



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



ATTACHMENT A
SCOPE OF WORK
ARCHITECTURAL-ENGINEERING SERVICES FOR DESIGN OF GREEN ROOF

Project Name/Description: Design Services for Green Roofs on Multiple Buildings at Van Ness Campus

Project Location: Buildings 38, 39, 44, 46E, and 52 on 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.

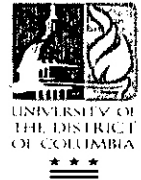
As part of its comprehensive plan to renovate, modernize or otherwise improve its physical assets, and in accordance with mandates by the District of Columbia to include sustainable design in newly constructed or renovated buildings, the University is planning to install green roof systems on five (5) buildings located on the Van Ness campus. The five buildings identified to receive green roofs include: buildings #38, #39, #44, #46E, and #52. These buildings have been selected because their locations on campus will allow the university to make a statement about its commitment to environmental sustainability and ecological sensitivity; and also because their roof configurations appear to be more suitable to receive green roof systems.

DESIGN OBJECTIVES:

- Develop a design to install a vegetative green roof system on buildings 38, 39, 44, 46E and 52 that will facilitate optimized storm water management, improved air quality, reduced energy emissions, and reduced ambient temperature on campus if possible.



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- The university desires a green roof design solution that will require low to moderate maintenance by university staff. If feasible, the architect shall recommend a maintenance plan/schedule for the green roof system(s) that can be adopted by the university on a contractual basis after installation has been completed.
- Storm water management performance shall comply with the District Municipal Separate Storm and Sewer System (MS4) and all other governing standards set forth by the District of Columbia, U.S. Federal Government, and other accepted provisions commonly followed for this work.
- If feasible, the green roof system(s) design shall allow all runoff from each building to be collected by cisterns that will be located on the Plaza Deck at a later date as part of a comprehensive storm water harvesting and re-use system.
- The architect shall design a "mock up" sample of the green roof system installed on Van Ness campus that will be used to educate students, faculty and the greater university community on the performance and benefits of green roof technology. This mock up will be professionally displayed on campus at a location to be determined by the university.
- Where possible, the green roof(s) shall incorporate vegetation that is visible from streetscape along Van Ness Avenue Street and Connecticut Avenue.
- The roof on Building 46E will likely need to be replaced in order to receive a green roof. The architect shall provide a design to replace the roof system on Building 46E as part of the overall design for the green roof package for this building.

SCOPE OF WORK:

The architect shall have **thirty (30) calendar days** from the Notice to Proceed (NTP) date 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 architect shall meet with the appropriate



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representatives from the university to gather requirements and specific design objectives to develop a program of requirements.

2. Title 1 Services. The architect 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 not correctly indicate the existing conditions. The architect shall visit the site and be responsible for performing field investigations and verifications of drawings and documents furnished by the District. The architect shall assess all existing conditions of the site locations and verify dimensions, structural system integrity, and the adequacy of all MEP systems.
3. The architect shall coordinate with all appropriate regulatory agencies and to ensure compliance with regulatory requirements, and shall be responsible for obtaining all necessary permits. All applicable regulatory fees shall be paid by the architect as a reimbursable expense.
4. The architect shall be responsible for capturing Memoranda for the Record (minutes) of all meetings. Meeting minutes shall be submitted to the University within five (5) calendar days from the date of the meeting.
5. The architect shall make two (2) submissions as follows: 65% submission; and 100 % submission. All submissions are subject to review by the University.
6. The architect shall 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.
7. The architect shall submit 100% design documents that are labeled, "ISSUE FOR BID", as follows: One (1) full size set of construction documents; one (1) half size set; two (2) CD ROM/DVD discs that can be reproduced and issued to perspective bidders. All submissions, intervals and final, shall be professionally bound and finished.
8. Provide an estimated cost of construction (ECC) required investment (dollar amount) to construct the final design. The ECC is due within seven (7) days of



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delivery of the 100% design submission.

9. Title II Services. The architect shall attend all construction progress meetings to coordinate technical accuracy of the approved ISSUE FOR BID (IFB) design documents. The architect 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. The architect shall advise the university on construction issues as they arise, and shall provide clarifications on design conflicts & discrepancies.

GENERAL REQUIREMENTS:

1. All modifications to this scope of work will be finalized (scope of work and dollar amount) before work is initiated, unless otherwise approved by the Contracting Officer.
2. 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

Attn: Steven P. McKenzie