STATEMENT OF WORK (FY25 v1)

1800 Forward

PROJECT TYPE: MODERNIZATION

PROSPECTUS PROJECT

Construction Manager as Constructor (CMc) SOW

U.S. GENERAL SERVICES ADMINISTRATION (GSA) PUBLIC BUILDINGS SERVICE (PBS)

PROJECT IDENTIFICATION:	
PROJECT NAME	*1800 Forward*
BUILDING NAME & NUMBER	*General Services Administration DC0021ZZ*
BUILDING ADDRESS	*1800 F Street, Washington, DC*
CONTRACTING OFFICER	*Robert Jackson*
PROJECT MANAGER	*Jared Price*

I. SUMMARY

The purpose of this document is to provide an overview of the Project and CMc Contractor requirements as a part of the Construction Manager Constructor (CMc 101 - Agreement). This Statement of Work, is one part of Section I.H of the Agreement that includes Specifications, Drawings, Exhibits, and Other Attachments. For conflicts or ambiguities within or among the contract documents the CMc Contractor must refer to the CMc 101 - Agreement. **END OF SECTION**

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II. THE PROJECT

A. Project Description

The U.S. General Services Administration (GSA), Public Buildings Service (PBS), Acquisition Project Delivery – Capital Construction Division, is seeking construction services for the reanimation of the GSA Headquarters Building at 1800 F Street, NW, Washington, DC ("1800F"). 1800F was listed on the National Register of Historic Places in 1986, recognizing its architectural and federal government significance.

The project seeks to transform the historic building from a series of incremental renovations into a long-term, adaptable federal asset that will provide the opportunity for two agencies, GSA and the U.S. Office of Personnel Management (OPM), to co-locate and reimagine what is possible in a shared headquarters. The primary objective is to complete the reimagination, enhance building performance, and ensure the space can adapt to future workforce and multi-tenant requirements. This project will set a new standard for a modern, adaptable federal workplace.

The project will focus on the renovation of Wings 0 and 3, which remain unrenovated and unoccupied due to their deteriorated condition, tenant improvement renovations in the modernized Wings 1, 2, & 4, building envelope repairs including masonry, windows and roofs, and reactivation of the building courtyards through the addition of raised courtyard plazas and canopy enclosures. The project aims to restore the building to full operational use and preserve the architectural integrity of this landmark historic facility.

GSA has contracted with a separate architect-engineer (A/E) firm that is responsible for developing complete design and construction documents for the Project. In addition, GSA has contracted with a Construction Management Advisor (CMa - CxP) to provide management services from pre-design to the close-out phase of the project. GSA may issue additional separate contracts for: (1) Artist(s) under the Art in Architecture program; and (2) other consultants as may be reasonably necessary to complete the Project.

Project Data

1. CONTRACT TYPE

As noted in the Agreement, the CMc's tasks are primarily separated into two distinct phases: (1) Pre Construction Phase Services, which is a Firm Fixed Price (FFP) Contract; and (2) Construction Phase Work which is a Guaranteed Maximum Price (GMP) Contract which is awarded as the construction option. The base award may include an early work package as a firm fixed price for core and shell construction.

4. OPTIONS

In addition to the base scope of work, the options for this project are listed below. "Option" means a unilateral right in the Contract by which, for a specified time, the Government may elect to incorporate into the Contract additional scope, products, materials, equipment, systems, and installation methods that are described below. The amount for an option is the total adjustment from the Base Contract to incorporate the option work into the project. Option work includes

miscellaneous devices, accessory objects and similar items incidental to or required for a complete installation, whether or not mentioned as part of the option description.

a. Summarize the Options

Option 1: Guaranteed Maximum Price (GMP) Interior Construction

Option 2: Guaranteed Maximum Price (GMP) Courtyard Construction

Any additional options will be clarified in bid forms and the phase 2 CMC solicitation.

5. ALLOWANCES

a. CCA Allowance 536.7105-2 § (3) CCA

6. DELIVERY METHOD

In General:

As a general matter, the CMc shall review and become familiar with the various standards, guidelines, policies, and documents that the A/E is required to follow in developing the design and construction documents. This review and familiarization is vitally important during the Pre Construction Phase Services because, as set forth in more detail below, the main tasks of the CMc Contractor during the Pre Construction Phase Services are to provide constructability and cost estimation reviews of the A/E's design-related submissions. At its core, the CMc Contractor will help to ensure that the design and construction documents will enable the Government to exercise the Guaranteed Maximum Price (GMP) Option at a price that is at or below the GMP.

B. Project Objective

1. OBJECTIVE

The objective of 1800 F is to create a future-ready, adaptable, and mission-aligned headquarters that serves as both a high-performing workplace and a civic destination, setting a new standard for federal facilities.

C. Construction Manager as Constructor (CMc) Contractor Team

1. STAFFING/KEY PERSONNEL

The CMc Contractor must provide experts in disciplines listed in the Facilities Standards for the Public Buildings Service (2025 Core Building Standards), and as otherwise required in this section, with credentials as indicated, as they apply to this project. The CMc Contractor must provide sufficient staff of project managers, SME reviewers, cost estimators, schedulers, field engineers, superintendents, inspection and testing engineers, scheduling specialists, clerical and accounting

personnel, etc. to perform the required work.

2. OTHER PERSONNEL

In addition to the key team members identified within this document, the CMc Contractor must provide administrative, clerical, and technical personnel as necessary to perform the services required under this contract.

3. EXPERTISE

Where feasible and beneficial, the CMc Contractor's team members should include the following experts to provide expertise (a single individual may be assigned more than ONE of the responsibilities / expertise listed below) if and when needed for efficient and effective operations:

Within *14 calendar]* after the Notice to Proceed (NTP) the CMc Contractor must edit the Communications Plan, and complete the team entries, including but not limited to:

a. Project Executive

b. Project Manager

c. Assistant Project Manager

d. Design Assist Manager Manager

e. SME Reviewers - All Disciplines including civil, structural, geotechnical, hydrology and hydraulics, mechanical, electrical, architectural

f. Fire Protection Engineer: Defined in 2025 Core Building Standards

g. Physical Security and Access Control Consultant/Coordinator

h. Quality Control Manager

i. Construction Superintendent

j. Cost Engineer

k. Construction Scheduler

l. Safety Officer

m. Information Technology (IT) Consultant/Coordinator

n. Document Manager

4. CMc CONTRACTOR TEAM SUBSTITUTION

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During the performance of the services required under this contract, the CMc Contractor must obtain GSA written consent from the Contracting Officer before making any substitution for sub Contractors and outside associates or consultants specifically identified and agreed to in the request for qualifications, proposal, contract, and any contract modifications.

5. CMc CONTRACTOR'S DOCUMENT MANAGER (CDM)cobi

The CDM must provide a single point of contact to manage documents and coordinate submissions. The CMc Contractor must coordinate with GSA's BIM POC within *14 calendar days* after the NTP to confirm the BIM Execution Plan (BEP) and COBie Information Delivery Plan , including naming conventions, format, structure, and training requirements.

The CDM must:

a. Control of all project documentation, including PMIS requirements

b. Control of as-builts and project files

c. Execute real time updating of as-builts with change orders, bulletins, RFIs.

d. Provide 30%, 60%, and 90% construction submissions of as-builts identifying all changes to date for Quality Control reviews.

e. Coordination with *PBS CAD Standards, Building Information Modeling (BIM) and (COBie) and other Electronic Data*

f. Coordination with *Operations and Maintenance*

END OF SECTION

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III. GENERAL REQUIREMENTS

Requirements in this section shall apply to all project stages described in the section III Scope of Services. Some of the requirements noted in this section may be subject to exercise of contract option(s).

1. MEETINGS

At a minimum, the CMc shall attend all of the meetings listed in this section. For each meeting, the CMc shall determine the appropriate mix of attendees based on the subject matter. Unless otherwise noted, all Pre Construction Phase meetings shall be conducted *[location]* and all Construction Phase meetings will be conducted at the project site.

In General the meetings will consist of:

a. OAC Weekly Progress Meetings

b. A/E Design Presentations

c. Systems Selections Analysis Meetings

d. Constructability Review

e. Cost Evaluation

f. Program Reconciliation

g. Historic Consultation

h. Partnering Workshops

1) Risk Management Workshops

The purpose of risk management sessions is to identify potential project challenges before they occur so contingencies may be planned and invoked as needed across the life of the project to mitigate adverse impacts on project delivery. The Risk Register captures all discussions surrounding concerns and potential problems that might arise over the life of the project.

The CMc shall participate in workshops with the GSA, A/E, CMa/CxP and other stakeholders to create, update, or modify a Risk Registry using the Construction Industry Institute's Project Definition Rating Index (PDRI) (or a different industry standard as agreed to by the Contracting Officer) to assess risks and opportunities for the project.

The CMc shall participate in risk sessions that will be conducted after each Constructability Review. Each session lasts 2 - 4 hours. With each deliverable from the CMc, the parties will discuss whether the Risk Registry needs to be modified based on the then-current state of the project.

2) Mockups and Systems Selection

The CMc shall participate in systems selection analysis meetings, including the inspection and evaluation of mockups of: proposed spaces, courtrooms or curtain walls, inspection booths.

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3) Historic Consultation Meetings

The National Historic Preservation Act (NHPA) requires Federal agencies to consider the effects of their undertakings on historic resources and to consult with the State Historic Preservation Officer (SHPO). If there should be any potential adverse effects, GSA will consult with the Advisory Council on Historic Preservation (ACHP) and the SHPO on ways to avoid or mitigate adverse effects. The CMc shall participate in all historic consultation meetings.

4) Partnering Workshops

To most effectively accomplish this contract, the Government requires that the CMc and its subcontractors participate in *two* partnering sessions conducted by a professional facilitator arranged for by the CMa. Refer to Division One, SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION for requirements

a) The Initial Partnering Session shall be one day (8 hours plus an additional 30 minute lunch break). It shall be located at or near the construction site as determined by GSA.

b) The Follow-on Partnering Session(s) generally lasts a half day or less. They will be scheduled at 3-6 month intervals depending on the length of the Design Phase Services portion of the project. Participants are encouraged to utilize electronic means to expedite meetings. Meetings may be held at the project site or in a Government facility. Follow-on meetings may be held concurrently with other scheduled meetings. Attendees need only be those required to resolve current issues. The same Facilitator used in the Initial Partnering session is recommended to achieve best results and for continuity.

2. BUILDING INFORMATION MODELING (BIM) AND (COBIE) AND OTHER ELECTRONIC DATA

The CMc will participate in the BIM deliverable review process, BIM QA/QC process, and support GSA organizational BIM Objectives. The CMc will play a key role to ensure that separate contracts for design and construction are well coordinated, such that the design team and CMc firm will both comply with BIM requirements. The CMc shall review all BIM submissions listed in the CBS for compliance with GSA BIM standards. The CMc will participate in the design team's BIM and COBie execution planning and BIM and COBie dedicated meetings or reviews. The CMc will use the most current A/E model(s) as appropriate to provide independent feedback such as constructability reviews, and incorporate BIM into other activities (such as scheduling) wherever possible.

The A/E is required to develop the design documents using BIM software, and use the models throughout design for communication and collaboration with GSA. Models are to comply with the requirements of the GSA National BIM, CDX & COBie Standard as well as the CBS.

The CMc will receive a final Record Model from the designer (after substantial completion), which the CMc will be required to further develop in accordance with the GSA National BIM, CDX & COBie Standard.

3. DELIVERABLES

The CMc must provide a written deliverable based on the A/E's design-related submissions for each of the following design milestones (these milestones are further defined in the CBS):

a. A/E Submissions

Design packages for each deliverable (core and shell, interiors, courtyards) will be at different completion stages during the CMc contract award.

1) Core and Shell

   a. 100% CDs completed prior to CMc award. No post award design assist services.

2) Interiors

   a. 65% CDs at CMc award

   b. 95% CDs post CMc award

   c. 100% CDs post CMc award

3) Courtyards

   a. 100% Design Development (DDs) Documents at CMc award

   b. 65% CDs post CMc award

   c. 95% CDs post CMc award

   d. 100% CDs post CMc award

Each written deliverable from the CMc is due to the Contracting Officer within 14 calendar days from the CMc Contractor's receipt of the A/E's design-related submission.

c. CMc Constructability Review(s)

In General:

Constructability Reviews are a series of meetings, generally corresponding to and aligning with the project's design phase. These reviews become increasingly detailed as the design develops and become an integral part of the overall construction planning process. When initiated early in the design process, constructability multi-disciplinary reviews can build on the Basis of Design (BoD), by addressing operations and maintenance (O&M) requirements.

Constructability Reviews shall ensure that the A/E's design effort is biddable, buildable, cost reasonable allowances, alternates, escalation, deducts), and maintainable. They consist of the systematic detailed review of drawings, construction documents and other construction data by the CMc's senior expertise in all disciplines that utilize BIM technology to identify missing data, data conflicts, code issues, inconsistencies, construction feasibility and operational issues. The goal is to save the project time and money by uncovering problems or potential problems that may be encountered during construction such as errors, omissions, ambiguities and conflicts.

The CMc shall perform successive constructability reviews at the design review milestones shown above. Each review shall be completed within *14* calendar days and will include the steps as described below. The earlier in the design process that the constructability

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program begins, the higher the potential savings.

1) Steps for conducting a Constructability Review

Pre-constructability Review Activities

a) A/E issues milestone drawings for review

b) CMa provides CMc with complete project documentation i.e. A/E's construction documents (digital documents), owner's requirements, site information, etc.

c) CMc provides GSA with their management plan for conducting the review The plan should include the methodology, phasing, activities,personnel qualifications and deliverables. The plan must be provided to and accepted by the CO before proceeding with the workshop.

d) CMa coordinates the flow of Q/A information between CMc and stakeholders (before - during - and after the workshop)

e) GSA defines the constructability review - objectives and measures

f) CMa facilitates "CMc Orientation meeting" with CMc reviewers" with GSA, CMa, A/E and others

Constructability Review Activities

g) CMc coordinator conducts multi discipline "structured review" as defined by the accepted CMc methodology (item c)

(1) The Reviewers should be collocated, utilize BIM technology and incorporate a phased approach for the review.

(2) The CMa shall attend the entire review to act as a liaison with the GSA PM and A/E, answer questions and provide additional technical information.

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(3) The CMa shall facilitate a site walk-thru Constructability Review Deliverables

h) For each review the CMc shall provide a written report with the following sections:

(1) Executive summary

(2) Risks assessment

(3) Cost Estimate

(4) General and specific comments

(5) Constructability Alternate Concepts with cost impacts (CERPA)

(6) Include Industry Best Practices

(7) Schedule evaluationRisk Analysis including - ECW, schedule, design quality, or project scope.

(8) Provide recommendations on constructability; improving life cycle costs; systems analysis; functionality; enhancing operational flexibility; and minimizing labor or material shortages.

(9) Construction Work Phasing and Sequencing and coordination

(10) Propose Early Work Package Suggestions

(11) Identify nonconformity (codes, standards, requirements, etc.) errors, omissions, inconsistencies discovered by or made known to the CMc.

(12) The constructability report shall include a section that: (1) names each major trade subcontractor, vendor, or supplier that the CMc used or relied on in preparing the submission; (2) provides a brief description of the services provided by such company; and (3) the work that the company might perform on the project (if ultimately selected by the CMc). As noted above, representatives of these companies must attend the post-submission (constructability review) meetings with the Government.

(13) Building Information Modeling (BIM) Compliance

Post Constructability Review Activities

i) CMc presents FINDINGS to GSA, CMa, A/E and other project stakeholders in a usable, non adversarial fashion

j) CMa facilitates multiple Project Discussions with all parties and

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integrates CMc FINDINGS into the project's "Constructability Log"

k) GSA "accepts; selected Constructability Alternative Concepts and updates Risk Registry

l) A/E implements GSA "accepted" Constructability Concepts into the project design and verifies cost impact

m) CMc back checks revised design and validates cost impact

n) CMa monitors and monitors the integration of constructability comments into A/E documents

o) CMc participates in (CERPA) to identify cost reductions through improved efficiencies.

p) GSA documents lessons learned into national database

q) CMc prepares for the next Design review milestone - Constructability review

a. Design Assist Services

The "Design Assist" task(s) shall provide one or more subcontractors (The "Design Assist" entities include trade subcontractor, manufacturer or vendor with specialties, i.e. canopy, raised plazas, electrical, HVAC, Fire Protection, Plumbing, Structural Steel, Finished Carpentry, etc.) are hired by the CMc to collaborate with or "assist" the A/E in developing the design and construction documents. Subcontractor collaboration with the A/E can include providing system design options, considering longevity of system components, performing cost analysis, determining means and methods, and that the proposed concepts work within the overall building type design.

The subcontractors are hired by the CMc early in the design process (start of the Design Development Phase) to provide the A/E input as the design is technically developed. The "Design Assist" subcontractors do not engage in design, and do not assume design liability. In Design Assist, the design responsibility resides with the A/E.

The "Design Assist" task(s) should align design intent, combined with means and methods expertise, to accurately fabricate the materials, with ultimate integration into the building components to meet GSA requirements, of quality, scope, cost and schedule.

4. COST ESTIMATING, RECONCILIATION and PROPOSED ALTERNATIVES (CERPA)

The purpose of the CERPA is for the Government to have the benefit of multiple, separate estimates prepared at major design milestones to ensure that project's design is in alignment with the ECW. The CMa, the A/E's cost estimator and the CMc shall provide cost estimates at each milestone. The CMa leads this collaborative reconciliation effort. When necessary the CMc proposes alternative designs that may be considered by GSA to improve the project's efficiency and to lower the project cost.

At 100%DD, 65%CD, and 95%CD design milestones the CMc shall review the project's design documents, provide detailed pricing information of the design and provide alternative systems, materials and finishes that maintain the design intent to meet the ECW.

The estimates shall:

a. Be developed after input from the constructability workshop.

b. Performed in the same level and detail as set forth in the CBS

c. Comply with the Cost Management Matrix found at Table A-1

d. Comply with the cost-estimating requirements for capital construction projects as set forth in the P-120.

e. The CMc shall provide detailed pricing information, the A/E shall provide an updated cost estimate and the CMa shall provide an independent TPE.

f. The cost reconciliation shall be conducted in a workshop setting with representatives and experts available from each organization.

g. The cost reconciliation shall identify variances between the estimates, anomalies, ambiguities and minor omissions.

h. The CMc's review shall include an assessment of current market conditions, labor and material availability, constructability issues, phasing or sequencing impacts.

i. The CMa shall facilitate the reconciliation of differences in the various estimates developed for the project

j. If the reconciled costs are significantly under the (ECW), then the CMc proposed alternatives should identify opportunities to purchase greater efficiencies and quality, after discussions on future risk exposure.

k. If the CMc's design review estimate is over the ECW the reconciliation may need further evaluation, i.e. Bring in subcontractors to discuss risks driving costs or identifying details complicating fabrication, review subcontractor pricing, Is there more than one? Are costs aligned between subs for the same work? The CMc and its major trade subcontractors, vendors, or suppliers shall participate in reconciliation meetings.

l. If estimates from the A/E are over budget, direction must be given for them to meet their contract design to budget. The project team will need to develop ideas to facilitate options to realign the design to budget without impact to program, facility operations or security. The team should not leave the design progress phase without being in budget or with a solution to recover.

m. If the design (or its major cost elements) appears to exceed the ECW, the CMc shall propose alternatives that will deliver the project at or below the GMP Option. The CMc leads the PROPOSED ALTERNATIVES effort aided by the design team. The recommendations for changes to the design must be approved by the Government. PROPOSED ALTERNATIVES shall be based on a Life cycle cost analysis. The PROPOSED ALTERNATIVES effort is not a scope reduction process to lower the ECW to increase the potential shared savings.

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5. PRELIMINARY PROJECT SCHEDULE AND ANALYSIS

Provide a detailed, time-scaled computer generated project schedule with activities representing each portion of the work for the entire contract performance period. The project schedule shall be prepared using the Critical Path Method (CPM) for the planning, scheduling and reporting of the work to be performed. The CPM scheduling software shall be capable of generating and depicting the longest path of the schedule network. Schedule activities shall accurately depict the contractor's means and methods to complete the entire scope of work including, but not limited to, activities of subcontractors, consultants, equipment vendors and suppliers, GSA, and others, as required.

6. CONSTRUCTION WORK SEQUENCING AND PHASING PLAN

The CMc shall submit a construction work allocation plan addressing all of the following topic areas.

a. Construction phasing approach

b. Use of any fast tracking or multiple construction document packages to achieve cost or schedule efficiencies, improvements, or savings

c. Schedules for award of subcontract construction packages, including procurement cycles, deliverable approvals, construction delivery and testing/commissioning

d. Temporary or swing space moves, including all aspects of tenant relocation(s) (telecommunications, furniture relocations, etc.)

e. Temporary facilities and laydown areas

f. Possible labor or material shortages

g. Means and methods

h. Long-lead items

7. EARLY WORK PACKAGES

During the design of the project, the CMc and the Government may agree that it is in the best interest of the project to initiate early construction packages. These early work packages can be individual GMP line items or firm fixed price line items. Early construction packages should be for standalone, severable scopes.

8. RISK REGISTRY

The CMc shall provide review and recommendations to the project Risk Registry after each Constructability Review and as necessary during planned Risk Management sessions. The project shall use the Construction Industry Institute's Risk Register for their deliverable unless another similar format is requested by GSA.

9. DISASTER RESILIENCY, MANAGEMENT OF NONSTATIONARY WEATHER AND EXTREME WEATHER RISKS Per the 2025 CBS Core Building Standards, the DB contractor for new construction and major

modernization projects must:

a. Integrate forward-looking information in the design per the GSA provided profile and statement or work for those prioritized projects types described above,
b. Develop designs for the service life of the asset. Parts of the project may be designed for reliable performance throughout a building's lifespan; others may be adapted as conditions change.
c. Exercise professional judgment in the context of resilience for disasters, nonstationary weather and extremes and an evolving professional standard of care to support life safety and mission continuity.

10. PROJECT MANAGEMENT INFORMATION SYSTEM (PMIS) - Kahua

GSA requires the use of the PMIS (GSA's project management information system) throughout the project life cycle as a project management tool, and as a repository for timely and accurate project information. The current PMIS in use by GSA is Kahua.

The CMc Contractor shall utilize the PMIS for:

a. Collaboration Tool

Collaborate with GSA and the broader Project Delivery Team across all project tasks.

b. Storage Repository

Store all project information and documentation, including controlled unclassified information (CUI) and communications.

c. Kahua Applications

The following applications shall be utilized by the CMc Contractor:

1) Cost Management

a) Earned Value - Review the A/E provided cost loaded schedules for Earned Value progress

b) Estimating and Funding - Upload and review project estimates

c) Expenses - Manage contract financial information including contract awards, tracking potential change requests, breakdown of schedule of values, and pay request review

d) Work Breakdown - View project financial information

2) Document Management

a) Communications - Document and upload formal project communications

b) Daily Reports - Document and upload daily A/E reports

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c) Design Review - Initiate, manage and participate in project design reviews

d) Field Observations - Record field observations, test results and upload related documentation

e) File Manager - Manage project/contract files and initiate design reviews

f) Meetings - Document project meetings and track progress on key action items

g) Packaged Submittals - Manage project submittal review process and upload related documentation

h) Punchlists - Manage project punch-list process and upload related documentation

i) RFI's - Manage project RFI process and upload related documentation

j) Risk Register - Identify and contribute to managing key project risks

k) Safety - Manage project related safety issues including Accident Reports, Fire Alarm/Sprinkler Outage Requests, Fire Incident Reports, Hot Work Requests, Injury Reports and Safety Notices

3) Schedule Management

a) Milestones

The A/E shall review key schedule milestones for project progress as needed

4) Other

a) Project Directory - Ensure all team members are included in the project directory and have correct Kahua permission

b) Dashboards/Reporting - Use as needed to meet reporting and management requirements.

d. Access and Equipment

PMIS is web-accessible and can therefore be accessed via any compatible computer with an Internet connection. Information for requesting an account, accessing the PMIS and equipment needed is available on the Project Management Information System - Access site. GSA will not furnish any equipment related to accessing PMIS.

e. Training

GSA will provide no cost training to familiarize team members with the PMIS system. That being stated, GSA will not reimburse the A/E for any travel related to any PMIS training. Training videos via YouTube and reference guides are available on the Project Management Information System - Training site.

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f. Support

GSA will provide PMIS system administration and end-user support for the duration of the project. To request assistance email kahuasupport@gsa.gov.

g. Personnel Requirements

An HSPD-12 (Homeland Security Presidential Directive 12) security clearance is not required to access the GSA PMIS. Further information on HSPD-12 may be found at the following website: www.gsa.gov/hspd12. The time to process and obtain clearances may vary in length. (Any CMc personnel who require access to GSA's PMIS may get an account with limited access without a Tier 1 clearance, but for full access must go through the security process and receive a Tier 1 clearance.)

IV. SCOPE OF SERVICES

In General:

The A/E's contract requires the A/E to follow the design process as set forth in the Facilities Standards for the Public Buildings Service (2025 Core Building Standards). The CBS describes two overarching design phases: (1) Design Development (DD); and (2) and Construction Documents (CDs). At the time of the CMc contract award the Government provided certain design and project related documents as part of the CMc source selection process in order to, among others, award a firm-fixed-price base contract for the CMc provided - Pre-Construction Services and to establish the CMc's "initial target GMP".

A. Pre Construction Phase Services a.k.a design phase services

The CMc shall exercise reasonable care in performing its Pre Construction Services. The Owner and A/E shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of services and information furnished by the CMc. The CMc, however, does not warrant or guarantee estimates and schedules except as may be included as part of the GMP. The CMc is not required to ascertain that the Drawings and Specifications are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the CMc shall promptly report to the A/E and Owner any nonconformity discovered by or made known to the CMc as a request for information in such form as the A/E may require.

1. PROJECT INITIATION MEETING

The CMc shall participate in an initial meeting with other members of the project team (the A/E, GSA, CMa, and customer agency representatives to review the project's scope, status of design, discuss goals, begin initial project planning, and agree to the schedule for regularly scheduled Project Meetings.

2. COLLABORATION WITH THE A/E

During the A/E's Design Phase Services, the CMc provides Pre Construction advice to the owner and

the A/E in a collaborative environment to identify the potential impact of the design on the project's actual construction and cost. Specifically, the CMc will focus on the design, constructability issues, schedule, cost, risks, and engage in a series of CMc Constructability Reviews and CERPA that occur after each A/E Design Submission. As required by the project the CMc shall facilitate in COST ESTIMATE RECONCILIATION and PROPOSED ALTERNATIVES workshops after each Constructability Review. The ultimate goal of this collaboration is to establish a final Estimated Cost of Work (GMP) that does not exceed the "initial target GMP" (as set forth in the Contractor's proposal). The CMc's involvement during the project design phase provides GSA with the ability to identify current market conditions concerning labor and material availability, constructability issues, and any phasing and sequencing impacts.

In addition to the Constructability Reviews and CERPA workshops the A/E and its subcontractors will communicate through "Informal Information Exchange", "Design Assist" or "Delegated Design" processes or contracts that may involve the CMc and its trade subcontractors. This will ensure mutual understanding of both the A/E's design intent and the CMc's means and methods, and thus ensure greater certainty in pricing the construction work. It also increases the likelihood that design errors and omissions are recognized and resolved during design. In addition, this collaboration takes place during a time that does not significantly impact the construction schedule and that can result in expedited production and review of shop drawings once construction commences.

3. LEAN PROJECT DELIVERY

The project team intends to apply LEAN principles in the implementation of this project, as defined by the Lean Construction Institute (https://leanconstruction.org) to the greatest extent feasible. Expertise in LEAN among key project personnel from the CMc team is strongly valued. The team intends to cultivate and foster a collaborative, collegial working relationship among the owner's representatives (CMa), the A/E personnel, and the CMc team. The complexity of this project will require a strong team dynamic, characterized by a solutions-oriented mindset, open communication, and an atmosphere of mutual trust and respect. All personnel in the team will "buy in" to this approach, during both Pre Construction and Construction phases of the project.

4. CBS SUBMITTAL MATRIX

The CBS Submittal Matrix has this project's detailed list of design review deliverables and milestones.

5. OPERATIONAL EXCELLENCE PROGRAM

The Operational Excellence (OpEx) Program focuses on the long-term performance and management of PBS's owned portfolio—including Federal Buildings, Land Ports of Entry, and Courthouses—that serve the American people. While design and construction account for the largest upfront costs over a relatively short period, the operations phase spans decades and represents the bulk of a building's total cost of ownership. OpEx emphasizes managing these ongoing costs and operational challenges to ensure buildings continue to fulfill their intended purpose. The CMc shall ensures that operational considerations are integrated into the long-term project vision, producing high-performing, efficient, and sustainable buildings.

a. The CMc is required to review and implement the Design Guide for Operational Excellence, which conveys lessons learned from post-occupancy evaluations to project teams in a clear and concise way. It highlights both design successes and shortcomings, enabling teams to replicate what works and avoid past mistakes. Lessons learned underscore the growing

importance of designing for operational excellence, reinforcing its critical role in the total lifecycle cost of Federal buildings.

b. The CMc is required to review and implement the Operational Excellence Lessons Learned Checklist which presents GSA specific lessons learned as individual comments to help Design Teams grasp the complexity of challenges within PBS's portfolio. Organized into specific categories, the Checklist allows Project Teams to identify and apply relevant lessons for distinct components of a design.

c. The CMc shall review the Operational Excellence Report with each formal design submission. The OpEx Report shall demonstrate how the design meets the principles identified in the Design Guide for Operational Excellence as well as the lessons identified in the Operational Excellence Lessons Learned Checklist. The OpEx Report shall consist of a narrative, completed Operational Excellence Checklist, calculations, graphs, trade off discussions that demonstrate the decision making process for the selection of building materials, systems, and components. Each submission shall provide a level of detail commensurate with the design submission. This Narrative explains the accessibility, durability, reliability, maintainability, and cleanability of significant materials, finishes, systems and assemblies as well as relevant design details, access points, clearances and replacement strategies.

    i) Design selections shall be supported by a life cycle cost analysis and the narrative must describe why they are perceived as the most optimal selection and explain the logic behind the design choices as they relate to the OpEx principles and whole building life cycle costs of ownership.

    ii) The narrative shall give the holistic approach taken to address ownership risks, opportunities and trade-off decisions.

d. The CMc shall review all Value Management proposals based on GSA Facilities Ownership to ensure that project decisions support long-term operational performance, lifecycle cost efficiency, as required by GSA Policy and the FAR. The approach emphasizes total cost of ownership rather than initial capital cost, aligning design and construction outcomes with the GSA's operational, maintenance, and asset management objectives.

    i) Value Management activities will evaluate systems, materials, and design solutions with consideration for durability, maintainability, adaptability, and replacement cycles. Decisions will be assessed against long-term operating costs, maintenance requirements, and risk to ensure that the facility delivers optimal value throughout its service life.

    ii) The CMc shall collaborate with the GSA Facilities Management, and SME representatives to integrate operational requirements, asset standards, and performance expectations into project execution. This process supports informed trade-off decisions that balance capital expenditure with long-term ownership costs, reliability, and user performance while maintaining compliance with applicable codes, standards, and sustainability goals.

e. The CMc shall ensure that all equipment, and material selected meets the following principles:

    i) Accessibility - The ease of which a product can be serviced.

ii) Durability - The ability to withstand wear, pressure or damage

iii) Reliability - The ability of a system or component to function under stated conditions

iv) Maintainability - The ease with which a product can be repaired and replaced.

v) Cleanability - The ease of which a produce can be cleaned

6. DESIGN REVIEW - PROCESS and PROCEDURES

GSA, and other occupant tenant agencies will review the A/E's design submissions listed in the CBS Submittal Matrix for their iterative development towards meeting the expected outcome of the design. The CMc shall participate in the design review process.

B. Construction Phase Services - EXERCISE of the GMP OPTION

The final ECW must be agreed to bilaterally by the Government and the CMc before the CMc can be bound to an obligation to complete the work and before the option can be exercised. This process sets the ceiling price of the option.

Subject to the exercise of the GMP Option, the CMc shall perform the work described in this section as a part of the Construction Phase Services.

After completing the CD/IFC, the Government and the CMc may bilaterally convert the GMP to an FFP. It is the intent of the government to perform construction services in the contract under a FFP.

1. PERMITS and FEES

The CMc Contractor is responsible for the applications and costs associated with all permits and fees required to support the construction, and connections related to environmental, traffic & roadways, utilities, and other state and local codes and requirements, including calculations, studies, and design documentation. The CMc Contractor is responsible for preparing applications, as well as management of the process through completion and closure of the permit. These requirements apply to construction permits and fees, as well as preparing applications for operating permits on behalf of the GSA. Utility permits include construction permits, as well as interconnection agreements and operating permits, such as onsite generators and renewable energy sources.

2. Pre-CONSTRUCTION MEETING

The CMc Contractor must host a *1* day kick-off meeting at the project site with the Project Delivery Team members.

The kick-off meeting must thoroughly review all important documents, policies & procedures, roles & responsibilities, communications with the CMc Contactor.

a. Introductions

b. Site walk-thru

c. Design Presentation: The A/E must present the reconciled design update.

d. The CMc Contractor must present the Project Management and Communications Plan.

e. The CMc Contractor must present the Preliminary SCHEDULE, refer to GSA 013110 PROSPECTUS CPM SCHEDULE SPECS.

f. The CMc Contractor must participate in an ALIGNMENT review session with the project team to confirm the OPR.

g. Contract Close-Out expectations and process for successful project completion.

h. Other Topics as appropriate, i.e. Community Engagement, etc.

3. PRE-NTP SUBMITTAL REVIEW AND ACCEPTANCE

Prior to the CO Issuance of the NTP the CMc Contractor must submit for GSA review and acceptance the following:

a. Construction Safety & Health Plan

b. Contractor's Hazard Communication Plan (HCP)

c. Waste Management Plan

d. Contractor's Quality-Control Plan

e. Cutting and Patching Plan

f. Construction Indoor Air Quality Management Plan

4. NOTICE TO PROCEED

A Notice to Proceed is a letter from the contracting officer to the CMc Contractor. This notice will inform the CMc Contractor of the date work can start. The date mentioned in the notice to proceed will be the official start of the contract.

5. SCHEDULE MANAGEMENT

The CMc Contractor must meet the P-120, Public Buildings Service Cost and Schedule Management Policy Requirements, October 2022 requirements. Generally, GSA and its client agency requires effective scheduling practices to execute this project with efficient transitions between old and new facilities. These practices involve detailed project schedule combinations, development, and maintenance due to the number of contributing organizations in a GSA led LPOE project. For additional schedule requirements refer to GSA 01 31 10 PROSPECTUS CPM SCHEDULE SPECS. The CMc Contractor must provide the services and activities to support the following:

1. Master Project Schedule

The CMc Contractor must assist GSA to develop and maintain a master project schedule

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used to coordinate stakeholder responsibilities for the project. The CMc Contractor assistance includes recommendations on stakeholder integration and a logic-based schedule with the activities for which the CMc Contractor is responsible to perform per this contract. The master project schedule must conform to the milestones and durations provided in the Project Schedule.

2. Critical Path Method Schedule

Before starting work, the CMc Contractor must develop and provide a critical path method (CPM) logic based detailed work breakdown structure schedule for completion of all Design Stage activities, tasks, submissions, design meetings and workshops and review durations as required herein, leading up to and including the final design development submission(s). Refer to GSA 01 31 10 PROSPECTUS CPM SCHEDULE SPECS.

3. Schedule Coordination, Approval, and Maintenance

The CMc Contractor schedules must itemize all required submission dates and review durations and must conform to the milestones and durations provided in the GSA's Master Project Schedule. After approval by GSA, the CMc Contractor's design phase and construction schedules must be incorporated into the Master Project Schedule. The CMc Contractor must provide and maintain the construction schedule as further described in references and applicable specifications.

4. Monthly Schedule Updates

The CMc Contractor must provide monthly schedule updates to GSA/CMa, showing progress on and completion of all required work. The CMc Contractor must immediately notify GSA and the CMa of any anticipated delay in performance of any work. As work progresses, the CMa will provide monthly updates to GSA for the GSA Master Project Schedule. If the schedule updates indicate that previously approved schedules may not be met, the CMa will give immediate notice and make appropriate recommendations to GSA and the CMc Contractor.

5. Proposed Fast Tracked Work Schedules

GSA will consider CMc Contractor proposals that involve fast-tracking (overlapping design and construction stage work), and advance packages of construction documents for certain types of work such as demolition and structure when sufficient design development indicates certainty these can be advanced in the field before the completion of the CD/IFC (Issued for construction). Any such proposals must include the submission of a new schedule of the CMc Contractor's work.

6. COST MANAGEMENT

In addition to the Schedule of Values required in GSA 012900 PAYMENT PROCEDURES for payment and critical path scheduling (GSA 013110 PROSPECTUS CPM SCHEDULE SPECS), the CMc Contractor must provide bid cost data to assist GSA with allocation of costs and rent pricing. A cost breakdown must be provided in UNIFORMAT Level III, with a Level II summary, using parameter estimate methodology, as described in the P-120 Bid Analysis section and Table A-1.

After GSA review and approval, the CMc Contractor must furnish the GSA PM with providing project cost information that will be uploaded to the GSA database update. Refer to the P-120, Public

Buildings Service Cost and Schedule Management Policy Requirements, October 2022, for more information.

Cost estimates must be reconciled to match the total contract price and the schedule of values included in the CPM cost loaded schedule.

a. The CMc Contractor must provide estimators and staff familiar with the bid breakdown, to participate in coordination meetings with GSA to reconcile costs.

b. Provide a separate Uniformat level 2 breakdown for each of the following:

1) General - Sitework

2) Building or Structure

3) Core and shell costs (Per GSA Pricing Policy)

4) Enhanced Shell

5) Tenant improvement (TI) and Above Standards

6) Physical Security

7) Electronic Security

8) Furniture, Fixtures and Equipment

c. The CMc Contractor must participate in coordination meetings throughout the project to update the cost baseline as required, including a final cost model at Substantial Completion. The CMc Contractor must update the bid breakdown after the approval of Change Orders.

The CMc Contractor must confirm:

1) Line item breakdowns are correct and consistent

2) All design elements are included

3) Unit costs are reasonable

4) Quantity takeoffs are accurate

5) Level of detail is appropriate to the phase

6) Up-to-date scope modifications are reflected

7) Formats are correct

d. The CMc Contractor must be responsible to reconcile any significant differences between the updated baseline construction budget breakdowns and the previously agreed upon breakdowns. This reconciliation will address and resolve significant differences in the TI

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and security costs itemized by the occupant agency. For the Uniformat level 2 breakdowns, CMc Contractor reconciliation will include justification of any significant differences between the Uniformat level 2 line items. Upon approval by GSA, the reconciled breakdowns will serve as the revised baseline cost allocation.

7. CHANGE MANAGEMENT

Change Management is the procedure by which the CO, CMa, and PM process all change orders. Change orders add or delete work from the SOW; serve as a written record of a technical change; modify the contract duration; and may authorize a change in cost of construction.

Proposed Change Orders must be accompanied by a Life Cycle Cost Analysis that complies with the P-120, Cost and Schedule Management Policy v2016.

The PM does not have authority to approve change orders and obligate the government; they provide technical expertise to the CO. The CO has the authority to obligate the government to change orders.

a. The CMc Contractor must submit all requests or recommendations for change(s) to the project scope to the CO for approval. Requests must include a rationale, cost and impact to the schedule.

b. In the event of a significant change in contract value as determined by the PM, the CMc Contractor must update the Cost Allocation tabulation.

c. The CMc Contractor must provide the Government the opportunity to participate and/or review documented scope discussions and RFI's during the subCMc Contractor buyout phase, as well as construction RFI's between the CMc Contractor and subCMc Contractors.

d. Where design-assist packages are utilized, the Government must be given the opportunity to review and comment on progress submissions, submittals, shop drawings, and RFI's.

e. Regardless of source, all and any scope changes to terms of the contract documents and/or the final CD/IFC (Issued for construction) submission must be submitted as formal RFI's to the GSA for approval.

8. SUBMITTAL SCHEDULE

Prepare and submit a submittal schedule in accordance with the Division 1 of the construction specifications. The submittal schedule shall identify specifically which submittals require review by the CxA. Ensure that all subcontractors understand, agree to, and conform to their respective roles, responsibilities, and timeliness requirements for submittal processing.

Refer to FAR 52.236-21, Specifications and Drawings for Construction, for further submittal and shop drawing review requirements.

9. INSPECTIONS AND TESTING

The CMc shall develop an overall field inspections and testing plan. (i.e., soil bearing and compaction, concrete strengths, HVAC performance, etc.). The CMc is responsible for all special inspections.

The CMc shall coordinate any inspections or testing that is required by state, county, or local officials.

Conduct construction safety inspections as required by OSHA.

10. BIM, CDX & COBie REQUIREMENTS

The CMc shall:

a. Designate a BIM, CDX & COBie Manager for the project to serve as the primary point of contact for BIM activities and compliance and BIM deliverables.

b. Comply with the GSA National BIM, CDX & COBie Standard.

c. Develop a BIM Execution and COBie Information Delivery Plan and Conduct a BIM kick-off meeting with GSA and A/E representatives.

1) Within 14 calendar days of construction NTP, submit an Initial Draft BIM Execution Plan (BEP) and COBie Information Delivery Plan using the provided GSA BEP template to GSA for review and conduct an initial BIM Kick-off meeting.

2) Within 7 calendar days of the initial BIM kick-off meeting, submit the full draft of the BEP for GSA review.

3) Within 7 calendar days of submission of the full Draft BIM Execution Plan (BEP) and COBie Information Delivery Plan, the CMc Contractor must facilitate a full BIM Kickoff Meeting at the beginning of the post-award design phase to review the submitted Draft BIM Execution Plan (BEP) and COBie Information Delivery. The BIM Kickoff Meeting provides an opportunity to discuss and confirm the BIM requirements, process, deliverables, and to ensure a mutual understanding of the BIM requirements.

4) Within 7 calendar days of conducting the BIM Kickoff Meeting, the CMc Contractor must update a BIM Execution Plan (BEP) and COBie Information Delivery Plan and resubmit it for GSA approval If rejected, the CMc must revise and resubmit the BEP within 7 calendar days.

5) The CMc Contractor otherwise must update the BIM Execution Plan (BEP) and COBie Information Delivery Plan whenever changes to the team or BIM procedures occur and be reviewed and updated with each design submission.

6) An agenda item for the Kick-off meeting shall include reviewing BIM requirements with the GSA BIM Program Manager. The CMc shall review the BIM Execution Plan (BEP) Template and COBie Information Delivery Plan Template reference in the GSA National BIM, CDX & COBie Standard prior to this meeting. At each design phase, the CMc shall revise the BEP with input and concurrence from the GSA project team.

d. Comply with Required BIM Workflows in the GSA National BIM, CDX & COBie Standard

1) Develop and maintain a BIM Execution Plan (BEP) and COBie Information Delivery Plan using the provided GSA BEP template.

2) Provide and capture Operations & Maintenance Data in the Native BIM authoring software

3) Perform 3D Coordination during development of construction shop drawings and

submittals (such as MEP coordination) and must be conducted using BIM tools, such as Autodesk Navisworks in accordance with the GSA National BIM, CDX & COBie Standard. Construction submittals (fabrication and installation documents) must be fully coordinated using 3D software before submission to GSA for review, and must be kept up-to-date with any "as-built" changes made after approval.

4) In coordination with GSA, the CMc shall develop, maintain and update a construction work sequence plan. The CMc shall utilize BIM artifacts and tools such as Navisworks to demonstrate time-based sequence of construction coordination and planning.

5) The CMc shall provide physical and virtual mockups (using BIM software) as necessary to facilitate systems testing and/or decision making. Refer to GSA 014000 QUALITY ASSURANCE & CONTROL REQUIREMENTS GUIDANCE for requirements.

e. Comply with the GSA National BIM, CDX & COBie Standard

1) Provide required data in the Native BIM related to Spaces/Rooms, the facility, and maintainable assets

2) Build and actively maintain a document or spreadsheet that tracks the data for all assets defined by these two documents upon approval of each related submittal.

3) Deliver a COBie spreadsheet and organized/structured operations and maintenance documents.

f. Submit BIM As-Built Model deliverables in the native BIM authoring software platform and version used by the AE. Autodesk Revit is the preferred model authoring software of GSA, and if another BIM software is proposed the CMc must provide a detailed BIM Execution and COBie Information Delivery Plan to demonstrate how the requirements of the GSA National BIM, CDX & COBie standard will be met with the alternative software, including data requirements of the GSA National BIM, CDX & COBie Standard .

g. Submit BIM deliverables in Navisworks (.nwc, .nwf, .nwd) and IFC formats.

h. Provide a digital Building Information Model (BIM) as-built asset that complies with the GSA National BIM, CDX & COBie Standard .

11. PROJECT RECORD DOCUMENTS

At a minimum the CMc shall update the Project Record Documents at the 30%, 60%, Substantial Completion, and Project Closeout construction complete basis to reflect as-built conditions, field changes, scope changes, or other changes to the design and construction documents. These updates shall be uploaded to PMIS per Division 01, Section 01 78 10, Project Record Documents.

12. CLARIFICATIONS/ REQUESTS FOR INFORMATION / CHANGE ORDERS

When any apparent conflict, ambiguity, error or omission is found within the Construction Documents, the CMc shall use the PMIS system to submit a written request for information (RFI) as soon as necessary documentation is completed, approximately 1 week. Each RFI must include a specific description of the issue requiring clarification; cite the specific related drawings, specification sections, and/or other contract documents requiring clarification; and, provide a

recommended solution. Upon receipt of the response to each RFI submitted, the CMc shall coordinate and document the response with all involved subcontractors to ensure understanding and appropriate action.

In the opinion of the CMc, if the response to an RFI could potentially result in a modification to the Contract, the CMc is directed to notify the CMa and GSA immediately, in writing, so that further evaluation can occur by GSA.

The *CMc* shall develop, update and issue an RFI matrix/log that will be a standing agenda topic at all Project Progress meetings throughout the life of the project.

13. PAYMENT REQUESTS

Provide an advance copy of the construction progress report to the CMa and GSA Project Manager within seven (7) calendar days prior to submitting the monthly payment request per specification section 012900.

14. CMc CONTINGENCY ALLOWANCE

The CMc shall develop and maintain a method for providing a real-time accounting of the CMc Contingency Allowance. Any such accounting shall be generated directly from the CPM schedule. The CMc shall make the document available to the Government in PMIS. At a minimum, the CMc shall review the status of the CMc Contingency Allowance with the GSA and the CMa monthly. During such monthly meetings, the CMc shall be able to accurately account for any and all expenses paid, or to be paid, using the CMc Contingency Allowance.

15. CONSTRUCTION EXCELLENCE PEER REVIEWS (CEPR)

The CMc shall attend and participate in three (3) CE PR, typically conducted at approximately 15%, 65%, and construction completion. Each CE PR is expected to last two (2) days and will be held at the project site. At a minimum, the CMc's Project Executive, onsite Project Manager and Superintendent shall attend and participate.

16. ART IN ARCHITECTURE INSTALLATION

The CMc shall perform all work necessary to coordinate the delivery and installation of the artwork that will be separately procured by GSA through the Art in Architecture program. Such work may include but is not limited to site preparation, structural elements, lighting and/or electrical elements, storage, and installation. The CMc shall designate one member of its team to serve as the Art-in-Architecture liaison to interact and coordinate with the A/E firm, artist, and GSA. The CMc shall include any and all work related to the Art in Architecture in the CPM schedule to avoid or mitigate the duplication of labor or the removal and reconstruction of construction work.

17. LESSONS LEARNED WORKSHOP

The CMc's key personnel shall attend and participate in a Lessons Learned session, typically conducted at approximately 90% construction completion. The session will be facilitated by others. The session is expected to last half (1/2) day to one (1) day and will be held at the project site.

NOTE for CMc/GC: At a minimum, the CMc's/GC's Project Executive, onsite Project Manager and Superintendent shall attend and participate.

18. COMMISSIONING

The CMc shall perform all functions, roles, responsibilities of the "construction contractor" as

further set forth and explained in the GSA Building Commissioning Guide, and of the "GC", or "contractor" as further set forth and explained in the Commissioning specification section 019113.

19. PRE-TURNOVER PROCESS

The CMc shall attend a one day pre-turnover meeting facilitated by the CxA. The meeting will be conducted approximately 60 days in advance of substantial completion. The purpose of this meeting is to review the requirements and activities of the Turnover process as described in the CMa-CxA SOW. (Reference Documents)

20. TURNOVER PROCESS

The CMc shall:

a. Conduct a pre-final inspection and prepare a punch-list prior to the AE and CMa completing their initial punch list.

b. Review all operations and maintenance (O&M) manuals, warranties, guarantees, and certificates to confirm they comply with the Construction Documents. Ensure this information is properly documented in COBie-compliant format.

c. Assist the GSA in conducting a pre-final walk-through with interested stakeholders, which may include but is not limited to tenant agencies.

d. After issuance of Substantial Completion (in part or whole), conduct a final inspection and prepare a punch-list documenting remaining work necessary to achieve Contract Completion.

e. Conduct follow-up inspections to resolve punch-list items, involving the AE, the CMa, tenant agencies and other stakeholders as appropriate.

21. FINAL RECORD DOCUMENTS

The CMc shall verify that the room numbering list complies with the COBie requirements set forth in the Contract Documents and matches the data structure of the GSA National BIM, CDX & COBie Standard requirements.

The CMc shall provide approved as-built drawings and specifications for AE development of record documents.

22. MATERIAL SAMPLES, ATTIC STOCK AND SPARE PARTS

As a condition for the GSA certification of substantial completion, the CMc shall provide an inventory list of all attic stock items, spare parts, and specialty tools to be turned over to the GSA at close-out.

23. PREPARATIONS FOR OCCUPANCY

The CMc shall coordinate the planning and scheduling of property management training with the GSA property management staff in accordance with specification section 018200 Demonstration and Testing, allowing sufficient lead time for the GSA to prepare for the training and to ensure that the appropriate personnel will be available.

The training shall be conducted on-site in the completed and fully operational facility using the actual equipment in place.

Include any available and suitable video material from manufacturers and suppliers in the training sessions.

Perform digital video recording of all training sessions. Edit and consolidate all video materials into a set of training videos suitable for use in training and retraining property management staff. Incorporate any manufacturer/supplier video material used in the training sessions. Submit the training video set for approval by the GSA.

The CMc shall participate with the GSA in conducting an inspection and walk-through with local emergency responders (fire/police).

The CMc shall assist the GSA in transferring control of the facility to the property manager, including keys and security/access control responsibility.

24. CONTRACT CLOSEOUT

The CMc shall assist the GSA in establishing a final breakdown of the total CMc contract amount into a core and shell component and TI and security components for each tenant (i.e. each client billing record) as per the PBS P-120 Public Building Service Cost and Schedule Management Policy and the Pricing Desk Guide.

END OF SECTION

V. ADMINISTRATIVE PROCEDURES

A. PRE CONSTRUCTION PROGRESS REVIEWS AND PAYMENTS

Within 15 calendar days of contract award, the CMc Contractor must provide, for GSA approval, a Pre Construction schedule of values (PCSO) against which monthly work progress must be measured and payments must be made. At a minimum, the PCSOV will be broken down by Submittal, Delegated Design, Design Assist and other tasks as described herein.

B. CONSTRUCTION PROGRESS REVIEWS, REPORTS, PAYMENTS & DELAYS

The CMc Contractor must furnish monthly progress reports, addressing completed/resolved issues and outstanding/awaiting resolution issues, to be used by GSA to ensure that information is forthcoming from the team and that the CMc Contractor is taking information provided to the next level of development. Refer to GSA 01 32 00 CONSTRUCTION PROGRESS

Upon receipt of each monthly progress report, GSA must hold a monthly progress review meeting with the CMc Contractor to review work to date against the progress payment schedule, identify any outstanding issues, and determine the amount of work completed as a basis for determining the monthly payment due. The CMc Contractor must submit monthly invoices to GSA based on the outcome of these progress review meetings.

The CMc Contractor must update the construction schedules monthly prior to each payment request and provide an advance copy of the construction progress report to GSA. The construction progress report must provide documentation evidencing the cost of work performed. Before submitting each payment request, the CMc Contractor must meet with GSA to review the advance copy of the construction progress report to ensure that GSA agrees as to the progress of the construction work and the value of the work completed. Based upon the agreed value of work completed, the CMc Contractor must submit monthly payment requests to GSA. Refer to GSA 01 29 00 PAYMENT PROCEDURES.

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Delays in schedule caused by the CMc Contractor, as determined by GSA, such as failure to provide timely and acceptable submissions, must not warrant an extension of the contract performance time. In the event of a CMc Contractor causing delay, the CMc Contractor must be responsible for taking all necessary actions to ensure that succeeding contract Stages, Phases, and submissions remain on schedule. In such an event, the CMc Contractor must submit for GSA approval a plan for getting back on schedule and a revised progress payment schedule. Refer to GSA 01 31 00 PROJECT MANAGEMENT & COORDINATION and GSA 01 31 10 PROSPECTUS CPM SCHEDULE SPECS

C. CONTRACT FINANCIAL CLOSEOUT

If the GMP has not been converted to a FFP, then the CMc submits a Final Settlement proposal an independent audit is required

Shared savings are determined and paid out during this process

In addition to any requirements set forth by Federal regulation, and GSA 01 29 00 PAYMENT PROCEDURES; the following are pre-conditions prior to the government making final payment to the CMc:

1. Satisfactory completion of the Final Post-Occupancy M&V Report.
2. Establishment of a final breakdown to the satisfaction of the CO of the total CMc contract amount into a core and shell component and TI and security components for each occupant (i.e. each client billing record).
3. Satisfactory turnover of all project records to the CO.
4. Return all government-issued security credentials to the CO.

D. TRAVEL, REPRODUCTION, AND DELIVERY

Unless otherwise indicated in this statement of work, the CMc Contractor is responsible for travel costs to support the requirements contained in this Statement of Work, including all progress meetings, workshops, reviews, and site visits. The CMc Contractor must assume all travel must be within the vicinity of the project site except as specifically indicated otherwise in the Statement of Work

Printing, reproduction and delivery costs necessary for execution of this contract must be included in the base contract price. Regarding the Commissioner's Concept Presentation, the cost of shipping the final physical model and all presentation materials to GSA Office of Design and Construction in Washington, D.C. must be included in the base contract price.

E. GROUNDBREAKING AND DEDICATION/RIBBON CUTTING CEREMONIES

The CMc Contractor must provide coordination and assistance *for delivering* both a Groundbreaking and a Dedication/ribbon cutting Ceremony with GSA.

1. The CMc must include the purchase of light refreshments, groundbreaking shovels, dedication plaques for the GSA and agency stakeholders.

2. Cost for printing banners, renderings for signage, posters, and invitations

3. Rental of chairs, tables, podiums, tent, AV equipment, etc.

F. SECURITY CLEARANCE AND MANAGEMENT

The CMc contractor will be responsible for security of the construction site. Prior to substantial completion field staff working on the project are not required to receive a HSPD-12 clearance. HSPD-12 clearances are required for any individuals entering the property post substantial completion for punchlist and closeout activities as well as for any individuals that will require accounts in the GSA PMIS (Kahua).

For individuals, receiving clearances, follow the below procedures.

a. Comply with all GSA and occupant agency security requirements to access and work with the site/buildings. See GSA 011400 WORK RESTRICTIONS for site-specific work restrictions, including HSPD-12.

b. Refer to FAR 52.204-9 GSA's HSPD-12 Personal Identity Verification and Credentialing Standard Operation Procedure (SOP). The required CMc Contractor Information Worksheet (CIW) forms will be supplied by the GSA Project Manager.

c. Return any individual's GSA-issued Project Badge and GSA Access Card (PIV) to the GSA Project Manager on or before an individual's last day of work or if any of the following conditions occur:

1) When the Contract is completed or terminated

2) When the individual GSA Access Card holder is no longer required by the CMc Contractor for contract performance

3) If the individual GSA Access Card holder's employment is completed or terminated by the CMc Contractor, or

4) If an unfavorable suitability determination has been made

d. Final payment will not be issued until all badges have been returned.

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G. DOCUMENT SECURITY

The CMc Contractor must comply with the requirements for handling, disseminating, and storing Controlled Unclassified Information (CUI) (previously referred to as SBU building information) as identified in GSA Order PBS 3490.3.

END of SECTION

VI. OPR, EXHIBITS, DRAWINGS AND OTHER ATTACHMENTS

1. 2025 Core Building Standards
2. P-120, Public Buildings Service Cost and Schedule Management Policy Requirements, October 2022
3. Feasibility Study
4. Industry Day Presentation
5. OPERATIONAL EXCELLENCE CHECKLIST
6. OPERATIONAL EXCELLENCE NARRATIVE
7. DESIGN GUIDE FOR OPERATIONAL EXCELLENCE, 2019 AND 2024

END OF SECTION

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