



COAST & HARBOR
CONSTRUCTION MANAGEMENT

The choice for excellence

PROPOSAL

SUPPORT SERVICES FOR MANAGEMENT AND
INSPECTIONS (M&I) SERVICES FOR THE DEPARTMENT OF
EDUCATION (DOE)

LOCATED IN WASHINGTON, D.C.

Deadline: July 22, 2020 @ 10:00 AM via electronic mail

COAST AND HARBOR ASSOCIATES, INC.

*7 Kimball Lane, Building D, Suite 4
Lynnfield, MA 01940*

www.coastandharbor.com

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contracting@coastandharbor.com

HISPANIC WOMAN OWNED BUSINESS ENTERPRISE

July 22, 2020

Marcella Aguilar Lancome
President

Claude G. Lancome, Esq.
Executive Vice President

DELIVERED ELECTRONICALLY

Tamira Conner
Office of Design & Construction, National Capital Region
Washington, D.C. 20407

Re: M&I Services for GSA at Potomac Center Plaza for Department of Education Lease

Dear Ms. Conner:

Coast and Harbor Associates, Inc. is pleased to submit its Proposal for M&I Services for GSA at Potomac Center Plaza for Department of Education Lease.

The points of contact for any GSA inquiries or questions are:

Point of Contact: Marcella A. Lancome, President or Claude G. Lancome, EVP
Address: 7 Kimball Lane, Suite D, Lynnfield, MA 01940
Phone: (781) 224-3870
Fax: (781) 224-3876
Email: contracting@coastandharbor.com

Coast and Harbor Associates, Inc. certifies that the information contained in this proposal is complete, accurate, and is free of any false representations to the best of our knowledge and belief.

Sincerely,

Marcella Lancome

Marcella Lancome President

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MANAGEMENT PLAN

Coast and Harbor Associates, Inc. (Coast and Harbor) has 15 years of experience working for the US General Services Administration (GSA). This includes currently providing project management support services to the National Capital Region (NCR). Coast and Harbor has five senior project managers working for the Small Projects Division (as well as five senior project managers working for the Leasing Division). As a result of this experience, Coast and Harbor has in-depth working knowledge of GSA processes and procedures. This includes specific knowledge of NCR processes and procedures.

Prior to the pandemic, Coast and Harbor's Executive Vice President conducted these meetings in person regularly every other month. This approach has allowed Coast and Harbor to keep current on the performance of our team and to be readily accessible if any issues arise.

Coast and Harbor will use this same approach to ensure the quality of our Construction Management Services for the Potomac Service Delivery Team.

Please refer to our Organizational Chart contained herein on page 20.

ASSIGNMENT OF PROJECTS

Coast and Harbor understands this to be a large, single project. The Coast and Harbor Team for this project consists of a Design and Construction Manager. The Design and Construction Manager, Mr. Glen Rorie, will be assigned to this project from the date of the Notice to Proceed through final completion of the project.

The Team will also include Coast and Harbor's Program Manager, Mr. Claude Lancome. Mr. Lancome is also the Program Manager for the project management support task order referenced above. He will be primarily responsible for assuring the quality of service provided by the Coast and Harbor Team and for GSA's satisfaction with Coast and Harbor's services. He will meet with GSA on a regular basis as determined by GSA.

MANAGEMENT OF PROJECT TEAM

As a GSA Contractor, Coast and Harbor will be responsible for the supervision and management of the Coast and Harbor Team. The Team will be supervised and managed by Coast and Harbor. Specifically, Mr. Rorie will report to the Coast and Harbor Program Manager. He will ensure that Mr. Rorie is performing his responsibilities as required by the terms of the task order and in accordance with any requests by GSA and applicable GSA policies and procedures.

Coast and Harbor is proposing the Design and Construction Manager as the sole member of the Coast and Harbor Team based on an assessment of project needs and on the statement in Section 5, Applicable Standards, Section (A), Paragraph 2: “During construction, we would consider that the DCM could serve as the construction inspector.” Because of its presence in the market and its continuous recruiting program, Coast and Harbor has the ability to add an inspector to the team with very short notice, should GSA determine the inclusion of an inspector to be in the best interests of the project.

Coast and Harbor understands how important it is to the success of the project that the members of the Coast and Harbor Team work very closely and highly collaboratively with GSA members of the project team, such as the GSA Project Manager, Team Lead, and Branch Chief. The proposed Design and Construction Manager has extensive experience working with GSA and understands the importance of the relationship with GSA. Coast and Harbor’s Program Manager will support Mr. Rorie in developing the relationship with the GSA participants. The Coast and Harbor Team is professional and will work independently and at the same time work seamlessly with GSA.

Coast and Harbor also understands how important it is to develop and support a productive working relationship among all project participants, including GSA, the Department of Education personnel, the designer, the contractor, and any other project participants. The Coast and Harbor Team will actively support this productive working relationship while remembering that, as GSA’s representatives, the ultimate responsibility is to protect GSA’s interests.

Coast and Harbor has a strong focus on quality control. For the team currently providing project management support services to NCR, Coast and Harbor has utilized an internal quality control

program that combines regular reporting by the ten senior project managers, regular meetings (telephonic during Covid-19) with members of the Coast and Harbor team, and regular meetings (telephonic during Covid-19) with the GSA Division Heads, Branch Chiefs, and Team Leads for whom the Coast and Harbor team members work. We also have meetings (telephonic during Covid-19) with the relevant Contracting Officers. This approach has allowed Coast and Harbor to keep current on the performance of our team and to be readily accessible if any issues arise. Coast and Harbor will use the same approach on this project.

COMMUNICATIONS PLAN

Coast and Harbor will prepare a plan for GSA's approval that describes how the Coast and Harbor Team will prepare and distribute project information to all the project participants. The plan will involve three levels of information distribution: monthly reports, daily reports, and as needed reports.

- **Monthly Reports.** Coast and Harbor will prepare a monthly report in the format requested or approved by GSA. The report will include, at a minimum, a narrative of the work performed in the previous month; the current progress of the work against the project schedule, the costs to date against the contract amount, major issues requiring attention, and photographs illustrating the progress of the work and, if necessary, defective work.
- **Daily Reports.** Coast and Harbor will submit daily reports as soon as construction starts through final completion. The format of the report will be in the format requested approved by GSA. At a minimum, the daily report will include the number of workers on site broken down by the contractor and its subcontractors, the equipment on site, the work performed that day, the weather conditions, visitors to the site, and any major issues that arose that day.
- **As needed reports.** Coast and Harbor will prepare reports of any major issue that requires GSA's immediate attention. These reports will be limited to issues that are unforeseen or issues that have been previously reported on but have taken on immediate urgency. The report will include a description of the problem, an explanation of why it is urgent, and recommended next steps to address the issue.

All reports will be uploaded into the ePM system on a timely basis.

RESUMES



CLAUDE G. LANCOME, Esq.

Company: Coast and Harbor Associates Incorporated
Address: 7 Kimball Lane, Building D, Lynnfield, MA 01940
Proposed Position: Program Manager

DUTIES AND RESPONSIBILITIES:

Provide support to Design and Construction Manager; assure quality of Coast and Harbor's service; meet with GSA to assist with project issues.

PROFESSIONAL QUALIFICATIONS:

- 2013-2018; Harvard Real Estate Alumni Organization; Member, National Board of Directors: Chair, Boston Chapter
- 2011-2017 NAIOP; Member, Energy and Infrastructure Committee
- 2010-2014 International Facilities Management Association: Chair, Corporate Real Estate Network (2011-2014)
- 2006- 2017 Urban Land Institute, Boston/New England Council: Chair, Public-Private Partnership Committee (2006-2011); Chair, Regional Outreach Committee (2011-2015); member Management Committee and Advisory Board (2007-2015)
- 2003- 2017 Boston Bar Association: Member Construction Law Committee and Real Estate Section; Co-Chair Land Use and Development Committee (2004-2005)
- 2001- 2006 American Bar Association: Member, Forum on the Construction Industry (Division 12: Owners and Lenders)
- 2004- 2007 Boston Society of Architects (Professional Affiliate Member): Chair, Construction Administration Committee (2004-2006)
- 1994 - 2003 Massachusetts Bar Association: Co-Chair, Construction Law Committee and member Public Law Section Counsel (1994-1999); Chair, In-House Counsel Committee and Business Law Section Counsel (2001-2003)
- Publications Include:
 - » *Construction Contract Administration for Project Owners* (book published by Routledge; 2017)
 - » *Designing and Constructing a Facility: A Primer for Corporate Counsel* (80-page publication for Business Laws, Inc.; also appears as Chapter 18 of *Construction Contracts Deskbook*; Business Laws, Inc.; 2001)
 - » *Effective Claims Management* (100-page manual for Saddle Island Seminars; 1999)
 - » *Effective Contract Management* (100-page manual for Mass. Inspector General Seminars, 1998)
- Civic Organizations Include:
 - » 2019-Present Member, Board of Trustees, Urban College of Boston
 - » 2012-2015 Salem State University: Member, Board of Trustees; Vice-Chair, Academic Affairs Committee; Member, Finance and Facilities Committee; Member Institutional Advancement and Marketing Committee; Member, Board of Directors, Salem State University Assistance Corporation (2012-Present)
 - » 2011-Present Tufts Medical Center: Member, Board of Governors and Member, Quality of Care Committee

- » 2004-2011 Massachusetts Applesseed Center for Law and Justice; Member of the Board of Directors; President (2007-2009)
- » Previously on the Board of Directors of the Massachusetts Bay Chapter of the American Red Cross, Thompson Island Education Center, and Jewish Vocational Services

EDUCATION:

- » Earlham College, B.A., 1966
- » Harvard Law School, J.D., 1969
- » American Arbitration Association, Certification as Construction Arbitrator, 1994
- » American Arbitration Association, Certification as Construction Mediator, 1996

PROFESSIONAL EXPERIENCE (FOR THE PAST 10 YEARS):

Coast and Harbor Associates, Inc., Lynnfield, MA (1990 to present)
Executive Vice President

National Capital Region (GSA) Project Management Support Services 2017-Present

Mr. Lancome is the Program Manager that oversees a Coast & Harbor ten-person team of Senior Project Managers for a program management support contract in Washington D.C. These Senior Project Managers manage projects in Government owned buildings and Government leased buildings in the District of Columbia, Maryland, and Virginia. Their involvement includes project planning, design, construction, and occupancy. The projects range in value from \$50,000 to \$130 million, with an aggregate value of \$500 Million. This is a task order based contract.

New Federal Courthouse, Springfield, MA, 2006 - 2008

Mr. Lancome was the Corporate Executive for this \$55-million project to build a new, three-story courthouse in a historic part of Springfield, MA. The work of renowned architect Moshe Safdie, a 160,000 SF building includes four courtrooms, court offices, a congressional office, and public areas.

New Land Port of Entry, Calais, Maine, 2005-2010

Mr. Lancome was the Corporate Executive for design and construction of the new \$64 million Land Port of Entry (LPOE) in Calais, Maine. The new 100,000 SF LPOE, located on a 53-acre site, replaced the commercial functions of two existing Calais border stations. The new facility includes a main administration building with a passenger lobby, document processing area, administrative offices, interview, search and detention cells, staff services and a counter terrorism suite.

Land Port of Entry, Tornillo, Texas, 2008-2015

Mr. Lancome is the Corporate Executive for the new \$100 million, LEED-certified, 86,000 SF Land Port of Entry in Fabens, Texas. This project involves multiple uses inside the building and sophisticated MEP and security systems. The new land port of entry is located on 117 acres and will process non-commercial and commercial traffic between the United States and Mexico. It is the largest LPOE in the United States.

Margaret Chase Smith Federal Building, Bangor, Maine, 2009-2014

Mr. Lancome was the Corporate Executive for the design and construction of the \$54 million modernization of the occupied Margaret Chase Smith Federal Building located in downtown Bangor, Maine. The work featured a combination of sophisticated MEP retrofits, security upgrades, and architectural work including high end finishes. Tenants include: Maine's US Senators, US District Court, US Bankruptcy Court, US

Attorney's Office, US Marshals, Social Security Administration, and Internal Revenue Service.

New Land Port of Entry, Van Buren, Maine, 2009-2013

Mr. Lancome was the Corporate Executive for the design and construction of a new \$40 million Land Port of Entry (LPOE) in Van Buren, Maine. The new LPOE, located on a 21 acre site, replaced the existing border station that was damaged in a flood. The new facility consists of approximately 40,000 SF and includes a main administration building with a passenger lobby, document processing area, administrative offices, interview, search and detention cells, and building support areas. There is also a secondary non-commercial garage and a commercial vehicle and cargo inspection facility.

US Army, Corps of Engineers IDIQ, New England District, 2009-2014

Mr. Lancome was the Corporate Executive for this IDIQ contract to provide Construction Management Support Services to the US Army Corps of Engineers, New England District. Under this contract Coast & Harbor has worked on eleven (11) task orders that include environmental remediation oversight, the new construction of an office building on a military installation, multiple new construction and renovation projects on a Veteran's Administration campus, new construction of an Armed Forces Reserve Center, renovations at an Army Reserve Center, new construction of a remote border station, a paving project on a Veteran's Administration campus, and two dredging projects in Massachusetts and Maine.

Edward Early Jr. Parking Garage, Lowell, Massachusetts, 2006-2008

Mr. Lancome was the Project Executive for the \$25 million, 900 car parking facility with 17,500 SF. of commercial space and infrastructure improvements. The project included reconstruction and widening of a street and other public infrastructure improvements.

Columbus Center, Boston, Massachusetts, 2004-2007

As part of the Senior Management for this project, Mr. Lancome was responsible for negotiating, drafting, and administering design, construction, and consulting contracts for this proposed \$800 million multi-use project in downtown Boston. The Center was to be built over seven acres of Massachusetts Turnpike through the center of the city, and was to include a 34-story tower containing luxury hotel, condominiums, and retail space.

Boston Convention and Exhibition Center, Boston, Massachusetts, 1999-2004

As Manager of Project Controls for the Owner's Representative Team, Mr. Lancome was responsible for contract drafting, contract administration, change-order management, subcontractor prequalification process, risk management, project-labor-agreement administration, and claims management. The project involved 50 contracts, 75 subcontractors, and 731 change orders. The \$800 million Boston Convention & Exhibition Center (BCEC) is the largest convention facility in the Northeast, with 516,000 SF. of contiguous exhibit space, 84 meeting rooms, and 41,020 SF ballroom overlooking the city skyline and Boston Harbor.

Boston Harbor, Deer Island Treatment Facilities, Winthrop, Massachusetts, 1990-1999

Mr. Lancome was the Director of Contract Compliance for this \$3.8 billion upgrade and expansion of primary wastewater treatment facility to state-of-the-art primary and secondary treatment facility. He was actively involved in contract administration, and participated in analysis of over 50 claims ranging from a few hundred dollars to more than \$60 million. This project includes two undersea tunnels, the largest installation of stacked clarifiers in the United States, and innovative 14 stories high egg-shaped digesters.

GLEN RORIE

Company: Coast and Harbor Associates Incorporated
Address: 7 Kimball Lane, Building D, Lynnfield, MA 01940
(Mr. Rorie is a resident of the DC area.)
Proposed Position: Design and Construction Manager

DUTIES AND RESPONSIBILITIES:

Will perform all the duties and responsibilities of the Design and Construction Manager as enumerated in Section 5, Applicable Standards, of the Task Order.

PROFESSIONAL QUALIFICATIONS:

- LEED Training April 2009
- PMP Training course July 2009
- OSHA Training Course November 2008
- Government Contract Training 2010
- AIA member
- Project Management Institute-(PMI) Associate 2011

Proficient in:

- | | |
|-----------------|-----------------|
| » MS Project | » 2000 |
| » MS Office | » 2005LT a 2005 |
| » Constructware | » Excel |
| » Prologue | » Lotus Notes |
| » Primavera 3 | » Proliance |
| » AutoCAD 14 | |

PROFESSIONAL EXPERIENCE (FOR THE PAST 10 YEARS):

DAVIDSON-BROWN, INC (General Services Administration) 2016 - Present
NATIONAL CANCER INSTITUTE - Cancer Research Laboratories 2017 - Present
Project Manager/Construction Manager

Managed and assisted clients to plan, budget, design and construct new multi-level state of the art Research Health Facility (Offices and Laboratories); Managed/Conducted Construction/Tenant meetings; Reported to senior leadership project status and progress; Performed and managed oversight of the construction; Managed quality control and quality assurance; Managed and coordinated Value-Engineering process; Managed and coordinated Punch-list and Close-out activities; Construction Budget \$45+/- million dollars.

VETERANS ADMINISTRATION (Washington, D.C.)**2016-2017***Project Manager/ Construction Manager*

Managed major Construction/Renovation of Veteran Administration of Bldg. #1 Lafayette 565,000 SF and Bldg. #2 HQ-VACO 500,000+ SF; Managed re-configuration of spatial organization; Managed design construction of new LAN rooms; Managed design and construction of new Health Command Center; Reported to Senior Leadership and Stakeholders status and progress; Performed quality control and quality assurance of construction; Performed and managed Structural remediation of Garage in Building #2. Project Budget \$100+/- million dollars.

GLR ARCHITECTURAL DESIGN**2011-2016***Project Manager/Architectural Designer*

Designed/managed Institutional, Residential and Commercial facilities; Managed/coordinated renovations of medium and small scale projects; Worked on projects in western Virginia and other areas; Assisted clients through the project process; Reported to client status and progress; Managed budget and schedule to meet budgetary constraints; Budget varies.

AECOM (Pentagon Renovation Project)**2008-2011***Senior Project Manager/Senior Design Coordinator*

Managed Clients' design, budget and construction build-out efforts of major DOD renovations. Assisted agencies through project process from conception to completion, on schedule and within budget; Conducted project progress meetings; Reported to Clients and Senior Executives project status and progress; Coordinated move management. Projects budget exceeds \$5.4+/- billion dollars.

MSS SERVICES, HUD Cafeteria/Multi-purpose Auditorium (High-End) **2007- 2008***Senior Project/ Construction Manager*

GSA Liaison/Supervisor; Managed/directed redesign and construction of the historical existing cafeteria; Managed/monitored construction of computer cafe' and several eating stations for tenants and the general public; Vendors included Subway, Charlie Chiang and Starbucks; Brought project in ahead of schedule and within budget. Project Budget approximately \$ 10+/- million dollars.

CETROM INCORPORATED, DOE - Sprinkler Upgrade Project**2006-2007***Project Executive/Senior Project Manager*

GSA Liaison/Supervisor; Managed/directed staff and construction team to upgrade/replace all DOE facilities (Washington, D.C.) with automatic sprinkler system and fire alarm system; Responsible for coordinating managing and overseeing the installation of new sprinkler system and fire alarm system; Implemented/Enforced new policies and construction procedures; Conducted weekly progress meetings with construction team and owners. Managed the project staff and prepared monthly reports; Reported to Senior Management Stakeholders project progress and status (GSA, DOE, etc.). Cost between \$40-\$50 million dollars.

HEERY INTERNATIONAL, INCORPORATED**2000-2005***Project Manager/Construction Manager*

Provided project/construction management services oversight to various Federal agencies and DOD/ military personnel; Assisted Client through design and construction process. Performed inspection of tenant build-out; Coordinated punch list and move-management activities; In addition to providing Project/Construction Management services oversight, provided services such as Facilities Manager and other tasks as required; Budgets \$5- \$100+ million dollars.

EMERGENCY PENTAGON 9-11 RELOCATION PROJECT

2002-2005

Project Manager/Construction Manager

- Relevant experience with GSA. Acted as GSA Liaison (Primary onsite); Provided construction management services oversight and move coordination for Pentagon Emergency Relocation project of DOD/military personnel; Performed inspection of tenant build-outs; Coordinated punch list, move-management and loading dock activities; Managed facilities/build-outs as Construction Manager, Facilities Manager, etc.; Worked closely with Building management to achieve objectives; Budget over \$100 million.
- Other relevant build-outs are as follows: Executive Office of the President-White House-9-11 commission build-out, Major DOD/military (6000+) personnel build-out (Army, Navy, Marines, etc.); MDA (Missile Defense Agency)-Project Manager/Construction Manager- Reconfiguration and Construction build-out. 2001-2002; Ronald Reagan Building-Project Architect/Designer-United States Agency for International Development (USAID) Reconfiguration Project, 2000-2001.

PROJECT LISTING SHEETS FOR GLEN RORIE

Veterans Administration Central Office Building



LOCATION

810 Vermont Avenue NW, Washington D.C.

VALUE

\$50+ million

SIZE

500,000 sq. ft.

STATUS

Completed

Mr. Glen Rorie served as Coast and Harbor's Design and Construction Manager (DCM) for this large build-out and capital improvement project. The existing facility is comprised of 11 stories and approximately 500,000 square feet. Senior Leadership of the GSA and the Veterans Administration implemented the design and construction program, identifying and funding various physical improvements to be accomplished. As the Project Manager/ Construction Manager for this project, Mr. Rorie managed major construction/renovation efforts including: quality control and quality assurance of construction; managing design, inspections and move-management; and kept Senior Leadership advised through regular reporting of the project's status.

Project Highlights

The scope of work included multiple build-outs and capital improvements including carpet upgrades and floor tile; replacement and repair of painted surfaces; upgraded noise reduction systems; upgrades to IT systems including new computer server space, LAN rooms, and new electrical room; replacement of existing elevators with new code compliant elevators; accommodations for the Health Operations Center-Command Center (HOC); extensive exterior maintenance and repairs to the building shell; selective window replacements; repairs and replacements to the exterior courtyard; and replacement of the building entry. Of special note is the extensive build-out of the Secretary of the VA space.

Mr. Rorie performed the following services:

Leasing

Leasing experience gained from other GSA projects, such as the National Cancer Institute/Cancer Research Laboratory project, and the Pentagon Relocation Project.

Design

Managed and assisted the VACO (Veterans Administration) and Lafayette Contracting Officer's Representatives (CORs) to gather requirements from the different agencies in terms of spatial organization and adjacencies, electrical, mechanical, IT, phones, computers and other architectural requirements. Managed the review process and funding. Wrote scope and managed Requested Work Authorization (RWA), Building-specific Amortized Capital (BSAC) and other funding requirements. Managed and conducted tenant meetings of each agency. Managed design from initial schematics phase to construction administration phase.

Construction

Managed the construction of VA renovation. As Construction manager, responsible for the oversight of the execution and construction of different goals and objectives of the Veterans Administration. Managed various contractors who were tasked with fulfilling the objectives of Veterans Administration. Reported to Senior Leadership through different communications pathways such with ePM, Proliance, MS Office and Project among others. Managed and conducted construction and commissioning meetings.

Miscellaneous Tenant Activities

Managed and coordinated tenant activities on the premises of the VACO. Some of the activities included clients moving in from swing spaces. Coordinated different contractors and vendors working in the building. Conducted oversight of security and other activities of different vendors and contractors working in the facility. Coordinated and managed site/space visits for tenants.

Procurement

Managed and assisted the GSA with coordination of vendors. Managed and assisted in the selection of resources and products to achieve realization of goals and objectives of VA agency.

Negotiation

Managed and assisted the negotiation of construction and client contracts process. In terms of contracts, worked along with GSA to determine what is Fair and Reasonable for Contractors work. Offered opinions on merits of contracts such as Cost-Plus, Fixed Price, GMP, etc.

Scheduling

Managed and developed time and duration requirements for VA tasks for the different goals and objectives. Through each meeting, schedules were developed with scheduling programs such as MS Project, Primavera, Proliance, etc. Worked with contractors, clients, CORs, vendors to establish schedule base lines to completion dates.

Closeout

Managed the security, GSA and third party inspections, quality control/quality assurance, and commissioning of HVAC equipment. Managed and coordinated the site visits and move-management after the completion of various tasks. Managed the close-out activities of construction administration.

Oversight of Commissioning

Coordinated and monitored pre-final/ final start-ups and testing of building systems such HVAC, Sprinkler, Fire-Alarm and Electrical, etc. Coordinated and managed the Contractors distribution of Product Manuals and O&M Manuals; Managed and coordinated Contractors' Training sessions for Tenant/Clients.

Site Construction Inspection Support

Responsible for oversight and coordination of project inspections, quality control, quality assurance and safety of tenant project build-outs to ensure codes and regulations compliance of contract/construction documents. Monitored and managed the progress and status of construction. Coordinated and conducted meetings to address non-compliant errors or omissions; reported construction progress to senior leadership.

The Lafayette Building



LOCATION

811 Vermont Avenue, Washington D.C.

VALUE

\$50+ million

SIZE

565,000 sq. ft.

STATUS

Completed

Mr. Glen Rorie served as Coast and Harbor’s Design and Construction Manager (DCM) for this large build-out and capital improvement project. The existing facility is comprised of 11 stories and approximately 565,000 square feet. Senior Leadership of the GSA and the Veterans Administration implemented the design and construction program, identifying and funding various physical improvements to be accomplished. As the Project Manager/ Construction Manager for this project, Mr. Rorie managed major construction/renovation efforts including: quality control and quality assurance of construction; managing design, inspections and move-management; and kept Senior Leadership advised through regular reporting of project’s status.

Project Highlights

The scope of work included multiple build-outs and capital improvements including: upgrades and replacements of equipment, turnstiles, and finishes at the main lobby; structural remediation of the garage; new/upgraded rest rooms; repairs and maintenance to the exterior façade; installation of new windows on the building shell.

Mr. Rorie performed the following services:

Leasing

Leasing experience gained from other GSA projects, such as the National Cancer Institute/Cancer Research Laboratory project, and the Pentagon Relocation Project.

Design

Managed and assisted the VACO (Veterans Administration) and Lafayette Contracting Officer’s Representatives (CORs) to gather requirements from the different agencies in terms of spatial organization and adjacencies, electrical, mechanical, IT, phones, computers and other architectural requirements. Managed the review process and funding. Wrote scope and managed Requested Work Authorization (RWA), Building-specific Amortized Capital (BSAC) and other funding requirements. Managed and conducted tenant meetings of each agency. Managed design from initial schematics phase to construction administration phase.

Construction

Managed the construction of VA renovation. As Construction manager, responsible for the oversight of the execution and construction of different goals and objectives of the Veterans Administration. Managed various contractors who were tasked with fulfilling the objectives of Veterans Administration. Reported to Senior Leadership through different communications pathways such with ePM, Proliance, MS Office and Project among others. Managed and conducted construction and commissioning meetings.

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Managed and coordinated tenant activities on the premises of the VACO. Some of the activities included clients moving in from swing spaces. Coordinated different contractors and vendors working in the building. Conducted oversight of security and other activities of different vendors and contractors working in the facility. Coordinated and managed site/space visits for tenants.

Procurement

Managed and assisted the GSA with coordination of vendors. Managed and assisted in the selection of resources and products to achieve realization of goals and objectives of VA agency.

Negotiation

Managed and assisted the negotiation of construction and client contracts process. In terms of contracts, worked along with GSA to determine what is Fair and Reasonable for Contractors work. Offered opinions on merits of contracts such as Cost-Plus, Fixed Price, GMP, etc.

Scheduling

Managed and developed time and duration requirements for VA tasks for the different goals and objectives. Through each meeting, schedules were developed with scheduling programs such as MS Project, Primavera, Proliance, etc. Worked with contractors, clients, CORs, vendors to establish schedule base lines to completion dates.

Closeout

Managed the security, GSA and third party inspections, quality control/quality assurance, and commissioning of HVAC equipment. Managed and coordinated the site visits and move-management after the completion of various tasks. Managed the close-out activities of construction administration.

Oversight of Commissioning

Coordinated and monitored pre-final/ final start-ups and testing of building systems such HVAC, Sprinkler, Fire-Alarm and Electrical, etc. Coordinated and managed the Contractors distribution of Product Manuals and O&M Manuals; Managed and coordinated Contractors’ Training sessions for Tenant/Clients.

Site Construction Inspection Support

Responsible for oversight and coordination of project inspections, quality control, quality assurance and safety of tenant project build-outs to ensure codes and regulations compliance of contract/construction documents. Monitored and managed the progress and status of construction. Coordinated and conducted meetings to address non-compliant errors or omissions; reported construction progress to senior leadership.

COAST AND HARBOR PROJECT SPOTLIGHT SHEETS



The Margaret Chase Smith Federal Building

CHA was the Owner's Project Manager for the \$50 million, LEED Platinum modernization and energy retrofit of the 184,000 sq. ft. Margaret Chase Smith Federal Office Building and Courthouse located in downtown Bangor, Maine.

This project was completed while the building remained fully occupied, with limited swing space. The project involved sophisticated MEP and security systems and architectural work including high-end finishes. Some tenants include Maine's US Senators, US District Court, US Attorney's Office, Social Security Administration, and US Marshals.



- Leasing
- ✓ Design
- ✓ Construction
- ✓ Miscellaneous Tenant Activities
- ✓ Negotiation
- ✓ Procurement
- ✓ Scheduling
- ✓ Closeout
- ✓ Oversight of Commissioning
- ✓ Site Construction Inspection Support

Project Highlights

This project had very demanding construction sequencing requirements because most tenant spaces were renovated in occupied areas. In some cases, the tenants moved and the emptied space was then renovated for other tenants. The building needed to remain fully functional and secure during construction, so sequencing for building and specific tenant security requirements, MEP systems renovations, and elevators needed to be carefully coordinated by the CHA team.

This site is located in downtown Bangor and had constrained lay-down areas for construction materials, requiring a detailed storage and delivery plan overseen by the CHA team. Additionally, the CHA team maintained weekly schedule updates for the building tenants and a weekly update to the local residents in the area surrounding the construction project. This project used the Construction Manager at Risk Delivery Method.

LOCATION

Bangor, ME

VALUE

\$52 Million

SIZE

184,000 sq. ft.

STATUS

Completed

Transportation Security Administration Building

Coast and Harbor was the Owner’s Project Manager for the \$127 million, headquarter consolidation project for Department of Homeland Security (DHS), Transportation Security Administration (TSA). The project included an interior fit-out of 625,000 RSF spread over 9 floors and located within the National Capitol Region (NCR).



- ✓ Leasing
- ✓ Design
- ✓ Construction
- ✓ Miscellaneous Tenant Activities
- ✓ Negotiation
- ✓ Procurement
- ✓ Scheduling
- ✓ Closeout
- ✓ Oversight of Commissioning
- ✓ Site Construction Inspection Support

LOCATION
Washington, D.C.

VALUE
\$127 million

SIZE
625,000 sq. ft.

STATUS
Completed

Project Highlights

The Tenant Improvement (TI) Scope of Work (SOW) was initially budgeted at \$160 million, however Coast and Harbor worked diligently to negotiate down the TI costs to \$127 million. Coast and Harbor managed substantial design and Agency challenges while maintaining the original project schedule throughout construction, even during Covid-19 shutdowns. As a result, the Coast and Harbor team kept the original substantial completion date of August 2020 unchanged. Additionally, the Coast and Harbor team was able to negotiate the highest ever Warm Lit Shell (WLS) costs from the Lessor.

ORGANIZATIONAL CHART



FEE PROPOSAL & FORMS


REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFO <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE	PAGE OF PAGES 1 2
1. REQUEST NO. 47PM0920Q0064	2. DATE ISSUED 6/24/2020	3. REQUISITION/PURCHASE REQUEST NO. EQWPIC-20-0003	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1
5a. ISSUED BY GSA, PBS R11 Office of Acquisition Special Programs Division - Acquisition Regional Support 1800 F S		6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)		7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
NAME Tamira Conner		TELEPHONE NUMBER AREA CODE NUMBER (202) 969-5651	
8. TO:		9. DESTINATION	
a. NAME Office of Design & Construction, National Capital R		a. NAME OF CONSIGNEE	
b. COMPANY		b. STREET ADDRESS	
c. STREET ADDRESS Lease Construction Division, Public Building Services		c. CITY	
d. CITY Washington		e. STATE DC	f. ZIP CODE 20407
d. STATE		e. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.	

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Please see attached See below for additional information				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS
	NUMBER	PERCENTAGE		

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER Coast and Harbor Associates Incorporated			7/21/20
b. STREET ADDRESS 7 Kimball Lane, Building D			
c. COUNTY Essex		16. SIGNER	
d. CITY Lynnfield		a. NAME (Type or print) Marcella Aguilar Lancome	b. TELEPHONE AREA CODE 781
e. STATE MA	f. ZIP CODE 01940	c. TITLE (Type or print) President	NUMBER 224-3870

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STANDARD FORM 18 (REV. 6-95)
Prescribed by GSA-FAR (48 CFR) 53.215-1(a)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	<p>M & I Services</p> <p>Perform M&I services for GSA at Potomac Center Plaza for Department of Education lease Support services to be provided, in accordance to the scope of work dated 4/16/2020, shall include the following positions: (1) Design Construction Manager (2) Inspector.</p> <p>Deliverable</p> <p>PSC: R499 – SUPPORT- PROFESSIONAL: OTHER</p> <p>Contract Type: Firm Fixed Price</p> <p>PoP: 08/01/2020 - 07/30/2021</p> <p>Place of Performance: Lease Projects Division, Office of Design & Construction, GSA, NCR, PBS 301 7th Street, SW Washington, DC 20407 USA</p> <div data-bbox="292 840 909 934" style="border: 1px solid black; padding: 5px;"> <p>The Coast and Harbor Associates Inc. formal fee proposal is \$174,720.00. The fee is firm fixed price. This fee is based on 2080 hours of work during the one year base period. It includes all costs required in the RFP.</p> </div> <p style="text-align: center;"><i>M&I</i></p>	1	EA	<u>\$174,720.00</u>	\$174,720.00

GENERAL SERVICES ADMINISTRATION

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE 1 OF PAGES 2
2. AMENDMENT/MODIFICATION NUMBER 0001	3. EFFECTIVE DATE 7/14/2020	4. REQUISITION/PURCHASE REQUISITION NUMBER EQWPIC-20-0003	5. PROJECT NUMBER (If applicable)	
6. ISSUED BY GSA, PBS R11 Office of Acquisition Special Programs Division - Acquisition Regional Support 1800 F St. NW, 4th Floor Washington, DC 20405 USA	CODE WPH1DB	7. ADMINISTERED BY (If other than Item 6) GSA, PBS R11 Office of Acquisition Special Programs Division - Acquisition Regional Support 1800 F St. NW, 4th Floor Washington, DC 20405 USA	CODE WPH1DB	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) Coast and Harbor Associates, Inc. 7 Kimball Lane, Building D, Suite 4, Lynnfield, MA 01940			(X)	9A. AMENDMENT OF SOLICITATION NUMBER 47PM0920Q0064
			<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) 6/24/2020
			<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NUMBER
				10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted;
 or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

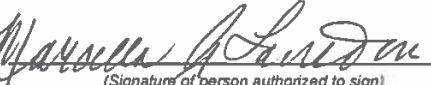
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

The purpose of this Amendment is to:
 1. Provide answers to questions
 2. Extend the solicitation to Wednesday July 22, 2020 at 10:00 A.M. Eastern Standard time. Except as stated herein, all terms and conditions of the Solicitation remain unchanged and in full force and effect

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Marcella A. Lancome, President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kenneth Gipson, Contracting Officer	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 7/21/20	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

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STANDARD FORM 30 (REV. 11/2016)
 Prescribed by GSA FAR (48 CFR) 53.243

Offerors are requested to furnish below the geographic area(s)/countries/zones which are intended to be covered.

GEOGRAPHIC AREA(S)/COUNTRIES/ZONES
United States of America
National Capital Region

**G-FSS-900-C CONTACT FOR CONTRACT ADMINISTRATION
(JUL 2003)**

Offerors should complete paragraphs (a) and (b) if providing both domestic and overseas delivery. Complete paragraph (a) if providing domestic delivery only. Complete paragraph (b) if providing overseas delivery only.

The Contractor shall designate a person to serve as the contract administrator for the contract both domestically and overseas. The contract administrator is responsible for overall compliance with contract terms and conditions. The contract administrator is also the responsible official for issues concerning 552.238-74, Industrial Funding Fee and Sales Reporting (JUL 2003), including reviews of contractor records. The Contractor's designation of representatives to handle certain functions under this contract does not relieve the contract administrator of responsibility for contract compliance. Any changes to the designated individual must be provided to the Contracting Officer in writing, with the proposed effective date of the change

(a) Domestic:

NAME Claude G. Lancome
TITLE Executive Vice President
ADDRESS 7 Kimball Lane, Building D, Lynnfield, MA
ZIP CODE 01940
TELEPHONE NO. (781) 224-3870 FAX NO. 781-224-3876
E-MAIL ADDRESS contracting@coastandharbor.com

(b) Overseas: Overseas contact points are mandatory for local assistance with the resolution of any delivery, performance, or quality complaint from customer agencies. (Also, see the requirement in I-FSS-594, Parts and Service.) At a minimum, a contact point must be furnished for each area in which deliveries are contemplated, e.g., Europe, South America, Far East, etc.

NAME n/a
TITLE _____
ADDRESS _____
ZIP CODE _____
TELEPHONE NO. (_____) _____ FAX NO. _____
E-MAIL ADDRESS _____