Feasibility/Program Development Study Fire & Life Safety Replacement Internal Revenue Service (IRS) Building, NW Washington, DC

Final Submission

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Prepared for:
General Services Administration
National Capital Region

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Executive Summary

EBL Fire Engineering has conducted a survey and analysis of the existing building-wide fire alarm system at the historic (circa 1930) high-rise IRS (Internal Revenue Service) Building, 1111 Constitution Avenue NW, Washington, DC. The results of this study will be used by the GSA for long-term master plan development, funding, and the establishment of a design scope of work.

This study includes, at minimum, a summary of existing conditions, system deficiencies, and system recommendations for improvement to the existing building-wide fire alarm evacuation and detection system. The development of this study included a thorough evaluation of existing building documentation, detailed 'visual' field survey of the existing conditions, an analysis of the applicable code requirements and engineering judgment.

Two fire alarm system recommendations have been identified in this report. The recommendations have been simplified due to a recent upgrade/replacement of the building fire alarm control panel to an analog/addressable-type control panel. However, no other upgrades to the evacuation and/or detection system devices were made at that time. This study recommends the phased replacement of the fire alarm system evacuation devices to consist of a combination of speaker/strobe devices for compliance with GSA criteria and national industry standards.

Specifically, the recommendations address modification of the existing/recently installed analog/addressable fire alarm and detection system with analog/addressable type smoke detectors,

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ADA compliant type visual (strobe) devices, voice/speaker evacuation devices, remote notification appliances panels (NAC) and remote fire alarm control panels (amplifiers).

Existing visual coverage consists of *ADAAG* compliant strobe devices in a few newly-renovated areas, as well as the entire basement and non-*ADAAG* compliant flashing lights in the remainder of the building. *ADAAG* compliant strobe devices are required throughout common and public areas of the building, and additional device coverage is required for areas housing hearing impaired persons.

Notification appliance (combination speaker/strobe, speaker) devices shall be located in all areas of the building and fire fighter telephones shall be located at every elevator lobby, in each elevator cab, inside every stair/floor of the building, and fire pump room.

The study also recommends that the existing fire alarm, detection, and evacuation systems shall remain in service until the new systems have been tested and accepted. Once the new systems have been accepted, the existing fire alarm systems should be removed and the existing ceiling and wall finishes repaired and/or repainted.

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I. Introduction

EBL Fire Engineering has been retained by the General Services Administration (GSA) to conduct a feasibility/program development study of the existing fire alarm system at the historic IRS Building (circa 1930), 1111 Constitution Avenue NW, Washington, DC. The 10-level building includes a sub-basement, basement, floors 1 through 7, and the attic. Each of these floors is approximately 150, 000 square feet. A typical floor consists of office areas and conference rooms that are located on both sides of an interconnecting corridor system. Other occupancies include a day care center, health unit, and loading dock on the 1st Floor, a library on the 4th Floor, a computer room on the 6th Floor, and a cafeteria and an auditorium on the 7th Floor. The Internal Revenue Service (IRS) currently occupies the building.

The purpose of this study is to assess the existing building-wide fire alarm evacuation and detection system relative to compliance with the current requirements of the *GSA PBS P100*, the *ADA*, *NFPA 72®*, the *International Building Code®* and the other documents listed in Section V. Based upon the available building 'record' documentation, code research, 'visual' building site investigations and sound engineering judgment, two recommendations for required system improvement have been proposed and are detailed in Section VIII.

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II. Scope of Services

The scope of services includes a study of the existing building-wide fire alarm evacuation and detection system within The Internal Revenue Service (IRS) Building in NW, Washington, DC, as described in the Architect/Engineer (A/E) Scope of Services, dated September 6, 2007. The project manager for GSA is Mr. Raj Mehta.

Generally, the Architect-Engineer (A-E) Scope of Services included the following:

The A-E shall conduct adequate research, site investigation and building survey(s), as necessary, to become familiar with existing records, design documents, and the area(s) of work. The A-E shall plan, schedule, coordinate and assure effective and timely performance of all services described herein. The A-E shall provide all required management, supervision, manpower, administrative support services, and shall perform all services described herein, and all services incident thereto as required under the A-E contract.

The following includes, but is not limited to, the work required to fulfill the objectives and requirements of this project prescribed as follows:

A. Feasibility/Program Development Study. The A-E shall prepare a Feasibility/Program Development Study for the proposed project conforming to the following:

1. Design Programming. The Feasibility/Program Development Study shall determine what is required to implement the project scope, objectives, and

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requirements. Design programming shall include Site Inspection, Data Gathering and Tenant Agency interviews, and project coordination as needed to understand, confirm, and establish critical features and functional issues needed to develop the project's Design Program.

2. Implementation Plan. The A-E shall evaluate all implementation issues and procedures required to implement the project scope, objectives, and requirements. The Implementation Plan must individually address critical coordination issues and scheduling concerns within the project. Issues are considered critical if they could prevent or delay project completion, significantly increase government costs, disrupt tenant operations, or adversely impact other procurement actions.

3. Cost Estimating. The contractor shall prepare construction costs estimates with each submission requiring the completion of the GSA standard forms.

B. Format. The Feasibility/Program Development Study shall be professionally prepared by the A-E, presented in the prescribed format, and shall be complete with narrative descriptions of survey findings, determinations, impact of implementation, and feasible recommendations sufficient to fulfill all code, historic preservation, and other project requirements as prescribed herein.

1. Submittals shall be presented in an 8-1/2 x 11-inch format. The size of exhibits included in the submittals shall be limited to a maximum of 11 x 17-inches. Progress submittals may be bound in "comb" binders; however, all final submittals shall be assembled in three-ring binders.

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2. The Feasibility/Program Development Study shall include all narrative descriptions, sketches, details, and photographs as necessary to prescribe a feasible design programming methodology and a feasible implementation strategy for phased construction of the project as prescribed by the Scope of Work.
3. The Feasibility/Program Development Study shall address and include in narrative form all work items and engineering required to design and construct the project.
4. The Feasibility/Program Development Study provided shall conform to the following format:
   a. Identification of the Feasibility/Program Development Study
   b. Table of Contents
   c. Executive Summary
   d. Introduction
   e. Project Justification
   f. Background and Existing Conditions
   g. Needs Assessment & Project Goals Statements
   h. Findings and Determinations
   i. Design Program
   j. Implementation Strategy
   k. Recommendations
   l. Project Budget

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m. Study Appendices

C. Meetings. The A-E will be required to attend all Onboard Review meetings and record meeting minutes.

1. Technical meetings shall be held and initiated as required by the A-E to resolve issues and establish project direction.
2. The A-E shall provide typed copies of the meeting minutes to the GSA Project Manager and all meeting participants within 3 working days following the meeting to ensure coordination and agreement on important issues. Participants shall have 3 working days to respond to the A-E for any requested corrections.
3. All surveys, interviews, and inspection work at the site shall be coordinated with the GSA. All required contacts with local government and private sector organizations should be coordinated through the GSA.

SPECIAL CONSIDERATIONS:

The following list of Special Considerations is in addition to requirements established in PBS P 3440 and other requirements listed in the section "Criteria Governing Survey, Analysis, and Recommendations" of this Scope of Work.

A. All work shall be coordinated with, and approved by the GSA.

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B. Variation from the Scope of Work:

1. The Scope of Services indicated is not intended to limit the innovative analysis and research of the A-E. The GSA will consider variations from the Scope of Services, if the proposed change is within the survey budget limitations, meets the objectives and requirements for the project, and results in an improved survey report. The GSA must approve all changes in the Scope of Work.

C. Estimating Requirements: Provide construction cost estimates at each submission.

1. Determine appropriate cost escalation factors for the following:

   a. General Conditions.

   b. Overhead and Profit.

   c. Escalation for construction duration.

   d. Design contingencies.

D. Environmental Requirements:

ASBESTOS-CONTAINING MATERIAL (ACM) REQUIREMENTS

1. The A-E shall obtain the services of a qualified firm to conduct an asbestos assessment of the building or portion of the building scheduled for renovation. Qualified is defined as utilizing personnel who are U.S. Environmental Protection Agency (EPA) accredited AHERA Inspectors/Management Planners or Project Designers. The assessment is to include the following:

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a. Search of any existing documentation. Contact the GSA Safety, Environment and Fire Protection Branch at (202) 708-5236 to review existing documentation.

b. Perform an on-site walk-through inspection to verify existing conditions.

c. Sampling of any suspect ACM not already identified in the existing documentation, including non-friable materials such as roofing and floor tile. Contact the GSA Safety, Environment and Fire Protection Branch at (202) 708-5236 to review existing documentation.

d. Sampling shall conform to the requirements found in 40 CFR 763.85. Follow Instructions for Asbestos Assessments and use the Asbestos Assessment Data form in Attachment (B).

e. Any ACM that will be disturbed as a result of the project shall be removed or handled as directed in GSA PBS P 5800.36, Real Property Management and Safety Policy Handbook. Any required asbestos abatement shall be included in the construction cost estimate as well as the contract drawings and specifications. Hard copies of Specification 02085 and 02085R are available from the Safety, Environment and Fire Protection Branch.

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2. LEAD-BASED PAINT (LBP) REQUIREMENTS

a. Any lead-based paint (LBP) that will be disturbed as a result of the project shall be removed or handled in some other appropriate manner as outlined in Specification Section 02090.

b. The A-E shall obtain the services of an industrial hygiene firm to conduct a lead-based paint assessment of the building or portion of the building scheduled for renovation. The assessment is to include the following:

i. Search of any existing documentation. Contact the GSA Safety, Environment and Fire Protection Branch at (202) 708-5236 to review existing documentation.

ii. Perform an on-site walk-through inspection to verify existing conditions.

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III. Project Justification

At the present time, the building fire alarm system notification appliance (flashing lights) devices do not comply with the *ADAAG* and *NFPA 72®* for visual requirements. The existing incandescent-type flashing lights should be replaced in their entirety with new compliant visual strobes properly located as required.

In addition, the building fire alarm system notification appliance (horn) devices do not comply with the *IBC, NFPA 72®*, and *GSA PBS P100* for audio requirements. The existing horn-type devices should be replaced in their entirety with new speakers (voice) that are properly located as required.

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IV. Background and Existing Conditions

Internal Revenue Service (IRS) Building is located at 1111 Constitution Avenue in NW Washington, DC. This historic building was originally built around 1930. The 10-level building includes a sub-basement, basement, floors 1 through 7, and the attic. The basement levels are primary used for mechanical equipment, storage areas, and vehicle parking. The 1st through 6th Floors are primarily used as office areas. Each of these floors is approximately 150, 000 square feet. A typical floor consists of office areas and conference rooms that are located on both sides of an interconnecting corridor system. Other occupancies include a day care center, health unit, and loading dock on the 1st Floor, a library on the 4th Floor, a computer room on the 6th Floor, and a cafeteria and an auditorium on the 7th Floor. The attic contains mechanical equipment and the elevator machine rooms. Access to the Annex is from the main building on the 2nd Floor because of an opening that extends from grade level to the underside of the 3rd Floor. One can enter the Annex from the main building on the 1st Floor by exiting the main building, crossing the open area and enter the Annex. The major tenant in the building is the Internal Revenue Service.

Building construction is of reinforced concrete and other materials consistent with fire-resistive rated construction. Finishes within the building include marble walls, block/masonry with acoustical tile ceilings, gypsum wallboard walls and ceilings, carpet, and tile floors.

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The building is protected by an existing building-wide combination fire sprinkler/standpipe and fire pump system and kitchen hood fire suppression system. The existing building-wide fire alarm system devices consist of manual pull stations, waterflow pressure switches, valve tamper supervisory switches, spot-type smoke and heat detectors, and duct-mounted smoke detectors. Smoke and heat detectors are provided in areas related to the operation and sprinkler protection of the elevators and associated equipment. The existing building-wide fire alarm system evacuation/notification devices consist of wall mounted combination horn/strobes and combination horn/flashing lights. Individual wall mounted strobe and flashing lights are also provided. The existing building-wide fire alarm system is presently monitored by the central station monitoring company (GSA Mega Control Center).

The analog/addressable fire alarm control panel is of the EST 3 Series as manufactured by GE Infrastructures (LSS), and is located on the First Floor in the Fire Command Center (FCC). This panel was recently installed under a head-end replacement project. This panel replacement project also included the new installation of a printer and associated color graphics computer (EST Fireworks Package). This computer is used as the fire alarm system graphic annunciator panel and is located on the first floor in the Fire Command Center (FCC). Remote fire alarm power booster panels are of the BPS6 Series as manufactured by GE Infrastructures and are located inside the electrical closets on the 1st Floor. Related system terminal cabinets are also located in the electrical closets on each floor.

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The environmental assessment has been completed for this building. See appendix for actual report and associated findings.

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V. Applicable Codes and Standards

The IRS Building is an "existing high-rise structure" as defined by the applicable codes and standards. Upgrades to, or replacement of, the existing building fire alarm and detection systems should comply with the latest requirements of the applicable referenced codes and standards.

In general, the new fire alarm and detection system(s) should comply with the following applicable codes and standards. The recommendations (as stated in the following section) have been developed based on the following:

- *International Building Code (IBC)*, 2006 Edition.
- *International Mechanical Code (IMC)*, 2006 Edition.
- National Fire Protection Association *(NFPA) 1, Uniform Fire Code®*, 2006 Edition.
- Americans with Disabilities Act, 1992, and the *Americans with Disabilities Act Accessibility Guidelines (ADAAG).*
- The Architectural Barriers Act Accessibility Standard *(ABBAS).*
- National Fire Protection Association *(NFPA) 70, National Electrical Code®*, 2005 Edition.
- National Fire Protection Association *(NFPA) 72®, National Fire Alarm Code®*, 2007 Edition.
- National Fire Protection Association *(NFPA) 90A, Standard for the Installation of Air Conditioning and Ventilating Systems®*, 2002 Edition.

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- National Fire Protection Association (*NFPA*) *101®*, *Life Safety Code®*, 2006 edition.
- National Fire Protection Association (*NFPA*) *241*, *Construction, Alteration, and Demolition Operations®*, 2004 edition.
- GSA PBS P100 "Facilities Standards for the Public Buildings Service Fire Protection Engineering".
- GSA PBS P120 "Project Estimating Requirements", January 2007, and "Cost Estimating Policy Handbook".

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VI. Design Program

The design program shall fully address the necessary upgrade of the building-wide fire alarm system evacuation devices with the recently installed addressable/analog EST 3 Series head-end fire alarm control panel. The notification appliance evacuation devices (speakers/strobes) shall be *ADAAG* and *NFPA 72®* compliant with respect to spacing, mounting height and audibility.

The GSA approved design agent (A-E) shall provide a complete contract documents package that can be competitively bid by qualified installation contractors. The contract documents package should, at minimum, include detailed design floor plan phasing, demolition, and new work device drawings, fire alarm system riser diagram, sequence of system operation, device installation details, patching and finish repair details, project specifications and estimates of probable construction cost. The existing system shall remain in complete and ready operation for the duration of the design and installation of the new system upgrades. The GSA shall inspect, test and approve the new installation prior to the phased demolition of existing devices.

The completion of the design package shall include engineering site inspections, data gathering, tenant agency interviews and necessary project coordination. The design documentation must address critical project design and installation objectives, coordination issues, and scheduling/phasing concerns. Project issues are considered critical if they could prevent or delay project completion, significantly increase

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government costs, disrupt tenant operations, or adversely impact other procurement actions. The GSA and the IRS shall approve all contract documentation.

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VII. Implementation Strategy/Phasing

The IRS Building is an existing fully occupied building. Therefore, all associated aspects of construction shall take place after normal working hours (6PM to 5AM), including weekends, and any testing of the fire alarm shall take place after normal working hours (6PM to 5AM), including weekends.

The existing fire alarm system shall remain in service until the new system has been tested and accepted by the GSA. Upon acceptance of the new system, the existing fire alarm system (notification appliance devices) shall be removed and the existing ceiling and wall finishes repaired.

The design team shall carefully coordinate the placement of the new notification appliance devices in the Historic Corridor with the Historian Preservation Officer and GSA Fire Safety.

DESIGN SCHEDULE:

It is anticipated that the design schedule would be completed within 8-months and would include, at minimum, the following project milestones:

- Project Design Kick-off Meeting (Within 2 weeks of the NTP)
- 35% Design Submission (Due 6 weeks after the Kick-off Meeting)
- Government Review (4 weeks)

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- 35% Design Review Meeting
- 75% Design Submission (Due 6 weeks after receipt of Government Comments)
- Government Review (4 weeks)
- 75% Design Review Meeting
- 95% Design Submission (Due 4 weeks after receipt of Government Comments)
- Government Review (4 weeks)
- 95% Design Review Meeting
- Final Design Submission (Due 4 weeks after receipt of Government Comments)
- Distribution of Final Construction Documents (10 days)

CONSTRUCTION SCHEDULE:

It is anticipated that the modifications to the existing fire alarm control panel and the installation of the new fire alarm system components be installed in several phases. These phases would, at minimum, include the following:

- Phase 1 – Submittal Phase (no construction).
- Phase 2 (Spine) – Installation of the remote fire alarm control panels and fire alarm power booster panels (including all associated wiring and conduit).
- Phase 3 (Seventh Floor) – Installation of notification appliance devices and two-way fire fighter telephones (including all associated wiring and conduit).

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- Phase 4 (Sixth Floor) – Installation of notification appliance devices and two-way fire fighter telephones (including all associated wiring and conduit).
- Phase 5 (Fifth Floor) – Installation of notification appliance devices and two-way fire fighter telephones (including all associated wiring and conduit).
- Phase 6 (Fourth Floor) – Installation of notification appliance devices and two-way fire fighter telephones (including all associated wiring and conduit).
- Phase 7 (Third Floor) – Installation of notification appliance devices and two-way fire fighter telephones (including all associated wiring and conduit).
- Phase 8 (Second Floor) – Installation of notification appliance devices and two-way fire fighter telephones (including all associated wiring and conduit).
- Phase 9 (First Floor) – Installation of notification appliance devices and two-way fire fighter telephones (including all associated wiring and conduit).
- Phase 10 (Basement Floor) – Installation of notification appliance devices and two-way fire fighter telephones (including all associated wiring and conduit).
- Phase 11 (Attic) – Installation of notification appliance devices and two-way fire fighter telephones
- Phase 12 – GSA Acceptance testing.
- Phase 13 – Demolition of existing fire alarm notification appliance devices, patching and painting.
- Phase 14 – Final acceptance by GSA

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PROPOSED CONSTRUCTION PERIOD:

- Phase 1 – Submittal Phase (no construction). Assume 1 month for this effort.
- Phase 2 (Spine) – Assume 3 months for this effort.
- Phase 3 (Seventh Floor) – Assume 3 months for this effort.
- Phase 4 (Sixth Floor) – Assume 3 months for this effort.
- Phase 5 (Fifth Floor) – Assume 3 months for this effort.
- Phase 6 (Fourth Floor) – Assume 3 months for this effort.
- Phase 7 (Third Floor) – Assume 3 months for this effort.
- Phase 8 (Second Floor) – Assume 3 months for this effort.
- Phase 9 (First Floor) – Assume 3 months for this effort.
- Phase 10 (Basement Floor) – Assume 3 months for this effort.
- Phase 11 (Attic) – Assume 3 months for this effort.
- Phase 12 – GSA Acceptance testing. Assume 2 months for this effort.
- Phase 13 – Assume 2 months for this effort.

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VIII. Recommendations

The recommendations, as stated below, include specific requirements for the fire alarm evacuation/emergency voice communication systems within the IRS Building. The two recommendations are listed with estimates of probable construction cost and include construction sub-contractor mark-ups. The estimates do not include A/E design phase services, post construction administration services, phased installation requirements, escalation costs and general contractor costs.

In general, most of the buildings' fire alarm evacuation system devices within the building shall be replaced with new *ADAAG* and *NFPA 72®* compliant fire alarm notification appliance (speaker/strobe, speaker, and strobe) devices. The remaining existing addressable type initiating devices shall remain and be reused.

Generally, each of the recommendations listed below include specific requirements of the fire alarm system and shall be included with the overall recommendation for a code compliant building-wide fire alarm system. The prioritized recommendations include the following:

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Recommendation IA – Replace Existing Notification Appliance Devices with *ADAAG* Compliant Devices

Estimate of Probable Construction Cost: $ 18,153,355.00

Discussion:

This recommendation shall specifically include new ADA compliant notification appliance devices (speaker/strobe, speaker, and strobe) devices throughout the building; remote fire alarm control panels (amplifiers), fire alarm power booster panels, and medication of the existing analog/addressable fire alarm control panel to incorporate new one-way voice evacuation modules and switches.

The existing (and recently installed) main fire alarm control panel is an analog/addressable system that utilizes combination horn/flashing lights for building evacuation. This existing notification system is not *ADAAG* compliant nor does it comply with *NFPA 72®* for audibility. This existing main fire alarm control panel can be readily upgraded and repaired by authorized GE installers. New replacement parts are readily available.

Provide and locate remote fire alarm control panels (amplifier) and fire alarm power booster panels for notification appliance devices (combination speaker/strobe, speaker, and strobe) within all areas of the building as required. The remote fire alarm control panels (amplifiers) and fire alarm power booster

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panels shall be located in existing electrical closets on each floor. Based on conditions at the time of our field survey, the existing electrical closets are near capacity, however, new panel(s) can be located within these electrical closets adjacent to the existing electrical panelboards, etc. Due to on-going projects within the GSA system, we strongly recommend the exact location of the remote fire alarm control and power booster panel(s) locations be confirmed during the design phase.

The new fire alarm system shall be designed and specified to be installed in accordance with the National Fire Protection Association, *National Electrical Code®* (*NFPA 70*, 2005 Edition), *Fire Alarm Code®*, (*NFPA 72®*, 2007 Edition), *International Building Code* (*IBC*, 2006 Edition)®, General Service Administration requirements (*PBS – P100 and PBS – P140*) and the other relevant documents listed in Section V.

The new fire alarm notification appliance devices shall utilize new remote fire alarm control panels (amplifiers) for the audio (speaker) devices and new fire alarm power booster panels for the visual (strobe) devices. These panels shall be located in electrical closets on each floor of the Quads Northeast, Northwest, Southwest, Southeast, and Annex.

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The existing main analog/addressable fire alarm control panel shall be modified as needed to incorporate pre-recorded voice and manual paging evacuation message and two-way telephone communications.

As part of recommendation IA, the following 'additional' requirements shall be included and incorporated under the normal construction documents procedure. These requirements include:

1. The existing fire alarm system shall remain in service until the new system has been tested and accepted by GSA. Upon acceptance of the new system, the existing fire alarm system (notification appliance devices) shall be removed and the existing ceiling and wall finishes repaired.
2. A spot-type system smoke detector shall be located in the area where the new remote fire alarm control panels (amplifiers), and fire alarm power booster panels are located to comply with the requirements of *NFPA 72®, paragraph. 4.4.5.*
3. Notification appliance (combination speaker/strobe, speaker, and strobe) devices shall be located in all areas to comply with the audible and visual requirements of *NFPA 72®, Chapter 7* and *ADAAG.*
4. A Fire Fighter Telephone shall be located at every elevator lobby, in each elevator cab, inside every stair/floor, and fire pump room to comply with the requirements of *NFPA 72®, paragraph 6.9.9.9, and 6.9.9.10.*

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5. The system shall be designed so that a single impairment shall not adversely affect more than a quarter of any floor.
6. To assure system reliability, the supply and return loop of a Style 7 or Style 6 loop shall not be located in the same room or shaft.
7. Transmit alarm, supervisory, and trouble conditions to the GSA Mega Control Center via the existing analog/addressable fire alarm control panel, as well as, the existing color graphics terminal (graphic annunciator panel).
8. Wiring supervision for the fire alarm system shall be specified as follows:
   - Interconnected riser loop or network (Style 7 – Class A) 2hr rated cable (CI Cable)
   - Initiating device circuits (Style B – Class B)
   - Signaling line circuits for each floor (Style 4 – Class B or Style 6 – Class A)
   - Signaling line circuits for network (Style 7 – Class A) 2hr rated cable (CI Cable)
   - Notification appliance circuits (Style Y – Class B)
   - Low level audio circuits for voice evacuation (Class A) 2hr rated cable (CI Cable)
9. The fire alarm devices (wall-mounted combination speaker/strobe, speaker, strobe devices, etc.) shall be recessed-mounted with conduit concealed in

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walls and above ceilings. Where wall-mounted fire alarm devices cannot be recessed-mounted due to wall construction (i.e., block walls/concrete walls) the fire alarm devices will have to be surface-mounted with surface metal raceway installed exposed on walls in finished areas and surface-mounted conduit specified in unfinished areas. Ceiling-mounted combination speaker/strobe, speaker, and strobe devices shall also be specified with conduit concealed above ceilings. The design team shall carefully coordinate the placement of the notification appliance devices in the Historic Corridor with the Historian Preservation Officer and GSA Fire Safety.

AND

Recommendation IB – Provide Fire Fighter Telephones

Estimate of Probable Construction Cost: (Included in "Recommendation 1A" above.)

Discussion:

This recommendation shall specifically include new fire fighter telephones. Modify the existing analog/addressable fire alarm control panel as required to incorporate two-way fire fighter telephone modules and switches. The existing building presently does not have two-way telephone communications.

- End of Recommendations -

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IX. Environmental Limited Hazardous Building Material Survey

MACTEC

REPORT OF LIMITED HAZARDOUS BUILDING MATERIAL SURVEY

Internal Revenue Building
1111 Constitution Avenue, NW
Washington, DC

Prepared for:

EBL Engineers, LLC
8005 Harford Road
Baltimore, Maryland 21234

Prepared by:

MACTEC Engineering and Consulting, Inc.
21740 Beaumeade Circle, Suite 150
Ashburn, Virginia 20147

November 19, 2007

MACTEC Project 3552-07-1098

MACTEC

November 19, 2007

Mr. Edward M. Fraczkowski, P.E.
Principal
EBL Engineers, LLC
8005 Harford Road
Baltimore, Maryland 21234

Subject: **Limited Hazardous Building Material Survey Report**
Internal Revenue Services Building
Washington, DC
MACTEC Project 3553-07-1098

Dear Mr. Fraczkowski:

MACTEC Engineering and Consulting, Inc. (MACTEC) is pleased to present this report of our limited scope survey of the above-referenced site located in Washington, DC. Our services were provided at your request based on your acceptance of MACTEC's proposal PROP07WASH-146, dated September 25, 2007.

The report includes sections describing project information, scope of services, results and findings, and evaluations and conclusions. Also included in the enclosed report are appendices consisting of Appendix A - Asbestos Laboratory Analytical Report, Appendix B – Lead XRF Testing Data Summary Table, and Appendix C –Asbestos Assessment Forms.

We appreciate the opportunity to provide service to EBL Engineers, LLC (EBL) for this project. Should you have any questions following your review of our report, please do not hesitate to contact us.

Sincerely,

MACTEC ENGINEERING AND CONSULTING, INC.

Frank M. Yodie

Frank M. Yodie, M.S.
Senior Environmental Scientist

Peter C. Frederick

Peter C. Frederick, CIEC
Principal Scientist

BY
WITH PERMISSION

LIMITED HAZARDOUS BUILDING MATERIAL SURVEY REPORT

Internal Revenue Services Building
Washington, DC

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1.0 INTRODUCTION

Based upon your acceptance of MACTEC Engineering and Consulting, Inc. (MACTEC) Proposal No. PROP07WASH-146 dated September 25, 2007; MACTEC conducted a limited asbestos-containing material (ACM) and lead-containing surface coating (LCSC) survey in conjunction with the planned fire alarm evaluations project at the Internal Revenue Services (IRS) building located in Washington, DC.

The project area for the survey was limited to the areas of the building that may be impacted by the fire alarm evaluation project. At your direction, only those building components that may be impacted by the renovation activities were tested for asbestos-containing materials (ACM) and lead-containing surface coatings (LCSC).

The survey was conducted by an asbestos/lead inspector accredited in accordance with the EPA Model Accreditation Plan, and licensed in the District of Columbia.

2.0 ASBESTOS-CONTAINING MATERIAL SURVEY

2.1 Scope of Services

The asbestos survey was completed in general accordance with EPA Standards 40 CFR 763, Subpart E, Asbestos Hazard Emergency Response Act (AHERA) and 40 CFR 61, Subpart M, National Emission Standards for hazardous Air Pollutants (NESHAP), and OSHA Standard 29 CFR1926.1101 sampling protocol. Following a visual inspection of the project area for suspect asbestos-containing materials, MACTEC collected twelve bulk samples representing five homogeneous sampling areas (HSA) that were suspected to contain asbestos. HSA's are materials that are similar in texture, size, color, age, etc. As the subject site is currently occupied, destructive exploratory sampling techniques were not included in the scope of work. Typical inaccessible areas such as wall cavities, pipe chases, and areas above enclosed ceilings were only surveyed if they were accessible through existing access panels, etc.

The collected bulk samples were submitted to the MACTEC asbestos analytical laboratory in Atlanta, Georgia for analysis by Polarized Light Microscopy/Dispersion Staining (PLM) in accordance with EPA Method - Determination of Asbestos in Bulk Building Materials (EPA 600/R-93/116). The MACTEC asbestos analytical laboratory is accredited by the National Institute of Standards and Technology, National Voluntary Laboratory Accreditation Program for bulk asbestos identification by PLM. The laboratory analytical reports are provided in Appendix A for your reference.

Suspect ACM not observed during our survey may be present and must be assumed to be asbestos-containing until sampled by an accredited asbestos inspector and proven otherwise.

2.2 Asbestos Survey Findings and Results

The following suspect materials were observed and sampled within the project areas during the inspection:

- 2' x 2' drop-in ceiling tile;
- Spray applied fireproofing;
- Ceiling and wall plaster; and
- Black mastic on fiberglass duct insulation.

Based upon laboratory analysis, the black mastic on the fiberglass duct insulation located on the 5th and 7th Floor Corridors is considered ACM, as it was reported as containing 5% Chrysotile asbestos.

2.3 Evaluations and Conclusions

The asbestos-containing mastic is a non-friable material as defined in the EPA Standard 40 CFR Part 61, Asbestos National Emission Standards for Hazardous Air Pollutants (NESHAP); Asbestos NESHAP Revision; Final Rule. A non-friable asbestos-containing material is defined as any material that contains more than one percent asbestos by weight that hand pressure cannot crumble, pulverize, or reduce to powder when dry. The non-friable asbestos-containing material was in good condition at the time of the survey.

If the mastic on the fiberglass duct insulation will be disturbed during the renovation project, MACTEC recommends that the removal of the asbestos-containing black mastic be performed by properly trained and licensed asbestos professionals using proper engineering controls, work practices, and personal protective equipment in accordance with federal, District of Columbia, and local regulations.

The Attic contains duct insulation and insulated pipe/fittings under the metal jackets that was observed to be labeled as ACM. In addition, 9" x 9" assumed asbestos-containing floor tiles were observed in Utility Closet 1209, as well as assumed asbestos-containing pipe insulation at ceiling level near Stair 22 in the Basement. If the assumed floor tile, duct insulation, or pipe insulation may be impacted by the renovation activities, they must be removed by a qualified asbestos abatement contractor licensed in the District of Columbia in accordance with applicable regulations.

3.0 LEAD-CONTAINING SURFACE COATINGS

3.1 Scope of Services

MACTEC conducted a survey to identify suspect lead-containing surface coatings within the project area. The survey was conducted by an accredited lead inspector licensed in the District of Columbia. Representative suspect surfaces were tested for the presence of lead using an X-Ray Fluorescence (XRF) spectrum analyzer field instrument. Approximately 23 readings were taken from representative interior surfaces at the subject site.

A Niton XL-309 XRF spectrum analyzer was used for the lead paint survey. The XL-309 is designed for measuring concentrations of lead using non-destructive techniques by emitting low level x-rays through layers of paint and measuring the total lead concentration in the layers of paint for the known surface area. The XL-309 software is designed to determine if the concentration of lead measured is either above or below the user-set action level within a 95% confidence level. The action level for the instrument was set to the District of Columbia definition of lead-based paint, greater than 0.7 milligrams per square centimeter (mg/cm^2). Tests that measure below the detection limit of the instrument are reported as "< DL". Tests that measure above the detection limit of the instrument and below the definition of lead-based paint are reported as lead-containing or "LCSC". Tests that measure greater than the definition of lead-based paint are reported as lead-based paint or "LBP". The evaluation of the XRF measurement test results is based upon the upper 95% confidence value as this value provides the statistically highest calculated measurement of lead for that sample.

3.2 Lead Survey Findings and Results

The following tested components measured detectable concentrations of lead equal to or greater than the District of Columbia definition of lead-based paint, 0.7 milligrams per square centimeter (mg/cm^2) lead.

- Green steel structural I-beams in the Attic
- White column plaster in 7433 and 5125
- Yellow wall plaster in 7th and 1st Floor Corridors
- Black ceiling plaster in Basement Corridor
- Yellow concrete wall in Basement Elevator 17 Lobby
- White wall plaster in 7433 and 1321
- Brown ceiling plaster in 7th Floor Corridor
- Brown wall plaster in 5th Floor Corridor and 3rd Floor Elevator 17 Lobby
- Yellow brick wall in Basement Corridor

The following components tested above the detection limit of the instrument but below the District of Columbia definition for lead-based paint:

- Off White terra cotta and brick walls in Attic
- White wall plaster in 5125 and 1209

The remaining components tested below the detection limit of the XRF instrument.

3.3 Evaluations and Conclusions

The District of Columbia lead-based paint standard, 20 DCMR, Chapter 8, §806, Control of Lead, regulates renovation and demolition work activities impacting surfaces with a concentration of lead equal to or greater than the District of Columbia definition of lead-based paint. As such, renovation or demolition activities impacting surfaces with "lead-based paint" are considered lead abatement activities and must be conducted in accordance with the District of Columbia lead-based paint regulations. Work activities impacting building components with detectable concentrations of lead less than the District of Columbia definition of lead-based paint must comply with the OSHA Lead in Construction Standard, 29 CFR 1926.62.

The OSHA Lead in Construction Standard does not currently define a specific concentration of lead that must be present within paint for it to be considered "lead-containing." Therefore, painted and glazed surfaces that contain detectable concentrations of lead, including concentrations less than the District of Columbia definition of lead-based paint, must be handled in accordance with the OSHA Lead in Construction Standard. Any contractor performing work that could impact paint films or glazing that have detectable concentrations of lead should be informed of the testing results, and should take appropriate actions to comply with the OSHA Lead in Construction Standard. These appropriate actions would include performing air monitoring to measure worker exposure; assuring that the workers are provided with adequate respiratory protection; and assuring that workers are provided with appropriate training.

Workers performing renovation and selective demolition of lead-containing surface coatings must have, at a minimum, two-hour lead awareness training in accordance with OSHA Standard 29 CFR 1926.62. If lead-containing surface coatings are required to be stripped or removed from the building component substrate, then additional training would be required based upon the measured lead concentration of the surface coating and the airborne lead concentrations measured during the each work activity.

During selective demolition activities, building components should be manually removed with hand tools while lightly misting the components with water and using a High Efficiency Particulate Air (HEPA) filter equipped vacuum to clean any fallen debris. The lead work areas should be demarcated with barrier tape and should have plastic drop cloths in the work areas. The work area should be cleaned using a vacuum equipped with a HEPA filter along with wet wiping techniques to clean up any visible dust or debris generated during the removal processes. Following the selective demolition activities, the floors of each work area should be tested for the presence of residual lead-containing dust prior to being accessed by non-lead trained workers.

Personal air sampling must be performed in accordance with the OSHA Lead in Construction regulation to determine if workers are exposed to airborne lead levels above the current OSHA Action Level of 30 micrograms per cubic meter of air ($\mu g/M^3$) unless the contractor has previous exposure monitoring data that is representative of the exact nature of each work activity, building component and substrate, and surface coating lead concentration. Under no circumstances should high temperature or abrasive cutting or high speed sanding be performed on any building components that have detectable surface concentrations of lead.

The disposal of waste generated during any restoration, renovation, or demolition operations, including items coated with lead paint, is regulated by EPA Standard 40 CFR 261, Subpart C. This regulation requires that a Toxicity Characteristic Leaching Procedure (TCLP) test be utilized to determine if the lead paint is considered hazardous waste. A material is considered hazardous if it is ignitable, reactive, corrosive, or toxic.

It is generally recommended that items with relatively high concentrations of lead be segregated from other items and tested separately. The intent should be to assure that any item that is categorized as hazardous waste be identified and kept segregated from other waste material, while not to bias the

sampling results (either positively or negatively) with regard to TCLP sampling. Depending on the renovation and demolition techniques, the TCLP sample should be collected in a manner to represent the entire construction waste stream. The collection of bulk samples for TCLP analysis was not included in the scope of work.

APPENDIX A

Asbestos Laboratory Analytical Reports

PLM REPORT SUMMARY

Mactec Engineering and Consulting, Inc.
396 Plasters Ave. NE
Atlanta, GA 30324 (404) 873-4761

NVLAP Lab No. 101066
TDH License No. 30-0306

Client :	EBL Engineers	Mactec Job No. :	3552-07-1098-01
Project :	IRS Building - 1111 Constitution Ave. NW	Report Date :	10/19/2007
Client Project No.:	N/A	Sample Date :	10/17/07
Identification :	Asbestos, Bulk Sample Analysis		
Test Method :	Polarized Light Microscopy / Dispersion Staining (PLM/DS) EPA Method 600/R-93/116		

On 10/19/2007, twelve (12) bulk material samples were submitted by F. Yodie for asbestos analysis by PLM/DS.

Lab Sample No.	Sample Description / Location	Asbestos Content
202517	Wall Plaster Room 7434 Wire Closet 01	None Detected-Wall Plaster
202518	Black Mastic on Fiberglass Duct Insulation 7th Corridor 02	5% Chrysotile-Black Mastic
202519	2x2 Drop-In Ceiling Tile 7th Corridor 03	None Detected-Ceiling Tile
202520	Wall Plaster 5th Floor Room 5416 04	None Detected-Wall Plaster
202521	Black Mastic on Fiberglass Duct Insulation 5th Corridor 05	5% Chrysotile-Black Mastic
202522	Wall Plaster 3rd Floor Room 3416 Wire Closet 06	None Detected-Wall Plaster
202523	2x2 Drop-In Ceiling Tile 3rd Corridor 07	None Detected-Ceiling Tile

These samples were analyzed by layers. The first percentage is the overall asbestos content for the sample. Specific layer or component asbestos content is indicated wh relevant. The EPA considers a material to be asbestos containing only if it contains more than one percent asbestos by Calibrated Visual Area Estimation (CVAE). EPA regulations also state that Regulated Asbestos Containing Materials (RACM) -- materials which are friable or may become friable -- be further analyzed by point counting when the results indicate less than ten percent asbestos by CVAE. Our laboratory utilizes CVAE on a routine basis and does not include point counting unless specifically requested. These reports may not be reproduced except in full Any unauthorized use or distribution of these reports shall be at the client's and recipient's sole risk and without liability to Mactec Engineering and Consulting, Inc.

PLM REPORT SUMMARY

Mactec Engineering and Consulting, Inc.
396 Plasters Ave. NE
Atlanta, GA 30324 (404) 873-4761

NVLAP Lab No. 101066
TDH License No. 30-0306

Client :	EBL Engineers	Mactec Job No. :	3552-07-1098-01
Project :	IRS Building - 1111 Constitution Ave. NW	Report Date :	10/19/2007
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Identification :	Asbestos, Bulk Sample Analysis		
Test Method :	Polarized Light Microscopy / Dispersion Staining (PLM/DS) EPA Method 600/R-93/116		

On 10/19/2007, twelve (12) bulk material samples were submitted by F. Yodie for asbestos analysis by PLM/DS.

Lab Sample No.	Sample Description / Location	Asbestos Content
202524	Spray Applied Fireproofing Utility Closet 1209 08	None Detected-Spray Fireproofing
202525	Spray Applied Fireproofing Utility Closet 1209 09	None Detected-Spray Fireproofing
202526	Spray Applied Fireproofing Utility Closet 1209 10	None Detected-Spray Fireproofing
202527	Ceiling Plaster Basement Corridor 11	None Detected-Plaster Ceiling
202528	Wall Plaster Utility Closet 1209 12	None Detected-Wall Plaster

These samples were analyzed by layers. The first percentage is the overall asbestos content for the sample. Specific layer or component asbestos content is indicated wh relevant. The EPA considers a material to be asbestos containing only if it contains more than one percent asbestos by Calibrated Visual Area Estimation (CVAE). EPA regulations also state that Regulated Asbestos Containing Materials (RACM) -- materials which are friable or may become friable -- be further analyzed by point counting when the results indicate less than ten percent asbestos by CVAE. Our laboratory utilizes CVAE on a routine basis and does not include point counting unless specifically requested. These reports may not be reproduced except in full. Any unauthorized use or distribution of these reports shall be at the client's and recipient's sole risk and without liability to Mactec Engineering and Consulting, Inc.

202517 — 202528

MACTEC

MACTEC ENGINEERING AND CONSULTING, INC.
21140 Beaumeade Circle, Suite 150
Ashburn, Virginia 20147

ACM BULK SAMPLE SUBMITTAL FORM

Project #: [illegible] Client: [illegible] Page 1 of ___

Name of Property: IRS Bldg Property Address: [illegible] Ave NW

Date Collected: [illegible] Inspector: [illegible] Sample Prefix: IRS

Positive Stop: Y or N *Point Count Trace Results?:* Y or N

HSA Letter	Sample #	Material Description	Sample Location	Result
	[illegible]	Wall Plaster	Room 7437 Wire Closet	
	[illegible]	Black Mastic on Fiberglass Duct Insulation	7th Corridor	
	[illegible]	2'x2' Drop-In Ceiling Tile	"	
	[illegible]	Wall Plaster	[illegible] Room 5416	
	[illegible]	Black Mastic on Fiberglass Duct Insulation	5th Corridor	
	[illegible]	Wall Plaster	[illegible] Room 2416 Wire Closet	
	[illegible]	2'x2' Drop-In Ceiling Tile	[illegible] Floor Corridor	
	[illegible]	[illegible]	[illegible]	
		[illegible]	[illegible] Corridor	
	[illegible]	[illegible]	[illegible] Closet 109	

Laboratory Samples to be Submitted to: _____

Inventory Check [illegible]

APPENDIX B

Lead XRF Testing Data Table

Date Surveyed: 10/18/07
Project: 552-07-1098
Inspector: Frank Yodie

Lead-Based Paint XRF Data Table
IRS Building

Report Generated: 10/24/2007

No	Floor	Room	Structure	Color	Substrate	Condition	Result (mg/cm^2)	Evaluated Result
172		Shutter Calibration						
173		Calibration					1.20	LBP
174		Calibration					1.20	LBP
175		Calibration					1.20	LBP
176	A	Attic	Wall	Off White	Brick	Intact	0.05	<DL
177	A	Attic	Wall Block	Off White	Concrete Block	Intact	0.06	<DL
178	A	Attic	Structural Beam	Green	Steel	Intact	**19.60**	**LBP**
179	A	Attic	Wall	Off White	Terra Cotta	Intact	0.20	LCSC
180	A	Attic	Wall	Off White	Concrete	Intact	0.08	<DL
181	A	Attic	Wall	Off White	Brick	Intact	0.20	LCSC
182	7	7433	Wall	White	Plaster	Intact	**10.90**	**LBP**
183	7	7433	Column	White	Plaster	Intact	**12.20**	**LBP**
184	7	Corridor	Wall	Yellow	Plaster	Intact	**12.80**	**LBP**
185	7	Corridor	Ceiling	Brown	Plaster	Flaking	**12.30**	**LBP**
186	5	5125	Wall	White	Plaster	Intact	0.33	LCSC
187	5	5125	Column	White	Plaster	Intact	**9.30**	**LBP**
188	5	Corridor	Wall	Brown	Plaster	Flaking	**11.60**	**LBP**
189	3	3419	Ceiling Tile	White	Metal	Intact	0.08	<DL
190	3	3rd Elevator, Lobby 17	Wall	Brown	Plaster	Intact	**15.30**	**LBP**
191	1	Corridor	Wall	Yellow	Plaster	Intact	**19.40**	**LBP**
192	1	1209	Wall	White	Plaster	Intact	0.40	LCSC
193	B	Corridor	Wall	Yellow	Brick	Intact	**1.10**	**LBP**
194	B	Corridor	Ceiling	Black	Plaster	Peeling	**7.10**	**LBP**
195	B	Corridor	Wall	Yellow	Brick	Intact	0.20	LCSC
196	1	1321	Wall	White	Plaster	Intact	**7.50**	**LBP**
197	B	Elevator, Lobby 17	Wall	Yellow	Concrete	Intact	**2.40**	**LBP**
198	B	Elevator, Lobby 17	Wall Block	Yellow	Concrete	Intact	0.00	<DL
199		Calibration					1.10	LBP
200		Calibration					1.20	LBP
201		Calibration					1.20	LBP

Note: The values in the Result column are the preliminary measurement plus the 95% upper confidence value.

Prepared by: _____
Reviewed by: _____

APPENDIX C

Asbestos Assessment Forms

ASBESTOS ASSESSMENT DATA FORM

BLDG. NAME: IRS Bldg. ASSESSMENT DATE: 10/17/07
ADDRESS: 1111 Constitution Ave., NW
GSA BLDG. NO.: DC0022ZZ AMOUNT(S.F./L.F./CU. F.)

ASBESTOS INSPECTOR: Frank Yodie

HOMOGENEOUS SAMPLING AREA #: 01
(Assign HSA Number)

HSA DESCRIPTION: Black Mastic on Fiberglass Duct Insulation

LOCATION(S) OF HSA IN BLDG.: 5th Fl. & 7th. Fl. Corridors
(Include Functional Space)

HSA Category	Damage	Accessibility
__Surfacing Material	__Significant	__High
__Thermal Systems Insulation	__Minor	__Medium
✓Miscellaneous Material	✓None	✓Low

Air Plenum N
(Y or N)

Friability	Traffic	Vibration	Potential for Air Erosion
__High	__High	__High	__High
__Medium	__Medium	✓Medium	__Moderate
✓Low	✓Low	__Low	✓Low

Comments:

AHERA Classification (see instructions): Non-Friable

Sample Number	Sample location	Result
(Include percent and type of asbestos in result, e.g. 50% Chrysotile)		
FY1017-02	7th Fl. Corridor	05% Chrysotile
FY1017-05	5th Fl. Corridor	05% Chrysotile

NOTE: Use one form per homogeneous sampling area. Consult 40 CFR Part 763 for sampling and analytical protocols and definitions.

X. Site Investigation Log

EBL FIRE ENGINEERING
8005 Harford Road
Baltimore, Maryland 21234-5701
(410) 668-8000 • Fax: (410) 668-8001

Site Investigation Log

Date: 10/17/07	**Time: Entire Day**	**Job Number: 07230.001**
Area:	IRS Building	
By:	Bob Baker – EBL	
Purpose:	Meeting/Field Investigation and gathering samples through-out the entire building	
Attending:	Alan – IRS Dick Moore - IRS Frank Yodie - MACTEC Bob Baker - EBL	

XI. Cost Estimate

EXHIBIT K

GSA PROJECT COST SUMMARY		Area (GSF) =	1,408,147
PROJECT TITLE	Internal Revenue Service/ Fire Alarm Upgrade		
LOCATION: CITY, STATE	1111 Consititution AVE., NW. Washington DC.		
NEW CONSTRUCTION OR R&A	Repair and Alterations		

UNIFORMAT SYSTEM ELEMENTS		SUBTOTAL COST	ECC COST	ECC COST/GSF
A11	Foundations	$0	$0	$0.00
A12	Basement Construction	$0	$0	$0.00
A21	Superstructure	$0	$0	$0.00
B11	Exterior Walls	$0	$0	$0.00
B12	Exterior Glazing & Doors	$0	$0	$0.00
B13	Roofing	$0	$0	$0.00
C11	Partitions, Doors & Specialties	$186,851	$361,783	$0.26
C12	Access/Platform Floors	$0	$0	$0.00
C13	Interior Finishes	$1,096,691	$2,123,423	$1.51
D11	Conveyance Systems	$0	$0	$0.00
D21	Plumbing	$0	$0	$0.00
D22	HVAC	$0	$0	$0.00
D31	Fire Protection/Alarm	$4,662,446	$9,027,468	$6.41
D41	Electrical Service, Distribution & Emerg. Power	$0	$0	$0.00
D42	Lighting and Branch Wiring	$0	$0	$0.00
D43	Communications, Security & Other Electrical Syste	$0	$0	$0.00
G11	sitework - Building Related	$0	$0	$0.00
F11	Special Construction	$9,873	$19,117	$0.01
F12	Building Demolition and Abatement	$573,668	$1,110,740	$0.79
G12	Other Sitework - Project Related	$0	$0	$0.00
	Sub Total A	$6,529,529	$12,642,531	$8.98

Contingency - Unknown Site/Design:	10%		$652,953		$0.46
Subtotal	B		$7,182,482		$5.10
General Conditions and Profit:	20%	C	$1,436,496		$1.02
Current Estimated Construction Award Cost	B + C		$8,618,979		$6.12
Escalation to Award Date	33.3%	D	$2,874,231		$2.04
Estimated Construction Cost at Award		E			
ECCA	B + C + D		$11,493,210		$8.16
Construction Contingency & Reservation	10.0%	F	$1,149,321		$0.82
Estimated Construction Cost					
ECC	E + F		$12,642,531		$8.98
EDRC	14.07%	E+F	$1,778,661		$1.26
EMIC	29.52%	E+F	$3,732,143		$2.65
ESC (Est. Site Cost)			$0		$0.00
ETPC		G	$18,153,335		$12.89

[Link to Location Factors & Escalation]		Escalation Rate Used:	5.6%
Current Date:	03/11/08	Estimate Escalation Date:	06/30/13

EXHIBIT K

GSA

ESTIMATED TOTAL PROJECT COST

PROJECT TITLE	**Internal Revenue Service/ Fire Alarm Upgrade**			
PROJECT LOCATION	**1111 Consititution AVE., NW. Washington DC.**			
Item Description	Quantity	Unit Measurement		Totals
ECC (Estimated Construction Cost)				
Sub-Total UNIFORMAT System Elements			Sum All Elements	$6,529,529
Design and Site Contingency	10%	%	+	$652,953
			Sub - Total	$7,182,482
General Contractor Overhead, Profit, and Bonds	20%	%	+	$1,436,496
			Sub - Total	$8,618,979
Escalation:Current Date To Escal Date - See Summary	33.3%	Use GCCRG %	+	$2,874,231
ECCA (Estimated Construction Cost At Award)			**ECCA**	$11,493,210
Reservations [Note: Reservations are not used unless separate procurement of GFE materials]				$0
Art-In-Architecture	0.00%	%		$0
		%		$0
			Sub-Total	$0
Construction Contingency	10%	%	+	$1,149,321
			ECC	$12,642,531
EDRC (Estimated Design & Review Cost)- From D&C Service Tool Website				
Design	[redacted]			$1,778,661
CM	[redacted]			
Other	[redacted]			
			EDRC	$1,778,661
EMIC (Estimated Management & Inspection Cost) - From D&C Service Tool Website				
A-E Services	[redacted]			$2,100,000
CM Services	[redacted]			$1,632,143
Other	[redacted]			
			EMIC	$3,732,143
ESC (Estimated Site Cost)				
Land		$		$0
Demolition		$	+	$0
Relocation (Associated With Site Purchase)		$	+	$0
			ESC	$0
ETPC (Estimated Total Project Cost)	Date:		**ETPC**	**$18,153,335**

C11 Partitions, Doors & Specialties

Design Criteria	Partition Density	Open Office SF	Closed Office SF	Conference Area	
General Description:					

WI Code	Item Description	Quantity	Unit Measurement	Unit Cost	Totals (W/O Markup)	Totals (ECCA)
	Repair plaster above ceilings / seal	6,000	SF	$ 9.94	$ 59,638	$ 104,973
	Repair plaster where trenched	9,000	SF	$ 9.94	$ 89,456	$ 157,460
	Install access panels for access	155	SF	$ 242.97	$ 37,757	$ 66,460
					$ -	$ -
					$ -	$ -
					$ -	$ -
					$ -	$ -
					$ -	$ -
					$ -	$ -
					$ -	$ -
					$ -	$ -
					$ -	$ -
					$ -	$ -
	Inspections & Testing	1	LS	50000	$186,851	$ 328,894

General Description:

C13 Interior Finishes

Design Criteria	Lobby Area	Court Area	Paneling Area	Stone Area	
General Description:					

WI Code	Item Description	Quantity	Unit Measurement	Unit Cost	Totals (W/O Markup)	Totals (ECCA)
	Install acoustical ceilings / repairs	256,200	SF	$ 3.31	$ 848,842	$ 1,494,123
	Install plaster ceilings / repairs	11,130	SF	$ 15.46	$ 172,088	$ 302,907
	Install drywall ceilings / repairs	9,450	SF	$ 4.42	$ 41,746	$ 73,481
	Paint plaster / drywall repairs	35,000	SF	$ 0.97	$ 34,016	$ 59,874
					$ -	$ -
				Total C13	$ 1,096,691	$ 1,930,385

D31 Fire Protection/Alarm

Design Criteria	Hazard Rating	Special Suppression SF	Sprinklered Area	Dry-Pipe Area	
General Description:					

WI Code	Item Description	Quantity	Unit Measurement	Unit Cost	Totals (W/O Markup)	Totals (ECCA)
	Removal of existing fire alarm					
	Removal of existing fire alarm	1,408,147	SF	$ 0.44	$ 622,063	$ 1,094,949
	New work				$ -	$ -
	Speakers	2,500	EA	$ 209.84	$ 524,590	$ 923,378
	Speaker / strobes	2,000	EA	$ 237.45	$ 474,892	$ 835,900
	Smoke detectors	40	EA	$ 220.88	$ 8,835	$ 15,552
	3/4 conduit, EMT	415,250	LF	$ 2.90	$ 1,204,225	$ 2,119,664
	# 12 / #14 wire	455,000	LF	$ 1.75	$ 796,250	$ 1,401,551
	Modify Fire Alarm Control Panel	1	EA	$ 6,626.40	$ 6,626	$ 11,664
	Remote Fire Alarm Control Panel	16	EA	$ 7,730.80	$ 123,693	$ 217,723
	Fire Alarm Control Power Booster Panel	46	EA	$ 2,208.80	$ 101,605	$ 178,844
	Fire fighter Phone	210	EA	$ 1,049.18	$ 220,328	$ 387,819
	Steel / PVC sleeves	1	LS	$ 11,817.08	$ 11,817	$ 20,800
	SubCon Supervision	138	weeks	$ 2,429.68	$ 335,296	$ 590,184
	Coordinated Construction drawings	110	EA	$ 1,656.60	$ 182,226	$ 320,752
	Unit prices reflect shift differential					
	Inspections & Testing	1	LS	$50,000.00	$ 50,000	$ 88,009
					$ -	$ -
				Total D31	$4,662,446	$8,206,789

F11 Special Construction

Design Criteria					
General Description:					

WI Code	Item Description	Quantity	Unit Measurement	Unit Cost	Totals (W/O Markup)	Totals (ECCA)
	Security				$ -	$ -
	Escorted Clearance	25	ea	$ 265.06	$ 6,626	$ 11,664
	Top Secret Clearance	3	ea	$ 530.11	$ 1,590	$ 2,799
	Fingerprinting	15	ea	$ 110.44	$ 1,657	$ 2,916
	Guards (after normal hours)	N/A			$ -	$ -
					$ -	$ -
				Total F11	$ 9,873	$ 17,379

F12 Building Demolition and Abatement

Design Criteria	Demolition SF	Abatement SF			
General Description:					

WI Code	Item Description	Quantity	Unit Measurement	Unit Cost	Totals (W/O Markup)	Totals (ECCA)
	Remove Hazardous Materials	1	LS	$66,264.00	$66,264	$116,637
	Remove acoustical ceilings	256,200	SF	$1.10	$282,947	$498,041
	Remove plaster ceilings	11,130	SF	$4.69	$52,241	$91,954
	Remove plaster holes at top of Part.	2,100	SF	$4.69	$9,857	$17,350
	Cut plaster wall for conduit / pull sta.	2,079	SF	$4.69	$9,758	$17,176
	Remove Drywall ceilings	9,450	SF	$1.66	$15,655	$27,556
	Protection / floor	1	LS	$33,132.00	$33,132	$58,319
	Clean up	2,000	HR	$41.97	$83,934	$147,740
	Dumpsters	20	EA	$441.76	$8,835	$15,552
	Scaffolding	1	LS	$11,044.00	$11,044	$19,440
				Total F12	$573,668	$1,009,764

COST ESTIMATE	DATE- 10-Mar-08	SHEET 1 OF 5
PROJECT	EBL FIRE ENGINEERING	EBL NO.: 07230.001
FEASIBILITY/PROG DEVEL STUDY - FIRE & LIFE SAF REP	DIVISION OF EBL ENGINEERS, LLC	CONTRACT N0.: TBD
INTERNAL REVENUE SERVICES BUILDING	8005 HARFORD ROAD	ACT N0.: TBD
1111 CONSTITUTIONAVENUE, NW	BALTIMORE, MARYLAND 21234-5701	STATUS OF PROJECT
WASHINGTON, DC	PREPARED BY: RWB/CHM	FINAL SUBMISSION

ITEM DESCRIPTION	UNIT	QUANTITY	MATERIAL UNIT COST	MATERIAL AMOUNT	LABOR UNIT COST	LABOR AMOUNT	TOTAL COST
SUMMARY							
FIRE ALARM SYSTEM - DEMOLITON						$75,141.00	$75,141.00
FIRE ALARM SYSTEM - NEW WORK				$614,500.00		$360,525.00	$975,025.00
ELECTRICAL				$712,618.75		$1,243,644.50	$1,956,263.25
MISCELLANEOUS- CEILING REPLACEMENT, PAINTING, AND PATCHING				$6,234.60		$3,574.80	$9,809.40
CONTRACTOR SECURITY CLEARANCE (6 INDIVIDUALS) (2 Foremans, 3 Helper3, 1 FA Tech)				$6,234.60		$3,574.80	$60,000.00
SUBTOTALS				$1,339,587.95		$1,686,460.10	$3,076,238.65
PROJECT TOTALS (Refer To GSA Project Summary Sheet)							

COST ESTIMATE	DATE- 10-Mar-08	SHEET 2 OF 5
PROJECT	EBL FIRE ENGINEERING	EBL NO.: 07230.001
FEASIBILITY/PROG DEVEL STUDY - FIRE & LIFE SAF REP	DIVISION OF EBL ENGINEERS, LLC	CONTRACT N0.: TBD
INTERNAL REVENUE SERVICES BUILDING	8005 HARFORD ROAD	ACT N0.: TBD
1111 CONSTITUTIONAVENUE, NW	BALTIMORE, MARYLAND 21234-5701	STATUS OF PROJECT
WASHINGTON, DC	PREPARED BY: RWB/CHM	FINAL SUBMISSION

ITEM DESCRIPTION			MATERIAL		LABOR		TOTAL COST
	UNIT	QUANTITY	UNIT COST	AMOUNT	UNIT COST	AMOUNT	
FIRE ALARM SYSTEM - DEMOLITION							
Horn/Strobes	EA	367			50.00	$18,350.00	$18,350.00
Strobes	EA	173			50.00	$8,650.00	$8,650.00
Wiring and Exposed Conduit	LF	54,000			0.71	$38,340.00	$38,340.00
Subtotal						$65,340.00	$65,340.00
Night Differential and Office Access on Labor		15.0%				$9,801.00	$9,801.00
Assumes scheduling delays for office access.							
SHEET TOTALS						$75,141.00	**$75,141.00**

COST ESTIMATE	DATE- 10-Mar-08	SHEET 3 OF 5
PROJECT	EBL FIRE ENGINEERING	EBL NO.: 07230.001
FEASIBILITY/PROG DEVEL STUDY - FIRE & LIFE SAF REP	DIVISION OF EBL ENGINEERS, LLC	CONTRACT N0.: TBD
INTERNAL REVENUE SERVICES BUILDING	8005 HARFORD ROAD	ACT N0.: TBD
1111 CONSTITUTIONAVENUE, NW	BALTIMORE, MARYLAND 21234-5701	STATUS OF PROJECT
WASHINGTON, DC	PREPARED BY: RWB/CHM	FINAL SUBMISSION

ITEM DESCRIPTION			MATERIAL		LABOR		TOTAL COST
	UNIT	QUANTITY	UNIT COST	AMOUNT	UNIT COST	AMOUNT	
FIRE ALARM SYSTEM - NEW WORK							
Modify Existing Anaolog/Addressable Fire Alarm Control Panel	EA	1	2000.00	$2,000.00	1000.00	$1,000.00	$3,000.00
Remote Fire Alarm Control Panel	EA	15	4000.00	$60,000.00	1000.00	$15,000.00	$75,000.00
Fire Alarm Power Booster Panels	EA	40	1200.00	$48,000.00	500.00	$20,000.00	$68,000.00
Smoke Sensors	EA	40	155.00	$6,200.00	50.00	$2,000.00	$8,200.00
Combination Speaker/Strobes	EA	2000	100.00	$200,000.00	50.00	$100,000.00	$300,000.00
Speaker	EA	2500	85.00	$212,500.00	50.00	$125,000.00	$337,500.00
Fire Alarm Stobes	EA	800	60.00	$48,000.00	50.00	$40,000.00	$88,000.00
Fire Fighter's Telephone	EA	210	180.00	$37,800.00	50.00	$10,500.00	$48,300.00
Subtotal				$614,500.00		$313,500.00	$928,000.00
Night Differential and Office Access on Labor		**15.0%**				$47,025.00	$47,025.00
Assumes scheduling delays for office access.							
SHEET TOTALS				$614,500.00		$360,525.00	**$975,025.00**

COST ESTIMATE	DATE- 10-Mar-08	SHEET 4 OF 5
PROJECT FEASIBILITY/PROG DEVEL STUDY - FIRE & LIFE SAF REP INTERNAL REVENUE SERVICES BUILDING 1111 CONSTITUTIONAVENUE, NW WASHINGTON, DC	EBL FIRE ENGINEERING DIVISION OF EBL ENGINEERS, LLC 8005 HARFORD ROAD BALTIMORE, MARYLAND 21234-5701 PREPARED BY: RWB/CHM	EBL NO.: 07230.001 CONTRACT N0.: TBD ACT N0.: TBD STATUS OF PROJECT FINAL SUBMISSION

ITEM DESCRIPTION	UNIT	QUANTITY	MATERIAL UNIT COST	MATERIAL AMOUNT	LABOR UNIT COST	LABOR AMOUNT	TOTAL COST
ELECTRICAL - NEW WORK							
Twisted Pair # 16 (Solid)	LF	37,500	0.90	$33,750.00	0.38	$14,250.00	$48,000.00
Twisted Shielded Pair # 16 (Solid)	LF	225,000	0.90	$202,500.00	0.38	$85,500.00	$288,000.00
Twisted Pair # 16 2-HR Rated - CI Cable (Solid)	LF	36,000	1.25	$45,000.00	0.50	$18,000.00	$63,000.00
Twisted Pair # 14 Wire (Solid)	LF	140,000	0.12	$16,800.00	0.23	$32,200.00	$49,000.00
# 12 Wire THW (Solid)	LF	16,500	0.15	$2,475.00	0.27	$4,455.00	$6,930.00
3/4" Conduit (EMT)	LF	419,000	0.90	$377,100.00	2.00	$838,000.00	$1,215,100.00
2-1/2" Conduit (EMT)	LF	12,000	2.30	$27,600.00	3.15	$37,800.00	$65,400.00
Terminal Cabinets (16" x 16")	EA	40	75.00	$3,000.00	100.00	$4,000.00	$7,000.00
Junction Boxes	EA	3,075	1.25	$3,843.75	15.00	$46,125.00	$49,968.75
1P-20A Ciruit Breaker	EA	55	10.00	$550.00	20.00	$1,100.00	$1,650.00
Subtotal				$712,618.75		$1,081,430.00	$1,794,048.75
Night Differential and Office Access on Labor		15.0%				$162,214.50	$162,214.50
Assumes scheduling delays for office access.							
SHEET TOTALS				$712,618.75		$1,243,644.50	**$1,956,263.25**

COST ESTIMATE	DATE- 10-Mar-08	SHEET 5 OF 5
PROJECT FEASIBILITY/PROG DEVEL STUDY - FIRE & LIFE SAF REP INTERNAL REVENUE SERVICES BUILDING 1111 CONSTITUTIONAVENUE, NW WASHINGTON, DC	EBL FIRE ENGINEERING DIVISION OF EBL ENGINEERS, LLC 8005 HARFORD ROAD BALTIMORE, MARYLAND 21234-5701 PREPARED BY: RWB/CHM	EBL NO.: 07230.001 CONTRACT N0.: TBD ACT N0.: TBD STATUS OF PROJECT FINAL SUBMISSION

ITEM DESCRIPTION	UNIT	QUANTITY	MATERIAL UNIT COST	MATERIAL AMOUNT	LABOR UNIT COST	LABOR AMOUNT	TOTAL COST
MISCELLANEOUUS - NEW WORK							
CEILING REPLACEMENT	EA	1,068	2.00	$2,136.00	0.90	$961.20	$3,097.20
PAINTING	SF	540	0.09	$48.60	0.29	$156.60	$205.20
PATCHING	SF	540	7.50	$4,050.00	4.55	$2,457.00	$6,507.00
SHEET TOTALS				$6,234.60		$3,574.80	**$9,809.40**

XIV.2 A/E Scope of Work

☐ FILE

U.S. General Services Administration
Public Buildings Service
National Capital Region
Acquisition Management Division

301 7th Street, SW
Room 7107
Washington, DC 20407
kymberli.graham@gsa.gov

FAX

DATE: 09/06/2007

NUMBER OF PAGES INCLUDING COVER SHEET: 35

To: Edward M. Fraczkowski

From: Kymberli R. Graham

PHONE: (410) 668-8000
FAX: (410) 668-8001

PHONE: (202) 260-[illegible]099
FAX: (202) 401-[illegible]076

COMMENTS:

Solicitation GS11P07YAC0185

- Is this being bid?
- Is Rate Schedule Sheet all that is needed?
- Asbestos [illegible] needed?

U.S. General Services Administration

Request for Proposals

Creating a Successful Future At GSA...

Project:	**Feasibility / Program Development**
Solicitation Number:	**GS-11P-07-YAC-0185**
Issue Date:	**September 6, 2007**
Due Date and Time:	**September 10, 2007** **1:00pm, EST**
Submit To:	**General Services Administration** **301 7th Street, SW, Room 7107** **Washington, DC**
Contact Person:	**Kymberli R. Graham (202) 260-1099**

...by living our values everyday and working together

This is a Firm Fixed Price (Hourly Rate)

Instructions to Offerors

FAR 52.252-1 - SOLICITAION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Vendor is cautioned that the listed provisions may include blocks that must be completed by the Vendor and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Vendor may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. The solicitation provisions are available in either HTML or PDF format at **http://www.arnet.gov/far/**.

FAR 52.252-2 – CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es). The solicitation provisions and or in lieu of submitting the full text of those contract clauses are available in either HTML or PDF format at **http://www.arnet.gov/far/**.

CLAUSE NO.	CLAUSE TITLE	DATE
52.215-1	Instructions to offerors - Competitive Acquisition	JAN 2004
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Alternate IV	OCT 1997

GENERAL INSTRUCTIONS

(a) Upon award, A GSA Form 300, Order for Supplies and Services, completed and signed by the Vendor, constitutes the Vendor's acceptance of the terms and conditions of the proposed requirement. Therefore, the form must be executed by a representative of the Vendor authorized to commit the Vendor to contractual obligations.

(b) Vendors are expected to examine this entire solicitation document including the contract. Failure to do so will be at the Vendor's own risk.

(c) Vendors shall furnish the information require by this solicitation. Vendors shall sign the GSA Form 300, upon award.

(d) The Government may make award based on initial offeror received, without discussion of such offers. Accordingly, each initial offer

should be submitted in as complete form as possible and without exception to any provision.

(e) The Government will not pay any Vendor for preparation of their proposal.

(f) Mark each sheet of date it wishes to restrict with the following legend:

"Use or disclose of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

(g) The Government assumes no liability for disclosure or use of unmarked date and may use or disclose the data for any purpose. Unless restricted, information submitted in response to this request may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 USC. 551).

(h) Proposals shall set forth full, accurate and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in proposals is prescribed in 18 USC. 1001.

(i) Whether in this solicitation, "man", "men" or their related pronouns are used and other related pronouns (other than with reference to specific persons) as words or as parts of words, they have been used for literary purposes and are meant in their generic sense to include both males and females.

SUBMISSION OF OFFERS/QUOTES

Each offer/quote shall be in two parts.

Part I - Price Proposal - Offeror shall submit 1 original and 3 copies of their price proposal.

Part II - Technical Proposal - Offeror shall submit 1 original and 3 copies of their technical proposal.

Scope of Work
for
Feasibility / Program Development Study

BACKGROUND

The General Services Administration (GSA) proposes to replace the existing fire alarm systems in the subject buildings with a new voice fire alarm systems that complies with the National Fire Alarm Codes. The proposed project requires preparation of a Feasibility / Program Development Study establishing the project's design program, implementation strategy, phasing plan and budget.

The purpose of this Feasibility / Program Development Study is to provide government decision makers with documented data sufficient to define and establish:

- The viability of the proposed prospectus-level project
- The Design & Construction Program that will most favorably satisfy the tenant agency's facility needs and fulfill the project objectives and government program of requirements.

The Feasibility / Program Development Study shall provide objective analytical solutions that optimally fulfill the project's identified needs and requirements.

The Feasibility / Program Development Study shall produce a design program, implementation / phasing plan, project schedule and budget with supporting cost estimates to provide for the project's identified needs and requirements.

All work performed under this contract shall be quantitative and descriptive. The resulting Design & Construction Program shall be sufficient to support the preparation of project design program which meets the specifications of GSA. The Study shall provide accurate, conceptual construction cost estimates in the GSA required format.

SCOPE OF WORK

The Feasibility / Program Development Study is intended to facilitate the Design & Construction program planned for this FY-2008 / 2009 prospectus level project.

Through the design program, establish project scope and design requirements that are contractually specific, enabling GSA to use the Feasibility / Program Development Study as the basis for the project's design scope of work.

Coordinate with GSA and authorized FAA tenant agency representatives to identify required implementation actions and secure required tenant agency concurrence(s), thereby assuring mutually acceptable project expectations and project viability.

In support of the above objectives, the Feasibility / Program Development Study is to define the following factors:

- Explain circumstances and conditions necessitating the project
- Identify existing conditions and constraints
- Document Client Agency Needs
- Identify physical Asset Needs
- Establish security needs
- Explore and analyze viable alternative design solutions to meet those needs
- Establish overall project requirements

The Feasibility / Program Development Study shall achieve the following objectives:

- Confirm the need for the project
- Document existing deficiencies
- Identify and validate the most viable and beneficial design solution(s) and preferred Alternative(s).
- Document the Preferred Alternative(s) viability potential
- Establish the project Design & Construction schedule
- Serve as the basis for documentation of the Design & Construction Prospectus, and for preparation of the Project Design & Construction documents in accordance with the Project Management Plan.

Ultimately, the Feasibility / Program Development Study will serve as the primary supporting document to be used as the basis for development and preparation of Design & Construction contract documents.

PROJECT GENERAL BACKGROUND

A. General

1. The General Services Administration (GSA) has identified the Subject buildings in their inventory which are deficient in personnel and property protection. This identification resulted from a risk analysis conducted by the NCR Safety, Environment and Fire Protection Branch. The risk analysis evaluated facility size, location, layout, building tenants and their operations, emergency service accessibility and their potential as a target of a criminal act and potential for other facility wide emergency. The risk analysis also provided an assessment of the available passive and active protection systems and their associated reliability.

2. Subsequent to the emergency incidents of September 11, 2001, various GSA client agencies have identified certain needs for building system's capabilities that were previously considered "above-standard" requirements for buildings operations. In particular, emergency communications capabilities with building personnel in crisis situations are needed for our building's emergency operations systems. Therefore, the issue of emergency communications has been recognized as critical.

3. The existing fire alarm systems age, limited capability and capacity, and vulnerability to failure, make it insufficient for the building serviced, and to provide adequate protection to the property, building occupants, visitors and emergency personnel. Moreover, the existing fire alarm systems are antiquated and cannot be upgraded to meet current National Fire Alarm Code and Life-Safety standards, as they contains obsolete components which are no longer being supported by its manufacturers. Any major component failure of this system will result in the need for emergency acquisition measures to maintain the safety of the facility and its occupants.

4. In order to minimize the purchase and installation of inadequate systems, NCR has established a regional policy *(based on the age and condition of the existing fire alarm systems)*, that includes either replacement or modification of the alarm system to include voice capability for emergency communications. With strict specifications and installation requirements, reliable systems can be provided for services lasting 15 years or more.

5. The Scope of Work envisioned by this project will update the Fire Alarm and Life-Safety features of the buildings as needed to conform to current GSA standards and provide an acceptable level of fire alarm protection for the occupants and the buildings.

6. The proposed project is planned to minimize disruption to the building operations by requiring work to be performed outside normal working hours for the occupants.

7. The proposed delivery method planned for the project is the traditional Design - Bid - Build procurement method, with provisions for evaluation and verification of bidder competency.

8. The current schedule planned for the project is that design contract will be awarded in FY-2008, and the construction award in FY-2009.

A. Project Description

1. The existing fire alarm system in the Subject buildings do not meet modern building codes or current requirements of the GSA – PBS Facilities Standards.

2. The proposed project planned for The Subject buildings will replace the existing fire alarm systems to with a new fire alarm system that incorporates voice communication for emergency occupant notification and instruction.

3. The project will involve the installation and / or removal and replacement of existing fire alarm systems in the buildings to provide adequate protection to personnel and property that meets current life-safety criteria and allows the agencies to fulfill their mission.

4. The objective of this project is to replace the fire alarm system in the buildings with a voice fire alarm system that complies with the National Fire Alarm Code. The systems will be able to be used for all types of emergencies

(shelter in place, partial evacuation) in addition to fire emergencies, as it will have a code compliant voice component.

5. This project involves preparation of a Feasibility / Program Development Study for the Design & Construction program needed to implement and fulfill the project objectives and requirements.

6. The Feasibility / Program Development Study shall provide a narrative description to address Major Work items, Critical Elements & Special Consideration for the project Design Program which include but are not limited to the following:

   a. Site conditions & requirements necessary to implement the project.
   b. Requirements for compliance with all GSA and NFPA Fire Protection and Life-Safety requirements, particularly PBS P100 Chapter 7, and NFPA 72.
   c. Construction Phasing Plan & Implementation Strategy
   d. Coordination with other current Design / Construction projects.
   e. Demolition / Waste Removal
   f. HSPD-12 security issues and considerations
   g. Building Operations, Agency Mission Interruption, and the Need for Off-Hour Construction
   h. Special considerations for tenant occupancy, security, and access during construction.
   i. Handicapped Accessibility
   j. Environmental Impact
   k. Hazardous material abatement requirements impacting the project.
   l. Estimated Design Duration
   m. Estimated Construction Duration
   n. Project Schedule
   o. Quality Assurance
   p. Government Approvals
   q. Procurement Strategy
   r. Commissioning

General Information

1. The work may involve the abatement of hazardous materials in the particular building. Existing Asbestos Containing Material will be abated as the work progresses.

2. The work may also involve the restoration of architectural finishes or require other special considerations in the immediate work areas.

3. The work is planned to be completed while the work areas are occupied, but at night so as not to interfere with the tenant's normal daytime operations. Therefore, the existing fire alarm systems will remain in service until incremental sections are cutover to the new systems.

STATEMENT OF ARCHITECT-ENGINEER SERVICES

The A-E shall conduct adequate research, site investigation and building survey(s) as necessary to become familiar with existing records, design documents, and the area(s) of work. The Architect-Engineer (A-E) shall plan, schedule, coordinate and assure effective and timely performance of all services described herein. The Architect-Engineer (A-E) shall provide all required management, supervision, manpower, administrative support services, and shall perform all services described herein, and all services incident thereto as required under the A-E contract.

The following includes, but is not limited to the work required to fulfill the objectives and requirements of this project prescribed as follows:

A. **Feasibility / Program Development Study.** The A-E shall prepare a Feasibility / Program Development Study for the proposed project conforming to the following:

1. Design Programming. The Feasibility / Program Development Study shall determine what is required to implement the project scope, objectives, and requirements. Design Programming shall include Site Inspection, Data Gathering and Tenant Agency interviews and project coordination as needed to understand, confirm, and establish critical features and functional issues needed to develop the project's Design Program.

2. Implementation Plan. The A-E shall evaluate all implementation issues and procedures required to implement the project scope, objectives, and requirements. The Implementation Plan must individually address critical coordination issues and scheduling concerns within the project. Issues are considered critical if they could prevent or delay project completion, significantly increase government costs, disrupt tenant operations, or adversely impact other procurement actions.

3. Cost Estimating. The contractor shall prepare construction cost estimates with each submission requiring the completion of GSA standard Forms.

B. **Format.** The Feasibility / Program Development Study shall be shall be professionally prepared by The Architect-Engineer (A-E) presented in the prescribed format, and shall be complete with narrative descriptions of survey findings, determinations, impact of implementation, and feasible recommendations sufficient to fulfill all code, historic preservation, and other project requirements as prescribed herein.

1. Submittals shall be presented in 8-1/2 x 11 inch format. The size of exhibits included in the submittals shall be limited to a maximum of 11 x 17 inches, folded to 8-1/2 x 11 inches. Progress submittals may be bound in "comb" binders; however all final submittals shall be assembled in three-ring binders.

2. The Feasibility / Program Development Study shall include all narrative descriptions, sketches, details, and photographs as necessary to prescribe a feasible design programming methodology and a feasible implementation strategy for phased construction of the project as prescribed by this Scope Of Work.

3. The Feasibility / Program Development Study shall address and include in narrative form all work items and engineering required to design and construct the project.

4. The Feasibility / Program Development Study provided shall conform to the following format:

   a) **Identification of the Feasibility / Program Development Study**

   b) **Table of Contents**

   c) **Executive Summary** *Provide a summary statement of project need, critical programming issues, implementation strategy schedule/concerns and estimated construction costs. Do not exceed three typed pages.*

   d) **Introduction.** *Provide an introduction to the main Study report, indicating the Study purpose and overall project description. Include key issues to be addressed by the Study and the strategy employed to achieve its objectives*

   e) **Project Justification.** *Within the main Study report, identify what is driving the development of the project, including what might happen should it not be done.*

   f) **Background and Existing Conditions** *Provide historical data and describe current condition that depicts the context of the Study.*

   g) **Needs Assessment & Project Goals Statements** *List client agency and facility needs and project goals to be met*

   h) **Findings and Determinations**

   i) **Design Program** *The Design Program shall determine what is required to implement the project scope, objectives, and requirements. The Design Program shall identify and address all Major Work items, Critical Elements & Special Consideration for this project prescribed as herein.*

   j) **Implementation Strategy.** *Identify all critical implementation issues/procedures. Assess procurement options in terms of suitability and time/cost impacts. Present schedules and time charts as needed.*

   k) **Recommendations** *Outline recommended course of actions to be followed in the achievement of the project, and identify significant events need to be taken toward its accomplishment.*

   l) **Project Budget.** *Present an overview of construction costs, including a discussion of critical cost issues.*

   m) **Study Appendices.** *Provide appendix materials which support the overall understanding of the Study report. Include the A/E Scope of Work for the preparation of the Study, a list of persons and consultants contracted during the preparation of the Study, and the required GSA cost estimate forms.*

C. **Meetings**: The A-E will be required to attend all Onboard Review meetings and record meeting minutes.

1. Technical meetings shall be held and initiated as required by the A-E to resolve issues and establish project direction.

2. The A-E shall provide typed copies of the meeting minutes to the GSA Project Manager and all meeting participants within 3 working days following the meeting to ensure coordination and agreement on important issues. Participants shall have 3 working days to respond to the A-E for any requested corrections.

3. All surveys, interviews, and inspection work at the site shall be coordinated with GSA. All required contacts with local government and private sector organizations shall be coordinated through GSA.

SPECIAL CONSIDERATIONS

The following list of Special Considerations is in addition to requirements established in PBS P 3440 and other requirements listed in the section "Criteria Governing Survey, Analysis, and Recommendations of this Scope of Work.

A. All work shall be coordinated with and approved by the General Service Administration.

B. Variation from the Scope of Work:

1. The Scope of Services indicated is not intended to limit the innovative analysis and research of the Architect-Engineer. Variation from the Scope of Services will be considered by GSA, if the proposed change is within the survey budget limitations, meets the objectives and requirements for the project, and results in an improved survey report. All proposed changes in the Scope of Work must be approved by GSA.

C. Estimating Requirements: Provide construction cost estimates at each submission.

1. Determine appropriate cost escalation factors for the following:
   a. General Conditions.
   b. Overhead and Profit.
   c. Escalation for construction duration.
   d. Design Contingencies

D. Environmental Requirements

ASBESTOS-CONTAINING MATERIAL (ACM) REQUIREMENTS

1. The A-E shall obtain the services of a qualified firm to conduct an asbestos assessment of the building or portion of the building schedules for renovation.

Qualified is defined as utilizing personnel who are U.S. Environmental Protection Agency (EPA) accredited AHERA Inspectors/Management Planners or Project Designers. The assessment is to include the following:

a. Search of any existing documentation. Contact the GSA Safety, Environment and Fire Protection Branch at (202) 708-5236 to review existing documentation.

b. Perform an on-site walk-through inspection to verify existing conditions.

c. Sampling of any suspect ACM **not already identified in the existing documentation**, including non-friable materials such as roofing and floor tile. Contact the GSA Safety, Environment and Fire Protection Branch at (202) 708-5236 to review existing documentation.

d. Sampling shall conform with the requirements found in 40 CFR 763.85. Follow Instructions for Asbestos Assessments and use the Asbestos Assessment Data Form in Attachment (B).

e. Any ACM that will be disturbed as a result of the project shall be removed or handled as directed in GSA PBS P 5800.36, Real Property Management and Safety Policy Handbook. Any required asbestos abatement shall be included in the construction cost estimate as well as the contract drawings and specifications. Hard copies of Specification 02085 and 02085R are available from the Safety, Environment and Fire Protection Branch.

2. LEAD-BASED PAINT (LBP) REQUIREMENTS

a. Any lead-based paint (LBP) that will be disturbed as a result of the project shall be removed or handled in some other appropriate manner as outlined in specification Section 02090.

b. The A-E shall obtain the services of an industrial hygiene firm to conduct a lead-based paint assessment of the building or portion of the building scheduled for renovation. The assessment is to include the following:

i. Search of any existing documentation. Contact the GSA Safety, Environment and Fire Protection Branch at (202) 708-5236 to review existing documentation.

ii. Perform an on-site walk-through inspection to verify existing conditions.

iii. Sampling of any suspect lead-based paint **not already identified in existing documentation**.

iv. If lead painted materials are available for destructive testing, such as window sashes or frames that have been removed, the components shall be subjected to TCLP analysis. This will more definitively address the issue of lead disposal in the contract documents.

v. Any required abatement and lead waste disposal shall be included in the construction cost estimate as well as the contract drawings and specifications. Hard copies of Specification Section 02090 are available from the Safety, Environment and Fire Protection Branch

PERIOD OF PERFORMANCE

One 12-Month Base Period from the date of contract award.

OPTIONS

Four 12-Month Option Periods

TRAVEL

The contractor shall adhere to the following travel regulations (see FAR 31.205-46).

(1) Federal Travel Regulations (FTR) - prescribed by the General Services Administration, for travel in the contiguous United States.

Requests for travel approval shall:

- Be prepared in a legible manner;
- Include a description of the travel proposed including a statement as to purpose;
- Be summarized by traveler;
- Identify the task order number
- Identify the CLIN associated with the travel;
- Be submitted in advance of the travel with sufficient time to permit review and approval.
- If travel is known at this time, it must be submitted on your price proposal

DELIVERABLES

The Government will provide written acceptance, comments and or change requests, if any, within fifteen working days from receipt by the Government of initial deliverable.

SCHEDULE

All survey and investigation on site shall be coordinated and scheduled through the GSA / FAA Building Manager's Office and the GSA Customer Team Leader for coordination with the tenants occupying the building. All work, including survey and investigation on site, shall be coordinated with and approved by the following:

General Services Administration.
Project Manager / Electrical Engineer
DC Service Center (WPJ)
General Services Administration (NCR)
7th & D Streets, SW, Room 2627
Washington, D.C. 20407

General Services Administration.
Assistant Branch Chief (WPY)
Laura E. Doyle, PE
Safety, Environment and Fire Protection Branch (WPYG)
General Services Administration (NCR)
7th & D Streets, SW, Room 2627
Washington, D.C. 20407
Phone: (202) 708-5250
Cellular: 202-439-0495
E-MAIL: laura.doyle@gsa.gov

The Architect-Engineer (A-E) shall perform all services described herein and all services incident thereto as required under the A-E Contract, and in accordance with the Project Objectives, Scope of Work and other considerations set out in Parts II. through VII. above.

A. Project Schedule

1. Immediately following GSA Notice to Proceed, the Architect-Engineer (A-E) shall develop and submit a Project Schedule(s) for concurrence by the GSA Project Manager & FAA. The Schedule shall be transmitted to the GSA Project Manager within 5 (five)-calendar days following the date of Notice to Proceed.

2. The Project Schedule shall indicate the following:

   a) The start and completion dates for the documents shall be based upon the SCHEDULE OF SUBMISSIONS AND REVIEWS as prescribed herein. The schedule shall indicate the estimated timelines and milestones for the tasks required for the design process.

3. The A-E's Project Schedule(s) shall be provided to the GSA Project Manager on electronic media, using "Microsoft Project" software, compatible with current GSA capability. *(GSA currently uses Microsoft Project 2000).*

4. The A-E's Project Schedule shall itemize all submittal and review time durations, and shall show appropriate review and approval times, dates for Government action, as well as elapsed task time and milestone dates. The schedule shall also specify responsibilities for action on specific tasks such as reviews, approvals, and sign-offs.

5. The A-E shall be responsible for maintaining the Project Schedule throughout the course of the project. The A-E shall update the Project Schedules monthly for the duration of the entire design effort, and allow sufficient time for the review of submittals by all parties. The date for submission of this Project Schedule shall be determined at the first meeting between the Government and the A-E.

6. The GSA Project Manager shall be notified immediately by the A-E if schedule slippage occurs. The A-E shall submit a revised project schedule within five (5) working days after the GSA Project Manager authorizes the revision.

B. Kick Off Meeting.

1. A pre-survey "kick-off" meeting shall be scheduled by the A-E, following the Notice To Proceed and delivery of the Project Schedule to the GSA Project Manager. The "kick-off" shall serve to introduce and establish contact between the A-E's team and consultant(s), GSA, and the FAA authorized representative(s) who will be actively engaged in the design review and approval for this project. The primary objective of this meeting is to confirm the project schedule, the requirements for FAA concurrence with the requirements of the Scope of Work, and to provide clarification for any relevant questions prior to initiation of the design development process for this project.

C. Survey & Investigation

1. Conduct a site investigation and survey of the site and designated contacts as needed and sufficient to fulfill the project objectives and requirements.

D. 50% Submission

1. Prepare and submit a **50% SUBMISSION:** The level of development shall be as prescribed herein under Part VII. SUBMISSIONS AND REVIEWS.

2. The **50% SUBMISSION** shall consist of **twelve** (12) sets of the Study documents.

   a) Provide delivery of **eight** (8) sets of these documents to the GSA Project Manager, and **two** (2) sets of these documents to the GSA Customer Team Leader, and **two** (2) sets of these documents to the authorized representative(s) of FAA.

   b) At the option of the government, attend a 50% Submission 'On-Board' Presentation Review meeting; Provide an overview of the project addressing each of the project and code requirements. If changes are required, promptly incorporate them into the next submission.

c) Upon receipt of **50% SUBMISSION** Review Comments, prepare responses to all comments and submit to GSA with the next submission.

E. 90% Submission

1. Prepare and submit a **90% SUBMISSION:** The level of development shall be as prescribed herein under Part VII. SUBMISSIONS AND REVIEWS.

2. The **90% SUBMISSION** shall consist of **twelve** (12) sets of the Study documents.

   a) Provide delivery of **eight** (8) sets of these documents to the GSA Project Manager, and **two** (2) sets of these documents to the GSA Customer Team Leader, and **two** (2) sets of these documents to the authorized representative(s) of FAA.

   b) At the option of the government, attend a 50% Submission 'On-Board' Presentation Review meeting: Provide an overview of the project addressing each of the project and code requirements. If changes are required, promptly incorporate them into the next submission.

   c) Upon receipt of **90% SUBMISSION** Review Comments, prepare responses to all comments and submit to GSA with the next submission.

F. Final Submission

1. Approximately one week after review formal approval of the 90% Submission; Prepare and submit the **FINAL SUBMISSION:** The level of development shall be as prescribed herein under Part VII. SUBMISSIONS AND REVIEWS.

2. Provide delivery of shall consist of **twelve** (12) sets of the Study documents.

   a) Provide delivery of **eight** (8) sets of these documents to the GSA Project Manager, and **two** (2) sets of these documents to the GSA Customer Team Leader, and **two** (2) sets of these documents to the authorized representative(s) of FAA.

   b) In addition, submit final contract documents on 3.5" HD diskettes or on or on one (1) CD ROM... in electronic format that can be directly used by Microsoft Word 2003 without conversion, operating under Windows XP and MS Windows 2000.

SCHEDULE OF SUBMISSIONS AND REVIEWS:

The A-E shall complete the services prescribed by this project description, and submit the required deliverables to the Project Manager within the following schedule:

Notice to Proceed (NTP)	Date:	To be determined post-award
DOCUMENTS REQUIRED:		DELIVER NO LATER THAN:
A.	50% Submission Due:	To be determined post-award
	Sets of documents required:	12 Sets
	Government Review & Comment	2 Weeks
B.	90% Submission Due:	To be determined post-award
	Sets of documents required:	12 Sets
	Government Review & Comment	2 Weeks
C.	100% Finals Due:	To be determined post-award
	Sets of documents required:	See Part VIII, F.
	TOTAL TIME:	To be determined post-award

SPECIAL REQUIREMENTS

The buildings may have special security and access restrictions. Some areas of the building may require escorted access and special security clearance to obtain access.

The A-E shall determine the locations and coordinate survey work with the security and access requirements of such areas with the agency authorized representative(s).

All building plans, drawings and specifications prepared for construction or renovation, either in electronic or paper formats, must have imprinted on each page of the construction drawings or plans and on the label of electronic media, **"PROPERTY OF UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY"** in a minimum of 14 point bold type.

The following paragraph will be noted on the cover page of the construction drawings set and on the cover page of the specifications in a minimum of 14 point bold type:

> **"PROPERTY OF THE UNITED STATES GOVERNMENT. COPYING, DISSEMINATION, OR DISTRIBUTION OF THESE DRAWINGS, PLANS OR SPECIFICATIONS TO UNAUTHORIZED PERSONS IS PROHIBITED**

The construction drawings, plans, and specifications are to be disseminated only to those requiring the information necessary for design, construction bidding, construction coordination, or other GSA procurement competition processes.

CRITERIA GOVERNING SURVEY, STUDY AND RECOMMENDATIONS

Services to be performed by the Architect-Engineer (A-E) under this contract shall conform to the latest editions of the following requirements and criteria. These criteria should also be listed as design A/E requirements in the Feasibility / Program Development Study.

A. Government Requirements

1. PBS P 3410.1D - Instructions to Contract Architect-Engineers.
2. GSA - PBS - Project Planning Guide
3. GSA - PBS - The Building Commissioning Guide
4. PBS P100 - "Facility Standards for the Public Buildings Services", March, 2005.
5. General Construction Cost Review Guide for Federal Facilities (October 1999)
6. PBS P 3440.5 - Project Estimating Requirements
7. PBS P 3440.7 - Estimating Construction Modifications
8. Instructions for Developing Construction Cost Estimates, October 1994.
9. General Guide for Editing Specifications
10. AIA Masterspec Specifications with GSA Division One Supplements *(as applicable to project requirements)* the following GSA Regional Specifications:
    a) Asbestos Abatement Procedures Section 02085
    b) Asbestos Abatement Roofing Removal Procedures Section 02085R
    c) Removal and Disposal of Lead Based Paint Section 02090
11. NCR Architectural Section, "Supplemental Guidelines for Editing Specifications".
12. Life-Cycle Costing Manual for the Federal Energy Management Program, (NIST Handbook 135).
13. GSA, PBS P 5800.36, Real Property Management and Safety Policy Handbook.
14. Environmental Management Technical Guides, GSA Safety and Environmental Management Division (PMS)
15. National Environmental Protection Act (NEPA) Desk Guide (October 1999)
16. Environmental Programs Desk Guide (October 2002)
17. Buy American Act
18. H.U.D. document; "Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing" dated June 1995.

19. ADM 1022 and PBS 1022.2: GSA Procedures for Historic Properties.
20. The National Historic Preservation Act of 1966, as amended and Executive Order 11593.
21. The Secretary of the Interior Standards and Illustrated Guidelines for Rehabilitating Historic Buildings, Revised 1995 (36 CFR 67).
22. Federal Property Management Regulations (FPMR), Temporary Regulation D-76.
23. Executive Order 13123_Sustainable Design and Development for Federal Agencies.
24. Executive Order 13101_Greening The Government Through Waste Prevention, Recycling, And Federal Acquisition.
25. Title 10 - Energy. CFR Part 436 - Federal Energy Management and Planning Programs.
26. PBS Security Order Sensitive but Unclassified Information

B. Codes and Regulations

1. The 2003 edition of the International Building Code written by the International Code Conference., Inc.), modified to include the technical requirements of the Life Safety Code (National Fire Protection Association).

   Article 10 of the 2003 Code is replaced by the entire contents of NFPA 101 for GSA submissions.
2. Occupational Safety and Health Regulations for Construction; 29 CFR, Parts 1926 and 1910.
3. Environmental Protection Agency Regulations.
4. Handicap accessibility code
5. Interim Final Guidelines for Title II of the Americans with Disabilities Act (ADA).
6. Applicable local codes and regulations.
7. National Fire Protection Association (NFPA) Standards.

C. Industry Standards

1. Occupational Safety and Health Standards.
2. American National Standards Institute (ANSI) Publications.
   See:http://www.ansi.org/
3. The Institute of Electrical and Electronics Engineers (IEEE), Inc., Publications.
4. National Electrical Manufacturers Association (NEMA) Publications.

5. Electronic Industries Association (EIA) Publications.

When conflicts in the above list occur, the A-E shall notify the Government and the Project Manager will acquire the necessary interpretation and guidance for the A-E.

INSPECTION AND ACCEPTANCE

The Feasibility / Program Development Study shall be developed through three submissions; corresponding to 50 percent, 90 percent, and Final completion levels

A. **50% Submission.** The 50 percent documents shall consist of an intermediate draft of text and graphics, including cover and table of contents. All Feasibility Study (FS) text shall be presented in an annotated outline form with enough detail to describe major issues/direction. Major conflicts and project decisions will be indicated. An outline of the implementation strategy alternatives being considered must also be presented in this submission. Preliminary cost assessments shall be made for major work items and/or implementation actions which appear to be driving the project's cost. Provide a preliminary assessment of important implementation strategy issues.

B. **90% Submission.** The 90 percent documents must provide complete text and graphics, including cover, table of contents, introduction, and description of existing conditions, design program, implementation strategy, and project budget. Sketches may be used to represent final graphic material. GSA Form estimating forms [3596][3597] must be completed. *This submission allows the project stakeholders opportunity to make a coordinated assessment to ensure that the design directions, implementation strategy, schedule, and budget will meet GSA and tenant expectations.*

C. **Final Submission.** The document must be complete in all respects with all graphics/exhibits appropriately incorporated in the text. All previous GSA comments must be resolved. All Feasibility / Program Development Study Appendix material (including GSA Forms [3596][3597] must be provided in final form.

D. **Presentations:** To facilitate Government review of submissions, the A-E shall provide a formal presentations of the status of the project to GSA & FAA at the 50% and 90% submissions and follow-up presentations, if required. At the presentation of the 50% Submittal the A-E shall provide an overview of the project program direction, and performance objectives, with discussions about critical and/or unresolved issues. At the presentation of the 90% Submittal the A-E shall review the completed documents, and focus discussion on how critical project expectations are addressed.

E. **Reviews**: The Government will provide reviews of Architect-Engineer (A-E)'s submissions to verify adherence to the contract requirements prescribed herein. Reviews by the Government are not to be interpreted as resulting in an approval of

the Architect-Engineer (A-E)'s apparent progress toward meeting contract requirements, but are intended to discover any information which can be brought to the Architect-Engineer (A-E)'s attention which might prevent costly errors and misdirection. The A-E shall remain completely responsible for developing and completing the project in full accord with the requirements of this Scope of Work.

F. **Resolution of Comments**: The Architect-Engineer (A-E) shall formally resolve all review comments in writing, indicating one of the following

(1) Adoption and action taken

(2) Adoption with Government approved Modifications and action taken,

(3) Government approved Alternative resolution and action taken

In cases other than unqualified adoption, the A-E shall provide a statement as to why the reviewer's comment and / or recommendation is modified or resolved through alternative means. Review comments shall not relieve the A-E from compliance with terms and conditions of this Scope Of Work.

The A-E's comment resolution should indicate agreement/disagreement, and how the concern will be addressed within the next submission or resubmission, and shall be transmitted to the Government within two weeks of review comment receipt.

TYPE OF CONTRACT

Firm Fixed Price

EVALUATION AND BASIS OF AWARD

The Government will make award to the responsible offeror whose offer conforms to the solicitation and is most advantageous to the Government. Price is the only factor.

INVOICING

1. Contractor will bill, submitting invoices monthly for payment. Payment will be made on a calendar month basis in arrears upon submission of an invoice. Payment will be due on the 30th calendar day after receipt of a proper invoice or date of receipt of services, whichever is later.

2. The Contractor is responsible for submitting accurate invoices which reflect the actual services provided each month. Where there are variances between the requirements cited and the work actually performed, the Contractor shall attach a separate sheet to the invoice detailing each instance of a variance. The Contractor shall compute the invoice price to reflect the actual amount owed.

3. The Contracting Officer's designated representative shall verify monthly payment by reviewing man-hours required for each task ordered under this contract.

4. The invoice shall be furnished to the following:

Original:

General Services Administration
Attn: Janice Davis
301 7th Street, SW, Room 6651
Washington, DC 20407

Copy:

General Services Administration
Attn: Kymberli R. Graham
301 7th Street, SW, Room 7107
Washington, DC 20407
or by fax on (202) 401-0076

Additionally, a copy needs to be sent to finance via Electronic Invoicing

Electronic Invoicing Availability

Electronic invoicing is the only means of submitting your invoices on contracts and orders to the GSA, Fort Worth Finance Center. Please create and submit electronic invoices for this contract or order, in lieu of paper copies, through the GSA website, www.finance.gsa.gov. Electronic invoicing is fast, accurate, and efficient. It reduces error and saves you time in both submitting your invoice and in receiving payment. You can quickly input your invoice to the web site, attach proof of delivery, and register for email notification of payment accessing the GSA website listed above. In order to invoice electronically, you need to obtain a password through the GSA website. For further information regarding electronic invoicing, please contract the GSA Fort Worth Finance Center Customer Support Group at (817) 978-2408.

SPECIAL CONTRACT REQUIREMENTS (HSPD-12)

CLEARANCE OF CONTRACT EMPLOYEE PERSONNEL

OVERVIEW

Homeland Security Presidential Directive-12 "Policy for a Common Identification Standard for Federal Employees and Contractors" (the Directive) became effective August 27, 2004. The contractor shall comply with guidance concerning implementation of the Directive provided below:

PURPOSE

Consistent with the Homeland Security Presidential Directive – 12 (HSPD-12), and the Memorandum of Agreement (MOA) between the General Services Administration (GSA) and the Department of Homeland Security (DHS), Federal Protective Service (FPS) the procedures for processing Contractor Employee (CE) background investigation (BI) packages under the Contract Suitability Adjudication (CSA) Program have been revised. This guidance provides the new requirements and procedures to be followed for initiating investigation within the National Capital Region. When a favorable suitability determination is rendered by the FPS, it may result in eligibility to be issued a Personal identity Verification (PIV) credential used as an access "badge" for Federal Employees and contractor personnel within the National Capital Region (NCR).

These policies and procedures provide guidance for initiating and submitting BI for CE personnel working in federal facilities under GSA jurisdiction in NCR.

SCOPE

These policies and procedures provide guidance for initiating and submitting BI for CE personnel working in federal facilities under GSA jurisdiction in NCR.

PROCESS

1. **INVESTIGATIVE GUIDELINES**

   A. Every CE requiring unescorted physical access to GSA owned or leased facilities and/or logical access to federal Information Technology (IT) systems, will receive an appropriate BI. The scope of the BI will depend on the risk level of the contractor position.

   B. The DHS FPS CSA Regional staff has overall responsibility for processing investigations consistent with HSPD-12 requirements and standards.

   C. CE fingerprints may be taken by DHS law enforcement personnel, other law enforcement personnel, contractor company security staff or other government employee or in some cases a cleared company, contractor security staff.

D. The FD 258 fingerprint form is used. All FBI Form: FD 258 – Applicant fingerprint Card (white/Blue ink) require the signature of the person fingerprinted, and the signature of the individual taking the fingerprints.

   a. CE or applicant shall appear in person and provide two forms of identity source documents in original form to individual or agency taking fingerprints to prove identity.
   b. The identity source documents must come from the list of acceptable documents listed on the DHS US Citizenship and Immigrations Services (CIS) Employment Eligibility Verification I-9. (Attachment 2) At least one document shall be a valid State or Federal government issued picture identification (ID).

The FPS Contract Suitability Adjudication Program has procedures in place to accept the GSA position sensitivity determinations and the risk level of each CE position These procedures are consistent with the definition under *HSPD-12* guidance and the GSA/DHS FPS MOA. Provided below are guidelines and additional information to assist in determining appropriate risk classification:

2.) RISK ASSESSMENT

Guideline

RISK LEVEL	SECURITY FORMS REQUIRED	TYPE OF INVESTIGATION REQUIRED	PRELIMINARY CHECKS REQUIRED FOR EOD DETERMINATION
HIGH	- Copy 2 Photo IDs - SF 85P (e-QIP) - FD 258 - Credit Authorization Release (GSA Form 3665) - Contractor Information Sheet	Minimum Background Investigation (MBI) or Limited Background Investigation (LBI)	Favorable Review of Forms Favorable FBI fingerprint, CIS and Law Enforcement Checks Scheduling of MBI or LBI (Examples) Contractors and IT personnel requiring access to classified areas or information
MODERATE		National Agency Checks with Law and Credit (NACLC)	Favorable Review of Forms Favorable FBI fingerprint, CIS and Law Enforcement Checks Scheduling of NACLC (Examples) IT-help desk, In-house Admin staff and contractors requiring a higher level of security clearance
LOW	- Copy 2 Photo IDs - SF 85P (e-QIP) - FD-258 - Contractor Information Sheet	National Agency Checks with Written Inquires (NACI)	Favorable Review of Forms Favorable FBI Fingerprint, CIS and Law Enforcement Checks Scheduling of the NACI (Examples) Contractors working outside that do not require credentials: Landscapers, Trash/Recycle, Some Construction (determined by project), and window washers. ALSO temp. contractors without an escort NOTE: Only if they don't get HSPD-12 credentials

3.) **Position Sensitivity** - (High, Moderate & Low) – Federal Agency determines by the position potential for adverse impact to the efficiency and integrity of the service.

High Risk: Those sensitive positions that have the potential for ***exceptionally serious*** impact on duties especially critical to the agency mission with broad scope of policy or program authority.

Moderate Risk: Those sensitive positions that have the potential for ***moderate to serious*** impact on duties very important to the agency mission with significant program responsibilities and delivery of customer services to the public.

Low Risk: Those non-sensitive positions include those positions with potential for impact on duties of limited relations to the agency mission.

4.) **Contracting Officer/Contracting Officer Technical Representative (CO/COTR):**

The Contracting Officer (CO) or Contracting Officer's Technical Representative (COTR) must furnish to FPS Contract Suitability Adjudication Program staff the CE's background investigation information using the FPS HSPD-12 PSI Contractor Info Worksheet (Attachment 1).

After the background investigation package is received, it will be checked for accuracy. The following is a brief summary of the CE background processing steps

5.) **Step by Step Procedures**

Contractor Personnel – Background Investigation Processing Procedures
1. *CE/COR/COTR/ will complete the FPS HSPD-12 PSI CONTRACT INFO WORKSHEET (**Attachment 1**) and review for accuracy and completeness. COTR/Coordinator will send the completed worksheet to the GSA NCR BID room (Room 1065) security processing section for further review. The GSA security processing section will validate completeness of the form prior to transfer to DHS FPS Regional CSA Section. Incomplete forms will be returned to COTR/Coordinators for correction.* **(Approximate time frame within 24 hours)**
2. *Upon receipt of the FPS HSPD-12 Form, the FPS staff will conduct the appropriate BI, (i.e.: NAC, Law Enforcement and CIS Checks as well as inquiry into the Office of Personnel Management (OPM) Personnel Investigations Processing System (PIPS) for any previous completed background investigation(s). If the OPM PIPS check reveals a previous favorable investigation, it will be ordered. If there is no previous and current within scope BI, FPS staff will then enter the CE information required for the OPM Electronic Questionnaires for Investigations Processing, (e-QIP) system access and provide an email notification to the CE to access the internet e-QIP Portal and complete the indicated security forms.* **(Approximate time frame 48 Hours after receipt from GSA)**
3. *CE has 7 working days to enter **e-QIP** and enter and re-enter to complete the security forms after receipt of E-Mail Invitation. Any requirement for extensions should be brought to the DHS FPS CSA staff who sent the e-QIP Invitation.* **(Approximate time frame up to 7 Working Days)**
4. *Upon CE completion of the forms and **e-QIP** acceptance of the security questioner form, the system will generate a general release form, a medical release form and an e-QIP Investigation Request # attached. The CE will sign the release form **and** (together with two (2) copies of completed fingerprint card, a copy of two (2) picture ID's **(approved list of acceptable ID's, Attachment 2) and** if categorized Moderate or High Risk a signed Credit Check waiver form (GSA Form 3665) supply all forms to the GSABID room security processing staff. **(All forms will contain the e-QIP Investigation request number)*** **(Approximate time frame 48 hours)**

5.	*The CE will present a copy of the two(2) acceptable ID's (See Attachment 2) to accompany the hard copy forms and two (2) completed fingerprint cards unless a live scan type device is used with results going to FPS. Upon receipt of forms identified above FPS will submit Fingerprint cards to the FBI for processing and initiate preliminary background and credit checks. Fingerprint results should take from 3-5 days to be completed and results provided to Credentialing Official at NCR. CO may issue Notice to Proceed upon notification/return of favorable fingerprint results.* ***(Approximate time frame 3-5 days) Approximate possible time for the entire process depending on completion times is 15-25 working days.***
6.	*If the CE fails to submit security documents or respond completely to inquires made by the DHS FPS CS Adjudication staff member within **15 calendar days**, the CE will no longer be considered for an "Enter-On-Duty" determination by the COTR, and the Vendor and the CE will be notified of this decision in writing.*
7.	*When requested and the DHS PFS CSA staff is in receipt of favorable NAC results, the CO/COTR will be notified of a Pre-Favorable Determination*
8.	*The CO/COTR will complete the credentialing application form, submit it to Credentialing Office (Rm 1912 ROB), and schedule and notify CE for appointment to process for a PIV Credential*
9.	FPS CS Adjudication Staff will schedule the background investigation case to OPM – Boyers, PA for investigation processing.
10.	If the final suitability decision made based on the results from OPM investigation and under 5 CFR 731 criteria for suitability is favorable the CE's case is completed.
11.	The PBS coordinator and the CE are notified of the final suitability decision by email or letter.
12.	When any and all suitability issues are resolved, the CE should be approved for entry on duty. The final favorable contract Employment Suitability Letter from FPS will be forwarded to the COTR and should be filed in the CE's Personnel Security file.
13.	In cases of "Unfavorable" Final Suitability decision letter, the CE will be removed from GSA controlled space immediately. The CE is provided appeal rights from the FPS Headquarters Specialist.
14.	The CE has 30 days to appeal after receiving any unfavorable notice... CE has no appeal rights after the date stamped on the unfavorable letter.
15.	*The COTR is required to provide a list of any action changes regarding sponsorship of vendor personnel staff to FPS CS Adjudication staff. This will included any resignations, terminations or other offers of federal employment*
16.	A copy of the "Certificate of Investigations" and the "Results of Investigation" letter will be sent to the COTR and filed in the CE's Personnel Security file.

The appropriate investigation must be initiated and a favorable NAC (including fingerprint and name check completed), prior to the issuance of a Badge (Credential).

GSA Child Care Workers background investigation criteria under HSPD-12 are under review as of July 2006. GSA/FPS agreement is to continue current investigation status until further notice.

6.) **Administrative Information**

CE Background Investigation packages to FPS/Contract Suitability Adjudication Staff – Regional Offices:

A. All CE background investigation packages will be delivered to BID Security processing section Room 1065 ROB for processing.

B. BID room security processing section will review investigative packages for completeness prior to forwarding to FPS NCR for processing. Incomplete forms will be returned to CO/COTR.

C. HSPD-12 Coordinators at each division shall be the focal point for coordination of all aspects of HSPD-12 processing and notifications of favorable fingerprint checks and completed investigations for their division.

7.) **Responsibilities**

Contracting Officers/Contracting Officer Technical Representatives (CO/COTR)

Quality check, complete as necessary and submit the FPS HSPD-12 PSI Contractors Info Worksheet (**Attachment** 1) to the HSPD-12 processing office in the BID Room (RM 1065), Regional Office Building. Forms should be reviewed for completeness and accuracy prior to submission. CO/COTR will also submit (upon completion of security form in e-QIP) the CE's signed waiver form, two completed fingerprint cards, and a copy of two forms of ID of the applicant, along with a credit check waiver (GSA Form 3665) if the applicant is being processed for a moderate or high risk investigation. (e-QIP Investigation Request # is required on all submitted forms). Upon receipt of notification of favorable fingerprint check, the CO/COTR will complete credentialing application and schedule CE for credential (Badge) processing.

CE **(Contractor Employee)**

The CE is responsible for providing CO/COTR accurate information necessary to complete the FPS HSPD-12 PSI Contractors Info Worksheet (Attachment 1). Upon receipt of notification of an invitation to enter the e-QIP system, CE will enter the e-QIP system and complete the computer based security investigation form (***Completion required within seven working days of notification***). Upon successful completion and acceptance the system will generate a (1) general release form (2) medical release form and (3) an Investigation Request #. The CE will sign the waiver form, have two fingerprint cards completed (FD 258), make a copy of two different forms of a photo ID (acceptable ID see attachment 2) along with any additional requirements identified and provide all forms and information to the CO/COTR. CE will make sure that the Investigation Request # from the e-QIP registration form is annotated on all the above forms prior to providing them to the CO/COTR. When GSA is notified of a Prefavorable or final Favorable determination has been, the CE will be scheduled by their CO/COTR to be processed for their credentials/Badge.

GSA ROB Credentialing Office

Upon receipt of notification of either a Pre-favorable or completed Favorable investigation the credentialing officials will notify either the CO/COTR or the Division HSPD-12 coordinator of the notification and the requirement to schedule the individual for credential or ID Badge processing. The credentialing office will notify on a weekly basis the HSPD-12 processing office (BID Room) or Program Manager of the names and numbers of individuals processed during the week. (Report due by COB each Friday)

HSPD-12 Processing Office

The Processing office acts as the focal point for coordination for all aspects of the HSPD-12 BI processing. Provides advice, guidance, and assistance on the HSPD-12 investigation process. Coordinates with GSA ROB Credentialing Office on all aspects of credentialing processing. Coordinates with DHS FPS CSA on the submission of BI packages and assists in fulfilling their requirements. Maintains statistical data regarding submitted investigations and responds to management on questions and concerns involving the program.

NAME: Last					Social Security #		
NAME: First		Middle				Suffix	
Date of Birth: (MM/DD/YYYY)		Place of Birth: City		State		If not in the US, Country:	
ALIENS: Port of Entry	City	State	Date of Entry MM/DD/YY	Alien Registration #		Country (ies) of Citizenship	
e-Mail address		Phone # Day	( )	Cell #	( )		
Position Title					Computer/ADP Position? ☐		

Company Name		☐ Prime ☐ Sub-Contractor	If Sub, Name of Prime
Address		Suite	Room:
City		State	ZIP
Point of Contact		Award of Contract Start Date	End Date or ☐ TBD
Point of Contact e-Mail		Phone # ( )	Cell # ( )

CONTRACT #		Purchase/Task Order or R/SWA #:			
Point of Contact		Title: ☐ COTR or		Fax #	( )
Point of Contact e-Mail		Phone #	( )	Cell #	( )

Name of Building				GSA Building #	
Address				Suite/Rm#	Org Code
City				State	ZIP
Point of Contact		Title		Fax #	( )
Point of Contact e-Mail		Phone #	( )	Forms reviewed on/by:	

☐ NACI Standard Form (SF) 85P Low Risk	☐ Moderate Risk - Minimum Background Investigation (MBI)	
☐ NACI (SF 85P+Credit) Low Risk IT System Access	☐ HIGH Risk - Limited Background Investigation (LBI)	
☐ Contractor (Non-HSPD-12 Credential) 6 months or less	☐ Child Care Worker	☐ FPS Contract Guard

e-QIP Invitation #		Date email sent	/ /	Release Forms Recd / /	Date sent OPM / /
Preliminary Suitability Decision	Date: / /	☐ Favorable	☐ Unfavorable		
Notify: GSA HSPD 12	☐ e-Mail: HSPD12.SECURITY@GSA.GOV		☐ Fax (202) 219-5818		☐ Requestor Org Code POC emailed

Comments/Notes:

Attachment 2

HSPD-12
LIST OF ACCEPTABLE
IDENTIFICATION DOCUMENTS

NOTE: ONE FORM OF IDENTIFICATION MUST HAVE A PICTURE AND BE ISSUED BY A STATE OR FEDERAL AGENCY

List A	List B	List C
U. S. Passport (unexpired or expired)	Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
Certificate of U.S. Citizenship (Form N-560 or N-561)	ID card issued by Federal, State or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	Certification of Birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)
Certificate of Naturalization (Form N-550 or N-570)	School ID card with a photograph	Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization	Voter's registration card	Native American tribal document
Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)	U.S. Military card or draft record	U.S. Citizen ID Card (Form I-197)
Unexpired Temporary Resident Card (Form I-688)	Military dependent's ID card	ID Card for use of Resident Citizen in the United States (Form I-179)
Unexpired Employment Authorization Card (Form I-688A)	U.S. Coast Guard Merchant Mariner Card	Unexpired employment authorization document issued by DHS (other than those listed under List A)
Unexpired Reentry Permit (Form I-327)	Driver's license issued by a Canadian government authority	
Unexpired Refugee Travel Document (form I-571)	**For persons under age 18 who are unable to present a document listed above:** School record or report card Clinic, doctor or hospital record Day-care or nursery school record	

52.215-1(f)(4) - Instructions to Offerors—Competitive Acquisition.

As prescribed in 15.209(a), insert the following provision:

INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITION (JAN 2004)

The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(End of provision)

52.216-1 - Type of Contract

As prescribed in 16.105, complete and insert the following provision:

TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Blanket Purchase Agreement with Firm-Fixed-Price Blanket Purchase Agreement resulting from this solicitation.

(End of provision)

52.216-27 - Single or Multiple Awards.

As prescribed in 16.506(f), insert the following provision:

SINGLE OR MULTIPLE AWARDS (OCT 1995)

The Government may elect to award a single blanket purchase agreement or to award multiple blanket purchase agreements for the same or similar supplies or services to two or more sources under this solicitation.

(End of provision)

52.217-8 - Option to Extend Services

As prescribed in 17.208(f), insert a clause substantially the same as the following:

OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of labor. The option provision may be exercises more than once, but the total extension of performance hereunder shall not exceed **6 months**. The Contracting Officer may exercise the option by written notice to the contractor within **30 days**.

(End of provision)

52.217-9 - Option to Extend the Term of the Contract

As prescribed in 17.208(g), insert a clause substantially the same as the following:

OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract within notice to the contractor within **30 days**; provided that the Government gives the contractor a preliminary written notice of its intent to extend at least **60 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **5 years**.

(End of provision)

52.232-19 - Availability of Funds for the Next Fiscal Year

As prescribed in 32.705-1(b), insert the following clause in solicitations and contracts if a one-year indefinite-quantity or requirements contract for services is contemplated and the contract (a) is funded by annual appropriations and (b) is to extend beyond the initial fiscal year (see 32.703-2(b)):

AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond the fiscal year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond the fiscal year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.