United States Secret Service
James J. Rowley Training Center

STATEMENT OF WORK FOR

Design-Build Merletti /Multi-Function Expansion

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Project Background and Requirements

A. **Project Background**

1) The James J. Rowley Training Center (JJRTC) is the primary training facility for the United States Secret Service (USSS). The campus is located at 9200 Powder Mill Road in Laurel, Maryland, approximately 490 acres. The United States Secret Service, James J. Rowley Training Center (JJRTC) is the main training facility for USSS personnel. The facility consists of multiple buildings including classrooms, offices, and tactical training venues spread over the campus. JJRTC must provide the best training environment to USSS law enforcement Agents, Officers and civilian support personnel.
2) The purpose of this project is to provide turn-key design build services to construct a Multifunction Auditorium annex. The annex shall be fitted out with advanced state of the art technology and systems, to the north side of the Merletti Facility located at the James J. Rowley Training Center in Laurel Maryland. Reference and utilize the Government provided 100% final construction documents created under General Services Administration (GSA) contract number GS-11P-02YTD-0283 and A/E task number P-11-05-ZG-0041 by ADTEK Engineering Incorporated dated August 28, 2009, to create revised and updated 100% Sealed construction documents using the Imperial system as the unit of measure. The documents shall be in accordance with all applicable local, state and federal codes, regulations, guidelines, procedures, industry standards & best practices, specifications and ABA/ADA compliance. The venue shall accommodate seating for approximately 250 individuals along with an adaptable stage with the ability to accommodate an executive conference table, chairs and technology for approximately eighteen (18) people. In addition to the

construction documents provided, the venue shall include an advanced lighting technology system with above ceiling Catwalk for direct access to lighting and other maintenance necessities. The primary seating area shall be designed with a riser floor system approach. As a minimum, the facility shall include a mechanical room, two (2) equipment storage rooms, integrated control systems, electrical room, audio visual (A/V) controls room, central equipment room (CER), four (4) hands free filtered bottle filling stations with versatile bi-level drinking fountain, green room, office, retail store with storage, men's & women's restroom, with the women's restroom having at least six (6) each water closets and lavatories. Moreover, a state-of-the-art large scale Planar Directlight Ultra Series video wall system with 0.7mm or less pixel pitches shall be included; it shall be installed and visible from the front and on angle-aligned walls so that all venue participants can clearly view the display. An 8K audio system with superior acoustics & equipment shall be integrated as part of the A/V system, high-definition 98" Planar systems UltraRes Series Commercial monitors, or COR approved equivalent, shall be installed throughout the venue, and any other components/services necessary to meet the intended use of the facility. The contractor shall maintain full access to the Merletti building and adjacent facilities throughout all construction activities

B. **Period of Performance -** The period of performance for this task order is **365** calendar days from date of 'Notice to Proceed' (NTP).

C. **Project Requirements**

1) Key Contact Entities

a. This contract shall be administered by USSS Procurement with construction management by USSS RTC Facility Branch. For this statement of work, "Government" refers to the KO, the CS, or the COR: and "Contractor" refers to the Design/Build Contractor.

2) The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, testing, programming and any other resource (s) necessary to meet project requirements and intent. Other requirements shall include but not limited to:

a. All aspects of the contract and project requirements including options shall be Turn-key efforts.
b. The new annex and mezzanine shall have at least 12,000 usable square feet.
c. All exterior facade features and colors of the new annex shall match the exterior facade features and colors of the existing Merletti Facility.
d. The contractor is responsible for mitigable runoff, drainage and site preparation and work in and around the project site and as required by the Maryland Department of Environment.
e. Demolish and/or relocate existing sidewalks, utilities, and other infrastructure as needed for site location.
f. The seating area shall be continental seating arrangement and designed with a riser floor system approach. The seating system shall be flexible so that the area can be easily reconfigured for various event and with aisle lighting. The seating sight lines shall be designed and constructed to ensure every seat offers an unobstructed view of the entire stage, screens, and monitors. The seating chairs shall have ample clear passage to allow a participant to pass without having to stand up. The ergonomic fully enveloped chairs shall be constructed with a heavy-duty frame and proper fire-retardant foam

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density based on a 5-hour duration event. Further, the chairs shall deliver high comfort and made with premium commercial grade upholstery with bottom & back contoured cushions. Each seat shall have a foldable scribe writing tablet arm, large cup holder, USB A & C ports, and power source to charge laptops. The writing tablet shall require only one movement to store, mechanically dampened to control the folding motion, writing surface constructed from at least ½" thermoset resin & 124 square inches of writing area (not including the forearm), and be an armrest when the tablet is folded.

g. Two (2) equipment storage rooms, one positioned on each side of the stage. Storage room shall be approximately 150 square feet each.
h. The entire building shall utilize a movie theatre Heating Ventilation Air Conditioning (HVAC) system. As a minimum, the system shall be a roof-top mounted high-capacity central system to handle rapidly varying occupant & equipment loads, manage high carbon dioxide levels and use forced air equipped with electronically controlled motorized dampers within the ductwork. The system shall be designed with variable speed drives and have increased fresh-air rates, and advanced filtration & UV sanitization to maintain minimum indoor air quality of MERV 13 or better filtration. Furthermore, the system shall tie-in and utilize the campus building automation system (BAS) to handle different heating/cooling needs for the auditorium, lobbies, bathrooms and all other spaces simultaneously. To initiate a quiet environment, the system shall implement the required techniques so to not interrupt venue event experiences. One zone shall be the primary zone that serves the auditorium seating and the stage. Sub zones for the lobby, A/V central equipment room (CER), restrooms, green room, control room and mechanical rooms.
i. Turn-key Utility Services to complete the project.
j. Add, remove, relocate and/or reposition exterior elements such as sidewalks and equipment as necessary.
k. A high-efficiency underfloor air distribution system shall be installed to provide air conditioning in the CER, A/V and control rooms.
l. In addition to outdoor ingress & egress access from the new annex, there shall be at least one (1) main interior access directly from the existing Merletti building and the new annex to be used as the primary ingress & egress point. The main interior access shall not be in the canteen/cafeteria area.
m. All materials and equipment under this contract shall be of commercial grade.
n. Physical Security and Electronic Security Systems shall comply with DHS Instruction Manual 121-01-017-01 "Physical Security Construction and Equipment Specifications Instruction Manual Approval Date 3-21-15" (Attachment 2).
o. Mezzanine – The mezzanine

a. The structure shall have the capability of supporting the individuals, furniture, equipment, etc., required for the space to be functional. Structural steel member shall include structural members that are designed and manufactured or cast to support the mezzanine. Those items could include but not limited to raker beams or cantilever girders.
b. The chairs shall be fixed and have the same characteristics as those outlined for the first (1st) floor. The chairs shall be molded plastic with upholstered seat and back cushions. The seats shall also have fold-down tablet arms. The chairs shall be durable, ergonomic with the proper foam density based on a 5-hour duration event.
c. Seating area shall be continental seating arrangement. The floor shall have a riser floor system approach (or riser profile). The seats shall have ample space to allow a participant to pass without having to stand up.
d. Handrails shall be installed to ensure safety throughout the mezzanine. Handrails on the balusters shall be tall enough to prevent falls on the staircases, balconies, etc. The balusters on the mezzanine shall be designed where it will not obscure any of the patrons' view of the stage. Building codes mandates that the front guardrail of the mezzanine must be at least 42 inches tall.
e. Contractor shall purchase, install, sound-absorbing, commercial-grade materials in walls and ceiling to enhance audio quality in the auditorium.
f. Emergency Egress lighting shall be placed in the mezzanine illuminating exit path, aisle, and other

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major egress components. These items must be automatically illuminated utilizing the building's electrical supply.

g. The design and construction of the mezzanine shall be design and constructed in a matter that does not impede egress path.
h. All exits shall be well illuminated in case of an emergency.
i. Contractor shall provide CAD/BIM or laser scans verifying that all seated patrons will have a clear sightline to the stage.

p. Audio-Visual and Controls Room:

a. The contractor shall furnish, install and program audiovisual equipment to include, control rooms, podiums, commercial and professional grade video cameras, multicast system, all microphones, OLED televisions, speakers, digital audio mixer board, professional lights, network and hardware cables, coax cable, in order to bring video/audio in and export video/audio out to the worldwide web utilizing livestream applications such as WebEx or MS TEAMS as described in this Statement of Work. Below are the specific tasks to be performed.

b. Audio-Visual, Other

i. <u>Cameras</u>

Contractor shall purchase, install, and program 4-6 (pan, tilt, zoom) professional grade video cameras. They shall be installed in such location to be able to cover all angles of the stage and audience. Contractor shall provide appropriate camera mounts, provide electrical power (if necessary), and any support system required to achieve proper placement. The contractor shall run all cables from the video camera locations to the control room and/or network room as necessary.

ii. <u>Multicast System</u>

Contractor shall purchase, install, and program a multicast system that provides the capability of livestreaming events taking place in the auditorium to include live graduations, meetings, and other special training events. The multicast/multicamera production system should enable several cameras and other audio/video feeds to be broadcast over the internet and recorded locally or simply able to display any video signal (PC, Blu-Ray player, laptop) through OLED monitors or High-Definition projection system. The system should include the necessary video OLED monitors and speakers to be able to properly execute a livestream event. The system should provide the capability of connecting external devices such as laptops or tablets via a port plate through USB Type C, or HDMI. The contractor shall run all cables to the control room on the second floor and/or network room as necessary. This system must be compatible with MS Teams and be compliant with USSS approved devices.

iii. <u>Digital Audio Mixer Board</u>

Contractor shall purchase, install, and program brand new digital audio mixer board that can control all audio sources to include wired and wireless mics, ceilings mics, auxiliary connections. The board should also control PA system levels, and microphone power/mute settings. The contractor shall purchase, install, and program a tablet or digital panel to be able to control the digital mixer remotely. The contractor shall run all cables to the control room and/or network room as necessary.

iv. <u>Wireless Microphones</u>

Contractor shall purchase, install, and program 6 handheld and 1 lavalier wireless microphones that can be controlled through digital audio mixer.

v. <u>Wired Microphones</u>

Contractor shall purchase, install, and program 4 XLR connections on stage for wired handheld or tabletop microphones, 3 XLR connections for the podium microphone (each side and middle of the stage) that can be controlled through digital audio mixer.

vi. <u>Stage Ceiling Microphones</u>

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Contractor shall purchase, install, and program 2-4 ceiling microphones inside the stage area to capture audio. Ceiling mics should be controlled with the digital audio mixer. The contractor shall provide all necessary hardware and cables to correctly place the ceiling microphones.

vii. Front Display
Contractor shall purchase, install, and program a high-performance 4K RGB pure laser projection system or COR approved comparable alternative. The OLED video wall shall display any video feed in the front or near the front of the auditorium. The contractor shall provide all necessary cables and hardware to provide capability.

viii. Rear Display
Contractor shall purchase, install, and program multiple OLED televisions to display any video/audio feed in the rear of the auditorium. The contractor shall provide all necessary cables and hardware to provide capability.

ix. Speaker System (PA)
Contractor shall purchase, install, and program high quality speakers (# TBD) to be mounted at appropriate locations to provide sound/audio in the auditorium. The contractor shall provide all necessary cables and hardware to provide capability.

x. Lighting System
Contractor shall purchase, install, and program an advanced lighting system to include dimmers and rigs to provide various performance requirements in the auditorium. The contractor shall provide all necessary cables and hardware.

xi. Acoustics
Contractor shall purchase, install, sound-absorbing, commercial-grade materials in walls and ceiling to enhance audio quality in the auditorium.

xii. Control Room
All aspects of audiovisual components in the auditorium shall be controlled from the Control room to include the lighting system.

xiii. Green Room
Space for guests to relax before going on stage. Recommend having an LED monitor and speakers that can display live feed of event in the auditorium

xiv. Powered Podium/Lectern
Contractor shall furnish and install two (2) masterfully crafted Presidential styled podiums to include microphone connectivity, custom USSS Star, be mobile with heavy duty locking wheels, with peripherals to control connectivity to PC, Blu-ray player, external laptop, document camera, TV tuner, audio, lights, pre-installed A/V XLR for microphones and XLR to surface mounted gooseneck microphone. Each podium shall have several sources available to include: a desktop computer (Government will provide the computer), a Blu-ray player, a digital television receiver, connectivity to the A/V equipment in the new building and a cable pass-through to accommodate a variety of analog and digital laptop inputs shall be sent via a central switcher. The podium shall integrate a display panel and digital touch panel. The display panel shall allow to display the signal from any video source. The digital touch panel shall allow for audio from any source or livestream application to be heard via speakers installed in the ceiling. Microphones shall be installed in the ceiling to allow for students to be heard thru the phone bridge or livestream applications. A separate connection for a laptop computer shall be built into the podium containing

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inputs for HDMI, VGA, Audio, USB, and network (x3). A separate double gang electrical outlet with two inputs shall be installed on the outside of the podium. The podium shall allow for laptops to be placed on the top of the podium without interfering with the podium display panel. The instructor shall be able to use the podium's keyboard and mouse to operate either the podium and/or laptop computers. The podium shall be customized with a USSS approved emblem on the front of the podium. Additionally, the front of the podium will allow for an access panel on the bottom half of the podium that can be removed to allow for easy access to podium computer and components. No locking devices are necessary to be installed on podium access doors. The audiovisual systems shall be designed to allow for presenting content from the podium. It shall allow for sources to be independently
routed to different destinations. The contractor is responsible for the
procurement and installation of all AV systems. The COR shall approve all AV equipment and materials submittals.

xv. Powered Podium/Lectern Floor Plate connections
Contractor shall purchase and install power outlet, USB Type C connection, and HDMI connection for a laptop or device to be displayed. Floor plates to be located on each corner and middle of the stage. There shall also be under-floor power, data connectivity, USB A & C ports, VGA, HDMI, and integrated power outlets.

xvi. Lobby
Contractor shall furnish, install, and program several LED monitors and speakers that can display live feed event in the auditorium.

q. Information Technology Requirements
a. Data Cable Installation: Submit final construction documents to the USSS Contracting Officer's Representative (COR). These documents must include:
i. Schematics detailing the cable plant layout and communication wiring.
ii. Identification of types and quantities of vertical and horizontal cabling, as well as materials required.
iii. Detailed layouts for communication racks and patch panel configurations.
iv. A comprehensive cable-labeling plan encompassing frames, cables, and outlets, ensuring flexibility for future modifications.
b. Implementation Phase & Requirements
The contractor is required to provide weekly written progress reports, including construction schedules, to both the USSS COR and Program Manager. The implementation phase includes:
i. Construction of a Communications Equipment Room (CER) on the main level, equipped with adequate space and commercial power for a two-post communication rack, as well as HVAC capacity to maintain a baseline room temperature of 65 degrees Fahrenheit.
ii. Installation of new CAT6a cabling to establish horizontal and vertical infrastructure, adhering to the standards outlined below and detailed in Cable Plant Services.
iii. Data cable installations must conform to TIA/EIA-568B building wiring standard, ISO Standard 11801 for Category 6a cables, and labeling/documentation per TIA/EIA 606 standard. All Category 6a cabling must meet the 10 Gbps and a bandwidth of 500 MHz testing criteria. Only 23 AWG, 4-pair Category 6a rated cable may be used.
iv. All Data RJ45 jacks indicated on floor plans must be dual jacks; both jack inserts and cables should follow the designated color scheme (Data 1 = Blue, Data 2 = Blue).
v. Sufficient 48-port patch panels must be provided for all USSS installed data cables, with appropriate floor racks for mounting.
vi. Ceiling-mounted Wireless Access Points (WAPs) will be installed using CAT6a cabling, routed to separate patch panels and clearly labeled.
vii. Compliance with all local electrical and fire codes is mandatory.

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viii. Daily cleanup of installation-related debris is required.

c. Single Mode Fiber (SMF) Requirements:

i. The contractor shall install and terminate Single-Mode Fiber (SMF) optic cable, consisting of 48 pairs (96 strands).

ii. All fiber optic cables will be rack mounted in fiber distribution panels and will utilize SM LC connectors for all terminations.

iii. The purpose of the new SMF installation is to support backbone connectivity and provide inter-building links between the new Merletti Auditorium and Merletti Classroom Buildings.

d. Patch cables must be installed, tested, and labeled for every connection, with slack managed professionally to permit easy reconfiguration. Patch cables should run from the patch panel into the cable management rack, feeding communications equipment from the bottom.

e. Power requirements: A minimum of two (2) 30-amp dedicated circuits per rack must be installed.

f. Patch Panels: All patch panels shall contain 48 ports. Superior Modular Part# DCC4888/110SIX (or equivalent) is recommended; alternatives must receive prior approval from the USSS COR or Program Manager. Machine labeling on the front of each panel must identify each cable installed.

g. Patch Cables: All patch cables will be installed, labeled, and tested at both client and communications closet ends, following specified color standards (Blue for PCs [D1 & D2]).

h. Cable Jacks: All cabling will terminate on "keystone style" RJ45 jacks mounted in securely affixed almond or white faceplates, properly labeled. Wiring must adhere to T568B standard.

i. Client/Office End: Client/office ends require installed, tested, and labeled patch cables (minimum length: 14 feet), clearly marked with unique identifiers, neatly coiled and placed appropriately.

j. Labeling:

i. Wall plates: Each plate must indicate all terminated cables, utilizing black lettering on a white or clear background.

ii. Cables: Machine-generated labels must be positioned within one inch of the patch panel termination and within four inches at the remote end.

iii. Communication rack cables: Labels must denote unique cable identifiers, slot numbers, and port numbers on both ends.

k. Deliverables: All walkthroughs are to be coordinated with the designated USSS COR, with floor plans provided accordingly. Strict adherence to the installation schedule is required; any deviation must receive USSS COR and Contracting Officer approval. All personnel must be U.S. citizens and cleared. Final test results and documentation are due to the USSS COR within five working days post-installation.

l. Documentation: The contractor is responsible for preparing comprehensive as-built documentation, submitting a draft Cable Documentation Plan to the USSS COR before starting work. Final test results must be delivered in electronic and hard copy formats, specifying cable numbers, room numbers, lengths, and test outcomes. Floor plan drawings must highlight each cable's location and unique identifier.

m. Warranty: A written warranty guaranteeing materials and workmanship is required. Any cable failures within the warranty period will be remedied at no cost to the government.

n. Acceptance Criteria for Deliverable Products: All deliverables must be complete, thorough, logically structured, and written in faultless English. Draft outlines require USSS COR review and approval. Only those directly approved by the USSS COR may access or disseminate project work products due to sensitivity concerns. Deliverables must be accompanied by a signed cover letter from a senior company official, affirming completion of quality control procedures. Delivers found noncompliant will be immediately rejected for correction and resubmission. COR notification of acceptance or rejection will occur in writing; corrections must be made within ten working days after receipt of rejection.

o. Confidentiality of information: Project information is sensitive. Knowledge and participation are restricted to approved personnel only.

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i. No dissemination or publication of contract-related information or government furnished documents is permitted without written authorization from the Contracting Officer. No publicity regarding the project is allowed unless previously approved in writing. During and after contract performance, contractors must not disclose operational methods, file contents, or associated names unless authorized.

ii. As a precondition for employment, all contractor and subcontractor employees must sign a nondisclosure agreement pledging to:

1. Refrain from divulging or publicizing any contract matters
2. Not disseminate any oral or written information gained during contract execution
3. Not remove documents except as permitted
4. Comply with regulations in Part 45, Title 28, Code of Federal Regulations.

iii. The contractor shall provide all personnel, equipment, supplies, any temporary facilities transportation, tools, materials, supervision, and other items and non-personal services necessary to perform the installation and/or relocation of the exhibits.

iv. Demolition and/or construction: The contractor shall coordinate with the Government at least two (2) weeks prior to the start of any construction activities. All applicable plans, permits, prerequisite submittals, and safety considerations shall be submitted and accepted prior to any construction.

v. Contractor is responsible for obtaining permissions and notifications to owners.

vi. Reporting Damage to the Government: The Contractor must contact the COR immediately in the event the Contractor's construction activity causes damage. If the incident occurs during off-hours, the Contractor shall notify the COR as soon as normal hours resume.

Pre-Bid Site Investigations: Offerors who submit a proposal must attend a pre-bid site visit that shall be scheduled during the solicitation period to verify field conditions referenced in this statement of work. If additional clarification is necessary, the bidders must submit in writing a formal request for information (RFI) to the Contracting Officer.

Signed agreements must be submitted to the Contracting Officer five working days before the individual commences project participation. Upon contract termination, all correspondence, equipment, files, materials, and copies must be surrendered immediately upon request. The government reserves the right to seek a restraining order or injunction for violations.

r. **Option 1. Terrace:** Construct an exterior terrace with retractable awning to the west of the auditorium adjacent to the main lobby entrance. The terrace should also connect to the north wall of the Merletti building Lobby size should be approximately 3055 gross square feet. The finished deck shall consist of concrete pavers. The program has the following requirements:

a. Minimum clear height of 12 feet.
b. Power: 2 – 220-volt circuits, 2 – 240-volt circuits, 1 – 110-volt circuit.
c. Egress requirements for 300 people.
d. Outdoor in-ground floor boxes with power, A/V & IT connections for outdoor podium, double gang receptacles along the perimeter and water connection.

s. Option 2. Bowron Building Restroom Renovation:

The Bowron Building is a two-story facility with offices and conference rooms. There is a total of four (4) restrooms which are in poor condition and in need of renovation. The building recently received a new HVAC system, and the offices & classrooms were renovated with new carpet, furniture and painted walls; however, the restrooms were not renovated.

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a. See Attachment for additional details and requirements.

t. Option 3. Merletti Building Restroom Renovation:

a. The Merletti Building is a two-story facility with offices, classrooms, conference rooms and cafeteria. There is a total of four (4) restrooms which are in poor condition and in need of renovation. The building recently received a new HVAC system, and the offices and classrooms were renovated with new carpet, furniture and painted walls; however, the restrooms were not renovated.
b. See Attachment 3 for additional details and requirements.

u. **Option 4. Exhibits:** Construct a USSS exhibit displays along the Reception Area, Lobby Corridor, Lobby, and Canteen walls in the Merletti Building. There shall be a total of seven (7) exhibit areas:
a. The purpose of this project is to design and construct a lobby display in the Merletti building at JJRTC to highlight the USSS using artifacts, display cases, video walls, and models. The specific areas included in the project are the building entry, stairway niche, corridor, secondary entry, lounge area, and canteen.
b. Contractor shall demolish the existing trophy cases and exhibits throughout the Merletti building. New casework with lighting and other display apparatus shall be located in predetermined areas.
i. Key features of the Merletti Expansion Exhibits:
1. Vestibule (added space): SEG on Mission and Values
2. Vestibule (added space): Kiosk with AV hardware. USSS will provide some video for inclusion. Highlights USSS personnel. Theme Who We Are
3. Lobby/Pre-functional Area: Primary focus area. Displays will feature tactile models, pivot panels, display cases with artifacts, rear lit SEGs, and other graphics. Theme is From Training to the Field. These exhibits will be placed along the exterior wall of the Lobby/Pre-functional Area
a. Rear lit mural with life size figures.
b. Additional displays along the walls Table at the center with a 3D White House model.
4. Canteen: The following exhibit Includes a full-scale action figure of a person rappelling.
5. Contractor shall create replicas of the USSS Beast, Air Force One, Marine one, and White House.
6. See Attachment 4.

v. Option 5: Weapons Storage Lockers

a. The contractor shall install 100 weapon storage lockers to be located in the lobby of the new annex.
b. Weapons storage lockers shall be wall-mounted per the plans and elevations. In-wall blocking shall be installed.
c. The keying of the lockers shall be coordinated with USSS officials.
d. The weapons lockers shall be constructed of bullet resistant material on the rear, sides, and the top of the lockers. The bullet resistance material shall meet the performance requirement for handguns.
e. The minimal material specification shall be as follows:
i. A-36 HR Plate Steel: Meets ASTM A-36, Hot rolled plate, Structural quality carbon steel. Minimum strength 36 ksi, minimum UTS 58-80 ksi.
ii. 2024-T351 Aluminum alloy: Minimum yield strength 41-42 ksi, minimum UTS 57-64
f. The Architect will recommend one or several colors for the lockers. The USSS will confirm the color(s).

w. Option 6: Pressure Washing of the Merletti Building

a. The pressure washing of the Merletti Building shall consist of three items (3). Commercial Building Soft Wash, High-Pressure Sidewalk Clean, and Patio High Pressure Surface wash
i. Commercial Building Soft Wash shall consist of sanitizing and killing all organic growth on building with low pressure chemical spay and rinse.
ii. High Pressure Sidewalk Clean shall consist of high-pressure surface clean sidewalks and front

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concrete area around entrance and post treat with chemical brightener.

iii. Patio High Pressure Surface Wash including walls shall consist of surface cleaning. This cleaning pulls all dirt from pavers and concrete and kills organic growth. This method will require a strong chemical treatment to lighten the years of organic growth off patio surface and walls.

x. **Option 7: Service Road to the Merletti Expansion:** The service road is to provide critical service requirements to both the current Merletti Canteen as well as the Merletti Expansion. The roadway and the loading area shall have ample space that will allow turning radii which shall accompany large trucks and fire engines.

a. Scope of Work:

i. The service road around the Merletti building to the expansion and possibly to the canteen shall have a roadway that is capable of handling two-way traffic. The roadway shall be at least 20 feet wide.

ii. The service road shall also serve as emergency access. Fire lanes must be within 50 feet of at least one primary exterior door and within 150 feet of all portions of the building' exterior wall.

iii. The service road shall connect to the parking lot at the northeast corner of the south parking lot. The exact location of juncture will be determined during the conceptual design phrase.

iv. The service access road shall connect the south parking lot at Merletti to the Merletti Expansion area. The route shall be dedicated to only deliveries, maintenance, waste management, and emergency vehicles.

v. There shall be markings prohibiting any trainees and/or visitor access and parking.

Administrative Project Requirements

A. **Safety Requirements**

1. Health and Safety Standards: The facilities, systems, and commercial-grade equipment design standards of the Occupational Safety and Health Act, Code of Federal Regulations, Title 29, Chapter XVII, Parts 1910 and 1926 as applicable shall be incorporated by the Architect-Engineer into all engineering design and analyses furnished pursuant to this contract. Any problems in incorporating these standards due to conflicts with other technical criteria shall be promptly submitted to the Safety, Health and Environmental Programs Division and Contracting Officer for decision.

2. Accident Prevention Plan (APP) and Activity Hazard Analysis (AHA): Before initiation of any work, the Contractor shall develop and submit to the Safety, Health and Environmental Programs Division and COR for acceptance a comprehensive site specific Accident Prevention Plan (APP) and Activity Hazard Analysis (AHA), in accordance with EM-385-1-1, U.S. Army Corps of Engineer Safety and Health Requirements Manual (latest edition at time of solicitation on website): http://www.usace.army.mil/SafetyandOccupationalHealth.aspx).

3. Site Safety and Health: The Contractor shall comply with FAR 52.236-13 and all site/safety/health/ environmental/personal protection and pedestrian/vehicular traffic control plans. The APP and AHA shall comply with Occupational Safety & Health Administration (OSHA) rules/regulations/laws, Corps of Engineers Safety and Health Requirements EM 385-1-1, Federal Highway Administration (FHWA) standards/recommendations (if applicable), Uniform Federal Accessibility Standards (UFAS), Architectural Barriers Act (ABA) and all other laws, codes, rules, regulations, executive orders, Authority Having Jurisdiction (AHJ) and guidelines applicable or associated with the type of work required

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under this contract prior to the start of on-site work. In the event of conflict between any requirements the more stringent requirement shall apply.

4. Other Government Contractor's Construction Zone: In the event the Contractor's activities require them to traverse into an Other Government Contractor's (OGC) construction zone, the Contractor and their subcontractors shall be responsible for participating in the OGC's safety training program.

5. First Response Coordinator for Emergency Services: The Contractor's Site Safety and Health Officer (SSHO) shall ensure that all their employees are aware that for emergencies inside the campus are to call 911. All injuries or incidents shall be reported to the COR and Government Safety Representative within one hour of the occurrence. The Contractor is required to use the USACE ENG 3394 Accident Reporting Form and submit within 5 business days of an accident/incident.

6. The Contractor must limit production of particulates during construction and ensure that no airborne particles leave the space in question. High Efficiency Particulate Air (HEPA) vacuums are required.

7. The Contractor shall take all reasonable measures to protect USSS personnel and property from exposure, injury or damage resulting from their operations. The Contractor shall be responsible for the cost of restoration work to the Government's property.

B.

C. **Existing Conditions Survey, Testing, and Reports**

1. Existing Conditions Survey: The Contractor shall conduct an existing conditions survey of areas which have direct impact on the project. The survey shall include all systems affected by the scope of work including those not functional at the time the survey was conducted. The Contractor shall evaluate the availability, capacity, location, and connections of existing utilities including telecommunications and sources of temporary utilities. The Contractor shall survey all components of the architectural (including exterior perimeter walls) and technical requirements.

2. Existing Conditions Tests: The Contractor shall be responsible for performing any testing necessary to confirm the existing conditions are adequate for the full execution of all planned work (e.g. structural capability, geotechnical investigation, mechanical commercial-grade equipment, power). If the Contractor proceeds with the work before testing and confirmation have been completed, any rework due to issues with unsuitable existing conditions shall be at the cost of the Contractor. This includes implementation of manufacturer's recommendations, recommended tests, and validation of product's installation requirements.

3. Existing Conditions Reports: The Contractor shall provide existing conditions report for Government acceptance. The existing conditions report shall summarize the findings from the existing conditions survey. All

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deficiencies and any modifications to the existing conditions shall be identified in the existing conditions report and the report shall be presented within 60 calendar days from Notice to Proceed (NTP). Failure to identify deficiencies in the existing conditions reports shall indicate the Contractor's concurrence that such systems are in good working condition or shall be brought to acceptable working conditions by the Contractor according to the technical requirements of this RFP. The Contractor shall include utilities. All necessary modifications to the existing systems shall be identified in the existing conditions report and included in the Contractor's design

D. **Design and Construction Submissions**

1. Design Work: The Contractor shall provide a design for the work under this contract in accordance with the requirements of this RFP, any referenced attachments, and all applicable local, state, and federal codes. The design shall be functional, compatible with existing systems, and shall meet the overall project scope, cost, and schedule. The design for this project shall be coordinated with existing conditions in adjacent spaces as to not cause any safety hazards or adverse impacts to existing systems. All systems, devices, doors and other work, commercial-grade equipment and commercial-grade materials designed, modified and/or installed by the Contractor shall be compatible with and operate in conjunction with existing systems.

2. Obligating the Government: The Contractor cannot obligate the Government. The Contractor shall not assume any design components that holds the U.S. Government financially liable.
3. Designer of Record (DOR): The Contractor shall obtain the services of a designated Registered Architect/Professional Engineer defined in Unified Facilities Criteria UFC 1-300-09N to serve as the Designer of Record (DOR). The DOR must have proven experience in design, installation, and commissioning in projects of similar scope and is the design-certifying authority throughout the project. The DOR shall be involved at every step of the project and is responsible for design work of his or her respective discipline.

4. Design Packages: The Contractor shall produce a design package in accordance with industry standards and UFC 1-300-09N.

5. For the Issue for Construction (IFC) submission and all submissions during construction, the DOR shall seal, date, and sign all components of the submission in hard copy form as released for construction and provide copies for distribution from the original set. The DOR shall electronically sign and date Issue for Construction (IFC) submissions in accordance with UFC 1-300-09N.

6. Design documentation and specifications shall not be proprietary.

7. The Contractor shall provide Erosion and Sedimentation controls as required by Federal, State and local laws and regulations. General Permit for Stormwater Associated with Construction Activity (if >1 acre of land disturbed) and the MS4 Phase II General Permit for State and Federal

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Agencies (if > 5,000 square feet or > 0.1 acres of land area or 100 cubic yards or earth movement are involved.

8. Reforestation plan.

9. Government review or acceptance of any design submission under this contract shall not relieve Contractor of its sole responsibility to perform all contract requirements and deliver a product that in all respects conforms to the contract requirements. Acceptance/review by the Government shall not constitute a waiver or change to the contract requirements unless that change or waiver is expressly approved in writing by the Contracting Officer.

10. Submittals: All construction submittals such as Pre Construction, design, shop-drawings and close-out documents shall be reviewed by the DOR and contain the DOR approval stamp with signature and date along with corresponding specification number and paragraph, variation / deviation notification, and whether the submittal is For Information Only (FIO) or Government Acceptance (GA). All submittals shall also be reviewed by the Contractor's Quality Control Manages (QCM) and contain the QCM's stamp with signature. The stamp(s) shall also identify the specific project, transmittal number, submittal description and corresponding date of submittal. If the information is not complete, the submittal shall be rejected and returned to the Contractor. Submittals that contain deviations from the SOW must be specifically identified as containing a deviation from the SOW and contain a detailed explanation for the deviation. Government review or approval of any design document submittal, shop drawing or plan shall not be deemed to approve any deviation from the SOW unless the deviation is specifically identified in the submittal and expressly approved in writing by the Government.

11. Design Coordination with Other Government Contractors (OGCs) and Other Government Agencies: The Contractor shall coordinate work with OGCs and shall carefully adapt its design (as applicable), schedule and performance of the work to accommodate the work of the OGCs. The Contractor shall take coordination direction from the COR. The Contractor shall make every reasonable effort to avoid interference with the performance of work by the OGCs, as scheduled by the OGCs or by the Government. The Contractor shall be responsible for coordinating the work of OGCs and other Government agencies into their design package (as applicable).

12. Telecommunications: T he Contractor shall be responsible for designing, providing, and installing all fiber, copper, power and pathways to support IT infrastructure including but not limited to conduits, pull boxes, cable trays, wall outlet boxes, classroom floor boxes, pull strings, column boxes, rough-ins, grounding, bonding, and power requirements. The CIO office shall provide the Contractor with tie-in locations. The Contractor shall be responsible for all wiring and connections. The Contractor shall install/terminate 48 Pair/96 Stands Single-mode Fiber (SMF) optic cable. All fiber optic cables will be rack mounted in fiber distribution panels and will utilize SM LC connectors for all terminations.

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13. Paint Requirements: Shall conform to the James J. Rowley Master Plan. Applicable section is attached.

14. Stormwater Management: The Contractor must follow requirements stated in detailed in the RTC MS4 permit and applicable Maryland regulations.

15. Plumbing Requirements.
    a. Insulate and heat trace all water lines that occur outside the building evelope, including in unconditional spaces. No Armor Flex. Provide Fiber-Glass insulation with PVC jacketing. Provide uncondoned spaces. Insulate all water lines.

    b. PVC pipe (schedule 40 or 80) or Fernco couplings with shear bans are acceptable

    c. No PEX or CPVC is allowed.

    d. The Contractor shall provide access panel to the chase with shut-off valves.

    e. The Contractor shall provide isolation valves at every floor (for hot, cold, return) with access on the inside. Ball valves are acceptable. Gate and butterfly valves are acceptable for pipes greater than 2".

    f. The following is acceptable for water lines. Underground to be ABS black poly. Underground pipe above 2" blue brute is acceptable. Provide tracer wires for all underground water pipe. Must provide isolation valves. Type L copper is acceptable for inside conditioned buildings and structures.

    g. Waste piping. PVC (schedule 40 and 80), SDR are acceptable when underground. Provide tracer wire when underground. Cast iron no hub is acceptable in buildings and structures.

    h. USSS must have access to all plumbing and commercial-grade equipment for maintenance throughout the project lifecycle.

16. Utilities and Underground pipes
    Contractor shall be responsible for verifying and accounting for utilities as a part of this contract during design and construction. Contact Miss. Utility for markings. Refer to the GIS schematic for known utilities at the project site include.
    a. Provide detectable aluminum plastic backed tape for detachable magnetic plastic taped manufactured specifically for waring and identification of direct buried piping. Tape must be detectable by an electrical detection instrument. Warning tape to be color-coded with waring and identification of utility type imprinted in bold black letter continuously over the entire tape length. Warning and identification to read "CAUTION, BURIED (utility type) LINE BELOW" or similar wording.
    b. All utilities shall be sized to accommodate future expansion.

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c. The contractor is responsible for the connection of all utilities and the proper coordination with the applicable utility authority; utility connections include but not limited to power, communications, potable water and sewer.
d. No utility marking resources are available on-site, therefore, at the contractor's expense, he/she shall arrange separately the services of a private utility locating company. At a minimum, utility marking scanning should (or shall) be accomplished with GPR and/or appropriate equipment, and the surfaces where existing underground utilities are found should (or shall) be marked. Also, elevations and existing piping/utilities discovered during scanning should (or shall) be verified.
e. Contractor is responsible for verifying and accounting for removal and/or relocation of all utilities as a part of this contract during design and construction.
f. All utilities and controls shall tie into the head end unit at the Eytchison Building and be compatible with the Honeywell Niagara N4 framework.

g. HVAC
   i. The entire building shall utilize a movie theatre Heating Ventilation Air Conditioning (HVAC) system. As a minimum, the system shall be a roof-top high-capacity central system to handle rapidly varying occupant & equipment load, manage high carbon dioxide levels and use forced air equipped with electronically controlled motorized dampers within the ductwork. The system shall be designed with variable speed drives and have increased fresh-air rates, and advanced filtration and UV sanitization to maintain minimum indoor air quality of MERV 13 or better filtration. Furthermore, the system shall utilize the campus building automation system to handle different heating/cooling needs for the auditorium, lobbies, bathrooms and other spaces simultaneously. To maintain a quiet environment, the system shall implement the required techniques so to not interrupt venue event experiences. One zone shall be the primary zone that serves the auditorium seating and the stage. Sub zones for the lobby, A/V central equipment room, restrooms, green room, control room and mechanical rooms.

17. Electrical Requirements:
   a. Electrical panels serving the project area shall have a minimum 50% spare capacity.

   b. All low voltage wiring, including security, IT, and controls, shall be in continuous pathways. These pathways shall be furnished and installed by the Contractor after fully coordinating and documenting the locations with Other Government Contractors (OGC) as applicable. Pathways shall be of rigid conduit or cable tray and installed in accordance with the applicable code.

   c. All lighting shall be LED.

   d. Baltimore Gas Electric (BG&E) is the local utility provider for the JJRTC. The Contractor is responsible for all aspects related to

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coordination, providing temporary & permanent power, lighting poles, fixtures and providing turn-key electrical services for the project. The Government has allocated $175,000 allowance for anticipated costs from BG&E to provide new or additional electrical services to the project.

18. Fire Protection and Life Safety
    a. Applicable code requirements.

    b. Fire Alarm and Mass Notification Systems
        i. The RTC fire alarm and mass notification system is manufactured by Notifier®. Any new commercial-grade equipment shall be manufactured by or fully compatible with Notifier® to operate accurately and reliably with the existing system. Modifications to the existing system and new systems shall incorporate mass notification requirements and be compatible with the existing system network.

        ii. Fire Alarm and Mass Notification System Shop Drawings*:* The Contractor shall provide complete information on system additions and modifications per NFPA 72, including specifications, type of system, shop drawings, input/output matrix, battery calculations, point-to-point wiring diagrams for initiating devices and notification appliance circuits, and notification appliance circuit voltage drop calculations submitted for approval.

        iii. Fire Alarm As-Built shop drawings shall be provided including source files. There shall be no exclusion of documenting small diameter wires as applied specifically to fire alarm initiating circuits and fire alarm notification appliance circuits. Although these fire alarm wires have a smaller diameter, they are essential for maintaining the fire alarm system.

    c. Fire Suppression Systems
        i. The Contractor shall provide complete information on system additions and modifications in accordance with the appropriate NFPA Standard (e.g., NFPA 13, 15, 20, 2001) submitted for approval.

        ii. Fire Suppression as-built shop drawings shall be provided including source files.

19. Emergency Egress Plans: The Contractor shall include Emergency Egress Plans in all design packages.

20. Design Deliverables
    a. The Government shall provide a base file for design once a base file is available.

    b. The Contractor's design and specifications shall document correct size, capacity, location, and connections to meet project requirements.

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c. Unless specified otherwise, the Contractor shall provide commercial-grade materials and equipment that are products of the manufacturer regularly engaged in the production of such products which are of equal commercial-grade material, design and workmanship. Products shall be in satisfactory commercial or industrial use for 2 years prior to bid opening. The 2-year period shall include applications of commercial-grade equipment and materials under similar circumstances and of similar sizes. Commercial-grade materials and equipment shall not be end-of-life products or in the final stages of a product's existence.

d. The Contractor's design deliverables shall comply with UFC 1-300-09N and requirements listed within the RFP.

e. Basis of Design (BOD): The Contractor shall develop a BOD for all design submissions and include all disciplines. The BOD narrative, broken out by discipline, shall include design and engineering calculations and assumptions in support of the design and shall describe the systems, components, conditions, and methods chosen to meet the project requirements and design intent.

f. Specifications: The Contractor shall provide project specifications that, in conjunction with the drawings, demonstrate compliance with commercial-grade materials, commercial-grade equipment, execution, field quality control requirements. The Contractor shall provide location and project-specific Division 01 specifications. The products specified shall include commercial-grade equipment, fixtures, devices, and systems to be utilized in the construction of this project. Per ER-1110-1-8155, specifications shall follow CSI Master Format® (latest edition).

g. Design Quality Control (DQC) Plan: The Contractor shall provide a project-specific DQC Plan for acceptance by the Government. No design submission shall be received until the DQC Plan is accepted by the Government. The DQC shall include a brief presentation of internal controls and procedures that the Contractor shall use to ensure that a quality design is produced, including:

i. Design management approach.

ii. Coordination of in-house disciplines and subcontractor participation in design.

iii. The DQC Plan shall assure that all services required by this contract are performed and provided in a manner that meets professional architectural and engineering standards.

iv. Design quality control procedures.

v. Design-to-cost control.

vi. Value engineering.

vii. The DQC Plan shall also include project-specific checklists for each

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discipline to be used during the design and quality control of each design submission.

viii. Design Team organization: The DQC Plan shall clearly demonstrate that the Contractor's design team members and any significant consultants have appropriate experience by listing the years of experience of each design team member, including a list of related project experience.

~~h.~~ Design Package Submissions: Each design submission shall demonstrate that all the project requirements are met prior to the full development of the Construction Documents (CD). The Contractor shall ensure that each of the design submissions adhere to the approved DQC Plan and shall include dual approval signatures of both the DOR and the QCM prior to submission to the Government for each review

i. Design Charette: Upon contractual award of the Design-Build project, the contractor is responsible for coordinating and planning for a design charrette. The contractor along with the government representative shall assemble all the stakeholders for a workshop. This meeting shall be an intensive, collaborative workshop where all design problems and issues shall be identified and discussed. The purpose of this charette is to share ideas, build consensus, and create a feasible plan. The goal is to produce a comprehensive and balanced design that reflects the input of all concerned stakeholders.

j. Design Concept Package Submission: The design concept package shall include.
   i. Report outlining the project's objectives, purpose and overall operation.
   ii. Conceptual Layout: Sketches, 3D models and site plans.
   iii. Site Analysis
   iv. Initial Feasibility Analysis
   v. Design Alternatives

k. Complete Site Civil package: The contractor shall submit a complete submission package to MDE to obtain the erosion and sediment control permit necessary when submitting the 50% design package to the Government. The contractor shall mobilize within two (2) calendar weeks once the MDE permit is approved.

l. 50% Design Package Submission: The intent is to provide a complete set of design documents. These documents shall address all design aspects that must be incorporated into this project in sufficient detail to show that all systems are defined and developed. These systems shall be compatible with and work effectively with the existing Site systems. All deliverables shall incorporate all design concept package design comments, project-related findings, such as testing, investigations and verifications necessary to complete the final design. The submission shall include:
   i. Drawings, including title sheet and index, following the AIA Electronic Drawing Standards.

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ii. Basis of Design including all applicable design calculations.
iii. Specifications: At a minimum, an outline of proposed specification sections applicable to this project and location shall follow the CSI MasterFormat.
iv. Design and Construction Submittal Registers.
v. Copies of the discipline-specific DOR quality control checklists (provided in Contractor's DQC Plan).
vi. Drawings, including title sheet and index, following the RTC Electronic Drawing Standards (attached).
vii. Specifications shall be project and location specific
viii. Commissioning Design Requirements shall be in accordance with the Commissioning section of this RFP.
ix. Finish (color) board for all finishes and FFE. Finish boards shall contain actual commercial-grade materials at lease 12" x 12" in size.
x. Updated Design and Construction Submittal Registers, reflecting each specification's submittal requirements.
i. Complete Site Civil package: The contractor shall submit a complete submission package to MDE to obtain the erosion and sediment control permit necessary when submitting the 50% design package to the Government. The contractor shall mobilize within two (2) calendar weeks once the MDE permit is approved

m. <u>100% Design Package Submission:</u> The intent is to provide a complete set of design documents. These documents shall address all design aspects that must be incorporated into this project in sufficient detail to show that all systems are defined and developed. These systems shall be compatible with and work effectively with the existing Site systems. All deliverables shall incorporate any and all 50% design comments, project-related findings, such as testing, investigations and verifications necessary to complete the final design. The submission shall include:
i. All items listed in the 50% design submission.
ii. Copies of the discipline-specific DOR quality control checklists (provided in Contractor's DQC Plan).
iii. 50% comment incorporation back check, using comment spreadsheet from 50% OBR.
iv. Basis of Design including all applicable calculations.
v. Drawings, including title sheet and index, following the RTC Electronic Drawing Standards (attached).
vi. Specifications shall be project and location specific
vii. Updated Design and Construction Submittal Registers, reflecting each specification's submittal requirements.
viii. Updated finish (color) boards for all finishes and FFE, if necessary.
ix. Commissioning Design Requirements shall be in accordance with the Commissioning section of this RFP.

n. <u>Issue for Construction (IFC) Requirements:</u> All comments from 100% Design Package must be resolved in the IFC Submission. Any Contractor initiated changes to the drawings or specifications after the Government acknowledges receipt of the IFC Documents shall require Government review and acceptance. Changes to these drawings and/or specifications shall include the condition or change, any revised calculations, and any impacts to the cost, schedule, or performance.

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o. Drawing Revisions for Field Changes: On a monthly basis, the Contractor shall submit updated drawings, BOD, and specifications revised due to field changes and contract modifications. These revisions shall also reflect engineering changes by OGC components. Whole packages are not required, only drawing sheets and/or sections impacted. Field copies of drawings shall include all slip sheets with all updates.

21. Design Submissions Reviews
    a. The Government shall have a total of 14 calendar days to review all design package submissions. The Contractor shall schedule an over the shoulder review to deliver the design package. The Contractor shall review the design with the Government, capture comments, and address all comments. Additional comments may be submitted up through the end of the review period. During the review meeting the Contractor shall address outstanding comments, from previous design reviews.

    b. The Government shall review and comment on each design submission using a Government-provided design comment tracking spreadsheet. The Contractor shall respond to these comments by providing their responses on the same spreadsheet within seven business days after the Government submits comments.

    c. For Government acceptance of a design package, all review comments from prior submission(s) must be resolved, or an explanation of deferment must be included for any unresolved Government comments.

22. Over the Shoulder Review Meetings
    a. An over the shoulder review meeting shall occur with all design submissions, with the exception of the Issue for Construction submission. The OBR Meeting agenda shall include review of Government-provided comments and the Contractor's responses to those comments. The Contractor shall lead each meeting. Participants at the OBR shall include but are not limited to the Contractor project manager, superintendent, Quality Control Manager, the Designer of Record, Design lead for each discipline, Government representatives and other key design personnel. The Contractor shall bring two (2) original full-size and two (2) half scale hard copy drawings, and one soft copy of each deliverable for review purposes.

    b. OBR Meeting Minutes: The Contractor shall incorporate and address any additional comments into the design comment spreadsheet. The Contractor shall submit meeting minutes, to include responses to all Government comments as well as documentation of all other items discussed during the meeting, the sign-in sheet, and scanned redlines of any marked-up drawings within 3 calendar days of the OBR meeting. The Government shall review and provide feedback on these minutes to the Contractor within 3 calendar days.

23. Design Deliverables Table: The Table summarizes the initial design deliverables. This does not relieve the Contractor of submitting all other

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identified deliverables required in this RFP. Electronic copies shall be accepted via email or DVD. Electronic copies must include both source file and PDF versions. Email files are limited to 10MB. The Contractor shall follow submittal procedures outlined in their approved Quality Control Plan.

Table 1 – Design Deliverables

Deliverable	Due Date	Quantity	Government Review Period
Existing Conditions Survey Reports	60 calendar days from NTP and prior to first design submission	2 electronic copies	14 calendar days
Design Quality Control (DQC) Plan	Acceptance prior to the first design submission	1 electronic copy	14 calendar days
Design Package Submissions	Per contractor schedule	Hard copy Drawings: 3 Full, 5 Half size; 2 electronic copies	14 calendar days
Drawing Revisions for Field Changes	on a monthly basis	2 electronic copies	FIO
As-Built Package	Within 30 calendar days after construction completion	2 Full Size Dwgs. 2 electronic copies	14 calendar days

24. Design Changes During Construction: If changes to the design are required, the Contractor shall immediately submit a Request for Information (RFI) to the COR describing the issue and providing possible solutions. The solution shall be verified and coordinated with the designer of record and shall include a sketch and design narrative. If a new product is required, a specification for this product shall be included as part of the RFI. The Government review period for RFI's is fourteen (14) calendar days.

25. Design Support During Construction: On a monthly basis, or more often, as necessary, to inspect construction prior to close-ins or to resolve field issues, the Contractor's core A/E Team shall verify field construction and perform design administration to ensure that the design is correctly implemented. The A/E team shall submit a report detailing what was inspected and conformance with the design. If differences occur from the original design, the Contractor shall immediately submit a Request for Information (RFI) to the COR, describing the issue and providing possible solutions. The solution shall be verified and coordinated with the designer(s) and engineer(s), shall include a

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sketch, a design narrative, and shall require approval from the COR. If a new product is required, a specification for this product shall be included as part of the RFI.

26. The Contractor may submit a phased design which shall be reflected in the initial schedule and in the Basis of Design (BOD) to support a phased construction. Should subsequent design submissions require changes to the design and/or construction in progress, it shall be at the risk of the Contractor.

E. **Code Requirements:** The Contractor shall ensure that all systems within the construction space meet current (as of the proposal submission date) industry standards, regulations, and codes. The contractor is responsible for obtaining all permits necessary to perform the wetland mitigation work and successfully complete all construction efforts.

1. Discrepancies: If there are discrepancies in any of the code requirements, the most stringent code shall prevail. In each of the publications referred to herein, consider the advisory provisions to be mandatory, as though the word "shall" had been substituted for "should" wherever it appears. Interpret references in these publications to the "authority having jurisdiction" or works of similar meaning to mean the Contracting Officer.

2. Codes: The Contractor shall comply with all requirements of the latest addition of the International Code Council (ICC) codes, American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) guidelines, National Electric Code (NEC), NFPA, and any other applicable codes. Completed facilities and systems must meet Occupational Safety & Health Administration (OSHA) General Industry Standards. Construction in progress must meet OSHA construction standards. The Contractor shall follow the scoping provisions of the Uniform Federal Accessibility Standards (UFAS) and the design guidance in the Accessibility Guidelines of the Americans with Disabilities Act (ADAAG).

3. Code Interpretation: The Government has final authority concerning all code and JJRTC regulation interpretation issues and shall make the final determination concerning any compliance, deviation, waiver or risk acceptance with applicable codes industry standards and best practices. The Government is the Authority Having Jurisdiction (AHJ).

4. Environmental Regulatory Codes: The following codes shall be incorporated: National Environmental Policy Act (NEPA): [42 USC 4321 et seq.]; Federal regulations.

5. IT systems shall be designed in accordance with industry standards and best practices and CIO requirements.

F. **Sustainability Requirements**

1. Energy Efficiency: The Contractor shall meet or exceed the goals and objectives stated in Executive Orders EO 14057 Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability, EO 13327-Federal Real Property Asset Management, EO 13514-Federal Leadership in

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Environmental, Energy, and Economic Performance, EO 13508- Strategy for Protecting and Restoring the Chesapeake Bay Watershed, EO 13221-Energy Efficient Standby Power Devices as applicable to the task order.

2. Environmental Initiatives: The Contractor shall meet or exceed the goals and objectives stated in Executive Order EO 13423, Strengthening Federal Environmental, Energy, and Transportation Management.

G. **Demolition and Construction Requirements**

1. Start of Demolition or Construction: The Contractor shall coordinate with Government at least 2 weeks prior to the start of any demolition or construction activities. All applicable plans, permits, prerequisite submittals, and safety considerations shall be submitted and accepted prior to any demolition or construction.

2. Impacts to Other Areas: Existing utilities shall remain in service throughout construction. The Contractor shall notify the COR in writing when work shall affect areas outside the limits of work under this Contract at least two weeks in advance of such work. The Contractor shall provide temporary utilities such as steam, chilled water, electricity, spot coolers, fire protection fire detection, etc.) to minimize or eliminate impacts to any areas outside of the construction zone that are adversely impacted due to construction activities. The Contractor shall restore affected areas, at no cost to the Government, if demolition is performed in excess of that which is required.

3. Contractor Access to Work Areas: Access to spaces affected by the project shall be coordinated through the COR. The Contractor shall notify the COR in writing at least 72 hours in advance when special work area access is required. Contractors shall make and request and be granted access onto the JJRTC Campus. Contractors will not be permitted inside any building on campus unless they make the necessary request and granted access by the COR. No exceptions!
4. Work Hours: Off hours are from 1600 to 0700, Monday-Friday, and all-day Saturday, Sunday, and Federal Holidays. If work must be done during periods other than above, a notification request must be given to the COR five (5) working day in advance of intention to work during other periods to allow the COR to determine if such support is reasonable available; the COR may authorize work to be performed during periods other than normal duty hours/days. Work beyond normal hours/days will be required for major utility outages. No construction work shall take place over Christmas and New Year holiday period. Federal Christmas holiday and end of the first workday after the Federal New Year Holiday. The Contractor may request to work during this time and the discretion of the COR: however, limited support will be available.
5. Outage Requests: In order to obtain space use permits or required outages, the Contractor shall provide a detailed work plan of all mobilization, demolition and construction activities.
   a. The Contractor shall submit a space use permit to the COR at least 72 hours in advance of entering secure spaces such as existing SCIF areas.

   b. Outage Requests, with an outage work plan, shall be submitted to the

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Government 14 calendar days in advance of the outage activity. The Contractor shall be responsible for understanding outage impacts for outages that shall require longer coordination timeframes.

c. Outage Work Plan: All outages must be accompanied with a complete and detailed work plan (Method of Procedure) with a timeline of outage events and outage specific drawings at the time the outages are requested. It shall be assumed that all outages shall occur on weekends or off hours unless otherwise requested and authorized by the Government.

d. Temporary Work: All items used for the temporary work shall be removed immediately at the conclusion of the work, in accordance with acceptance and direction by the Government.

e. Reporting Damage to Government Property: The Contractor must contact the COR immediately in the event the Contractor's construction activity causes utility outage or utility damage to utility system, commercial-grade equipment, or component of a system. If the incident occurs during off-hours, the Contractor shall notify the COR as soon as normal hours resume.

f. In the event of an unscheduled outage or Contractor caused system, commercial-grade equipment or component failure during the construction project, the Contractor shall furnish all necessary labor, commercial-grade material, supplemental commercial-grade equipment and all necessary system equipment to repair, support, or mitigate the affected system immediately upon notification. The Site's mission shall be supported at all times with no exceptions and at no cost to the Government.

g. The Government reserves the right to deny, delay, reschedule or postpone requests or establish schedules based on the best interest of the Government to include, but not limited to; resource availability, concurrent requirements, occupant/activity impacts and any other factor requiring consideration for specific requests.

h. Time that may be lost because of submitting an outage late, or not having provided proper documentation, information, or research, shall be the sole responsibility of the Contractor. The Contractor shall provide all resources required to ensure the outage/assistance process does not impact the schedule, including attendance of weekly outage coordination meetings with the Building or Facility Representative.

6. Perimeter Barrier and Secured Entry: The Contractor shall provide and maintain a secure physical barrier around the perimeter of the worksite for the duration of the construction project. The Contractor shall provide four (4) keys to the construction door locks for emergency response. During all activities, the Contractor shall protect finished work along access routes into and out of the construction zone from damage. The Contractor shall keep access routes clean daily and repair any damage immediately. The

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Contractor shall be responsible to keep all project spaces secure from unauthorized entry or removal of furnishings, commercial-grade materials, etc.

7. Signage: The Contractor shall always provide and maintain appropriate signage per the EM3851-1. All proper signage shall be in place prior to the start of any work and shall be maintained at all times. Signage shall include but is not limited to: Egress, Construction Zones, Danger Areas, Closed Areas, Traffic Control, etc.

8. Staging/Laydown and Long Lead Items: The Contractor may be provided with a laydown area based on availability within the site. All commercial-grade materials, commercial-grade equipment, vehicles, dumpsters, or debris collection containers must remain within the boundary of the laydown area. It is critical that the Contractor use of laydown areas remain within the boundary to allow for unencumbered access by fire truck and other emergency vehicles. The Contractor shall provide sign at each assigned laydown area indicating:
    - COR NAME: ---------- PHONE NUMBER: ----------
    - CONTRACTOR NAME: ----------
    - PROJECT NAME: ----------
    - START DATE: ---------- FINISH DATE: ----------
    - CONTRACTOR POC: ---------- PHONE NUMBER: ---------

9. Work shall fully include the use of just-in-time delivery construction practices. When long lead items must be ordered with contingency time the Contractor shall provide storage facilities off-site until the item is required with no financial obligation to the U.S. Government. Staging and storage areas for this contract shall be limited to the workspace and designated staging, and laydown areas must be approved by the Government prior to demolition/construction start. It is the Contractor's responsibility to properly maintain the laydown area(s) assigned to them.

10. Contractor Field Office: With COR approval, the Contractor may set up a field office in an area designated by the COR. The Contractor is responsible for furnishing and providing utilities.

11. Construction Air Quality/Dust Mitigation Plan: The Contractor shall develop a plan and procedure for controlling dust, emissions and moisture during construction and revise as needed based on installations identified in the integrated project schedule. At a minimum, plan shall include requirements set forth in EM 385-1-1 06.L – Indoor Air Quality Management and 06.N.07 – Hazardous or Toxic Agents and Environments. The Contractor shall address applicable protection of utility systems, to include electrical and Heating, Ventilation and Air-Conditioning (HVAC) systems, including temporary exhaust, sealing ducts during construction, temporary filters, and filter replacements. During storage of commercial-grade materials, the Contractor shall protect such commercial-grade materials from dust, dirt, and moisture damage by storing them off the floor on pallets or in the original product packaging.
    a. Air Quality: The Contractor shall assist with air quality management;

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regularly perform visual inspections of commercial-grade materials before and immediately after installation for signs of excessive moisture or mold growth. The Contractor shall discard all commercial-grade material with signs of mold growth and discard commercial-grade materials with persistent, musty odors or that have been wet for more than 24 hours. The Contractor shall use no-Volatile Organic Compounds (VOC), commercial-grade materials when available; where not available, use low-VOC commercial-grade materials. If any sealant and adhesive products are used, they shall not contain formaldehyde or heavy metals (heavy metals are any of several hazardous metallic elements with high atomic weights, including mercury, chromium, cadmium, arsenic, and lead).

b. Dust Mitigation: Dust control barriers shall be in place prior to beginning demolition/construction work. Dust shall not cause any adverse effects to building occupants or industrial areas. This plan shall identify work activities that have the potential to produce dust levels greater than 15mg/m3 limits.

12. Noise Restrictions: Noise shall not exceed 80dB in the interior of any occupied space. Any work producing noises in excess of this amount shall be limited to off hours, weekends or Federal Holidays. Weekend/holiday work shall be coordinated with and approved by the COR. Additionally, the COR may direct the Contractor to reschedule work that is producing noise levels that are found to interrupt tenant functions.

13. Fire Protection and Detection during Demolition and Construction: A plan must be approved by the COR before removal or impairment to an existing fire suppression, fire detection or other life safety system. A fire watch is required during construction hours if the sprinkler system and/or drop ceiling is impaired or out of service. A constant and documented fore watch is required when smoke detection systems are out of service or demolished. Alternatively, the construction area shall be separated from the rest of the building by two-hour fire-resistant rated construction.

14. Building Protection: The Contractor shall protect building drains, commercial-grade equipment, finishes and commercial-grade materials at all times during construction.

15. Loose Wires and Cable: All loose wire, cable assemblies, etc. not in conduit must be sleeved prior to wall construction. The sleeve must be fire stopped, if necessary.

16. Exterior-Mounted Utilities: Utilities mounted on the exterior of the building envelope (corrugated siding) shall be mounted at a clear distance of 4” off the envelope.

17. Panelboards: All panelboards, whether new or existing, shall have new labels added inside the doors identifying all circuit breakers and what the circuit breakers feed whether they exist or new circuits. Add labels on all device covers per code.

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18. Information Technology (IT) and Network Integration: All CIO guidance.

19. On-Site Drawings and Permits: A signed and stamped set of the most current accepted drawings and all approved permits shall always be available on the project site. This drawing set shall be maintained as the red line drawings onsite during construction. Failure to do so may result in withholding monthly progress payments or retainage. The DOR and QCM shall initial for accuracy all redlines sets prior to each monthly requisition for payment.

20. Egress Routes: The Contractor shall provide a detailed plan for construction phasing and safe egress routes if contract is located in a public location which impedes traffic flow or pedestrian travel. For areas of work where traffic flow or pedestrian safety is altered or endangered, the Contractor shall submit a temporary traffic control plan to include signage for Government review and acceptance prior to mobilization.

21. Housekeeping: During construction, the Contractor shall maintain a clean, safe workspace per EM 385-1-1 02.B – Housekeeping and 06.N.07 – Housekeeping. The Contractor shall be responsible to return all lay down, storage and work areas to their original condition. Confirmation of this requirement shall be necessary prior to release of final payment. The Contractor, shall, at the completion of the project, clean the entire space (existing and new). Including but not limited to floors, walls, ceilings, utilities and all other surfaces.

22. Debris Removal

    a. All recyclable commercial-grade materials shall be diverted from the solid waste stream and recycled appropriately. The Contractor must divert at least 60% of all construction debris to recycled or reused commodities.

    b. The Contractor shall provide monthly quantitative solid waste data including percent diversion and a list of recycled or reused commodities (reference Solid Waste Management Inventory, attached) to the COR. All reported quantities should be listed in pounds.

    c. The Contractor shall provide removal and haul-off of debris as required to an approved and certified location.

23. Demolition Requirements: All abandoned systems, in existing conditions or as created by this project, to include mechanical, electrical, plumbing (MEP), fire protection, and fire detection components shall be capped at the following points:
    a. Electrical and communication/data wiring and pathways shall be removed back to the panel in the originating Electrical Closet or telecommunication closet.

    b. Ductwork, mechanical, fire protection, fire detection, and plumbing lines

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identified on the contractual as-builts shall be removed back to the originating riser or tap.

24. IT Demolition: During demolition of IT infrastructure, no lines shall be cut without prior coordination with the JJRTC CIO office to ensure that all lines are inactive. The Contractor is responsible for the demolition of all IT infrastructure including, but not limited to fiber, copper, conduit, pathways, etc. from origin to source.

25. Existing Systems: Any existing systems that run through the project limits shall be relocated at the expense of the Contractor as directed by their design or protected in place.

26. Solid and Hazardous Waste Management Plan (SHWMP): Contractor must prepare a Solid and Hazardous Waste Management Plan (SHWMP) for acceptance prior to mobilization, the start of demolition or construction. The SHWMP must include, at a minimum, a work removal process/procedure, transportation methods and locations for all waste in accordance with 40CFR and 49CFR.

27. Protection of Government Property within Limits of Work: Any signage displaced due to construction work shall be removed, stored and reinstalled or replaced with new.

28. Wall Finishes: All walls that are affected by the Contractor's work shall be repaired, patched and finished to meet a level 4 finish in accordance with Gypsum Association GA 214-10 and ASTM C840 and repainted (one prime and two finish coats).

29. Labeling Standards: All systems shall be labeled in accordance with building codes.

30. Welding: All structural welding shall conform and be qualified to American Welding Society D1.1-2010 Structural Welding Code-Steel. All Pressure Vessel welding shall conform and be qualified to American Society of Mechanical Engineers as per QW-301, Section IX, ASME Boiler and Pressure Vessel Code. The Contractor shall provide the names and certification documents for each welder – (aka. all welders associated with all onsite work, offsite work, all prefab work, all Contractor shop work, all subcontractor shop work and any and all other shops that may be associated with the work of this project). The Contractor shall include 10% testing of all welds – including all welds (aka. welds occurring with all onsite work, offsite work, all prefab work, all Contractor shop work, all subcontractor shop work and any and all other shops that may be associated with the work of this project).

31. Quality Control: The Contractor is responsible for quality control and shall establish and maintain an effective Construction Quality Control (CQC) Plan employing the US Army Corps of Engineers (USACE) three phases of quality control, as referenced under the Quality Control Attachment (attached). The Construction Quality Control (CQC) Plan shall consist of

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plans, procedures, industry standards, best practices, forms and organization necessary to produce a product which complies with the contract requirements. At least two (2) CQC plans are due:

a. Initial/Interim CQC Plan due no later than 14 days after NTP (which shall include document control procedures for Pre-Construction, design and construction submissions)

b. Final CQC Plan which shall be project-specific, meeting all requirements in the Quality Control Attachment (attached). The Final CQC Plan shall be accepted prior to the start of demolition or construction. The Final CQC Plan shall be considered a living document and updated in accordance with the Quality Control Attachment (attached)

32. Project Equipment Maintenance: The Contractor shall be responsible for all project elements, including maintenance and upkeep, from the time they are constructed until the project is accepted by the Government. The contractor must provide maintenance records for the commercial-grade equipment.

33. Construction Phase Deliverables: The following table summarizes the construction deliverables. This does not relieve the Contractor of submitting all other deliverables required. Electronic copies shall be accepted via email (for files under 5MB), CD-ROM, or DVD. Electronic copies must include both a source file and a PDF version.

Table 2 – Construction Phase Deliverables

Deliverables	Due Date	Quantity	Government Review Period
Accident Prevention Plan (APP)	14 days from NTP	1 electronic copy	14 calendar days
Activity Hazard Analysis (AHA)	Prior to construction Activity	1 electronic copy	14 calendar days
Initial Construction Submittal Register	Concurrent with first design package submission	1 electronic copy	14 calendar days
Initial Construction Quality Control (CQC) Plan	14 days from NTP	1 electronic copy	14 calendar days
SHWMP	Gov acceptance is required prior to start of demolition or construction	1 electronic copy	14 calendar days

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Mobilization Plans	Prior to start of each construction phase	1 electronic copy	14 calendar days
Construction Air Quality/Dust Mitigation Plan	Gov acceptance is required prior to start of demolition or construction	1 electronic copy	14 calendar days
Final CQC Plan	Gov acceptance is required prior to starting demolition or construction	1 electronic copy	14 calendar days
Cut Sheets/ Shop Drawing	Prior to start of demolition or construction	1 electronic copy	14 calendar days
Construction and Material Submittals	Prior to start of demolition or construction	1 electronic copy	14 calendar days

H. **Permits**: The Contractor shall, without additional expense to the Government, be responsible for obtaining and maintaining any necessary licenses and permits, and for complying with any Federal, State, and Municipal laws, codes, and regulations applicable to the performance of the work. The Contractor shall also be responsible for all damages to persons or property that occurs as a result of the Contractor's fault or negligence. The Contractor shall also be responsible for all commercial-grade materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work which may have been accepted under the contract.

1. Permits and Related Activities: All JJRTC internal permit requests shall be submitted through the Facilities Management Branch, Safety, Health and Environmental Programs Division and COR; the approval time is 2 calendar weeks. Examples of permits issued by the Campus include:
   a. Hot Work
   b. Utility Outage
   c. Energized Electrical Work Permit
   d. Burn Permit

2. The following activities require a 2-week' advanced notice and an accepted AHA prior to beginning:
   a. Space Use (material and equipment lay down and storage)
   b. Excavation
   c. Crane Erection

3. Regulatory Requirements The following regulatory requirements shall be incorporated into all work associated with this project: Site Asbestos Management Plan; Stormwater Management Plan; Spill Prevention and Countermeasures Control Plan; Energy Policy Act of 2005; Energy Act of 2020; Executive Order 14057; National Environmental Policy Act (NEPA), Guiding Principles for Sustainable Federal Buildings 2020.

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4. Compliance with Environmental, Safety and Health Programs: Contractor must comply with all applicable federal, state and departmental environmental, safety and health directives.

Regulatory Compliance

Must comply with all applicable federal, state and local environmental regulations, including but not limited to:

Energy Policy Act of 2005

- Energy consumption levels 30% below levels established in the most current version of ASHRAE or The International Energy Conservation Code, if life cycle cost effective
- Metering requirements for electrical and natural gas
- Incorporation of energy efficient criteria for materials and services
- Inclusion of renewable energy sources, where possible, to aid in goal of achieving 7.5% of total consumption overall per fiscal year

Energy Act of 2020

- Energy Conservation Measures implemented for covered facilities (to be specifically listed for potential implementation based on the building being worked on)
- Metering requirements for electrical and natural gas (see Federal Metering Guidance)

Energy Independence and Security Act of 2007

- Minimize/Negate fossil fuel energy consumption
- 30% water demand through solar hot water, if cost effective
- Commissioning requirements

Federal Management Regulation (41 CFR 102-74, 41 CFR 102-80)

- Conservation Programs (102-74.100)
- Energy Conservation
  - Energy (102-74.155, 102-74.165)
  - Ventilation and Thermal Comfort (102-74.185, 102-74.195)
  - Daylighting and Lighting Controls (102-74.180)
- Safety and Environmental Management (41 CFR 102-80)

Resource Conservation and Recovery Act (Section 6002)

- Procurement guidelines for products containing recovered materials

Biobased Market Program (7 USC 8102)

- Use of biobased products

National Environmental Policy Act (NEPA)

- Depending on size/scope of project, need to comply with required documentation and environmental assessments in coordination with USSS

Endangered Species Act

- In scope for any project that cuts trees down at RTC
- Consultation with US Fish & Wildlife Service

National Capital Planning Commission's Tree Preservation and Replacement Policy

Maryland Forest Conservation Act

Coastal Zone Management Act

National Historic Preservation Act

Clean Water Act

- Sections 404 and 401

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- National Pollutant Discharge Elimination System (NPDES)
  - General Permit for Stormwater Associated with Construction Activity (if >1 acre of land disturbed – Maryland only)
  - MS4 Phase II General Permit for State and Federal Agencies (if > 0.1 acres of land area or 100 cubic yards or earth movement are involved – RTC only)

Clean Air Act

- COMAR 26.11
  - Permits to Construct (boilers, generators)
  - Minor Permit for RTC
- 20 DCMR Sections 200.1 and 200.2, Title 20
  - Air Emissions Permit (POR)
- 42 USC 7671k
  - Use of Ozone Depleting Substances

<u>Environmental Recordkeeping Requirements</u>

Must provide proof of compliance for the items above including, but not limited to:

- Certification statement for ASHRAE per Energy Policy Act of 2005
- Associated documents for NPDES compliance
- Itemized list of energy conservation measures implemented with costs associated and potential energy savings
- Commissioning document

Must provide construction and demolition waste data with regards to amount landfilled and amount recycled.

a. <u>FAR Permits and Responsibilities Clause:</u> This section is in addition to the requirements in FAR 52.236-7, "Permits and Responsibilities," and does not relieve the Contractor of any responsibilities under FAR 52.236-7. In the event of a conflict between this clause and FAR 52.236-7, this section shall prevail.

I. **Commissioning (Cx)**

a. Commissioning shall be required under this Contract and in accordance with Guiding Principles for Sustainable Federal Buildings 2020. All commissioning requirements shall be in strict accordance with this contract, and all (de)commissioning attachments. The Contractor shall meet all manufacturer's recommended testing requirements and procedures. If the Contractor design entails interconnection to any security or fire alarm system, the Contractor shall be responsible for commissioning of the complete operational system. The Contractor shall re-commission any control or security systems taken out of service for installation. The Contractor shall retain an independent third-party commissioning specialist to develop and oversee any required functional performance tests. The Contractor shall be responsible for coordinating testing with the Government Commissioning Specialist, USSS

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representatives and follow any other applicable industry standards and best practices.

2. Contractor and OGC's: The Contractor and OGC's as required shall supply the personnel and technical resources required to execute project commissioning activities with the advisory oversight of the Government's Commissioning Specialist.

3. Commissioning Team (CxT): The Commissioning Team (CxT) serves as the Government's agent for inspecting systems (i.e. mechanical, plumbing, power, electrical/SCADA, fire, security, IT, and energy management and control systems). The Contractor is integrator and Commissioning Authority (CxA) shall develop and execute the final project-specific Commissioning Plan concurrent with design and construction.

4. Design Phase Coordination: The Contractor shall be responsible for the following Commissioning Activities during the Design Phase.
   a. Incorporating commissioning requirements into the construction specifications.

   b. Incorporating commissioning activities into the master schedule and integrate Cx activities (including design, construction, and OGC Cx activities) into the Integrated Project Schedule.

   c. Preparing, authoring, and submitting initial insert for the existing Systems Operation and Maintenance Manuals (SOMM). This shall pertain to any changes of the existing systems, and systems, which in some cases may serve other areas outside the construction boundary.

   d. Preparing and submitting the detailed master equipment list in the MAXIMO format (see Excel spreadsheet, attached).

5. Construction Phase Coordination: The Contractor is responsible for the following Commissioning Activities during the Construction Phase.
   a. Attending the Commissioning kick-off and subsequent commissioning meetings called by the Commissioning Authority (CxA) or the Government Commissioning Specialist. At a minimum, the meetings shall be held on a monthly basis. As construction progresses, the meetings shall be held on a bi-weekly or weekly basis as deemed necessary by the Government.

   b. Preparing and submitting required forms and systems information for review and comment such as shop drawings, product data, wiring diagrams, etc,

   c. Developing and submitting detailed, equipment-specific testing procedures for building systems and equipment for Government for review.

   d. Scheduling and coordinating commissioning efforts.

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e. Submitting training plans and materials and provide a response to all comments by the CxA for Pre- functional Checklists, and Functional Performance Tests (FPT).

f. Preparing and submitting final SOMM, including instruction postings, diagrams, and hyperlinks. Maintain an onsite record set of shop drawings, product data, warranty's, test reports, balance reports, start-up certifications, and red lined drawings at all times for the Government to reference in the event of any field discrepancies.

g. Setting up and perform system performance trend analysis.

h. Completing 100% of the pre-functional checklists and submit all successful results along with other installation certification testing, start-up reports, certification inspection reports etc.

i. Completing controls point to point checkout and submit.

j. Completing the Testing Adjusting and Balancing (TAB).

k. Submitting successful TAB and PFC lists to the Government in order to coordination FPT testing with the 3rd party Commissioning Agent. A 5-day review period is required.

6. Government Acceptance of Commissioning: Acceptance shall occur when:
   a. The Contractor has successfully performed all Functional Performance Tests (FPTs) witnessed by the 3rd party CS using calibrated test instruments provided by the Contractors.

   b. The Contractor has resolved outstanding commissioning related issues/deficiencies.

   c. The Contractor has coordinated and schedule retesting.

   d. The Contractor has finalized record documentation.

   e. Contractor Provided Training: The Contractor shall prepare and conduct a system level equipment training program for the Government and Other Government Contractors. All training shall be coordinated with the COR representatives.

7. Telecommunications Cabling Systems Test Plan: Provide a complete and detailed test plan for the telecommunications cabling system including a complete list of test equipment for the UTP and optical fiber components and accessories 30 days prior to the proposed test date. Include procedures for certification, validation, and testing. All IT testing and test plans shall be in accordance with industry standards.

J. **Project Schedule and Invoice**

Failure of the Contractor to comply with any of the requirements listed herein shall be grounds for the Government to determine whether the Contractor is

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executing the work with sufficient diligence to ensure completion within the time specified in the contract. In accordance with the FAR upon such determination, the Government may implement retainage of a portion of the progress payments and may ultimately terminate the Contractor's right to proceed with the work, or any separable part of it, in accordance with the default terms of this contract.

1. Initial Schedule: The Contractor shall submit a preliminary schedule using the critical path method (CPM) showing the planned activities for the first 30 calendar days. The CPM shall be cost loaded. Once accepted, the cost loading shall be the approved schedule of values for invoicing during the first 90 calendar days of the project. No other payments shall be made until there is an accepted Cost Loaded Baseline Schedule.

2. Schedule of Values (SOV)/ Project Schedule (IPS)/ Cost Loaded Baseline Schedule (CLBS): Prior to submitting the first invoice, the Contractor shall submit an SOV and an IPS for review and approval by the Government. The approved SOV shall be incorporated into the IPS to form the CLBS. The CLBS shall be the basis for determining contract earnings during each progress update period and therefore the amount of each progress payment.
   a. Schedule of Values (SOV): The Contractor shall submit a list of the costs associated with each major activity or sub-process required in the performance of the contractual requirements. In addition to being summarized to show costs by contractual milestones, the SOV shall also be grouped and subtotaled to show that the contract award Contract Line-Item Numbers (CLINs) are balanced.

   b. Summary level costs may be acceptable for aspects of contractual work not yet fully designed; however, Government approval must be requested and received prior to submission of a SOV with only summary level detail. In such instances, a revised SOV must be submitted when the level of detail is determined for approval in accordance with the Revised Schedule of Values section of this RFP. Under no circumstances shall invoicing be allowed for work only indicated by summary level SOV costs.

3. Integrated Project Schedule (IPS): The Contractor shall submit a complete project schedule which shows the sequence in which the Contractor proposes to perform all contractual aspects of the work and includes the dates on which the Contractor projects starting and completing all activities.
   a. The schedule interval shall extend from the NTP date, through the Period of Performance, and shall conclude on the required Contract Completion Date (CCD).

   b. At no time shall the IPS indicate a completion date beyond the CCD without a request for contract extension with justification.

   c. The Contractor shall assign activity IDs to be consistent with the project specifications. Multiple tasks for the same specification section shall be designated with the same first six digits and a separate two digits to distinguish between multiple activities (i.e. 030130-01).

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d. The schedule shall include activity codes that shall allow the schedule to be filtered or sorted by phases of work, area of work, specification division, external dependencies, and permitting.

Table 3 – Schedule Deliverables

Deliverables	Due Date	Quantity	Government Review Period
Initial Schedule	Within 30 calendar days after NTP	1 electronic copy	14 calendar days
Baseline Schedule	Within 90 calendar days after NTP	1 electronic copy	14 calendar days
Pencil Copy	Last day of the month	email	7 days
Monthly Progress Schedule Packages	Within 7 calendar Days after last day of the month	1 electronic copy	7 calendar days

4. Critical Path Method (CPM): The IPS shall be developed using (CPM) logic to integrate all contractual aspects of the work together with any external Government agency dependencies, requirements or limitations. The IPS shall not include any activity level constraints which would create an artificial (rather than calculated) critical path. The IPS shall be of sufficient detail to:
   a. Track progress at the activity level

   b. Allow for the early detection of problem areas

   c. Establish all the major project milestones

   d. Incorporate production controls

   e. Enable the equitable time impact analysis of contract changes

   f. Documentation of external dependencies on construction activities; such as permitting, quality control milestones, and commissioning

   g. Phases of Work when necessary

5. Float: Float available in the schedule, at any time, shall not be considered for the exclusive use of either the Government or the Contractor.

6. Supplementary Schedules: The IPS shall account for all contractual milestones plus any relevant sub- processes specific to the project. Possible sub-processes shall include, but are not limited to: design document

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submittals, phased construction, permitting, long-lead procurement, Government review periods, commissioning, inspections, transitions, and Other Government Contractor (OGC) dependencies.

7. Design Schedule: The design schedule shall show the sequence of activities and/or events involved in carrying out the project's design plus any relationships to construction activities expected to begin prior to issuance of final design documents. The schedule shall provide sufficient detail to identify all major design activities, including those that control the flow of work, as well as the Government review and Contractor correction periods.

8. Milestone Schedule: The milestone schedule shall, in coordination with the Government, identify and include all the key milestones to be tracked within the IPS throughout the life of the project. The resulting milestone supplementary schedule, indicating dates and float associated with each milestone, shall be submitted with the IPS. These Milestones shall include, as a minimum:
   a. Design Completion; or Issue for Construction (IFC)

   b. Procurements Completion

   c. Start and Completion of Phases

   d. Construction Completion

   e. Submission and Acceptance of As-Built drawings and all required transition documents

   f. Contract Completion

9. Commissioning Schedule: As construction progresses, and prior to the first commissioning activity, the Contractor shall submit a commissioning schedule which shall show the full breakdown of all commissioning activities to include submission of required documentation, pre-functional performance testing and final system testing, as witnessed by third-party OGCs.

10. Summary level dates, indicative of only the start of a sub-process's first activity and the completion of the last activity, may be acceptable for aspects of contractual work not yet fully designed. However, Government approval must be requested and received prior to submission of an IPS with only summary level information.

11. The IPS shall be submitted with a schedule narrative as required by the Schedule Narrative section of this RFP.

12. Cost Loaded Baseline Schedule (CLBS): Once the SOV and IPS are accepted, the Contractor shall combine them into the approved CLBS for the project, which shall only be modified with the approval of the Government. The Contractor shall not make any changes to the CLBS, other than percent complete, actual start and finish dates, and logic changes required to correct

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activity work progressing out of sequence. All other changes must be requested and agreed to in writing by the Government prior to inclusion in the schedule. These additional agreed to changes shall also be documented and identified through the use of a schedule code which identifies the type of change and date the change was made.

a. The schedule shall conform to Project Management Institute (PMI) standards and recommended practices for schedules.

b. Start milestone shall be NTP. (Open end)

c. Finish milestone shall be Contract Completion. (Open end)

d. Lag: Negative lags hall is not used. Lags shall not be used in the CLBS. Empty time shall be an activity.

e. Constraints shall be kept to a minimum, and only soft constraints shall be used: (start / finish) on or (after / before)

f. All calendars shall be project calendars.

g. User-defined activity codes shall be project activity codes.

h. Retained logic shall be used. Schedule containing out of sequence activities shall not be accepted.

13. Revised Schedule of Values/Cost Loaded Baseline Schedule: A revised CLBS (re-baseline) shall be submitted for Government review and acceptance as a result of a non-administrative contract modification, to incorporate a recovery schedule, to provide summary level break-down detail, or anytime the Contractor foresees future obstacles/delays which shall require a change to the work sequence or duration to complete the project on time.

    a. Contract Modifications: When notified by the Government of a non-administrative contract modification, the Contractor shall submit a revised CLBS for Government review and acceptance. If the contract modification includes a time extension, the critical path logic and/or the activity durations shall be modified, such that the new contract completion date is accurately shown. The Contractor shall not invoice for any work associated with a contract modification, to include work covered by a no-cost time extension, without a Government approved revised CLBS.

    b. Recovery Schedule: If at any time the Government believes that the Contractor is in jeopardy of not being able to complete the entire work in accordance with the contract requirements, the Government shall require the Contractor to take steps necessary to improve its progress at no additional cost to the Government. Upon request by the Government, the Contractor shall submit for Government acceptance, a recovery plan and schedule to demonstrate how the Contractor anticipates regaining adequate progress such that all work required by the contract shall be completed within the contract period of performance. Once the Contractor's recovery

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schedule is approved by the Government, the Contractor shall incorporate that recovery schedule into a revised CLBS. The revised CLBS shall become the basis for all future progress payments.

c. Summary Level Break Down: In the event the Government has accepted the summary level SOV data for contractual work not yet fully designed, a full expansion of that summary level information shall be detailed, at the activity level, for review and approval prior to invoicing for any work contained within the summarized work. The resulting revised SOV shall not reassign costs outside of the previously approved summary costs nor shall the resulting revised IPS change any of the summary level durations or CPM logic previously approved. The resulting revised CLBS shall become the basis for all future progress payments.

14. Pencil Copy: The Contractor shall provide a pencil copy of their pay application (AIA Forms G702/G703) to the COR on the last day of each month. The pencil copy shall include:
    a. Proposed changes to AIA Forms G702 and G703. The changes shall be reflective of approved materials stored on site and work performed during the update period and shall include percentages of completion for each activity, actual start and actual finish. The pencil copy shall be sorted by Activity ID and grouped as mutually agreed, to reflect the project phasing and area codes.

    b. Within 72 hours of emailing the pencil copy the Contractor shall schedule a job walk with the Government or its representative to verify actual percentages completed during the update period. Upon agreement of actual percentages completed, the Contractor shall submit their updated pay application with their Monthly Progress Schedule Package. In the event the actual percentage completeness changes as a result of the site walk, the Contractor shall make all necessary adjustments to the progress schedule to maintain consistency with the pay application.

15. Monthly Pay Application Packages: The monthly progress schedule package shall contain an updated schedule, schedule narrative, and invoice (based on the accepted pencil copy).
    a. The monthly progress schedule shall reflect all design and construction activities through the last day of the calendar month and shall include actual percentage complete, actual start date, and actual finish date for each activity. At each update period, the progress schedule shall be evaluated in comparison to the approved CLBS, to determine whether the Contractor is ahead, behind, or is on schedule. The progress schedule shall clearly differentiate the actual progress made in comparison to the progress planned to have been made according to the CLBS.
    The progress schedule submission shall include the scheduling software source file and PDFs of the following reports:
        i. Gantt Chart with Activity Breakdown of all activities sorted by early start, early finish, total float, and grouped as mutually agreed, to reflect the project phasing and area codes

        ii. Cost Report grouped and subtotaled by CLIN and sorted by Activity

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ID. This report shall show Activity ID, Activity Description, Percent Complete, Early Start, Early Finish, Budgeted Cost (per approved SOV), Actual Cost to Date (percent complete times Budgeted Cost), Previous Cost, cost this period, cost to complete, and Earned Value (calculated based on Physical Percent Complete Setting) in CPM software.

iii. Activity Report sorted by total float and early finish.

iv. Changes Report detailing changes made to the schedule during the update period.

b. The schedule narrative shall include, at a minimum, the following information:

i. Critical Path Analysis identifying the following paths and near critical activities:

a) Longest Path: Identify the current driving activity(ies), explain how and why the scheduled dates for this activity(ies) have changed since the previous update. Identify any items completed during the update period which directly affected the new driving activity(ies). Should this analysis show slippage to the project completion date, the slippage (delay) must be assigned to one of the following reasons (responsibilities); Contractor delay, Government caused delay, or Act of God. Failure to identify the cause shall result in the schedule being returned unaccepted.

b) Contractor delays shall require a Recovery Schedule.

c) Government delays shall require an excerpt from the CLBS and a narrative describing initial versus remaining float.

d) Delays due to an Act of God require an excerpt and a request for non-compensable time extension.

ii. Path(s) (whether or not the longest path) causing any contractual milestone to slip past its required completion date using the same procedure as for Critical Path Analysis.

K. Near Critical Activities: Identify activities in progress or scheduled to start in the upcoming month which have a float value no greater than 5 days more than the critical path(s). Provide a prognosis for completing these activities on time and identify any actions required by the Government or an OGC to keep them on schedule.

L. As schedule changes are accepted by the Government, the Contractor shall indicate the changes made in the narrative when submitting the Pay Application Package.

M. Problems/Areas of concern: This section should be used to identify issues not already covered by the Critical Path Analysis.

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N. Progress report and look ahead: This section should be used to discuss progress made during the past update period (if any) and projected work to be accomplished in the coming period.

a. Invoice: Should be in the same format (AIA Forms G702/G703) as the pencil copy. Upon Government Acceptance of the monthly pay application package, the Contractor shall submit their invoice into IPP. Invoices submitted into IPP with unresolved issues from the pencil copy or with an unaccepted monthly schedule update package may be rejected by the Government.

2. Schedule Impacts/Delays

a. Government Caused Delays: The Contractor shall notify the Government within 48 hours of a Government delay. This notification must include a narrative of the delay type and a schedule analysis showing an impact to the Contractor's critical path from the approved CLBS. Approval of this delay claim shall only be granted via written notification, in the form of a contract modification, from the Government.

b. Work Stoppages for Government Convenience: The Contractor shall build days of float into every project schedule to account for Government induced work stoppages. For construction durations of 90 days or less, the Contractor shall include 3 days of float; for construction durations of 90-120 days, the Contractor shall provide 5 days of float; for construction durations of 120+ days the Contractor shall include 7 days of float. The Contractor shall notify the Government when only two days of float are remaining and provide appropriate supporting documentation.

c. Holiday Impacts: The Government shall not accept any submissions for review, nor allow any design review meetings, from December 22 through January 02. If any part of a Government review falls between these dates, the Government review time shall be extended to reflect the holiday impact period.

d. Weather Delays: The following schedule of monthly anticipated adverse weather delays is based on National Oceanic and Atmospheric Administration (NOAA) or similar data for the project location and shall constitute the base line for monthly weather time evaluations. The Contractor's IPS shall reflect the following anticipated adverse weather delays for weather dependent activities for any exterior projects. Interior projects should include weather delays from November – March to account for possible Site closures due to inclement weather.

MONTHLY ANTICIPATED ADVERSE WEATHER DELAY WORKDAYS BASED ON FIVE DAY WORKWEEK											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

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7	6	6	7	7	6	6	5	3	5	4	4

e. Work Stoppage for Weather: The Contractor shall plan for work stoppage due to weather delays which may occur during the project. In order for the Government to award a time extension, the following conditions shall be satisfied:

i. The weather experienced at the project site during the contract period must be found to be unusually severe. That is, more severe than the adverse weather anticipated for the project location during any given month.

ii. The unusually severe weather must actually cause a delay to the completion of the project. The delay must be beyond the control and without the fault or negligence of the Contractor.

iii. Actual adverse weather delay days must prevent work on critical activities for 50 percent or more of the Contractor's scheduled workday. The number of actual adverse weather delay days shall include days impacted by actual adverse weather (even if adverse weather occurred in previous month), be calculated chronologically from the first to the last day of each month and be recorded as full days. If the number of actual adverse weather delay days exceeds the number of days anticipated above, the Government shall convert qualifying delays to calendar days, giving full consideration for equivalent fair-weather workdays, and issue a modification in accordance with the FAR.

3. Coordination with OGC Schedules: The Contractor shall be responsible for making timely and proper requests for schedule data from any OGCs directly contracted to this project for baseline input, monthly update input, and changes. Coordination shall include setting up working meetings and discussions. The Contractor shall be responsible for input and maintenance of all OGC activities in the IPS. The Contractor shall immediately notify the Government of any instances where an OGC does not comply with a proper request for schedule updates. Failure by the Contractor to properly coordinate shall be considered a deficiency. When properly informed, the Government shall address any failure by an OGC to comply, and the Contractor shall not be considered in non-compliance.

O. **Project Transition**: Listed below are contractual documents required for the project transition, including timeframe requirements. These submittals shall be shown on the Integrated Project Schedule.

1. Required Prior to Construction Completion: Failure to have the applicable documents/ equipment submitted before construction completion shall result in a Contractor delay of Transition and result in withholding project payments until the following submittals/ equipment are submitted and accepted:

a. NFPA 72 Record of Completion: This document shall be provided by the Contractor/subcontractor to document the successful testing of the fire alarm system. Submit a copy to the COR. An NFPA 72 form may

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not be required if the project does not require a fire alarm system, the project does not alter the existing fire alarm system, or if the area transitioned is covered by only a portion of a new or altered fire alarm system. In the latter case, the Contractor shall verify that the fire alarm system in the spaces to be occupied by the tenant has been tested, are fully functional, and shall remain so until the entire system is tested and the NFPA 72 is provided.

b. NFPA 13 Contractor's Material and Test Certificate for Aboveground Piping: The Contractor shall submit this document for Government Acceptance to document the successful installation and testing of the sprinkler system. Upon completion of work, inspection and tests shall be made by the Contractor and witnessed by the Government or their authorized agent. All defects shall be corrected and the system left in service prior to construction completion.

c. Warranty Information
   i. A list of points of contact for warranty issues with contact information and specific areas of coverage shall be provided including the general Contractor and all of the main subs, mechanical, electrical, plumbing, architectural, etc. A one-year warranty is required for all work/ equipment incorporated into the Project, as well as work or modifications made to existing conditions, systems, and equipment including security equipment. The general Contractor and main subcontractor(s) shall provide separate, signed letters confirming the Contract shall provide the required warranty. Letters shall include warranty start and end dates and specific areas of warranty coverage. Extended warranties shall include the specification section to which they apply. Extended warranties are in addition to and do not replace the Contractor's warranty under this provision and applicable regulations.

   ii. The Contractor shall maintain current record drawings and documentation to reflect any changes made as the result of warranty item resolution. In the event of a warranty item resulting in a design change, the Contractor shall record it in their As-Builts and submit the revised package.

2. Required Within One Week After Construction Completion: Failure to have the applicable documents submitted within one week after construction completion may result in withholding project payments until the following submittals are submitted and accepted (PDF and source files, as applicable):
   a. Design Master Equipment List: A final copy of the design master equipment list.

   b. Maintenance Logs: Copies of maintenance logs shall be provided for major equipment energized prior to transition and operated for longer than the required maintenance period. The maintenance logs shall demonstrate that the equipment is being turned over without unnecessary wear and tears due to lack of maintenance.

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c. Training, SOMMs and Architectural O&Ms: All Training, SOMMs and O&Ms.

i. Training Record: The Contractor shall submit training records that have been provided or shall be provided in this enclosure, including copies of the training sign in sheets. All training shall be provided prior to transition. If this is not the case, then a status update shall be provided.

ii. Systems Operations and Maintenance Manuals (SOMMs): SOMMs shall include information on all MEP and IT systems. If there are known issues or concerns with the SOMMs, they shall be listed on the submittal to the Government.

iii. Architectural O&Ms: O&M Manuals shall be submitted separately from the SOMMs. They shall be submitted in one binder with separation tabs.

d. Completed Punchlist: A copy of the completed punch list for both quality and commissioning items shall be provided.

3. Required By Contract Completion: Final payment shall not be made until the following documents are received (PDF and source files, as applicable):

a. Attic Stock: A transmittal inventory of items and amounts for Government acceptance.

b. Submittal Register: Final submittal register shall be transmitted to the Government for acceptance.

c. As-Built Package: The Contractor shall submit As-Built drawings, specifications, and a copy of the final redline drawings 30 calendar days after construction completion for Project Close Out. As-Built drawings must be in accordance with the USSS Electronic Drawing Standards (attached) and UFC 1- 300-09N. The As-Built Submission shall, as a minimum, include the following:

i. GIS Data

a) ESRI Shapefile (.shp), or ESRI Feature Class located within a File Geodatabase (.gdb) ArcGIS Version 10.2.

b) Attribute tables shall be fully populated with the corresponding data. All data shall be SDSFIE compliant.

c) The Maryland State Coordinate System as the common orientation and coordinate system for all projects". The information in the file(s) shall be displayed in US feet, and the designated coordinate system per each location.

d) Provide metadata files for all geospatial data produced under this contract

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ii. CAD Drawings:

a) AutoCAD. DWG format only.

b) Reflect compliance with all aspects of the USSS Electronic Drawing Standards (attached) and UFC 1-300-09N.

c) Geographical oriented drawings, those produced by Civil, Right-of-Way and Utilities disciplines shall be prepared using the designated coordinate system per each location.

iii. Adobe Acrobat: Provide a full set of drawings in most current version of Adobe Acrobat (PDF).

iv. Reflect revisions for all Construction Document deliverables throughout the duration of the project.

d. IT/Telecom Data with the following information: the Contractor shall submit IT deliverable package which includes, but not limited to: TAR 56-R-E form, Installation Plans, Statement of Work, Drawing packages (floor plans, rack elevations, system diagrams, etc.), Cable run lists, Acceptance Test Plans & test results, Inventories on DD-250s, Logistical Support Plan (warranties, maintenance support, life cycle dates, training, etc.), and any vendor manuals or technical procedures.

e. If any waivers have been requested or are anticipated to be requested, a list with description and status shall be provided as part of this enclosure.

4. Property Record: The Contractor shall promptly furnish unit prices and descriptive data required by the Government for Property Record purposes of fixtures and equipment furnished and/or installed by the Contractor or subcontractor.

P. **Project Kickoff Meeting:** After awarding the contract, the Contractor shall meet with the Contracting Officer and/or designated technical personnel at a mutually agreeable time to discuss and develop mutual understandings concerning project administration.

Q. **Progress Meetings**

1. Weekly Progress Meetings: The Contractor shall meet weekly with the Government for the purpose of jointly reviewing the actual progress on the project and discussing any ongoing or upcoming impacts to critical path activities. The Government shall lead the progress meeting. The meeting shall address the status of Design, Outages, Contractual Issues, Safety, RFI's, RFP's, Quality Control, Submittals, and Project Schedule. Required attendees from the Contractor include the Project Manager and the Designer or Engineer of Record. Once the construction phase of the project begins, the Site Superintendent, Site Safety and Health Officer and the QC Manager shall be required to attend these meetings.

2. Meeting Agenda: The Contractor shall submit the following to the Government 24 hours in advance of the progress meeting:

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a. The agenda (Progress Meeting Agenda Template is attached), with notes from the previous week's meeting

b. A schedule reflecting a 4-week look ahead, a 1-week look back and the critical path in P6 format.

c. Updated QC Deficiency List and list of upcoming 3 Phases of Construction

d. Updated Design and Construction Submittal Register

e. Updated RFI log, including closed RFIs

f. Updated RFP log

3. Weekly Progress Meeting Minutes: The Contractor shall be responsible for maintaining minutes for these meetings. The minutes shall include all pertinent information discussed, resolution dates on all open items and identify responsible parties. The minutes shall be sent to the COR for review, comment and acceptance within 24 hours of the meeting. Government review period is 48 hours. The Contractor shall amend the meeting minutes with any comments provided by COR. Final version of meeting minutes shall be submitted for record at least 24 hours in advance of the next progress meeting.

R. **Key Personnel** - The Contractor shall submit qualifications for key personnel who are regularly and professionally engaged in the business of the application, installation and testing related to the project requirements. Note Key Personnel approved by the Contracting Officer in the successful proposal shall function in the same roles in this contract. Any changes to Key Personnel from those identified in Contractor's proposal after contract award shall be submitted to the COR within 21 calendar days after NTP for review and Government acceptance. Key personnel shall not be dual hatted.

Role	Criteria
Prime Construction Contractor Project Manager	Project Manager shall be an employee of the Prime Contractor. Project Manager with at least 15 (fifteen) years of experience managing similar design-build construction projects. When listing project experience on the resume, demonstrate project experience where the role of Project Manager was performed in a similar environment.

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Construction Superintendent	Superintendent shall be an employee of the Prime Contractor. On-site construction supervisor with at least 10 (ten) years continued and dedicated experience managing similar projects. When listing project experience on the resume, demonstrate project experience where the role of Construction Superintendent was performed on a similar project.
Site Safety Officer	EM 385-1-1 (Safety and Health Requirements Manual) compliant Site Safety Health Officer (SSHO) for Federal Construction Projects with 10 (ten) years demonstrated experience where the role of Safety Officer was performed in a similar environment. The SSHO must report directly to the prime contractor principal executive officer; not the project manager or construction superintendent or other site supervision.
Construction Quality Control Manager	Construction Quality Control Manager shall be an employee of the Prime Contractor. The CQCM must report directly to the prime contractor principal executive officer; not the project manager or construction superintendent or other site supervision. Construction Quality Control Manager with 10 (ten) years continuous and dedicated experience managing similar construction projects. When listing project experience on the resume, demonstrate where the role of Construction Quality Control Manager was performed.
Designer of Record (DOR)	Designer of Record shall be a registered engineer or architect with 15 (fifteen) years demonstrated relevant experience as a Designer of Record on similar projects, particularly telecommunications and SCIF construction.
Design Quality Control Manager	Design Quality Control Manager must be a registered engineer or architect with 10 (ten) years relevant project experience.
Commissioning Manager	Commissioning Manager with 7 (seven) years demonstrated relevant experience in the Data Center / Electrical / Mechanical field.

1. Project Manager: The Contractor shall designate a Project Manager that has overall responsibility for the contract. The Project Manager shall be responsible for the execution and coordination of all administration, design (if applicable), quality control, safety, and construction of the contract. The Project Manager shall be responsible so that the controls and procedures in

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place are followed in order to eliminate conflicts, errors and omissions, and to ensure that all technical requirements are met and adhered to. This individual shall serve as the single Point of Contact (POC) and liaison between the CO and the Contractor. The Project Manager shall have documented experience in the management of design/build and/or design/bid/build construction contracts.

a. The Project Manager shall have 15 years of experience. The Project Manager shall have overall responsibility for the contract. The Project Manager shall be responsible for the execution and coordination of all administration, design, quality control, safety, and construction of the contract. The Project Manager shall be responsible so that the controls and procedures in place are followed to eliminate conflicts, errors and omissions, and to ensure that all technical requirements are met and adhered to. This individual shall serve as the single Point of Contact (POC) and liaison between the CO and the Contractor. The Project Manager shall have documented experience in the management of design/build and/or design/bid/build construction contracts.

2. Designer of Record (DOR): The Contractor shall assemble and manage a full-service team of licensed professionals as required to carry out all applicable disciplines and phases of the project. They shall also provide a Registered Architect/Professional Engineer defined in UFC 1-300-09N latest version Chapter 2 in paragraph "Registration" to serve as the Designer of Record (DOR). The DOR (or Engineer of Record) must have an active license. The DOR shall have proven experience in design, installation, and commissioning, if applicable, in similar projects and is the design certifying authority throughout the project. The DOR shall ensure that staff designers possess the required AutoCAD experience for production of Design Package Submissions for this Contract. The DOR shall be involved in every step of the project and shall be responsible for the execution and coordination of all architecture-engineering elements and applicable disciplines and phases of the contract by reviewing and signing a statement certifying compliance with contract requirements on each design submission PRIOR to submission to the Government or the Government shall not review the submission. The DOR shall attend bi-weekly project site-visits to review quality of workmanship and verify design compliance and shall submit to the Government a monthly report with photos indicating such compliance. (Photograph requests shall be coordinated through the COR.) The DOR shall seal, date, and sign all final Contractor-originated drawings in hard copy form as released for construction and provide copies for distribution from the original set. The DOR shall electronically sign and date Issue for Construction (IFC) submissions in accordance with UFC 1-300-09N latest version Chapter 2 in paragraph "Registration".

   a. The Senior designer shall have 15 years of experience with extensive background in designing exhibits and displays.

3. Quality Control Manager: The Contractor shall designate a Quality Control Manager (QCM) who is responsible for ensuring the project is constructed in accordance with the established standards. The QCM role includes direct oversight and review of the entire documentation and physical inspection phase of the construction process and working with other key personnel

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(e.g.: Project Managers, Superintendents, etc.) to produce and document a quality product. The QCM shall report to an officer of the firm for the Prime Contractor and shall not be subordinate to the Project Superintendent or the Project Manager. The Contractor's Quality Control Manager shall review and certify dually with the DOR that all submittals meet the specifications of the contract. (Quality control specialists are identified in Quality Control Attachment (attached).
Construction Quality Control Manager shall have independent authority to stop work and authorize correction of quality-related construction issues.

4. Site Safety Health Officer (SSHO): The Contractor shall designate an SSHO that has overall responsibility for safety. The SSHO shall be responsible for managing, implementing and enforcing the Contractor's Safety and Health Program in accordance with the accepted APP. The SSHO shall meet the requirements of EM 385-1-1. The SSHO shall report to an officer of the Prime Contractor and shall not be subordinate to the Project Superintendent or the Project Manager. The SSHO shall have independent authority to stop work and authorize correction of safety-related construction issues.

5. Site Superintendent: The Contractor shall designate a Site Superintendent that has overall responsibility for the day-to-day construction functions required for this contract. The Site Superintendent shall have proven experience in the management/coordination of a construction project.

6. The Contractor Officer shall be notified prior to any changes in Key Personnel. Government approval shall be required for all personnel and replacements.

7. Dual Roles for Key Personnel: Dual roles between Key Personnel shall be allowed. The individual has to meet the requirements for each position.

8. Superintendent, QCM and SSHO must always maintain a physical presence on the construction site when construction is underway. Construction activities are defined in the EM 385-1-1.

S. **Security Requirements**:
1. All employees, including design consultants, subcontractors and suppliers are required to comply with JJRTC security requirements. Comply with the following:
   a. All contactor personnel requesting access to JJRTC must be a U.S. citizen.
   b. The contractor shall submit a completed SSF 3237 – U.S. Secret Service Facility Access Request for each person requiring access to the RTC a minimum of 14 working days before access is required. Non-US born applicants must provide a copy of their naturalization certificate with their completed form.
   c. The contractor must maintain a current list of employees that have been submitted for access per the paragraph above. The list shall include date of DHS 1100025 submission, employee name, employee phone number,

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job title, company name, company address, and status of review (submitted, approved, or denied).

d. The contractor shall be working in and around existing buildings and training areas which are occupied and shall only access facilities and areas on JJRTC where specific work is to be performed. All personnel shall remain at the approved areas, and the contractor shall maintain accountability of all personnel including subcontractors.
e. This project is unclassified; however, the AE and affiliates shall not disclose any information concerning any aspect of this contract without prior written approval of the Contracting Officer's Representative (COR).
f. Duplication or disclosure of the data and other information to which the contractor shall have access as a result of this contract is prohibited. The contractor and its subcontractors agree not to disclose said data, any interpretations and/or translations thereof, or data derivative there from, to unauthorized parties in contravention of these provisions, without the prior written approval of the COR.
g. All photography requirements shall be coordinated with the COR. Photographs may only be taken for the purpose of documenting existing conditions, project progress, and project completion. Taking pictures of USSS personnel, facilities, or areas that are not associated with the scope of the contract is strictly prohibited.
h. Posting to social media any information pertaining to this project is strictly prohibited.
i. Deviations from or violations of any of the provisions of this paragraph shall, in addition to all other criminal and civil remedies provided by law, subject the AE to immediate termination for default.
j. Operations Security (OPSEC): The Contractor shall comply with those OPSEC measures which may be required by the Government to protect and control indicators that give an insight into operations, plans or other activities. Information about this contract and or details about this facility shall not be discussed with unauthorized people, discarded as unclassified trash, posted on a webpage or released to the public. Information should only be released to authorized personnel on a "need to know" basis. Additionally, Contractors shall not discuss information about the US Secret Service to reporters, radio stations or any person who does not have an official "need to know."
k. All contractor personnel will abide by the DHS physical security policies and procedures per the DHS Office of the Chief Security Officer Instruction Manual 121-01-010-01.
l. The Department of Defense Unified Facilities Criteria (UFC) Entry Control Facilities Access Control Points system will be applied as necessary and appropriate. Direction will be provided by the USSS Office of Security in coordination with RTC Security and RTC Facilities.
m. The US Army Corps of Engineers Protective Design Center Technical Report (PDC-TR) will be applied when necessary and appropriate at the direction of the USSS Office of Security in coordination with RTC Security and RTC Facilities.
n. All contractor personnel shall submit all forms required per the DHS Interagency Security Committee Guide for Facility Access request 2024.

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2. The highest classification involved in the performance of this contract is unclassified information (CUI).

3. Contractor Entry: All vehicles, persons, containers, equipment and hand carried items brought into or removed from the facility are subject to inspection by the USSS for the presence of potential security threat or hazardous items.

4. Rules and Regulations Governing Conduct on Federal Property: All contractor personnel must abide by Federal Management Regulation Title 41, Code of Federal Regulations, Part 102-74 Subpart C.

5. All contractor personnel must be compliant with the REAL ID Act, passed by Congress in 2005, as it pertains to acceptable forms of Identification for accessing federal facilities.

6. Prohibited Items: Contract employees shall comply with federal laws and facility security policy prohibiting dangerous items and weapons in federal facilities, this includes but not limited to, firearms, pellet guns, bows, arrows, explosives, martial arts weapons, all forms or derivatives of pepper spray (Oleoresin Capsicum), and knives with blades in excess of 2.5 inches. Narcotic drugs, syringes, and drug paraphernalia, except prescribed medication, or medicine included as medical supplies. Alcoholic beverages (except for sealed containers stored in personal vehicles).

7. Denial of Entry: The Government reserves the right to terminate the entry of any Contractor employee upon disclosure of information which indicates the individual's continued entry to the Site is not in the best interest of national security. The violation of or deviation from the established security procedures by Contractor employees shall also result in denial of entry.

8. Security Related Delays: The Government is not responsible for delays caused by non-compliance with these instructions. The Contractor is similarly responsible for any delays caused by employees who report to work without their badge to include any delays encountered by an employee in gaining entrance to an area with a visitors' badge or in the reissuing of a lost or damaged badge.

9. Security Education: The Contractor shall ensure contract (design and construction) employees understand the security requirements and are given security briefings annually as required by the Site Security Office.

10. Operations Security (OPSEC): The Contractor shall comply with those OPSEC measures required by the Government to protect and control indicators that give an insight into military operations, plans or other activities. Information about this contract and or details about this facility shall not be discussed with unauthorized people, discarded as unclassified trash, posted on a webpage or released to the public. Information should only be released to authorized personnel on a "need to know" basis. Additionally, Contractors shall not discuss information about USSS to reporters, radio

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stations or any person who does not have an official "need to know"!

T. **Changes to the Contract**

1. Differing Site Conditions:
   a. The Contractor shall promptly (no later than 48 hours of the encounter), and before the conditions are disturbed, give written notice to the CO of the differing site condition. Within 7 calendar days of notification to the CO, the Contractor shall submit a proposed solution with the cost and impact on the approved Baseline Schedule (or current schedule if Baseline not approved). Within 48 hours of the completion of work resolving the differing site conditions, the Contractor shall notify the CO that the issue has been corrected.

   b. All approved changes shall be authorized by the CO in writing prior to the start of work. Notice of a differing site condition through the RFI process shall not be accepted as official notification.

2. Unsolicited Proposals: If the Contractor identifies any work activities in the field that are outside of the contract requirements but believes that the inclusion of these items into their awarded Contractor would serve in the Government's best interest, the Contractor shall submit a work plan, describing the proposed RFP, cost estimate, and timeframe analysis to the CO for Government consideration. The Government is in no way obligated to proceed with any proposed changes to the requirements of the contract provided in the unsolicited proposal.

3. Potential Change Order (PCO) Proposals: The Contractor shall submit any RFIs regarding the Request for Proposal (RFP) within 7 calendar days. A PCO Proposal for the RFP is due 21 calendar days after receipt of the RFP. This proposal must contain a cost, with a full breakdown to support the amount requested, along with a critical path analysis to support any request for additional days. No work shall start without a written change order provided by the Contracting Officer. The Contractor shall not stop any work activities or slow ongoing process due to knowledge of an upcoming change without the direction of the CO. Any delays that occur due to the knowledge of a change shall be at the expense of the Contractor.

4. Government Caused Delays: The Contractor shall notify the CO within 48 hours of a perceived Government delay. This notification must include a narrative of the delay type and a schedule analysis showing an impact to the Contractor's critical path from the approved baseline or initial schedule.

5. Changes to the Baseline Schedule: Once the Baseline schedule has been approved, the Contractor shall not make any changes, other than percent complete, actual start and finish dates and logic change required to correct works progressing out of sequence. All other changes must be requested and agreed to in writing by the Government prior to inclusion in the schedule. These additional changes agreed to shall also be documented and identified through the use of a schedule code which identifies the type of change and date the change was made.

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6. Unforeseen Conditions: The Contractor shall take no action with regards to the unforeseen condition without written guidance from the CO. If the unforeseen condition creates an emergency or life safety condition, the Contractor shall take action to mitigate the emergency or life safety condition while the Government is being notified.
   a. The Contractor shall report the following, in detail, to the CO within 48 hours of identifying the unforeseen condition:
      i. Description of the condition and impact the condition has/shall have on the project requirements.
         If a utility is involved, include whether the system is live or abandoned and protect the utility from damage that may be caused by ongoing construction.

      ii. Impacts to the project schedule (probable or actual)

      iii. Plan of action for correction of the unforeseen

      iv. Costs associated with the corrective plan (can initially be submitted as a "Not to exceed" amount).

      v. A list of assistance required to finalize full impacts to the contract requirements. This should include, but is not limited to:
         a) Determining whether a utility system is live, critical or requires special handling.

         b) Tracing the route of a utility system and/or determining where the utility could be cut and capped.

         c) Gaining access into spaces to investigate the unforeseen condition impacts.

   b. The Contractor shall provide a full report with schedule and cost impacts, as well as a developed resolution to the condition within 14 days of the original report.

U. **Definitions**
1. Coordinate: The term "coordinate" means "to cooperate with related subcontractors Contractor, as well as Site personnel in order to furnish and install all connections/systems in correct sequence, size and location to create a complete system ready for intended use."

2. Verify: The term "verify" means "to measure, investigate, review, test, check the accuracy or correctness of and prove by demonstration, evidence, or testimony the location, size, dimension and condition of an item."

3. Furnish: The term "furnish" is used to mean "supply and deliver to the project site, and making ready for unloading, unpacking, assembly, installation and similar operations."

4. Install: The term "install" is used to describe operations at the project site including the actual "unloading, unpacking, assembly, erected, placing,

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anchoring, applying, working to dimension, finishing, curing, performing, coordinating with all parties as required, protecting, cleaning, and similar activities".

5. Provide: The term "provide" means "to design, furnish and install, complete and ready for the intended use.

6. Furniture Fixtures and Equipment (FFE): All FFE includes tables, desks, chairs, storage racks, safes, telephones, OLED MONITORs, appliances, artwork, filing cabinets, white boards, desk accessories, lockers, berthing bunks and demountable partitions.

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