



**D.C. DEPARTMENT OF GENERAL SERVICES**

**REQUEST FOR PROPOSALS**

**DESIGN-BUILD SERVICES  
RIVER TERRACE SPECIAL EDUCATION CENTER**

**September 24, 2013**

**Proposal Due Date: October 15, 2013 at 2:00 p.m. EDT**

**Preproposal Conference: October 1, 2013 at 10:30 a.m. EDT**

*to be held at:*

**Frank D. Reeves Center  
2<sup>nd</sup> Floor Community Room  
2000 14<sup>th</sup> Street, NW  
Washington, DC 20009**

**Contact:** Thomas D. Bridenbaugh  
Leftwich & Ludaway, LLC  
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Suite 1000  
Washington, D.C. 20005  
Phone: (202) 434-9100

**Solicitation Number: DCAM-14-CS-0060**

## Executive Summary

The Department of General Services (“Department” or “DGS”) is issuing this Request for Proposals to engage a firm to provide design-build services for the modernization of the River Terrace Elementary School located at 420 34<sup>th</sup> Street, NE, Washington, DC 20019 (the “Project”). The Project generally includes progressing DGS’ design for and implementing the modernization of the existing facility as well as constructing a new addition of approximately 30,000 square feet, which will serve as a special education center for students with handicaps, and performing related site work, no later than August 15, 2014 (the “Project”). The new facility will serve as a special education center for students with profound physical, mental and emotional handicaps.

The existing structure was constructed in 1952 and consists of approximately 40,000 square feet of space. It will remain unoccupied during construction. It is contemplated that the modernized River Terrace will consolidate the programs at Sharpe Health School and Mamie Lee School and will serve up to 150 student from ages 3 to 21. It is anticipated that in order to accommodate the program, an addition of approximately 30,000 square feet will be required. Draft Education Specifications are included as **Attachment A** and the concept design will be issued by addendum. The windows at the existing facility were replaced in 2010 and will not be replaced as part of the Project.

The estimated construction budget for the Project is \$14 million. The Department has already engaged Bryant Mitchell Architects, PLLC (the “Architect”) to serve as the designer for the Project. The design-builder selected through this procurement will be required to assume the Architect’s contract once a guaranteed maximum price is agreed upon.

### **A.1. Project Delivery Method**

The Department intends to implement the Project through a modified design-build approach. The Design-Builder’s scope of work will be divided into two phases: (i) the Preconstruction Phase; and (ii) the Construction Phase. At the time the Design-Builder is selected, it is envisioned that the Architect will be in the early stages of design development, and the selected builder will work with the Architect to advance the design in a collaborative manner. The Department contemplates that the interior modernization of the existing building will not require a complete set of construction documents, but rather only those documents as are necessary to obtain the required permits and such other narrative scope or sketches as may be required to properly describe the work for bidding purposes, as well as accessibility requirements, and other requirements specific to the users. With regard to the addition, it is contemplated that a full set of Construction Documents will be required.

It is envisioned that the selected builder will provide a GMP shortly after the design development phase is complete. The GMP will be based on these documents, which are referred to in the Form of Contract as the “GMP Basis Documents”, and the builder will be required to obtain quotes from trade subcontractors based on such documents. Once the Department and the

Design-Builder have negotiated an acceptable GMP, the Department will assign the Architect's contract to the selected Design-Builder. From and after that point, the selected Design-Builder will be required to complete the design and construct the Project. The process by which the GMP will be formed is more fully described in the Form of Contract.

The Department anticipates that the GMP will be finalized in late 2013 and approved by the Council in early 2014. The Department anticipates that construction will begin in mid-January which will leave approximately 7 months to complete the Project (the "Construction Phase"). The Department will authorize selective release of long-lead items during the preconstruction phase as necessary to maintain the schedule. Hazardous material abatement and demolition activities, if required, may be released prior to the approval of a GMP for the Project. The Department will also consider early release of foundation-to-grade work for the addition if necessary to maintain the schedule.

## **A.2 Compensation**

As is more fully described in the Form of Contract, this will be a cost plus a fixed fee with a guaranteed maximum price type contract. Offerors will be required to submit with their proposals the following: (i) a Preconstruction Fee; (ii) a Design Fee; (iii) a Design-Build Fee; and (iv) a General Conditions Budget. The Preconstruction Fee and the Design-Build Fee will be fixed fees; design costs and the cost of general conditions shall be reimbursable subject to a cap equal to the Design Fee and General Conditions Budget bid by the Offeror. **The Design Fee should cover all design costs the Offeror believes necessary to advance the design documents beyond design development, including the cost of construction administration, in order to successfully complete the Project.** All of these price components should be submitted in an Offer Letter in substantially the form of **Attachment B** on the Offeror's letterhead.

It is the Department's intent to engage the Design-Builder to work with the Architect to complete the Department's design for the Project and to put into place work of approximately \$14 million between January 2014 and August 2014. The Design-Builder shall not be entitled to any additional fees or general conditions unless (i) the Department makes additions to the scope provided for in the GMP Amendment which cause the GMP to increase by more than ten percent (10%); or (ii) the Department makes additions to the scope provided for in the GMP Amendment which will require the Design-Builder's services to extend beyond Labor Day of 2014. Please note, however, that punchlist activities may extend beyond the Substantial Completion Date and that such activities will not entitle the Design-Builder to additional fees or general conditions.

### **A.3 Form of Contract**

The Form of Contract will be issued by Addendum. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

### **A.4 Incentives for On-time; On-Budget Completion & Meeting Workforce Goals**

In the event the Project is both (i) Substantially Complete no later than August 15, 2014; and (ii) delivered for an amount that does not exceed the GMP, the Design-Builder will be entitled to an incentive fee in the amount of Ten Percent (10%) of the Design-Build Fee bid. If both of these goals (i.e. if the Project is late or over budget) are not, for any reason, met, the Design-Builder will only be entitled to Ninety Percent (90%) of the Design-Build Fee bid. In determining entitlement to these fees, the decision shall be made irrespective of fault and regardless of which party was responsible for the objectives not being met. The Form of Contract will provide more details on these provisions. This Project will be included in the Workforce Incentive Program, and the construction Fee will be increased by 5% if the Workforce Utilization Requirement established with the GMP submission is met.

### **A.5 Economic Inclusion**

The Department requires that Local, Small and Disadvantaged Business Enterprises (“LSDBEs”) participate in this project to the greatest extent possible and desires that such businesses perform at least fifty percent (50%) of the work under this procurement. At least thirty five percent (35%) must be awarded to entities that are certified as Small Business Enterprises by the District of Columbia Department of Small and Local Business Development, and twenty percent (20%) to entities that are certified as Disadvantaged Business Enterprises. The Department will also require that the selected Design-Builder and all of its subconsultants, subcontractors, and suppliers, enter into a First Source Employment Agreement with the Department of Employment Services and hire fifty-one percent (51%) District residents for all new jobs created on the project. Please see **Part C** of this RFP for additional information.

In addition to LSDBE participation as described above, the Department requires that District residents participate in the Project to the greatest extent possible. Prior to Design-Builder obtaining trade bids for the work, the Department will establish a minimum requirement for the percentage of labor hours worked by District residents on the project (such requirement, the “Workforce Utilization Requirement”). Offerors shall submit with their proposals a Workforce Utilization Plan outlining how they intend to increase participation by DC residents in the performance of the work on this Project.

## **A.6 Selection Criteria**

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Experience & References (20 points)
- Key Personnel (15 points)
- Project Management Plan (10 points)
- Preliminary Project Schedule (15 points)
- Cost (25 points)
- LSDBE Compliance/Utilization (8 points)
- Workforce Utilization Plan (7 points)

## **A.7 Procurement Schedule**

The schedule for this procurement is as follows:

- Issue RFP - September 24, 2013
- Pre-proposal Conference - October 1, 2013 at 10:30 am
- Last Day for Questions/Clarifications - October 8, 2013
- Proposals Due - October 15, 2013 at 2:00 pm
- Notice of Award - on or around November 4, 2013

## **A.8 Project Schedule**

- Preconstruction services letter contract - on or around November 4, 2013
- Complete Design Development Set - November 18, 2013
- Solicit Trade Bids - November 18 – December 13, 2013
- GMP Submission - December 13, 2013
- Value Engineer/GMP Negotiations - December 13 – December 20, 2013
- Finalize GMP - Week of December 30, 2013
- Council approval/NTP Construction Phase - mid January 2013
- Substantial Completion - August 15, 2014

## **A.9 Attachments**

- Attachment A** - Educational Specifications
- Attachment B** - Form of Offer Letter
- Attachment C** - Disclosure Statement
- Attachment D** - Tax Affidavit
- Attachment E** - Davis-Bacon Wage Rates
- Attachment F** - Bid Guarantee Certification

## **SECTION B           SCOPE OF WORK**

### **B.1     Scope of Work**

The Design-Builder will be required to modernize the school and construct the addition consistent with the approved design documents no later than August 15, 2014. Without limiting the generality of the foregoing, the selected Design-Builder shall be required to provide all of the construction services, hazardous material abatement, supervision, labor, materials and other services necessary to accomplish this task. In general, the Design-Builder's scope of work will be divided into two phases, (i) a Preconstruction Phase; and (ii) a Construction Phase. Each of these phases is described below.

### **B.2     Preconstruction Phase**

During the Preconstruction Phase, the Design-Builder will be required to work with the Architect to: (i) prepare the necessary documentation to describe and construct the Project for submission to the Department for approval; (ii) obtain bids from trade subcontractors to perform the work described in the GMP Basis Documents; (iii) engage in any value engineering and scoping exercises necessary to return the cost of the work to the Project Budget; (iv) engage in preconstruction activities, including scheduling, constructability reviews, and identifying any long-lead items; and (v) agree upon a GMP for the Project.

#### **B.2.1   Initial Design Review**

The Design-Builder shall conduct an independent assessment of the design documents prepared by the Architect. This review should include a preliminary estimate and a constructability review. This review shall also identify any potential long-lead items that could adversely impact the schedule. Finally, the Design-Builder shall prepare and submit a preliminary project schedule. All of these items shall be completed within 15 days after the notice to proceed is issued.

#### **B.2.2   Design Development Review**

The Design-Builder shall conduct a detailed, line item cost estimate of the design development documents. To the extent that the estimate indicates a scope that is inconsistent with the Department's budget for this Project, the Design-Builder shall work with the Department and the Architect to develop a set of recommendations that will return the Project to budget.

#### **B.2.3   Construction Document Design Reviews**

Based on the design development estimate as well as the agreed upon scope revision, if any, that were developed at the end of the design development phase, the Design-Builder shall conduct at least one "over the shoulder" review session for each major trade package with the Architect.

These “over the shoulder” review sessions shall be scheduled at appropriate times for such review and further information will be included in the Form of Contract.

#### **B.2.4 Trade Bidding Process**

No later than November 11, 2013, the Design-Builder shall provide to the Department a written submission on the proposed bidding procedures. Such procedures shall include: (i) a list of proposed trades packages; (ii) a list of trade subcontractors that will be invited to bid on each such package; and (iii) a narrative description of the process. In addition to the information normally required in such bids, the Design-Builder shall also require subcontractors to provide an estimate of the percentage of labor hours performed in completing the subcontracted work which will be performed by District residents.

#### **B.2.5 Bidding**

The Design-Builder shall obtain bids from trade subcontractors for the key elements of the work. At least three (3) proposals shall be solicited for each key element of the work. The Design-Builder shall provide to the Department a bid tabulation, including the workforce participation estimates, of the trade bids obtained.

#### **B.2.6 Value Engineering & Scope Assessment**

Based on the trade bids, the Design-Builder shall prepare a written report of suggested value engineering strategies necessary to reconcile the costs of constructing the Project with the Department’s budget for the Project. The Design-Builder shall meet with the Department’s representatives to discuss any value engineering and changes in scope.

#### **B.2.7 GMP Formation**

Based on any value engineering, scope modifications and approved changes in the Project Budget, the Design-Builder shall prepare and submit to the Department a GMP proposal. The Department’s GMP proposal shall represent Design-Builder’s offer to Fully Complete the Project. The GMP proposal shall include: (i) a line item construction budget; (ii) a detailed CPM schedule; (iii) a listing of the drawings upon which the GMP is based; (iv) an LSDBE utilization plan; and (v) a workforce utilization plan. The GMP Proposal will include an agreed upon protocol with the Architect for the manner in which construction administration services will be provided and any necessary adjustments to the Architect’s contract. In the event that the Department and the Design-Builder are unable to agree upon a GMP or schedule for the Project, the Department shall have the right to terminate the contract and assume any trade subcontracts held by the Design-Builder. In such an event, the Design-Builder shall only be entitled to 50% of the Preconstruction Fee.

**B.2.8 Abatement & Demolition.** During the Preconstruction Phase, the Design-Builder will be required to abate any and all hazardous materials in the existing facility, in accordance with EPA and all jurisdictional agencies, and perform any selective demolition, if required.

**B.2.9 Preconstruction.** In addition to those items enumerated above, the Design-Builder shall provide such preconstruction services as are necessary to properly advance the Project. These services shall include, but are not necessarily limited to, scheduling, estimating, shop-drawings, and the ordering of long-lead materials.

**B.2.10 Deliverables.** The following deliverables are required during the Preconstruction Phase. In the event that the Design-Builder fails to provide any deliverable listed below, the Design-Builder shall forfeit its Preconstruction Fee.

- a. Preliminary Schedule and Cost Estimate
- b. List of Long Lead Items and Recommendations for purchase.
- c. Over the shoulder design reviews
- d. List of subcontractors from which the Design-Builder intends to solicit bids and bid procedures.
- e. Trade bid tabulations.
- f. Report outlining value engineering strategies.
- g. GMP Proposal.

### **B.3 Construction Phase**

During the Construction Phase, the Design-Builder shall be required to cause the construction to be completed in a manner consistent with the design documents approved by the Department and shall provide all labor, materials, supervision and equipment necessary to fully construct the Project in accordance with the drawings, specifications, schedule and budget that are issued for the Project not later than August 15, 2014 (the “Substantial Completion Date”).

#### **B.3.1 Management Services.**

In order to properly manage the Project, the Design-Builder shall be required to undertake the following tasks:

- Participate and assist in Project/Planning meetings.
- Provide and maintain a fully equipped office on-site to perform all required Contractor duties.
- Maintain full-time, on-site construction supervision and provide daily inspections, quality control, monitoring, coordination of various trades, record drawings, and daily work log.
- Conduct weekly progress meetings following a contractor generated agenda with the Program Manager and all trades.



- Provide general safety and signage and posting for the project and see that each subcontractor prepares and submits adequate safety program and monitoring throughout the project.
- Provide a written monthly report that includes (i) an updated schedule analysis, (ii) an updated cost report, and (iii) a monthly review of cash flow.
- Manage the change order process with the trade subcontractors to verify validity, purpose, and cost.
- Prepare payment requests, verify accuracy and forward for approval and payment.
- Assemble close-out documents required.
- Provide assistance to DCPS and DGS through any applicable warranty periods.

### **B.3.2 Mobilization**

The Design-Builder will be required to undertake the tasks described below.

**B.3.2.1** Take control of the site and install the necessary construction fences and other devices to properly secure the site.

**B.3.2.2** Abate hazardous materials in the existing facility, in accordance with EPA and all jurisdictional agencies.

**B.3.2.3** The Design-Builder shall be responsible for all interior and exterior demolition necessary to complete the Project.

**B.3.2.4** The Design-Builder shall be responsible for salvaging and storing all items as identified by the Department.

**B.3.2.5** The Design-Builder shall be responsible for paying all permits and fees associated with any abatement, demolition, utilities abandonment, and utility relocation. The Design-Builder shall be responsible for all trade Design-Builder permit fees. The Department will assist the Design-Builder in obtaining the building permit, however, the Design-Builder shall be responsible for obtaining the building permit as well as paying the building permit fees.

**B.3.2.6** The Design-Builder shall be responsible for all performance and payment bonds and general liability insurance.

**B.3.2.7** The Design-Builder shall be responsible for removing the balance of construction debris off site.

### **B.3.3 Trade Work; Subcontracts**

It is contemplated that all or nearly all of the work will be performed by trade subcontractors under written subcontracts to the Design-Builder. The Design-Builder will not be permitted to

self-perform work. The Design-Builder will be required to bid, award and administer the trade subcontracts.

#### **B.3.4 Site Safety and Clean-up**

**B.3.4.1** The Design-Builder will be required to provide a safe and efficient site. Controlled access shall be required.

**B.3.4.2** The Design-Builder shall be required to provide wheel washing stations on site so as to prevent the accumulation of dirt and other refuse on the streets surrounding the project site.

**B.3.4.3** The Design-Builder shall be responsible for site security and shall be required to provide such watchman as are necessary to protect the site from unwanted intrusion.

**B.3.4.4** The Design-Builder shall be responsible for the cost of temporary power used during the construction of the Project, including, but not limited to, the cost of installing such temporary wiring as may be required to bring power to the site. The Design-Builder shall also be responsible for the cost of all temporary construction necessary on the site.

#### **B.3.5 Close-out & FF&E**

**B.3.5.1** The Design-Builder shall be responsible for purchasing and providing FF&E. A detailed list of FF&E requirements will be developed during the Preconstruction Phase.

**B.3.5.2** The Design-Builder shall be required to prepare and submit at close-out a complete set of product manuals, warranties, etc. The Design-Builder shall also provide the Department with a complete set of its Project files, including, but not limited to, shop drawings, etc. at close out so as to assist the Department in operating the building.

**B.3.5.3** The Design-Builder will include within its GMP an allowance for cleaning and other move-in services as directed by the Department. This allowance is in addition to cleaning services that would otherwise be required by the Design-Builder, including, but not limited to, the obligation to deliver a broom clean building at the end of construction.

#### **B.4 Move in Period**

The modernization and new construction work will need to be substantially complete no later than August 15, 2014. The Design-Builder will be required to coordinate any punchlist work with school personnel and will need to accommodate their requirements in getting the school ready for the upcoming school year. It is contemplated that the Design-Builder will be required to provide an on-site crew of laborers to assist in moving furniture and other small jobs as requested by the Department.

## **B.5 Key Personnel**

In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include the following: (i) the Project Executive; (ii) the Field Superintendent; (iii) the project manager who will supervise the interior design and work; and (iv) the project manager who will supervise the MEP work. The Design-Builder will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement. Please provide a table that identifies the specific staff that will be assigned to this Project, the time periods during which the individual will work on the Project, and his or her level of effort (i.e. the percentage of time devoted to this project).

## **B.6 Licensing, Accreditation and Registration**

The Design-Builder and all of its subcontractors and subconsultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract. Without limiting the generality of the foregoing, all drawings shall be signed and sealed by a professional architect or engineer licensed in the District of Columbia.

## **B.7 Conformance with Laws**

It shall be the responsibility of the Design-Builder to perform under the contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

## **B.8 Davis-Bacon Act**

The Davis-Bacon Act is applicable to this Project. As such, the Design-Builder and its trade subcontractors shall comply with the wage and reporting requirements imposed by that Act.

## **B.9 Apprenticeship Act**

The Apprenticeship Act shall apply to this contract and the Design-Builder and all of its trade subcontractors shall be required to comply with that act.

## **B.10 Time of the Essence**

Time is of the essence with respect to the contract. The Project must be substantially complete by August 15, 2014. As such, the Design-Builder must dedicate such personnel and other resources as are necessary to ensure that the Project is completed on-time and in a diligent, skilled, and professional manner.

## SECTION C ECONOMIC INCLUSION

### C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

**General:** Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

**Information:** For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development  
One Judiciary Square Building  
441 4th Street, NW, 9th Floor  
Washington, DC 20001  
(202) 727-3900 (Telephone Number)  
(202) 724-3786 (Facsimile Number)

## **C.2 SLDBE Participation**

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the project. Of this amount, 35% must be awarded to entities that are certified as Small Business Enterprises by the District of Columbia Department of Small and Local Business Development and 20% to entities that are certified as Disadvantaged Business Enterprises. Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

## **C.3 Residency Hiring Requirements for Contractors and Subcontractors**

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia. Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter X of Chapter II of Title 2, and all successor acts thereto, including by not limited to the *Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011*, and the rules and regulations promulgated thereunder, including, but not limited to the following requirements:

- (i) At least 20% of journey worker hours by trade shall be performed by District residents;
- (ii) At least 60% of apprentice hours by trade shall be performed by District residents;
- (iii) At least 51% of the skilled laborer hours by trade shall be performed by District residents; and
- (iv) At least 70% of common laborer hours shall be performed by District residents.

The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment

vacancies with DOES; (v) submit monthly compliance reports to DOES by the 10<sup>th</sup> of each month; (vi) at least 51% apprentices and trainees employed must be residents of the District registered in program approved by the D.C. Apprenticeship Council; and (vii) trade contractors and subcontractors with contracts in the amount of \$500,000 or more must register an apprenticeship program with the D.C. Apprenticeship Council.

#### **C.4 Apprenticeship Act**

The D.C. Apprenticeship Act of D.C. Law 2-156, (“Act”) as amended shall apply to this project. All subcontractors selected to perform work on the project on a craft-by-craft basis shall be required to comply with this Act. All terms and conditions of the D.C. Apprenticeship Council Rules and Regulations shall be implemented. Please note that 35% of all apprenticeship hours worked must be performed by District residents. The Contractor shall be liable for any subcontractor non-compliance.

## **SECTION D EVALUATION AND AWARD CRITERIA**

### **D.1 Evaluation Process**

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

### **D.2 Evaluation Committee**

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

### **D.3 Oral Presentation**

The Department does not intend to interview Offerors; however, it reserves the right to award without such interviews. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

#### **D.3.1 Length of Oral Presentation**

Each Offeror will be given up to 60 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 45 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 90 minutes.

#### **D.3.2 Schedule**

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

#### **D.3.3 Offeror Attendees**

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 7 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of

the key areas of responsibility that are deemed essential to the successful completion of the project.

#### **D.3.4 Topics**

The Offeror may present information about its capabilities and special qualifications to serve as a contractor for this Project, including the qualifications of key personnel.

#### **D.4 Proposal Evaluation**

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the contractor with the highest evaluated score.

##### **D.4.1 Experience & References (20 points)**

The Department desires to engage a Design-Builder with the experience necessary to realize the objectives set forth in the RFP. This component will be evaluated based on their demonstrated experience in: (i) construction and renovation projects in an urban setting; (ii) constructing and renovating special education facilities; (iii) managing fast-track construction projects; (iv) modernization and constructing of school facilities and extensive knowledge of school facilities; (v) knowledge of, and access to, the local subcontracting market; and (vi) knowledge of the local regulatory agencies and Code Officials. In evaluating these subfactors, the Department will consider, among other things, the Offeror's track record in delivering projects on-time and on-budget. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to twenty (20) points.

##### **D.4.2 Key Personnel (15 points)**

The Department desires that the Design-Builder assign the appropriate number of personnel having the necessary seniority to implement a project of this type. The personnel should have experience working together and each such individual should have the necessary level of experience and education for his or her proposed role. Proposals should identify, at a minimum, (i) the Project Executive; (ii) the Field Superintendent; (iii) the project manager who will supervise the interior design and work; and (iv) the project manager who will supervise the MEP work. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. Please provide a table that identifies the specific staff that will be assigned to this project. The table should include: (i) the individual's name (if known); (ii) his or her title; (iii) his or her level of effort (i.e. the percentage of time devoted to this project); and (iv) the time periods during which the individual will be assigned to the project. This table



should include all personnel that will be assigned to the project. This element of the evaluation will be worth up to fifteen (15) points.

#### **D.4.3 Cost (25 points)**

Offerors will be required to bid a Preconstruction Fee, a Design Fee, a Design-Build Fee, and a General Conditions Budget. This element of the evaluation will be worth up to twenty-five (25) points.

#### **D.4.4 Management Plan (10 points)**

Offerors are required to submit with their proposal a Management Plan. This element of the evaluation will be worth up to ten (10) points.

The Management Plan should clearly explain how the Design-Builder intends to manage and implement the Project. It should demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided. At a minimum, the plan should explain: (i) how the Design-Builder will manage the engineering subconsultants so as to ensure that the drawings are properly coordinated; (ii) how the Design-Builder will manage the value engineering/management process; (iii) how the Design-Builder proposes to staff and handle construction administration; and (iv) how the Design-Builder will manage the design process.

The Management Plan should also: (i) identify the key personnel and their specific roles in managing the Project; (ii) identify the key milestone dates and provide a description of how these dates will be achieved; (iii) provide a skeletal schedule of the work and the phasing of construction; (iv) describe the cost control management structures that will be used to ensure the Project is delivered on-budget; and (v) describe the key challenges inherent in this Project and explain how they will be overcome or mitigated.

#### **D.4.5 Preliminary Schedule (15 points)**

Offerors should submit with their Management Plan a schedule that shows the anticipated manner in which the design will be prepared and how it relates to the proposed construction schedule for this Project. The schedule should show sufficient level of detail so as to demonstrate the Offeror's understanding of the Project and the key issues related to the Project. This element of the evaluation will be worth up to fifteen (15) points.

**D.4.6 LSDBE Compliance/Utilization (8 points)**

The Department desires the selected design-builder to provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors will be evaluated in light of their demonstrated experience in meeting such goals and their proposed LSDBE Utilization Plan. This element of the evaluation will be worth up to eight (8) points.

**D.4.7 Workforce Utilization Plan (7 points)**

The Department desires the selected Design-Builder to provide the maximum level of participation by District of Columbia residents in performing the work. As part of their proposals, Offerors must provide a Workforce Utilization Plan which demonstrates how it will identify qualified District residents to perform work on the project and increase participation by District residents. This element of the evaluation will be worth up to seven (7) points.

## **SECTION E PROPOSAL ORGANIZATION AND SUBMISSION**

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

### **E.1 Submission Identification**

Submissions shall be proffered in an original and eight (8) copies. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal for Design-Build Services for the River Terrace Special Education Center".

### **E.2 Delivery or Mailing of Submissions**

Submissions should be delivered or mailed to:

DC Department of General Services  
Att'n: JW Lanum  
Frank D. Reeves Center  
2000 14<sup>th</sup> Street, NW, 8<sup>th</sup> Floor  
Washington, DC 20009

### **E.3 Date and Time for Receiving Submissions**

Submissions shall be received no later than 2:00 pm EDT, on October 15, 2013. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

### **E.4 Submission Size, Organization and Offeror Qualifications**

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

#### **E.4.1 Bid Form**

Each Offeror shall submit a bid form substantially in the form of **Attachment B**. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive.

#### **E.4.2 Disclosure Form**

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment C**.

### **E.4.3 Executive Summary**

Each Offer should provide a summary of no more than three pages of the information contained in the following sections.

### **E.4.4 General Team Information and Firm(s) Data**

Each Offeror should provide the following information for the Design-Builder and each of its subconsultants.

- A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)
- B. Firm profile(s), including:
  - i. Age
  - ii. Firm history(ies)
  - iii. Firm size(s)
  - iv. Areas of specialty/concentration
  - v. Current firm workload(s) projected over the next year
  - vi. Provide a list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. Description of the team organization and personal qualifications of key staff, including:
  - i. Identification of the single point of contact for the Design-Builder.
  - ii. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the team.
  - iii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.
  - iv. Experience that the key team members have working together.

#### **E.4.5 Relevant Experience and Capabilities**

- A. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project. On each project description, please provide all of the following information in consistent order:
- i. Project name and location
  - ii. Name, address, contact person and telephone number for owner reference
  - iii. Brief project description including project cost, square footage, firm's scope of work, and key firm strengths exhibited
  - iv. Identification of personnel involved in the selected project who are proposed to work on this project
  - vi. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected the schedule should be explained)
  - vii. Construction cost data including pre-construction budget, and actual construction cost (if actual construction cost exceeds original, please explain why)

#### **E.4.6 Project Management Plan**

Each Offeror should submit a Project Management Plan that addresses the issues set forth in **Section D.4.4** of this RFP.

#### **E.4.7 Preliminary Project Schedule**

Each Offeror should prepare a preliminary project schedule that shows how the Offeror intends to complete the project in a timely manner. The schedule should be prepared using a critical path method and should show key logic ties and activity durations. The schedule should demonstrate that the Offeror understands the project and has a workable method to deliver the project in a timely manner.

#### **E.4.8 Cost Information**

The Offeror should submit the Bid Form in substantially the form of **Attachment B**.

#### **E.4.9 Local Business Utilization Plan**

Each Offeror must submit a proposed Local Business Utilization Plan that identifies the specific certified business enterprises that will participate in the contract and their anticipated roles. In

addition, each Offeror should provide: (i) a narrative description of similar projects and the Offeror's success in meeting such goals; and (ii) a chart, in summary form, that identifies the Offeror's major public projects over the last five years and its success in achieving such goals (creativity should be displayed regarding joint-venture and subcontractor agreements).

#### **E.4.10 Workforce Utilization Plan**

Each Offeror must submit a Workforce Utilization Plan that describes how the Offeror will increase participation by District residents in performing the labor necessary for the Project. The plan should set forth how specifically the Offeror will implement its plan to increase participation by District residents. The Offeror shall also provide a chart, in summary form, that depicts the level of participation by District residents in past projects with the District.

#### **E.4.11 Tax Affidavit**

Each Offeror must submit a tax affidavit substantially in the form of **Attachment D**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

## **SECTION F            BIDDING PROCEDURES & PROTESTS**

### **F.1     Contact Person**

For information regarding this RFP please contact:

Thomas D. Bridenbaugh  
Leftwich & Ludaway, LLC  
1400 K Street, NW  
Suite 1000  
Washington, D.C. 20005  
Phone: (202) 434-9100  
Facsimile: (202) 783-3420

Any written questions or inquiries should be sent to Thomas Bridenbaugh at the address above.

### **F.2     Preproposal Conference**

A preproposal conference will be held on October 1, 2013 at 10:30 am. The conference will be held at the Frank D. Reeves Center, 2<sup>nd</sup> Floor Community Room, 2000 14<sup>th</sup> Street, NW, Washington, DC 20009. Interested Offerors are strongly encouraged to attend.

### **F.3     Explanations to Prospective Offerors**

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Thomas Bridenbaugh at the address listed in Section F.1 no later than the close of business on October 8, 2013. The person making the request shall be responsible for prompt delivery.

### **F.4     Protests**

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was

incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

#### **F.5 Contract Award**

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4712).

#### **F.6 Retention of Submissions**

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

#### **F.7 Examination of Submissions**

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

#### **F.8 Late Submissions: Modifications**

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.



- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

#### **F.9 No Compensation for Preparation of Submissions**

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

#### **F.10 Rejection of Submissions**

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

#### **F.11 Limitation of Authority**

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

## **F.12 Non-Responsive Pricing**

In general, the Department will consider a proposal non-responsive if Offeror's price is greater than 150% of the median price submitted by other Offerors. The Department reserves the right to deem a proposal non-responsive if Offeror's price is greater than 150% of the independent government estimate.

## **SECTION G           INSURANCE REQUIREMENTS**

### **G.1     Required Insurance**

The contractor will be required to maintain the following types of insurance throughout the life of the contract.

**G.1.1** Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than Five Million Dollars (\$5,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Five Million Dollars (\$5,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage. The Design-Builder will be required to maintain this coverage in force for a period of at least three (3) years after substantial completion.

**G.1.2** Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the contractor, or its contractors and subcontractors at or in connection with the Work.

**G.1.3** Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

**G.1.4** Excess umbrella liability coverage (on at least a follow form basis) and when combined with the general liability policy has an aggregate limit of at least Ten Million Dollars (\$10,000,000).

**G.1.5** The Department intends to purchase a builder’s risk policy that will cover the work being installed by the Design-Builder as well as the value of the base building. This policy will be in lieu of builder’s risk insurance that would typically be carried by the Design-Builder. The Design-Builder shall be responsible for the payment of any deductible for a claim made on such policy.

**G.1.6** Contractor’s pollution legal liability policy of at least Two Million Dollars (\$2,000,000) for the duration of the Project and a period of three (3) years after Substantial Completion of the Project.

### **G.2     Additional Insureds**

Each insurance policy shall be issued in the name of the contractor and shall name as additional insured parties the Department and the District of Columbia, and shall not be cancelable or reduced without thirty (30) days prior written notice to the Department.

### **G.3 Waiver of Subrogation**

All such insurance shall contain a waiver of subrogation against the Department and the District of Columbia, and their respective agents.

### **G.4 Strength of Insurer**

All insurance shall be placed with insurers that are reasonably acceptable to the Department and with an A.M. Best's rating of not less than A- (Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.

## **SECTION J            BONDS**

### **J.1     Bid Bond**

Offerors are required to submit with their proposal a bid bond in the amount of \$50,000. All bonding companies must be included on the Department of Treasury's Listing of Approved Sureties. Alternatively, Offerors may submit a cashier's check or irrevocable letter of credit in lieu of a bid bond. However, in the event an Offeror who is awarded a contract fails to post a payment and performance bond for the full value of the contract, the Offeror shall thereby forfeit the full amount of the cashier's check or letter of credit, and the Department shall collect such funds as liquidated damages. If the Offeror chooses to submit a cashier's check or letter of credit in lieu of a bid bond, the Offeror must complete the form included as **Attachment F** and return, notarized, with the Offeror's bid. Letters of credit must be: (i) unconditional and standby; (ii) irrevocable; (iii) issued by an FDIC insured institution that is reasonably acceptable to DGS; and (iv) able to be drawn on in the Washington, DC metropolitan area. The letter of credit shall provide that it may be drawn upon if the holder of the letter of credit submits a signed statement by DGS's contracting officer stating that the Offeror has failed to enter into a contract consistent with the terms of this procurement and the Offeror's bid submitted thereunder.

### **J.2     Trade Subcontractor Bonds**

The Form of Contract will require that all trade subcontractors provide a payment and performance bond having a penal value equal to 100% of the cost of the trade subcontract. All such bonds shall be written on a dual-obligee basis.

### **J.3     Contractor's Payment and Performance Bond**

In addition to the trade subcontractor bonds required by Section J.2, the Design-Builder will be required to post a payment and performance bond having a penal value equal to the GMP at the time the GMP Amendment is executed.

**Attachment A**

**Educational Specifications**



Educational Specifications for

# Special Education Center

August 2013

## Introduction

This document articulates the requirements for a renovation/addition to River Terrace as a Special Education Center for students with multiple handicaps. It describes the current and planned educational programs and services, the community characteristics that may affect facilities planning, and the opportunities and challenges associated with the design and construction.

## Scope and Justification

This special education center will serve students with profound physical, mental and sensory handicaps. Up to 160 students ranging in age from 5 – 21 years old will be educated in classes of 8-10 students each.

River Terrace Elementary School was consolidated at Thomas Elementary School in 2012. As a single story building located centrally to the students currently attending Mamie D. Lee and Sharpe special schools, River Terrace was seen as an ideal location for the consolidated program. This project will entail renovating the existing building to accommodate the unique program needs of these special students and constructing an addition to house additional facilities unique to the program.

## The Student Population

It is the philosophy of DCPS to educate students with disabilities in the least restrictive environment. Students with physical handicaps and/or mild to moderate mental disabilities are served in regular schools with their non-handicapped peers whenever possible. The students that will be served at this facility will have disabilities that require intensive resources and, in some cases, special facilities.

Half of the students at this school will have multiply handicapping conditions and a physical disability. These students will require a school environment that is barrier-free for students who may be orthopedically impaired and/or visually or hearing impaired. The other half of the school will be students with greater mobility. However all students will be educated in an integrated environment.

## The Program

The educational needs of the students are diverse. Some classrooms may have 3 to 4 adults, 6-8 children, 6-8 wheel chairs, changing and toileting areas, special equipment such as padded areas or water beds, hanging equipment for lifting or swinging, sink and kitchen area, a computer area, and a variety of manipulatives on shelves and walls. It will be important for the architect to understand the equipment and circulation needs of these classrooms.

The educational goals are focused on self-sufficiency, including physical care, communication, social interaction, and vocation. The curriculum is designed to offer intensive assistance through physical, occupational, and speech therapy. Many areas emphasize basic living skills such as cooking, eating, changing a bed, washing clothes, etc. Other areas, similar to the regular education curriculum, offer programs for art, music, PE and media services.

For some students, the educational needs may also include some emphasis on academic achievement to include reading, math and computer skills.

## The Career Development Center

The school will be co-located with a career center serving up to 60 students drawn from a city-wide cohort. These students, 18-21 years old, will typically begin and end their day in a suite of career development



classrooms at River Terrace and then be transported to work sites. The career development classrooms will be used by the full-time students while the center students are at their job sites. During the morning and at dismissal the center will need to operate independently of the school. Center students should not be walking through the school for any reason.

It has been proposed that the Career Development Center at River Terrace consist of career suites dedicated to health services, administrative support and horticulture. Parents and staff requested the inclusion of a fourth suite focused on hospitality which can be combined with the administrative support suite. Each of these suites can accommodate a maximum of 15 students. These suites can be utilized as:

- workforce development learning environments for students who are not ready to report to an offsite work location (full-time River Terrace students),
- workforce development learning environments for students who are ready to work offsite full or part-time, and
- as an afterschool program.

The suites can also be used for reinforcement of specific independent living skills to support all students with disabilities. Transition services would be facilitated through a continuum of instructional strategies, interdisciplinary team services, universal design for learning (UDL) and community resources.

## **Overview of Planning Concepts**

### **General Design and Circulation**

The arrangement of the teaching spaces should be logical and easily understood by those with limited vision and communication skills. Wall and floor markings will lead students and visitors with various sensory cues to key parts of the building.

The schools will be organized by age level. The lower grade wing will be scaled for young children and have a non-institutional theme. In designing this wing the architect should consider ways to bring outside views, equipment and technology down to the level of someone in a wheel chair.

All glass accessible to the students shall be shatterproof. All teaching spaces will have horizontal blinds on all exterior windows. Arrangement of the HVAC ducting and baffles shall consider that many of the students will be out of their chairs and placed on floor mats or beanbag chairs for part of the day.

Due to the fragile medical condition of the students, the building call system (through telephones or call buttons) shall be located in every classroom, gathering space and strategic locations throughout the facility. This call system will enable direct communication to the administration area.

The architect must consider all the elements of Universal Design standards to insure a building that is completely accessible to all physical and mental impairments – to include consideration of distances, door widths, turning radius, signage, fire safety, etc.

### **“Welcome Area”/Administration/Student Services**

The entrance will allow for the stacking of up to 10-15 special education busses with direct access from under canopies. The lobby will be large enough to facilitate wheel chair movement during the busy beginning and end of the school day. The lobby should access the administration area and the dining.

### **Physical Education**

To support the physical education program, a variety of indoor and outdoor areas are required. The physical education program is a non-competitive, therapeutic model to include a walking course, gardens, and covered seating areas. All spaces must be accessible by a wheel chair.

### **Cafeteria**

This area will be used for student dining, performances, assemblies, and community meetings. Many students need assistance with eating. There must be room for special equipment and aides. A separate feeding area may be needed for students who are tube fed. The special feeding area does not need to be near the cafeteria.

## **Special Features**

### **Corridors and Commons Spaces**

The front entry lobbies should be welcoming and inviting for students, staff, and visitors. Extensive display systems should be provided for 2-dimensional and 3-dimensional student work. Finishes should be durable and easy to maintain. The scale of all spaces should be child-friendly. Colors, artificial lighting, and natural daylighting should be managed artfully to create an environment that communicates that school is a very special place.

### **Furniture & Equipment**

Movable furnishings will be used, rather than fixed casework, to provide flexibility for future reconfiguration. A list of recommended equipment will be provided by DCPS Staff.

### **Technology**

The facility will contain the latest in technology and be wired for voice, data, and video throughout the building. The program design is intended to bring information to the student, and computer technology will be distributed in every classroom. It is intended that access to technology will be seamless and pervasive throughout the building. Interactive boards will be placed in every classroom and other forms of mobile interactive technology will be accommodated through an effective wireless internet environment. Additional electrical outlets may be needed.

### **Handicapped Accessibility**

The entire facility will be accessible for students, staff, and visitors. This will be accomplished through judicious use of ramping, sufficient internal clearances for circulation, convenient bus/van loading and unloading, and nearby handicapped parking spaces. All elements of the Americans with Disabilities Act must be complied with, including wayfinding and signage, appropriate use of textures, and universal accessibility of all indoor and outdoor school facilities.

### **Site**

The site circulation will be organized for safety and efficiency. This will be accomplished through careful separation of vehicular and pedestrian traffic. Sufficient stacking space will be provided to prevent congestion of busy streets. The school may have up to 25 busses waiting for dismissal. The bus-drop-off should have a large canopy to allow students and aides to wait for boarding out of the weather.

All play areas will be protected from vehicular and pedestrian traffic, so students can be assured of a safe and secure environment on the entire school site. Play areas will provide for active and passive learning opportunities through walkways, gardens, gazeboes, and art. The playground will have age-appropriate adaptive equipment and surfaces (protected from public use). A sensory garden and walking paths should be accessible to wheelchairs. The fields should be designed for Special Olympics competitions. A horticulture area with vegetable gardens should be located near the horticulture building and needs raised beds and water access.

## **Safety & Security**

DCPS wants to maintain a warm and inviting learning environment, while simultaneously providing a safe environment for students, staff, and community who use the facility and adjacent support services. The organization of a building will have a major impact on student behavior and safety concerns. Building security can be addressed in an active or a passive manner. Active security is based on security systems; passive security is based on program design, building configuration, and community participation. Schools should be based on passive concepts with applied active concepts where necessary.

### **Security Concepts**

#### **Building Layout**

- Avoid blind spots, corners, and cubby holes
- Locate administrative and teacher preparation with good visual contact of major circulation areas (i.e., corridors, cafeteria, bus drop-off, parking)
- Develop spatial relationships that are natural transitions from one location to another
- Design toilets to balance the need for privacy with the ability to supervise
- Locate areas likely to have significant community (after school) use close to parking and where these areas can be closed off from the rest of the building

#### **Types of Building Materials**

- Use durable wall surfaces that are easy to clean
- Install non-slip floors at point of entry

#### **Uses of Technology**

- Phones in every instructional and support area
- Building-wide all-call designed to be heard throughout the school and on the play fields
- Motion or infra-red detectors, which can also be configured to conserve lighting costs
- Video cameras both inside and outside of the building
- Key systems that track users

#### **Vehicular and Pedestrian Traffic**

- Separate bus drop-off area from other vehicular traffic
- Separate student (pedestrian) traffic flow

#### **Landscaping, Play/Practice Fields, Site, and Lighting**

- Use high trees and low bushes (less than three feet high)
- Use aesthetically pleasing fencing around perimeter of the building
- Provide security lighting around building and parking lots with photocell timer with on/off
- Locate athletic facilities away from building

**Performance Criteria**

Lighting Quality: Improving natural and artificial lighting in classrooms

	<b>DESIGN PARAMETERS</b>	<b>PARAMETER NOTES</b>
1) Controlled Natural Lighting (Glazing)	10 - 12% of floor S.F.	LEED & Green Globe
2) Artificial Light	35-50 Foot-candles	IES

Environmental / Air Quality: Addressing temperature control, ventilation, air filtration, carbon dioxide levels, and HVAC background noise to ensure comfortable rooms.

	<b>DESIGN PARAMETERS</b>	<b>PARAMETER NOTES</b>
1) Winter Temperature	68.5 to 75.5 degrees	EPA 2000 & ASHRAE 55-04
Summer Temperature	74 to 80 degrees	
2) Humidity	30 % to 60% relative humidity	EPA 2000 & ASHRAE 55-04
3) Air Changes	6-10 per hour	ASHRAE
4) Outdoor Air Ventilation	10CFM per person	Plus 0.12 per SF of area
5) Air Filtration	MERV 13	LEED
	MERV 6 to 8	ASHRAE 52.2-2007 & 62.1-2007
6) Carbon Dioxide Levels	Below 700 PPM above outdoor air	ASHRAE 62.1-2007
7) HVAC Background Noise Level	RC(N) Mark II level of 37	ASHRAE Handbook Chapter 47

Acoustics: Limiting reverberation and background noise and improving sound isolation.

	<b>DESIGN PARAMETERS</b>	<b>PARAMETER NOTES</b>
1) Reverberation	.6 per second	(ANSI S12.60-2002)
2) Background Noise	45 dBA	(LEED)
3) Sound Isolation (Varies)	STC 45 between Classrooms	

Technology: Providing data connections for online learning resources, AV equipment, and a sound system with emergency capabilities.

<b>DESIGN PARAMETERS PARAMETER NOTES</b>	
1) Data / Computer Drops	At Teacher and Student Computers at wireless access points for mobile cart
2) Audio / Video Equipment	
Interactive Whiteboard	
Document Camera	
Sound Reinforcement	Amplifier, microphone, speakers
3) Clock	Synchronized with Bell system
4) Sound System & Emergency Call-box	
Ceiling or Wall Speaker	Class change bells, emergency announcements
5) CCTV Camera	
Security, WebX conferencing, Distance Learning	

### Proposed Capacity

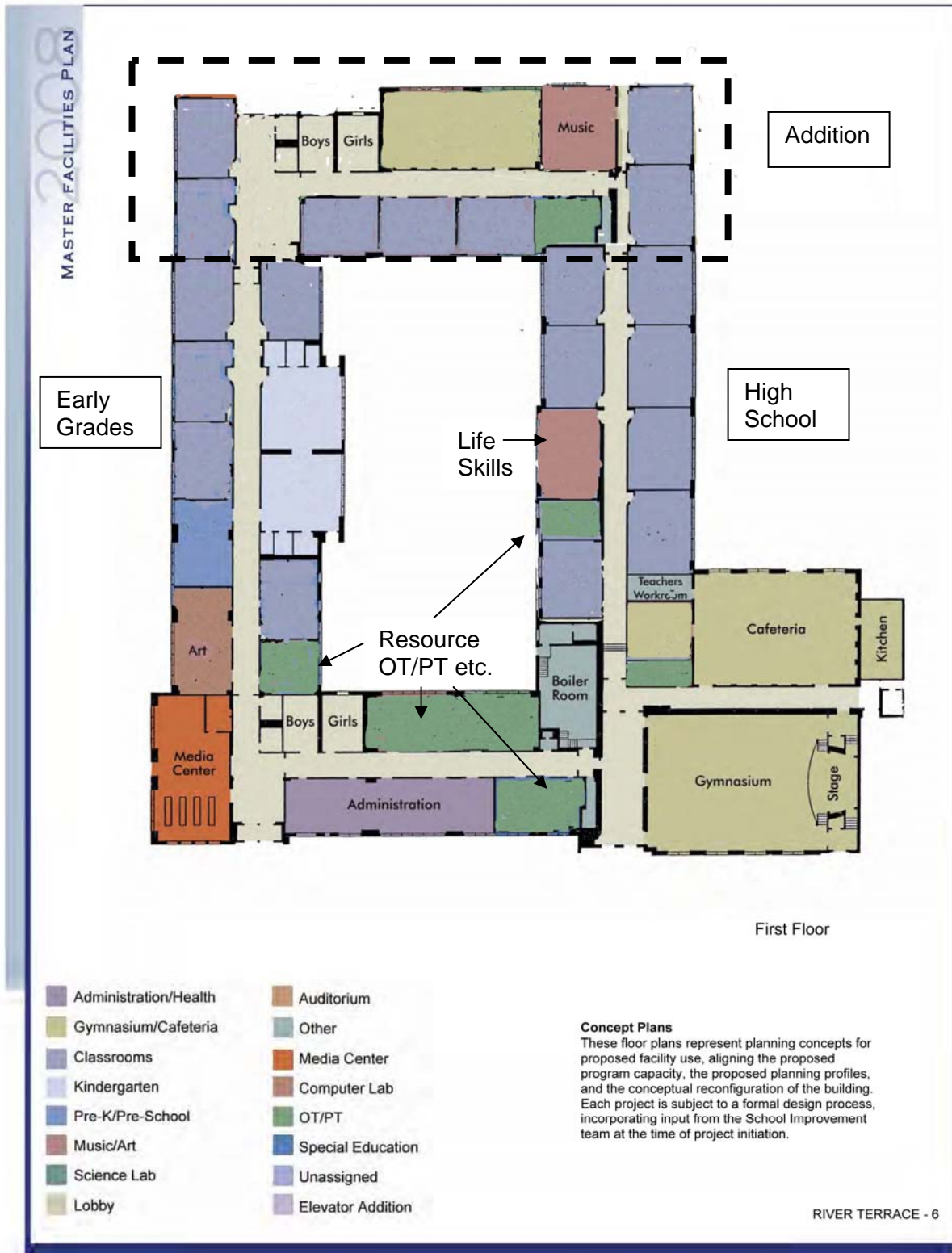
Room Use			
Grade	Number of	Capacity (Program)	Total
	Classrooms		
Primary (ages 6-10)	4	8	32
Intermediate (ages 11-14)	5	8	40
High – Age 21	11	8	88
<b>Total</b>	<b>20</b>		<b>160</b>

### Building Space Summary

Summary	Total
Core Academic/Special Education Areas	24,885
Media Center/Computer Resource	1,350
Art/Music	1,800
Adaptive PE/Therapy Pool	5,700
Administration	3,150
Student Dining & Food Service	3,150
Custodial	400
Mechanical, Electrical, Toilets, Custodial Closets	12,185
<b>Total Net</b>	<b>52,620</b>

### Outdoor Area Requirements Summary

Exterior Spaces
Structured Play Area For Ambulatory Students
Walking Path with stations
Garden
Cover Classroom
Stacking area for special education busses
Faculty, Staff, and Visitor Parking (65 spaces)





**Core Academic Area Space Requirements**

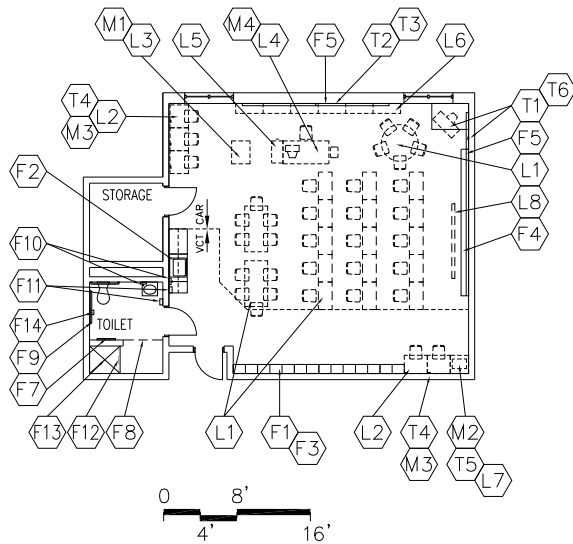
Spaces	Suggested			Comments
	Quantity	S.F.	Total	
Primary/Int. thru age 14 Bathroom Storage	9	800 55 50	8,145	Two storage rooms may be combined and become an observation room
High – thru Age 21 Bathroom	8	800 55	6,840	Two bathrooms can be between paired rooms
Resource Classroom	4-6	Varies	1,200	Speech, ELL, Inst. Coach
Student Services Offices	5	150	750	Psychologist, social worker, Job Development, vision
Life skills/Science Lab	1	1000	1,000	
Occupational Therapy/Physical Therapy/Offices/Storage			1,600	
Storage	4	400	1,600	
Teachers Workroom	2	200	400	
Telecom Head End Room	1	150	150	
<b>Total</b>			<b>21,685</b>	

**Career Development Center Suite Space Requirements**

Spaces	Suggested			Comments
	Quantity	S.F.	Total	
Career and Technology Labs -Administrative Support/Hospitality -Health Occupations -Horticulture	3	1,600 1,200 1,600	4,400	
Transition Coordinator Office/conf.	1	200	200	
<b>Total</b>			<b>4,600</b>	

**SPECIAL NEEDS CLASSROOM**

**E-ACA-8**



**CAPACITY:**

- 8 students
- 2-4 staff

**SIZE:**

- 800-900 SF

**ANCILLARY SPACES:**

- Individual restroom (55 SF)
- Storage closet

**GOAL:**

- To provide a safe, accessible, and comfortable learning environment for students who are physically challenged

**PROGRAM ACTIVITIES:**

- Small group work
- Independent work
- Individual instruction

**SPATIAL RELATIONSHIPS:**

- Elevator access
- Toilet access (CIC-clean intermittent catheterization, with shower)
- Accessible ingress/egress to the building and classroom areas

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Windows to provide natural light and egress
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
  - Reverberation Time: .4-.6 seconds
- Electrical outlets for equipment
- General room exhaust
- Adequate ventilation
- Proportion classroom for effective viewing and listening from all areas of the classroom
- Window treatment to darken room for AV presentation

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.
2. Storage Room between Special Needs Classrooms may double as observation area.

**SPECIAL NEEDS CLASSROOM**

**E-ACA-8**

<u>Finishes<sup>1</sup>:</u>	Spec. <u>Ref.#</u>	<u>Features<sup>1</sup>:</u>	Spec. <u>Ref.#</u>
<u>Flooring:</u>		<u>Fixed Equipment:</u>	
Resilient tile flooring	096519	F1 Carpentry:	
Toilet: Ceramic mosaic tile	093013	Student cubbies (8)	064123
<u>Base:</u>		F3 Casework:	
Resilient base	096519	Wall shelving above cubbies	123200
Toilet: Ceramic mosaic tile base	093013	F4 Marker board (8 LF)	101100
<u>Ceiling (9' high minimum):</u>		F6 Manual projection screen	115213
Suspended, acoustical	095113	F7 24" x 60" mirror	102800
Shower: Painted portland cement plaster	092400/099123	F9 36" and 42" grab bars	102800
<u>Walls:</u>		F10 Soap dispenser	102800
Painted concrete masonry units or dry wall	042000/099123	F11 Towel dispenser	102800
Toilet: Epoxy painted concrete masonry units		F14 Toilet tissue dispenser	102800
Shower: Ceramic tile	093013	F15 Casework:	
<u>Loose Furnishings:</u>		Lockable Wardrobe	123200
L1 Tables/chairs (consult staff)		<u>Fire Suppression:</u>	Div. 21
L2 3-5 computer workstations and chairs (height appropriate)		Fire suppression system	
L4 Teacher desk and chair		<u>Plumbing:</u>	Div. 22
L5 Four-drawer file cabinet		Sinks in bathroom and in classroom with drinking fountain	
L6 Adjustable height bookshelves (24 LF)		Wall-mounted toilet	
2-3 Rugs in lower grades		Floor drain	
<u>Communications:</u>	Div. 27	<u>HVAC:</u>	Div. 23
Single point 'face plate' near teachers work station to include:		Supply/return air system	
Voice, data, VGA , audio enhancement, and HDMI		Independent temperature control	
Additional ports:		Exhaust air system	
Printer		<u>Electrical:</u>	Div. 26
Cable/MATV port		Duplex receptacles	
3 data ports for student use		3 per primary teaching wall	
Electronic white board		At least 2 per other walls	
Clock/PA		TVSS protected quad receptacle adjacent to each data and video port	
2 wireless		Multilevel switching	
<u>Electronic Safety and Security:</u>	Div. 28	Fluorescent lighting	
Life safety devices per code		Illumination level: See Table 7600-16	
<u>Miscellaneous:</u>		Clock	
M2 Printer	Div. 27	Central sound system	
M3 3 computers for student use			
M4 Lap top computer for teacher use			

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Refer to the Educational Specifications – Technology, Section 1240.

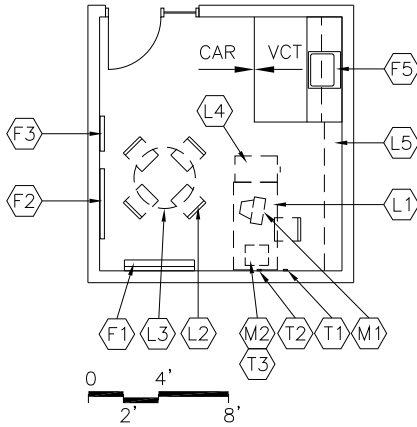
- Each classroom shall have a work counter equipped with two (2) sinks at opposite ends of the counter. The counter shall have base cabinets below and upper cabinets above.
- The counter shall be at two (2) levels. Provide eight feet (4') of length at 36" high with a sink for the teacher and eight feet (4') of length at 25" high with a sink for the students in wheel chairs.
- The teacher's sink will be a kitchen type stainless steel sink with swing faucet serviced with hot and cold water.
- The student's sink will have cold water only, a gooseneck faucet on one side and drinking bubbler on the other. Locate the sink adjacent to the Toilet Room door, as close to the front of the cabinet as possible and two feet (2') from the end of the counter.
- Power outlets (GFI) shall be provided above the counter
- Provide space and electrical outlet for ½ size refrigerator (no icemaker).
- Upper wall cabinets shall be 12" deep, closed and extend over the entire counter area.
- Provide two (2) 4' x 6' tack boards. Bottom of the boards shall be 29" AFF.
- Provide two (2) parallel rows of continuous tack strips on all available walls (4 LF or longer) at 34" and 58" AFF.
- An overhead support structure is required for hanging equipment; rooms for older students will include a tracking system for lifting students (Rifton)

### **Bathroom**

- The toilet room shall be equipped with an age appropriate toilet, accessible sink, and a changing table
- Storage shelves at 60" AFF shall be provided for boxes of gloves, diapers, toilet tissue and soap.
- Provide toilet paper holders and grab bars.
- The floor covering shall be seamless resilient.
- Doors shall be 36" wide and swing out.
- Hoyer lifts are needed for older students

**RESOURCE CLASSROOM**

**E-ACA-4**



**CAPACITY:**

- 2-3 students
- 2 or more staff members

**GOAL:**

- To provide a safe and comfortable learning environment for students with unique learning challenges

**PROGRAM ACTIVITIES:**

- Small group work
- Independent instruction and work

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Windows to provide natural light and egress
- Environmental sound control:  
 Wall minimum: STC 40  
 Ceiling minimum: CAC 35  
 Reverberation Time: .4-.6 seconds
- Electrical outlets for equipment
- Room layout must allow for multiple wheel chairs

**RESOURCE CLASSROOM**

**E-ACA-4**

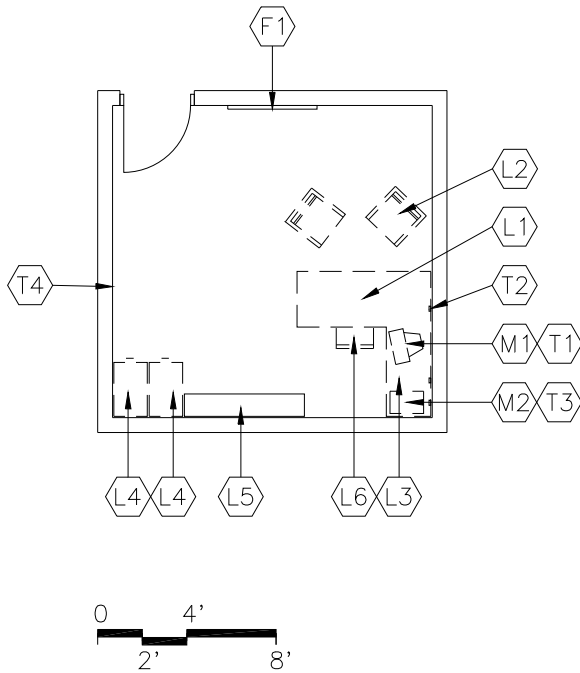
<u>Finishes<sup>1</sup>:</u>	<u>Ref.#</u>	<u>Features<sup>1</sup>:</u>	<u>Spec. Ref.#</u>
<u>Flooring:</u>		<u>Fixed Equipment:</u>	
Rubber tile	096519	F1 Casework:	123200
<u>Base:</u>		Base shelving	
Resilient base	096519	F3 Marker board (4 LF)	101100
<u>Ceiling (9' high minimum):</u>		F4 Tack board (8 LF)	101100
Suspended, acoustical	095113	F5 Manual projection screen	115213
<u>Walls:</u>		F8 Casework:	
Painted concrete masonry units	042000/099123	Wardrobe	123200
<u>Loose Furnishings:</u>		<u>Fire Suppression:</u>	Div. 21
L1 Tables and chairs (consult staff)		Fire suppression system	
L2 1-3 computer tables and chairs		<u>Plumbing:</u>	Div. 22
L3 Teacher desk and chair		None	
L4 Four-drawer file cabinet		<u>HVAC:</u>	Div. 23
L6 Adjustable height bookshelves (20 LF)		Supply/return air system	
<u>Communications<sup>2</sup>:</u>	Div. 27	Independent temperature Control	
T2 Voice port and phone		<u>Electrical:</u>	Div. 26
T3 Data port		Duplex receptacles	
near teacher workstation		2 per walls	
T4 3 data ports for student use		TVSS protected quad receptacle	
T6 Cable/MATV		adjacent to each data and video port	
<u>Miscellaneous:</u>		Fluorescent lighting	
M2 Printer		Illumination level: See Table 7600-16	
M3 1-3 computers or computer table for student use		Multilevel switching	
M4 Computer for teacher use		Clock	
		Central sound system	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.

**STUDENT SERVICES OFFICE**

**M-AC-10**



**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:
  - Wall minimum: STC 40
  - Ceiling minimum: CAC 35
- Windows to provide natural light, desirable
- Auditory privacy

**Finishes<sup>1</sup>:**

	Spec.
	Ref.#
Flooring: Resilient tile flooring	096519
Base: Resilient base	096519
Ceiling: Suspended, acoustical	095113
Walls: Painted gypsum wallboard over metal studs	092116 / 099123

**Loose Furnishings:**

- L1 Desk or table (consult staff)
- L2 Student or visitor chairs
- L4 2 four-drawer file cabinets
- L5 Adjustable height bookshelves (12 LF)
- L6 Ergonomic task chair
- Wastebasket

**Communications<sup>2</sup>:**

- T1 Data port near workstation
- T2 Voice port and phone
- T3 Data port for printer
- T4 Cable/MATV port

Div. 27

**CAPACITY:**

- Counselors
- Students and parents
- Staff
- Teachers
- Psychologists
- Social workers

**SIZE:**

- 120-140 SF

**PROGRAM ACTIVITIES:**

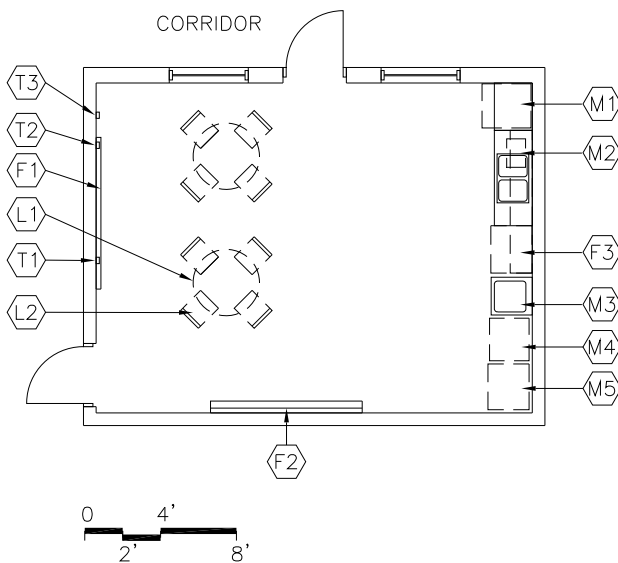
- Counseling for parents and students
- Administrative paperwork
- Environment and orientation of new students
- Office space for itinerant staff

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Refer to the Educational Specifications — Technology, Section 1240.

**LIFE SKILLS/SCIECE LAB**

**E-ACA-9**



**CAPACITY:**

- Teachers
- Staff
- 6-8 Students

**SIZE:**

- 1000 SF

**GOALS:**

- To provide a life skills instructional area shared by students receiving multiple handicap and developmentally handicap special education services
- To help students learn practical/hands-on social skills and daily living skills
- To provide a handicapped-accessible area for washing and drying garments

**PROGRAM ACTIVITIES Areas:**

- Food preparation and cleanup
- Washing and drying garments
- Bed making and self hygiene

**SPATIAL RELATIONSHIPS:** - internal to classroom

- Kitchen area
- Laundry area
- Bedroom and bathing area
- Living area

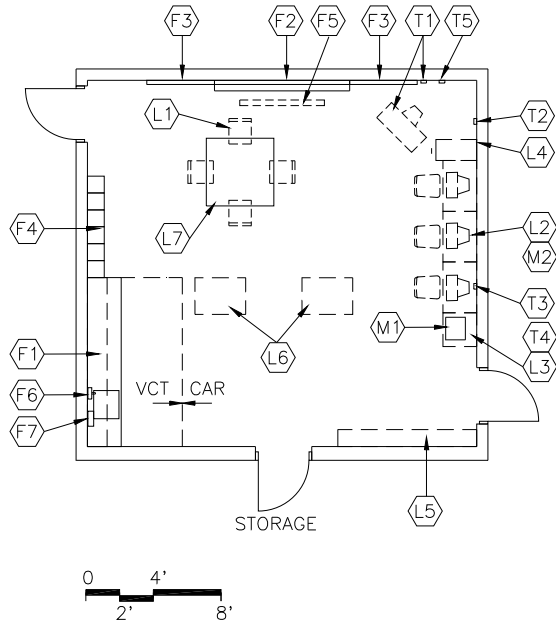
**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Windows to provide natural light, desirable



**OCCUPATIONAL/PHYSICAL THERAPY**

**M-AC-13**



**GOAL:**

- To provide private functional mobility training for students

**PROGRAM ACTIVITIES:**

- Exercise
- Assistive technology evaluation
- Occupational and Physical Therapy

**SPATIAL RELATIONSHIPS:** Interior to suite

- Office storage area between therapy areas

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35
- Adequate ventilation
- Electrical outlets for equipment
- Wheelchair accessibility
- Windows to provide natural light, desirable;  
provide treatment to darken if windows are provided
- Auditory privacy

**FIXTURES**

- Reinforce structure to support equipment such as a trapeze
- Tracking system in ceiling for lifting
- Counter with sink and storage above and below

**FURNITURE**

- Consult staff

**CAPACITY:**

- Up to 6 students
- Up to 2 staff

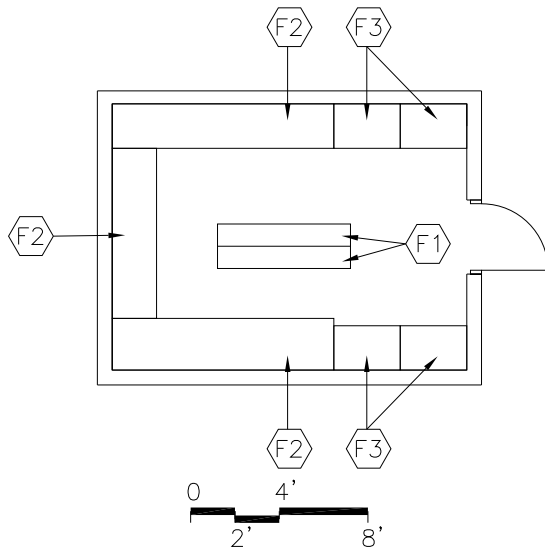
**SIZE:**

- 800 SF each w/ office and storage

**ANCILLARY SPACES:**

- Storage/office

**STORAGE**



**CAPACITY:**

- Staff

**SIZE:**

- 200-400 SF

**ANCILLARY SPACES:**

N/A

**GOAL:**

- To provide storage for textbooks and therapy equipment

**PROGRAM ACTIVITIES:**

- Store and retrieving books and supplies

**SPATIAL RELATIONSHIPS:**

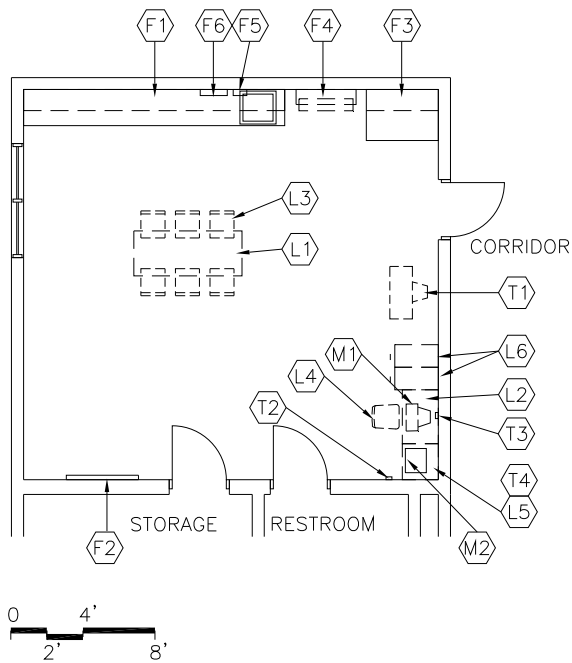
- Near Core Academic classrooms
- Between OT and PT space (specific layout consult with staff)
- Consider one-way windows into classrooms

**ENVIROMENTAL CONSIDERATIONS:**

- Uniform lighting

**WORKROOM/TEACHER OFFICE**

**E-ACA-12**



**GOALS:**

- To provide a space where adults can meet for committee work
- To provide a space where teachers can perform administrative work
- To provide a space for storage of grade-level materials

**PROGRAM ACTIVITIES:**

- Team staff meetings
- Lesson planning and grading
- Scheduling appointments
- Record keeping
- Develop and review teacher materials

**SPATIAL RELATIONSHIPS:**

- Near Academic Core classrooms (centrally located)
- This area may be divided among the different floor levels
- Access to Staff Restroom(s) from within Workroom/Teacher Office
- Access to Storage from within Workroom/Teacher Office

**CAPACITY:**

- Teachers
- Teachers' assistants
- Parents/volunteers

**SIZE:**

- 400 SF

**ANCILLARY SPACES:**

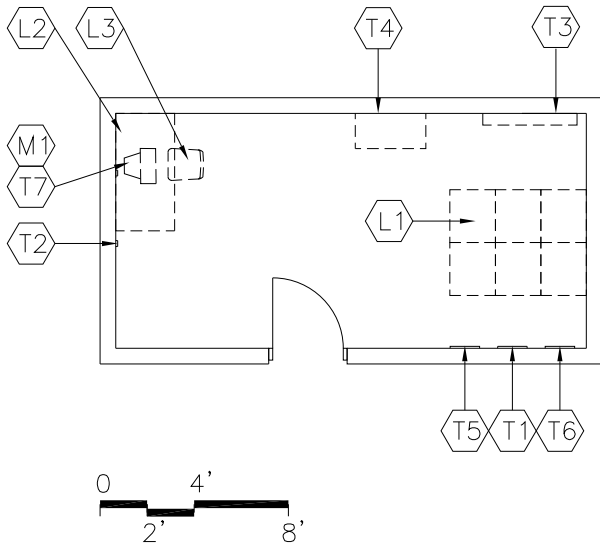
- Staff Restroom
- Storage

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:
  - Wall minimum: STC 40
  - Ceiling minimum: CAC 35
- Adequate ventilation
- Electrical outlets for equipment
- Window to provide natural light, desirable

**TELECOM HEAD END ROOM**

**E-MC-5**



**CAPACITY:**

- 1-2 staff members

**SIZE:**

- 200 SF

**ANCILLARY SPACES:**

- Reading/Learning/Circulation Area (E-MC-1)

**GOALS:**

- To provide a secure area to serve as the information hub of the school. File servers will serve the building computer network
- To provide satellite up and down links that will send and receive voice, video, and data
- Location of cable TV input and output
- All areas of the school are to be wired to this area

**PROGRAM ACTIVITIES:**

- Voice, video, data reception, and distribution
- Security system location
- Network management
- Telephone wiring entry and distribution
- Cable and CCTV reception and broadcasting

**SPATIAL RELATIONSHIPS:**

- May also be located in the Administration Area
- Adjacent to and access to Reading/Learning/Circulation Area
- Could be accessed from workroom in lieu of Reading/Learning/Circulation Area
- Additional access from corridor

**ENVIRONMENTAL CONSIDERATIONS:**

- Adequate power supply will be required and auxiliary UPS power for back-up (Quality of power is important.)
- Dedicated electrical circuitry
- Air conditioning dedicated to this space
- Adequate ventilation
- Access to ceiling and walls for modification to systems and wiring
- Security of door

**CAREER DEVELOPMENT LABS**

**H-AC-2**

**ADMINISTRATIVE SKILLS/HOSPITALITY LAB**

- Mail room station (school’s mail room)
- Copy room station (school’s copier)
- 2 computer workstations
- 3 work tables for 6
- Kitchenette (stove, refrigerator, sink, cabinets, pantry)

**HEALTH OCCUPATIONS**

- 2 Hospital bed stations
- Hand washing station
- Washer and dryer
- 2 computer workstations
- 3 Work tables for 6

**HORTICULTURE LAB**

- Greenhouse (400 SF)
- Workspace – work benches for 16 students, peripheral storage and countertops
- Tool storage
- Outside covered patio and garden w/ raised beds
- 2 computer workstations

**CAPACITY:**

- 8-20 students
- staff members

**GOAL:**

- To provide flexible space as a resource area for interdisciplinary activities
- To teach job skills in an authentic environment

**PROGRAM ACTIVITIES:**

- Large and small group instruction
- Hands-on activities
- Team teaching

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Windows to provide natural light and egress
- Environmental sound control:  
 Wall minimum: STC 45  
 Ceiling minimum: CAC 35  
 Reverberation Time: .4-.6 seconds
- Electrical outlets for equipment
- Comfortable rooms with pleasant décor that contribute to an atmosphere conducive to creativity
- Proportion classroom for effective viewing and listening from all areas of the classroom
- Window treatment to darken room for AV presentation

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

**CAREER DEVELOPMENT LABS**

**H-AC-2**

	Spec. Ref.#		Spec. Ref.#
<u>Finishes</u> <sup>1</sup> :			
Flooring:		<u>Fire Suppression:</u>	Div. 21
Vinyl composition tile	096519	Fire suppression system	
Poured cement with floor drains in horticulture lab		<u>Plumbing:</u>	Div. 22
Base:		<u>Admin/Hosp:</u> kitchen sink	
Resilient base	096519	<u>Horticulture:</u> deep utility sink and single hand washing sink	
Ceiling: (9' high minimum)		<u>Health:</u> health foot operated hand washing sink	
Suspended, acoustical	095113	Plumbing connections	
Horticulture may be open grid		<u>HVAC:</u>	Div. 23
Walls:		Supply/return air system	
Painted concrete masonry units or dry wall		Independent temperature control	
042000 / 099123		<u>Electrical:</u>	Div. 26
<u>Loose Furnishings:</u>		Fluorescent lighting	
L1    2 computer workstations		Illumination level: See table 7600-16	
L3    3-4 rectangular tables		Multilevel switching	
Admin/Hospitality – dining type		Duplex receptacles	
Health – classroom type		3 per wall	
Horticulture – wooden work benches		TVSS protected quad receptacle adjacent to data and video ports	
L4    1, 4-drawer file cabinet		Central sound system	
L5    16-20 chairs		Clock	
L6    Adjustable height bookshelves (24 LF)		<u>Communications:</u>	Div. 27
L7    Printer table		T2    1 voice port and phone	
		T3    1 data port near teacher workstation	
		T4    3 data ports for student use	
		T5    1 data port for printer	
		T6    1 cable/MATV port	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	
		<u>Miscellaneous:</u>	
		M1    Ceiling mounted overhead projector and teacher's multimedia computer	Div. 27
		M2    1 printer	
		M3    2 computers for student use	
		Audio enhancement equipment	
<u>Features</u> <sup>1</sup> :	Spec. Ref.#		
Fixed Equipment:			
F1    Marker board (16 LF)	101100		
F2    Tack board (8-16 LF)	101100		
F3    Casework: Base/wall cabinets	123200		
Admin – For storing paper and office supplies (12 LF)			
- For storing dishes and dry food			
Health – For storing nursing supplies (12 LF)			
Horticulture – For storing gardening supplies (along one wall)			
F4    Manual projection screen	115213		
F5    Casework:			
Horticulture: Tool storage	123200		

**NOTES:**

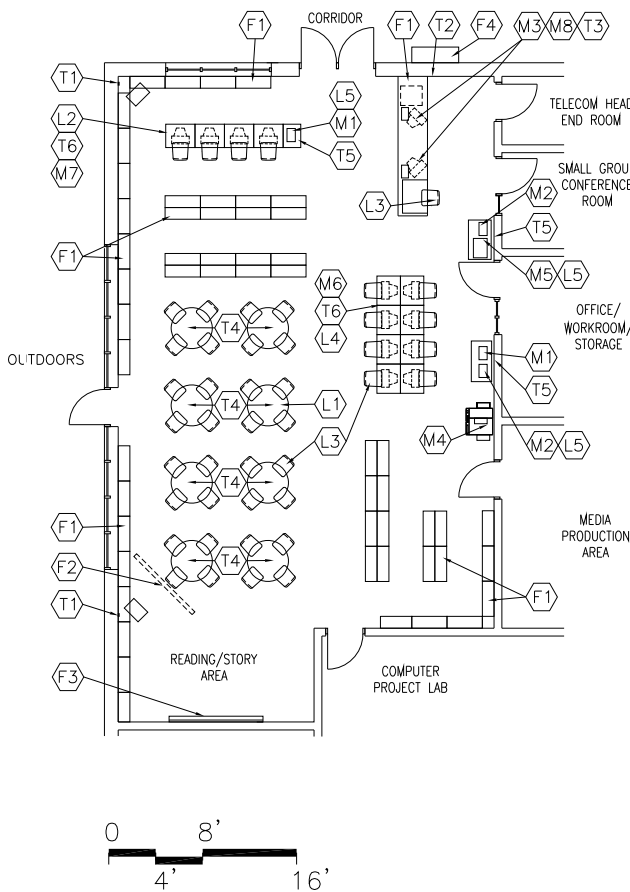
1. Finishes/Features: Refer to Chapter 8 for specification references.

**MEDIA CENTER/COMPUTER RESOURCE**

<b>Spaces</b>	<b>Qty.</b>	<b>S.F.</b>	<b>Total</b>	<b>Comments</b>
Media Center	1	1,150	1,150	Or 'as is'
Storage	1	200	200	
<b>Total</b>			<b>1,350</b>	

**MEDIA CENTER**

**E-MC-1**



**CAPACITY:**

- 16 students
- 2 teachers
- Media assistant
- Community patrons after school hours

**SIZE:**

- Varies, see table

**GOAL:**

- To provide students, staff and community with access to information and quiet study areas

**PROGRAM ACTIVITIES:**

- Reading
- Large group and small group instruction
- Provide meeting areas for community, staff, and parents
- Dramatic reading and storytelling

**SPATIAL RELATIONSHIPS:**

- Desk located close to entrance
- Open plan so that wheel chairs can circulate freely
- Computer area for up to 8 accessible stations

**ENVIRONMENTAL CONSIDERATIONS:**

- Adequate ventilation
- Environmental sound control:
  - Wall minimum: STC 45
  - Ceiling minimum: CAC 35
- Electrical outlets at all column locations
- Windows to provide natural light
- Security of school when center is in use after school hours
- Electrical outlets in toe space of wall shelving
- Window treatment to darken room for AV presentation

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.
2. Book stacks shall be 42" high.



**READING / LEARNING / CIRCULATION AREA**

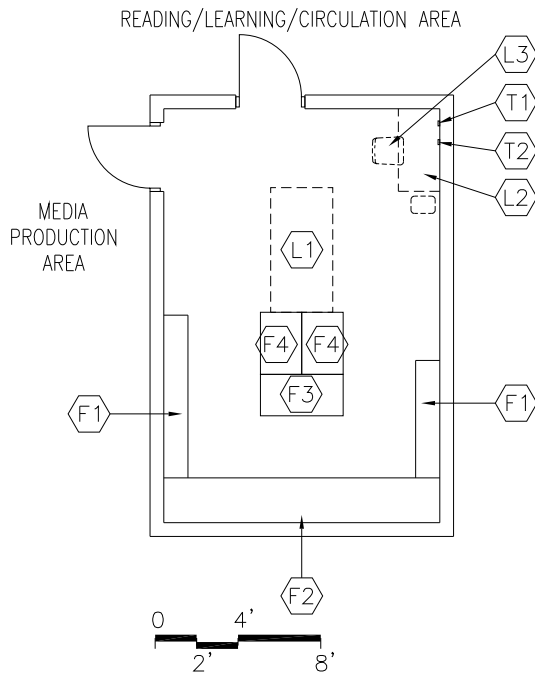
Spec.	<u>Finishes<sup>1</sup>:</u>	<u>Features<sup>1</sup>:</u>	Spec. <u>Ref.#</u>
Flooring: Carpet	096816	<b>Fixed Equipment:</b> F1 Library casework (see furniture standards)	
Base: Resilient base	096519	F2 Motorized projection screen	115213
Ceiling: Suspended, acoustical	095113	F3 Marker board (8 LF)	101100
Walls: Painted concrete masonry units	042000 / 099123	F4 Display cases	123559
<u>Loose Furnishings:</u>		<b>Fire Suppression:</b> Fire suppression system	Div. 21
L1 4, four-person tables (different heights)		<b>HVAC:</b> Supply/return air system Independent temperature control	Div. 23
L3 28 chairs		<b>Electrical:</b> Duplex receptacles TVSS protected quad receptacle adjacent to each data and video port Single-level switching Fluorescent lighting Illumination level: See Table 7600-16 Means of egress lighting per code Central sound system	Div. 26
L4 8-12 seated computer stations		<b>Communications<sup>2</sup>:</b> T1 2 video port, monitor, VCR/DVD, and brackets T2 Voice port and phone T3 2 data ports at circulation desk T4 12 data ports for student use T5 data port for printer Cable/MATV port	Div. 27
L5 Printer table Wastebasket		<b>Electronic Safety and Security:</b> Life safety devices per code	Div. 28
<u>Miscellaneous:</u>			
M2 Color printer			
M4 Photocopy machine			
M5 Digital scanner			
M6 8-12 computers for student use			
M8 1 computer for staff use			

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Refer to the Educational Specifications – Technology, Section 1240.

**WORKROOM / STORAGE**

**E-MC-8**



**GOAL:**

- To provide a less visible and secure space for processing incoming materials and storage of electronics

**PROGRAM ACTIVITIES:**

- Storage of materials
- Storage of A/V materials and videotapes
- Scanning
- Digitizing

**SPATIAL RELATIONSHIPS:**

- Located behind circulation desk and whole class zone

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Auditory privacy

**CAPACITY:**

- Media specialists

Loose Furnishings:

- L1 Work table
- L2 Computer workstation
- L3 Chair
- Wastebasket

Features<sup>1</sup>:

Fixed Equipment:

	Spec. Ref.#
F1 Storage shelving	10670
F2 Casework: Lockable Tall cabinet (24" deep)	123200
F3 Poster/map storage	123200
F4 Casework: Base cabinets with power	123200

**NOTES:**

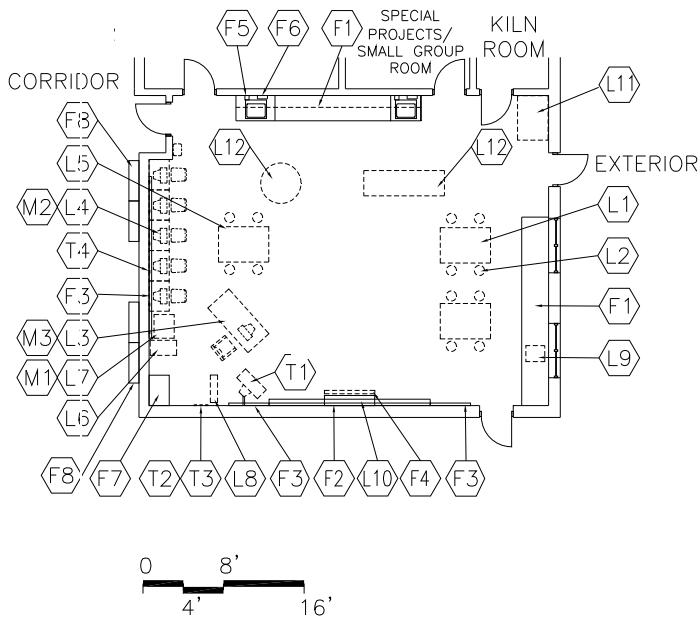
1. Loose furnishings and features shown represent one of many possible arrangements.

**ART/MUSIC**

<b>Spaces</b>	<b>Qty.</b>	<b>S.F.</b>	<b>Total</b>	<b>Comments</b>
Art	1	900	900	
Music	1	900	900	
<b>Total</b>			<b>1,800</b>	

**ART LAB**

**E-VA-1**



**CAPACITY:**

- 8 students
- 1 teacher
- Student teacher
- Parent volunteers
- Student volunteers

**SPATIAL RELATIONSHIPS:**

- Centrally located with convenient access to Core Academic classrooms
- Direct access to art patio – with overhang

**GOALS:**

- To provide an area for students to work on a variety of art projects and to have positive experiences, which include developing confidence, commitment, and a sense of accomplishment
- To explore the manipulation of a variety of materials
- To develop technical and expressive skills

**PROGRAM ACTIVITIES:**

- Drawing, painting, and print making
- Sculpture, model-making, collage, and assembly
- Demonstrations
- Individual and cooperative group work
- Storage of supplies, projects, and small equipment
- Mixed media work

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting/track and display lighting
- Windows to provide natural light and egress, preferably northern exposure
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Include outlets on the wall above counter spaces in raceway
- Electrical outlets for equipment
- Provide one ceiling hung, retractable electrical outlet
- Window treatment to darken room for AV presentation as required

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

**ART LAB**

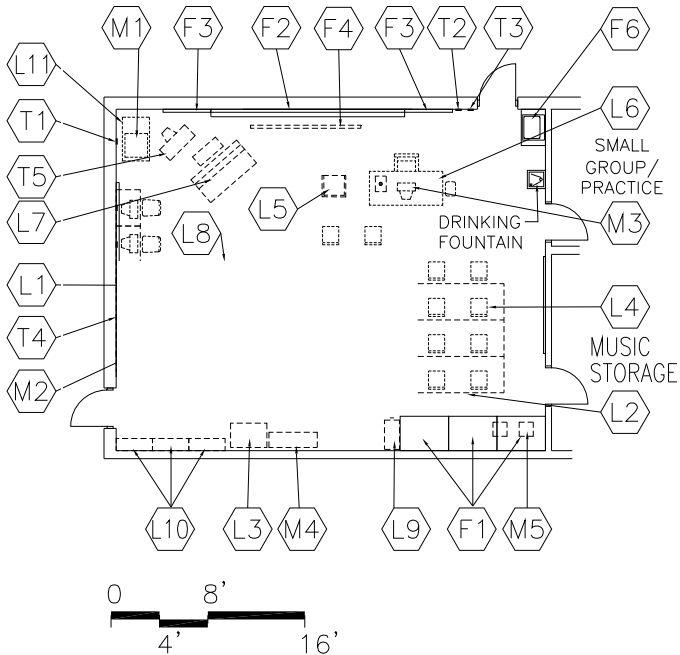
<u>Finishes<sup>1</sup>:</u>	Spec. Ref.#	<u>Features<sup>1</sup>:</u>	Spec. Ref.#
Flooring:		Fixed Equipment:	
Quartz tile	096618	F1 Casework:	
Base:		base/wall cabinets near sinks	123200
Resilient base	096519	Paper storage cabinets	
Ceiling (12' high minimum to underside of deck):		F2 Marker board	101100
Exposed structure, painted	099123	8 LF primary	
with acoustical treatment	098400	F5 Tack board flanking marker board	
Walls:		Plus two (2) parallel rows of continuous tack strips on all available walls (4 LF or longer) at 30" and 48" AFF	
Painted concrete masonry units or dry wall		F6 Manual projection screen (60"X60")	115213 <sup>3</sup>
One tackable wall	042000 / 099123	F5 Soap dispenser (at each sink)	102800
		F6 Towel dispenser (at each sink)	102800
<u>Loose Furnishings:</u>		F7 Casework: Wardrobe	123200
L1 4 2-person adjustable student work tables		F8 Display cases	
L2 8 Student chairs			
L3 Teacher workstation and chair		<u>Fire Suppression:</u>	Div. 21
L4 3 computer (laptops) tables and chairs		Fire suppression system	
L6 1, four-drawer file cabinet			
L7 Audio visual cart for teacher use		<u>Plumbing:</u>	Div. 22
L10 Adjustable height shelves (24 LF) for drying 3D objects		Sinks with solids interceptor	
L11 Drying rack (40 slats)		2 large, deep sinks (one at wheel chair height)	
Flat storage (5-10 drawers)		Plumbing connections	
<u>Communications<sup>2</sup>:</u>	Div. 27	<u>HVAC:</u>	Div. 23
T1 Video port, monitor, VCR/DVD, and bracket		Supply/return air system	
T2 Voice port and phone		Independent temperature control	
T3 Data port near teacher workstation		Manually controlled general exhaust	
T4 3 data ports for student use			
Cable/MATV port		<u>Electrical:</u>	Div. 26
Digital white board		Duplex receptacles	
<u>Miscellaneous:</u>		3 per primary teaching wall	
M1 Projection device on cart	Div. 27	At least 2 per other walls	
M2 3 computers for student use		TVSS protected quad receptacle adjacent to each data port	
M3 Computer for teacher use		Multilevel switching	
Audio enhancement equipment		Fluorescent lighting	
<u>Electronic Safety and Security:</u>	Div. 28	Illumination level: See Table 7600-16	
Life safety devices per code		Clock	
		Central sound system	
		Display/track lighting	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Refer to the Educational Specifications –Technology, Section 1240.

**GENERAL MUSIC ROOM**

**E-MU-1**



**GOAL:**

- To provide students with the opportunity to explore and develop skills in music through large group, ensemble, and solo experiences

**PROGRAM ACTIVITIES:**

- Sing alone and with others
- Group instruction (small and large)
- Choral, speech, theatrics (musicals, operas)

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting/Theatrical lighting
- Environmental sound control:  
Wall minimum: STC 50  
Ceiling minimum: CAC 35
- Sound insulation in walls (extended above ceiling to underside of deck)
- Acoustical wall treatments
- Electrical outlets for equipment
- Adequate ventilation
- Proportion classroom for effective viewing and listening from all areas of the classroom
- Auditory privacy
- Drinking fountain in classroom

**CAPACITY:**

- 8 music students
- 1 teacher
- Parents/volunteers

**SIZE:**

- 900 SF

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

**GENERAL MUSIC ROOM**

<u>Finishes</u> <sup>1</sup> :	Spec. Ref.#	<u>Features</u> <sup>1</sup> :	Spec. Ref.#
Flooring:		Fixed Equipment:	
Carpet	096816	F1 Casework:	
		Paper storage cabinets	123200
Base:		F2 Marker board (16 LF)	
Resilient base	096519	1/2 with music staff bars	101100
		F3 Tack board	101100
Ceiling(10' high minimum):		F4 Manual projection screen	115213
Suspended, acoustical	095113	F5 Casework:	
		Wardrobe	123200
Walls:		F6 Casework:	
Painted concrete masonry units		Sink cabinet	123200
042000 / 099123		<u>Fire Suppression:</u>	Div. 21
		Fire suppression system	
<u>Loose Furnishings:</u>		<u>Plumbing:</u> Div. 22	
L3 Mobile A/V cabinet		Plumbing connections	
L4 8 music posture chairs		Drinking fountain	
L5 Conductor podium, chair and stand		Sink	
L6 Teacher desk and chair		<u>HVAC:</u> Div. 23	
L7 Upright piano		Supply/return air system	
Instrument storage		Independent temperature	
(see furniture standards)		control	
L9 Four-drawer file cabinet		<u>Electrical:</u> Div. 26	
L10 Adjustable height bookshelves (24LF)		Duplex receptacles	
Wastebasket		3 per primary teaching wall	
		2 per other walls	
<u>Communications</u> <sup>2</sup> :	Div. 27	TVSS protected quad receptacle	
T1 Cable/MATV port		adjacent to each data and	
T2 Voice port and phone		video port	
T3 Data port near teacher workstation		Multilevel switching	
T4 3 data ports for student use		Fluorescent lighting	
T5 Video port, monitor,		Illumination level: See Table 7600-16	
VCR/DVD, and brackets		Theatrical lighting	
		Clock	
<u>Miscellaneous:</u>		Central sound system	
M1 Projection device on cart	Div. 27	<u>Electronic Safety and Security:</u>	Div. 28
M2 3 computers for student use		Life safety devices per code	
M3 Computer teacher use			
M4 MIDI synthesizer			
M5 A/V recording/playback equipment			

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Refer to the Educational Specifications – Technology, Section 1240.

**PHYSICAL EDUCATION**

<b>Spaces</b>	<b>Qty.</b>	<b>S.F.</b>	<b>Total</b>	<b>Comments</b>
Physical Education	1	3000	3,000	Or 'as is'
Stage	1	800	800	Or 'as is'
Office	1	150	150	
Storage	2	200	400	
<b>Total</b>			<b>4,350</b>	

**THERAPY POOL**

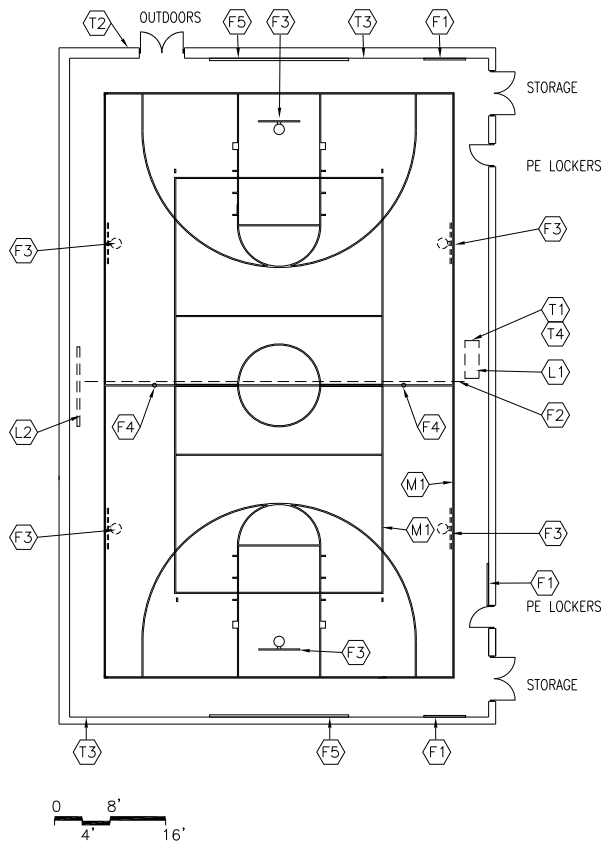
<b>Spaces</b>	<b>Qty.</b>	<b>S.F.</b>	<b>Total</b>	<b>Comments</b>
Pool (12' X 16') plus deck	1	600	600	
Changing rooms/shower	2	200	400	
Mechanical	1	150	150	
Storage/Laundry	1	200	200	
<b>Total</b>			<b>1,350</b>	

Natural light is desirable in both the gym and pool areas.



**MULTIPURPOSE PE**

**H-PE-1**



**CAPACITY:**

- Students
- Teachers and staff
- Community

**SIZE:**

- As is

**ANCILLARY SPACES:**

- Storage (H-PEH-12)

**GOAL:**

- To serve as physical education facility during the school day, a practice and recreation area during non-school hours

**PROGRAM ACTIVITIES:**

- Physical education classes
- Fitness
- Community programs and activities

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 50
- Clear height of 25' from floor to nearest obstruction
- Electrical outlets for equipment
- Drinking fountain in adjacent corridor
- Windows to provide natural light, desirable

**NOTES:**

1. Loose furnishings and features shown represent one of many possible arrangements.

**MULTIPURPOSE PE**

**H-PE-1**

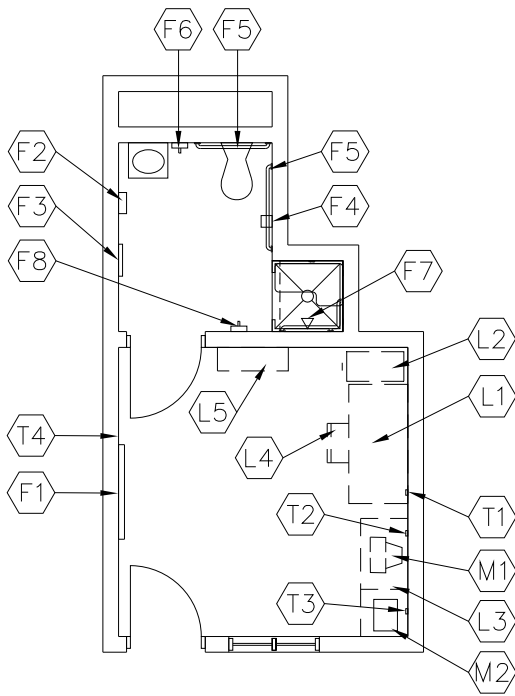
	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features:</u>	
Flooring:		Fixed Equipment:	
Resilient athletic flooring	096566	F1    White board and tack board (16 LF)	
Base:		F3    Basketball backstops, adjustable height (ceiling hung, electric or portable)	116600
Vented resilient base	096466	F5    Safety wall wainscot	116600
Ceiling:			
Painted exposed structure or Acoustical metal deck	099123		
Walls:		<u>Fire Suppression:</u>	Div. 21
Sound-absorptive concrete masonry units on walls	042000	Fire suppression system Preaction sprinkler system	
		<u>Plumbing:</u>	
<u>Communications<sup>2</sup>:</u>	Div. 27	N/A	
T1    Microphone port			
T2    Outside microphone port		<u>HVAC:</u>	Div. 23
T3    2 voice ports and phones		Supply/return air system	
T4    Port for sound system		Independent temperature control	
<u>Electronic Safety and Security:</u>	Div. 28	<u>Electrical:</u>	Div. 26
Life safety devices per code		Duplex receptacles (on near white board)	
		TVSS protected quad receptacle adjacent to each data port	
		Electrical connections to PE equipment where necessary	
		Single-level switching	
		High intensity discharge lighting	
		Illumination level: See Table 7600-16	
		Clocks with wire guards	
		Multiuse scoreboard (control outlets in the face of bleachers)	
		Central sound system	
		Gymnasium sound system	
		Provide wire guards on light fixtures and electrical devices	

**NOTES:**

1. Finishes/Features: Refer to Chapter 8 for specification references.
2. Refer to the Educational Specifications - Technology, Section 1240.

**OFFICE**

**M-PEH-5**



- CAPACITY:**
- Teacher
  - Aide

**GOAL:**

- To provide a work area for physical education faculty and staff to conduct administrative duties

**PROGRAM ACTIVITIES:**

- Ordering
- Scheduling
- Planning
- Maintaining records
- Meetings

**SPATIAL RELATIONSHIP:**

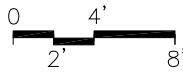
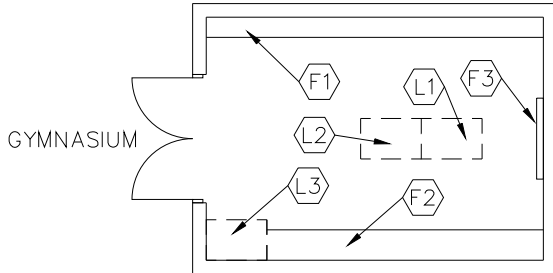
- Adjacent to the gym

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35
- Electrical outlets for equipment
- Windows to provide natural light, desirable
- Auditory privacy

**P.E. STORAGE**

**E-PE-4**



**CAPACITY:**

- 1-2 teachers
- Student teachers

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

- Multi- PE (E-PE-1)

**GOAL:**

- To provide convenient storage for all physical education equipment
- One closet for adaptive bikes

**PROGRAM ACTIVITIES:**

- Storage

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Gymnasium

**ENVIRONMENTAL CONSIDERATIONS:**

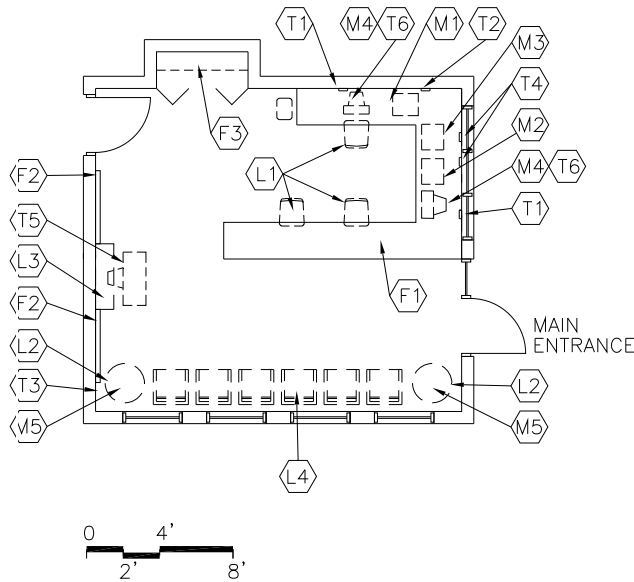
- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35
- Leave space below shelving on one wall for portable bins

**ADMINISTRATION**

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Welcome Center	1	200	200	Welcoming Area, Work area for Administrative Asst.
Security Area w/ locking storage	1	75	75	May be in entryway or incorporated into Welcome Center.
Principal's Office	1	180	180	Including toilet
Asst. Principal/Business manager	1	120	120	
Records/Supply Room	1	150	150	Needs to be a secure space.
Administrative work room and mail boxes	1	150	150	This space should be adjacent to the CTE classroom
Toilet	1	100	100	
Conference	1	250	250	
<b>Health Suite</b>				
Office	1	300	300	Three nurses
Treatment Area	1	200	200	
Medical beds	1	200	200	
Storage	1	25	25	
Toilet	1	200	200	w/ changing table and shower
Exam Room	1	150	150	
Dental exam and storage	1	200	200	
Parent and volunteer room	1	250	250	
Staff Lounge	1	400	400	Includes staff toilet with shower
<b>Total</b>			<b>3,150</b>	

**WELCOME CENTER**

**E-AD-1**



**CAPACITY:**

- Administrative assistants
- Visitors/parents
- Students

**SIZE:**

- 200 SF

**ANCILLARY SPACES:**

- N/A

**GOAL:**

- To provide a space designed to help students and the public feel welcome and to provide easily accessed information

**PROGRAM ACTIVITIES:**

- Greeting visitors
- Waiting for students or staff
- Student waiting/pick up area
- Workstation for administrative assistant

**SPATIAL RELATIONSHIPS:**

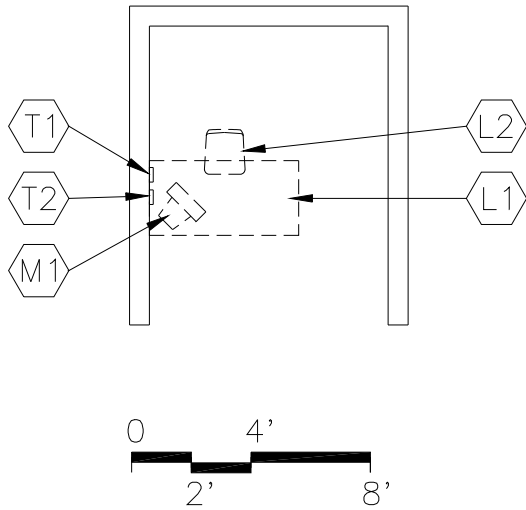
- Located inside the main Administrative Area
- Centrally located to Administrative Area
- Near public restrooms
- Maximize view to the exterior and main entry

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting, areas of soft lighting
- Environmental sound control:
  - Wall minimum: STC 40
  - Ceiling minimum: CAC 35
- Adequate ventilation
- Electrical outlets for equipment
- Administrative area should be mechanically zoned for year round use.
- Windows to provide natural light

**SECURITY AREA**

**E-AD-2**



**GOAL:**

- To serve as a check-in and checkpoint for non-school visitors

**PROGRAM ACTIVITIES:**

- Check-in/out visitors
- Monitor main entrance to school
- Workstation for security office

**SPATIAL RELATIONSHIPS:**

- Adjacent to main entry

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35

**CAPACITY:**

- Security officer

**SIZE:**

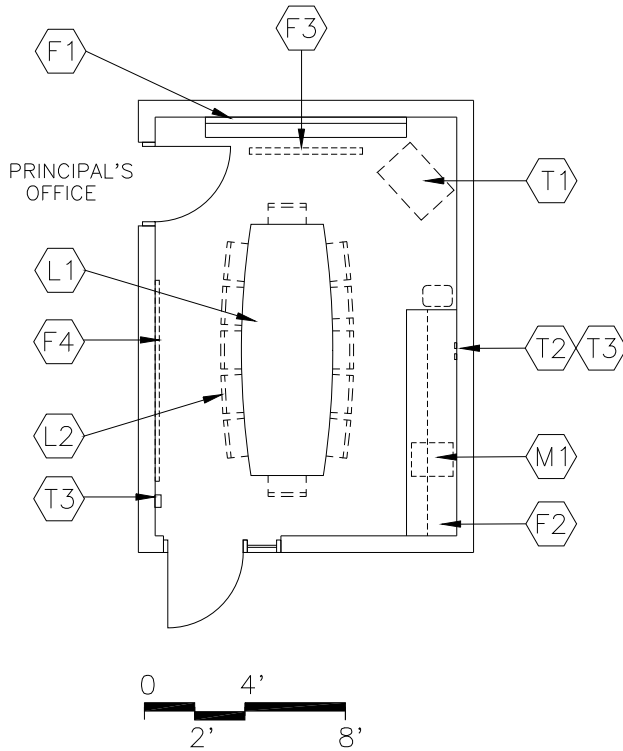
- 75 SF

**ANCILLARY SPACES:**

- N/A

**CONFERENCE ROOM**

**E-AD-3**



**GOAL:**

- To provide a place for administrative conferences or meetings

**PROGRAM ACTIVITIES:**

- Conferences with staff, students, parents, and visitors

**SPATIAL RELATIONSHIPS:**

- Near Welcome Center
- Centrally located within Administrative Area
- Adjacent and access to Principal's Office

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting, appropriate to task
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 40
- Electrical outlets for equipment
- Windows to provide natural light, desirable
- Auditory privacy

**CAPACITY:**

- Staff
- Students
- Parents
- Visitors

**SIZE:**

- 250 SF

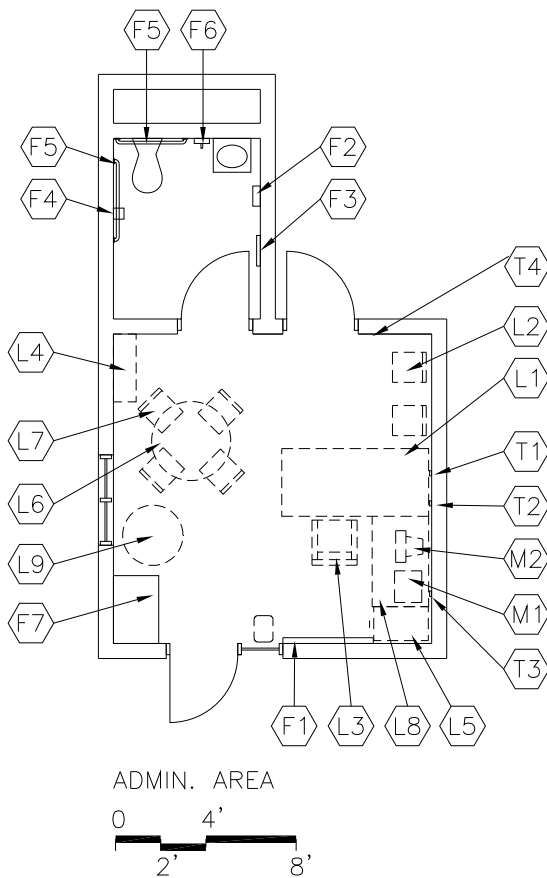
**ANCILLARY SPACES:**

- Principal's Office (E-AD-4)



**PRINCIPAL'S OFFICE**

**E-AD-4**



**CAPACITY:**

- Principal

**SIZE:**

- 180 SF

**ANCILLARY SPACES:**

- Conference Room (E-AD-3)

**GOAL:**

- To provide an office for the principal to give instructional leadership in a personal and organized environment for students, staff, and community

**PROGRAM ACTIVITIES:**

- Conferences with students, parents, teachers, staff, and visitors
- Curriculum development
- Research and planning
- Telephone communications
- Dealing with personnel issues
- Coordination of school and support services

**SPATIAL RELATIONSHIPS:**

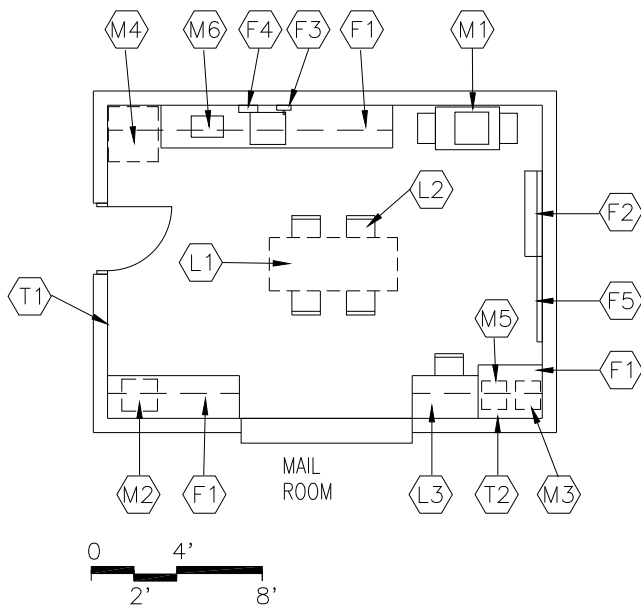
- Near main entry
- Near administrative assistant
- Adjacent and access to Conference Room

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting, appropriate to task
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35
- Electrical outlets for equipment
- Windows to provide natural light
- One area should be especially child-scaled and friendly for working with individual children
- Auditory privacy
- Back door to secondary corridor, desirable

**ADMINISTRATIVE WORKROOM**

**E-AD-7**



**CAPACITY:**

- Secretaries and Administrators
- Volunteers
- Staff

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

**GOAL:**

- To provide an area for office production activities
- Place for staff mail boxes

**PROGRAM ACTIVITIES:**

- Copying
- Collating
- Sorting of files
- Preparing communications for mailing
- Binding reports
- Telephone communications

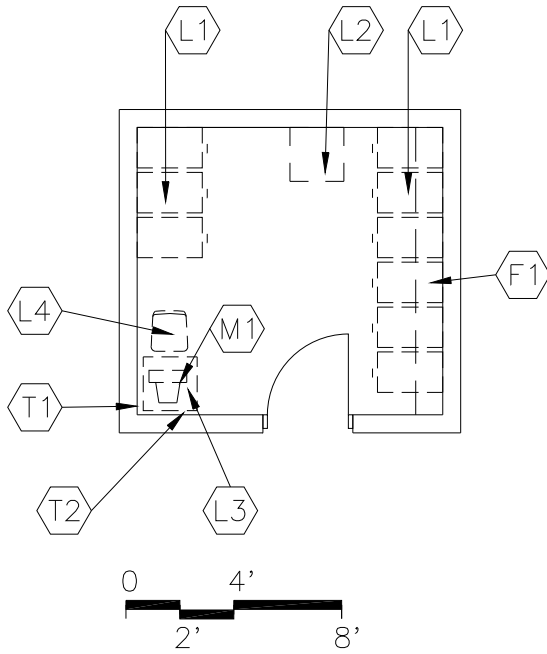
**SPATIAL RELATIONSHIPS:**

- Near Welcome Center

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting, appropriate to task
- Environmental sound control:
  - Wall minimum: STC 40
  - Ceiling minimum: CAC 35
- Adequate ventilation
- Electrical outlets for equipment
- Organize for efficient work flow and sufficient clearance for several people to work at one time

**RECORDS/SUPPLIES ROOME-AD-9**



**GOAL:**

- To provide secure, fireproof, and adequate storage for money, records, and other valuable items

**PROGRAM ACTIVITIES:**

- Storing of money and other valuable items
- Storage of files and records
- Accessable to adminstration staff

**SPATIAL RELATIONSHIPS:**

- Near Data Entry Office

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Security of door

**CAPACITY:**

- Secretaries
- Staff

**SIZE:**

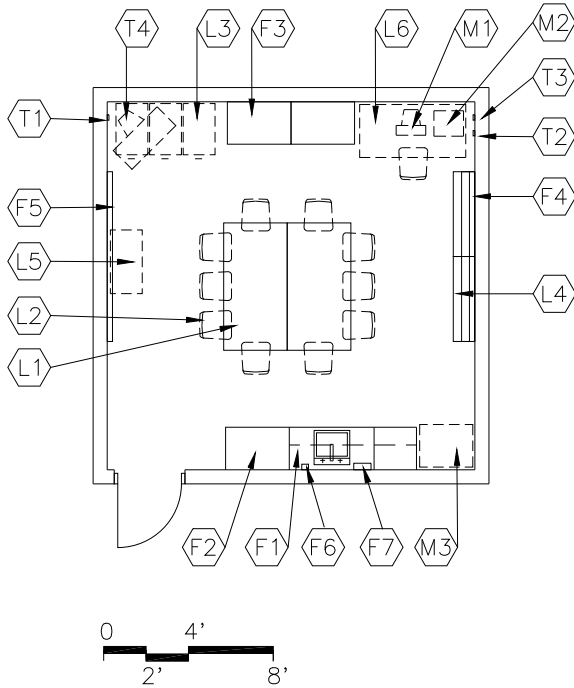
- 150 SF

**ANCILLARY SPACES:**

- N/A

**PARENT and VOLUNTEER CENTER**

**E-AD-10**



**CAPACITY:**

- Parents
- PTO/PTA members
- Volunteers

**ANCILLARY SPACES:**

N/A

**GOALS:**

- To provide a place for parents to meet and work when they volunteer at school
- To provide a place for parents to store their personal belongings
- To provide space for parents to check-out and use parenting sources

**PROGRAM ACTIVITIES:**

- Small group meetings
- Work area
- Storage for personal items
- Storage of fundraising materials (PTO/PTA)
- Parent training

**SPATIAL RELATIONSHIPS:**

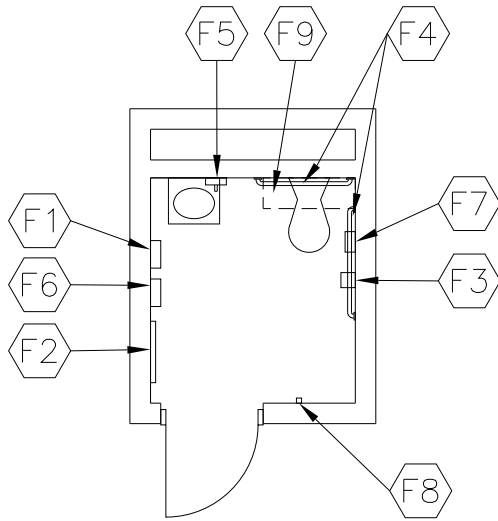
- Near Welcome Center

**ENVIRONMENTAL CONSIDERATIONS:**

- Electrical outlets for equipment
- Lighting appropriate to task
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35

**STAFF TOILET**

**E-AD-11**



**PROGRAM ACTIVITIES:**

- Personal and health needs for administrative staff
- Changing clothing

**SPATIAL RELATIONSHIPS:**

- Near Welcome Center

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35
- Moisture- and stain- resistant finishes
- Adequate exhaust/ventilation

**CAPACITY:**

- Staff

**SIZE:**

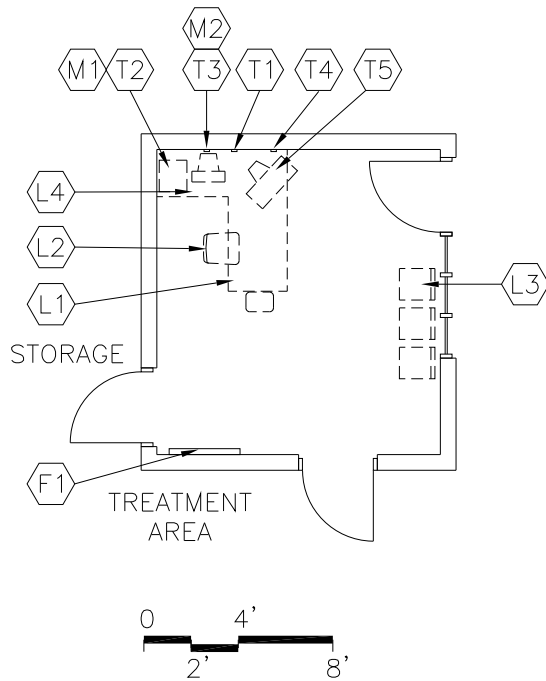
- 50 SF

**ANCILLARY SPACES:**

- N/A

**OFFICE/WAITING AREA**

**E-AD-15**



**CAPACITY:**

- Staff
- Students
- Parents
- Visitors

**SIZE:**

- 120 SF

**ANCILLARY SPACES:**

- Storage (E-AD-18)

**GOAL:**

- Administrative office
- Waiting area for Health tech.

**PROGRAM ACTIVITIES:**

- Waiting area for students being picked up by parent or guardian
- Administrative activities by school nurse

**SPATIAL RELATIONSHIPS:**

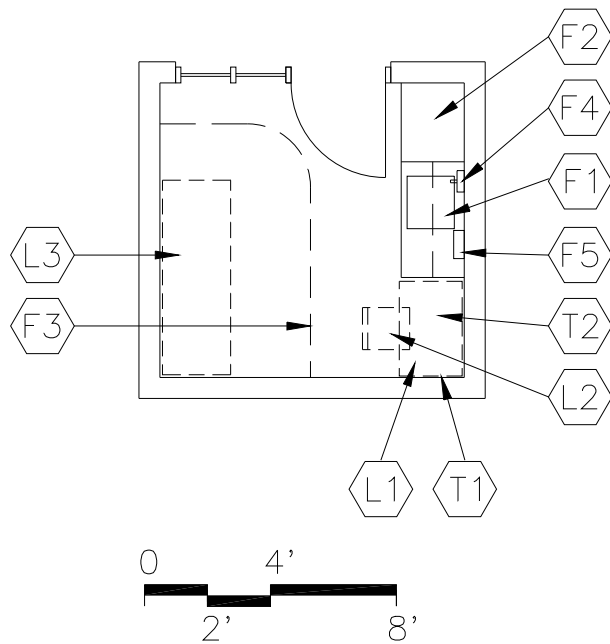
- Entry space to Health Suite
- Adjacent to Welcome Center
- Access to administrative assistant when school nurse is not available
- Adjacent and access to Treatment Area
- Adjacent and access to Storage

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35
- Visual control to Welcome Center or corridor
- Visual and auditory privacy

**TREATMENT AREA**

**E-AD-16**



**CAPACITY:**

- 1 staff member/volunteer/nurse
- Students

**SIZE:**

- 80 SF

**ANCILLARY SPACES:**

- Office/Waiting (E-AD-15)

**GOAL:**

- To provide school-based health services

**PROGRAM ACTIVITIES:**

- First aid
- Consultation with students
- Health screening
- Administrative paperwork
- Medical treatments
- Medication administration
- Student resting while awaiting pick-up by parent or guardian

**SPATIAL RELATIONSHIPS:**

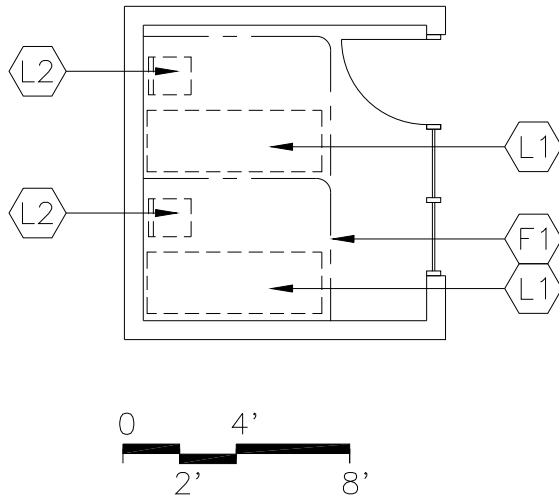
- Adjacent and access to Office/Waiting
- Adjacent to Administrative Area

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:
  - Wall minimum: STC 40
  - Ceiling minimum: CAC 35
- Stain-resistant floor covering
- Sink with hot and cold water
- Adequate ventilation
- Electrical outlets for equipment
- Locate away from rooms with copiers, interferes with hearing screening
- Auditory and visual privacy
- Visual control to Office/Waiting or Welcome Center

**COTS**

**E-AD-17**



**CAPACITY:**

- Staff
- Students

**SIZE:**

- 100 SF

**ANCILLARY SPACES:**

N/A

**GOAL:**

- To provide a place for students and staff to lie down when feeling ill

**PROGRAM ACTIVITIES:**

- A resting place for students and staff when feeling ill

**SPATIAL RELATIONSHIPS:**

- Located within Health Suite
- Near welcome center

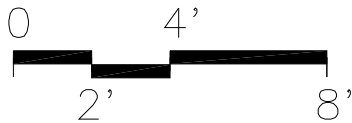
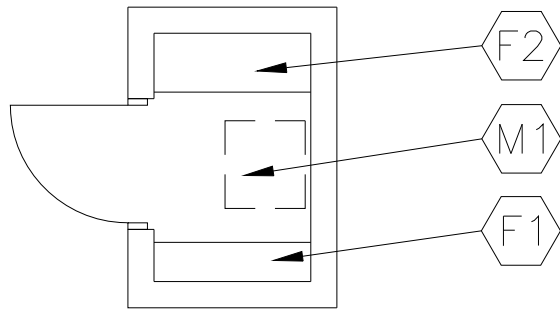
**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting/**dimnable lighting**
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35
- Stain-resistant floor covering
- Adequate ventilation
- Auditory and visual privacy
- Visual control from Office/Waiting or Welcome Center



**STORAGE**

**E-AD-18**



**GOAL:**

- To provide storage for medical supplies and equipment

**PROGRAM ACTIVITIES:**

- Storing chemicals, equipment, and supplies

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Office/Waiting

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Security of equipment, supplies, and medicines
- Security of door

**CAPACITY:**

- Staff

**SIZE:**

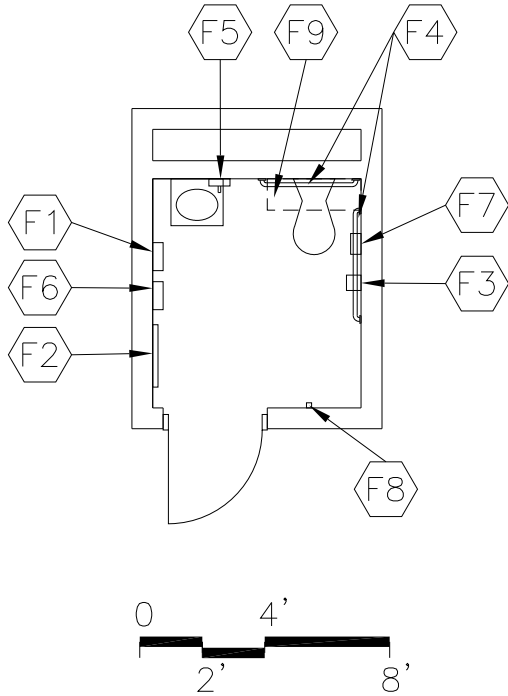
- 25 SF

**ANCILLARY SPACES:**

- Office/Waiting (E-AD-15)

**TOILET**

**E-AD-19**



**PROGRAM ACTIVITIES:**

- Personal and health needs for the health suite
- Changing clothing

**SPATIAL RELATIONSHIPS:**

- Located within Health Suite

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Environmental sound control:  
Wall minimum: STC 40  
Ceiling minimum: CAC 35
- Moisture- and stain-resistant finishes
- Adequate exhaust/ventilation

**CAPACITY:**

- Students
- Staff

**SIZE:**

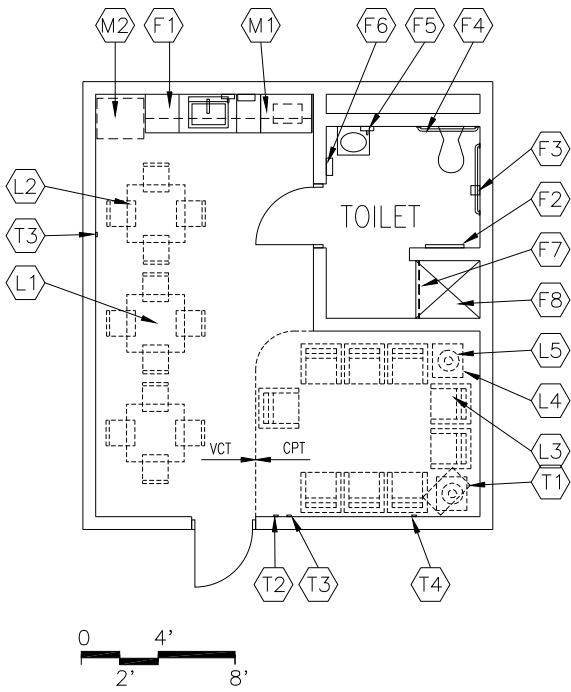
- 50 SF

**ANCILLARY SPACES:**

- N/A

**STAFF LOUNGE**

**E-AD-21**



**GOAL:**

- To provide an area for staff dining and for relaxing

**PROGRAM ACTIVITIES:**

- Staff dining
- Relaxation

**SPATIAL RELATIONSHIPS:**

- Near Academic Classrooms
- Access to Main Corridor
- May be divided among floors

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting, appropriate to task
- Environmental sound control:  
 Wall minimum: STC 45  
 Ceiling minimum: CAC 40
- Electrical outlet for equipment
- Windows to provide natural light, desirable

**CAPACITY:**

- Staff

**SIZE:**

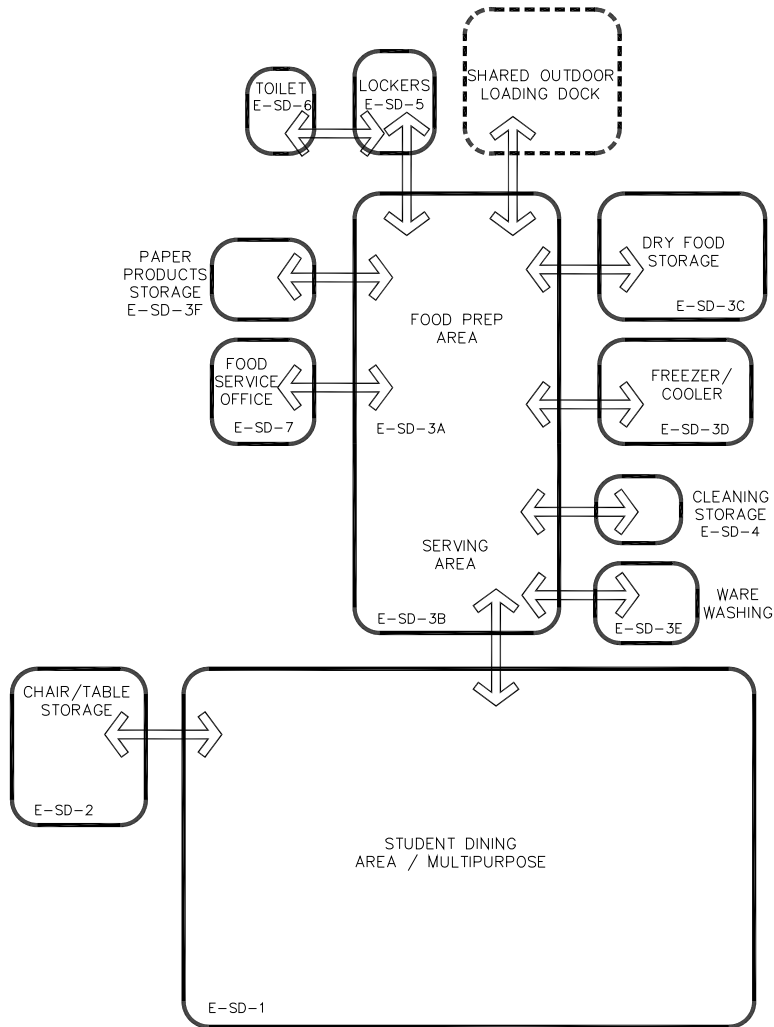
- 400 SF

**ANCILLARY SPACES:**

- N/A

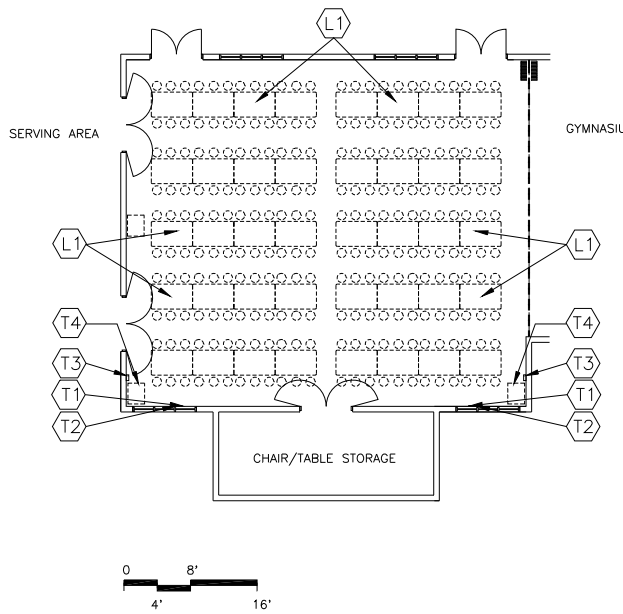
### Dinning and Food Services

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Student Dining Area/Multi-purpose	1	1400	1400	Or 'as is'
Private feeding area	1	500	500	
Kitchen	1		1250	
<b>Total</b>			<b>3150</b>	



**STUDENT DINING AREA/MULTIPURPOSE**

**E-SD-1**



**CAPACITY:**

- 40 students per lunch period
- 6-10 staff members
- Members of community (after hours)

**ANCILLARY SPACES:**

- Serving Area (E-SD-3B)

**GOALS:**

- To provide a pleasant atmosphere for students to eat meals
- To provide a flexible meeting space for groups if needed

**PROGRAM ACTIVITIES:**

- Student dining
- School and community programs
- Meetings and activities

**Misc:**

- Utility sink in the dining area for aides
- Wall hooks for bibs

**ENVIRONMENTAL CONSIDERATIONS:**

- Lighting appropriate to tasks
- Adequate ventilation
- Electrical outlets for equipment
- Environmental sound control:
  - Wall minimum: STC 40
  - Ceiling minimum: CAC 35
- Higher than normal ceiling height
- Cleanable building surfaces
- Windows to provide ample natural light
- Good sight lines to all areas of the room for supervision
- Window treatment to darken room for AV presentation

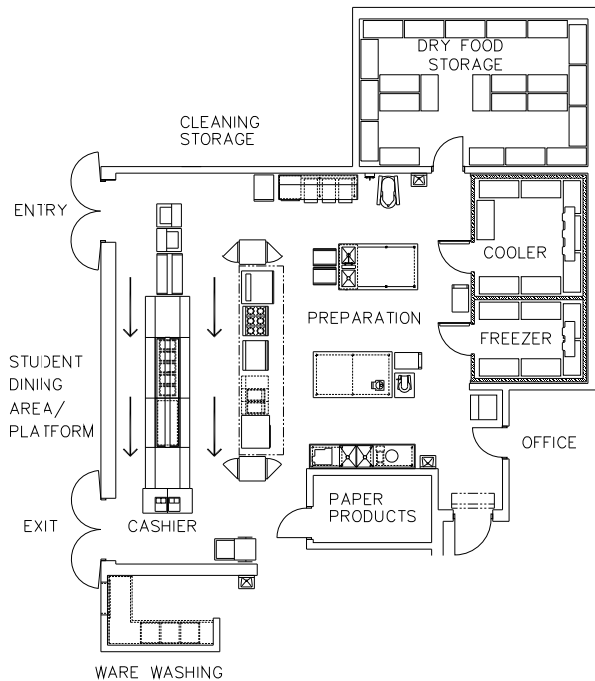
**KITCHEN**

**E-SD-3**

This space consists of various areas:

- Food Preparation Area
- Serving Area
- Dry Food Storage
- Freezer and Cooler
- Ware Washing
- Paper Products Storage

A space plate follows for each of these areas.



**CAPACITY:**

- Students
- Staff
- Community

**SIZE:**

- Varies, see table

**ANCILLARY SPACES:**

- Student Dining Area/Multipurpose (E-SD-1)

**GOAL:**

- To provide an area for the preparation of student and staff meals

**PROGRAM ACTIVITIES:**

- Prep food
- Serve food
- Storage
- Point of sale

**SPATIAL RELATIONSHIPS:**

- Near loading dock to permit semi-tractor trailers access to docking and storage areas (site specific)
- Adjacent and access to Student Dining Area/Multipurpose
- Near dumpsters
- Cafeteria serving arrangement

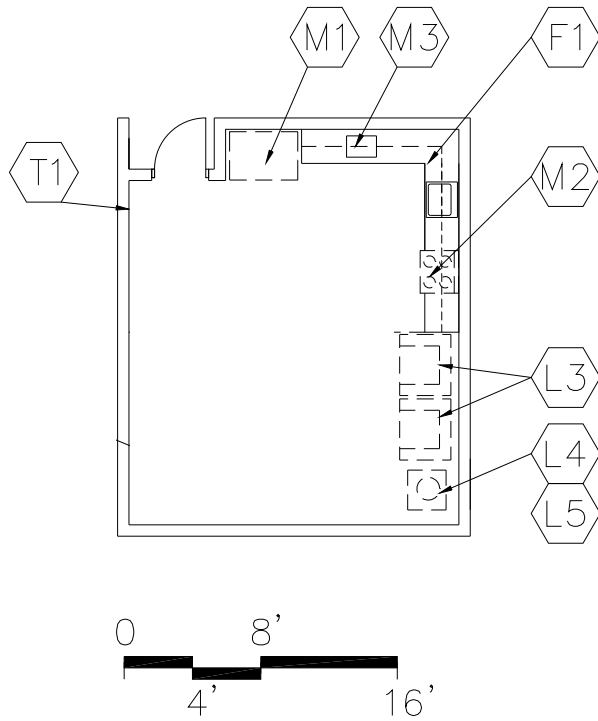
**ENVIRONMENTAL CONSIDERATIONS:**

- Food service department, public health
- Durable flooring
- Proper ventilation of space to remove cooking odors
- Cleanable building surfaces

See Design Guidelines for Kitchen Specifications

**PRIVATE FEEDING ROOM**

**E-ACA-15**



**GOAL:**

- To provide a space where small groups of young children can be medically feed in private

**PROGRAM ACTIVITIES:**

- Care of young children outside a classroom setting

**SPATIAL RELATIONSHIPS:**

- Central to classes

**ENVIRONMENTAL CONSIDERATIONS:**

- Residential-type lighting
- Environmental sound control:  
Wall minimum: STC 45  
Ceiling minimum: CAC 35
- Electrical outlets for equipment
- Adequate ventilation

**CAPACITY:**

- 3-4 students and parents
- 1-2 nurse/aides

**ANCILLARY SPACES:**

Storage for supplies

**FAMILY ROOM (OPTIONAL)  
E-ACA-15**

CHAPTER 4: ELEMENTARY SCHOOLS

	Spec. Ref.#		Spec. Ref.#
<u>Finishes<sup>1</sup>:</u>		<u>Features<sup>1</sup>:</u>	
<u>Flooring:</u>		<u>Fixed Equipment:</u>	
Resilient tile flooring	096519	F1 Casework: Base/wall cabinets and shelving	123200
<u>Base:</u>		<u>Fire Suppression:</u>	Div. 21
Resilient base	096519	Fire suppression system	
<u>Ceiling (9' high minimum):</u>		<u>Plumbing:</u> Div. 22	
Suspended, acoustical	095113	Sink for sterile hand washing	
Painted, gypsum wall board	092116 / 099123	Plumbing connections	
<u>Walls:</u>		<u>HVAC:</u> Div. 23	
Painted concrete masonry units	042000 + 099123	Supply/return air system	
<u>Loose Furnishings:</u>		Independent temperature control	
L3 Lounge chairs (consult staff)		Exhaust air system (control by switch)	
L4 End tables		<u>Electrical:</u> Div. 26	
L5 Table lamps		Duplex receptacles	
<u>Communications<sup>2</sup>:</u>	Div. 27	Multilevel switching	
T1 Voice port and phone		Fluorescent lighting	
<u>Miscellaneous:</u>		Illumination level: See Table 7600-16	
M1 Refrigerator		Other lighting	
M2 Range		Clock	
M3 Microwave		Central sound system	
		<u>Electronic Safety and Security:</u>	Div. 28
		Life safety devices per code	



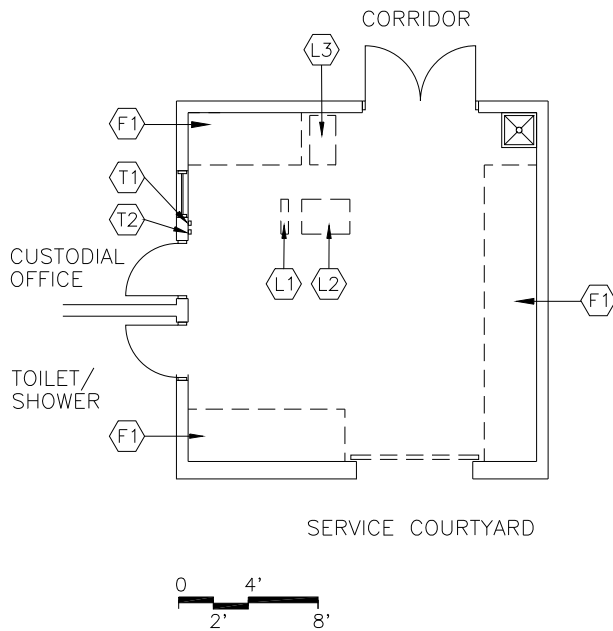
## ENGINEERING AND CUSTODIAN

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Supply Storage / Receiving	1	250	250	
Custodial/Engineer Office	1	150	150	
<b>Total</b>			<b>400</b>	

**Comments:** The overall total for the Engineering and Maintenance area may be + or – 5%.

**SUPPLY STORAGE/RECEIVING**

**E-EC-1**



**GOAL:**

- To serve as the central point for delivery and shipping of bulk commodities and equipment and provide adequate storage for supplies and materials

**PROGRAM ACTIVITIES:**

- Loading and unloading
- Storage of furniture, materials for special events, paper, and general supplies

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to loading dock area and service courtyard
- Access to main corridor
- Adjacent and access to Custodial Office
- Adjacent and access to Toilet/Shower

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Supplemental heating source
- Double door with removable mullions
- Overhead door to service courtyard

**CAPACITY:**

- Maintenance personnel

**SIZE:**

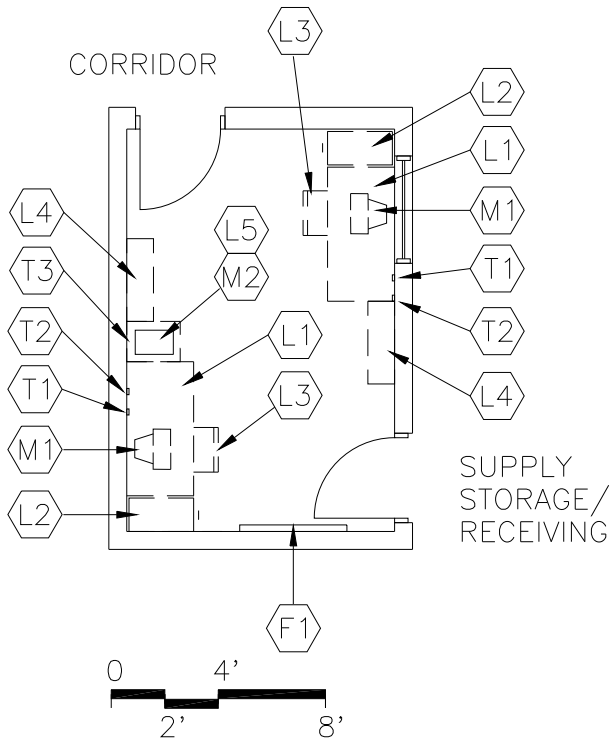
- 450 SF

**ANCILLARY SPACES:**

- Toilet/Shower (E-EC-2)
- Custodial Office (E-EC-3)

**CUSTODIAL OFFICE**

**E-EC-3**



**GOAL:**

- To provide an area for the maintenance manager, staff, and building engineer to provide supervision of the physical plan

**PROGRAM ACTIVITIES:**

- Conferences with staff and other visitors
- Telephone calls
- Paperwork

**SPATIAL RELATIONSHIPS:**

- Adjacent and access to Supply Storage/Receiving
- Access to corridor

**ENVIRONMENTAL CONSIDERATIONS:**

- Uniform lighting
- Electrical outlets for equipment
- Visual control from Supply Storage/Receiving

**CAPACITY:**

- Maintenance and custodial staff
- Building engineer

**SIZE:**

- 150 SF

**ANCILLARY SPACES:**

- Supply Storage/Receiving (E-EC-2)

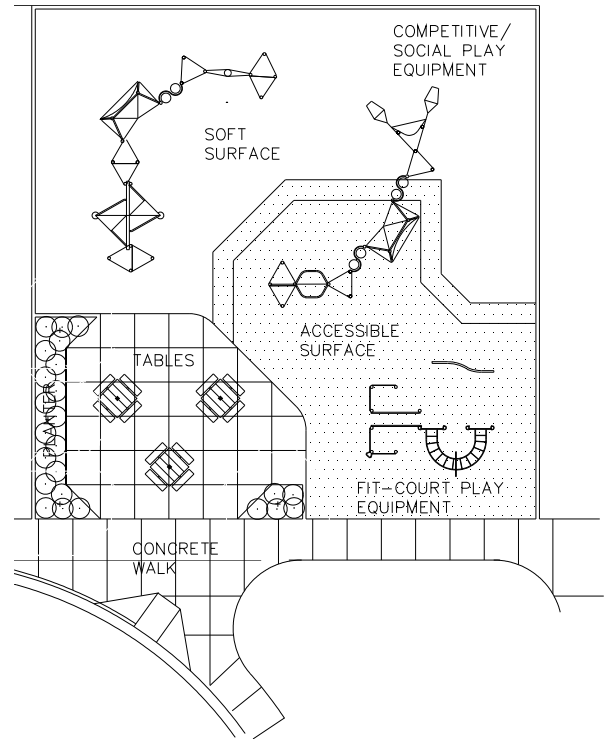
## OUTDOOR PHYSICAL EDUCATION

### Soft Surface Play Area

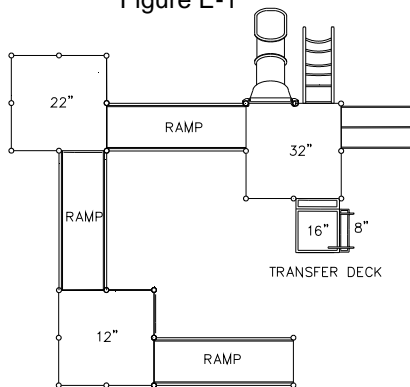
Surfacing is to be a poured polyurethane surface. Avoid using black surfacing.

### ACCESSIBILITY STANDARDS

1. Plan for ramps and/or transfer points on composite play structures for access to play components on elevated decks. Meet the Americans with Disabilities Act guidelines for percentage of components that are to be accessible by ramp and by transfer deck. See Figure E-1.
2. Provide table and benches along accessible route.
3. Provide upper-body strengthening devices as appropriate for age group and amount of supervision.



Typical Ramp and Transfer Deck  
Figure E-1



See Design Guidelines for Site requirements for parking, circulation, etc.

**Attachment B**

**Offer letter**

Attachment B

[Offeror's Letterhead]

[Insert Date]

District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, NW  
Washington, DC 20009

Att'n: Mr. Brian Hanlon  
Director

Reference: Request for Proposals  
Design-Build Services – River Terrace Special Education Center

On behalf of [INSERT NAME OF BIDDER] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") to provide Design-Build Services for the River Terrace Special Education Center. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's proposal, the Preconstruction Fee, the Design-Build Fee, the Design Fee (as defined in paragraph A), and the General Conditions Budget (as defined in paragraph B) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the proposal, the Preconstruction Fee, the Design-Build Fee, the Design Fee, and the General Conditions Budget are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

- A. The Preconstruction Fee is: \$ \_\_\_\_\_
- The Design-Build Fee is: \$ \_\_\_\_\_
- The Design Fee is: \$ \_\_\_\_\_

The Offeror acknowledges and understands that the Preconstruction Fee and the Design-Build Fee are firm, fixed prices and other than as permitted in the Form of Contract will not be subject to further adjustment. The Offeror also acknowledges that ten (10%) of the Design-Build Fee is at-risk, and the selected Offeror will only be entitled to such amount as set forth in the Form of Contract. The Offeror further acknowledges and understands that the Design Fee will be incorporated into the contract and that the Offeror's design costs will not be permitted to exceed the Design Fee unless it first obtains the written approval of the Department.

B. The estimated cost of the Design-Builder’s general conditions (the “General Conditions Budget”) is set forth below. The General Conditions Budget consists of the following elements:

Cost of construction staff (only field staff are reimbursable)	\$ _____
Fringe Benefits associated with field staff costs	\$ _____
Payroll taxes and payroll insurance associated with field staff costs	\$ _____
Staff costs associated with obtaining permits and approvals	\$ _____
Out-of-house consultants	\$ _____
Travel, Living and Relocation expenses	\$ _____
Job vehicles	\$ _____
Field office for CM including but not limited to:	\$ _____
• Trailer purchase and/or rental	
• Field office installation, relocation and removal	
• Utility connections and charges during the Construction Services phase	
• Furniture	
• Field offices for the Office and Program Manager	
• Office supplies	
Office equipment including but not limited to:	\$ _____
• Computer hardware and software	
• Fax machines	
• Copy machines	
• Telephone installation, system and uses charges	
Job radios	\$ _____
Local delivery and overnight delivery costs	\$ _____
Field computer network	\$ _____
Watchmen	\$ _____
First aid facility	\$ _____
Progress photos	\$ _____
Consumption charges for utility service during construction	\$ _____
Printing cost for drawings, bid packages, etc.	\$ _____
Other (please itemize)	\$ _____
 Total General Conditions Budget	 \$ _____

The Offeror acknowledges and understands that the General Conditions Budget will be incorporated into the contract and that the Offeror will not be permitted to exceed the General Conditions Budget unless it first obtains the written approval of the Department.

C. In addition, the Offeror hereby represents that, based on its current rating with its surety, the indicated cost of a payment and performance bond is [INSERT PERCENTAGE].

The Offeror’s Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least one hundred and twenty (120) days after the date of the bid.

2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.

3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's Bid. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Bid.

4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]

6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_



**Attachment C**

**Disclosure Statement**

Attachment C

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals:

A. D.C. Department of General Services

Brian J. Hanlon	Director
Scott Burrell	Chief Operating Officer
JW Lanum	Associate Director, Contracts and Procurement Division
Camille Sabbakhan	General Counsel
Charles J. Brown, Jr.	Deputy General Counsel
June Locker	Deputy Director, Capital Construction Services

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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B. Leftwich & Ludaway

Thomas D. Bridenbaugh

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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C. Brailsford & Dunlavey  
McKissack & McKissack

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

**OFFEROR:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Attachment D**

**Tax Affidavit**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Chief Financial Officer**  
**Office of Tax and Revenue**



**TAX CERTIFICATION AFFIDAVIT**

**THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.**

**Date**

**Authorized Agent**  
**Name of Organization/Entity**  
**Business Address (include zip code)**  
**Business Phone Number**

**Authorized Agent**  
**Principal Officer Name and Title**  
**Square and Lot Information**  
**Federal Identification Number**  
**Contract Number**  
**Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

**Signature of Authorizing Agent**

**Title**

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.

**Attachment E**

**Davis-Bacon Wage Rates**

General Decision Number: DC130002 08/23/2013 DC2

Superseded General Decision Number: DC20120002

State: District of Columbia

Construction Type: Building

County: District of Columbia Statewide.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Modification Number	Publication Date
0	01/04/2013
1	01/25/2013
2	02/01/2013
3	02/22/2013
4	03/29/2013
5	04/05/2013
6	05/10/2013
7	06/07/2013
8	06/28/2013
9	07/05/2013
10	07/12/2013
11	08/23/2013

ASBE0024-007 10/01/2012

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR.....	\$ 33.13	13.60

Includes the application of all insulating materials, protective coverings, coatings and finishes to all types of mechanical systems

-----  
ASBE0024-008 10/01/2012

	Rates	Fringes
ASBESTOS WORKER: HAZARDOUS MATERIAL HANDLER.....	\$ 20.86	5.61

Includes preparation, wetting, stripping, removal, scrapping, vacuuming, bagging and disposing of all insulation materials, whether they contain asbestos or not, from mechanical systems

-----  
ASBE0024-014 10/01/2012

	Rates	Fringes
FIRESTOPPER.....	\$ 26.06	6.05

Includes the application of materials or devices within or around penetrations and openings in all rated wall or floor assemblies, in order to prevent the passage of fire, smoke or other gases. The application includes all components involved in creating the rated barrier at perimeter slab

edges and exterior cavities, the head of gypsum board or concrete walls, joints between rated wall or floor components, sealing of penetrating items and blank openings.

-----  
BRDC0001-002 05/07/2013

	Rates	Fringes
BRICKLAYER.....	\$ 28.17	8.03

-----  
CARP0132-008 05/01/2013

	Rates	Fringes
CARPENTER, Includes Drywall Hanging, Form Work, and Soft Floor Laying-Carpet.....	\$ 26.81	8.13
PILEDRIVERMAN.....	\$ 26.62	8.15

-----  
CARP1831-002 04/01/2012

	Rates	Fringes
MILLWRIGHT.....	\$ 27.96	12.20

-----  
ELEC0026-016 06/03/2013

	Rates	Fringes
ELECTRICIAN, Includes Installation of HVAC/Temperature Controls.....	\$ 40.65	14.42

-----  
ELEC0026-017 09/01/2012

	Rates	Fringes
ELECTRICAL INSTALLER (Sound & Communication Systems).....	\$ 25.55	3%+7.77

SCOPE OF WORK: Includes low voltage construction, installation, maintenance and removal of teledata facilities (voice, data and video) including outside plant, telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, railroad communications, micro waves, VSAT, bypass, CATV, WAN (Wide area networks), LAN (Local area networks) and ISDN (Integrated systems digital network).

WORK EXCLUDED: The installation of computer systems in industrial applications such as assembly lines, robotics and computer controller manufacturing systems. The installation of conduit and/or raceways shall be installed by Inside Wiremen. On sites where there is no Inside Wireman employed, the Teledata Technician may install raceway or conduit not greater than 10 feet. Fire alarm work is excluded on all new construction sites or wherever the fire alarm system is installed in conduit. All HVAC control work.

-----  
ELEV0010-001 01/01/2013

Rates	Fringes
-------	---------



ELEVATOR MECHANIC.....\$ 39.96            25.185+a+b

a. PAID HOLIDAYS: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day and the Friday after Thanksgiving.

b. VACATIONS: Employer contributes 8% of basic hourly rate for 5 years or more of service; 6% of basic hourly rate for 6 months to 5 years of service as vacation pay credit.

-----  
IRON0005-005 06/01/2013

	Rates	Fringes
IRONWORKER, STRUCTURAL AND ORNAMENTAL.....	\$ 30.00	16.04

-----  
IRON0201-006 05/01/2012

	Rates	Fringes
IRONWORKER, REINFORCING.....	\$ 26.50	16.68

-----  
LABO0657-015 06/01/2012

	Rates	Fringes
LABORER: Skilled.....	\$ 21.26	6.83

FOOTNOTE: Potmen, power tool operator, small machine operator, signalmen, laser beam operator, waterproofer, open caisson, test pit, underpinning, pier hole and ditches, ladders and all work associated with lagging that is not expressly stated, strippers, operator of hand derricks, vibrator operators, pipe layers, or tile layers, operators of jackhammers, paving breakers, spaders or any machine that does the same general type of work, carpenter tenders, scaffold builders, operators of towmasters, scootcretes, buggymobiles and other machines of similar character, operators of tampers and rammers and other machines that do the same general type of work, whether powered by air, electric or gasoline, builders of trestle scaffolds over one tier high and sand blasters, power and chain saw operators used in clearing, installers of well points, wagon drill operators, acetylene burners and licensed powdermen, stake jumper, structural demolition.

-----  
MARB0002-004 05/01/2012

	Rates	Fringes
MARBLE/STONE MASON.....	\$ 33.08	14.59

INCLUDING pointing, caulking and cleaning of All types of masonry, brick, stone and cement EXCEPT pointing, caulking, cleaning of existing masonry, brick, stone and cement (restoration work)

-----  
MARB0003-006 05/01/2011

	Rates	Fringes
--	-------	---------

TERRAZZO WORKER/SETTER.....	\$ 26.04	9.89
-----		
MARB0003-007 05/01/2011		
	Rates	Fringes
TERRAZZO FINISHER.....	\$ 20.48	8.74
-----		
MARB0003-008 05/01/2011		
	Rates	Fringes
TILE SETTER.....	\$ 25.29	9.89
-----		
MARB0003-009 05/01/2011		
	Rates	Fringes
TILE FINISHER.....	\$ 20.48	8.74
-----		
PAIN0051-014 06/01/2013		
	Rates	Fringes
GLAZIER		
Glazing Contracts \$2		
million and under.....	\$ 24.30	9.61
Glazing Contracts over \$2		
million.....	\$ 27.64	9.61
-----		
PAIN0051-015 06/01/2013		
	Rates	Fringes
PAINTER		
Brush, Roller, Spray and		
Drywall Finisher.....	\$ 24.89	8.91
-----		
PLAS0891-005 07/01/2012		
	Rates	Fringes
PLASTERER.....	\$ 28.33	5.85
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PLAS0891-006 05/01/2010		
	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 27.15	9.58
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PLAS0891-007 08/01/2011		
	Rates	Fringes
FIREPROOFER		
Handler.....	\$ 15.00	3.89
Mixer/Pump.....	\$ 17.00	3.89
Sprayer.....	\$ 21.50	3.89

Spraying of all Fireproofing materials. Hand application of Fireproofing materials. This includes wet or dry, hard or soft. Intumescent fireproofing and refraction work, including, but not limited to, all steel beams, columns, metal decks, vessels, floors, roofs, where ever

fireproofing is required. Plus any installation of thermal and acoustical insulation. All that encompasses setting up for Fireproofing, and taken down. Removal of fireproofing materials and protection. Mixing of all materials either by hand or machine following manufactures standards.

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\* PLUM0005-008 08/01/2013

	Rates	Fringes
PLUMBER		
Apartment Buildings over 4 stories (except hotels).....	\$ 23.41	9.51+a
ALL Other Work.....	\$ 38.17	16.25+a

a. PAID HOLIDAYS: Labor Day, Veterans' Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King's Birthday, Memorial Day and the Fourth of July.

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PLUM0602-008 08/01/2012

	Rates	Fringes
PIPEFITTER, Includes HVAC Pipe Installation.....	\$ 37.62	18.07+a

a. PAID HOLIDAYS: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and the day after Thanksgiving and Christmas Day.

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ROOF0030-016 09/01/2012

	Rates	Fringes
ROOFER.....	\$ 26.90	10.18

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SFDC0669-002 07/01/2013

	Rates	Fringes
SPRINKLER FITTER (Fire Sprinklers).....	\$ 31.14	17.62

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SHEE0100-015 07/01/2013

	Rates	Fringes
SHEET METAL WORKER (Including HVAC Duct Installation).....	\$ 39.93	15.38

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SUDC2009-003 05/19/2009

	Rates	Fringes
LABORER: Common or General.....	\$ 13.04	2.80
LABORER: Mason Tender - Cement/Concrete.....	\$ 15.40	2.85

LABORER: Mason Tender for

pointing, caulking, cleaning of existing masonry, brick, stone and cement structures (restoration work); excludes pointing, caulking and cleaning of new or replacement masonry, brick, stone and cement.....\$ 11.67

POINTER, CAULKER, CLEANER, Includes pointing, caulking, cleaning of existing masonry, brick, stone and cement structures (restoration work); excludes pointing, caulking, cleaning of new or replacement masonry, brick, stone or cement.....\$ 18.88

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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

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The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is union or non-union.

Union Identifiers

An identifier enclosed in dotted lines beginning with characters other than "SU" denotes that the union classification and rate have found to be prevailing for that classification. Example: PLUM0198-005 07/01/2011. The first four letters , PLUM, indicate the international union and the four-digit number, 0198, that follows indicates the local union number or district council number where applicable , i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2011, following these characters is the effective date of the most current negotiated rate/collective bargaining agreement which would be July 1, 2011 in the above example.

Union prevailing wage rates will be updated to reflect any changes in the collective bargaining agreements governing the rates.

0000/9999: weighted union wage rates will be published annually

each January.

Non-Union Identifiers

Classifications listed under an "SU" identifier were derived from survey data by computing average rates and are not union rates; however, the data used in computing these rates may include both union and non-union data. Example: SULA2004-007 5/13/2010. SU indicates the rates are not union majority rates, LA indicates the State of Louisiana; 2004 is the year of the survey; and 007 is an internal number used in producing the wage determination. A 1993 or later date, 5/13/2010, indicates the classifications and rates under that identifier were issued as a General Wage Determination on that date.

Survey wage rates will remain in effect and will not change until a new survey is conducted.

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WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
 Wage and Hour Division  
 U.S. Department of Labor  
 200 Constitution Avenue, N.W.  
 Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
 U.S. Department of Labor  
 200 Constitution Avenue, N.W.  
 Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material,

etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION

**Attachment F**

**Bid Guarantee Certification**

**Attachment F**

**Certification Letter for Cashier's Check or Irrevocable Letter of Credit**

Offerors who submit a cashier's check or an irrevocable letter of credit ("Alternate Bid Security") in lieu of a bid bond must also submit this certification, properly notarized, with their proposal. By executing this document, Offeror acknowledges that, if awarded this contract, Offeror shall be required to post promptly a payment and performance bond equal to the full value of the contract. In the event Offeror fails to post such payment and performance bond, the Offeror understands and agrees that: (i) the Department shall draw upon the Alternate Bid Security as liquidated damages; (ii) the award and/or contract shall be terminated; (iii) for a period of two (2) years thereafter, the Department will not accept from such Offeror Alternate Bid Security in lieu of a bid bond; and (iv) the Offeror hereby waives the right to protest the termination of any such award or contract. The Offeror further acknowledges and agrees that the damages the Department would experience in the event such award or contract are terminated due to the Offeror's failure to post a payment and performance bond are difficult to determine and that the value of the Alternate Bid Security represents a reasonable estimate of the damages the Department would incur.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

District of Columbia) ss:

On the \_\_\_ day of \_\_\_\_\_, 2012, before me, a notary public in and for the District of Columbia, personally appeared \_\_\_\_\_, who acknowledged himself/herself to be \_\_\_\_\_ of \_\_\_\_\_, and that he/she as such, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_