



**Government of the District of Columbia  
FIRST SOURCE EMPLOYMENT AGREEMENT**



Contract Number: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Project Contract Amount: \_\_\_\_\_

Employer Contract Award: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ Ward: \_\_\_\_\_

Nonprofit Organization with 50 Employees or Less:  Yes  No

This First Source Employment Agreement, in accordance with The First Source Employment Agreement Act of 1984 (codified in D.C. Official Code §§ 2-219.01 – 2.219.05), The Apprenticeship Requirements Amendment Act of 2004 (Codified in D.C. Official Code §§ 2-219.03 and 32-1431) for recruitment, referral, and placement of District of Columbia residents, is between the District of Columbia Department of Employment Services, hereinafter referred to as "DOES", and \_\_\_\_\_, hereinafter, referred to as EMPLOYER. Under this Employment Agreement, the EMPLOYER will use DOES as its first source for recruitment, referral, and placement of new hires or employees for all new jobs created by the Project. The Employer will hire 51% District of Columbia residents for all new jobs created by the Project, and 35 % of all apprenticeship hours be worked by DC residents employed by EMPLOYER in connection with the Project shall be District residents registered in programs approved by the District of Columbia Apprenticeship Council.

**I. GENERAL TERMS**

- A. Subject to the terms and conditions set forth herein, the EMPLOYER will use DOES as its first source for the recruitment, referral and placement for jobs created by the Project.
- B. The EMPLOYER will require all Project contractors with contracts totaling \$100,000 or more, and Project subcontractors with subcontracts totaling \$100,000 or more, to enter into a First Source Employment Agreement with DOES.
- C. DOES will provide recruitment, referral and placement services to the EMPLOYER, which are subject to the limitations set out in this Agreement.
- D. The participation of DOES in this Agreement will be carried out by the Office of Employer Services, which is responsible for referral and placement of employees, or such other offices or divisions designated by the Office of the Director, of DOES.
- E. This Agreement will take effect when signed by the parties below and will be fully effective for the duration of the Project contract and any extensions or modification to the Project contract.

- F. This Agreement will not be construed as an approval of the EMPLOYER'S bid package, bond application, lease agreement, zoning application, loan, or contract/subcontract for the Project.
- G. DOES and the EMPLOYER agree that, for purposes of this Agreement, new hires and jobs created for the Project (both union and nonunion) include all EMPLOYER'S job openings and vacancies in the Washington Standard Metropolitan Statistical Area created for the Project as a result of internal promotions, terminations, and expansions of the EMPLOYER'S workforce, as a result of this project, including loans, lease agreements, zoning applications, bonds, bids, and contracts.
- H. This Agreement includes apprentices as defined and as amended, in D.C. Law 2-156, D.C. Official Code §§ 32-1401- 1431.
- I. The EMPLOYER, prime subcontractors and subcontractors who contract with the District of Columbia government to perform construction, renovation work, or information technology work with a single contract, or cumulative contracts, of at least \$500,000, let within a 12-month period will be required to register an apprenticeship program with the District of Columbia Apprenticeship Council; and this includes but is not limited to, any construction or renovation contract or subcontract signed as the result of, a loan, bond, grant, Exclusive Right Agreement, street or alley closing, or a leasing agreement of real property for one (1) year or more. In furtherance of the foregoing, the EMPLOYER shall enter into an agreement with its contractors, including the general contractor, that requires that such contractors and subcontractors for the Project participate, in apprenticeship programs for the Project that: (i) meet the standards set forth in Chapter 11 of Title 7 of the District of Columbia Municipal Regulations, and (ii) have an apprenticeship program registered with the District of Columbia's Apprenticeship Council.

## II. RECRUITMENT

- A. The EMPLOYER will complete the attached Employment Plan, which will indicate the number of new jobs projected to be created on the Project, salary range, hiring dates, residency status, ward information, new hire justification and union requirements.
- B. The Employer will post all job vacancies in the DOES' Virtual One-Stop (VOS) at [www.jobs.dc.gov](http://www.jobs.dc.gov) within five (5) days of executing the Agreement. Should you need assistance posting job vacancies, please contact Job Bank at (202) 698-6001.
- C. The EMPLOYER will notify DOES, by way of the First Source Office of its Specific Need for new employees for the Project, within at least five (5) business days (Monday - Friday) upon Employers identification of the Specific Need. This must be done before using any other referral source. Specific Needs shall include, at a minimum, the number of employees needed by job title, qualifications, hiring date, rate of pay, hours of work, duration of employment, and work to be performed.
- D. Job openings to be filled by internal promotion from the EMPLOYER'S current workforce do not need to be referred to DOES for placement and referral. However, EMPLOYER shall notify DOES of such promotions.

- E. The EMPLOYER will submit to DOES, prior to commencing work on the Project, the names, residency status and ward information of all current employees, including apprentices, trainees, and laid-off workers who will be employed on the Project.

### **III. REFERRAL**

- A. DOES will screen applicants and provide the EMPLOYER with a list of applicants according to the Notification of Specific Needs supplied by the EMPLOYER as set forth in Section II (B).
- B. DOES will notify the EMPLOYER, prior to the anticipated hiring dates, of the number of applicants DOES will refer.

### **IV. PLACEMENT**

- A. The EMPLOYER will make all decisions on hiring new employees but will, in good faith, use reasonable efforts to select its new hires or employees from among the qualified persons referred by DOES.
- B. In the event that DOES is unable to refer qualified personnel meeting the Employer's established qualifications, within five (5) business days (Monday - Friday) from the date of notification, from the EMPLOYER, the EMPLOYER will be free to directly fill remaining positions for which no qualified applicants have been referred. Notwithstanding, the EMPLOYER will still be required to hire 51% District residents for all new jobs created by the Project.
- C. After the EMPLOYER has selected its employees, DOES will not be responsible for the employees' actions and the EMPLOYER hereby releases DOES, and the Government of the District of Columbia, the District of Columbia Municipal Corporation, and the officers and employees of the District of Columbia from any liability for employees' actions.

### **V. TRAINING**

- A. DOES and the EMPLOYER may agree to develop skills training and on-the-job training programs; the training specifications and cost for such training will be mutually agreed upon by the EMPLOYER and DOES and will be set forth in a separate Training Agreement.

### **VI. CONTROLLING REGULATIONS AND LAWS**

- A. To the extent that this Agreement is in conflict with any federal labor laws or governmental regulations, the federal laws or regulations shall prevail.
- B. DOES will make every effort to work within the terms of all collective bargaining agreements to which the EMPLOYER is a party.
- C. The EMPLOYER will provide DOES with written documentation that the EMPLOYER has provided the representative of any collective bargaining unit involved

with this Project a copy of this Agreement and has requested comments or objections. If the representative has any comments or objections, the EMPLOYER will promptly provide them to DOES.

**VII. EXEMPTIONS**

- A. All contracts, subcontracts or other forms of government-assistance less than \$100,000.
- B. Employment openings the contractor will fill with individuals already employed by the company.
- C. Job openings to be filled by laid-off workers according to formally established recall procedures and rosters.
- D. Construction or renovation contracts or subcontracts in the District of Columbia totaling less than \$500,000 are exempt from the requirements of Section I(H) and I(I) of the General Terms hereof.
- E. Non-profit organization with 50 or less employees are exempt from the requirements.

**VIII. AGREEMENT MODIFICATIONS, RENEWAL, MONITORING, AND PENALTIES**

- A. If, during the term of this Agreement, the EMPLOYER should transfer possession of all or a portion of its business concerns affected by this Agreement to any other party by lease, sale, assignment, merger, or otherwise this First Source Agreement shall remain in full force and effect and transferee shall remain subject to all provisions herein. In addition, the EMPLOYER as a condition of transfer shall:
  - 1. Notify the party taking possession of the existence of this EMPLOYER'S First Source Employment Agreement.
  - 2. Notify DOES within seven (7) business days of the transfer. This advice will include the name of the party taking possession and the name and telephone of that party's representative.
- B. DOES will monitor EMPLOYER'S performance under this Agreement. The EMPLOYER will cooperate with the DOES monitoring and will submit a Contract Compliance Form to DOES monthly.
- C. To assist DOES in the conduct of the monitoring review, the EMPLOYER will make available to DOES, upon request, payroll and employment records for the review period indicated for the Project.
- D. The Employer will provide DOES additional information upon request.
- E. With the submission of the final request for payment from the District, the EMPLOYER shall:

1. Document in a report to DOES its compliance with the requirement that 51% of the new employees hired by the EMPLOYER for the Project be District residents; or
  2. Submit to DOES a request for a waiver of compliance of the requirement that 51% of the new employees hired by the EMPLOYER the Project be District residents which will include the following documentation:
    - a. Documentation supporting EMPLOYERS good faith effort to comply;
    - b. Referrals provided by DOES and other referral sources; and
    - c. Advertisement of job openings listed with DOES and other referral sources.
- F. The DOES may waive the requirement that 51% of the new employees hired by the EMPLOYER for the Project be District residents, if DOES finds that:
1. A good faith effort to comply is demonstrated by the EMPLOYER; or
  2. The EMPLOYER is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area:
 

The Washington Standard Metropolitan Statistical Area includes the District of Columbia, the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg; the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
  3. The EMPLOYER enters into a special workforce development training or placement arrangement with DOES; or
  4. DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the EMPLOYER for the positions created as a result of the Project. No failure by Employer to request a waiver under any other provision hereunder shall be considered relevant to a requested waiver under this Subsection.
- G. Willful breach of the First Source Employment Agreement by the EMPLOYER, failure to submit the Contract Compliance Report, or deliberate submission of falsified data, may be enforced by the DOES through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract for the positions created by EMPLOYER.
- H. The parties acknowledge that the provisions of E and F of Article VIII apply only to First Source hiring.
- I. Nonprofit organizations with 50 or less employees are exempt from the requirement that 51% of the new employees hired by the EMPLOYER on the Project be District residents.

J. The EMPLOYER and DOES, or such other agent as DOES may designate, may mutually agree to modify this Agreement.

K. The EMPLOYER's noncompliance with the provisions of this Agreement may result in termination.

**IX. LOCAL, SMALL, DISADVANTAGES BUSINESS ENTERPRISE**

A. Is your firm a certified Local, Small, Disadvantaged Business Enterprise (LSDBE)?  
 YES  NO

If yes, certification number: \_\_\_\_\_

**X. APPRENTICESHIP PROGRAM**

A. Do you have a registered Apprenticeship program with the D.C. Apprenticeship Council?  YES  NO

If yes, D.C. Apprenticeship Council Registration Number: \_\_\_\_\_

**XI. SUBCONTRACTOR**

A. Is your firm a subcontractor on this project?  YES  NO

If yes, name of prime contractor: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature Dept. of Employment Services

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail

## EMPLOYMENT PLAN

NAME OF EMPLOYER: \_\_\_\_\_

ADDRESS OF EMPLOYER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FEDERAL IDENTIFICATION NO.: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TYPE OF BUSINESS: \_\_\_\_\_

DISTRICT CONTRACTING AGENCY: \_\_\_\_\_

CONTRACTING OFFICER: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

TYPE OF PROJECT: \_\_\_\_\_ CONTRACT AMOUNT: \_\_\_\_\_

EMPLOYER CONTRACT AMOUNT: \_\_\_\_\_

PROJECT START DATE: \_\_\_\_\_ PROJECT END DATE: \_\_\_\_\_

EMPLOYER START DATE: \_\_\_\_\_ EMPLOYER END DATE: \_\_\_\_\_

**NEW JOB CREATION PROJECTIONS:** Please indicate ALL new position(s) your firm will create as a result of the Project. If the firm WILL NOT be creating any new employment opportunities, please complete the attached justification sheet with an explanation. Attach additional sheets as needed.

JOB TITLE	// OF JOBS		SALARY RANGE	UNION MEMBERSHIP REQUIRED NAME LOCAL#	PROJECTED HIRE DATE
	F/T	P/T			
A					
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					





**JUSTIFICATION SHEET:** Please provide a detailed explanation of why the Employer will not have any new hires on the Project.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed explanation of why the Employer will not have any new hires on the Project.

**ATTACHMENT J.5**

**Way to Work Amendment Act of 2010 - Living Wage Notice  
available at [www.ocp.dc.gov](http://www.ocp.dc.gov) click on "Solicitation Attachments"**

## **“THE LIVING WAGE ACT OF 2006”**

**Title I, D.C. Law No. 16-118, (D.C. Official Code §§ 2-220.01-.11)**

**Recipients of new contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage.**

**Effective January 1, 2015, the living wage rate is \$13.80.**

### **The requirement to pay a living wage applies to:**

- All recipients of contracts in the amount of \$100,000 or more; and, all subcontractors of these recipients receiving \$15,000 or more from the funds received by the recipient from the District of Columbia, and,
- All recipients of government assistance in the amount of \$100,000 or more; and, all subcontractors of these recipients of government assistance receiving \$50,000 or more in funds from government assistance received from the District of Columbia.

**“Contract” means a written agreement between a recipient and the District government.**

**“Government assistance” means a grant, loan or tax increment financing that result in a financial benefit from an agency, commission, instrumentality, or other entity of the District government.**

**“Affiliated employee” means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient or subcontractor.**

**Certain exceptions apply where contracts are subject to higher wage level determinations required by federal law; contracts delivered by regulated utility; contracts for services needed immediately to prevent or respond to a disaster or imminent threat to the public health or safety declared by the Mayor; contracts awarded to recipients that provide trainees with additional services provided the trainee does not replace employees; tenants or retail establishments that occupy property constructed or improved by government assistance, provided there is no receipt of direct District government assistance; Medicaid provider agreements for direct care services to Medicaid recipients, however, a home care agency, a community residential facility or a group home for persons with intellectual disabilities shall not be required to pay a living wage until implementing regulations are published in the D.C. Register and any necessary state plan amendments are approved; and contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.**

**Exemptions are provided for employees under 22 years of age employed during a school vacation period, or enrolled as a full-time student who works less than 25 hours per week, and for employees of nonprofit organizations that employ not more than 50 individuals.**

**Each recipient and subcontractor of a recipient shall provide this notice to each affiliate employee covered by this notice, and shall also post this notice in a conspicuous site in its place of business.**

**All recipients and subcontractors shall retain payroll records created and maintained in the regular course of business under District of Columbia law for a period of at least 3 years.**

**For the complete text of the Living Wage Act of 2006 go to D.C. Official Code §§ 2-220.01-.11**

**To file a claim, visit: Department of Employment Services , Office of Wage-Hour, 4058 Minnesota Avenue, NE, Fourth Floor, Washington, D.C. 20019; call: (202) 671-1880; or file your claim on-line: [does.dc.gov](http://does.dc.gov). Go to “File a Claim” tab.**

**ATTACHMENT J.6**

**Way to Work Amendment Act of 2010 - Living Wage Fact Sheet  
available at [www.ocp.dc.gov](http://www.ocp.dc.gov) click on "Solicitation Attachments"**



## LIVING WAGE ACT FACT SHEET

The “Living Wage Act of 2006,” Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) became effective June 9, 2006. It provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of \$100,000 or more shall pay affiliated employees wages no less than the current living wage rate.

**Effective January 1, 2015, the living wage rate is \$13.80 per hour.**

Subcontractors of D.C. government contractors who receive \$15,000 or more from the contract and subcontractors of the recipients of government assistance who receive \$50,000 or more from the assistance are also required to pay their affiliated employees no less than the current living wage rate.

“Affiliated employee” means any individual employed by a recipient who receives compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or a contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the government assistance or contract, or who are otherwise employed by the contractor, recipient or subcontractor.

**Exemptions** – The following contracts and agreements are exempt from the Living Wage Act:

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District’s current living wage, the contractor must pay the higher of the two rates);
2. Existing and future collective bargaining agreements, provided that the future collective bargaining agreement results in the employee being paid no less than the current living wage;
3. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
4. Contracts for services needed immediately to prevent or respond to a disaster or imminent threat to public health or safety declared by the Mayor;
5. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act;
6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as full-time student, as defined by the respective institution, who is in high school or at an accredited

institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act;

7. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District of Columbia;
8. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26. U.S.C. §501(c)(3));
9. Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for persons with intellectual disabilities as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code §44-501); provided however, that a home care agency, a community residence facility, or a group home for persons with intellectual disabilities shall not be required to pay a living wage until implementing regulations are published in the D.C. Register and any necessary state plan amendments are approved; and
10. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

## **Enforcement**

The Department of Employment Services (DOES) and the D.C. Office of Contracting and Procurement (OCP) share monitoring responsibilities.

If you learn that a contractor subject to this law is not paying at least the current living wage you should report it to the Contracting Officer.

If you believe that your employer is subject to this law and is not paying you at least the current living wage, you may file a complaint with the DOES Office of Wage – Hour, located at 4058 Minnesota Avenue, NE, Fourth Floor, Washington, DC 20019, call (202) 671-1880, or file your claim on-line: [does.dc.gov](http://does.dc.gov). Go to “File a Claim” tab.

For questions and additional information, contact the Office of Contracting and Procurement at (202) 727-0252 or the Department of Employment Services on (202) 671-1880.

**Please note:** *This fact sheet is for informational purposes only as required by Section 106 of the Living Wage Act. It should not be relied on as a definitive statement of the Living Wage Act or any regulations adopted pursuant to the law.*

**ATTACHMENT J.7**

**Tax Certification 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**

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

**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; consent to release my tax information to an authorized representative of the District of Columbia agency from which I am seeking to enter into a contractual relationship. I understand that the information released under this consent will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations as of the date found on the government request. I understand that this information is to be used 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. The penalty for making false statements 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.

**Signature of Authorizing Agent**

**Title**



**ATTACHMENT J.8**

**Cost/Price Certification and Data Package  
available at [www.ocp.dc.gov](http://www.ocp.dc.gov) click on "Solicitation Attachments"**



### COST / PRICE DISCLOSURE CERTIFICATION

RFP Number: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Caption: \_\_\_\_\_ Total Proposed Amount: \_\_\_\_\_

The undersigned \_\_\_\_\_

(please print name and title of offeror's authorized signatory) hereby certifies that, to the best of my knowledge, the cost and pricing data (i.e. at the time of price agreement this certification represents all material facts which prudent buyers and sellers would reasonably expect to affect price negotiations in any significant manner) submitted is accurate, complete, and current as of \_\_\_\_\_ (date of RFP closing or conclusion of negotiations as appropriate).

The undersigned further agrees that it is under a continuing duty to update cost or pricing data through the date that negotiations, if any, with the District are completed. The undersigned further agrees that the price, including profit or fee, will be adjusted to exclude any significant price increases occurring because the cost or pricing data was inaccurate, incomplete or not current. (See D.C. Procurement Regulations, 27 DCMR, Chapter 16, §1642, Chapter 24, §2405 and Chapter 33; and Section 25 of the Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, dated July, 2010).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

DUNS #: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**ATTACHMENT J.9**

**Building Information for Roosevelt Senior High School**



**Government of the District of Columbia  
DEPARTMENT OF GENERAL SERVICES**

**ROOSEVELT SENIOR HIGH SCHOOL**



- **Create a “heart” of the school**

The existing courtyard will be transformed into an enclosed atrium, creating a year-round active space at the very heart of the school.

Public program elements located around the atrium, such as the media center, dining, college and career counseling will activate the space all day, every day.

- **Create a distinct entrance for Roosevelt STAY**

A separate and distinct entrance for S.T.A.Y. will also serve as a secure entry point for the community when accessing the gym, pool and health clinics.

**Turnover**

The project has experienced delays due to environmental matters specific to soil contaminants and additional archaeological testing related to the geothermal fields which is a sustainable / renewable source to heat and cool the building. Due to unforeseen and unavoidable delays in the construction timeline, DCPS in collaboration with DGS has decided to delay the facility opening to August, 2016.

**Description**

Theodore Roosevelt High School is located at 4301 13th Street, NW, Washington, DC, which is located in the Petsworth neighborhood in Ward 4. Roosevelt High School, home of the Rough Riders, was first constructed from 1930 to 1932 for a student population of approximately 1200 students. The Roosevelt S.T.A.Y. program shares space at Roosevelt High school. S.T.A.Y. is an alternative education program for the District of Columbia residents who wish to continue their education or participate in specialized job training programs. The school features a

rigorous academic program and many strong college and career-related programs, including media and mass communications, business and entrepreneurship, culinary arts, barbering, and cosmetology. They offer a variety of competitive sports programs, and experienced guidance and wellness counselors to help students adjust to high school and prepare for college and career studies.

The renewed Roosevelt campus is centered around a new enclosed, central atrium that will serve as the “heart” of the modernized school. In endeavoring to create a great 21st-century school for Roosevelt’s students, staff and community, this design will:

- Provide technology-enhanced classrooms and laboratories that stimulate disciplinary exploration.
- Foster the intellectual, social and emotional development critical to Roosevelt education by providing not only the best individual instructional spaces but also complementary places for positive school community interaction outside of class.
- Nurture a sense of civic pride in the students by renovating and re-opening the historic, prominent 13<sup>th</sup> Street main entrance.
- Promote proactive and subtle security by providing dedicated zones for the school and the public, and by distributing spaces for faculty and staff throughout the campus.
- Reduce the perceived scale of the school for the users by streamlining the circulation through the building, and by creating identifiable “neighborhoods” of classrooms and support spaces based around the school’s academy structure.
- Enable active community use of the gym, pool natatorium, and health clinic, without disruption of the academic program by zoning the facility for after school use.
- Promote safe and accessible pedestrian patterns around the site.
- Create a “high performance” school that both conserves resources and creates an environment conducive to learning.

This design was developed through a collaborative process engaging the faculty and staff of Roosevelt Senior High School, Roosevelt STAY, the School Improvement Team (SIT), the students, and community. By carefully analyzing the surrounding context, the existing school buildings, the sloping site topography, the traffic on and around the site, and the educational specifications, the team developed 10 design principles to help shape the intervention in and around the building.

### **Re-establish the historic main entrance**

When the additions were added to the school in the late 1970s, the main entrance was relocated to a service door at the back of the building. The renovation will restore the 13<sup>th</sup> Street historic main entrance and lobby, whose civic presence will instill a sense of pride in the students every time they enter the building.

### **Create a distinct entrance for Roosevelt STAY**

A separate and distinct entrance for S.T.A.Y. will also serve as a secure entry point for the community when accessing the gym, pool and health clinics.

### **Create a “heart” of the school**

The existing courtyard will be transformed into an enclosed atrium, creating a year-round active space at the very heart of the school.

Public program elements located around the atrium, such as the media center, dining, college and career counseling will activate the space all day, every day.

### **Clearly organize the building into Academic, Arts, and Physical Education zones.**

By arranging the Arts, Academic and Physical Education program into clear zones corresponding to the individual buildings comprising the campus, circulation and way finding in the building will be greatly improved.

### **Celebrate sustainable design strategies in the building.**

Celebrating the sustainable design strategies in the architecture, such as storm water management and on-site power generation, creates educational opportunities for the students and teachers.

### **Restore the integrity of the 1930's buildings**

Removing inappropriate additions and introducing natural light and scale to the retained portion of the 1970's buildings will create new, high performance learning environments where they previously did not exist.

### **Celebrate the existing historic architecture**

Bring back the historic elements of the entry lobby and cupola and distinguish new additions through modern and light-filled design.

### **Support the school's academy structure. Create distinct places and identities for each academy.**

### **Foster subtle security**

Clear circulation paths and distributing administrators throughout the campus to foster subtle security and a safe learning environment.

**ATTACHMENT J.10**

**Major Equipment List for Roosevelt Senior High School**



















Legend	Construction Checklist		Functional Test Procedures				
	Open or add	CC has not been visually inspected by Liberty	Testing Has Not Begun	Testing has begun but is incomplete			
	Partial	CC has been visually inspected and there is an open issue	Testing Has Begun	Testing has begun, but issues were noted. Contractor has responded to issues			
	Partial B	CC has been visually inspected and contractor has responded to open	Testing Has Begun	Testing has begun, but issues were noted. Contractor has responded to issues			
	Close	CC has been visually inspected and contractor has responded to open	Testing Has Begun	Testing has begun, but issues were noted. Contractor has responded to issues			
Close D	CC has been visually inspected and is 100% complete	Testing is 100% complete	Testing is 100% complete				
Close F	N/A (Equipment not tested due to missing)	N/A (Equipment not tested due to missing)	N/A (Equipment not tested due to missing)	N/A (Equipment not tested due to missing)			
293	Electrical	Wall Station	WS-18-53	00001155 PARALLEL EXHIBIT 1155	8111 BATTERY PARALLEL EXHIBIT	C	Final
294	Electrical	Wall Station	WS-18-54	SCHOOL PSYCHOLOGY 1115	8114 SCHOOL PSYCHOLOGY	C	Final
295	Electrical	Wall Station	WS-18-55	3001 WORK AREA 2120	8130 SCHOOL WORK AREA	C	Final
296	Electrical	Wall Station	WS-18-56	PHYSICS CLASS 1117	8130 PHYSICS CLASS	C	Final
297	Electrical	Wall Station	WS-18-57	00001155 PARALLEL EXHIBIT 1155	8130 PARALLEL EXHIBIT 1155	C	Final
298	Electrical	Wall Station	WS-18-107	PRINCIPAL 1111	8113B PRINCIPAL	C	Final
299	Electrical	Wall Station	WS-18-108	ADMIN WORK AREA SUPPLY STORAGE 1115	8111A ADMIN/WORK AREA SUPPLY STORAGE	C	Final
300	Electrical	Wall Station	WS-18-109	ADMIN WORK AREA SUPPLY STORAGE 1115	8111A ADMIN/WORK AREA SUPPLY STORAGE	C	Final
301	Electrical	Wall Station	WS-18-18	10TH GRADE CLASSROOM 1118	8121 10TH GRADE CLASSROOM	C	Final
302	Electrical	Wall Station	WS-18-19	10TH GRADE CLASSROOM 1117	8123 10TH GRADE CLASSROOM	C	Final
303	Electrical	Wall Station	WS-18-20	MULTIPURPOSE STUDIOS 10TH GRADE CLASSROOM 1142	812 MULTIPURPOSE STUDIOS 10TH GRADE CLASSROOM	C	Final
304	Electrical	Reception	RS-25	8015 1151	8118 BOYS	C	Final
305	Electrical	Reception	RS-26	8015 1152	8120 GIRLS	C	Final
306	Electrical	Reception	RS-27	8000000 1150	8100000 1150	C	Final
307	Electrical	Daylight Sensor	DS-17	8140 11TH CLASSROOM 2112	8211 READ 11TH CLASSROOM	C	Final
308	Electrical	Daylight Sensor	DS-18	11121111 SCIENCE CLASSROOM 2111	8209 11121111 SCIENCE CLASSROOM	C	Final
309	Electrical	Daylight Sensor	DS-19	81121111 SCIENCE LAB 2140	8206 81121111 SCIENCE LAB	C	Final
310	Electrical	Daylight Sensor	DS-20	11TH GRADE CLASSROOM 2148	8218 11TH GRADE CLASSROOM	C	Final
311	Electrical	Daylight Sensor	DS-21	11TH GRADE CLASSROOM 2120	8215 11TH GRADE CLASSROOM	C	Final
312	Electrical	Daylight Sensor	DS-22	11TH GRADE CLASSROOM 2111	8211 11TH GRADE CLASSROOM	C	Final
313	Electrical	Daylight Sensor	DS-23	11TH GRADE CLASSROOM 2122	8216 11TH GRADE CLASSROOM	C	Final
314	Electrical	Daylight Sensor	DS-24	11TH GRADE CLASSROOM 2121	8221 11TH GRADE CLASSROOM	C	Final
315	Electrical	Daylight Sensor	DS-25	11TH GRADE CLASSROOM 2130	8225 11TH GRADE CLASSROOM	C	Final
316	Electrical	Daylight Sensor	DS-26	PHYSICS PREP RM 2111	8228A PHYSICS PREP RM	C	Final
317	Electrical	Daylight Sensor	DS-27	PHYSICS LAB 2132 (ELEC)	8227 PHYSICS CLASSROOM	C	Final
318	Electrical	Daylight Sensor	DS-28	MULTIPURPOSE/PSYCHOLOGY LAB 2110	807 MULTIPURPOSE/PSYCHOLOGY LAB	C	Final
319	Electrical	Wall Mounted Out. Sensor	OS-40-300	111C 1118	8213A 111C	C	Final
320	Electrical	Wall Mounted Out. Sensor	OS-40-301	OUTSIDE ELEC 2115A(2115)	8215A 2115A ELEC	C	Final
321	Electrical	Wall Mounted Out. Sensor	OS-40-302	5TH FLOOR 2132	8212 5TH FLOOR	C	Final
322	Electrical	Wall Mounted Out. Sensor	OS-40-303	5TH FLOOR 2133	8212 5TH FLOOR	C	Final
323	Electrical	Ceiling Mount. Out. Sensor	OS-C-105	8015 2151	8214 BOYS	C	Final
324	Electrical	Ceiling Mount. Out. Sensor	OS-C-107	8015 2151	8214 BOYS	C	Final
325	Electrical	Ceiling Mount. Out. Sensor	OS-C-108	8015 2151	8214 BOYS	C	Final
326	Electrical	Ceiling Mount. Out. Sensor	OS-C-109	8015 2151	8214 BOYS	C	Final
327	Electrical	Ceiling Mount. Out. Sensor	OS-C-110	11TH GRADE STORAGE 2141	8220 11TH GRADE STORAGE	C	Final
328	Electrical	Johnson Ceiling DS	DS-114	8140 11TH CLASSROOM 2112	8211 READ 11TH CLASSROOM	C	Final
329	Electrical	Johnson Ceiling DS	DS-115	11121111 SCIENCE CLASSROOM 2111	8209 11121111 SCIENCE CLASSROOM	C	Final
330	Electrical	Johnson Ceiling DS	DS-116	11121111 SCIENCE CLASSROOM 2111	8209 11121111 SCIENCE CLASSROOM	C	Final
331	Electrical	Johnson Ceiling DS	DS-117	11121111 SCIENCE LAB 2140	8206 11121111 SCIENCE LAB	C	Final
332	Electrical	Johnson Ceiling DS	DS-118	SCIENCE PREP 2111	8208 SCIENCE PREP	C	Final
333	Electrical	Johnson Ceiling DS	DS-119	11TH GRADE ADMIN 2120	8215 11TH GRADE ADMIN	C	Final
334	Electrical	Johnson Ceiling DS	DS-120	11TH GRADE CLASSROOM 2111	8211 11TH GRADE CLASSROOM	C	Final
335	Electrical	Johnson Ceiling DS	DS-121	11TH GRADE CLASSROOM 2122	8216 11TH GRADE CLASSROOM	C	Final
336	Electrical	Johnson Ceiling DS	DS-122	11TH GRADE CLASSROOM 2121	8221 11TH GRADE CLASSROOM	C	Final
337	Electrical	Johnson Ceiling DS	DS-123	11TH GRADE CLASSROOM 2148	8218 11TH GRADE CLASSROOM	C	Final
338	Electrical	Johnson Ceiling DS	DS-124	11TH GRADE STAFF WORKROOM 2124	8223 11TH GRADE STAFF WORKROOM	C	Final
339	Electrical	Johnson Ceiling DS	DS-125	11TH GRADE CLASSROOM 2130	8225 11TH GRADE CLASSROOM	C	Final
340	Electrical	Johnson Ceiling DS	DS-126	PHYSICS PREP RM 2111	8228A PHYSICS PREP RM	C	Final
341	Electrical	Johnson Ceiling DS	DS-127	PHYSICS LAB 2132 (ELEC)	8227 PHYSICS CLASSROOM	C	Final
342	Electrical	Johnson Ceiling DS	DS-128	PHYSICS LAB 2132 (ELEC)	8227 PHYSICS CLASSROOM	C	Final
343	Electrical	Johnson Ceiling DS	DS-129	MULTIPURPOSE/PSYCHOLOGY LAB 2110	807 MULTIPURPOSE/PSYCHOLOGY LAB	C	Final
344	Electrical	Wall Station	WS-28-45	READ 111C CLASSROOM 2111	8213A 111C	C	Final
345	Electrical	Wall Station	WS-28-46	11121111 SCIENCE CLASSROOM 2111	8209 11121111 SCIENCE CLASSROOM	C	Final
346	Electrical	Wall Station	WS-28-47	MULTIPURPOSE/PSYCHOLOGY LAB 2110	807 MULTIPURPOSE/PSYCHOLOGY LAB	C	Final
347	Electrical	Wall Station	WS-28-48	11121111 SCIENCE LAB 2140	8206 11121111 SCIENCE LAB	C	Final
348	Electrical	Wall Station	WS-28-49	11TH GRADE CLASSROOM 2111	8211 11TH GRADE CLASSROOM	C	Final
349	Electrical	Wall Station	WS-28-50	11TH GRADE CLASSROOM 2120	8216 11TH GRADE CLASSROOM	C	Final
350	Electrical	Wall Station	WS-28-51	11TH GRADE CLASSROOM 2121	8221 11TH GRADE CLASSROOM	C	Final
351	Electrical	Wall Station	WS-28-52	11TH GRADE CLASSROOM 2122	8216 11TH GRADE CLASSROOM	C	Final
352	Electrical	Wall Station	WS-28-53	11TH GRADE CLASSROOM 2130	8225 11TH GRADE CLASSROOM	C	Final
353	Electrical	Wall Station	WS-28-54	PHYSICS PREP RM 2111	8228A PHYSICS PREP RM	C	Final
354	Electrical	Wall Station	WS-28-55	PHYSICS CLASSROOM 2132 (ELEC)	8227 PHYSICS CLASSROOM	C	Final
355	Electrical	Wall Station	WS-28-118	SCIENCE PREP 2111	8208 SCIENCE PREP	C	Final
356	Electrical	Wall Station	WS-28-119	SCIENCE PREP 2111	8208 SCIENCE PREP	C	Final
357	Electrical	Wall Station	WS-18-111	11TH GRADE STAFF WORKROOM 2124	8223 11TH GRADE STAFF WORKROOM	C	Final
358	Electrical	Wall Station	WS-18-122	11TH GRADE ADMIN 2120	8215 11TH GRADE ADMIN	C	Final
359	Electrical	Wall Station	WS-18-130	READ 111C CLASSROOM 2111	8213A 111C CLASSROOM	C	Final
360	Electrical	Wall Station	WS-18-131	11121111 SCIENCE CLASSROOM 2111	8209 11121111 SCIENCE CLASSROOM	C	Final
361	Electrical	Wall Station	WS-18-132	11121111 SCIENCE CLASSROOM 2111	8209 11121111 SCIENCE CLASSROOM	C	Final
362	Electrical	Wall Station	WS-18-34	11TH GRADE CLASSROOM 2111	8211 11TH GRADE CLASSROOM	C	Final
363	Electrical	Wall Station	WS-18-35	11TH GRADE CLASSROOM 2140	8227 MECHANICAL	C	Final
364	Electrical	Wall Station	WS-18-36	11TH GRADE CLASSROOM 2122	8216 11TH GRADE CLASSROOM	C	Final
365	Electrical	Wall Station	WS-18-37	11TH GRADE CLASSROOM 2111	8211 11TH GRADE CLASSROOM	C	Final
366	Electrical	Wall Station	WS-18-38	11TH GRADE CLASSROOM 2148	8218 11TH GRADE CLASSROOM	C	Final
367	Electrical	Wall Station	WS-18-40	MULTIPURPOSE/PSYCHOLOGY LAB 2110	807 MULTIPURPOSE/PSYCHOLOGY LAB	C	Final
368	Electrical	Wall Station	WS-18-41	11121111 SCIENCE LAB 2140	8206 11121111 SCIENCE LAB	C	Final
369	Electrical	Wall Station	WS-18-104	PHYSICS LAB 2132 (ELEC)	8227 PHYSICS CLASSROOM	C	Final
370	Electrical	Reception	RS-23	8211 BOYS	8211 BOYS	C	Final
371	Electrical	Reception	RS-24	8216 GIRLS	8216 GIRLS	C	Final
372	Electrical	Reception	RS-25	8000000 2100	8100000 2100	C	Final
373	Electrical	Daylight Sensor	DS-43	8111 11TH GRADE CLASSROOM 1111	8111 11TH GRADE CLASSROOM	C	Final
374	Electrical	Daylight Sensor	DS-43	9TH GRADE SCIENCE CLASSROOM 1111	8109 9TH GRADE SCIENCE CLASSROOM	C	Final
375	Electrical	Daylight Sensor	DS-44	9TH GRADE SCIENCE LAB 1140	8108 9TH GRADE SCIENCE LAB	C	Final
376	Electrical	Daylight Sensor	DS-65	9TH GRADE CLASSROOM 1111	8109 9TH GRADE CLASSROOM	C	Final
377	Electrical	Daylight Sensor	DS-66	9TH GRADE ADMIN 1120	8115 9TH GRADE ADMIN	C	Final
378	Electrical	Daylight Sensor	DS-67	9TH GRADE CLASSROOM 1121	8114 9TH GRADE CLASSROOM	C	Final
379	Electrical	Daylight Sensor	DS-68	9TH GRADE CLASSROOM 1122	8114 9TH GRADE CLASSROOM	C	Final
380	Electrical	Daylight Sensor	DS-69	9TH GRADE CLASSROOM 1123	8121 9TH GRADE CLASSROOM	C	Final
381	Electrical	Daylight Sensor	DS-70	9TH GRADE STAFF WORKROOM 1104	8121 9TH GRADE STAFF WORKROOM	C	Final
382	Electrical	Daylight Sensor	DS-71	9TH GRADE CLASSROOM 1130	8115 9TH GRADE CLASSROOM	C	Final
383	Electrical	Daylight Sensor	DS-72	9TH GRADE CLASSROOM 1131	8122 9TH GRADE CLASSROOM	C	Final
384	Electrical	Daylight Sensor	DS-73	NO TAG ROOM NEXT TO 9TH GRADE CLASSROOM 1131(1131A)	8122 9TH GRADE CLASSROOM	C	Final
385	Electrical	Wall Mounted Out. Sensor	OS-40-300	OUTSIDE ELEC 2115	8213A 2115 ELEC	C	Final
386	Electrical	Wall Mounted Out. Sensor	OS-40-301	5TH FLOOR 2132	8212 5TH FLOOR	C	Final
387	Electrical	Wall Mounted Out. Sensor	OS-40-302	5TH FLOOR 2133	8212 5TH FLOOR	C	Final
388	Electrical	Ceiling Mount. Out. Sensor	OS-C-111	8015 2151	8214 BOYS	C	Final
389	Electrical	Ceiling Mount. Out. Sensor	OS-C-112	8015 2151	8214 BOYS	C	Final
390	Electrical	Ceiling Mount. Out. Sensor	OS-C-113	8015 2151	8214 BOYS	C	Final
391	Electrical	Ceiling Mount. Out. Sensor	OS-C-114	8015 2151	8214 BOYS	C	Final
392	Electrical	Ceiling Mount. Out. Sensor	OS-C-115	9TH GRADE STORAGE 1111	8207 9TH GRADE STORAGE	C	Final
393	Electrical	Johnson Ceiling DS	DS-117	11121111 SCIENCE CLASSROOM 2111	8209 11121111 SCIENCE CLASSROOM	C	Final
394	Electrical	Johnson Ceiling DS	DS-118	11121111 SCIENCE CLASSROOM 2111	8209 11121111 SCIENCE CLASSROOM	C	Final
395	Electrical	Johnson Ceiling DS	DS-119	11121111 SCIENCE LAB 2140	8206 11121111 SCIENCE LAB	C	Final
396	Electrical	Johnson Ceiling DS	DS-120	11TH GRADE ADMIN 2120	8215 11TH GRADE ADMIN	C	Final
397	Electrical	Johnson Ceiling DS	DS-121	SCIENCE PREP 2111	8208 SCIENCE PREP	C	Final
398	Electrical	Johnson Ceiling DS	DS-122	11TH GRADE ADMIN 2120	8215 11TH GRADE ADMIN	C	Final
399	Electrical	Johnson Ceiling DS	DS-123	11TH GRADE CLASSROOM 2111	8211 11TH GRADE CLASSROOM	C	Final
400	Electrical	Johnson Ceiling DS	DS-124	11TH GRADE CLASSROOM 2122	8216 11TH GRADE CLASSROOM	C	Final





Legend		Construction Checklists		Equipment Test Procedures				
Open or open		CC has not been visually verified by Liberty		Testing has not begun.				
Partial		CC has been visually verified and there is an open issue		Testing has begun, but a violation				
Partial R		CC has been visually verified and contractor has responded to open		Testing has begun, but issues were noted. Contractor has responded to issues				
Close		CC has been visually verified and responses only signatures		Testing has been completed, items a generator response				
Close R		CC has been visually verified and a 100% complete		Testing is 100% complete				
Close R		N/A - Assessment is not tested due to sampling		N/A - Equipment is not tested due to sampling				
511	Electrical	Wall Station	WS-18-20	OFFICE 0438	BOLTS 0438	0	Good	
512	Electrical	Wall Station	WS-18-23	OFFICE 0438	BOLTS 0438	0	Good	
513	Electrical	Wall Station	WS-18-22	OFFICE 0438	BOLTS 0438	0	Good	
514	Electrical	Wall Station	WS-18-21	OFFICE 0438	BOLTS 0438	0	Good	
515	Electrical	Wall Station	WS-18-20	OFFICE 0438	BOLTS 0438	0	Good	
516	Electrical	Wall Station	WS-18-19	OFFICE 0438	BOLTS 0438	0	Good	
517	Electrical	Wall Station	WS-18-18	OFFICE 0438	BOLTS 0438	0	Good	
518	Electrical	Wall Station	WS-18-17	OFFICE 0438	BOLTS 0438	0	Good	
519	Electrical	Wall Station	WS-18-16	OFFICE 0438	BOLTS 0438	0	Good	
520	Electrical	Wall Station	WS-18-15	OFFICE 0438	BOLTS 0438	0	Good	
521	Electrical	Wall Station	WS-18-14	OFFICE 0438	BOLTS 0438	0	Good	
522	Electrical	Wall Station	WS-18-13	OFFICE 0438	BOLTS 0438	0	Good	
523	Electrical	Wall Station	WS-18-12	OFFICE 0438	BOLTS 0438	0	Good	
524	Electrical	Wall Station	WS-18-11	OFFICE 0438	BOLTS 0438	0	Good	
525	Electrical	Wall Station	WS-18-10	OFFICE 0438	BOLTS 0438	0	Good	
526	Electrical	Wall Station	WS-18-9	OFFICE 0438	BOLTS 0438	0	Good	
527	Electrical	Wall Station	WS-18-8	OFFICE 0438	BOLTS 0438	0	Good	
528	Electrical	Wall Station	WS-18-7	OFFICE 0438	BOLTS 0438	0	Good	
529	Electrical	Wall Station	WS-18-6	OFFICE 0438	BOLTS 0438	0	Good	
530	Electrical	Wall Station	WS-18-5	OFFICE 0438	BOLTS 0438	0	Good	
531	Electrical	Wall Station	WS-18-4	OFFICE 0438	BOLTS 0438	0	Good	
532	Electrical	Wall Station	WS-18-3	OFFICE 0438	BOLTS 0438	0	Good	
533	Electrical	Wall Station	WS-18-2	OFFICE 0438	BOLTS 0438	0	Good	
534	Electrical	Wall Station	WS-18-1	OFFICE 0438	BOLTS 0438	0	Good	
535	Electrical	Wall Station	WS-18-0	OFFICE 0438	BOLTS 0438	0	Good	
536	Electrical	Wall Station	WS-17-23	OFFICE 0437	BOLTS 0437	0	Good	
537	Electrical	Wall Station	WS-17-22	OFFICE 0437	BOLTS 0437	0	Good	
538	Electrical	Wall Station	WS-17-21	OFFICE 0437	BOLTS 0437	0	Good	
539	Electrical	Wall Station	WS-17-20	OFFICE 0437	BOLTS 0437	0	Good	
540	Electrical	Wall Station	WS-17-19	OFFICE 0437	BOLTS 0437	0	Good	
541	Electrical	Wall Station	WS-17-18	OFFICE 0437	BOLTS 0437	0	Good	
542	Electrical	Wall Station	WS-17-17	OFFICE 0437	BOLTS 0437	0	Good	
543	Electrical	Wall Station	WS-17-16	OFFICE 0437	BOLTS 0437	0	Good	
544	Electrical	Wall Station	WS-17-15	OFFICE 0437	BOLTS 0437	0	Good	
545	Electrical	Wall Station	WS-17-14	OFFICE 0437	BOLTS 0437	0	Good	
546	Electrical	Wall Station	WS-17-13	OFFICE 0437	BOLTS 0437	0	Good	
547	Electrical	Wall Station	WS-17-12	OFFICE 0437	BOLTS 0437	0	Good	
548	Electrical	Wall Station	WS-17-11	OFFICE 0437	BOLTS 0437	0	Good	
549	Electrical	Wall Station	WS-17-10	OFFICE 0437	BOLTS 0437	0	Good	
550	Electrical	Wall Station	WS-17-9	OFFICE 0437	BOLTS 0437	0	Good	
551	Electrical	Wall Station	WS-17-8	OFFICE 0437	BOLTS 0437	0	Good	
552	Electrical	Wall Station	WS-17-7	OFFICE 0437	BOLTS 0437	0	Good	
553	Electrical	Wall Station	WS-17-6	OFFICE 0437	BOLTS 0437	0	Good	
554	Electrical	Wall Station	WS-17-5	OFFICE 0437	BOLTS 0437	0	Good	
555	Electrical	Wall Station	WS-17-4	OFFICE 0437	BOLTS 0437	0	Good	
556	Electrical	Wall Station	WS-17-3	OFFICE 0437	BOLTS 0437	0	Good	
557	Electrical	Wall Station	WS-17-2	OFFICE 0437	BOLTS 0437	0	Good	
558	Electrical	Wall Station	WS-17-1	OFFICE 0437	BOLTS 0437	0	Good	
559	Electrical	Wall Station	WS-16-23	OFFICE 0436	BOLTS 0436	0	Good	
560	Electrical	Wall Station	WS-16-22	OFFICE 0436	BOLTS 0436	0	Good	
561	Electrical	Wall Station	WS-16-21	OFFICE 0436	BOLTS 0436	0	Good	
562	Electrical	Wall Station	WS-16-20	OFFICE 0436	BOLTS 0436	0	Good	
563	Electrical	Wall Station	WS-16-19	OFFICE 0436	BOLTS 0436	0	Good	
564	Electrical	Wall Station	WS-16-18	OFFICE 0436	BOLTS 0436	0	Good	
565	Electrical	Wall Station	WS-16-17	OFFICE 0436	BOLTS 0436	0	Good	
566	Electrical	Wall Station	WS-16-16	OFFICE 0436	BOLTS 0436	0	Good	
567	Electrical	Wall Station	WS-16-15	OFFICE 0436	BOLTS 0436	0	Good	
568	Electrical	Wall Station	WS-16-14	OFFICE 0436	BOLTS 0436	0	Good	
569	Electrical	Wall Station	WS-16-13	OFFICE 0436	BOLTS 0436	0	Good	
570	Electrical	Wall Station	WS-16-12	OFFICE 0436	BOLTS 0436	0	Good	
571	Electrical	Wall Station	WS-16-11	OFFICE 0436	BOLTS 0436	0	Good	
572	Electrical	Wall Station	WS-16-10	OFFICE 0436	BOLTS 0436	0	Good	
573	Electrical	Wall Station	WS-16-9	OFFICE 0436	BOLTS 0436	0	Good	
574	Electrical	Wall Station	WS-16-8	OFFICE 0436	BOLTS 0436	0	Good	
575	Electrical	Wall Station	WS-16-7	OFFICE 0436	BOLTS 0436	0	Good	
576	Electrical	Wall Station	WS-16-6	OFFICE 0436	BOLTS 0436	0	Good	
577	Electrical	Wall Station	WS-16-5	OFFICE 0436	BOLTS 0436	0	Good	
578	Electrical	Wall Station	WS-16-4	OFFICE 0436	BOLTS 0436	0	Good	
579	Electrical	Wall Station	WS-16-3	OFFICE 0436	BOLTS 0436	0	Good	
580	Electrical	Wall Station	WS-16-2	OFFICE 0436	BOLTS 0436	0	Good	
581	Electrical	Wall Station	WS-16-1	OFFICE 0436	BOLTS 0436	0	Good	
582	Electrical	Wall Station	WS-15-23	OFFICE 0435	BOLTS 0435	0	Good	
583	Electrical	Wall Station	WS-15-22	OFFICE 0435	BOLTS 0435	0	Good	
584	Electrical	Wall Station	WS-15-21	OFFICE 0435	BOLTS 0435	0	Good	
585	Electrical	Wall Station	WS-15-20	OFFICE 0435	BOLTS 0435	0	Good	
586	Electrical	Wall Station	WS-15-19	OFFICE 0435	BOLTS 0435	0	Good	
587	Electrical	Wall Station	WS-15-18	OFFICE 0435	BOLTS 0435	0	Good	
588	Electrical	Wall Station	WS-15-17	OFFICE 0435	BOLTS 0435	0	Good	
589	Electrical	Wall Station	WS-15-16	OFFICE 0435	BOLTS 0435	0	Good	
590	Electrical	Wall Station	WS-15-15	OFFICE 0435	BOLTS 0435	0	Good	
591	Electrical	Wall Station	WS-15-14	OFFICE 0435	BOLTS 0435	0	Good	
592	Electrical	Wall Station	WS-15-13	OFFICE 0435	BOLTS 0435	0	Good	
593	Electrical	Wall Station	WS-15-12	OFFICE 0435	BOLTS 0435	0	Good	
594	Electrical	Wall Station	WS-15-11	OFFICE 0435	BOLTS 0435	0	Good	
595	Electrical	Wall Station	WS-15-10	OFFICE 0435	BOLTS 0435	0	Good	
596	Electrical	Wall Station	WS-15-9	OFFICE 0435	BOLTS 0435	0	Good	
597	Electrical	Wall Station	WS-15-8	OFFICE 0435	BOLTS 0435	0	Good	
598	Electrical	Wall Station	WS-15-7	OFFICE 0435	BOLTS 0435	0	Good	
599	Electrical	Wall Station	WS-15-6	OFFICE 0435	BOLTS 0435	0	Good	
600	Electrical	Wall Station	WS-15-5	OFFICE 0435	BOLTS 0435	0	Good	
601	Electrical	Wall Station	WS-15-4	OFFICE 0435	BOLTS 0435	0	Good	
602	Electrical	Wall Station	WS-15-3	OFFICE 0435	BOLTS 0435	0	Good	
603	Electrical	Wall Station	WS-15-2	OFFICE 0435	BOLTS 0435	0	Good	
604	Electrical	Wall Station	WS-15-1	OFFICE 0435	BOLTS 0435	0	Good	
605	Electrical	Wall Station	WS-14-23	OFFICE 0434	BOLTS 0434	0	Good	
606	Electrical	Wall Station	WS-14-22	OFFICE 0434	BOLTS 0434	0	Good	
607	Electrical	Wall Station	WS-14-21	OFFICE 0434	BOLTS 0434	0	Good	
608	Electrical	Wall Station	WS-14-20	OFFICE 0434	BOLTS 0434	0	Good	
609	Electrical	Wall Station	WS-14-19	OFFICE 0434	BOLTS 0434	0	Good	
610	Electrical	Wall Station	WS-14-18	OFFICE 0434	BOLTS 0434	0	Good	
611	Electrical	Wall Station	WS-14-17	OFFICE 0434	BOLTS 0434	0	Good	
612	Electrical	Wall Station	WS-14-16	OFFICE 0434	BOLTS 0434	0	Good	
613	Electrical	Wall Station	WS-14-15	OFFICE 0434	BOLTS 0434	0	Good	
614	Electrical	Wall Station	WS-14-14	OFFICE 0434	BOLTS 0434	0	Good	
615	Electrical	Wall Station	WS-14-13	OFFICE 0434	BOLTS 0434	0	Good	
616	Electrical	Wall Station	WS-14-12	OFFICE 0434	BOLTS 0434	0	Good	
617	Electrical	Wall Station	WS-14-11	OFFICE 0434	BOLTS 0434	0	Good	
618	Electrical	Wall Station	WS-14-10	OFFICE 0434	BOLTS 0434	0	Good	
619	Electrical	Wall Station	WS-14-9	OFFICE 0434	BOLTS 0434	0	Good	
620	Electrical	Wall Station	WS-14-8	OFFICE 0434	BOLTS 0434	0	Good	
621	Electrical	Wall Station	WS-14-7	OFFICE 0434	BOLTS 0434	0	Good	
622	Electrical	Wall Station	WS-14-6	OFFICE 0434	BOLTS 0434	0	Good	





Legend	Construction Checklist		Functional Test Procedures					
	Open or Close	CC has been visually verified and contractor has responded to open items	Testing has begun	Testing has begun but is incomplete				
	Partial	CC has been visually verified and contractor has responded to open items	Testing has begun, but issues were noted. Contractor has responded to issues	Testing is 100% complete				
	OK	CC has been visually verified and responses only signified CC has been visually verified and is 100% complete	Testing has been completed, only a graduate is required	Testing is 100% complete				
DEFER	N/A. Equipment is not ordered due to snagging	N/A. Equipment is not tested due to snagging						
844	Electrical	Ceiling Mount. Dry. Sensor	05-C-87	BOYS 1528	C106 BOYS	3	Fail	
845	Electrical	Ceiling Mount. Dry. Sensor	05-C-88	BOYS 1529	C106 BOYS	4	Fail	
846	Electrical	Ceiling Mount. Dry. Sensor	05-C-89	BOYS 1537	C110 BOYS	3	Fail	
847	Electrical	Ceiling Mount. Dry. Sensor	05-C-90	BOYS 1537	C110 BOYS	4	Fail	
848	Electrical	Ceiling Mount. Dry. Sensor	05-C-91					
849	Electrical	Ceiling Mount. Dry. Sensor	05-C-92					
850	Electrical	Ceiling Mount. Dry. Sensor	05-C-93					
851	Electrical	Ceiling Mount. Dry. Sensor	05-C-94					
852	Electrical	Ceiling Mount. Dry. Sensor	05-C-95					
853	Electrical	Ceiling Mount. Dry. Sensor	05-C-96					
854	Electrical	Ceiling Mount. Dry. Sensor	05-C-97					
855	Electrical	Ceiling Mount. Dry. Sensor	05-C-98					
856	Electrical	Ceiling Mount. Dry. Sensor	05-C-99					
857	Electrical	Ceiling Mount. Dry. Sensor	05-C-100					
858	Electrical	Ceiling Mount. Dry. Sensor	05-C-101					
859	Electrical	Ceiling Mount. Dry. Sensor	05-C-102					
860	Electrical	Ceiling Mount. Dry. Sensor	05-C-103					
861	Electrical	Ceiling Mount. Dry. Sensor	05-C-104					
862	Electrical	Ceiling Mount. Dry. Sensor	05-C-105					
863	Electrical	Inturn Ceiling DS	05-131	DANCE/JAM ROOMS 1531	C102 DANCE/JAM ROOMS	3	Fail	
864	Electrical	Inturn Ceiling DS	05-132	DANCE/JAM ROOMS 1533	C102 DANCE/JAM ROOMS	4	Fail	
865	Electrical	Inturn Ceiling DS	05-133	DANCE/JAM ROOMS 1534	C102 DANCE/JAM ROOMS	5	Fail	
866	Electrical	Inturn Ceiling DS	05-134	COACHES OFFICE 1541	C107 COACHES OFFICE	3	Fail	
867	Electrical	Inturn Ceiling DS	05-135	COACHES OFFICE 1543	C107 COACHES OFFICE	4	Fail	
868	Electrical	Inturn Ceiling DS	05-136	COACHES OFFICE 1545	C107 COACHES OFFICE	5	Fail	
869	Electrical	Inturn Ceiling DS	05-137	DEPT OFFICE 1546	C117 DEPT OFFICE	3	Fail	
870	Electrical	Inturn Ceiling DS	05-138	DEPT OFFICE 1548	C117 DEPT OFFICE	4	Fail	
871	Electrical	Inturn Ceiling DS	05-139	DEPT OFFICE 1549	C117 DEPT OFFICE	5	Fail	
872	Electrical	Inturn Ceiling DS	05-140	DEPT OFFICE 1549	C117 DEPT OFFICE	6	Fail	
873	Electrical	Inturn Ceiling DS	05-141	DEPT OFFICE 1549	C117 DEPT OFFICE	7	Fail	
874	Electrical	Inturn Ceiling DS	05-142	DEPT OFFICE 1549	C117 DEPT OFFICE	8	Fail	
875	Electrical	Inturn Ceiling DS	05-143	DEPT OFFICE 1549	C117 DEPT OFFICE	9	Fail	
876	Electrical	Wall Station	WS-20-01	DANCE/JAM ROOMS 1531	C102 DANCE/JAM ROOMS	3	Fail	
877	Electrical	Wall Station	WS-20-02	DANCE/JAM ROOMS 1533	C102 DANCE/JAM ROOMS	4	Fail	
878	Electrical	Wall Station	WS-20-03	DANCE/JAM ROOMS 1534	C102 DANCE/JAM ROOMS	5	Fail	
879	Electrical	Wall Station	WS-20-04	COACHES OFFICE 1541	C107 COACHES OFFICE	3	Fail	
880	Electrical	Wall Station	WS-20-05	COACHES OFFICE 1543	C107 COACHES OFFICE	4	Fail	
881	Electrical	Wall Station	WS-20-06	COACHES OFFICE 1545	C107 COACHES OFFICE	5	Fail	
882	Electrical	Wall Station	WS-20-07	DEPT OFFICE 1546	C117 DEPT OFFICE	3	Fail	
883	Electrical	Wall Station	WS-20-08	DEPT OFFICE 1548	C117 DEPT OFFICE	4	Fail	
884	Electrical	Wall Station	WS-20-09	DEPT OFFICE 1549	C117 DEPT OFFICE	5	Fail	
885	Electrical	Wall Station	WS-20-10	DEPT OFFICE 1549	C117 DEPT OFFICE	6	Fail	
886	Electrical	Wall Station	WS-20-11	DEPT OFFICE 1549	C117 DEPT OFFICE	7	Fail	
887	Electrical	Wall Station	WS-20-12	DEPT OFFICE 1549	C117 DEPT OFFICE	8	Fail	
888	Electrical	Wall Station	WS-20-13	DEPT OFFICE 1549	C117 DEPT OFFICE	9	Fail	
889	Electrical	Wall Station	WS-20-14	DEPT OFFICE 1549	C117 DEPT OFFICE	10	Fail	
890	Electrical	Wall Station	WS-20-15	DEPT OFFICE 1549	C117 DEPT OFFICE	11	Fail	
891	Electrical	Wall Station	WS-20-16	DEPT OFFICE 1549	C117 DEPT OFFICE	12	Fail	
892	Electrical	Wall Station	WS-20-17	DEPT OFFICE 1549	C117 DEPT OFFICE	13	Fail	
893	Electrical	Wall Station	WS-20-18	DEPT OFFICE 1549	C117 DEPT OFFICE	14	Fail	
894	Electrical	Wall Station	WS-20-19	DEPT OFFICE 1549	C117 DEPT OFFICE	15	Fail	
895	Electrical	Wall Station	WS-20-20	DEPT OFFICE 1549	C117 DEPT OFFICE	16	Fail	
896	Electrical	Wall Station	WS-20-21	DEPT OFFICE 1549	C117 DEPT OFFICE	17	Fail	
897	Electrical	Wall Station	WS-20-22	DEPT OFFICE 1549	C117 DEPT OFFICE	18	Fail	
898	Electrical	Wall Station	WS-20-23	DEPT OFFICE 1549	C117 DEPT OFFICE	19	Fail	
899	Electrical	Wall Station	WS-20-24	DEPT OFFICE 1549	C117 DEPT OFFICE	20	Fail	
900	Electrical	Wall Station	WS-20-25	DEPT OFFICE 1549	C117 DEPT OFFICE	21	Fail	
901	Electrical	Wall Station	WS-20-26	DEPT OFFICE 1549	C117 DEPT OFFICE	22	Fail	
902	Electrical	Wall Station	WS-20-27	DEPT OFFICE 1549	C117 DEPT OFFICE	23	Fail	
903	Electrical	Wall Station	WS-20-28	DEPT OFFICE 1549	C117 DEPT OFFICE	24	Fail	
904	Electrical	Wall Station	WS-20-29	DEPT OFFICE 1549	C117 DEPT OFFICE	25	Fail	
905	Electrical	Wall Station	WS-20-30	DEPT OFFICE 1549	C117 DEPT OFFICE	26	Fail	
906	Electrical	Wall Station	WS-20-31	DEPT OFFICE 1549	C117 DEPT OFFICE	27	Fail	
907	Electrical	Wall Station	WS-20-32	DEPT OFFICE 1549	C117 DEPT OFFICE	28	Fail	
908	Electrical	Wall Station	WS-20-33	DEPT OFFICE 1549	C117 DEPT OFFICE	29	Fail	
909	Electrical	Wall Station	WS-20-34	DEPT OFFICE 1549	C117 DEPT OFFICE	30	Fail	
910	Electrical	Wall Station	WS-20-35	DEPT OFFICE 1549	C117 DEPT OFFICE	31	Fail	
911	Electrical	Wall Station	WS-20-36	DEPT OFFICE 1549	C117 DEPT OFFICE	32	Fail	
912	Electrical	Wall Station	WS-20-37	DEPT OFFICE 1549	C117 DEPT OFFICE	33	Fail	
913	Electrical	Wall Station	WS-20-38	DEPT OFFICE 1549	C117 DEPT OFFICE	34	Fail	
914	Electrical	Wall Station	WS-20-39	DEPT OFFICE 1549	C117 DEPT OFFICE	35	Fail	
915	Electrical	Wall Station	WS-20-40	DEPT OFFICE 1549	C117 DEPT OFFICE	36	Fail	
916	Electrical	Wall Station	WS-20-41	DEPT OFFICE 1549	C117 DEPT OFFICE	37	Fail	
917	Electrical	Wall Station	WS-20-42	DEPT OFFICE 1549	C117 DEPT OFFICE	38	Fail	

**ATTACHMENT J.11**

**Subcontracting Plan**

**Available at [www.ocp.dc.gov](http://www.ocp.dc.gov) click on "Solicitation Attachments"**



## SBE SUBCONTRACTING PLAN

**INSTRUCTIONS:** All construction & non-construction contracts for **government-assisted projects (agency contracts & private project with District subsidy)** over \$250,000, shall require at least 35% of the amount of the contract (total amount of agency contract or total private project development costs) be subcontracted to Small Business Enterprises (SBE), if insufficient qualified SBEs to Certified Business Enterprises (CBE). The SBE Subcontracting Plan must list all SBE and CBE subcontracts at every tier. Once the SBE Subcontracting Plan is submitted for agency contracts, options & extensions, it can only be amended with DSLBD's consent.

**SUBMISSION OF SBE SUBCONTRACTING PLAN:**

- ▲ For **agency** solicitations - submit to agency with bid/proposal.
- ▲ For **agency** options & extensions - submit to agency before option or extension exercised.
- ▲ For **private projects** - submit to DSLBD, agency project manager and District of Columbia Auditor, with each quarterly report. As private projects may not have awarded all contracts at the time the District subsidy is granted, the SBE Subcontracting Plan may be submitted simultaneously with each quarterly report and list all SBE/CBE subcontracts executed by the time of submission.

**CREDIT:** For each subcontract listed on the SBE Subcontracting Plan, credit will only be given for the portion of the subcontract performed, at every tier, by a SBE/CBE using *its own organization and resources*. **COPIES OF EACH FULLY EXECUTED SUBCONTRACT WITH SBEs and CBEs (AT EVERY TIER) MUST BE PROVIDED TO RECEIVE CREDIT.**

**EXEMPTION:** If the **Beneficiary (Prime Contractor or Developer)** is a CBE and will perform the **ENTIRE government-assisted project** with *its own organization and resources* and will **NOT** subcontract any portion of the services and goods, then the CBE is not required to subcontract 35% to SBEs.

BENEFICIARY (✓ which applies <input type="checkbox"/> Prime Contractor or <input type="checkbox"/> Developer) INFORMATION:		
Company: _____	Contact # _____	Email address: _____
Street Address: _____		
✓ all that applies, Company is:		
<input type="checkbox"/> a SBE <input type="checkbox"/> a CBE <input type="checkbox"/> CBE Certification Number: _____		
<input type="checkbox"/> WILL perform the ENTIRE agency contract or private project with its own organization and resources		
<input type="checkbox"/> WILL subcontract a portion of the agency contract or private project		
Company's point of contact for agency contract or private project:		
Point of Contact: _____	Title: _____	
Contact # _____	Email address: _____	
Street Address: _____		

GOVERNMENT-ASSISTED PROJECT (✓ which applies <input type="checkbox"/> Agency Contract or <input type="checkbox"/> Private Project) INFORMATION:	
AGENCY SOLICITATION	PRIVATE PROJECT
Solicitation Number _____ Solicitation Due Date: _____ Agency : _____ Total Dollar Amount of Contract: \$ _____  <i>*Design-Build must include total contract amount for both design and build phase of project.</i>  35% of Total Dollar Amount of Contract: \$ _____  Total Amount of All SBE/CBE subcontracts: \$ _____ <i>(include every lower tier)</i>	District Subsidy: _____ Agency Providing Subsidy: _____ Amount of District Subsidy: _____ Date District Subsidy Provided: _____  Project Name: _____  Project Address: _____  Total Development Project Budget: \$ _____ <i>(include pre-construction and construction costs)</i>  35% of Total Development Project Budget: \$ _____  Total Amount of All SBE/CBE subcontracts: \$ _____ <i>(include every lower tier)</i>

**SBE/ CBE SUBCONTRACTORS (FOR EACH TIER):**

SBE/ CBE SUBCONTRACTOR INFORMATION: <i>(For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)</i>			
SBE/ CBE Company	Address/Telephone No./ Email	Subcontractor Tier (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	Description of Subcontract scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES
_____	_____	<u>Select Tier</u>	_____
Period of subcontract: _____  Price to be paid to the SBE/CBE Subcontractor: \$ _____  <i>✓all that applies, Subcontractor is:</i> <input type="checkbox"/> a SBE <input type="checkbox"/> a CBE <input type="checkbox"/> CBE Certification #: _____ <input type="checkbox"/> SBE/CBE will perform the ENTIRE subcontract with its own organization and resources <input type="checkbox"/> SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)		SBE/ CBE Point of Contact  Name: _____  Title: _____  Telephone Number: _____  Email Address: _____	

SBE/ CBE SUBCONTRACTOR INFORMATION: <i>(For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)</i>			
SBE/ CBE Company	Address/Telephone No./ Email	Subcontractor Tier (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	Description of Subcontract scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES
_____	_____	<u>Select Tier</u>	_____
Period of subcontract: _____  Price to be paid to the SBE/CBE Subcontractor: \$ _____  <i>✓all that applies, Subcontractor is:</i> <input type="checkbox"/> a SBE <input type="checkbox"/> a CBE <input type="checkbox"/> CBE Certification # _____ <input type="checkbox"/> SBE/CBE will perform the ENTIRE subcontract with its own organization and resources <input type="checkbox"/> SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)		SBE/ CBE Point of Contact  Name: _____  Title: _____  Telephone Number: _____  Email Address: _____	

I \_\_\_\_\_ of \_\_\_\_\_ swear or affirm the above is true and accurate  
 (Name) (Title) (Prime Contractor/ Developer)

(Signature)

(Date)

**Complete additional copies as needed.**





AGENCY CONTRACTING OFFICER'S USE ONLY **OR**  AGENCY PROJECT MANAGER'S USE ONLY  
(✓ which applies. Only one option should be selected.)

AGENCY CONTRACT AWARD	PRIVATE PROJECT SUBSIDY AWARD
Agency: _____ Prime Contractor: _____ Contract Number: _____ Date SBE Subcontracting Plan Accepted: _____ Date agency contract signed: _____  Anticipated Start Date of Contract: _____ Anticipated End Date of Contract: _____  Total Dollar Amount of Contract: \$ _____  <i>*Design-Build must include total contract amount for both design and build phase of project.</i>  35% of Total Contract Amount: \$ _____  Total Amount of All SBE/CBE subcontracts: \$ _____ <i>(include every tier)</i>  (✓ if applies) <input type="checkbox"/> Base Period Contract -- Option/Extension Period: _____ <input type="checkbox"/> Multi-year Contract First year (period) of Contract: _____ Current year (period) of Contract: _____ <input type="checkbox"/> Design-Build --Date of Guaranteed Contract: _____  <input type="checkbox"/> Check if prime contractor is a CBE and will perform the ENTIRE government-assisted project (agency contract) with its own organization and resources and NOT subcontract any portion of services or goods.	Agency Providing Subsidy: _____ District Subsidy: _____ Developer: _____ Amount of District Subsidy: _____ Date District Subsidy Provided/ contract signed: _____  Anticipated Start Date of Project: _____ Anticipated End Date of Project: _____  Project Name: _____ Project Address: _____  Total Development Project Budget: \$ _____ <i>(include pre-construction and construction costs)</i>  35% of Total Development Project Budget: \$ _____  Total Amount of All SBE/CBE subcontracts: \$ _____ <i>(include every lower tier)</i>  <input type="checkbox"/> Check if developer is a CBE and will perform the ENTIRE government-assisted project (private project) with its own organization and resources and NOT subcontract any portion of services or goods.

AGENCY CONTRACTING OFFICER'S AFFIRMATION OR  AGENCY PROJECT MANAGER'S AFFIRMATION  
(✓ which applies)

The Below Agency Contracting Officer or Agency Project Manager Affirms the following (✓ to affirm):

- If the Beneficiary is a CBE, DSLBD was contacted to confirm Beneficiary's CBE certification;
- The fully executed Contract (Base or Option or Extension or Multi-Year) or subsidy document, between the Beneficiary and Agency, was emailed to DSLBD @ [Compliance.Enforcement@dc.gov](mailto:Compliance.Enforcement@dc.gov) within five (5) days of signing;
- FOR AGENCY CONTRACT** the SBE Subcontracting Plan, submitted by Beneficiary, was emailed to DSLBD @ [Compliance.Enforcement@dc.gov](mailto:Compliance.Enforcement@dc.gov) within five (5) days of signing the contract between the Beneficiary and Agency.

\_\_\_\_\_  
Name of Agency Contracting Officer or Agency Project Manager

\_\_\_\_\_  
Title of Agency Contracting Officer or Agency Project Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## SBE SUBCONTRACTING STATUTORY REQUIREMENTS ACKNOWLEDGEMENT FORM

I, *[Name]*, *[Title]* Of *[Company Name of Prime Contractor/Developer]* acknowledge that the *[Project Name &/or Contract Number]* project is subject to the SBE subcontracting requirements of the Small and Certified Business Enterprise Development and Assistance Amendment Act of 2014 (the "Act") (D.C. Law 20-108; D.C. Official Code § 2-218.01 et seq.). I further acknowledge that this form is just a summary of the Act, and that the project must comply with all relevant sections of the Act, and not just the provisions outlined below.

### SBE Subcontracting Requirements

- Pursuant to section 2-218.46 of the Act, all construction & non-construction Government-assisted projects (agency issued contracts & private projects that received any type of District subsidy) over \$250,000, shall require 35% subcontracting to Small Business Enterprises (SBE) certified by the Department of Small and Local Business Development (DSLBD), unless waived by DSLBD.
- **Agency Issued Contracts** – 35% of the total amount of the agency issued contract shall be subcontracted to SBEs.
- **Private Projects with District Subsidy** – 35% of the total project costs (development costs) shall be subcontracted to SBEs. The 35% requirement is not limited to the amount of the District subsidy.
- If there are insufficient qualified SBEs to fulfill the 35% subcontracting requirement, the requirement may be satisfied by subcontracting 35% to Certified Business Enterprises (CBE) certified by DSLBD; provided, that all reasonable efforts shall be made to ensure that qualified SBEs are significant participants in the overall subcontract work.

### SBE Subcontracting Plan

- A SBE Subcontracting Plan listing all subcontracts, between the **Beneficiary** and SBEs/CBEs; and between SBE/CBE and Non-CBE Subcontractors and all lower tier SBE/CBE Subcontractors must be submitted for this project.
- **For Agency Solicitations** - the SBE Subcontracting Plan must be submitted to the agency with the bid/proposal for the bid/proposal to be considered responsive.
- **For Agency Multi-year/ Options/ Extensions** - submit SBE Subcontracting Plan to agency before next year/ option/ extension exercised.

- No multiyear contracts or extended contracts which are not in compliance with the subcontracting requirements at the time of the contemplated exercise of the option or extension, shall be renewed or extended, and any such option or extension shall be void.
- **For Private Projects** - submit revised SBE Subcontracting Plans to DSLBD, agency project manager and Office of the District of Columbia Auditor (ODCA), with each quarterly report.
- **For Agency Contracts for Design-Build Projects** - the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the amount of the contract including total design and build costs) is required before entering into a guaranteed maximum price or contract authorizing construction.

### Special Requirements

- Each construction and non-construction Government-assisted project for which a CBE is selected as a Beneficiary, shall require the CBE perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracted effort shall be with CBEs.
- Each construction and non-construction Government-assisted project for which a CBE is utilized to meet the 35% subcontracting requirement, shall require the CBE perform at least 35% of the contracting effort with its own organization and resources.
- Each construction and non-construction Government-assisted project of **\$1 million or less** for which a CBE is selected as a Beneficiary shall include a requirement that the CBE perform at least 50% of the on-site work with its own workforce.

### Special Exemption

- If the Beneficiary is a CBE and will perform the *ENTIRE* government-assisted project with its own organization and resources and NOT subcontract any portion of the government-assisted project, then the CBE is not required to subcontract 35% to SBEs.

### Special Requirements for Certified Joint Venture Beneficiaries

- Each construction and non-construction Government-assisted project for which a certified joint venture is selected as a Beneficiary shall include a requirement that the CBE member of the joint venture perform at least 50% of the contracting



effort with its own organization and resources and, if it subcontracts, 35% of the subcontracted effort shall be with CBEs.

### Mandatory Meetings

- The Beneficiary of a Government-assisted project **shall meet with DSLBD and ODCA within 10 days of the execution of this Acknowledgment Form.**
- Thereafter, the Beneficiary of a Government-assisted project shall meet on an annual basis with DSLBD and ODCA to provide an update of the subcontracting plan for utilization of SBEs and CBEs.

### Compliance Reporting Requirements

- The Beneficiary of a Government-assisted project shall submit the following reports to DSLBD, the agency contracting officer, project manager, and ODCA:
  - SBE Subcontracting Plan;
  - Completed Quarterly Reports;
  - Completed Vendor Verification Forms; and
  - Each fully executed subcontract with each subcontractor listed on the SBE Subcontracting Plan (required to receive credit towards the 35% SBE subcontracting requirement).
- The Beneficiary can receive the vendor verification forms, and any other compliance forms at the initial meeting with DSLBD.

### Enforcement and Penalties

- If a CBE Beneficiary that received points or a price reduction performs less than 35% of the total contracting effort with its own organization and resources, then the CBE shall be subject to the penalties and fines of section 2-218.63 of the Act.
- If the CBE member of a certified joint venture Beneficiary that received points or a price reduction, performs less than 50% of the total contracting effort with its own organization and resources, then the joint venture and the CBE shall be subject to the penalties and fines of section 2-218.63 of the Act.
- For any subcontracting plan required by law, the Beneficiary shall be deemed to have breached the subcontracting plan for utilization of SBEs or CBEs in the performance of a contract if the Beneficiary:

- Fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner;
  - Submits a monitoring or compliance report, or other required subcontracting information containing a materially false statement; or
  - Fails to meet the subcontracting requirements of section 2-218.46 of the Act.
- A Beneficiary that is found to have breached a subcontracting plan for utilization of certified business enterprises shall be subject to the imposition of penalties, including monetary fines, pursuant to section 2-218.63 of the Act.
  - If DSLBD determines that a Beneficiary has failed to use commercially reasonable best efforts to meet the subcontracting requirements of section 2-218.46 of the Act, DSLBD shall assess a civil penalty equal to 10% of the dollar volume of the contract that the Beneficiary was required but failed to subcontract. The civil penalty will be in addition to any other penalties or causes of action that may be available.

#### **Pertinent DEFINITIONS in the Act**

**Agency** means: an agency, department, office, board, commission, authority, or other instrumentality of the District government, with or without legal existence separate from that of the District government.

**Beneficiary** means: a business enterprise that is the **prime contractor or developer** on a government-assisted project.

**Government-assisted project** means:

- (A) A *contract* executed by an agency on behalf of the District or pursuant to statutory authority that involves District funds or, to the extent not prohibited by federal law, funds that the District administers in accordance with a federal grant or otherwise;
- (B) A *project* funded in whole or in part by District funds;
- (C) A *project* that receives a loan or grant from a District agency;
- (D) A *project* that receives bonds or notes or the proceeds thereof issued by a District agency, including tax increment financing or payment in lieu of tax bonds and notes;
- (E) A *project* that receives District tax exemptions or abatements that are specific to the project and not to the nature of the entity undertaking the project, such as a religious institution or nonprofit corporation; or
- (F) A *development project* conducted pursuant to a disposition under section 1 of An Act Authorizing the sale of certain real estate in the District of Columbia no longer required for public purposes, approved August 5, 1939 (53 Stat. 1211; D.C. Official Code § 10-801).



*I acknowledge receipt of this Acknowledgement Form, and understand that a Beneficiary, CBE, or Certified Joint Venture that fails to comply with all of the relevant requirements of the Small and Certified Business Enterprise Development and Assistance Amendment Act of 2014 (D.C. Law 20-108) (the "Act"), which include, but are not limited to the provisions above, shall be subject to penalties as outlined in the Act. I further acknowledge that I am authorized to sign on behalf of the entity listed below.*

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(E-mail)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company)

**ATTACHMENT J.12**

**Roosevelt Senior High School Construction Drawings Weblink**

Construction Drawing Link for Roosevelt Senior High School

<ftp://ftpserver.srsmoot.com/Submittals/>

Username: roosevelt

Password: school



**ATTACHMENT J.13**

**Past Performance Evaluation**

**PAST PERFORMANCE EVALUATION FORM**  
(Check appropriate box)

**OFFEROR** \_\_\_\_\_

<b>Performance Elements</b>	<b>Excellent</b>	<b>Good</b>	<b>Acceptable</b>	<b>Poor</b>	<b>Unacceptable</b>
<b>Quality of Services/ Work</b>					
<b>Timeliness of Performance</b>					
<b>Cost Control</b>					
<b>Business Relations</b>					
<b>Customer Satisfaction</b>					

1. Name and Title of Evaluator: \_\_\_\_\_
2. Signature of Evaluator: \_\_\_\_\_
3. Name of Organization: \_\_\_\_\_
4. Telephone Number of Evaluator: \_\_\_\_\_
- E-mail address of Evaluator: \_\_\_\_\_
5. State type of service received: \_\_\_\_\_
6. State Contract Number, Amount and Period of Performance \_\_\_\_\_
- \_\_\_\_\_
7. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)
8. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

## RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

	<b>Quality Product/Service</b>	<b>Cost Control</b>	<b>Timeless of Performance</b>	<b>Business Relations</b>
	<ul style="list-style-type: none"> <li>-Compliance with contract requirements</li> <li>-Accuracy of reports</li> <li>-Appropriateness of personnel</li> <li>-Technical excellence</li> </ul>	<ul style="list-style-type: none"> <li>-Within budget (over/ under target costs)</li> <li>-Current, accurate, and complete billings</li> <li>-Relationship of negated costs to actual</li> <li>-Cost efficiencies</li> <li>-Change order issue</li> </ul>	<ul style="list-style-type: none"> <li>-Meet Interim milestones</li> <li>-Reliable</li> <li>-Responsive to technical directions</li> <li>-Completed on time, including wrap-up and contract administration</li> <li>-No liquidated damages assessed</li> </ul>	<ul style="list-style-type: none"> <li>-Effective management</li> <li>-Businesslike correspondence</li> <li>-Responsive to contract requirements</li> <li>-Prompt notification of contract problems</li> <li>-Reasonable/cooperative</li> <li>-Flexible</li> <li>-Pro-active</li> <li>-effective contractor recommended solutions</li> <li>-Effective small/disadvantaged business Subcontracting program</li> </ul>
<b>0. Zero</b>	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources,	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
<b>1. Unacceptable</b>	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost Issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
<b>2. Poor</b>	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs Issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
<b>3. Acceptable</b>	Nonconformances do not impact achievement of contract requirements.	Cost Issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
<b>4. Good</b>	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
<b>5. Excellent</b>	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			

**ATTACHMENT J.14**  
**Frequently Asked Questions**

## CMC RFP Questions and Answers

Question	Answer
1. Building Name and address.	Roosevelt Senior High School 4301 13 <sup>th</sup> street NW Washington DC
2. What is the building gross Sq. Ft.	331,000 Sq. Ft.
3. What type HVAC system is used at this site?	See Selection below
Low Pressure Steam boilers with through the wall A/C units or window units	N/A
Hot Water Boilers with through the wall or window units for A/C	N/A
Two pipe system with chillers, boilers, air handlers / fan coil units and cooling towers	N/A
Four pipe system with chillers, boilers, air handlers / fan coil units and cooling towers	N/A
Water source heat pumps with boilers and cooling towers	N/A
Variable flow refrigerant systems. Air to air or water source with cooling towers. These can also be Geo-Thermal.	Yes
Air to Air split systems heat pumps or split system A/C with electric heat	Yes
Geo-thermal systems	Yes
4. Number of chillers and their capacity and type	N/A
5. Number of boilers and their capacity and type	N/A
6. Number of cooling towers and their type	See Drawings
7. Domestic water heating system type and capacity.	Solar Hot Water System
8. Does the domestic hot water system utilize passive solar collectors?	Yes
9. Emergency generator types, make and capacity?	See Drawings
10. How many emergency power transfer switches are on this site?	See Drawings
11. Are there Fire Pumps at this facility and what is their capacity?	Yes
12. Will the CMC be responsible for Fire alarm system testing?	Yes
Number of audible and strobes devices?	See Drawings

Number of initiating devices?	See Drawings
Number of smoke control fans?	See Drawings
13. Wet Sprinkler system. Number of zones or risers?	Yes. See drawings for risers
14. Dry Pipe sprinklers system. Number of dry pipe valves?	See Drawings
15. Will the CMC be responsible for kitchen hood systems? How many?	Yes See equipment list
16. Are there ansul or cardox fire suppression hood systems?	Yes
17. Are there any pre-action dry pipe systems on site?	No
18. Will the CMC be responsible Cafeteria equipment?	Yes
What amperage and voltage is the main electrical switch gear? How many?	See Electrical drawings
19. Will the CMC be responsible for swimming pool and equipment? How many pools and pool size?	Yes
20. Will a full time certified pool operator be required during pool operating hours?	Yes
21. Will the CMC be responsible for UPS system maintenance? If so what is the make and capacity?	See Electrical drawings
22. Does the UPS utilize wet or dry battery backup?	See Drawings
23. Will the CMC be responsible for window cleaning?	Yes
24. Are there roof anchors for window cleaning?	Yes
25. Will the CMC be responsible for a green roof? How many Sq. Ft?	See Drawings
26. Will the CMC be responsible for structural repairs?	Yes
27. Will the CMC be responsible for sidewalk and parking lot repairs?	Yes
28. Will the CMC be responsible for exterior lighting repairs?	Yes
29. Will the CMC be responsible for Track and Field, stadium structures and bleachers?	Yes
30. Can a CMC staff member become certified to manage the pools?	Yes

31. Will the CMC handle landscaping?	Yes
32. Will DGS provide electronic and hard copies of landscaping drawings?	Yes
33. Will DGS provide electronic and hard copied of architectural, civil, mechanical, plumbing and electrical drawings?	Yes
34. Will the CMC be required to service and maintain lab fume hoods?	Yes
35. Will the CMC be responsible for all snow removal?	Yes
36. Will the CMC be responsible for exterior irrigation systems?	Yes
37. Will the CMC be responsible for rain water cistern systems?	Yes
38. Will the CMC be responsible for gray water systems?	Yes
39. Will the CMC be responsible for any retention ponds?	See Drawings
40. Will the CMC handle all recycling and trash removal?	Yes
41. How many waste generators are there at this site?	One
42. How many elevators are at this site? Provide make and type (hydraulic or hoist types)	See Drawings
43. Will the CMC be responsible for fire extinguishers inspections? How many fire extinguishers are there at this site?	Yes
44. Will the CMC be responsible for Pest Control?	Yes
45. Will the CMC provide janitorial services?	No
46. How many back flow preventers are at this site?	See Drawings
47. How many pressure vessels are at this site?	See Drawings
48. What type of building automation systems is used on site?	DDC
49. Does the building have a lighting control system?	Yes
50. Does the site use day light harvesting systems?	Yes

51. Will the CMC be responsible for HVAC system water treatment?	Yes
52. Does DGS provide a scope for water treatment such as chemicals used and the level of each chemical in the system?	No
53. Does the CMC maintain any loading dock levelers or other lift systems at this site?	Yes
54. What is the expected contract start date?	February 1, 2016
55. Will the CMC be required to do infra- red testing of the building electrical systems? If so, how often?	Yes
56. Will the CMC be required to do Eddy Current Tests? How often	N/A
57. If equipment of any type is added to the CMC responsibility, will DGS adjust the contract price to accommodate the change?	Yes
58. Will the contractor staff be provided parking?	Yes
59. Will the CMC be responsible for roll up doors? If so, how many?	Yes