



CONSTRUCTION SCOPE OF WORK

U.S. GENERAL SERVICES ADMINISTRATION, ROCKY MOUNTAIN REGION 8

Date: 12/31/2019

Revision: n/a

Section 1: Project Title

DFC-B56 NRCS Consolidation

Section 2: Project Location, Building Name, & Building Number

1 Denver Federal Center Building 56, Denver, CO 80225

Building Number: CO0533

Section 3: Contact List

Contracting Officer (CO)

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Project Manager

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Contract Specialist (CS)

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Building Manager

Name: n/a

Email:

Address:

Phone (C):

Section 4: Project Background & Project Description

The General Services Administration, Region 8, is initiating a construction project for the consolidation of the Colorado State NRCS office from 22,000 sf to approximately 9,400 sf.

Section 5: Project Objectives

The contractor shall provide labor, materials, equipment and supervision necessary to perform all construction and demolition provided in the construction documents from Anderson Hallas Architecture. The construction of this project includes the following requirements but is not all inclusive to...

- 1) Demolition of existing office space within the 9400SF construction zone as well as additional wall demolition outside zone to the South.
- 2) Construction of Office Space per 100% Construction Documents issued by Anderson Hallas Architecture.
- 3) *The GC shall ensure that all applicable codes are met.*
- 4) *This scope is not to be considered all inclusive; GC shall exercise due diligence to ensure that all aspects of this work is addressed.*
- 5) *All work shall comply with codes and standards applicable to each type of work through the course of this project. Contractor shall also comply with the requirements of GSA BuildGreen Standards and the attached PBS P100.*

Section 6: Proposal Pricing & Site Walk

- 1) **Pre-proposal Site Visit Meeting:** *(proposal date TBD)*
 - a) The site visit shall consist of a meeting to review construction requirements followed by a walk-thru of the project site. The meeting shall be attended by the contractor and GSA project personnel, and appropriate sub-contractors.
 - b) Review existing conditions of the project area including any field verification.
 - c) Review the solicitation/evaluation requirements.
- 2) **Cost Proposal Requirements:**
 - a) When submitting a proposal, provide a cost breakdown for each task into the following categories: Materials, equipment, labor hours, subcontractor's quotes, overhead, profit, and bond broken down into shell, tenant improvement (TI) (by tenant), Building- Specific Amortized Capital (BSAC), and environmental (as applicable). Follow P120 guidelines for tier level (2) based on project triage tool. Pricing shall be broken down by Construction Specification Institute (CSI) 2016 Master format divisions.
 - b) Base Bid- NRCS Office Consolidation

Section 7: Period of Performance

Once award has been issued, the contractor has **120 calendar** days to complete the project. The contractor must also promptly begin the badging process at the time of award. Please allow a minimum of 30 days to complete the badging process. Extensions will be granted for unforeseen conditions and other factors outside of the contractor's control at the Contracting Officer's discretion.

Section 8: Universal Scope Requirements

- **ALL of the requirements in this section are MANDATORY for ALL GSA projects**
- See the attached **Universal Scope Requirements** document for the full details outlining each item
- Failure to comply with any and all of the requirements will result in the project not being accepted as complete

REQUIREMENTS for ALL Projects (Construction, Design & Design/Build)

- a. Safety and Health Program
- b. Asbestos Containing Materials. To comply with federal and state regulations as well as GSA policy, an asbestos pre-alteration assessment is required for all construction projects as outlined in Section B of the Universal Scope Requirements.
- c. Lead Containing Paint / Lead Based Paint
- d. Accessibility
- e. Green Purchasing

- f. Construction Indoor Air Quality (IAQ) Management Plan
- g. Construction Waste Diversion

REQUIREMENTS for ALL projects IF APPLICABLE (Remove if not needed AFTER consulting with OFM and/or other appropriate groups)

- h. GSA IT Network
- i. Building Monitoring and Control Systems (BMC)
- j. Advanced Metering System
- k. Sustainable Environmental Management System (SEMS)

Typical Project Document References

Rebates

The Contractor shall pursue any and all utility rebate and incentive programs and any government grant or incentive programs at the local, state, and federal level. Contractor is responsible for researching, submitting, and ensuring collection of all applicable rebates. Rebate opportunities must be explored for all elements of the project including but not limited to resource-saving equipment, materials, design & services (Commissioning/Recommissioning and other strategies & processes). Submit all rebate checks to:

General Services Administration
 Attn: Ron Burnett
 1961 Stout Street Suite 01-107
 Denver, CO 80294

For assistance with the rebate process please contact Doug Baughman, Regional Rebate Coordinator doug.baughman@gsa.gov (303) 941-1306

Section 9: Submittals

- 1) Contractor shall submit a Method of Procedures (MOP) to the GSA Delivery Project Manager (PM) for approval prior to commencement of work. At a minimum, the MOP shall include:
 - a) Brief narrative describing method of accomplishment, construction techniques, etc
 - b) Project schedule (to include critical path, major milestones, long lead time items, mob & de-mob, inspection dates, substantial completion, and occupancy dates)
 - c) Service/Utility Outages (if necessary)
 - d) Phasing schedule (if necessary)
 - e) Any building infrastructure/BAS equipment that may be impacted
- 2) As-Builts (CAD and/ or BIM) BIM is required for any project above the Simplified Acquisition Threshold, currently \$250,000.
- 3) Pre-alteration assessment report
- 4) All new equipment and anything requiring a preventative maintenance plan shall be inputted into Maximo upload template (see *attached template*)
- 5) Manufacturer's specifications, instructions and material specification sheets in original form
- 6) Submittal register/ log for all products specified to establish a standard of quality to include. Submittal register response by the government shall be (14) calendar days or less.
 - a) For pricing purposed please assume electronic copies to be sent to the project manager. Distribution list including final quantities will be finalized after receipt of the submittal log/ register by GSA project manager.
- 7) If product samples are not submitted in a timely fashion, any delays caused by the contractor will not warrant a time extension. After completion of all work, the Contractor shall submit to the project manager the manufacturer's specifications, instructions and material specification sheets in original form. Additionally, the Contractor shall submit all inventory changes (removals, additions, upgrades, etc., and new condition codes) to the COR.
- 8) Submittal response by the government shall be (14) calendar days or less.

Section 10: General Requirements

- 1) **Contractor Use of the Premises**
 - a) During the period of the project, the contractor will have access to the site only during business hours of 6:00 am 6:00 pm. No on-site work shall be performed outside these hours or on holidays unless otherwise directed by the

Contracting Officer. The contractor will need to coordinate with the Contracting Officer to arrange access to the parking lot. The contractor shall make every effort to cause a minimum of damage to parking lots, any other paved areas, any items that need to be moved during the course of the project, and any areas not included in this scope of work. Any damage caused will be repaired at the contractor's expense.

- b) Noisy, hazardous, or odorous work may require afterhours work outside of the core working hours M-F 6:00 am to 6:00 pm.

2) Progress Meetings

- a) Progress meetings are not required for this project. The project manager and building team representative shall make daily inspections of the work progress.

3) Equipment

The contractor shall provide all equipment associated with the entire project, operate in a safe manner and adhere to all OSHA and GSA standards.

4) Equipment and Material Storage

The contractor shall provide and store all equipment, the materials specified above, and any other materials required completing the project. The materials are required to be kept clean and dry throughout the duration of the project. Contractor to coordinate with building manager for location of storage sheds.

5) Sanitary Facilities

Provide and maintain temporary toilet facilities in accordance with State Health Department and GSA requirements.

6) Electricity, Water, and Gas

GSA will pay for electricity, water, and gas during the course of this project. The contractor is responsible for making connections to the existing systems. Temporary electrical work shall meet the requirements of NFPA 70-1996 (NEC), Article 305. When temporary connections are removed, restore existing utility services to their original condition.

7) Contractor's Field Office

The contractor may provide an office for their own use. Size, location, and construction shall be subject to approval.

8) Fire Watch

Contractor shall be responsible for providing fire watch if required per attached GSA fire watch guidelines.

9) Fire Alarm Impairment and Hot Work

When a fire suppression or alarm system impairment is required, contractor shall provide written outage request to GSA for approval in advance of impairing any systems. Contractor shall be responsible for having a GSA approved NICET certified fire alarm contractor perform all system impairments. During fire alarm/suppression impairments or hot work procedures, contractor shall provide a fire watch per the GSA Regional Fire Watch Guidelines.

10) Protection of Public

The building site will continue to be used by tenants. The contractor shall fence, barricade, or otherwise block off the immediate work area to prevent unauthorized entry. The contractor shall illuminate barricades and obstructions at night and maintain safe building access and egress for tenants.

11) Housekeeping

The project site shall be kept in a neat, orderly, and safe condition at all times. The contractor shall provide enough containers for collecting construction debris and construction materials to be recycled. The contractor shall wet down dry materials and rubbish to prevent blowing dust and keep volatile wastes in covered containers.

12) Transportation and Deliveries

The contractor shall arrange deliveries of materials in accordance with construction schedules; coordinate with COR to avoid conflict with other tenants and other work conditions at the site. Contractor must make GSA PM & CO aware of any lead times that may affect the project schedule.

13) Cleaning

Before scheduling the final inspection, the Contractor shall accomplish six items: (1) Remove all tools, equipment, surplus material, and rubbish; (2) Restore or refinish, to original condition, surfaces that are damaged due to the work of this contract; (3) Remove grease, dirt, stains, foreign materials, and labels from finished surfaces; (4) Thoroughly clean building interiors; (5) Pickup all construction debris from the site; and (6) At time of final inspection, project shall be thoroughly cleaned and ready for use.

14) Disruptive Work

All painting, staining, or other activity which may cause noxious or undesirable fumes and/ or any noisy work that may be disruptive to the tenants/ public must be performed after normal working hours. The use of paint or stain that does not generate odors is preferred and may be required if the space will be occupied the following day with prior written approval from GSA.

Section 11: Badging & Security

- 1) Contractor is responsible to follow GSA's security and badging requirements as detailed in the attached **Badging & Security Requirements (Vendor Fitness Determination Training Manual)**.
- 2) US Access shared enrollment centers can be found at fedidcard.gov. Travel distances to the nearest center should be accounted for during the badging process.

Section 12: Payments

- 1) Information regarding payment requests and payment is in the solicitation/ contract. Please contact the CO if you have any questions regarding payments.

Section 13: Substantial Completion & Final Inspection

- 1) When project, or designated portion of project is complete, request a final inspection. Upon receipt of request that project is substantially complete, the Contracting Officer will proceed with the inspection within ten days of receipt of request or will advise the contractor of items that prevent the project from being designated substantially complete.
- 2) Red-lined drawings and CAD and/or BIM as-built drawings, and field training for Operations and Maintenance (O&M) personnel shall be provided at completion of project. Maintain one complete set of contract drawings. Clearly mark changes, deletions, and additions using GSA CAD Standards to show actual construction conditions. Show additions in red, deletions in green, and special instructions in blue print. Provide to GSA within timeframe negotiated at time of award.
- 3) The contractor shall provide O&M manuals. The O&M manuals shall contain the following:
 - Executed Warranties (at project completion)
 - Maintenance and operation manuals

Section 14: Attachments

- 1) Universal Scope requirements
- 2) Badging & Security requirements
- 3) 2018 PBS P100
- 4) Construction Documents from Anderson Hallas Architects
 - a. 100% Drawings
 - b. 100% Specifications