United States Fish & Wildlife Service

Design-Build Statement of Work

Southwestern Native Aquatic Resources and Recovery Center – Research Building Addition
Dexter, New Mexico

April 01, 2026

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1. Introduction

Purpose: This project shall add an additional 3,400± square foot space adjacent to the existing research building to accommodate mission needs. USFWS have developed a conceptual layout provided under the "Drawings – Conceptual Research Building Addition" PDF.

Background: The existing pre-engineered metal building is built on a slab-on-grade foundation with plumbing, HVAC, and electrical utilities. An emergency generator is designed to support mission critical functions by the existing building along with other building nearby. The proposed addition shall utilize the existing building utility infrastructure to the extent possible. Available existing As-Built drawings have been provided but are not guaranteed to be accurate to existing conditions. The Design-Build Contractor is responsible for field verification. The PDF file "Drawings – Existing Fish Culture Building" contains the As-Built drawing package.

Location: The project is located at the Southwestern Native Aquatic Resources and Recovery Center (SNARRC) in Dexter, New Mexico. The existing structure will be utilized by USFWS during construction to support mission needs.

2. Scope of Work

2.1 General Project Description

The Design-Build Contractor (DBC) shall provide all labor, facilities, equipment, tools, materials, supervision, and other items to plan, design, and construct a complete project that fulfills the programmatic needs of the USFWS.

The DBC shall design the Project in compliance with applicable requirements of federal and state laws, codes, rules, regulations, ordinances, and standards, including but not limited to, those outlined below. The DBC shall have copies available of applicable codes and regulations for ready reference. These shall include the latest versions/editions of the International Building Code, NFPA 101, National Electric Code, National Plumbing Code, Architectural Barriers Act, and others as applicable.

All permitting, geotechnical studies, survey, and other pre-construction work required for construction will be the responsibility of the DBC.

2.2 Lines of Authority

USFWS shall communicate with the DBC's Subcontractors, suppliers, and Designer only through or in the presence of the DBC. USFWS shall have no contractual obligations to Subcontractors, suppliers, or the Designer.

The DBC shall communicate with USFWS only through or in the presence of the CO or COR if the CO has delegated that duty to the COR in writing.

2.3 Shared Electronic Website Or Platform

A shared electronic platform shall be agreed upon and set up by the DBC for the purposes of hosting and managing project communication and documentation until Final Completion. All members of the Design-Build team shall have access including the DBC and USFWS. The site will be used for at least the following functions:

- Project contacts
- Project correspondence
- Meeting agendas and minutes
- Owner's Project Requirements Documentation
- Contract modifications documentation and logs
- RFI form and processing
- Task and issue management
- Photo documentation
- Baseline schedule, schedule updates and calendar management
- Budget Tracking
- Submittal form and processing
- Drawing and specification document hosting, viewing, and updating
- Online document collaboration
- Reminder and tracking functions
- Archiving functions
- Notification of submittal and RFI statuses and current responsible party

2.4 Pre-Construction Services

Pursuant to a mutually agreeable schedule, the DBC shall submit for USFWS written approval, Design Development Documents and Construction Documents, based on the Contract Documents.

USFWS shall review and approve further development of the drawings and specifications as set forth in each Task below.

Accomplish design work in accordance with the tasks below and the Design Technical Requirements (Attachment 3).

The DB shall perform Value Engineering throughout the Design and Construction Process. See the FAR section 52.248-3 of the solicitation for incentives processes.

Allow 2 weeks for FWS to review and provide comments after each submittal during the design phase. If needed, a collaborative meeting will be held to discuss the comments and agree on responses in order to move to the next design phase.

Schedule of Values:

After contract award and before the Design Meeting, submit a Schedule of Dollar Values based on the Contract Price Schedule. Breakdown each item into component parts of design deliverables or construction work for which progress payments may be requested. The total costs for the component parts of work shall equal the contract line-item amount for that item. The Contracting Officer may

request data to verify accuracy of dollar values. Include mobilization, general condition costs, overhead and profit in the total dollar value of unit price items and in the component parts of work for each item, as described below. Do not include mobilization, general condition costs, overhead or profit as a separate item. Do not break down unit price items. Use only the contract line-item amount for unit price items. The total cost of all items shall equal the contract sum. The Schedule of Values will form the basis for progress payments.

An acceptable Schedule of Values shall be agreed upon by the DBC and Contracting Officer before the first progress payment is processed. A cost loaded project schedule is an acceptable substitute for a schedule of values.

2.5 Design Kickoff Meeting

The DBC shall conduct an on-site Design Kickoff Meeting with USFWS personnel. The time and date of this meeting will be mutually agreed upon by the USFWS and the DBC. The DBC shall have present, at a minimum, their Project Manager, Civil Engineer, and Architect. The purpose of the meeting will be to review the design programming, review and determine applicability of the USFWS furnished project information of the project, verify existing conditions, discuss any proposed changes to USFWS provided information, and start the design process.

- Design Charette: After the Notice to Proceed has been issued, the Design-Build Team key personnel shall meet with USFWS to review the project requirements and begin the design process.
- Project identification, including discussions of project location, history, functions, and scope.
- Determination of feasible engineering solutions/alternatives which satisfy the project goals, objectives, budget, and mission needs.
- Planning to establish a project design and construction schedule.

Deliverables:

- Meeting Agendas and Minutes for all meeting(s)
- Updates to OPR
- Schematic design documents
- Project schedule
- Conceptual Estimate

2.6 Design Process

This section includes the design and documentation of the following services: Architectural, Structural, Mechanical, Electrical, Civil, and others as deemed necessary to meet project requirements. There shall be four designated milestones during the design process.

- 35% Design Document Review
- 65% Design Document Review
- 90% Design Document Review

- 100% Construction Document Review

Meetings shall be held at a mutually agreeable time and place. These meetings may be conducted virtually but USFWS reserves the right to request on-site if unsatisfactory progress occurs. The DBC shall be responsible for developing the agenda and recording meeting minutes. Meeting minutes shall be distributed to all parties in attendance.

USFWS will require ten working days for review after each Design Document submission. All comments generated by USFWS will be returned to the DBC for review and comment. Within 10 working days of USFWS comments being returned to the DBC a meeting shall be held to review all comments. Both the DBC and USFWS shall have any person that has provided feedback to be in attendance to address their comment.

USFWS shall be responsible for the development of Division 01 specifications. The DBC shall be responsible for all other divisions. Specifications shall be developed utilizing the United Facilities Guide Specifications found at the Whole Building Design Guide (WBDG) website, https://www.wbdg.org/dod/ufgs.

35% Design Documents:

Documents should address access, site development, utilities, preliminary plans, elevations and details, design controls, outline specifications, and operation requirements. Drawings shall include general renderings, demolition plans, site plans, exterior elevations, sections, code analysis.

Deliverables:

- Updates to OPR
- Updates to Schedule
- 35% Design Documents (drawings, specifications, and estimate)
- All surveys, reports, investigative findings, calculations performed

65% Design Development Documents:

This submittal package shall describe all the architectural and engineering design elements to be included in the final document package including, but not limited to, the following:

- Site plans and details, floor plans, exterior elevations, sections, details, interior elevations, ceiling plans, engineering design drawings, design calculations, code analyses, fire protection systems, schedules, specifications, and construction estimate.

Deliverables:

- Comments and Responses from previous phase
- Updates to OPR
- Updates to Schedule
- 65% Design Documents (drawings, specifications, and estimate)
- All surveys, reports, investigative findings, calculations performed

90% Draft Construction Documents:

The Construction Documents shall set forth in detail the requirements for construction of the Work, and shall be based upon codes, laws, or regulations enacted at the time of their preparation.

The DBC will prepare 90% Draft Construction Documents consisting of drawings, specifications, estimate, and schedule updates. The DBC will furnish review copies of the 90% Construction Documents to the USFWS after receipt of comments concerning the 65% Construction Document submittal according to the project schedule.

Deliverables:

- Comments and Responses from previous phase
- Updates to OPR
- Updates to Schedule
- 90% Design Documents (drawings, specifications, and estimate)
- All surveys, reports, investigative findings, calculations performed

100% Final Construction Documents:

After completing the response to the USFWS 90% review comments, the DBC will prepare Final Construction Documents consisting of Final Design Drawings, Technical Specifications, Estimate, Design Summary, Final Design Calculations, Submittal Registry, and Schedule of Values

Deliverables:

- Comments and Responses from previous phase
- Updates to OPR
- Updates to Schedule
- 100% Construction Documents (drawings, specifications, and estimate)
- Submittal Register that includes a minimum listing of required submittals during construction
- Final Drawings in AutoCAD format with associated plot files
- Final Schedule of Values

2.7 Construction Process

Construction shall not begin until a 100% Construction Document package is approved by USFWS and all pre-construction submittals required by the specifications are submitted/approved.

The DBC shall be responsible for confirming all requirements of the specifications package.

3. Owner's Project Requirements

3.1 Architectural Systems

- All exterior and interior architectural features shall match the existing research building.

- Walls and ceilings shall be insulated based on the current New Mexico Energy Code.
- Finished floor height shall be level between both buildings.
- Lighting Protection shall be installed.

3.2 Security Systems

USFWS has designated SNARRC as Facility Security Level II and requires the following items to be included in the design and construction.

- Exterior lighting shall be installed at all entrances and exits with Uniformity ratio of 4:1 (avg:min) and 15:1 (max:min).
- Perimeter doors to be secured with non-removable hinges and high-security mechanical or electronic locks.
- Secure emergency exit doors using an automatic door closer and exit hardware that are compliant with applicable life safety codes and standards. Monitor all emergency exits via visual, electronic, or audible means.

3.3 Fire Safety Systems

- Manual pull stations shall be installed in the new building and connected to the existing building's fire alarm system. A courtesy inspection by the New Mexico State Fire Marshall may be requested by USFWS.

3.4 Plumbing Systems

- Domestic water plumbing will be performed by USFWS. No domestic water components (hot/cold water piping, water heater, sinks, water closets, etc.) are required under this contract.
- Three 16-inch-wide by 12-inch-deep trench drains shall be installed and connected to the existing 10-inch drain line..

3.5 Mechanical Systems

- No cooling is required.
- Heating shall be provided via hydronic unit heaters supplied by the boiler system in the existing building.

3.6 Electrical Systems:

- Power distribution shall be supplied from the existing building. DBC shall be responsible for verifying existing transformer can handle additional load. If transformer or ancillary components need to be resized that work shall be included under this contract.

- USFWS shall designate which receptacles/circuits to be connected to the existing emergency generator during the design charrette.

4. Performance Period

All design and construction work in this Request for Proposal (RFP) shall be completed no later than 360 calendar days after award of the contract.

The DBC shall submit an initial milestone schedule 15 calendar days after notice of award of the project. Milestones should include significant events typical to a Design-Build contract.

5. Points of Contact

Contracting Officer (CO):
TBD

Contracting Officer's Representative:
Sean Pilitowski; (409) 277-9199 sean_pilitowski@fws.gov

SNARRC Project Leader:
Wade Wilson; (575) 323-2224, wade_wilson@fws.gov

6. Government Furnished Equipment and Materials

USFWS will provide the data and materials to the DBC as set forth in this document and listed in Section J of the Solicitation.

7. Project Meetings

The DBC is responsible for arranging required meetings, providing agendas and meeting notes. Initial meeting locations would be beneficial to be held on-site. The purpose of these meeting(s) is to further define the Owner's Project Requirements and develop the scope of work and schedule for the project.

7.1 Design Review Meetings

Design Review meetings are required after each major submittal and after USFWS have had a chance to review submittals and provide comments.

7.2 Pre-Construction Meeting

A Pre-Construction meeting is required on-site before construction is scheduled to begin. This meeting will be the responsibility of USFWS.

7.3 Construction Progress Meetings

The DBC shall keep USFWS briefed bi-weekly on the status of the construction. The purpose of these meetings is to report on project progress and any potential issues, which were encountered or continue to develop during construction and installation. The meetings can be by phone and should cover the following items at a minimum:

- Approval of minutes of previous meetings
- Submittal status
- Review of off-site fabrication and delivery
- Requests for Information (RFI's) and issues
- Modifications
- Work in progress and projected
- Schedule update
- Status of Project Record Drawings and O&M Manuals
- Other business relating to work

The DBC shall ensure the Designer of Record will be available throughout the construction for Submittal Reviews and RFI's.

8. Project Schedule

The DBC shall prepare, submit and maintain a Schedule of Work for USFWS acceptance and written approval as to milestone dates. This schedule shall indicate the dates for the start and completion of the various stages of the Work, including the dates when information and approvals are required from USFWS. The Schedule shall be revised as required by the conditions of Work.

USFWS shall review the Schedule of Work, timely approve milestone dates set forth and timely **r**espond to its obligations.

9. Final Walk Though

Submit a preliminary list of unfinished work and notify the COR at least ten (10) calendar days prior to the anticipated date of completion of all work.

The COR will perform final walk through as promptly as practicable.

The time required for such walk through and for making any corrections as a result thereof shall be included in the contract performance time.

The DBC representative responsible for the work shall be present at the final walk-through and shall submit a preliminary list of unfinished work.