



CAPITAL PROCUREMENT DIVISION

Request for Qualification Statements for Architectural and Engineering Services

**(DESIGN SERVICES FOR SEAS LABORATORY RENOVATION PROJECT, BUILDING 32/42)
ANNOUNCEMENT NUMBER: GF-2013-Q-0107**

1.0 Background:

The University of the District of Columbia (UDC) is seeking to engage an Architectural & Engineering firm or team to provide a Design Services for SEAS Laboratory renovation, relocation and consolidations of SEAS laboratories Building 32/42 for its main campus.

The objective of this project is to provide the University community with the best Architectural and Engineering Services necessary to develop a design to respond to required programmatic changes in the School of Engineering and Applied Sciences (SEAS). The SEAS program is in need of a renovation, relocation and consolidation of their laboratory, classroom and office spaces located in Building 32/42 on the Van Ness Campus; including upgrades to the surrounding infrastructure. The construction budget is (\$6,500,000.00) six-million, five-hundred thousand dollars.

2.0 Selection Process

Consultant selections will be made in accordance with the provisions of Title 8 DCMR Chapter 3035

3.0 Evaluation

Technical: 80%

Factor 1 – Relevant Experience and Past Performance (35 points)

The University desires to engage a Designer with the experience necessary to perform the scope of work set forth in Section C for this RFQ. Offeror,s will be evaluated based on their demonstrated experience. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. Similar projects are defined to be laboratory renovations at higher education or similar institutions. This element of the evaluation will be worth up to thirty-five (35) points.

- Sub-factor 1** Similar projects (5) in the last five years (25 points)
- Sub-factor 2** Achieved at minimum LEED Silver certification (5 points)
- Sub-factor 3** Past Performance Evaluations/Reference () for each of the submitted projects (5 points)

Factor 2 – Project Delivery Schedule (25 points)

Each offer should prepare a delivery schedule that shows how the Offeror intends to complete all project tasks in a timely manner and meet the construction bidding 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. **(25 points)**.

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

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

Factor 3 – Key Personnel (20 points)

The University desires to be assigned to these projects that have experience in completing design and construction administration of similar projects on-time and on-budget. Similar projects are defined to be laboratory renovations at higher education or similar institutions. 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)**

Factor 4 – Price (20 points)

4.0 Fee Proposal

Your fee proposal shall include:

1. A cost loaded resource schedule that list all key personnel by name/title and discipline, and the level of effort by man-hours and man/hour rate, that will be expended by each key person for each phase of the project – 1) the Concept and Schematic Design Phase; 2) the Design Development Phase 3) the Construction Document Phase; and 4) the Contract Administration Phase. In addition, identify any cost reimbursement items and include your most recent audited overhead rates with the submission of your proposal.
2. A schedule of values which breaks the total project price into 1) the Concept Design Phase; 2) the Design Development Phase 3) the Construction Document Phase; and 4) the Contract Administration Phase.

The Schedule of Values will be used to make partial payments during the period of performance on the contract.

There is no mandatory requirement for certified SBE subcontracting requirements for this procurement.

5.0 Submittal Requirements:

Responses shall include the following:

1. A one-page cover letter expressing the architect-engineering firms/design teams' interest for consideration.
2. GSA Standard Form 330 Parts 1 & 2 listing five (5) similar projects performed within the last 5 years that are relevant to the requirements of this Announcement, with verifiable references including up-to-date names and phone number of contacts for those projects.
3. Summary qualifications and experience of staff members who would be assigned to the projects. Responding firms shall clearly indicate any proposed sub-consultants, proposed teaming arrangements, joint ventures or any other contractually binding agreements.
4. Provide any narrative and illustrative materials necessary to supplement information provided on the GSA Standard Form 330.
5. The material submitted should be two-sided, 8 ½" x 11" pages, including the GSA Form 330 forms, illustrative material, letters, and other supplemental information. No fold-out sheets. There is no limit on total number to be submitted. However, brevity of information is recommended. One original and 5 copies of all submission materials shall be hand delivered to:

Sherry Jones-Quashie
Director
University of the District of Columbia
4200 Connecticut Avenue, NW
Washington D.C. 20008

These materials must be submitted by **2 P.M., Thursday, June 20, 2013**. Absolutely no electronic Submissions will be accepted. However, firms may be asked to provide electronic copies of their proposals in PDF format subsequent to the formal submission.

6.0 Legal/Compliance Requirements

Open Market Procurement/Subcontracting

If Offeror plans to subcontract any portion of this work to other firms, at least 35% of the dollar volume of the work shall be subcontracted to firms that are Small Business Enterprises (SBE) certified by the Department of Small and Local Business Development (DSLBD) under the provisions of the "Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of the 2005", as amended. If there are insufficient qualified SBE that are certified to completely fulfill this requirement, then the subcontracting requirement may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises provided however, that all responsible efforts shall be made to ensure that qualified SBE's are significant participants in the overall subcontracting work. **Offers shall submit, with their proposal, a detailed subcontracting plan indicating that they plan to subcontract at least 35% of the**

dollar value of the contract to SBEs except that if there are insufficient qualified SBEs to fulfill this requirement, then 35% of the dollar value of the proposed work shall be subcontracted to local, small, or disadvantaged business enterprises (LSDBE's). Approval of the firm's Subcontracting Plan by the Contracting Officer is necessary condition for the contract award. For more information regarding the program, please visit the official site at <http://dslbd.dc.gov>.

D.C. Code Requirements

Prospective respondents are referred to the D.C. Code, Chapter 6 "District of Columbia Professional Corporation Act" and Chapter 23 "Professional Engineer's Registration Act"

Mayor's Order 92-138

Respondents should assure themselves that they are fully aware of the requirements of Mayor's Order 92-138 that sets goals for contractor's employment of District residents, as well as sanctions for failure to achieve the goals.

Equal Employment Opportunity (EEO) Employer

Prior to entering into a contract with the District of Columbia as a result of this Announcement, the firm selected for contract award shall assure the District by submitting a copy of a duly signed company's EEO policy statement that they are an Equal Opportunity Employer as defined by Federal and District of Columbia Laws.

Insurance Requirements

The District's general insurance requirement is enclosed at Attachment B. Proposers shall familiarize themselves with the general insurance requirements and assure that they will be able to secure coverage for pertinent insurance requirements for their company as well as the University if successful.

7.0 Inquiries

All inquiries shall be directed to:

Michiko Gadson
Capital Procurement Agent
(202) 274-5191
mgadson@udc.edu

8.0 Enclosures

Appendix A – Description of work

Appendix B – Technical Requirement and Submission Guide

Appendix C – Observation and Inspection of Construction Work

Appendix D – Review of Shop & Drawings and Samples

Attachment 1 – Architect-Engineer General Provision

Attachment 2 – Tax Certification Affidavit (Download from web page below)

Attachment 3 – DOES First Source Employment Agreement (Download from web page below)

Attachment 4 – EEO Information Report (Download from web page below)

Attachment 5 - Insurance Requirements

(<http://cfsa.dc.gov/DC/CFSA/CFSA+News+and+Opportunities/Business+Opportunities>)

This is not a Request for Proposal (RFP)

APPENDIX "A"

DESCRIPTION OF WORK

DESIGN SERVICES FOR "SEAS LABORATORY RENOVATION PROJECT, BUILDING 32/42" AT UNIVERSITY OF THE DISTRICT OF COLUMBIA, VAN NESS CAMPUS

INTRODUCTION

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

Architectural and Engineering Services necessary to develop a design to respond to required programmatic changes in the School of Engineering and Applied Sciences (SEAS). The SEAS program is in need of a renovation, relocation and consolidation of their laboratory, classroom and office spaces located in Building 32/42 on the Van Ness Campus; including upgrades to the surrounding infrastructure. The construction budget is (\$6,500,000) six-million, five-hundred thousand dollars.

SERVICES TO BE PERFORMED

The Architect-Engineer (A/E) will perform all the work required to prepare and submit to the University of the District of Columbia's (UDC) Capital Construction Division the Final Compliance documents. The design will be based on the scope outlined herein and the A/E's observations, recommendations and findings upon reviewing existing documents and conducting a thorough field investigation of the systems and buildings involved. AE services shall be comprehensive in nature and include all necessary field survey, investigation & testing of existing building systems, existing spaces and current and projected University resources in order to complete the Scope of Work. The design SOW shall include everything necessary, no exception or exclusions, to produce 100% complete Bid Package. These documents will be issued to potential bidders to submit their bids which will be evaluated on a competitive basis. A/E must certify that the documents are in compliance with all applicable codes, regulations, the scope of work identified in this Appendix A and in accordance with applicable requirements as outlined in Appendix 'B', "Technical Requirements and Submittal Guide."

COORDINATION TO BE PERFORMED BY THE ARCHITECT/ENGINEER

The A/E shall be responsible for checking all Work performed under the awarded Contract for accuracy and detailed coordination. The design package will include all architectural, mechanical, plumbing, sprinkler, controls, fire alarm, fire suppression, civil, technology, laboratory technology (i.e. eyewash stations, safety showers, fume hoods, specialized equipment needs, etc.) and hazardous abatement additions and/or modifications, as applicable, to achieve the project objectives. The A/E shall meet with all the appropriate regulatory agencies and to discuss and review compliance requirements. Upon complying with these

requirements the A/E shall submit all deliverables (for each design submission) for review by the University of the District of Columbia's (UDC) Capital Construction Division.

SCOPE OF WORK

The scope of work shall include but is not necessarily limited to the following:

Provide the necessary construction drawings, specifications, and cost estimate ready for bid or negotiation with contractors to accomplish the following work at the UDC Van Ness Campus:

1. Renovate, relocate and consolidate the laboratories, classrooms and office spaces for the SEAS programs which constitute approximately 21,000 Square Feet (SF) of space located within Building 32/42, including the existing corridor and support spaces. In addition to meeting UDC Facility Standards, the new design shall directly address and support the SEAS program and the Accreditation Board for Engineering and Technology (ABET) accreditation requirements. The A/E will research the ABET requirements and confirm the need of all program requirements requested by the SEAS faculty prior to incorporating these requirements into the design. The A/E must finalize the program requirements with the SEAS department and incorporate these requirements into the Design Documents Submissions for Customer Presentation and Sign-off. The scope shall also include renovation, relocation and reconstitution of any academic programs displaced by the primary scope of Work.
 - a. Design to Final Compliance Documents the renovation of Civil and Mechanical Engineering Labs, including;
 - i. Window Replacement on all A-Level Windows associated with Civil and Mechanical Engineering Labs on "A" Level Plaza, "B" Level Plaza & Window Replacement for all windows in Building 32, Level 2.
 - ii. Installation of Sprinkler Service into Building 32/42 to provide sprinkler coverage to all renovated Civil and Mechanical Engineering Labs.
 - iii. Reconstitute Power Lab equipment temporarily stored off-site into renovated laboratory in Level C. The design must require the survey, testing and potential abatement for Building 42, C05.
 - iv. Provide upgrades to the existing HVAC equipment and supply to maximize the supply air, damper control and motor efficiency and meet the temperature, fresh air and humidity requirements of the lab renovations.
 - b. Design to 15% Concept Design Documents the renovation of Electrical and Computer Science Labs, including;
 - i. Layouts and rendering of completed classroom space showing dual function lab/instructional space concept.

- c. Design to 15% Concept Design Documents the Renovation of Office and General Classroom Space, including;
 - i. Layouts and rendering of completed SEAS lobby space, conference room and typical office.
2. Install new pavers and underlayment on plaza in and around Building 32/42. Refer to "Plaza Paver Limit of Work".
 - a. Repair or rehabilitate waterproofing conditions at the Plaza Deck "A" and "B".
 - b. Repair or rehabilitate all below grade waterproofing at foundation/perimeter walls.
3. Replacement of all remaining exterior windows for Building 32/42 not completed as part of renovation of Civil and Mechanical Engineering Labs including:
 - a. Replacement of caulking around all exterior doors and louvers of Building 32/42.
 - b. Replacement of weather stripping around all exterior doors of Building 32/42.
 - c. Repair or rehabilitate of all exterior expansion joints in Building 32/42.

The design must factor in the priorities below which will directly impact the project Scope of Work and the A/E Scope of Services. In addition to meeting the UDC Facility Standards, the A/E must clearly demonstrate how each priority has been addressed for each submission:

1. The level of design is consistent with the project's schedule and budget constraints.
2. Design is in conformance with standard practices, and equipment, products, materials, fixtures, etc. are readily available in the marketplace, to the maximum extent possible.
3. Building systems are compatible and viable.
4. Drawings, specifications and all project deliverables are complete, and thoroughly coordinated among disciplines.
5. 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.
6. Drawings are coordinated in phases to accommodate the academic calendar.
7. 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.
8. Existing conditions are shown correctly and adequately.
9. In estimates, construction options and unit prices are logical, thoroughly described and understandable.
10. Construction details are appropriate, complete, thoroughly described and workable.
11. General requirements items are thorough and properly addressed.
12. 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.

SCOPE OF TITLE I SERVICES

The A-E Agreement, General Provisions (Architect-Engineer Contracts), Appendix "B", Technical Requirements and Submittal Guide are made a part of this solicitation for Title I services.

Existing Drawings: The A/E will visit the UDC Capital Construction Division located on the C-Level of Building 38 located at 4200 Connecticut Ave., NW Washington DC to ascertain the availability of drawings related to facility. UDC will loan drawings to the A/E for the purposes of making scanned reproductions. All drawings loaned to the A/E must be returned to UDC after the necessary copies have been made. Any drawings provided by UDC are to be used for information purposes only. The available drawings of the existing site may or may not correctly indicate the existing conditions. The A/E is responsible for performing field investigations and verifications of drawings and documents furnished by the University. The A/E shall check the existing site conditions in developing and completing requirements proposed under this Scope of Work.

Verification of Systems: The A/E 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 A/E shall visit the site and be responsible for performing field investigations and verification of drawings and documents furnished by UDC. The A/E shall assess all existing conditions of the site locations and verify dimensions, structural system integrity, and the adequacy of all MEP systems.

Requirements Gathering: The A/E shall have five (5) 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. This shall include a complete list of spaces and an outline which shall constitute the Limit of Work.

LEED Requirements: The A/E must design the project to meet the District requirements for LEED certification.

Codes and Regulations: The A/E must coordinate with all appropriate regulatory agencies and ensure compliance with regulatory requirements, and is responsible for obtaining all necessary building permits to meet the project completion deadline. All applicable regulatory fees shall be paid by the A/E as a reimbursable expense. All renovated areas must comply with the current standards of the Americans with Disabilities Act (ADA).

Design Duration and Submissions: The A/E shall have (85) eighty-five calendar days to complete the requirements of the awarded Contract – not to include the time spent on

processing the building permit – (assuming that A/E provides response to review comments by DCRA within reasonable time). It is the A/E's responsibility to define a schedule of tasks (i.e. permitting, demolition, and construction) that meet the project goals and delivery dates. The duration shall encompass all design activities from kick-off meeting through the completion of the Final Compliance Documents. Upon Contract Award, the A/E is to submit a detailed schedule that will reflect the appropriate design start and end dates.

Within that time, the A/E shall make four (4) design submissions as follows for the project:

- | | |
|---|-------------------|
| a) Concept Design Submission - (15%) | 21 days after NTP |
| b) Schematic Design Submission - (35%) | 42 days after NTP |
| c) Design Development Submission - (65%) | 63 days after NTP |
| d) Construction Documents Submission - (100%) | 85 days after NTP |
| e) Final Compliance Submission* | |

Refer to Appendix "B", Technical Requirements and Submittal Guide for a further outline of submission requirements.

*Note that the completion of the Final Compliance Documents is contingent upon the A/E successfully obtaining approval to the permit set of documents.

Design Review Process: Each submission is to include a design review process. In addition to the A/E's own peer design review, the A/E is to accept comments from the UDC Capital Construction Division and provide direct response, and if necessary revision to the design documents to be back-checked by the A/E. Each submission is to include documentation of the A/E's own peer design review process, including comments, responses and design comment back-checks. The A/E shall correct any errors or omissions (that are A/E's responsibility) on the Documents at no additional cost to the University.

Design Meetings: A/E shall include the following additional meetings beyond those the A/E determines are important to learn design requirements and review Owner comments:

- a) Kick-off Meeting to be held within (2) days of Notice-to-Proceed
- b) Requirements Gathering Meeting within (5) days of Notice-to-Proceed
- c) Design Review Meeting to present 15% Submission and Estimates
- d) Design Review Meeting to present 35% Submission and Estimates
- e) Design Review Meeting to present 65% Submission and Estimates
- f) Design Review Meeting to present 100% Submission and Estimates

The A/E shall be responsible for acting as recorder for all meetings with the University that that he or she attends. Memorandum for the Record of such meetings shall be typewritten and submitted to the Project Manager within one (1) calendar days from the date of the meeting, for review and approval and for such distribution as may be required. A/E compensation for performing these services shall be included as part of the Title I Design Services.

Design Deliverable Submission Requirements: For each submission, including the permit set the A/E will provide the following quantities and type of deliverables to the University. 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) Reports – Eight (8) copies
- e) Estimates - Two (2) bound and tabbed copies for each estimate
- f) Compact Disk – (8) CDs containing all documents (AutoCAD, PDF, Word). The disc is to include all A/E CAD files.
 - a. Drawings shall be submitted in PDF and CAD format.
 - b. Specifications shall be submitted in Work Format.
 - c. Design Data Handbook shall be submitted in PDF format.
 - d. Reports shall be submitted in PDF format.
 - e. Estimates shall be submitted in PDF and Excel format.

Provide a separate transmittal form for each of the following UDC personnel:

- a) Facilities & Operations
- b) Site Inspector
- c) Project Manager
- d) Office Copy
- e) Customer (End User)

The A/E shall submit FINAL construction documents, labeled "ISSUED FOR BID", as follows: twenty (20) copies of full size sets of drawings (30" x 42"), twenty (20) sets of project specification manuals. All sheets in the ISSUED FOR BID sets shall be stamped and signed/initialed by the Consultant and signed and approved by the University.

Design Deliverable Requirements: In addition to the requirements outlined in Appendix "A", the A/E will make all the submissions in accordance with Appendix "B" requirements of their contract.

- a) Drawings: A/E will use the latest edition of the National CAD/BIM standards for developing the contract drawings.
 - 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 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 A/E will obtain from UDC the standard title block for use in

- preparing the construction drawings.
- c. Signage: The A/E 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. The design documents must show the control work for all air handlers.
 - 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. A Fault Coordination Study must be performed to determine the proper selection and short circuit ratings of protective devices. It must include protective settings to prevent damage to cables and electrical equipment, and setting adjustments to isolate and interrupt fault currents while maintaining service continuity for unaffected portions of the system.
- b) Specifications: A/E will 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 A/E reviews the language used in the specification and modify it to suit Federal and District of Columbia Municipal Regulations (DCMR) as applicable to construction projects.
 - c) Design Data Handbook: A/E 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 include an example of each product or system specified. Each cut sheet should be labeled with arrows and bubble outlines to identify specific make and model for easy reference during the design review process.
 - d) Estimates: Each design submission shall include (2) independent construction cost estimates from different estimating firms conforming to the requirements of Appendix "B". The estimate shall be submitted with each design submission in a sealed envelope and neither firm shall see the estimates of the other firm. For consistency both firms shall present the outcome of their estimates utilizing the same forms which will be developed and provided by the A/E using R.S. Means building construction cost estimating format. All construction labor shall be per Davis Bacon Wage Determination for Washington D.C. The A/E shall confirm that these are the most up to date determinations at each estimating point. The A/E shall prepare the bid documents as follows:
 - a. The A/E shall not exceed the construction budget identified in this scope via either one of the construction independent construction cost estimates.
 - b. Design total bid (including all phases) to 10% less than total budget cost.
 - c. Estimates shall breakdown the cost of each project component into separate line items to include the SEAS Renovation, Paver Replacement and Window Replacement.

During the course of design, the A/E shall utilize the results of either estimate to verify

that the systems designed shall not exceed the overall project budget. In the final construction documents, the A/E may identify portions of the scope as optional – allow UDC the ability to not exercise such options if the Contractor bid is higher than the two estimates. During the design stage if the A-E determines that the construction cost for the design exceeds the construction cost limitation, he/she is required to notify the University in writing his or her recommendations to bring the construction cost within the stated cost limitation.

Additional Design Period Requirements

Kick-off Meeting: Upon approval, the A/E shall assign an overall Project Manager, who shall be the focal point for communication between UDC and members of the A/E's design team, responsible for overall leadership and coordination of design functions within the A/E's firm. The Project Manager shall coordinate through the University Project Manager the scheduling of an on-site, pre-design kick-off meeting. The meeting shall be attended by representatives from the University and the A/E. The purpose of the kick-off meeting shall be:

- a) To introduce the project team members. The A/E's key personnel, who will define scope and oversee execution of the design, shall be identified and present in this meeting.
- b) Define and explain scope and strategy.
- c) Discuss requirements and strategy for document review and field investigations.
- d) Define and explain expectations.
- e) The kick-off meeting shall be an opportunity to answer questions and address issues and concerns.
- f) Discuss ongoing and planned projects and identify possible requirements for coordination.

In preparation for the meeting, the consultant is expected to review and become familiar with the information provided herein, in the attached reference material and as provided prior to the meeting and prepare a list of questions, issues or concerns to be addressed during the kickoff meeting and walkthrough. After the meeting, the A/E shall be responsible for providing meeting minutes and providing narrative scope document based on the basis of design and any modifications, revisions or addenda thereof.

SCOPE OF TITLE II SERVICES

The A/E under the Awarded Contract, during the construction phase shall provide inspection and approval services for work performed by the Contractor, approval of submittal of material and equipment by the Contractor for incorporation in to the work etc. The A-E for Title II Services shall use the following attachments in performance of Title II services; Appendix C – Observation and Inspection of Construction Work and Appendix D – Review of Shop Drawings and Samples.

Provide General Construction Administrations Services (Title II) services that include:

- a. Review of submittals and shop drawings.
- b. Response to Requests for Interpretation (RFIs).
- c. The A/E has seven (7) calendar days to respond to RFIs.
- d. Site Visits - including participation in all construction progress meetings.
- e. Provide cost estimates for all Change Orders.
- f. Conduct punch-list inspections, issue field observation reports.
- g. Review contractor closeout documents for completeness.
- h. Provide Final As-Built Drawings
 - 1. One (1) CD with AutoCAD Files.
 - 2. One (1) set of bound prints.
 - 3. Word Document with the list of drawings on it. Put copy on the CD.
 - 4. Ensure the drawings are stamped and signed

Significant design efforts to produce contract modification documents in response to customer requested changes and unforeseen conditions will be completed through a modification to the Awarded Contract and not required as a part of the Title II services.

GENERAL REQUIREMENTS:

Prior to the start of the design effort, the A/E will arrange a meeting through the Project Manager for a conference 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 Awarded Contract. Also, he or 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.

Building Permits: A/E shall apply for and obtain the building permits from DCRA prior to releasing the documents for bid. All costs associated with the work of obtaining the permit are included in this task. However, the actual cost of the permit is not included in this task. The A/E will transmit an invoice generated by the permitting agency to the UDC project Manager and UDC will generate and transmit a check for payment of all permitting fees.

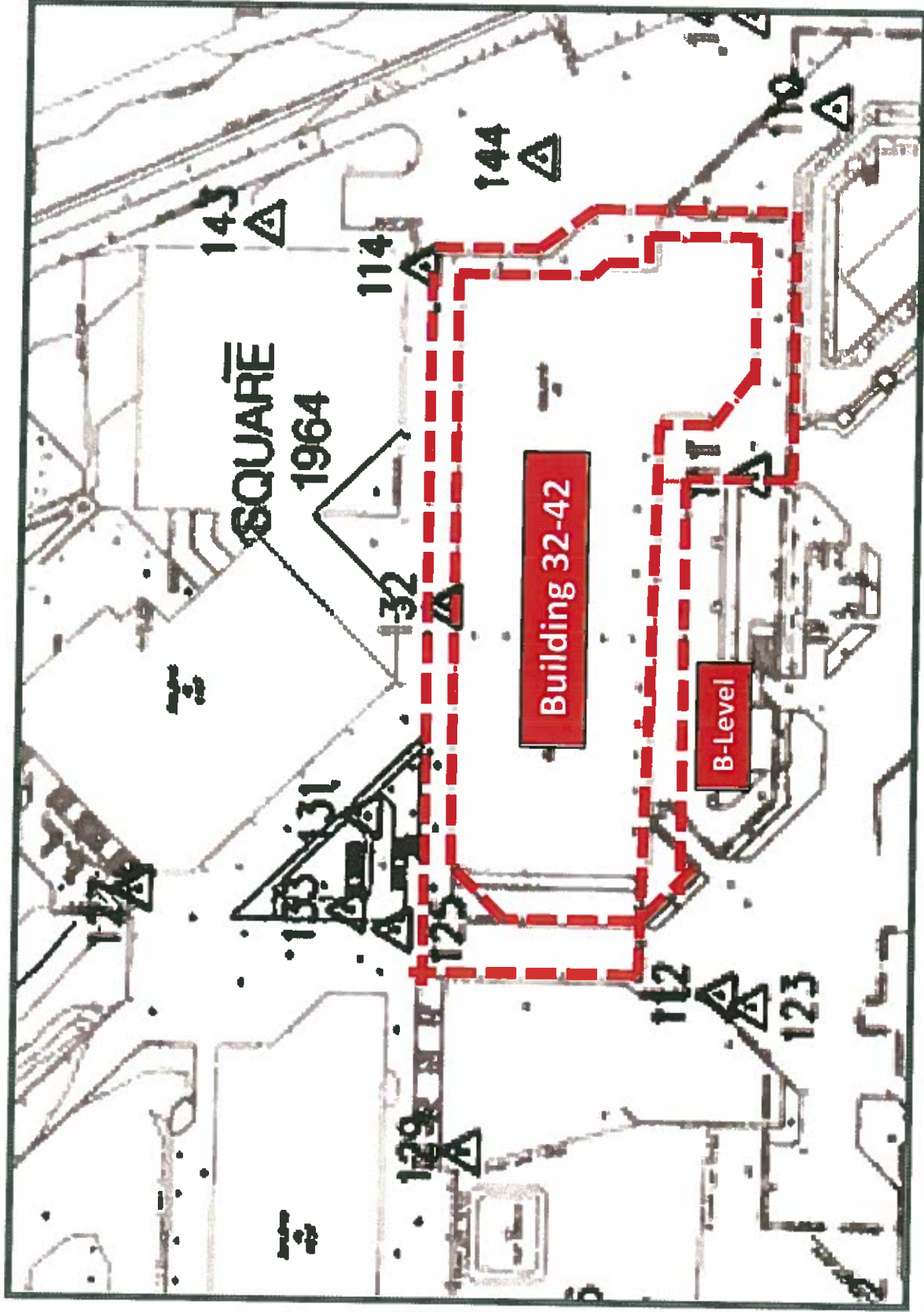
Errors and Omissions: The A/E will be held financially responsible for all errors and omissions resulting in a deficient design and changes. This includes but not limited to all the expenses that are incurred by the UDC which are attributable to correcting the design deficiencies and completing the construction.

Questions/Responses: AE shall submit questions/request for clarification and receive satisfactory answers before submitting a proposal for this RFP.

Changes to the Work: For clarification of any item or potential changes to the Scope of Work and overall coordination of this project, the Architect/Engineer shall contact the UDC Project

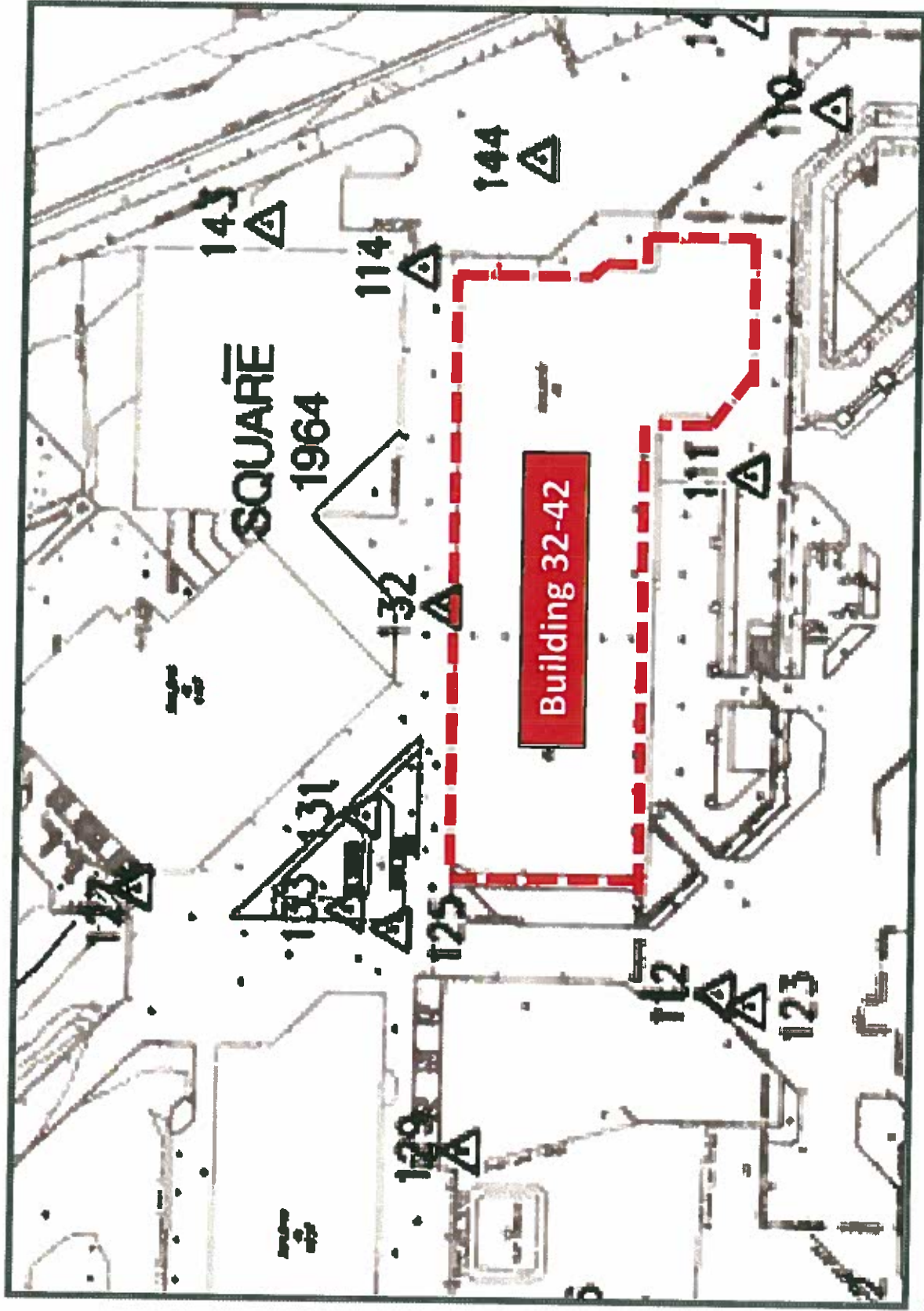
Manager. All Modifications to the design scope of work that may arise will be finalized (scope of work and dollar amount) before work is initiated, unless otherwise approved by the Contracting Officer. No design and/or field investigation "Modifications" will be issued after NTP Award.

Site Visit: UDC Capital Construction understands that, in the course of preparing proposals, it is necessary for the respondents to access the building to gather information, inspect, take measurements, etc. A UDC Capital Construction representative will direct the tour and answer questions. Respondents must be present for the site visit in order to be considered in the RFP. The site visit will begin at <insert time> on <insert date>.



Limit of Work

Paver Replacement "Plaza Paver Limit of Work" - Install new pavers and underlayment on plaza in and around Building 32/42..



Window Replacement - Replacement of all remaining exterior windows for Building 32/42 not completed as part of renovation of Civil and Mechanical Engineering Labs

**UNIVERSITY OF THE DISTRICT OF COLUMBIA
CAPITAL PROCUREMENT DIVISION**



APPENDIX 'B'

TECHNICAL REQUIREMENTS AND SUBMITTAL GUIDE

APPLICABILITY OF APPENDIX 'B'

Unless otherwise stipulated, the Architect-Engineer shall be responsible to comply with all Sections and Sub-Sections of the Appendix 'B' that are applicable and necessary for performing the Work described and required by Appendix 'A' : Scope of Work.

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APPENDIX 'B'
TECHNICAL REQUIREMENTS AND SUBMITTAL GUIDE

1. GENERAL

- 1.1. All written requests or correspondence regarding this Contract shall be addressed to the Contracting Officer, Attention: Contracting Officer's Technical Representative (COTR). The Address for the COTR will be provided to the A-E during the Pre-design meeting that will be held immediately after the contract is executed by the Contracting Officer if the contract is for a specific project and after the Task Order is executed if the Contract is an Indefinite Delivery, Indefinite Quantity (ID/IQ) Contract. All matters pertaining to the administration of the contract or a Task Order shall be through the COTR.
- 1.2. All final decisions relating to the contract will be issued by the Contracting Officer.
- 1.3. During the construction period of the facility for which services are to be performed under this Contract, the Architect-Engineer (A-E) shall, without additional cost to the District of Columbia Government, be available for complete consulting services on errors, omissions and discrepancies in drawings and specifications for all phases of the design.
- 1.4. Changes in Appendix 'B' may be made from time to time by the Contracting Officer to accommodate modifications in the requirements of the District of Columbia Government, or the requirements for the particular project set forth in Appendix 'A' of the Contract. Such changes, when required shall be specifically amended in Appendix "A", and are applicable to the project and Contract number to which the amendment is made.

2. TECHNICAL REQUIREMENTS

The Appendix 'B' defines both the technical requirements and the drawings/specifications submittal schedules as required by the District.

The requirements set forth hereafter are minimum requirements only, not intended to be all inclusive of all the contract requirements. It is the responsibility of the Architect-Engineer to provide all services necessary for a complete and integrated professionally designed product for the facility specified in Appendix 'A'. This shall include all design and engineering features, equipment, system, etc., usually or customarily found in or necessary for the design of a structure or facility of the kind and type described therein, together with technical specifications, design analyses, construction cost estimates, renderings, photographs, and scale models.

2.1. Submittal Schedule

The preparation of the contract documents for construction work is complex, exacting, and time-consuming. For each project as a minimum there are three interested parties: the User Agency, the Implementing Agency and the Architect-Engineer. The establishment of a mutually acceptable design with the minimum effort shall be accomplished by graphic and textual design solutions to be submitted for review and comment at certain development stages. The quantity and the development stage of these submissions will vary according to complexity of the work. Following are the submissions for most projects and their minimum contents, unless specifically amended in Appendix A

<u>NO.</u>	<u>SUBMISSION</u>	<u>% COMPLETED</u>
I	Schematic Phase (sketch stage) -----	15% completed
II	Concept Phase -----	35% completed
III	Design Development Phase -----	65% completed
IV	Construction Documents Phase -----	100% completed
V	Compliance Phase -----	Final

Requirements under this Appendix "B" shall be met by the Architect-Engineer unless modified or amended by the requirements of Appendix "A" and/or supplements.

2.2. Submittal copies

At each submission the Architect-Engineer shall submit five (5) sets of prints, one set of loaded computer disk (s) or CD ROM and one (1) set of reproducible prints. Complete submittal requirements are detailed hereunder unless modified in Appendix 'A'

<u>PHASE</u>	<u>REPRODUCIBLE</u>	<u>DISK (S)</u>	<u>PRINTS</u>
I Schematic	1 set	1 set	5 sets
II Concept	1 set	1 set	5 sets
III Design Development	1 set	1 set	5 sets
IV Construction Documents	1 set	1 set	5 sets
V Compliance	1 set	1 set	5 sets and Original set of drawings
Specifications, Outline (Design Dev.)	1 sets	1 set	5 sets
Specifications, Draft (Constn. Doc.Ph.)	1 set	1 set	5 set
Specifications, Final (Compliance)	1 set	1 set	5 sets

Construction Cost estimate: For each submittal Architect-Engineer shall submit five copies of cost estimate. The estimate shall have details that are consistent with the submittal phase

2.3. Computerized Design and Drafting

All design drafting shall be prepared utilizing AutoCAD R-2000 or latest version. All design analysis shall be developed using latest versions of appropriate computer software that is approved by the COTR. During the pre-design conference the A-E shall provide for approval a list of the design software he intends to use for the design work. He may obtain the approval of his software during negotiation of the costs for the work.

2.4. Document Preparation.

All documents required under this Contract shall be:

- 2.4.1. Prepared by the Architect-Engineer in a clear, neat, and professional manner; suitable for reproduction;
- 2.4.2. All drawings shall be prepared using AutoCAD Release 2000 or later version and all specifications shall be prepared using Microsoft Word and
- 2.4.3. Identified by the appropriate project name and number assigned by The District.
- 2.4.4. Prior to the submittal of any design drawings, specifications, engineering analyses, construction cost estimates, and studies, the Architect-Engineer shall completely check and coordinate same for accuracy, compliance with the District of Columbia Zoning requirements, Building Codes, other applicable codes and regulations, and for compliance with the additional requirements that are applicable to specific projects.

2.5. Reviews

2.5.1. Review timeframe:

As required by the contract, Architect-Engineer shall submit to COTR within seven calendar days of the date of issuance of Notice to proceed, a schedule showing the milestone dates for the starting and completing various phases of work (Refer to the sample progress schedule provided by the COTR) at the Pre-design meeting. He shall update this schedule on a monthly basis and submit to the COTR on a regular basis at the end of each month or on specific date as agreed with the COTR. In preparing the Schedule of Work, the Architect-Engineer shall allow time for each review by the District representatives. The review time allowance is in calendar days and will be measured from the date of receipt by the COTR and is as follows unless this time frame is amended for specific project in the Appendix A

<u>NO.</u>	<u>SUBMISSION</u>	<u>REVIEW TIME</u> (Calendar days)
I.	Schematic Phase	7
II.	Concept Phase	7
III.	Design Development Phase	7
IV.	Construction Documents Phase	7
V.	Compliance Phase Final Submission	7

2.5.2. On-Board Reviews

When authorized in Appendix A as being necessary to accommodate an accelerated schedule, the normal time allowed for review of the work as set forth in Appendix B shall be waived and the District shall perform "on-board" reviews at such time and location as shall be reasonable and acceptable to the parties involved.

Unless amended, the Architect-Engineer shall print the job the same as would be required for a normal review submission; that he shall submit to the COTR at least five (5) calendar days prior to the date scheduled for an "on-board" review. The purpose of this lead time is for the District representatives make a cursory review of the submittal prior to on-board review. COTR will distribute the submittals to proper reviewers. COTR will also coordinate on-board reviews.

2.5.3. Review Comments:

All review comments from the University shall be in writing. As these comments are incorporated in the contract documents, the Architect-Engineer shall carefully indicate his action taken. If incorporated, the work "done", "complied" or "not complied" be written adjacent to the comment; if the comment is not acceptable to the Architect-Engineer, he shall note that the request is "not done or not complied because" The Architect-Engineer and the University shall discuss within ten (10) days and agree to a mutually acceptable action. The final decision, in every instance, remains with the University. If the Architect-Engineer cannot concur, he shall modify the work in accordance with The University's directive, then write to UDC "the work has been done but not in accordance with his professional judgment because"

2.6. Conferences

The Architect-Engineer (A-E) shall furnish all information material necessary to coordinate the project with all agencies and with the University. The Architect-Engineer or his/her authorized representative shall attend all meetings, arranged by other agencies or community groups or the Project Manager, to obtain the necessary approval of such agencies or groups. The A-E shall furnish all information, data and exhibits required for such meetings or reviews

2.7. Surveys.

2.7.1. Plat of Computation

A "Plat of Computation" for the project site shall be procured by the A-E and shall be incorporated in the construction documents.

2.7.2. Topographic Survey

The Architect-Engineer shall order the topographic survey immediately after receiving the notice to proceed for the work. He shall prepare and submit one reproducible copy of a topographic survey map of the site of the facility in sufficient detail to permit the proper and efficient execution for the work required by this Contract. The area to be surveyed shall include a 50 feet wide strip around the entire perimeter except where there is no right of entry. The topographic survey map shall be at a scale of not less than 1" = 20'- 0", and shall show and / or include: (i) contours at 1'- 0" vertical intervals where slopes are 10% or less, contours at 2'- 0" vertical intervals where slopes are greater than 10% (ii) all natural and artificial features including, but not limited to: (a) building, sheds and other structures, both existing and previously demolished; (b) elevation of basements, areaways, vault floors, etc.; (c) retaining walls, terrace walls, steps, curbs, etc., with top, bottom and adjacent grade elevations; (d) roads, walks, driveways, and other paved areas (Indicate type of paving); (e) fences, gratings and drainage structures; (g) water, sewer and utility lines, manholes, vaults and both rim elevation and invert elevation; (h) telephone, power and light poles; (i) grass, lawn, weed, bush, and wooded areas; (j) trees, 3" diameter and over, and (k) fields, bare earth and exposed rock areas. The boundary, as indicated by the "Plat of Computation" and the location of existing markers shall be shown on the topographic map. The marker location shall be obtained from the D.C. Surveyor's office. At least on boundary line extending the full length of the site shall be located from existing markers and defined by a new marker at each end. All topographic features and all new construction shall be accurately located from this boundary line. This will not be an official survey but must be sufficiently accurate for building design to be developed without necessitating any major plan change when the official survey is prepared.

2.8. Soil Data.

The Architect-Engineer shall make determination and obtain concurrence from the Project Manager immediately after acceptance of the Schematic Phase by the University, on the location, quantity and depth of soil identification holes.

2.8.1. The Architect-Engineer shall provide with each required soil evaluation:

Soil boring, soil samples and certified boring logs. The boring logs shall show strata description, resistance to penetration of standard sampling spoons, ground water levels and other pertinent data.

2.8.2 The Architect-Engineer shall provide the following if these items of work are included in the Appendix A. if they are not included he shall perform this work only upon receiving approval from the Contracting Officer:

- (1) Perforated pipes for water level readings.
- (2) Core drilling in rock, core samples and drillings logs.
- (3) Test pits, test caissons, test piles, load tests, bearing tests and certified records of all pertinent test data.
- (4) Laboratory tests of soil strata and such borings and samples as may be needed in addition to 3.4.D above.
- (5) Written report of the analysis and recommendations from professional soil mechanics and foundation engineer.

2.8.3 The Architect-Engineer shall utilize all soils data secured under 3.4 D above as an aid in his determination for designs of foundations, sub-structures, retaining walls, etc., and for all earthwork such as cuts, fills and embankments.

2.8.4. The scope and sequence of various phases of soils investigations shall be established by the A-E as concurred by the COTR.

2.8.5 The Architect-Engineer shall provide adequate soil data including the preparation of boring location plans and specifications, supervision of boring operation and evaluation of soil data during progress of the borings. He shall also provide a drawing (or drawings) to be included with the drawings to be furnished under 3.5 F (2) (e) showing:

- (1) Locations of test borings and test pits
- (2) Description and location of soil strata encountered in borings and test pits.
- (3) Record of blow counts on sampling spoons when taking soil samples.
- (4) Water level reading with time and date the record taken.
- (5) Any other data pertinent to the construction of foundations and / or earthwork.

2.9. Asbestos Abatement

Removal, Encapsulation, or Enclosure: For any project wherein the Scope-of-Work (Appendix "A") requires alteration and /or modernization of any part or all of any existing building or facility, including any replacement or improvements to HVAC and Plumbing System, the Architect Engineer shall prepare and furnish a report as set forth below:

The Architect- Engineer shall be responsible to determine by initial field check, and to report promptly to the District whether or not asbestos exists at the premises. If findings are positive, the A-E shall determine and photograph the

locations and the extent, and furnish a comparative budget type cost estimate for each (1) removal, (2) encapsulation, (3) enclosure and (4) a combination thereof; all to be in accordance with the current OSHA and EPA standards and regulations. Negative findings will require the A-E to confirm it by submission of a Negative Report.

When Asbestos exists on the premises, the report from the Architect-Engineer shall contain inspection photographs as follows:

Requirements for Asbestos Inspection Photographs:

- (a) Size: approximately 8"x 10".
- (b) Clearly define the areas where sample is obtained and the condition prior to removal
- (c) All photographs shall have an extension (title margin) with the following information printed or typed thereon:
 - (i) Title of project and Architect-Engineer
 - (ii) Location of photographs in relation to project;
 - (iii) Identified as to subject matter shown on photographs;
 - (iv) Dates taken;
 - (v) Facility name, building name and building identification number.
- (d) Number of photographs in each submission:
 - (i) Two prints and one negative of each sample area.
 - (ii) Photographs to be bound in book (each set). Negatives to be in jackets and labeled with building name building identification number facility name and photo number
 - (iii) All photographs shall be taken by a professional photographer and all enlargements shall be clear with the proper contrast.
 - (iv) If the photographs are taken using digital cameras, in lieu of negatives the A-E shall submit a CD Rom of all the photographs.
- (e) Submitted with the report upon completion of inspection.

3. SUBMITTALS

The preparation of construction contract documents is the responsibility of the Architect-Engineer. The COTR and the University will provide scope of work and program requirements as described in the Appendix. The contract documents produced by the A-E shall accurately and completely reflect the design concept if the project is to be aesthetically appealing, efficient and carefully planned for maximum usage, and economical in construction, operation and maintenance costs.

The COTR will provide reviews to aid in the correct interpretation of the University's program requirements that are identified in the Appendix A, to encourage appropriate creativity in design, to corroborate the selected engineering system, and to assess the synthesis of the project. The University will not check correctness of the contract documents for design. Architect-Engineer is responsible for all facets of the design.

3.1. SCHEMATIC PHASE (15%): (I)

3.1.1. General:

Schematic drawings for construction projects are a means of identifying alternative approaches to correct physical and functional deficiencies. The development of these schematic drawings is an interactive process between the Project Manager, the University and the A-E in order to produce a narrative and graphical description of possible program alternatives. As appropriate, the District will make available:

- Facility Development Plan, if available,
- Space Program Requirements for functional areas included in the project,
- Evaluation reports, to include but not limited to any available subsurface investigation reports, and as-built structural drawings and
- Approved Program

The A-E, in collaboration with the Project Manager and the University staff, shall sketch various possible alternatives and refine them based on continuing interaction with the University's project team. The A-E will then complete and present alternative architectural solutions which are functionally viable for consideration. The University will select the final concept identify the approved scope to be developed in Concept review stage.

Complete conceptual alternatives must be displayed on the Schematic drawings. The work may include the division of an alternative into distinct parts, each of which has an identified priority. The Schematic design must, therefore, be developed so that further development shall provide a well designed facility with respect to functional layout, construction phasing, minimized disruption of existing facility operation, and coordination with structures and utilities.

A group of simple drawings manifesting the Architect Engineer's understanding of the client's requirements as defined in the contract documents. These shall be on a reproducible medium.

3.1.2. Subject Matter

- Floor plan(s), two elevations, one each longitudinal and transverse sections, and site plan.
- Minimum scale shall be 1/8" = 1' - 0" for plans and elevation, 1/4" = 1' - 0" for sections, and 1" = 50' for the site plan (s).
- North arrow and Building Identification Number shall be shown on all floor and site plan (s).
- The sheet size shall be adequate for a clear submission.

- Approval of sheet size and Building Identification Number shall be provided by the COTR in the pre-design meeting.
- Notes and dimensions shall be sufficient to enable the reviewer(s) to analyze the submission for conformance to the project's program requirement and to understand the quality of design. Tentative elevations of finish grade and each floor shall be included
- Material of construction shall be identified in a general manner i.e., masonry, concrete, curtain wall, steel, etc.
- Required egress information Square footage of all interior spaces. Egress requirements showing calculated population, egress flow diagram, required exit units and area classification.
- Cost estimate shall be prepared based on either square foot cost basis or assembly cost basis. This is essential to evaluate each of the schematics to meet the funding limitation.

3.1.3. Review

Architect-Engineer shall deliver this submittal to the COTR. Number of copies of the submittal is stated in Appendix B. COTR shall require District's review staff and the User to complete the review and submit their review comments in the prescribed format within the time stated in Appendix B. COTR shall transmit the review comments to the A-E for incorporation in his next submittal. If the submittal is rejected, the COTR shall send the rejection notice stating the reasons for rejection. A-E shall resubmit it by incorporating the comments. If the A-E disagrees with the rejection and or comments he shall request within three calendar days for a meeting with the COTR to discuss the rejection and or comments. A-E shall write the minutes of this meeting and submit it to the COTR within three calendar days of the meeting. Also he shall immediately comply with the comments agreed in the meeting and resubmit if the submittal was rejected or if it was not rejected, incorporate the agreed comment in the next submittal. In case of schematics design, more than one joint meeting may be useful in avoiding resubmittals.

3.1.4. Upon approval of this submission the soil investigation shall be performed.

3.2. CONCEPT PHASE (35%): (II)

3.2.1. Definition:

The concept phase consists of drawings, description of materials, and area tabulations. Also other items as may be required for certain projects. The concept drawings shall be developed from the approved Schematic Phase drawings. These drawings shall be accurate, sufficiently complete architecturally to enable UDC to understand conformance to the scope of work as illustrated in Appendix "A". All pertinent information must be included.

3.2.2. Subject Matter:

- Floor plan(s), four elevations, one each longitudinal and transverse sections and site plan.
- Minimum scale shall be $1/8" = 1'-0"$ for floor plans and elevations, $1/4" = 1'-0"$ for section, $1/2" = 1'-0"$ for typical wall sections, and $1" = 50'$ for plot plan. North arrow shall be shown on all floor and site plans (s). The sheet size is approximately 30"X42" (unless modified in Appendix 'A'), and must be legible, clear, and easily read.
- Notes and dimension shall be adequate for the information required.
- All rooms shall be identified and sized, typical furnishing and equipment to be named and location, elevations to be developed identifying facade to include fenestration types and openings, site development, overall dimensions, approximate floor and finish grade elevations.
- A description of materials in which shall be included the proposed engineering systems (structural, mechanical and electrical), materials of construction, and other information describing the project.
- Provide on the drawings, (within the confines of the area delineated) the seating capacity of assembly halls, auditoriums, gymnasiums and stadiums, plus any other spaces when identification of capacity is essential to the determination of compliance with the Code and Scope of Work.
- The requirements of the Building Code shall be equaled or exceed. For egress, show the calculated population, egress flow diagram (complex system), identify required, existing and the area classification. Type of occupancy, type of construction, fire safety requirements, etc.
- Architects must provide on each plan drawing, the gross square foot area of each plan or plans on the sheet. On the cover or index sheet, the architect must provide the gross square footage of the complete building project. The area of the site is to be expressed separately in terms of gross area.
- The required information is applicable to each review submission and will be prominently called out and shown as follows:

When a single floor plan only is shown, the square footage is to be placed in proximity of the Title Block. If more than one floor plan is shown on a sheet, show square footage as a part of floor plan identification; For example: (2nd Floor Plan, Area = _____, square foot, etc.)

On Cover or Index Sheet, the required information may be shown by "Key Plan" or schedule. Architects shall prepare and submit computations in support or aggregate figures.

- Cost estimate shall be more refined than the estimate prepared for Schematic submittal by eliminating sufficient number of contingencies that were included in the schematic submittal

3.2.3. Review

Architect-Engineer shall deliver this submittal to the COTR. A-E shall also deliver a certificate stating that he has incorporated all the review comments as agreed for the Schematic Submittal. He shall submit the number of copies as required under submittal requirements. COTR shall require District's review staff and the User to complete the review and submit their review comments in the prescribed format within the time stated. COTR shall transmit the review comments to the A-E for incorporation in his next submittal. If the submittal is rejected, the COTR shall send the rejection notice stating the reasons for rejection. A-E shall resubmit it by incorporating the comments. If the A-E disagrees with the rejection and or comments he shall request within three calendar days for a meeting with the COTR to discuss the rejection and or comments. A-E shall write the minutes of this meeting and submit it to the COTR within three calendar days of the meeting. Also he shall immediately comply with the comments agreed in the meeting and resubmit his design documents if the submittal was rejected or if it was not rejected, incorporate the agreed comment in the next submittal.

3.2.4. Review by other Agencies:

If the project is to be submitted to either the Fine Arts Commission (FAC) or the National Capital Planning Commission (NCPC) or the Community, the Architect-Engineer shall prepare a set of plans for a formal presentation by mounting on board stock (board mounting may not be required for NCPC), by shading, by crisp black lines and bold, clear lettering. The submissions will be reviewed by Commission members from a distance of ten to twelve feet; hence prepare this submission accordingly. If requested, the Architect-Engineer shall prepare rendering for submission to FAC; if the work is accepted and the rendering remains correct, it may be used as the one that is required to be submitted to the District under the contract. A model is optional unless it is specified in Appendix 'A'. If the Architect-Engineer has prepared a study model for his office use, it may be submitted in both Commissions' scheduled monthly meetings. The dates for these meetings shall be obtained from the Commission.

If FAC or NCPC rejects the submission it is incumbent upon the Architect-Engineer to carefully correct the submission and completely prepare it for the resubmission. It is responsibility of the A-E to prepare a design acceptable to all authorized review agencies.

Acceptance of this submission by the authorized review agencies establishes the aesthetics and the configuration of the project. Only minor refinements of these

items shall be permitted thereafter. However, interior spaces and operating systems will continue to be reviewed and adjusted.

3.3. DESIGN CONSULTATION OF ENGINEERING SYSTEM(S)

3.3.1 Definition

The Architect-Engineer shall request for a meeting immediately after receiving the approved concept design documents from the COTR. The purpose of this meeting shall be to establish both a mutual understanding of the project and a common acceptance of the proposed engineering system(s). In depth discussion shall require simple drawings.

The simple drawings shall include information from the approved concept drawings and the written comments. The drawings for this phase shall be prepared to a convenient and easily readable scale. This work shall be sufficiently complete to portray, on sheets for each discipline, the proposed engineering systems.

3.3.2. Consultation

Graphics shall consist of floor plans, elevations, sections, details, site plans, and others as needed for in-depth discussion of the proposed engineering systems. Participants may include the Project Manager, Government's architects and engineers, representatives from the user, Architect-Engineer and his consultants to reach an Contract on the proposed engineering system that will be the most advantageous economically, functionally, and maintenance-wise. These proposed engineering systems shall have been established by computations, comparative life cycle cost analysis, comparative lead time for purchase and delivery, and other items investigated by the consultant that are pertinent to the system(s). Sufficient information must be provided for the reviewer(s) to reach a reasonable decision. When the Architect-Engineer and his consultants and their counterparts in UDC have agreed on a basic system, it will normally be final unless, as the plans are developed, it is established that the selected system is unsafe, excessively complex, or too costly. When this occurs, the revisions are the responsibility of the Architect-Engineer. There must be Contract before the work proceeds.

The Architect-Engineer shall prepare a technically sufficient and reasonably comprehensive "package" of the items described in Section 3.5 D (1), and shall deliver the same to the Project Management in not less than 3 working days prior to the scheduled date for the pre-design meeting and consultation. All materials shall be clearly identified as to the applicable discipline. All decisions important to identification of the type and / or establishing the intent and direction the design shall be carefully recorded. See item 3.12, "Architect-Engineer" Responsibility to Record at All Meetings".

3.3.3. Subject Matter

Typical submissions for the first review of this phase shall include the following suggested items, however, the Architect-Engineer shall include all information necessary for the reviewer to clearly understand the items submitted.

3.3.3.1. Architectural

The sheets shall incorporate Concept Phase comments and additional sheets as may be required for The Architect-Engineer consultant to accomplish his work. Topographic survey information, either official or taken by the Architect-Engineer. The computation developed to determine egress requirements.

3.3.3.2. Structural:

- Live and dead loads.
- Proposed Structural system with the back-up information use to make the selection.
- Foundation system based on sub-soil data.
- The proposed structural system to be shown on the plans in a legible and simple manner.
- Written analysis explaining the comparative advantages of one or more systems and the reason (s) for selection of the system.

3.3.3.3. Electrical:

- Lighting level based on Illumination Engineering Society (IES) standard, listing of security, fire alarm, telephone and data communication systems.
- Luminaries types, in general.
- Preliminary electrical load selected voltage level to be applied.
- The major components and services to be drawn on the plans in a legible and simple manner. Include room and approximate area requirements for control panels.
- Written analysis, when applicable, explaining the comparative advantages of one or more systems and the reasons for selection of the recommended system.
- Prior to this meeting, the consultant shall have conferred with all utility organizations and have their comments regarding availability of service, their recommendation for type, etc

3.3.3.4. Mechanical (HVAC):

- Heat loss/heat gain load calculations (Block Load) for the building as a whole

- Assumed quantity and approximate area requirement for boilers, chillers, air handling units, compactors, elevators, and all other equipment to be installed in mechanical room (s) and other rooms or spaces.
- Draw on the plan in a legible and simple manner all rooms and spaces for the required equipment. Show the equipment layout to scale in its proper relationship.
- Written analysis explaining the comparative advantages of one or more systems and the reason for selection of the recommended system.

3.3.3.5. Plumbing:

- Draw in the plans in a legible and simple manner all rooms and spaces identifying all plumbing fixtures.
- Prior to the pre-design meeting the consultant shall have conferred with all utility organizations and have their comments regarding availability of service, their recommendations for type, etc.

3.4. DESIGN DEVELOPMENT PHASE (65%): (III)

3.4.1. Definition:

The final approved Concept Plans shall be the basis for the development of the Design Development phase. Any changes from these plans must be approved by Project Manager prior to proceeding with the Design Development Drawings.

All plans will be reviewed for functional and aesthetic relationships. The result of this phase will be a set of design documents defined to the point that no further functional decisions are required.

The Design Development Phase consists of basic plans, elevations, sections and details with computation and analysis of all disciplines required for the project.

3.4.2 Subject Matter:

Typical submissions for the review of the Design Development phase shall include the following suggested features. The plans and specifications shall include all information necessary to enable a valid judgement of the final design as developed by the Architect-Engineer:

3.4.2.1. Architectural:

- All floor plan sufficiently complete for exterior building dimensions and interior dimensions of all major partitions; floor elevations; all windows, openings, door and door swing; other items in keeping with this degree of completion.

- Site plans sufficiently complete for location of improvements showing the existing topography, point elevations for finish grade in the vicinity of the improvements, location of all existing utilities and clearly identifying each with its capacity, other items in keeping with this degree of completion.
- All elevations sufficiently complete to show all prominent features of the building; i.e., doors, windows, steps, roofs, projections, eills, eaves; other items in keeping with this degree of completion.
- Sections sufficiently complete to show foundation support, foundation, exterior walls, interior floors, roof, etc.; dimensions vertically and all walls and partitions horizontally; sections to be shown are longitudinal, transverse, others of all major elements, stairs outlined; other items in keeping with this degrees of completion.
- Architect-Engineer's selection of details to be sufficiently completes in keeping with this degree of completion.
- Room finishes schedule identifying basic materials

3.4.2.2.Structural:

- All floor plans, foundations plan and roof plan sufficiently complete for all major structural components to be dimensioned and sized; other items in keeping with this degree of completion.
- Soil boring plan and log, both complete.
- Sections sufficiently complete to show foundation support, foundation, walls, columns, beams, girders, joists, floors, roof; all typical and major atypical conditions; other items in keeping with this degree of completion.
- Schedules completed and coordinated for all typical and major atypical elements.
- Complete and coordinate computations for all typical and major atypical members.

3.4.2.3.Electrical:

- All floor plans with luminaries, convenience outlets, power outlets, and all other electronic communication, and all attendant systems that are to be provided.

- Required equipment rooms to be shown with location of major components and services; service equipment, panel-boards, motor starter centers, substations, switchboards, and transformers.
- Computerized computations for correct lighting levels; lighting levels tabulated for the various spaces; total estimated power requirements; calculations indicating selection of voltage; other items in keeping with this degree of completion.

3.4.2.4.Mechanical (HVAC):

- All floor plans showing heating and cooling equipment to scale; all other equipment previously named will be drawn to scale.
- Computerized computations for each room, area and zone, with design factors and assumptions. Provide all reference for data used.
- Other items in keeping with this degree of completion.

3.4.2.5.Plumbing:

- All floor plans showing the plumbing equipment to scale
- Computations for determining equipment and piping sizes.
- Other items in keeping with this degree of completion.

3.4.2.6.Outline Specifications:

The Architect-Engineer shall prepare and submit outline specifications giving principal characteristics of construction materials and finishes to be used in each principal area and for each feature of construction, together with types and capacities of equipment. Specifications may be included on each drawing to which they are pertinent, or they may be prepared on letter size sheets and properly keyed for identification with areas to which they are pertinent as illustrated on the drawings.

- For all projects involving repairs, restoration, alterations or additions, and /or unless otherwise stipulated in Appendix "A", it is the requirement that all walls, ceilings and floor finishes shall "MATCH EXISTING" with respect to color, texture, quality of material and all architectural details contained within and utilized in a space or area. This requirement shall also apply to contiguous areas and spaces when visual continuity and aesthetic consideration dictate a "MATCH OF EXISTING"

- The requirement set forth above shall also apply to all types of fixtures, trim, sash, doors, cabinetry, and hardware, unless it shall no longer be manufactured or meet code requirements. In this event, it shall be incumbent upon the Architect-Engineer to specify alternate solutions
- Historic facilities listed in the Federal and/or District Register are subject to the constraints of Public Law as pertains to HISTORIC PRESERVATION. Project in this category will receive special consideration and are subject to special reviews and approval by Agencies and Commissions established for this purpose. A-E consultant is required to obtain their approval.
- Reference is made to sections 3.5F "Construction Documents Phase IV" and 3.5.G "Compliance Submission Phase V". The Architect-Engineer, in preparing these documents, shall make sure that the intent and specific features and requirements of "Approved Outline Specifications" are properly and fully translated into these documents. No significant deviation will be permitted unless prior approval has been granted by the OPM.
- Responsibility of the Architect-Engineer is stipulated in ARTICLE I of the Contract and in Section 5 of the GENERAL PROVISIONS. A-E's are cautioned that notwithstanding their receipt of documents from the Government such as "Original Bid Documents", "As-Built", etc., the Architect-Engineer will be held fully responsible to make comprehensive onsite investigation to confirm and /or determine actual EXISTING CONDITIONS in every significant detail. The importance of this effort cannot be overemphasized where the design objective is to "MATCH THE EXISTING" and avoid conflict of new work with the existing

3.4.2.7. Construction Cost Estimate:

The estimating procedure will be in accordance with CSI standards. In preparing the estimate at this stage, it is recognized that many items will not have been ascertained to a point where a quantity survey is possible. Nevertheless, a number of the general construction features will have been selected which will permit an itemization of basic quantities under the major branches of work, such as: general excavation, concrete, masonry, etc. In those instances where insufficient information has been developed to determine specific quantities, systems, fixtures, or equipment, an appropriate allowance may be indicated. For each allowance, an explanation of its development shall be included. This preliminary estimate shall show separately the cost of each new building or addition.

the work in existing buildings, and costs of all work outside the buildings. The estimate shall be broken down to show the cost analyses or allowances (noted as such) based on these units. As example: building construction cost shall be shown separately from mechanical and equipment costs, and these in turn shall be separated into the various trades and types in the summary sheets to the degree practical at this stage of development. Similarly, outside work shall show components of grading, roads and sidewalks, landscaping, sanitary and electrical services, etc. (Government form furnished). Computer software such as "Means" or other approved software shall be used in developing construction cost estimates. Appropriate adjustments shall be made for location of the project, labor rates, complexity of the project, degree of difficulty, local conditions, regulatory requirements etc.

3.4.3. Reviews:

Architect-Engineer shall deliver this submittal to the COTR. A-E shall also deliver a certificate stating that he has incorporated all the review comments as agreed for the Concept Phase submittal and Design consultation meeting. He shall submit the number of copies as required under submittal requirements. COTR shall require District's review staff and the User to complete the review and submit their review comments in the prescribed format within the time stated. COTR shall transmit the review comments to the A-E for incorporation in his next submittal. If the submittal is rejected, the COTR shall send the rejection notice stating the reasons for rejection. A-E shall resubmit it by incorporating the comments. If the A-E disagrees with the rejection and or comments he shall request within three calendar days for a meeting with the COTR to discuss the rejection and or comments. A-E shall write the minutes of this meeting and submit it to the COTR within three calendar days of the meeting. Also he shall immediately comply with the comments agreed in the meeting and resubmit his design documents if the submittal was rejected or if it was not rejected, incorporate the agreed comment in the next submittal. If the Schematics and Concept submittals were rejected prior to their final approval no payment will be made for this phase until the submittal for this phase is approved.

3.5. CONSTRUCTION DOCUMENTS (100%): (IV)

3.5.1. Definition:

- This review shall be at the completion of the construction documents and known as Construction Documents Phase. Included for this review shall be complete plans, specifications, final construction cost estimate, and final detail computations. This submission requires that the plans be complete and ready for issue to bidders.

- The plans may be done on either linen or Mylar. Approval must be obtained from the Government prior to the selection of the type of reproducible sheets. Size 29" x 41" trim line unless stipulated otherwise in Appendix "A", inside border 1 ½ " on binding edge, ½" on other edges. Optimum readability is a requirement at full size reproduction. A graphic scale shall be shown on each drawing for each scale used. The quality and spacing of lines on the drawings must be carefully controlled. Clear space between parallel lines should always be of greater width than the adjoining lines. All lettering shall be vertical capitals with an open quality and shall be not less than 1/8" high. Material symbols must be bold and not dense. Do not use any kind of half tone or opaque shading or patch except solid black on the face of the drawings where applicable for small or thin sections. Drawings shall be of the best quality for possible scanning reproduction. The format and wording of the title block to be used on the drawings shall be approved by the Office of Property Management before proceeding with printing reproducible sheets.
- Drawings shall be complete and prepared using computer software "AutoCAD R-14" or later version, unless stipulated otherwise in Appendix "A".
- Specifications shall be prepared using MasterSpec (Latest Version) as guide. The Office of Property Management (OPM) may review and note the comments with changes prior to its return to the Architect-Engineer for final submission prior to printing for issuance to the bidders.

3.5.2. Subject Matter:

General:

The work accomplished for the review shall be 100% complete.

3.5.2.1.Existing Conditions

Plan showing locations of previously demolished structures, structures to be demolished by others and any other changes that are expected to occur on the site between the time the topo survey is made and the time the site is released to the contractor for his construction operations. Information shown on this drawing shall include, but not necessarily be limited to, the following: (i) outline of proposed structures; (ii) locations of demolished structures and rubble fills in basements, areaways, vaults, etc.; (iii) locations of all structures, wall, walks, curbs, trees, paved areas, etc., remaining on the site.

(iv) a complete scope and clear definition of all site work to be performed by the contractor related to existing conditions that involve demolition and removal of existing structures, retaining walls, areaways, vaults, walks, footings, basement slabs, paving, etc., removal of rubble and other fills, removal of trees, etc.. Existing conditions plan shall show relationship of existing conditions to new construction in both horizontal and vertical planes of reference.

3.5.2.2. Site Plan

This shall be at a scale not less than 1" = 20' - 0" showing and/or including location and dimensions of (i) proposed building(s); (ii) existing proposed sidewalks, street, exterior utilities, property lines, paved areas, play areas, service and parking areas; (iii) existing streets or alleys to be closed; (iv) total square feet; and (v) extent of contract lines. (vi) Building identification number (to be furnished by the University) includes street address, lot and square numbers (for all projects).

3.5.2.3. Sub-soil information drawing

This drawing shall be included and should provide complete information regarding the investigation performed for this work.

3.5.2.4. Landscape Drawing:

This drawing shall be at a scale not less than 1" = 20' - 0", identifying plant material and location of it and including a list of materials.

3.5.2.5. Architectural: (min. scale 1/8"=1'-0")

- Floor plans – dimensioned, completely referenced, partitions and fixed equipment located, doors and windows, egress location and identification of sections, details, and other pertinent data.
- Reflected ceiling plans – structural members both heads, horizontal and vertical, luminaries, HVAC registers, sprinkler heads, electronic devices, all other exposed items, and ceiling material layout. Wherever, in the ceiling space, ducts, conduits, beams, etc. indicate possible acute congestion, a vertical section shall be included establishing adequate clearances.
- Elevators – fully completed indicating materials, fenestration, finish grade, etc.

- Sections – identification, longitudinal and transverse sections, all wall sections, stair sections, vertical transportation sections, and all other sections, as needed.
- Details – door and window, all other as needed.
- Schedule – completed.
- All other – fully complete in keeping with the spirit and intent of the plans.
- Marked-up plans, computations, notes and a copy of the OPM review comments (with annotated action taken by A/E) from the previous submission.

3.5.2.6.Civil:

- Plans – existing, removal, finish, all complete. Particularly the location and identification of all utility lines both existing and new. This information will be shown on the site plans.
- A copy of the University's review comments on the previous submission.

3.5.2.7.Structural:

- Floor Plans, foundation plan, roof plan – dimensioned all structural members and/or system(s), location and identification of section(s) and details, and other pertinent data.
- Sections – identification, longitudinal and transverse sections, wall sections, stair sections foundation and foundation support sections, and all other major sections.
- Details – all details as needed.
- Schedules – completed.
- Computerized Analysis – all computations including corrections necessitated at original submission review and changes made as the work progressed, as well as located on computer disk(s) with label(s) to show project No , project title and date.
- Review comments (with annotated action taken by A/E) on the previous submission

- All other completed as needed.

3.5.2.8.Electrical:

- Floor plans, ceiling and roof plans – locations of luminaries, switches, wiring panels, switch gear and electrical room, service entrance, transformers, etc. All systems shall be shown, fully complete.
- Riser diagrams – all systems.
- Schedules – panels, fixtures, switchboard, etc.
- Computerized Analysis– complete lighting and final power load calculations including PEPCO information regarding available short circuit current and maximum permissible inrush current.
- All other – communications, security alarm, etc.
- Manufacturer's catalogue cuts of power equipment, wiring devices and lighting fixtures.
- Marked-up plans, computations, notes and a copy of the University's review comments (with annotated action take by A/E) from the previous submission.
- Miscellaneous utilities information from suppliers.

3.5.2.9.Mechanical HVAC:

- Floor plans, roof plan – all HVAC units, registers, louvers, controls, piping, ductwork and their sizes etc.
- Risers, control diagrams and description, all mechanical notes and details
- Capacities of boilers, chillers, fans, pipe sizes, valves, expansion tanks, and other associated equipment, accessories and data as well as schematic flow diagram (s)
- Complete computerized Analysis for each room – heat loss, heat gain, ventilation, and total building load with air supply/return and outside air
- Fuel tanks, piping, and sizes etc.

- Equipment schedules, catalogue cuts
- Boiler and equipment room size and layout Room layout and vertical sections (where needed) at ¼" scale, minimum.
- Marked-up plans, computations, notes and copy of an OPM review comments (with annotated action taken by A/E) from the previous submission.

3.5.2.10. Plumbing:

- Floor plans, roof plan with vent, equipment locations and roof drains, all fixtures, hot and cold water with distribution/ recirculation and waste piping, vents, drains, sprinkler system pumps, etc.
- All riser diagram(s) to include water, sanitary, gas, sprinkler system, projection (option).
- Schedules – completed and catalogue cuts.
- Toilet and equipment room layouts at ¼" scale, minimum.
- Computerized load analyses and sizing calculations.
- Marked-up plans, computations, notes and a copy of the University's review comments (with annotated action taken by A/E) from the previous submission.

3.5.2.11. Specifications:

The Architect-Engineer shall prepare and submit one (1) copy of the architectural, structural, mechanical, plumbing and electrical specifications for review. Preparation of specifications shall be accomplished by using latest version of the MASTERSPEC Specifications (as a guide) in accordance with the requirements set forth below, as well as loaded on computer disk (or CD) properly labeled with Project No., Project Title and date.

- The District may furnish the Architect-Engineer a latest version of MASTERSPEC Specification to be used as a guide. However, if the A-E is required to procure the MASTERSPEC that will be included in the Appendix A The Architect-Engineer shall modify the MASTERSPEC Specification as may be needed to meet the project requirement. Items appearing therein, which are not included in the project, shall be omitted. New paragraphs and sections shall be developed as required and shall conform to the standard format, using section numbers format of the MASTERSPEC.

- Proprietary materials and systems shall not be indicated or specified without prior written approval
- The use of trade and manufacturer's names to describe a product, material, fixture or type of construction shall be avoided. If and when it becomes necessary to make such a reference, the specifications shall state that the reference is made to establish a standard of quality and performance only, and not for the purpose of limiting competition. The A-E shall include salient features of the item or equipment specified.
- Specifications for materials, equipment and fixtures shall be written in terms of physical characteristics, chemical composition tests, performance, or any combination of these as may be applicable.
- Specify only such articles, materials, and supplies as have been manufactured in the United States substantially from articles, materials, or supplies mined, produced, or manufactured (as the case may be) in the United States. This provision shall not apply to such articles, materials, or supplies of the class or kind to be used or such articles, material, or supplies from which they are manufactured, as are not mined, produced, or manufactured, as the case may be, in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality, or to such articles, materials, or supplies as may be expected by the Contracting Officer under the provisions of Title III, Section 3, of the Act approved March 3, 1933, 47 Stat. 1520 (U.S. Code, Title 41, Sec. 10b), as amended.
- One (1) copy of all manufacturers' catalogs, specifications or similar materials referred to in the specifications and/or plans shall be submitted when requested by the University.

3.5.2.12. Color Charts:

Color charts shall be submitted as follows:

- Color charts shall be prepared and submitted with Color Design Section of specifications.
- Individual boards shall be approximately 12" x 15". Display an actual sample whenever practicable of each color specified for every material used. Number of display boards will depend on site and quantity of samples.

- Miniature samples should be used if possible. Lithographs generally are not acceptable. For ceramic floor tiles, use sufficient individual tiles to show pattern.
- Paper reproductions of items such as metal partitions, steel equipment, laminated plastics, porcelain enamels, and similar facsimiles which appear to be actual finishes specified are acceptable.
- Where large and/or heavy samples (e.g. brick, cast stones, etc.) are required, it is not necessary to mount these on display boards, however, they must be properly identified with project name and number, D.C. Color Code and manufacturer's identification.

3.5.2.13. Miscellaneous:

- Elevators, escalators, dumb-waiters, pneumatic tube, waste and other transportation systems.
- Special equipment – swimming pools, food services, etc.
- Trash and disposal equipment.

3.5.2.14. Construction Cost Estimates:

The cost shall be based on an accurate detailed quantity survey of both labor and material. Any approved standard estimating procedure will be acceptable provided that the conclusions are presented in the order and detail specified in CSI format. Lump sums or allowances for major items of the estimates shall not be used. However, quantity surveys that could be used for ordering materials are desirable from a cost control viewpoint are not necessary. For example concrete formwork may be priced on the basis of square area for slabs, walls, beams, etc., rather than the actual quantity of lumber or metal formwork required. Plumbing take-off shall show the linear feet of various pipe sizes, but need not itemize fittings. Fittings may be calculated as a percentage allowance. The same procedure may be used for fittings on ductwork and electric conduit where appropriate.

Bidding Alternates are to be indicated on the Recapitulation form by adding an additional column or columns and adjusting the appropriate items.

Explanation of Terms on Recapitulation Form:

Gross Building Area: The gross square foot areas shall include all spaces (including all openings in floors) measured to the exterior surfaces of the enclosing walls for all floors, basements, balconies, mezzanines, usable attics, service and equipment rooms, penthouse(s), enclosed passages, and tunnels. The total shall include 1/2 the gross area for pitched roof space (not usable attic), roof enclosures, cornices, areaways, pipe spaces, crawl spaces, covered areas, such as open play areas under buildings, and all other unfinished excavated spaces." The item 1.0 "General Expenses": These are the costs experienced by the General Contractor, which are not covered in the other items enumerated on the Recapitulation form.

The computation copy shall be sharp and legible.

3.5.2.15. Computerized Design Analyses:

The Architect-Engineer shall prepare design analyses in reproducible form complete in such detail as to accurately reflect the development of all engineering design, and sufficient to support all design work prepared to date. Mechanical and Plumbing Design Analysis shall: (i) be complete and shall include detailed room by room heat loss and heat gain calculations; (ii) load summaries; (iii) detailed equipment selection calculations with major performance data and dimensions of all major equipment items; (iv) air balance calculations; (v) ventilation calculations; and (vi) pipe and duct sizing, diagrams, etc.

Computer Software:

Software to be used for HVAC Design Analysis shall be either Carrier Co.'s "E-20" or Trane Co.'s "Trace" program or other approved. For Plumbing Design Analysis, use Elite software or other approved. Approval must be obtained from OPM prior start of Design analyses.

3.6. COMPLIANCE (FINAL) (V):

3.6.1. Definition:

The Compliance Phase will consist of all contract documents fully completed, signed and ready to print prior to issuance for bids.

The plans shall be the originals on material as approved by Government prior to start of design, as well as accomplished by computer disk (or CD) loaded with the entire design work and with proper labels. The labels shall identify project number (s), project title and date as well as Contract number

3.6.2. Technical Specifications.

In accordance with the approved specifications. Final Specifications shall be prepared for reproduction by Photocopy or offset process. The originals shall be printed on sheets of 8" x 10-1/2" bond paper with margin for side binding, Times New Roman font type and black imprint. All corrections must be legible and permanent; use of stick-on's, piecing, tape, or other adhesive to effect corrections will not be acceptable. The Architect-Engineer shall submit originals only, and shall retain one (1) complete reproducible set and loaded computer disk or CD as a contingency against loss of the originals. Wherever in the specification an item is designated to be installed or performed "where indicated" or "as shown on the drawings" or words of like import, it shall be the responsibility of the Architect-Engineer to check such drawings and determine if such requirement is in fact shown and/or indicated with sufficient clarity so as to preclude the possibility of disagreement to contract requirement during the actual construction of the facility as designed.

3.6.3. Design Analysis:

The Architect-Engineer shall submit (i) one (1) reproducible and (ii) two copies of all final corrected design analyses, complete in every respect and (iii) one set of computer disks (or CD) loaded with the entire Design Analysis. The disks/CD's shall be labeled as indicated for previous submission.

3.6.4. Rendering:

The Architect-Engineer shall submit one perspective rendering in color, when required by Appendix "A". Rendering shall be of professional quality and shall be furnished matted, suitably framed, protected with non-glare glass, and ready for 'hang' mounting. Additionally, the Architect-Engineer shall be guided by the following:

- (a) Preliminary Sketch Submission: A preliminary sketch of the proposed rendering shall be submitted for UDC review and approval with respect to items "b" and "c" below prior to proceeding for finalization.
- (b) Size: The rendering shall be appropriate for the scale of the building portrayed and as may otherwise be dictated by good practice and pleasing proportions. Generally, any overall dimensions (including frame) in excess of approximately 30" x 40" will not be considered necessary.
- (c) Perspective Viewpoint: It may be either eye-level or bird's-eye view taken from a point which will best show the scope and aesthetic quality of the project. At least one full principal façade must be shown. Foregrounds for purposes of relating to scale, may show persons.

landscaping, vehicles, equipment, etc., provided they do not obscure important architectural elements or otherwise invite attention away from the primary purpose of the rendering which is the delineation of the architectural quality of the building. Shade and shadows shall be used to emphasize architectural and other features as appropriate.

- (d) **Medium:** Delineators may have an option with respect to preference for working with Tempra, water colors, ink washes, conte, etc., provided the colors will reasonably approximate the texture and color of the materials to be used in the construction, and provided further, that when photographed, the reproduction will be in colors that are true to the rendering. When the reproduction is in black and white, there shall be no significant loss of either lines or tones. Collage for any purpose except lettering will not be accepted.
- (e) **Project Title And Credits:** The title of the project (not project number) will be appropriately placed on the lower portion of the matted area along with name of the Architect-Engineer of record. If the project has, or is to have, a "dedicated" name, use it for the title. The delineator may sign and date his work in a discreet manner directly on the rendering.
- (f) **Photographs:** The Architect-Engineer shall submit photographs of the rendering as follows: (i) one black and white negative, three 8"x 10" prints and one 16" x 20' print; and (ii) one color negative, three 8" x 10" prints and one 16" x 20" prints.

4. ARCHITECT-ENGINEER'S RESPONSIBILITY:

The aforementioned procedures are designed to enable the Architect-Engineer to proceed from Design Development Phase approval to completion of plans and specifications without interruption. It is anticipated that these procedures will be conducive to both the accuracy and efficiency. Finally, the Architect-Engineer is totally responsible for the accuracy, coordination and completeness of the drawings and specifications. The University's reviews are only for the application of good design principles and practices.

The preparation and/or transmittal of BUDGET DRAWINGS for any project shall be at the discretion of the Contracting Officer or his/her authorized representative. Their primary intent is for internal use by the University for project definition and budgetary purposes. BUDGET DRAWINGS furnished to the Architect-Engineer are intended to be used for general information purposes only. The University makes no warranty, expressed or implied, with respect to their completeness, accuracy, or consistency with Appendix "A", or compliance with Federal and District of Columbia Laws and Regulations. The negotiated and mutually agreed fee for professional services is for the Architect-Engineers to strive for excellence in design through his own freedom of expression and expertise. Architect-Engineer are cautioned that when at their OPTION,

the creation of a complex design results in greater design costs, same shall not be the reason or justification for any increase in fee.

5. PROJECT MANAGER:

Project Manager (PM) serves as the liaison between the Architect-Engineer, the University, and other participating agencies and as the Contracting Officer's Technical representative (COTR), is the official representative of the Contracting Officer on the project. It is essential and required that all information, both to and from the Architect-Engineer, be through the PM. The Project Manager is the focal point of all activities regarding the assigned project(s) and serves as coordinator between the A-E and the University.

6. SMALL SCALE DRAWINGS:

The Architect-Engineer shall provide small-scale drawings of floor plans for the new additions and existing buildings and the site along with the final submission of the contract drawings. Drawings shall be 1" - 30' scale. Minimum sheet size is 11" x 17". Site plans shall be drawn at a scale of 1" - 50'. Record square foot area on each floor plan as well as the square feet area on the site plan. Submit the originals reproducible and one (1) set of prints.

7. PAYMENTS:

The Contract between the Architect-Engineer and the University of the District of Columbia permits payments during the contract life based on the approved quantity of work accomplished, at each specified submission phase.

- (1) Architect-Engineer's requests for partial payments will be processed for payment only when Contracting accompanied by a "Monthly Progress Report" (see item 3.3.D (2)). Request for payment for Title II services are excluded.
- (2) Partial Payments will be made upon request of, and for the percentage of completed work certified by the Architect-Engineer and as computed and approved by OPM. In no case shall payments be made that will exceed the specific reference points or "milestones" shown on the Architect-Engineer's submission phase. In no event will requests for partial payments be accepted more frequently than once each month, nor for amounts on excess of value of work completed and determined technically acceptable to the University
- (3) All requests for payments shall conform to the standard format (see Chart IV). "Less Previous Payments" must reflect the cumulative total of all prior payments actually received.
- (4) The 10% withholding or retainage of fee will prevail throughout the life of the contract pending completion and acceptance of all work.

- (5) Payment for change order work will be made only after the Change Order is executed by the Contracting Officer.
- (6) Payments are made by check and will be mailed to the address provided in the contract.
- (7) A request for payment of 100% (less 10%) will be made only after the University approves final compliance documents. Upon determination that no further work shall be required of the Architect-Engineer, a 'Notice of Acceptance' shall be issued by the University and a Final Payment of all residual amounts due, shall automatically be paid.

8. TIME EXTENSION

The request for a time extension shall be submitted on a monthly basis. This is essential for the COTR to review the request during the period when circumstances are clear to both the A-E and the University. All time extension requests shall be current. If the request for time extension is approved, the Contracting Officer will issue a change order to extend the time for completion. If no action is taken by the Contracting Officer, by the time the next report is due, the Architect-Engineer shall include his request once again and also include any new requests for time extension until the time extension is granted or denied. If the time extension is denied he may appeal the decision by providing additional information if he finds it to be necessary.

9. MINUTES MEETING:

The Architect-Engineer shall be responsible for acting as recorder at all meetings, which he attends. Examples are The University Community, the Board of Trustees, Fine Arts Commission, National Capital Planning Commission, and Government Agencies. 'Memorandum for Record' of such meetings shall be typewritten and furnished to the University for review and approval, and such distribution as may be required, within five (5) calendar days from the date of the meeting.

10. CERTIFICATION OF DRAWINGS:

The Architect-Engineer shall certify that the drawings were prepared under his supervision and that he acknowledges responsibility for their correctness by placing professional license stamp and signing the tracings at the completion of the Compliance Phase (V) and again by stamping and signing those prints that will be submitted to the Department of Consumer and Regulatory Affairs, Permit Processing Center for a building permit.

11 BUILDING PERMITS:

The Architect-Engineer shall be responsible for obtaining any such building permits and clearance as may be required for the construction of the Project (s). Public Law and D.C. Regulations require permits and clearances. For example, if the project is located in a historic area or is a property listed on the register of historic places, clearances to proceed must be provided by either the Joint Committee on Landmarks or the Commission of Fine Arts. The conduct of preliminary reviews at the conceptual design stage in conjunction with the Permit Center is encouraged and recommended particularly, when complex or high cost projects are involved. Step 1 in the procedure for review and permit issuance is to initially contact the Permit Information Counter (the location and telephone number can be obtained from the Project Manager).

The Architect-Engineer shall submit five (5) sets of drawings to the Permit Processing Center. The Center will retain one (1) set for their permanent file. The remaining four (4) sets of Approved Drawings and the Permit will be given to the Architect-Engineer who in turn will deliver the same to the University Project Manager.

The Architect-Engineer, for no additional fee, shall be responsible to make any and all changes and/or corrections as may be required by the Department of Consumer and Regulatory Affairs; compliance being a mandatory requirement prior to the issuance of a Permit.

Architect-Engineer compensation for performing these services shall be included as a part of the Title I portion of the fee. The actual Permit fee is not included in the Title I service. The University will pay the permit fee. If requested the A-E shall pay the permit fee and submit his request for payment for the actual amount of the permit fee by enclosing a copy of the paid receipt.

Final payment will not be approved and work required under Title I services will not be considered complete until the construction building permit is approved by all the required agencies and is permit ready for pick up either by the A-E or by the Contracting Officer or until the A-E satisfactorily completes all the requirements related to procuring the permit.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
UNIVERSITY OF THE DISTRICT OF COLUMBIA**



APPENDIX "C"

OBSERVATION AND INSPECTION OF CONSTRUCTION WORK

1. SERVICES TO BE PROVIDED BY THE ARCHITECT-ENGINEER

- 1.1. In order to provide the Title II Services, the Contract and or the Task Order shall include such a requirement. The COTR may require the A-E or his representatives to visit the site during construction, attend the construction progress meetings at he project site, or attend any other meetings that are associated with the design work provided by the A-E. All such visits shall be authorized by the Project Manager to receive payment.
- 1.2. If a request is made by the COTR for attending the construction site meeting or to inspect the construction work the Architect-Engineer and or his representatives shall familiarize themselves generally with the progress and quality of the work and determine in general if the work is proceeding in accordance with the Contract Documents. On the basis of on-site observation the Architect-Engineer shall record and submit to the COTR, all the defects and deficiencies in the work of the Contractor. The Architect-Engineer shall advise and assist the COTR in the coordination and preparation of any phasing of the work, scheduled movement or displacement of persons, equipment or activities or any modifications or revision thereto. A-E shall not be responsible for the Contractor's construction means, methods, techniques, sequences or procedure or for safety precaution and programs in connection with the work, and he shall not be responsible for the Contractor's failure to carry out the work in accordance with the Contract Documents.
- 1.3. The Architect-Engineer shall investigate a Contractor's non-compliance and recommend to the COTR the rejection or correction of work, which does not conform to the Contract Documents. If he finds it necessary or advisable to ensure the proper implementation of the intent of the Contract Documents, he shall request the COTR to have a special inspection or testing of any work performed in accordance with the provisions of the Contract Documents whether or not such work be then fabricated, installed or completed.
- 1.4. Advise or /and recommend to COTR on construction changes deemed necessary during construction. The Architect-Engineer shall not make changes in plan, specification, or other contract documents, nor waive any contract requirement, except as authorized by the Contracting Officer.

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- 1.5. Prepare Change Orders drawings, related specifications, and cost estimates if authorized by the Contracting Officer. If the added work is required due to errors/or omissions on the part of Architect-Engineer, it shall be performed at no cost to the District.
 - 1.6. A-E shall meet with and provide written response to the Contracting Officer on questions and disputes, which arise as a result of the Architect-Engineer's Title I work and subsequent advice.
 - 1.7. Observe or review if requested by the COTR, tests of work, equipment, materials or supplies required by the contract documents.
 - 1.8. Observe or review if requested by the COTR, the testing and operation of installed equipment and utility systems for conformance with contract plans and specifications.
 - 1.9. Architect- Engineer shall prepare a punch list itemizing incomplete, omitted and unacceptable work to be done for satisfactory conformance to the contract.
 - 1.10. Within three calendar days after each visit, the A-E shall submit to the COTR a detailed written report regarding the subject of the visits and any items that may assist the Contracting Officer in administering the contract.
 - 1.11. Submit to the COTR, a Final Report containing the Architect-Engineer's narrative evaluation for the performance of the construction contractor, a chronological log of all inspection visits performed by the Architect-Engineer and copies in chronological order of all reports with the corresponding minutes previously submitted to the COTR.
 - 1.12. Architect-Engineer shall deal with the COTR and shall have no communication with the contractor except as may be authorized.
 - 1.13. Within three calendar days after each meeting attended, A-E shall provide written detailed minutes of the meeting and take necessary actions in a timely manner so as to assist the Contracting Officer in avoiding claims from the contractor.
- 2. PERIOD OF SERVICE:**

The Architect-Engineer shall provide the required services under Title II of the contract concurrently during the construction period. These services shall be through acceptance of construction by the District. When the Architect-Engineer contract is terminated prior to completion of construction, payment shall be made for only that portion of the authorized work actually performed by the Architect-Engineer.

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3. PAYMENT FOR SERVICES:

Architect-Engineer shall be paid for each visit of 3 hours or less as half visit. Each visit in excess of 3 hours shall be considered one visit. The rate for each of such visits shall be included in the contract and this amount shall constitute complete compensation for all services required to be performed. A-E shall not exceed the number of visits authorized in the contract unless it is amended by a change order issued by the Contracting Officer.

For payment purposes the Architect-Engineer shall compute and convert to a man/visit count, the actual man/hours expended at the site and or attendance at meetings. No additional payment will be made for submitting the reports of the visits or minutes of the meetings attended and travel time. Telephone questions and replies may be made a matter of cumulative record for the purpose of requesting consideration for remuneration. Such requests will be given consideration only if the quantity appears excessive in relation to the project size and complexity. A-E shall submit a record identifying the subject, time, date, and the time expended. No payment shall be made for the persons in supportive services included and otherwise compensated for within the general overhead; for example, office administration, chauffeurs, couriers, reproduction, etc. Also, no payment shall be made for responses to queries from construction contractors and subcontractors that are not authorized by the COTR and any man/hours expended pursuant to correction any errors or omissions deemed the responsibility of the Architect-Engineer.

4. AS-BUILT DRAWINGS

If directed by the Contracting Officer, the Architect-Engineer shall prepare and or review "as-built drawings" using all authenticated field notes, change orders, sketches, drawings, specifications, etc., such as may accrue and record departure from the original construction documents during the execution and construction of the work.

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APPENDIX "D"

REVIEW OF SHOP DRAWINGS AND SAMPLES

1. SERVICES TO BE FURNISHED BY ARCHITECT-ENGINEER.

1.1. Review and Check Shop Drawings and Samples:

- 1.1.1. In order to provide these services, the Contract and or the Task Order shall include such a requirement. The COTR may require the A-E to attend the pre-construction meeting with the contractor. COTR will require the Construction Contractor to submit seven (7) copies of all contract required submittals utilizing the Transmittal Form (provided by the District) to the A-E with a copy of the Transmittal Form to him.
- 1.1.2. A-E shall review all submittals that are related to the design he has performed for the contract and recommend to the COTR to approval them if they are in compliance to his design requirements. These submittals shall be from the Construction Contractor and they may be for materials, equipment, shop drawings, samples etc.
- 1.1.3. If the A-E recommends approval as noted or recommend rejection, he shall provide written justification for such an action. A-E shall maintain a complete log of all submittals. This shall have the date of receipt of the submittals, action taken and the date of action.
- 1.1.4. The Architect-Engineer shall perform his review and submit his recommendations to the COTR on all submittals he has received from the Contractor. He shall retain on file one copy of all the submittals.
- 1.1.5. The Architect-Engineer shall attach to each shop drawing submittal a completed approved form suitable for the record. He shall stamp all approvals with his stamp of approval. He shall mark all submittals as compliance with contract documents only.
- 1.1.6. A-E may advise the COTR of any construction changes deemed necessary, but he shall not to make changes in plans and specifications or other contract requirements; nor waive any contract requirements. However, he shall submit to the COTR, all the required changes if the changes are due to errors and / or omission on the part of the Architect-Engineer, or is otherwise required to effect non-elective revisions of a generally minor nature.

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- 1.1.7. The Architect-Engineer shall communicate with the COTR and with the contractor as authorized in writing by the Contracting Officer. The procedure for receiving all shop and related drawings and samples, submitted by the Construction Contractor and returning them to the COTR shall be as directed by the Contracting Officer.
- 1.1.8. A-E shall notify the COTR in writing if he anticipates questions and or disputes in connection with shop and /or related drawings submitted by the construction contractor.
- 1.1.9. A-E shall perform all required services in a professional and timely manner and promptly notify the COTR of any anticipated or actual delays resulting from Construction Contractor submissions, which may delay or adversely affect the progress of construction.
- 1.1.10. A-E shall submit to the COTR a Final Report containing his narrative evaluation of the performance of the construction contractor and a chronological log of all submittals which shall contain, but not be limited to dates received and returned, identification of items, and Architect-Engineer recommended disposition.

2. PERIOD OF SERVICE:

The services by the Architect-Engineer shall be performed concurrently during the entire period of construction resulting from the Title I design and through acceptance of construction contract by the District. When the Architect-Engineer contract is terminated prior to completion of construction, payment shall be made for only that portion of the acceptable work performed.

3. PAYMENT:

Work performed under this Appendix shall be paid in accordance with the terms of the contract. The amount shall constitute complete payment for all services required to be performed under this Appendix 'D' and for all expenditures which may be made and expenses incurred except as are otherwise expressly provided herein. Expenses for such Laboratory Work or Testing Services as required by the Contracting Officer are excluded.

ATTACHMENT 1

ARCHITECT-ENGINEER GENERAL PROVISION

**GENERAL PROVISIONS
(ARCHITECT - ENGINEER CONTRACTS)**

JANUARY 19, 1989

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1 Definitions

- 1.1 The term "Contracting Officer" as used herein means the person vested with authority to execute this agreement on behalf of the District and includes a duly appointed successor delegate.
- 1.2 The term "District" shall mean the District of Columbia Government.
- 1.3 The term "Architect-Engineer" or "A-E" or "Consultant" means the individual, individuals, and or firm identified as the "Architect-Engineer" in the preamble of this Agreement.
- 1.4 The term "Agreement" shall also mean "Contract" and vice versa.

2 General

- 2.1 The Contracting Officer shall have authority to take any action provided for herein on behalf of the District, including approvals, certifications, vouchers, acceptance and changes within the scope of work.
- 2.2 The Architect-Engineer's period of performance shall commence on the effective date as agreed and as specified in each task order issued by the Contracting Officer and ends on the date all required services are satisfactorily completed and products delivered.

- 2.3 All work shall be prosecuted under the full time direction of a principal officer or responsible representative of the Architect-Engineer, approved by the Contracting Officer. The design of architectural, structural, mechanical, plumbing, electrical, or other engineering features of the work shall be accomplished and/or reviewed and certified by architects or engineers registered to practice in the District of Columbia in the particular professional field involved.
- 2.4 The Architect-Engineer shall furnish sufficient technical, supervisory and Administrative personnel to insure the efficient prosecution of the work in accordance with the approved progress schedule.
- 2.5 The Architect-Engineer agrees that duly authorized representatives of the District shall have access, at all reasonable times, to inspect and make copies of all notes, designs, drawings, specifications or other technical or non-technical data including but not limited to payroll of personnel on this contract pertaining to the work to be performed under this Agreement.

3 Progress Schedules and Reports (See ARTICLE I, SECTION 5)

- 3.1 The Progress Schedule in a simple Bar Chart form shall be furnished by the Architect-Engineer for each task order for approval within five (5) calendar days of its issuance by the Contracting Officer.

The Architect-Engineer shall update and update the Progress Schedule on or about the 25th day of each month and shall within five (5) days thereafter deliver two (2) copies thereof to the Contracting Officer Technical Representative (COTR).

4 Responsibility of the Architect-Engineer (See ARTICLE I)

- 4.1 The Architect-Engineer shall be responsible for the professional quality, technical accuracy and the coordination of all designs, drawings, specifications, and other services furnished. The Architect-engineer shall, without additional compensation, correct or revise any errors or deficiencies in his designs, drawings, specification, and other services.
- 4.2 Neither the District's review, approval or acceptance of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this agreement, and the Architect-Engineer shall be and remain liable to the District in accordance with applicable law for all damages to the District caused by the Architect-Engineer's negligent or intentionally wrongful act, omission or default while performing any of the services under this Agreement.
- 4.3 The Architect-Engineer shall accomplish the design services required under each task order. These services shall include but not limited to the services required to enable the District to award the related construction contract, pursuant to standard District procedures, for the construction of the facilities designed at a price that does not exceed the estimated construction contract price set forth in this contract. When bids or proposals for the construction contract are received which exceed such estimated price, the Architect-Engineer shall perform such redesign and other services as are necessary to permit contract award within such funding limitation.

These additional services shall be performed at no increase in the price of this contract. However, the Architect-Engineer shall not be required to perform such additional services at no cost to the District, if the unfavorable bids or proposals are the result of unforeseeable causes beyond the control and without the fault and negligence of the contractor.

- 4.5 The Architect-Engineer shall promptly advise the Contracting Officer if he finds that the project being designed will exceed or is likely to exceed the funding limitations and he is unable to design a usable facility within these limitations. Upon receipt of such information, the Contracting Officer will review the Architect-Engineer's revised estimate of construction cost. The Contracting Officer may, if he determines that the estimated construction contract price set forth in the Task order is so low that award of a construction contract not in excess of such estimate is improbable, authorize a change in scope of materials as required to reduce the estimated construction cost to an amount within the estimated construction contract price set forth elsewhere in the contract, or he may adjust such estimated construction contract price. When bids or proposals are not solicited or where they are unreasonably delayed, the District shall prepare an estimate of constructing the design submitted and such estimate will be used in lieu of bids or proposals to determine compliance with the funding limitation.
- 4.6 The Architect-Engineer shall not be required to perform additional services if the unfavorable bids or proposals are the result of unforeseeable causes beyond the control and without the fault or negligence of the contractor. If bids or proposals are not solicited within 180 days following the District's acceptance of the services to be provided under each task order, the approved District estimate will be used in lieu of bids or proposals to determine compliance with the funding limitation.

4.7 The rights and remedies of the District provided for under this contract are in addition to any other rights and remedies provided by law.

5 Changes

- 5.1 The Contracting Officer may at any time by written order, make changes to this contract including but not limited to the scope of services to be performed under each task order. If such changes cause an increase or decrease in the Architect-Engineer's cost of, or time required for, performance of any services under this contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. Any claim of the Architect-Engineer for adjustment under this clause must be made in writing to the contracting Officer within ten (10) days from the date of receipt by the Architect-Engineer of the notification of change unless the Contracting Officer grants a further period of time before the date of final payment under this contract. Generally, the time of performance of this contract and or each task order may be extended for the administrative convenience of the District or for other purposes whenever the Contracting Officer determines such action will not adversely affect the District's interest. Any time extensions shall not be a cause for additional fee or other related cost.
- 5.2 If the parties fail to agree upon the adjustment to be made, the dispute shall be processed as provided in Section 8 hereof entitled "Disputes". Nothing provided in this section shall excuse the Architect-Engineer from proceeding with the prosecution of work so changed.

6 Payments (See ARTICLE VII)

- 6.1 Estimates shall be made periodically (not more often than monthly) of the amount and value of the work and services performed by the Architect-Engineer under this contract, such estimates to be prepared by the Architect-Engineer and accompanied by such supporting data as may be required by the COTR.
- 6.2 Upon approval of such estimate by the COTR and presentation of properly certified vouchers by the Architect-engineer, payment of up to 90% of the estimated amount as determined above, less all previous payments, shall be made as soon as practicable; provided, however, that if the COTR determines that the work is substantially complete and that the amount of retained percentages is in excess of the amount considered by him to be adequate for the protection of the District, he may in his discretion release to the Architect-Engineer such excess amount.
- 6.3 Upon the satisfactory completion of the work and formal notification of its final acceptance by the Contracting Officer, the Architect-Engineer shall be paid the unpaid balance of any money due hereunder, including retained percentages. Prior to such final payment under this contract or prior to settlement upon termination of this contract, and as a condition precedent thereto, the Architect-Engineer shall execute and deliver to the Contracting Officer a release of all claims against the District arising under or by virtue of this Agreement, other than such claims, if any, as may be specifically excepted by the Architect-Engineer from the operation of the release in stated amounts to be set forth therein.

6.4 All drawings, designs, specifications, architectural designs of buildings and structures, notes and other architect-engineer work produced in the performance of this contract, or in contemplation thereof, and all as-built drawings produced after completion of the work shall be and remain the sole property of the Government and may be used on any other work without additional cost to the Government. With respect thereto, the Architect-Engineer agrees not to assert any rights or to establish any claim under the design patent or copyright laws and not to publish or reproduce such matter in whole or in part or in any manner or form, or authorize others so to do without the written consent of the District, until such time as the District may have released such matter to the public. Further, with respect to any architectural design which the District desires to protect by applying for and prosecuting a design patent application or otherwise, the Architect-Engineer agrees to furnish the Contracting Officer such duly executed instruments and other papers (prepared by the District) as are deemed necessary to vest in the District the rights granted it under this clause. The Architect-Engineer agrees to furnish and provide access to the originals or copies of all such materials on the request of the Contracting Officer for a period of three (3) years after completion of the project.

7 Termination

7.1 TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT: The District reserves the right to terminate this contract in whole or from time to time in part, for the convenience of the Government in accordance with the provisions of Chapter 37 of the D.C. Procurement Regulations, Title 27 DCMR (July 1988).

7.2 TERMINATION FOR DEFAULT: Subject to the provisions of paragraph 7.4 below, the District may by written notice of default to the Architect-Engineer, terminate the whole or any part of this contract in any of the following circumstances:

(1) If the Architect-Engineer fails to make satisfactory delivery of the supplies or to perform satisfactorily the services within the time specified in the task order or in any modification or any extension thereof; or

(2) If the Architect-Engineer fails to perform or is in violation of any of the other provisions of this contract, or fails to make progress so as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure.

- (3) If the Architect-Engineer fails or refuses to go forward with the work in accordance with the directions of the Contracting Officer;
- (4) If the Architect-Engineer expresses through word or conduct an intention not to complete the work in a timely manner; or
- (5) If the Architect fails to perform any of the other provisions of the contract.

7.3 In the event the District terminates this contract in whole or in part as provided in paragraph 7.2 of this clause, the District may upon such terms and in such manner as the Contracting Officer may deem appropriate, re-procure supplies or services similar to those so terminated, and the Architect-Engineer shall be liable to the District for any excess costs for re-procuring similar supplies or services, provided, that the Architect-Engineer shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

7.4 The Architect-engineer shall not be liable for any excess re-procurement costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Architect-Engineer. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the Architect-Engineer.

7.5 If this contract is terminated as provided in paragraph 7.2 of this clause, the District, in addition to any other rights provided in this clause, may require the Architect-Engineer to transfer title and deliver to the District, in the manner and to the extent directed by the Contracting Officer, (1) completed supplies, and (2) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings information and contract rights (hereinafter called "manufacturing materials") as the Architect-Engineer has specifically produced or specifically acquired for the performance of such part of this contract as has been terminated; and the Architect-Engineer shall upon direction of the Contracting Officer, protect and preserve property in possession of the Architect-engineer in which the District has an interest. Payment for completed supplies delivered to and accepted by the District shall be at the contract price. Payment for manufacturing materials delivered to and accepted by the District and for the protection and preservation of property shall be in an amount agreed upon by the Architect-Engineer and Contracting Officer; failure to agree to such amount shall be a dispute concerning a question of fact within the meaning of the clauses of this contract entitled "Disputes". The District may withhold from amounts otherwise due the Architect-Engineer for such completed supplies or manufacturing materials such sum as the Contracting Officer determines to be necessary to protect the District against loss because of outstanding liens or claims of former lien holders.

7.6 If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Architect-Engineer was not in default under the

provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the Government, be the same as if the notice of termination had been issued pursuant to such clause. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Architect-Engineer was not in default under the provisions of this clause, and if this contract does not contain a clause providing for termination for convenience of the District, the contract shall be equitably adjusted to compensate for such termination and the contract modified accordingly. Failure to agree to any such adjustment shall constitute a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes".

7.7 The rights and remedies of the District provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

7.8 As used in paragraph 9.3 of this clause, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

8 Disputes

8.1 If a dispute arises relating to the contract, the Architect-Engineer may submit a claim to the Contracting Officer who shall issue a written decision on the dispute within sixty (60) calendar days after receipt of the claims.

- 8.2 "Claim" shall mean a written request submitted to the Contracting Officer for payment of money, adjustment of contract terms, or other relief, which is in dispute or remains unresolved after a reasonable time of its review and disposition by the District Government, and for which a Contracting Officer's decision is demanded.
- 8.3 The decision of the Contracting Officer shall be final and conclusive and not subject to review by any forum, tribunal, or Government agency unless, within 60 days from the receipt of such decision (the 60-day period shall start on the date the Contracting Officer's written decision is received by the Architect-Engineer), the Architect-Engineer submits a claim in writing to the Contracting Officer, for an informal hearing and decision. The decision of the Contracting Officer, shall be final and not subject to review by any forum, tribunal or Government agency unless, within 90 days from the date of receipt of a decision of the Contracting Officer or, if no decision is issued within the time limits of the Procurement Practice Act (Sec. 805), within 90 days of the expiration of the applicable time limit, a written notice of appeal is filed with the District of Columbia Contract Appeals Board.
- 8.4 The decision of the Contract Appeals Board for the determination of such appeals shall be final and conclusive unless within one hundred-twenty (120) days after the date of receipt of the Board's decision, the Consultant or District appeals the decision of the District of Columbia Court of Appeals as set forth in D.C. Code Sec. 1-1189.5 (1981 Ed.).

8.5 The Architect-Engineer shall proceed diligently with performance of this contract, pending final resolution of any request for relief, appeal or action related to the contract, and comply with any decision of the Contracting Officer.

9 Examination of Records

The following clause is applicable if the amount of this contract exceeds \$2,500.00.

9.1 The Architect-Engineer agrees to preserve all books, records, documents, and other evidence bearing on or reflecting costs and expenses under this Agreement and agrees that the Contracting Officer or any of his duly authorized representatives shall have access and the right to examine any pertinent books, documents, papers and records of the Architect-Engineer involving transactions related to this contract until expiration of three (3) years after final payment under this contract.

9.2 With respect to records which relate to (1) appeals under the "Disputes" clause of this contract, (2) litigation or the settlement of claims arising out of the performance of this contract, or (3) costs and expenses of this contract as to which exception has been taken by the District or any of its duly authorized representatives, the periods of access and examination described shall continue until such appeals, litigation, claims or exceptions have been finally resolved.

9.3 The Architect-Engineer further agrees to include in all his subcontracts hereunder a provision to the effect that the subcontractor agrees to preserve all books, records, documents, and other evidence bearing on or reflecting costs and expenses under this Agreement and agrees that the Contracting Officer or any of his duly authorized representatives shall have access to pertinent books, documents, papers, and records of such subcontractor involving transactions related to the subcontract as set forth in 9.1 and 9.2 hereof. The term "subcontractor" as used in this clause excludes subcontracts not exceeding \$2,500.

10 Covenant Against Contingent Fees

10.1 The Architect-Engineer warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a bonus, commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Architect-Engineer for the purpose of securing business. Breach of this warranty shall give the Contracting Officer the right to terminate this contract without liability, or in his discretion, the right to terminate this contract without liability, or in his discretion, the right to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such bonus, commission, percentage, brokerage, or contingent fee.

11 Officials Not to Benefit

- 11.1 No member or delegate of Congress, or official or employee of the District shall receive or have an interest in any share or part of the Contract, as proceeds or any benefit that may arise therefrom. Any such contract entered into by any Contracting Officer in which he or any official or employee of the District is personally interested shall be void, and no payment shall be made thereon by the District or any officer thereof. This provision shall not be applicable to any such contract if made for the general benefit of a corporation in which the officer or employee, or member or delegate of Congress is a minority shareholder.

12 Employment of District Employees

- 12.1 The Architect-Engineer shall not, without written permission from the Contracting Officer, engage the services of any person or persons in the employment of the District of Columbia for any work required, contemplated or performed under this Agreement.

13 Post-Government Employment Conflict of Interest

- 13.1 Pursuant to Public Law 95-521, as amended, no former employee of the United States or Government of the District of Columbia:
- (1) Shall knowingly represent the Consultant before any Government agency through personal appearance or communication in connection with a matter involving specific parties to this Agreement where the former Government employee participated personally and substantially in this matter while employed with the Government.

- (2) Shall, within two (2) years after terminating Government employment, knowingly represent the Consultant before any Government agency through personal appearance or communication in connection with a matter involving specific parties to this Agreement, where the matter was pending under the official responsibility of the former employee within one (1) year prior to termination of Government service.

13.2 Pursuant to Public Law 95-591, as amended, no former senior level officer or former senior level employee of the United States Government or the District of Columbia Government, named in or designated by the Contracting Officer of the Office of Government Ethics under Section 207(d) of Title 18 USC:

- (1) Shall, within two (2) years after terminating Government employment, knowingly represent or aid, counsel, advise, consult or assist in representing any other person by personal presence at any formal or informal appearance before any Government agency in connection with a matter involving specific parties, where the former employee participated personally and substantially in that matter while employed with the Government.
- (2) Shall, within one (1) year after terminating Government employment, knowingly act as an agent or attorney for or otherwise represent anyone in any formal or informal appearance before or, with the

intent to influence, make any written or oral communication on behalf of anyone to (1) his or her former Department or agency or any of its officers or employees, or (2) in connection with any particular Government matter, whether or not involving a specific party, which is pending before such Department or agency or in which it has a direct and substantial interest.

14 Dismissals

14.1 Should the continued employment of any person or persons in the Architect-Engineer's organization under this Agreement be deemed by the Contracting Officer to be prejudicial to the interests of the District, such person or persons shall be immediately removed from the work hereunder. The Architect-Engineer shall make every effort in the selection of his employees and in the prosecution of the work under this Contract to safeguard all drawings and specifications, and to prevent the theft, conversion or unauthorized use of the same.

15 Compliance with Federal and District of Columbia Laws and Regulations

15.1 The Architect-Engineer shall at all times observe and comply with all laws, codes, regulations, orders and decrees set forth by any department, agency or branch of, (i) the United States Government, or (ii) the District of Columbia, and shall indemnify and save harmless the District of Columbia and all of its officers, agents, employees and servants against any and all claims or liability arising from, or based on, the violation of any such law, code, regulation, order or decree, whether

by the Architect-Engineer, an employee or agent of the Architect-Engineer, any person, firm or corporation employed or engaged by the Architect-engineer or contractually associated with him in the performance of, or in connection with, the work required, contemplated or performed under this Agreement.

16 Equal Opportunity: Non-Discrimination in Employment

16.1 During the performance of this contract, the Architect-Engineer shall comply with the provisions of Mayor's Order 85-85 as implemented by Chapter 11 - Equal Employment Opportunity Requirements in Contracts, both of which are designated Attachment 'A' to this Agreement and incorporated by reference thereto.

17 Appointment of Attorney

17.1 The Consultant shall designate and appoint a person, located within the District, whether the Consultant himself, an individual, a partnership or corporation or member thereof, an attorney, attorney-in-fact, agent, or representative, who shall receive service of all notices and process issued by any court or agency of the District and all pleadings or other papers related to any legal action or proceedings arising out of, or pertaining to, this Agreement or the work required by, or performed hereunder.

- 17.2 The Architect-Engineer expressly agrees that the validity of any service upon the person or entity designated pursuant to Section 17.1 hereof shall not be affected either by the fact that the Architect-Engineer was personally within the District of Columbia and otherwise subject to personal service at the time of such service upon the designated person or entity, or by the fact that the Architect-Engineer failed to receive a copy of such process, notice, pleading or other paper so served upon the designated person or entity.
- 17.3 The Consultant shall immediately inform the Contracting Officer in writing of any change in the designation required by Section 17.1 hereof, whether such change is in the designee, the address or telephone numbers.

18 Indemnification

- 18.1 The District shall have an absolute right of indemnity against any and all claims or liability arising from or based on, or as a consequence or result of, any negligent act, error, omission or fault of the Architect-Engineer, its employees, or its subconsultants in the performance of, or in connection with any services required, contemplated or performed under the contract; any and all claims or liability arising from or based on, or as a consequence or result of, any act of approval, inspection, supervision, or acceptance, or any failure to approve, inspect, supervise, or accept, by the District and any of its officers, agents, servants or employees, where such act or failure to act causes or contributes to any negligent act, error, omission, or fault of the Architect-Engineer, its employees, or its

subconsultants in the performance of, or in connection with any services required, contemplated or performed under the contract. Monies due or to become due the Architect-Engineer under the contract, may be retained by the District as necessary to satisfy any outstanding claim which the District may have against the Architect-Engineer.

19 Subcontractors and/or Outside Associates and Consultants

19.1 Any subcontractors and/or outside associates or consultants required by the Architect-Engineer in connection with the services covered by this Contract shall be limited to such individuals or firms as were specifically identified in the Architect-Engineer's written proposal and approved by the District during negotiations. Any proposed changes in such subcontractors, associates, or consultants shall be subject to the prior written approval of the Contracting Officer.

19.2 Any agreement the Architect-Engineer makes with a subcontractor, outside associate or consultant shall incorporate specifically or by reference thereto, each and every provision of this Agreement and the Attachment(s) and Appendices hereto.

20 Waiver

20.1 No action or non-action of the District shall be construed as a waiver of any provision or any breach of this Contract unless the same has been expressly declared and recognized as a waiver by the Contracting Officer in writing. No

waiver so declared and recognized as such in writing by the Contracting Officer shall operate as a waiver of any other provision of subsequent breaches of the same or other provisions of this Agreement.

21. Patents

21.1 The Architect-Engineer hereby expressly agrees and covenants that he shall indemnify the District, its officers, agents, servants, and employees from liability or claims of every nature and kind, including costs and expenses, for or on account of any patented or unpatented invention, article, process or appliance used or incorporated in the facilities and structures by the design, plans, or specifications prepared by the Architect-Engineer hereunder. Where proper construction of the facilities and structures makes necessary the use of any such invention, article, process or appliance; and the Architect-Engineer has specifically or by implication approved or adopted the use of such invention, article, process or appliance, the Architect-Engineer expressly agrees and covenants that he shall hold harmless and indemnify the District against any and all claims or liability arising therefrom.

22. Transfer or Assignment of Agreement

22.1 Unless otherwise provided by law, neither this Agreement nor any interest herein may be transferred or assigned by the Architect-engineer to any other party without the written consent of the Contracting officer. Any attempted transfer or assignment not authorized by this section shall constitute a breach of this Agreement and the District may for such cause terminate in the manner provided

In Section 7 of this Agreement, the right of the Architect-Engineer to proceed and the Architect-Engineer shall be liable to the District for any excess costs of re-procuring the same or similar services occasioned thereby.

23 Qualifications

23.1 The Architect-Engineer hereby warrants that the signature or signatures herein before affixed are duly authorized; further, the Architect Engineer warrants as a true statement any and all statements of qualification with respect to, but not limited to, professional status, premises, employees, experience and financial standing such as may be set forth in a "U.S. Government Architect-Engineer Questionnaire, Form 254" or other documents furnished to, or required by, the District for the purpose of securing the District's consent to enter into this Agreement. Misrepresentation shall be cause for termination of the Agreement, and such other action as may be appropriate, including without limitation, suspension and debarment and civil or criminal penalties.

24 Consultant's Warranty Against Debarment

24.1 The Architecture-Engineer shall comply with this General Provision by completing the "Certification of Eligibility" attached hereto and submitting it with this Agreement for work or services.

25 Participation by Foreign Consultants

25.1 The Department will not consider for award any proposals submitted by any Consultant, and will not consent to subletting any portions of the contract to any Consultant of a foreign country during any period in which such foreign country is listed by the United States Trade Representative as discriminating against U. S. firms in conducting procurements for public work projects. In addition, no product or any such listed country shall be permanently incorporated into the project. This General Provision applies to the participation of Consultants and products of the following countries which have been listed by the United States Trade Representative:

Japan

For the purpose of this General Provisions:

- (1) Any Consultant who is a citizen or national of a foreign country, or is controlled directly or indirectly by citizens or nationals of a foreign country, shall be considered to be a Consultant of such foreign country. The term "consultant" is defined in Section 1.3
- (2) Any product, or which fifty percent or more of its cost is attributable to production or manufacturing in a foreign country, shall be considered to be a product of such foreign country.

ATTACHMENT 2

TAX CERTIFICATION AFFIDAVIT

(DOWNLOAD FROM WEB PAGE BELOW (BOTTOM OF PAGE))

(<http://cfsa.dc.gov/DC/CFSA/CFSA+News+and+Opportunities/Business+Opportunities>)

ATTACHMENT 3

DOES FIRST SOURCE EMPLOYMENT AGREEMENT

(DOWNLOAD FROM WEB PAGE BELOW (BOTTOM OF PAGE))

(<http://cfsa.dc.gov/DC/CFSA/CFSA+News+and+Opportunities/Business+Opportunities>)

ATTACHMENT 4

EEO INFORMATION REPORT

(DOWNLOAD FROM WEB PAGE BELOW (BOTTOM OF PAGE))

(<http://cfsa.dc.gov/DC/CFSA/CFSA+News+and+Opportunities/Business+Opportunities>)

ATTACHMENT 5

INSURANCE REQUIREMENTS

General Insurance Requirements

1. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor/Insurance Company shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.
 - a.) Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the University of the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the University of the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
 - b.) Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
 - c.) Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the University of the District of Columbia or the jurisdiction in which the contract is performed.
Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows. \$500,000 per accident for

injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

If projects hereunder include water operations, the U.S. Longshoremen and Harbor Workers' Compensation Act and Maritime endorsements must be purchased and attached to the policies required above.

- d.) Builder's Risk Insurance. The Contractor shall provide a Builder's Risk policy equal to the replacement cost value of the completed building or other structure including the building supplies and materials to cover damage to existing facilities at the site. The policy shall cover property while located at the project site, at temporary locations, or in transit; deductibles will be the sole responsibility of the contractor; and shall name the District of Columbia as loss payee/mortgagee, as their interests may appear. The policy shall not exclude equipment breakdown, windstorm, flood, water damage other than flood, or damage due to drain/sewage backup. A waiver of subrogation in favor of the University of the District of Columbia will be included (This policy is not required for contracts involving demolition only.)
- a.) Installation-Floater Insurance. For projects not involving structures, the contractor shall provide an installation floater policy with a limit equal to the full contract value. The policy shall cover property while located at the project site, at temporary locations, or in transit; deductibles will be the sole responsibility of the contractor; and name The University of the District of Columbia as the loss payee on the policy, as their interests may appear. A waiver of subrogation in favor of the University of the District of Columbia will be included.
- e.) Umbrella or Excess Liability Insurance. The Contractor shall provide umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$10,000,000 per occurrence, including the University of the District of Columbia as additional insured.
- f.) Professional Liability Insurance (Errors & Omissions). The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per occurrence for each wrongful act and \$3,000,000 annual aggregate.
- The Contractor shall maintain this insurance for five (5) years following the University's final acceptance of the work performed under this contract.
- g.) Environmental Liability Insurance. The Contractor shall provide a policy to cover costs associated with bodily injury, property damage and remediation expenses associated with pollution incidents

including, but not limited to, mold, asbestos or lead removal. The policy shall provide a minimum of \$1,000,000 in coverage per incident and \$2,000,000 aggregate.

h.) Railroad Protective Liability Insurance. [If applicable - building within 50 feet of a railroad (Metro, Amtrak, MARC, and CSX)] If any services provided under or pursuant to this contract involve Contractor doing work near any railroad right-of-way, Contractor shall provide Railroad Protective Liability insurance which shall name the applicable railroad(s) as first Insured and The University as an Additional Insured with limits of not less than \$2,000,000 per occurrence and \$6,000,000 annual aggregate or such other limits as may be required by the railroad(s), whichever are higher, and written on a combined bodily injury/property damage basis including coverage for physical damage to the railroad's property.

1. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the University, and shall carry the required General Liability; and any required Professional Liability for five (5) years following final acceptance of the work performed under this contract.
2. **LIABILITY.** These are the required minimum insurance requirements established by the University of the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE, WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
3. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the University of the District of Columbia.
4. **MEASURE OF PAYMENT.** The University shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
5. **NOTIFICATION.** The Contractor shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the Contracting Officer.
6. **CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in the Insurance Section prior to commencing work. Evidence of insurance shall be submitted to:

The Contracting Officer
Capital Procurements
University of the District of Columbia
4200 Connecticut Avenue, NW
Washington DC 20008