03 FEB 78

Re: GE12/1H1125 Renovations
CIA Headquarters Building

Mr. Kenneth A. Jacobson, Director
Repair and Alteration Division
Regional Public Buildings Service
General Services Administration
Washington, D. C. 20407

Dear Mr. Jacobson:

The enclosed incomplete scope of work describes in general terms the renovations associated with a photoprocessing area (4,100 sq. ft.), a separate automated document storage and retrieval area (2,000 sq. ft.), and office renovations (2,000 sq. ft.) within the Central Intelligence Agency's Headquarters Building. The Agency's systems contract provides for design and installation of these separate specialized systems. It is requested that the General Services Administration (GSA) provide facilities design, GSA support services, installation and construction of the environmental shell and support utilities. Included also is a copy of a FY 1977 Work Authorization No. 77-0856-1 transferring $25,000 for design services only. Construction funding is being forwarded separately under Work Authorization No. 78-1054 in the amount of $195,000.

As mentioned in the joint meeting discussions with Mr. James Stewart, you, and others on 21 June 1977, it was the Agency's suggestion that this design effort be undertaken as a change of scope of the GSA contract with the architect-engineering (A-E) firm selected for the Northside Computer Center, as its Uninterruptible Power Supply (UPS) systems and this new photoprocessing area will occupy contiguous space on the ground floor. In addition, the imagery storage and retrieval system will require UPS power in a first floor location (1H1125). Consequently, this power requirement must be integrated into the electrical distribution of the Northside Computer Center being designed by your A-E firm.

It is anticipated that GSA will prepare a firm fixed price for design services and following completion of the A-E design,

OL 8 0223

a second firm fixed price for construction services. Subsequently, this Agency will amend both of these work authorizations as required in FY 1978. Should additional information be required, please contact Mr. [redacted] on 351-7543. STATINTL

Sincerely,

[redacted] STATINTL

Chief
Real Estate and Construction Division, OL

Encs

Distribution:
Orig. - Addressee, w/encs
1 - OL/RECD/HEB Official, w/encs
1 - OL/RECD, w/encs
1 - OL/RECD/HEB Chrono, w/encs
1 - OL Reader, w/encs

STATINTL OL/RECD/HEB/[redacted]:sbt/7543 (1 Feb 78) (Letterhead)

Architect-Engineer Scope of Work

1. General

The consultant shall survey and prepare plans, specifications, design analysis, and a detailed cost estimate to renovate existing office space for the installation of an automated, film-based, document storage and retrieval system with related utilities. Two distinct areas are planned:

a. Storage and retrieval area with computerized microform handling and viewing equipment (first floor - Headquarters Building).

b. Photographic area with photocopy-photoprocessing equipment and machine maintenance facilities (ground floor - Headquarters Building).

2. Storage and Retrieval Area (1H1125)

This area of approximately 4,000 sq. ft. will contain an automated system to search, retrieve, scan the stored microform documents, and electronically transmit it to nearby terminal station for viewing or hard copying. The 4,000 sq. ft. area is further divided into two areas. The mini-computer and its peripheral equipment will be contained in an environmentally-controlled area (2,000 sq. ft.) on a raised floor. The remaining office area, on slab, will be reconfigured with minimal changes.

3. Photoprocessing and Repair Area (GE04/18)

This area of approximately 4,100 sq. ft., on slab, will house three functions: photocopying, photoprocessing, and an unrelated general office machine repair facility. Typically, the photo areas will have self-contained 16 mm planetary camera stands, film processors, microeditor, densitometer, roll-to-roll duplicators, automatic spool loading. The repair area will be a general purpose area with benches, machine tools and repair parts. This area should be isolated from photoprocessing to minimize dust and air contamination [Note: the A-E is aware of the spacial relationship between this total area and the Northside Computer Center Uninterruptible Power Supply (UPS) system. Should the UPS require more than the allotted 3,700 sq. ft. then the machine repair area will be relocated to another to-be-determined location.]

General Note: The utilities support should be sized for the total system rather than the initial system indicated on the attached data sheets.

4. General

Ongoing systems engineering will develop software and hardware configurations to meet the Agency's functional requirements and are not the responsibility of the A-E. The systems contractor shall provide the A-E with a comprehensive equipment layout at a future date. A preliminary detailed listing of electrical requirements, heat loads, and special environmental requirements is attached. More detailed information will be provided when available. Most of the equipment will be self-contained, however, typically electrical service, drains, chemical piping, process chilled water piping, specialized chemical exhaust systems as required, etc., will be provided in the A-E design. In the reader room, Parahex or Parawedge lighting diffusers shall be provided for existing lighting to reduce the glare on viewer equipment screens.

The design shall provide for:

a. The demolition of existing office configuration (slab to slab), removal of abandoned utilities to the extent possible.

b. The heating, ventilating, and air-conditioning (HVAC) system shall incorporate a design condition of 75°F ± 2°F and 50 percent ± 5 percent relative humidity.

In the storage and retrieval area shall have an underfloor air distribution system utilizing a 12-inch raised floor plenum. Process cooling shall be provided by unit, downflow, chilled water, 480 volt, air handlers with open return, top-mounted throwaway type filters rated not less than 89 percent NBS. Humidification shall be provided. An air-conditioning control system that responds to the design criteria, records and alarms variations (including chilled water flow and temperature) from standard shall be used. Approximately 40 tons of air-conditioning capacity is required to provide process cooling including redundant capacity to ensure continuous operation and maintainability. The fresh air make-up for ventilation, 1 to 2 percent of the circulated air quantity, shall be well filtered, heated/cooled, and controlled by a separate make-up HVAC system to approximately the same design criteria. Energy conservation shall be a major consideration. Appropriate safety and testing considerations shall be incorporated. In the photoprocessing area, the air distribution system must provide cool, well filtered, humidified air. The room air pressure should be kept higher than the pressure of adjacent areas to prevent dust infiltration.

The architectural design shall incorporate acoustical treatment to provide an acceptable noise level; a raised floor system (2,000 sq. ft.) utilizing building standard 2 by 2 ft. tile shall be supported by a 12-inch pedestal system using interlocked stringers (maximum resistance shall be 2 X 10^{10} ohms, measured between floor surface and building--procedure as outlined in NFPA No. 56A, Chapter 25, Section 2522). The architectural design shall provide for reuse of existing lighting and as an alternate design, a suspended 2 by 4 ft. building standard acoustic tile and four-tube fluorescent, 277 volt lighting fixtures shall be detailed. The masonry envelope shall be treated with a waterproof sealer to retard water vapor transmission.

A fire detection/alarm system shall consist of ionization type detectors of the building type, suitably located in area zones, above and on the ceiling and below the raised floor as appropriate. The local annunciator panel shall be connected to a remote guard location. The area shall be protected by a fire sprinkler system in accordance with the National Fire Code with appropriate water flow detectors/alarms in supply piping. The sprinkler heads shall be of the building standard type.

The chilled water supply/return, an extension of the existing house system, will provide service to the unit air handlers plus valved taps for future expansion. The underfloor area shall be designed so that all condensate, broken piping, and fire sprinkler water drainage shall be contained within the area and drained through an under slab piping system to existing house drains. A water detection system of the building standard type shall be installed on the computer center floor slab.

The electrical power distribution system will originate in an existing electrical power vault, which will have been expanded. This separate project, by others, is mentioned here as reference only and will increase the installed capacity from 4,000 kVA to 8,000 kVA. Included in that project are the installation of electrical feeders, network transformers, feeder switchboard, and auxiliary equipment to provide this increased capacity.

The electrical distribution system for the storage and retrieval system shall be connected through a separate Government-furnished 60 Hz UPS system. The existing vault, UPS, and computer center shall be connected with copper conductor feeders of the appropriate size. The center shall be served from main breaker panels and secondary (local) distribution panels. The lighting system shall be split between normal and emergency A/C power. An emergency battery lighting system shall be included. Separate automatic and manual equipment shutdown capabilities shall be incorporated to provide for fire or equipment emergencies.

5. General Requirements

a. All work is to be completed in conformance with the General Services Administration (GSA) standards. The final plans and specifications shall be utilized by GSA for awarding construction contracts for this project. Utmost consideration shall be given to design maximizing energy conservation.

b. All construction designs shall conform to the applicable requirements of the National Building Code, Code of the National Board of Fire Underwriters, GSA-RPI Fire Protection for Essential Electronic Equipment, National Electrical Code, and Federal, American, National Standards Institute (ANSI) and American Society for Testing Materials (ASTM).

AGENCY IDENTIFICATION NO.

REIMBURSABLE WORK AUTHORIZATION

77-1 [illegible]

Mc Lean Field Office

SECTION I - ORDERING AGENCY REQUEST

2. NAME OF AGENCY / BUREAU

CENTRAL INTELLIGENCE AGENCY

3. SEND BILL TO:

CENTRAL INTELLIGENCE AGENCY
OFFICE OF FINANCE
WASHINGTON, D. C. 20505

4a. NAME, ADDRESS, AND ROOM NO. OF AGENCY CONTACT (INCLUDE ZIP CODE)

4b. AGENCY CONTACT TELEPHONE NO.

STATINTL

[redacted]

1 [illegible] Headquarters
2 Mc Lean, Virginia
3
4

X5245

5. APPROPRIATION NO.

7256-0[illegible]

PRIORITY I

INSTRUCTIONS: 1. ITEM 4a - TYPE WITHIN THE LIMITS OF THE TWO PRINTED DOTS BEGINNING ON LINE 1 AND ENDING ON LINE 4 (IF REQUIRED).
2. MAILING - FOLD FORM ON FOLD MARKS TO ENSURE THAT ITEM 4a WILL SHOW COMPLETELY IN WINDOW. RECOMMEND USING WINDOW ENVELOPE SIZE 8 7/8" x 3 7/8".

6. DESCRIPTION OF WORK

NORTHSIDE COMPUTER CENTER - Provide architect-engineer design services for change-of-scope requirements to include a photoprocessing area (4,100 sq. ft.) and mini-computer-image storage and retrival area (office revision 3,000 sq. ft. and computer area 1,000 sq. ft. of environmentally-controlled area). These renovations are to be completed by December 1978. This work order is not considered a complete scope of work. Accordingly, it is requested that GSA determine a fixed price for CIA design at the earliest date at which time CIA will adjust the negotiated amount of funds required for this project through a formal supplementary amendment to this work order as necessary. [illegible] 25,000.00 supplements the $108,200.00 previously provided [illegible]

7. RECURRING SERVICE DATES

A. START

B. CANCEL

8. NONRECURRING SERVICE DATES

A. DESIRED STARTING

7 August 1977

B. DESIRED COMPLETION

STATINTL

10. PLANS ATTACHED

☐ YES ☒ NO

11. PRIOR WORK AUTHORIZATION NO.

[illegible]

12. BUILDING NAME AND ROOM NUMBER(S)

Headquarters Building

13a. OFFICIAL

[redacted]

13b. TITLE

C/RECD/OL

13c. DATE

27 July 1977

SECTION II - GSA - PBS QUOTATION

14a. FIXED PRICE AMOUNT

$ 108,200.00

14b. INCREASE/DECREASE

$ 25,000.00

14c. TOTAL FIXED AMOUNT

$ 133,200.00

15. BUILDING NO.

16. PBS AUTHORIZATION

17. PBS AUTHORIZING OFFICIAL

17a. SIGNATURE OF AUTHORIZING OFFICIAL

17b. TITLE

17c. DATE

18. PBS CONCURRING OFFICIAL

18a. SIGNATURE OF CONCURRING OFFICIAL

18b. TITLE

18c. DATE

STATINTL

SECTION III - ORDERING AGENCY CERTIFICATION

I CERTIFY THAT THIS CONSTITUTES A VALID OBLIGATION AND AN ORDER FOR GSA, PBS TO PERFORM THE WORK DESCRIBED ABOVE

19a. [redacted]

19b. TITLE

C/RECD/OL

19c. DATE

27 July 1977

AGENCY COPY