

DEPARTMENT OF GENERAL SERVICES
PROJECT MANUAL
FOR
NRP COMMUNICATIONS CENTER
RENOVATIONS PROJECT
ANNAPOLIS, MD
FOR THE
MARYLAND DEPARTMENT OF NATURAL RESOURCES
PROJECT NO. EC22-09506-01
November 4, 2021
Project Cost Classification B

**“Minority Business Enterprises are Encouraged
To Respond to this Solicitation Notice”**

STATE OF MARYLAND

Department of General Services
Ellington E Churchill, Jr., Secretary
301 West Preston Street
Baltimore, Maryland 21201

Board of Public Works
Larry Hogan, Governor
Peter Franchot, Comptroller
Nancy K. Kopp, Treasurer

DIVISION 0 - PROCUREMENT & CONTRACTING REQUIREMENTS

- Notice To Bidders - Solicitation Fact Sheet (eMaryland Marketplace Advantage attachment)
- Instructions to Bidders for Construction Projects (March 2007) (eMaryland Marketplace Advantage attachment)
- General Conditions for Construction Contracts (July 1, 2018) (eMaryland Marketplace Advantage attachment)
- Bid Proposal Affidavit (eMaryland Marketplace Advantage attachment)
- State Funded Construction Projects – Payment of Employee Health Care Expenses (eMaryland Marketplace Advantage attachment)
- Payment of Employee Health Care Expenses Certification (eMaryland Marketplace Advantage attachment)
- Contractors Questionnaire
- Bid Bond, *if applicable* (eMaryland Marketplace Advantage attachment)
- Minority Business Enterprise Utilization Procedures (February 5, 2021) (eMaryland Marketplace Advantage attachment)
- MBE Attachment D-1A Forms (eMaryland Marketplace Advantage attachment)
- List of Prevailing Wage Rates, *if applicable*
- Addenda, *if any* (eMaryland Marketplace Advantage attachment)
- List of Drawings
- Pre-Bid Conference/Site Visit – **Refer to: State Finance and Procurement Article §14-302(a)(7)(v) and COMAR 21.11.03.09.C.(2)(e).**

DETAILED SPECIFICATIONS

<u>Section</u>	<u>Title</u>
IV	Detailed Specifications
V	Alternates and/or Unit Prices (where applicable)

Section

Title

VI

Drawings

- CS Cover Sheet
- A1 Floor Plan
- A2 Reflected Ceiling Plan
- A3 Wire Run Diagram & Schedules

IV. DETAILED SPECIFICATIONS

A. SCOPE:

1. This project consists of the Contractor providing all labor, equipment, materials, supplies, insurance, etc. necessary to renovate a Communications room and replace console desks. Site is located at Maryland Natural Resource Police Communications Center, 1072 E College Pkwy, Annapolis, MD 21409
2. The Project Purpose includes but not limited to the following:

Interior Renovations

- a. Remove each existing console desks and transfer to new site location to be reassembled for use, transportation is approximately 10 miles.
- b. Purchase and install (8) Dual Surface Consoles. See Drawing A1.
- c. Purchase and install CAT 6 wiring for all new Console desks, approximately 11,000 LF.
- d. Provide and install electrical circuits and power requirements for each Console desk per manufacturers requirements. See Drawing A3 and Schedule.
- e. Removal and replace carpet, approximately 900 SF, and vinyl base molding, approximately 150 LF.
- f. Remove twelve existing (12) light fixtures and purchase and install twelve (12) dimmable light fixtures in same location.
- g. Remove window tint from interior window. Replace with one way glass observation film, approximately 50 SF.
- h. Removal and proper disposal of all debris off site.

Note: The accuracy of all applicable dimensions and quantities associated with the work is the responsibility of the Contractor. All information is to be confirmed to the Contractor's satisfaction prior to bidding. The State will not be held responsible for the Contractor's failure to do so.

B. QUALIFICATIONS OF THE CONTRACTOR:

1. The Contractor shall be licensed in the State of Maryland as a General Contractor to perform work associated with this project.

2. All electrical work shall be performed by a licensed electrician approved to perform work in Anne Arundel County.
3. The Contractor shall have a minimum of Three (3) years' experience performing similar construction projects. Upon request, the Contractor shall supply a list of other similar, completed Communications Center projects to the Procurement Officer for review.

C. SITE INSPECTION:

1. All prospective bidders are encouraged to attend the Pre-bid conference meeting and familiarize themselves with the requirements for the project. Failure to attend the Pre-bid conference meeting, or visit the site, will not relieve the successful bidder from complying with the requirements of these specifications at no additional cost to the State.
2. Please contact the Facility Manager, Captain Tracy Campbell by calling (410) 643-5773 prior to any site visit, other than the Pre-Bid Meeting.

D. SCHEDULE OF WORK:

1. Work shall be scheduled through and approved by the Project Manager and Facility Manager. The Contractor shall perform all work Monday through Friday during the normal working hours of 8:00 am to 5:00 pm. unless approved by Project Manager in writing.
2. The Contractor shall notify the Project Manager seven (7) days prior to his start of work. He shall coordinate with the Project Manager and Facility Manager the dates of the Work Initiation Conference, the work, and any closures required.
3. Use of the premises by the Contractor is to be limited to specified work areas and approved storage areas.
4. The site is an active work environment and always needs to remain open to Natural Resource Police and staff.
5. Work shall be performed and completed within 90 calendar days of Notice to Proceed.
6. The building needs to be secured and lockable at the end of each workday.

E. STANDARDS AND CODES:

1. All work shall be performed in a top-quality workmanship manner in accordance with the standards of the trade.
2. The Contractor shall comply with OSHA (Occupational Safety and Health Administration) and MOSHA (Maryland Occupational Safety and Health Administration) regulations regarding construction safety and health standards throughout the duration of the Project.
3. All work shall be performed in accordance with the applicable code requirements and standards as defined by the Maryland Code Administration "Maryland Building Performance Standards" (MBPS) and the latest editions of:
 - International Building Code (IBC)
 - International Residential Code (IRC)
 - International Plumbing Code (IPC)
 - International Mechanical Code (IMC)
 - National Electric Code (NEC)
 - International Energy Conservation Code (IECC)
 - Maryland Accessibility Code (MAC)
 - National Fire Protection Association Code (NFPA)
 - Maryland Department of Transportation-State Highway Administration's (SHA) "Standards Specifications for Construction and Materials"

F. MATERIALS AND SUPPLIES:

1. General:
 - a. All materials shall be as specified or approved equal by DNR Project Engineer. In the events the Contractor would like to substitute materials other than those that have been specified, the Contractor shall submit to the DNR Project Engineer all pertinent data to determine the or –equal status. This material shall be submitted to the DNR Project Engineer a minimum of ten (10) days prior to the bid opening. The DNR Project Manager shall notify the Contractor within five (5) days as to the or-equal status.
 - b. All materials shall be new and where applicable shall be delivered to the job site with labels intact and legible.
 - c. The Contractor shall be responsible to the coordination, off-loading and proper storage of all materials and supplies up until the time of final inspection.

- d. Materials shall be in a safe area out of the way of traffic. Any on-site storage location shall be approved by the Facility Manager prior to the storage of any materials on-site. All materials shall be stored up off the ground surface and should be protected from the weather with a waterproof covering. Any special storage instruction required by the material manufacture shall be performed by the Contractor as if specified herein.
- e. Any material or supplies, which have not been specifically mentioned, but are necessary for the complete, safe and satisfactory completion of the project, shall be provided by the Contractor as if specified herein.
- f. Prior to ordering any material, the Contractor shall submit to the DNR Project Manager for approval all the Manufacturer's installation booklets and product data sheets.

2. Specifics:

NOTE: Console Systems to be purchased completely and from a single sourced manufacturer.

- a. Four (4) Console Tops and side surfaces: Shall be 66"x 66" Dual surface console with true sit to stand adjustment manufactured by Xybix. Color TBD (Color to be chosen by the Facility Managers from Contractor supplied color samples). Anti-microbial laminate must destroy 99.9% bacteria and be Greenguard certified. Console must demonstrate stability at full extension with a maximum deflection of half inch (1/2") allowed with an applied vertical load of 100 pounds. Each Console shall have a lifting capacity of 300 pounds, not to include the worksurface.
- b. Four (4) Console Tops and side surfaces: Shall be 72"x 42" Dual surface console with true sit to stand adjustment manufactured by Xybix. Color TBD (Color to be chosen by the Facility Managers from Contractor supplied color samples). Anti-microbial laminate must destroy 99.9% bacteria and be Greenguard certified. Console must demonstrate stability at full extension with a maximum deflection of half inch (1/2") allowed with an applied vertical load of 100 pounds. Each Console shall have a lifting capacity of 300 pounds, not to include the worksurface.
- c. Computer Supports: Shall be Rollervision as manufactured by Xybix. Computer Monitor supports double thick aluminum extrusion, curved to match the shape of workstation. The rack shall have ability to accommodate various monitor sizes up to 50" and an individual weight of 70 pounds on a single or dual level. Monitor rack platform shall be mounted on a movable platform that allows for 10" focal

depth adjustment. Monitor rack shall be designed to permit stacking of monitors/ Monitor rack shall have a simple clean cable management on the back. Vendor shall supply premium cable extensions as required to reach CPU's in cabinets and provide adequate length to extend CPU 's for service.

- d. Panel Dividers: Shall be Plexi Guard as manufactured by Xybix. Clear panel divider that is ¼" thick, a 24" height and width to match panel length with a cleanable surface, secured to top of each panel system.
- e. CPU Enclosures: Shall be as manufactured by Xybix. CPU enclosures shall be available in sizes to accommodate a mini tower under the work surface with a sliding shelf. Enclosure shall have a minimum of 29" deep or more to accommodate all cabling. CPU enclosure shall have a minimum of two (2) – three (3) access points. Enclosure shall have a motion sensing LED service light as standard equipment. Shall be equip as standard ventilation using two (2) quiet 28db(decibel) 45cfm fan to keep electronic equipment cool. Casework shall be laminate to match console worksurface.
- f. File and Drawer Cabinets: Shall be as manufactured by Xybix. All drawers to have full extension 100 lb rated with a soft close. All drawers to have gang locking with a master keyed removable core lock.
- g. Acoustical Panel System: Shall be as manufactured by Xybix. Color TBD (Color to be chosen by the Facility Managers from Contractor supplied color samples). Frames shall be minimum of 14 gauge cold rolled steel with a powder coat finish and slotted up rights to support components at 1" on center. Internal cable management system to be within the panel. Panel caps shall be flush mounted as to be able to be removed without tools. Panel segments are to be user-friendly as to be removable/ replaced without tools. Segments shall be constructed with 22ga. cold rolled steel casing. All panel segments above the work surface height shall be of acoustical construction and shall have .55NRC (Noise Reduction Coefficient) rating and a class A flame spread/ smoke development certification.
- h. Cable Bridge Management: Shall be as manufactured by Xybix. Cable pathways shall be easy for tech to access from the front of console. Cable bridge shall support cables from the cabinet to console. They must have separate pathways for low and High voltage. Monitor and keyboard cables shall have separate pathways from the computer to end point. J channels under the monitor surface shall have enough room to hold all cables and any power transformers. Cable entry path from computer to console must have an opening large enough for all cables and a hand to fit through. Minimum of 2.5" in height by 10" wide.

- i. Task Lighting: Shall be as manufactured by Xybix. User Hand Control (UHC) shall be located on the keyboard/ input surface within reach of the dispatcher. UHC shall control task light dimming shall incorporate a motion detector, which will shut down after fifteen (15) minutes of non-movement. Two LED task lights shall be at each station and shall be dimmable.
- j. Carpet Tile: Shall be as manufactured by Staticworx or approved equal, The Vermont Slate Collection anti-Static carpet tile. Color to be chosen by Project Manager. Shall be 24 x 24-inch square tile with a pile height of .13 inches and be Green label Plus Certified. Staticworx dissipated backing and helix 44 Denier conductive fiber. Must meet electronics handling environments: ANSI/ESD S20.20-2014 requirements for use in EPAs in electrical manufacturing. Voltage generation <100 Volts: ANSI/ESD S97.1 Static (AATCC-134)<3.0KV.
- k. Carpet base molding: Shall be as manufactured by Tarkett, Baseworks Thermoset rubber 4" base mold, with toe, Type TS to be installed per manufactures instructions or approved equal. Color to be determined by Project Manager.
- l. Window tint: Shall be as manufactured by SunTek Window Films, Specialty Series DRMDS 7 or approved equal. With a 7% Visible light transmission.
- m. Lighting fixtures: Shall be low profile 2BLT Volumetric Recessed Lighting 2' x 4' LED by Lithonia Lighting or approved equal. Light to have Step – Level dimming, and a square smooth diffuser-SDSM.
- n. Light switch: Shall be a Skylark Contour LED+ Dimmer Switch for Dimmable LED, Halogen and Incandescent Bulbs, Single-Pole or 3-Way, White. Contour design with a slide knob for precise lighting control with rocker wall plate or approved equal.
- o. Wire cables: Shall be CAT 6 CMP, Data Cable by Southwire or approved equal. 23-gauge wire with 4 cable pairings, soft annealed copper conductors. Color Codes per
 - 1. Blue CAT 6 approximately: 3,288 LF
 - 2. Grey CAT 6 approximately: 3,384 LF
 - 3. Red CAT 6 approximately: 2,832 LF
 - 4. Green CAT 6 approximately: 2,192 LF
- a. Wire Connectors: Shall be Ideal RJ-45 8 -position,8-contact category CAT6 Modular plug or equal.
- b. CAT Wall plate: Shall be white Keystone 6-Port. Flush mounted with snap-in inserts.

METHOD OF WORK:

2. General:

- a. All work shall be as called for in these written specifications.
 - b. The Contractor shall coordinate all work with the various trades and material suppliers in order to complete the project expeditiously and within the time limits of the contract. The sequences of events shall be left up to the Contractor.
 - c. All work shall be performed in the best and most professional manner possible by mechanics skilled in their respective trades.
 - d. All work shall be performed to minimize disruption to facility operations. It is understood that the contractor shall maintain accessibility throughout the project.
 - e. The Contractor shall provide and install adequate barricades, signs, etc., necessary to ensure public safety as approved by the Facility Manager.
- a. The Contractor shall adhere to OSHA/MOSHA regulations throughout the project to ensure the safety of his/her employees, state employees, and the public.
 - b. The Contractor shall maintain the work site(s) in a safe, neat, and orderly manner throughout the entire project. The Contractor shall take steps to prevent the accumulation of debris at the job site(s).
 - c. Any work that has not been specifically mentioned but is reasonably implied and is necessary for the safe and the satisfactory completion of the project, shall be performed by the Contractor as if specified herein.

2. Specifics:

NOTE: All computers, monitors and associated equipment shall be disconnected and removed by Natural Resource Police before any desk disassemble takes place.

- a. The Contractor shall disassemble eight (8) desks in a manner that each desk is labeled and identified. To then be transported approximately 10 miles to a new location and reassembled for use.
- b. Contractor to remove existing twelve (12) light fixtures and replace with new dimmable LED light fixtures in existing locations. Replace Switch with new dimmer switch at existing location.

- c. The Contractor shall remove the existing carpet and underlayment down to bare floor. Take care to remove all staples and tack strips from floor. Contractor shall sweep floor and properly prepare the floor in accordance with the Carpet manufacturer's instructions.
- d. Taking careful measurements, Prepare shop drawings of each console desk. Give copies of shop drawings to DNR Project Manager and Facility Manager for approval. Then contact relevant manufacturers to coordinate deliveries etc. so that all materials are available prior to the start of work.
- e. Contractor to install sixteen (16) 20-amp circuits in open spaces in two (2) existing panel boxes. Run new electric from panel box to each console location under floor - two (2) 20-amp circuits per console. Wires should be fed through a flexible conduit under the floor from the panel box to each console. Panel Box's circuit breakers shall be filled as needed per each desk. Coordination of electric from floor and desk locations should be as close to pole locations as possible.
- f. Contractor to install carpet per manufacturer's installation instructions. Making sure all new electric from the floor is accessible to connect to each desk. All excess full size uncut floor tile material shall be turned over to Natural Resource Police. All other debris shall be removed and properly disposed of off State Property.
- g. Once the Carpet has been properly installed the base molding may be installed in accordance with the manufacturer's installation instructions.
- h. Contractor to remove existing film from the interior window between the communication room and the conference room. Clean and prepare the window surface to receive new privacy film in accordance manufacturer's installation instructions.
- i. Coordinating with the facility manager and DoIT, determine a sequence of operation to perform the work to cause the least amount of disruption to the operation of the facility.
- j. Install each of the eight (8) consoles to the manufacturer's installation specifications. At each cable pole, take care to cut a clean edge through ceiling tile for access to data cables in ceiling. Terminate cables at new console and at data server station.
- k. Contractor will be responsible for the installation of the data and cabling to each of the operator's workstation and installation of wire connectors at each end of

cables. Access to the internal wire raceways shall be available from the front of the console.

- l. Contractor shall ensure proper function of the eight (8) operator workstation once installed.
- m. The Contractor shall be required to obtain an Electrical Inspection Certificate from a non-governmental inspection agency approved by the State Fire Marshall's office. All fees for said Inspection Certificate shall be paid by the Contractor. Upon completion of the project, prior to final payment, the Contractor shall provide an approved Electrical Inspection Certificate for all electric work performed under this project.
- n. Any damages occurring to State Property resulting from this project shall be repaired or replaced to the satisfaction of the Facility Manager to a preconstruction condition.
- o. Clean site, vacuum, remove scraps, etc. Leave manuals with NRP, etc.

Note: The contractor shall, at the end of each workday, make sure building is secure before leaving site.

G. WARRANTY AND GUARANTEE:

1. The Contractor shall fully guarantee the work covered under this contract for a period of two (2) years from the date of acceptance and against defects in materials and workmanship.
2. Any defects found within the two (2) year warranty period shall be promptly repaired or replaced by the Contractor at no additional cost to the State.

H. GENERAL REQUIREMENTS:

1. The Maryland Department of Natural Resources "Instructions to Bidder for Construction Projects" and "General Conditions" are hereby made part of these specifications.
2. All work shall be coordinated with the Facility Manager and Project Engineer during the work initiation meeting.
3. Contractor shall complete the project within 90 calendar days of the start date.

4. The complete project is subject to the inspection and approval of the Facility Managers and the Department of Natural Resources.
5. The Contractor shall take all necessary precautions and measures to protect all properties from damage. He shall repair all damage caused by his operation to all public and private property including walls, doors, carpet, walks, curbs, utilities, etc., and leave the property in good condition and/or at least equivalent to the condition found.
6. The Contractor shall make his own arrangements to acquire any temporary utility service which he requires to perform this contract. Any expenses incurred must be paid by the Contractor.

I. METHOD OF BIDDING:

1. None

J. METHOD OF PAYMENT:

1. Payments shall be made in accordance with General Conditions, Terms and Conditions.
2. After satisfactory completion of the work the Contractor shall submit an invoice to the DNR Project Engineer for processing and payment.

V. ALTERNATES AND UNIT PRICES

A. ADD ALTERNATES:

1. None

B. UNIT PRICES:

1. None

NOTE: The Contractor shall incorporate all costs associated with transportation, fuel, maintenance on equipment, employee salary, benefits, overhead, profit, etc., in the Unit Price. Unit Prices will be used to increase/decrease the contract price based on actual quantities installed, in accordance with the Instructions to Bidders for Construction Projects (3.B.3)

VI. DRAWINGS

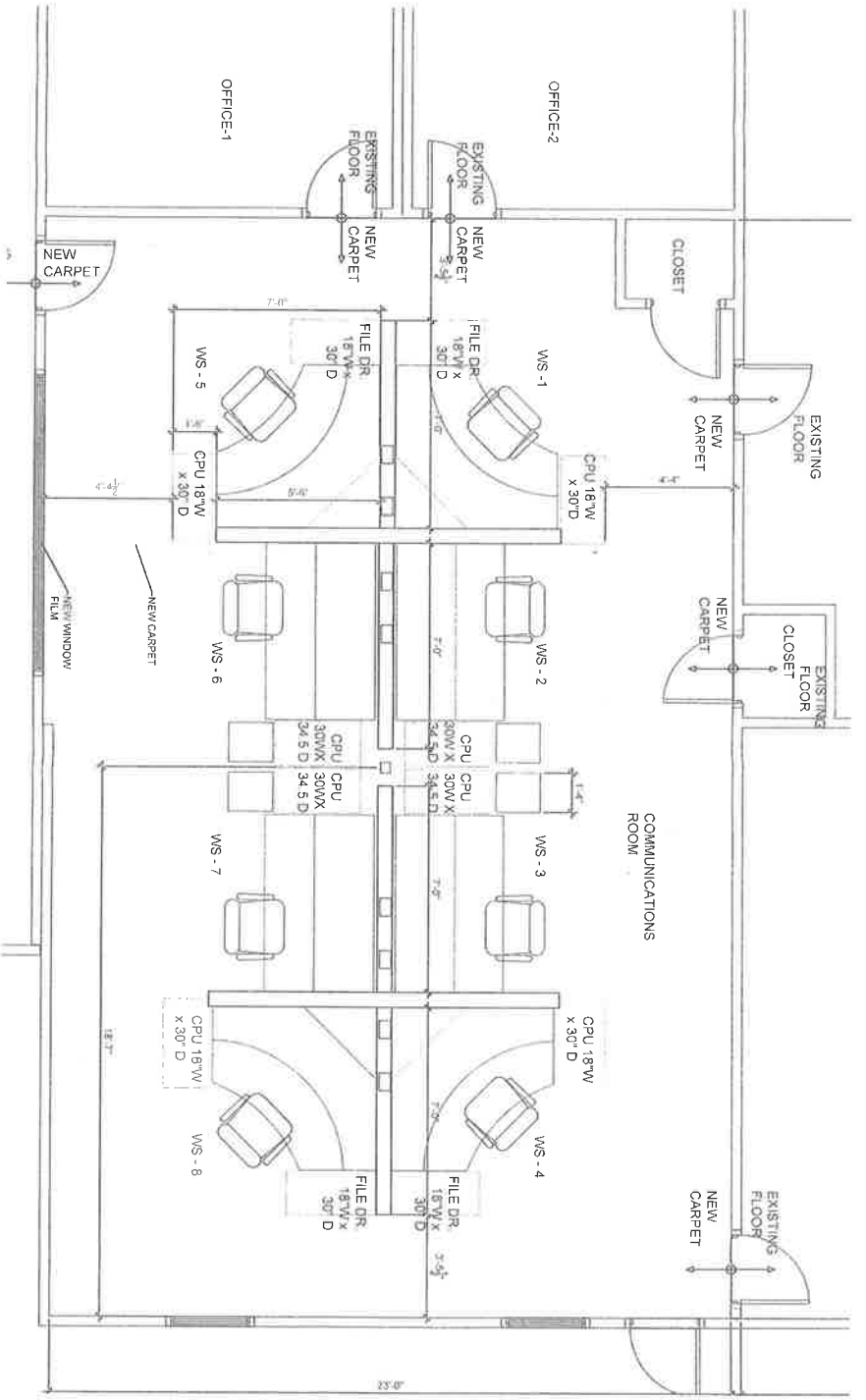
The following **Drawings** are attached and should be considered part of these specifications as if specified herein:

- CS Cover Sheet
- A1 Floor Plan
- A2 Reflected Ceiling Plan
- A3 Wire Run Diagram & Schedules



State of Maryland
DEPARTMENT OF NATURAL RESOURCES
 Engineering & Construction

1
 A1
 Scale: 1/4" = 1'-0"

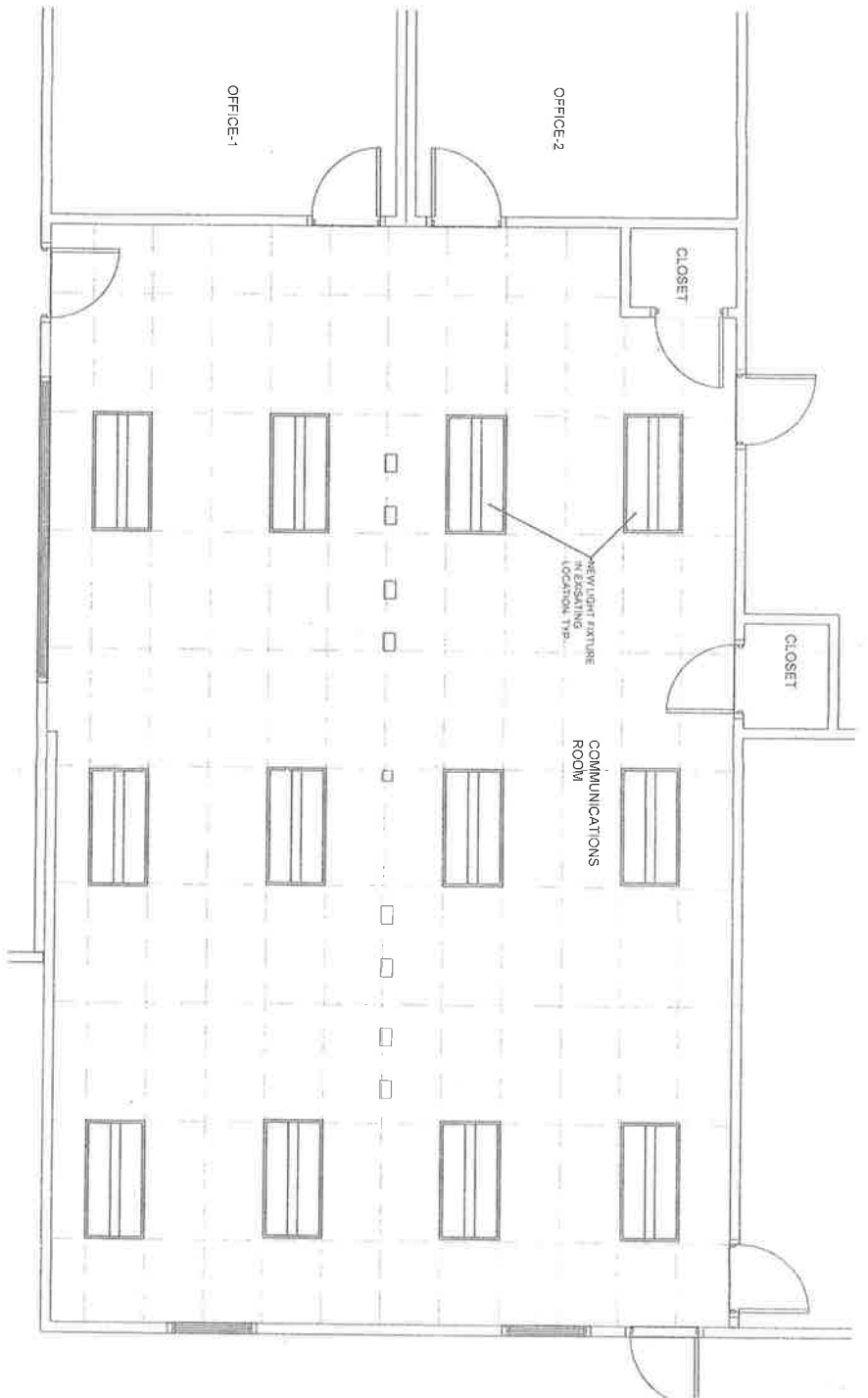


MARYLAND NATURAL RESOURCE POLICE
 COMMUNICATION CENTER
 1072 EAST COLLEGE PARKWAY
 ANNAPOLIS, MD 21409

Project Number: 1072-0001
 Date: 10/20/2001
 Drawing Number: A1
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State of Maryland
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1 Reflected Ceiling Plan
A2 Scale: 1/4"=1'-0"

MARYLAND NATURAL RESOURCE POLICE
COMMUNICATION CENTER
1072 EAST COLLEGE PARKWAY
ANNAPOLIS, MD 21409

Project Number:
Date: 10/20/2009
Drawing Number:
A2
Sheet
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