

SCOPE OF WORK

1. **PROJECT TITLE:** Refresh District Court I.T. Suite, 14th Floor, C14C45.
2. **PROJECT LOCATION:**
Earle Cabell Federal Building and U.S. Courthouse
1100 Commerce Street, Suite C14C45
Dallas, TX 75242
3. **BUILDING LOCATION HOURS:** Every attempt must be made to ensure normal building operations are not interrupted. Operating hours for this facility are from 07:30AM – 5:30PM. Notify Project Manager of any work that may cause disruption during the day. It is anticipated that some work may be done during normal business hours; however, in the event of noise, smells, or other disruptions, the Contractor shall cease and resume work only as directed by the Court's Contracting Officer (CO). All ceiling grid removal/installation and sub-flooring/flooring installation shall be performed outside of operating hours or on weekends or federal holidays, unless approved otherwise by the Court's CO.
4. **PRE-BID SITE VISIT:** A site visit shall be conducted on **July 31, 2026**. Bids shall be submitted no later than **3:00 PM, CT on August 19, 2026**. All questions shall be submitted as a Request for Information (RFI) no later than August 10, 2026. Responses to RFIs will be provided no later than August 13, 2026.
5. **PURPOSE:** The purpose of this project is to refresh the finishes of an open office area.
6. **POINTS OF CONTACT:**
 - 6.1. Contracting Officer: Tim Christnagel
214.753.2020
tim_christnagel@txnd.uscourts.gov
 - 6.2. Project Manager / Contracting Officer Representative (COR):
Mary Jean Walker
214.753.2219
maryjean_walker@txnd.uscourts.gov

6.3. Other: R7 Security Clearance Coordinators
r7clearance@gsa.gov

7. NOTICE TO PROCEED:

- 7.1.** The Contracting Officer is the ONLY individual from the Government who can give the Contractor Notice to Proceed (NTP).
- 7.2.** Before any of the work within the scope of the contract is started, the Contractor shall confer with the COR and agree on a sequence of procedure; means of access to premises and building; delivery of material and use of approaches; use of corridors, stairways, elevators, loading dock; means of communications; eating spaces for Contractor's employees and the like.
- 7.3.** After a NTP is given, the Contractor shall provide a schedule within 7 calendar days. Schedule shall include, at a minimum, milestones for submittal review and approval, material lead times, furniture moves, demolition, flooring installation, painting, and the date of Substantial Completion.

8. PERIOD OF PERFORMANCE: The total Period of Performance (PoP) for this task order is 105 calendar days.

- 8.1.** The first 60 calendar days following the NTP are designated for abatement (not in contract), administrative processing, required security clearances, submittals, and material ordering. Contractor shall not commence full construction activities within the project area until 60 calendar days following issuance of the NTP. However, limited site access during this period will be provided for furniture relocation, cubicle dismantling and removal, wall base removal, field verification, concrete slab moisture and pH testing, and coordination activities. Contractor shall reasonably coordinate work activities with GSA's abatement contractor and the Government.
- 8.2.** The remaining 45 calendar days shall be allocated for on-site construction activities.

9. DESCRIPTION OF WORK: The project area is approximately 1,430 SF. Refer to attachments for limits of work.

9.1. Division 1 – General Requirements:

- 9.1.1. Work Sequence** – A third-party contractor retained by GSA will perform mechanical abatement of the existing flooring, including removal of carpet, vinyl tile, and associated mastic. Prior to the start of abatement, the Contractor may document existing site conditions to establish a record of the space in the event discrepancies are identified following the abatement. Contractor shall not be responsible for damage caused solely by GSA's abatement contractor.
- 9.1.2. Daily Clean Up** – The Contractor shall maintain all work areas, staging areas, and paths of travel in a clean and orderly condition at all times. All debris and trash shall be removed and disposed of offsite daily.
- 9.1.3. Daily Progress** – The Contractor shall immediately advise the COR of issues, including but not limited to, schedule changes, delivery delays, and unforeseen conditions.
- 9.1.4. Final Cleaning** – Upon completion of the Work, the Contractor shall perform final cleaning of the project area including dusting, wiping, and removal of construction-related residues.
- 9.1.5. Protection** – Contractor shall protect existing finishes, utilities, fire protection systems, communication systems, sprinkler heads and piping, and building systems and components, etc. in the facility. The Contractor shall maintain a separation of work area from adjacent spaces. Contractor shall implement dust control measures and protect HVAC systems and adjacent occupied areas from construction debris, dust, and odors during performance of the Work. The Contractor is solely responsible for repairing damage caused by the Work, delivery or installation activities. This shall include cleaning and repairs to walls, floors, corridors, and any other parts of the building.
- 9.1.6. Security (Personnel)** – Contractor is required to have a GSA badge or is responsible to escort Contractor's employees who do not have a GSA badge. All contractors and subcontractors shall be vetted in accordance with HSPD12 guidelines. The Contractor shall be responsible for providing direct line-of-sight supervision for any individual who has not completed the required vetting or obtained HSPD12 authorization.
- 9.1.7. Security (Site)** – Contractor shall be responsible for security of the work site. Site shall be secured at the end of each day. Contractor shall comply with all applicable local building access requirements and procedures necessary to access the facility.

- 9.1.8. Safety** – The Contractor shall be solely responsible for implementing and maintaining all necessary safety measures throughout the performance of the work. The Contractor shall furnish all necessary safety equipment and ensure that such equipment, along with applicable safety procedures, is appropriate for the Work being performed and properly utilized by all personnel. Contractor shall comply with the latest established and recognized OSHA requirements. Contractor shall assume full responsibility and liability for compliance with applicable regulations pertaining to the health and safety of personnel during the execution of the Work and shall hold the Government harmless for any claims, actions, liabilities or damages arising from the Contractor's or its employees' acts or omissions that result in injury, illness, or death.
- 9.1.9. Administrative** – The Contractor shall provide all materials, labor, tools, equipment, and daily supervision to accomplish tasks as outlined in contract documents.
- 9.1.10. Moving Furniture, etc.** – The Court will vacate the project area and remove all personal items and I.T. equipment prior to Work. Contractor shall move existing furniture to storage location(s) to be determined by the courts within the building. The Contractor shall disassemble and dispose of existing cubicle walls. At the conclusion of the Work, Contractor shall reinstall conference table, wood credenza and designated freestanding shelving units back into the suite.
- 9.1.11. Dumpsters** –The Federal Dumpster shall not be used for any reason.
- 9.1.12. Parking** – Parking is not provided to the Contractor. There are two pay lots behind the building. There is a shared, first-come-first-served loading dock managed by GSA/FPS. Reservations are required for any time extending beyond 30 minutes with a maximum dock time of 2 hours.
- 9.1.13. Elevator** - Contractor shall utilize the freight elevator throughout this contract.
- 9.1.14. Storage** - Construction materials and equipment shall be stored only in locations approved by the Government.
- 9.1.15. Verification** – Contractor shall be responsible for verification of all quantities, dimensions, and site conditions prior to bidding. Contractor shall promptly notify the Government upon discovery of concealed or differing site conditions that could not reasonably have been identified during pre-bid

investigation. Contractor shall field verify all existing conditions before ordering materials.

- 9.1.16.** RFIs – Contractor shall submit a Request for Information (RFI) for all questions, ambiguities, uncertainties, and any discrepancies identified within the contract documents or project scope.
- 9.1.17.** Warranty – Contractor shall guarantee all work to be in accordance with contract requirements and free from defective or inferior materials, equipment, and workmanship for one (1) year after the date of final acceptance of the work, or date of beneficial occupancy, whichever comes later. Faulty work, defective product(s), or defective part(s) shall be repaired or replaced at no additional cost to the Government without added handling surcharges, return fees, freight, restocking fees or other miscellaneous costs. All manufacturer warranties shall be passed on to the Government.
- 9.1.18.** Substitutions - Requests for approved equal products shall be submitted with supporting manufacturer data demonstrating compliance with all specified performance, dimensional, aesthetic, and installation requirements. Approval of substitutions shall be at the sole discretion of the Government.

9.2. Division 2 – Existing Conditions:

9.2.1. Asbestos Abatement

- 9.2.1.1.** Asbestos survey has been performed for the areas included in this scope of work. The existing vinyl tiles, associated mastic, and carpet installed above the vinyl tile will be removed by GSA's asbestos abatement contractor through mechanical abatement methods.
- 9.2.1.2.** In areas where residual adhesive or non-friable material cannot be completely removed during abatement activities, GSA's asbestos abatement contractor will apply an approved residual mastic encapsulant compatible with the subsequent flooring product to be installed.
- 9.2.1.3.** Contractor shall notify the Government immediately if the area released by GSA is unsuitable for installation.

9.2.2. Demolition

9.2.2.1. Vinyl Wall Base: Contractor shall remove vinyl wall base throughout, prior to abatement contractor's work.

9.2.2.2. Ceiling Tile and Grid: Contractor shall remove existing 2x2 drop-in ceiling tiles and grid in areas indicated on attachment SK-03. Existing ceiling systems outside indicated limits shall remain protected and secured at all times. Cut grid and tile as required. Ensure all remaining ceiling grids are fully secure and independently supported from the building structure above; do not secure or support ceiling grid to sprinkler piping, ductwork, conduit, or other building systems. Any ceiling grid or tile designated to remain that is damaged during the Work shall be replaced by the Contractor with materials matching the adjacent existing grid and tile, at no additional cost to the Owner.

9.2.2.3. Plastic Laminate on existing shelving: Contractor shall remove existing laminate surfaces from built-in shelving unit, including horizontal and vertical surfaces, edges, and returns, to receive new laminate finish. Any substrate damage resulting from removal operations shall be repaired or replaced to provide a smooth, sound, and uniform surface suitable for new laminate application at no additional cost to the Owner. As an alternative to removing and replacing the existing laminate, the Contractor may elect to demolish and remove the shelving unit in its entirety and provide a new shelving unit of similar size, configuration and function, complete with new plastic laminate finishes. Any such replacement shall be performed at no additional cost to the Owner.

9.2.2.4 Light Fixtures:

- i. Light fixtures not reused nor relocated shall be carefully removed and turned over to Building Maintenance by Contractor. Contractor shall disconnect and properly terminate all abandoned electrical wiring and devices associated with removed fixtures and equipment in accordance with applicable codes.
- ii. All lenses from existing light fixtures designated for reuse shall be removed.

- iii. All fixture housing from existing light fixtures designated for reuse shall be protected from damage and maintained in a condition suitable for reinstallation.

9.2.2.5 Cubicle Partitions: Contractor shall disassemble and dispose of offsite all cubicle partitions and associated metal cabinets.

9.3. Division 9 – Finishes

9.3.1. Refer to attachments, SK-04 and SK-05, for additional new work.

9.3.2. Paint

- 9.3.2.1.** Paint all gypsum board walls. Contractor shall patch and repair wall texture, including all holes, dents and surface imperfections, to achieve a minimum Level 4 gypsum board finish prior to painting. Repaired areas shall match the adjacent existing wall texture in appearance and consistency. Finished painted surfaces shall be uniform in appearance, free from cracks, holidays, runs, ridges, brush marks, wrinkles, debris, and variation in color. Newly painted surfaces shall be protected so dust and other contaminants do not fall and dry on new paint.
- 9.3.2.2.** Contractor shall furnish and apply one coat of latex primer and two finish coats of latex paint in accordance with manufacturer written instructions.
- 9.3.2.3.** Contractor shall ensure primer and finish coats are products from the same manufacturer and compatible with each other and existing substrates over which they are applied.
- 9.3.2.4.** Paint all visible portions of metal door frames adjacent to the areas receiving new flooring. Contractor shall clean and prepare exposed metal door frames prior to applying paint.
- 9.3.2.5.** Contractor shall remove and store all outlet and switch cover plates prior to painting and reinstall them upon completion of painting activities.
- 9.3.2.6.** Paint shall be Sherwin Williams, Zero V.O.C., low gloss Eg-Shel finish, or approved equal, for all walls, all shelving surfaces (unless scheduled for re-lamination) and supports, and wood window frame.

9.3.2.7. Paint shall be Sherwin Williams, Zero V.O.C., high gloss finish, or approved equal, for metal door frames, and existing and new power poles.

9.3.2.8. Paint colors are to be determined and will be selected from the manufacturer's standard color palette. Final wall color selection shall be approved by the Court based on an approximately 5'x5' mock-up on a wall within the space. Approved mock-up shall serve as the minimum standard of quality for the completed Work.

9.3.3. Flooring

9.3.3.1. Prior to abatement by GSA's abatement contractor, the Contractor shall test concrete slab moisture in accordance with ASTM F2170 and concrete surface pH in accordance with ASTM F710, or as otherwise required by the flooring and adhesive manufacturer. Do not install flooring until the concrete slab complies with the flooring manufacturer's published moisture limits for the specified flooring and adhesive system. Results shall be submitted to Owner upon request.

9.3.3.2. Contractor shall prepare subfloor surfaces in accordance with the flooring manufacturer's written instructions. Contractor shall clean off any surface debris and stains. Contractor shall ensure subfloor is compatible with encapsulating compound used by GSA's abatement contractor.

9.3.3.3. Contractor shall coat abated floor in its entirety with Henry 564 Underlayment Primer for cutback adhesive and Henry 565 Self-Leveling Underlayment, or approved equal. The Contractor shall ensure the floor is level across the entire space within manufacturer's tolerances.

9.3.3.4. Contractor shall verify floor elevations and door clearances prior to installation of self-leveling underlayment. Contractor shall coordinate the thickness of the underlayment with existing door clearances and identify any required modifications before proceeding with the Work. If adjustment of door undercuts is required, Contractor shall perform such adjustments at no additional cost to the Owner.

9.3.3.5. Finished floor surface shall be free of visible protrusions, ridges, depressions, and telegraphing. Please note, there may be existing floor troughs or cover plates. Contractor shall correct isolated bird baths and ridges prior to flooring installation. Contractor shall include all labor, materials, floor preparation, leveling, feathering, and transitions necessary to provide a complete and manufacturer-compliant flooring installation.

9.3.3.6. Finished substrate and flooring surface shall comply with flooring manufacturer flatness requirements and shall not vary more than 1/8" within 10'-0".

9.3.3.7. At locations where new flooring meets existing flooring to remain, Contractor shall furnish and install a threshold or transition strip suitable for the flooring condition. Transitions at door openings shall be centered under the closed door, so it is not seen from either side of the door when door is closed. Threshold or transition strip shall be low profile extruded aluminum or rubber. Obtain Court approval of threshold or transition strip prior to installation.

9.3.3.8. Flooring Type: Luxury Vinyl Tile (LVT)

- i. Basis of Design: Mohawk Group – Hot & Heavy II Collection – LVT Terrazzo, or approved equal
- ii. Installation Method: Direct Glue down
- iii. Size: 18" x 36"
- iv. Thickness: 2.5mm
- v. Wear Layer: 20 mil minimum
- vi. Color: 838 Citrine

9.3.3.9. Contractor shall provide flooring layout mock-up or sample installation for Owner review prior to full installation.

9.3.3.10. Provide LVT attic stock: 12 full-size tiles, uncut

9.3.4. Wall Base

9.3.4.1 Install wall base tight to flooring and wall surfaces with no visible gaps, lifting, or irregularities.

9.3.4.2 Vinyl base shall be provided in a roll; Linear sections are not acceptable. Install with as few seams as possible.

9.3.4.3 Do not use preformed inside and outside corners.

9.3.4.4 Wall Base Type: Rubber

- i. Basis of Design: Roppe Pinnacle with Cove Base, or approved equal
- ii. Height: 4" tall
- iii. Color: TBD

9.3.5. Ceiling Tile and Grid

- 9.3.5.1.** Contractor shall deliver acoustical ceiling units to project site in original, unopened packages and store units in a fully enclosed space to protect against damage from moisture, direct sunlight, surface contamination and other harmful items. Before installing acoustical ceiling units, permit them to reach room temperature and a stabilized moisture content. Chipped or damaged acoustical ceiling units are unacceptable.
- 9.3.5.2.** Establish a layout of ceiling tile to balance border widths at opposite edges of each ceiling. Coordinate panel layout with existing mechanical and electrical fixtures and sprinkler heads. Note: No sprinkler heads nor fire communication systems shall be relocated and shall remain fully operational throughout the duration of the Work.
- 9.3.5.3.** Install new ceiling grid perimeter as shown on attachment, SK-05, and install in accordance with manufacturer written instructions, ASTM C636, ASTM E580, and all applicable local seismic requirements and codes, whichever is more stringent. Modify existing ceiling grid while keeping existing adjacent ceiling areas securely supported at all times. Both existing and new ceiling grids shall be supported independently of each other. Grid sag is not acceptable. Match new grid height with existing grid height.
- 9.3.5.4.** Existing ceiling tile and grid damaged during construction shall be replaced to match adjacent existing materials at no additional cost to the Owner.
- 9.3.5.5.** Install 2x2 drop-in ceiling tiles.
 - 9.3.5.5.1.** Ceiling tile type shall match building standard, or approved equal: Armstrong 1732; 24" x 24" x 5/8"; Color: White; Fine Fissured; Edge: Angled Tegular 15/16"
 - 9.3.5.5.2.** Ceiling grid type shall match building standard, or approved equal: Armstrong; Prelude XL 15/16" Exposed Tee; Color: White

9.3.5.6. Provide ceiling tile attic stock: 1 box unopened

9.3.5.7. Wash and repaint HVAC return grilles. Color to match ceiling grid color.

9.3.6. Light Fixture

9.3.6.1. Provide and install volumetric-style diffuser lenses for all existing LED light fixtures scheduled to remain within the space. Contractor shall verify compatibility of the proposed diffuser lenses with the existing fixture housings and LED assemblies prior to bid. Any accessories, modifications, or components required to achieve a complete and functional installation shall be included in the bid.

9.3.7. Built-in Shelving

9.3.7.1. Following existing plastic laminate removal, Contractor shall clean and prepare all surfaces, including removal of adhesive residue, sanding, patching, and leveling as required to achieve a properly bonded installation surface. Refer to 9.2.2.3 for additional information.

9.3.7.2. All prepared surfaces shall be free of dust, debris, oils, and irregularities prior to installation of new laminate. Contractor shall verify that all substrates are properly prepared and acceptable for new laminate installation according to manufacturer instructions.

9.3.7.3. Laminate Type: High-pressure decorative laminate

9.3.7.3.1. Basis of Design: Wilsonart Decorative Plastic Laminates, or approved equal

9.3.7.3.2. Color: TBD

9.3.8. Wiremold Raceway

9.3.8.1. Furnish and install surface-mounted raceway on wall at locations indicated on SK-04.

9.3.8.1.1. Basis of Design: Legrand 3000 Series Raceway, or approved equal.

9.3.8.1.2. Provide factory-fabricated device openings and install receptacle outlets at 24 inch intervals.

9.3.8.1.3. Contractor shall install the receptacles, devices, cover plates and boxes.

9.3.8.1.4. Raceway shall be complete, except for energization, with all required fittings, couplings end caps, mounting hardware, and accessories necessary and ready for final connection. Final electrical tie-in to the existing power will be performed by others. Testing and commissioning shall occur only after the final connection has been completed.

9.3.8.1.5. Color: TBD

10. ATTACHMENTS:

- 10.1.** SK-01 Overview of 14th Floor
- 10.2.** SK-02 Demolition - Floor Plan
- 10.3.** SK-03 Demolition - Reflected Ceiling Plan
- 10.4.** SK-04 New Work - Floor Plan
- 10.5.** SK-05 New Work - Reflected Ceiling Plan

11. SUBMITTALS:

11.1. Samples:

- 11.1.1.** LVT sample and flooring layout mock-up / sample installation
- 11.1.2.** Paint color and gypsum board Level 4 mock-up
- 11.1.3.** Ceiling grid sample
- 11.1.4.** Ceiling tile sample
- 11.1.5.** Volumetric-style diffuser lenses
- 11.1.6.** Wall Base sample
- 11.1.7.** Wiremold raceway
- 11.1.8.** Corner guard
- 11.1.9.** Threshold or transition strip sample

11.2. Product Data:

- 11.2.1.** Flooring
- 11.2.2.** Adhesive
- 11.2.3.** Primer
- 11.2.4.** Self-leveler
- 11.2.5.** Paint
- 11.2.6.** Wall base
- 11.2.7.** Ceiling tile
- 11.2.8.** Ceiling grid

- 11.2.9.** Laminate
- 11.2.10.** Raceway

12. DELIVERABLES:

12.1. Warranties

12.1.1. The Contractor's warranty shall include the correction of defects including, but not limited to, adhesive failure, seam separation, flooring movement, delamination, paint failure, loose wall base, ceiling grid movement, and laminate delamination.

12.1.2. Product warranties

12.2. Operation and Maintenance Manuals

12.3. Manufacturer's Care and Cleaning Instructions

13. CLOSEOUT PLAN:

13.1. Final acceptance of the project will not be granted until:

13.1.1. All punch list items have been completed to the satisfaction of the Contracting Officer.

13.1.1.1. Contractor shall complete punch list within 14 calendar days, unless approved otherwise by the Government.

13.1.2. All required closeout documents, warranties, attic stock, and other contract deliverables have been submitted and accepted.

13.1.3. The Contracting Officer has issued written final acceptance.

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