. The Offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offeror's evaluated price score: