

**Department of Veterans Affairs**  
**Southeast Louisiana Veterans Health Care System**  
**629-15-3-6042-0013**  
**Expand/Install Utility Metering at CRRC (Community Referral and Resource Center)**  
**Design/Build Statement of Work**

**1. GENERAL GUIDANCE**

- 1.1. Title of Project: Expand/Install Utility Metering at CRRC (Community Referral And Resource Center) (Design-Build)
- 1.2. Scope of Work: The Contractor shall provide all labor, supervision and all other resources required to deliver the requirements stated herein, except as may otherwise be specified in this statement of work. The design-build (DB) Contractor for this project shall provide all necessary investigation, design surveys, extensive verification of as-built conditions, construction drawings, specifications, cost estimates, phasing and estimated construction time – as required for a fully developed set of construction documents for the project referenced above. Upon VA approval of the design, the Contractor shall execute the construction phase of the project, and provide all labor, material equipment, warranties and supervision to complete the projects in accordance with the approved plans, specifications and phasing schedule.
- 1.2.1. This design build encompasses all site development services, design services, and construction services necessary to complete the design and installation of utility metering described herein.
- 1.2.2. Work shall occur at the following location  
1.2.2.1. F Quad, 1601 Perdido St. New Orleans, LA
- 1.3. Background: The VA is currently planning to vacate its 1601 Perdido location. The campus will be turned over to the City of New Orleans after transition to its replacement facility. While the organization will be vacating the space, there will still be active areas at the site that VA will use for patient care services. Due to its anticipation of continuing these services in the capacity of a tenant in lieu of owner, the VA is seeking a review of utility needs for the spaces that will remain occupied. Because of this, utility metering will be installed at specific points of the campus in order to establish a history of use and aid in negotiating potential leasing agreements with the City of New Orleans based on current and anticipated loads. The building being assessed is the basement and first floor of “F Quad”, also known as CRRC (Community Referral and Resource Center).
- 1.4. Performance Period: The Contractor shall complete the work required under this SOW in 220 calendar days or less from date of award, unless otherwise directed by the Contracting Officer (CO). If the Contractor proposes an earlier completion date, and the Government accepts the Contractor’s proposal, the Contractor’s proposed completion date shall prevail. Work at the Government site is permissible on Federal holidays or weekends, but subject to approval by Contracting Officer’s Representative and/or the

CO. Recognized Federal Holidays: New Year's Day, Martin Luther King Jr. Day, Washington's Birthday (President's Day), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas. Work may be completed between the hours of 7:30 am to 4:00 pm.

1.5. Type of Contract: This contract shall be a firm-fixed price.

1.6. Cost Range: The anticipated total cost range for this project is between \$25,000 and \$100,000.

## **2. CONTRACT AWARD MEETING**

2.1. The Contractor shall commence work only when the Contracting Officer (CO) has conducted a "kick-off" meeting. Contract will consist of at least two kick-off meetings, one for the design and one for construction. Design kick-off meeting shall occur no later than ten (10) calendar days after award. The construction kick-off meeting should occur no later than 150 calendar days after NTP has been issued, pending VA approval of all design packages.

## **3. DEFINITIONS:**

- 3.1. Design-Build (DB) as defined by the Department of Veterans Affairs (VA) is the procurement by the Government, under one contract, with one firm or joint venture (J/V) for both design and construction services for a specific project.
- 3.2. Contracting Officer: The services to be performed under this contract are subject to the general supervision, direction, control and approval of the Contracting Officer.
- 3.3. VA Project Engineer/Contracting Officer's Representative (COR): The Contracting Officer's authorized representative at the construction site. The COR is responsible for protecting the Government's interest in the execution of the construction contract work. His duties include surveillance of all construction work to assure compliance with the contract documents, interpretation of the contract documents, approval of changed work, approval of all submittals, samples, shop drawings, etc.
- 3.4. Design Build Contract: This term, as used herein, refers to the Contract(s) to perform the design and construction of the project.
- 3.5. Contractor: This term, as used herein, refers to the Contractor under this contract or the DB team.
- 3.6. AE: This term, as used herein, refers to the Architect Engineer firm(s) that is a part of the DB team, also referred to as DB/AE or A/E.
- 3.7. J/V: This term, as used herein, refers to a Joint Venture, where A/E and contracting firm are not one and the same company.
- 3.8. Tentative Schedule: - The anticipated completion of this project is 220 calendar days after "Notice to Proceed" (NTP).

## **4. GENERAL REQUIREMENTS**

- 4.1. For every task, the Contractor shall identify in writing all necessary subtasks (if any), associated costs by task, and associated sub-milestone dates. The Contractor's subtask structure shall be reflected in the technical proposal and detailed work plan.
- 4.2. All written deliverables shall be phrased in layman's language. Statistical and other technical terminology shall not be used without providing a glossary of terms.
- 4.3. Design/build (D/B) firm shall be responsible for all necessary permitting, inspections, re-inspections, certifications, and functional tests for a fully operational building than meets all local building codes, NFPA, JCAHO, and VA requirements.
- 4.4. Design-Build Team:
  - 4.4.1. The DB team includes all partners, consultants and sub-contractors to the one firm. The DB team shall provide Architectural and Engineering disciplines for the preparation of construction documents, and construction contractor capabilities for construction of the project.
    - 4.4.1.1. If the DB Team A/E and Contractor are a J/V (not one and the same firm) engineering and other technical consultants shall be subcontractors of the J/V Architect - not the Design-Build construction Contractor or sub-contractors. If the DB Team A/E and Contractor are one and the same firm (not a J/V) those consultants shall be subcontractors of DB firm not the construction subcontractors.
  - 4.4.2. The Statement of Work (SOW) documents are intended to define existing conditions, certain required items, and design parameters to be included in the project. It is the DB Team's responsibility to complete the documents and construction in a manner consistent with the intent of the SOW documents within the required time period (contract length).
- 4.5. The construction phase of the project will be executed in accordance with the final VA approved design package.
- 4.6. Design Guidelines:
  - 4.6.1. The D/B firm shall comply with NFPA, NEC, ASHRAE, JCAHO, VA design guidelines (including VA handbook 0730), VA Design Alerts, VA Master Specifications, and etc. VA related information is available on the Internet at following URL: <http://www.va.gov/facmgt/standard/index.asp>. These documents are comprehensive and may require considerable A/E time to review and edit as appropriate, and as specifically relevant to the project. The A/E shall ensure that all designs are in compliance with these guidelines. Where deviation from guidelines is required, the deviation shall be discussed, resolved and approved by the VA Contracting Officer before design decisions are finalized.
  - 4.6.2. The D/B firm will coordinate all designs with the COR. The COR will coordinate meetings with other Medical Center personnel, and will accompany the A/E to such meetings. Work will include verification of existing conditions, generation of construction documents including design of protective barriers, infection control, and interim life safety measures as required by JCAHO to maintain the current level of life safety, and a/e construction period services. It shall also include phasing plans for meter commissioning. Construction documents shall be structured to phase the work as required to minimize impact to the existing activities in the facility.

4.6.3. The D/B firm team shall include the services of licensed architects, mechanical, electrical, civil, structural, fire safety, and other engineers as appropriate for the project. Final construction contract documents shall bear the stamp and seal of the responsible design/engineering professional.

4.6.4. Drawings Criteria

4.6.4.1. All designs shall meet applicable national codes and VA design criteria.

Drawings shall be 1/8" = 1'-0" scale except for detail drawings which shall be not less than 1/4" = 1'-0". VA standard drawing format (VAF 08-6231) shall be used for all drawings. A/E may select to use AutoCAD version of this form, which is available on request. Drawings shall be provided in AutoCAD 2010 and Revit. Design specifications shall be provided Microsoft Word version 6.0 or higher. The A/E will provide three (3) sets of completed bound hard-copy blue line drawings and bound specifications (including VA provided General Conditions) for bidding purposes. Provide two (2) "read only" FINAL, construction document CD's. VA guide specifications are available from the Internet from the VA Office of Facilities, Technical Information Library at URL: <http://www.va.gov/facmgt/standard/index.asp>. VA furnished guidelines (available from the internet) are listed in supplement "B" to SF 252.

4.6.4.2. Drawing and Specification Format:

4.6.4.2.1. Intent: The Southeast Louisiana Veterans Health Care System will be making all contract documents available to bidders on the web site. By doing so it is anticipated that a wider exposure to potential project work will result in savings for the government, and increase the efficiency of project delivery.

4.6.4.2.2. Requirements: All contract drawings shall be provided to the Southeast Louisiana Veterans Health Care System in AutoCAD (.dwg) format (release 2009 or higher), Revit, PDF, and CALS (.cal) format for all design submissions and for final construction documents. The CALS driver is an AutoDesk raster printer driver and is a built-in feature of AutoCAD 2009. This CALS driver is used by AutoCAD to convert all vector drawings into raster images (black & white) to be used for possible electronic bidding by the Southeast Louisiana Veterans Health Care System. This raster format can then be viewed and printed by ANY potential bidder by first downloading the free FastBid Index client viewer at [www.fastbid.goe.to](http://www.fastbid.goe.to). The A/E must ensure that ALL drawing information is clearly defined in the CALS format, since solid fills with lines in the middle and layers with different percent masking are NOT printed in color and certain features are lost when printing in raster format. It is the responsibility of the A/E to require ALL of their consultants to follow these guidelines, to ensure ALL contract drawings are clearly legible in this new electronic bidding climate.

4.6.5. Reviews:

4.6.5.1. There will be three (3) formal reviews: DESIGN DEVELOPMENT (DD) phase (35%) and CONSTRUCTION DESIGN (CD) (65% and 100%), and/or at other appropriate review points as the project progresses.

- 4.6.5.1.1. The 35% DD review documents shall be submitted twenty (20) calendar days after VA issues notice to proceed.
- 4.6.5.1.2. The 65% CD review documents shall be submitted thirty (30) calendar days after VA acceptance of the 35% documents and shall incorporate any notes or changes made by the VA to previous submissions.
- 4.6.5.1.3. The 100% CD review documents shall be submitted thirty (30) calendar days after VA acceptance of the 65% documents and shall incorporate any notes or changes made by the VA to previous submissions.
- 4.6.5.1.4. The Final 100% CD drawings and specifications, inclusive of final VA comments, shall be delivered within seven (7) calendar days of receipt of VA comments.
- 4.6.5.2. The Contractor shall supply three (3) full-size copies of drawings, two (2) copies of marked up/edited specifications and two (2) copies of detailed cost estimates for each formal review unless stated otherwise. The Contractor shall also submit one electronic copy of all documents submitted at every review. Review meetings with the VA Medical Center staff will be scheduled within one week after delivery of review documents to VA. A/E will provide color renderings of the proposed project work - revised as per VA comments – at each CD submission. The A/E shall incorporate any comments, notes or changes provided at the review meeting into the next review package. Within five working days after formal VA review meetings, the VA will return "marked-up" plans and specifications to the D/B firm, along with the comments corrections, and recommendations made during the formal review meetings. Informal intermediate, informational submissions are suggested, but NOT required. The A/E firm shall meet with the VA for design meetings no fewer than four (4) times, not to exceed ten (10). These meetings are separate from Construction Period Services or the associated site visits. These meetings are also separate from investigative visits. The scheduling of these meetings shall be at the discretion of the VA and are considered only for face-to-face.
- 4.6.5.3. Construction Document Reviews (35% and 65%)
  - 4.6.5.3.1. Specifications: Furnish two (2) copies, typed and bound in final format, to include the contract special provisions for each project. Provide index pages as required.
  - 4.6.5.3.2. Drawings: Furnish three copies, (1) full-size and (2) half-size, encompassing sets of drawings, including all necessary details and schedules for each project. The single-line layouts will have been transformed to full scale, double-line drawings. Single line drawings of any system will NOT be acceptable for the 100% review documents with the exception of the electrical wiring drawings.
  - 4.6.5.3.3. Estimate: Furnish two (2) copies of the complete and detailed construction estimate for the project. Follow general guidelines indicated below in the "ESTIMATE" portion of the work statement.
    - 4.6.5.3.3.1. ESTIMATES:
      - 4.6.5.3.3.1.1. The D/B firm will make use of the construction budget to derive the 65% and 100% construction cost estimates. All estimates shall be current as of the date of submission escalated

to the date of award. Show unit quantity, unit measure, unit cost, and total cost of labor and materials for each subheading. Electronic spreadsheet format is suggested. All costs will include insurance, taxes, permitting fees, and applicable subcontractor's markup. Use wage rates that reflect current Davis Bacon wages for the locations where work will occur. Price materials and equipment at the Contractor's purchasing level. Sales tax, when applicable, will be added to the material and equipment costs. Estimates should include an appropriate percentage for overhead and profit.

- 4.6.5.4. Construction Document Final Revision
  - 4.6.5.4.1. Specifications: Furnish two (2) copies, typed and bound in final format, to include the contract special provisions for each project. Provide index pages as required.
  - 4.6.5.4.2. Drawings: Furnish three (3) complete sets of drawings, including all necessary details and schedules for each project. The single-line layouts will have been transformed to full scale, double-line drawings. Single line drawings of any system will NOT be acceptable for the 100% review documents with the exception of the electrical wiring drawings.
  - 4.6.5.4.3. Estimate: Furnish two (2) copies of the complete and detailed construction estimated for the project.
  - 4.6.5.4.4. All final documents shall bear the stamp and seal of the responsible design/engineering professional.
- 4.6.6. Construction Period Services:
  - 4.6.6.1. Review and comment on Contractor's submittals, shop drawings, etc., with recommendations for approval/rejection to VA. NOTE: VA is approving authority; A/E recommends subsequent VA actions.
  - 4.6.6.2. Site visits by the A/E are required. Three (3) visits are required for each meter covered under this project, not to exceed an average of three per facility, unless warranted due to a design issue. Site visits will occur when requested by VA, in accordance with this contract. Each visit is to be followed with a written field report including; the reason for the site visit, problem analysis, recommendations, sketches and cost estimate as appropriate or deemed necessary by VA. Payment for such visits will not be made without proper field reports. These site visits are completely separate from site visits associated with design and construction document development. Any site visits conducted during design development are wholly separate from this site visit total.
  - 4.6.6.3. The AE shall conduct site visits, at no cost to the Government, should issues arise with implementation of the design. If the existing design should prove to be unfeasible or incapable of being implemented, the AE shall create a new design to address the issue at no cost to the Government. The AE shall also pay for all costs associated with any change orders that arise with implementation of the new design.
  - 4.6.6.4. As Built Drawings:

4.6.6.4.1. After completion of the project construction, revise the entire set of reproducible drawings and the AutoCAD/Revit CD disks showing any changes from original design. The VA shall provide marked-up working drawings and/or change order documentation as received from the construction Contractor. A note for the requirement of accurate As-Built drawings is to be clearly shown on each sheet of the construction drawings. The complete set of "as-built" 30 in. by 42 in. drawings (one (1) set) and writeable AutoCAD CD disks will be delivered to the Chief, Facilities Management Service. The reproducible as-built drawings will be delivered in good condition, inside of a protective drawings mailing tube, and with an appropriate cover letter.

4.6.7. SUPPLEMENT B TO SF 252

4.6.7.1. Prior to beginning design, the AE shall review each reference listed below. The AE and the assigned government Contracting Officer's Representative (COR) will determine which references are applicable to this design.

4.6.7.2. Existing VA record drawings may not indicate actual existing conditions and should be considered a guide only. At AE's request, VA will provide appropriate record drawings.

4.6.7.3. VA Master Construction Specifications (PG-08-1): Table of contents. All specifications available in Microsoft Word format via Internet.

4.6.7.3.1. (<http://www.cfm.va.gov/TIL/>).

4.6.7.3.1.1. VA Construction Standards

4.6.7.3.1.2. VA Standard Details

4.6.7.3.1.3. VA Equipment Guide List

4.6.7.3.1.4. VA List of Equipment Symbols

4.6.7.3.1.5. VA Planning Criteria for VA Facilities

4.6.7.3.1.6. VA Barrier Free Design Handbook

4.6.7.3.1.7. VA Room Finishes and Door Schedule

4.6.7.3.1.8. VA Energy Conservation Manual

4.6.7.3.1.9. VA Design Manuals

4.6.7.3.1.10. VA Office of Information and Technology Design Guide

4.7. Communication: The cost of all communications, mailings, copying and reproductions initiated by the Contractor in providing these services shall be included in the cost proposal without additional reimbursement.

4.7.1. The contractor shall correspond by cloud-based software or a communication format capable of large file storage and distribution.

4.7.2. The contractor shall provide access to the site to all stakeholders associated with the project.

4.7.3. Other correspondence means such as fax, overnight delivery or first class mail, or other paperless transmissions are acceptable as secondary methods of communication. Scheduled submittals (DD & CD) shall be delivered by courier or overnight mail service.

## **5. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES**

### **5.1. Government Furnished Deliverables**

#### **5.1.1. Initial drawings of current utilities to the campus and 1601 Perdido Street F Quad**

##### **5.1.1.1. Drawings shall be made available electronically as PDF and/or CAD if available.**

#### **5.1.2. System information on the current utilities and related piping, electrical single lines and related diagrams**

#### **5.1.3. The contractor shall conduct site visits to verify existing conditions.**

### **5.2. Contractor Furnished Deliverables (DD & CD)**

#### **5.2.1. Site investigation of existing systems detailing current conditions including but not limited to:**

##### **5.2.1.1. Existing electrical**

##### **5.2.1.2. Existing plumbing/piping**

##### **5.2.1.3. Utility entry points**

##### **5.2.1.3.1. Information on existing Programmable Logic Circuit (PLC) currently monitoring chilled water from utility provider**

##### **5.2.1.3.2. Building automation architecture**

#### **5.2.2. DD and CD Drawings**

##### **5.2.2.1. Sheet size: 11"x17" shall be "to scale" and legible when printed at that size**

##### **5.2.2.2. CADD Format: AutoCAD 2009 or later**

##### **5.2.2.3. Organization: VA**

##### **5.2.2.4. CADD-Drafting Standards**

##### **5.2.2.5. Bounded**

##### **5.2.2.6. Electronic (PDF and CAD file) and paper copy**

#### **5.2.3. Specifications**

##### **5.2.3.1. Sheet size: 8 ½"x11"**

##### **5.2.3.2. Word processing Format: MS Word 2007**

##### **5.2.3.3. Organization: MasterSpec with VA header and footer format**

##### **5.2.3.4. Bounded**

##### **5.2.3.5. Electronic (PDF and Word file) and paper copy**

#### **5.2.4. Cost Estimate**

##### **5.2.4.1. Sheet size: 8 ½"x11" or 11"x17"**

##### **5.2.4.2. Spreadsheet Format: Excel 2007**

##### **5.2.4.3. Bounded**

##### **5.2.4.4. Formats: Spreadsheet**

##### **5.2.4.5. Electronic (PDF and Excel file) and paper copy**

#### **5.2.5. Construction Schedule**

##### **5.2.5.1. Sheet size: 8 ½"x11" or 11"x17"**

##### **5.2.5.2. Spreadsheet Format: Microsoft Project 2007**

##### **5.2.5.3. Task list and Gantt Chart**

##### **5.2.5.4. Electronic (PDF and MS Projects) and paper copy**

#### **5.2.6. Schedule of Values**

##### **5.2.6.1. AIA G703 Format**

#### **5.2.7. Daily Logs**

##### **5.2.7.1. File Format: Electronic Copy (PDF)**

##### **5.2.7.2. Signed by the writer**



- 5.2.7.3. Submission Frequency: Submitted daily via email
- 5.2.8. Certified Payrolls
  - 5.2.8.1. File Format: Electronic Copy (PDF)
  - 5.2.8.2. Submission Frequency Weekly. Last work day in the week, for the previous week
- 5.2.9. Progress payments
  - 5.2.9.1. Submission Frequency: Monthly, the third Friday of the month
  - 5.2.9.2. Format: Electronic (PDF), AIA G702 Form, Schedule of values completion to accompany (G703 Form)
  - 5.2.9.3. To be reviewed by VA and approved by VA prior to submission for certification
- 5.2.10. As Builts
  - 5.2.10.1. Sheet size: 30"x42" shall be "to scale" and legible when printed at that size
  - 5.2.10.2. CADD Format: AutoCAD 2009 or later
  - 5.2.10.3. Organization: VA
  - 5.2.10.4. CADD-Drafting Standards
  - 5.2.10.5. Electronic (PDF and CAD file) and paper copy
- 5.2.11. Meeting Minutes
  - 5.2.11.1. Contractor shall provide meeting minutes and written responses to review comments within one week of the meeting conclusion or receipt of comments for all formal meetings between the Contractor and the VA.
  - 5.2.11.2. File Format: Electronic (PDF)

Task #	Task Name	Schedule
<b>T- 001</b>	<b>Design Kick Off Meeting</b>	<b>Contractor attendance is mandatory. To occur no later than ten (10) days after Award.</b>
<b>T- 002</b>	<b>35% Development Design</b>	<b>Submission per the requirements noted. Due no later than twenty (20) days after NTP.</b>
<b>T- 003</b>	<b>35% Specifications</b>	<b>Submission per the requirements noted. Due no later than twenty (20) days after NTP.</b>
<b>T- 004</b>	<b>65% Construction Document Design</b>	<b>Submission per the requirements noted. Due no later than thirty (30) days after VA approval for 35% is given.</b>
<b>T- 005</b>	<b>65% Specifications</b>	<b>Submission per the requirements noted. Due no later than thirty (30) days after VA approval for 35% is given.</b>

<b>T- 006</b>	<b>100% Construction Document Design</b>	<b>Submission per the requirements noted. Due no later than thirty (30) days after VA approval for 65% is given.</b>
<b>T- 007</b>	<b>100% Specifications</b>	<b>Submission per the requirements noted. Due no later than thirty (30) days after VA approval for 65% is given.</b>
<b>T- 008</b>	<b>Design Site Visits (Visits, drafted minutes, final minutes)</b>	<b>As many as required.</b>
<b>T- 009</b>	<b>Design Meetings</b>	<b>Not to exceed 10</b>
<b>T- 010</b>	<b>Construction Kick Off Meeting</b>	<b>Contractor attendance is mandatory. To occur no later than 150 days after NTP.</b>
<b>T- 011</b>	<b>Submittal Submissions</b>	<b>For every submittal. To be submitted per the approved specifications</b>
<b>T- 012</b>	<b>Submittal Review</b>	<b>For every submittal</b>
<b>T- 013</b>	<b>Overall Construction</b>	<b>Complete no later than 220 days after NTP</b>
<b>T- 014</b>	<b>Daily Logs</b>	<b>Submitted daily commencing with the first day of construction</b>
<b>T- 015</b>	<b>Certified Payrolls</b>	<b>Submitted weekly commencing with the first day of construction</b>
<b>T- 016</b>	<b>Construction Site Visit Reporting (Visit, site report)</b>	<b>12 visits (average of 3 per meter)</b>
<b>T- 017</b>	<b>Construction Production Meeting (drafted and final minutes)</b>	<b>To be held weekly. Minutes are due by the following week</b>
<b>T- 018</b>	<b>As Builts</b>	<b>No later than 10 days after construction completion.</b>
<b>T- 019</b>	<b>Post Construction Closeout Meeting</b>	<b>Mandatory attendance. No later than 10 days after construction completion.</b>

## **6. EVALUATED OPTIONAL FEATURES**

**6.1.** None are covered under this project.

## **7. SCHEDULE**

**7.1.** The following is provided as a guideline and may be amended subject to negotiations.

<b>Task #</b>	<b>Task Name</b>	<b>Duration</b>	<b>Description</b>
<b>DESIGN</b>			

T-001	Project/Design Kick Off Meeting	1 Day	Pre Design kick off meeting with contractor staff, CO and COR for the project. Project Review and Verification of Project Understanding
T-002	Design Site Visits	Throughout the construction document phase	Site visits required by the Design Build team to each site in order to accurately determine existing conditions and needs for the design. Also includes meetings with the CO, COR and affected users.
<b>CONSTRUCTION DOCUMENTS</b>			
T-003	35% Development Design	20 Calendar Days	35% Development Design documents. Drawings shall adhere to the specifications noted in the SOW.
T-004	35% Specifications		35% Development Design specifications. Drawings shall adhere to the specifications noted in the SOW.
T-005	35% VA Review	10 Calendar Days	VA review time of 35% documents
T-006	35% Review Meeting	1 Day	Review meeting between DB Team and VA to review VA comments on DD submission
T-007	65% Construction Document Design	30 Calendar Days	65% Construction documents. Drawings shall adhere to the specifications noted in the SOW.
T-008	65% Specifications		65% Construction specifications. Drawings shall adhere to the specifications noted in the SOW.
T-009	65% VA Review	10 Calendar Days	VA review time of 65% documents
T-010	65% Review Meeting	1 Day	Review meeting between DB Team and VA to review VA comments on CD submission.
T-011	100% Construction Document Design	30 Calendar Days	100% Construction documents. Drawings shall adhere to the specifications noted in the SOW.
T-012	100% Specifications		100% Construction documents. Drawings shall adhere to the specifications noted in the SOW.
T-013	100% VA Review	14 Calendar Days	VA Review of 100% CD

<b>T-014</b>	<b>100% Review Meeting</b>	<b>1 Day</b>	<b>Review meeting between DB Team and VA to review VA comments on CD submission.</b>
<b>T-015</b>	<b>Final 100% Submittal</b>	<b>7 Calendar Days</b>	<b>To be delivered 7 Days after review of 100% documents and VA acceptance pending corrections.</b>
<b>CONSTRUCTION</b>			
<b>T-016</b>	<b>Construction Kick Off Meeting</b>	<b>1 Day</b>	<b>Pre-construction kick off meeting with contractor staff, CO, COR, VA Police, VA Safety staff. To review policies and procedures for construction commencements at VA facilities.</b>
<b>T-017</b>	<b>Construction</b>	<b>70 Calendar Days</b>	<b>Estimated</b>
<b>T-018</b>	<b>Commissioning</b>	<b>5 Calendar Days</b>	<b>Estimated</b>
<b>T-019</b>	<b>As Builts</b>	<b>5 Calendar Days</b>	<b>A copy of the “as built” conditions of the project.</b>
<b>T-020</b>	<b>Post Construction Closeout Meeting</b>	<b>1 Day</b>	<b>Closeout meeting to discuss lesson learned, any outstanding items, finalize all project documentation.</b>

## **8. EVALUATION CRITERIA:**

8.1. The Contractor’s proposal will be evaluated based on best value in accordance to the following (100 Point Scale):

### **Phase I**

#### **8.1.1. Past Performance (10)**

8.1.1.1. The Contractor must demonstrate past experience involving the removal and installation of utility meters within the past five (5) years similar in scope and size. This can be demonstrated through:

8.1.1.1.1. Past performance questionnaires

8.1.1.1.2. Past Project listing indicating

8.1.1.1.2.1. Points of Contact

8.1.1.1.2.2. Contract title

8.1.1.1.2.3. Contract length

8.1.1.1.2.4. Contract start and completion date

8.1.1.1.2.5. Project Cost

8.1.1.2. The Contractor may also submit other projects as they relate to the Department of Veterans Affairs or other Federal Agencies of similar size, scope or nature.

#### **8.1.2. Key Personnel (15)**

8.1.2.1. Suggested items for submission include, but are not limited to:

8.1.2.1.1. Personnel experience (resumes)

8.1.2.1.2. Personnel summary of experience

- 8.1.2.1.3. Applicable security clearances
- 8.1.2.1.4. Licensure (must be licensed, per the submitted specialty)
- 8.1.2.2. See section “CONTRACTOR EXPERIENCE REQUIREMENTS” for more details
- 8.1.3. Technical Qualifications (15)
- 8.1.4. Technical Approach (20)
  - 8.1.4.1.1. Which shall cover but is not limited to:
    - 8.1.4.1.1.1. Major Duties and Responsibilities of Key Personnel
    - 8.1.4.1.1.2. Design and Project Management
    - 8.1.4.1.1.3. Construction and Construction Management
    - 8.1.4.1.1.4. Staffing Plan
    - 8.1.4.1.1.5. Subcontractor Plan
    - 8.1.4.1.1.6. Issue Resolution
    - 8.1.4.1.1.7. Coordination Methods
    - 8.1.4.1.1.8. Risk Assessments (Delays, change orders, design oversight)
    - 8.1.4.1.1.9. Quality control and Quality Assurance
    - 8.1.4.1.1.10. Safety

**Phase II**

- 8.1.5. Cost (40)

## **9. CHANGES TO THE STATEMENT OF WORK**

- 9.1. Any changes to this SOW shall be authorized and approved only through written correspondence from the CO. A copy of each change will be kept in a project folder along with all other products of the project. . Costs incurred by the Contractor through the actions of parties other than the CO shall be borne by the Contractor.

## **10. REPORTING REQUIREMENTS**

- 10.1. The Contractor shall adhere to all reporting requirement as outlined in this statement of work. Any items that are not covered explicitly in this Statement of Work shall be reported to the Contracting Officer immediately unless indicated otherwise after contract commencement.

## **11. TRAVEL**

- 11.1. The Contractor is responsible for providing transportation/travel for all materials, supplies, personnel and all items needed for the duration of this contract unless stated otherwise elsewhere. Site visits and overall travel to the job sites in all instances covered under this contract shall be wholly provided by the Contractor, including but not limited to: transportation, parking fees, tolls, gas mileage, etc.

## **12. GOVERNMENT RESPONSIBILITIES**

- 12.1. The Government shall provide access to the facilities as necessary for maintenance and service calls and responses to commence. The VA Engineering, Safety or Police Services will also provide notification of any systems outages, testing or downtime to affected VA staff.
- 12.2. Removing Employees for Misconduct or Security Reasons. The Government may, at its sole discretion, direct the Contractor to remove any Contractor employee from U.S. VA/VHA facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under any Contract awarded. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

## **13. CONTRACTOR EXPERIENCE REQUIREMENTS**

- 13.1. Qualifications of Key Personnel
  - 13.1.1. The Contractor shall provide, at minimum, a listing of the following key personnel who will work on this project:
    - 13.1.1.1. Project Manager/Team Lead
    - 13.1.1.2. Architect/Engineer Design Firm
    - 13.1.1.3. Construction Team, including Site Superintendent/ OSHA 30 Competent Person
  - 13.1.2. The Contractor shall identify, by name, the key management and technical personnel who will work under this project at the time the work is being negotiated. If a key person becomes unavailable to complete the request, the proposed substitutions of key personnel shall be made only as approved directed by the Contracting Officer and the COR. The government will not dictate specific experience and education requirements of the employees initially proposed to perform the work stated herein. The Contractor shall submit a resume of qualifications to the COR for key personnel and all other direct employees proposed for the project. All Contractor employees will be approved by the COR prior to bringing on duty. If, at any time from date of award to the end of the contract, non-key Contractor personnel are no longer available, the VA reserves the right to review qualifications of proposed replacement personnel and to reject individuals who do not meet the qualifications set forth. Team personnel proposed by the Contractor should possess some of the following knowledge and/or skills.
  - 13.1.3. The Contractor must notify VHA in advance and VHA will approve or reject proposed contractor key personnel for the performance of this contract.
  - 13.1.4. The Contractor shall submit a resume of qualifications to the COR and CO for key personnel and all other direct employees proposed for the project. All Contractor employees will be approved by the COR and CO prior to bringing on duty. If, at any time from date of award to the end of the contract, Contractor personnel are no longer available, the VHA will approve the qualifications of proposed replacement personnel and will reject individuals who do not meet the qualifications set forth herein. The Contractor must inform the COR and CO when personnel are removed from the contract for any reason. The Contractor shall remove any employee from the performance of this contract within five (5) workdays of receiving notice from the Contracting Officer that the employee's

- performance is unsatisfactory. All Contractor employees are subject to immediate removal from performance of this contract when they are involved in a violation of the law, VA security, confidentiality requirements and/or other disciplinary reasons.
- 13.1.5. The VHA shall not be liable for further payment of any Contractor employee that VHA requires the Contractor to remove from the performance of this contract. VHA's payment liability, for unsuitable Contractor employees, ends five working days after Contractor's receipt of "removal request" for unsatisfactory performance and immediately for any violation of law, VA security, confidentiality requirements and/or other disciplinary action.
- 13.2. All Contractors must be licensed to work in the state of Louisiana. Proof of this shall be submitted for evaluation.

## **14. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS**

- 14.1. All contractor personnel must check-in with their designated VA point of contact or other identified staff prior to beginning any work.
- 14.2. Physical Security & Safety Requirements:
- 14.2.1. All contractor personnel must check-in with their designated VA point of contact or other identified staff prior to beginning any work.
- 14.2.2. The Contractor and their personnel shall follow all VA policies, standard operating procedures, applicable laws and regulations while on VA property. Violations of VA regulations and policies may result in citation and disciplinary measures for persons violating the law.
- 14.2.2.1. The Contractor and their personnel shall wear visible identification at all times while they are on the premises. The Contractor shall sign in the VA Police services prior to beginning work each work day.
- 14.2.2.2. VA does not provide parking spaces at the work site; the Contractor must obtain parking at the work site if needed. It is the responsibility of the Contractor to park in the appropriate designated parking areas. VA will not invalidate or make reimbursement for parking violations of the Contractor under any conditions.
- 14.2.2.3. Smoking is prohibited inside/outside any building other than the designated smoking areas.
- 14.2.2.4. Possession of weapons is prohibited.
- 14.2.2.5. The Contractor shall obtain all necessary licenses and/or permits required to perform the work, with the exception of software licenses that need to be procured from a Contractor or vendor in accordance with the requirements document. The Contractor shall take all reasonable precautions necessary to protect persons and property from injury or damage during the performance of this contract.
- 14.2.3. All Contractor personnel must be escorted by VA employee or their designee when working in VA space. Contractor personnel may receive "unescorted" privileges through participation and approval of a background check administered



by the Department of Veterans Affairs. There is no cost associated with this background check. Approval for unescorted privileges is at the discretion of the VA. Any contractor staff with unescorted privileges shall act as the escort of all subsequent Contractor personnel or associated sub-contractors. Regardless of unescorted privileges, all unescorted Contractors must sign in and sign out with VA Police services at the beginning and end of each work day.

14.3. Access To VA Information And VA Information Systems

14.3.1. A Contractor/Subcontractor shall request logical (technical) or physical access to VA information and VA information systems for their employees, Subcontractors, and affiliates only to the extent necessary to perform the services specified in the contract, agreement, or project.

14.3.2. All Contractors, Subcontractors, and third-party servicers and associates working with VA information are subject to the same investigative requirements as those of VA appointees or employees who have access to the same types of information. The level and process of background security investigations for Contractors must be in accordance with VA Directive and Handbook 0710, Personnel Suitability and Security Program. The Office for Operations, Security, and Preparedness is responsible for these policies and procedures.

## **15. PROTECTION OF PERSON AND PROPERTY**

15.1. The contractor expressly undertakes', both directly and through its subcontractor(s), to take every precaution at all times for the protection of persons and property, including Medical Center employees and property and its own.

15.2. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

15.3. The contractor shall continuously maintain adequate protection of all work from damage and shall protect the Medical Center property from injury or loss arising in connection with this contract. The contractor shall make good any such damage, injury or loss, except as may be by agents or employees of the Medical Center.

15.4. In an emergency affecting the safety or life of individuals, or of the work, or of adjoining property, the contractor, without special instruction or authorization from the Medical Center, is hereby permitted to act, at the contractor's discretion, to prevent such threatened loss or injury. Also, should the contractor, in order to prevent threatened loss or injury, be instructed or authorized to act by the Medical Center, he shall so act, without appeal. Any additional compensation or extension of time claimed by the contractor on account of any emergency work shall be determined by mutual agreement.

## **16. COMPLIANCE WITH APPLICABLE LAWS/REGULATIONS**

16.1. The Contractor shall ensure that services provided to the Government under this agreement comply with all applicable laws, statutes, regulations, and guidelines that govern the operation of systems by the Government. The Contractor shall also ensure that all services provided to the Government under this agreement comply with all



Government mandated procedures, standards, and requirements.

- 16.2. As the Government develops and implements new or modified policies and procedures either to comply with internal agency rules and procedures or to comply with applicable rules, regulations, statutes, or other binding obligations ("Additional Compliance Terms"), the Government reserves the right to incorporate such Additional Compliance Terms into this Agreement. The Contractor hereby acknowledges and agrees that such Additional Compliance Terms shall become part of this agreement. The Government shall provide the Contractor with prior written notice regarding the date by which the Contractor shall comply with each set of Additional Compliance Terms ("Compliance Date"). Failure to comply with the Additional Compliance Terms prior to the Compliance Date shall be cause for the Government to immediately terminate this agreement. In the event that the Government terminates this agreement because of the Contractor's failure to comply with Additional Compliance Terms by the Compliance Date, the Contractor shall be liable for such reasonable costs as may be associated with the Government's efforts to procure a replacement Contractor and associated systems and services.

## **17. CONFIDENTIALITY AND NONDISCLOSURE**

- 17.1. It is agreed that:
- 17.1.1. The preliminary and final deliverables, and all associated working papers, application source code, and other material deemed relevant by VA which have been generated by the Contractor in the performance of this project, are the exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the project.
  - 17.1.2. The CO will be the sole authorized official to release, verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this project. No information shall be released by the Contractor. Any request for information relating to this project, presented to the Contractor, shall be submitted to the CO for response.
  - 17.1.3. Press releases, marketing material, or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.

## **18. INFORMATION AND INFORMATION TECHNOLOGY**

- 18.1. SECURITY REQUIREMENTS- SUBPART 839.2
- 18.1.1. 839.201 Contract clause for Information and Information Technology Security
    - 18.1.1.1. Due to the threat of data breach, compromise or loss of information that resides on either VA-owned or contractor-owned systems, and to comply with Federal laws and regulations, VA has developed an Information and Information Technology Security clause to be used when VA sensitive information is accessed, used, stored, generated, transmitted, or exchanged by and between VA and a contractor, subcontractor or a third party in any format (e.g.) paper, microfiche, electronic or magnetic portable media).
    - 18.1.1.2. In solicitations and contracts where VA Sensitive Information or Information Technology will be accessed or utilized, the CO shall insert the

clause found at 852.273-75, Security Requirements for Unclassified Information Technology Resources.

18.2. **SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES-852.273-75 (INTERIM- OCTOBER 2008)**

**I.** As prescribed in 839.201, The contractor, their personnel, and their subcontractors shall be subject to the Federal laws, regulations, standards, and VA Directives and Handbooks regarding information and information system security as delineated in this contract.

**II. SYNOPSIS:**

A. The VA is currently planning to vacate its 1601 Perdido location. The campus will be turned over to the City of New Orleans after transition to its replacement facility. While the organization will be vacating the space, there will still be active areas at the site that VA will use for patient care services. Due to its anticipation of continuing these services in the capacity of a tenant in lieu of owner, the VA is seeking a review of utility needs for the spaces that will remain occupied. Because of this, utility metering will be installed at specific points of the campus in order to establish a history of use and aid in negotiating potential leasing agreements with the City of New Orleans based on current and anticipated loads. The building being assessed is the basement and first floor of “F Quad”, also known as CRRC (Community Resource and Referral Center).

**III. AFFECTED UTILITIES**

A. Metering shall be installed on the following utilities:

1. Electrical
2. Chilled Water
3. Domestic Water
4. Natural Gas

**IV. METERS**

A. All installed meters shall provide the following:

1. Offsite monitoring (which can be achieved through the existing Building Automation System)
2. Digital reading at point of meter
3. Storing capabilities for no fewer than 48 months

**V. ELECTRONIC LOGGING**

A. All meters shall contain a logging feature for data capture and recall. All devices, programming and data storage shall be provided by the Contractor. Logging shall include at a minimum the following:

1. Electrical
  - a) Peak demands
  - b) Kilo watt hours (kWh) used
  - c) Average kWh per day
  - d) Estimated amount spent per day (expandable to monthly or annual intervals)
2. Chilled Water
  - a) Peak demands

- b) Gallons used
    - c) Average gallons per day
    - d) Average gallons per minute
    - e) Estimated amount spent per day (expandable to monthly or annual intervals)
    - f) Temperature display
    - g) Temperature record
    - h) Pressure ((1) intake, (1) output and (1) within system)
  - 3. Domestic Water
    - a) Peak Demands
    - b) Gallons used
    - c) Average gallons per day
    - d) Average gallons per minute
  - 4. Estimated amount spent per day (expandable to monthly or annual intervals)
- B. Natural Gas
  - 1. Peak Demands
  - 2. Quantity Used (per hundred cubic feet)
  - 3. Average cu ft. per Day
  - 4. Estimated amount spent per day (expandable to monthly or annual intervals)

## **VI. BUILDING AUTOMATION SYSTEM (BAS)**

A. All utility meters shall be tied into the existing Building Automation System (BAS). All associated programming and graphical displays shall be completed by the Contractor or their designated subcontractor and must be consistent with the programming and graphics already in place. Graphical displays shall include at minimum:

- 1. Pictorial description of the approximate meter location based on the building layout
- 2. Up-to-date data as noted in Section IV

B. The BAS in place may have proprietary components or programming associated with it. The Contractor shall be responsible for coordinating with the company in possession of the licensing associated with programming and for completing work on this system. Please note, the current BAS is under a maintenance contract and equipment warranties are in place. At no point shall the Contractor complete any work that may jeopardize the established maintenance contract or void existing warranties. Should this occur, the Contractor shall be responsible for all corrective actions necessary to render the system and warranties to the state prior to the initiation of this contract at no cost to the Government.

C. All devices tied into the existing BAS must be compatible with the system. The Contractor shall demonstrate compatibility through equipment submittals.

## **VII. PROGRAMMABLE LOGIC CIRCUIT**

A. There is an existing Programmable Logic Circuit (PLC) currently being used to track chilled water entry to the facility from the utility provider. This PLC is connected

to the existing BAS. The contractor may be allowed to use available points on this PLC in order to connect to the BAS.

B. The PLC in place may have proprietary components or programming associated with it. The Contractor shall be responsible for coordinating with the company in possession of the licensing associated with programming and for completing work on this circuit.

C. For bidding purposes, the contractor shall plan to design and install his own PLC for tie in to the BAS server for programming. The contractor shall be responsible for providing all labor, tool, material and equipment necessary to complete this tie in.

D. Should the existing PLC be used, all devices tied into and programmed on the PLC must be compatible with the system. The Contractor shall demonstrate compatibility through equipment submittals.

## **VIII. WARRANTY**

A. The Contractor shall provide a one year warranty from point of acceptance on all work, parts and equipment designed, purchased and/or installed under this project.