STATEMENT OF WORK FOR ELEVATOR MODERNIZATION

DEVELOPMENT OF DESIGN BUILD BRIDGING DOCUMENTS

SECTION 1: Background 3
SECTION 2: Purpose 3

2.1 PRODUCT, SERVICE OR OUTCOME NEEDED. 3

SECTION 3: Technical Requirements/Tasks/Outcomes 3

3.1 Design 3

3.1.1 Roles and Responsibilities 4

3.2 Design Deliverables 4

A) SURVEY REPORT 4

B) BASIS OF DESIGN 4

C) DESIGN SUBMISSION 35% 5

3.3 Deliverables Schedule 5

3.3.1 Submission Requirements 6

A) Computer Aided Design Standards 6

B) Electronic Documents 6

C) Plans and Specifications 6

3.4 Special Delivery Instructions 6

3.5 Period of Performance/Delivery 6

3.6 Place/ Location of Performance/ Delivery. 6

3.7 Travel Requirements 7

3.8 General Requirements 7

3.9 Special Requirements 7

3.9.1 Physical Security: 7

3.9.2 Identification of Contractor Employees: 7

3.9.3 Organizational Conflict of Interest: 8

3.9.4 Non-Personal Service Statement: 8

3.9.5 Design Management 8

SECTION 4: Applicable Documents 9
SECTION 5: Requirements for Handling Sensitive, Classified, and/or Proprietary Information 9
SECTION 6: Government Furnished Resources and Information 9

A. DCF-1001538 Annex and Main Building Elevator Schedule – Revision 1 9

B. 2024 Elevator Assessment – August 23, 2024 9

SECTION 1: Background

The mission of the Bureau of Engraving and Printing (BEP) is to develop and produce United States currency notes, trusted worldwide. As its primary function, the BEP prints billions of Federal Reserve Notes each year for delivery to the Federal Reserve System. The DC Facility (DCF) is the BEP's original manufacturing facility and has reached its useful life. The building needs safe, dependable and efficient elevator performance available from modern controls, updated Firefighters' Service, and automatic operation features. Adopting certain life safety features that have become code items since the original installations would also bring the elevators to an improved era of code compliance.

The most recent elevator upgrades were performed in the early 2000s as selective. New requirements have since been mandated. BEP depends on these elevators to support Agency mission. An elevator assessment was performed in 2024 which shall be used to assist the Architect/Engineer (AE) in making a recommendation to BEP. This effort is to prepare Design-Build bridging documents for use in the eventual contracting to a Design-Build firm.

SECTION 2: Purpose

2.1 Product, Service or Outcome Needed.

The Contractor shall develop bridging documents, consisting of conceptual design, technical specifications, and performance criteria for the complete repair of seventeen electric elevators (12 passenger and 5 freight as identified in the 2024 Elevator Assessment) replacing all components that are obsolete and/or have reached end-of-life, including MEP systems upgrades, ACM abatement, PCBs removal, structural and architectural alterations to bring the existing machine rooms and hoistways up to code. New elevator controllers shall be integrated with BEP's existing Supervisory Control and Data Acquisition (SCADA) system.

The bridging documents should provide enough detail to allow successful solicitation of a design-build construction contract addressing complete alteration of the elevators.

The Contractor shall ensure compliance with all federal, state, and local regulations, minimize disruption to building operations during installation and achieve targeted energy savings and sustainability goals.

SECTION 3: Technical Requirements/Tasks/Outcomes

3.1 Design

Using the 2024 Elevator Assessment and as-built drawings, conduct a detailed survey of the existing elevators and all associated equipment and spaces to validate existing conditions and repair requirements. Perform structural, architectural, and MEP analysis to further define the alterations required to bring the existing machine rooms and hoistways up to code. Survey for ACM abatement and removal of PCBs.

Develop design requirements and equipment requirements and provide conceptual (35%) design documents, including architectural, structural, mechanical, and electrical plans and specifications. Develop and include Division 1 specification.

Additionally:

- Ensure designs comply with relevant codes, standards, and federal guidelines.
- Obtain necessary permits and approvals for design and construction.
- All equipment shall be compatible with BEP's Building Management System (BEP)
- Comply with relevant Codes and Standards

3.1.1 Roles and Responsibilities

The AE shall identify the following positions for this contract:

Project Manager. The project manager coordinates the design process and aligns goals, manages the timeline, budget and resources and develop and maintain a detailed project schedule. They will facilitate communication between parties, remove constraints, and maintain project focus through contract completion.

Quality Manager. The quality manager will ensure the design work meets contract standards that promote consistency and usability. They will collaborate with cross-functional teams to identify early issues, guide improvement if needed, and uphold the overall integrity of the design.

3.2 Design Deliverables

A) SURVEY REPORT

The AE shall survey all elevators and supporting systems to provide a detailed survey report. Using the "2024 Elevator Assessment" as a guideline, the AE shall provide greater details and corroborate the findings in that study and/or identify technical deficiencies. Include structural analysis of the elevator hoistways, analysis of MEP supporting elements of the elevators, and survey for ACM/Lead and PCBs. The contractor will visit the DCF site to collect data and conduct a survey of the existing conditions for identified elevators.

B) BASIS OF DESIGN

Using the results of the Survey Report and review of the system requirements the AE shall review the details of Option #2 and Option #3 detailed in the report for each elevator and make a recommendation to BEP with respect to safety, code-compliance, maintainability, and appearance. Provide Basis of Design information (calculations, rationale, assumptions behind design calculations, etc.) to demonstrate the elevator system's ability to meet all applicable performance and permitting requirements. A detailed preventative maintenance program shall be developed and included in the Commissioning documents. The Basis of Design Shall include:

- Design analysis, criteria, and basis of design (BOD) document.
- Preliminary floor plans, site plans, and building systems concepts.
- Identification of key codes, criteria, and sustainability goals (UFC, LEED, etc.).
- Construction phasing plan
- Proposed site demo plan, site layout plan, utility plan, building sections, life safety plan, and detailed drawings.
- All necessary structural, mechanical, electrical, plumbing, fire protection, and communications drawings in PDF format.
- Preliminary costs and schedule estimates to construct the design.
- A schedule of equipment (to include spare parts and vendors).
- Consider energy saving opportunities such as gearless traction, regenerative drives, LED cab lighting, efficient motors, etc.

C) DESIGN SUBMISSION 35%

Contractor will use the comments and additional information gathered during review of the Basis of Design submittal review to develop the 35% Design Submission, in addition to subsequent Submissions (i.e. the Commissioning Plan, Phasing Plan, applicable permit applications, etc.)

- Updated Basis of Design and design analysis/narrative with HVAC load calculations, fire protection calculations, plumbing calculations, electrical load calculations, lighting calculations and miscellaneous calculations as required in PDF format.
- Develop a Draft Commissioning Plan. Contractor shall identify all functional and performance tests required to ensure the commissioned system meets BEP's requirements in the Cx plan.
- Provide a preliminary construction phasing plan, floor plan, utility plan, building sections, and detail drawings in PDF format, with the objective of minimizing the impact to BEP operations.
- Updated mechanical equipment layout plans and schedules, sequence of control and control schematics; electrical power and equipment layouts, outline riser diagrams for power, communications, and fire alarm; plumbing plan, risers and details; fire protection plan, and communications plan drawings in PDF format.
- Update the draft construction cost and schedule estimates in PDF format.
- Updated construction specifications in Microsoft Word and PDF format.
- Initial equipment schedules and system narratives.
- Code compliance and AT/FP (antiterrorism/force protection) review items.

3.3 Deliverables Schedule

Stage/Phase/Submission	Duration (Calendar Days)	After	Review Period	Contractor Fixed Price
Pre-Design Stage Survey, Studies, Analyses	90 Days	NTP	15	

Basis of Design Submittal	45 Days	Survey Report Approval	15	
35% Design Submission	50 Days	Basis of Design Approval	15	
Total Design Phase Duration	230 Calendar Days (185 Design + 45 review)			

3.3.1

Submission Requirements

A) Computer Aided Design Standards

Starting with the design development submission all drawing materials provided by the Contractor, including final as-built drawings, must conform to the BEP computer aided design (CAD) standards. DWG drawing template, title block, and background files will be provided by BEP.

B) Electronic Documents

All design submissions must be submitted in an electronic format. All electronic media must be in PDF format. CAD (DWG) files should also be submitted at every design submission and as-builts should be submitted at project completion. No paper copies should be submitted.

C) Plans and Specifications

Provide plans and specifications at each required design and construction documents submission. The size of prints (e.g. full/half-size plans) will be as directed by the BEP. All drawings should be legible when printed on 11x17 paper. Submissions should be sent by email to the COR. Max email size is 25 MB.

3.4 Special Delivery Instructions

Normal working hours at the DCF are from 7:30am - 4:00 PM M-F, with Federal Holidays observed. The DCF also closes between December 25th and January 1st for our annual Year End Shutdown (Y.E.S.). All comments and questions issued by the BEP concerning design reviews shall be answered in writing. The BEP will provide a listing of questions and comments. The Contractor shall address each item and inform the BEP of their response and the action taken in a summary listing and provide this to the BEP in the subsequent submittal.

3.5 Period of Performance/Delivery

The Period of Performance for this contract includes an 8-month base year and no options. The anticipated period of performance is 230 days after notice to proceed.

3.6 Place/ Location of Performance/ Delivery.

Bureau of Engraving and Printing
14th & C Streets, SW
Washington, DC 20228

3.7 Travel Requirements

Not applicable.

3.8 General Requirements

Contractor, and the United States Government. For purposes of this contract, the office representing the Government is the BEP's Office of the Chief Procurement Officer (OCPO) b). Contracting Officer (CO): The CO is the ONLY individual from the Government that can give the Contractor a Notice to Proceed (NTP).

3.9 Special Requirements

The (COR) will be identified by separate letter issued by the CO. The COR monitors all technical aspects of the Contract and assists in Contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the CO and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the Contract.

3.9.1 Physical Security:

The Contractor shall be responsible for safeguarding all government equipment, information and property provided for Contractor use under this Contract. This Contract requires access into the Controlled Industrial Area of the BEP. The Contractor personnel shall recognize that BEP deals with sensitive information and other proprietary information, which are valuable, special, and unique assets. All information pertinent to BEP's information technology resources is highly sensitive and may not be released to third parties without the express, written consent of BEP. This information requires strict control procedures to preclude unauthorized disclosure or dissemination. Information pertinent to personnel is protected from unauthorized disclosure under the provisions of the Privacy Act of 1974 (5 U.S.C. 552a). Contractor personnel shall not divulge, disclose, or communicate in any manner, any information to any third party without prior written consent of the BEP. Contractor personnel shall protect information and treat it as strictly confidential and will abide by the security requirements of BEP. A violation of this paragraph shall be a material violation of this Contract. Should the Contractor receive or suspect they have learned of sensitive or classified information, the Contractor shall identify and report suspicions to the COR. Contractor personnel performing work under this Contract shall be subjects of background investigations, conducted by BEP's Office of Personnel Security, prior to start of work under this Contract. Each Contractor employee performing under this Contract must successfully complete the Government required background check form at time of the proposal submission and must maintain the level of security required for the life of the Contract.

3.9.2 Identification of Contractor Employees:

All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed. All Contractor personnel shall clearly identify themselves as a Contractor and shall be required to wear identification (ID) badges in a visible location on the front of exterior clothing, above the waist, (except when safety or health reasons prevent such placement). ID badges shall be worn at all times when performing work. ID badges shall have an identification picture and shall state the name of the individual and the company they represent. Contractor personnel are prohibited from possessing weapons, firearms or ammunition, on themselves or within their Contractor-owned or privately owned vehicle while on BEP premises.

3.9.3 Organizational Conflict of Interest:

Contractor and subcontractor personnel performing work under this Contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the CO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the CO to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the CO and in the event the CO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the CO may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

3.9.4 Non-Personal Service Statement:

Contractor employees performing services under this Contract will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Government Contractor. The tasks, duties, and responsibilities set forth in this Contract may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to its facility and will perform the inspection and acceptance of the completed work.

3.9.5 Design Management

The Contractor shall implement a secure, web-based application to manage, document, and facilitate technical reviews of the design and construction of this project with the intent of streamlining communication by allowing reviewers to enter comments and designers to respond in real-time. The system should track comments, support file attachments, and facilitate and document the resolution process. Dr. Checks, which BEP is familiar with, meets the requirements of this system.

SECTION 4: Applicable Documents

A. Applicable Codes & Standards

B. All work shall comply with the latest editions of DC Building Codes, Unified Facilities Guide Specifications (UFGS), Engineer Regulations, and EM 385-1-1 (Safety and Health Requirements Manual). The Contractor shall comply with all applicable Federal, state, and local codes and regulations, including but not limited to the International Building Code (IBC), NFPA codes, ASCE, ACI, AISC, ASTM, and ASHRAE standards, as referenced in UFCs. In the event of conflict between requirements, the more stringent standard shall govern unless otherwise directed by the Contracting Officer.

C. EHS Documents:

Review and adherence to information included in the following documents is mandatory.

i. 75D-07.0-04 EHS Contractor Requirements at DCF

ii. 75B-07.0-05 EHS Requirements for Purchased Materials

iii. 75B-07.0-06 EHS Requirements for Large Equipment Purchases

iv. 75D-07.0-07 Restricted Materials at DCF

D. Architectural Barriers Act Accessibility Standard (ABAAS)

E. OSHA, 29CFR 1910 & 1926 – for worker safety and health regulations

F. ANSI/ASME A17.1 Safety Code for Elevators and Escalators

G. National Fire Protection Association, NFPA 70 (NFPA is National Electric Code)

SECTION 5: Requirements for Handling Sensitive, Classified, and/or Proprietary Information

Contractor non-disclosure agreement (NDA) will be required. Drawings, reports, and other data provided by BEP to contractor are considered sensitive but unclassified.

SECTION 6: Government Furnished Resources and Information

A. DCF-1001538 Annex and Main Building Elevator Schedule - Revision 1

B. 2024 Elevator Assessment - August 23, 2024