

**SCOPE OF WORK
TRADE CENTER OPTIMIZATION STUDY
TASK ORDER AGREEMENT XXX**

SOW ISSUE DATE: XXX
PROPOSAL DUE DATE: XXX

The Contractor shall furnish all expertise; labor and resources to complete a site optimization study of the Trade Center Complex, a 38-acre complex located at the intersection of South Arlington Mill Drive and South Taylor Street in Arlington, Virginia. The study will review the existing facilities, site layout, and current operations and provide recommendations on space and site optimization. Work shall be performed in accordance with the Scope of Work stated herein.

A. PROJECT SUMMARY

This project shall consist of, but not limited to, an assessment of the existing facilities, site layout, and County and School operations and recommendations on enhancing and improving site and facilities configuration based on best practices and program requirements. The assessment shall provide recommendations and a site layout which have the following principles and guidance:

- Consolidation of administrative functions
- Optimization of land that can be used
- Focus on maximization and efficient uses of space
- Build up and not out
- Co-location of programs and groups
- Meet all current and future (next 15-30 years) programmatic requirements
- Focus on core functions that must reside at Trade center
- Consider only the current foot print
- Improve resident and employee access to offices and services housed at Trades
- Mitigate impacts to the extent possible on our neighbors

B. TRADE CENTER DESCRIPTION

The Trades Center is an approximately 38-acre complex located at the intersection of South Arlington Mill Drive and South Taylor Street in Arlington, Virginia. The County Board of Arlington County owns approximately 32 acres of the site and approximately 6 acres are owned by the Arlington County School Board. The Trades Center Complex consists of multiple buildings and utility structures used for various Arlington County Government related operational

functions. Arlington County Public Schools occupies space for bus storage and Facilities and Operations activities within the Trades Center site.

Specific County operations located on the Trades Center site include:

1. Parks and Natural Resources Division
2. Equipment Bureau
3. Water, Sewer and Streets Bureau
4. Solid Waste Bureau
5. Transportation Engineering and Operations
6. Arlington County Police Department (Police Impound Lot planned to move to Buck Property at TBD date. No funding in the proposed FY18-29 CIP).
7. Arlington County Fire Department (Fire Training Academy)
8. Arlington County Public Schools Facilities Operations and Bus Parking

In addition, the Animal Welfare League is part of the complex and currently under lease until January 2027.

Over the years, the allocation of space and its usage has evolved on an as-needed basis. Development in Shirlington has reduced available land area and increased adjacent neighbor conflicts or complaints, while growth in County and APS vehicle and equipment inventories and programs have increased space pressures on the Trades Center site.

C. SCOPE OF WORK

This project shall consist of two phases. The Contractor shall present in Phase 1 a bench marking and best practices study based on similar municipalities and/or public entity operations, programmatic/needs analysis, and Rough Order of Magnitude (ROM) pricing report to the County/APS for agreement before proceeding to Phase 2. Phase 2 will consist of the development of a site plan to optimize business functions and operations groups/departments which are housed in the complex. The site optimization plan will build with information from Phase 1 as described herein and will be used as a basis of design and to inform the site plans. The Contractor shall present three site scenarios/options (3) to County and shall provide the County cost estimates for each. Three public meetings shall also be conducted to obtain feedback on site plans and communicate findings.

There will be three (3) collective deliverables; referred to as the “Project Description” for Phase I:

- Bench Marking /Best Practices
- Review of Programmatic Space Needs
- Cost to bring the current building to bring up to current standards

There will be three (3) deliverables for Phase 2:

- Three (3) Site Plans to present to management

- Cost Estimate based on the final selected site plans with phasing of identified priorities over a 5 to 15-year period.

D. PROJECT DESCRIPTION

PHASE I:

1. Bench Marking / Best Practices Study

- Assessment of current space and facility usage in buildings and exterior space within the complex
- Description of current building infrastructure
- Research on facilities and space allocation in other jurisdictions
- SWOT (strength, weaknesses, opportunities, and threats) analysis on current site plan
- Inventory of space needs based on programs
- Industry best practices
- Industry trends on operational space in dense urban environments to include examples of city or county facilities within the last five years

2. Review of Programmatic Space Needs

- Existing site survey to include a civil will include the entire 38-acre parcel, including, but not limited to,
 - Exterior and interior of all buildings within the complex with the exception of the Animal Welfare League, Parking structure, and Fire Training Academy Tower and adjacent open operations space
 - Site Road Network
 - Exterior areas used for parking and storage
 - Side walks
 - Utility easements and right of ways
 - Green space
 - The Earth Products Yard
 - Community needs
- Exact methods used to accomplish the objective shall be at the discretion of the Contractor, but the survey shall be conducted for each of the elements previously listed, and a report shall specify exact locations relevant to all recommendations or comments. In addition, drawings, diagrams, or pictures to illustrate conditions or recommendations are suggested. The structure of the report shall be at the discretion of the Contractor, but the survey and report shall take into account, but not be limited to, the items outlined below:
 - Physical Conditions

- Facility Operations and meeting spaces
- Facility Policies and Procedures
- Regulatory Requirements
- Security Liability
- Goals and Objectives
- Materials that will be provided include:
 - Public meetings to gather feedback

1. SCHEDULE:

Task	Timeline
Benchmarking, Facilities Review, Best Practices	Fall 2018 – Spring 2019
Space Needs Review and Program	Fall 2018 – Spring 2019
Presentation of Phase 1 Findings to County/APS and Final Phase 1 Report based on feedback	Winter 2019 – Spring 2019

PHASE 2

1. Site Optimization Plan

The Contractor shall produce up to three (3) site scenarios based upon findings from Phase 1 to review with County/APS and proceed furthering the development of one site plan to include outline priorities for development, swing space plan to maintain operations during implementation and cost estimate of the identified priorities phased over 10-20 years. The Contractor shall deliver four presentation meetings in Phase 2 and shall include presentations to the public. One of the goals is to develop reasonable CIP projects that can be implemented while still maintaining operations. Cost estimates should be in today’s dollars and include escalations. The cost estimate will be reconciled with an estimate commissioned by the County.

2. SCHEDULE:

Task	Timeline
Site Optimization Planning	Spring 2019 – Summer 2019
Presentation of 3 Scenarios to County, APS, and Public	Summer 2019 – Fall 2019
Further Development of Final Scenario, County Review/Approval of Site Plan to include phasing implementation plan	Fall 2019 – Fall 2019
Final Presentation to County, APS, and Public	Fall 2019 – Winter 2020