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**APPENDIX "A"  
SCOPE OF WORK**

**DESIGN OF A  
COMMUNITY COLLEGE COMPLEX  
FOR THE  
BERTIE BACKUS CAMPUS**

**April 4, 2010**

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**Project Background:** On behalf of the Community College of the District of Columbia (CCDC), the University of the District of Columbia (UDC) is issuing this request for qualifications (RFQ) to engage an Architectural & Engineering team (the “Team”; the “A/E Team”) to provide comprehensive project design services for the University System’s new Community College Complex (the “Project”).

UDC is looking to work with an A/E Team whose members are able to demonstrated extensive experience in each of the four identified areas. The goal of this project is to develop construction documentation for the new Community College Campus on the former site of the Bertie Backus Middle School (the “Site”). CCDC is the newest partner in the UDC system and is focused on integrating workforce preparation, employability skill development, quality education and remediation, economic development and employer linkages, school-to-career training (providing a seamless transition from K-12 to adult education and literacy to college prep) and continuous lifelong learning opportunities. Full service programming and design firms are welcome to submit proposals and demonstrate their ability to provide the desired services using “in-house” resources. Firm are also encouraged to partner with consultants able to provide specialized services in the required disciplines.

The CCDC Campus Complex is planned to open in three phases. Phase 1 involving a Design-Build Renovation of approximately 45,000 Sq. Ft. of space in the facility is being renovated under a separate agreement and will open in August 2010. Phase 2 and 3 will entail the complete renovation of the remaining 85,000+ Sq. Ft of the facility. This full service design effort is a major part of the renovation of the space, scheduled to be completed in January 2011 (Phase 2) and August 2011 (Phase 3). The University has completed a CCDC programming effort. A copy of the Facility Conditions Assessment of the Bertie Backus School for Potential Re-use by the Community College of the District of Columbia (September 2009) is provided. In order to expedite the project schedule; the design effort will be implemented in a manner which allows for the production of multiple construction document sets. It is anticipated the sets will include a general Site/Civil CD Set and a minimum of two (2) separate Building CD packages. The design documentation will be permitted and a General Contractor will be selected for each of the anticipated phases.

As an essential part of the project implementation strategy, the A/E Team will be expected to provide permit expediting services whether by in-house resources or the use of a third party consultant. The project’s phased approach may require the selected A/E Team to develop a staff utilization plan which appropriately reserves the resources necessary to support the project during periods of elevated activity. The Site is located at 5171 South Dakota Avenue, NE and is considered a valuable component of the Ward 5 community. The Team must foster this notion and enhance the services and amenities offered to the community.

The 4.6 acres site is anticipated to support 150K – 350K SqFt of usable space. The selected A/E Team will have demonstrated their qualifications to develop an environmentally responsible, LEED certified, aesthetically pleasing, innovative, high caliber complex of facility that support CCDC’s goals for this project. Special attention should be given to several factors including maximizing the University’s capital investments, identifying and addressing the needs of CCDC and minimizing life cycle / operating costs. Finally, the selected Team must demonstrate a commitment to creating efficiently utilized space; in working within a University environment, and with engaging project constituents (faculty, staff, students, and community residents) during the project development process.

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## SECTION A - SCOPE OF WORK

**A.1 Scope of Work:** The selected A/E Team will be responsible for providing a full range of services necessary to develop the CCDC Complex at the Backus site. These services will include confirming the feasibility of the project concept, finalizing the project program, as well as comprehensive design, cost estimating and construction administration services. As an essential component of the specifically listed responsibilities, the A/E Team will provide recommendations to the University with regards to making decisions which impact the project's ability to satisfy established its goals and objectives.

**A.1.1 Programming:** The University has completed a facility re-use study for the Backus facility. This effort focused on the facility's existing conditions. The awarded Team will be asked to complete a programming study for the expansion of existing programs as well as the development of future University System program elements. The following is intended to provide a basis for the program study to be completed by the selected A/E Team. The Team is encouraged to supplement these services as deemed necessary to maximize the effectiveness of the information derived. During this phase; at a minimum, the A/E Team should complete the following tasks:

- a. Conduct meetings with representatives of the CCDC Chief Executives' Office and the University President's Office (or representative) to confirm the project goals and critical objectives.
  - b. Complete a competitive context analysis for Community College campuses nationally recognized for comprehensive program sharing.
    - i. A minimum of 6 Schools should be included in this analysis.
    - ii. Information should be based on the most recent data available.
    - iii. All information should be obtained from a reliable source.
  - c. Complete a competitive context analysis for Community Colleges at CCDC's peer institutions.
    - i. The peer institutions should include school CCDC competes with for student enrollment as (Min. of 6 Schools).
    - ii. Information should be based on the most recent data available.
    - iii. All information should be obtained from a reliable source.
  - d. Complete a local retail analysis to identify current and proposed retail options within the project site's geographic market.
    - i. The study should identify the project site's geographic market.
    - ii. The analysis should include researching the zoning restrictions of areas within the geographic market.
    - iii. The programming report should include an assessment of the existing retail options and the potential for them or other vendors to lease space at the Site.
  - e. Survey a statistically reliable sample of the CCDC Community to determine their program needs.
    - i. This effort should include the use of a survey tool implemented over the internet in a manner that controls the integrity of the information gathered.
    - ii. A minimum of 6 focus groups should be conducted. Working with CCDC, the groups should include a random sampling of the CCDC Community (Students, Faculty, Staff, Neighbors, etc.)
  - f. An outline program should be prepared using the findings of the programming study.
    - i. The outline program should include a program summary identifying the
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individual program elements, their size, and adjacency to other program element, as well as the building's exterior and interior circulation.

The study should also include program element "Data Sheets". The Data Sheet should provide information specific the individual program element. The information should include, but is not limited to a sample floor plan, preferred space height, minimum dimensions, suggested equipment, building system requirements, and any special consideration which will assist the project designers.

- e. Deliverables: The A/E Team will be required to prepare and submit to CCDC the following deliverables. All such deliverables shall be subject to review and approval by CCDC and the Team's pricing should assume that revisions to these documents may be required to address concerns raised by CCDC and/or other project stakeholders.
  - i. **Executive Summary** – The summary should describe the scope of work, method used to develop the program and important findings. The executive summary should also identify the project "purpose statement". This statement will be used to manage the project's direction at critical decision points.
  - ii. **Focus Group Report** – A written report detailing the focus group effort and the important findings.
  - iii. **Survey Findings** – A report on the validity of the survey method and important finds.
  - iv. **Outline Program** – A summary of the proposed building's program elements. The summary should include the size of spaces, unit costs, zoning of program elements, gross and net assignable square footages and a preliminary project budget with hard and anticipated soft cost projections.
  - v. **Program Data Sheets** – Each of the program elements identified in the outline program should have a data sheet. The data sheets should provide pertinent information of the specific program element (size, suggested location within the building, MEP requirements, suggested minimal dimensions, etc.).
  - vi. **Adjacency Analysis** – This study should focus on identifying suggested adjacencies for each program element. The adjacencies should support the identified purpose of the program element. The purpose should support the space demand identified by the programming study.
  - vii. **Site Evaluation** – After the program needs are confirmed, the proposed site should be evaluated in terms of its ability to support program needs. The evaluation should also focus on identifying significant sites challenges while proposing strategies for overcoming those challenges.

**A.1.2 Schematic Design Phase:** The schematic design shall contain such detail as is typically required for schematic design under a standard AIA contract. In general, the Team shall be required to undertake the following tasks during this phase:

- a. Further develop conceptual plans and incorporating design changes.
  - b. Deliverables: During this phase, the Team will be required to prepare and submit to CCDC the following deliverables. All such deliverables shall be subject to review and approval by the CCDC/UDC and the Team's pricing should assume that revisions to these documents may be required to address concerns raised by CCDC
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and/or other project stakeholders.

- i. Digital floor plans and site plan
- ii. Preliminary site/building elevations and sections
- iii. Plan-to-Program Comparison
- iv. Design Narrative
- v. Updated Project Budget and Schedule

**A.1.3 Design Development:** During this phase, the Team will be required to progress the schematic design into a full set of design development documents. The design development documents shall contain at least the level of detail typically contemplated in the standard AIA form contract. The Team shall be required to have on-board a Project Erection Consultant, to discuss the status of the design and key issues. This consultant may be a General Contractor, but will be precluded from submitting a proposal during the General Contractor solicitation process for both the Site/Civil & Building scopes of work. The specific services required during this phase are:

- a. Develop (in draft form) outline specifications for materials, systems, equipment.
- b. Develop detailed and dimensioned plans, wall sections, building section, and schedules.
- c. Complete code compliance analysis and drawing.
- d. Confirm space-by-space equipment layouts with representatives from CCDC.
- f. Conduct preliminary meetings with regulatory agencies as required.
- g. Coordinate furniture, fixtures, and equipment requirements (“FFE”).
- h. Deliverables: The following deliverables are required during this phase.
  - i. Significant progression of the design for technical disciplines, drawings and specs
  - ii. Updated Project Budget and Schedule
  - iii. Presentation quality project representations. This may include professionally mounted images, scale models, computer simulated “walk-throughs”.

**A.1.4 Construction Documents:** The A/E shall be required to develop a complete, coordinated set of construction drawings. During this phase, the Team shall provide the following services:

- a. Prepare detailed and coordinated drawings and specifications for bidding purposes.
- b. Prepare application and submit documents required for building permits.
- c. Prepare any required early-release packages (ex: concrete, steel, elevators) as deemed necessary by the Team’s Erection Consultant.
- d. Deliverables: The Team shall provide the following deliverables during this phase:
  - i. Drawings and specifications, hard copy and electronic
  - ii. Presentation quality project representations. This may include professionally mounted images, scale models.
  - iii. Permit applications and regulatory approval management plan.

**A.1.5 Construction Administration:** The Team shall provide support to the selected General Contractor and CCDC as may be necessary to support the construction phase of the Project. These services will include, but are not necessarily limited to:

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- a. Attend weekly progress meetings. Architectural site visits should be included in base fee. Hourly-not-to-exceed allowance should be included for consultant site visits.
- b. Review and process shop drawing submissions, RFI's, etc.
- c. Prepare meeting notes and records of decisions/changes made for all coordinated meetings.
- d. Conduct punch-list inspections.
- e. Review closeout documents for completeness.

In addition, the A/E shall provide the following deliverables during this phase:

- a. ASI's or other clarification documents
- b. Closeout document review comments
- c. As-Builts for affected adjacent buildings (if applicable)

#### **A.1.6 Project Milestones**

The project schedule assumes a period of performance equal to 351 project days and includes the following milestones:

- Issue Notice To Proceed June 2010
- Design Activities
  - Complete Programming Effort August 2010
  - Complete CD Set(s) December 2010