

STATEMENT OF WORK

For

IDIQ FIRE AND LIFE SAFETY ARCHITECT-ENGINEER SERVICES

The purpose of this Statement of Work (SOW) is to obtain Fire and Life Safety Architect-Engineer (A/E) Services for miscellaneous project design, plan reviews, code compliance reviews, and Joint Commission Statement of Conditions support for all VISN 20 VA Medical Centers, under a single award task order contract (SATOC) for one year. This single award task order contract may be extended for up to four years, via one-year periods, at the Government's option.

1. CONTRACT DESCRIPTION AND REQUIREMENTS:

1.01 **CONTRACT DESCRIPTION:** Provide Fire and Life Safety Architect-Engineer (A/E) Services for construction, maintenance, repair, and Joint Commission support at VA facilities within VISN 20 (Idaho, Oregon, Washington, and Alaska). These services are intended for project design for projects that are primarily fire and/or life safety in nature, fire and life safety plan code review, review of existing facilities for fire and life safety code compliance, and Joint Commission Statement of Conditions support. Services are to be provided by a professional fire protection engineer with a degree from an accredited university in fire protection. The professional fire protection engineer must be well versed in the National Fire Protection Association (NFPA) code, the code adopted by the VA.

1.02 **SCOPE OF WORK:**

A. Professional Fire and Life Safety A/E services are categorized as Design Services which includes Studies, Schematics/Design Development, Contract Drawings, Specifications, Cost Estimates, and/or Construction Period Services; Drawing Review Services; Code Compliance Reviews, and Joint Commission Statement of Conditions Support. This single award task order contract Statement of Work (SOW) includes all of these services.

1. **Design Services:** Design services are limited to projects that are primarily fire and life safety in nature such as fire alarm system projects, fire sprinkler projects, and fire or life safety code compliance projects.

a. **Studies** includes investigating various alternatives for a project, analyzing the pros and cons of each alternative, and writing a report of findings/recommendations to include a cost estimate for each alternative.

b. **Schematics/Design Development** includes, but is not limited to, site surveying, researching, testing, defining the work, and presenting information required for project design. The A/E shall provide a preliminary evaluation of the project scope, schematic drawings, schedule, and construction budget. Alternative approaches to design and construction are to be investigated during this phase. Design Development documents include drawings and other documents that fix and describe the dimensions and character of the project. Architectural, mechanical, and electrical systems and other elements are included as appropriate. A current construction cost estimate, broken down into the current CSI specification sections is also required.

c. **Contract Drawings and Specifications** include, but are not limited to, design narratives, design analyses, and production of plans, specifications, a detailed cost estimate in current CSI format, a submittal log, and other documents required for award of a construction contract.

d. **Construction Period Services** may include review of Contractor submittals, answering contractor's Requests for Information (RFI's), conducting site visits, partial and final inspections, and preparation of as-built drawings.

2. **Drawing Review Services:** Drawing review services shall include reviewing plans for fire and life safety code compliance. Plans will primarily be those developed by a separate A/E for construction purposes, however, there may be times that other plans will need to be reviewed for fire and life safety code compliance.

3. **Existing Facility Code Review:** Services will include on-site inspection and review of existing VA facilities to determine fire and life safety code compliance. Services will include a physical inspection of the facilities, documentation of areas inspected, documentation of any code deficiencies, and assistance in developing corrective actions.

4. **Joint Commission Statement of Conditions Support:** Services may include preparing or assisting VA staff with preparing Life Safety Plan Drawings by floor and building, assisting the VA with inputting Joint Commission Plan for Improvements as necessary, and assisting the VA with maintaining up-to-date Joint Commission Basic Building Information on the Joint Commission website.

B. The A/E shall incorporate all standards set forth in VA Construction Standards, latest version including all amendments, into the investigation and design services for all projects. These are located at web site <http://www.cfm.va.gov/>

- C. The A/E shall provide Studies, Schematics/Design Development, and Contract Specifications in MS Word format.
- D. For all projects, the A/E shall comply only with the directions from the Contracting Officer and the Contracting Officer's Technical Representative (COTR). The Contracting Officer is the only person authorized to make changes to the contract.
- E. Award of tasks:
 - 1. For each task to be accomplished, the Government will furnish a Scope of Work task order (SOW) supplementing this SOW. The task order Scope of Work shall describe the scope and objectives, estimated construction cost if appropriate, A/E performance times, etc.; as well as any additions or exceptions to the performance requirements set forth in this SATOC SOW.
 - 2. Upon receipt of a task order SOW, the A/E shall prepare a design fee proposal for the individual task, based on the negotiated standard rates for the services described below. The Government will either accept the fee proposal or negotiate differences between the fee proposal and the Government's estimated cost.
 - 3. The Government's estimated construction cost for design work is an estimate only for the entire project. The A/E shall base the proposed design fee on the actual amount of work required to complete the work described in the task order SOW; not on a percentage of the Government's estimated construction cost of the project.
 - 4. The Government and the A/E will negotiate standard rates for labor, overhead, and profit. The Government and the A/E will also negotiate a rate of annual increase that will be applied to each option year that the contract is extended. Once established, the rates will remain constant and effective through the awarded contract year.
 - 5. Fees for individual tasks under this SATOC contract shall not exceed \$500,000.00. Cumulative design fees awarded for the duration of this SATOC contract, including all option years, shall not exceed \$2,000,000.00.
 - 6. Following successful fee negotiation, the Government will issue a task order. The A/E will then begin work in accordance with this SATOC SOW and the task order SOW.
 - 7. All provisions of this SATOC SOW not amended by the task order SOW remain fully applicable to the individual task.

8. The Government will attempt to space task orders over the total SATOC contract period; however, the A/E should expect cyclical swings in the quantity and the frequency of tasks.
 - F. The A/E shall not release to the public, especially prospective bidders, any information on the number, type, or estimated costs of projects awarded for investigation and design under this SATOC A/E Contract. Refer all questions from the public or prospective bidders to the VA's Contracting Officers.
 - G. The A/E will have access to the VA's existing facility drawings. These drawings may not be fully accurate. The A/E is responsible for performing on site investigative work necessary to complete each task.
- 1.03 AVAILABLE REFERENCE DATA: Reference data for use by the A/E may be downloaded from the VA's Facilities Management Technical Library web site which is located at <http://www.cfm.va.gov/>.
- 1.04 CONTRACT PERFORMANCE TIMES: This SATOC contract will be effective for one year from the date of award. It may be extended for four option years at the Government's option. A/E performance times for individual tasks will be established in the task order SOW; and will vary with the complexity, urgency, and submittal requirements of the task.
- A. Notes and Conditions Affecting A/E Performance Time:
1. The A/E shall begin the task promptly after receipt of a negotiated task order unless negotiated otherwise.
 2. The A/E shall immediately notify the Contracting Officer of any questionable administrative practices, Government-caused delays, or other problems which may affect the progress of the task.
- B. Notes Concerning Government Review Time:
1. The Government will review the A/E's work in accordance with the performance and submittal requirements. The Government's review is primarily functional, not technical, and does not relieve the A/E of the responsibility to perform quality control checks on all work.
 2. The Government encourages communication and informal reviews between the A/E and the COTR throughout the SATOC contract.
- 1.05 DESIGN NARRATIVE:
- A. The Design Narrative shall include but not be limited to documentation of the applicable reference or source of design data; loads, calculations, and

sizing; and design options and reasons for selection of particular options. Each sheet shall be numbered, dated, and identified by project number, area of analysis, and name of the A/E firm.

1.06 CONTRACT DRAWINGS AND SPECIFICATIONS:

1.06.1 See attached Supplement B.

1.07 CONSTRUCTION COST ESTIMATE:

1.07.1 See attached Supplement B.

1.08 A/E LIABILITY: In the event that design errors, omissions, or deficiencies are discovered following completion and acceptance of the A/E's project documents, the A/E shall be liable as defined below.

A. When the suspected error, omission, or deficiency is discovered, the Government shall notify the A/E immediately. The A/E, without additional fee, shall participate in the definition of the problem and shall provide appropriate clarifications or corrections to the contract documents. Such clarifications or corrections may include sketches, drawings, specifications, cost estimates, and necessary related correspondence.

B. If a construction modification is required as a result of the error, omission, or deficiency, the Government may pursue recovery of damages from the A/E. The A/E's potential liability for damages is limited to additional costs that would not have been incurred had the original documents been correct.

1.09 TECHNICAL PUBLICATIONS GOVERNING WORK UNDER THIS SATOC CONTRACT:

A. Federal and nationally recognized industry and technical society codes, specifications, and standards.

B. National Fire Protection Association Codes (NFPA).

C. VA Master Specifications (Guide specs)

D. VA Standard Details

E. VA Design Manuals available at the VA's web site:

<http://www.cfm.va.gov/>

**** END ****

SUPPLEMENT B
IDIQ FIRE AND LIFE SAFETY ARCHITECT-ENGINEER SERVICES

PLANNING & DESIGN REFERENCES

H-08-1 - MASTER CONSTRUCTION SPECIFICATIONS

H-08-3 - VA CONSTRUCTION STANDARDS

H-08-4 - STANDARD DETAILS

H088C3-16000 - ELECTRICAL DESIGN HANDBOOK

HVAC DESIGN CRITERIA AND INSTRUCTIONS

MINIMUM REQUIREMENTS FOR A/E SUBMISSION

GENERAL

1. This section defines the minimum stage of completion required for each submittal. This is not a scope of work coverage. The design requirements are defined by the scope of work, special project instructions, and other material included in the A/E package.

2. The following are minimum requirements for review purposes only. This does not relieve the A/E of the responsibility to produce a complete set of drawings and specifications in accordance with industry standard practice and VA criteria:

A. All disciplines involved with the design are required to obtain copies of this and all design requirements which are part of the contract documents and become thoroughly familiar prior to the initiation of the work.

B. The A/E will be given the criteria for the project and appropriate orientation by VA. The A/E shall prepare all drawings and specifications. The degree of completion and the stages of submission shall be as specified.

C. At each submission all drawings shall be dated and appropriately labeled "50% Design Submission", "95% Design Submission", etc. in large block letters above or next to the title block. All prints shall be titled, arranged in numerical order, and bound in sets. In each submission the A/E shall incorporate the material specified in the prior submission, revised according to comments made by VA at the prior review.

D. Each submittal shall include floor plans of all disciplines in the same scale as the architectural drawings. All drawings shall be based on standard Department of Veterans Affairs guidelines. Drawings shall be done in plan view at a minimum scales of $1/8" = 1'0"$, where necessary, and generally $1/4" = 1'0"$ or larger. Details shall be done in minimum scale of $1/4" = 1'0"$, or larger. Drawings shall be independent for each discipline and shall denote, on separate views, required demolition and reconstruction details on same sheet for each function, where possible. All views, elevations, sections, etc., shall be complete to ensure total contractor compliance without fault to misunderstanding of incomplete or improper views, elevations, sections, nomenclatures, etc.

SUPPLEMENT B
IDIQ FIRE AND LIFE SAFETY ARCHITECT-ENGINEER SERVICES

E. A/E shall visit proposed project site, as required, to obtain total details of specifics required for renovation work, including but not limited to, demolition, architectural, structural, mechanical, electrical, etc., in order to fully complete drawings and specifications without omission. Such visit shall include thorough inspection of normally enclosed or inaccessible areas such as spaces above ceilings, within walls or chases, and in pipe crawl spaces under basement floors. Where necessary, A/E shall arrange to have walls or ceilings broken, or have excavations made to physically determine existing conditions. Arrangements for visits should be made by telephone to the Project Manager, with at least 24 hours advance notice.

F. A/E shall retain file copies of all items forwarded to the Contracting Officer under various design review submissions required. Intent of such requirement would be to save time by resolving questions over the telephone, to ensure that copies would be available in the event of loss or damage to originals during reproduction, and to facilitate rework of documents or A/E preparation of amendments made necessary by discovery of problems by contractors during preparation of bids.

SUPPLEMENT B
IDIQ FIRE AND LIFE SAFETY ARCHITECT-ENGINEER SERVICES

FIRST SUBMISSION OF WORKING DRAWINGS

A. **Specifications**

1. Submit one sample specification section for each discipline marked up in red. This will be used to assure that the sections are marked up as desired by the VA.

B. **Drawings**

1. Submit drawings on 30" by 42" plans. All drawings shall show smoke partitions and fire alarm zones.

C. **Estimating**

See special section for estimating requirements.

SUPPLEMENT B
IDIQ FIRE AND LIFE SAFETY ARCHITECT-ENGINEER SERVICES

SECOND SUBMISSION OF WORKING DRAWINGS

A. General

1. Contract drawings, specifications, and all related documents shall be completed, fully coordinated, and ready for reproduction for bidding and construction purpose at this review.

2. The A/E shall deliver the original working drawings to the Contracting Officer for signature after review and approval of the 100% review material. The working drawings shall bear the seal of the Registered Professional Engineers responsible for the design.

3. Prior to reproduction for issue for construction bids, the A/E must make any changes to the working drawings, calculations, and specifications identified as necessary during the second submission review conference.

B. Specifications

1. Submit original of VA Master Specification sections marked up to suit the project requirements and one copy of any sections originated by the A/E. Editing and marking up of Master Specifications shall easily identify modifications, deletions, and insertions. Specifications shall be completely edited but not typed. Specifications shall be typed after the review.

2. See special section for specification submission requirements.

C. Drawings

1. Submit complete drawings. Incorporate all comments from the previous submittals. Submit legend, notes, details, plan views, and sized riser diagrams and equipment.

2. Show smoke partitions, fire alarm zones, and fire sprinkler zones.

D. Estimating

See special section for estimating requirements.

SUPPLEMENT B
IDIQ FIRE AND LIFE SAFETY ARCHITECT-ENGINEER SERVICES
SPECIFICATION SUBMISSION REQUIREMENTS

A. Specifications shall be based on Department of Veterans Affairs Master Construction specifications with A/E revisions, additions, deletions, etc., required to ensure all phases and facets of work are specifically covered without omission. A/E shall be responsible for reviewing sections requested in order to revise, add, delete, etc., prior to typing finished specification package. VA Master Construction Specifications provided must be cited in order to make all such items concurrent with work to be performed. Unnecessary reference items shall be deleted in total. Basic specification sections must be thoroughly reviewed to delete items from specifications that do not apply to work to be performed. Intent is to provide a specification package that is suitable for project intention and enable the Contractor to perform work in the best possible manner without reviewing unnecessary details.

B. Included in each construction section of specifications shall be one paragraph entitled "Submittal of Samples and Shop Drawings." Under such paragraph, A/E shall list all items within a particular section of specifications for which samples and shop drawings are required with qualification words "but not limited to."

C. The A/E shall also prepare a checklist of submittals required by the specifications in two parts. The first part shall identify submittals required prior to construction; the second shall identify those required upon completion, such as warranties, certifications of installations, manuals, etc. If factory supervision of installation, in-service training of VA personnel, tests of equipment, etc., are required, these should be included in a third part with remarks as to what is specifically required and who is intended to do it. In addition, if the A/E's inspection of a particular item is vital to successful completion of the project, the item and optimum percentage of completion when inspection is desired shall be identified.

D. Where choice of items is referenced in specification sections provided by VA, A/E shall consult Facility Management Service to eliminate such multiplicity. Contractor shall not be given alternatives or choices but must provide specific items as detailed in specifications. During visits with Facility Management Service, A/E shall obtain the name and type of materials currently used and necessary for use on project work being prepared. All items shown in specifications shall be named specifically with an add-on statement such as "or approved equal."

Exception to such rule which may occur is when a particular item cannot be substituted due to maintenance requirements at VA

SUPPLEMENT B

IDIQ FIRE AND LIFE SAFETY ARCHITECT-ENGINEER SERVICES
Medical Center. Information on such maintenance items shall be
provided to A/E by the VA.

SUPPLEMENT B
IDIQ FIRE AND LIFE SAFETY ARCHITECT-ENGINEER SERVICES

ESTIMATE SUBMISSION REQUIREMENTS

A. **General**

The A/E shall submit a construction cost estimate with the drawings at each project submission. This estimate shall show the cost of construction which would be expected to be reflected by the construction contractors' bids if the bids were submitted on the same date as the estimate. The level of detail for this estimate shall be consistent with the degree of completeness of the drawings being submitted. Simply stated, this means that if it is shown in detail, it must be priced in detail. For detailed elements, "lump sum" or "allowance" figures will not be acceptable. Cost estimates shall be broken down into major items of work and will be comprehensive in nature, identifying all areas of cost related to intended construction and shall show the cost of labor and materials for each item. It is very important that estimates be simultaneously submitted with the drawings in order to make a complete evaluation of the project possible.

B. **Costs**

All costs shown shall include all labor insurance and taxes, sales taxes on material, and applicable contractor markup.