

DESIGN-BUILD INSTRUCTIONS
REPLACE COMMITTAL SHELTER
BILOXI NATIONAL CEMETERY, BILOXI, MISSISSIPPI
Project No. 832CM3029

A. PART I - PROJECT OBJECTIVES

A1. Statement of Work

Provide all labor, materials, tools, equipment, supervision and design-build services necessary for design and construction to replace the existing committal shelter and resurface the existing shelter roads at the Biloxi National Cemetery in Biloxi, Mississippi. The existing shelter shall be demolished, including the temporary casket staging shelter. The brick paving shall be removed and all areas re-graded and sod installed. The A/E shall recommend the new shelter flooring during design. The existing irrigation shall be extended to cover these areas. The new committal shelter shall be oriented in its design such that family bench sitting is facing and open to the cemetery (headstones). Benches and vases shall be Victor Stanley. The contractor shall furnish 2 additional benches outside of the new shelter for Honor Guards. The shelter columns and facing shall be brick matching the brick at the existing columbarium. The new committal shelter shall be a traditional type NCA committal shelter with 3 open sides and one for storage. The contractor shall furnish and install 5 armed forces service seals on that wall. The shelter roof line shall be extended approximately 5 feet beyond the columns to provide enough protection from rain and sun. The contractor shall utilize existing electrical and shall furnish new MP3 Player for tap music, including furnishing and installation of 2 ceiling fans. Prior to demolishing the existing shelter, the contractor shall furnish and install a temporary shelter at a location to be determined by the cemetery Director in the field. The project will also include, but not limited to structural (foundation and sidewalk), civil (erosion and sediment control), electrical, irrigation and landscaping.

OTHER REQUIREMENTS:

- A Licensed professional engineer from the State of Mississippi to sign and seal and certify the structural integrity. The contractor shall submit slab, walls, foundation plans, and

roofing plans; certification of compaction of sub-grade to 95% compaction; and certification of concrete design with minimum of 3,000 PSI at 28 days. The contractor shall install proper control joints and construction joints timely to prevent slab cracking.

- Contractor shall secure all necessary permits including any environmental permit required to meet compliance.
- Contractor shall coordinate with cemetery staff for all construction work to avoid or minimize any interruption of cemetery functions.
- Contractor shall investigate all on-site conditions including all utilities prior to construction.
- Contractor shall grade the site to maintain proper site drainage.
- Contractor shall make all necessary adjustment or connections from the existing utilities and shall reroute any utility line, either storm sewer or sanitary sewer which may impact construction.
- Contractor shall provide weekly progress summary and electronic photos to show construction progress through e-mail to the COTR and MSN 2 Engineer.
- Contractor shall provide a certificate of warranty for material supplied and workmanship for a minimum of one year from the date of acceptance. Warranty for roof shall be as supplied by the manufacturers.
- Contractor shall provide two copies of Operation and Maintenance Manuals, if required, at the final inspection.
- Contractor shall perform daily clean up and final clean up.
- Contractor shall dispose of all waste materials properly.
- Use drawings and sketches provided as reference to design.
- Contractor shall submit final design for approval prior to construction.
- Contractor shall edit NCA Master specifications to fit the desired design for the committal shelter project. These specs are available on the VA website Technical Information Library

(TIL) These specs shall be reviewed and approved by the government.

- Provide boring requirements as needed.
- Provide AutoCad drawings and as-built.
- Seal concrete slab/floor
- Roof and shelter exterior shall be matching or be comparable with existing buildings in view.
- Protect existing roads and undisturbed infrastructures and environments, and
- Repair and restore all damages to be as good as the original conditions or better due to construction activities.

Prior to submitting any request for proposal, a site meeting will be held and participants would include but not limited to the contractor, COTR and/or contracting officer, MSN II Engineer, and the Cemetery Director. The purpose of the meeting would be to identify adequacy of proposed locations, clarification of scope, and to thoroughly investigate the site to ensure a clear understanding of the project.

For additional information on the layout of the above site elements the contractor may reference the National Cemeteries web site at <http://www.cem.va.gov/siteelements.htm>.

A2. Schedule

The anticipated completion of this project is 240 days after receipt of Notice to Proceed.

A3. Cost Range

The anticipated cost range for this project is between \$200,000 and \$500,000.

A4. Definitions

A. 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 (JV) for both design and construction services for a specific project.

1. Contracting Officer: The services to be performed under this contract are subject to the general supervision, direction, control and approval of the Contracting Officer.

2. Project Manager: The Contracting Officer's representative responsible for administering contracts under the immediate direction of the Contracting Officer.
3. Contracting Officer's Technical Representative (COTR): The COTR is the Contracting Officer's authorized representative. The COTR 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. Submittals approval maybe reassigned to government-retained A/E Construction Inspector. The COTR may issue change orders to the Contractor within the limitations set forth in his delegation of authority from the Contracting Officer.
4. Design Build Contract: This term, as used herein, refers to the Contract(s) to perform the design and construction of the project.
5. Contractor: This term, as used herein, refers to the contractor under this contract or the DB team.

B. PART II - RESPONSIBILITIES OF THE DESIGN-BUILD TEAM

1. The DB team includes all J/V 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.
2. 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 is one and the same firm (not a J/V) those consultants shall be subcontractors of DB firm not the construction subcontractors.
3. The RFP documents are intended to describe 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 RFP documents within the required time period (contract length).

C. PART IV - POST AWARD REQUIREMENTS

C1. Construction Document Preparation:

1. Design Review Submissions:

- a. The Design-Build Team A/E (DB A/E) shall prepare and submit complete construction documents for review and approval by VA in accordance with standard professional practice, the Department of Veterans Affairs RFP (VA RFP), and prevailing codes. The specifications must be edited to represent the specific design and construction proposed by the Contractor. A commercial level of design, materials and construction quality is required.

2. Submittal Requirements:

a. Drawing Sheets and Labeling Requirements:

- 1) All plans are to use the standard VA base sheet. Sheet size is 30" x 42".
- 2) All drawings shall be bound, along the left margin, into sets in the order of the drawing symbol list contained in this scope. The binding must not obscure any information on the drawings.
- 3) Each set of drawings will have a cover sheet which indicates: project name, project number, index of drawings in the set, names and addresses of all associated A/E firms, vicinity map, site location map, project location map and other pertinent project information.
- 4) Each sheet as well as all materials submitted will be clearly labeled above the title block, what submission it is, corresponding to the required submissions in this RFP i.e., "100 % Construction Documents Submittal". This label will be appropriately revised after the review.

5) Drawing Symbol Identification:

Symbol	Information
X-	Cover Sheet
B-	Sub-Surface Investigation and Survey Drawings
D-	Demolition Drawings
L-	Landscape Architecture
A-	Architecture
S-	Structural Drawings

b. Graphic Standards:

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- 1) Plans must clearly demonstrate what is new work, what is existing and what is to be demolished. New work must be graphically bolder (darker) than existing conditions. Dashed lines shall show demolition work. ALL lettering must be a minimum of 1/8-inch high.
- 2) All sheets will have the same north arrow orientation. North shall be oriented to the top of each plan sheet. Each sheet having a drawing that requires it, will have a north arrow on the sheet. Drawing scales must be indicated on each sheet in both written and graphic form. Each sheet will have a key map for locating and orienting individual drawing sheets to the whole site.
- 3) All plans will show drafting symbols and abbreviations
- 4) Drawings using match lines must not overlap information. All information must stop at the match line and resume at the corresponding match line.
- 5) Detail sheets will be organized logically and present the material intended in an orderly manner. Items with plan, front and side views will be arranged in that context to one another. Each detail must be clearly labeled and the scale indicated.

c. Specifications:

Submit 8½" x 11" copies of all required calculations and specifications. All letter reports will be labeled with the project name, project number, name(s) of the A/E firm(s), date and title of the report or estimate. Final submittal of specifications shall be in Microsoft Word and PDF formats on CDRom.

- d. Submission package will be reviewed by VA at the 100% completion stage. If the submission package is not complete, a post review may be required the cost of which will be borne by the DB Team.

- e. The Design Review Submission package shall include 2 full size hard copy sets and 1 half-size hard copy set with the following distribution:

VA STAFF	DRAWINGS	COST ESTIMATE	CALCS.	SPECS
Project Manager	1 Set	1 Set	1 Set	1 Set
MSN 2 Engineer	1 Half-size Set	1 Set	1 Set	1 Set
Cemetery Director	1 Set			1 Set

Submittal addresses and contact information:

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VA STAFF	MAILING ADDRESS	PHONE /FAX/ E-MAIL
Project Manager:	Department of Veterans Affairs National Cemetery Administration (41F1) 425 I Street, N.W., Suite 5E425I Washington, DC 20001-2504 Attn: Philip Obianwu	Phone: (202) 632-5407 FAX: (202) 632-5823 Philip.obianwu@va.gov
MSN 2 Engineer:	Department of Veterans Affairs Atlanta Memorial Service Network (MSN #2) 1700 Clairmont Road, 4 th Floor Decatur, GA 30033 Attn: Samuel Harris	Phone: (404) 929-5911 FAX: (404) 929-5900 Samuel.harris@va.gov
Cemetery Director: Margaret Ayers	Biloxi National Cemetery 400 Veterans Avenue P. O. Box 4968 Biloxi, Mississippi 39535-4968 Attn: Cemetery Director	Phone: (228) 388-6668 FAX: (228) 523-5784 Margaret.ayres@va.gov

f. The Final Construction Documents will include 2 hard copy sets, 1 half-size hard copy set, and 2 sets on CD-ROM in AutoCAD and PDF formats. Specifications shall be in Microsoft Word and PDF formats on CDRom. The package will include an index of drawings (by sheet number and title) and specifications (by section number and title). All VA comments made on the Design Review Submission will be incorporated in this final submission. The final packages will be distributed the same as the Design Review Submission above.

3. Design Review Meetings:

- a. A review meeting will be held as determined necessary by the project manager to resolve design issues.
- b. The DB team shall allow a minimum of fourteen (14) calendar days for each review cycle. A cycle includes:
 - 1) VA's receipt of the design review submission package.
 - 2) DB teams receipt of comments from VA, either electronically, by fax, or by hard copy delivery.
 - 3) Scheduling of the review meeting (optional by project manager).
- c. Coordination of the review meeting schedules will be the responsibility of the VA Project Manager (for the VA team) and the DB Team Project Manager (for the DB Team). See section I. Quality Assurance/Quality Control.

4. Electronic Media:

- a. Design review submission drawings will be a full size and half-size hard copy. Final Construction Document submission drawings will be hard copy (on mylar) and executed in electronic format. All drawings will be in AutoCAD 2003 format in accordance with the latest version of the A/E/C CADD Standard of the CADD/GIS Technology Center for Facilities, Infrastructure and Environment. These standards can be downloaded from the Internet website at: <http://tsc.wes.army.mil/products/standards/aec/aecstdweb.asp>.
 - b. At the DB Team's request, the drawings included in the VA RFP will be available to the DB team in hard copy only for use in preparing the construction drawings. Drawings are provided without warranty or obligation on the part of VA as to accuracy or information contained therein. The user shall independently verify all information in the files. Any user shall agree to indemnify and hold VA harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the drawings.
 - c. Specifications and other 8 1/2 by 11 formatted material will be executed in electronic format Microsoft Word.
 - d. The specifications included in the VA RFP shall be available to the DB team in hardcopy or electronic for use in preparing the construction specifications.
5. Professional Licensing:
- a. The DB A/E who prepares the construction documents shall be a professional architect or engineer licensed in the State of Mississippi.
 - b. The professional seal indicating such license by the state shall appear on the final construction documents. The architect whose seal is shown will be known as the Architect of Record. The DB A/E shall certify compliance with the VA RFP and all applicable codes.
6. Approved Construction Documents:
- a. The final construction document submission package will be submitted by the DB team for approval by the VA after completion of the 100% review cycle for the final package to be submitted by the DB team. The VA will have 14 calendar days to take approval action.
 - b. The final construction documents submission package will include a full set of construction documents including all disciplines.

- c. The final construction documents submission package will comply with the VA RFP.
 - d. If the final construction documents submission package is not complete, a post submittal may be required, the cost of which will be borne by the DB Team.
 - e. The approved final construction documents include such details that the project can be constructed and will be used for construction of the project.
 - f. See PART IV, D1 for Construction Document distribution.
7. Construction Drawing Preparation - Mandatory material and details may be indicated either on the drawings or in the specifications, at the option of the DB team. The construction drawings shall include a coordinated set of the following:
- a. Civil engineering drawings including demolition plans, schedules calculations and details.
8. Construction Specifications - Project specifications shall include specifications for all products, materials, equipment, methods, and systems shown on the construction drawings in accordance with standard professional practice and the VA RFP. The specification submitted for review shall include:
- a. The name of the manufacturer, the product name, model number, or other identification as appropriate to clearly identify the product that will be used in the construction of the project;
 - b. Other data as appropriate to clearly identify the product that will be used in the construction of the project i.e. shop drawings, product data, and samples as required by the VA RFP documents; and
 - c. The required stamp of the licensed architect or engineer of record will be considered as certification of compliance with the RFP requirements.
9. Design Requirements - Compliance with codes and standards.
- a. Project design shall be in compliance with local building codes and with applicable standards and codes described in VA Program Guide and design materials included or referenced in the solicitation materials.
 - b. See Section E. Approved Construction documents, above, for required inclusion of design review comments.

- c. In the design of new work under this contract, the DB team shall consider all requirements (other than procedural requirements) pertaining to:
 - 1) Zoning laws
 - 2) Environmental and erosion and sediment control regulations; and
 - 3) Laws relating to landscaping, open space, minimum distance of a structure from property lines, historic preservation, aesthetics and other similar laws of the State and local political division, which would apply to the project if it were not to be constructed or altered by the U.S. Government.
- d. The DB team shall consult with appropriate officials of the Federal, state, and political subdivision, and submit plans under the rules prescribed by those reviewing authorities. VA shall give due consideration to the recommendations of the referenced building officials. VA will also permit inspection by the officials described above during the construction period in accordance with the customary schedule of inspections in the locality of the building construction. Such officials shall provide VA with a copy of the schedule before construction begins or give reasonable notice of their intention to inspect before conducting an inspection.
- e. The DB team shall provide prompt, written notification to the Contracting Officer concerning conflicts with, or recommended deviations from codes, laws, regulations, standards, and opinions of review officials as described above. No work altering the scope of this contract shall be undertaken prior to receipt of written approval from the Contracting Officer.
- f. No action may be brought against the DB Team or VA and no fine or penalty may be imposed for failure to carry out any of the previously described recommendations of Federal, state, or local officials. VA and its contractors shall not be required to pay any amount for any action taken by a state or political division of a state in carrying out functions described in this article, including reviewing plans, carrying out on-site inspections, issuing permits, and making recommendations.
- g. The DB team shall advise the Contracting Officer of any variances with the applicable Department of Labor, Occupational Safety and Health Standards, for occupancy requirements.

C2. Construction Period Submittals

- A. The DB contractor shall distribute a total of 3 sets of the approved construction documents prepared by the DB Team to VA, as directed by the VA Project Manager.
- B. Other submittals - The DB team shall submit test results, certificates, manufacturer's instructions, manufacturer's field reports, etc. as required by the VA RFP specifications, to the VA COTR.
- C. Project record drawings - The DB team will maintain a set of construction documents (field as-built drawings) to record actual construction changes during the construction process as required by the RFP specifications. The project record drawings will be available for review by the VA COTR at all times.
- D. Shop drawings and submittals - The DB A/E shall check the DB construction contractor's shop drawings, detail drawings, schedules, descriptive literature and samples, and review the color, texture and suitability of materials for conformity with the RFP Documents and construction documents. The DB A/E shall recommend approval, disapproval, or other suitable disposition to the VA COTR. The VA COTR will have final approval authority. The DB AE shall evaluate the submittals with reference to any companion submittals that constitute a system. When necessary, the DB A/E will request the DB Construction Contractor to submit related components of a system before acting on a single component. Should this procedure be inappropriate, the DB A/E shall review all prior submittals for related components of the system before acting on a single component. The DB A/E may be required to hold joint reviews with VA staff. The DB A/E shall notify the VA COTR in writing of any and all deviations from the requirements of the construction documents that he has found in the submittals.

C3. Project Close-Out

The DB team shall comply with the requirements in the "General Conditions", and "General Requirements", for submission of final RFP as-built drawings, manuals, and other documents as noted. Required as-built drawings and specifications will be submitted in the same format required for the construction documents.

C4. Site Visits and Inspections

During the construction period the DB A/E shall make weekly visits to the project site when requested by the COTR. The COTR may also request

visits for special purposes. Only registered architects and engineers thoroughly familiar with the project may make these site visits. The COTR has the prerogative to determine the professional discipline(s) required for any visit. The DB A/E shall observe the construction, advise the COTR of any deviations or deficiencies or solutions to issues discussed. A site inspection report which includes the purpose of the inspection, items reviewed, deficiencies observed, recommendations and additional actions required, shall be furnished to the COTR within three work days following the site visit date.

- E N D -