



# 21<sup>st</sup> CENTURY SCHOOLS

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B A L T I M O R E

**Maryland Stadium Authority**

**Request for Proposals**

**Building Commissioning Services**

**Frederick Douglass Building**

2301 Gwynns Falls Parkway  
Baltimore, Maryland 21217

**Issue Date: August 24, 2023**

**KEY INFORMATION SUMMARY SHEET**

**MARYLAND STADIUM AUTHORITY**

**Request for Proposals  
Building Commissioning Services**

**Frederick Douglass Building**

2301 Gwynns Falls Parkway  
Baltimore, Maryland 21217

**RFP Issue Date:** **August 24, 2023**

**Procurement Officer:** Yamillette Waite  
Maryland Stadium Authority  
351 West Camden Street, Suite 300  
Baltimore, Maryland 21201  
Office Phone: 443-602-0681  
E-mail: [ywaite@mdstad.com](mailto:ywaite@mdstad.com)

**Procurement Method:** Competitive Sealed Proposals

**MBE Participation Goal:** 12% overall

**Pre-Proposal Conference:** Virtual Pre-Proposal Conference: August 31,  
2023 at 9:30 a.m.  
**Please see section 1.6 for details**

**Closing Date and Time  
Technical Proposals:** September 14, 2023 at 1:00 p.m., Local Time

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## SECTION 1

### GENERAL INFORMATION

#### 1.1 Summary Statement

The Maryland Stadium Authority (hereinafter “MSA”) and Baltimore City Public Schools (hereinafter “City Schools”) are issuing this Request for Proposals (hereinafter “RFP”) to Building Commissioning Services firms to implement and manage the commissioning process for the Frederick Douglass Building, related to the Baltimore City Public Schools Construction and Revitalization Act of 2013 (hereinafter the “Program/Act”). The Program authorizes the MSA to finance up to \$1.1 billion for the renovation and/or replacement of City Schools’ buildings and will be implemented and administered through a combination of MSA/City Schools staff.

As stipulated in the Act, MSA, City Schools, Baltimore City and the Interagency Committee on School Construction (hereinafter the “Parties”) entered into a Memorandum of Understanding (hereinafter “MOU”), which was approved by all parties and the Maryland Board of Public Works. The MOU addresses sixteen parameters identified in the Act and can be found on MSA’s website ([www.mdstad.com](http://www.mdstad.com)). It is strongly recommended that Offerors familiarize themselves with the requirements, goals, and aspirations identified in the MOU, as it outlines the parties’ roles, rights, responsibilities and efforts to engage the local community with regards to apprenticeships, schools, student training/internships, local employment and contracting objectives.

The MSA encourages Joint Ventures, Partnering/Mentorships, Minority Business Enterprises, and Small Business Reserve firms to respond to this Solicitation.

#### 1.2 Abbreviations and Definitions

For purposes of this RFP, the following abbreviations and terms have the meanings indicated below:

- a. **21st Century School** - A generally accepted term for a school building that includes, but is not limited to, space adaptability for teaching, learning, and community usage, cutting-edge learning technology, and environmental sustainability.
- b. **A/E** - The team of architects, engineers, and other professional A/E’s required and assembled to perform design and construction administration services associated with the project.
- c. **Act** - The Baltimore City Public Schools Construction and Revitalization Act of 2013.

- d. **City Schools** - The Baltimore City Board of School Commissioners or its designated staff.
- e. **Contract** - The written agreement entered into between MSA and the selected Offeror. The Contract will include all general terms and conditions, and will incorporate the entire RFP, including any addenda to the RFP, and all or indicated portions of the selected Offeror's proposal. A sample contract is attached hereto as **Attachment J**.
- f. **COMAR** - Code of Maryland Regulations (available at <http://www.dsd.state.md.us>).
- g. **Consultant** – The selected Offeror pursuant to the terms of this RFP.
- h. **eMMA** - eMaryland Marketplace Advantage (<https://emma.maryland.gov>)
- i. **IAC** - Interagency Commission on School Construction.
- j. **LEED** - A third-party certification program and the nationally accepted benchmark for the design, construction, and operation of high performance green buildings developed by the U.S. Green Building Council (USGBC).
- k. **Local Time** – Time in the Eastern Time Zone as observed by the State.
- l. **MBE** – Minority Business Enterprise certified by the Maryland Department of Transportation (hereinafter “MDOT”).
- m. **MSA** – Maryland Stadium Authority ([www.mdstad.com](http://www.mdstad.com))
- n. **MSA Business Hours** – 8:30 a.m. to 5:00 p.m., local time, Monday through Friday, excluding State holidays and State closures.
- o. **MSA Procurement Policies** – MSA procurement policies and procedures (available at [www.mdstad.com](http://www.mdstad.com)).
- p. **Offeror** - An entity that submits a Proposal in response to this RFP.
- q. **Procurement Officer (“PO”)** – The MSA representative responsible for this RFP. MSA may change the Procurement Officer at any time and will provide written notice to the Offerors of any such change.
- r. **Program** - The replacement or renovation and/or additions of certain City Schools buildings in accordance with the Act.
- s. **Project** – The building commissioning services for the Frederick Douglass

Building, as identified in this RFP.

- t. **Proposal** - The submission provided by Offerors in response to this RFP.
- u. **RFP** - This Request for Proposals.
- v. **Selection Committee**- The representatives selecting the Consultant.
- w. **State** - The State of Maryland.

### **1.3 Contract Type**

The contract that results from this RFP will include a fixed fee for professional services and a contingency amount to be used by MSA in its sole discretion. After execution, the Contract amount shall not be exceeded without the necessary contract modification.

### **1.4 Contract Duration**

The term of the Contract will be for a period necessary to complete the scope of work and as agreed upon by MSA and the Consultant.

### **1.5 Procurement Officer**

The sole point-of-contact for purposes of this RFP is the Procurement Officer listed below:

**Yamillette Waite**  
**Maryland Stadium Authority**  
**351 West Camden Street, Suite 300**  
**Baltimore, Maryland 21201**  
**Telephone: 443-602-0681**  
**Email: [ywaite@mdstad.com](mailto:ywaite@mdstad.com)**

MSA may change the Procurement Officer at any time and will provide written notice to the Offerors.

### **1.6 Pre-Proposal Conference**

A virtual pre-proposal conference (“Conference”) will be held on **August 31, 2023 at 9:30 a.m., Local Time**. Please use the link below to register to attend the Conference:

[https://us02web.zoom.us/meeting/register/tZYrc--trjgrE9KQQuIsE5pIxbcEihD\\_8oBn#/registration](https://us02web.zoom.us/meeting/register/tZYrc--trjgrE9KQQuIsE5pIxbcEihD_8oBn#/registration)

## 1.7 The Project Manager

The Project Manager is:

Tyler Dumont  
Maryland Stadium Authority  
351 West Camden Street, Suite 300  
Baltimore, Maryland 21201

MSA may change the Project Manager at any time by written notice to the Consultant.

## 1.8 e-Maryland Marketplace Advantage

In order to receive a contract award, a vendor must be registered on eMMA. Registration is free. Visit the following link to register: <https://emma.maryland.gov>. Click on “Registration” to begin the process and follow the prompts.

## 1.9 Questions

Questions regarding this RFP shall be submitted electronically in Word or PDF formats via the following link no later than **1:00 p.m. (Local Time) on September 6, 2023**:

<https://mdstad.sharefile.com/r-rb3a2bdodab874b7a906bb673454c5175>

Please include information regarding the name of the firm, representative’s name, and contact information. Based on the availability of time to research and communicate an answer, the Procurement Officer will decide whether or not an answer can be given before the proposal closing date. Answers to all substantive questions that have not previously been answered, and are not clearly specific to the requestor, will be responded via addendum.

## 1.10 Technical Proposals - Closing Date and Time

To be considered, Technical Proposals must be uploaded to the following link no later than **1:00 p.m. (Local Time) on September 14, 2023**.

<https://mdstad.sharefile.com/r-r5e1ecf15dd1d481583ba62583675955c>

Requests for an extension of this date and time will not be granted. Offerors shall allow sufficient electronic transmission time to ensure timely receipt. Proposals received by MSA after the deadline will not be considered. Proposals will not be reviewed publicly.

### **1.11 Oral Presentations**

Virtual oral presentations are not required at this time; however, MSA reserves the right to conduct virtual oral presentations or telephone interviews with short-listed Offerors, as necessary. In the event MSA exercises this right, any significant representations made by an Offeror during their oral presentation/interview must be confirmed in writing. All such representations will become part of the Offeror's Proposal and are binding if a Contract is awarded to the Offeror as a result of this RFP. The tentative dates for oral presentations/interviews are September 26-27, 2023. In your Technical Proposal, please state your availability for the dates provided. Typically, oral presentations/interviews will be limited to 30 minutes. The Procurement Officer will notify the short-listed Offerors with details and instructions prior to the presentation. The presentation/interview must consist of, but not be limited to, a discussion of the Offeror's specific approach to the Project, understanding of the scope of work, how it intends to execute the work within schedule and budget and any clarifications/additional information MSA may request.

### **1.12 Duration of Offer**

Proposals submitted in response to this RFP are irrevocable for **180 days** following the closing date for proposals. This period may be extended at the Procurement Officer's request only with the Offeror's written agreement.

### **1.13 Offeror's Affidavits**

(a) Bid/Proposal Affidavit. Each Offeror shall complete and submit the Bid/Proposal Affidavit attached hereto as **Attachment A** with the Offeror's Technical Proposal.

(b) Conflict of Interest Affidavit. Each Offeror shall complete and submit the Conflict of Interest Affidavit attached hereto as **Attachment B** with the Offeror's Technical Proposal.

(c) Contract Affidavit. A successful Offeror will be required to complete a Contract Affidavit in the form attached hereto as **Attachment C** and provide to MSA within 5 business days after notification of proposed recommendation of award of the Contract. An executed Contract Affidavit should not be submitted with an Offeror's Proposal.

(d) Corporate Diversity Addendum and Affidavit. Each Offeror shall complete and submit the Corporate Diversity Addendum and Affidavit attached hereto as **Attachment M** with the Offeror's Technical Proposal.

### **1.14 Commercial Nondiscrimination**

As a condition of entering into this Contract, Contractor represents and warrants



that it will comply with the State's Commercial Nondiscrimination Policy, as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland. As part of such compliance, Contractor may not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, marital status, sexual orientation, sexual identity, genetic information or an individual's refusal to submit to a genetic test or make available the results of a genetic test or on the basis of disability, or otherwise unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Contractor retaliate against any person for reporting instances of such discrimination. Contractor shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that this clause does not prohibit or limit lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the marketplace. Contractor understands that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification of Contractor from participating in State contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

As a condition of entering into this Contract, upon the request of the Commission on Civil Rights, and only after the filing of a complaint against Contractor under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland, as amended from time to time, Contractor agrees to provide within 60 days after the request a complete list of the names of all subcontractors, vendors, and suppliers that Contractor has used in the past four (4) years on any of its contracts that were undertaken within the State of Maryland, including the total dollar amount paid by Contractor on each subcontract or supply contract. Contractor further agrees to cooperate in any investigation conducted by the State pursuant to the State Commercial Nondiscrimination Policy as set forth under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland, and to provide any documents relevant to any investigation that are requested by the State. Contractor understands that violation of this clause is a material breach of this Contract and may result in Contract termination, disqualification by the State from participating in State contracts, and other sanctions.

### **1.15 Procurement Method**

The Contract resulting from this RFP will be awarded in accordance with the Competitive Sealed Proposals process under Section 3 (C) of MSA's Procurement Policies. MSA's Procurement Policies are available for review on MSA's website or may be obtained by contacting the Procurement Officer.

### **1.16 Arrearages**

By submitting a response to this RFP, an Offeror represents that it is not in

arrears in the payment of any obligations due and owing the State of Maryland, including, by way of example only, the payment of taxes and employee benefits, and that it will not become so in arrears during the term of the Contract if selected for contract award.

#### **1.17 Revisions to the RFP**

If it becomes necessary to revise this RFP before the closing date for proposals, an addendum/addenda will be provided to all prospective Offerors that were sent this RFP. Addenda made after the closing date for proposals will be sent only to those Offerors who submitted a responsive and timely proposal, or firms that were short-listed to participate in the next phase of the procurement process. Acknowledgment of the receipt of all addenda to this RFP issued before the proposal closing date must accompany the Offeror's Proposal as identified in Section 4.

Acknowledgement of the receipt of addenda to the RFP issued after the proposal closing date shall be in the manner specified in the addendum/addenda. Failure to acknowledge receipt of an addendum does not relieve the Offeror from complying with all terms of any such document.

#### **1.18 Cancellations; Discussions**

MSA reserves the right to cancel this RFP, to accept or reject any and all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with any or all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of MSA/City Schools. This may be followed by submission of Offeror-revised Proposals and best and final offers (hereinafter "BAFO"). MSA also reserves the right, in its sole discretion, to award a contract based upon written proposals received, without prior discussions or negotiations.

#### **1.19 False Statements**

MSA incorporates by reference the provisions of Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland regarding truthfulness in the information included in the contract documents. Offeror shall comply with the obligations set forth therein, including, without limitation, the following:

- a. In connection with a procurement contract, a person may not willfully:
  1. Falsify, conceal, or suppress a material fact by any scheme or device;
  2. Make a false or fraudulent statement or representation of a material fact; or
  3. Use a false writing or document that contains a false or fraudulent statement or entry of a material fact.

b. A person may not aid or conspire with another person to commit an act under subsection of this section.

c. A person who violates any provision of this section is guilty of a felony and on conviction is subject to a fine not exceeding \$20,000 or imprisonment not exceeding five years or both.

## **1.20 Minority Business Enterprise**

Minority Business Enterprises are encouraged to respond to this solicitation.

- a. An overall MBE subcontractor participation goal as identified in the Key Information Summary Sheet has been established for this procurement, representing a percentage of the total contract dollar value, including all renewal option terms, if any. MBE goals for the construction phase will be determined prior to the bidding phase. All subcontractors named by the Offeror as part of their MBE Schedule must be certified with the Maryland Department of Transportation (MDOT).
- b. Notwithstanding any subgoals established for this RFP, the Contractor is encouraged to use a diverse group of subcontractors and suppliers from any/all of the various MBE classifications to meet the remainder of the overall MBE participation goal.
- c. By submitting a response to this solicitation, the Offeror acknowledges the overall MBE subcontractor participation goal and subgoals, and commits to achieving the overall goal and subgoals by utilizing certified minority business enterprises, or requests a full or partial waiver of the overall goal and subgoals.

An Offeror that does not commit to meeting the entire MBE participation goal outlined in this Section 1.20 must submit a request for waiver with its proposal submission that is supported by good faith efforts documentation to meet the MBE goal made prior to submission of its proposal as outlined in Attachment D-1B, Waiver Guidance. Failure of an Offeror to properly complete, sign, and submit Attachment D-1A at the time it submits its technical Proposal will result in the rejection of the Proposal and the Offeror being deemed not reasonably susceptible of being selected for award.

d. Attachments

(a) D-1 to D-5 – The following Minority Business Enterprise participation instructions, and forms are provided to assist Offerors:

1. Attachment D-1A MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule (must be submitted with Proposal)

2. Attachment D-1B Waiver Guidance
3. Attachment D-1C Good Faith Efforts Documentation to Support Waiver Request
4. Attachment D-2 Outreach Efforts Compliance Statement
5. Attachment D-3A MBE Subcontractor Project Participation Certification
6. Attachment D-3B MBE Prime Project Participation Certification
7. Attachment D-4A Prime Contractor Paid/Unpaid MBE Invoice Report
8. Attachment D-4B MBE Prime Contractor Report
9. Attachment D-5 Subcontractor Paid/Unpaid MBE Invoice Report

(b) The Offeror shall include with its Proposal a completed MBE Utilization and Fair Solicitation Affidavit (Attachment D-1A) whereby:

1. The Offeror acknowledges the certified MBE participation goal and commits to make a good faith effort to achieve the goal and any applicable subgoals, or requests a waiver, and affirms that MBE subcontractors were treated fairly in the solicitation process; and
2. The Offeror responds to the expected degree of MBE participation, as stated in the solicitation, by identifying the specific commitment of certified MBEs at the time of Proposal submission. The Offeror shall specify the percentage of total contract value associated with each MBE subcontractor identified on the MBE participation schedule, including any work performed by the MBE prime (including a prime participating as a joint venture) to be counted towards meeting the MBE participation goals.
3. The Offeror requesting a waiver should review Attachment D-1B (Waiver Guidance) and D-1C (Good Faith Efforts Documentation to Support Waiver Request) prior to submitting its request.

(c) If the Offeror fails to submit a complete Attachment D-1A with the technical proposal as required, the Procurement Officer will deem the Proposal not reasonably susceptible of being selected for award.

(d) Offerors are responsible for verifying that each MBE (including any MBE prime and MBE prime participating in a joint venture) selected to meet the goal and any subgoals and subsequently identified in Attachment D-1A is appropriately certified by the Maryland Department of Transportation and has the correct NAICS codes allowing it to perform the committed work.

(e) Within ten (10) Business Days from notification that it is the recommended

awardee or from the date of the actual award, whichever is earlier, the Offeror must provide the following documentation to the Procurement Officer:

1. Outreach Efforts Compliance Statement (Attachment D-2);
2. MBE Subcontractor/Prime Project Participation Certification (Attachment D-3A/3B); and
3. Any other documentation required by the Procurement Officer to ascertain Offeror responsibility in connection with the certified MBE subcontractor participation goal or any applicable subgoals.
4. Further, if the recommended awardee believes a waiver (in whole or in part) of the overall MBE goal or of any applicable subgoal is necessary, the recommended awardee must submit a fully-documented waiver request that complies with COMAR 21.11.03.11. If the recommended awardee fails to return each completed document within the required time, the Procurement Officer may determine that the recommended awardee is not responsible and, therefore, not eligible for Contract award. If the Contract has already been awarded, the award is voidable.

(f) A current directory of certified MBEs is available through the Maryland State Department of Transportation (MDOT), Office of Minority Business Enterprise, 7201 Corporate Center Drive, Hanover, Maryland 21076. The phone numbers are (410) 865-1269, 1-800-544-6056, or TTY (410) 865-1342. The directory is also available on the MDOT website at <http://mbe.mdot.maryland.gov/directory/>. The most current and up-to-date information on MBEs is available via this website. Only MDOT-certified MBEs may be used to meet the MBE subcontracting goals.

(g) An Offeror that requests a waiver of the goal or any of the applicable subgoals will be responsible for submitting the Good Faith Efforts Documentation to Support Waiver Request (Attachment D-1C) and all documentation within ten (10) Business Days from notification that it is the recommended awardee or from the date of the actual award, whichever is earlier, as required in COMAR 21.11.03.11.

(h) All documents, including the MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule (Attachment D-1A), completed and submitted by the Offeror in connection with its certified MBE participation commitment shall be considered a part of the Contract and are hereby expressly incorporated into the Contract by reference thereto. All of the referenced documents will be considered a part of the Proposal for order of precedence purposes.

(i) The Offeror is advised that liquidated damages will apply in the event the Contractor fails to comply in good faith with the requirements of the MBE program and pertinent Contract.

### **1.21 Incurred Expenses; Economy of Preparation**

MSA/City Schools will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal, making an oral presentation, providing a demonstration or performing any other activities related to this RFP. Proposals should be prepared simply and economically, providing a straightforward, concise description of how the Offeror proposes to meet the requirements of this RFP.

### **1.22 Protests/Disputes**

Any protest or dispute related to this RFP or a resulting Contract will be subject to Section 10 of MSA's Procurement Policies and Procedures, and the relevant provisions of the Contract. MSA's Procurement Policies are available for review on MSA's website at [www.mdstad.com](http://www.mdstad.com) or may be obtained by contacting the Procurement Officer.

### **1.23 Access to Public Records Act Notice**

An Offeror should give specific attention to the clear identification of those portions of the Proposal that it considers confidential, proprietary commercial information or trade secrets, and provide written justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. Offerors are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information may be disclosed.

### **1.24 Offeror Responsibilities**

The selected Consultants shall be responsible for all products and services required by this RFP. Subconsultants must be identified, and a complete description of their roles relative to the Proposal must be included in the Proposal. The Consultant retains responsibility for all work to be performed by and any deliverable submitted by a subconsultant. If an Offeror that seeks to perform or provide the services required by this RFP is the subsidiary of another entity, all information submitted by the Offeror such as, but not limited to, references and financial reports, shall pertain exclusively to the Offeror, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Offeror's proposal must contain an explicit statement that the parent organization will guarantee the performance of the subsidiary.

### **1.25 Patents, Copyrights, and Intellectual Property**

a. If the Consultant furnishes any design, device, material, process or other item that is covered by a patent or copyright, or that is proprietary to or a trade secret of another, it shall obtain the necessary permission or license to permit

MSA/City Schools to use such item.

b. The Consultant will defend or settle, at its own expense, any claim or suit against MSA/City Schools alleging that any such item furnished by the Consultant infringes any patent, trademark, copyright, or trade secret. If a third party claims that a product infringes that party's patent, trademark, copyright or trade secret, the Consultant will defend MSA/City Schools against that claim at the Consultant's expense and will pay all damages, costs, and attorney's fees that a court finally awards, provided MSA/City Schools: (i) promptly notifies Consultant in writing of the claim; and (ii) allows the Consultant to control, and cooperates with the Consultant in, the defense and any related settlement negotiations. The obligations of this paragraph are in addition to those stated in the next paragraph.

c. If any products furnished by the Consultant become, or in the Consultant's opinion are likely to become, the subject of a claim of infringement, the Consultant will, at its option and expense: (i) procure for MSA/City Schools the right to continue using the applicable item; (ii) replace the product with a non-infringing product substantially complying with the item's specifications; or (iii) modify the item so that it becomes non-infringing and performs in a substantially similar manner to the original item.

#### **1.26 Non-Availability of Funding**

If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of a contract succeeding the first fiscal period, the contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect the rights of the Consultant, and MSA/City Schools under any termination clause in the contract. The effect of termination of the contract hereunder will be to discharge the Consultant and MSA/City Schools from future performance of the contract, but not from their rights and obligations existing at the time of termination. The Consultant shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the contract. MSA/City Schools shall notify the Consultant as soon as it has knowledge that funds may not be available for the continuation of the contract for each succeeding fiscal period beyond the first.

#### **1.27 Financial Disclosure**

The Consultant shall comply with §13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State or its agencies during a calendar year under which the business is to receive in the aggregate, \$100,000 or more, shall, within 30 days after the aggregate value of these contracts, leases or other agreements reaches \$100,000, file with the

Secretary of the State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

### **1.28 Non-Exclusive Use**

Neither this RFP nor any resulting Contract shall be construed to require MSA/City Schools to use any Offeror or exclusively use the Consultant for the services described in this RFP. MSA/City Schools reserve the right to obtain services of any nature from other sources when it is in the best interest of MSA/City Schools to do so and without notice to any party.

MSA/City Schools makes no guarantees that it will purchase any products or services from the Consultant resulting from this RFP.

### **1.29 Sustainability Policies**

MSA is committed to procuring all supplies, services, maintenance, construction, and architect-engineer services in a manner consistent with the promotion of sound environmental practices. Moreover, MSA/City Schools have committed to certain environmental standards as more fully set forth in the Memorandum of Understanding, identified in this RFP in Section 3. All goods and services provided in response to this solicitation shall conform to those environmental standards.

### **1.30 Payments by Electronic Fund Transfer**

By submitting a response to this RFP, the Offeror agrees to accept payments by electronic funds transfer (“EFT”). A form will be provided to the selected Offeror.

### **1.31 Confidentiality**

Subject to the Maryland Public Information Act and any other applicable laws, all confidential or proprietary information and documentation relating to either party to a Contract resulting from this RFP (including without limitation any information or data stored within the Consultant’s computer systems) shall be held in absolute confidence by the other party. Each party shall, however, be permitted to disclose relevant confidential information to its officers, agents, and employees to the extent that such disclosure is necessary for the performance of their duties under the Contract, provided that the data may be collected, used, disclosed, stored, and disseminated only as provided by and consistent with the law. The provisions of this section shall not apply to information that (a) is lawfully in the public domain; (b) has been independently developed by the other party without violation of the Contract; (c) was already in the possession of such party; (d) was supplied to such party by a third-party lawfully in possession thereof and legally permitted to further disclose the information; or (e) such party is required to disclose by law.



### **1.32 Loss of Data**

In the event of loss of any MSA/City Schools data or records where such loss is due to the intentional act or omission or negligence of the Consultant or any of its subconsultants or agents, the Consultant shall be responsible for recreating such lost data in the manner and on the schedule set by the Procurement Officer. The Consultant shall ensure that all data is backed up and recoverable by the Consultant.

### **1.33 Non-Hiring of Employees**

No official or employee of the State, as defined in State Government Article §15-102, Annotated Code of Maryland, whose duties as such official or employee include matters relating to or affecting the subject matter of this procurement, shall, during the pendency and term of a resulting Contract, and while serving as an official or employee of the State, become or be an employee of the Consultant or any entity that is a subconsultant on said Contract.

### **1.34 Nondiscrimination in Employment**

The Consultant agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, sexual orientation, national origin, ancestry, or disability of a qualified individual with a disability; (b) to include a provision similar to that contained in subsection (a) above in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post, and to cause subconsultants to post, in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

### **1.35 Contingent Fee Prohibition**

The Consultant warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson or commercial selling agency working for the Consultant, to solicit or secure a Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson or commercial selling agency, any fee or other consideration contingent on the making of a Contract.

### **1.36 Political Contribution Disclosure**

The Consultant shall comply with Election Law Article, §14-101 to 14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State

Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Board of Elections (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality, or their agencies, and shall cover the preceding two calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.

### **1.37 Verification of Registration and Tax Payment**

Before a corporation can do business in the State, it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. It is strongly recommended that any potential Offeror complete registration prior to the closing date for receipt of Proposals. An Offeror's failure to complete registration with the Department of Assessments and Taxation may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award.

### **1.38 MBE and Prevailing Wage Compliance System**

As part of MSA's commitment to assist firms in complying with legal and contractual requirements, MSA maintains a web-based MBE and prevailing wage compliance system. The system is designed to provide various workflow automation features that improve the project reporting process. This system will monitor contract compliance for all Program contracts. The prime firm, its first tier Consultant, and all MBE participation subconsultants awarded contracts will be required to use the web-based system to submit project information including, but not limited to, certification of payments made and received and certified payroll records (if the contract includes prevailing wage and/or workforce development requirements). MSA may require additional information related to the contract to be provided electronically through the system at any time before, during, or after contract award.

### **1.39 Background Checks**

The Consultant and subcontractors who will be working on-site at any of the 21<sup>st</sup> Century Schools are required to complete and pass a Baltimore City Schools background screening and meet the qualifications that can be found at <http://baltimore21stcenturyschools.org/more/frequently-asked-questions>. Please refer to **Attachment K** for information regarding background check process and forms.

#### **1.40 Maryland Law**

This RFP and any subsequent RFPs or Contracts shall be construed, interpreted, and enforced according to the laws of the State of Maryland.

## SECTION 2

### **OFFEROR'S QUALIFICATIONS**

Interested Offerors shall clearly demonstrate in their responses to this RFP that the following minimum qualifications and requirements are met in order to be deemed qualified. **Responses must address the qualifications and requirements in the order shown below and include specific documentation/narrative to clearly demonstrate how they meet or exceed the stated minimum qualifications and requirements.**

#### **2.1 Qualifications**

- a. Offeror shall be a firm licensed to do business in the State of Maryland specializing in providing enhanced commissioning services and experienced in establishing, overseeing, monitoring, tracking, and reporting commissioning requirements. Copy of the license shall be provided;
- b. Offeror has significant experience participating in all phases of construction including design review, submittal review, construction monitoring, owner training, O&M review, post acceptance, final and post occupancy commissioning;
- c. Offeror has significant experience in developing and implementing project specific commissioning plans for both building renovation and building replacement projects;
- d. Offeror has LEED certified personnel as required to obtain applicable LEED credits with regard to enhanced commissioning;
- e. Offeror has the ability to manage multiple projects in various stages of design and construction at one time;
- f. Offeror has significant experience in performing building envelope commissioning services;
- g. Offeror has experience in developing building and systems maintenance plans; and,
- h. Offeror has been engaged for a minimum of ten (10) years in providing enhanced commissioning services.
- i. Offeror shall submit proof of its ability to meet the minimum insurance coverage requirements outlined below for a project of this size and complexity. Additional information regarding insurance can be found in Exhibit 1 of the Sample Contract attached as **Exhibit J**.

- Professional Liability (PL) - \$1,000,000 aggregate.
  - Commercial General Liability (CGL) - \$1,000,000 per occurrence, \$2,000,000 general aggregate limit and \$2,000,000 products /completed operations limit.
  - Business Automotive Liability (BAL) – Minimum \$2,000,000 combined single limit on coverage.
  - Workers Compensation and Employers Liability – Part A (Workers Compensation) – statutory requirements of the jurisdiction in which the work is being performed, Part B (Employers Liability) - \$1,000,000 for each accident, \$1,000,000 for each employee and a \$1,000,000 aggregate policy limit for disease.
  - Excess Liability / Umbrella Liability - \$2,000,000 coverage per occurrence.
- j. All of the following information **shall** be provided for each project listed to demonstrate that the minimum qualifications listed above are met. Note that Offerors may add cross references to projects that address multiple minimum qualification items.
- Project Title and Location
  - Owner and Owner Reference
  - Gross Square Footage
  - Contract Amount - Initial and Final Value (if available)
  - Project Construction Value
  - Dates of Performance - Start and Completion (Actual or Projected)
  - Description of the Offeror’s involvement in the project.

## SECTION 3

### **PURPOSE AND SCOPE OF WORK**

#### **3.1 Purpose**

The MSA/City Schools are issuing this Request for Proposals to implement and manage building commissioning services for the Frederick Douglass Building. The objective of commissioning is to ensure that all energy-related and other building systems installed are in accordance with the contract documents, performing per the design intent and provide documented confirmation that the new facility systems fulfill the operational, functional, and performance requirements of MSA/City Schools, its occupants, and the maintainability standards of the Operation and Maintenance (O&M) personnel. To reach this goal, it is necessary for the commissioning process to fully document and implement the project requirements for system function, performance, and maintenance, as well as to verify and document compliance with these criteria throughout design, construction, start-up, and the post occupancy period of operation for mechanical, electrical, plumbing, and renewable energy systems. The selected Offeror will work closely with MSA/City Schools, and other firms contracted by MSA/City Schools in a cooperative and coordinated fashion.

The commissioning process will systematically document that the specified components and systems have been properly manufactured, installed, and are functioning as specified. This process shall be completed through pre-functional checkout and system functional testing to verify and document the proper operation of all equipment in various modes, critical alarms, and under anticipated performance conditions. Commissioning must be performed on all critical electrical and MEP systems.

The Consultant will work closely with the MSA/City Schools, the program manager, the LEED program Consultant, the Architectural/Engineering (“A/E”) team, the Construction Management (“CM”) team, and other contracted firms in a cooperative and coordinated fashion. The MSA will deliver the project via the Construction Manager at Risk (“CMR”) method. The Construction Management firm for the Frederick Douglass Building is Dustin Construction, Inc. and the Architectural/Engineering firm is Samaha Associates, PC. The Frederick Douglass Building project shall obtain, at a minimum, LEED Silver Certification under USGBC LEED V4 for Schools.

#### **3.2 Scope of Services**

The Consultant will be responsible for all commissioning activities in accordance with ASHRAE Guidelines on a single project, inclusive of design input and reviews, installation verification, equipment startup, pre-functional checkout and full system functional testing. Commissioning services will be provided

throughout the warranty period (24 months after substantial completion). All activities necessary to obtain all credit requirements regarding LEED commissioning prerequisite and credit will be the responsibility of this Consultant. Testing, verification and reporting on the performance of all commissioned systems is to be completed in a systematic fashion based on an approved project-specific commissioning plan.

The Consultant will commission the following systems:

- All systems required to be commissioned by the USGBC LEED V4 for Schools rating system, including:
  - HVAC&R
  - Domestic Hot Water
  - Lighting and Daylighting Controls
  - On-Site Renewable Energy Systems (if applicable)
- Emergency Power Systems, including:
  - Emergency Generator(s)
  - Automatic Transfer Switches
  - Roll-up Generator Connection (if applicable)
- Building Enclosure Systems
- Audio Visual Systems and Equipment
- Security Systems

The results of certain commissioning activities must be submitted to USGBC's GBCI and the LEED consultant for submission pertaining to the LEED certification goals of the Program.

The scope of work includes, but is not limited to, the following general tasks.

- a. Serve as the Commissioning Agent for MSA/City Schools on the Frederick Douglass Building project.
- b. Conduct formal design reviews and document in a formal report all comments on the compliance with the Owner's Project Requirements (OPR) for the project, as well as the Basis of Design (BOD). The review report must also address completeness of design documents regarding system performance, operability, maintainability, energy efficiency and sustainability of the overall design during

the pre-construction phase. At a minimum, the design reviews must confirm the design complies with the current statutes of State energy codes (2015 IECC-ASHRAE 90.1). Formal reviews are required, at each phase of A/E document submission. Additional reviews may be required at discretion of MSA if the design submissions are insufficient or incomplete.

- c. Develop full commissioning specifications (requirements) for all equipment and systems tailored to scale and complexity of this project. Commissioning specifications must also explicitly address performance and functionality for building enclosure-related systems. Coordinate with and integrate into the project specifications produced by the A/E team.
- d. Coordinate a design phase controls integration meeting for the building energy management system and temperature controls integration with the A/E team and mechanical design engineers to discuss EMS and equipment control, integration issues, and sequences of operations between equipment and systems, to ensure that integration issues such as point matrix delineation and operational sequences of commissioned systems are clearly as described in the specifications.
- e. Coordinate commissioning activities and required meetings with the owner, the A/E team, its sub-consultants, and contractors/ trade sub-contractors through both the design and construction phases, along with final acceptance, turnover and certification of the project.
- f. Conduct, schedule, manage the commissioning kick off meeting during the design phase with the A/E team, and hold another kick off meeting for the contractors during the construction phase of the project. Provide a commissioning milestone schedule with durations delineated to integrate with the overall project schedule.
- g. Develop, implement and track a project-specific commissioning plan incorporating the requirements from the project commissioning specifications and include all project-specific equipment pre-functional checklists, startup checkout forms, milestone schedule and Issues Log templates.
- h. Perform enhanced commissioning services as per USGBC LEED V4 for Schools requirements.
- i. Commissioning plans to include at a minimum:
  - 1. Brief overview of the commissioning process
  - 2. List of all commissioned features and systems including a master list of all pertinent equipment and systems.
  - 3. Identification of the roles of primary commissioning participants & their responsibilities.
  - 4. Description of the management, communication and reporting of the plan.



5. Outline of the commissioning scope, including submittal review, observation, and start-up and testing.
  6. List of the expected written work products: pre-functional checklists of commissioned equipment, startup checkout forms, Issues Log tracking forms, functional test procedures and forms, and other reports mandated.
  7. Milestone schedule with durations delineated of the equipment to be commissioned.
  8. Description of the rigor and scope of testing including sampling method. All major equipment including central plant equipment, (air handling units, etc.) must be fully tested and may not be sampled.
- j. The Offeror must review the construction documents during the design phase to ensure that each commissioned feature or system meets the BOD relative to functionality, reduction in energy use and atmosphere protection, water use reduction, ease of maintenance, affordability, indoor environmental quality and local environmental impacts.
  - k. Review and comment on project submittals as they pertain to commissioning and compliance with contract documents and any deviation for energy efficiency requirements of the specified equipment as well as warranty provisions.
  - l. Perform site visits to observe general construction progress for preparation of commissioning activities. Specify total number of site observation visits planned for the project. Site observations shall not be less than monthly once installation has commenced.
  - m. Witness all or part of the startup of component and equipment to be tested to ensure the startup efforts are adequate and complete.
  - n. Witness all or part of the component testing to ensure confidence that proper procedures are followed. Direct the execution of all functional performance testing with the trade contractors. All major equipment (central plant components, chillers, boilers, main air handling units, dedicated outdoor units, energy recovery units, heat and vent units, etc.) must be fully tested, no sampling allowed. Smaller or repetitive unitary units may be sampled at no less than 25%.
  - o. Monitor and report on the training of operation and maintenance personnel. Review the draft-training plan and trainer qualification.
  - p. Perform 10-month post-acceptance and 23-month post-acceptance pre-warranty end review of outstanding commissioning issues, operational deficiencies, equipment failures, building operator and occupant complaints, and results from EMS systems monitoring and trending. Document all systems operation, maintenance, performance, systems alterations and changes, and re- testing and re-commissioning needs, as required.
  - q. Conduct commissioning meetings during the construction phase, inspect, test,

log and track all deficient items. Responsible for generating and managing a master issues log and ensure issues are addressed. This report is to be produced and submitted on a regular basis to the Owner, A/E team and responsible contractor at a minimum of a monthly basis. Additionally, a written list of all outstanding commissioning issues and any testing that is scheduled for a later date must be included. All outstanding environmentally or economically responsive feature deficiencies must be corrected or listed in the commissioning report. All completed functional tests should be listed in an appendix to the commissioning report

- r. Develop and complete the final commissioning report at the completion of all commissioning activities including seasonal start-ups. The Final commissioning report shall include, at a minimum:
  - 1. Final version of OPR and BOD lessons learned and benefits resulting from commissioning. Design phase as well as construction phase considerations should both be addressed.
  - 2. Completed record of all pre-functional checklists, startup checkout forms, and final results of functional tests including trending data demonstrating satisfactory system performance over an occupied school week.
- s. Review the assembly of O&M manuals by the Contractor documenting design criteria, design assumptions and limitations, system descriptions, operating parameters, performance capabilities, and maintenance requirements as stipulated in the contract documents.
- t. Develop a specific Building Maintenance Plan (“BMP”) for the building’s critical systems in accordance with the design, manufacturer’s recommendations, and the MOU (Section 11.C.6). This specific BMP development is to be completed prior substantial completion of the project and shall address all systems within the scope of commissioning.
- u. Consistent with the standards set forth in this section, the Consultant shall provide the following building enclosure commissioning services, including enhanced commissioning:
  - 1. Final version of OPR and BOD lessons learned and benefits resulting from commissioning
  - 2. Attend kick-off meeting;
  - 3. Identify OPR and BOD and review Project with the A/E team;
  - 4. Comment on mock-up construction;
  - 5. Develop building enclosure commissioning plan;
  - 6. Review building enclosure specifications;
  - 7. Review architectural drawings relating to the building enclosure;
  - 8. Attend team meetings to review drawing comments;
  - 9. Perform back check review of architectural drawing comments;
  - 10. Review building envelope shop drawings and submittal;

11. Attend pre-construction meeting;
12. Review product substitution requests;
13. Update building envelope commissioning plan as appropriate;
14. Participate in relevant project meetings and conference calls;
15. Field monitor installation of exterior enclosure components through periodic site visits;
16. Provide a minimum of two days of mock-up testing or on site field testing;
17. Update field report log;
18. Update commissioning plan;
19. Participate in dispute resolution;
20. Participate in relevant construction phase meetings and conference calls;
21. Perform 10-month and 23-month post-acceptance site visits;
22. Prepare final building enclosure report and close-out documents; and,
23. Provide a letter of compliance.

The Consultant will provide a signed letter confirming that the commissioning plan has been successfully executed, the design intent of the building has been achieved, and any other documentation required to meet the LEED prerequisite and enhanced commissioning requirements and/or additional commissioning credits. This may include the need to respond to U.S. Green Building Council requests for documentation of these processes.

Excluded from the Consultant's scope of work is indoor air quality testing.

### **3.3 Schedule**

The schedules outlining the current project timelines are attached as **Attachment I**.

## SECTION 4

### PROPOSAL SUBMISSION AND REQUIREMENTS

#### 4.1 Submission – General Requirements

Offerors shall submit proposals labeled “**21st Century School Buildings Program - Request for Proposals – Building Commissioning Services – Frederick Douglass Building – Volume I - Technical Proposal, or Volume II – Financial Proposal.**” All pages of each proposal volume must be consecutively numbered from beginning (Page 1) to end (Page “x”). The final page shall state “Final Page.” To be considered for selection, Offerors must submit a Technical Proposal for each Project separately.

Offerors shall submit the Technical Proposals by the due date and time set forth in the Key Information Summary Sheet, as revised by any addendum.

Technical proposals must be uploaded electronically to the link provided in Section 1.10. **The electronic submissions (formatted as .pdf file) shall include the firm’s name in the file name and shall be formatted so each page can be printed in an 8 1/2 x 11 page format.**

Upon receipt, the Selection Committee will review the Offerors’ Technical Proposals. Firms deemed as meeting all of the requirements will be ranked and, based on the achieved rankings, selected firms will then be “short listed”. Short-listed firms will be asked to submit Volume II - Financial Proposal.

Offerors must respond to all requirements identified in the RFP. Offerors who fail to do so will be deemed not reasonably susceptible of being selected for award.

#### 4.2 Volume I – Technical Proposal

This section provides specific instructions for submission of the Offeror’s Technical Proposal. The Technical Proposal shall include:

##### **a. Transmittal Letter**

A transmittal letter must be included in the Technical Proposal. The purpose of this letter is to transmit the proposal to the Procurement Officer. The transmittal letter should be brief and signed by an individual who is authorized to commit the Offeror to the services and requirements as stated in this RFP.

##### **b. Title and Table of Contents**

The Technical Proposal shall begin with a title page bearing the name and address of the Offeror, point of contact information (including e-mail address),

and the name of this RFP. A table of contents for the Proposal should follow the title page. Information claimed to be confidential shall be clearly identified. **Unless there is a compelling case, an entire proposal** should not be labeled confidential. Only those portions that can reasonably be shown to be proprietary or confidential should be so labeled.

**c. Executive Summary**

The Offeror shall condense and highlight the contents of the Technical Proposal in a separate section titled “Executive Summary.” The summary shall identify any exceptions the Offeror has taken to the requirements of this RFP and attachments (including the sample contract), acknowledge the receipt of any addenda associated with this RFP, and identify the tax identification number of the “prime” Offeror. The Executive Summary shall not exceed two (2) pages.

**Warning: Exceptions to terms and conditions may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award. If an Offeror takes no exception, the Executive Summary should so state.**

**d. Work Plan and Offeror’s Experience**

Section 2 (Offeror’s Qualification) and Section 3 (Scope of Work) of this RFP, provides Offerors with information on the desired outcome of this solicitation. At a minimum, Offerors shall address the following:

1. Offeror’s organization and how it intends to complete the scope of work outlined in the RFP. Please provide a general description of your company’s approach to the commissioning process for the specific Project and identify some potential challenges and proposed course of action plans. The Offeror should also identify its experience with similar projects.
2. Offerors shall include a Schedule of Activities and Duration.
3. The names, titles, and resumes of key management personnel (staffing plan) directly involved with managing the work that will be required under the Contract.
4. Offerors shall also identify any known subcontractors and/or joint ventures at the time of submission, if any, and the roles these relationships will have in the performance of the Contract. Upon MSA’s request, Offerors shall make available within 24 hours all Subcontractor/Joint venture scope of work documents and proposals.

Note: During proposal evaluation, MSA reserves the right to require that the Offeror provide a copy of its most current Annual Report or audited Statement of Financial Condition to include a Balance Sheet, Income Statement and Cash Flow Statement or other acceptable financial information. These documents may be relied upon in any determination regarding the Offeror’s financial responsibility.

**e. Other Required Submissions**

In addition, Offerors must submit the following items in the Technical Proposal:

1. A completed Bid/Proposal Affidavit (**Attachment A**);
2. A completed Conflict of Interest Information/Affidavit and Disclosure (**Attachment B**);
3. A completed Corporate Diversity Affidavit (**Attachment M**);
4. Capacity Summary Sheet for Key Management and Personnel (**Attachment G**); and,
5. Verification from the Offeror's insurance carrier/provider identifying the Offeror's current policy limits and current deductible amounts, including coverage limits for Commercial General Liability, Excess Liability, Automobile, Worker's Comp/Employer Liability, and any additional insurance coverages held by the Offeror are to be identified and submitted.
6. A completed Corporate Profile (**Attachment L**).
7. An accurately completed and signed MBE Form D1- "MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule" (see **Attachment D**). Per COMAR regulation 21.11.03.09.C (5), failure to include and/or accurately complete this form shall result in a determination that the proposal is not susceptible for award.

**4.3 Volume II - Financial Proposal**

**a. Required Submissions**

Short-listed Offerors will receive additional instructions regarding the submission of the financial proposal. Any Offeror requested to submit a financial proposal must submit the following items in the Financial Proposal:

1. The Pricing Form is included with this RFP as **Attachment H**. The Pricing Form also includes a line item for Owner's Contingency.

## **SECTION 5**

### **EVALUATION CRITERIA AND SELECTION PROCEDURE**

#### **5.1 Evaluation Criteria**

Evaluation of the Proposals will be performed by the Selection Committee and based on the criteria set forth below. Technical criteria shall be given more weight than financial criteria.

#### **5.2 Technical Criteria**

Criteria used to rate the Technical Proposal include, without limitation, the following:

- a. Adequacy of the Work Plans to provide the proposed services.
- b. Experience and qualifications of the Offeror and its key management personnel (staffing plan), with specific emphasis on similar projects.
- c. Capacity and Past Performance of Offeror and subconsultants and references.
- d. Quality of Submission.

#### **5.3 Financial Criteria**

All qualified short-listed Offerors will be given a score based on their evaluated financial proposal. The score for each other financial proposal will be determined on a pro-rata basis compared to the lowest evaluated financial proposal.

#### **5.4 Reciprocal Preference**

Although Maryland law does not authorize procuring agencies to favor resident Offeror in awarding procurement contracts, many other states do grant their resident businesses preferences over Maryland contractors. Therefore, as described in COMAR 21.05.01.04, a resident business preference may be given if: a responsible Offeror whose headquarters, principal base of operations, or principal site that will primarily provide the services required by this RFP is in another state submits the most advantageous offer; the other state gives a preference to its residents through law, policy, or practice; and the preference does not conflict with a federal law or grant affecting the Contract. The preference given will be identical to the preference that the other state, through law, policy, or practice gives to its residents.

## **5.5 General Selection Process**

- a. Submissions will be reviewed by a selection committee.
- b. The Contract will be awarded in accordance with the competitive sealed proposals process under Section 3(C) of MSA's Procurement Policies.
- c. Prior to award of a contract pursuant to this RFP, MSA may require any and all Offerors to submit such additional information bearing upon the Offeror's ability to perform the contract as MSA may deem appropriate. MSA may also consider any information otherwise available concerning the financial, technical and other qualifications or abilities of the Offeror.
- d. MSA may hold discussions with any or all Offerors judged reasonably susceptible of being selected for award, or potentially so. MSA also reserves the right to develop a short-list of Offerors deemed most qualified based upon their Technical Proposals and conduct discussions with only the short-listed Offerors. However, MSA also reserves the right to make an award without holding discussions. Whether or not discussions are held, MSA may determine an Offeror to be not responsible or not reasonably susceptible of being selected for award, in its sole and absolute discretion, at any time after the initial closing date for receipt of proposals and the review of those proposals.

## **5.6 Award Determination**

Upon completion of all evaluations, discussions and negotiations, and reference checks, the Procurement Officer will recommend award of the contract to the responsible Offeror whose proposal is determined to be the most advantageous to MSA/City Schools considering technical evaluation factors and price factors as set forth in this RFP. The award is subject to approval by the MSA Board of Directors.



## **ATTACHMENTS**

All attachments can be accessed via the following Share File link:

<https://mdstad.sharefile.com/d-s13e6ce10db2549a793b024c4121767ea>

- A. ....BID/PROPOSAL AFFIDAVIT**
- B. ....CONFLICT OF INTEREST AFFIDAVIT**
- C. .... CONTRACT AFFIDAVIT**
- D. .... MBE INSTRUCTIONS AND FORMS**
- E. ....OWNER’S PROJECT REQUIREMENTS TEMPLATE**
- F. ....SCHEMATIC DESIGN SUBMISSION**
- G. .... CAPACITY SUMMARY SHEET**
- H. ....PRICING FORM**
- I. ....ANTICIPATED PROJECT SCHEDULE**
- J. ....SAMPLE CONTRACT**
- K. .... BACKGROUND CHECK FORM**
- L. ....CORPORATE PROFILE**
- M. .... CORPORATE DIVERSITY AFFADAVIT**

**ATTACHMENT A**  
**BID/PROPOSAL AFFIDAVIT**

**Attachment A. Bid/Proposal Affidavit**

**A. AUTHORITY**

I hereby affirm that I, \_\_\_\_\_ (name of affiant) am the \_\_\_\_\_ (title) and duly authorized representative of \_\_\_\_\_ (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

**B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION**

The undersigned Bidder/Offeror hereby certifies and agrees that the following information is correct: In preparing its Bid/proposal on this project, the Bidder/Offeror has considered all Bid/proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in “discrimination” as defined in § 19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. “Discrimination” means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, sexual identity, genetic information or an individual’s refusal to submit to a genetic test or make available the results of a genetic test, disability, or any otherwise unlawful use of characteristics regarding the vendor’s, supplier’s, or commercial customer’s employees or owners. “Discrimination” also includes retaliating against any person or other entity for reporting any incident of “discrimination”. Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the Bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the Bid/proposal. As part of its Bid/proposal, the Bidder/Offeror herewith submits a list of all instances within the past four (4) years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the Bidder/Offeror discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder/Offeror agrees to comply in all respects with the State’s Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

**B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES.**

The undersigned Bidder/Offeror hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, § 14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a Bid/proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority bid/proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the Bid/proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the Bid/proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the

Bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the Bid/proposal.

**B-2. CERTIFICATION REGARDING VETERAN-OWNED SMALL BUSINESS ENTERPRISES.**

The undersigned Bidder/Offeror hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, § 14-605, Annotated Code of Maryland, which provides that a person may not:

- (1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;
- (2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran-owned small business enterprise in order to obtain or retain a Bid/proposal preference or a procurement contract;
- (3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.13; or
- (6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of § B-2(1) -(5) of this regulation.

**C. AFFIRMATION REGARDING BRIBERY CONVICTIONS**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, § 6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

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**D. AFFIRMATION REGARDING OTHER CONVICTIONS**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

- (1) Been convicted under state or federal statute of:
  - (a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
  - (b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;
- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
- (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. § 1961 et seq., or the Mail Fraud Act, 18 U.S.C. § 1341 et seq., for acts in connection with the submission of Bids/Proposals for a public or private contract;
- (4) Been convicted of a violation of the State Minority Business Enterprise Law, § 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (5) Been convicted of a violation of § 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)— (5) above;
- (7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of Bids/Proposals for a public or private contract;
- (8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract;
- (9) Been convicted of a violation of one or more of the following provisions of the Internal Revenue Code:
  - (a) §7201, Attempt to Evade or Defeat Tax;
  - (b) §7203, Willful Failure to File Return, Supply Information, or Pay Tax,
  - (c) §7205, Fraudulent Withholding Exemption Certificate or Failure to Supply Information;
  - (d) §7206, Fraud and False Statements, or
  - (e) §7207 Fraudulent Returns, Statements, or Other Documents;
- (10) Been convicted of a violation of 18 U.S.C. §286 Conspiracy to Defraud the Government with Respect to Claims, 18 U.S.C. §287, False, Fictitious, or Fraudulent Claims, or 18 U.S.C. §371, Conspiracy to Defraud the United States;
- (11) Been convicted of a violation of the Tax-General Article, Title 13, Subtitle 7 or Subtitle 10, Annotated Code of Maryland;
- (12) Been found to have willfully or knowingly violated State Prevailing Wage Laws as provided in the State Finance and Procurement Article, Title 17, Subtitle 2, Annotated Code of Maryland, if:

- (a) A court:
    - (i) Made the finding; and
    - (ii) Decision became final; or
  - (b) The finding was:
    - (i) Made in a contested case under the Maryland Administrative Procedure act; and
    - (ii) Not overturned on judicial review;
- (13) Been found to have willfully or knowingly violated State Living Wage Laws as provided in the State Finance and Procurement Article, Title 18, Annotated Code of Maryland, if:
- (a) A court:
    - (i) Made the finding; and
    - (ii) Decision became final; or
  - (b) The finding was:
    - (i) Made in a contested case under the Maryland Administrative Procedure act; and
    - (ii) Not overturned on judicial review;
- (14) Been found to have willfully or knowingly violated the Labor and Employment Article, Title 3, Subtitles 3, 4, or 5, or Title 5, Annotated Code of Maryland, if:
- (a) A court:
    - (i) Made the finding; and
    - (ii) Decision became final; or
  - (b) The finding was:
    - (i) Made in a contested case under the Maryland Administrative Procedure act; and
    - (ii) Not overturned on judicial review; or
- (15) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§ B and C and subsections D(1)—(14) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

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**E. AFFIRMATION REGARDING DEBARMENT**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the

name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

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**F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

I FURTHER AFFIRM THAT:

- (1) The business was not established and does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
  - (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):
- 
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**G. SUBCONTRACT AFFIRMATION**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

**H. AFFIRMATION REGARDING COLLUSION**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying Bid/proposal that is being submitted; or
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the Bid/proposal price of the Bidder/Offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying Bid/proposal is submitted.

**I. CERTIFICATION OF TAX PAYMENT**

I FURTHER AFFIRM THAT:

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, State Department of Assessments and Taxation, and Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

**J. CONTINGENT FEES**

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

**K. CERTIFICATION REGARDING INVESTMENTS IN IRAN**

- (1) The undersigned certifies that, in accordance with State Finance and Procurement Article, §17-705, Annotated Code of Maryland:
  - (a) It is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland; and
  - (b) It is not engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland.
- (2) The undersigned is unable to make the above certification regarding its investment activities in Iran due to the following activities:

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**L. CONFLICT MINERALS ORIGINATED IN THE DEMOCRATIC REPUBLIC OF CONGO (FOR SUPPLIES AND SERVICES CONTRACTS)**

I FURTHER AFFIRM THAT:

The business has complied with the provisions of State Finance and Procurement Article, §14-413, Annotated Code of Maryland governing proper disclosure of certain information regarding conflict minerals originating in the Democratic Republic of Congo or its neighboring countries as required by federal law.

**M. PROHIBITING DISCRIMINATORY BOYCOTTS OF ISRAEL**

I FURTHER AFFIRM THAT:

In preparing its bid/proposal on this project, the Bidder/Offeror has considered all bid/proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor, vendor, or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel and its territories. The Bidder/Offeror also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. Without limiting any other provision of the solicitation for bid/proposals for this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid/proposal submitted by the Bidder/Offeror on this project, and terminate any contract awarded based on the bid/proposal.

**N. I FURTHER AFFIRM THAT:**

Any claims of environmental attributes made relating to a product or service included in the bid or bid/proposal are consistent with the Federal Trade Commission's Guides for the Use of Environmental Marketing Claims as provided in 16 C.F.R. §260, that apply to claims about the environmental attributes of a product, package or service in connection with the marketing, offering for sale, or sale of such item or service.



**O. ACKNOWLEDGEMENT**

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this Bid/proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

**By:**

\_\_\_\_\_  
*Signature of Authorized Representative and Affiant*

**Printed Name:**

\_\_\_\_\_  
*Printed Name of Authorized Representative and Affiant*

**Title:**

\_\_\_\_\_  
*Title*

**Date:**

\_\_\_\_\_  
*Date*

**ATTACHMENT B**  
**CONFLICT OF INTEREST AFFIDAVIT/DISCLOSURE**

**Attachment B. Conflict of Interest Affidavit and Disclosure**

**Reference COMAR 21.05.08.08**

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B (64) and includes a Offeror, Contractor, consultant, or subcontractor or sub-consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a Proposal is made.

C. The Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail — attach additional sheets if necessary):

E. The Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_ By: \_\_\_\_\_

(Authorized Representative and Affiant)

**SUBMIT THIS AFFIDAVIT WITH BID/PROPOSAL**

**ATTACHMENT C**  
**CONTRACT AFFIDAVIT**

## Contract Affidavit

**A. AUTHORITY**

I hereby affirm that I, \_\_\_\_\_ (name of affiant) am the \_\_\_\_\_ (title) and duly authorized representative of \_\_\_\_\_ (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

**B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION**

I FURTHER AFFIRM THAT:

The business named above is a (check applicable box):

- (1) Corporation -  domestic or  foreign;
- (2) Limited Liability Company -  domestic or  foreign;
- (3) Partnership -  domestic or  foreign;
- (4) Statutory Trust -  domestic or  foreign;
- (5)  Sole Proprietorship.

and is registered or qualified as required under Maryland Law. I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

Name and Department ID Number: \_\_\_\_\_

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

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

Name and Department ID Number: \_\_\_\_\_

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

**C. FINANCIAL DISCLOSURE AFFIRMATION**

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of State Finance and Procurement Article, §13-221, Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$200,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$200,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

**D. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, Title 14, Annotated Code of Maryland, which requires that every person that enters into a procurement contract with the State, a county, or a municipal corporation, or other political subdivision of the State, during a calendar year in which the person receives a contract with a governmental entity in the amount of

\$200,000 or more, shall file with the State Board of Elections statements disclosing: (a) any contributions made during the reporting period to a candidate for elective office in any primary or general election; and (b) the name of each candidate to whom one or more contributions in a cumulative amount of \$500 or more were made during the reporting period. The statement shall be filed with the State Board of Elections: (a) before execution of a contract by the State, a county, a municipal corporation, or other political subdivision of the State, and shall cover the 24 months prior to when a contract was awarded; and (b) if the contribution is made after the execution of a contract, then twice a year, throughout the contract term, on or before: (i) May 31, to cover the six (6) month period ending April 30; and (ii) November 30, to cover the six (6) month period ending October 31.

E. DRUG AND ALCOHOL FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.
- (2) By submission of its Proposal, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
  - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
  - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
  - (c) Prohibit its employees from working under the influence of drugs or alcohol;
  - (d) Not hire or assign to work on the contract anyone who the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
  - (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;
  - (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
    - (i) The dangers of drug and alcohol abuse in the workplace;
    - (ii) The business's policy of maintaining a drug and alcohol free workplace;
    - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
    - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
  - (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §E(2)(b), above;
  - (h) Notify its employees in the statement required by §E(2)(b), above, that as a condition of continued employment on the contract, the employee shall:
    - (i) Abide by the terms of the statement; and
    - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;

- (i) Notify the procurement officer within 10 days after receiving notice under §E(2)(h)(ii), above, or otherwise receiving actual notice of a conviction;
  - (j) Within 30 days after receiving notice under §E(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:
    - (i) Take appropriate personnel action against an employee, up to and including termination; or
    - (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and
  - (k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of §E(2)(a)—(j), above.
- (3) If the business is an individual, the individual shall certify and agree as set forth in §E(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.
- (4) I acknowledge and agree that:
- (a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;
  - (b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and
  - (c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

F. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgements contained in that certain Bid/Proposal Affidavit dated \_\_\_\_\_, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

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

By: \_\_\_\_\_ (print name of Authorized Representative and Affiant)  
 \_\_\_\_\_ (signature of Authorized Representative and Affiant)

**ATTACHMENT D**  
**MBE INSTRUCTIONS AND FORMS**



## Attachment D. Minority Business Enterprise (MBE) Forms

### D-1A MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT & MBE PARTICIPATION SCHEDULE

#### **PART 1 - INSTRUCTIONS**

***PLEASE READ BEFORE COMPLETING THIS DOCUMENT***

**This form includes Instructions and the MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule which must be submitted with the bid/proposal. If the bidder/offeror fails to accurately complete and submit this Affidavit and Schedule with the bid or proposal, the Procurement Officer shall deem the bid non-responsive or shall determine that the proposal is not reasonably susceptible of being selected for award unless the inaccuracy is determined to be the result of a minor irregularity that is waived or cured in accordance with COMAR 21.06.02.04.**

1. Contractor shall structure its procedures for the performance of the work required in this Contract to attempt to achieve the minority business enterprise (MBE) subcontractor participation goal stated in the Invitation for Bids or Request for Proposals. Contractor agrees to exercise good faith efforts to carry out the requirements set forth in these Instructions, as authorized by the Code of Maryland Regulations (COMAR) 21.11.03.
2. MBE Goals and Subgoals: Please review the solicitation for information regarding the Contract's MBE overall participation goals and subgoals. After satisfying the requirements for any established subgoals, the Contractor is encouraged to use a diverse group of subcontractors and suppliers from the various MBE classifications to meet the remainder of the overall MBE participation goal.
3. MBE means a minority business enterprise that is certified by the Maryland Department of Transportation ("MDOT"). Only MBEs certified by MDOT may be counted for purposes of achieving the MBE participation goals. In order to be counted for purposes of achieving the MBE participation goals, the MBE firm, including a MBE prime, must be MDOT-certified for the services, materials or supplies that it is committed to perform on the MBE Participation Schedule. A firm whose MBE certification application is pending may not be counted.
4. Please refer to the MDOT MBE Directory at <https://mbe.mdot.maryland.gov/directory/> to determine if a firm is certified with the appropriate North American Industry Classification System ("NAICS") Code **and** the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS codes, please visit <https://www.census.gov/eos/www/naics/>. Only those specific products and/or services for which a firm is certified in the MDOT Directory can be used for purposes of achieving the MBE participation goals. **CAUTION:** If the firm's NAICS Code is in graduated status, such services/products may not be counted for purposes of achieving the MBE participation goals. A NAICS Code is in the graduated status if the term "Graduated" follows the Code in the MDOT MBE Directory.
5. **Guidelines Regarding MBE Prime Self-Performance.** Please note that when a certified MBE firm participates as a prime contractor on a Contract, a procurement agency may count the distinct, clearly defined portion of the work of the Contract that the certified MBE firm performs with its own workforce toward fulfilling up to, but no more than, fifty-percent (50%) of the overall

MBE participation goal, including up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the Contract.

- ✓ In order to receive credit for self-performance, an MBE prime must be certified in the appropriate NAICS code to do the work and must list its firm in the MBE Participation Schedule, including the certification category under which the MBE prime is self-performing and include information regarding the work it will self-perform.
  - ✓ For the remaining portion of the overall goal and the remaining subgoals, the MBE prime must also identify on the MBE Participation Schedule the other certified MBE subcontractors used to meet those goals or request a waiver.
  - ✓ These guidelines apply to the work performed by the MBE Prime that can be counted for purposes of meeting the MBE participation goals. These requirements do not affect the MBE Prime's ability to self-perform a greater portion of the work in excess of what is counted for purposes of meeting the MBE participation goals.
  - ✓ Please note that the requirements to meet the MBE participation overall goal and subgoals are distinct and separate. If the contract has subgoals, regardless of MBE Prime's ability to self-perform up to 50% of the overall goal (including up to 100% of any subgoal), the MBE Prime must either commit to use other MBEs for each of any remaining subgoals or request a waiver. As set forth in Attachment 1-B Waiver Guidance, the MBE Prime's ability to self-perform certain portions of the work of the Contract will not be deemed a substitute for the good faith efforts to meet any remaining subgoal or the balance of the overall goal.
  - ✓ In certain instances where the percentages allocated to MBE participation subgoals add up to more than 50% of the overall goal, the portion of self-performed work that an MBE Prime may count toward the overall goal may be limited to less than 50%. Please refer to the Governor's Office of Small Minority & Women Business Affairs' website for the MBE Prime Regulations Q&A for illustrative examples.  
[http://www.goMDsmallbiz.maryland.gov/Documents/MBE\\_Toolkit/MBEPrimeRegulation\\_QA.pdf](http://www.goMDsmallbiz.maryland.gov/Documents/MBE_Toolkit/MBEPrimeRegulation_QA.pdf)
6. Subject to items 1 through 5 above, when a certified MBE performs as a participant in a joint venture, a procurement agency may count a portion of the total dollar value of the Contract equal to the distinct, clearly-defined portion of the work of the Contract that the certified MBE performs with its own forces toward fulfilling the Contract goal, and not more than one of the Contract subgoals, if any.
7. The work performed by a certified MBE firm, including an MBE prime, can only be counted towards the MBE participation goal(s) if the MBE firm is performing a commercially useful function on the Contract. Please refer to COMAR 21.11.03.12-1 for more information regarding these requirements.
8. **Materials and Supplies: New Guidelines Regarding MBE Participation.**
- ✓ Regular Dealer (generally identified as a wholesaler or supplier in the MDOT Directory): Up to 60% of the costs of materials and supplies provided by a certified MBE may be counted towards the MBE participation goal(s) if such MBE is a Regular Dealer of such materials and supplies. Regular Dealer is defined as a firm that owns, operates, or maintains a store, a warehouse, or any other establishment in which the materials, supplies, articles, or equipment are of the general character described by the specifications required under the contract and are bought, kept in stock, or regularly sold or leased to the

public in the usual course of business; and does not include a packager, a broker, a manufacturer's representative, or any other person that arranges or expedites transactions.

*Example for illustrative purposes of applying the 60% rule:*

*Overall contract value: \$2,000,000*

*Total value of supplies: \$100,000*

*Calculate Percentage of Supplies to overall contract value: \$100,000 divided by \$2,000,000 = 5%*

***Apply 60% Rule - Total percentage of Supplies/Products 5% x 60% = 3%***

***3% would be counted towards achieving the MBE Participation Goal and Subgoal, if any, for the MBE supplier in this example.***

- ✓ **Manufacturer:** A certified MBE firm's participation may be counted in full if the MBE is certified in the appropriate NAICS code(s) to provide products and services as a manufacturer.
- ✓ **Broker:** With respect to materials or supplies purchased from a certified MBE that is neither a manufacturer nor a regular dealer, a unit may apply the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, fees, or transportation charges for the delivery of materials and supplies required on a procurement toward the MBE contract goals, provided a unit determines the fees to be reasonable and not excessive as compared with fees customarily allowed for similar services. A unit may not apply any portion of the costs of the materials and supplies toward MBE goals.
- ✓ **Furnish and Install and other Services:** The participation of a certified MBE supplier, wholesaler, and/or regular dealer certified in the proper NAICS code(s) to furnish and install materials necessary for successful contract completion may be counted in full. Includes the participation of other MBE service providers in the proper NAICS code(s) may be counted in full.

**9. Dually certified firms. An MBE that is certified in more than one subgroup category may only be counted toward goal fulfillment of ONE of those categories with regard to a particular contract.**

*Example: A woman-owned Hispanic American (dually certified) firm may be used to fulfill the women-owned OR Hispanic American subgoal, but not both on the same contract.*

10. CAUTION: The percentage of MBE participation, computed using the percentage amounts determined for all of the MBE firms listed in PART 3, MUST meet or exceed the MBE participation goal and subgoals (if applicable) as set forth in PART 2- for this solicitation. If a bidder/offeror is unable to meet the MBE participation goal or any subgoals (if applicable), then the bidder/offeror must request a waiver in PART 2 or the bid will be deemed not responsive, or the proposal not reasonably susceptible of being selected for award. You may wish to use the attached Goal/Subgoal Worksheet to assist in calculating the percentages and confirming that your commitment meets or exceeds the applicable MBE participation goal and subgoals (if any).

11. If you have any questions as to whether a firm is certified to perform the specific services or provide specific products, please contact MDOT's Office of Minority Business Enterprise at 1-

800-544-6056 or via email to [mbe@mdot.state.md.us](mailto:mbe@mdot.state.md.us) sufficiently prior to the submission due date.

**Subgoals (if applicable)**

Total African American MBE Participation:	_____	%
Total Asian American MBE Participation:	_____	%
Total Hispanic American MBE Participation:	_____	%
Total Women-Owned MBE Participation:	_____	%

**Overall Goal**

Total MBE Participation (include all categories):	_____	%
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**PART 2 - MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT &  
MBE PARTICIPATION SCHEDULE**

**This MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule must be completed in its entirety and included with the bid/proposal. If the bidder/offeror fails to accurately complete and submit this Affidavit and Schedule with the bid or proposal as required, the Procurement Officer shall deem the bid non-responsive or shall determine that the proposal is not reasonably susceptible of being selected for award.**

In connection with the bid/proposal submitted in response to the Request for Proposals for Building Commissioning Services - Frederick Douglass Building, I affirm the following:

1. **MBE Participation (PLEASE CHECK ONLY ONE)**

I acknowledge and intend to meet IN FULL the overall certified Minority Business Enterprise (MBE) participation goal of 12 percent, no subgoals.

Therefore, I am not seeking a waiver pursuant to COMAR 21.11.03.11. I acknowledge that by checking the above box and agreeing to meet the stated goal and subgoal(s), if any, I **must** complete PART 3 - MBE Participation Schedule and Part 4 Signature Page in order to be considered for award.

**OR**

After making good faith outreach efforts prior to making this submission, I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals I acknowledge that by checking this box and requesting a partial waiver of the stated goal and/or one or more of the stated subgoal(s) if any, I must complete Part 3, the MBE Participation Schedule and Part 4 Signature Page for the portion of the goal and/or subgoal(s) if any, for which I am not seeking a waiver, in order to be considered for award. I acknowledge that by checking this box and requesting a full waiver of the stated goal and the stated subgoal(s) if any, I must complete Part 4 Signature Page in order to be considered for award.

### **Additional MBE Documentation**

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier:

- (a) Good Faith Efforts Documentation to Support Waiver Request (Attachment D-1C)
- (b) Outreach Efforts Compliance Statement (Attachment D-2);
- (c) MBE Subcontractor/MBE Prime Project Participation Statement (Attachments D-3A and 3B);
- (d) Any other documentation, including additional waiver documentation if applicable, required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal and subgoals, if any.

I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

### **Information Provided to MBE firms**

In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.

## PART 3 - MBE PARTICIPATION SCHEDULE

SET FORTH BELOW ARE THE (I) CERTIFIED MBEs I INTEND TO USE, (II) THE PERCENTAGE OF THE TOTAL CONTRACT VALUE ALLOCATED TO EACH MBE FOR THIS PROJECT AND, (III) THE ITEMS OF WORK EACH MBE WILL PROVIDE UNDER THE CONTRACT. I HAVE CONFIRMED WITH THE MDOT DATABASE THAT THE MBE FIRMS IDENTIFIED BELOW (INCLUDING ANY SELF-PERFORMING MBE PRIME FIRMS) ARE PERFORMING WORK ACTIVITIES FOR WHICH THEY ARE MDOT-CERTIFIED.

Prime Contractor	Project Description	Project/Contract Number
	CX Services- Frederick Douglass Building	

LIST INFORMATION FOR EACH CERTIFIED MBE FIRM YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. **MBE PRIMES:** PLEASE COMPLETE BOTH SECTIONS A AND B BELOW.

### SECTION A: For MBE Prime Contractors ONLY (including MBE Primes in a Joint Venture)

<p>MBE Prime Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned</p> <p><input type="checkbox"/> Hispanic American- Owned</p> <p><input type="checkbox"/> Asian American-Owned</p> <p><input type="checkbox"/> Women-Owned</p> <p><input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p>Percentage of total Contract Value to be performed with own forces and counted towards the MBE <b>overall participation goal</b> (up to 50% of the overall goal): _____% <b>Please refer to Item #8 in Part 1- Instructions of this document for new MBE participation guidelines regarding materials and supplies.</b></p> <p>Percentage of total Contract Value to be performed with own forces and counted towards the <b>subgoal</b>, if any, for my MBE classification (up to 100% of not more than one subgoal): _____%</p> <p><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%)</p> <p><input type="checkbox"/> Manufacturer (count 100%)</p> <p><input type="checkbox"/> Broker (count reasonable fee/commission only)</p> <p><input type="checkbox"/> Furnish and Install and other Services (count 100%)</p> <p><b>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work your firm is self-performing to calculate amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</b></p> <p><b>A. Percentage amount of subcontract where the MBE Prime firm is being used for manufacturer, furnish and install, and/or services (excluding products / services from suppliers, wholesalers, regular dealers and brokers) ___%</b></p> <p><b>B. Percentage amount for items of work where the MBE Prime firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule).</b> Total percentage of Supplies/Products ___% x 60% = ___%</p> <p><b>C. Percentage amount of fee where the MBE Prime firm is being used as broker (count reasonable fee/commission only) ___%</b></p> <p>Description of the work to be performed with MBE prime's own forces: _____ _____</p>
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**SECTION B: For all Contractors (including MBE Primes and MBE Primes in a Joint Venture)**

<p>MBE Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned</p> <p><input type="checkbox"/> Hispanic American- Owned</p> <p><input type="checkbox"/> Asian American-Owned</p> <p><input type="checkbox"/> Women-Owned</p> <p><input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p><b>Please refer to Item #8 in Part 1- Instructions of this document for new MBE participation guidelines regarding materials and supplies.</b></p> <p><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%)</p> <p><input type="checkbox"/> Manufacturer (count 100%)</p> <p><input type="checkbox"/> Broker (count reasonable fee/commission only)</p> <p><input type="checkbox"/> Furnish and Install and other Services (count 100%)</p> <p><b>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work that the MBE firm named to the left will be performing to calculate the amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</b></p> <p><b>A. Percentage of total contract amount where the MBE firm is being used for manufacturer, furnish and install, and/or services</b> (excluding products/services from suppliers, wholesalers, regular dealers and brokers) ___ %</p> <p><b>B. Percentage of total contract amount for items of work where the MBE firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule).</b> Total percentage of Supplies/Products ___% X 60% = ___ %</p> <p><b>C. Percentage amount of fee where the MBE firm is being used as broker</b> (count reasonable fee/commission only) ___ %</p> <p>Description of the work to be performed: _____ _____</p>
<p>MBE Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned</p> <p><input type="checkbox"/> Hispanic American- Owned</p> <p><input type="checkbox"/> Asian American-Owned</p> <p><input type="checkbox"/> Women-Owned</p> <p><input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p><b>Please refer to Item #8 in Part 1- Instructions of this document for new MBE participation guidelines regarding materials and supplies.</b></p> <p><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%)</p> <p><input type="checkbox"/> Manufacturer (count 100%)</p> <p><input type="checkbox"/> Broker (count reasonable fee/commission only)</p> <p><input type="checkbox"/> Furnish and Install and other Services (count 100%)</p> <p><b>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work that the MBE Firm named to the left will be performing to calculate the amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</b></p> <p><b>A. Percentage of total contract amount where the MBE firm is being used for manufacturer, furnish and install, and/or services</b> (excluding products/services from suppliers, wholesalers, regular dealers and brokers) ___ %</p> <p><b>B. Percentage of total contract amount for items of work where the MBE firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule).</b> Total percentage of Supplies/Products ___% X 60% = ___ %</p> <p><b>C. Percentage amount of fee where the MBE firm is being used as broker</b> (count reasonable fee/commission only) ___ %</p> <p>Description of the work to be performed: _____ _____</p>



<p>MBE Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned</p> <p><input type="checkbox"/> Hispanic American- Owned</p> <p><input type="checkbox"/> Asian American-Owned</p> <p><input type="checkbox"/> Women-Owned</p> <p><input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p><b>Please refer to Item #8 in Part 1- Instructions of this document for new MBE participation guidelines regarding materials and supplies.</b></p> <p><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%)</p> <p><input type="checkbox"/> Manufacturer (count 100%)</p> <p><input type="checkbox"/> Broker (count reasonable fee/commission only)</p> <p><input type="checkbox"/> Furnish and Install and other Services (count 100%)</p> <p><b>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work that for the MBE firm named to the left will be performing to calculate the amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</b></p> <p><b>A. Percentage of total contract amount where the MBE firm is being used for manufacturer, furnish and install, and/or services (excluding products/services from suppliers, wholesalers, regular dealers and brokers) ___%</b></p> <p><b>B. Percentage of the total contract amount for items of work where the MBE firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule).</b> Total percentage of Supplies/Products ___% X 60% = ___%</p> <p><b>C. Percentage amount of fee where the MBE firm is being used as broker (count reasonable fee/commission only) ___%</b></p> <p>Description of the work to be performed: _____ _____</p>
<p>MBE Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><input type="checkbox"/> African American-Owned</p> <p><input type="checkbox"/> Hispanic American- Owned</p> <p><input type="checkbox"/> Asian American-Owned</p> <p><input type="checkbox"/> Women-Owned</p> <p><input type="checkbox"/> Other MBE Classification</p> <p>NAICS code: _____</p>	<p><b>Please refer to Item #8 in Part 1- Instructions of this document for new MBE participation guidelines regarding materials and supplies.</b></p> <p><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%)</p> <p><input type="checkbox"/> Manufacturer (count 100%)</p> <p><input type="checkbox"/> Broker (count reasonable fee/commission only)</p> <p><input type="checkbox"/> Furnish and Install and other Services (count 100%)</p> <p><b>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work that the MBE firm named to the left will be performing to calculate the amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</b></p> <p><b>A. Percentage of total contract amount where the MBE firm is being used for manufacturer, furnish and install, and/or services (excluding products/services from suppliers, wholesalers, regular dealers and brokers) ___%</b></p> <p><b>B. Percentage of total contract amount for items of work where the MBE firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule).</b> Total percentage of Supplies/Products ___% X 60% = ___%</p> <p><b>C. Percentage amount of fee where the MBE firm is being used as broker ___%</b></p> <p>Description of the work to be performed: _____ _____</p>

CONTINUE ON SEPARATE PAGE IF NEEDED

**PART 4 – SIGNATURE PAGE**

**To complete Affidavit committing to MBE(s) or requesting waiver,  
Bidder/Offeror must sign below:**

**I solemnly affirm under the penalties of perjury that: (i) I have reviewed the instructions for the MBE Utilization & Fair Solicitation Affidavit and MBE Schedule, and (ii) the information contained in the MBE Utilization & Fair Solicitation Affidavit and MBE Schedule is true to the best of my knowledge, information and belief.**

\_\_\_\_\_  
Bidder/Offeror Name  
*(PLEASE PRINT OR TYPE)*

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Date

**SUBMIT THIS AFFIDAVIT WITH BID/PROPOSAL**

## D-1B WAIVER GUIDANCE

### GUIDANCE FOR DOCUMENTING GOOD FAITH EFFORTS TO MEET MBE PARTICIPATION GOALS

In order to show that it has made good faith efforts to meet the Minority Business Enterprise (MBE) participation goal (including any MBE subgoals) on a contract, the Offeror must either (1) meet the MBE Goal(s) and document its commitments for participation of MBE Firms, or (2) when it does not meet the MBE Goal(s), document its Good Faith Efforts to meet the goal(s).

#### I. Definitions

**MBE Goal(s)** – “MBE Goal(s)” refers to the MBE participation goal and MBE participation subgoal(s).

**Good Faith Efforts** - The “Good Faith Efforts” requirement means that when requesting a waiver, the Offeror must demonstrate that it took all necessary and reasonable steps to achieve the MBE Goal(s), which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient MBE participation, even if those steps were not fully successful. Whether the Offeror that requests a waiver made adequate good faith efforts will be determined by considering the quality, quantity, and intensity of the different kinds of efforts that the Offeror has made. The efforts employed by the Offeror should be those that one could reasonably expect the Offeror to take if the Offeror were actively and aggressively trying to obtain MBE participation sufficient to meet the MBE contract goal and subgoals. Mere *pro forma* efforts are not good faith efforts to meet the MBE contract requirements. The determination concerning the sufficiency of the Offeror's good faith efforts is a judgment call; meeting quantitative formulas is not required.

**Identified Firms** – “Identified Firms” means a list of the MBEs identified by the procuring agency during the goal setting process and listed in the procurement as available to perform the Identified Items of Work. It also may include additional MBEs identified by the Offeror as available to perform the Identified Items of Work, such as MBEs certified or granted an expansion of services after the procurement was issued. If the procurement does not include a list of Identified Firms, this term refers to all of the MBE Firms (if State-funded) the Offeror identified as available to perform the Identified Items of Work and should include all appropriately certified firms that are reasonably identifiable.

**Identified Items of Work** – “Identified Items of Work” means the Proposal items identified by the procuring agency during the goal setting process and listed in the procurement as possible items of work for performance by MBE Firms. It also may include additional portions of items of work the Offeror identified for performance by MBE Firms to increase the likelihood that the MBE Goal(s) will be achieved. If the procurement does not include a list of Identified Items of Work, this term refers to all of the items of work the Offeror identified as possible items of work for performance by MBE Firms and should include all reasonably identifiable work opportunities.

**MBE Firms** – “MBE Firms” refers to firms certified by the Maryland Department of Transportation (“MDOT”) under COMAR 21.11.03. Only MDOT-certified MBE Firms can participate in the State's MBE Program.

#### II. Types of Actions Agency will Consider

The Offeror is responsible for making relevant portions of the work available to MBE subcontractors and suppliers and select those portions of the work or material needs consistent with the available MBE subcontractors and suppliers, so as to facilitate MBE participation. The following is a list of types of actions the procuring agency will consider as part of the Offeror's Good Faith Efforts when the Offeror fails to meet the MBE Goal(s). This list is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

##### A. Identify Proposal Items as Work for MBE Firms

###### 1. Identified Items of Work in Procurements

- (a) Certain procurements will include a list of Proposal items identified during the goal setting process as possible work for performance by MBE Firms. If the procurement provides a list of Identified Items of Work, the Offeror shall make all reasonable efforts to solicit quotes from MBE Firms to perform that work.
- (b) Offerors may, and are encouraged to, select additional items of work to be performed by MBE Firms to increase the likelihood that the MBE Goal(s) will be achieved.

###### 2. Identified Items of Work by Offerors

- (a) When the procurement does not include a list of Identified Items of Work or for additional Identified Items of Work, Offerors should reasonably identify sufficient items of work to be performed by MBE Firms.

- (b) Where appropriate, Offerors should break out contract work items into economically feasible units to facilitate MBE participation, rather than perform these work items with their own forces. The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Offeror of the responsibility to make Good Faith Efforts.

## **B. Identify MBE Firms to Solicit**

### 1. MBE Firms Identified in Procurements

- (a) Certain procurements will include a list of the MBE Firms identified during the goal setting process as available to perform the items of work. If the procurement provides a list of Identified MBE Firms, the Offeror shall make all reasonable efforts to solicit those MBE firms.
- (b) Offerors may, and are encouraged to, search the MBE Directory to identify additional MBEs who may be available to perform the items of work, such as MBEs certified or granted an expansion of services after the solicitation was issued.

### 2. MBE Firms Identified by Offerors

- (a) When the procurement does not include a list of Identified MBE Firms, Offerors should reasonably identify the MBE Firms that are available to perform the Identified Items of Work.
- (b) Any MBE Firms identified as available by the Offeror should be certified to perform the Identified Items of Work.

## **C. Solicit MBEs**

### 1. Solicit all Identified Firms for all Identified Items of Work by providing written notice. The Offeror should:

- (a) provide the written solicitation at least 10 days prior to Proposal opening to allow sufficient time for the MBE Firms to respond;
- (b) send the written solicitation by first-class mail, facsimile, or e-mail using contact information in the MBE Directory, unless the Offeror has a valid basis for using different contact information; and
- (c) provide adequate information about the plans, specifications, anticipated time schedule for portions of the work to be performed by the MBE, and other requirements of the contract to assist MBE Firms in responding. (This information may be provided by including hard copies in the written solicitation or by electronic means as described in C.3 below.)

### 2. “All” Identified Firms includes the MBEs listed in the procurement and any MBE Firms you identify as potentially available to perform the Identified Items of Work, but it does not include MBE Firms who are no longer certified to perform the work as of the date the Offeror provides written solicitations.

### 3. “Electronic Means” includes, for example, information provided *via* a website or file transfer protocol (FTP) site containing the plans, specifications, and other requirements of the contract. If an interested MBE cannot access the information provided by electronic means, the Offeror must make the information available in a manner that is accessible to the interested MBE.

### 4. Follow up on initial written solicitations by contacting MBEs to determine if they are interested. The follow up contact may be made:

- (a) by telephone using the contact information in the MBE Directory, unless the Offeror has a valid basis for using different contact information; or
- (b) in writing *via* a method that differs from the method used for the initial written solicitation.

### 5. In addition to the written solicitation set forth in C.1 and the follow up required in C.4, use all other reasonable and available means to solicit the interest of MBE Firms certified to perform the work of the contract. Examples of other means include:

- (a) attending any pre-Proposal meetings at which MBE Firms could be informed of contracting and subcontracting opportunities; and
- (b) if recommended by the procurement, advertising with or effectively using the services of at least two minority focused entities or media, including trade associations, minority/women community organizations, minority/women contractors' groups, and local, state, and federal minority/women business assistance offices listed on the MDOT Office of Minority Business Enterprise website.

#### **D. Negotiate with Interested MBE Firms**

Offerors must negotiate in good faith with interested MBE Firms.

1. Evidence of negotiation includes, without limitation, the following:
  - (a) the names, addresses, and telephone numbers of MBE Firms that were considered;
  - (b) a description of the information provided regarding the plans and specifications for the work selected for subcontracting and the means used to provide that information; and
  - (c) evidence as to why additional agreements could not be reached for MBE Firms to perform the work.
2. The Offeror using good business judgment would consider a number of factors in negotiating with subcontractors, including MBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration.
3. The fact that there may be some additional costs involved in finding and using MBE Firms is not in itself sufficient reason for the Offeror's failure to meet the contract MBE goal(s), as long as such costs are reasonable. Factors to take into consideration when determining whether an MBE Firm's quote is excessive or unreasonable include, without limitation, the following:
  - (a) dollar difference between the MBE subcontractor's quote and the average of the other subcontractors' quotes received by the Offeror;
  - (b) percentage difference between the MBE subcontractor's quote and the average of the other subcontractors' quotes received by the Offeror;
  - (c) percentage that the MBE subcontractor's quote represents of the overall contract amount;
  - (d) number of MBE firms that the Offeror solicited for that portion of the work;
  - (e) whether the work described in the MBE and Non-MBE subcontractor quotes (or portions thereof) submitted for review is the same or comparable; and
  - (f) number of quotes received by the Offeror for that portion of the work.
4. The above factors are not intended to be mandatory, exclusive, or exhaustive, and other evidence of an excessive or unreasonable price may be relevant.
5. The Offeror may not use its price for self-performing work as a basis for rejecting an MBE Firm's quote as excessive or unreasonable.
6. The "average of the other subcontractors' quotes received" by the Offeror refers to the average of the quotes received from all subcontractors. Offeror should attempt to receive quotes from at least three subcontractors, including one quote from an MBE and one quote from a Non-MBE.
7. The Offeror shall not reject an MBE Firm as unqualified without sound reasons based on a thorough investigation of the firm's capabilities. For each certified MBE that is rejected as unqualified or that placed a subcontract quotation or offer that the Offeror concludes is not acceptable, the Offeror must provide a written detailed statement listing the reasons for this conclusion. The Offeror also must document the steps taken to verify the capabilities of the MBE and Non-MBE Firms quoting similar work.
  - (a) The factors to take into consideration when assessing the capabilities of an MBE Firm, include, but are not limited to the following: financial capability, physical capacity to perform, available personnel and equipment, existing workload, experience performing the type of work, conduct and performance in previous contracts, and ability to meet reasonable contract requirements.
  - (b) The MBE Firm's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of Proposals in the efforts to meet the project goal.

#### **E. Assisting Interested MBE Firms**

When appropriate under the circumstances, the decision-maker will consider whether the Offeror made reasonable efforts to assist interested MBE Firms in obtaining:

1. The bonding, lines of credit, or insurance required by the procuring agency or the Offeror; and
2. Necessary equipment, supplies, materials, or related assistance or services.

### III. Other Considerations

In making a determination of Good Faith Efforts the decision-maker may consider engineering estimates, catalogue prices, general market availability and availability of certified MBE Firms in the area in which the work is to be performed, other Proposals or offers and subcontract Proposals or offers substantiating significant variances between certified MBE and Non-MBE costs of participation, and their impact on the overall cost of the contract to the State and any other relevant factors.

The decision-maker may take into account whether the Offeror decided to self-perform subcontract work with its own forces, especially where the self-performed work is Identified Items of Work in the procurement. The decision-maker also may take into account the performance of other Offerors in meeting the contract. For example, when the apparent successful Offeror fails to meet the contract goal, but others meet it, this reasonably raises the question of whether, with additional reasonable efforts, the apparent successful Offeror could have met the goal. If the apparent successful Offeror fails to meet the goal, but meets or exceeds the average MBE participation obtained by other Offerors, this, when viewed in conjunction with other factors, could be evidence of the apparent successful Offeror having made Good Faith Efforts.

### IV. Documenting Good Faith Efforts

At a minimum, the Offeror seeking a waiver of the MBE Goal(s) or a portion thereof must provide written documentation of its Good Faith Efforts, in accordance with COMAR 21.11.03.11, within 10 Business Days after receiving notice that it is the apparent awardee. The written documentation shall include the following:

#### A. Items of Work (Complete Good Faith Efforts Documentation Attachment D-1C, Part 1)

A detailed statement of the efforts made to select portions of the work proposed to be performed by certified MBE Firms in order to increase the likelihood of achieving the stated MBE Goal(s).

#### B. Outreach/Solicitation/Negotiation

1. The record of the Offeror's compliance with the outreach efforts prescribed by COMAR 21.11.03.09C(2)(a). **(Complete Outreach Efforts Compliance Statement - D-2).**
2. A detailed statement of the efforts made to contact and negotiate with MBE Firms including:
  - (a) the names, addresses, and telephone numbers of the MBE Firms who were contacted, with the dates and manner of contacts (letter, fax, e-mail, telephone, etc.) **(Complete Good Faith Efforts Attachment D-1C- Part 2, and submit letters, fax cover sheets, e-mails, etc. documenting solicitations);** and
  - (b) a description of the information provided to MBE Firms regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed and the means used to provide that information.

#### C. Rejected MBE Firms (Complete Good Faith Efforts Attachment D-1C, Part 3)

1. For each MBE Firm that the Offeror concludes is not acceptable or qualified, a detailed statement of the reasons for the Offeror's conclusion, including the steps taken to verify the capabilities of the MBE and Non-MBE Firms quoting similar work.
2. For each certified MBE Firm that the Offeror concludes has provided an excessive or unreasonable price, a detailed statement of the reasons for the Offeror's conclusion, including the quotes received from all MBE and Non-MBE firms proposing on the same or comparable work. **(Include copies of all quotes received.)**
3. A list of MBE Firms contacted but found to be unavailable. This list should be accompanied by an MBE Unavailability Certificate (see **D-1B - Exhibit A** to this Part 1) signed by the MBE contractor or a statement from the Offeror that the MBE contractor refused to sign the MBE Unavailability Certificate.

#### D. Other Documentation

1. Submit any other documentation requested by the Procurement Officer to ascertain the Offeror's Good Faith Efforts.
2. Submit any other documentation the Offeror believes will help the Procurement Officer ascertain its Good Faith Efforts.

**D-1B - Exhibit A**  
**MBE Subcontractor Unavailability Certificate**

1. It is hereby certified that the firm of \_\_\_\_\_  
(Name of Minority firm)

located at \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

was offered an opportunity to bid on Solicitation No. \_\_\_\_\_

in \_\_\_\_\_ County by \_\_\_\_\_  
(Name of Prime Contractor's Firm)

\*\*\*\*\*

2. \_\_\_\_\_ (Minority Firm), is either unavailable for the work/service or unable to prepare a Proposal for this project for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
(Signature of Minority Firm's MBE Representative) (Title) (Date)

\_\_\_\_\_  
(MDOT Certification #) (Telephone #)

\*\*\*\*\*

3. To be completed by the prime contractor if Section 2 of this form is not completed by the minority firm.

To the best of my knowledge and belief, said Certified Minority Business Enterprise is either unavailable for the work/service for this project, is unable to prepare a Proposal, or did not respond to a request for a price Proposal and has not completed the above portion of this submittal.

\_\_\_\_\_  
(Signature of Prime Contractor) (Title) (Date)

**D-1C**  
**GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST**

PAGE \_\_ OF \_\_

<b>Prime Contractor:</b>	<b>Project Description:</b>	<b>PROJECT/CONTRACT</b>
Offeror Company Name, Street Address, Phone		<b>Solicitation #:</b>

Parts 1, 2, and 3 must be included with this certificate along with all documents supporting your waiver request.

I affirm that I have reviewed **Attachment D-1B**, Waiver Guidance. I further affirm under penalties of perjury that the contents of Parts 1, 2, and 3 of this **Attachment D-1C** Good Faith Efforts Documentation Form are true to the best of my knowledge, information, and belief.

Company:

\_\_\_\_\_  
Company Name (please print or type)

By:

\_\_\_\_\_  
Signature of Authorized Representative

Printed Name:

\_\_\_\_\_  
Printed Name

Title:

\_\_\_\_\_  
Title

Date:

\_\_\_\_\_  
Date

Address:

\_\_\_\_\_  
Company Address



**GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST**  
**PART 1 – IDENTIFIED ITEMS OF WORK OFFEROR MADE AVAILABLE TO MBE FIRMS**

PAGE \_\_ OF \_\_

<b>Prime Contractor:</b>	<b>Project Description:</b>	<b>PROJECT/CONTRACT</b>
Offeror Company Name, Street Address, Phone		<b>Solicitation #:</b>

Identify those items of work that the Offeror made available to MBE Firms. This includes, where appropriate, those items the Offeror identified and determined to subdivide into economically feasible units to facilitate the MBE participation. For each item listed, show the anticipated percentage of the total contract amount. It is the Offeror’s responsibility to demonstrate that sufficient work to meet the goal was made available to MBE Firms, and the total percentage of the items of work identified for MBE participation equals or exceeds the percentage MBE goal set for the procurement. Note: If the procurement includes a list of Proposal items identified during the goal setting process as possible items of work for performance by MBE Firms, the Offeror should make all of those items of work available to MBE Firms or explain why that item was not made available. If the Offeror selects additional items of work to make available to MBE Firms, those additional items should also be included below.

<b>Identified Items of Work</b>	<b>Was this work listed in the procurement?</b>	<b>Does Offeror normally self-perform this work?</b>	<b>Was this work made available to MBE Firms? If no, explain why not.</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please check if Additional Sheets are attached.

**GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST**

**PART 2 – IDENTIFIED MBE FIRMS AND RECORD OF SOLICITATIONS**

PAGE \_\_ OF \_\_

<b>Prime Contractor:</b>	<b>Project Description:</b>	<b>PROJECT/CONTRACT</b>
<i>Offeror Company Name, Street Address, Phone</i>		<b>Solicitation #:</b>

Identify the MBE Firms solicited to provide quotes for the Identified Items of Work made available for MBE participation. Include the name of the MBE Firm solicited, items of work for which quotes were solicited, date and manner of initial and follow-up solicitations, whether the MBE provided a quote, and whether the MBE is being used to meet the MBE participation goal. MBE Firms used to meet the participation goal must be included on the MBE Participation Schedule. Note: If the procurement includes a list of the MBE Firms identified during the goal setting process as potentially available to perform the items of work, the Offeror should solicit all of those MBE Firms or explain why a specific MBE was not solicited. If the Offeror identifies additional MBE Firms who may be available to perform Identified Items of Work, those additional MBE Firms should also be included below. Copies of all written solicitations and documentation of follow-up calls to MBE Firms must be attached to this form. This list should be accompanied by a Minority Contractor Unavailability Certificate signed by the MBE contractor or a statement from the Offeror that the MBE contractor refused to sign the Minority Contractor Unavailability Certificate (**Attachment D-1B - Exhibit A**). If the Offeror used a Non-MBE or is self-performing the identified items of work, Part 4 must be completed.

<b>Name of Identified MBE Firm &amp; MBE Classification</b>	<b>Describe Item of Work Solicited</b>	<b>Initial Solicitation Date &amp; Method</b>	<b>Follow-up Solicitation Date &amp; Method</b>	<b>Details for Follow-up Calls</b>	<b>Quote Rec'd</b>	<b>Quote Used</b>	<b>Reason Quote Rejected</b>
Firm Name: MBE Classification (Check only if requesting waiver of MBE subgoal.) <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification		Date: <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> E-mail	Date: <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> E-mail	Time of Call: Spoke with: <hr/> <input type="checkbox"/> Left Message	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Used Other MBE <input type="checkbox"/> Used Non-MBE <input type="checkbox"/> Self-performing
Firm Name: MBE Classification (Check only if requesting waiver of MBE subgoal.) <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification		Date: <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> E-mail	Date: <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> E-mail	Time of Call: Spoke with: <hr/> <input type="checkbox"/> Left Message	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Used Other MBE <input type="checkbox"/> Used Non-MBE <input type="checkbox"/> Self-performing

Please check if Additional Sheets are attached.

**GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST  
PART 3 – ADDITIONAL INFORMATION REGARDING REJECTED MBE QUOTES**

PAGE \_\_ OF \_\_

<b>Prime Contractor:</b>	<b>Project Description:</b>	<b>PROJECT/CONTRACT NUMBER:</b>
<i>Offeror Company Name, Street Address, Phone</i>		<b>Solicitation #:</b>

This form must be completed if Part 1 indicates that an MBE quote was rejected because the Offeror is using a Non-MBE or is self-performing the Identified Items of Work. Provide the Identified Items Work, indicate whether the work will be self-performed or performed by a Non-MBE, and if applicable, state the name of the Non-MBE. Also include the names of all MBE and Non-MBE Firms that provided a quote and the amount of each quote.

<b>Describe Identified Items of Work Not Being Performed by MBE (Include spec/ section number from Proposal)</b>	<b>Self-performing or Using Non-MBE (Provide name)</b>	<b>Amount of Non-MBE Quote</b>	<b>Name of Other Firms who Provided Quotes &amp; Whether MBE or Non-MBE</b>	<b>Amount Quoted</b>	<b>Indicate Reason Why MBE Quote Rejected &amp; Briefly Explain</b>
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing <input type="checkbox"/> Using Non-MBE	\$ _____	_____ <input type="checkbox"/> MBE <input type="checkbox"/> Non-MBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other

Please check if Additional Sheets are attached.

**D- 2**  
**OUTREACH EFFORTS COMPLIANCE STATEMENT**

Complete and submit this form within 10 Business Days of notification of apparent award or actual award, whichever is earlier.

In conjunction with the Proposal submitted in response to Solicitation No. \_\_\_\_\_, I state the following:

1. Offeror identified subcontracting opportunities in these specific work categories:

---

---

---

2. Attached to this form are copies of written solicitations (with Proposal instructions) used to solicit certified MBE firms for these subcontract opportunities.

3. Offeror made the following attempts to personally contact the solicited MDOT-certified MBE firms:

---

---

---

4. **Please Check One:**

- This project does not involve bonding requirements.
- Offeror assisted MDOT-certified MBE firms to fulfill or seek waiver of bonding requirements. (DESCRIBE EFFORTS):

---

---

---

5. **Please Check One:**

- Offeror did attend the pre-Proposal conference.
- No pre -Proposal meeting/conference was held.
- Offeror did not attend the pre-Proposal conference.

PLEASE PRINT OR TYPE

Company:

---

Company Name (please print or type)

By:

---

Signature of Authorized Representative

Printed Name:

---

Printed Name

Title:

---

Title

Date:

---

Date

Address:

---

Company Address

**D-3A**  
**CERTIFIED MBE SUBCONTRACTOR PARTICIPATION CERTIFICATION**

**INSTRUCTIONS:**

**PRIME CONTRACTOR:** After completing SECTIONS A, B, and D, provide this form to *each* certified Minority Business Enterprise subcontractor (MBE) listed on the MBE Participation Schedule (Attachment D-1A) allowing sufficient time for the MBE to respond within the required timeframe.

**CERTIFIED MBE SUBCONTRACTOR:** Complete SECTION C to acknowledge and certify the information in SECTION A. Return the completed form directly to the Procurement Officer identified in SECTION D within 10 days after notice from the Prime Contractor of the State’s intent to award the Contract. Provide a copy to the Prime Contractor.

***IF THIS FORM IS NOT RETURNED WITHIN THE REQUIRED TIME, THE PROCUREMENT OFFICER MAY DETERMINE THAT THE PRIME CONTRACTOR IS NOT RESPONSIBLE AND THEREFORE NOT ELIGIBLE FOR CONTRACT AWARD.***

**SECTION A**

Provided that (Prime Contractor) \_\_\_\_\_ is awarded the State contract in conjunction with Solicitation Number \_\_\_\_\_, (Prime Contractor) \_\_\_\_\_ intends to enter into a subcontract with (Certified MBE Subcontractor) \_\_\_\_\_ with MDOT Certification Number \_\_\_\_\_ committing to participation by (Certified MBE Subcontractor) \_\_\_\_\_ of at least \$ \_\_\_\_\_ which equals \_\_\_\_\_% of the Total Contract Value for the following products/services:

NAICS CODE	WORK ITEM, SPECIFICATION NUMBER, LINE ITEMS OR WORK CATEGORIES (IF APPLICABLE)	DESCRIPTION OF SPECIFIC PRODUCTS AND/OR SERVICES

The Contractor and certified MBE each acknowledge that, for purposes of determining the accuracy of the information provided herein, the Procurement Officer may request additional information, including, without limitation, copies of the subcontract agreements and quotes. The Contractor and certified MBE each solemnly affirms under the penalties of perjury that: (i) the information provided in this Certified MBE Subcontractor Participation Certification is true to the best of its knowledge, information and belief, and (ii) it has fully complied with the State Minority Business Enterprise law, State Finance and Procurement Article §14-308(a)(2), Annotated Code of Maryland which provides that, except as otherwise provided by law, a Contractor may not identify a certified MBE in a Bid/Proposal and:

- (1) fail to request, receive, or otherwise obtain authorization from the MBE to identify the MBE in its Bid/Proposal;
- (2) fail to notify the MBE before execution of the Contract of its inclusion of the Bid/Proposal;
- (3) fail to use the MBE in the performance of the Contract; or
- (4) pay the MBE solely for the use of its name in the Bid/Proposal.

**SECTION B – Prime Contractor**

Signature of Representative:

\_\_\_\_\_

Printed Name and Title:

\_\_\_\_\_

Prime Firm's Name: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Street Address, City, State, Zip Code:

\_\_\_\_\_

\_\_\_\_\_

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

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

**SECTION C – Certified MBE Subcontractor**

Signature of Representative:

\_\_\_\_\_

Printed Name and Title:

\_\_\_\_\_

MBE Firm's Name: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Street Address, City, State, Zip Code:

\_\_\_\_\_

\_\_\_\_\_

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

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

**SECTION D**

*This completed form is due to the Procurement Officer on or before:* \_\_\_\_\_

Solicitation #: \_\_\_\_\_ Solicitation Title: \_\_\_\_\_

Agency/Dept.: \_\_\_\_\_ Procurement Officer: \_\_\_\_\_

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

Street Address, City, State, Zip Code:

\_\_\_\_\_

\_\_\_\_\_

**D-3B**  
**MBE PRIME PROJECT PARTICIPATION CERTIFICATION**

**Please complete and submit this form to attest to each specific item of work that your MBE firm has listed on the MBE Participation Schedule (Attachment D-1A) for purposes of meeting the MBE participation goals. This form must be submitted within 10 Business Days of notification of apparent award. If the Offeror fails to return this affidavit within the required time, the Procurement Officer may determine that Proposal is not susceptible of being selected for Contract award.**

Provided that \_\_\_\_\_ (Prime Contractor’s Name) with Certification Number \_\_\_\_\_ is awarded the State contract in conjunction with Solicitation No. \_\_\_\_\_, such MBE Prime Contractor intends to perform with its own forces at least \$ \_\_\_\_\_ which equals to \_\_\_ % of the Total Contract Amount for performing the following goods and services for the Contract:

NAICS CODE	WORK ITEM, SPECIFICATION NUMBER, LINE ITEMS OR WORK CATEGORIES (IF APPLICABLE) For Construction Projects, General Conditions must be listed separately	DESCRIPTION OF SPECIFIC PRODUCTS AND/OR SERVICES	VALUE OF THE WORK

**MBE Prime Contractor**

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

*Company Name (please print or type)*

FEIN: \_\_\_\_\_

*Federal Identification Number*

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

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

Printed Name: \_\_\_\_\_

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

By: \_\_\_\_\_

*Signature of Authorized Representative*

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



**D-4A**  
**Minority Business Enterprise Participation**  
**Prime Contractor Paid/Unpaid Invoice Report**

Report #:	Contract #:
Reporting Period (Month/Year):	Contracting Unit:
<b>Prime Contractor: Report is due to the MBE Liaison by the 10th of the month following the month the services were provided.</b> <b>Note: Please number reports in sequence</b>	Contract Amount:
	MBE Subcontract Amt:
	Project Begin Date:
	Project End Date:
	Services Provided:

Prime Contractor:		Contact Person:	
Address:			
City:		State:	ZIP:
Phone:	FAX:	E-mail:	
MBE Subcontractor Name:		Contact Person:	
Phone:	FAX:	E-mail:	
Subcontractor Services Provided:			
<b>List all payments made to MBE subcontractor named above during this reporting period:</b>		<b>List dates and amounts of any outstanding invoices:</b>	
	<b>Invoice #</b>	<b>Amount</b>	
	<b>Invoice #</b>	<b>Amount</b>	
1.			1.
2.			2.
3.			3.
4.			4.
<b>Total Dollars Paid: \$</b>		<b>Total Dollars Unpaid: \$</b>	

- If more than one MBE subcontractor is used for this contract, you must use separate **Attachment D-4A** forms. Information regarding payments that the MBE prime will use for purposes of meeting the MBE participation goals must be reported separately in **Attachment D-4B**.
- **Return one copy (hard or electronic) of this form to the following addresses (electronic copy with signature and date is preferred):**

---

Contract Monitor Name

---

Address

---

Email

---

Signature (Required)

---



---

Contracting Unit

---

City, State Zip

---

Phone Number

---

Date

---

**D-4B**  
**Minority Business Enterprise Participation**  
**MBE Prime Contractor Report**

MBE Prime Contractor:	Contract #:
Certification Number:	Contracting Unit:
Report #:	Contract Amount:
Reporting Period (Month/Year):	Total Value of the Work to the Self-Performed for purposes of Meeting the MBE participation goal/subgoals:
<b>MBE Prime Contractor: Report is due to the MBE Liaison by the 10th of the month following the month the services were provided.</b> <b>Note: Please number reports in sequence</b>	Project Begin Date:
	Project End Date:

Contact Person:			
Address:			
City:		State:	
Phone:		FAX:	E-mail:

Invoice Number	Value of the Work	NAICS Code	Description of Specific Products and/or Services

**Return one copy (hard or electronic) of this form to the following addresses (electronic copy with signature and date is preferred):**

Contract Monitor Name	Contracting Unit
Address	City, State Zip
Email	Phone Number
Signature (Required)	Date

**D-5**  
**Minority Business Enterprise Participation**  
**MBE Subcontractor Paid/Unpaid Invoice Report**

Report #:	Contract #:
Reporting Period (Month/Year):	Contracting Unit:
<b>Report is due by the 10th of the month following the month the services were performed.</b>	MBE Subcontract Amt:
	Project Begin Date:
	Project End Date:
	Services Provided:

MBE Subcontractor Name:					
MDOT Certification #:					
Contact Person:					
Address:					
City:			State:		ZIP:
Phone:		FAX:		E-mail:	
<b>Subcontractor Services Provided:</b>					
<b>List all payments received from Prime Contractor during reporting period indicated above.</b>			<b>List dates and amounts of any unpaid invoices over 30 days old.</b>		
	<b>Invoice Amount</b>	<b>Date</b>		<b>Invoice Amount</b>	<b>Date</b>
1.			1.		
2.			2.		
3.			3.		
4.			4.		
<b>Total Dollars Paid: \$</b>			<b>Total Dollars Unpaid: \$</b>		
Prime Contractor:			Contract Person:		

**Return one copy of this form to the following addresses (electronic copy with signature and date is preferred):**

_____	_____
Contract Monitor Name	Contracting Unit
_____	_____
Address	City, State Zip
_____	_____
Email	Phone Number
_____	_____
Signature (Required)	Date

**ATTACHMENT E**  
**OWNER'S PROJECT REQUIREMENTS**



# Program Owner's Project Requirements Template

## Frederick Douglass Building



Prepared by:

Lorax Partnerships, LLC  
16 W. Hamilton Street  
Baltimore, MD 21201

Main: 443.449.6319



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## Introduction

How to use this document:

- Items in black are meant to be static
- Items in red are meant to be modified by the individual school's project teams

Clear Owner's Project Requirements (OPR) are the heart of a successful design and construction delivery process. According to the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), "Creating clear design intent is the most critical aspect of the HVAC commissioning process. Design intent defines the benchmark by which the success of a project is judged". A basis of design (BOD) is the narrative description of what the designer will or has developed to respond to and meet the OPR, including the assumptions and criteria used. OPR and BOD provide the parties involved with the project at each stage an improved understanding of the building systems and assemblies, so as to better perform their respective responsibilities regarding the design, construction, or operation of the building.

This document was developed in accordance with input from the Maryland Stadium Authority (MSA) and City Schools.

The individual school Architect/Engineer (A/E) teams shall modify this document with specific school parameters from individual school feasibility studies and site-specific Ed Specs to develop the project specific Owner's Project Requirements (OPR). The project team shall provide the initial OPR draft and subsequent updates to the sustainability program consultant. Should a conflict exist between the OPR and other documents, MSA and/or City Schools will provide direction to the A/E that reflects the needs of the owner while maintaining budget and schedule parameters. Jointly, MSA and City Schools are considered the Owner.

## Owner Objectives

The owner wishes to achieve the following objectives through this project:

### General

- LEED for Schools v4 Silver certification
- Implementing features of 21<sup>st</sup> Century teaching and learning that includes:
  - Learning spaces that enable innovative, high-quality instruction
  - A physical infrastructure that supports use of current technology and ensures safety and security
  - A healthy environment for learning with good air quality, lighting, heating and ventilation, and water that is safe to drink
  - Schools that are integrated into their communities, providing resources and support that extend beyond the school day
- School building and grounds used as teaching tools
- School community participates in a Green Schools Work Group to identify green and sustainable features and practices
- School pursues certification as a “Green School” by the MD Association of Environmental and Outdoor Education (MAEOE)
- Entire school community has input during school design
- Architecture of the building is interesting and inspirational
- Surrounding community uses the school building and grounds frequently and extensively
- School building and grounds support the school’s educational vision
- School building and grounds are designed with a focus on how students learn
- School construction helps stimulate economic development
- Outdoor learning spaces i.e., classroom, gardens, nature areas, etc.
- Outdoor recreation and/or athletic facilities

### Indoor Quality

- Acoustics within the school facilitate learning, allowing students and teachers to communicate with one another easily
- Spaces are flexible and adaptable
- School indoor environment is comfortable; conditions important to occupant comfort are fresh air, ventilation controls, and lighting controls
- The quality of light and colors provides visual comfort
- Use environmentally friendly materials and products
- Consideration of the costs of items over their entire life, not just their purchase and installation (eg. maintenance, replacement, etc.)

### Building Envelope

- “Green” roofs are considered if needed to meet storm water management requirements
- Building has a high performance envelope that is well-insulated, well-sealed and durable, ensuring minimal air leakage throughout the life of the building
- Energy efficient building, including a continuous air barrier



### *Water*

- Water is used efficiently, such as use of low-flow fixtures and no potable water used for non-consumption water needs
- Install native and adaptive vegetation throughout school grounds which does not require irrigation

### *HVAC*

- Review and evaluation of on-site renewable energy, including solar
- Evaluate effective and efficient heating and cooling system, particularly geothermal
- Evaluate strategies for thermostat locations, including placement away from doors and windows and avoiding direct airflow from HVAC diffusers.

### *Lighting*

- School and site has abundant natural light and open spaces. Include daylight harvesting design features such as clerestories and light shelves to maximize the reach of daylight into deeper areas of the floor plates
- Incorporate use of occupancy sensors
- Evaluate strategies for lighting controls located on the teaching wall
- Incorporate timer switches with manual overrides.
- School placed on its site to provide good light, promote energy efficiency, and minimize environmental impact

## General Project Information

### Description

Project Narrative: General description of project (Renovation/Addition/New), major issues and project goals (i.e., flexibility, community engagement, sustainability, security, site design, etc.) Refer to "Owner Objectives" above.

### Project Program

Site Description of site... parking spaces, garage, landscaping, SF of area, etc...]

#### Building

a) 1st Floor		GSF	
• Offices	GSF		
• Conference:	GSF		
• Classrooms:	GSF		
• Laboratories:	GSF		
• Gymnasium:	GSF		
• Breakroom:	GSF		
• Restrooms:	GSF		
• Corridors/Storage:	GSF		
• Mechanical/Electrical:	GSF		
b) 2st Floor		GSF	
• Offices	GSF		
• Conference:	GSF		
• Classrooms:	GSF		
• Laboratories:	GSF		
• Gymnasium:	GSF		
• Breakroom:	GSF		
• Restrooms:	GSF		
• Corridors/Storage:	GSF		
• Mechanical/Electrical:	GSF		
c) TOTAL AREA BOTH LEVELS:			GSF
• (Total unfinished area):		GSF	
d) TOTAL FINISHED AREA:			GSF

### Schedule

Milestone/ Phase	Start Dates of Each Phase
Concept Design	10/10/10
Schematic Design	10/10/10
Development Design	10/10/10
Construction Documents	10/10/10
Bid/ Permit	10/10/10
Notice to Proceed for Construction	10/10/10
Construction	10/10/10
Substantial Completion	10/10/10
Occupancy	10/10/10

## Design Performance Goals

### Overall Energy Budget

Each school shall use the methodology provided in Appendix B to derive the school specific EUI.

- a) EUI:
  - New school or portions: kBTU/ft<sup>2</sup>
    - i. Pk-8: 34
    - ii. High School: 40
  - Renovation schools or portions: kBTUs/ft<sup>2</sup>
    - i. Pk-8: 50
    - ii. High School: 55

### Building Envelope

Performance goals in this section shall align with ASHRAE 189.1-2011 or the current state adopted version of the energy code (IECC/90.1), whichever is more stringent.

- a) Thermal Envelope Requirements: Meet or exceed the building envelope requirements from ASHRAE 189.1-2011, Normative Appendix A for Climate zone 4.
- b) Continuous Air Barrier: Meet or exceed the continuous air barrier requirements from ASHRAE 189.1-2011, Normative Appendix B.
- c) Infiltration: per ASHRAE 189.1: 0.40 cfm/ft<sup>2</sup> @ 75Pa)
- d) Total Fenestration to Gross Wall Area: per IECC/ 90.1: 35% maximum)

### Daylighting

- a) Daylight Harvesting: Determine where automatic daylighting controls are required per Section 9 of ASHRAE Standard 90.1.2010 (State IECC 2015)
- b) Daylight Autonomy Percentage: >55%
- c) Contrast (Minimum to Maximum Ratio): 10:1
- d) Annual Sunlight Exposure: <10%

### Lighting and Equipment Power Density

- a) Lighting:
  - Power Density: 0.80 watts per SF
  - Controls: Occupancy Sensors throughout, including corridors
  - Light Levels: Designed in accordance with the recommendations of the Illuminating Engineering Society of North America (IESNA).
    - i. Classroom Illumination Level: 40 foot-candles
  - Exterior Lighting: 50% of the ASHRAE 90.1-2010 allowance; utilize all LED lighting
- b) Light Color Temperature:
  - Elementary School: Generally warmer quality light (3500 kelvin)
  - Middle/ High School: Generally cooler quality light which is more stimulating (5000 kelvin)
- c) Color Rendering Index: >84
- d) Plug Loads Watts/ ft<sup>2</sup>:

## Plumbing

- a) Flush/ Flow Rates:
  - a. Water Closets: Dual Flush; 1.6/ 1.1 gpf
  - b. Urinals: 0.125 gpf
  - c. Lavatories: 0.35 gpm
  - d. Kitchen Sinks: 0.5 gpm
  - e. Showers: 1.25 gpm (1.5 gpm if necessary)
- b) Water Heating Efficiency: Meet or exceed the minimum efficiency requirements for service hot water systems from ASHRAE 189.1-2011, Normative Appendix C.

## HVAC

Performance goals in this section shall align with ASHRAE 189.1-2011 or the current state adopted version of the energy code (IECC/90.1), whichever is more stringent.

- a) Equipment Capacity: >500 square feet per ton of cooling
- b) Equipment Efficiency: Meet or exceed the minimum efficiency requirements for HVAC systems from ASHRAE 189.1-2011, Normative Appendix C. If the system type is not addressed within AHSRAE 189.1-2009 but has been included within ASHRAE 90.1-2010 the system shall meet those minimum efficiency requirements.
- c) Fans: Systems shall have fan power that is 10% less than the limitations specified in ASHRAE 90.1-2010 Table 6.5.3.1.1A. Systems with cooling capacity of greater than 110,000 BTU/H that serve single zones must have two speed or variable speed fan motors.
- d) Ventilation: The system ventilation efficiency (Ev) calculated in accordance with ASHRAE 62.1-2010 shall be greater than or equal to 0.8 (Ez for warm air ceiling distribution systems).
- e) Controls:
  - Occupied Temperature Set-points:
    - i. Heating: 70°F
    - ii. Cooling: 76°F
  - Unoccupied Temperature Set-points:
    - i. Heating: 60°F
    - ii. Cooling: 85°F
  - Humidity: Maximum of 60%

## Building Management System (BMS)

- a) System of direct digital temperature controls with electric and electronic actuation.
- b) The system shall consist of open architecture (ANSI/ASHRAE Standard 135-2010 BACnet) with user interface through a standard Web Browser
- c) The system shall consist of an Ethernet-based, wide area network (WAN), with or multi-levelled local area network (LAN) for supporting the following components:
  - Network building controllers
  - Network application-specific controllers (ASCs) and advanced application controllers (AACs)

- Local supervisory LAN gateways/routers
  - Portable operator's terminal and operator workstation(s)
- d) The system shall be modular and shall permit expansion of both capacity and functionality through the addition of sensors, actuators, building controllers, application-specific controllers, advanced application controllers, and operator devices
  - e) System architectural design shall eliminate dependence upon any single device for alarm reporting and control execution.
  - f) Each controller shall operate independently by performing its own specified control, alarm management, operator I/O, and data collection
  - g) The failure of any single component or network connection shall not interrupt the execution of control strategies at other operational devices
  - h) Without depending on a control processing device, controllers shall be able to:
    - i) Access any data from or send control commands and alarm reports directly to any other controller on the network
    - j) Send alarm reports to multiple operator workstations
  - k) System shall accommodate future expansion of control components. Provide a minimum 25-percent spare capacity for all point types (DI, AI, and AO), accomplished through the installation of additional panels or expansion boards
  - l) System shall include operating and software licenses for a minimum of 15-users.

## Acoustics

- a) Classrooms: No unit ventilators allowed
- b) Meet the requirements outlined in IEQp3, Minimum Acoustical Performance
  - Demonstrate compliance with ANSI Standard S12.60-2002

## Commissioning (Cx) Requirements

The Scope below identifies MSA/Baltimore City Schools requirements for the Commissioning Agent (CxA) to follow.

The following systems shall be commissioned:

- HVAC&R
  - Domestic hot water
  - Lighting controls
  - On-site renewable energy
  - Electrical
  - Building envelope
  - Security
  - AV/Telecom
- a) Document compliance with this document and the BOD via a formal report. Include all findings from formal design reviews and address completeness of design documents regarding system performance, operability, maintainability, energy efficiency and sustainability of the overall design. At a minimum, the design reviews must confirm the design is in compliance with the current statutes of State energy codes (2015 IECC-ASHRAE 90.1). Formal reviews are required at each phase of A/E document submission.
  - b) Develop full commissioning specifications (requirements) for all equipment and systems tailored to scale and complexity of the specific school project. Coordinate with and integrate into the project specifications produced by the A/E.
  - c) Coordinate a design phase meeting with the A/E and mechanical design engineers regarding controls integration for the building energy management system and temperature controls integration. Discuss EMS and equipment control integration issues, and sequences of operations between equipment and systems, to ensure that integration issues, such as point matrix delineation and operational sequences of commissioned systems, are clearly described in the specifications.
  - d) Coordinate commissioning activities and required meetings with the owner, A/E, A/E sub-consultants, and contractors / trade sub-contractors through both the design and construction phases, along with final acceptance, turnover and occupancy / certification of the project.
  - e) Conduct, schedule and manage the commissioning kick off meeting during the design phase with the design team and also hold another kick off meeting for the contractors during the construction phase of the project. Provide a commissioning milestone schedule with durations delineated to integrate with the overall project schedule.
  - f) Develop, implement and track a project-specific commissioning plan incorporating the requirements from the project's commissioning specifications and include all project specific equipment construction checklists, start-up checkout forms, and milestone schedule and issues log templates.
  - g) Perform enhanced commissioning services as per LEED requirements.
  - h) Fundamental commissioning plans to include at a minimum:

- Brief overview of the commissioning process
  - List of all commissioned features and systems including a master list of all pertinent equipment and systems.
  - Identify the roles of primary commissioning participants and their responsibilities
  - Describe the management, communication and reporting of the plan
  - Outline the commissioning scope, including: submittal review, observation, start-up and testing
  - List the expected written work products: pre-functional checklists of commissioned equipment, startup checkout forms, issues log tracking forms, functional test procedures, and other reports mandated.
  - Milestone schedule with durations delineated for each system commissioned
  - Describe the rigor and scope of testing including sampling method. All major equipment including central plant equipment (air handling units, etc.) must be fully tested and may not be sampled.
- i) The CxA must review the construction documents during the design phase to ensure that each commissioned feature or system meets the BOD relative to functionality, reduction in energy use & atmosphere protection, water use reduction, ease of maintenance, affordability, indoor environmental quality and local environmental impacts.
- j) Review and comment on project submittals as they pertain to commissioning and compliance with contract documents, including any deviation of the energy efficiency requirements of the specified equipment and warranty provisions.
- k) Perform site visits to observe general construction progress for preparation of commissioning activities. Specify total number of site observation visits planned for the project. May not be less than monthly once installation of systems to be commissioned has commenced.
- l) Conduct commissioning meetings during the construction phase, including inspecting, testing, logging and tracking all deficient items. CxA is responsible for generating and managing a master issues log and ensuring issues are resolved. This report is to be produced and submitted to the Owner, CM and responsible contractor monthly, at a minimum. Additionally, a written list of all outstanding commissioning issues and any testing that is scheduled for a later date must be included. All outstanding deficiencies must be corrected or listed in the commissioning report. All completed functional tests should be listed in an appendix to the commissioning report.
- m) Witness all or part of start-up of components and equipment to be tested to ensure the start-up efforts are adequate and complete.
- n) Witness all or part of component testing to ensure confidence that proper procedures are followed.
- o) Direct the execution of all functional performance testing with the trade contractors. All major equipment (central plant components, chillers, boilers, main air handling units, dedicated outdoor units, energy recovery units, heat and vent units, etc.) must be fully tested, no sampling allowed. Smaller or repetitive unitary units may be sampled at no less than 20%. Project-specific test procedures should be authored and distributed to the Cx

team for review prior to testing. Testing should verify performance of individual components and systems as a whole.

- p) CxA to recommend City Schools' acceptance of commissioned systems once functional testing has been satisfactorily completed. Some systems may require deferred seasonal testing.
- q) Monitor and report on the training of operation and maintenance personnel. Review for City Schools, the contractor supplied draft training plan and trainer qualifications.
- r) Perform 10 month post-acceptance, pre-warranty end review of outstanding commissioning issues, operational deficiencies, equipment failures, building operator and occupant complaints, and results from EMS systems monitoring and trending. Document all systems operation, maintenance, performance, systems alterations and changes, and re-testing and re-commissioning needs, as required. \*Note that the Cx contract extends into the warranty period.
- s) Perform the 10 month Thermal Comfort Verification Survey. Document the findings in a report to MSA/ City Schools.
- t) Develop and complete the final commissioning report at the completion of all commissioning activities including seasonal start-ups. This report shall include, at a minimum:
  - OPR and BOD lessons learned
  - Benefits resulting from commissioning
  - Completed record of all construction checklists, start-up checkout forms, and final results of functional tests including trending data demonstrating satisfactory system performance over a school week.
- u) Review O&M manuals assembled by the Contractor documenting design criteria, design assumptions and limitations, system descriptions, operating parameters, performance capabilities, and maintenance requirements, as stipulated in the contract documents.
- v) Develop a site-specific Building Maintenance Plan (BMP) for the building's critical systems, including building envelope, in accordance with the design, manufacturer's recommendations, and the Memorandum of Understanding (Section 11.C.6). This must be completed prior substantial completion of the project.
- w) Provide a signed letter from the CxA confirming that the commissioning plan was successfully executed, the design intent of the building was achieved, and providing any other documentation required to meet the LEED prerequisite and enhanced commissioning requirements and/or additional commissioning credits. This may include the need to respond to U.S. Green Building Council requests for documentation of these processes.



## Maintenance & Operations Training

- a) Day-to-day maintenance will be performed by: City Schools
- b) Manufacturers and/or contractors to provide repairs during the warranty period of 24 months from substantial completion.
- c) Periodic HVAC maintenance (after warranty period) performed by: City Schools
- d) Lighting system maintenance (after warranty period) performed by: City Schools
- e) Training required for operating and maintenance staff
  - Manufacturer-approved instructors to provide training for operation and maintenance procedures for the major equipment including, but not limited to, cooling tower, boiler, outside air handling units, and BAS system
  - Equipment with seasonal operation will have instruction provided at start of each season
  - Instruction program to be developed to include system functionality, documentation review, adjustments, troubleshooting, maintenance and repair
  - Operation demonstration on the fire alarm will be required
- f) Documentation Requirements
  - As built drawings and specifications should be provided in hard copy and electronically. Electronic copies should be in BIM and also in PDF.
  - Operations and Maintenance Manuals should be provided in hard copy and electronically. Electronic copies shall be in PDF format.
  - O&M manuals shall contain operational procedures, instructional procedures for maintenance, troubleshooting and repair, recommended maintenance intervals, equipment parts lists and any OEM test procedures.

## Appendix A - Commissioning Guidelines for OPR Compliance

### 1. Schematic Design/ LEED Strategy Phase

- Review OPR per LEED requirements, provide feedback to A/E team throughout its development
- Review BoD per LEED requirements, provide feedback to A/E team throughout its development

### 2. Design Development/ LEED Validation Phase

- Review 100% Design Development documents per the following guidelines:
- Describe scope of design review beyond LEED requirements
- Track comments in an issues log

### 3. Construction Documents/ LEED Documentation Phase

- Provide commissioning requirements for inclusion in contract documents.
  - General Commissioning Requirements applicable to all systems must adhere to those defined in City Schools' Design Standard Specifications
  - Specification sections specific to individual systems to be commissioned shall be authored by the CxA and inserted into the contract documents in the appropriate division. Coordinate with A/E team as needed.
  - It is recommended to include a list of contractor submittals for CxA review in the contract documents
- Review 90% Construction Documents per above design review scope
- Prepare the Commissioning Plan per Design Standard Specifications and LEED for Schools v2009 requirements

### 4. Bid/ Permit Phase

- Conduct a back check of the 100% contract documents to ensure Cx design review comments have been addressed. Track any unresolved items in an issues log.

### 5. Construction Phase

- Review contractor submittals concurrently with the A/E team per LEED requirements
- Develop pre-functional checklists
- Develop functional test procedures
  - No sampling of major HVAC equipment will be allowed (chillers, cooling towers, boilers, central plant pumps, AHUs, DOAS, ERUs, H&Vs)
  - A sampling protocol is allowable for distributed HVAC equipment such as classroom heat pumps, split systems, terminal units and unit heaters. The initial sample shall cover a minimum of 10% of these units.
  - All modes of operations will be tested
- For projects pursuing BECx, test methodology will be developed in conjunction with City Schools and will typically meet or exceed the fundamental BECx requirements per ASTM E2813.

- Formally recommend acceptance of systems to City Schools once functional testing has concluded satisfactorily
- Execute the training plan for commissioned systems
- CxA prepares a Cx Summary Report per LEED Requirements

#### **6. Occupancy Phase**

- Compile the Cx Record per Design Standard Specifications and LEED requirements
- Compile the System Manual per LEED requirements
- Conduct the Thermal Comfort Verification Survey and provides results, in a formal report, to City Schools (need contact)
- CxA conducts and, in a formal report, documents the 10th month warranty review meeting per LEED requirements

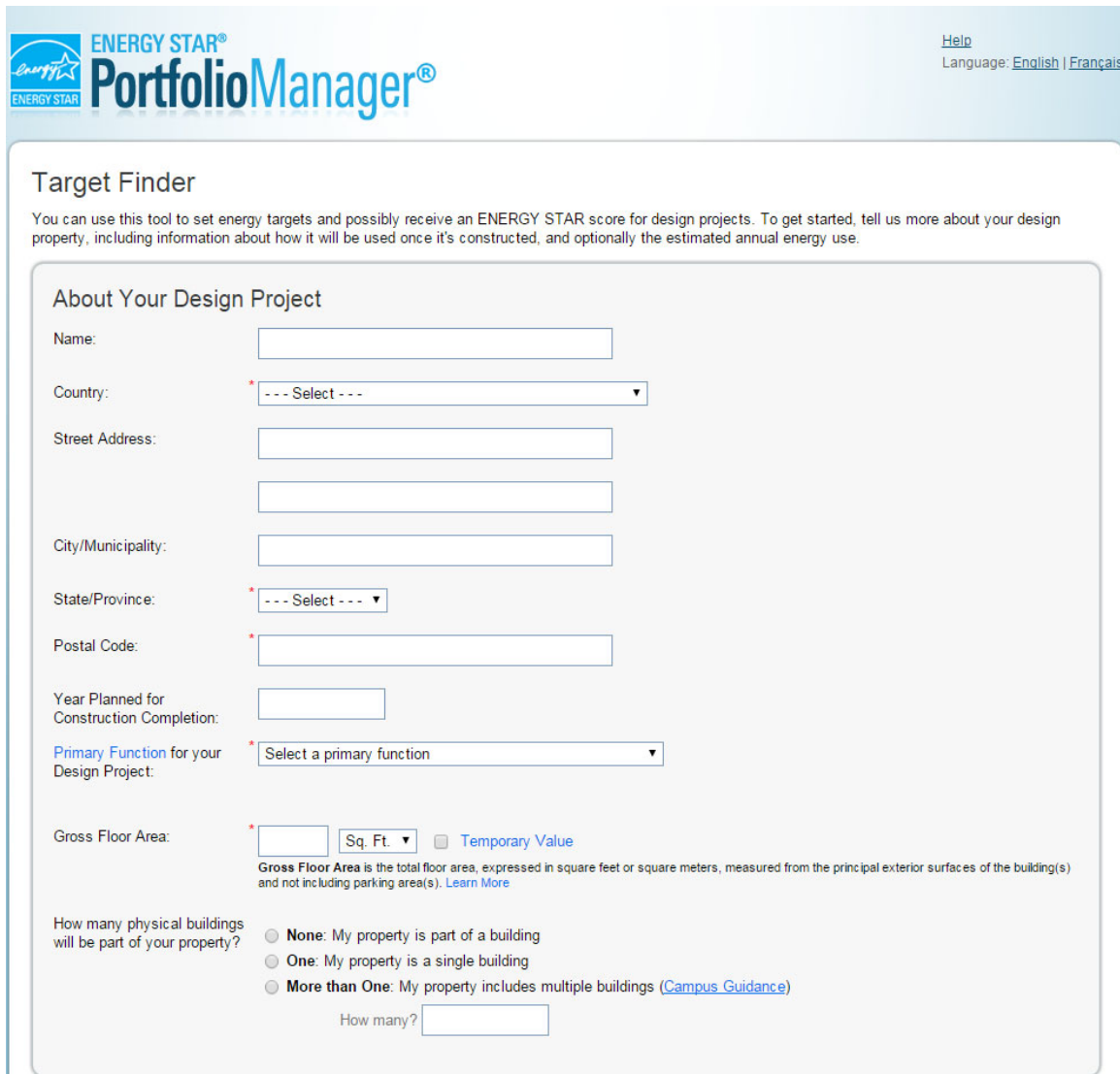
## Appendix B - EUI Methodology for per School Analysis

Energy Utilization Index (EUI): The EUI for each project will be determined based upon an Energy Star score of 90. The project team will enter the appropriate data within EPA's Target Finder to determine the targeted EUI for each individual school project.

The following procedure will be followed to determine the project's targeted EUI:

Visit <https://portfoliomanager.energystar.gov/pm/targetFinder?execution=e1s1>

Enter the following general information about the project:



The screenshot shows the 'Target Finder' section of the Energy Star Portfolio Manager website. The page header includes the Energy Star logo and 'PortfolioManager' branding, along with a 'Help' link and language options for English and Français. The main heading is 'Target Finder', followed by a brief description of the tool's purpose. The form is titled 'About Your Design Project' and contains several input fields and dropdown menus. The fields include: Name (text input), Country (dropdown menu with '--- Select ---'), Street Address (two stacked text inputs), City/Municipality (text input), State/Province (dropdown menu with '--- Select ---'), Postal Code (text input), Year Planned for Construction Completion (text input), Primary Function for your Design Project (dropdown menu with 'Select a primary function'), Gross Floor Area (text input with a 'Sq. Ft.' dropdown and a 'Temporary Value' checkbox), and a section for 'How many physical buildings will be part of your property?' with three radio button options: 'None: My property is part of a building', 'One: My property is a single building', and 'More than One: My property includes multiple buildings (Campus Guidance)'. Below these options is a 'How many?' text input field.

Once you select the appropriate primary function for the project, the following information is entered in Target Finder:

**▼ Building Use** / [Edit Name](#)

K-12 School refers to buildings or campuses used as a school for Kindergarten through 12th grade students. This does not include college or university classroom facilities/laboratories, or vocational, technical, trade, adult, or continuing education schools.

Gross Floor Area should include all space within the building(s), including classrooms, administrative space, conference rooms, kitchens used by staff, lobbies, cafeterias, gymnasiums, auditoriums, laboratory classrooms, portable classrooms, greenhouses, stairways, atriums, elevator shafts, small landscaping sheds, and storage areas.

The ENERGY STAR score for K-12 School does not apply to preschool or day care buildings; in order to classify as K-12 school, more than 75% of the students must be in kindergarten or older.

Property Use Detail	Value
Gross Floor Area	* <input type="text"/> Sq. Ft. ▼
Gymnasium Floor Area	<input type="text"/> Sq. Ft. ▼ <input type="checkbox"/> Use a default
High School	▼ <input type="checkbox"/> Use a default
Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default
Student Seating Capacity	<input type="text"/> <input type="checkbox"/> Use a default
Months in Use	▼
Weekend Operation	▼ <input type="checkbox"/> Use a default
Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default
Cooking Facilities	▼ <input type="checkbox"/> Use a default
Number of Walk-in Refrigeration/Freezer Units	<input type="text"/> <input type="checkbox"/> Use a default
Percent That Can Be Heated	▼ <input type="checkbox"/> Use a default
Percent That Can Be Cooled	▼ <input type="checkbox"/> Use a default
School District	<input type="text"/>

The use of defaults for the above data should be avoided if at all possible.

Check the box that indicates that “I do not have (or don’t want to) enter energy estimates”.

Enter a “90” in the Target Energy Star Score and click on the View Results button.


### Estimated Design Energy (Optional)

If you have an estimate of how much energy your design property will use annually, enter it below to receive a score (if available) and energy metrics for your design. You can then use these metrics to compare to your target and/or property's performance (in the future). To get the most accurate metrics, provide estimates for total annual energy from each energy type.


I don't have (or don't want to) enter energy estimates.

### Target

You can choose either a Target ENERGY STAR Score or a Target % Better than Median to see how much energy your property would need to be consuming annually to reach your target. If you have estimated your property's annual consumption, you can compare this against your target.

Target ENERGY STAR Score  ENERGY STAR Scores are not available for every type of property because of availability of reliable reference information.

(1-100)

Target % Better than Median  This is calculated based on the median property. For example, you might like your property to be 20% better than a typical property of the same type.

[View Results](#) [Cancel](#)

The Site EUI under the Design Target column of 90 is the project's energy performance goal. In this case the performance goal for this project is 36.2 kBTU/ft<sup>2</sup>-year.

### Metrics Comparison for Your Design and/or Target

Metric	Property Estimate at Design	Design Target*	Median Property*
ENERGY STAR score (1-100)	<a href="#">Not Available</a>	90	50
Source EUI (kBtu/ft <sup>2</sup> )	<a href="#">Not Available</a>	87.7	141.4
Site EUI (kBtu/ft <sup>2</sup> )	<a href="#">Not Available</a>	36.2	58.3
Source Energy Use (kBtu)	<a href="#">Not Available</a>	6,580,353.8	10,607,724.7
Site Energy Use (kBtu)	<a href="#">Not Available</a>	2,714,561.0	4,375,952.0
Energy Cost (\$)	<a href="#">Not Available</a>	68,769.49	110,858.44
Total GHG Emissions (Metric Tons CO <sub>2</sub> e)	0.0	288.3	464.7

\* To perform calculations for your design target, we use the fuel mix that you've entered for your design energy estimates. If you have not entered estimated design energy, we'll use the average for your state. To perform calculations for the national median, we will assume the fuel mix and operational details of your property measurement in use, if available. Otherwise, we will use your design estimates.

Project EUI Target - \_\_\_\_\_ kBTU/ft<sup>2</sup>-year

**ATTACHMENT F**  
**SCHEMATIC DESIGN SUBMISSION**

# FREDERICK DOUGLASS HIGH SCHOOL & JOSEPH C. BRISCOE ACADEMY

2301 GWYNNS FALLS PARKWAY  
BALTIMORE, MD 21217

PREPARED FOR



BALTIMORE CITY PUBLIC SCHOOLS – 21st CENTURY SCHOOLS

&



MARYLAND STADIUM AUTHORITY

SCHEMATIC DESIGN PACKAGE  
JUNE 28, 2023

PREPARED BY





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# I INTRODUCTION

## BUILDING HISTORY

The building that currently houses Frederick Douglass High School was originally constructed in 1927 as Western High School. The original building was designed by Joseph Evans Sperry in the Collegiate Gothic Revival style. At the time of construction, Western High School was an all-girls school. The original building was an irregular H shaped plan. The main entrance to the building was accessed off the center of the H, leading into the main academic wing of the building.

Most of the academic spaces were housed on the main East-West Corridor and the North-South corridor on the West side of the building, this portion of the building is 4 stories with the lowest level being partially below grade and one additional story above the main entrance tower. To the west of the classroom wing is a two-story building that houses the kitchen and cafeteria on the main level of the building, with service areas and boilers on the lower level. The Northeast wing of the building is a single story auditorium space. The Southeast wing of the building is a two story building housing the locker rooms on the lower level and the gymnasium above.

In 1955 Western High School moved to another facility and Frederick Douglass High school moved into the building. Two additions were built onto the building at this time. A two-story classroom wing was added to the Southwest side of the building and a pool addition was added to the South of the gymnasium. The building was fully renovated in the 1980s.



Previous state-funded projects and dated work completed at Frederick Douglass are as follows:

#### CAPITAL IMPROVEMENT PROGRAM (CIP) FUNDED (CFAS)

Construction Renovation - Interior Academic Spaces 1983  
Construction Renovation - Science Classrooms 2000  
Systemic Renovation - Boiler Replacement 2000  
Construction - TIMS 2001  
Systemic Renovation - Roof Replacement 2007  
Systemic Renovation - Windows 2009  
Systemic Renovation - Elevator 2014  
Systemic Renovation - Grease Traps 2017  
Systemic Renovation - Hot Water Heater and Boiler 2019  
Systemic Renovation - Air Conditioning (Classrooms Only) 2020

#### AGING SCHOOLS PROGRAM (ASP) FUNDED

Flooring replacement 1998  
Exterior Doors Replacement 2000  
Bleacher Replacement 2000  
Gymnasium Flooring Repairs and Refinishing 2003  
Interior Painting - Complete Interior 2005  
Sidewalk and Parking Lot Repairs 2013  
Tennis Court Replacement / Refurbishment 2013  
Sidewalk and Site Wall repairs 2014  
Sidewalk Repairs 2018  
Security Initiative (SI) Funded  
CCTV System Replacement 2014  
Access Control System - New Visitor Plus System 2014  
Site Improvements- Exterior Lighting 2014  
Access Control - Add Metal Detectors 2019  
CCTV Upgrades 2019  
Security - Additional Directional Signage 2019

#### QUALIFIED ZONE ACADEMY BOND PROGRAM (QZAB) FUNDED

Renovation - Locker Rooms 2001  
Renovation - Library 2006



## PROJECT TEAM

Architect

**Samaha Associates, PC**

10521 Rosehaven Street, Suite 200  
Fairfax, Va 22030

Construction Administration

**JRS Architects**

2031 Clipper Park Rd Suite 106  
Baltimore, MD 21211  
(410) 235-7256

Civil Engineer

**MK Consulting Engineers**

11720 Beltsville Dr #600  
Beltsville, MD 20705  
(410) 235-7256

MEP Engineers

**Ascent Engineering Group**

5228 Valleypointe Pkwy Ste 4  
Roanoke, VA 24019  
(540) 265-4444

Structural Engineer

**Cagley and Associates, Inc.**

6141 Executive Blvd  
Rockville, MD 20852  
(301) 881-9050

AV/IT/Security

**Educational Systems Planning**

2448 Holly Ave Ste 302  
Annapolis, MD 21401  
(410) 573-9148

Geotech Engineer

**Findling, Inc.**

Geotechnical Engineer  
3401 Carlins Park Dr  
Baltimore, MD 21215  
(202) 545-5017

Survey and SUE

**Kim Engineering**

5901 Ammendale Road, Suite F  
Beltsville, MD 20705  
(571) 297-4638

Aquatics

**Atlantic Aquatic/Weston and Sampson**

1823 Deep Run Rd  
Pipersville, PA 18947  
1-800-SAMPSON

Kitchen | Food Service

**Nyikos Garcia**

7146 Starmount Way  
New Market, Md 21774  
(240) 683-9530

Cost Estimator

**KUMI**

5335 Wisconsin Ave NW, Suite 970  
Washington, DC 20015  
(202) 684-8858



## II NARRATIVES

### CIVIL

#### EXISTING CONDITIONS

##### SITE DESCRIPTION

The subject site for Baltimore City Frederick Douglass High School is located at 2301 Gwynns Falls Parkway, Baltimore, MD 21217. The site is approximately 29.57 acres+/- and currently contains the high school building, several small out-buildings, bus & student drop-off loops, a teacher parking lot, athletic fields, tennis courts, football/soccer stadium, and track & field events. The tax account information is as follows: Ward 15, Section 18, Block 3262E Lot - 001 as shown on tax map 15. The site is owned by the Mayor & City Council of Baltimore City. The property is bounded by Gwynn's Falls Parkway to the North, N. Pulaski Street to the East, Windsor Avenue to the South and N. Warwick Avenue to the West.



## SITE CIRCULATION AND PARKING

The school bus entrance / exit curb cuts are found along Gwynn’s Falls Parkway (w/ 25 M.P.H. speed limit, photo enforced) which has a large landscaped and fenced median strip along the school property frontage. This entrance also serves as access to an events parking lot south of the bus loop. Pedestrian crosswalks area limited to the Gwynn’s Falls Parkway / N. Pulaski Street intersection, the Gwynn’s Falls Parkway / N. Warwick Avenue intersection and mid-block, adjacent to the school bus entrance. A black picket fence is located along the median to prevent pedestrians from walking through the median toward the school property. There are numerous pedestrian sidewalks that enter the school property from the North.

N. Pulaski Street is found along the East side of the school property. The public road is in poor condition with clear evidence of reflective cracking due to subgrade issues. There are sidewalks on both sides of the public road and are in good condition, with several segments that need repair or replacement. There are two sidewalks that enter the school property from the N. Pulaski Street right-of-way. One that passes though the northern portion of the school property, just outside the stadium fence. The second sidewalk with steps enters the school property near N. Pulaski Street / Elgin Avenue intersection. There is also one “controlled access” drive into the football / soccer stadium.

Windsor Avenue is found along the Southern portion of the school property. The public road is in very good condition with several traffic calming devices with recommended speed signs of 15 MPH. Sidewalks are found on both sides of the public road, with the North side sidewalk being newly installed. Two pedestrian sidewalks enter the school property, one sidewalk with steps is located near the Windsor Avenue / N. Smallwood Street intersection, the other sidewalk is located near the Windsor Avenue / N. Bentalou Street intersection.

N. Warwick Avenue is found along the Western portion of the property. The public road is in good condition. Sidewalks are found on both sides of the public road and are in good condition. There are several sidewalks that enter the school property. The first sidewalk is located at the southwestern corner of the school building and travels along the building with several sets of steps leading up to the tennis courts. The second sidewalk enters a fenced lawn area on the west side of the building. The teacher parking lot / service entrance is located along the western side of the building. Parking spaces within this area are not marked due to recent utility and paving activities. The visitor/administration parking lot/ student drop loop entrance is located North of the teacher parking lot / service entrance. This parking lot contains approximately 25 standard parking spaces, 7 administration parking spaces and two ADA parking spaces.

The sidewalks within the school property are in good condition. A recently installed sidewalk runs from the main school building / special events parking lot westward to the Brooks Robinson baseball field. This sidewalk includes ADA compliant ramp that provides access to players benches and spectator bleachers.

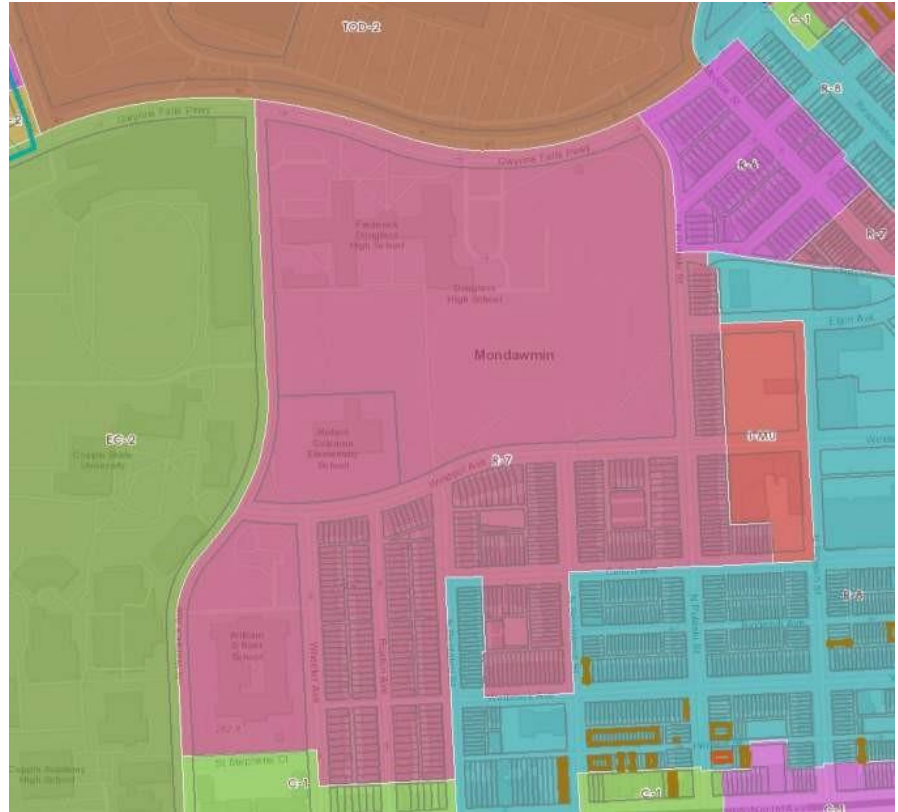


**ZONING INFORMATION**

The property is currently zoned as R-7 – General Residential District. Please see Subtitle 10, R-7 General Residence District of the Baltimore City Zoning Code for more information.

The properties South of the school site are Zoned: R-7 (Gen. Residence Dist.). The properties East of the site are Zoned R-7 (Gen. Residence Dist.) and R-6 (Gen. Residence Dist.), the property to the North is Zoned: TOD-2 (Transit-Oriented Dev. Dist.), and the properties West are Zoned: EC-2 (Educational Campus).

The following specific R-7 development standards zone are provided for guidance only.



Bulk Zoning Regulations in an R-7 zone are as follows:

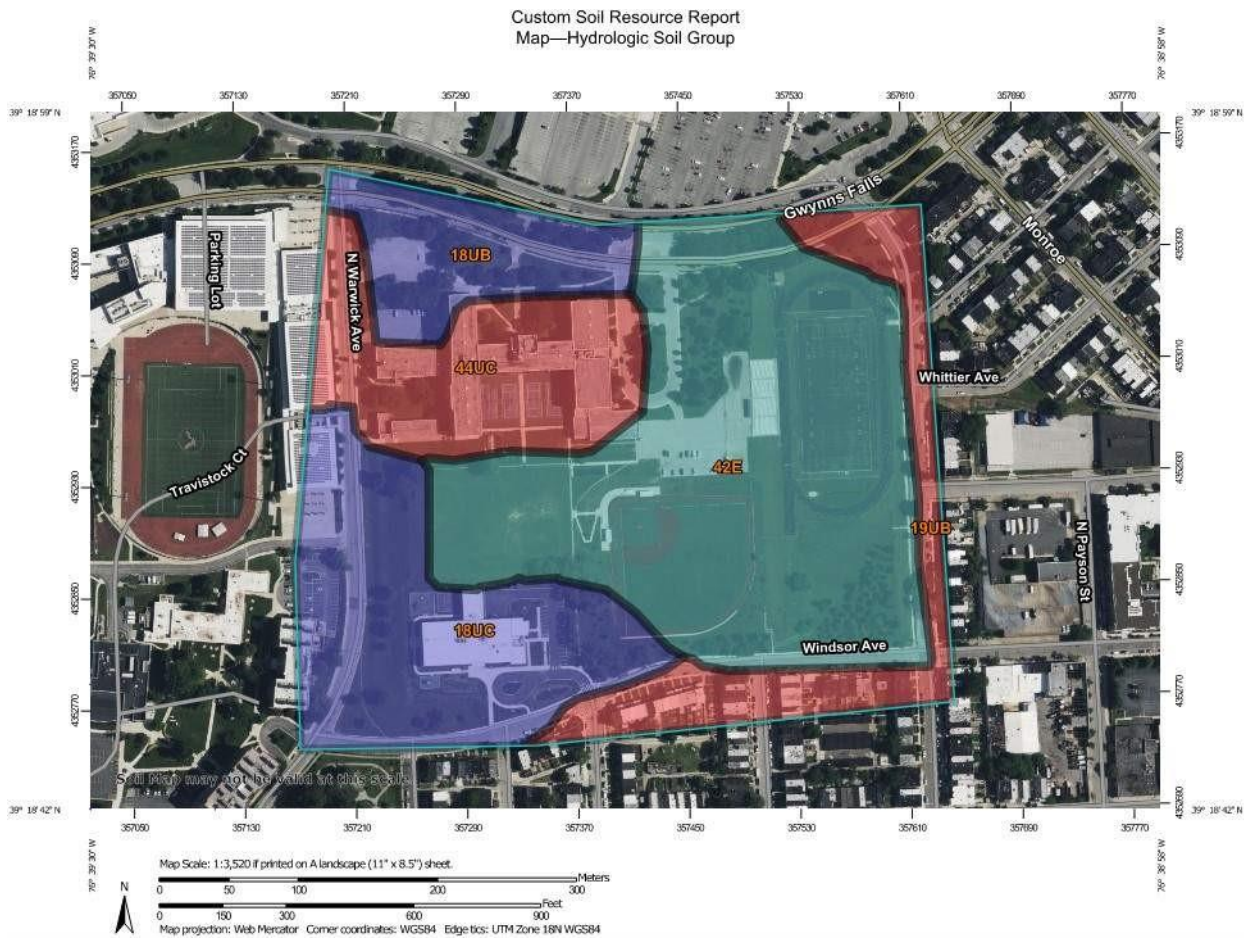
Parking (Educational Facility: Primary and Secondary)	1 per 4 employees on peak shift + 1 per 50 students (based on maximum student capacity)
Maximum Building Height	35 Feet
Minimum lot area	3,000 SF
Maximum lot coverage	70%
Maximum Impervious Surface	N/A
Minimum setbacks:	
Front lot line	10 Feet
Rear lot line	25 Feet
Side lot lines	15 Feet
Street Corner Side	15 Feet



## SITE SOILS

According to information obtained from the United States Department of Agriculture Natural Resources Conservation Service, the site falls into five (5) distinct soil groups:

- 18UB: Legore-Urban land complex, 0 to 8 percent slopes.
- 18UC: Legore-Urban land complex, 8 to 15 percent slopes.
- 19UB: Urban Land- Legore complex, 0 to 8 percent slopes.
- 42E: Udorthents, smoothed to 35 percent slopes.
- 44UC: Urban land complex, 0 to 15 percent slopes



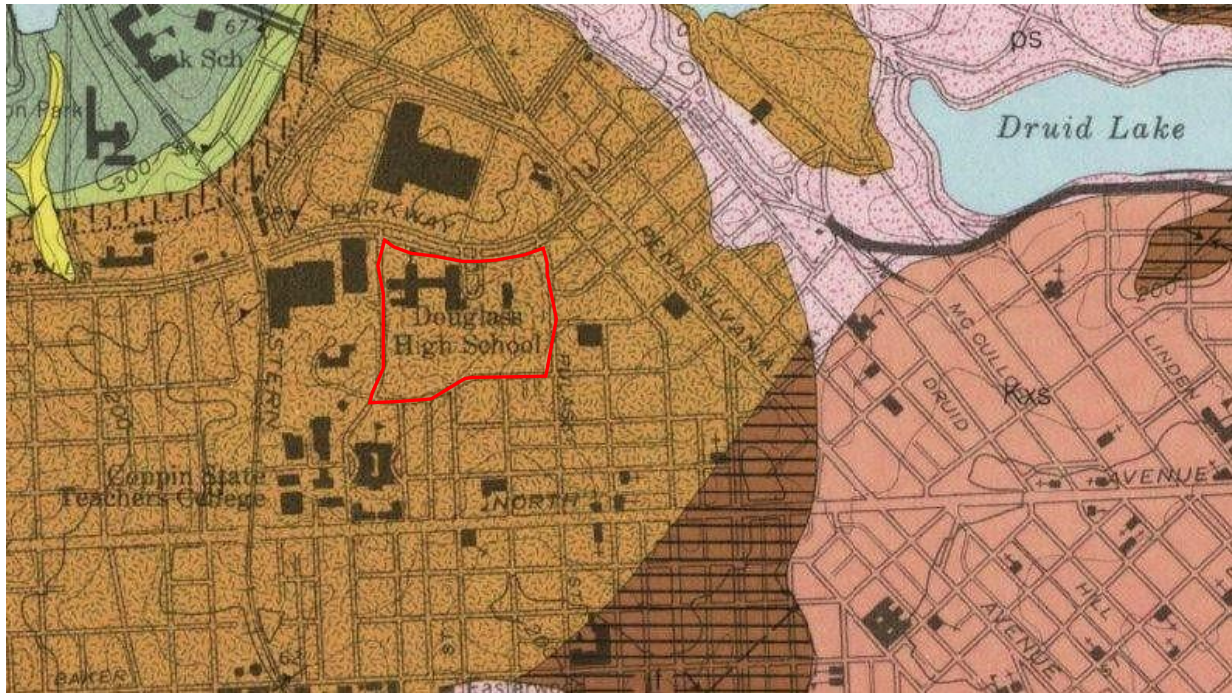


Additional information regarding these soils is identified in the table below:

Map Unit	Percent of Site Area	Hydrologic Soils Group	AASHTO Classification	Hydric Soils	Topsoil Source
18UB	10%	B	A-6	No	Fair
18UC	8%	B	A-6	No	Fair
19UB	2%	D	-	No	Not Rated
42E	60%	C	A-2-6	No	Poor
44UC	20%	D	-	No	Not Rated

### SITE GEOLOGY

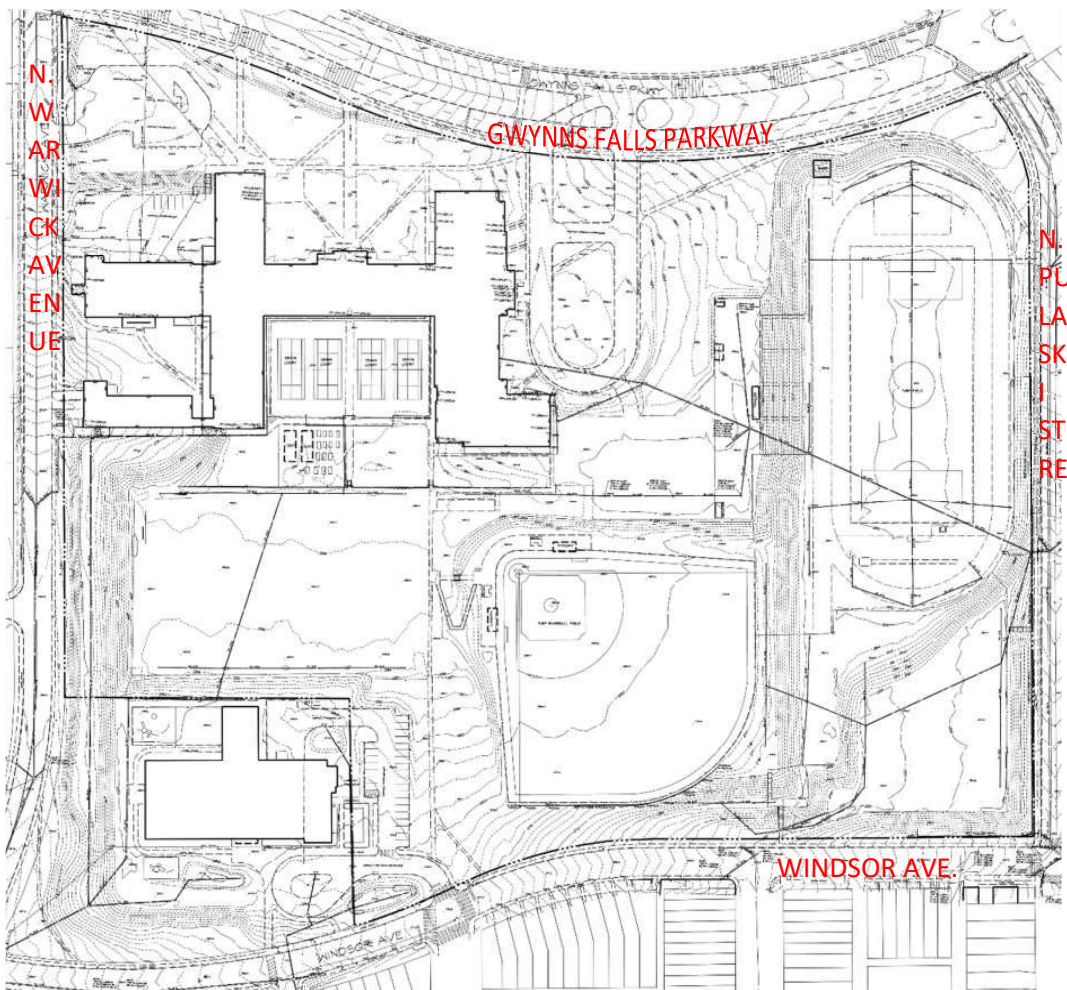
The Geologic Map of Baltimore County and City indicate that the Frederick Douglass High School site is found within the Laurel Belt, James Run Formation, which consists of Druid Hill Amphibolite, a fine to medium grained generally well foliated amphibolite. Please see USGS.gov for additional information.



**SITE TOPOGRAPHY**

The site topography varies considerably, with several plateaus broken up into five areas. The first being the area consisting of the main building, tennis courts, visitor parking lot, events parking lot and bus loop. Along the Northern side of the school building, the general elevation is 292, with grades falling away to the East and West. The second area located along the Western side of the building consists of the teacher parking lot and service area with an elevation of 280, with grades falling Eastward into a storm drain inlet. The remaining three areas are located South and Southeast of the main building. These areas make up the various athletic fields including baseball/softball fields with a general elevation of 284, the main football/soccer / track & field events stadium with a general elevation of 264.

The main bus entrance/exit are found along Gwynn’s Falls Parkway. The bus entrance has a centerline elevation of 285 and bus exit centerline elevation of 280. The bus loop grade rises to an elevation of 288+/- along the Eastern side of the main school building. The visitor entrance is found along N. Warwick Avenue, just south of the Gwynn’s Falls Parkway intersection. The visitor parking entrance has an elevation of 288, with grades rising to elevation 291.5, near the Northwestern corner of the main school building. The teacher parking lot / service area entrance is found South of the Visitor entrance, along N. Warwick Avenue, with a centerline elevation of 281.



## **PUBLIC / PRIVATE UTILITIES**

### **Water**

The existing record documents (Dwgs: AA-20 & Dev. Agreement No. 10620) show three water mains along Gwynn’s Falls Parkway; a 6-inch C.I. water main located within the westbound travel lanes, a 36inch C.I. water main located within the landscaped median, and a 10-inch C.I. water main, located within the eastbound travel lanes, which includes the 4-inch water meter for the school. Existing record documents (Dwgs: AA-20 & AA-21) show a 6-inch C.I. water main along N. Pulaski Street, a 10-inch C.I. water main along Windsor Avenue and 10-inch C.I. water main along N. Warwick Avenue. There are fire hydrants along all the surrounding public roads. The fire department connection is located at the northeastern corner of the main school building with a fire hydrant located approximately 100 feet away at the school bus entrance.

### **Sanitary Sewer**

The existing record documents show an 8-inch sewer main with terminal manhole near the northwest corner of the school property. The main school building’s Sewer House Connection exits the Northwestern wing of the building and runs beneath the Visitor Parking Lot / Student Dropoff loop. An 8-inch sanitary sewer main is located along N. Pulaski Street, then turns eastward on Bryant Avenue. An 8-inch sanitary sewer main is located along the northern portion of N. Warwick Avenue. There is no public water or sewer service to the football / soccer stadium.

### **Storm Drains**

Storm water around the site is conveyed via a combination of overland flow and closed storm drain systems that have various public storm drain systems along N. Pulaski Street, Windsor Avenue and N. Warwick Avenue. The public storm drain along Gwynn’s Falls Parkway is located along the westbound lanes with several inlets being located at the northwest corner of the school property. The Visitor Parking Lot / Student Dropoff loop drains into an inlet that discharges into the public storm drain system.

### **Gas & Electric**

There are 6-inch gas mains along Gwynn’s Falls Parkway and N. Warwick Avenue. The existing school building currently has a 6-inch gas service coming in from N. Warwick Avenue and passes beneath the Teacher Parking Lot / Service Area. There are 4-inch gas mains in N. Pulaski Street and Windsor Avenue which serve the surrounding private residences. Primary and Secondary electrical service currently enters the site along N. Warwick Avenue and passes beneath the Teacher Parking Lot / Service Area.

## **STORMWATER MANAGEMENT**

The site has one (1) existing on-site StormTech quantity facility and one (1) Bayfilter quality facility. The facility is located underneath the existing turf baseball field and was installed to meet the stormwater requirements of the baseball field. Based on the design drawings the existing facilities appear to have additional capacity that may be used for any new construction on the site . Any new construction that occurs will be required to meet the requirements established by the Maryland Stormwater Act of 2007 and Baltimore City Stormwater Management Manual, Dated February 2003. These guidelines establish a



process by which new construction needs to utilize sustainable or environmental site design (ESD) to the maximum extent practicable to satisfy water quality requirements. ESD's include but are not limited to micro-bioretenion, dry and/or wet swales, rain gardens, etc. Attempts should be made to provide for impervious disconnects and to allow for adequate open space to construct multiple smaller facilities throughout the site to satisfy these requirements.

The site lies within the Gwynn's Falls Watershed which is classified as an inter-jurisdictional watershed; therefore, quantity management for the 10- & 100-year storm events will be required.

The site is made up of predominately "C" and "D" soils, which theoretically have a "reduced or no" infiltration capacity; therefore, stormwater management facilities would most likely contain underdrains which may impact the storm drain outfall locations.

### **FLOODPLAINS, WETLANDS, AND WATERWAYS**

There are no mapped streams or wetlands within close proximity to the school property. The site is located within the Gwynns Falls Watershed (Watershed #02130905).

The property is within Zone "X" per FEMA Floodplain map 2400870010F, dated June 16, 2021. FEMA's definition of "Zone X" is an area of 0.2% annual chance flood: areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1 % annual chance flood.

### **RARE, THREATENED, AND ENDANGERED (RTE) SPECIES**

A brief review of the MD DNR Sensitive Species Project Review Area database and the USFWS RTE database do not indicate a presence of RTE's within or near this site. This will need to be confirmed by way of correspondence with MD DNR, USFWS, and on-site verification.

The site does not contain high-quality natural resources that will limit the development of the site, but the site will require thorough natural resource mapping as early as possible to limit impacts to the existing natural resources and account for the permitting time that will be required for said resources.

### **FOREST CONSERVATION / LANDSCAPE REQUIREMENTS**

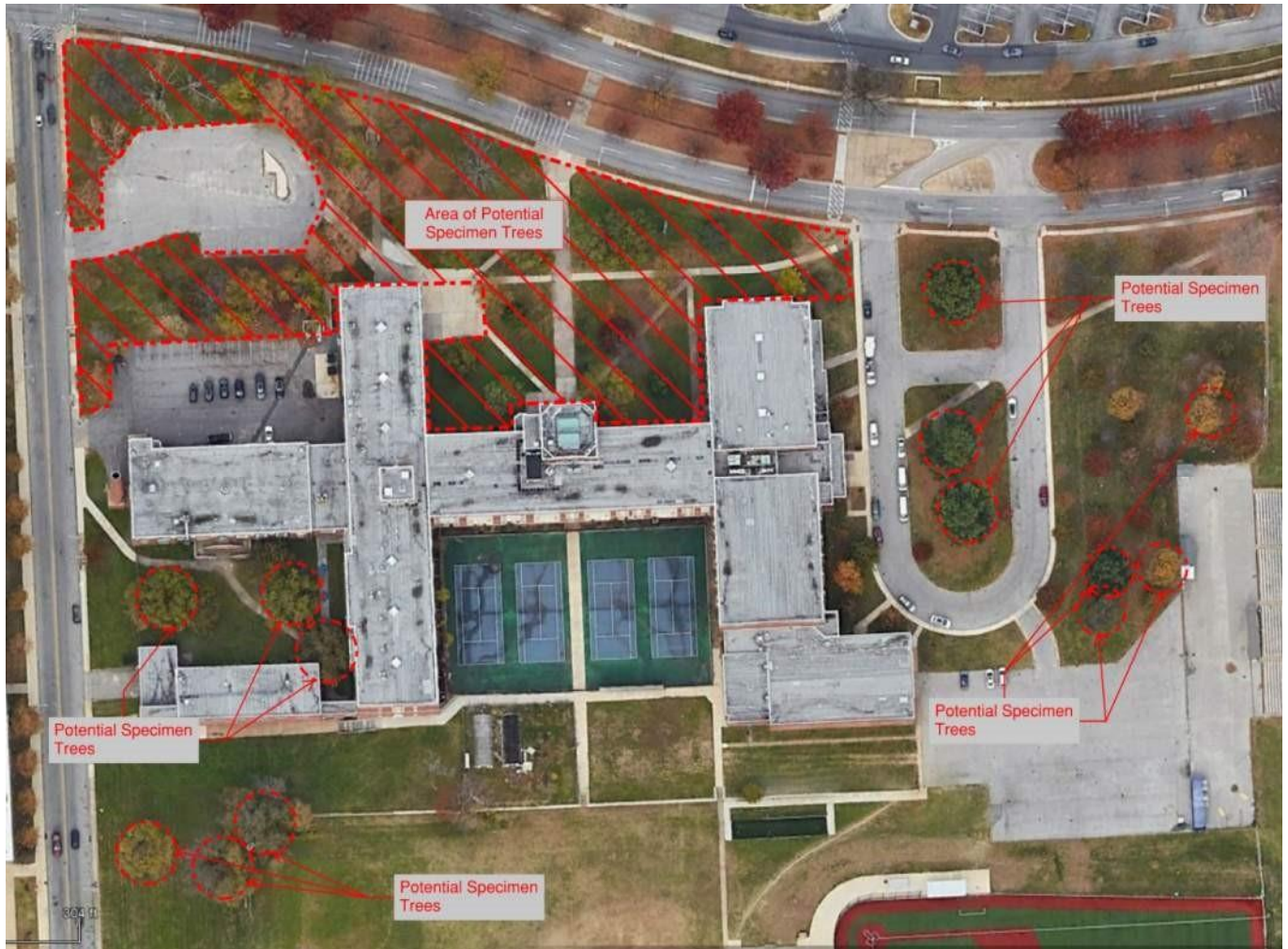
The Frederick Douglass High School site is a large site comprised of the school building, parking areas, ball fields, open lawn area, and a track and field area. Although there are no areas that appear to qualify as forest, there are trees scattered throughout the site, some of which are specimen size trees. There are three areas on site that appear to have been planted with trees to enhance and create forested areas. Two of these areas are along the southern property line, one that provides supplemental planting to the area of mature trees along Windsor Avenue near the intersection with N. Bentalou Street, and another triangular area near the intersection of N. Pulaski Street and Windsor Avenue. A third area has been planted between the school drop off loop and the track and field area.

Since the project will disturb more than 5,000 square feet of area, forest conservation will be required. Any specimen trees that require removal will necessitate a variance request. Mitigation may be provided



by on site planting, planting on another BCPS-owned site, by a fee-in-lieu payment, or a combination of the three.

Since the campus is 29.57 acres+/-, there is ample space to introduce shade trees, ornamental trees, and shrubs to create an aesthetically pleasing planting plan, provide outdoor educational classroom opportunities with native plants, and offset some of the forest conservation requirements or specimen tree removal mitigation planting.



## ATHLETIC FIELDS / ATHLETIC COURTS

The high school athletic fields and courts are currently all located along the South and East property boundaries. The existing four (4) tennis courts are located adjacent to the main school building on the South side. The courts were upgraded in 2014 with State ASP funds and are currently in very good conditions.



Tennis Courts – Facing Northward

There are two natural turf baseball/softball fields located Southwest of the main school building on a lower plateau with a field stone retaining wall separating the fields from a Green House / Gardening Area.



Natural turf Baseball / Softball Fields – Facing Westward



A new artificial turf baseball field is located just East of the natural turf fields. The new field is dedicated to and named after Brooks Robinson who played for the Baltimore Orioles. The Cal Ripken Sr. Foundation donated funds for the construction of this field.



Artificial Turf Baseball Field (Brooks Robinson Field) – Facing South



Dedication Plaques near backstop



An artificial turf multi-purpose field and stadium is found along the Eastern portion of the school property. The stadium has new bleachers situated along a slope on the Western side of the field. New track & field events have been incorporated into the stadium as well. The stadium upgrades were funded by Baltimore City Schools.



Artificial Turf Football / Soccer Field Stadium – Facing South

A paved concessions area adjacent to the stadium bleachers is in good condition. A paved events parking lot is located South of the Bus Loop. The events parking lot is in good condition but is in need of seal coating.



Concessions Area – Facing South







Events parking lot – South of Bus Loop – Facing Northwest



Events parking lot – Facing Southwest

## PROPOSED CONDITIONS

### SITE DESCRIPTION

The project proposes to renovate the existing Frederick Douglass High School, build a new entrance to the Frederick Douglass High School along the eastern façade, demolish the existing wing of the building with the ROTC classroom at the western façade and build a new wing for the Briscoe School. The existing pedestrian and vehicle circulation will be coordinated with the new entrances to the schools. New outdoor learning spaces will be designed for each school as well as new tennis courts for the Frederick Douglass High School and a multi-purpose outdoor area for the Briscoe School.

The project proposes to develop an overall campus master plan that safely integrates the pedestrian circulation with the vehicular circulation and provides intuitive pathways to the major nodes on the site. The pedestrian and vehicular circulation will be seamlessly integrated with the site amenities and landscape to create a safe, secure, and harmonious learning environment for students, staff, and visitors.

### SITE CIRCULATION AND PARKING

#### Frederick Douglas High School

The existing vehicular entrance to the Frederick Douglass High School campus along Gwynns Falls Parkway will be realigned to coordinate with the footprint of the new building entrance. The preference is to maintain the existing curb cuts along Gwynns Falls Parkway. The existing parking lot adjacent to the football field will be regraded, resurfaced, and restriped to maximize the efficiency of the layout. The parking lot will provide 95 parking spaces for Staff and Visitors. A separate bus drop-off loop and separate parent drop off loop will be designed to safely facilitate the arrival and dismissal of students.

Most of the high school students use MTA to get to the high school and must cross Gwynns Falls Parkways to access the MTA depot. The Gwynns Falls Parkway crossing needs to be pedestrian-friendly and provide a safe and secure route to the school. The design team will identify different traffic calming strategies and work with MSA to implement the most effective strategies. The pedestrian connection between the new entrance to the football stadium will serve as a major focal point and strengthen the visual connection between the high school and the athletic field. A secondary pathway from the pool area to the athletic fields will provide a safe pedestrian route through the parking lot. The existing network of pedestrian pathways will be widened to accommodate large groups of students and will be realigned to create logical connections between the entrances and circulation nodes on the site.



Frederick Douglass High School Transportation and Parking Matrix

Frederick Douglas HS				
Transport Mode	Based on 657 enrollment		Based on max 1,104 enrollment	
	# of vehicles	# of students	# of vehicles	# of students
Yellow Bus & Van	2	11	3	18
Taxicab	2	2	3	3
MTA Bus (Eligible) (*)	0	488		820
Parent Drop-off (**)				
Walkers		156		262
<b>Total Students</b>		<b>657</b>		<b>1104</b>
Parking Spaces				
Staff (Current Staff: 105 people)			95 spaces (***)	
Visitor				
Sudent				
LEV Parking (****)			5% of capacity	
Electric car Parking			2 spaces	
<b>Notes:</b>				
(*) 2 MTA buses come to the school				
(***) Per BCPS Ed Spec from Greta				
(****) Preferred car drop-off for LEV				
<b>BCPS Office of Transportation Comment</b>				
The number represented for eligible MTA riders means that some of the students are being dropped off by parents. You should reach out to the school to gauge this number. (**) The balance approx. 156 students would be walkers (657 enrollment minus yellow bus, Van and MTA users). These numbers are based on current population and we intend for the school to increase in numbers (capacity of 1,104) when they move back to the new building. Please update your numbers using these proportions - 68% increase.				

**Briscoe School**

The Briscoe School entrance will be located along Warwick Avenue. A new drop off loop will be coordinated with the footprint of the new building entrance at ~272.00. The preference is to minimize the extent of retaining walls to create the new drop off loop and parking area. The existing parking lot in the northwest corner of the site will be realigned, resurfaced, and restriped to maximize the efficiency of the layout. The parking lot will provide 56 parking spaces for Staff and Visitors.

Briscoe School Transportation and Parking Matrix

Briscoe School				
Transport Mode	Based on ~57 enrollment		Based on max 110 enrollment	
	# of vehicles	# of students	# of vehicles	# of vehicles
Yellow Bus & Van	5	26	10	50
Taxicab	2	2	4	4
MTA Bus (Eligible)	0	0		
Parent Drop off (**)		29		56
Walkers				
<b>Total Students</b>		<b>57</b>		<b>109</b>
Parking				
Staff (Current Staff: 62 people)			56 spaces (*)	
Visitor				
LEV (**)			5% capacity	
Electric Car			2 spaces	
<b>Notes:</b>				
(*) Per BCPS Ed Spec from Greta				
(**) Preferred car drop-off area for LEV				
<b>BCPS Office of Transportation Comment</b>				
These numbers are based on current population and we intend for the school to increase in numbers (capacity of 110) when they move back to the new building. You should reach out to the school to gauge this number. (**) Please update your numbers using these proportions - 92% increase.				



## GRADING & DRAINAGE PATTERNS

One low impact development goal is to preserve natural drainage patterns. The site consists of several small drainage areas which outfall from the site at various locations. The proposed program for this development will have major impacts on the existing drainage patterns due to extensive necessary grading. It is foreseen that drainage area boundaries will shift significantly in some areas. This, in turn, will alter the method of conveyance of runoff from mostly overland sheet flow to concentrated flow and pipe flow. The majority of the site will be discharged to storm drain to the west, east and south.

## PUBLIC / PRIVATE UTILITIES

### Water

A fire flow test request was submitted on March 27, 2023, for the water line in Gwynns Falls Parkway and the water line in Warwick Avenue. The water line in Gwynns Falls Parkway was tested on April 12, 2023 by Baltimore City. The flow results show that the line has a calculated flow at 20 pounds per square inch (psi) of 2,579.3 gallons per minute (gpm). On May 1, 2023 the water line within N. Warwick Ave. was tested by Baltimore City. The flow results show that the line has a calculated flow at 20 psi of 5,490.4 gpm. The existing water meter on Gwynn's Falls will serve Frederick Douglass High School and a new water meter, tapping into the water line in N. Warwick Ave., will provide service to the new Briscoe School. Once a meeting with the Fire Marshal is conducted, it will be better known whether fire access and/or an outdoor fire suppression system will be required.

### Sanitary Sewer

The existing sanitary house connections/outfalls will be utilized for all proposed additions. A capacity letter request will be submitted to the Wastewater Management division. These results will be forwarded to MSA, Samaha, and the MEP once received.

### Storm Drains

Proposed storm drains will tie into the existing on-site closed storm drain system. The existing system currently outfalls in several locations, but in general, to the east (N. Pulaski St.) and west (N. Warwick Ave.) sides of the site. Since the most downstream closed storm drain pipe at each outfall is less than or equal to 15 inches in diameter, all discharges will need to be temporarily detained prior to out-falling from the site. Due to the location of the existing storm drain outfalls, it would be expensive and/or infeasible to upgrade them. All initial efforts will be made to formulate a design that will spread discharges across multiple closed systems so as not to over capacitate any existing pipes. This approach should allow the minimization of the size of detention/retention facilities that may be required. The existing and proposed storm drain system will be analyzed once the design progresses to the DD phase.

### Gas & Electric

The existing gas and electric services will be utilized (relocated or extended) for the proposed additions and any other areas where the proposed service will be required.



## STORMWATER MANAGEMENT

The approach for stormwater management for this site will determine the requirements for the Limit of Disturbance within each drainage area to each site outfall/design point. This approach is consistent with the process outlined in the Maryland Department of the Environment (MDE) Stormwater Management Manual. At this point in time, it is too early to know the exact requirements, as the site layout is still in flux. However, preliminary estimates show that there will be some drainage areas consisting of New Development and some of Redevelopment. Areas classified as New Development are required to treat all proposed impervious within the LOD in full (100%). Areas classified as Redevelopment are required to treat 50% of the existing impervious within the LOD. Any areas of Redevelopment which increase imperviousness must also treat the increase in full (100%).

The site lies within the Gwynn's Falls watershed which is classified as an inter-jurisdictional watershed; therefore, mandatory quantity management of the 10- and 100-year storm events is required. Soils that can provide an infiltration rate of 0.52" per hour are considered suitable for alternative practices. Geotechnical testing will need to be performed for permitting purposes. This testing will also uncover whether the 0.52" per hour rate is achievable on-site. Areas where soil can infiltrate at this rate will be used to meet the required Recharge Volume (Rev).

Based on a study of the existing drainage areas and proposed drainage areas, it appears the site will be required to treat roughly 35,330 cubic feet of runoff at a minimum depth of one (1) inch. Estimates also show that out of this volume, approximately 2,300 cubic feet will need to be sent to a practice where soil testing shows that infiltration is feasible.

The preliminary water quality treatment practices that will be utilized are two (2) StormPod Underground Sand Filters, two (2) Enhanced filter facilities, one (1) micro-bioretenion facility, one (1) bioretention and one (1) combined StormPod Underground Detention & Sand Filter Facility. Additional treatment will be provided in the existing on-site underground Storm Tech Bayfilter system and through Soil Remediation.

There is an increase in impervious area over the entire site between existing and proposed conditions. Additionally, as previously mentioned, the proposed grading will shift area to and from each site outfall. Typically, but based on several factors, an increase in drainage area results in an increase in the discharge to that drainage area's outfall. The mandatory 10- and 100-year management requires that there cannot be an increase in discharge at a site outfall unless it is proven that the outfall will not be adversely affected in any way (i.e. safety issue, lack of capacity, etc.). If this scenario applies, the site outfall will be hydraulically analyzed to provide proof that it can accommodate the proposed discharge. Further study of the drainage areas in proposed conditions is necessary during Design Development and can begin once the site layout is finalized.

Should detention/retention systems be required to meet existing discharge rates, the preliminary design approach proposes to use underground storage structures.



## LANDSCAPE, TREES, AND FOREST CONSERVATION

To the greatest extent possible the existing specimen trees will be preserved and protected. A Forest Stand Delineation will be completed during the Schematic Design Phase to determine the size, species and health of the existing vegetation.

The landscape plan will provide native vegetation that is low-maintenance and drought-tolerant in an aesthetically pleasing manner.

## BCPS SITE DESIGN CONSIDERATIONS

Car, bus, and service vehicle traffic should not merge or mix.

The design team will consider the location of public transportation stops, car drop-off, and pedestrian traffic patterns when designing the site. A safe pedestrian path shall be provided to the school building from each drop off area.

Student drop-off should flow in a one-way counterclockwise direction so that car doors (passenger side) open to the right curb. Students must be able to move directly to the curb and sidewalk without crossing any other traffic driveways or walking between other vehicles.

Two-way drive aisles should be a minimum of twenty-four feet wide.

Preferred parking for low-emitting/fuel efficient vehicles shall be provided for 5% of the total capacity near the entrance of the building. The parking lot design shall consider the inclusion of electric vehicle charging stations.

A preferred car drop-off area shall be provided for low-emitting/fuel efficient vehicles.

Stormwater management ponds or basins impounding water are not permitted.

All sites shall have at least one outdoor educational area per school. This area shall be designed to blend with the natural environment and use naturally available materials where possible. Outdoor educational areas shall include space for 25-30 students, seating, shade and writing surfaces.

## BCPS SITE SPECIFIC DESIGN AMENITIES FOR GRADES 9 - 12

### Outdoor Courtyards

Each school will have a dedicated outdoor area adjacent to the student commons for use during school hours. This space will be designed as an outdoor courtyard with tables and seating for eating and student workspace. The spaces will be physically separated from each other and provide seating for 25% of the school's rated capacity.

- Frederick Douglass High School: 276 seats (1,104 rated capacity)
- Briscoe School: 28 seats (110 rated capacity)



### **ADA Accessibility**

ADA accessibility is required for the entire site and all athletic field areas. The design shall provide ADA accessible routes to the existing athletic field areas. The existing athletic fields are not in the scope of work and this project will not address ADA in these areas.

### **Outdoor Athletic Fields**

The following Athletic Fields exist on the site and are not included in the scope of work:

Stadium sized field to support football, soccer, lacrosse and field hockey exist;

400-meter track surrounding the stadium field;

Field event locations for shot put, discus, high jump, long jump/triple jump and pole vault;

Baseball field.

No softball field, practice field or basketball courts were shown in the Feasibility Study and have not been included in the Overall Site Plan.

Six (6) tennis courts grouped together will be provided with a Har-Tru court and 10 feet high chain link fence.

### **Fencing**

Where needed, a black vinyl coated chain link fence with a one-foot-wide concrete mow strip under fence will be provided.

### **Receiving and Loading Areas**

The receiving and loading area for the school will be located as remotely as possible from the student access paths to outdoor amenities. The existing receiving and loading area will be used. The number and size of the dumpsters will be confirmed during the Schematic Design Phase. A dumpster enclosure with a gate will be provided.

### **Site Circulation**

Vehicular and pedestrian circulation throughout the site will be separated to the greatest extent possible. Pedestrian and accessible pathways will be clearly recognizable. Parking areas and parent drop off lanes will be separated from bus drop off areas. Site circulation to be analyzed and developed during the Schematic Design Phase to create a hierarchy of pathways that logically and intuitively connect to major and minor nodes on campus.

### **Greenhouses**

The greenhouses will be co-located with the Science classrooms for each of the schools. Power and water will be provided to each of the greenhouses. Outdoor raised planters will be provided in the area adjacent to the greenhouses and incorporated into the outdoor learning area/courtyard.

Frederick Douglass High School ~200 sf

Briscoe School ~100 sf



# ARCHITECTURAL

## Historic Designation

The existing Frederick Douglass High School is a registered Baltimore City Historic Landmark.

Two demolition hearings were held on April 11<sup>th</sup> and June 13<sup>th</sup> with CHAP to determine if select areas of the building could be demolished. At the hearing, the 1980s corridor off the auditorium, 1950s classroom wing, and original smokestack were approved for demolition. The design team will continue to work with CHAP and the Maryland Historic Trust as the project develops.

## Building Codes

A preliminary life/safety code analysis has been completed, and the building will comply with current building codes, listed below. A full code analysis will be completed later in the design.

- International building Code 2018
- International Fire Code 2018
- International Energy Conservation Code 2018
- International Green Construction Code 2018
- Maryland Accessibility Code
- NFPA 101 - Life Safety Code
- Maryland High Performance Building Standard
- Baltimore City Green Construction Code
- LEED v4 NC Schools Silver Certification Alternate Compliance Path

## Building Design

The majority of the Frederick Douglass High School Building will be retained with minor demolition. Joseph C. Briscoe will be co-located with Frederick Douglass High School on the existing Frederick Douglass Campus. Approximately 234,936 SF of the existing building will be renovated with 22,141 SF in new additions for a total building gross square footage of 257,077.

## Joseph C. Briscoe Academy

The Briscoe school will be located in the Southwest wing of the existing building occupying the Ground and First floor levels of the existing building on this wing. An addition will be added to this wing of the building to accommodate the unique program for the Briscoe academy.

The new Briscoe Academy will house grades six through twelve with a state rated capacity of 110.





## Ground Floor

The main entrance into the Briscoe school will be accessed off of Warwick Avenue, giving Briscoe their own unique identity on the campus. The main entrance leads to the ground floor level of the addition housing the administration suite, community space and health suite. The floor level at this entrance will be at a lower elevation from the existing ground floor level. A transition lobby will be provided at the juncture between the new addition and existing building to navigate the level change. The existing building ground floor will house the middle school classrooms and Construction CTE program. The construction program is located adjacent to the Frederick Douglass portion of the building to allow shared access to the space if desired. An outdoor learning space will be provided for Briscoe on the west side of the building.

## First Floor

The upper level of the Briscoe school will align with the main first floor of the existing building. The new addition will house the media center, guidance suite, and gymnasium. The gymnasium will be at the level of the existing playfields with direct access from the gym to the fields. The existing building on the first floor will house the high school classrooms, art classroom, chemistry classroom and the dining area. The Briscoe and Frederick Douglass schools will share the kitchen space with their own separate serving lines.

## Frederick Douglass High School

The renovations for Frederick Douglass High school will incorporate rearrangement of spaces within the existing building to accommodate 21st century learning. Updates will include increased accessibility throughout the school building. Two small additions will be provided on the East side of the building to accommodate the new main entrance and a new gym entrance lobby. The new Frederick Douglass High School will house grades nine through twelve, with a state rated capacity.

## Ground Floor

The Northwest wing of the ground floor will house the ROTC and Junior Achievements CTE programs, located adjacent to Briscoe for shared use. The west wing of the building at the ground floor will house the mechanical room, electrical room, and building service spaces for the school.

## First Floor

The main entrance to Frederick Douglass High School will be on the East side of the building where the existing student entrance is located into the main level of the building. The administration suite will be relocated to this side of the building to create a secure vestibule into the school and allow for both passive and active security. The existing auditorium on the Northeast side of the building will be renovated in place. The Southeast wing of the building will house the black box theater, locker rooms, team rooms, wrestling room and pool equipment. Moving west through the main corridor of the building will be the health suite, music classrooms, community spaces, and art classrooms. The northwest wing of the building will house the Technology and Maryland Apprentice CTE programs, these spaces are located adjacent to the Briscoe school for possible use by both schools. The West wing of the building houses the kitchen and dining spaces for Frederick Douglass.



## Second Floor

The second floor of the building will house mostly academic classrooms and science labs. The Science labs are located along the west side of the building and are stacked on two floors. In addition to academic classrooms this floor will also house some offices, faculty lounge and the gymnasium. To the south of the gymnasium is the weight room and pool. The weight room and pool are at different elevations from the gymnasium level and the design team has accommodated ADA accessibility to those spaces via a new lobby addition at the corner of the pool and gymnasium.

## Third Floor

The third floor of the building will house additional academic classrooms spaces, support spaces, and science labs stacked above the labs on the floor below. The media center will be relocated to this level.

## Fourth Floor

The historic main entrance to the building is a tower that protrudes above the remaining portion of the building. The top floor of this tower houses one single classroom space that will be used as the Law and Leadership CTE space. An elevator lift is to be added to gain accessible access to this level of the building.

All existing floor finishes, ceilings and doors are to be replaced.

The existing roof was replaced in 2007. Roof conditions are to be evaluated and discussed with the team to determine if the roof needs to be replaced. At this time it is assumed the roof will be replaced with a TPO roof.

The existing windows were replaced in 2009. Existing operable windows will be replaced with fixed windows per BCPS standards. In 2020 HVAC renovations replaced many windows with louvers. These louvers will be removed and the windows will be provided. Existing fixed windows are to be evaluated and retained as feasible.

The existing building has many significant art pieces that will be retained and/or relocated within the building(s) The design team will work with the School(s), MSA, and BCPS to determine how to relocate this work in the new building.

The design team is evaluating the existing conditions of the building fenestration and will make recommendations for repairs in compliance with the CHAP guidelines for historic landmarks.



# KITCHEN & FOOD SERVICE

## Description

The kitchen will be designed to operate as an on-site prep/production facility equipped to prepare, cook and serve breakfast and lunch meals to the student population of approximately 1,200 from Frederick Douglass High School and Briscoe Academy during three (3) meal periods of grades 9 thru 12. Bulk refrigerated items will be stored in a walk-in cooler/freezer with remote refrigeration. Onsite cooking will take place in convection ovens, skillet, 6-burner ranges and convection steamers. A Type I ventilator with fire protection system is required. Cooking and serving utensils will be washed and sanitized in a door-type dishmachine and 3-bowl pot washing sink with integral left & right drainboards. Clean ware will be stored on mobile pot & pan shelving.

This project involves the replacement of outdated cooking and serving equipment with new commercial-grade appliances meeting current N.S.F. requirements and installed according to Baltimore City governing health codes. All countertops and work surfaces will be of durable stainless steel finishes and mounted on legs or swivel casters to promote sanitation and ease of cleaning. Likewise, shelving inside the walk-in cooler/freezer will be installed with casters to aid in re-stocking of food supplies.

Frederick Douglass will have two (2) T-shaped mobile serving lines and Briscoe will have one (1) equipped with: 4-well steam table for hot food, mechanically-refrigerated cold pan for cold food, salad bar and bulk milk coolers for milk and beverages. Meals will be served on re-useable trays.

## Area Designation

The overall foodservice operation will contain approximately 4,500 square feet and encompass the following functional work areas:

### Ground Floor:

- Can Wash
- Locker

### First Floor:

- Receiving Area
- Manager's Office
- Dry Food Storage
- Walk-in Cooler/Freezer
- Main Prep/Cooking Area
- Serving Area – Frederick Douglass: (2) Lines; Briscoe – (1) Line
- Dish/Pot & Pan Washing Area
- Utility/Soap Storage



# AQUATICS

## EXISTING CONDITIONS:

The current pool found at Frederick Douglass High School is original to the 1950's construction of the high school and has seen few upgrades since the original installation. The current features of the pool consist of a four-lane pool, with starting blocks, and a diving board. The pool has recessed ladders in the wall with associated railings on the deck. The pool has depths from 3 FT to 10 FT.

The pool is currently used for general recreation, swimming, and some unofficial competition. It is exclusively used by the high school and high school activities.

The pool is constructed from cast in place concrete, finished with a ceramic tile liner. There is a perimeter recessed gutter that is skimming the surface of the pool. The gutter is constructed of premanufactured blocks, tied in with the gutter system. Selective items on the filtration system were updated in 2008. This included new sand filters, pump, chemical treatment system, heat exchanger, and a backwash tank. Selective piping was replaced at this time. Currently most of the pool piping is ductile iron piping that may have concrete lining.

### Current Challenges:

The pool has exceeded its service life. An inspection was performed on March 17, 2023, by Mark Mariano, PE CPO, from Weston & Sampson Engineers. Below are the challenges and noncompliant conditions found during the above-mentioned inspection.

### Depth Markers:

1. Depth Markers exceed the linear distance between markers.
2. The depth markers are not found on every one-foot drop in elevation.
3. Depth markers are not found on the pool wall.
4. The international "no diving" symbols are not found on depths less than 5 FT.

### Depths of the Pool:

1. Pool is too shallow to perform a safe kick turn. Minimum depth is 3'-6".
2. The pool is too shallow to have a diving board. The current diving well does not conform to the proper shape to be a safe bowl for diving. The diving board shall be removed.
3. No contrasting colors and rope and floats found at 5 FT.

### Pool Gutter:

1. The pool is not skimming around 100% of the pool surface. Currently there is approximately 1" to 1.5" differential around the pool with skimmer. The pool gutter would need to be replaced.
2. Below the pool gutter there appears to be issues with the tile. There are signs of surface cracking showing through the tile.

### Pool Deck:

1. The current pool deck slopes towards the pool. The pool deck shall slope away from the pool to dedicated area drains that will take the water to sewer.



**Main Drains:**

1. Main drains are not currently in compliance with VGB. There are no records of the current drain covers, type, size, and suction outlet size. The main drains would need to be replaced.

**Pool equipment:**

1. Pool filters have exceeded their life expectancy. Operator noted there are broken laterals in the filter in observing loss of sand in pool and in backwash tank.
2. Pumps and strainers have aged and are no longer effective.
3. Pool backwash tank is undersized.
4. Pool temperature will not exceed 76 F. The industry standard for a competition pool is 80 F.
5. No ph controls and dispenser was provided.
6. Filter piping is rusted, some inlets have been capped, and all piping penetrating the wall is rusted, and showing signs of leakage through the wet rusted pipe surface.
7. Piping is not looped and reduces down to 1.5"
8. Piping is steel piping that could have concrete lining inside.

**Recommendations for the Facility:**

1. Replacement of the filtration system.
2. Replacement of the gutter.
3. Replace the interior finish of the pool.
4. Replace the starting blocks and remove the diving board.
5. Replace the piping and distribution system.
6. Replace the main drain sumps, grates, and piping back to the filtration system.

**PROPOSED DESIGN INTENT:**

The proposed design for the Frederick Douglass High School includes the renovation of an existing 75 ft x 38 ft high school competition pool. The pools shall be designed to meet the following standards:

- ☑ Code of Maryland Regulations 10.17.01 Public Swimming Pool and Spas (Latest Version)
- ☑ International Swimming Federation Facility (FINA) Rules and Standards
- ☑ USA Swimming and Diving Facility Standards
- ☑ NFHS Swimming and Diving Rules and Standards
- ☑ NCAA Swimming and Diving Rules and Standards
- ☑ Connecticut Department of Public Health Code 19-13-B33b. Public Pools
- ☑ International Swimming Pool and Spa Code (2015)
- ☑ American National Standard for Public Swimming Pools (ANSI/NSPI – Latest Version)
- ☑ American National Standard for Aquatic Recreation Facilities (ANSI/IAF – 9 2005)
- ☑ United States Access Board – Accessible Swimming Pools and Spa (ADA Code, Latest Version)

**Renovations to Existing Pool Shell:**

The competition pool is an 4 lane pool that is 25 yards long (approximately 75'-0") and 38'-0" wide. The water surface of the pool is 2,850 square feet. Water depths shall be increased to 4 FT in the shallow end and decrease to 8 FT in the deep end. Total water volume shall be 128,000 Gallons.



**The recommended repairs to the pool are as follows:**

1. Replace the gutter with a new Stainless Steel Deck Level Gutter, manufactured by Paddock Pools.
  - a. Demo the perimeter of the pool wall and 2 FT of deck. The perimeter will remain unchanged at 226 LF. The gutter shall be demoed 2 FT from top of wall. Contractor shall support the deck behind the wall.
  - b. Concrete shall consist of replacing the top two feet of the wall with #4 bar 12" on center each way, double matt, 12" thick, using 4500 PSI Concrete. The concrete shall be tied into the deck and provide a pocket for the new gutter.
  - c. The gutter shall be grouted in place.
  - d. The gutter will have a recirculation tube to all the new treated pool water to return to the pool.
  - e. Pool gutter shall be finished with PVC grating, allocating for the depth markers engraved in the PVC, and a hand hold.
  - f. Pool Stainless steel gutter trough shall be a minimum of 12" wide.
  
2. Replacement of Main Drains & Depth Raise.
  - a. Contractor shall raise the deep end by infilling with flowable fill and provide a 12" thick reinforced concrete floor. Concrete shall be #4 Bar, 12" On Center, double matt, and shall be 4500 PSI concrete.
  - b. The perimeter of the concrete infill shall receive a Greensteak retrofit PVC water stop.
  - c. The Main drains shall be 24" x 24" stainless steel main drain boxes manufactured by Paddock Pools. They shall have an accompanying stainless steel drain cover. The sumps shall have an 8" Port.
  - d. The contractor shall core and excavate approximately 30 LF into the pool mechanical room to connect the main drain into the balance tank. All excavations shall be backfilled with 3/8" non angular stone and finished with concrete to match.
  - e. Main drain piping shall be 8", schedule 80 PVC.
  
3. Interior Pool Finish
  - a. Pool shell shall remove all ceramic tile and thick set mortar in the interior of the pool.
  - b. The contractor shall install a polymer based thick set mortar over the entire shell.
  - c. The interior shall be finished with 2"X2" ceramic tile, installed using a polymer based thin set mortar and grouted with a epoxy grout.
  - d. Lane lines, 5 FT Depth Markers, and protruding edges shall be marked with contrasting colors.
  
4. Starting Blocks and Deck Accessories
  - a. The new starting blocks shall be 316 Stainless steel, single post mount, with step in the rear.
  - b. The starting block shall be accompanied by a non-slip top, and backboard.
  - c. Guard tower shall be a movable tower of 2 FT in vertical height.
  - d. The signage shall be 36x24 shall be manufactured from HDPE and engraved.
  - e. The pool shall have (4) new lane lines on a reel.
  - f. Backstroke flags and poles shall be provided.
  - g. A robotic vacuum shall be provided.
  - h. Standard life saving equipment.
  - i. Rails shall be 316L Stainless Steel, provided at (4) entry locations.



**Renovations to Filtration System:**

The pool water will be filtered through a flooded suction pump, with a redundant pump, a regenerative media filter, and erosion tablet feeders for chlorination and pH balance. An ultraviolet system (UV system) will be used for supplemental disinfection. The pool will be heated with a heat exchanger, with a booster pump to provide water to the dehumidification system. Heating shall include all associated controls. The filter pumps for the pool will be located in a pump pit within the mechanical room. The water level in the pool will be maintained through an automatic water level controller system.

All equipment will be housed in the pool equipment room.

The flow rate through the filtration system will be approximately 535 gpm to achieve a turnover rate of 4 hours.

Pipe sizing will primarily range between 8-inches to 6-inches and all pool piping will be Schedule 80 PVC.

1. Main Drains to Balance Tank – 8”
2. Gutters to Balance Tank – 8”
3. Balance tank to Pumps – 6”
4. Pump to Filter – 6”
5. Filter to Gutter – 6”
6. Chlorine Loop – 2”
7. Acid Loop – 2”
8. Heater Loop – 3”
9. UV Loop – 6”



The pool equipment shall be as follows:

<b>FILTER AREA MISCELLANEOUS EQUIPMENT</b>				
QTY	ITEM	MANUFACTURER	CAT NO.	DESCRIPTION
8	PRESSURE GAUGE	WEKSLER	BY12YPE4LW	2-1/2-INCH DIA. FACE, GLYCOL FILLED, 0-60 PSI
2	COMPOUND GAUGE	WEKSLER	BY12YCB4LW	2-1/2-INCH DIA. FACE, GLYCOL FILLED, 0-30 INCHES HG, 0-60 PSI
1	ANTI-VORTEX PLATES	NEPTUNE BENSON	AVPLATE8PVCKIT	8-IN SCH 80 PVC ANTI-VORTEX PLATE
2	FLOW METER	GF SIGNET	2551	MAGMETER FLOW SENSOR - 4-20mA, TO CHEMICAL CONTROLLER PANEL AND UV LOOP
2	FLOW METER	H2FLOW CONTROLS	FLOWVIS FV-2	2-IN CPVC FLOW METER ON THE HEATER RETURN LINE AND DEHUMIDIFICATION HEAT RECOVERY LINE
1	WATER LEVEL CONTROLLER	GEM SENSOR	16VMZ1A40606	WATER LEVEL CONTROL, 120V, SERIES 16 MODULE NEMA 4 ENCLOSURE.
3	WATER LEVEL PROBE	GEM SENSOR	3R5C0	WATER LEVEL PROBE CONNECTED TO PROBE MOUNT
1	WATER LEVEL PROBE MOUNT	GEM SENSOR	3G3B1	CORROSION RESISTANT MOUNT FITTING FOR PROBES, WIRED TO CONTROLLER
1	AUTOFILL SOLENOID	ASCO	8221G011	1-1/2-IN SOLENOID VALVE, SLOW CLOSING, NORMALLY CLOSED. CONNECT TO WATER LEVEL CONTROLLER.
<b>FILTRATION EQUIPMENT</b>				
QTY	ITEM	MANUFACTURER	CAT NO.	DESCRIPTION
1	BALANCE TANK	MERMADE	CUSTOM 60-IN TANK	60-IN SURGE TANK
1	FILTER	PADDOCK	PPEC-350S	REGENERATIVE MEDIA FILTER, VACUUM TRANSFER SYSTEM WITH PLUMBING KIT, RMF PROGRAMMER PANEL, GAUGE PANEL KIT, LEVER OPERATED BUTTERFLY VALVES WITH EXTENSION FOR DRAIN. PANEL SHALL BE NEMA 4X MIN. PROVIDE 351.2SQFT OF FILTER AREA.
1	FILTER PUMP VFD	H2FLOW CONTROLS	ECO-FLOW-C	15 HP VFD, 480 VOLT, 3 PHASE, WITH DISCONNECT, NEMA4X ENCLOSURE
1	FILTER PUMP	AURORA	3801 SERIES	15 HP, 3x4x9.5 480V, 25 AMP, 3 PHASE, 254T FRAME, 470 GPM AT 70 TDH.
1	FILTER PUMP STRAINER	FLUIDTROL	SW116108031	8-IN FRP STRAINER, PROVIDE SPARE STRAINER BASKET.
1	DRAIN PUMP	PENTAIR	WHISPERFLO	1 HP, 208V, 5.5 AMP, 3 PHASE, 20 GPM AT 45 TDH.
<b>CHEMICAL EQUIPMENT</b>				
QTY	ITEM	MANUFACTURER	CAT NO.	DESCRIPTION
1	CHEMICAL CONTROLLER	PROMINENT	DCM 512	CHEMICAL CONTROLLER WITH OPTIONS OF FILTER PUMP CONTROL, FLOW MONITORING, ETHERNET/INTERNET, REMOTE CONTROL, AND WATER LEVEL CONTROL.
1	CHLORINE TABLET FEEDER	ACCU-TAB	POWERBASE 3070AT	TABLET FEEDER, COMPLETE WITH 120V, 1.5HP BOOSTER PUMP, 20 AMP CIRCUIT.
1	ACID TABLET FEEDER	ACCU-TAB	ACID-RITE 450	TABLET FEEDER SHARE CHLORINE TABLET FEEDER, 20 AMP CIRCUIT.
1	UV	AQUIONICS	UV SWIM U-150-D6	190-480 VOLT, 1 PHASE, INTERLOCK WITH POOL PUMP VFD, NEMA 4X PANEL, 30 AMP BREAKER REQUIRED. CONTRACTOR TO PROVIDE EXTRA SET OF LAMPS, QUARTZ SLEEVES INCLUDING O-RINGS AND A SET OF VITON WIPER RINGS.
1	EYEWASH STATION	HAWS	7500	16 GALLON PORTABLE EYEWASH STATION
<b>HEATING SYSTEM EQUIPMENT</b>				
QTY	ITEM	MANUFACTURER	CAT NO.	DESCRIPTION
1	HEAT EXCHANGER	BELL & GOSSETT	AP07	GASKETED PLATE HEAT EXCHANGER, 1,200,000 BTU/HR OUTPUT, 2-IN PIPE CONNECTION
1	AQUASTAT	RANCO	ETC-111000	SINGLE STAGE ELECTRIC TEMPERATURE CONTROL - CONTRACTOR TO COORDINATE VOLTAGE, POOL CONTRACTOR SHALL COORDINATE WITH MECHANICAL TO CONFIGURE THE SETTINGS
2	THERMOMETER	PENTAIR	4851201	IN-LINE THERMOMETER, WITH 3/8" MIP NYLON WELL, 30-130 DEGREES





# STRUCTURAL

## A. CODES AND STANDARDS

1. The following codes and standards, including all specifications referenced within, shall apply to all work performed on the project.
  - a. "THE INTERNATIONAL BUILDING CODE - 2018", International Code Council.
  - b. "MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES" (ASCE 7), American Society of Civil Engineers.
  - c. "BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE, ACI 318", American Concrete Institute.
  - d. "SPECIFICATIONS FOR STRUCTURAL CONCRETE, ACI 301", American Concrete Institute.
  - e. "MANUAL OF STANDARD PRACTICE", Concrete Reinforcing Steel Institute.
  - f. "STEEL CONSTRUCTION MANUAL", Fifteenth Edition, 2016, American Institute of Steel Construction Including ANSI/AISC 360-16 Specifications for Structural Steel Buildings, Specification for Structural Joints Using ASTM A325 OR A490 BOLTS, and AISC 303-16 Code of Standard Practice For Steel Buildings and Bridges.
  - g. "DETAILING FOR STEEL CONSTRUCTION", American Institute of Steel Construction.
  - h. "STRUCTURAL WELDING CODE ANSI/AWS D1.1" American Welding Society.
  - i. "STANDARD SPECIFICATIONS FOR OPEN WEB STEEL JOISTS, K-SERIES", Steel Joist Institute.
  - j. "DESIGN MANUAL FOR FLOOR DECKS AND ROOF DECKS", Steel Deck Institute.
  - k. "BUILDING CODE REQUIREMENTS FOR MASONRY STRUCTURES (ACI 530/ASCE 5/TMS 402)", American Concrete Institute, American Society of Civil Engineers, and The Masonry Society.
  - l. "SPECIFICATIONS FOR MASONRY STRUCTURES (ACI 530.1/ASCE 6/TMS 602)", American Concrete Institute, American Society of Civil Engineers, and The Masonry Society.

## B. DESIGN DATA

1. Gravity - Floor Live Loads
  - a. Live loads on foundations, columns, beams, etc. are reducible in accordance with the Building Code. Unreducible loads are followed by (U).
  - b. Classrooms 40 + 15 psf partitions
  - c. Corridors 100 psf
  - d. Corridors Above 1st Floor 80 psf
  - e. Mechanical Rooms 150 psf (U)
  - f. Stairs & Exitways 100 psf (U)
  - g. Gymnasiums 100 psf (U)
2. Gravity - Roof Live Loads
  - a. 30 psf minimum (ponding or snow load is used when greater than 30 psf).
  - b. Snow Loads:
    - i. Ground Snow Load, Pg: 25 psf
    - ii. Snow Exposure Factor, Ce: 1.0
    - iii. Snow Load Importance Factor, Is: 1.1
    - iv. Thermal Factor, Ct: 1.0



v. Flat Roof Snow Load,  $P_f = 0.7C_eC_tI_p g = 20$  psf plus unbalanced, drifting and sliding snow where applicable.

### 3. Wind Loads

- a. Main Wind Force Resisting System
  - i. Ultimate Wind Speed (3 second gust): 120 mph
  - ii. Risk Category: III
  - iii. Site Exposure Category: B
  - iv. Internal Pressure Coefficient: +0.18

### 4. Seismic Loads

- a. Structural Design Requirements
  - i. Seismic Importance Factor,  $I_e$ : 1.25
  - ii. Risk Category: III
  - iii. Mapped Short Period Spectral Response Acceleration,  $S_s$ : 0.141
  - iv. Mapped 1-Second Period Spectral Response Acceleration,  $S_1$ : 0.043
  - v. Short Period Design Spectral Response Coefficient,  $S_{ds}$ : 0.151
  - vi. 1-Second Period Design Spectral Response Coefficient,  $S_{d1}$ : 0.069
  - vii. Soil Site Class: D (assumed) – To be verified after geotechnical investigation is completed.
  - viii. Seismic Design Category: B (assumed)

## C. MATERIALS

The following ASTM standards and design stresses shall be used for the appropriate materials used in the construction of this project.

### 1. Cement:

- a. ASTM C150; Type I or III

### 2. Aggregates:

- a. ASTM C33 (normal weight)

### 3. Concrete:

- a. Concrete mixes shall be designed based on the minimum 28-day compressive strength ( $f'_c$ ), as stated below.
  - ☑ Footing 3000 psi
  - ☑ Slab-On-Grade 3500 psi
  - ☑ Slab-On-Metal Deck 3000 psi
- b. Concrete shall be normal weight unless specified otherwise. Normal weight concrete shall have a unit weight of 145 pcf  $\pm$  5 pcf.

### 4. Reinforcement:

- a. Deformed Reinforcing Bars: ASTM A615, Grade 60
- b. Welded Wire Reinforcement (WWF): ASTM A185

### 5. Steel

- a. Galvanized Steel Roof Deck: ASTM A653 SS, grade 33, G-90
- b. Galvanized Steel Floor Deck: ASTM A653 SS, grade 50, G-60



- c. Wide Flange Shapes and Tees: ASTM A992
- d. Round Hollow Structural Sections (HSS): ASTM A500, Grade B,  $F_y=42$  ksi or ASTM A1085
- e. Square or Rectangular Hollow Structural Sections (HSS): ASTM A500, Grade B,  $F_y=46$  ksi or ASTM A1085

## 6. Masonry

- a. Load Bearing Concrete Masonry Units:
  - i. Lightweight, Hollow ASTM C90.
  - ii. Minimum compressive strength of concrete masonry units = 1900 psi.
  - iii. Minimum compressive strength on net area = 1500 psi.
- b. Mortar: ASTM C270 - Type M (below grade) / Type S (above grade)
- c. Grout: ASTM C476; minimum compressive strength at 28 days = 2000 psi.
- d. Horizontal Joint Reinforcing: ASTM A951; 9 gage truss-type galvanized reinforcement.

### General Summary:

The structural scope of work for this project will include a new addition to house the Briscoe School, a new secure vestibule on the east side of the existing building, and new accessibility improvements to serve the PE program spaces and natatorium. The project scope also includes extensive renovations in the existing building. Revisions to existing building framing are expected at the auditorium mezzanine level to house new classrooms within the space and to modify floor elevations of existing classrooms.

### Foundations:

There is no geotechnical report currently available for the site. Geotechnical investigation of the site is ongoing, and a report with foundation recommendations is expected in the near future. Structural drawings for the existing building have been provided to the design team, which indicate that shallow spread footings were utilized as the foundation system. Thus, it is assumed that the new construction will utilize spread footings for the foundation system as well, and this narrative is written as such. This will need to be verified as the geotechnical report is completed.

P

Foundations are anticipated to consist of individual spread footings at columns. Continuous wall footings are anticipated to be utilized at masonry walls around stair and elevator shafts, and to support the exterior façade. A conventional 5" thick slab on grade is anticipated, reinforced with welded wire fabric, placed over a compacted subgrade and vapor retarder.

### Superstructure:

The superstructure will consist of steel beams spanning between steel girders, connecting to steel columns. Columns will be located to provide the most economical steel framing layout while minimizing impacts to the architectural floor plan, and to provide suitable clearance for the integration of other building systems.

Spans are anticipated to be roughly 33' at typical classrooms in the two-story addition, with approximately 10' spans at the corridor. Floor beam sizes are anticipated to be W16x31 at the classrooms, and W8x15 at the smaller corridor span. Beams will be spaced at roughly 10 feet on center, and cambered where



necessary. Typical floor girder sizes are anticipated to be W18x35 and W21x44. Beams and girders will be made composite with  $\frac{3}{4}$ " diameter headed shear studs placed at 12" on center maximum. Roof beam sizes are anticipated to be W16x26 over the classrooms and W8x10 over the corridor span, with beams again spaced at roughly 10 feet on center and cambered where necessary. Typical roof girder size is anticipated to be W18x35. Framing above the auxiliary gymnasium will be longer span framing and may require long span joists to achieve the large column free space.

Lateral loads (wind & seismic) are anticipated to be resisted by steel fully rigid moment frames. The layout of the lateral load system (number and location of lateral frames) will be determined after architectural floor plans are further developed and frame locations can be coordinated with space planning needs.

The elevated floor system is anticipated to be comprised of 3  $\frac{1}{2}$ " normal weight concrete over 2" 18-gage composite galvanized steel floor deck spanning between composite steel beams. The roof will be 3" 20 gage galvanized metal roof decking, supported by steel beams. No fire rating is required on the new steel floor and roof beams and columns.

A black box theater is planned to be placed in the existing building below the existing gymnasium, requiring the removal of three existing concrete columns. New steel beam framing will be added below the gymnasium floor to support the floor structure where the concrete columns were removed. New beams are anticipated to be W27x84 and will be placed at 5' on center. This beam framing will be supported by the exterior wall on one side, and new steel girders spanning between existing concrete columns on the other side. Concrete columns and foundations may need to be reinforced to support the additional loading.

Within the auditorium space, the existing mezzanine level consists of sloped steel floor trusses that support the sloped balcony seating. This framing appears to have been renovated during the life of the building, as columns are visible below some of these trusses which do not appear on the existing structural drawings. As the new floor elevation will need to be lower than the tops of these sloped floor trusses, the existing floor trusses will need to be demolished and replaced with conventional steel beam framing at the necessary floor elevation. New W18x40 beam framing will be supported by W21x50 girder framing, which will be supported by existing walls and existing steel columns. Beams and girders will be made composite with  $\frac{3}{4}$ " diameter headed shear studs placed at 12" on center maximum, and will be cambered where necessary. Field investigation will be required to determine the size of the existing column shapes and footings. This will require demolition of existing finishes and portions of slab on grade, and will need to occur either during design or during construction. If this investigation is performed during construction, an allowance will need to be carried for potential strengthening of these elements. After the investigation takes place, C&A will perform calculations to verify the existing elements and design reinforcing of the elements if required.

### Existing School Building

The existing building is to be fully renovated. It is expected that limited openings will need to be cut into the floor structure of the existing building for mechanical infrastructure routing. Framing alteration and reinforcement around these new openings may be necessary. Any existing shafts to be abandoned will be infilled.



# MECHANICAL

The Mechanical engineer is currently involved in the analysis and selection process for the HVAC systems. The systems being reviewed are currently ground source heat pumps, and various iterations of a 4-pipe system (Unit Ventilators, Fan Coils, Air Handlers with VAV's, and Vertical Packaged Units) to comply with the recommendations provided by 21st Century Schools and the Design Standards Section 23 00 02. A life cycle cost analysis is being performed to determine the optimal system for this specific project. The building will be designed to target an EUI of 31.2 kBtu/ft<sup>2</sup>/yr, which corresponds to an Energy Star score of 90.

The following Codes and Standards are being used as the basis of design for the Project.

Baltimore City Public Schools Design Standards / April 1, 2021 / Addendum 3 March 15, 2022  
Maryland State Fire Prevention Code / NFPA 101 - 2018  
Code of Maryland Regulations / COMAR  
Baltimore City Code amendments  
Maryland Building Performance Standards / May 29, 2023  
Maryland High-Performance Green Building Program / March 2022  
International Building Code / 2018  
International Mechanical Code (MPC) / 2018  
National Electric Code / 2017  
International Energy Conservation Code / 2018  
International Green Conservation Code / 2018  
LEED BD&C v4 – Target Silver  
2019 Baltimore City Standards  
ASHRAE 90.1  
ASHRAE 62.1

## Design Criteria:

The heating, ventilating and air conditioning systems will be designed based on the criteria set forth in the above referenced Codes.

Indoor design conditions will be designed as follows:

Indoor Room Occupied Cooling Design Setpoint: 72°F / 50% RH  
Indoor Room Occupied Heating Design Setpoint: 68°F  
Indoor Room Unoccupied Cooling Design Setpoint: 85°F  
Indoor Room Unoccupied Heating Design Setpoint: 60°F

The outdoor design conditions will be 0°F winter; 95.0°F DB, 78°F WB summer.

The anticipated mechanical system, pending the results of the life cycle cost analysis, is a mixture of the 4 pipe systems. By utilizing an assortment of the terminal equipment, this mixture provides the needed flexibility, low cost, and reduced need for ceiling space required for a renovation of this type. In areas with extremely limited ceiling space, vertical packaged units can be used, while when more space is



available, a more traditional air handler with VAV's can be utilized. Where the ventilation air is not introduced directly at the source of conditioning (air handler with VAV's) a heat pump DOAS with electric heat will be used to allow for the reduction in energy required to meet the target EUI. Ventilation will be designed to meet the current Codes and Standards listed above. Additionally, large spaces such as the Gymnasium will be provided with single zone VAV air handlers that operate off of the central heating and cooling plant. Energy recovery devices will likely be used in these units to provide the needed energy savings. All MDF\IDF rooms will also be provided with independent HVAC systems as required.

If deemed the lowest life cycle cost, the central plant for the 4-pipe system will consist of multiple high efficiency condensing gas boilers (Aerco, Fulton, PK, Riello) producing maximum 140°F water, and multiple high efficiency water cooled chillers (Carrier, York, Trane). Due to recent changes in the code, the BCPS standard refrigerants are no longer available, and therefore the chillers will require the use of R-513A. The water cooled chillers will be coupled with an induced draft cooling tower (BAS, Evapco, Marley) with stainless steel basin. Both the chilled and hot water systems will utilize a 30% mixture of propylene glycol (Dowfrost HD) to aid in freeze protection.

It may become necessary, once the life cycle costs have been run, to utilize a modular heat recovery style chiller (Arcti-Chill, Climacool, Multistack) to meet the EUI requirements in addition to or in place of the standard chiller\boiler arrangement.

If deemed the lowest life cycle cost, the system for the ground source heat pumps will be a series of geothermal wells, constructed of polyethylene piping and fittings with an SDR of either 11 or 15.5 depending on size. All fittings and joints will be butt fusion or socket type depending on size. All u-bends will be factory fused type. Thermally enhanced grout with a minimum thermal conductivity of 1.0 will be utilized in the bore holes. The individual room units (Climate Master, FHP, Trane, Mammoth) will be either vertical (preferred), or when vertical is not feasible, horizontal type. All DOAS units will be rooftop geothermal heat pump type with auxiliary electric heat. A hybrid system is also being considering which would utilize the boilers and cooling towers from the 4-pipe system to offset the need for a larger well field.

Mechanical controls will be one of the four (4) approved manufacturers (Johnson Controls, Siemens, Trane, or Schneider Electric). The entire system will be BACnet compliant to ensure full communication and control with all installed systems. Each indoor unit will be provided with a wall-mounted remote sensor. The sensor will be provided with LCD display and support space temperature setpoint adjustment, fan on/off control, and permit automatic changeover. Room temperature will be sensed at the wall sensor.

All systems will be tested and balanced in accordance with Code and Standards. Meters and gauges will be provided at all major mechanical equipment. System commissioning will be provided for all systems as required by LEED and local codes.



# PLUMBING

The following Codes and Standards are being used as the basis of design for the Project.

Baltimore City Public Schools Design Standards / April 1, 2021 / Addendum 3 March 15, 2022  
Maryland State Fire Prevention Code / NFPA 101 – 2018 / NFPA 13  
Code of Maryland Regulations / COMAR  
Baltimore City Code amendments  
Maryland Building Performance Standards / May 29, 2023  
Maryland High-Performance Green Building Program / March 2022  
International Building Code / 2018  
National Electric Code / 2017  
International Energy Conservation Code / 2018  
International Green Conservation Code / 2018  
International Fuel Gas Code / 2018  
International Plumbing Code / 2018  
LEED BD&C v4 – Target Silver  
2019 Baltimore City Standards  
ASHRAE 90.1  
Maryland State House Bill 372 or NSF 61, Annex G  
2010 ADA Standards for Accessible Design

Systems and strategies for the plumbing systems will be evaluated to include process water use reduction, water filtration, low emitting materials, and overall water use reduction.

A fire flow test is currently being scheduled and conducted to determine the need for a fire pump. The fire protection system will be designed to include standpipes in stairwells with a residual pressure of 100 PSI. The sprinkler system will be designed in accordance with NFPA 13 and all sprinkler system devices (flow switched, valve monitor/tamper switches, pressure switches, and associated alarm monitoring modules) will be shown on the Fire Protection drawings and coordinated with the safety and security system

Domestic water will be centrally filtered through a Filtrine Model IL90 – PFTM-0.5L prior to delivery to the building. All water serving drinking fountain, water coolers, classroom and laboratory sinks, restroom lavatories, locker room and shower fixtures, kitchen areas, mop sinks, and any other location where water will be consumed will be filtered. Filtration will be provided upstream of the connection to the domestic water heater. Filtered water will not be provided to water closets or urinals

Domestic hot water for the building, except the kitchens, will be provided by non-instantaneous condensing gas type water heaters located in a mechanical room. Hot water will be generated at 140°F and tempered through a centrally located ASSE 1017 mixing valve to provide approximately 110°F water prior to delivery to public areas.

All kitchens will be provided with grease interceptors and independent hot water generation. Gas fired instantaneous water heaters are currently anticipated for the kitchen areas.



Plumbing fixtures will be selected based on the current design standards and generally consist of manual dual flush water closets (1.6/1.1 GPF), manual .125 GPF urinals, metering 0.35 GPM lavatories, bi-level water coolers, 0.5 GPM kitchen\classroom sinks, and either 1.5 or 1.25 GPM showers. Mounting heights will be in conformance with the latest design standards.





# ELECTRICAL

The basic codes for use concerning the electrical systems will be as follows:

- Baltimore City Public Schools Design Standards / April 1, 2021 / Addendum 3 March 15, 2022
- Maryland State Fire Prevention Code / NFPA 101 - 2018
- Code of Maryland Regulations / COMAR
- Baltimore City Code amendments
- Maryland Building Performance Standards / May 29, 2023
- Maryland High-Performance Green Building Program / March 2022
- International Building Code / 2018
- National Electric Code / 2017
- National Fire Alarm and Signaling Code / 2016
- International Energy Conservation Code / 2018
- International Green Conservation Code / 2018
- LEED BD&C v4 – Target Silver
- 2019 Baltimore City Standards

The existing power distribution system in the facility will be removed and replaced with a 480V-3 $\phi$  / 277V-1 $\phi$  to 208V-3 $\phi$  / 120V-1 $\phi$  power distribution. Life safety loads and standby loads will be provided via a small generator with two (2) transfer switches. Provisions for a second pull-up generator will be incorporated with generator quick connect docking facility and transfer switch / distribution switchboard configured for powering a designated shelter area within the building. The exact loads and locations of equipment will be determined in future design phases and coordinated with the school system. The generator systems and required loads will be per the Baltimore City Public Schools Design Standards as well as coordinated with the school system. The transformers used in the power distribution system will be code compliant, high energy efficient type. All transformers serving panelboards with computer loads, serving sensitive electronic loads, and elevator motors, will have a UL rating of K-13.

All mechanical, lighting, non-computer receptacle plug loads, and computer receptacle plug loads will be served by separate panelboards. All branch circuit and lighting panelboards will have a minimum of 25% spare circuit breakers. Panelboards serving computer loads will have a neutral bus sized for 200% of the panelboard bus rating. The main mechanical room, kitchen, computer labs, science labs, tech/communications labs, home economic/nutrition labs, and stage will all be provided with dedicated panelboards.

Energy meters (Eaton, GE, Square D) will be provided for measuring and recording data for electricity. Units will be connected to the BAS to allow for monitoring, displaying, and recording data for use in processing reports. Units will be provided with a communication interface compatible with the BAS and have a graphical user interface to display metered data in real time. Power meters will be Square D Power Logic Series 800 (Model PM820 with PM8M26 I/O module) or equivalent.

All lighting will be LED for interior and exterior use. A lighting CRI of 90 will be used as design criteria for LED light fixtures. The target lighting power density will be 0.6 watts per square foot. Interior light will have code compliant low-voltage dimming controls suitable for 0-10V dimming LED drivers. Other lighting controls will consist of occupancy, vacancy, and daylight harvesting control devices over low-voltage



cabling. Lighting controls will not be networked throughout the facility. Auditorium lighting controls will be over a separate dimming system, basis of design Lehigh Electric Products Company. Exterior lighting controls are planned for, which will utilize an astronomical time switch with GPS radio receiver. The number of different types of light fixtures will be kept to a minimum. The type of light fixtures used will be coordinated with the school system but will likely include flat panel edge lit and other types of linear and LED panel-type light fixtures. Lighting controls will be coordinated with the guidelines of the school system. Lighting levels will be in accordance with recommended average horizontal footcandle light levels published in the IESNA Lighting Handbook 10th edition and classrooms will have an average illumination level of 40 foot-candles per the latest Design Standards.

Power wiring will be copper and installed in conduit. Aluminum wiring will not be allowed. Copper conductor types are THHN/THWN-2 rated for 75 degrees C, suitable for 600-volt duty, types THW, THWN, or THHN, solid for No. 10 and smaller, and stranded for No. 8 and larger will be utilized throughout. Feeders to panelboard and branch circuits will be installed in EMT conduit with set screw type couplings unless environment dictates otherwise. Exposed exterior conduits and conduits in mechanical spaces or spaces subject to physical damage will be Rigid Galvanized Steel type. Underground conduit shall be PVC, Schedule 40.

Receptacles (General): Receptacles will be heavy-duty industrial 3-wire grounding type, 20A at 125 volts, NEMA 5-20R, similar to Pass & Seymour PS5362W. In the kitchen, exterior of the building, and all locations within 6' of a water source, the receptacles will be ground fault type, similar to Pass & Seymour 2095W or 2097RED. A weatherproof, ground-fault type receptacle, similar to Pass & Seymour 2097TRWR, with weatherproof while-in-use cover, shall be provided adjacent to each exterior exit door and within twenty-five (25) feet of HACR equipment.

Receptacles (Controlled): Receptacles will be heavy-duty industrial 3-wire grounding type, 20A at 125 volts, NEMA 5-20R, similar to Pass & Seymour 26352CD (white, grey, or red), with custom engraving/pad printing on device plate, identifying the device with the words "Controlled Receptacle".

Motor protection will be provided via fusible disconnects, combination fused motor starters, motor protective switches, and variable frequency drives.

Surge protection will be provided on generator distribution panelboards, switchboards, distribution panelboards, and distribution panelboards downstream of transformers.

Grounding will be in accordance with the NEC. An electrical service grounding system will be installed in the building. The building grounding service will utilize an accessible grounding triad. Test wells will be provided at ground rod locations and will be connected to the building. Ground Bus bars will be provided at the electrical service entrance as well as in the data rooms. All metal surfaces in the data room will be connected to the respective bus bars without daisy chaining devices. Grounding and bonding of communication rooms will follow BICSI standards.

The Fire Alarm system will be a voice system and comply with the Baltimore City Public Schools Design Standards. The fire alarm control panel will be located in the main electrical room. The fire alarm graphic annunciator will be located in the main entrance of the building. Audio/visual notification will be provided throughout the entire building, including on the building exterior. All fire alarm exterior devices will be weatherproof. The fire alarm system will interconnect with the generator, automatic transfer switches, elevator, and required mechanical equipment. The fire alarm system will also connect to the school system's monitoring station or monitoring services provider.



# TELECOMMUNICATIONS

## Telecom Rooms and Distribution Pathways – In GMP, except as noted

The Telecommunications Equipment Room (TER) should contain the central or prime distribution equipment for all communications systems: voice, video, data, intercom, clock, distributed antenna system and security. The TER will contain systems head-end equipment, the central data intelligent switch equipment, Fiber connections, Frame Relay and a robust UPS system. The Telecommunications Equipment Room will also function as the demarcation point for external systems such as the telephone company lines or the cable television system connection and should contain terminations for these systems.

Intermediate Telecom Rooms (TRs) will be strategically located within the two program spaces, Frederick Douglas High School and Briscoe Academy, for dedicated service areas of each program. The TRs will contain the following:

- Grounding bars
- Power receptacles for Uninterrupted Power Supply (UPS) equipment (for systems in GMP)
- Ceiling- or wall-mounted cable trays
- Patch panel and intelligent hub equipment racks, including Ethernet switches (Secondary Package)
- Wall-mounted plywood backboards for analog voice cable termination
- Through-floor conduit sleeves to floors above and/or below
- Locations for not-in-contract file server furniture and storage space
- Video head-end equipment racks (Secondary Package)
- Security, intercom and phone equipment

## Data Network (LAN/WAN) – Pathways in GMP, remainder in Secondary Package

The school-wide computer network will be an implementation of 10/100/1000 Mbit Ethernet over Category 6 copper UTP cable and Gigabit Ethernet over multimode fiber (50 micron), complying with the Institute of Electrical Engineers' (IEEE) 802.3 standards for Ethernet. Backbone cabling between the telecommunications equipment room (TER/"head end") and all telecom rooms (TR's) shall be a hybrid single-mode and multi-mode fiber optic cable of at least 6 strands single and 24 strands multimode fiber.

All horizontal cabling will be terminated in rack-mounted patch panels in the telecom rooms, and in communication network outlets (CNO's) at the workstation. The data infrastructure will support implementation of a wireless LAN system and potential convergence of voice and video onto the data distribution network. Horizontal voice and data cables shall not exceed 90 meters in length.

Structured cabling and data electronics shall be provided as part of a secondary wiring and electronics package that are supported by these infrastructure components.



### **Telephone Network - Pathways in GMP, remainder in Secondary Package**

The VoIP network will consist of passive infrastructure components and the active electronics to form a complete and functional Voice over Internet Protocol (VoIP) system. Infrastructure components shall consist of Category 6 horizontal cables terminated in Cat 6 rated RJ-45 connectors at workstation outlets. Category 6 riser cables shall terminate in wall mounted 110 blocks within the TER adjacent to the incoming service provider demarcation and telephone electronics.

Structured cabling and telephone electronics shall be provided as part of a secondary wiring and electronics package.

### **Television Distribution Network - Pathways in GMP, remainder in Secondary Package**

Coaxial cable will be brought into the TER and distributed throughout the building, in consultation with the design team and owner. Key locations may include the main office, cafeteria, main office, and gym/auditorium. The coaxial distribution system should be capable of handling digital signals from local service providers. Headend equipment should be located in the TER. RG-11 coaxial cable shall be run to telecom rooms and RG-6 shall be distributed from telecom rooms out to drop locations.

Additionally, the data network present at the facility shall allow for IP Video streaming over the structured cabling network.

### **Intercom and Clock Systems – Entirety in GMP**

The intercommunication system will utilize a copper/fiber cable infrastructure to distribute multiple, simultaneous conversations on separate channels throughout the facility through telephones, call-in switches, and loudspeaker assemblies. A programmable master clock with correction of secondary clocks will also be included as part of the overall system. A dedicated intercom and master clock system is anticipated to be provided in each of the two programs to allow for independent operation.

In addition, the system will be scalable to meet the user's future expansion needs and be programmable from a computer terminal located at the facility (i.e. IP based). The system will remain separate from the phone system to ensure redundancy. Clocks shall be wired power, wirelessly corrected type slave clocks in 12" and 16" sizes. The owner prefers the use of Bogen or Telecor equipment for the intercom system.

### **Classroom AV Presentation System - Pathways in GMP, remainder in Secondary Package**

Classroom A/V systems will include a combination of content origination sources, digital and analog input sources, cable and pathway infrastructure, interactive projection, sound reinforcement, speakers and microphones to provide a rich multimedia experience within the classroom environment. The system will be accessible over the LAN to allow for control and troubleshooting. The system will also integrate with the Intercom/PA system and shunt in the event of an Intercom call or emergency over the PA systems. Audio visual equipment will be controlled by a wall-mounted control panel, allowing source, volume and output controls. The system will allow for the integration of a classroom video camera. Pathways to support these systems are being provided as part of this scope of work.



The wiring and electronics will be provided as part of a secondary wiring and electronics package and shall be from Extron or Front Row.

### **Large Group A/V Systems – Entirety in GMP**

The cafeteria and gymnasium spaces will include a mix of new and maintained (where possible) A/V systems. New spaces shall have local auxiliary sound and video systems that allow for sound amplification and reproduction as well as video display. The spaces shall have a combination of hardwired and wireless microphone inputs output speakers and system control. Speakers will be wall or ceiling mounted and located to provide good sound coverage within each space. All input and output equipment shall be tied to the headend equipment located within a wall or floor mounted equipment cabinet that is lockable. All systems will be connected to the intercommunication system at the facility to ensure local sound systems are shunted when an emergency event happens at the facility.

### **Video Surveillance (CCTV) System – Entirety in GMP**

Closed Circuit Television shall provide surveillance of the school, internally and externally, 24 hours per day. The Surveillance System will have Ethernet LAN/WAN capabilities using TCP/IP protocols. IP cameras will survey the corridors, specific rooms and portions of the perimeter of the facility as well as certain areas surrounding the facility. Digital video recordings will be transmitted from each camera location and stored for no less than 30 days. The CCTV will be connected to an emergency backup system that will keep the system operational in a power outage or emergency situation.

An entry door video intercom system shall be installed to allow administrators to prevent or allow access to the facility. The exterior station shall be located at the front entry and the interior station shall be located in the main office and security office. The system shall provide two-way audio/visual communication and allow for lock release as part of the system. The system shall be capable of video storage in the event archived video is needed.

The system shall be a Securinet CCTV system per the owner's specification.

### **Access Control and Intrusion Detection System – Entirety in GMP**

The integrated access control and alarm detection system shall consist of card readers, motion detectors, door contacts, control panels, servers and electric locking devices running to alarm panels throughout the facility. Cabling for this system will be installed in dedicated conduits or pathways with panels located in telecommunications closets and storage rooms. All entrances will be equipped with ADA compliant devices including speakers, intercom, and entry door video intercom systems.

The Access Control system shall allow or deny entry based on card credential access levels and time schedules. The system shall be remotely controllable and allow for easy entry or deletion from the system. The system shall be integrated with the intrusion detection system at the facility. The entire facility shall be alarmed and zoned based on the two programs with additional owner input for shared spaces. Keypads to control the system shall be located at main entry and exit locations as well as near key personnel locations. The system shall be on battery backup and provide continuous operation in the event of an emergency.

The system shall be from DSC or Tyco per the owner's specification.



# III PROGRAM COMPARISON



Last updated: 2023.04.12				450 FREDERICK DOUGLASS HIGH SCHOOL										
ROOM/SPACE				ROOM NUMBERS	TEACHING STATIONS	AUXILIARY SPACES	SF EACH	TOTAL SF	SF TALLY	ACTUAL SF	ACTUAL SF TALLY	TS FTE	CTE FTE	SE FTE
<b>01 ADMINISTRATION</b>														
<b>01.01 Main Office</b>								2,195		2,340				
01	01.01	GENERAL-RECEPTION	1B 1200A	1	600	600			621					
01	01.02	CONFERENCE	1B 1200B	1	250	250			240					
01	01.03	WORKROOM	1B 1200C	1	250	250			240					
01	01.04	STORAGE	1B 1200L	1	150	150			144					
01	01.05	SECURE STORAGE	1B 1200H	1	75	75			122					
01	01.06	PRINCIPAL	1B 1200I	1	200	200			215					
01	01.07	ADMINISTRATIVE ASSISTANT	1B 1200J	1	100	100			108					
01	01.08	FLEX OFFICE	1B 1200F	1	100	100			102					
01	01.08	FLEX OFFICE	1B 1200K	1	100	100			106					
01	01.09	COAT CLOSET	1B 1200E	1	20	20			20					
01	01.10	ATTENDANCE OFFICE	1B 1200D	1	100	100			123					
01	01.11	FINANCIAL SECRETARY	1B 1200N	1	100	100			100					
02	01.12	PARENT SUPPORT SPACE	1B 1200M	1	150	150			199					
<b>01.02 Distributed Administration</b>								600		568				
01	02.01	VICE PRINCIPAL / ADMINISTRATOR	0E 0501	1	150	150			146					
01	02.01	VICE PRINCIPAL / ADMINISTRATOR	1G 1706	1	150	150			144					
01	02.01	VICE PRINCIPAL / ADMINISTRATOR	2E 2501	1	150	150			139					
01	02.01	VICE PRINCIPAL / ADMINISTRATOR	3E 3501	1	150	150			139					
<b>01.03 Faculty Support</b>								400		393				
01	03.01	FACULTY LOUNGE	2A 2106A	1	400	400			393					
<b>02 STUDENT SERVICES</b>														
<b>02.01 Guidance</b>								1550		1513				
02	01.01	OFFICE	1E 1501D	1	100	100			99					
02	01.01	OFFICE	1E 1501E	1	100	100			99					
02	01.01	OFFICE	1E 1501F	1	100	100			99					
02	01.01	OFFICE	1E 1501G	1	100	100			99					
02	01.01	OFFICE	1E 1501H	1	100	100			99					
02	01.02	WAITING/RECEPTION	1E 1501A	1	200	200			187					
02	01.03	CONFERENCE	1E 1501I	1	250	250			241					
02	01.04	CAREER CENTER	1E 1501C	1	250	250			239					
02	01.05	STORAGE	1E 1501B	1	100	100			100					
02	01.06	TESTING	1E 1501K	1	100	100			100					
02	01.07	CUMULATIVE STORAGE	1E 1501L	1	150	150			151					
<b>02.02 Health Suite</b>								1,045		1,039				
02	02.01	WAITING AREA	1D 1416A	1	200	200			195					
02	02.02	EXAM ROOM/TREATMENT	1D 1416H	1	100	100			99					
02	02.02	EXAM ROOM/TREATMENT	1D 1416I	1	100	100			98					
02	02.03	STUDENT REST AREA	1D 1416F	1	150	150			150					
02	02.03	STUDENT REST AREA	1D 1416D	1	150	150			150					
02	02.04	OFFICE	1D 1416E	1	125	125			125					
02	02.05	STORAGE	1D 1416G	1	70	70			72					
02	02.06	STUDENT TOILET - LARGE	1D 1416B	1	100	100			98					
02	02.07	STUDENT TOILET	1D 1416C	1	50	50			52					
<b>02.03 Related Services</b>								2660		2601				
02	03.01	PSYCHOLOGIST	1D 1403	1	100	100			98					
02	03.01	PSYCHOLOGIST	2D 2404B	1	100	100			98					
02	03.01	PSYCHOLOGIST	3E 3500	1	100	100			97					
02	03.02	SOCIAL WORKER	1D 1406	1	100	100			96					
02	03.02	SOCIAL WORKER	2D 2404E	1	100	100			99					
02	03.02	SOCIAL WORKER	3E 3513	1	100	100			100					
02	03.03	FLEX OFFICE	2E 2500	1	100	100			97					
02	03.03	FLEX OFFICE	3E 3512	1	100	100			98					

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		ROOM/SPACE	ROOM NUMBERS	TEACHING STATIONS	AUXILIARY SPACES	SF EACH	TOTAL SF	SF TALLY	ACTUAL SF	ACTUAL SF TALLY	TS FTE	CTE FTE	SE FTE
02	03.04	RECORDS STORAGE	2D 2404C		1	125	125		123				
02	03.04	RECORDS STORAGE	2D 2404G		1	125	125		125				
02	03.05	CONFERENCE	2D 2404D		1	200	200		199				
02	03.06	SPECIAL ED OFFICE	2D 2404F		1	120	120		120				
02	03.06	SPECIAL ED OFFICE	2F 2601		1	120	120		118				
02	03.06	SPECIAL ED OFFICE	3E 3516		1	120	120		118				
02	03.07	WHOLENESS ROOM	1E 1509		1	400	400		381				
02	03.07	WHOLENESS ROOM	2A 2105		1	400	400		387				
02	03.09	RECEPTION	2D 2404A		1	250	250		247				
<b>02.04 Student Services</b>								350	343				
	02	04.01	SCHOOL STORE		1G 1700B	1	175	175	172				
	02	04.02	SGA STORAGE		1G 1700A	1	175	175	171				
<b>03 TEACHING AND LEARNING</b>													
<b>03.01 Classrooms</b>								18,000	16,350				
	03	01.01	GENERAL		2F 2614	1	1	900	900	820	25		
	03	01.01	GENERAL		3F 3600	1	1	900	900	819	25		
	03	01.01	GENERAL		3E 3502	1	1	900	900	814	25		
	03	01.01	GENERAL		3E 3504	1	1	900	900	814	25		
	03	01.01	GENERAL		3E 3505	1	1	900	900	815	25		
	03	01.02	ELA		2D 2416	1	1	900	900	820	25		
	03	01.02	ELA		2E 2503	1	1	900	900	812	25		
	03	01.02	ELA		2E 2504	1	1	900	900	813	25		
	03	01.02	ELA		2E 2505	1	1	900	900	812	25		
	03	01.02	ELA		2F 2612	1	1	900	900	821	25		
	03	01.03	MATH		2D 2401	1	1	900	900	820	25		
	03	01.03	MATH		2D 2402	1	1	900	900	820	25		
	03	01.03	MATH		2D 2418	1	1	900	900	818	25		
	03	01.03	MATH		2D 2424	1	1	900	900	817	25		
	03	01.03	MATH		2F 2613	1	1	900	900	820	25		
	03	01.04	SOCIAL STUDIES		2F 2611	1	1	900	900	820	25		
	03	01.04	SOCIAL STUDIES		3D 3418	1	1	900	900	819	25		
	03	01.04	SOCIAL STUDIES		3D 3415	1	1	900	900	819	25		
	03	01.04	SOCIAL STUDIES		3D 3413	1	1	900	900	816	25		
	03	01.04	SOCIAL STUDIES		3D 3403	1	1	900	900	821	25		
<b>03.02 Shared Spaces</b>								5,600	4,432				
	03	02.01	COLLABORATIVE LEARNING AREA		2D 2415	1	1	400	400	240			
	03	02.01	COLLABORATIVE LEARNING AREA		2D 2420	1	1	400	400	295			
	03	02.01	COLLABORATIVE LEARNING AREA		2F 2602	1	1	400	400	310			
	03	02.01	COLLABORATIVE LEARNING AREA		3D 3416	1	1	400	400	365			
	03	02.01	COLLABORATIVE LEARNING AREA		3E 3510	1	1	400	400	332			
	03	02.02	RESOURCE		2D 2414	1	1	300	300	213			
	03	02.02	RESOURCE		2D 2422	1	1	300	300	210			
	03	02.02	RESOURCE		3F 3611	1	1	300	300	202			
	03	02.02	RESOURCE		3D 3411	1	1	300	300	221			
	03	02.03	TEACHER PLANNING		2D 2403	1	1	300	300	349			
	03	02.03	TEACHER PLANNING		2D 2421	1	1	300	300	210			
	03	02.03	TEACHER PLANNING		3D 3412	1	1	300	300	219			
	03	02.03	TEACHER PLANNING		3E 3511	1	1	300	300	245			
	03	02.04	STORAGE		2D 2405	1	1	300	300	214			
	03	02.04	STORAGE		2D 2406	1	1	300	300	285			
	03	02.04	STORAGE		3E 3518	1	1	300	300	245			
	03	02.04	STORAGE		3D 3404	1	1	300	300	277			
<b>04 SPECIAL EDUCATION</b>													
<b>04.01 General</b>								7,500	6,822				
	04	01.02	CLASSROOM - HIGH		2D 2413	1	1	900	900	813			10



Last updated: 2023.04.12			450 FREDERICK DOUGLASS HIGH SCHOOL										
		ROOM/SPACE	ROOM NUMBERS	TEACHING STATIONS	AUXILIARY SPACES	SF EACH	TOTAL SF	SF TALLY	ACTUAL SF	ACTUAL SF TALLY	TS FTE	CTE FTE	SE FTE
04	01.02	CLASSROOM - HIGH	2D 2417	1	1	900	900		819				10
04	01.02	CLASSROOM - HIGH	2D 2419	1	1	900	900		820				10
04	01.02	CLASSROOM - HIGH	2D 2423	1	1	900	900		817				10
04	01.02	CLASSROOM - HIGH	2E 2502	1	1	900	900		813				10
04	01.02	CLASSROOM - HIGH	2E 2510	1	1	900	900		820				10
04	01.02	CLASSROOM - HIGH	3D 3417	1	1	900	900		819				10
04	01.02	CLASSROOM - HIGH	3E 3503	1	1	900	900		814				10
04	01.04	PRIDE SUPPORT	2F 2600	0	1	300	300		287				
<b>05 SCIENCES</b>													
<b>05.01 Science Labs</b>							14,000		12,605				
05	01.01	BIOLOGY	2E 2507A	1		1400	1400		1,261		25		
05	01.01	BIOLOGY	2E 2508	1		1400	1400		1,261		25		
05	01.01	BIOLOGY	2F 2603A	1		1400	1400		1,260		25		
05	01.01	BIOLOGY	2F 2605	1		1400	1400		1,261		25		
05	01.02	CHEMISTRY	3F 3603	1		1400	1400		1,260		25		
05	01.02	CHEMISTRY	3F 3609A	1		1400	1400		1,261		25		
05	01.02	CHEMISTRY	3F 3610	1		1400	1400		1,260		25		
05	01.03	PHYSICS	3E 3507A	1		1400	1400		1,260		25		
05	01.03	PHYSICS	3E 3508	1		1400	1400		1,261		25		
05	01.03	PHYSICS	3F 3601A	1		1400	1400		1,260		25		
<b>05.02 Science Support</b>							1,700		1,781				
05	02.01	PREP	2E 2507B		1	250	250		240				
05	02.01	PREP	2F 2603B		1	250	250		240				
05	02.01	PREP	3E 3507B		1	250	250		240				
05	02.01	PREP	3F 3601B		1	250	250		240				
05	02.01	PREP	3F 3609B		1	250	250		240				
05	02.02	STORAGE	2E 2507C		1	200	200		151				
05	02.02	STORAGE	3E 3507C		0	0	0		157				
05	02.03	CHEMICAL STORAGE	3F 3602		1	50	50		73				
05	02.04	GREENHOUSE	Exterior		1	200	200		200				
<b>06 FINE ARTS</b>													
<b>06.01 Visual Art</b>							2,800		2,550				
06	01.01	ART STUDIO	1D 1412A	1	1	1200	1200		1,083		25		
06	01.02	ART STUDIO - 3D	1D 1413A	1	1	1200	1200		1,083		25		
06	01.04	STORAGE	1D 1412B		1	150	150		140				
06	01.04	STORAGE	1D 1413B		1	150	150		140				
06	01.05	KILN / CERAMIC STORAGE	1D 1413C		1	100	100		104				
<b>06.02 Music</b>							3,265		3,097				0
06	02.01	INSTRUMENTAL MUSIC	1D 1414A	1	1	1500	1500		1,384		25		
06	02.02	VOCAL MUSIC	1D 1415A	1	1	1000	1000		950		25		
06	02.03	PRACTICE ROOM	1D 1414C		1	60	60		66				
06	02.03	PRACTICE ROOM	1D 1415C		1	60	60		76				
06	02.04	INSTRUMENT STORAGE	1D 1141B		1	350	350		296				
06	02.05	UNIFORM STORAGE	1D 1415D		1	220	220		228				
06	02.07	LIBRARY / MUSIC STORAGE	1D 1415B		1	75	75		97				
<b>06.03 Drama</b>							1,600		1,595				
06	03.01	BLACKBOX	1B 1212A	1	1	1500	1500		1,495		25		
06	03.02	CONTROL ROOM	1B 1212B		1	100	100		100				
<b>06.04 Auditorium</b>							8,250		8,349				
06	04.01	THEATER / AUDITORIUM	1A 1104A		1	5000	5000		5,016				
06	04.02	STAGE W/ MODIFIED ORCHESTRA PIT	1A 1104B		1	2000	2000		2,031				
06	04.03	TICKET BOOTH / OFFICE	1A 1100		1	100	100		117				
06	04.04	CONTROL ROOM	2A 2103		1	150	150		150				

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		ROOM/SPACE	ROOM NUMBERS	TEACHING STATIONS	AUXILIARY SPACES	SF EACH	TOTAL SF	SF TALLY	ACTUAL SF	ACTUAL SF TALLY	TS FTE	CTE FTE	SE FTE
	06 04.05	COSTUME / PROP STORAGE / SET STORAGE	1A 1104E		1	600	600		601				
	06 04.06	DRESSING ROOMS	1A 1104D		1	150	150		170				
	06 04.06	DRESSING ROOMS	1A 1104F		1	150	150		170				
	06 04.07	STUDENT TOILET	1A 1104C		1	50	50		47				
	06 04.07	STUDENT TOILET	1A 1104G		1	50	50		47				
<b>08 TECHNOLOGY EDUCATION</b>													
<b>08.01 Technology Lab</b>							2,900		2,717				
	08 01.01	TECH LAB	1E 1507A	1	1	900	900		821		25		
	08 01.02	PROJECT / MATERIAL STORAGE	1E 1507B		1	300	300		280				
	08 01.02	PROJECT / MATERIAL STORAGE	1E 1506B		1	300	300		279				
	08 01.03	MAKER SPACE	1E 1506A	1	1	1400	1400		1,337		25		
<b>08.02 ROTC</b>							2,900		2,738				
	08 02.01	CLASSROOM	0E 0515	1	1	850	850		774		25		
	08 02.01	CLASSROOM	0E 0516	1	1	850	850		775		25		
	08 02.02	CHANGING ROOM	0E 0506		1	150	150		149				
	08 02.02	CHANGING ROOM	0E 0507		1	150	150		149				
	08 02.03	UNIFORM STORAGE	0E 0505		1	240	240		231				
	08 02.04	SUPPLIES	0E 0502		1	200	200		190				
	08 02.05	ARMORY	0E 0504		1	100	100		99				
	08 02.06	OFFICE	0E 0518		1	200	200		199				
	08 02.07	BOOK STORAGE	0E 0508		1	20	20		32				
	08 02.08	CADET OPERATIONS	0E 0517		1	140	140		140				
<b>08.03 CTE - Junior Achievement (3D-E)</b>							900		818				
	08 03.01	CLASSROOM	0E 0514	1	1	900	900		818		20		
<b>08.04 CTE - Law &amp; Leadership</b>							1,500		1,490				
	08 04.01	CLASSROOM + LAB	4D 4400	1	1	1500	1500		1,490		20		
<b>08.05 CTE - Apprenticeship Maryland</b>							1,650		1,548				
	08 05.01	CLASSROOM	1E 1502	1	1	825	825		774		20		
	08 05.01	CLASSROOM	1E 1503	1	1	825	825		774		20		
<b>09 PHYSICAL EDUCATION</b>													
<b>09.01 Physical Education</b>							20,850		20,139				
	09 01.01	GYMNASIUM	2B 2207	2	1	10000	10000		9,021		50		
	09 01.03	WRESTLING	1C 3102	1	1	2000	2000		1,602		25		
	09 01.04	FITNESS/WEIGHT TRAINING	2C 2301	1	1	1500	1500		1,602		25		
	09 01.06	HEALTH CLASSROOM	2A 2102	1	1	850	850		818		25		
	09 01.07	POOL (existing)	2C 2300		1	6500	6500		7,096		0		
<b>09.02 Support</b>							6,475		6,932				
	09 02.01	LOCKER ROOMS	1B 1205A		1	850	850		849				
	09 02.01	LOCKER ROOMS	1B 1209A		1	850	850		849				
	09 02.02	SHOWERS/TOILETS	1B 1206D		1	200	200		194				
	09 02.02	SHOWERS/TOILETS	1B 1209B		1	200	200		194				
	09 02.03	TEAM ROOMS	1B 1205B		1	300	300		297				
	09 02.03	TEAM ROOMS	1B 1205C		1	300	300		298				
	09 02.03	TEAM ROOMS	1B 1209C		1	300	300		297				
	09 02.03	TEAM ROOMS	1B 1209D		1	300	300		298				
	09 02.04	PE TEACHER/COACH OFFICE	1B 1204A		1	200	200		200				
	09 02.04	PE TEACHER/COACH OFFICE	1B 1210A		1	200	200		200				
	09 02.05	COACH LOCKERS/TOILET	1B 1204B		1	90	90		90				
	09 02.05	COACH LOCKERS/TOILET	1B 1210B		1	90	90		90				
	09 02.06	ATHLETIC DIRECTOR OFFICE	2B 2210		1	120	120		305				
	09 02.07	TRAINING / WHIRLPOOL	1B 1207		1	120	120		129				
	09 02.08	LAUNDRY / TOWELS	1B 1203		1	100	100		101				

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		ROOM/SPACE	ROOM NUMBERS	TEACHING STATIONS	AUXILIARY SPACES	SF EACH	TOTAL SF	SF TALLY	ACTUAL SF	ACTUAL SF TALLY	TS FTE	CTE FTE	SE FTE
09 02.09		CONCESSION / TICKETS	2B 2212		1	100	100		114				
09 02.10		OUTDOOR STORAGE	1C 3100		1	350	350		409				
09 02.11		INDOOR STORAGE	2A 2104		1	600	600		195				
09 02.11		INDOOR STORAGE	2B 2201		0	0	0		153				
09 02.11		INDOOR STORAGE	1B 1208		0	0	0		130				
09 02.11		INDOOR STORAGE	2B 2209		0	0	0		353				
09 02.12		ATHLETIC STORAGE	1C 3101		1	800	800		771				
09 02.13		ADAPTIVE PE STORAGE	2B 2208		1	125	125		117				
09 02.14		OFFICIALS LOCKERS	2B 2204		1	90	90		99				
09 02.14		OFFICIALS LOCKERS	2B 2205		1	90	90		99				
09 02.15		INDIVIDUAL LOCKER ROOM	1B 1211		1	100	100		101				
<b>10 MEDIA</b>													
<b>10.01 Media Center</b>								4,875	4,741				
10 01.01		MEDIA ROOM	3D 3401A		1	3750	3750		3,634				
10 01.02		OFFICE / WORKROOM	3D 3401E		1	225	225		224				
10 01.03		HEAD END/EQUIPMENT ROOM	3D 3401G		1	300	300		296				
10 01.04		GENERAL STORAGE	3D 3401F		1	300	300		287				
10 01.05		PROJECT ROOM	3D 3401H		1	100	100		100				
10 01.05		PROJECT ROOM	3D 3401I		1	100	100		100				
10 01.05		PROJECT ROOM	3D 3401J		1	100	100		100				
<b>10.02 Communications</b>								1,300	1,276				
10 02.01		TV / VIDEO STUDIO	3D 3401C	1	1	700	700		691		25		
10 02.02		CONTROL / EDITING	3D 3401D		1	150	150		150				
10 02.03		PUBLICATIONS LAB	3D 3401B		1	450	450		435				
<b>11 FOOD SERVICES</b>													
<b>11.01 Dining</b>								5,000	5,073				
11 01.01		DINING	1G 1701		1	5000	5000		5,073				
<b>11.02 Food Service</b>								2,770	2,896				
11 02.01		KITCHEN	1G 1703A		1	800	800		809				
11 02.02		SERVING	1G 1703J		1	250	250		250				
11 02.02		SERVING	1G 1703K		1	250	250		251				
11 02.03		OFFICE	1G 1703H		1	100	100		100				
11 02.04		WALK-IN FREEZER	1G 1703B		1	175	175		175				
11 02.05		WALK-IN CHILLER	1G 1703C		1	175	175		174				
11 02.06		DRY STORAGE	1G 1703D		1	350	350		350				
11 02.07		DISH ROOM / TRAY RETURN	1G 1703G		1	300	300		294				
11 02.08		SOAP STORAGE	1G 1703I		1	50	50		68				
11 02.09		CAN WASH	0G 0704		1	50	50		137				
11 02.10		LOCKER / TOILET	0G 0703		1	120	120		139				
11 02.11		RECEIVING	1G 1703F		1	150	150		149				
<b>12 BUILDING SERVICES</b>													
<b>12.01 Maintenance/Operations</b>								2,370	3,546				
12 01.01		RECEIVING	0E 052D		1	200	200		199				
12 01.02		CENTRAL STORAGE	0G 0708		1	350	350		851				
12 01.03		OPERATIONS OFFICE	0G 0707		1	140	140		218				
12 01.05		SECURITY OFFICE	1B 1202		1	120	120		120				
12 01.06		CUSTODIAL CLOSET	0E 0511		1	60	60		56				
12 01.06		CUSTODIAL CLOSET	2B 2206		1	60	60		61				
12 01.06		CUSTODIAL CLOSET	2E 2513		1	60	60		59				
12 01.06		CUSTODIAL CLOSET	1E 1500		1	60	60		58				
12 01.06		CUSTODIAL CLOSET	3E 3519		1	60	60		52				
12 01.06		CUSTODIAL CLOSET	3D 3419		1	60	60		45				
12 01.07		RECYCLING	0E 0521		1	200	200		199				
12 01.08		OUTDOOR STORAGE	1B 1201		1	100	100		105				

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	ROOM/SPACE	ROOM NUMBERS	TEACHING STATIONS	AUXILIARY SPACES	SF EACH	TOTAL SF	SF TALLY	ACTUAL SF	ACTUAL SF TALLY	TS FTE	CTE FTE	SE FTE	
12 01.09	CUSTODIAL STORAGE CLOSET	2F 2604		1	100	100		72					
12 01.09	CUSTODIAL STORAGE CLOSET	1C 3104		1	100	100		102					
12 01.10	ATTIC STOCK STORAGE	0E 0521		1	600	600		1,252					
12 01.11	LACTATION ROOM	2A 2106B		1	100	100		97					
<b>12.02 Toilet</b>							500		542				
12 02.01	STAFF TOILET	0E 0500		1	50	50		63					
12 02.01	STAFF TOILET	1E 1501J		1	50	50		50					
12 02.01	STAFF TOILET	1D 1411		1	50	50		55					
12 02.01	STAFF TOILET	1B 1200G		1	50	50		57					
12 02.01	STAFF TOILET	1C 3103		1	50	50		56					
12 02.01	STAFF TOILET	2B 2202		1	50	50		52					
12 02.01	STAFF TOILET	2D 2412		1	50	50		55					
12 02.01	STAFF TOILET	2F 2609		1	50	50		50					
12 02.01	STAFF TOILET	3F 3607		1	50	50		50					
12 02.01	STAFF TOILET	3D 3410		1	50	50		54					
<b>13 COMMUNITY SPACE</b>													
<b>13.01 Family Resource Suite</b>							400		399				
13 01.01	FAMILY RESOURCE ROOM	1D 1402D		1	225	225		224					
13 01.02	COMMUNITY SCHOOLS COORD. OFF	1D 1402B		1	125	125		124					
13 01.03	TOILET	1D 1402A		1	50	50		51					
<b>13.02 Others</b>							275		267				
13 02.01	ALUMNI OFFICE	1D 1402F		1	200	200		193					
13 02.02	ALUMNI STORAGE	1D 1402E		1	75	75		74					
<b>13.03 Service</b>							400		393				
13 03.01	PANTRY	1D 1402C		1	200	200		195					
13 03.02	PERSONAL CARE	1E 1505		1	100	100		99					
13 03.03	LAUNDRY	1E 1504		1	100	100		99					
<b>13.04 Undesignated space</b>							825		800				
13 04.01	TBD	1D 1401		1	825	825		800					
<b>Total Capacity</b>													1,104
<b>Total Teaching Stations</b>									57				
<b>Total Net Square Footage</b>							127,405		122,693				
<b>GROSS AREA PER SCHOOL</b>							178,367						

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ROOM/SPACE	ROOM NUMBERS	TEACHING STATIONS	AUXILIARY SPACES	SF EACH	TOTAL SF	SF TALLY	ACTUAL SF	ACTUAL SF TALLY	TS FTE	CTE FTE	SE FTE
<b>01 ADMINISTRATION</b>											
<b>01.01 Main Office</b>						1,595		1,572			
01 01.01	GENERAL-RECEPTION	0H 0803A		1	400	400	389				
01 01.02	CONFERENCE	0H 0804K		1	250	250	250				
01 01.03	WORKROOM	0H 0804B		1	150	150	149				
01 01.04	STORAGE	0H 0804G		1	100	100	97				
01 01.05	SECURE STORAGE	0H 0804E		1	75	75	73				
01 01.06	PRINCIPAL	0H 0804J		1	200	200	200				
01 01.08	FLEX OFFICE	0H 0804H		1	100	100	99				
01 01.09	COAT CLOSET	0H 0804D		1	20	20	18				
02 01.12	PARENT SUPPORT SPACE	0H 0804C		1	200	200	198				
02 01.13	CUMULATIVE STORAGE	0H 0804I		1	100	100	99				
<b>01.02 Distributed Administration</b>						150		150			
01 02.01	VICE PRINCIPAL / ADMINISTRATOR	1F 1607		1	150	150	150				
<b>01.03 Faculty Support</b>						250		250			
01 03.01	FACULTY LOUNGE	1H 1801A		1	250	250	250				
<b>02 STUDENT SERVICES</b>											
<b>02.01 Guidance</b>						700		848			
02 01.01	OFFICE	1H 1804E		1	100	100	100				
02 01.01	OFFICE	1H 1804F		1	100	100	100				
02 01.02	WAITING/RECEPTION	1H 1804C		1	200	200	345				
02 01.04	CAREER CENTER	1H 1804J		1	200	200	202				
02 01.05	STORAGE	1H 1804H		1	100	100	101				
<b>02.02 Health Suite</b>						900		1,015			
02 02.01	WAITING AREA	0H 0805A		1	150	150	265				
02 02.02	EXAM ROOM/TREATMENT	0H 0805C		1	100	100	99				
02 02.02	EXAM ROOM/TREATMENT	0H 0805G		1	100	100	99				
02 02.03	STUDENT REST AREA	0H 0805D		1	150	150	149				
02 02.03	STUDENT REST AREA	0H 0805F		1	150	150	149				
02 02.04	OFFICE	0H 0805E		1	100	100	100				
02 02.05	STORAGE	0H 0805H		1	50	50	56				
02 02.06	STUDENT TOILET - LARGE	0H 0805B		1	100	100	98				
<b>02.03 Related Services</b>						2,295		2,350			
02 03.01	PSYCHOLOGIST	0F 0609		1	100	100	100				
02 03.01	PSYCHOLOGIST	1F 1615D		1	100	100	99				
02 03.01	PSYCHOLOGIST	1H 1804D		1	100	100	100				
02 03.02	SOCIAL WORKER	0F 0608		1	100	100	100				
02 03.02	SOCIAL WORKER	1F 1615C		1	100	100	99				
02 03.02	SOCIAL WORKER	1F 1606		1	100	100	100				
02 03.03	FLEX OFFICE	1F 1615B		1	100	100	99				
02 03.03	FLEX OFFICE	1H 1804C		1	100	100	100				
02 03.04	RECORDS STORAGE	0F 0615		1	125	125	124				
02 03.05	CONFERENCE	1H 1804B		1	200	200	200				
02 03.06	SPECIAL ED OFFICE	0F 0614		1	120	120	119				
02 03.07	WHOLENESS ROOM	0F 0610		1	400	400	399				
02 03.07	WHOLENESS ROOM	1F 1615A		1	400	400	404				
02 03.09	RECEPTION	1H 1804A		1	250	250	307				
<b>02.04 Student Services</b>						175		172			
02 04.01	SCHOOL STORE	1F 1616		1	175	175	172				
<b>03 TEACHING AND LEARNING</b>											
<b>03.02 Shared Spaces</b>						1,550		1,475			
03 02.02	RESOURCE	0E 0523		1	200	200	198				
03 02.02	RESOURCE	1H 1811		1	200	200	197				
03 02.03	TEACHER PLANNING	0F 0601		1	300	300	296				
03 02.03	TEACHER PLANNING	1F 1602		1	300	300	310				
03 02.04	STORAGE	0E 0523		1	275	275	198				
03 02.04	STORAGE	1F 1601		1	275	275	276				

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ROOM/SPACE	ROOM NUMBERS	TEACHING STATIONS	AUXILIARY SPACES	SF EACH	TOTAL SF	SF TALLY	ACTUAL SF	ACTUAL SF TALLY	TS FTE	CTE FTE	SE FTE
<b>04 SPECIAL EDUCATION</b>											
<b>04.01 General</b>						4,900		4,885			
04 01.01	CLASSROOM - MIDDLE	0F 0611	1	1	700	700	699				10
04 01.01	CLASSROOM - MIDDLE	0F 0612	1	1	700	700	697				10
04 01.01	CLASSROOM - MIDDLE	0F 0613	1	1	700	700	697				10
04 01.02	CLASSROOM - HIGH	1F 1603	1	1	700	700	699				10
04 01.02	CLASSROOM - HIGH	1F 1604	1	1	700	700	700				10
04 01.02	CLASSROOM - HIGH	1F 1605	1	1	700	700	701				10
04 01.02	CLASSROOM - HIGH	1F 1614	1	1	700	700	692				10
<b>05 SCIENCES</b>											
<b>05.01 Science Labs</b>						900		885			
05 01.02	CHEMISTRY	1F 1613A	1		900	900	885				10
<b>05.02 Science Support</b>						300		306			
05 02.01	PREP	1F 1613B		1	150	150	149				
05 02.03	CHEMICAL STORAGE	1F 1613C		1	50	50	57				
05 02.04	GREENHOUSE	EXTERIOR		1	100	100	100				
<b>06 FINE ARTS</b>											
<b>06.01 Visual Art</b>						1,250		1,249			
06 01.01	ART STUDIO	1H 1802A	1	1	1000	1000	1,000		0		10
06 01.04	STORAGE	1H 1802C		1	150	150	150				
06 01.05	KILN / CERAMIC STORAGE	1H 1802B		1	100	100	99				
<b>06.02 Music</b>						200		199			
06 02.04	INSTRUMENT STORAGE	1F 1617		1	200	200	199				
<b>08 TECHNOLOGY EDUCATION</b>											
<b>08.06 CTE - Construction</b>						3,000		2,994			
08 06.01	CLASSROOM + LAB	0F 0600A	1	1	2000	2000	1,995				10
08 06.02	TOOL STORAGE	0F 0600D		1	200	200	200				
08 06.04	LOCKERS + CHANGING ROOMS	0F 0600B		1	150	150	150				
08 06.04	LOCKERS + CHANGING ROOMS	0F 0600C		1	150	150	149				
08 06.05	MATERIAL STORAGE	0F 0600E		1	500	500	500				
<b>09 PHYSICAL EDUCATION</b>											
<b>09.01 Physical Education</b>						3,500		3,500			
09 01.02	AUXILIARY GYM	1H 1808A	1	1	3500	3500	3,500				10
<b>09.02 Support</b>						1,020		1,016			
09 02.01	LOCKER ROOMS	1H 1808B		1	100	100	100				
09 02.01	LOCKER ROOMS	1H 1808E		1	100	100	100				
09 02.02	SHOWERS/TOILETS	1H 1808C		1	100	100	100				
09 02.02	SHOWERS/TOILETS	1H 1808D		1	100	100	100				
09 02.06	ATHLETIC DIRECTOR OFFICE	1H 1808J		1	120	120	116				
09 02.10	OUTDOOR STORAGE	1H 1808G		1	100	100	99				
09 02.11	INDOOR STORAGE	1H 1808H		1	200	200	199				
09 02.12	ATHLETIC STORAGE	1H 1808I		1	100	100	99				
09 02.15	INDIVIDUAL LOCKER ROOM	1H 1808F		1	100	100	103				
<b>10 MEDIA</b>											
<b>### Media Center</b>						1,325		1,326			
10 01.01	MEDIA ROOM	1H 1803A		1	1000	1000	1,000				
10 01.02	OFFICE / WORKROOM	1H 1803B		1	125	125	125				
10 01.04	GENERAL STORAGE	1H 1803C		1	200	200	201				
<b>11 FOOD SERVICES</b>											
<b>11 Dining</b>						1,900		1,916			
11 01.01	DINING	1G 1704		1	1800	1800	1,804				
11 01.02	FURNITURE STORAGE	1G 1705		1	100	100	112				
<b>11 Food Service</b>						350		350			
11 02.02	SERVING	1G 1703L		1	250	250	250				
11 02.11	RECEIVING	1G 1703E		1	100	100	100				

Last updated: 2023.04.12		345 JOSEPH BRISCOE MH									
ROOM/SPACE	ROOM NUMBERS	TEACHING STATIONS	AUXILIARY SPACES	SF EACH	TOTAL SF	SF TALLY	ACTUAL SF	ACTUAL SF TALLY	TS FTE	CTE FTE	SE FTE
<b>12 BUILDING SERVICES</b>											
<b>12.01 Maintenance/Operations</b>						1,040		1,072			
12 01.02	CENTRAL STORAGE	1H 1800		1 200	200		197				
12 01.05	SECURITY OFFICE	0H 0802		1 120	120		140				
12 01.06	CUSTODIAL CLOSET	0F 0602		1 60	60		55				
12 01.06	CUSTODIAL CLOSET	1H 1806		1 60	60		62				
12 01.08	OUTDOOR STORAGE	0G 0711		1 100	100		100				
12 01.09	CUSTODIAL STORAGE CLOSET	0G 0709		1 100	100		125				
12 01.09	CUSTODIAL STORAGE CLOSET	1H 1810		1 100	100		93				
12 01.10	ATTIC STOCK STORAGE	0G 0712		1 200	200		201				
12 01.11	LACTATION ROOM	1H 1801B		1 100	100		99				
<b>12.02 Toilet</b>						300		377			
12 02.01	STAFF TOILET	0F 0605		1 50	50		50				
12 02.01	STAFF TOILET	0G 0710		1 50	50		100				
12 02.01	STAFF TOILET	0H 0804F		1 50	50		59				
12 02.01	STAFF TOILET	1F 1618		1 50	50		56				
12 02.01	STAFF TOILET	1F 1609		1 50	50		60				
12 02.01	STAFF TOILET	1H 1805		1 50	50		52				
<b>13 COMMUNITY SPACE</b>											
<b>### Family Resource Suite</b>						700		695			
13 01.01	FAMILY RESOURCE ROOM	0H 0800		1 525	525		521				
13 01.02	COMMUNITY SCHOOLS COORD. OFF	0H 0801A		1 125	125		127				
13 01.03	TOILET	0H 0801C		1 50	50		47				
<b>### Service</b>						400		397			
13 03.01	PANTRY	0H 0801B		1 200	200		199				
13 03.02	PERSONAL CARE	0H 0806		1 100	100		99				
13 03.03	LAUNDRY	0H 0804		1 100	100		99				
<b>Total Capacity</b>										110	
<b>Total Teaching Stations</b>							11				
<b>Total Net Square Footage</b>							28,700	28,999			
<b>GROSS AREA PER SCHOOL</b>							40,180				

# IV SCHEDULES





# Frederick Douglass/Joseph C. Briscoe Design Schedule

Updated 06/28/23

	Start Date	Finish Date	Actual Start	Actual Finish	% Complete	Duration
Notice to Proceed	1/9/2023	-	1/25/2023	-	100%	1 day
Kick Off Meeting	2/1/2023	-	2/1/2023	-	100%	1 day
Ed Spec Reivew Meeting	2/6/2023	-	2/6/2023	-	100%	1 day
<b><u>Pre-Design Survey</u></b>						
Progress Meeting #1	2/15/2023	-	2/15/2023	-	100%	1 day
Site Survey	2/15/2023	3/1/2023	2/15/2023	3/1/2023	100%	2 weeks
Building Architectural Survey	2/27/2023	3/17/2023	2/27/2023	3/24/2023	100%	3 weeks
Structural and MEP Building Survey	3/17/2023	3/31/2023	3/24/2023		50%	2 weeks
<b><u>Concept Design</u></b>						
Develop Concept Design	2/27/2023	4/14/2023	2/27/2023	5/10/2023	100%	7 weeks
Progress Meeting #2	3/1/2023	-	3/1/2023	-		1 day
Progress Meeting #3	3/15/2023	-	3/15/2023	-		1 day
Site Topo provided to team	3/16/2023	-	3/16/2023	3/16/2023	100%	1 day
CHAP Documentation Due for Demolition Hearing	3/17/2023	-	3/17/2023	-	100%	1 day
Progress Meeting #4	3/29/2023	-	3/29/2023	-	100%	1 day
CHAP Demolition Hearing	4/11/2023	-	4/11/2023	-	100%	1 day
Progress Meeting #5	4/12/2023	-	4/12/2023	-	100%	1 day
Submit Concept Design to Owner for Review	4/12/2023	4/25/2023	4/12/2023	-	100%	10 days
Progress Meeting #6 - Review Concept Submission	4/26/2023	-	4/26/2023	5/10/2023	100%	1 day
<b><u>Schematic Design</u></b>						
Develop Schematic Design	5/1/2023	6/23/2023	5/1/2023			8 weeks
Progress Meeting #7	5/10/2023	-	5/10/2023	-	100%	1 day
CHAP Documentation Due for Demolition Hearing 2	5/19/2023	-	5/19/2023	-	100%	1 day
Progress Meeting #8	5/24/2023	-	5/24/2023	-	100%	1 day
Forest Stand Delineation	5/29/2023	-				1 day
Progress Meeting #9	6/7/2023	-	6/7/2023	-	100%	1 day
CHAP Demolition Hearing #2	6/13/2023	-	3/13/2023	-	100%	1 day
Progress Meeting #10	6/21/2023	-	6/21/2023	-	100%	1 day
Submit Schematic Design to Owner for Review	6/28/2023	7/12/2023				2 weeks
IAC SD State Submission	7/3/2023	-				1 day
Progress Meeting #11	7/5/2023	-				1 day
Community Meeting #1	7/5/2023	-				1 day
Progress Meeting #12 - Review SD submission	7/19/2023	-				1 day
Draft Presentation to UDAAP	7/26/2023	-				1 day
UDAAP SD Design Review	8/3/2023	-				1 day
<b><u>Design Development</u></b>						
Prepare DD submission	7/24/2023	10/13/2023				12 weeks
Progress Meeting #13	8/2/2023	-				1 day
SWM Concept Plan Submission	8/9/2023	-				1 day
NRIFSD Submission	8/9/2023	-				1 day
Progress Meeting #14	8/16/2023	-				1 day
CHAP Documation due for Hearing	8/18/2023	-				1 day
Progress Meeting #15	8/30/2023	-				1 day
CHAP New Work Hearing	9/12/2023	-				1 day
Progress Meeting #16	9/13/2023	-				1 day
SPRC Meeting	9/25/2023	-				1 day
Progress Meeting #17	9/27/2023	-				1 day
SWM Concept Plan Approval	9/29/2023	-				1 day
Progress Meeting #18	10/11/2023	-				1 day
Submit Design Development to Owner for Review	10/18/2023	11/1/2023				2 weeks

Prepare 35% Cost Estimate	10/18/2023	11/1/2023				2 weeks
Progress Meeting #19	10/25/2023	-				1 day
SWM/ESC Site Development (SDP) Submission	10/27/2023	-				1 day
Progress Meeting #20 - Review DD submission	11/8/2023	-				1 day
Community Meeting #2	11/13/2023	-				1 day
IAC DD State Submission	11/8/2023	-				1 day
<b>Construction Documents</b>						
Prepare 65% CD submission	11/13/2023	1/5/2023				8 weeks
Progress Meeting #21	11/22/2023	-				1 day
Progress Meeting #22	12/6/2023	-				1 day
Progress Meeting #23	12/20/2023	-				1 day
Progress Meeting #24	1/3/2024	-				1 day
SWM/ESC Site Development (SDP) Approval	1/5/2024	-				1 day
Submit 65% CD to Owner for Review	1/10/2024	1/24/2024				2 weeks
Prepare 65% Cost Estimate	1/10/2024	1/24/2024				2 weeks
Progress Meeting #25	1/17/2024	-				1 day
Progress Meeting #26 - Review 65% CD Submission	1/31/2024	-				1 day
Prepare 90% CD Submission	2/5/2024	3/29/2024				8 weeks
SWM/ESC Final Submission	1/23/2024	-				1 day
Progress Meeting #27	2/14/2024	-				1 day
Progress Meeting #28	2/28/2024	-				1 day
Progress Meeting #29	3/13/2024	-				1 day
Progress Meeting #30	3/27/2024	-				1 day
Submit 90% CD to Owner for Review	4/3/2024	4/17/2024				10 days
Prepare 90% Cost Estimate	4/3/2024	4/17/2024				2 weeks
Progress Meeting #31	4/10/2024	-				1 day
SWM/ESC Final Approval	4/12/2024	-				1 day
MDE NOI Approval	4/12/2024	5/10/2024				4 weeks
Progress Meeting #32 - Review 90% CD Submission	4/24/2024	-				1 day
Community Meeting #3	4/29/2024	-				1 day
<b>Bidding</b>						
Prepare Bid Documents	4/15/2024	4/26/2024				2 weeks
Invitation to Bid	4/29/2024	-				1 day
Pre-Bid Meeting	5/3/2024	-				1 day
Bidding	5/6/2024	5/17/2024				2 weeks
GMP Prepared/Negotiations	5/20/2024	5/31/2024				2 weeks
<b>Construction</b>						
Mobilization	6/3/2024	6/28/2024				4 weeks
Construction	7/1/2024	7/31/2026				25 months
Substantial Completion	6/29/2026	-				1 day
Complete Punch Lists	6/29/2026	7/10/2026				2 weeks
Final Completion	8/3/2026	-				1 day
Occupancy	8/10/2026	-				1 day

# V COST ESTIMATE



# **FREDERICK DOUGLASS HIGH SCHOOL & JOSEPH C. BRISCOE ACADEMY**

2301 Gwynns Falls Parkway  
Baltimore MD, 21217

## **Schematic Design Submission**



Submitted to:

**SAMAHA**

10521 Rosehaven Street, Suite 200  
Fairfax, VA 22030

**6/23/2023**

Submitted By:

**KUMI**  
CONSTRUCTION MANAGEMENT CORP

5335 Wisconsin Ave, NW  
Suite 970  
Washington, DC 20015  
202-684-8858

**FREDERICK DOUGLASS HIGH SCHOOL & JOSEPH C. BRISCOE ACADEMY**

2301 Gwynns Falls Parkway  
Baltimore MD, 21217

**Schematic Design Submission**

**Cost Estimate Summary**

<b>Description</b>	<b>Total Project Cost</b>	<b>SF Cost</b>
Main Building	\$ 88,402,310.65	\$ 338.71
Site Development	\$ 4,336,630.57	\$ 7.53
<b>PROJECT TOTAL</b>	<b>\$ 92,738,941.22</b>	<b>\$ 355.32</b>

**KUMI CONSTRUCTION MANAGEMENT**  
**FREDERICK DOUGLASS HIGH SCHOOL & JOSEPH C. BRISCOE ACADEMY**

**Design Development Executive Estimate Summary**

June 23, 2023

OVERALL SUMMARY SHEET								
Division	GSF =	261,000 \$ / sqft		339	515,661 \$ / sqft		8	
		MAIN BUILDING				SITWORK		
		Total	% of Total Building	□□□□□□□□□□	Total	% of Total Building	□□□□□□□□□□	
Division 1	General Conditions (2.5% of Trade Cost)	\$ 1,495,361	1.7%	□ □□□	\$ 73,356	1.7%	□ □□□	
Division 2	Existing Conditions	\$ 5,679,837	6.4%	□ 21□□	\$ -	0.0%	□ □	
Division 3	Concrete	\$ 1,261,460	1.4%	□ □□□	\$ -	0.0%	□ □	
Division 4	Masonry	\$ 482,479	0.5%	□ 1□□	\$ -	0.0%	□ □	
Division 5	Metals	\$ 1,687,702	1.9%	□ □□□	\$ -	0.0%	□ □	
Division 6	Wood & Plastics	\$ 1,457,697	1.6%	□ □□□	\$ -	0.0%	□ □	
Division 7	Thermal & Moisture	\$ 3,045,011	3.4%	□ 11□□	\$ -	0.0%	□ □	
Division 8	Doors & Windows	\$ 2,649,403	3.0%	□ 10□□	\$ -	0.0%	□ □	
Division 9	Finishes	\$ 7,602,042	8.6%	□ 2□□□	\$ -	0.0%	□ □	
Division 10	Specialties	\$ 431,853	0.5%	□ 1□□	\$ -	0.0%	□ □	
Division 11	Equipment	\$ 589,050	0.7%	□ 2□□	\$ -	0.0%	□ □	
Division 12	Furnishings	\$ 768,710	0.9%	□ 2□□	\$ -	0.0%	□ □	
Division 13	Special Construction	\$ 282,359	0.3%	□ 1□□	\$ -	0.0%	□ □	
Division 14	Conveying	\$ 197,407	0.2%	□ 0□□	\$ -	0.0%	□ □	
Division 21	Fire Protection	\$ 1,294,508	1.5%	□ □□□	\$ -	0.0%	□ □	
Division 22	Plumbing	\$ 5,187,257	5.9%	□ 1□□□	\$ -	0.0%	□ □	
Division 23	HVAC	\$ 13,559,203	15.3%	□ □□□□	\$ -	0.0%	□ □	
Division 25	Integrated Automation	\$ 1,106,943	1.3%	□ □□□	\$ -	0.0%	□ □	
Division 26	Electrical	\$ 9,870,240	11.2%	□ 3□□□	\$ -	0.0%	□ □	
Division 27	Communications	\$ 1,229,936	1.4%	□ □□□	\$ -	0.0%	□ □	
Division 28	Electronic Safety & Security	\$ 1,431,338	1.6%	□ □□□	\$ -	0.0%	□ □	
Division 31	Earthwork		0.0%	□ □	\$ 371,147	8.6%	□ 0□□	
Division 32	Exterior Improvements	\$ -	0.0%	□ □	\$ 1,989,940	45.9%	□ 3□□	
Division 33	Utilities	\$ -	0.0%	□ □	\$ 573,148	13.2%	□ 1□□	
<b>Subtotal - Direct Trade Cost</b>		<b>\$ 61,309,795</b>	<b>69%</b>	<b>\$ 235</b>	<b>\$ 3,007,590</b>	<b>69%</b>	<b>\$ 5.83</b>	
<b>Prime Contractor's Markups</b>								
	Design Contingency	15.00%	\$ 9,196,469	10.4%	□ 3□□□	\$ 451,139	10.4%	□ 0□□
<b>Subtotal</b>		<b>\$ 70,506,264</b>		<b>\$ 270.14</b>	<b>\$ 3,458,729</b>		<b>□ 0□□</b>	
	G & A Overhead & Profit	12.00%	\$ 8,460,752	9.6%	□ 32□□	\$ 415,047	9.6%	□ 0□□
<b>Subtotal</b>		<b>\$ 78,967,016</b>		<b>\$ 302.56</b>	<b>\$ 3,873,776</b>		<b>\$ 6.64</b>	
	Bonding	1.00%	\$ 789,670	0.9%	□ 3□□	\$ 38,738	0.9%	□ 0□□
<b>Subtotal</b>		<b>\$ 79,756,686</b>		<b>\$ 305.58</b>	<b>\$ 3,912,514</b>		<b>\$ 6.71</b>	
	Escalation	10.84%	\$ 8,645,625	9.8%	□ 33□□	\$ 424,117	9.8%	□ 0□□
<b>Subtotals</b>		<b>\$ 88,402,310.65</b>		<b>\$ 338.71</b>	<b>\$ 4,336,630.57</b>		<b>\$ 7.53</b>	
<b>TOTAL CONSTRUCTION COST</b>		<b>\$ 88,402,310.65</b>	<b>100%</b>	<b>\$ 338.71</b>	<b>\$ 4,336,630.57</b>	<b>100%</b>	<b>\$ 7.53</b>	

**MAIN BUILDING**

Total GSF	261,000	SF	MATERIALS		LABOR				EQUIPMENT		DIRECT COST		SUBCONTRACTOR COST	
ITEM DESCRIPTION	QTY	U.O.M.	MAT. UNIT	TOTAL MAT.	MANHOURS	LABOR RATE	LABOR UNIT COST	TOTAL LABOR COST	UNIT EQUIP.	TOTAL EQUIP.	DIRECT UNIT COST	DIRECT TOTAL COST	SUB UNIT COST	SUB TOTAL COST
<b>Div. 2 / EXISTING CONDITIONS</b>														
<u>Demolition</u>														
<u>Architectural Demolition</u>														
Remove Existing Doors and Frames	475	EA		\$ -	4	\$ 49.64	\$ 198.54	\$ 94,308.18		\$ -	\$ 198.54	\$ 94,308.18	\$ 233.90	\$ 111,104.47
Demolish Interior Walls	236,000	SF		\$ -	0.035	\$ 49.64	\$ 1.74	\$ 409,992.41		\$ -	\$ 1.74	\$ 409,992.41	\$ 2.05	\$ 483,012.06
Remove Existing Ceilings	236,000	SF		\$ -	0.035	\$ 49.64	\$ 1.74	\$ 409,992.41		\$ -	\$ 1.74	\$ 409,992.41	\$ 2.05	\$ 483,012.06
Remove Interior Floors	236,000	SF		\$ -	0.03	\$ 49.64	\$ 1.49	\$ 351,422.07		\$ -	\$ 1.49	\$ 351,422.07	\$ 1.75	\$ 414,010.34
Remove Exterior Windows	9,576	SF		\$ -	0.1	\$ 49.64	\$ 4.96	\$ 47,531.32		\$ -	\$ 4.96	\$ 47,531.32	\$ 5.85	\$ 55,996.65
Demolish minor areas around Pool	5,790	SF		\$ -	0.1	\$ 49.64	\$ 4.96	\$ 28,739.18		\$ -	\$ 4.96	\$ 28,739.18	\$ 5.85	\$ 33,857.62
<u>MEP Demolition</u>														
Remove Interior Plumbing Fixtures and piping	236,000	SF		\$ -	0.05	\$ 77.15	\$ 3.86	\$ 910,391.39		\$ -	\$ 3.86	\$ 910,391.39	\$ 4.54	\$ 1,072,532.09
Remove Interior HVAC Systems, Duct work and associate appurtances	236,000	SF		\$ -	0.06	\$ 77.15	\$ 4.63	\$ 1,092,469.67		\$ -	\$ 4.63	\$ 1,092,469.67	\$ 5.45	\$ 1,287,038.51
Remove Electrical Systems and Wiring	236,000	SF		\$ -	0.05	\$ 77.15	\$ 3.86	\$ 910,391.39		\$ -	\$ 3.86	\$ 910,391.39	\$ 4.54	\$ 1,072,532.09
<u>Site Demolition</u>														
Allowance for miscellaneous Site Demolition	515,661	SF		\$ -	0.01	\$ 49.64	\$ 0.50	\$ 255,952.93	\$ 0.10	\$ 51,566.11	\$ 0.60	\$ 307,519.04	\$ 0.70	\$ 362,288.18
<u>General Demolition Related</u>														
Hauling off debris	728	Trips	\$ -	\$ -	3	\$ 44.93	\$ 134.79	\$ 98,180.10	\$ 100.00	\$ 72,839.51	\$ 234.79	\$ 171,019.60	\$ 276.61	\$ 201,478.19
Dump Fee	728	Trips		\$ -		\$ 44.93	\$ -	\$ -		\$ -	\$ 120.00	\$ 87,407.41	\$ 141.37	\$ 102,974.67
<b>Demolition Subtotal</b>				\$ -				\$ 4,609,371.04		\$ 124,405.61		\$ 4,821,184.06		\$ 5,679,836.94
<b>Div. 2 / EXISTING CONDITIONS Subtotals</b>				\$ -				\$ 4,609,371.04		\$ 124,405.61		\$ 4,821,184.06		\$ 5,679,836.94
<b>Div.3/ CONCRETE</b>														
<u>Foundation System</u>														
Concrete Foundation System; including formwork and reinforcement	17,021	SF	\$ 20.00	\$ 340,420.00	0.15	\$ 51.78	\$ 7.77	\$ 132,209.84	\$ 1.50	\$ 25,531.50	\$ 29.27	\$ 498,161.34	\$ 34.48	\$ 586,883.88
<b>Foundation System Subtotal</b>				\$ 341,588.00				\$ 132,209.84		\$ 25,531.50		\$ 498,161.34		\$ 586,883.88
<u>Concrete Slab</u>														
<u>Concrete Slab On Grade (6" Thick)</u>														
Prepare sub-base	1,891	SY		\$ -	0.007	\$ 51.78	\$ 0.36	\$ 685.53	0.4	\$ 756.49	\$ 0.76	\$ 1,442.02	\$ 0.90	\$ 1,698.85
4" thick washed gravel	17,021	SF	\$ 0.40	\$ 6,808.40	0.005	\$ 51.78	\$ 0.26	\$ 4,406.99	0.03	\$ 510.63	\$ 0.69	\$ 11,726.02	\$ 0.81	\$ 13,814.43
Compaction to gravel base	208	CY		\$ -	0.150	\$ 51.78	\$ 7.77	\$ 1,615.90	0.1	\$ 20.80	\$ 7.87	\$ 1,636.70	\$ 9.27	\$ 1,928.20
6" x 6" - W2.9 x W2.9 WWF Steel Reinforcement to slabs on grade	170	CSF	\$ 91.68	\$ 15,604.85	0.552	\$ 51.78	\$ 28.58	\$ 4,865.32	0	\$ -	\$ 120.26	\$ 20,470.18	\$ 141.68	\$ 24,115.91
6" thick Concrete, 4000 psi, to slab on grade	17,021	SF	\$ 4.25	\$ 72,339.25	0.050	\$ 51.78	\$ 2.59	\$ 44,069.95		\$ -	\$ 6.84	\$ 116,409.20	\$ 8.06	\$ 137,141.68
15 Mil vapor barrier	17,021	SF	\$ 0.15	\$ 2,553.15	0.0022	\$ 51.78	\$ 0.11	\$ 1,939.08		\$ -	\$ 0.26	\$ 4,492.23	\$ 0.31	\$ 5,292.29
Curing to slab on grade	17,021	SF	\$ 0.30	\$ 5,106.30	0.0023	\$ 51.78	\$ 0.12	\$ 2,027.22		\$ -	\$ 0.42	\$ 7,133.52	\$ 0.49	\$ 8,404.00

ITEM DESCRIPTION	QTY	U.O.M.	MAT. UNIT	TOTAL MAT.	MANHOURS	LABOR RATE	LABOR UNIT COST	TOTAL LABOR COST	UNIT EQUIP.	TOTAL EQUIP.	DIRECT UNIT COST	DIRECT TOTAL COST	SUB UNIT COST	SUB TOTAL COST
Finishing to slab on grade	17,021	SF	\$ -	\$ -	0.015	\$ 51.78	\$ 0.78	\$ 13,220.98		\$ -	\$ 0.78	\$ 13,220.98	\$ 0.92	\$ 15,575.64
<b>Concrete Slab On Metal &amp; Roof Deck</b>														
4-1/2" Slab on metal deck including reinforcements and formwork	13,448	SF	\$ 7.40	\$ 99,516.68	0.071	\$ 51.78	\$ 3.68	\$ 49,443.59		\$ -	\$ 11.08	\$ 148,960.27	\$ 13.05	\$ 175,490.09
<b>Concrete Slab Subtotal</b>				<b>\$ 201,928.63</b>				<b>\$ 122,274.56</b>		<b>\$ 1,287.92</b>		<b>\$ 325,491.12</b>		<b>\$ 383,461.08</b>
<b>Concrete stairs &amp; Ramp</b>														
New concrete stairs on metal pan	4	FLIGHT	\$ 5,500.00	\$ 22,000.00	16	\$ 51.78	\$ 828.53	\$ 3,314.11	\$ 20.00	\$ 80.00	\$ 6,348.53	\$ 25,394.11	\$ 7,479.20	\$ 29,916.81
Renovate Existing Stairs	36	FLIGHT	\$ 1,500.00	\$ 54,000.00	8	\$ 51.78	\$ 414.26	\$ 14,913.51	\$ 21.00	\$ 756.00	\$ 1,935.26	\$ 69,669.51	\$ 2,279.93	\$ 82,077.65
<b>Concrete stairs &amp; Ramp Subtotal</b>				<b>\$ 76,000.00</b>				<b>\$ 18,227.63</b>		<b>\$ 836.00</b>		<b>\$ 95,063.63</b>		<b>\$ 111,994.46</b>
<b>Miscellaneous Concrete</b>														
Allowance for miscellaneous concrete work	17,021	SF		\$ -			\$ -	\$ -		\$ -	\$ 2.00	\$ 34,042.00	\$ 2.36	\$ 40,104.88
Allowance for miscellaneous work for existing concrete	23,600	SF		\$ -			\$ -	\$ -		\$ -	\$ 5.00	\$ 118,000.00	\$ 5.89	\$ 139,015.80
<b>Miscellaneous Concrete Subtotal</b>				<b>\$ -</b>				<b>\$ -</b>		<b>\$ -</b>		<b>\$ 152,042.00</b>		<b>\$ 179,120.68</b>
<b>Div.3/ CONCRETE Subtotals</b>				<b>\$ 821,445.27</b>				<b>\$ 272,712.03</b>		<b>\$ 27,655.42</b>		<b>\$ 1,070,758.09</b>		<b>\$ 1,261,460.10</b>
<b>Div. 4 / MASONRY</b>														
<b>Exterior Masonry</b>														
New exterior wall system for new construction	15,300	SF	\$ 6.50	\$ 99,450.00	0.32	\$ 59.90	\$ 19.17	\$ 293,275.30		\$ -	\$ 25.67	\$ 392,725.30	\$ 30.24	\$ 462,669.67
Allowance for miscellaneous masonry work	15,300	SF	\$ 0.50	\$ 7,650.00	0.01	\$ 59.90	\$ 0.60	\$ 9,164.85		\$ -	\$ 1.10	\$ 16,814.85	\$ 1.29	\$ 19,809.58
<b>Exterior Masonry Subtotal</b>				<b>\$ 107,100.00</b>				<b>\$ 302,440.15</b>		<b>\$ -</b>		<b>\$ 409,540.15</b>		<b>\$ 482,479.25</b>
<b>Div. 4 / MASONRY Subtotals</b>				<b>\$ 107,100.00</b>				<b>\$ 302,440.15</b>		<b>\$ -</b>		<b>\$ 409,540.15</b>		<b>\$ 482,479.25</b>
<b>Div. 5 / METALS</b>														
<b>Structural Steel Framing</b>														
Structural Steel in Building ( Horizontal)	90	TON	\$ 5,705.00	\$ 513,450.00	10.526	\$ 71.36	\$ 751.15	\$ 67,603.93	\$ 398.00	\$ 35,820.00	\$ 6,854.15	\$ 616,873.93	\$ 8,074.88	\$ 726,739.18
Structural Steel in Building (Vertical columns)	50	TON	\$ 5,705.00	\$ 285,250.00	10.526	\$ 71.36	\$ 751.15	\$ 37,557.74	\$ 398.00	\$ 19,900.00	\$ 6,854.15	\$ 342,707.74	\$ 8,074.88	\$ 403,743.99
Allowance for Miscellaneous steel @ 5%	7.00	TON	\$ 5,580.00	\$ 39,060.00	8	\$ 71.36	\$ 570.89	\$ 3,996.26	\$ 360.00	\$ 2,520.00	\$ 6,510.89	\$ 45,576.26	\$ 7,670.49	\$ 53,693.40
<b>Structural Steel Framing Subtotal</b>				<b>\$ 837,760.00</b>				<b>\$ 109,157.94</b>		<b>\$ 58,240.00</b>		<b>\$ 1,005,157.94</b>		<b>\$ 1,184,176.57</b>
<b>Metal Decking</b>														
Composite Elevated Floor Slab Deck	13,448	SF	\$ 3.85	\$ 51,775.57	0.008	\$ 71.36	\$ 0.57	\$ 7,677.51	\$ 0.03	\$ 403.45	\$ 4.45	\$ 59,856.52	\$ 5.24	\$ 70,516.97
Metal roof decking, 1-1/2", wide rib 20 ga.	13,448	SF	\$ 2.50	\$ 33,620.50	0.008	\$ 71.36	\$ 0.57	\$ 7,677.51	\$ -	\$ -	\$ 3.07	\$ 41,298.01	\$ 3.62	\$ 48,653.18
Roof Mechanical Platform		SF	\$ 25.00	\$ -	0.15	\$ 71.36	\$ 10.70	\$ -		\$ -	\$ 35.70	\$ -	\$ 42.06	\$ -
<b>Metal Decking Subtotal</b>				<b>\$ 85,396.07</b>				<b>\$ 15,355.01</b>		<b>\$ 403.45</b>		<b>\$ 101,154.53</b>		<b>\$ 119,170.15</b>
<b>Miscellaneous Metal Work</b>														
Allowance for Miscellaneous metal work	261,000	SF	\$ 1.25	\$ 326,250.00	0.02	\$ -	\$ -	\$ -		\$ -	\$ 1.25	\$ 326,250.00	\$ 1.47	\$ 384,355.13
<b>Miscellaneous Metal Work Subtotal</b>				<b>\$ 326,250.00</b>				<b>\$ -</b>		<b>\$ -</b>		<b>\$ 326,250.00</b>		<b>\$ 384,355.13</b>
<b>Div. 5 / METALS Subtotals</b>				<b>\$ 1,249,406.07</b>				<b>\$ 124,512.96</b>		<b>\$ 58,643.45</b>		<b>\$ 1,432,562.47</b>		<b>\$ 1,687,701.85</b>



ITEM DESCRIPTION	QTY	U.O.M.	MAT. UNIT	TOTAL MAT.	MANHOURS	LABOR RATE	LABOR UNIT COST	TOTAL LABOR COST	UNIT EQUIP.	TOTAL EQUIP.	DIRECT UNIT COST	DIRECT TOTAL COST	SUB UNIT COST	SUB TOTAL COST
<b>Div. 6 / WOOD &amp; PLASTICS</b>														
<b><u>Rough Carpentry</u></b>														
Rough carpentry; wood blocking, etc.	261,000	SF	\$ 0.75	\$ 195,750.00	0.01	\$ 56.02	\$ 0.56	\$ 146,207.27		\$ -	\$ 1.31	\$ 341,957.27	\$ 1.54	\$ 402,859.86
<b>Rough Carpentry</b>	<b>Subtotal</b>			<b>\$ 195,750.00</b>				<b>\$ 146,207.27</b>		<b>\$ -</b>		<b>\$ 341,957.27</b>		<b>\$ 402,859.86</b>
<b><u>Fine Carpentry</u></b>														
Finished carpentry work; including millwork	261,000	SF	\$ 1.75	\$ 456,750.00	0.03	\$ 56.02	\$ 1.68	\$ 438,621.80		\$ -	\$ 3.43	\$ 895,371.80	\$ 4.04	\$ 1,054,837.52
<b>Fine Carpentry</b>	<b>Subtotal</b>			<b>\$ 456,750.00</b>				<b>\$ 438,621.80</b>		<b>\$ -</b>		<b>\$ 895,371.80</b>		<b>\$ 1,054,837.52</b>
<b>Div. 6 / WOOD &amp; PLASTICS</b>	<b>Subtotals</b>			<b>\$ 652,500.00</b>				<b>\$ 584,829.07</b>		<b>\$ -</b>		<b>\$ 1,237,329.07</b>		<b>\$ 1,457,697.38</b>
<b>Div. 7 / THERMAL &amp; MOISTURE PROTECTION</b>														
<b><u>Insulation</u></b>														
Building insulation	261,000	SF	\$ 0.80	\$ 208,800.00	0.01	\$ 49.65	\$ 0.50	\$ 129,596.98		\$ -	\$ 1.30	\$ 338,396.98	\$ 1.53	\$ 398,665.48
<b>Insulation</b>	<b>Subtotal</b>			<b>\$ 208,800.00</b>				<b>\$ 129,596.98</b>		<b>\$ -</b>		<b>\$ 338,396.98</b>		<b>\$ 398,665.48</b>
<b><u>Caulking &amp; Sealants</u></b>														
Caulking and sealant	261,000	SF	\$ 0.50	\$ 130,500.00	0.01	\$ 49.65	\$ 0.50	\$ 129,596.98		\$ -	\$ 1.00	\$ 260,096.98	\$ 1.17	\$ 306,420.25
<b>Caulking &amp; Sealants</b>	<b>Subtotal</b>			<b>\$ 130,500.00</b>				<b>\$ 129,596.98</b>		<b>\$ -</b>		<b>\$ 260,096.98</b>		<b>\$ 306,420.25</b>
<b><u>Roofing</u></b>														
Finished aluminum coping	2,984	LF	\$ 9.52	\$ 28,407.68	0.15	\$ 55.33	\$ 8.30	\$ 24,766.99		\$ -	\$ 17.82	\$ 53,174.67	\$ 20.99	\$ 62,645.08
Roof gutters	2,984	LF	\$ 11.50	\$ 34,316.00	0.05	\$ 55.33	\$ 2.77	\$ 8,255.66		\$ -	\$ 14.27	\$ 42,571.66	\$ 16.81	\$ 50,153.68
New Roofing System	102,500	SF	\$ 15.00	\$ 1,537,500.00	0.05	\$ 55.33	\$ 2.77	\$ 283,580.98		\$ -	\$ 17.77	\$ 1,821,080.98	\$ 20.93	\$ 2,145,415.51
Allowance for miscellaneous roof work	102,500	SF	\$ 0.40	\$ 41,000.00	0.005	\$ 55.33	\$ 0.28	\$ 28,358.10		\$ -	\$ 0.68	\$ 69,358.10	\$ 0.80	\$ 81,710.78
<b>Roofing</b>	<b>Subtotal</b>			<b>\$ 1,641,223.68</b>				<b>\$ 344,961.74</b>		<b>\$ -</b>		<b>\$ 1,986,185.42</b>		<b>\$ 2,339,925.05</b>
<b>Div. 7 / THERMAL &amp; MOISTURE PROTECTION</b>	<b>Subtotals</b>			<b>\$ 1,980,523.68</b>				<b>\$ 604,155.70</b>		<b>\$ -</b>		<b>\$ 2,584,679.38</b>		<b>\$ 3,045,010.78</b>
<b>Div. 8/ DOORS &amp; WINDOWS</b>														
<b><u>Exterior Doors</u></b>														
Storefront door assembly, double	14	EA	\$ 10,000.00	\$ 140,000.00	10	\$ 56.02	\$ 560.18	\$ 7,842.54		\$ -	\$ 10,560.18	\$ 147,842.54	\$ 12,440.95	\$ 174,173.29
Pair HM door w/ HM frame and hardware	21	EA	\$ 4,000.00	\$ 84,000.00	6	\$ 56.02	\$ 336.11	\$ 7,058.28		\$ -	\$ 4,336.11	\$ 91,058.28	\$ 5,108.37	\$ 107,275.76
Single HM door w/ HM frame and hardware	1	EA	\$ 1,250.00	\$ 1,250.00	4	\$ 56.02	\$ 224.07	\$ 224.07		\$ -	\$ 1,474.07	\$ 1,474.07	\$ 1,736.60	\$ 1,736.60
<b>Exterior Doors</b>	<b>Subtotal</b>			<b>\$ 225,250.00</b>				<b>\$ 15,124.89</b>		<b>\$ -</b>		<b>\$ 240,374.89</b>		<b>\$ 283,185.66</b>
<b><u>Single Doors</u></b>														
<b><u>Interior Doors</u></b>														
3'-0"x7'-0" Single Doors and frames	430	EA	\$ 1,200.00	\$ 516,000.00	4	\$ 56.02	\$ 224.07	\$ 96,351.15		\$ -	\$ 1,424.07	\$ 612,351.15	\$ 1,677.70	\$ 721,410.89

ITEM DESCRIPTION	QTY	U.O.M.	MAT. UNIT	TOTAL MAT.	MANHOURS	LABOR RATE	LABOR UNIT COST	TOTAL LABOR COST	UNIT EQUIP.	TOTAL EQUIP.	DIRECT UNIT COST	DIRECT TOTAL COST	SUB UNIT COST	SUB TOTAL COST
<b>Interior Doors</b>	<b>Subtotal</b>			<b>\$ 516,000.00</b>				<b>\$ 96,351.15</b>		<b>\$ -</b>		<b>\$ 612,351.15</b>		<b>\$ 721,410.89</b>
<b><u>Double Doors</u></b>														
6'-0"X7'-0" Type 'F' Flush HM Dbl. Doors w/ AL Frame	9	EA	\$ 1,900.00	\$ 17,100.00	6	\$ 56.02	\$ 336.11	\$ 3,024.98		\$ -	\$ 2,236.11	\$ 20,124.98	\$ 2,634.36	\$ 23,709.24
<b>Single Doors</b>	<b>Subtotal</b>			<b>\$ 17,100.00</b>				<b>\$ 3,024.98</b>		<b>\$ -</b>		<b>\$ 20,124.98</b>		<b>\$ 23,709.24</b>
<b><u>Door Hardware &amp; Miscellaneous</u></b>														
Interior Door Hardware, single	430	EA	\$ 750.00	\$ 322,500.00	2.667	\$ 56.02	\$ 149.40	\$ 64,242.13		\$ -	\$ 899.40	\$ 386,742.13	\$ 1,059.58	\$ 455,620.90
Interior Door Hardware, Double	9	EA	\$ 900.00	\$ 8,100.00	2.667	\$ 56.02	\$ 149.40	\$ 1,344.60		\$ -	\$ 1,049.40	\$ 9,444.60	\$ 1,236.30	\$ 11,126.69
<b>Door Hardware &amp; Miscellaneous</b>	<b>Subtotal</b>			<b>\$ 330,600.00</b>				<b>\$ 65,586.73</b>		<b>\$ -</b>		<b>\$ 396,186.73</b>		<b>\$ 466,747.59</b>
<b><u>Windows &amp; Glazing ( Exterior Wall system)</u></b>														
	236,000													
<b><u>Exterior Glazing</u></b>														
Exterior storefront Curtain wall	4,800	SF	\$ 65.00	\$ 312,000.00	0.164	\$ 57.44	\$ 9.42	\$ 45,216.60		\$ -	\$ 74.42	\$ 357,216.60	\$ 87.67	\$ 420,836.88
Exterior windows	9,576	SF	\$ 50.00	\$ 478,800.00	0.164	\$ 57.44	\$ 9.42	\$ 90,207.12		\$ -	\$ 59.42	\$ 569,007.12	\$ 70.00	\$ 670,347.29
<b><u>Interior Glazing</u></b>														
Interior glass wall system	1,000	SF	\$ 45.00	\$ 45,000.00	0.15	\$ 57.44	\$ 8.62	\$ 8,615.97		\$ -	\$ 53.62	\$ 53,615.97	\$ 63.16	\$ 63,164.97
<b>Windows &amp; Glazing ( Exterior Wall system)</b>	<b>Subtotal</b>			<b>\$ 835,800.00</b>				<b>\$ 144,039.69</b>		<b>\$ -</b>		<b>\$ 979,839.69</b>		<b>\$ 1,154,349.14</b>
<b>Div. 8/ DOORS &amp; WINDOWS</b>	<b>Subtotals</b>			<b>\$ 1,924,750.00</b>				<b>\$ 324,127.44</b>		<b>\$ -</b>		<b>\$ 2,738,797.29</b>		<b>\$ 2,649,402.51</b>
<b>Div. 9/ FINISHES</b>														
<b><u>Interior Drywall Assemblies</u></b>														
<b><u>Interior of Exterior walls</u></b>														
6" Metal Studs	67,743	SF	\$ 1.20	\$ 81,291.60	0.02	\$ 56.02	\$ 1.12	\$ 75,896.70		\$ -	\$ 2.32	\$ 157,188.30	\$ 2.73	\$ 185,183.53
Batt insulation	67,743	SF	\$ 1.25	\$ 84,678.75	0.015	\$ 56.02	\$ 0.84	\$ 56,922.52		\$ -	\$ 2.09	\$ 141,601.27	\$ 2.46	\$ 166,820.46
5/8" Gypsum wall board	67,743	SF	\$ 0.50	\$ 33,871.50	0.02	\$ 56.02	\$ 1.12	\$ 75,896.70		\$ -	\$ 1.62	\$ 109,768.20	\$ 1.91	\$ 129,317.91
<b><u>Interior Partition Wall</u></b>														
metal studs 16 O.C.	239,460	SF	\$ 1.00	\$ 239,460.00	0.015	\$ 56.02	\$ 0.84	\$ 201,211.45		\$ -	\$ 1.84	\$ 440,671.45	\$ 2.17	\$ 519,155.03
Sound Attenuation	239,460	SF	\$ 1.25	\$ 299,325.00	0.012	\$ 56.02	\$ 0.67	\$ 160,969.16		\$ -	\$ 1.92	\$ 460,294.16	\$ 2.26	\$ 542,272.55
5/8" Gypsum wall board	478,920	SF	\$ 0.50	\$ 239,460.00	0.02	\$ 56.02	\$ 1.12	\$ 536,563.86		\$ -	\$ 1.62	\$ 776,023.86	\$ 1.91	\$ 914,233.72
<b>Interior Drywall Assemblies</b>	<b>Subtotal</b>			<b>\$ 978,086.85</b>				<b>\$ 1,107,460.39</b>		<b>\$ -</b>		<b>\$ 2,085,547.24</b>		<b>\$ 2,456,983.20</b>
<b><u>Floor Finishes</u></b>														
	261,000													
Carpet Flooring @ office	65,250	SF	\$ 2.50	\$ 163,125.00	0.02	\$ 54.60	\$ 1.09	\$ 71,247.09		\$ -	\$ 3.59	\$ 234,372.09	\$ 4.23	\$ 276,113.76
Ceramic Tile Floor	13,050	SF	\$ 5.15	\$ 67,207.50	0.084	\$ 54.60	\$ 4.59	\$ 59,847.55		\$ -	\$ 9.74	\$ 127,055.05	\$ 11.47	\$ 149,683.56
Fluid Applied Floor	13,050	SF	\$ 4.50	\$ 58,725.00	0.05	\$ 54.60	\$ 2.73	\$ 35,623.54		\$ -	\$ 7.23	\$ 94,348.54	\$ 8.52	\$ 111,152.02
Resinous flooring	65,250	SF	\$ 4.50	\$ 293,625.00	0.03	\$ 54.60	\$ 1.64	\$ 106,870.63		\$ -	\$ 6.14	\$ 400,495.63	\$ 7.23	\$ 471,823.90
Sealed concrete flooring	52,200	SF	\$ 1.50	\$ 78,300.00	0.025	\$ 54.60	\$ 1.36	\$ 71,247.09		\$ -	\$ 2.86	\$ 149,547.09	\$ 3.38	\$ 176,181.42
Quartz Tile Flooring	52,200	SF	\$ 9.32	\$ 486,504.00	0.114	\$ 54.60	\$ 6.22	\$ 324,886.72		\$ -	\$ 15.54	\$ 811,390.72	\$ 18.31	\$ 955,899.41
<b>Floor Finishes</b>	<b>Subtotal</b>			<b>\$ 1,147,486.50</b>				<b>\$ 669,722.63</b>		<b>\$ -</b>		<b>\$ 1,817,209.13</b>		<b>\$ 2,140,854.08</b>
<b><u>Wall Finishes</u></b>														
	11054													
6" Rubber base	38,876	LF	\$ 3.28	\$ 127,513.28	0.035	\$ 54.60	\$ 1.91	\$ 74,285.87		\$ -	\$ 5.19	\$ 201,799.15	\$ 6.12	\$ 237,739.58
Ceramic tile base	963	LF	\$ 4.50	\$ 4,333.50	0.1	\$ 54.60	\$ 5.46	\$ 5,257.54		\$ -	\$ 9.96	\$ 9,591.04	\$ 11.73	\$ 11,299.21
Ceramic tile wall finishes	7,704	SF	\$ 4.50	\$ 34,668.00	0.1	\$ 54.60	\$ 5.46	\$ 42,060.35		\$ -	\$ 9.96	\$ 76,728.35	\$ 11.73	\$ 90,393.67

ITEM DESCRIPTION	QTY	U.O.M.	MAT. UNIT	TOTAL MAT.	MANHOURS	LABOR RATE	LABOR UNIT COST	TOTAL LABOR COST	UNIT EQUIP.	TOTAL EQUIP.	DIRECT UNIT COST	DIRECT TOTAL COST	SUB UNIT COST	SUB TOTAL COST
<i>Wall Finishes</i> Subtotal				\$ 166,514.78				\$ 121,603.77		\$ -		\$ 288,118.55		\$ 339,432.46
<b>ACT ,GWB , Ceiling Systems</b>	261,000													
2x4 ACT ceiling system	143,550	SF	\$ 3.97	\$ 569,893.50	0.035	\$ 56.02	\$ 1.96	\$ 281,448.99			\$ 5.93	\$ 851,342.49	\$ 6.99	\$ 1,002,966.59
GWB ceiling system	117,450	SF	\$ 4.00	\$ 469,800.00	0.035	\$ 56.02	\$ 1.96	\$ 230,276.45			\$ 5.96	\$ 700,076.45	\$ 7.02	\$ 824,760.06
<b>ACT ,GWB , Ceiling Systems</b> Subtotal				\$ 1,039,693.50				\$ 511,725.43		\$ -		\$ 1,551,418.93		\$ 1,827,726.65
<b>Painting</b>														
Painting to Interior Walls	546,663	SF	\$ 0.50	\$ 273,331.50	0.008	\$ 46.75	\$ 0.37	\$ 204,466.18			\$ 0.87	\$ 477,797.68	\$ 1.03	\$ 562,893.44
Painting to ceiling	117,450	SF	\$ 0.50	\$ 58,725.00	0.015	\$ 46.75	\$ 0.70	\$ 82,367.54			\$ 1.20	\$ 141,092.54	\$ 1.42	\$ 166,221.12
Painting to doors	439	EA	\$ 15.00	\$ 6,585.00	2	\$ 46.75	\$ 93.51	\$ 41,049.35			\$ 108.51	\$ 47,634.35	\$ 127.83	\$ 56,118.03
Exposed Structure to be Painted	26,100	SF	\$ 0.75	\$ 19,575.00	0.02	\$ 46.75	\$ 0.94	\$ 24,405.20			\$ 1.69	\$ 43,980.20	\$ 1.99	\$ 51,813.07
<b>Painting</b> Subtotal				\$ 358,216.50				\$ 352,288.26		\$ -		\$ 710,504.76		\$ 837,045.66
<b>Div. 9/ FINISHES</b> Subtotals				\$ 3,689,998.13				\$ 2,762,800.48		\$ -		\$ 6,452,798.61		\$ 7,602,042.05
<b>Div. 10/ SPECIALTIES</b>														
<b>Bathroom Specialties</b>														
Allowance for miscellaneous bathroom specialties	261,000	SF		\$ -		\$ 56.02	\$ -	\$ -			\$ 0.50	\$ 130,500.00	\$ 0.59	\$ 153,742.05
<b>Bathroom Specialties</b> Subtotal				\$ -				\$ -		\$ -		\$ 130,500.00		\$ 153,742.05
<b>Building Signage</b>														
Door Signage	439	EA	\$ 125.00	\$ 54,875.00	1	\$ 56.02	\$ 56.02	\$ 24,591.95			\$ 181.02	\$ 79,466.95	\$ 213.26	\$ 93,620.01
Allowance for miscellaneous building signage	261,000	SF		\$ -		\$ 56.02	\$ -	\$ -			\$ 0.30	\$ 78,300.00	\$ 0.35	\$ 92,245.23
<b>Building Signage</b> Subtotal				\$ 54,875.00				\$ 24,591.95		\$ -		\$ 157,766.95		\$ 185,865.24
<b>Demountable Partitions</b>														
Folding Wall/ Demountable Partition	-	LF	\$ 250.00	\$ -	0.4	\$ 56.02	\$ 22.41	\$ -			\$ 272.41	\$ -	\$ 320.92	\$ -
<b>Demountable Partitions</b> Subtotal				\$ -				\$ -		\$ -		\$ -		\$ -
<b>Visual Display Units</b>														
Allowance for Visual display Unit	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 0.30	\$ 78,300.00	\$ 0.35	\$ 92,245.23
<b>Visual Display Units</b> Subtotal				\$ -				\$ -		\$ -		\$ 78,300.00		\$ 92,245.23
<b>Div. 10/ SPECIALTIES</b> Subtotals				\$ 54,875.00				\$ 24,591.95		\$ -		\$ 366,566.95		\$ 431,852.52
<b>Div. 11/ EQUIPMENT</b>														
<b>Div. 11/ EQUIPMENT</b>														
Allowance for miscellaneous Equipment	1	LOT	\$ -	\$ -	0	\$ 46.75	\$ -	\$ -			\$ 500,000.00	\$ 500,000.00	\$ 589,050.00	\$ 589,050.00
<b>Div. 11/ EQUIPMENT</b> Subtotal				\$ -				\$ -		\$ -		\$ 500,000.00		\$ 589,050.00
<b>Div. 11/ EQUIPMENT</b> Subtotals				\$ -				\$ -		\$ -		\$ 500,000.00		\$ 589,050.00

ITEM DESCRIPTION	QTY	U.O.M.	MAT. UNIT	TOTAL MAT.	MANHOURS	LABOR RATE	LABOR UNIT COST	TOTAL LABOR COST	UNIT EQUIP.	TOTAL EQUIP.	DIRECT UNIT COST	DIRECT TOTAL COST	SUB UNIT COST	SUB TOTAL COST
<b>Div. 12/ FURNISHING</b>														
<u>Shelves, Cabinets &amp; Countertops</u>														
Allowance for miscellaneous casework	261,000	SF	\$ -	\$ -	0	\$ 56.02	\$ -	\$ -			\$ 2.50	\$ 652,500.00	\$ 2.95	\$ 768,710.25
<i>Shelves, Cabinets &amp; Countertops</i>	<i>Subtotal</i>			\$ -				\$ -		\$ -		\$ 652,500.00		\$ 768,710.25
<b>Div. 12/ FURNISHING</b>	<b>Subtotals</b>			\$ -				\$ -		\$ -		\$ 652,500.00		\$ 768,710.25
<b>Div. 13/ Special Construction</b>														
Allowance for Pool Renovation	5,784	SF	\$ 30.00	\$ 173,520.00	0.2	\$ 57.19	\$ 11.44	\$ 66,153.00			\$ 41.44	\$ 239,673.00	\$ 48.82	\$ 282,358.76
\$ -	<i>Subtotal</i>			\$ 173,520.00				\$ 66,153.00		\$ -		\$ 239,673.00		\$ 282,358.76
<b>Div. 13/ Special Construction</b>	<b>Subtotals</b>			\$ 173,520.00				\$ 66,153.00		\$ -		\$ -		\$ 282,358.76
<b>Div. 14/ CONVEYING SYSTEMS</b>														
<u>Div. 14/ CONVEYING SYSTEMS</u>														
Service elevator, 4500 LB, 2-stop	1	EA	\$ 140,000.00	\$ 140,000.00	\$ 258.00	\$ 106.84	\$ 27,563.61	\$ 27,563.61			\$ 167,563.61	\$ 167,563.61	\$ 197,406.69	\$ 197,406.69
<b>Div. 14/ CONVEYING SYSTEMS</b>	<b>Subtotal</b>			\$ 140,000.00				\$ 27,563.61		\$ -	\$ 167,563.61	\$ 167,563.61	\$ 197,406.69	\$ 197,406.69
<b>Div. 14/ CONVEYING SYSTEMS</b>	<b>Subtotals</b>			\$ 140,000.00				\$ 27,563.61		\$ -		\$ 167,563.61		\$ 197,406.69
<b>Div. 21/ FIRE SUPPRESSION</b>														
<u>Div. 21/ FIRE SUPPRESSION</u>														
Wet Sprinkler System	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 4.21	\$ 1,098,810.00	\$ 4.96	\$ 1,294,508.06
<b>Div. 21/ FIRE SUPPRESSION</b>	<b>Subtotal</b>			\$ -				\$ -		\$ -		\$ 1,098,810.00		\$ 1,294,508.06
<b>Div. 21/ FIRE SUPPRESSION</b>	<b>Subtotals</b>			\$ -				\$ -		\$ -		\$ 1,098,810.00		\$ 1,294,508.06
<b>Div. 22/ PLUMBING</b>														
<u>Div. 22/ PLUMBING</u>														
<u>PLUMBING FIXTURES &amp; EQUIPMENT</u>														
Allowance for miscellaneous plumbing equipment	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 5.00	\$ 1,305,000.00	\$ 5.89	\$ 1,537,420.50
<u>Piping</u>														
Domestic Water Piping	261,000	SF		\$ -			\$ -	\$ -			\$ 3.65	\$ 952,650.00	\$ 4.30	\$ 1,122,316.97
Sanitary, Vent & Storm Piping	261,000	SF		\$ -			\$ -	\$ -			\$ 7.07	\$ 1,845,270.00	\$ 8.33	\$ 2,173,912.59
Floor & Roof Drains	261,000	SF		\$ -			\$ -	\$ -			\$ 0.90	\$ 234,900.00	\$ 1.06	\$ 276,735.69

ITEM DESCRIPTION	QTY	U.O.M.	MAT. UNIT	TOTAL MAT.	MANHOURS	LABOR RATE	LABOR UNIT COST	TOTAL LABOR COST	UNIT EQUIP.	TOTAL EQUIP.	DIRECT UNIT COST	DIRECT TOTAL COST	SUB UNIT COST	SUB TOTAL COST
Miscellaneous Plumbing Work	261,000	SF		\$ -			\$ -	\$ -			\$ 0.25	\$ 65,250.00	\$ 0.29	\$ 76,871.03
<b>Div. 22/ PLUMBING</b>	<b>Subtotal</b>			\$ -				\$ -		\$ -		\$ 4,403,070.00		\$ 5,187,256.77
<b>Div. 22/ PLUMBING</b>	<b>Subtotals</b>			\$ -				\$ -		\$ -		\$ 4,403,070.00		\$ 5,187,256.77
<b>Div. 23/ HVAC</b>														
Heat Generating Systems	261,000	SF		\$ -		\$ 84.25	\$ -	\$ -			\$ 12.32	\$ 3,214,912.38	\$ 14.51	\$ 3,787,488.28
Cooling Generating Systems	261,000	SF		\$ -		\$ 84.25	\$ -	\$ -			\$ 14.62	\$ 3,816,455.24	\$ 17.23	\$ 4,496,165.92
Terminal & Package Units	261,000	SF		\$ -		\$ 84.25	\$ -	\$ -			\$ 13.14	\$ 3,428,794.29	\$ 15.48	\$ 4,039,462.55
Water treatment	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 0.15	\$ 39,150.00	\$ 0.18	\$ 46,122.62
Rigging	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 0.50	\$ 130,500.00	\$ 0.59	\$ 153,742.05
Air & Water Testing and balancing	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 1.50	\$ 391,500.00	\$ 1.77	\$ 461,226.15
Allowance for miscellaneous HVAC work; including welding, fittings, etc.	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 1.45	\$ 378,450.00	\$ 1.71	\$ 445,851.95
Commissioning	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 0.42	\$ 109,620.00	\$ 0.49	\$ 129,143.32
<b>Div. 23/ HVAC</b>	<b>Subtotals</b>			\$ -				#REF!		\$ -		\$ 11,509,381.90		\$ 13,559,202.82
<b>Div. 25/ INTEGRATED AUTOMATION</b>														
<b><u>DDC Controls</u></b>														
DDC controls	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 3.60	\$ 939,600.00	\$ 4.24	\$ 1,106,942.76
<b>DDC Controls</b>	<b>Subtotal</b>			\$ -				\$ -		\$ -		\$ 939,600.00		\$ 1,106,942.76
<b>Div. 25/ INTEGRATED AUTOMATION</b>	<b>Subtotals</b>			\$ -				\$ -		\$ -		\$ 939,600.00		\$ 1,106,942.76
<b>Div. 26/ ELECTRICALS</b>														
<b><u>Fixture, Power &amp; Lighting</u></b>														
Service Distribution	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 12.35	\$ 3,223,350.00	\$ 14.55	\$ 3,797,428.64
Power Devices & Wiring	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 7.80	\$ 2,035,800.00	\$ 9.19	\$ 2,398,375.98
Miscellaneous Power	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 1.50	\$ 391,500.00	\$ 1.77	\$ 461,226.15
Lighting Fixtures & Wiring	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 8.95	\$ 2,335,950.00	\$ 10.54	\$ 2,751,982.70
Allowance for miscellaneous electrical work	261,000	SF		\$ -		\$ -	\$ -	\$ -			\$ 1.50	\$ 391,500.00	\$ 1.77	\$ 461,226.15
<b>Fixture, Power &amp; Lighting</b>	<b>Subtotal</b>			\$ -				\$ -		\$ -		\$ 8,378,100.00		\$ 9,870,239.61
<b>Div. 26/ ELECTRICALS</b>	<b>Subtotals</b>			\$ -				\$ -		\$ -		\$ 8,378,100.00		\$ 9,870,239.61
<b>Div. 27/ COMMUNICATIONS</b>														
<b><u>Div. 27/ COMMUNICATIONS</u></b>														
Allowance for Communication devices and conduits	261,000	SF		\$ -		\$ 51.81	\$ -	\$ -			\$ 4.00	\$ 1,044,000.00	\$ 4.71	\$ 1,229,936.40
<b>Div. 27/ COMMUNICATIONS</b>	<b>Subtotal</b>			\$ -				\$ -		\$ -		\$ 1,044,000.00		\$ 1,229,936.40
<b>Div. 27/ COMMUNICATIONS</b>	<b>Subtotals</b>			\$ -				\$ -		\$ -		\$ 1,044,000.00		\$ 1,229,936.40

ITEM DESCRIPTION	QTY	U.O.M.	MAT. UNIT	TOTAL MAT.	MANHOURS	LABOR RATE	LABOR UNIT COST	TOTAL LABOR COST	UNIT EQUIP.	TOTAL EQUIP.	DIRECT UNIT COST	DIRECT TOTAL COST	SUB UNIT COST	SUB TOTAL COST
<b>Div. 28/ ELECTRONIC SAFETY &amp; SECURITY</b>														
<i>Electronic Safety &amp; Security</i>														
Allowance for Electronic Safety & Security	261,000	SF		\$ -			\$ -	\$ -			\$ 4.66	\$ 1,214,955.00	\$ 5.48	\$ 1,431,338.49
<b>Electronic Safety &amp; Security Subtotal</b>				\$ -				\$ -		\$ -		\$ 1,214,955.00		\$ 1,431,338.49
<b>Div. 28/ ELECTRONIC SAFETY &amp; SECURITY Subtotals</b>				\$ -				\$ -		\$ -		\$ 1,214,955.00		\$ 1,431,338.49
<b>DIRECT SUBTOTAL</b>												\$ 51,181,978.58		\$ 59,814,433.98

**SITWORK**

SITE AREA	515,661 SF		MATERIALS		LABOR				EQUIPMENT		DIRECT COST	SUB-COST	
ITEM DESCRIPTION	QTY	U.O.M.	MAT. UNIT	TOTAL MAT.	MANHOURS	LABOR RATE	LABOR UNIT COST	TOTAL LABOR COST	UNIT EQUIP.	TOTAL EQUIP.	DIRECT UNIT COST	SUB UNIT COST	SUB TOTAL COST
<b>Div. 31/ EARTHWORK</b>													
<u>Earthwork</u>													
Rough grading	19,099	CY		\$ -	0.06	\$ 52.50	\$ 3.15	\$ 60,156.42	\$ 2.14	\$ 40,870.91	\$ 5.29	\$ 6.17	\$ 117,853.43
Fine grading	57,296	SY		\$ -	0.01	\$ 52.50	\$ 0.52	\$ 30,078.21	\$ 0.58	\$ 33,231.49	\$ 1.10	\$ 1.29	\$ 73,853.93
Main Building Excavation	2,522	CY		\$ -	0.3	\$ 52.50	\$ 15.75	\$ 39,713.00	\$ 9.62	\$ 24,258.08	\$ 25.37	\$ 29.59	\$ 74,625.46
Haul Excavated material	3,361	LCY		\$ -	0.15	\$ 52.50	\$ 7.87	\$ 26,468.71	\$ 7.00	\$ 23,529.33	\$ 14.87	\$ 17.35	\$ 58,325.21
Silt fence	4623	LF	\$ 3.00	\$ 13,869.00	0.05	\$ 52.50	\$ 2.62	\$ 12,134.56		\$ -	\$ 5.62	\$ 6.56	\$ 30,334.45
SCE areas	1000	SF	\$ 2.50	\$ 2,500.00	0.05	\$ 52.50	\$ 2.62	\$ 2,624.82		\$ -	\$ 5.12	\$ 5.98	\$ 5,978.36
Allowance for soil improvements	17,021	SF	\$ 0.25	\$ 4,255.36	0.005	\$ 52.50	\$ 0.26	\$ 4,467.83		\$ -	\$ 0.51	\$ 0.60	\$ 10,176.03
Bioswale	-	CY	\$ 100.00	\$ -	0.25	\$ 52.50	\$ 13.12	\$ -		\$ -	\$ 113.12	\$ 131.96	\$ -
Micro Bioretention Area with Filter Media	-	SF	\$ 20.00	\$ -	0.1	\$ 52.50	\$ 5.25	\$ -		\$ -	\$ 25.25	\$ 29.45	\$ -
<b>Div. 31/ EARTHWORK</b>	<b>Subtotals</b>			<b>\$ 20,624.36</b>				<b>\$ 175,643.55</b>		<b>\$ 121,889.81</b>			<b>\$ 371,146.89</b>
<b>Div. 32/ EXTERIOR IMPROVEMENTS</b>													
<u>Site Concrete &amp; Paving</u>													
Allowance for site benches		LOT		\$ -		\$ 49.64	\$ -	\$ -		\$ -	\$ 20,000.00	\$ 23,331.00	\$ -
Asphalt paving to full depth	9,860	SY	\$ 32.60	\$ 321,450.49	0.254	\$ 49.64	\$ 12.59	\$ 124,143.00	\$ 2.26	\$ 22,284.60	\$ 47.45	\$ 55.35	\$ 545,803.18
Concrete Sidewalk	64,341	SF	\$ 4.64	\$ 298,756.71	\$ 0.09	\$ 49.64	\$ 4.71	\$ 303,046.11		\$ -	\$ 9.35	\$ 10.91	\$ 702,033.08
Concrete Curb	4,090	LF	\$ 6.50	\$ 26,585.00	0.1	\$ 49.64	\$ 4.96	\$ 20,301.08	\$ 2.17	\$ 8,875.30	\$ 13.63	\$ 15.90	\$ 65,048.43
Concrete Seating	191	LF	\$ 100.00	\$ 19,100.00	0.3	\$ 49.64	\$ 14.89	\$ 2,844.14		\$ -	\$ 114.89	\$ 134.03	\$ 25,598.93
<b>Site Concrete &amp; Paving</b>	<b>Subtotal</b>			<b>\$ 665,892.20</b>				<b>\$ 450,334.32</b>		<b>\$ 31,159.90</b>			<b>\$ 1,338,483.63</b>
<u>Landscaping</u>													
Allowance for Landscape work	295,482	SF	\$ 1.10	\$ 325,030.20	0.005	\$ 49.64	\$ 0.25	\$ 73,332.55	\$ 0.10	\$ 29,548.20	\$ 1.45	\$ 1.69	\$ 499,179.52
<b>Landscaping</b>	<b>Subtotal</b>			<b>\$ 325,030.20</b>				<b>\$ 73,332.55</b>		<b>\$ 29,548.20</b>			<b>\$ 499,179.52</b>
<u>Fences &amp; Gates</u>													
4' Chain link Fence	1980	FT	\$ 30.00	\$ 59,400.00	0.1	\$ 49.64	\$ 4.96	\$ 9,827.91	\$ 1.70	\$ 3,366.00	\$ 36.66	\$ 42.77	\$ 84,684.42
<b>Fences &amp; Gates</b>	<b>Subtotal</b>			<b>\$ 59,400.00</b>				<b>\$ 9,827.91</b>		<b>\$ 3,366.00</b>			<b>\$ 84,684.42</b>
<u>Other Site Improvements</u>													
Site Seating	20	EA	\$ 2,500.00	\$ 50,000.00	8	\$ 49.64	\$ 397.09	\$ 7,941.74		\$ -	\$ 2,897.09	\$ 3,379.60	\$ 67,591.94
<b>Other Site Improvements</b>	<b>Subtotal</b>			<b>\$ 50,000.00</b>				<b>\$ 7,941.74</b>		<b>\$ -</b>			<b>\$ 67,591.94</b>

Sitework

ITEM DESCRIPTION	QTY	U.O.M.	MAT. UNIT	TOTAL MAT.	MANHOURS	LABOR RATE	LABOR UNIT COST	TOTAL LABOR COST	UNIT EQUIP.	TOTAL EQUIP.	DIRECT UNIT COST	SUB UNIT COST	SUB TOTAL COST
<b>Div. 32/ EXTERIOR IMPROVEMENTS</b>	<b>Subtotals</b>			<b>\$ 1,100,322.40</b>				<b>\$ 541,436.52</b>		<b>\$ 64,074.10</b>			<b>\$ 1,989,939.51</b>
<b>Div. 33/ UTILITIES</b>													
<b>Storm Utilities</b>													
8" Storm Drain Pipe	404	LF	\$ 14.50	\$ 5,858.00	0.135	\$ 84.25	\$ 11.37	\$ 4,594.87	\$ 1.05	\$ 424.20	\$ 26.92	\$ 31.41	\$ 12,688.64
10" Storm Drain Pipe	47	LF	\$ 14.50	\$ 681.50	0.171	\$ 84.25	\$ 14.41	\$ 677.10	\$ 1.32	\$ 62.04	\$ 30.23	\$ 35.26	\$ 1,657.25
12" Storm Drain Pipe	1100	LF	\$ 35.62	\$ 39,182.00	0.218	\$ 84.25	\$ 18.37	\$ 20,202.59	\$ 1.69	\$ 1,859.00	\$ 55.68	\$ 64.95	\$ 71,443.71
18" Storm Drain Pipe	215	LF	\$ 55.12	\$ 11,850.80	0.234	\$ 84.25	\$ 19.71	\$ 4,238.50	\$ 1.81	\$ 389.15	\$ 76.64	\$ 89.41	\$ 19,222.94
24" Storm Drain Pipe	112	LF	\$ 59.36	\$ 6,648.32	0.274	\$ 84.25	\$ 23.08	\$ 2,585.39	\$ 2.13	\$ 238.56	\$ 84.57	\$ 98.66	\$ 11,049.88
Strom Drain Manhole	11	EA	\$ 5,500.00	\$ 60,500.00	16	\$ 84.25	\$ 1,347.96	\$ 14,827.59			\$ 6,847.96	\$ 7,988.49	\$ 87,873.40
Trenching and Pipe bedding	1878	LF		\$ -		\$ 84.25	\$ -	\$ -	\$ 1.05	\$ 1,971.90	\$ 26.05	\$ 30.39	\$ 57,069.84
<b>Water Distribution</b>													
8" Water Line	380	LF	\$ 25.00	\$ 9,500.00	0.135	\$ 84.25	\$ 11.37	\$ 4,321.91	\$ 1.05	\$ 399.00	\$ 37.42	\$ 43.66	\$ 16,589.40
Trenching and Pipe bedding	380	LF		\$ -		\$ 84.25	\$ -	\$ -	\$ 1.05	\$ 399.00	\$ 26.05	\$ 30.39	\$ 11,547.68
<b>Sanitary</b>													
8" Sanitary Line	564	LF	\$ 30.00	\$ 16,920.00	0.135	\$ 84.25	\$ 11.37	\$ 6,414.62	\$ 1.05	\$ 592.20	\$ 42.42	\$ 49.49	\$ 27,911.83
8" SDR 24 pipe (gravity sewer)	700	LF	\$ 32.00	\$ 22,400.00	0.135	\$ 84.25	\$ 11.37	\$ 7,961.41	\$ 1.05	\$ 735.00	\$ 44.42	\$ 51.82	\$ 36,275.51
Sanitary Manhole	10	EA	\$ 5,500.00	\$ 55,000.00	16	\$ 84.25	\$ 1,347.96	\$ 13,479.63			\$ 6,847.96	\$ 7,988.49	\$ 79,884.91
Trenching and Pipe bedding	1264	LF		\$ -		\$ 84.25	\$ -	\$ -	\$ 1.05	\$ 1,327.20	\$ 26.05	\$ 30.39	\$ 38,411.23
<b>Electrical Utilities</b>													
Allowance for electrical Utilities	1	LOT		\$ -		\$ 51.81	\$ -	\$ -			\$ 60,000.00	\$ 69,993.00	\$ 69,993.00
<b>Gas Utilities</b>													
Gas Line	559	LF	\$ 30.00	\$ 16,770.00	0.20	\$ 84.25	\$ 16.85	\$ 9,418.89	\$ 1.50	\$ 838.50	\$ 48.35	\$ 56.40	\$ 31,528.80
<b>Utilities Subtotal</b>				<b>\$ 245,310.62</b>				<b>\$ 88,722.50</b>		<b>\$ 9,235.75</b>			<b>\$ 573,148.02</b>
<b>Div. 33/ UTILITIES Subtotals</b>				<b>\$ 245,310.62</b>				<b>\$ 88,722.50</b>		<b>\$ 9,235.75</b>			<b>\$ 573,148.02</b>
<b>DIRECT SUBTOTAL</b>													<b>\$ 2,934,234.42</b>



# VI FIRE FLOW TESTS





Baltimore City DPW - Office of Asset Management  
Water Analyzer Office

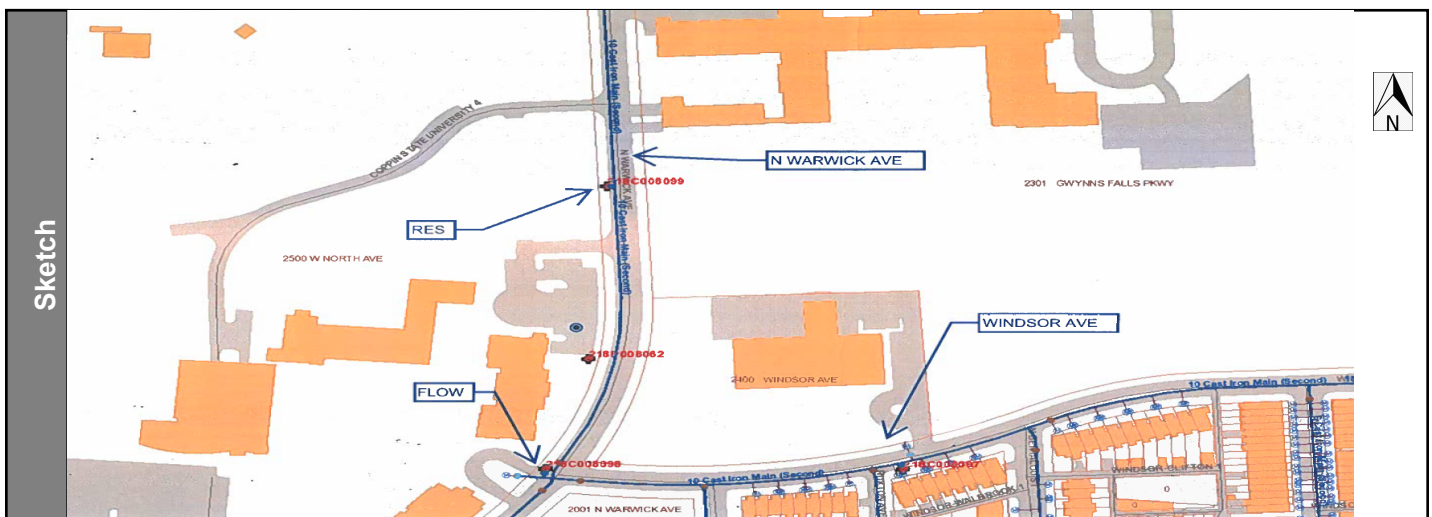


Fire Flow Test Report

\* RESULTS VALID FOR ONE (1) YEAR FROM DATE OF TEST \*

From Header	Date of Test	M 01, 2023	Flow Hydrant Make	Mueller
	Work Order No.	1217597	Flow Hydrant Year	
	Property Address	2301 GWYNNS FALLS, BALTIMORE, MD, 21217	Outlet Diameter	2.5 inches
	District	City of Baltimore	Main Size (inch)	10 inches
	Plat No.	AA-20	Flow Hydrant Opened	turns
	Balto City/Co	Baltimore City	Flow Hydrant Extent	full
	Water Zone	Second Zone	Flow Hydrant Elev.	251.64
	Applicant Name	Seth Glasser	Residual Hydrant Make	
	Applicant Number	667-309-6193	Residual Hydrant Year	
	Applicant Company	mk Consulting Engineers	Residual Hydrant Elev.	259.79
	Reason for Test	sprinkler design	Main Size (inch)	10 inches
	Comments:		Report Prepared By:	B SINGH <i>B SINGH</i>
			QA/QC By:	

Test Data	Residual Hydrant "R" or "RES"			Flow Hydrant "F" or "FLOW"		
	Asset Location:	Static Pressure (psi):	103	Asset Location:	Measured Flow (gpm):	914
	FH-N Warwick Ave 1st hydrant N of Windsor Ave	Residual Pressure (psi):	100	FH-Windsor Ave @ N Warwick Ave	Calculated Flow at 20 psi (gpm):	5490.386118
	Asset Number: 218C008099	Pressure Drop:	3	Asset Number: 218C008098	Flow Calculation:	$Q_{max} = Q \times \frac{(P_{static} - 20)^{54}}{(P_{static} - P_{residual})^{54}}$
	Pressure Drop to 20 psi:	83				





Baltimore City DPW - Office of Asset Management  
Water Analyzer Office

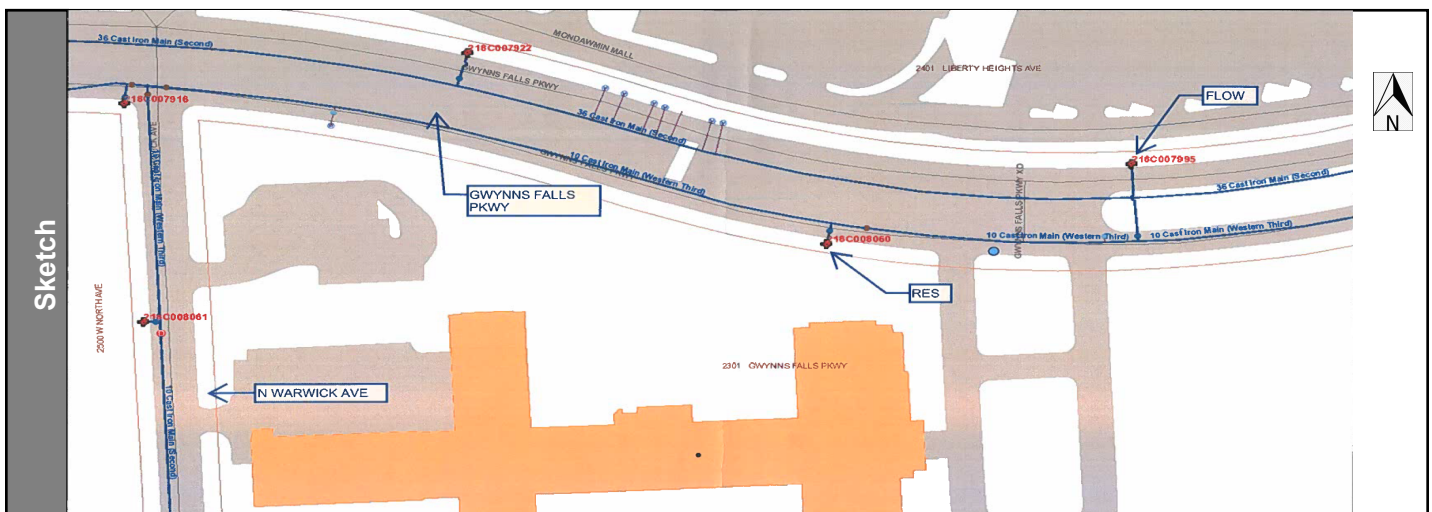


Fire Flow Test Report

\* RESULTS VALID FOR ONE (1) YEAR FROM DATE OF TEST \*

From Header	<b>Date of Test</b>	<u>April 12, 2023</u>	<b>Flow Hydrant Make</b>	<u>Kennedy</u>
	<b>Work Order No.</b>	<u>1209329</u>	<b>Flow Hydrant Year</b>	<u></u>
	<b>Property Address</b>	<u>2301 GWYNNS FALLS, BALTIMORE, MD, 21217</u>	<b>Outlet Diameter</b>	<u>2.5</u> inches
	<b>District</b>	<u>City of Baltimore</u>	<b>Main Size (inch)</b>	<u>10</u> inches
	<b>Plat No.</b>	<u>AA-20</u>	<b>Flow Hydrant Opened</b>	<u></u> turns
	<b>Balto City/Co</b>	<u>Baltimore City</u>	<b>Flow Hydrant Extent</b>	<u>full</u>
	<b>Water Zone</b>	<u>Western Third Zone</u>	<b>Flow Hydrant Elev.</b>	<u>278.45</u>
	<b>Applicant Name</b>	<u>Seth Glasser</u>	<b>Residual Hydrant Make</b>	<u></u>
	<b>Applicant Number</b>	<u>667-309-6193</u>	<b>Residual Hydrant Year</b>	<u></u>
	<b>Applicant Company</b>	<u>mk Consulting</u>	<b>Residual Hydrant Elev.</b>	<u>290.26</u>
	<b>Reason for Test</b>	<u>sprinkler design</u>	<b>Main Size (inch)</b>	<u>10</u> inches
	<b>Comments:</b>		<b>Report Prepared By:</b> B SINGH <i>B SINGH</i>	
			<b>QA/QC By:</b>	

Test Data	Residual Hydrant "R" or "RES"			Flow Hydrant "F" or "FLOW"		
	<b>Asset Location:</b> FH-2301 GWYNNS FALLS PKWY	<b>Static Pressure (psi):</b>	122	<b>Asset Location:</b> FH-GWYNNS FALLS PKWY E of Res hydrant	<b>Measured Flow (gpm):</b>	1332
		<b>Residual Pressure (psi):</b>	92		<b>Calculated Flow at 20 psi (gpm):</b>	2579.306112
	<b>Asset Number:</b> 218C008060	<b>Pressure Drop:</b>	30	<b>Asset Number:</b> 218C007995	<b>Flow Calculation:</b> $Q_{max} = Q \times \frac{(P_{static} - 20)^{.54}}{(P_{static} - P_{residual})^{.54}}$	
	<b>Pressure Drop to 20 psi:</b>	102				



# VII LEED

## LEED SCORECARD





LEED-BD+C: Schools v4 Project Scorecard

Project Name: Frederick Douglass HS - Joseph C. Briscoe Academy

Date: 6/28/23

Credit Strategy Phase

Possible	Yes	Y?	N?	No	RP	v4.1	Assignee	Comments	LEED Phase
<b>Project Information</b>									
0					P1		Arch.		Design
<b>Integrative Process</b>									
1	1	0	0	0			MEP +Team	19Apr23: Lorax will provide to MEP to take the lead w/ team collaboration.	Design
<b>Location and Transportation</b>									
15	11	2	0	2					Design
1	1						Lorax	12Apr23: Complies as previously developed 15Jun23: completed in LEED Online	Design
2	1			1			Lorax	12Apr23: Complies w/ HUD QCT. Docs in Folder	Design
5	4	1					x Lorax	12Apr23: Minimum of 4 pts from Walk Score of 84 - docs in folder. Will also look at density & diverse uses. Redo Walkscore AND/OR Diverse & Density right before design submission. Check Density First	Design
4	4						x Lorax	19Apr23: Documentation in Progress	Design
1				1			x	19Apr23: n/a project not pursuing	Design
1				1			x Lorax	25Apr23: Zoning = 1 per 4 employees on peak shift + 1 per 50 students (based on maximum student capacity) Planned = 25 standard parking spaces, 7 administration parking spaces and two ADA parking spaces. What about Events Parking Lot?? Page 20 of concept - SE side of site - separate doubles as student parking. Planning numbers for this lot. 25Apr23: Actual space on concept drawing shows: 175 parking spaces. Zoning: based on occupancy = 61 spaces minimum. Cannot exceed 61 spaces and earn this point. Leed Calculation: Base Ratio = 0.3 spaces /student or per Aud/gym seat if higher. Base Ratio = 0.3*1014=305 base ratio	Design
1	1						x Lorax	19Apr23: Should plan on EV infrastructure at minimum. Planning on 2 spaces = 5%. Recalculate based on complete parking plan including event lot. Total Parking = 151 spaces. LEED: 8 EV Only parking spaces required to meet 5% requirement. 3 by Briscoe 5 by Frederick Douglass Could potentially split them up 4:4 if doing dual port chargers Could alternatively provide 10% EV Charging infrastructure 16 spaces total. We recommend doing this at minimum.	Constr
<b>Sustainable Sites</b>									
12	4	6	1	1					Constr
Required	Yes				Prereq				Design
Required	Yes				Prereq		MSA - Amy Coordinated	12Apr23: RG mentioned the need to start the ESA Phase I as it is a prerequisite to LEED certification. In progress	Design
1	1				Credit		Civil Eng +Team	19Apr23: Lorax will provide worksheet for the Civil eng. To take the lead	Design
2	2				Credit		Civil Eng	19Apr23: Greenhouse. Lorax to look into.	Constr
1	1				Credit		Civil Eng	19Apr23: Preliminary investigation by Lorax & Civil Eng.	Design
3	1	1	1		Credit		x Civil Eng	19Apr23: MK Currently examining site characteristics. Site doesn't appear to have any SWM or connection to Gwynns Falls. Majority of discharge at south side and may look at underground options. Public sewer undersized. Underutilized mech space on	Design
2	2				Credit		Civil Eng	19Apr23: White TPO - 8 tennis courts lots of hardscape. Unlikely	Design
1	1				Credit		Electrical Eng.	19Apr23: Will pursue	Design
1				1	Prereq				Design
1	1				Credit		Lorax	19Apr23: Community Space Plans? Look into what access is provided. Not significant community space.	Design
<b>Water Efficiency</b>									
12	5	2	1	4					Design
Required	Yes				Prereq		Civil eng.	19Apr23: No irrigation.	Design
Required	Yes				Prereq		Plumbing Eng. /Lorax	19Apr23: What is configuration of restrooms? Appears to be separate gendered toilets.	Design
Required	Yes				Prereq		Owner/Lorax	19Apr23: BGE Building Meter	Design
2	2				Credit		Lorax	19Apr23: Civil Eng. Completes prerequisite	Design
7	3	1	1	2	Credit		Lorax	19Apr23: Plumbing Eng. completes prerequisite	Design
2				2	Credit		MEP	n/a	Design
1				1	Credit		Plumbing Eng.	19Apr23: Andrew - Picking up 2 water meters for water heaters then a single line to meter fixtures. Flow range on domestic side is large so it doesn't pick up flow. Cold water make up instead. Much to Discuss. MEP will consider	Design
<b>Energy &amp; Atmosphere</b>									
31	13	2	10	4					Constr
Required	Yes				Prereq		CxA / Owner	19Apr23: CxA TBD	Constr
Required	Yes				Prereq		MEP / Energy Modler	19Apr23: @ DD	Design
Required	Yes				Prereq		Lorax		Design
Required	Yes				Prereq		MEP	19Apr23: at CD	Design
6	5			1	Credit		CxA / Owner	19Apr23: BECx & Ecx	Constr
16	8	2	6		Credit		MEP / Energy Modler	19Apr23: No target in mind yet. Evaluating systems. LCCA currently underway. 8 points = 18% Schools Reno Andrew: heat pump water heating? To get efficiency of heat pump but not cost of several. May be an option. Could evaluate IDP	Design
1				1	Credit				Design
2				2	Credit				Constr
5				3	Credit		x	19Apr23: No direction to use solar	Design
1				1	Credit			19Apr23: TBD based on Mech system but unlikely.	Design



**LEED-BD+C: Schools v4 Project Scorecard**

**Project Name: Frederick Douglass HS - Joseph C. Briscoe Academy**

**Date: 6/28/23**

**Credit Strategy Phase**

Possible	Yes	Y?	N?	No	RP	v4.1	Assignee	Comments	LEED Phase
<b>13 7 4 1 1 Materials &amp; Resources</b>									
Required	Yes				Prereq		Arch.		Design
Required	Yes				Prereq		Arch./GC		Constr
5	2	2		1	Credit		Arch.	19Apr23: Maintaining majority of the structure	Constr
2	1	1			Credit		Arch./GC	Add to specifications	Constr
2	1		1		Credit		Arch./GC	Add to specifications	Constr
2	2				Credit		Arch./GC	Add to specifications	Design
2	1	1			Credit		Arch./GC	Add to specifications	Constr
<b>16 6 6 2 1 Indoor Environmental Quality</b>									
Required	Yes				Prereq		Mechanical		Design
Required	Yes				Prereq		Lorax/Arch/Civil	19Apr23:No smoking on property	Design
Required	Yes				Prereq		Acoustician	19Apr23:Who is the Acoustician? TBD Collaborate Arch. & MEP	Design
2	1	1			Credit		Lorax/Arch/Civil	19Apr23: 2nd point for CO2 would be in every classroom. Very expensive & unlikely	Design
3	3				Credit		Arch./GC	19Apr23: Add to specification	Constr
1	1				Credit		Arch./GC	19Apr23: Add to specification	Constr
2	2				Credit		Arch/Owner/GC	19Apr23: Add to specification	Constr
1				1	Credit		MEP	19Apr23: Unlikely	Design
2	1	1			Credit		Arch./Electrical Eng.	19Apr23: CRI 90 may be good for 2nd v4.1 point	Design
3	1	2			Credit		Arch.	19Apr23: As needed at the end of the project	Design
1	1				Credit		Arch.	19Apr23: As needed at the end of the project	Design
1				1	Credit			Acoustic Performance	Design
<b>6 6 0 0 0 Innovation in Design</b>									
1	1				Credit		Arch./Own/Lorax		Innovation
1	1				Credit		Arch./Own/Lorax		Innovation
1	1				Credit		Arch./Own/Lorax		Innovation
1	1				Credit		n/a		Innovation
1	1				Credit		Lorax		Innovation
1	1				Credit		Lorax		Innovation
<b>4 2 1 0 1 Regional Priority Credits</b>									
1	1				Credit		n/a		RP
1	1				Credit		n/a		RP
1	1				Credit		n/a		RP
1				1	Credit		n/a		RP
<b>Color Key:</b>					<b>General Project Info:</b>				<b>GBCI Certification Status</b>
Not Pursuing					Address 2301 Gwynns Falls Pkwy Baltimore, MD 21217				Anticipated
40-49 LEED Certified					Staff 160				Clarification
50-59 LEED Certified Silver					Students 1014				Approved
60-79 LEED Certified Gold									Awarded
80+ LEED Certified Platinum									Denied
<b>Project Schedule:</b>		<b>Project Team:</b>			<b>Awarded Point Summary</b>				<b>Total Credits Awarded:</b>
Planning - Concept Design 4.12.23		Owner: MSA/Baltimore City Public Schools			Design: #REF!				
Schematic Design 6.28.23		Architect: Samaha Associates, PC & JRS for CA			Construction: 0				
Design Development		Civil: MK			Innovation: 0				
Construction Docs		MEP: Ascent			Regional: 0				
Bid		Energy Modeler:							
Construction		Commissioning: TBD							
Occupancy		General Contractor: TBD							

# VIII SCHEMATIC DESIGN DRAWINGS

CS-1 COVER SHEET  
CONCEPT DESIGN RENDERINGS

## CIVIL

C1.00 EXISTING CONDITIONS  
C2.00 PROPOSED SITE PLAN  
BOUNDARY SURVEY

## ARCHITECTURAL

### OVERALL FLOOR PLANS

A2.01 OVERALL GROUND FLOOR PLAN  
A2.02 OVERALL FIRST FLOOR PLAN  
A2.03 OVERALL SECOND FLOOR PLAN  
A2.04 OVERALL THIRD FLOOR PLAN

### UNIT FLOOR PLANS

A2.05 FLOOR PLAN - GROUND LEVEL - UNIT E  
A2.06 FLOOR PLAN - GROUND LEVEL - UNIT F  
A2.07 FLOOR PLAN - GROUND LEVEL - UNIT G  
A2.08 FLOOR PLAN - GROUND LEVEL - UNIT H  
A2.09 FLOOR PLAN - FIRST LEVEL - UNIT A  
A2.10 FLOOR PLAN - FIRST LEVEL - UNIT B  
A2.11 FLOOR PLAN - FIRST LEVEL - UNIT C  
A2.12 FLOOR PLAN - FIRST LEVEL - UNIT D  
A2.13 FLOOR PLAN - FIRST LEVEL - UNIT E  
A2.14 FLOOR PLAN - FIRST LEVEL - UNIT F  
A2.15 FLOOR PLAN - FIRST LEVEL - UNIT G  
A2.16 FLOOR PLAN - FIRST LEVEL - UNIT H  
A2.17 FLOOR PLAN - SECOND LEVEL - UNIT A  
A2.18 FLOOR PLAN - SECOND LEVEL - UNIT B  
A2.19 FLOOR PLAN - SECOND LEVEL - UNIT C  
A2.20 FLOOR PLAN - SECOND LEVEL - UNIT D  
A2.21 FLOOR PLAN - SECOND LEVEL - UNIT E  
A2.22 FLOOR PLAN - SECOND LEVEL - UNIT F  
A2.23 FLOOR PLAN - THIRD LEVEL - UNIT D  
A2.24 FLOOR PLAN - THIRD LEVEL - UNIT E  
A2.25 FLOOR PLAN - THIRD LEVEL - UNIT F  
A2.26 FLOOR PLAN - FOURTH LEVEL - UNIT D

### EXTERIOR ELEVATIONS

A5.00 EXTERIOR ELEVATIONS

### BUILDING SECTIONS

A6.01 BUILDING SECTIONS



# RENOVATION OF AND ADDITION TO THE **FREDERICK DOUGLASS HIGH SCHOOL & JOSEPH C. BRISCOE ACADEMY**

10521 Rosehaven Street - Suite 200 - Fairfax, VA 22030  
 Phone (703) 691 - 3311

**BALTIMORE, MD**  
 MSA CONTRACT NO. BCS-02-018-AE  
 SCHEMATIC DESIGN  
 June 28, 2023



FREDERICK DOUGLASS HIGH SCHOOL | JOSEPH C. BRISCOE ACADEMY

2301 Gwynns Falls Parkway Baltimore, MD 21217

SCHEMATIC DESIGN

**Samaha Associates PC**  
 Architect  
 10521 Rosehaven Street, Suite 200, Fairfax, VA  
 22030  
 Phone: (703) 691-3311

**PROFESSIONAL CERTIFICATION**

*For Architects:*  
 The Contract Documents for the indicated public improvement were prepared under my supervision and, to the best of my knowledge, information and belief, they comply with the relevant building codes of the State of Maryland.  
 Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 License No. \_\_\_\_\_, Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

BALTIMORE CITY PUBLIC SCHOOLS  
 Owner Address

NO.	REVISION	DATE

**JRS Architects**  
 Architect  
 2031 Clipper Park Rd Suite 106  
 Baltimore, MD 21211  
 (410) 235-7256

**MK Consulting Engineers**  
 Civil Engineer  
 11720 Beltsville Dr #600  
 Beltsville, MD 20705  
 (410) 235-7256

**Ascent Engineering Group**  
 MEP Engineers  
 5228 Valleypointe Pkwy Ste 4  
 Roanoke, VA 24019  
 (540) 265-4444

**Cagley and Associates, Inc.**  
 Structural Engineer  
 6141 Executive Blvd  
 Rockville, MD 20852  
 (301) 881-9050

**Nyikos Garcia**  
 Kitchen | Food Service  
 7146 Starmount Way  
 New Market, Md 21774  
 (240) 683-9530

**Findling, Inc.**  
 Geotechnical Engineer  
 3401 Carlins Park Dr  
 Baltimore, MD 21215  
 (202) 545-5017

**Kim Engineering**  
 Survey & SUE  
 5901 Ammendale Road, Suite F  
 Beltsville, MD 20705  
 (571) 297-4638

**Educational Systems Planning**  
 AV/IT | Security  
 2448 Holly Ave Ste 302  
 Annapolis, MD 21401  
 (410) 573-9148

**KUMI**  
 Cost Estimator  
 5335 Wisconsin Ave NW, Suite 970  
 Washington, DC 20015  
 (202) 684-8858

**Atlantic Aquatic | Weston & Sampson**  
 Aquatics  
 1823 Deep Run Rd  
 Pipersville, PA 18947  
 1-800-SAMPSON

Sheet Title:  
**COVER SHEET**

Issue Date: 06/28/2023  
 Sheet Number:  
**CS-1**  
 Sheet No. in Set: 1 Total No. Sheets: -  
 Project Number: 232301.0





**FREDERICK DOUGLASS HIGH SCHOOL | JOSEPH C. BRISCOE ACADEMY**

2301 Gwynns Falls Parkway Baltimore, MD 21217

**SCHEMATIC DESIGN**

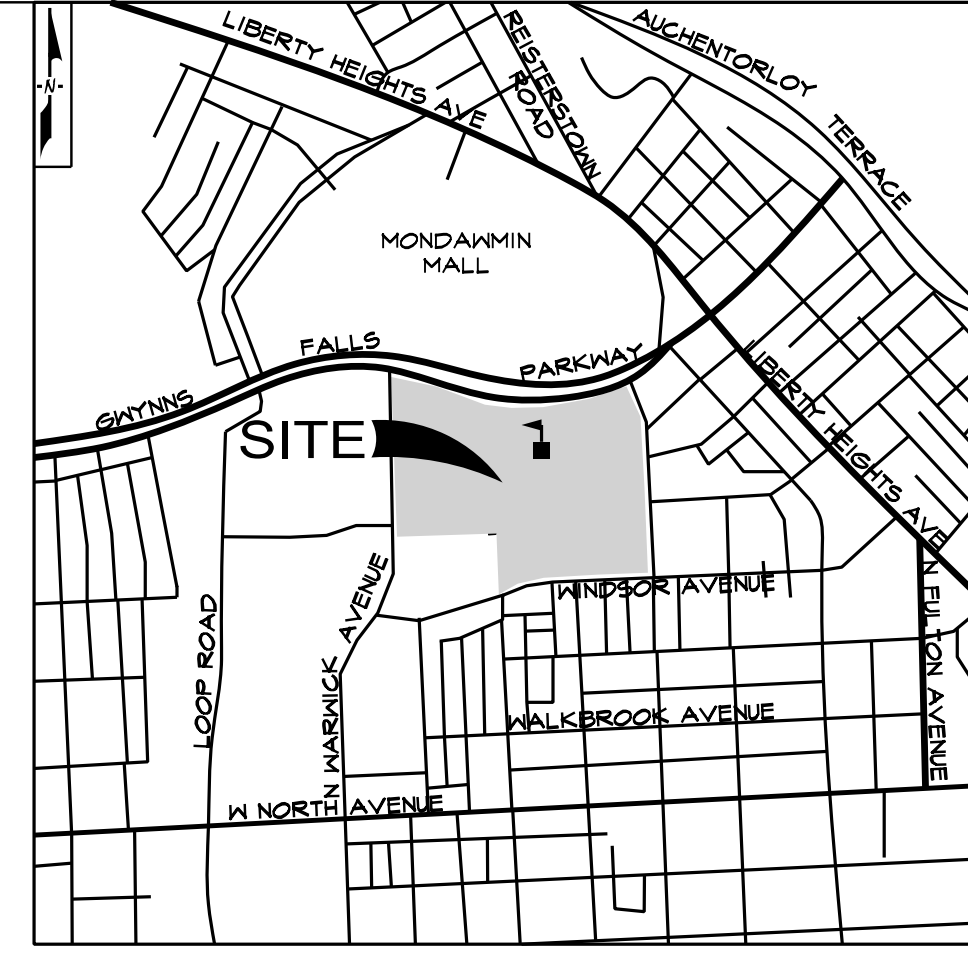
BALTIMORE CITY PUBLIC SCHOOLS

NO.	REVISION	DATE

**FREDERICK DOUGLASS ENTRANCE - PROPOSED CONCEPT RENDERINGS**

**FREDERICK DOUGLASS HIGH SCHOOL AND BRISCOE SCHOOL**

2301 Gwynns Falls Pkwy Baltimore, MD 21217

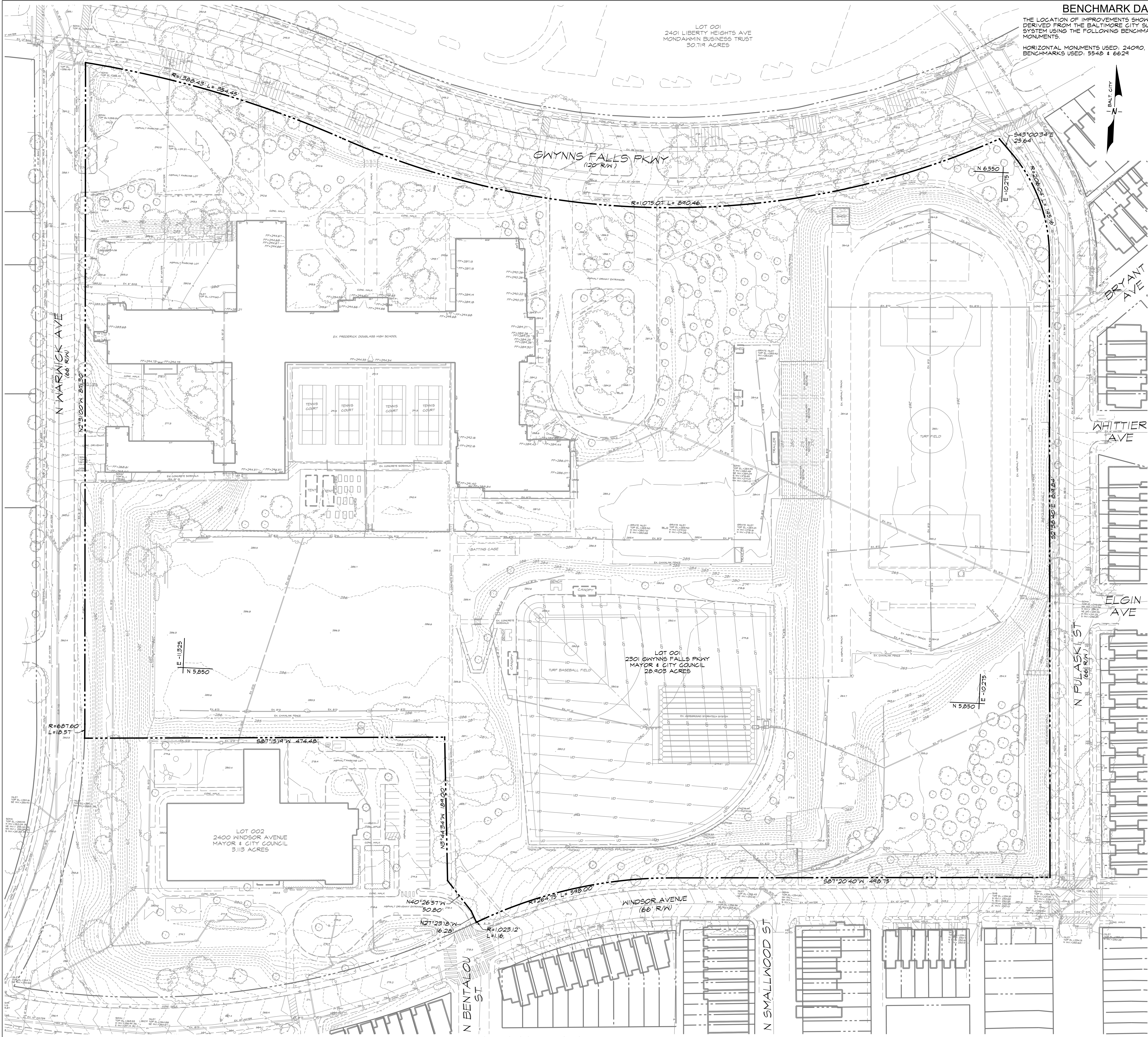


**VICINITY MAP**  
 SCALE: 1" = 1,000'

**BENCHMARK DATA**

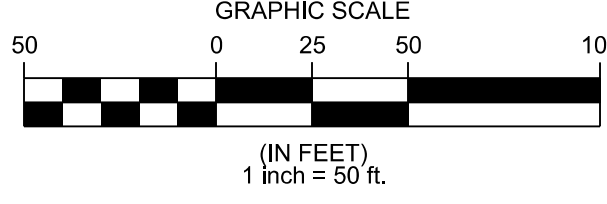
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HORIZONTAL MONUMENTS USED: 24090, 16154 & 29641  
 BENCHMARKS USED: 5548 & 6629



**LEGEND**

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- PROPERTY SET BACK LINE
- - - EX. INDEX CONTOUR
- - - EX. INTERMEDIATE CONTOUR
- EX. CURB AND GUTTER
- EX. GAS MAIN
- EX. COMMUNICATION
- EX. OVERHEAD ELECTRIC
- EX. ELECTRIC
- EX. SANITARY SEWER
- EX. STORM DRAIN
- EX. WATER
- EX. FENCE
- EX. WOODS LINE
- EX. WATER METER
- EX. WATER VALVE
- EX. FIRE HYDRANT
- EX. SANITARY MANHOLE
- EX. STORM DRAIN MANHOLE
- EX. CLEANOUT
- EX. GAS VALVE
- EX. SIGN
- EX. LIGHT POLE
- EX. TREE / BUSH



**EXISTING CONDITIONS PLAN**  
 SCALE: 1" = 50'

Owner: \_\_\_\_\_

NO.	REVISION	DATE

**EXISTING CONDITIONS PLAN**

Issue Date: 06/23/2023  
 Sheet Number: \_\_\_\_\_

**C1.00**

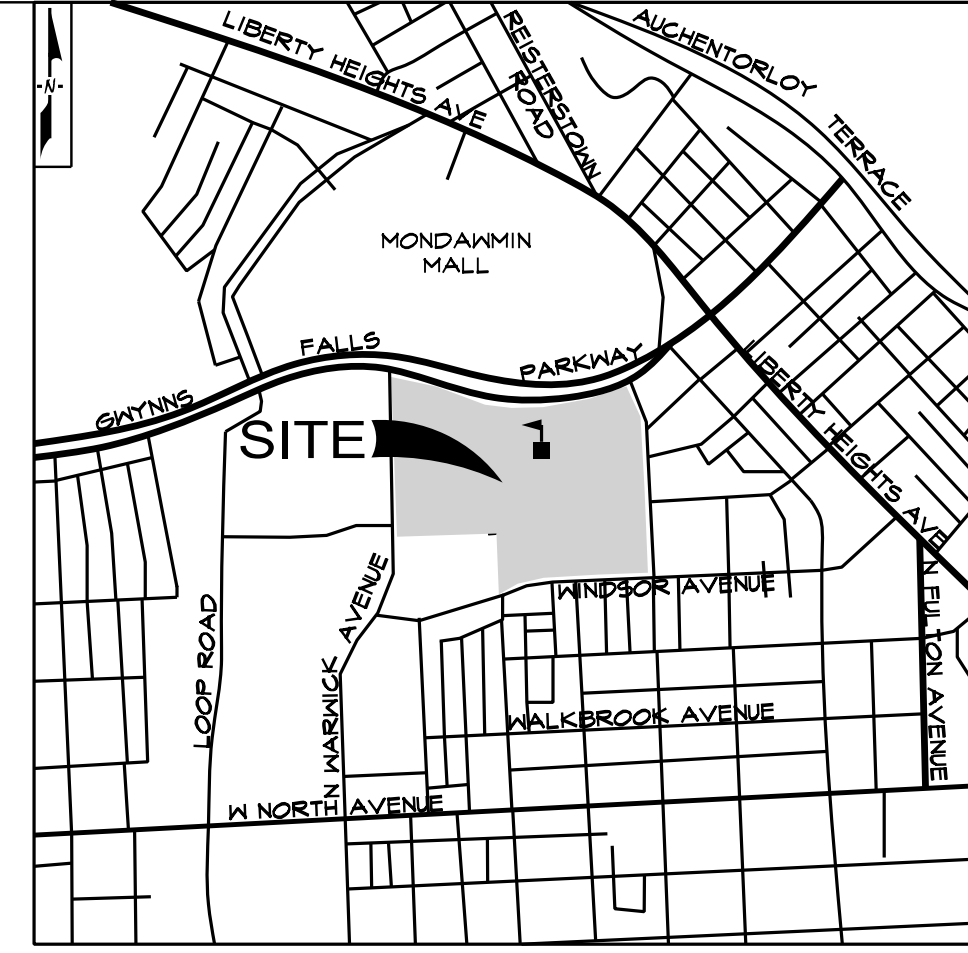
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 Project Number: \_\_\_\_\_  
 Drawn By: SG/JP  
 Checked By: AJ/MC

**FREDERICK DOUGLASS HIGH SCHOOL AND BRISCOE SCHOOL**

2301 Gwynns Falls Pkwy Baltimore, MD 21217

**BENCHMARK DATA**

THE LOCATION OF IMPROVEMENTS SHOWN HEREON ARE DERIVED FROM THE BALTIMORE CITY SURVEY CONTROL SYSTEM USING THE FOLLOWING BENCHMARKS AND MONUMENTS.  
 HORIZONTAL MONUMENTS USED: 24090, 16154 & 23641  
 BENCHMARKS USED: 5548 & 6629



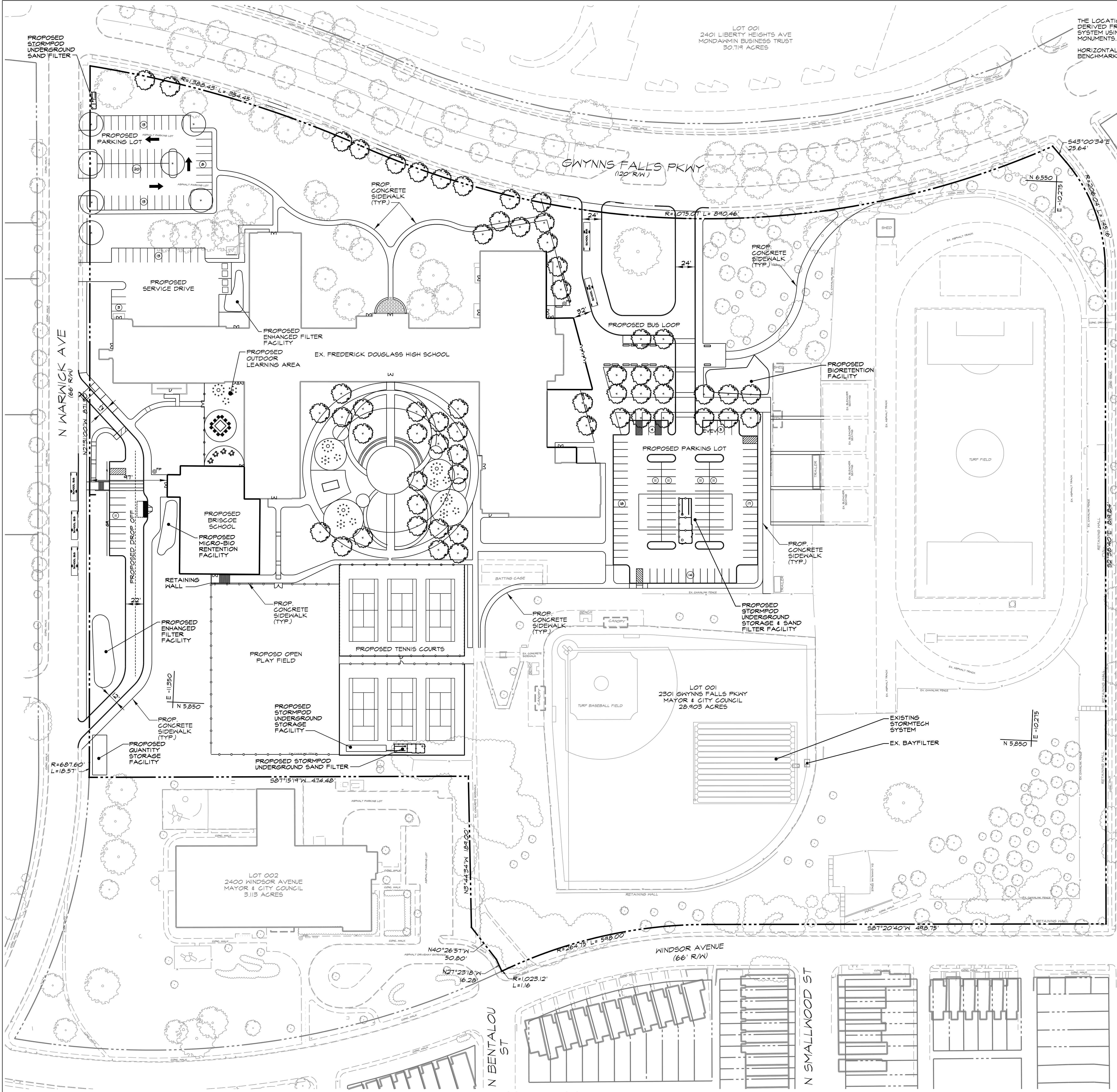
**VICINITY MAP**  
 SCALE: 1" = 1,000'

**SITE DATA**

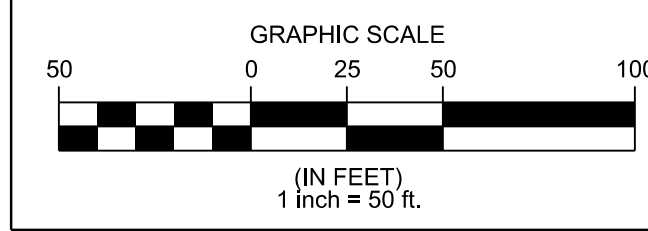
**SITE ADDRESS:** 2301 GWYNNNS FALLS PARKWAY BALTIMORE, MD 21217  
**OWNER:** MAYOR & CITY COUNCIL  
**PROPERTY REFERENCE:** 2301 GWYNNNS FALLS PARKWAY BALTIMORE, MD 21217  
**TOTAL LOT/SITE AREA:** 28.903 AC.  
**COUNCILMANIC DISTRICT:** 2ND DISTRICT  
**EXISTING / PROPOSED USE:** HIGH SCHOOL  
**ZONING:** R-7  
**SETBACKS:** FRONT 25 FEET, REAR 25 FEET, SIDE 15 FEET, CORNER 20 FEET  
**PARKING REQUIRED (PER BAL. CITY ZONING):** HIGH SCHOOL  
**PARKING PROPOSED:** FREDERICK DOUGLASS 95 PARKING SPACES, LEV PARKING SPACES 5% CAPACITY, 2 ELECTRICAL CAR SPACES  
**CRITICAL AREA:** BRISCOE SCHOOL 56 PARKING SPACES  
**FLOODPLAIN INFORMATION:** THE SITE IS NOT LOCATED WITHIN THE 100 YEAR FLOODPLAIN AND DELINEATED ON FEMA FLOOD INSURANCE RATE MAP 240207001D DATED 6/16/21. THE SITE IS LOCATED IN ZONE X WHICH MEANS AN AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.  
**WATERSHED:** A REVIEW OF THE MARYLAND DEPARTMENT OF NATURAL RESOURCES (DNR) MAPPING INDICATED THAT NO ONSITE WETLANDS OR STREAMS EXIST ON THE SITE. SITE IS LOCATED WITHIN THE GWYNNNS FALLS WATERSHED

**LEGEND**

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- PROPERTY SET BACK LINE
- EX. CURB AND GUTTER
- EX. GAS MAIN
- EX. COMMUNICATION
- EX. OVERHEAD ELECTRIC
- EX. ELECTRIC
- EX. SANITARY SEWER
- EX. STORM DRAIN
- EX. WATER
- EX. FENCE
- EX. WOODS LINE
- EX. WATER METER
- EX. WATER VALVE
- EX. FIRE HYDRANT
- EX. SANITARY MANHOLE
- EX. STORM DRAIN MANHOLE
- EX. CLEANOUT
- EX. GAS VALVE
- EX. SIGN
- EX. LIGHT POLE
- EX. TREE / BUSH
- PROP. CONCRETE CURB & GUTTER
- PROP. FENCE LINE
- PROP. RETAINING WALL
- PROP. CONCRETE WALK



**SCHEMATIC SITE PLAN**  
 SCALE: 1" = 80'



Owner: \_\_\_\_\_

NO.	REVISION	DATE

**SCHEMATIC SITE PLAN**

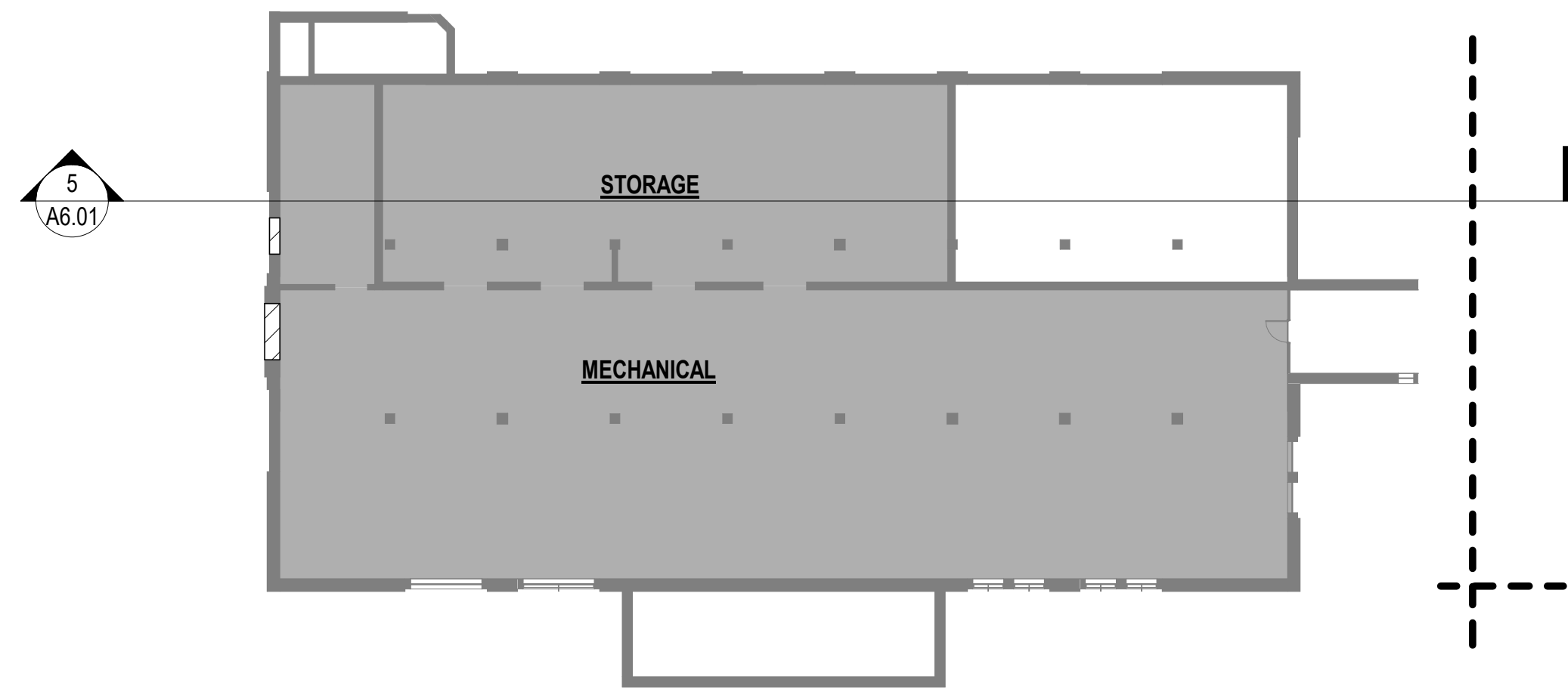
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 Sheet Number: \_\_\_\_\_

**C2.00**  
 Sheet No. in Set: \_\_\_\_\_ Total No. Sheets: \_\_\_\_\_  
 Project Number: \_\_\_\_\_  
 Drawn By: SG/RP  
 Checked By: AJ/MC

	EXISTING AREA	NEW AREA	UNPROGRAMMED AREA
BOILER	0 SF	0 SF	8,974 SF
GROUND	26,990 SF	9,028 SF	3,390 SF
FIRST	81,019 SF	15,422 SF	0 SF
SECOND	52,925 SF	0 SF	0 SF
THIRD	56,767 SF	0 SF	0 SF
FOURTH	2,997 SF	0 SF	0 SF
TOTAL	234,936 SF	22,141 SF	15,754 SF
EXISTING & NEW AREA = 257,077 SF			

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY

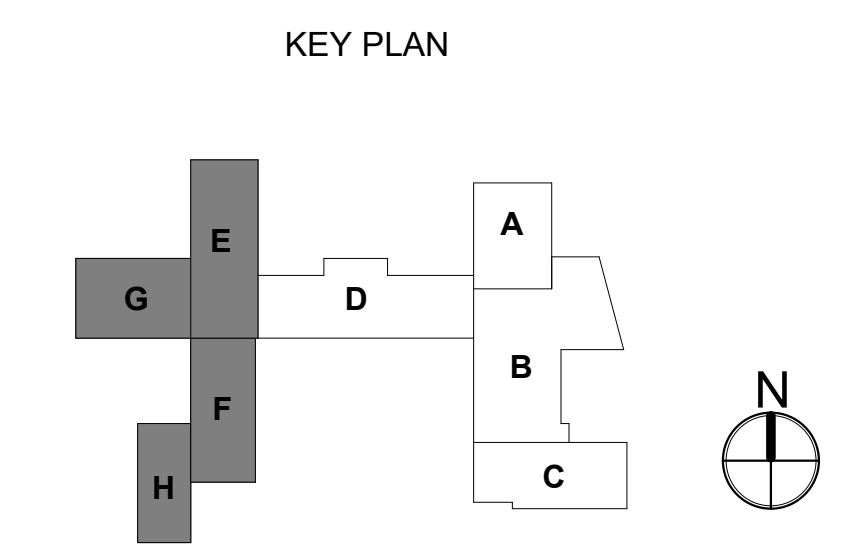
NO	REVISION	DATE



1 OVERALL BOILER ROOM PLAN  
A2.01 1" = 20'-0"



3 OVERALL GROUND FLOOR PLAN  
A2.01 1" = 20'-0"



KEY PLAN

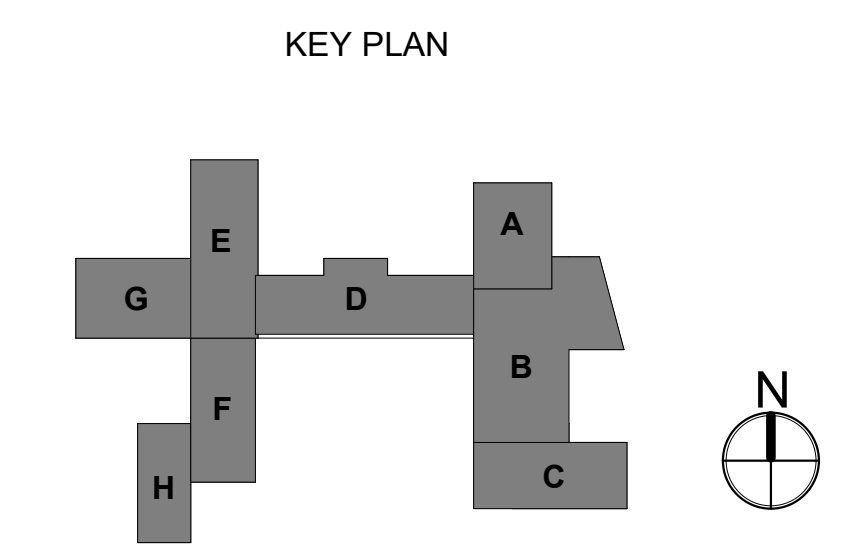
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- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY

	EXISTING AREA	NEW AREA	UNPROGRAMMED AREA
BOILER	0 SF	0 SF	8,974 SF
GROUND	26,990 SF	9,028 SF	3,390 SF
FIRST	81,019 SF	15,422 SF	0 SF
SECOND	52,925 SF	0 SF	0 SF
THIRD	56,767 SF	0 SF	0 SF
FOURTH	2,997 SF	0 SF	0 SF
TOTAL	234,936 SF	22,141 SF	15,754 SF
EXISTING & NEW AREA = 257,077 SF			



**1 OVERALL FIRST FLOOR PLAN**  
A2.02/ 1" = 20'-0"



**2**  
A5.00

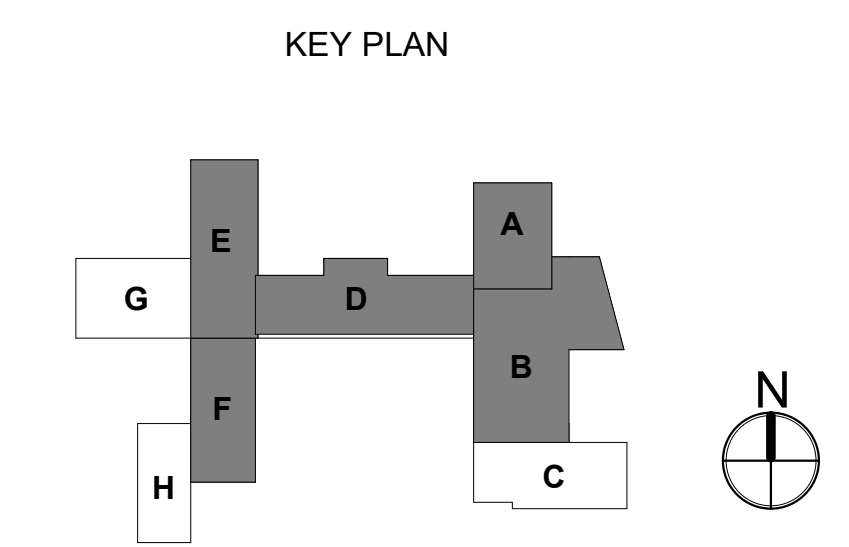
NO	REVISION	DATE

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
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- COMMUNITY

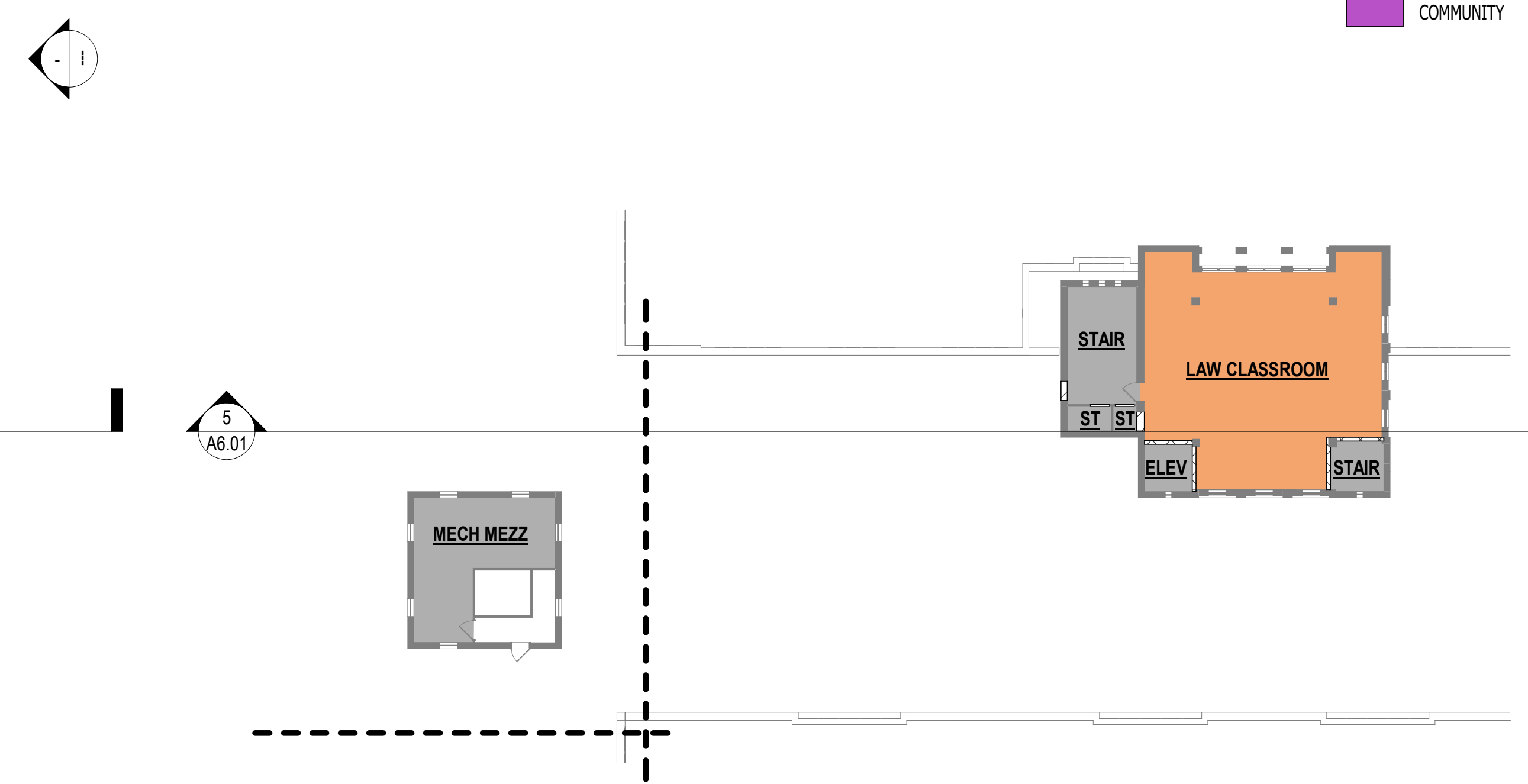
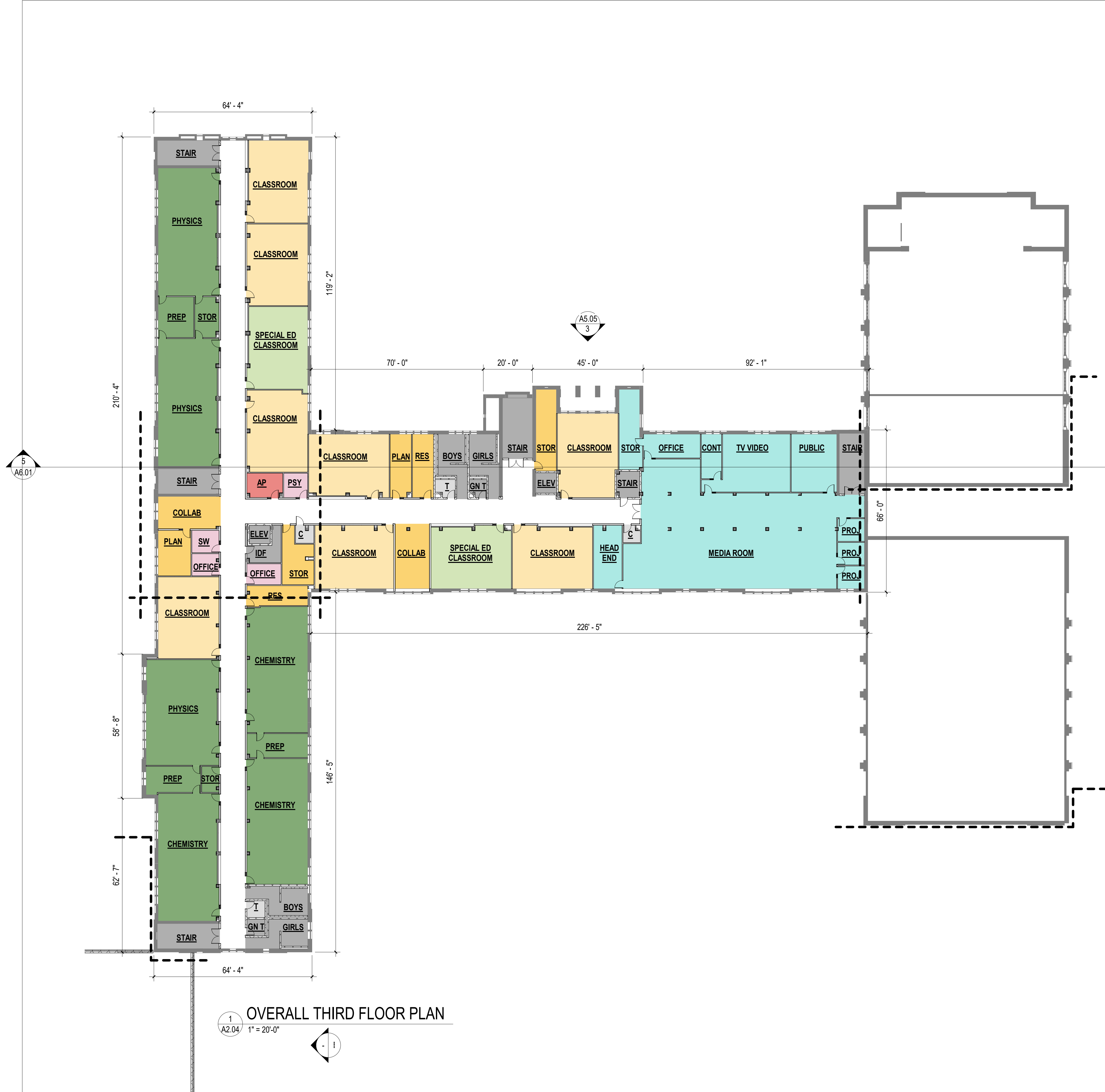
	EXISTING AREA	NEW AREA	UNPROGRAMMED AREA
BOILER	0 SF	0 SF	8,974 SF
GROUND	26,990 SF	9,028 SF	3,390 SF
FIRST	81,019 SF	15,422 SF	0 SF
SECOND	52,925 SF	0 SF	0 SF
THIRD	56,767 SF	0 SF	0 SF
FOURTH	2,997 SF	0 SF	0 SF
TOTAL	234,936 SF	22,141 SF	15,754 SF
EXISTING & NEW AREA = 257,077 SF			



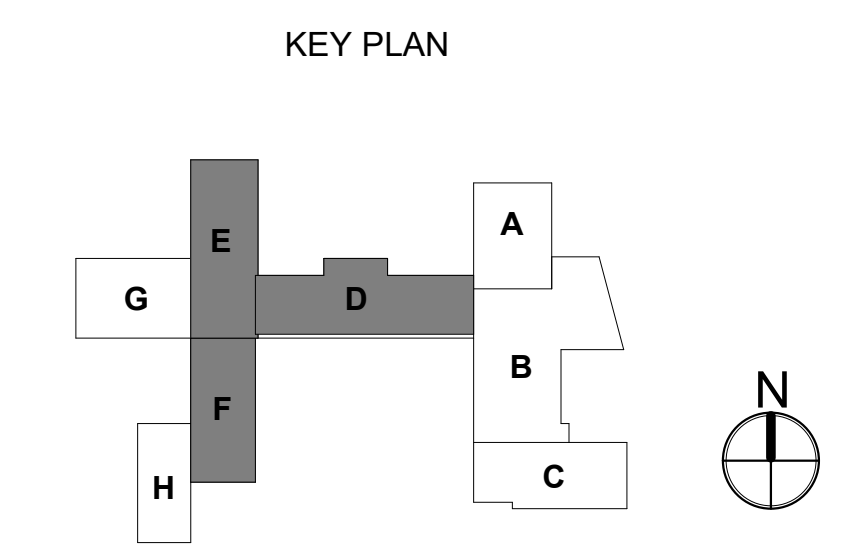
**2 - OVERALL SECOND FLOOR PLAN**  
1" = 20'-0"



- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



	EXISTING AREA	NEW AREA	UNPROGRAMMED AREA
BOILER	0 SF	0 SF	8,974 SF
GROUND	26,990 SF	9,028 SF	3,390 SF
FIRST	81,019 SF	15,422 SF	0 SF
SECOND	52,925 SF	0 SF	0 SF
THIRD	56,767 SF	0 SF	0 SF
FOURTH	2,997 SF	0 SF	0 SF
TOTAL	234,936 SF	22,141 SF	15,754 SF
EXISTING & NEW AREA = 257,077 SF			



NO.	REVISION	DATE

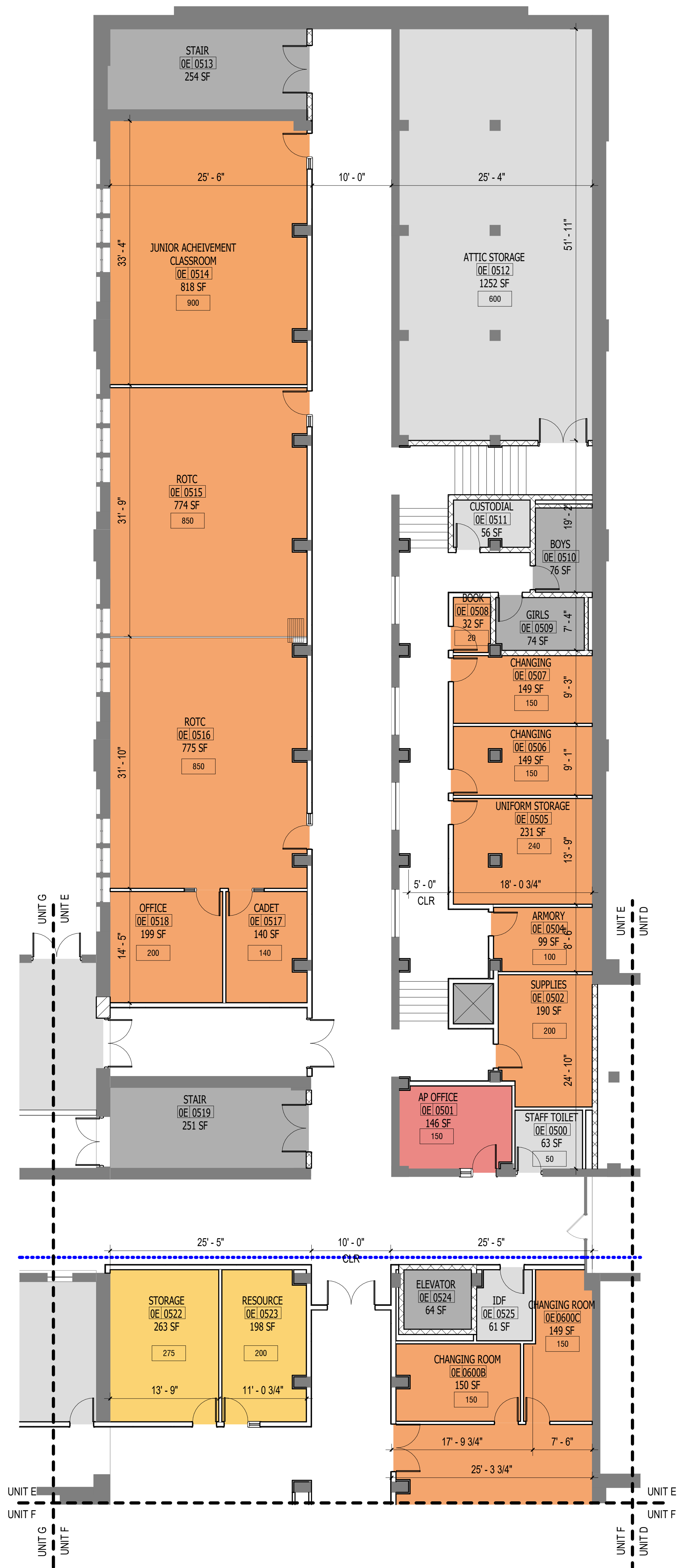
NO.	REVISION	DATE

**ROOM LABEL LEGEND**

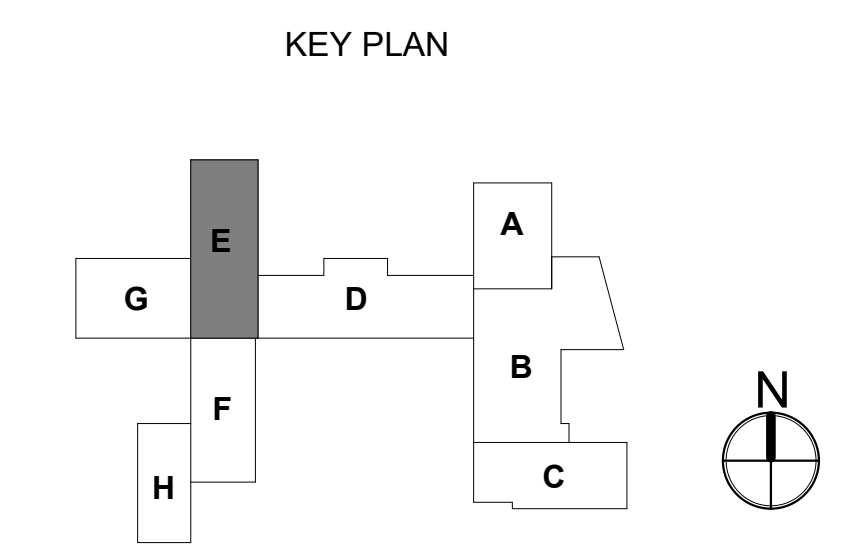
- XXX - ROOM NAME
- XX|XXXX - ROOM NUMBER
- XX SF - ACTUAL NET SQUARE FOOTAGE
- XXX - PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**GROUND FLOOR PLAN - UNIT 0E**  
A2.05 1/8" = 1'-0"



Sheet Title:

**FLOOR PLAN - GROUND LEVEL - UNIT E**

Issue Date: 06/28/2023  
Sheet Number:

**A2.05**

Sheet No. in Set: Total No. Sheets: -  
Project Number: 232301.0



NO.	REVISION	DATE

**ROOM LABEL LEGEND**

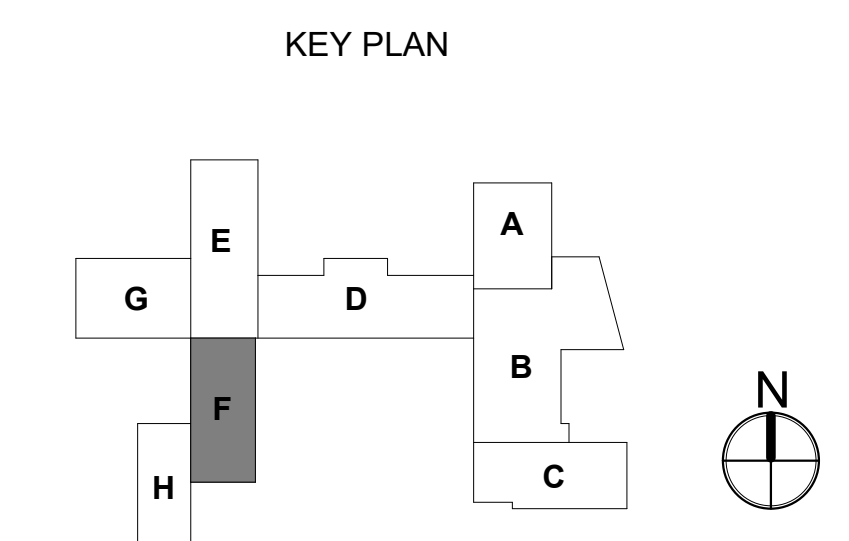
XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**GROUND FLOOR PLAN - UNIT F**  
1/2" = 1'-0"



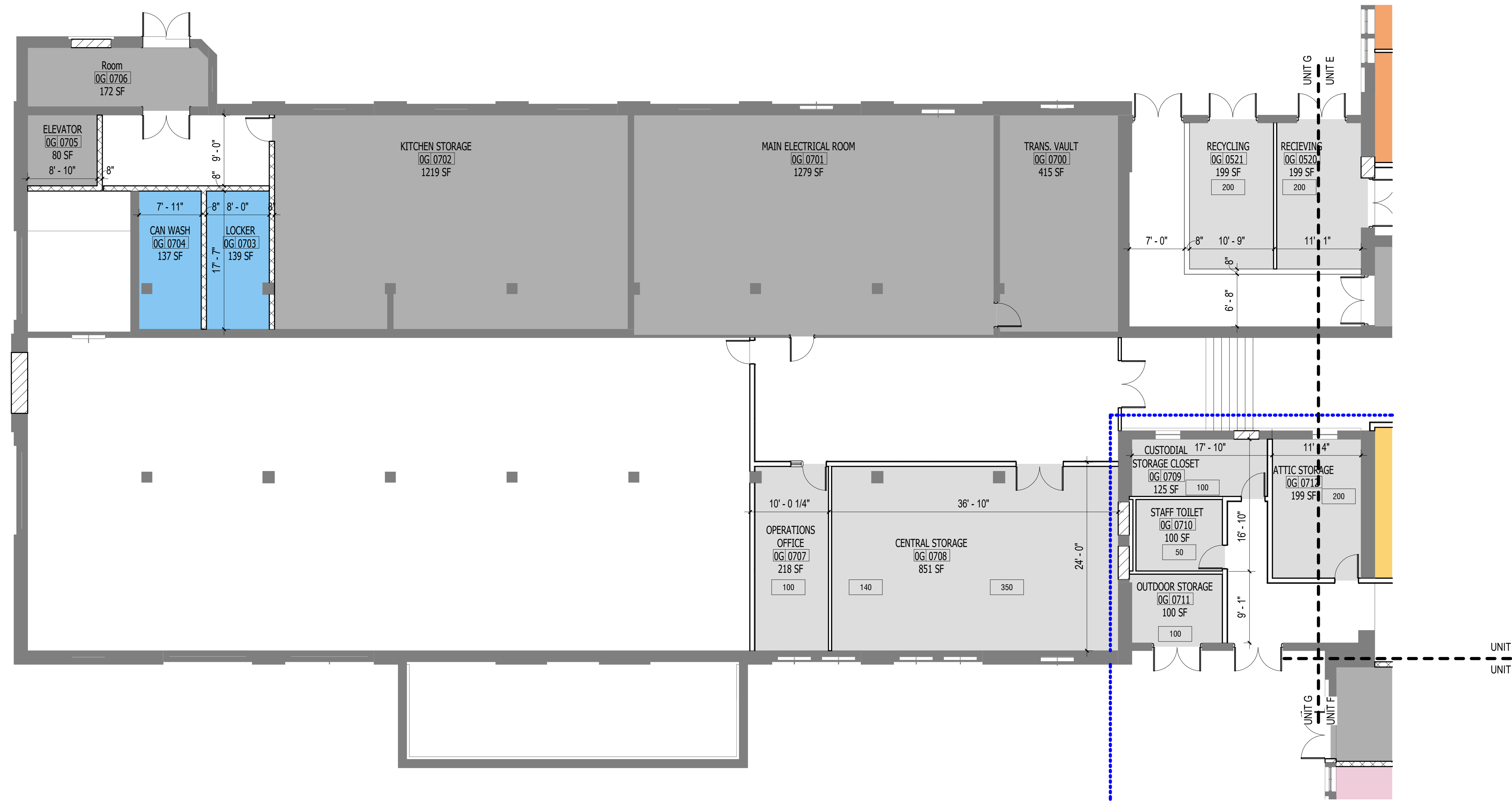
NO.	REVISION	DATE

**ROOM LABEL LEGEND**

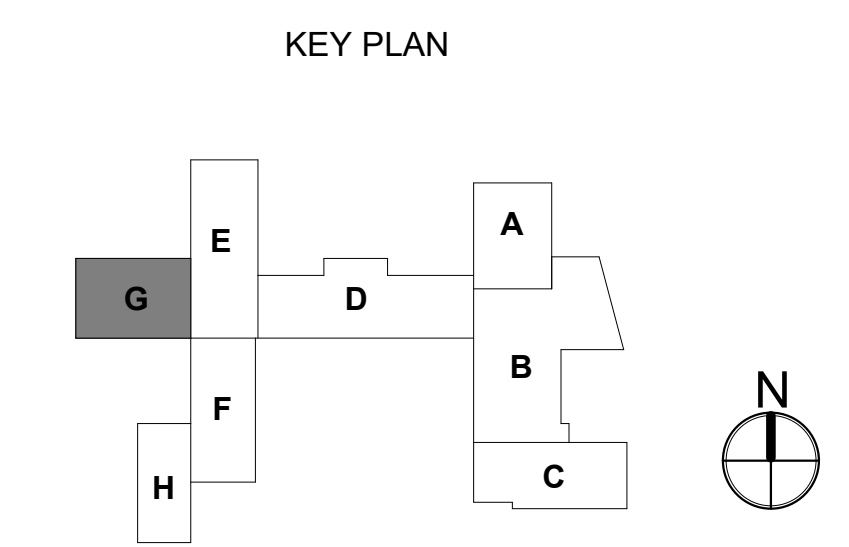
- XXX - ROOM NAME
- XX|XXXX - ROOM NUMBER
- XX SF - ACTUAL NET SQUARE FOOTAGE
- XXX - PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**GROUND FLOOR PLAN - UNIT 0G**  
1/8" = 1'-0"



NO.	REVISION	DATE

**ROOM LABEL LEGEND**

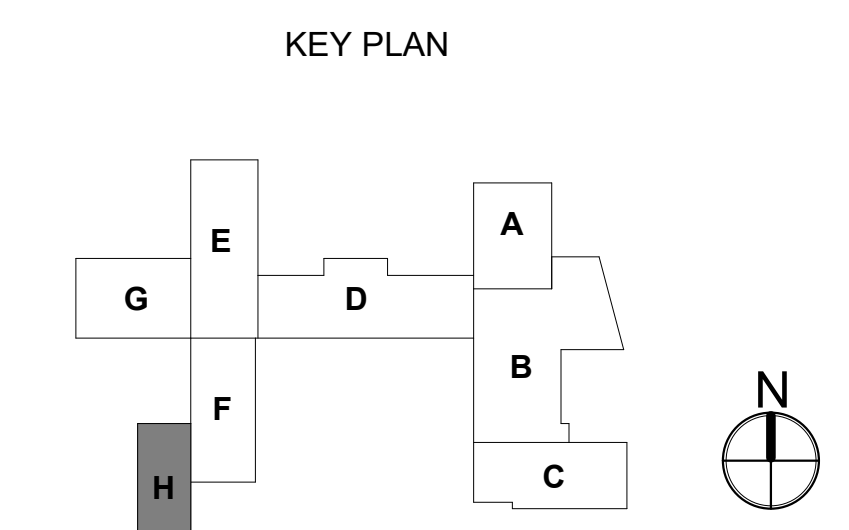
- XXX - ROOM NAME
- XX|XXXX - ROOM NUMBER
- XX SF - ACTUAL NET SQUARE FOOTAGE
- XXX - PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**GROUND FLOOR PLAN - UNIT 0H**  
1/8" = 1'-0"



KEY PLAN

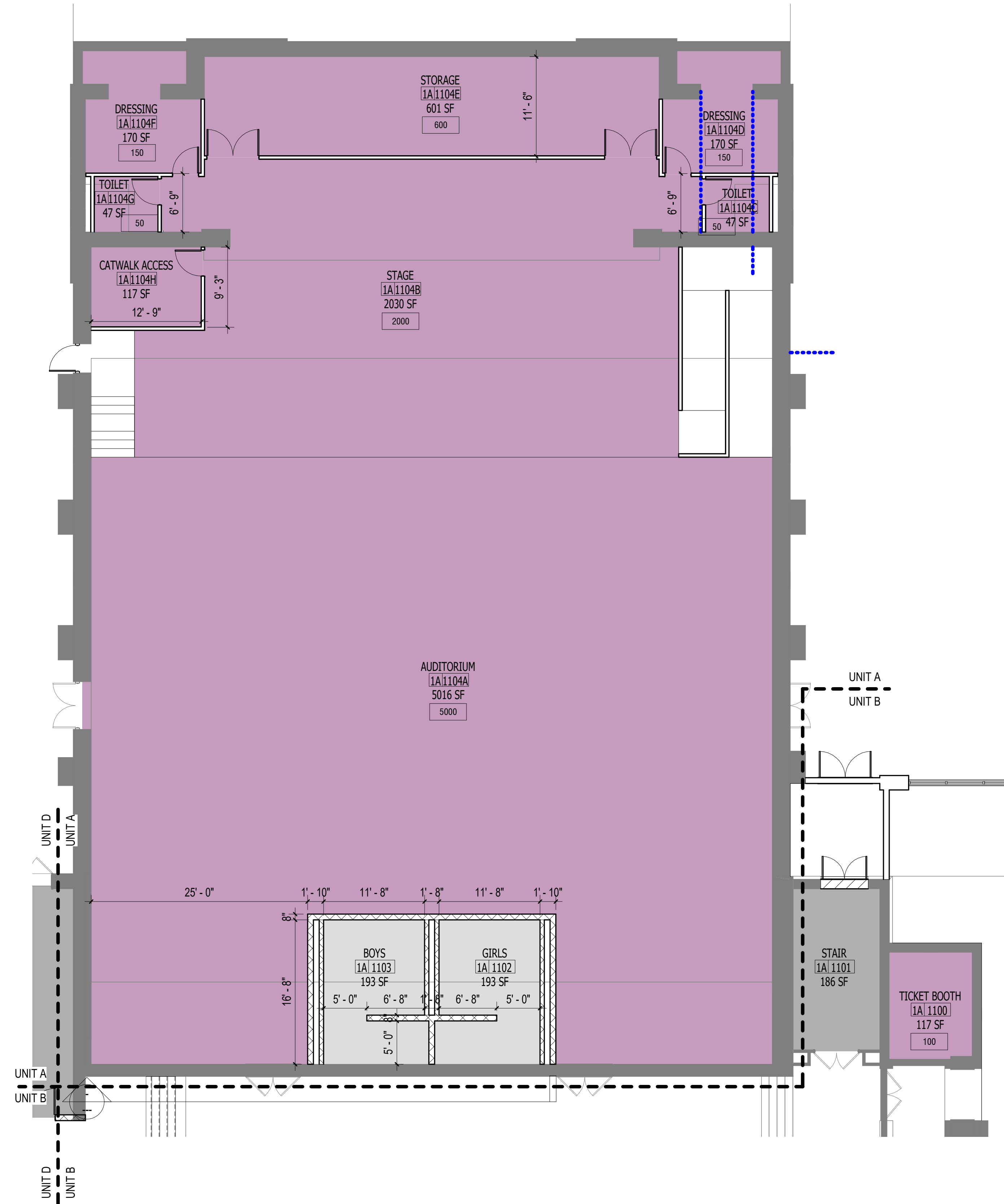
NO.	REVISION	DATE

**ROOM LABEL LEGEND**

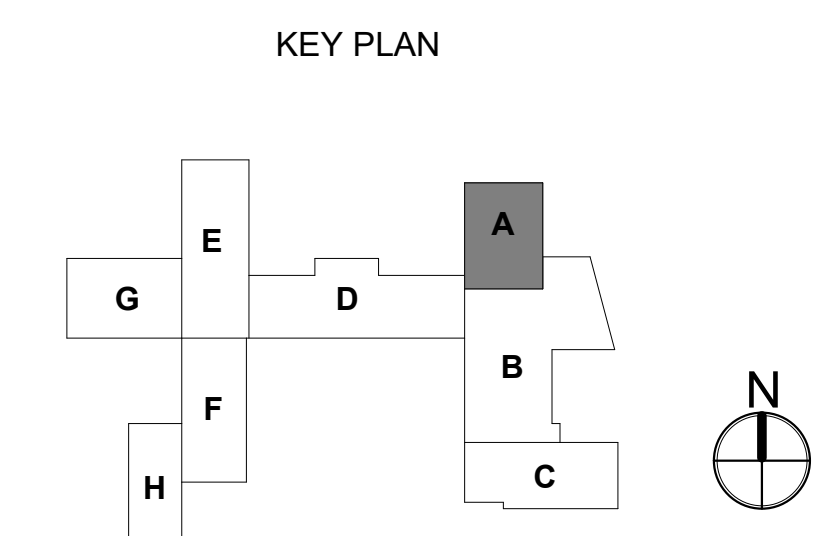
- XXX - ROOM NAME
- XX|XXXX - ROOM NUMBER
- XX SF - ACTUAL NET SQUARE FOOTAGE
- XXX - PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
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- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**FIRST FLOOR PLAN - UNIT 1A**  
1/8" = 1'-0"



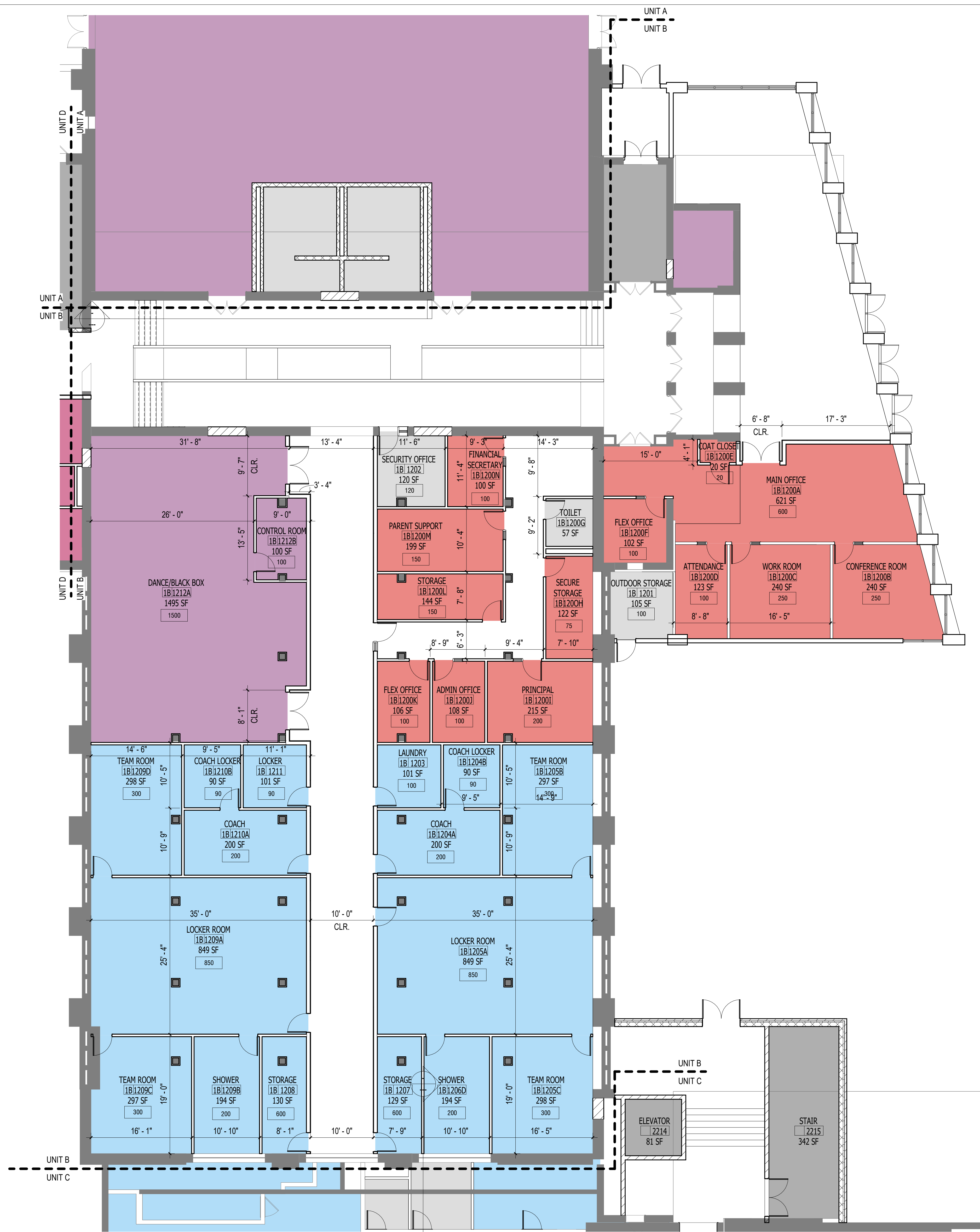
NO.	REVISION	DATE

**ROOM LABEL LEGEND**

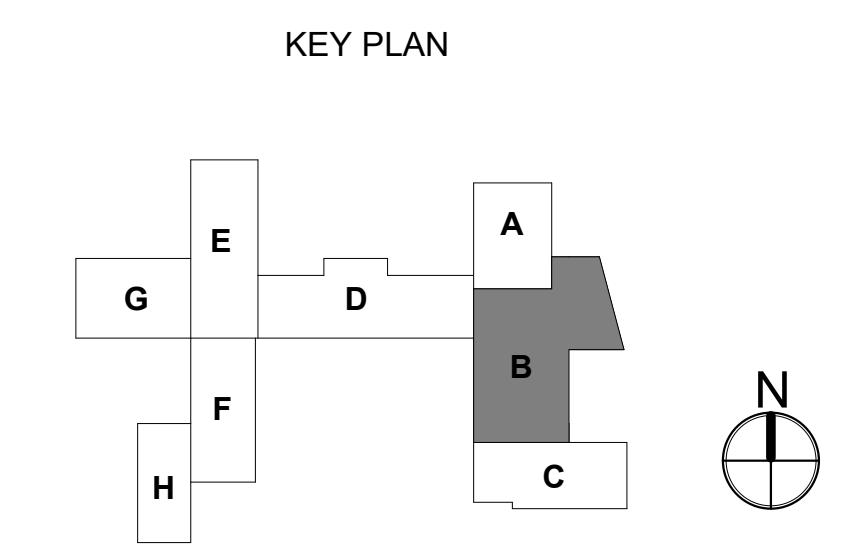
XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**FIRST FLOOR PLAN - UNIT 1B**  
1/8" = 1'-0"



**FREDERICK DOUGLASS HIGH SCHOOL | JOSEPH C. BRISCOE ACADEMY**

2301 Gaynes Falls Parkway Baltimore, MD 21217

**SCHEMATIC DESIGN**

BALTIMORE CITY PUBLIC SCHOOLS

NO	REVISION	DATE

Sheet Title:

**FLOOR PLAN - FIRST LEVEL - UNIT C**

Issue Date: 06/28/2023

Sheet Number:

**A2.11**

Sheet No. in Set: Total No. Sheets: -

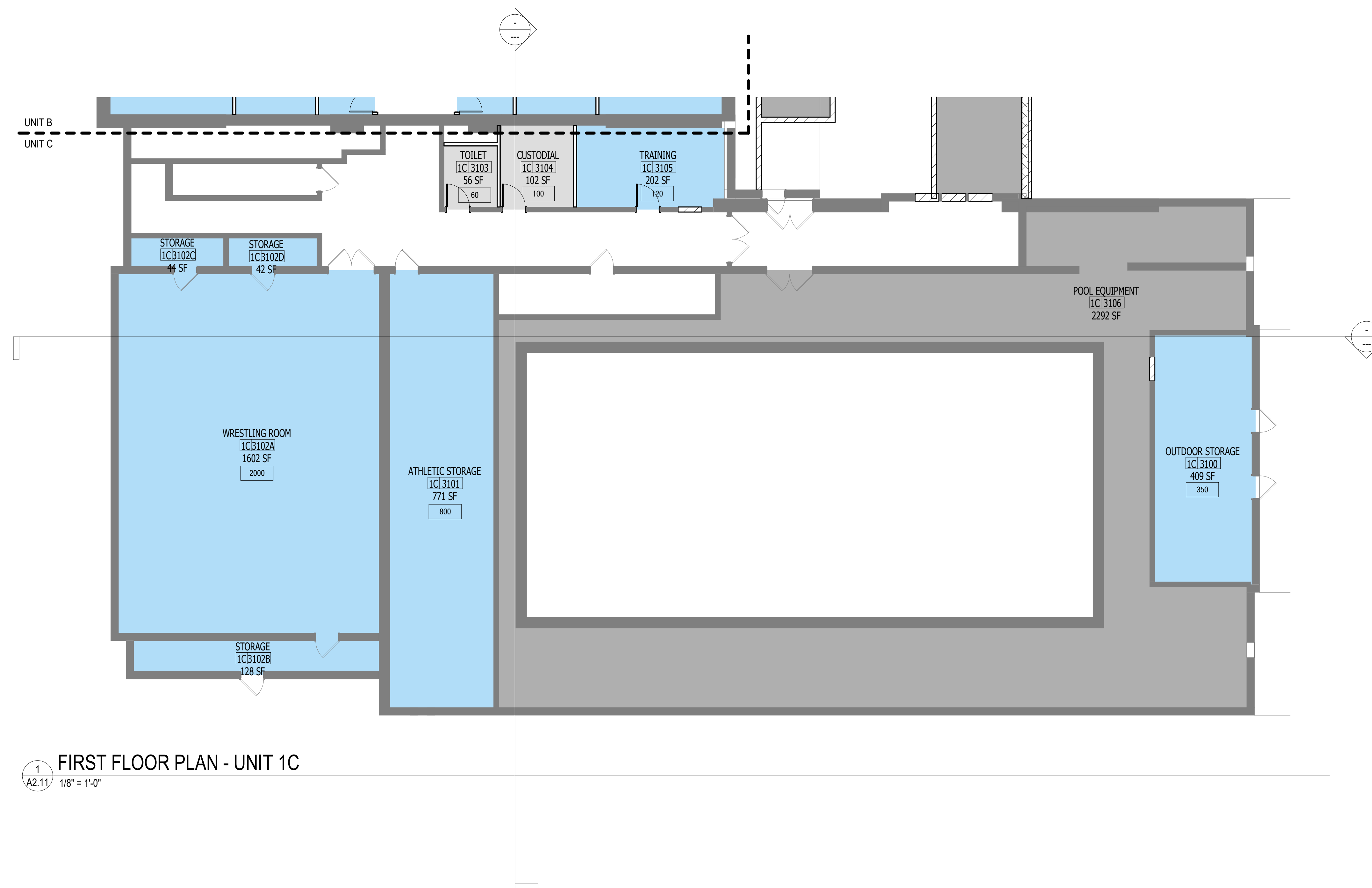
Project Number: 232301.0

**ROOM LABEL LEGEND**

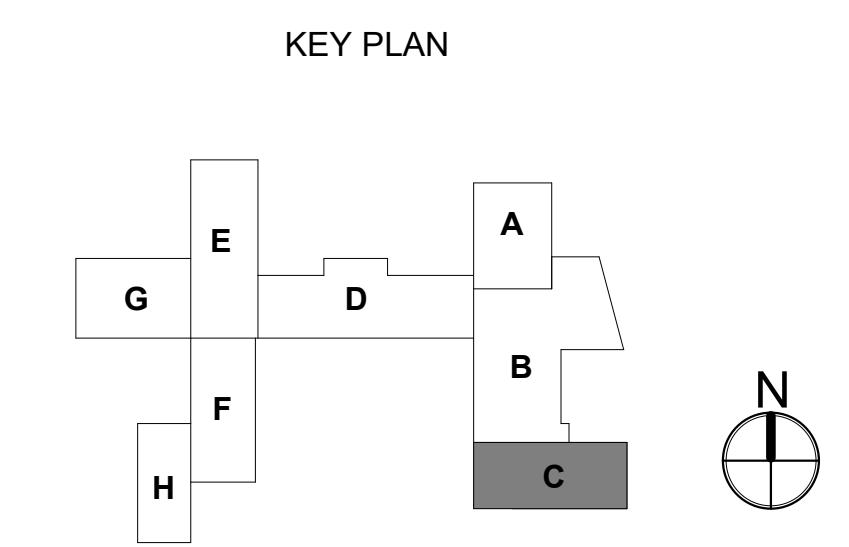
- XXX - ROOM NAME
- XX|XXXX - ROOM NUMBER
- XX SF - ACTUAL NET SQUARE FOOTAGE
- XXX - PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**FIRST FLOOR PLAN - UNIT 1C**  
1  
A2.11 / 1/8" = 1'-0"



NO.	REVISION	DATE

**ROOM LABEL LEGEND**

XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

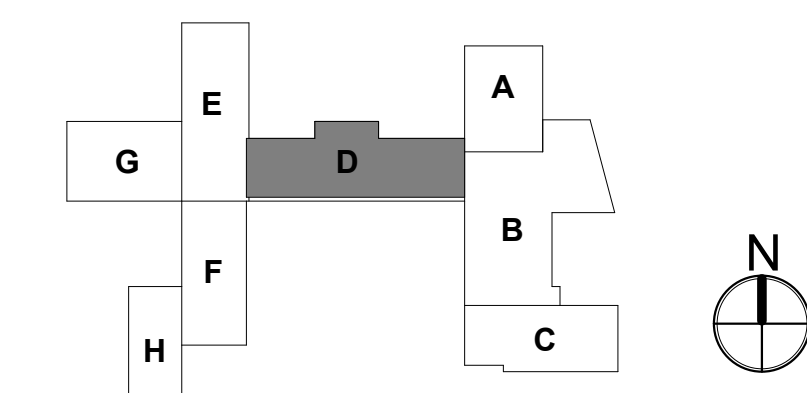
- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**FIRST FLOOR PLAN - UNIT 1D**

A2.12 1/8" = 1'-0"

**KEY PLAN**



Sheet Title:

**FLOOR PLAN - FIRST LEVEL - UNIT D**

Issue Date: 06/28/2023

Sheet Number:

**A2.12**

Sheet No. in Set: Total No. Sheets:

Project Number: 232301.0

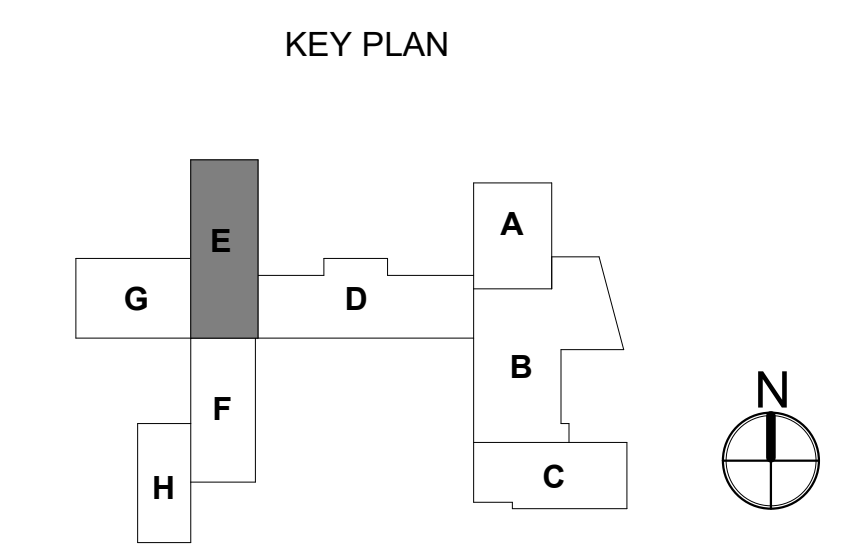
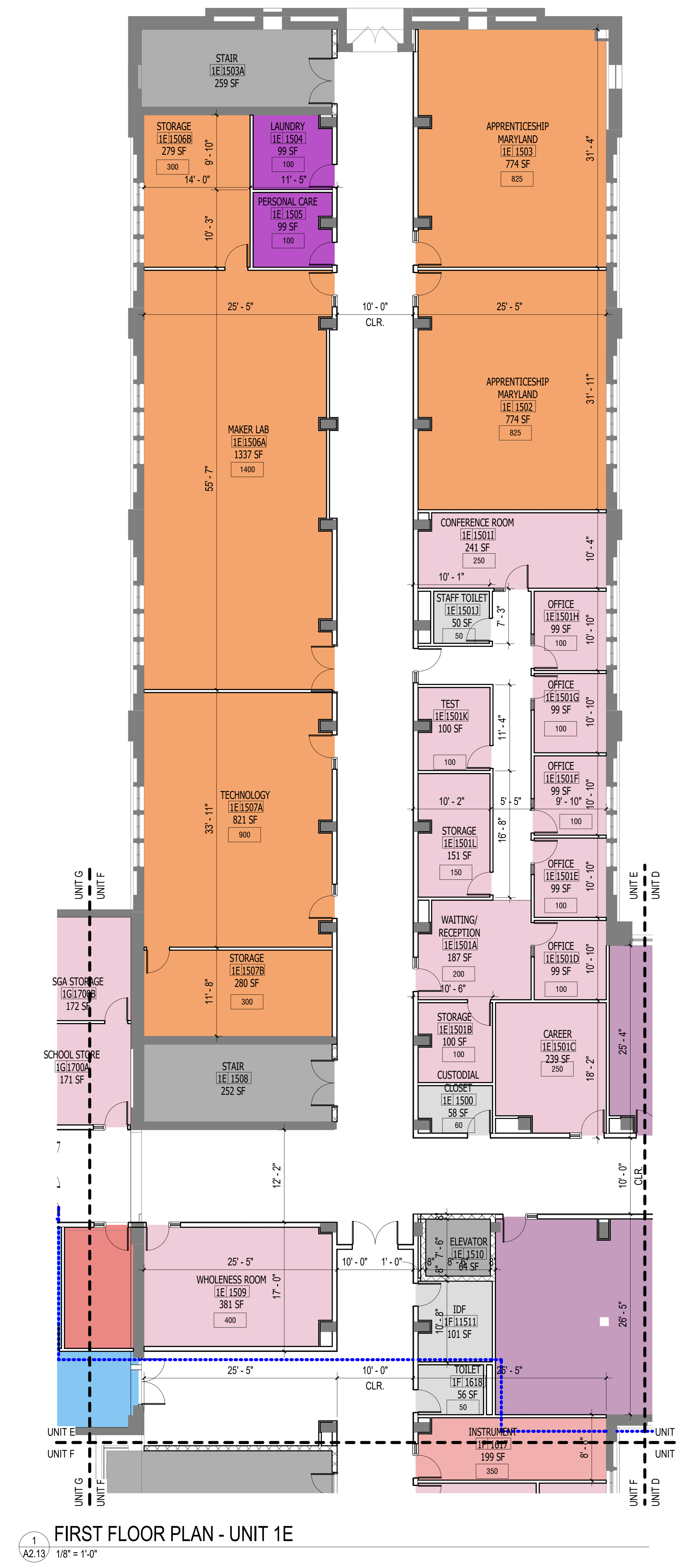
NO.	REVISION	DATE

**ROOM LABEL LEGEND**

XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY





NO.	REVISION	DATE

Sheet Title:  
**FLOOR PLAN - FIRST LEVEL - UNIT F**

Issue Date: 06/28/2023

Sheet Number:

**A2.14**

Sheet No. in Set: Total No. Sheets: -

Project Number: 232301.0

**ROOM LABEL LEGEND**

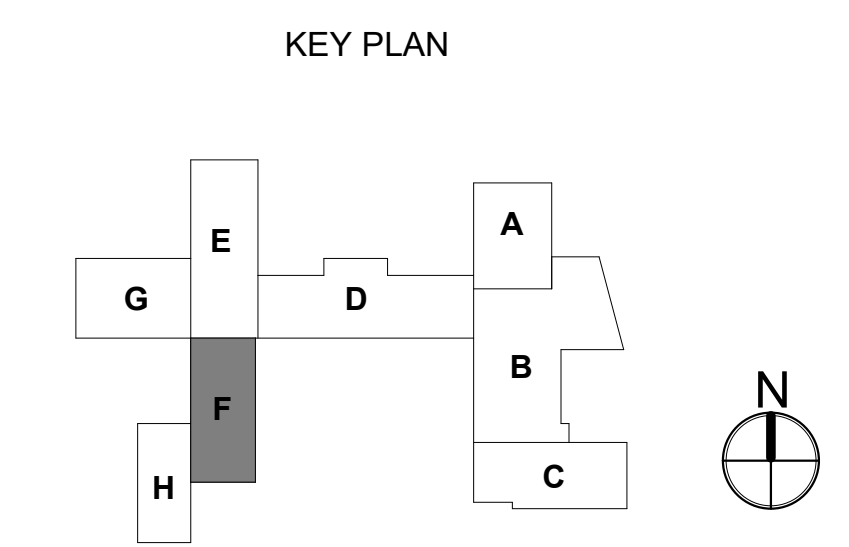
- XXX - ROOM NAME
- XX|XXXX - ROOM NUMBER
- XX SF - ACTUAL NET SQUARE FOOTAGE
- XXX - PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**FIRST FLOOR PLAN - UNIT 1F**  
A2.14 1/8" = 1'-0"

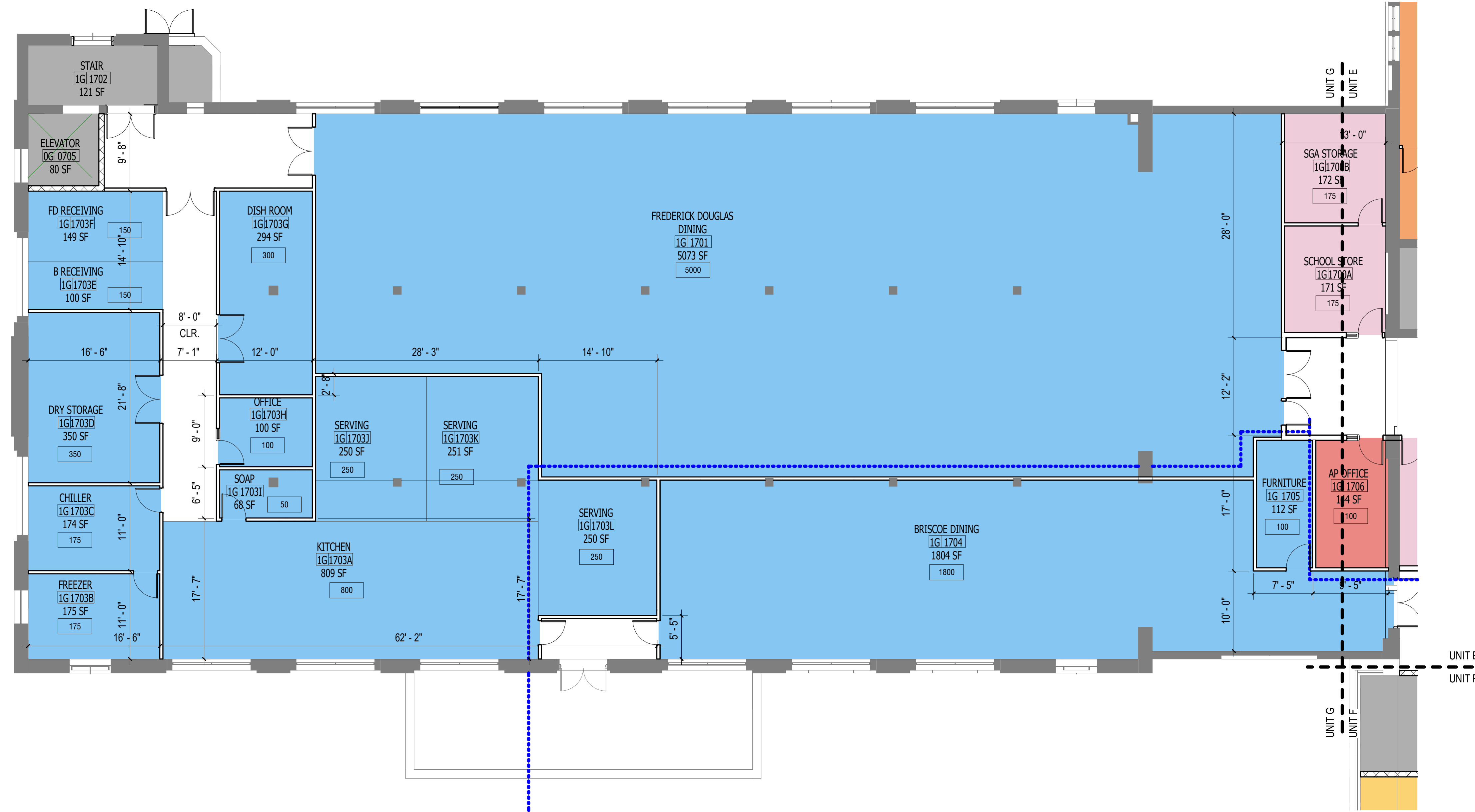


**ROOM LABEL LEGEND**

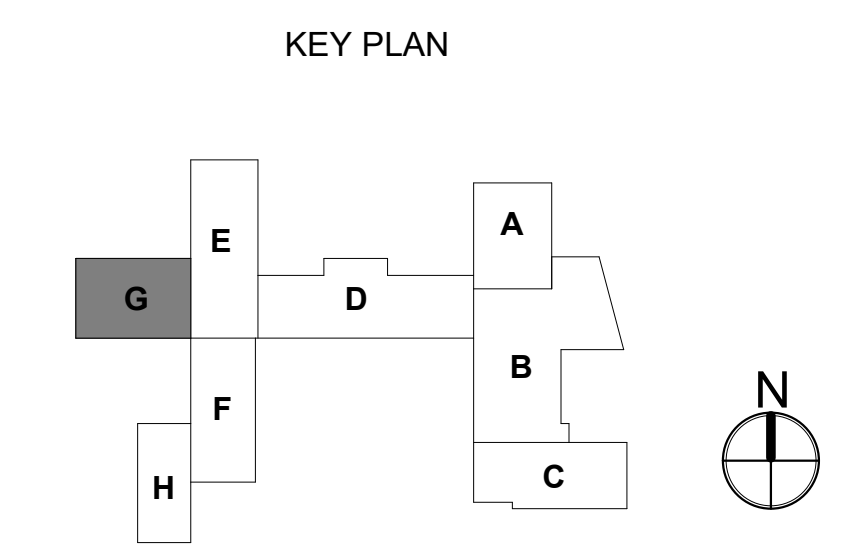
XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**FIRST FLOOR PLAN - UNIT 1G**  
A2.15 / 1/8" = 1'-0"



NO.	REVISION	DATE

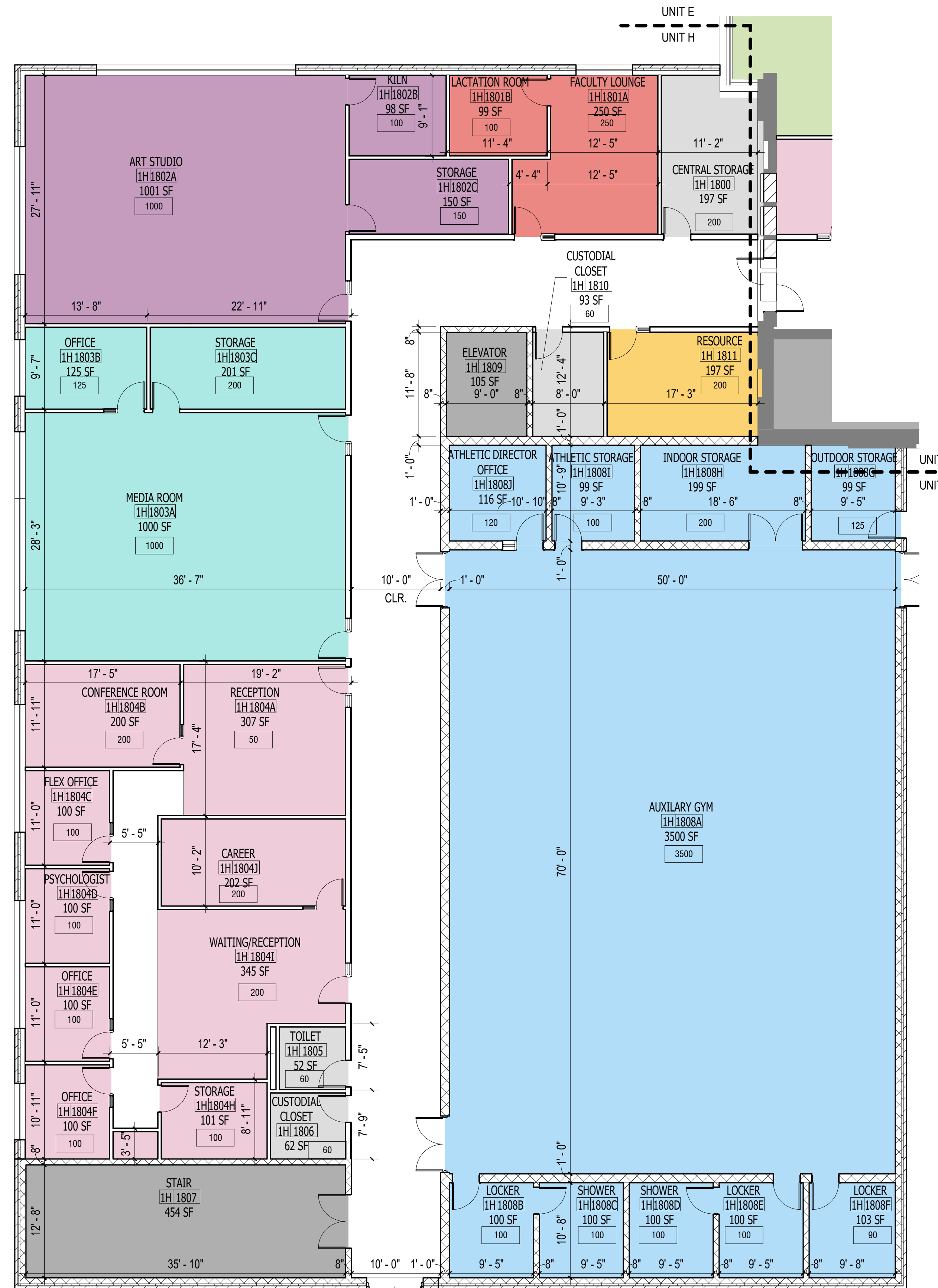
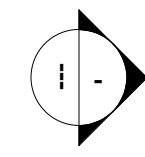
NO.	REVISION	DATE

**ROOM LABEL LEGEND**

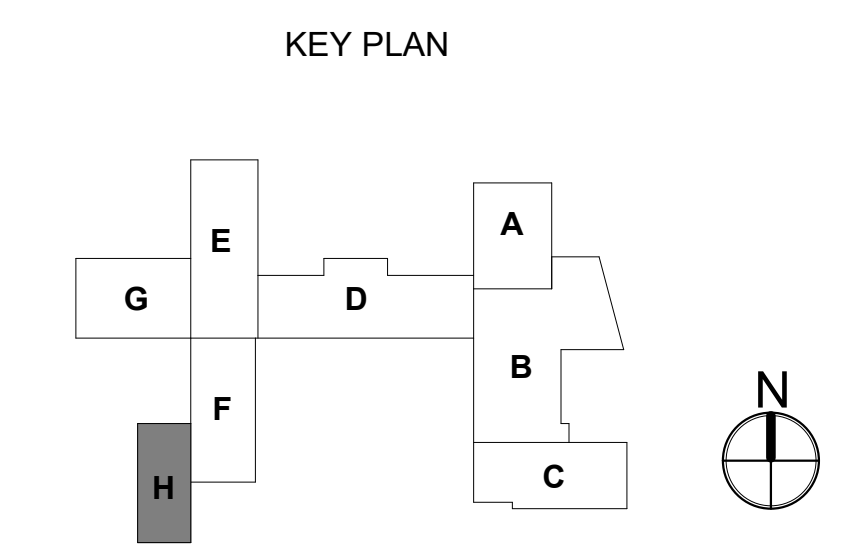
XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**FIRST FLOOR PLAN - UNIT 1H**  
1/8" = 1'-0"



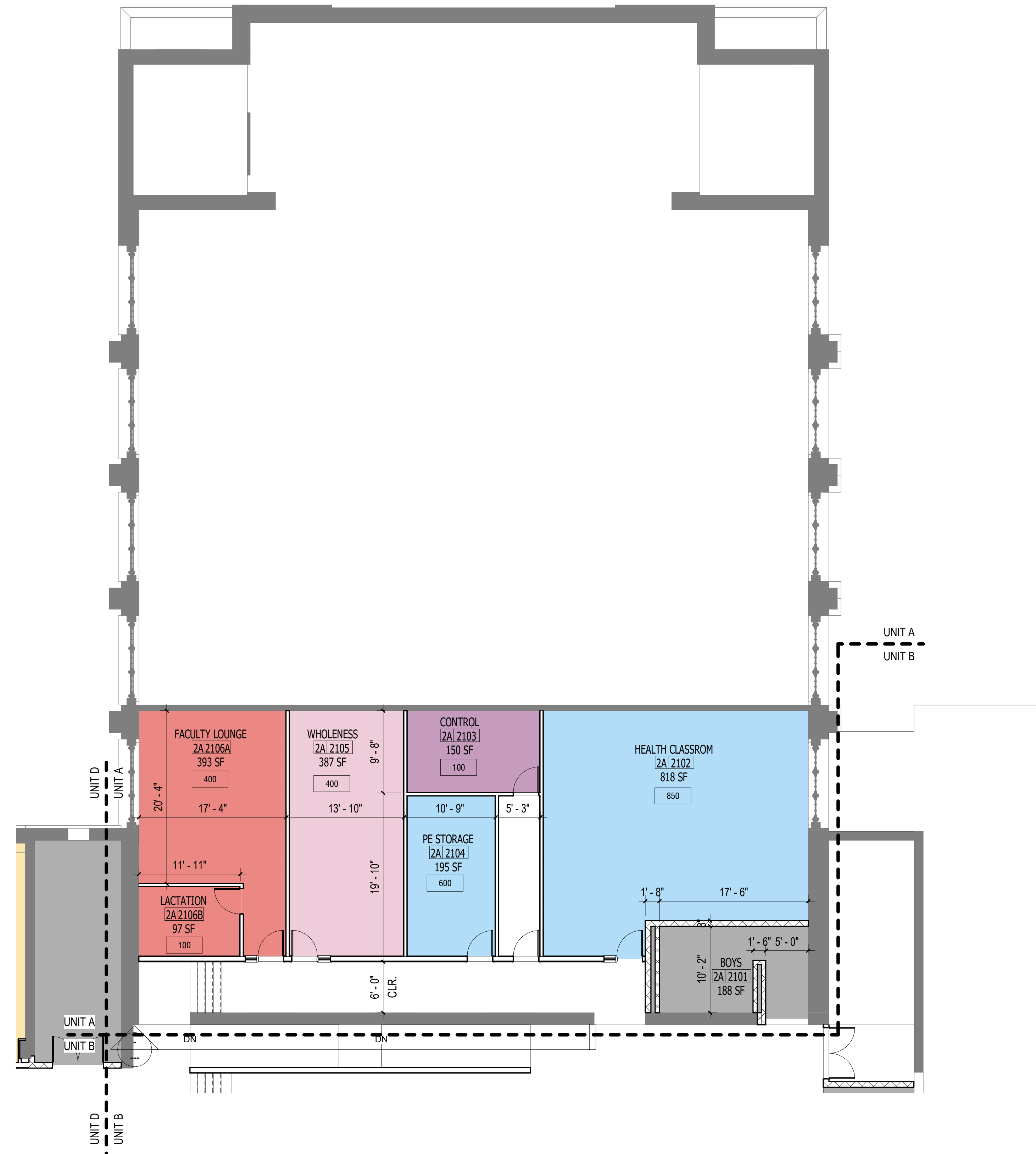
NO.	REVISION	DATE

**ROOM LABEL LEGEND**

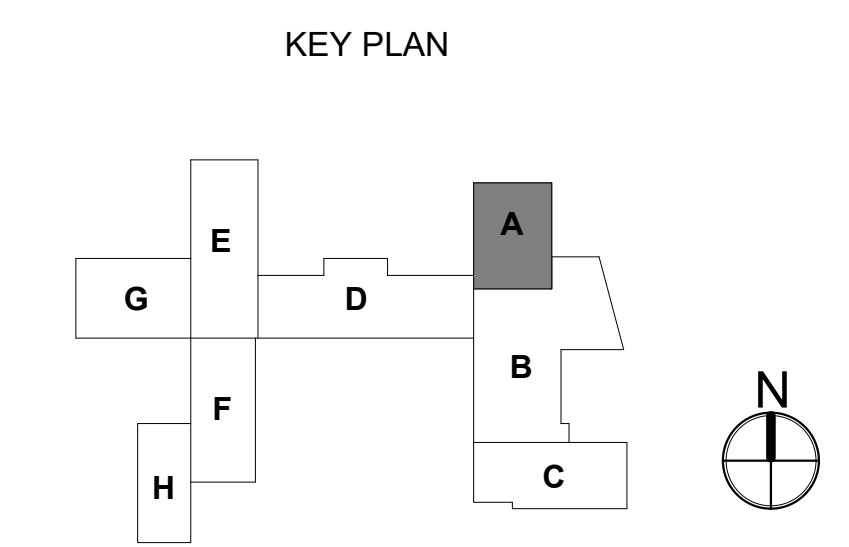
- XXX — ROOM NAME
- XX|XXXX — ROOM NUMBER
- XX SF — ACTUAL NET SQUARE FOOTAGE
- XXX — PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
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- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**SECOND FLOOR PLAN - UNIT A2**  
1/8" = 1'-0"



Sheet Title:

**FLOOR PLAN - SECOND LEVEL - UNIT A**

Issue Date: 06/28/2023  
Sheet Number:

**A2.17**

Sheet No. in Set: Total No. Sheets: -  
Project Number: 232301.0

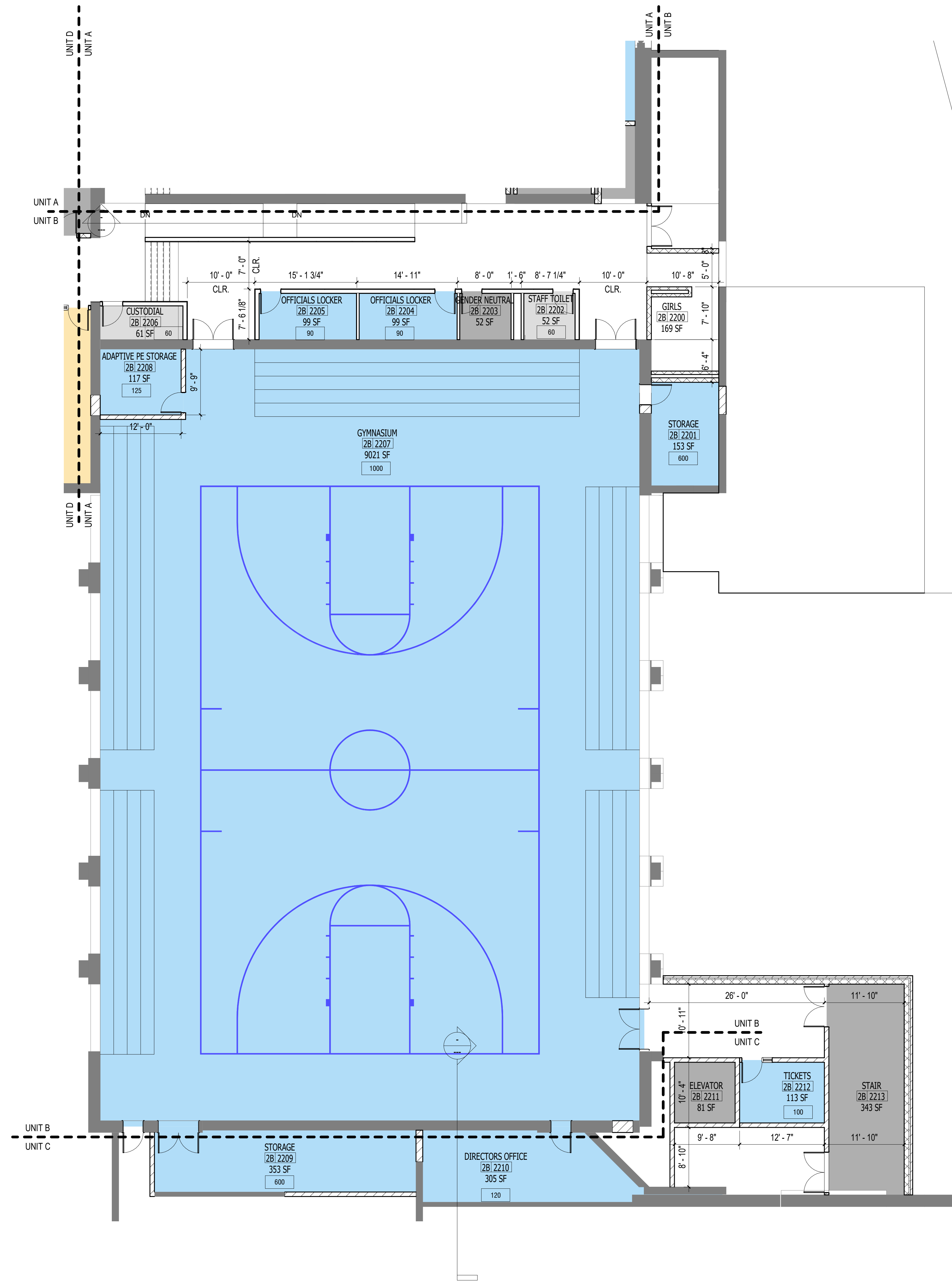
NO.	REVISION	DATE

**ROOM LABEL LEGEND**

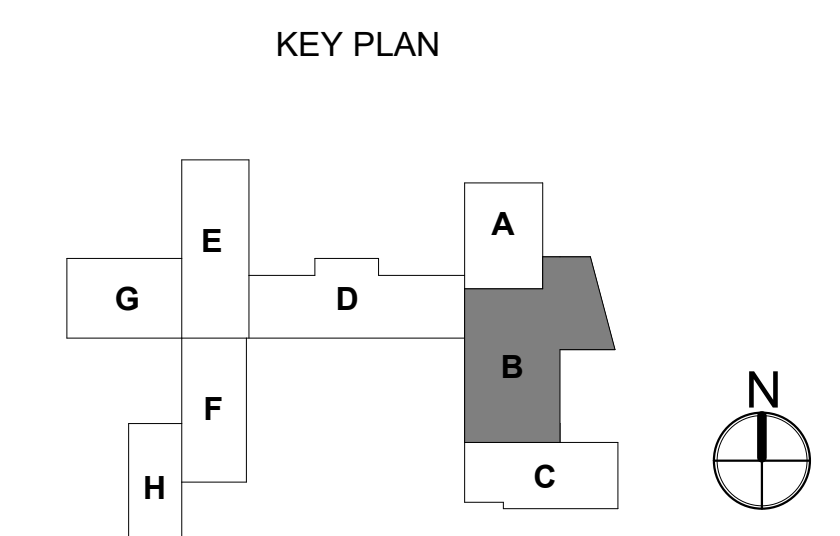
- XXX - ROOM NAME
- XX XXXX - ROOM NUMBER
- XX SF - ACTUAL NET SQUARE FOOTAGE
- XXX - PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
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- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**SECOND FLOOR PLAN - UNIT 2B**  
A2.18 1/8" = 1'-0"



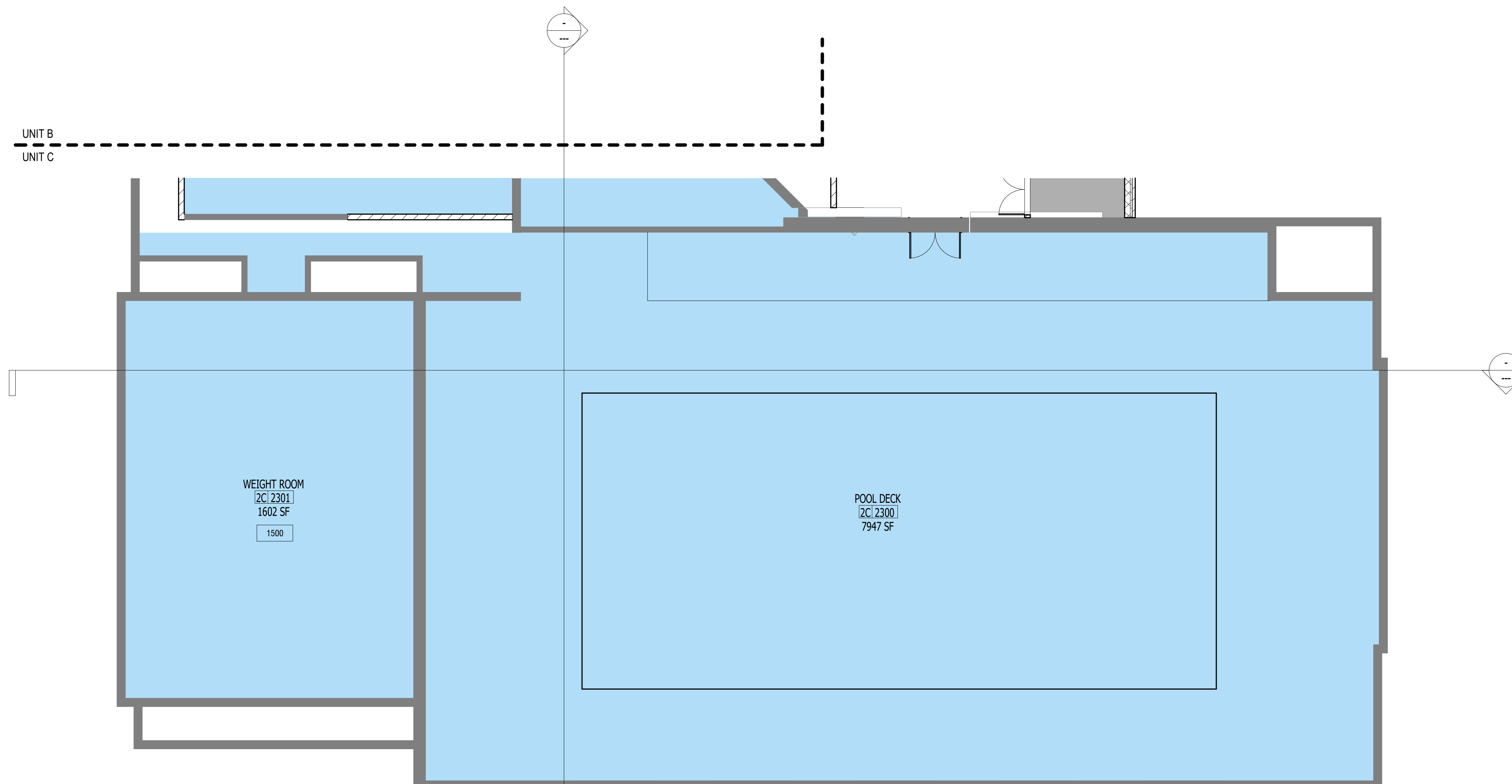
NO.	REVISION	DATE

**ROOM LABEL LEGEND**

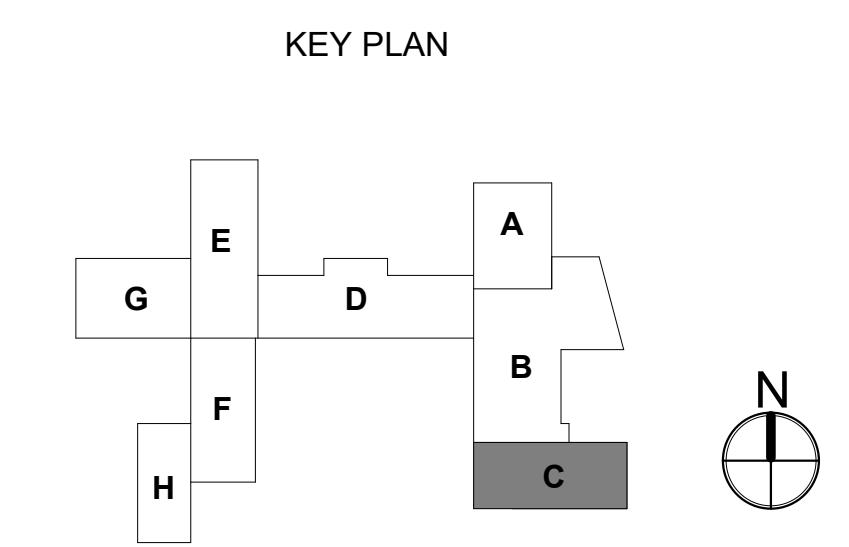
XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
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- MUSIC
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- COMMUNITY



**SECOND FLOOR PLAN - UNIT 2C**  
A2.19 / 1/8" = 1'-0"



NO.	REVISION	DATE

**ROOM LABEL LEGEND**

- XXX - ROOM NAME
- XX|XXXX - ROOM NUMBER
- XX SF - ACTUAL NET SQUARE FOOTAGE
- XXX - PROGRAM SQUARE FOOTAGE

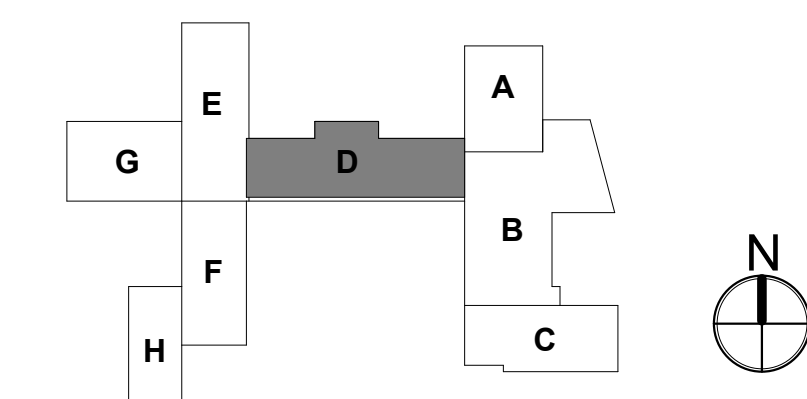
**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**1 SECOND FLOOR PLAN - UNIT 2D**  
A2.20 1/8" = 1'-0"

**KEY PLAN**



Sheet Title:

**FLOOR PLAN - SECOND LEVEL - UNIT D**

Issue Date: 06/28/2023

Sheet Number:

**A2.20**

Sheet No. in Set: Total No. Sheets:

Project Number: 232301.0

NO.	REVISION	DATE

**ROOM LABEL LEGEND**

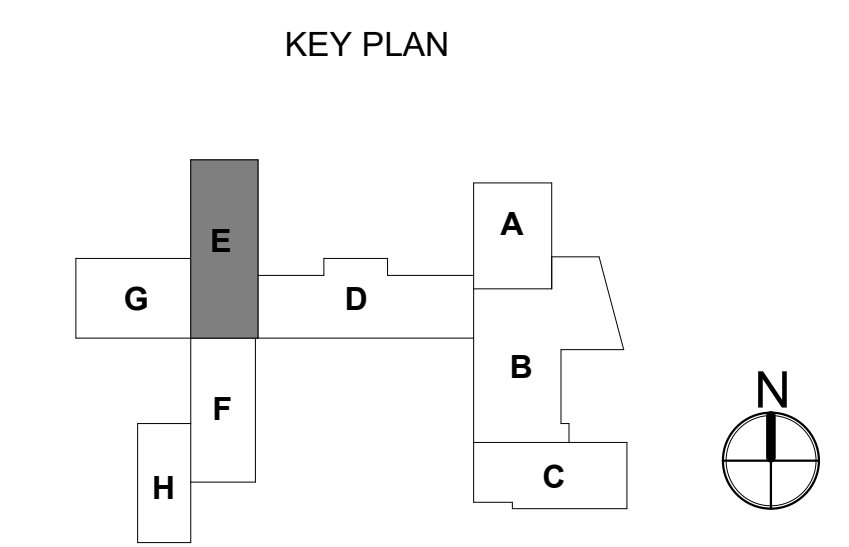
XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**SECOND FLOOR PLAN - UNIT 2E**  
1/8" = 1'-0"





NO	REVISION	DATE

**ROOM LABEL LEGEND**

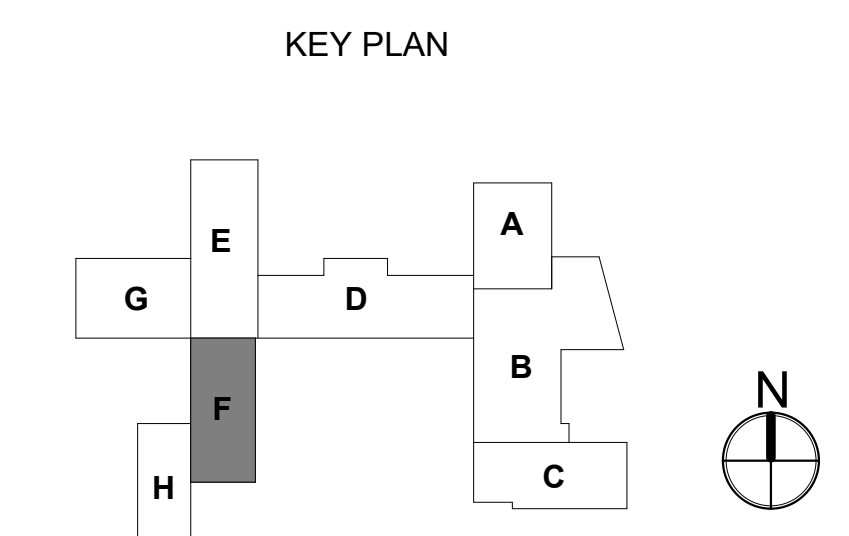
XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**SECOND FLOOR PLAN - UNIT F**  
A2.22 1/8" = 1'-0"



NO.	REVISION	DATE

**ROOM LABEL LEGEND**

- XXX — ROOM NAME
- XX|XXXX — ROOM NUMBER
- XX SF — ACTUAL NET SQUARE FOOTAGE
- XXX — PROGRAM SQUARE FOOTAGE

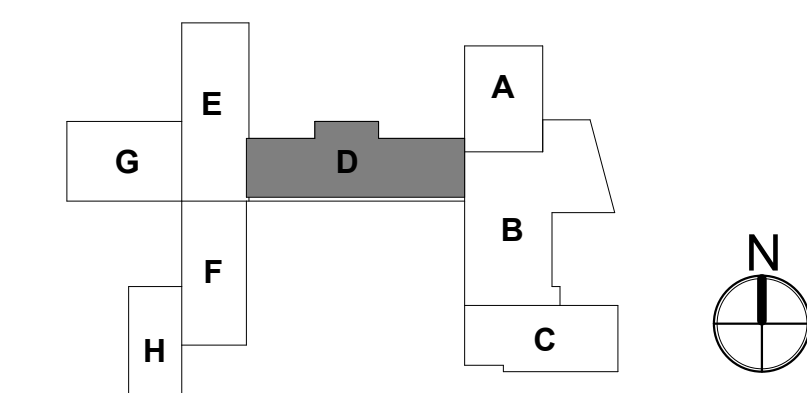
**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**1** THIRD FLOOR PLAN - UNIT 3D  
A2.23 1/8" = 1'-0"

**KEY PLAN**



**FLOOR PLAN - THIRD LEVEL - UNIT D**

Issue Date: 06/28/2023  
Sheet Number:

**A2.23**

Sheet No. in Set: Total No. Sheets: -  
Project Number: 232301.0

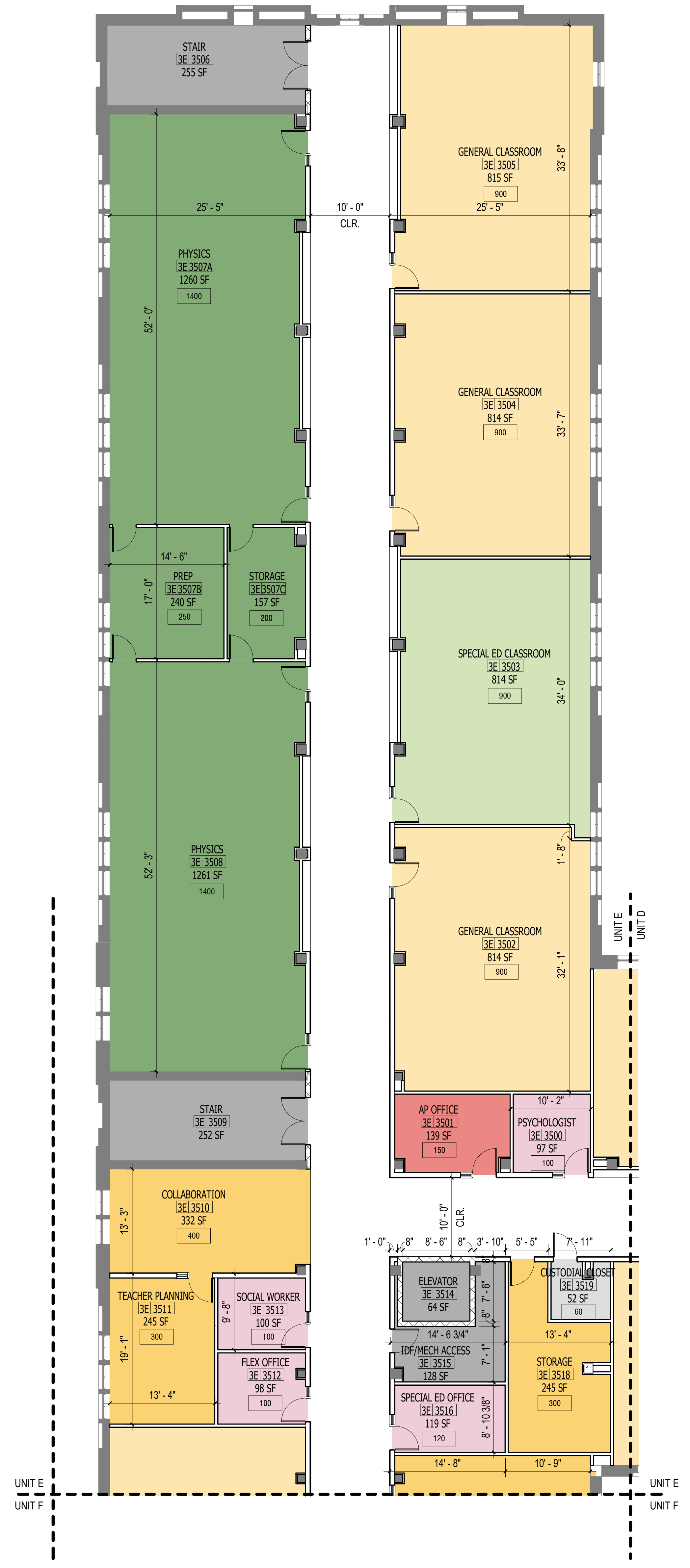
NO.	REVISION	DATE

**ROOM LABEL LEGEND**

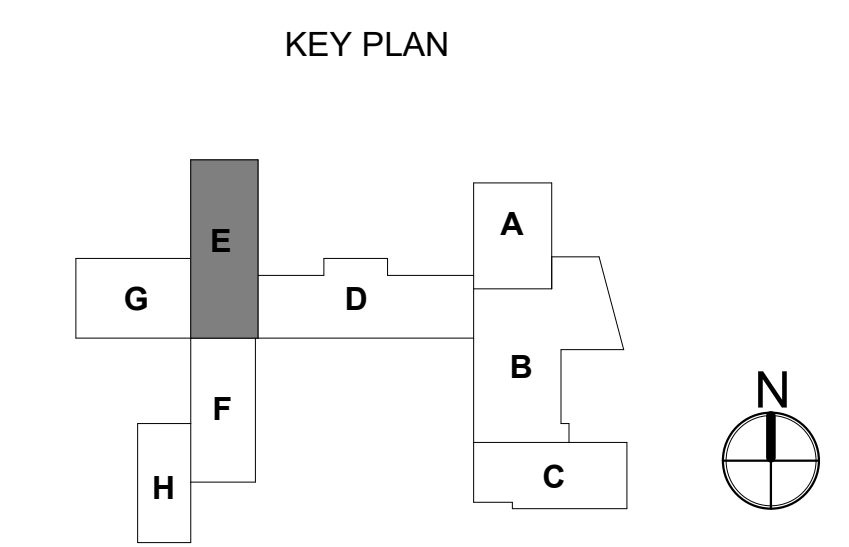
XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
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- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**THIRD FLOOR PLAN - UNIT 3E**  
1/8" = 1'-0"



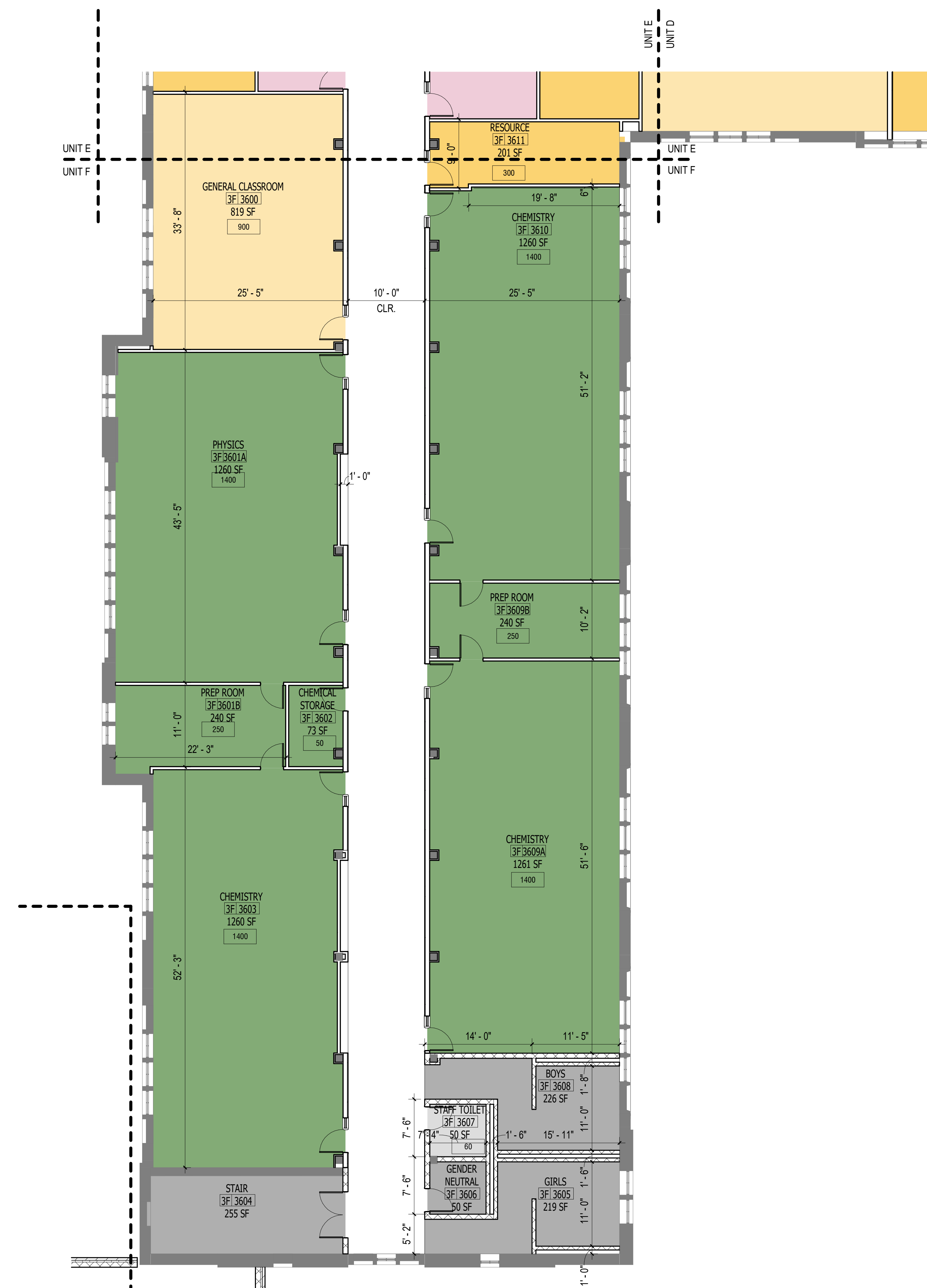
NO.	REVISION	DATE

**ROOM LABEL LEGEND**

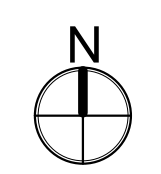
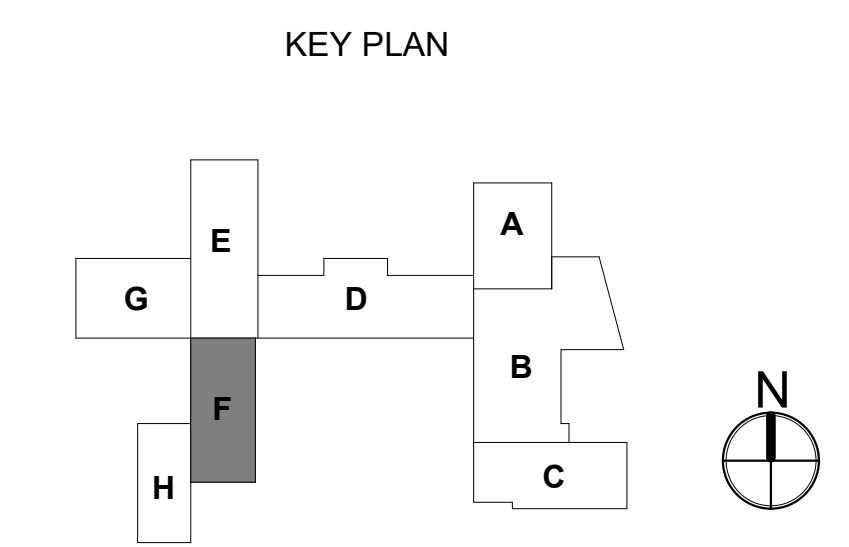
XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**THIRD FLOOR PLAN - UNIT 3F**  
1/8" = 1'-0"



NO.	REVISION	DATE

**ROOM LABEL LEGEND**

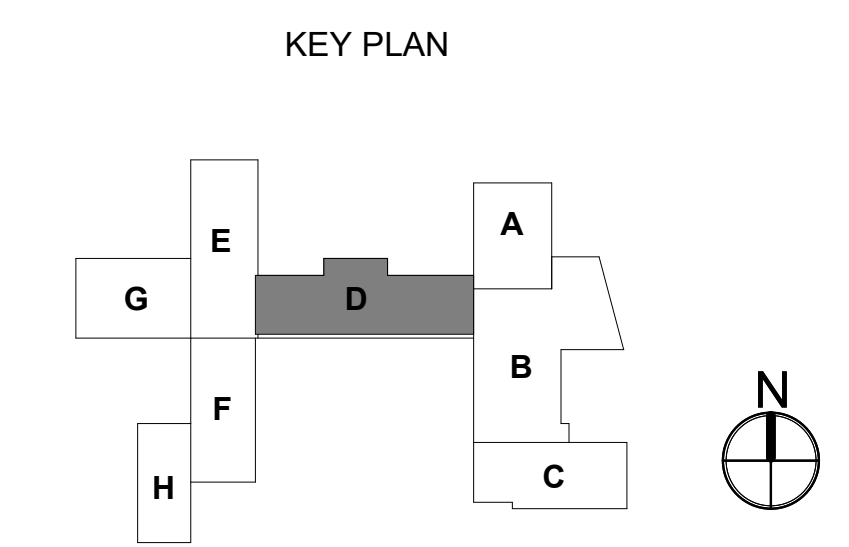
XXX	ROOM NAME
XX XXXX	ROOM NUMBER
XX SF	ACTUAL NET SQUARE FOOTAGE
XXX	PROGRAM SQUARE FOOTAGE

**COLOR LEGEND**

- ADMINISTRATION
- STUDENT SERVICES
- HEALTH SUITE
- CLASSROOMS
- CLASSROOM SUPPORT
- SPECIAL EDUCATION
- SCIENCE
- VISUAL ART
- MUSIC
- CTE
- PHYSICAL EDUCATION
- MEDIA CENTER
- FOOD SERVICES
- BUILDING SERVICE
- COMMUNITY



**FOURTH FLOOR PLAN - UNIT 4D**  
A2.26 1/8" = 1'-0"



Sheet Title:  
**FLOOR PLAN - FOURTH LEVEL - UNIT D**

Issue Date: 06/28/2023  
Sheet Number:

**A2.26**

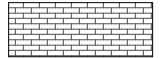

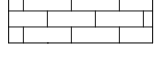
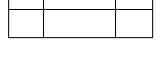
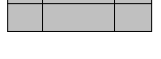
Sheet No. in Set: Total No. Sheets: -  
Project Number: 232301.0

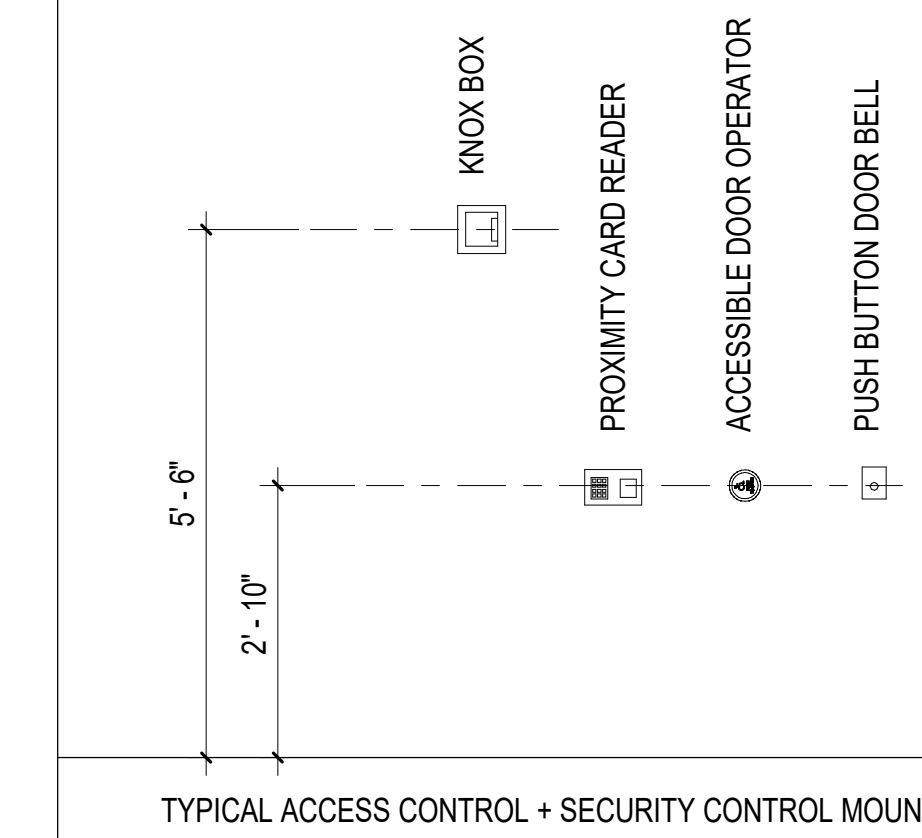
**GENERAL NOTES - BUILDING ELEVATION**  
(GENERAL NOTES ARE NOT REFERENCED DIRECTLY ON ELEVATION)

- 1 FOR MASONRY SHAPES, SEE SHEET AX.XX
- 2 "CJ" DESIGNATES LOCATION OF CONTROL JOINT. FOR CONTROL JOINTS IN NEW EXTERIOR MASONRY WALL, SEE DETAIL 25/AXXX
- 3 FIELD CUT PRECAST MASONRY SHAPES AS REQUIRED.
- 4 SEE STRUCTURAL DRAWINGS FOR FOOTING ELEVATION.
- 5 FINISH GRADE ELEVATION BELOW SLAB VARIES. FACE BRICK TO EXTEND A MINIMUM OF 8" BELOW GRADE. COORDINATE WITH CIVIL DRAWINGS.
- 6 ALL FACE BRICK SHALL BE RUNNING BOND, U.N.O.
- 7 FOR DOOR AND WINDOW ELEVATIONS SEE SHEETS AX.XX
- 8 ALL PRECAST MASONRY UNITS SHALL BE RUNNING BOND EXCEPT AT SILLS.

16521 Rosehaven Street - Suite 200 Fairfax, VA 22030  
Phone (703) 691 - 3311

**LEGEND**

-  BRICK TYPE 1
-  BRICK TYPE 2
-  PRECAST MASONRY
-  INSULATED METAL WALL PANEL, COLOR 1
-  INSULATED METAL WALL PANEL, COLOR 2



**FREDERICK DOUGLASS HIGH SCHOOL | JOSEPH C. BRISCOE ACADEMY**

2301 Gwynns Falls Parkway Baltimore, MD 21217

**SCHEMATIC DESIGN**

BALTIMORE CITY PUBLIC SCHOOLS

NO.	REVISION	DATE

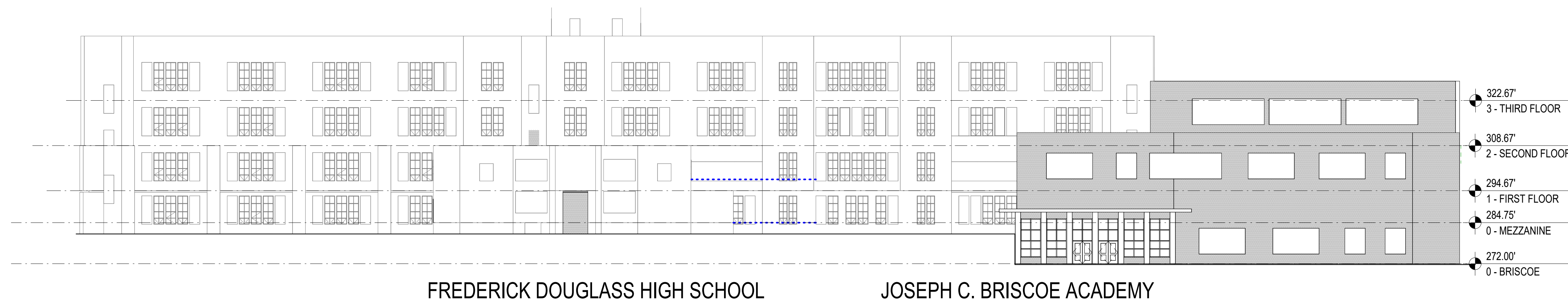
**EXTERIOR ELEVATIONS**

Issue Date: 06/28/2023

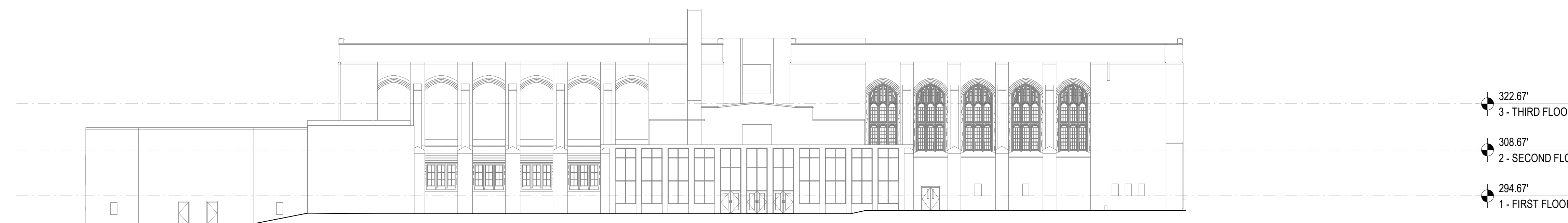
Sheet Number: **A5.00**

Sheet No. in Set: 8 Total No. Sheets: 8

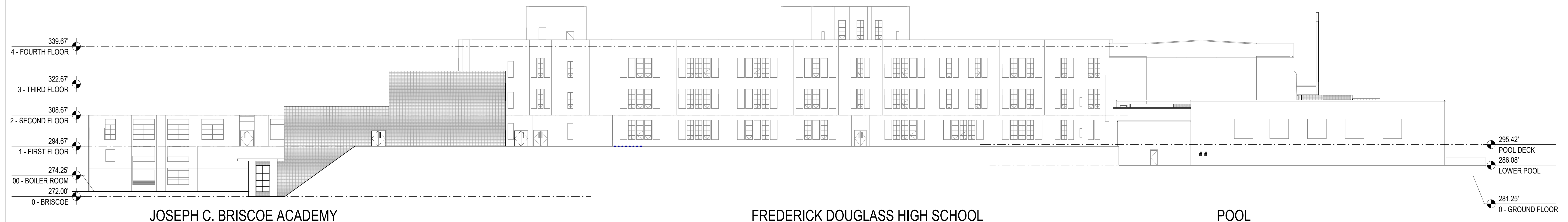
Project Number: 232301.0



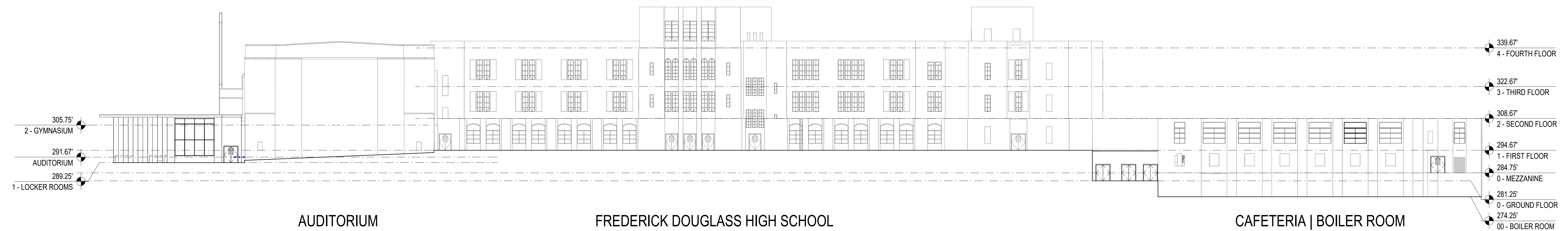
**4 ELEVATION - WEST**  
A5.00 1" = 20'-0"



**3 ELEVATION - EAST**  
A5.00 1" = 20'-0"

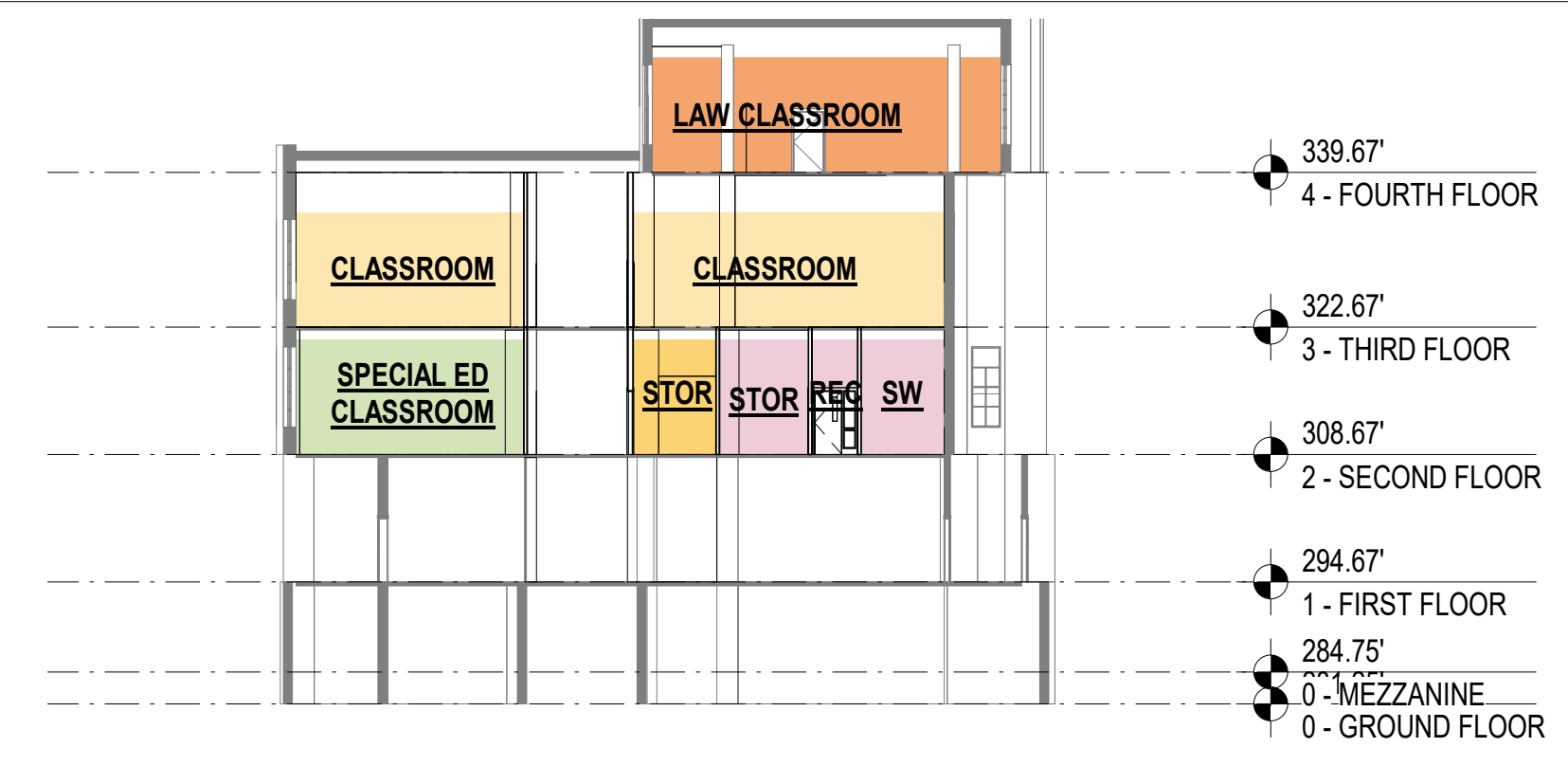
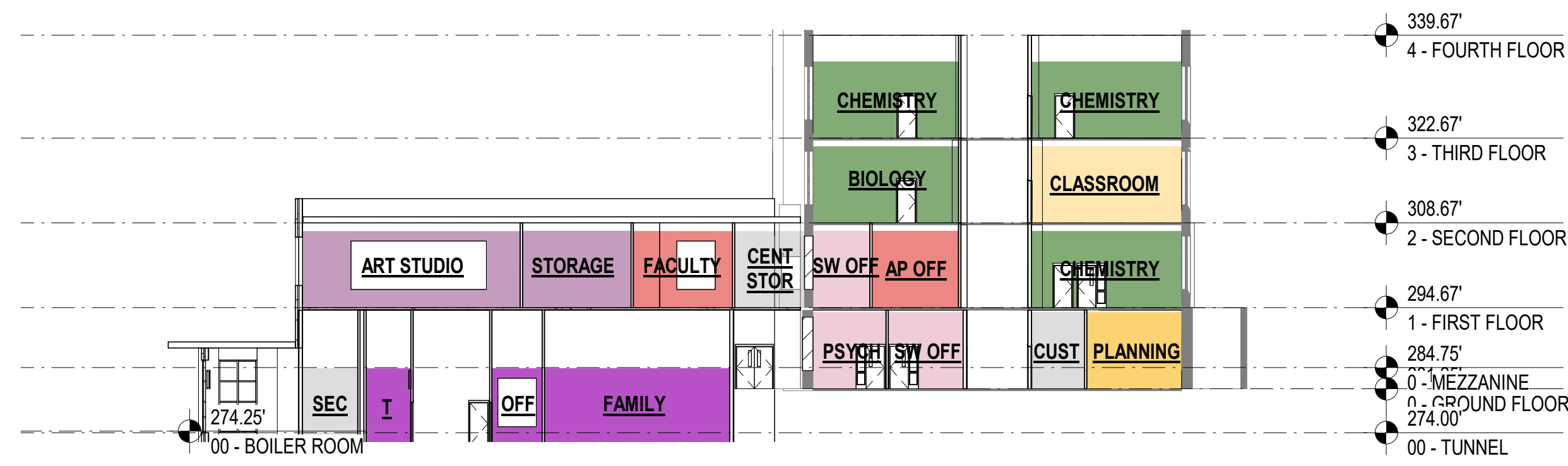


**2 ELEVATION - SOUTH**  
A5.00 1" = 20'-0"



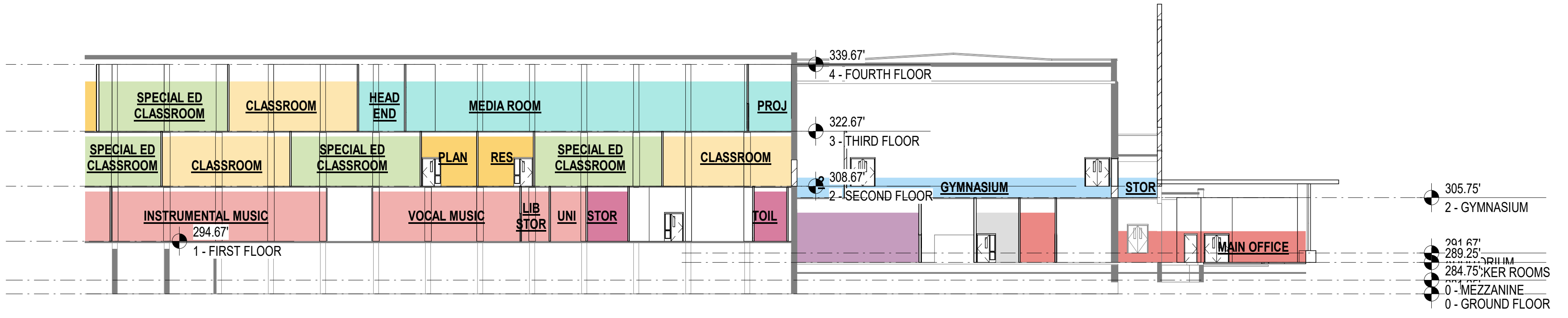
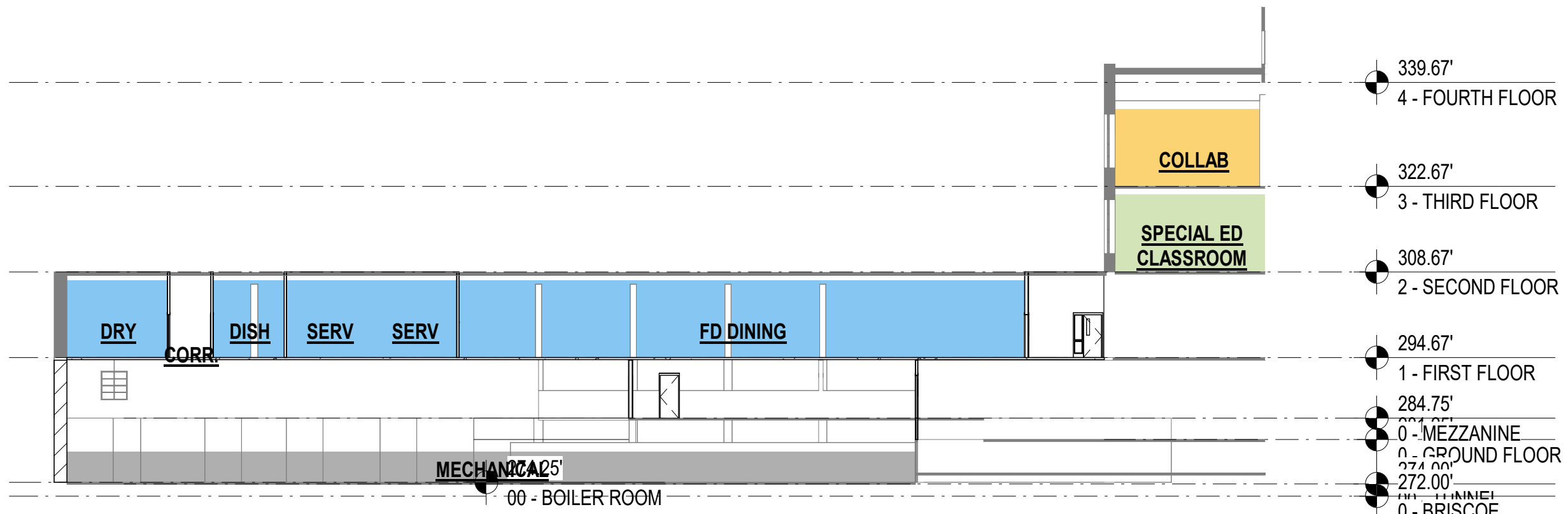
**1 ELEVATION - NORTH**  
A5.00 1" = 20'-0"

NO	REVISION	DATE



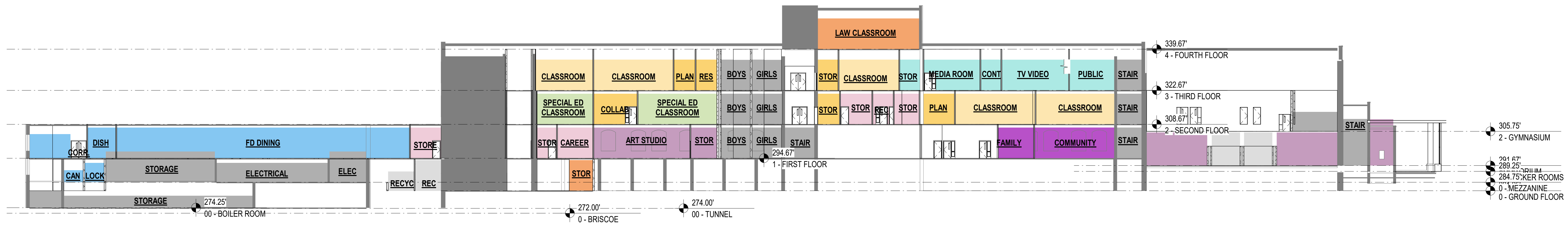
1 LONGITUDINAL SECTION - JOSEPH C. BRISCOE ACADEMY  
A6.01 1" = 20'-0"

2 TRANSVERSE SECTION - CENTRAL BUILDING  
A6.01 1" = 20'-0"

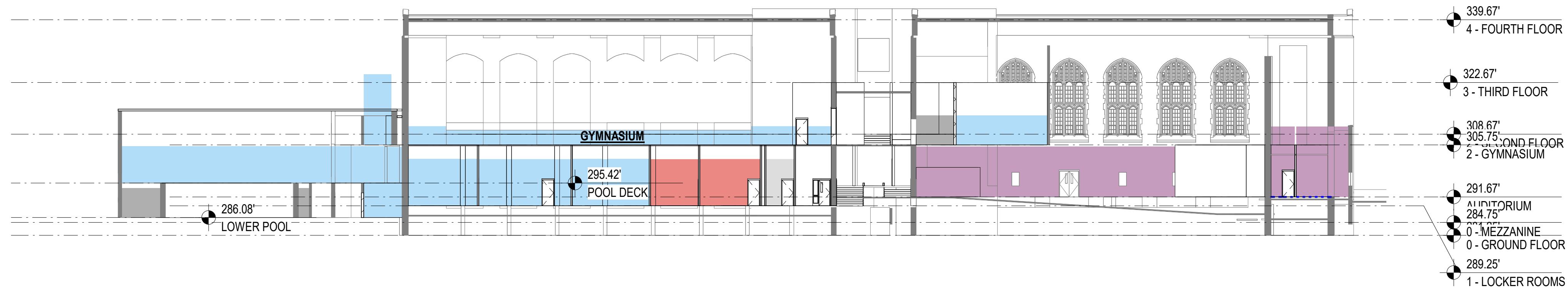


3 TRANSVERSE SECTION - AUDITORIUM  
A6.01 1" = 20'-0"

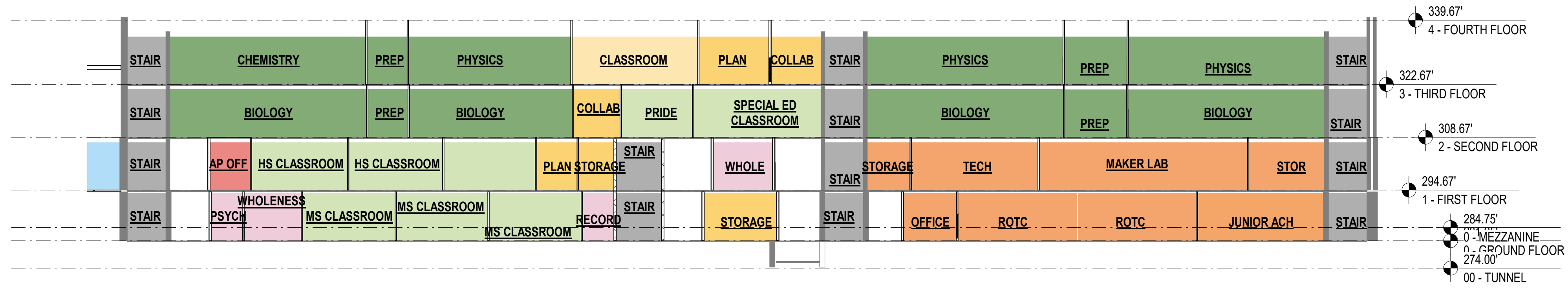
4 LONGITUDINAL SECTION - CENTRAL BUILDING1  
A6.01 1" = 20'-0"



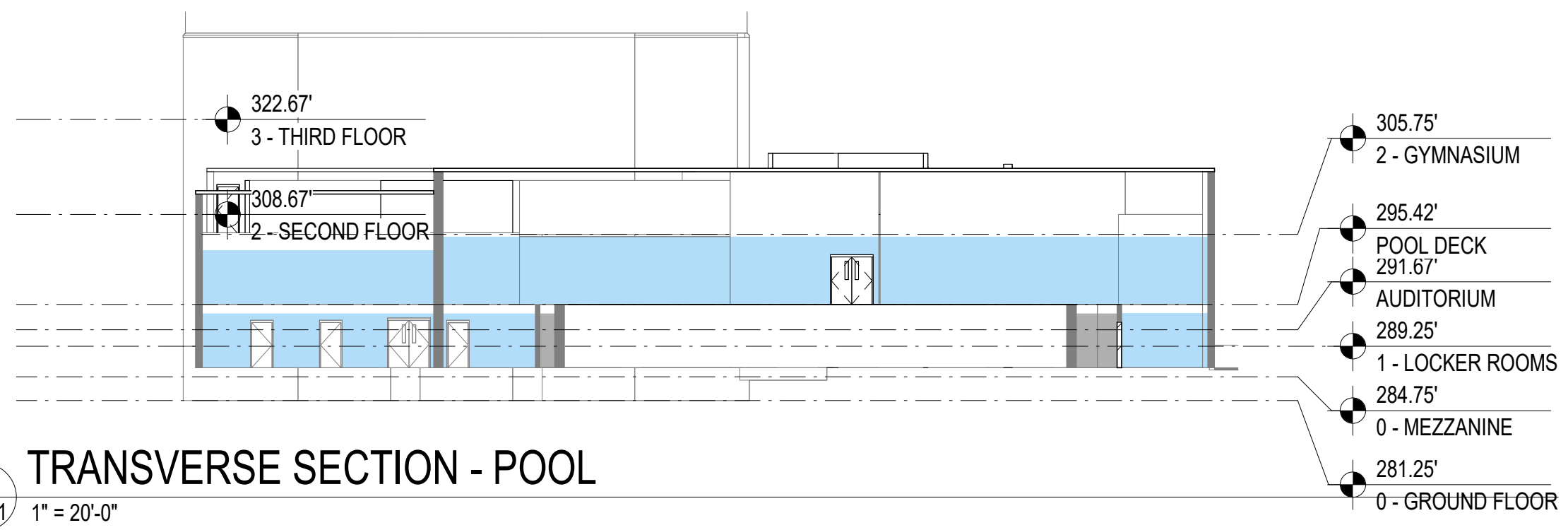
5 LONGITUDINAL SECTION - CENTRAL BUILDING  
A6.01 1" = 20'-0"



6 LONGITUDINAL SECTION - AUDITORIUM AND GYM  
A6.01 1" = 20'-0"



7 LONGITUDINAL SECTION - CAREER AND TECHNICAL EDUCATION  
A6.01 1" = 20'-0"



8 TRANSVERSE SECTION - POOL  
A6.01 1" = 20'-0"

**ATTACHMENT G**  
**CAPACITY SUMMARY SHEET**





**ATTACHMENT H**  
**PRICING FORM**

**Pricing Form**  
**Building Commissioning Services**

**Project Name:** RFP for Building Commissioning Services **Frederick Douglass Building**

**NAME OF OFFEROR:**

*\* List position, number of hours, and hourly rate as indicated. Add rows as needed.*

Name/Position Description	Phases								Hourly Rate (loaded)	Total Cost per Position
	Program/preconstruction Phase	Design Phase	Construction Phase	Occupancy Phase	Post-Occupancy Phase	Post-Occupancy Phase (including 24-month warranty period)	Building Envelope Commissioning	Design/Owner Meetings		
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
<b>Total Hours per Phase</b>	0	0	0	0	0	0	0	0		
<b>Total Hours for the Project</b>									0	
<b>Commissioning Personnel Cost (fully loaded inclusive of direct and indirect costs, background checks, travel, reimbursable and incidental expenses)</b>										\$0.00
<i>Owner's Contingency (10% of Commissioning Personnel Cost)</i>										\$0.00
<b>Commissioning Services Total Cost</b>										\$0.00

*Assumed Schedule Basis - Offeror's Price Must Account for Reasonable Schedule Changes*

**Building Envelope Commissioning:**

Tasks (add rows as necessary)	Hours per Task
1.	
2.	
3.	
4.	
5.	
<b>Total Hours*</b>	0

\* Total Hours shall equal hours indicated above for this Phase

Please note that Offeror is responsible for checking the accuracy of the information including herein, including calculations and formulas.

**ATTACHMENT I**  
**Anticipated Project Schedule**  
**The Frederick Douglass Building**

A/E Notice to Proceed – January 2023

Design Start – February 2023

Design Completion – April 2024

Construction Start Early GMP(s) – July 2024

Construction Start Final GMP - TBD

Construction Completion – July 2026

Occupancy – August 2026

**ATTACHMENT J**  
**SAMPLE CONTRACT**

**AGREEMENT**  
**FOR**  
**BUILDING COMMISSIONING SERVICES**

*BETWEEN*

*THE MARYLAND STADIUM AUTHORITY*

*AND*

*COMMISSIONING AGENT*

*PROJECT/SCHOOL NAME*

*MSA CONTRACT NO. BCS-02-XXX-CX*

**MARYLAND STADIUM AUTHORITY**  
**CONTRACT NO. BCS-02-XXX-CX**  
**PROJECT/SCHOOL NAME**  
**BUILDING COMMISSIONING SERVICES AGREEMENT**

THIS BUILDING COMMISSIONING SERVICES AGREEMENT (this "**Agreement**") is entered into this DD day of Month, XXXX by and between the MARYLAND STADIUM AUTHORITY, a body politic and corporate and an instrumentality of the State of Maryland (hereinafter "**MSA**"), and COMMISSIONING AGENT, a Maryland Corporation ("**Consultant**"), each of whom may be referred to as a "**Party**" and both of whom may be collectively referred to as the "**Parties**."

**RECITALS**

A. The General Assembly of Maryland has authorized MSA to implement and administer a program to renovate existing public schools and to construct new public schools in Baltimore City (the "**Program**"), pursuant to the Baltimore City Public Schools Construction and Revitalization Act of 2013 (Ch. 647, Acts of 2013) (the "**Program Act**"). The Program Act authorizes MSA to issue up to \$1.1 billion in financing to fund a portfolio of renovation and new construction projects in the Program in accordance with the Baltimore City Public Schools' 10-Year Plan, as approved by the Baltimore City Board of School Commissioners (the "**School Board**") on January 8, 2013, subject to certain limitations.

B. As stipulated in the Program Act, MSA, the School Board, the City of Baltimore (the "**City**"), and the Interagency Committee on School Construction (the "**IAC**") entered into a Memorandum of Understanding (the "**MOU**"), which became effective upon approval by the Board of Public Works ("**BPW**") of the State of Maryland (the "**State**") on October 16, 2013. The MOU governs the implementation of the Program.

C. In accordance with the MOU, the Program will be undertaken through a combination of staff from MSA and the Baltimore City Public School System ("**City Schools**"), who will provide program and project administration services.

D. Under the conditions and terms set forth herein, MSA desires to retain a firm to provide the services specified herein in connection with Project/School Name (the "**Project**").

E. Consultant desires to provide such services for the Project, subject to the conditions and terms set forth herein.

## AGREEMENT

NOW, THEREFORE, for and in consideration of the promises and covenants, conditions, representations, and warranties contained herein, and for good and valuable consideration, the sufficiency and adequacy of which is hereby acknowledged, the Parties agree as follows:

### SECTION 1 – RELATIONSHIP OF CONSULTANT AND MSA

**1.1 Appointment.** Consultant accepts the relationship of trust and confidence established with MSA by this Agreement, and covenants to provide Consultant's reasonable skill and judgment and to cooperate with MSA and its various partners and contractors, including those working on the Project, in furthering the interests of MSA in connection with the Project.

**1.2 Independent Contractor.** Consultant is neither an employee of MSA nor of City Schools, but rather is and shall be an independent contractor as that term is defined under Maryland law. Consultant shall be responsible for providing all equipment and related services necessary for performance of all obligations under this Agreement, and for withholding any taxes and Social Security payment due in relation to services rendered under this Agreement. Consultant is not an agent of MSA, the State, or City Schools, cannot commit MSA, the State, or City Schools to any expenditure of funds, and cannot enter into any contractual obligation on behalf of MSA, the State, or City Schools.

**1.3 Contract Documents.** The contract between the Parties is embodied in the following documents (collectively, the "**Contract Documents**");

- a. This Agreement;
- b. Insurance Requirements, attached hereto as Exhibit 1;
- c. The documents identified in and attached hereto as Exhibit 2 which are herein referred to collectively as the "RFP";
- d. The documents identified in and attached hereto as Exhibit 3 which are herein referred to collectively as "**Consultant's Technical Proposal**";
- e. The documents identified in and attached hereto as Exhibit 4 which are herein referred to collectively as "**Consultant's Price Proposal**" (Consultant's Technical Proposal and Price Proposal are herein referred to collectively as "**Consultant's Proposal**");
- f. Consultant's executed MDOT-Certified MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule, attached hereto as Exhibit 5;



- g. Consultant's executed Bid/Proposal Affidavit, attached hereto as Exhibit 6;
- h. Consultant's executed Contract Affidavit, attached hereto as Exhibit 7; and
- i. Consultant's executed Conflict-of-Interest Information and Disclosure Affidavit, attached hereto as Exhibit 8.

If there is a conflict among the provisions of the Contract Documents, the Contract Documents shall control in the order that they are listed above.

**1.4 Scope of Work.** The general scope of work for this Agreement is set forth in the Contract Documents. Consultant shall provide services to MSA as described in the Contract Documents in order to assist with the Project.

**1.5 Standard of Care.** In performing its duties hereunder, Consultant shall use a level of skill and exhibit a standard of care that is appropriate for a Consultant providing the requisite services in connection with projects of similar size and scope to the Program. Consultant understands and acknowledges that MSA's decision to appoint Consultant is based upon the experience, qualification, and other materials submitted in response to the RFP. Consultant further represents and warrants that such materials are, as of the date that they were submitted and as of the date hereof, accurate in all material respects and fairly represent the capabilities of Consultant and its subcontractors.

**1.6 Performance of Services.** Consultant shall, at all times, meet the standard of care described above when fulfilling its duties and obligations under this Agreement and the Contract Documents. Consultant shall reasonably cooperate with MSA and its employees, agents, and contractors in delivering any service hereunder. At all times, Consultant shall keep MSA's Project Manager (as defined below) reasonably informed of the progress made in the performance of all assigned duties.

**1.7 Ownership and Use of Work Product.** Any work product, whether written or in electronic format, prepared by Consultant during the term of this Agreement for MSA shall become the sole and exclusive property of MSA. Such work product shall not be used by Consultant or its subcontractors for other projects without the specific written consent of MSA.

**1.8 Dissemination of Information.** Unless Consultant has obtained the prior written consent of MSA's Contract Representative (as defined below), Consultant shall not (a) release, disseminate, publish, distribute, or circulate, in any manner whatsoever, any information, data, document or materials related to the services or performance of the services under this Agreement, or (b) publish any final reports or documents.

## **SECTION 2 – TERM**

**2.1 Term.** Consultant shall complete the services under this Agreement as set forth in the Contract Documents.

**2.2 Extension for Completion of Tasks.** If this Agreement would otherwise expire in accordance with this provision, MSA may unilaterally extend the Agreement for such time as may be necessary to permit completion of tasks ordered by MSA that would otherwise remain incomplete at the time of expiration.

## **SECTION 3 – COMPENSATION AND METHOD OF PAYMENT**

**3.1 Contract Amount.** For performing the basic services specified in the Contract Documents, MSA shall pay Consultant a fee in the amount of Written Dollar Amount (\$X,XXX.XX), as identified in Consultant's Price Proposal attached hereto as Exhibit 4. This fee includes a fixed fee of \$X,XXX.XX, and an Owner's Contingency in the amount of \$X,XXX.XX for use by MSA in its sole discretion.

**3.2 Services Only on Request.** All services are to be provided only at the request of MSA's Contract Representative (as designated in Section 4 below) or his designees. Absent prior authorization by MSA's Representative or his/her designees, Consultant may neither incur expenses nor devote time to any or all of the services provided.

**3.3 Additional Services.** Consultant shall perform additional services (hereinafter "Additional Services") upon the mutual consent of MSA and Consultant, and upon written authorization to proceed from MSA. Such Additional Services shall be paid in accordance with subsections 3.4 and 3.5 of this Agreement. Compensation for Additional Services shall be based on the hourly rates or fees set forth in Exhibit 4.

**3.4 Invoices.** Consultant shall submit detailed invoices, setting forth the name of the employee or subcontractor performing services, the date of such services, a full description of the services performed, the agreed upon rates charged for such services, and the hours or fractional hours expended if applicable. Each detailed invoice shall be sent in a standard billing format as directed by MSA.

**3.5 Payment.** Payments to Consultant will be based upon completion of the services as identified in the Pricing Form as determined by MSA's Project Manager or his/her designees in their sole discretion, multiplied by the agreed upon rates for such services.

**3.6 Reimbursement of Expenses.** Consultant will only be reimbursed for incidental expenses directly related to services such as reproduction costs for drawings/reports and courier/ mailing expenses for third party submissions. Consultant will not be reimbursed for (a) any travel-related expenses, including without limitation, mileage, lodging, airfare, and meals or (b) indirect costs such as secretarial services,

employee overtime costs, miscellaneous photocopying, or telephone, messenger, computer, and telefax services between Consultant and MSA or City Schools. Non-reimbursed indirect costs may not be covered indirectly through “time” charges. Invoices for costs and expenses incurred shall be itemized in a manner satisfactory to MSA’s Contract Representatives or her designees in accordance with Section 3.4.

**3.7 Taxes.** MSA shall not withhold federal, State, local or FICA taxes, if any, from payments made pursuant to this Agreement.

**3.8 Electronic Funds Transfer.** Consultant agrees to accept payments by electronic funds transfer.

## **SECTION 4 – CONTRACT REPRESENTATIVES AND NOTICES**

**4.1 Designation of Representatives.** The following individuals are designated as representatives for their respective parties:

### **MSA Contract Representative:**

Eric P. Johnson, Vice President  
Maryland Stadium Authority  
Capital Projects Development Group  
The Warehouse at Camden Yards  
351 West Camden Street, Suite 300  
Baltimore, Maryland 21201  
Phone: (410) 223-4150  
Email: [ejohnson@mdstad.com](mailto:ejohnson@mdstad.com)

### **MSA's Project Manager:**

Project Manager Name  
Maryland Stadium Authority  
Capital Projects Development Group  
The Warehouse at Camden Yards  
351 West Camden Street, Suite 300  
Baltimore, Maryland 21201  
Phone: (410) 223-4150  
Email: [email@mdstad.com](mailto:email@mdstad.com)

### **Consultant’s Contract Representative:**

Consultant Representative Name, Title  
Consultant Firm Name  
Consultant Firm Address  
City, Stat, Zipcode  
Phone: (XXX) XXX-XXXX  
Email: [email@domain.com](mailto:email@domain.com)

**4.2 Authority of Consultant's Contract Representative.** Consultant's Contract Representative as identified in this Agreement shall be deemed to have authority to render any decision or take any action required under the Agreement.

**4.3 Authority of MSA's Representatives.** Except as provided in subsection 4.4 below, MSA's Project Manager as identified in this Agreement is the individual to be contacted by Consultant for the purposes of communicating routine information, requesting assistance, or making routine inquiries regarding this Agreement. Notwithstanding anything in this Section 4, only an authorized MSA official acting in the

capacity of Contract Representative is authorized to make changes to the scope of work or to issue modifications to this Agreement. MSA's Contract Representative has the authority and responsibility to act on behalf of and in place of MSA's Project Manager with respect to the Program.

**4.4 MSA's Program Manager.** MSA has engaged Partners for Revitalization of Baltimore City Schools (hereinafter "**Program Manager**") to assist MSA with the day-to-day management and implementation of the Program. Unless otherwise notified by MSA, Program Manager has the authority and responsibility to act on behalf of and in place of MSA's Project Manager with respect to the Project. Any requirement herein to provide plans, specifications, designs, notices, or any other information to MSA shall also be a requirement to provide the same to Program Manager. Program Manager shall designate a representative authorized to act on Program Manager's behalf with respect to the Project (hereinafter "**Program Manager's Representative**"). The following individual is designated as Program Manager's Representative:

Kathleen Langan  
Partners for Revitalization of Baltimore City Schools  
250 W. Pratt Street, Suite 2201  
Baltimore, Maryland 21201

Phone: (202) 904-0223  
Email: [Kathleen.Langan@mckissackdc.com](mailto:Kathleen.Langan@mckissackdc.com)

**4.5 Notices.** All notices, requests, demands, offers and other written communications given or delivered under or by reason of the provisions of this Agreement shall be (i) in writing, (ii) signed by the Party giving such notice, (iii) addressed to the other Party's Contract Representative, and (iv) given by registered mail, postage prepaid and return receipt requested, by hand delivery, or by nationally recognized air courier service. Unless and until MSA notifies Consultant otherwise, all notices to MSA shall be sent to both MSA's Contract Representative and Project Manager. Any such notice shall become effective when received (or refused) by the

addressee, provided that any notice or communication that is received other than during regular business hours of the recipient on a business day shall be deemed to have been given at the opening of business on the next business day. From time to time, each of the Parties may designate a new addressee or address for purposes of notice hereunder by notice to such effect to the other.

## **SECTION 5 – PERSONNEL AND SUBCONTRACTORS**

### **5.1 Consultant's Project Team.**

(a) Consultant shall not make any changes in the composition of its project team as specified in Consultant's Proposal without the prior written consent of MSA's Project Manager. Any change to the composition of Consultant's project team without the prior written consent of the Project Manager shall be deemed to be an event of default by Consultant under this Agreement.

(b) MSA's Project Manager may require Consultant to remove an employee of Consultant from its project team for sufficient cause. Such cause may include, but is not necessarily limited to: deficient performance, lack of responsiveness, illegal or immoral acts, negligence, incompetence, or inefficiency. Should replacement of an employee be required, Consultant shall submit a replacement to MSA's Project Manager for approval.

### **5.2 Criminal Background Checks and Prohibitions**

(a) Responsibility of the Consultant. It is the responsibility of Consultant to make certain that its employees, agents, volunteers, and subcontractors (including all tiers) who will work at the Project premises be fingerprinted and have a background check completed in accordance with the provisions herein. Violation of any part of this subsection 6.2 may result in termination for default.

(b) Background Checks. Any and all current and future employees of Consultant who will work at the Project premises must have a criminal background check and fingerprinting conducted by City Schools or its designee before beginning work in any City Schools' building or building site. Previous background checks will not be accepted. The fee for the background check shall be paid by Consultant by check or money order at the time the fingerprinting is performed. No employee can begin work in or on any City Schools' building or building site until results have been received. Violation of this provision may result in termination for default. Maryland law prohibits the employment of individuals or the assignment of contractors to City Schools' projects who have committed crimes listed under §14-101 of the Criminal Law Article of the Maryland Code.

(c) Employment of Sex Offenders. Consultant shall at all times be compliant with §11-722 of the Criminal Procedure Article of the Maryland Code that

states that a person who enters a contract with a County Board of Education (including the School Board and City Schools) or a nonpublic school may not knowingly employ an individual to work at a school if the individual is a registered sex offender. If a registered sex offender is employed by Consultant, Consultant is prohibited from assigning that employee to perform management, delivery, installation, repair, construction, or any other type of services on any City Schools' property.

(d) Additional Prohibitions. Neither Consultant nor any subcontractor of Consultant may knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of a crime involving:

(i) An offense under §3-307 (Sexual Offense in the Third Degree) or §3-308 (Sexual Offense in the Fourth Degree) of the Criminal Law Article of the Maryland Code, or an offense under the laws of another state that would constitute a violation of §3-307 or §3-308 of the Criminal Law Article if committed in Maryland;

(ii) Child sexual abuse under §3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under §3-602 of the Criminal Law Article if committed in Maryland; or

(iii) A crime of violence as defined in §14-101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of §14-101 of the Criminal Law Article if committed in Maryland.

### **5.3 Subcontractors.**

(a) Except as specified in Consultant's Proposal, Consultant shall not subcontract any of the work to be performed under this Agreement without the prior written approval of MSA. All work subcontracted for under this Agreement shall be based upon a written agreement between Consultant and subcontractor incorporating the provisions of this Agreement, unless expressly waived by MSA's Project Manager.

(b) Consultant shall comply with all applicable laws, regulations, and policies and procedures of MSA in the procurement of all subcontractors. The approval of a subcontract by MSA shall not operate as a waiver of this requirement or an acknowledgement that it has been satisfied.

(c) MSA's Project Manager, in his or her sole discretion, may require Consultant to replace a subcontractor for sufficient cause. Such cause may include, but is not necessarily limited to: deficient performance, lack of responsiveness, illegal or immoral acts, negligence, incompetence, or inefficiency. Should replacement of a subcontractor be required, Consultant shall submit a replacement to MSA's Project Manager for approval. MSA's Project Manager shall have the right to interview any proposed replacement subcontractor before rendering a decision.

#### **5.4 Prompt Payment Policy.**

(a) If Consultant withholds payment of an undisputed amount to its subcontractor, MSA, at its option and in its sole discretion, may take one or more of the following actions:

(i) Not process further payments to Consultant until payment to the subcontractor is verified;

(ii) Suspend all or some of the contract work without affecting the completion date(s) for the contract work;

(iii) Pay or cause payment of the undisputed amount to the subcontractor from monies otherwise due or that may become due to Consultant;

(iv) Place a payment for an undisputed amount in an interest-bearing escrow account; or

(v) Take other further actions as appropriate to resolve the withheld payment.

(b) An "**undisputed amount**" means an amount owed by Consultant to a subcontractor for which there is no good faith dispute, including any retainage withheld, and includes an amount withheld because of issues arising out of an agreement or occurrence unrelated to this Agreement.

(c) An act, failure to act, or decision of MSA's Project Manager, MSA's Contract Representative, or any other representative of MSA concerning a withheld payment between Consultant and a subcontractor under this provision may not:

(i) Affect the rights of the Parties under any other provision of law;

(ii) Be used as evidence on the merits of a dispute between MSA and Consultant in any other proceeding; or

(iii) Result in liability against or prejudice the rights of MSA.

(d) The remedies enumerated above are in addition to those provided in Section 6 of this Agreement.

**5.5 Acts of Agents, Employees, and Subcontractors.** Consultant shall be responsible to MSA for any and all acts and omissions of Consultant, its agents, employees, and subcontractors.

## SECTION 6 – ECONOMIC INCLUSION

**6.1 Minority Business Enterprises.** With Consultant's Proposal, Consultant submitted an MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule (the "**Consultant's MBE Affidavit**"), a copy of which is attached hereto as Exhibit 5. The Consultant's MBE Affidavit lists the name, address, percentage, and dollar value of each Minority Business Enterprise (hereinafter "**MBE**") that Consultant intends to use on the Program (each of which has been certified as an MBE by the Maryland Department of Transportation). Unless otherwise permitted by MSA in accordance with Title 14, Subtitle 3 of the State Finance and Procurement Article of the Annotated Code of Maryland and the regulations promulgated pursuant thereto (collectively, the "**MBE Program**"), Consultant shall utilize the MBE firms as specified in the Consultant's MBE Affidavit. Consultant may not terminate, cancel, or change the scope of work/value of a subcontract with a certified MBE listed on Consultant's MBE Affidavit without:

- (a) Showing good cause why the subcontract with the certified MBE should be terminated or cancelled;
- (b) Obtaining the prior written consent of MSA's MBE liaison and Executive Director or their designees; and
- (c) Subsequently amending this Agreement.

**6.2 Reporting Requirements.** Consultant shall:

- (a) Permit MSA to inspect any relevant matter, including records and the jobsite, and to interview subcontractors and workers;
- (b) Submit monthly to MSA a report listing payments made to each MBE subcontractor in the preceding thirty (30) days and any unpaid invoices over thirty (30) days old received from a certified MBE subcontractor, and the reason payment has not been made;
- (c) Include in its agreements with its certified MBE subcontractors a requirement that the certified MBE subcontractors submit monthly to MSA a report identifying the prime contract, and listing payments received from Consultant in the preceding thirty (30) days, and invoices for which the subcontractor has not been paid; and,
- (d) Before final payment and release of any retainage, submit a final report, in affidavit form and under penalty of perjury, of all payments made to, or withheld from, MBE subcontractors.

**6.3 Liquidated Damages.** MSA and Consultant acknowledge and agree that MSA will accrue damages (including, but not limited to, loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources), if



Consultant does not comply with the requirements of the MBE Program and related contract provisions. Because such damages would be difficult, if not impossible, to ascertain with precision, Consultant agrees that upon a determination by MSA that Consultant failed to comply with one or more of the specified requirements of the MBE Program or related contract provisions, Consultant shall pay liquidated damages to MSA calculated in accordance with the rates set forth below. Consultant expressly agrees that MSA may withhold payment on any invoices as a set-off against liquidated damages owed. Consultant further agrees that for each specified violation, the agreed upon liquidated damages are reasonably proximate to the loss MSA is anticipated to incur as a result of such violation. MSA may waive the liquidated damages payable under this section if MSA determines, in MSA's sole discretion, that Consultant has made good faith efforts to comply with the specified requirement of the MBE Program or related contract provisions or that other good cause exists for waiving the liquidated damages payable hereunder. Nothing in the foregoing sentence shall be construed as granting MSA the option to waive liquidated damages in order to seek actual damages instead. MSA reserves the right to terminate this Agreement and, except as expressly set forth above, exercise all other rights and remedies provided in this Agreement or by law. The rates for calculating liquidated damages shall be:

(a) Failure to submit each monthly payment report in full compliance with paragraph 6.2(b) of this Agreement: \$120 per day until the monthly report is submitted as required.

(b) Failure to include in its agreements with MBE subcontractors a provision requiring submission of payment reports in full compliance with paragraph 6.2(c) of this Agreement: \$60 per MBE subcontractor.

(c) Failure to comply with subsection 6.1 of this Agreement in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule set forth in Consultant's MBE Affidavit: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work actually performed by that MBE firm under this Agreement.

(d) Failure to meet Consultant's total MBE participation goal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.

(e) Failure to promptly pay all undisputed amounts to a subcontractor in full compliance with the prompt payment provisions of this Agreement: \$100 per day until the undisputed amount due to the subcontractor is paid.

## **SECTION 7 – INSURANCE**

During the Initial Term, any Renewal Term, and any other renewal or extension of the term of this Agreement, Consultant shall obtain, maintain, and provide satisfactory evidence of insurance coverage satisfying at least the minimum requirements set forth in Exhibit 1 herein.

## **SECTION 8 – INDEMNIFICATION**

Consultant shall indemnify, defend, and hold harmless MSA, the State, the City, and City Schools, and their respective employees, officers and agents (collectively, the "**Indemnitees**") from and against all liabilities, obligations, damages, losses, fines, penalties, claims, demands, costs, charges, judgments and expenses (including, without limitation, reasonable attorney's fees and disbursements) whatsoever, which may be imposed or incurred or paid by, or asserted against the Indemnitees to the extent caused by the failure of Consultant to perform the work in accordance with the standard of care set forth in subsection 1.5 hereof. This Section shall survive the termination or expiration of this Agreement.

## **SECTION 9 – CHANGES**

**9.1 Changes Authorized.** MSA may, without invalidating the Agreement, and without notice to or approval of any surety, order changes in the work required under the Agreement, including additions, deletions or modifications. Any such change must be conveyed by MSA to Consultant via a written change directive.

**9.2 Executed Change Directive Required.** Changes to the Agreement may be made only by a written change directive executed by MSA.

**9.3 Prompt Notice.** If Consultant encounters a situation which Consultant believes to be a change to this Agreement, Consultant shall provide MSA prompt written notice of such event and the possible impact such event could have on cost and schedule. All such notices shall be given promptly, considering the then applicable situations, but in no event more than five (5) calendar days after determining that it believed that there is a change to the Agreement. Consultant acknowledges that the failure to provide such notice in a timely manner could limit or eliminate MSA's ability to mitigate such events, and thus, Consultant may not be entitled to an adjustment in the event it fails to provide prompt notice. Consultant shall include provisions similar to this provision in all of its subcontracts.

**9.4 Failure to Agree.** If Consultant claims entitlement to a change in the Agreement, and MSA does not agree that any action or event has occurred to justify any change in time or compensation, or if the Parties fail to agree upon the appropriate amount of the adjustment in time or compensation, MSA will unilaterally make such changes, if any, to the Agreement, as it determines are appropriate pursuant to the Agreement. Consultant shall proceed with the work and MSA's directives, without interruption or delay, and may make a claim as provided in Section 10 of this Agreement. Failure to proceed due to a dispute over a change request shall constitute a material breach of the Agreement and entitle MSA to all available remedies for such breach, including, without limitation, termination for default.

## **SECTION 10 – DISPUTES**

**10.1 Informal Resolution.** It is the mutual desire of the Parties to resolve any disputes arising under, or otherwise related to, this Agreement in an informal manner and by consensus. Toward this end, should any such dispute arise, the Parties shall use their best efforts to resolve the dispute without the need for formal litigation or process of any kind. In the event that any such dispute cannot be resolved by the Parties' field representatives, the parties shall arrange for representatives of their senior management to meet and, if possible, discuss the issue. If this process cannot resolve the problem, then either party may initiate the resolution procedure in accordance with Section 10.2 of this Agreement.

### **10.2 Formal Dispute Resolution Procedure.**

(a) **Notice of Claim.** If Consultant wishes to assert a claim over a contract dispute, Consultant shall provide written notice of the claim to MSA, pursuant to procedures for dispute resolution in MSA's Procurement Policies and Procedures.

(b) **Contents of Notice of Claim.** The notice of claim shall state the nature of the claim, the events or circumstances giving rise to the claim, the type of relief requested, and the amount of time or additional compensation, or other damages sought. If the amount of time, compensation, or other damages sought is not reasonably ascertainable at the time such notice is provided, Consultant shall so state, explain why, and provide whatever estimates it can reasonably provide. The notice shall state clearly that Consultant intends to assert a claim against MSA.

(c) **Appeal Procedures.** All claims arising under or in connection with the Agreement or its breach, or relating to this engagement, whether framed in contract, tort or otherwise, and which are not resolved via the dispute resolution process provided in MSA's Procurement Policies may be resolved by filing an appeal in accordance with MSA's Procurement Policies. However, if a third party brings any claim against MSA, including, without limitation, claims of infringement of patents, copyrights or other intellectual property rights, MSA may bring an action for defense or indemnification against Consultant in the court in which such claim is being litigated.

## **SECTION 11 – TERMINATION**

**11.1 Termination for Default.** MSA may terminate this Agreement for default if Consultant fails materially to perform any of its duties or obligations under this Agreement and such failure continues for a period of at least seven (7) days after receiving written notice of such failure from MSA.

**11.2 Termination for Convenience.** MSA may, upon seven (7) days written notice to Consultant, terminate this Agreement in whole or specified part, for its convenience, whether Consultant is in breach of this Agreement or not. In the event that MSA exercises its right to terminate this Agreement for convenience, Consultant shall not be entitled to recover for lost profits on the unperformed aspect of the work. The notice of termination shall state the effective date of termination, the extent of the termination, and any specific instructions. In such event, Consultant shall promptly submit all documents and computer files it has prepared relating to this engagement. Consultant shall submit a proposal for settlement of all amounts due as a result of the termination for convenience.

## **SECTION 12 – ETHICS**

**12.1 Financial Disclosure.** Consultant shall comply with §13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State or its agencies and received in the aggregate \$100,000 or more during a calendar year shall, within thirty (30) days of the time when the \$100,000 amount is reached, file with the Secretary of State a list that contains the name and address of: (i) any resident agent of the business; (ii) each officer of the business; and (iii) if known, each person who has beneficial ownership of the business.

**12.2 Campaign Finance Disclosure.** Consultant shall comply with Subtitle 1 of Title 14 of the Election Law Article of the Annotated Code of Maryland and all regulations promulgated by the State Board of Elections pursuant thereto, which provisions require that every person that enters into contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person receives the specified aggregate amount or more, shall file with the State Board of Elections statements disclosing certain contributions at specified times.

**12.3 Hiring Prohibition.** No official or employee of the State of Maryland (as defined under General Provisions Article §5-101, Annotated Code of Maryland) whose duties as such official or employee include matters relating to or affecting the subject matter of this Agreement, shall during the pendency and term of this Agreement and while serving as an official or employee of the State become or be an employee of Consultant or any entity that is a subcontractor on this Agreement.

#### **12.4 Prohibition of Gratuities and Benefits.**

(a) No employee, officer, member, or representative of MSA, the State of Maryland, the City, or City Schools shall in any way personally share in any proceeds or benefit from this Agreement.

(b) If it is found by MSA that gratuities (in the form of entertainment, gifts, payment, offers of employment or otherwise) were offered or given by Consultant to any official, employee or agent of MSA, the State of Maryland, the City, or City Schools with a view toward securing the Agreement or any other contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performance of the Agreement, MSA may, by written notice to Consultant, terminate the right of Consultant to proceed under the Agreement and may pursue such other rights and remedies provided by law and under the Agreement.

(c) If this Agreement is terminated as provided in this subsection, MSA shall be entitled to pursue all available legal remedies to which it may be entitled by law, which may include, but not be limited to, exemplary damages.

#### **12.5 Ethical Standards for Owner's Employees and Former Employees.**

MSA expects Consultant to observe the highest ethical standards and to comply with all applicable laws, rules, and regulations governing ethical conduct and conflicts of interest. Neither Consultant, nor any person associated with Consultant, shall provide (or seek reimbursement for) any gift, gratuity, favor, entertainment, loan or other thing of value to any employee of MSA or City Schools. Consultant shall not engage the services of any person or persons in the employment of MSA or City Schools for any work required, contemplated or performed under this Agreement. Consultant may not assign to any former employee of MSA or City Schools who has joined Consultant's firm any matter on which the former employee, while in the employ of MSA or City Schools, had any involvement. Consultant shall include in every subcontract a provision substantially similar to this section so that such provisions shall be binding upon each subcontractor or vendor.

**12.6 False Statements.** Consultant shall be governed by all laws and regulations prohibiting false or fraudulent statements and claims made to MSA in connection with this Agreement.

### **SECTION 13 – RETENTION OF RECORDS; INSPECTIONS AND AUDITS**

**13.1** Consultant shall maintain books, records, documents and other evidence directly pertinent to performance under the Agreement in accordance with generally accepted professional practice and appropriate accounting procedures and practices consistently applied in effect on the date of execution of the Agreement. Consultant shall also maintain the financial information and data used in the preparation and support of the cost analysis and cost summaries submitted to MSA and the required cost

submissions in effect on the date of execution of the Agreement. MSA, and any of its authorized representatives, shall have access to the books, records, documents and other evidence held, owned or maintained by Consultant for the purpose of inspection, audit and copying during normal business hours and upon advance written notice to Consultant. Consultant shall provide proper facilities for such access and inspection.

**13.2** The Consultant shall maintain, for each individual performing services under this Agreement, complete time records that document the services rendered. A summary of the time records (and any coding key necessary to interpret them), indicating the name of each employee, the services rendered, the hourly rate being charged, and the amount of time spent by each such individual, and the dates of performance, shall be available to MSA, and any auditors acting on behalf of MSA, at all reasonable times during the terms of this Agreement and for a period of seven (7) years after final payment hereunder.

**13.3** Consultant shall retain and preserve all records and documents relating to this Agreement for seven (7) years after final payment hereunder, and shall make them available for inspection and audit by MSA or its authorized representative's at all reasonable times.

## **SECTION 14 – NON-DISCRIMINATION AND COMPLIANCE WITH LAWS**

### **14.1 Nondiscrimination.**

(a) In accordance with State Finance and Procurement Article §13-219, Annotated Code of Maryland, Consultant agrees: (i) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or disability of a qualified individual with a disability; (ii) to include a provision similar to that contained in the preceding clause (i) in any subcontract except a subcontract for standard commercial supplies or raw materials; and (iii) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this paragraph.

(b) Consultant shall comply with the State's Commercial Nondiscrimination Policy, as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland. As part of such compliance, Consultant may not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, marital status, sexual orientation, disability, or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Consultant retaliate against any person for reporting instances of such discrimination. Consultant shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that this paragraph does not prohibit or limit lawful efforts to remedy the

effects of marketplace discrimination that have occurred or are occurring in the marketplace. Consultant understands that a material violation of this paragraph shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of Consultant from participating in State contracts, or other sanctions. This paragraph is not enforceable by or for the benefit of, and creates no obligation to, any third party.

(c) Upon the request of the Commission on Civil Rights, and only after the filing of a complaint against Consultant under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland, as amended from time to time, Consultant agrees to provide, within 60 days after the request, a complete list of the names of all subcontractors, vendors, and suppliers that Consultant has used in the past 4 years on any of its contracts that were undertaken within the State of Maryland, including the total dollar amount paid by Consultant on each subcontract or supply contract. Consultant further agrees to cooperate in any investigation conducted by the State pursuant to the State's Commercial Nondiscrimination Policy as set forth under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland, and to provide any documents relevant to any investigation that are requested by the State. Consultant understands that violation of this paragraph is a material breach of this Agreement and may result in contract termination, disqualification by the State from participating in State contracts, and other sanctions.

**14.2 Compliance with Applicable Laws.** It shall be Consultant's responsibility to perform under this Agreement in conformance with all applicable statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental entities. It is the sole responsibility of Consultant to determine the statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies that apply to the performance of this Agreement and their effects.

**14.3 Permits, Licensing, Accreditation, and Regulation.** Consultant shall secure and maintain at its expense all necessary permits, licenses, accreditations, and registrations and any other governmental approvals that are required to perform the services under this Agreement.

## **SECTION 15 – MISCELLANEOUS**

**15.1 Entire Contract.** This Agreement and the Contract Documents constitute the entire agreement between the Parties. Any other communications between the Parties before execution of this Agreement, whether written or oral, are superseded by this Agreement. This Agreement may not be modified, amended, changed, or altered except by written instrument executed by the Parties.

**15.2 Governing Law.** This Agreement shall be governed by, construed under, and enforced in accordance with the laws of the State of Maryland, exclusive of conflicts of law provisions.

**15.3 Assignment.** Neither this Agreement, nor any of the rights or obligations hereunder, may be assigned by Consultant. Any such purported assignment shall be null and void.

**15.4 Drafting Interpretations.** In construing this Agreement, none of the Parties hereto shall have any term or provision construed against such party solely by reason of such party having drafted the same.

**15.5 Captions.** The captions contained in this Agreement are for convenience and reference only and in no way define, extend, or limit the scope or intent of such document or the intent of any provision contained therein.

**15.6 Severability.** If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, and in lieu of each such invalid, illegal or unenforceable provision, there shall be added automatically as a part of this Agreement a provision as similar in terms to such invalid, illegal or unenforceable provision as may be possible and be valid, legal and enforceable. Each part of this Agreement is intended to be severable.

**15.7 Counterparts.** This Agreement may be signed in any number of counterparts and each counterpart shall represent a fully executed original as if one original was signed by each of the Parties.

**15.8 No Waiver.** The failure of a Party to enforce, insist upon, or comply with any of the terms, conditions or covenants of this Agreement, or a Party's waiver of the same in any instance or instances shall not be construed as a general waiver or relinquishment of any such terms, conditions or covenants, but the same shall be and remain at all times in full force and effect.

**15.9 Authority to Execute.** The individual signing this Agreement on behalf of Consultant represents and warrants that (i) Consultant is duly organized and authorized to do business in the State of Maryland, and (ii) this Agreement has been duly authorized and is validly executed by an authorized officer or agent of Consultant.



IN WITNESS WHEREOF, the Parties to this Agreement have caused it to be executed by their duly authorized representatives as of the date set forth above.

WITNESS

CONSULTANT FIRM NAME

\_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title: Vice President

WITNESS

MARYLAND STADIUM AUTHORITY

\_\_\_\_\_

By: \_\_\_\_\_  
Name: Michael J. Frenz  
Title: Executive Director

Approved as to Form Legal Sufficiency,  
This \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_  
Bruce L. Benshoof  
Assistant Attorney General, MSA

## **LIST OF EXHIBITS**

### **CONSTRUCTION AND REVITALIZATION OF BALTIMORE CITY PUBLIC SCHOOLS PROJECT/SCHOOL NAME**

- |           |  |
|-----------|--|
| Exhibit 1 | Insurance Requirements   |
| Exhibit 2 | Request for Proposals  |
| Exhibit 3 | Technical Proposal   |
| Exhibit 4 | Pricing Form   |
| Exhibit 5 | MBE Utilization and Fair Solicitation Affidavit and Participation Schedule |
| Exhibit 6 | Bid/Proposal Affidavit   |
| Exhibit 7 | Contract Affidavit   |
| Exhibit 8 | Conflict of Interest Statement   |

## EXHIBIT 1

### Insurance Requirements

Insurance coverage shall include:

#### A. Professional Liability (PL) Insurance

Offerors must be able to demonstrate the ability to meet the PL insurance coverage limits shown below. A statement from the consultant's carrier identifying coverage limits and unencumbered balances is required at time of proposal submission. Unless otherwise specified by the Procurement Officer, the minimum limit required is **\$1,000,000 Aggregate**.

Additional PL insurance requirements (upon Project award):

1. The Consultant shall obtain and maintain, from and after the date of the Contract, Professional Liability (PL) Insurance to protect MSA, City Schools, State of Maryland, City, and the School Board from damages arising from, and against liability for, errors and omissions in design work performed by the Consultant or any member of the Consultant's team.
2. The Consultant shall furnish evidence demonstrating that the limits of coverage stated above are available and unencumbered by previous losses on the policy. During the Contract term, if the available limits in aggregate fall below 50%, the Consultant shall notify the Procurement Officer and take action promptly to restore the limits to the required level.
3. Deductible shall be the responsibility of the Consultant and may not exceed \$25,000 without prior approval by the Procurement Officer.
4. There shall be no exclusion for environmental claims arising out of the performance of the professional services.
5. Firms performing work under a joint venture agreement must furnish evidence in the form of an endorsement by the issuer that the joint venture is insured under the policy.

#### B. Commercial General Liability Insurance

The Consultant shall obtain and maintain, from and after the date of the Contract, insurance coverage for general liability claims (including, but not limited to, claims for bodily injury and property damage, including loss of use) arising from the operations of the Consultant, subconsultants, and suppliers that satisfies the following requirements:

1. Commercial General Liability (“CGL”) insurance to be provided through the use of ISO Coverage Form CG-00-01-1001 or its equivalent.
2. Minimum coverage limits of: \$1,000,000 as a per occurrence limit; \$2,000,000 as a general aggregate limit (applied separately to claims arising from the Consultant’s performance under the Contract); and \$2,000,000 as a products/completed operations limit.
3. MSA, City Schools, State of Maryland, City, and the School Board (collectively “Additional Parties”) shall be added as Additional Insureds by additional insured endorsements ISO CG-20-10 and CG-20-37 or their equivalents. As Additional Insureds, the Additional Parties shall have coverage for liability arising out of the Consultant’s ongoing and completed operations performed for either or both of MSA and City Schools.
4. The CGL insurance policy shall include waivers of subrogation in favor of the Additional Parties.
5. The CGL insurance policy shall be primary and noncontributory with respect to the coverage afforded to the Additional Parties.
6. The CGL insurance policy shall not contain any exclusion for: X, C and/or U hazards; third party actions over claims; or punitive damages.
7. The CGL insurance policy shall include Blanket Written Contractual Liability covering all contractual liabilities and indemnities assumed by the Consultant pursuant to the Contract.
8. The CGL insurance policy shall also include the following extensions:
  - a. The general aggregate limit shall apply separately to the Contract;
  - b. Premises/Operations;
  - c. Actions of Independent Consultants;
  - d. Products/Completed Operations to be maintained for at least two (2) years after the expiration or termination of the Contract;
  - e. Personal injury liability including coverage for offenses related to employment and for offenses assumed under the Contract (including deletion of any standard employment and/or contractual exclusions if contained in the personal injury coverage section); and
  - f. If a Program encroaches within fifty (50) feet of the centerline of a railroad, the CGL insurance policy shall include ISO Endorsement CG-24-17 or its equivalent prior to the Consultant beginning any work on

*Construction and Revitalization of Baltimore City Public Schools  
Project/School Name – Building Commissioning Services Agreement  
Maryland Stadium Authority | Commissioning Agent*

**Exhibit 1**

such Project.

**B. Automobile Liability**

The Consultant shall obtain and maintain, from and after the date of the Contract, insurance coverage for third party legal liability claims arising from bodily injury and/or damage to property of others resulting from the ownership, maintenance, or use of any motor vehicle (whether owned, hired, or not owned), both on-site and off-site. Such Business Automobile Liability (“BAL”) insurance shall also include coverage against uninsured motorists and automobile contractual liability. The BAL insurance shall satisfy the following requirements:

1. Minimum \$2,000,000 combined single limit on coverage.
2. The BAL insurance policy shall include waivers of subrogation in favor of the Additional Parties.
3. The BAL insurance policy shall name the Additional Parties as Additional Insureds.
4. If a Project encroaches within fifty (50) feet of the centerline of a railroad, the BAL insurance policy shall include ISO Endorsement CA- 20-70 or its equivalent prior to the Consultant beginning any work on such Project.

**C. Workers Compensation and Employers Liability**

The Consultant shall obtain and maintain, from and after the date of the Contract, insurance coverage for claims arising from Workers Compensation statutes and from Employer’s Liability or other third party legal liability claims arising from bodily injury, disease, or death of the Consultant’s employees. Such insurance shall satisfy the following requirements:

1. The Consultant shall provide Workers Compensation coverage for all employees and require that their subconsultants provide Workers Compensation coverage for all their employees in accordance with the statutory requirements of the jurisdiction in which the work is being performed.
2. The policy shall provide for both Workers Compensation coverage (“Part A”) and Employers Liability coverage (“Part B”).
3. The minimum limits of coverage for Part A (Workers Compensation) shall be in accordance with the statutory requirements of the jurisdiction in which the work is being performed. The minimum limits of coverage for Part B (Employers Liability) shall be \$1,000,000 for each accident, \$1,000,000 for each employee, and a \$1,000,000 aggregate policy limit for disease.

4. Part B (Employers Liability) of such insurance policy shall include waivers of subrogation in favor of the Additional Parties. The Additional Parties shall be named as Additional Insureds with respect to Part B (Employers Liability).

D. Excess Liability / Umbrella Liability

The Consultant shall obtain and maintain, from and after the date of the Contract, insurance coverage for third party legal liability claims against the Consultant that exceed the per occurrence or general aggregate limits of the CGL insurance policy, the BAL insurance policy, and Part B (Employer's Liability) of the Workers' Compensation and Employer's Liability insurance policy. Such excess/umbrella insurance shall satisfy the following requirements:

1. Unless otherwise specified by the Procurement Officer, the required minimum coverage limits for such insurance is \$2,000,000 per occurrence.
2. The Additional Parties shall be named as Additional Insureds with respect to such excess/umbrella liability insurance.
3. The excess/umbrella liability insurance policy shall include waivers of subrogation in favor of the Additional Parties.
4. The excess/umbrella liability insurance shall be primary and noncontributory with respect to the coverage afforded to the Additional Parties.

E. Additional insurance requirements

1. The amount of insurance coverage specified herein shall be the minimum amount of insurance available to satisfy claims. The Consultant shall purchase and maintain such insurance with a minimum of the limits of liability as specified herein, as otherwise specified by the Procurement Officer with respect to a particular project, or as required by law, whichever is greatest.
2. A policy is not acceptable if it allows the costs associated with investigating, managing, or defending against any claim or any other costs incurred by the insured or the insurer to be deducted from the policy limits.
3. Required insurance shall be purchased from and maintained with a company or companies lawfully authorized to do business in the State of Maryland. Insurance companies providing coverage as required herein shall have an AM Best rating of A-VII or better. All policies must be on a primary basis. All policies, except Professional Liability and Workers' Compensation, shall name the Additional Parties as "Additional Insured."
4. Consultant shall be responsible for the maintenance of this insurance regardless

- of whether the work is performed directly by Consultant, by any subconsultant, by any person employed by the Consultant or any subconsultant, or by anyone for whose acts the Consultant may be liable.
5. The Consultant agrees, for itself and for its insurers, that neither Consultant nor its insurers may raise or use in the adjustment of claims or in the defense of suits against the Additional Parties, any immunity from or limitation of liability for torts (including under the Maryland Tort Claims Act and/or the Maryland Local Government Tort Claims Act) unless requested by MSA.
  6. MSA prefers that all liability insurance policies (whether for professional liability, commercial general liability, business automobile liability, excess and/or umbrella liability, employer liability, or otherwise) be written on an “occurrence basis.” However, if any liability insurance policy is on a “claims made” basis, the insurance must be maintained for a period of no less than ten (10) years after the end of the term of the Contract and the retroactive date must be listed as prior to or on the date on which the Contract is executed. If the policy is scheduled to be cancelled, not renewed, or not replaced prior to the expiration of such ten (10) year period, then prior to such cancellation, nonrenewal, or non- replacement, the Consultant must purchase an Extended Reporting Coverage (Tail) to cover the exposures past the cancellation, termination, or expiration date, as applicable.
  7. No acceptance and/or approval of any insurance by MSA shall be construed as relieving the Consultant, or the surety or bond, if any, from any liability or obligation imposed upon any of them by the Contract.

**ATTACHMENT K**  
**BACKGROUND CHECK FORM**



## Background Check and Fingerprinting Request Form Rev 11/2021

Baltimore City Public Schools requires individuals who work in schools AND on school sites to meet State of Maryland law and Maryland State Department of Education guidelines. All applicants must undergo a background check and fingerprinting. Results will indicate suitability for working on projects. City School's background check qualifications can be found at: [www.baltimore21stcenturyschools.org/more/frequently-asked-questions](http://www.baltimore21stcenturyschools.org/more/frequently-asked-questions)

**This form MUST be COMPLETED and submitted to BALTIMORE CITY PUBLIC SCHOOLS HEADQUARTERS: Location:** 200 E. North Ave, Baltimore, MD 21202 (Pre-Employment Office)  
**Hours:** Monday- Friday 9:00am-3:00pm

**\*You must have an appointment for service. Schedule here** <https://booknow.appointment-plus.com/b04ebxmq/>

**Each individual MUST bring the following:**

- This completed request form (**INDIVIDUALS WILL BE REJECTED IF NOT FULLY COMPLETED**)
- Credit card, company check (no personal checks), or money order for \$61.25 made payable to Bithgroup (If account hasn't been established)
- Valid State or Federal ID (**EXPIRED ID's WILL NOT BE ACCEPTED**)

<b>Project Information</b>	
SCHOOL PROJECT NAME:	Primary CM/AE Firm Name:
<b>Applicant Information</b>	
Full Name:	
Job Title:	
Start Date:	End Date:
<b>Employer Information</b>	
Company Name:	Company Phone:
Company Address:	
Company E-mail:	
<b>Payment Method</b>	
<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card <input type="checkbox"/> Bithgroup Account #: _____ <i>(issued by Bithgroup)</i>	
<b>Badge</b>	
<input type="checkbox"/> City Schools Badge requested (Project PM request)	City Schools Approval Signature: <i>(21<sup>st</sup> Century Office)</i>
<b>Company Representative Approvals</b>	
Company Representative Name (Print):	
Company Representative Name (Sign):	Date:

<b>Baltimore City Public Schools USE ONLY below this line</b>	
__ PASS    FAIL	
Pre-Employment Approval Manager Name (Print):	
Pre-Employment Approval Manager Name (Sign):	Date:

*For questions, please contact the Baltimore City Public Schools One Call Center at (443) 396-8885.*

**ATTACHMENT L**  
**CORPORATE PROFILE**

**Consultant Corporate Profile**

**Firm Contact Information**

Firm Name: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Regional Office Address: \_\_\_\_\_

**Firm Background Information**

Year Firm Founded: \_\_\_\_\_

Is the firm MDOT MBE Certified? Yes/No

If certified, provide the certification number and minority status.

\_\_\_\_\_

Primary Business / Service Provided: \_\_\_\_\_

Number of Years Performing Services: \_\_\_\_\_

Number Full Time Employees (Corporate / Regional Office): \_\_\_\_\_ / \_\_\_\_\_

Provide a brief narrative outlining the firm's history.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a brief narrative outlining what services the firm intends to self-perform.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a brief narrative outlining what services the firm intends to subcontract to others.

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Provide a brief narrative outlining the firm's familiarity with standards, laws and conditions as they apply to the work to be performed under this project.

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Provide a brief narrative clarifying the firm's capacity to perform services as outlined in the RFP.

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Provide sales volume and project completion data for the most recently completed three-year period. Note that information provided is to be for the regional / local office that would be responsible for completing work under this solicitation.

Volume	Annual Sales	Completed Projects	Largest Project
2019	_____	_____	_____
2020	_____	_____	_____
2021	_____	_____	_____
2022	_____	_____	_____

**Firm References**

Provide three (3) references. Note that references are to be from different projects; that is, only one reference per project is allowed. **MSA staff members cannot be considered as a firm's reference.**

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

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

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

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

Phone Number and email: \_\_\_\_\_

Project Relationship: \_\_\_\_\_

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

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

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

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

Phone Number and email: \_\_\_\_\_

Project Relationship: \_\_\_\_\_

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

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

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

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

Phone Number and email: \_\_\_\_\_

Project Relationship: \_\_\_\_\_

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**Disclosure of Contract Issues; Litigation; Criminal Investigations**

In the last five years, list and discuss any alleged prior or ongoing contract failures (potential judgment/settlement in excess of \$100,000), contract breaches (potential judgment/settlement in excess of \$100,000), other significant civil litigation, and all criminal litigation or investigations, which involved your firm.

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**Failure to Complete**

In the last five (5) years, disclose any projects that your firm was involved with that were not completed.

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**Insurance**

Include current certificates of insurance showing the limits of liability maintained by your firm in each of the following categories: workers' compensation, employer's liability, commercial general liability, automobile liability, umbrella or excess liability, and property insurance.

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**Prepared By:**

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

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

Signature: \_\_\_\_\_

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

CONFIDENTIAL

**ATTACHMENT M**  
**Corporate Diversity Addendum**



## CORPORATE DIVERSITY ADDENDUM

Effective August 18, 2022

**Instructions:** Pursuant to § 11-101 of the Tax-Property Article, certain entities must provide a Corporate Diversity Addendum, which contains certain diversity data specified by Code of Maryland Regulation (“COMAR”) 24.01.07. To determine whether you must provide the Corporate Diversity Addendum, please complete Worksheet A.

Failure to complete the Addendum or failure to meet the criteria therein, may prohibit you from receiving certain State benefits. For more information, refer to COMAR 24.01.07.

Please be aware, the information you include in the Corporate Diversity Addendum may be shared with other Maryland State agencies.

### Worksheet A

1. Are you an entity that is required to be in good standing with the State Department of Assessments and Taxation (“SDAT”), and meets the following definition:

(1) A commercial enterprise or business that is formed in the State or registered with SDAT to do business in the State; or (2) a corporation, foundation, school, hospital, or other legal entity for which none of the net earnings inure to the benefit of any private shareholder or individual holding an interest in the entity?

Yes – Proceed to Question 2

No – STOP. You are not required to complete the Corporate Diversity Addendum. Complete Affidavit (I) on Page 2 and submit with the application for a State benefit.

2. Check the appropriate box if you are any of the following types of entities:

Sole Proprietor

Limited liability company (LLC) owned by a single member

Privately held company if at least 75% of the company’s shareholders are family members

Entity that (1) has an annual operating budget or annual sales less than \$5,000,000; and (2) has not qualified for or applied for, and does not intend to apply for, a State benefit, as defined below

Did you check at least one box?

Yes – STOP. You are not required to complete the Corporate Diversity Addendum. Complete Affidavit (I) on Page 2 and submit with the application for a State benefit.

No – Proceed to the Corporate Diversity Addendum on Page 3.

“State benefit” means (1) a State capital grant funding totaling \$1.0 million or more in a single fiscal year (July 1 – June 30); (2) State tax credits totaling \$1.0 million or more in a single fiscal year (July 1 – June 30); or (3) the receipt of a State contract with a total value of \$1.0 million or more. “State contract” means a contract that (a) resulted from a competitive procurement process and (b) is not federally funded in any way.

**AFFIDAVIT (I)**

**UNDER PENALTIES OF PERJURY**, I hereby swear that the entity submitting this report is not required to submit the Corporate Diversity Addendum.

Entity/Business Name: \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

SDAT Identification Number: \_\_\_\_\_

Name of Entity's representative completing this Affidavit (print clearly):

\_\_\_\_\_

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

Signature: \_\_\_\_\_

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

## CORPORATE DIVERSITY ADDENDUM

**Instructions:** If you are required to provide the Corporate Diversity Addendum, completing Affidavit (II) on Page 4 is mandatory. A response to both items is required. Failure to provide a complete response to either of the two items may render the entity ineligible for certain state benefits. For more information, refer to COMAR 24.01.07.

I. A response to Item I is required. However, the content of your response has no bearing on eligibility for State benefits. Select below the underrepresented communities which are represented on this entity's board or in executive leadership. Select all that apply.

- Alaska Native
- Asian-Pacific Islander
- Black or African-American
- Hispanic or Latino
- Native American
- Native Hawaiian
- One or more of the racial or ethnic groups listed above
- None of the above

II. Check the box next to the following Corporate Diversity indicators that pertain to this entity. *Note that references to underrepresented communities refers to communities listed in Item I above. The examples provided are intended to be representative, not exclusive.* Select all that apply.

1.  Entity maintains written workforce diversity, equity, and inclusion (“DEI”) policies.
2.  Entity offers DEI training to its workforce.
3.  Entity assigns a senior-level employee as responsible for oversight and direction of the entity's DEI efforts.
4.  Entity reports performance of its workforce DEI programs on its website.
5.  Entity includes DEI objectives in performance plans of its managers.
6.  Entity publishes information on its website about its DEI commitments and efforts.
7.  Entity provides career advancement training/opportunities for employees, including members of underrepresented communities.
8.  Entity collaborates with educational institutions, or is an educational institution, serving significant or predominant student populations or affinity groups from underrepresented communities (e.g., career fairs, scholarships, internships, apprenticeships).
9.  Entity has a supplier diversity policy that provides business opportunities to diverse suppliers, including businesses owned by members of underrepresented communities, such as State-certified Minority Business Enterprises (“MBEs”).
10.  Entity publicizes its procurement opportunities to encourage participation from businesses owned by members of underrepresented communities.
11.  Entity measures percentage of contract dollars awarded to businesses owned by members of underrepresented communities, including MBEs.
12.  Entity provides support and outreach to underrepresented communities and/or organizations that represent underrepresented communities.

Only entities that meet at least 33% (4) of the Corporate Diversity Indicators above, by checking all the applicable boxes, qualify to receive a State benefit.

**AFFIDAVIT (II)**

**UNDER PENALTIES OF PERJURY**, I declare that I have examined this Corporate Diversity Addendum, and to the best of my knowledge and belief, it is true, correct, and complete.

Entity/Business Name: \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

SDAT Identification Number: \_\_\_\_\_

Name of Entity's representative completing this Affidavit (print clearly):

\_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Penalties for Submitting False Information.** If information provided by the entity in this form or by other means is materially false, the entity and the individual providing the false information may be subject to criminal prosecution for perjury, procurement fraud, and other crimes and may be subject to debarment, and all State benefits or contracts to the entity made in reliance upon the inaccurate form or other information may be void or subject to termination for default. See COMAR 24.01.07.