



The University of the District of Columbia  
OFFICE OF THE VICE PRESIDENT for  
FACILITIES and REAL ESTATE



## SCOPE OF WORK FOR CONSULTANT SERVICES

**Project Name/Description:** Design Services to Renovate the Guest Restrooms and Dressing Rooms at the Campus Auditorium

**Project Location:** Building 46E, Van Ness Campus

### INTRODUCTION:

The University of the District of Columbia (UDC) is an urban land grant institution that is located in the northwest community of Washington, D.C. It is an urban campus with a unique architecture and infrastructure that is showing signs of aging. Therefore, the University is ready to embark upon an extensive modernization exercise to revamp the institution's built environment and infrastructure through creative methods, design, construction exercises. This is one of the many ways (collaborating with academic initiatives) to renew the University's role as a most unique institution in the Washington, D.C. metropolitan area.

The University is planning to renovate the restrooms in the Campus Auditorium located at Building 46E to achieve the following objectives:

- Replace or repair all damaged or destroyed materials and equipment caused by water infiltration.
- Conduct a leak study of the restrooms and dressing rooms to identify the source of water infiltration and specify measures to stop the infiltration.
- Upgrade all fixtures to include toilets, sinks, faucets, paper towel dispensers, etc. to meet current university standards.
- Modernize all interior finishes to include toilet partitions, ceiling tiles, flooring, painted or wall papered surfaces to meet aesthetic objectives set by the university.
- Upgrade lighting fixtures and overall illumination to meet performance and aesthetic requirements set by the university.



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- Ensure that all restrooms comply with all applicable requirements of the American Disability Act (ADA).

### SCOPE OF WORK:

The consultant shall have **thirty (30) calendar days** from the Notice to Proceed (NTP) date set forth by the contracting official to complete the scope of work identified herein, and to provide all required and otherwise necessary deliverables. The following services are required in addition to design development and construction documentation.

1. Requirements Gathering. The consultant shall meet with the appropriate representatives from the university to gather requirements and specific design objectives to develop a program of requirements.
2. Title 1 Services. The consultant shall be responsible for reviewing all existing structural, mechanical, plumbing, electrical, & 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 consultant shall visit the site and be responsible for performing field investigations and verifications of drawings and documents furnished by the District. The consultant shall assess all existing conditions of the site locations and verify dimensions, structural system integrity, and the adequacy of all MEP systems.
  - a. The consultant shall coordinate with all appropriate regulatory agencies and to ensure compliance with regulatory requirements, and shall be responsible for obtaining all necessary permits including the building permit. All applicable regulatory permit fees shall be paid by the consultant as a reimbursable expense.
3. Title 1 Administration. The consultant shall be responsible for capturing Memoranda for the Record (meeting minutes) of all meetings. Meeting minutes shall be submitted to the University within five (5) calendar days from the date of the meeting.
4. Title 1 Deliverables. The consultant shall make two (2) submissions as follows: 65% submission; and 100 % submission. All submissions are subject to review



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by the University. The consultant shall submit the findings of the Leak Study as part of the 65% submission.

- a. The consultant shall submit 65% design documents as follows: two (2) copies of full size sets of drawings (30" x 42"), two (2) half size sets of drawings (15" x 22"), three (3) sets of project specification manuals, and two (2) CD/DVD discs containing all source documentation as follows: drawings shall be in AutoCAD and PDF formats, specification manuals shall be in MS Word and PDF formats.
- b. The consultant facilitate one (1) design review meeting to present design ideas and options for review by the university as part of the 65% submission. The design review meeting shall include material samples for review and approval by the university. All review comments shall be incorporated into the 100% design submission.
- c. The consultant shall submit 100% design documents as follows: : two (2) copies of full size sets of drawings (30" x 42"), two (2) half size sets of drawings (15" x 22"), three (3) sets of project specification manuals, and two (2) CD/DVD discs containing all source documentation as follows: drawings shall be in AutoCAD and PDF formats, specification manuals shall be in MS Word and PDF formats.
- d. The consultant shall submit FINAL construction documents, labeled "ISSUED FOR BID", as follows: two (2) copies of full size sets of drawings (30" x 42"), two (2) half size sets of drawings (15" x 22"), three (3) sets of project specification manuals, and seventeen (17) CD/DVD discs containing all source documentation as follows: drawings shall be in AutoCAD and PDF formats, specification manuals shall be in MS Word and PDF formats. All sheets in the ISSUED FOR BID sets shall be *stamped and signed/ initialed* by the consultant and signed and approved by the university.
- e. One (1) full size set of construction documents; one (1) half size set; two (2) CD ROM/DVD discs. All submissions, intervals and final, shall be professionally bound and finished.
- f. Provide an estimated cost of construction (ECC) required investment (dollar amount) to construct the final design. The ECC is due within seven (7)



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days of delivery of the 100% design submission.

5. Title II Services. The consultant shall attend all construction progress meetings to coordinate technical accuracy of the approved ISSUED FOR BID (IFB) 100% design documents.
  - a. The consultant shall provide or otherwise coordinate responses to all requests for information (RFI) from the contractor during the construction process as an agent of the university.
  - b. The consultant shall advise the university on construction issues as they arise, and shall provide clarifications on design conflicts & discrepancies.

**GENERAL REQUIREMENTS:**

All deliverables shall be submitted to the university as follows unless otherwise directed by the Contract Officer:

**University of the District of Columbia**

**Building #38, Room C-01**

**4200 Connecticut Avenue, NW**

**Washington, DC 20008**

**Attn: Steven P. McKenzie**

**Capital Program Manager**