

Department Of Veterans Affairs
TVHS, Nashville Campus
Requirements for A/E Services
Project: 626-17-102
Improvements for Surgical Clinics

I. GENERAL SCOPE OF WORK

The consultant shall provide all necessary professional architectural and engineering services as required to prepare complete contract drawings, specifications, technical reports, and cost estimates, including services from schematic design through construction administration to "Improvements for Surgical Clinics" at the Nashville Campus of the VA Tennessee Valley Healthcare System, 1310 24th Avenue South, Nashville, TN 37212. The project will partially renovate areas of the approximately 7000 square feet clinic space and controlled corridor on the 1st floor. The work is primarily architectural, mechanical, electrical and plumbing, but will also include limited life safety, fire protection and industrial hygiene. The goal of the project is to improve the functionality, flow and environment of the Surgical Clinic by renovating exam rooms, treatment rooms, patient bathrooms, lab area and staff workspaces, improving circulation, clinical processes and the patient experience.

II. STATEMENT OF PROJECT OBJECTIVES

It is the intent of the Department of Veterans Affairs to have the A/E fully survey, investigate, and document the existing space in order to gain the knowledge and insight necessary to prepare quality, accurate documents in a professional and competent manner. The project objectives are as follows:

- A. Create an additional procedure room by converting an existing exam room by adding a bathroom.
- B. Create a multipurpose training and staff meeting/report room.
- C. Create dressing rooms for imaging rooms.
- D. Reconfigure staff work stations in controlled corridor to reduce congestion, flow problems, and improve staff efficiency.
- E. Ensure compliance with specimen lab codes/guidelines by making improvements, such as creating a toilet with pass-through to the specimen lab.
- F. Improve privacy and HIPPA compliance through improvements, such as creating private printing room(s) to allow for secure printing of patient information and rearranging staff work areas.
- G. Make medication room improvements, such as providing emergency power for Pyxis to backup normal power, adding storage and other improvements for compliance with guidelines and facility standards.
- H. Update finishes, providing a healing environment and improving the patient experience. This project will partially correct the following deficiencies in the Facility Condition Assessment report (FCA):

1. Project partially corrects FCA #289259 Finishes

2. Project partially corrects FCA #289263 Rubber base
3. Project partially corrects FCA #283004 Ceiling tiles
- I. Install automatic door openers to allow for easy of entry into the clinic area for patients, especially stretchers.

III. Project Justification

Existing clinic was built in 1991 and has not been renovated since. It needs basic improvements for proper patient care and refreshing to provide a healing environment. Project is needed to:

- A. Increase treatment/procedure rooms and accommodate increased patient load.
- B. Improve patient privacy and HIPPA compliance.
- C. Provide a specimen collection lavatory adjacent to the specimen lab. Currently the lavatories are down the hall and the specimens are left on a table in the hallway until they can be retrieved by the staff.
- D. Consolidating printed patient information to a private and secure room to improve HIPPA compliance.
- E. Improve accessibility by installing automatic door opener, allowing for a hands free patient bed or stretcher entry into the clinic without having to call for help or leave the patient in the hall until staff assistance is available.
- F. Improve the environment of care by updating worn-out finishes
- G. Improve/rearrange workspace to accommodate additional staff and improve workflow.
- H. Improve space utilization to account for additional clinical staff members that have been hired over the years.

IV. STATEMENT OF A/E TASKS

A. The Magnitude of Construction is between \$500,000.00 and \$1,000,000.00. The A/E design and estimate shall identify **20** percent of the total construction budget as viable deductive construction alternates by areas of work and/or phases. This will require individual estimates by area/phase.

B. The A/E shall furnish all services for a complete design including producing construction documents, and construction period services as specified in the subject contract.

1. Necessary site survey work and evaluation such as verifying existing conditions, verifying record drawings, and verifying and analyzing utility systems shall be accomplished in conjunction with preparation of Design Documents. A/E shall furnish documentation and drawings of these findings, and address deficiencies in the existing conditions.

2. The complete site survey work shall include a thorough investigation of existing conditions to accurately document and convey existing conditions with dimensioned and scaled drawings illustrating all utilities for affected areas, and utilities that traverse

through affected areas, typical construction type and variations, and finishes. This information provides the necessary as-built drawings for the Schematic phase. Existing mechanical, electrical and Plumbing is not documented. Architectural base sheets will be furnished by the VA.

- a) Investigation shall include use of Test and Balance (TAB), temperature testing/surveillance, visual inspection, DDC frontend trending and other innovative measuring and testing methods. Document existing conditions, proposed alternatives and corrective actions.
- C. The A/E shall provide cost estimation, project scheduling & phasing, bid period and (optional) construction period services as further described in the contract.
- D. The A/E shall meet with the user group and provide design concepts as required for an approved Schematic Design, Design Development and Construction Documents.
- E. A/E shall develop and execute a Quality Assurance (QA) plan that demonstrates the team and method of review for the project plans and specifications. The QA plan shall be submitted to the VA along with the project schedule and shall describe each QA task that will be taken during the development of the various design submission packages and the name of the Contractor member responsible for QA. Upon its completion each task shall be initialed and dated by the responsible Contractor member. A 100% completed QA plan shall be submitted with the final construction document submission package.
- F. The A/E shall provide technically sound and complete design and construction period services utilizing individuals who are adequately knowledgeable of the various design disciplines including but not limited to architectural and engineering of structural, mechanical, electrical, and special systems as required by the project. Changes in personnel from those who are proposed in negotiations, interviews, kick-off meeting, and/or A/E submission forms must be approved in writing. The registered individuals who will stamp the completed documents shall oversee the construction documentation and shall be actively involved from the beginning to end phases of this project.
- G. The AE shall provide a Code Analysis which will be clearly defined on the Index Sheet of the Construction Documents.
- H. G. A/E shall provide a life safety sheet which includes the entire 1st floor. (Existing 1st floor AutoCAD files will be furnished by VA.)
- I. AE will coordinate with leading industry equipment, furniture and equipment manufacturers/vendor(s) to insure proper layout and support of equipment according to manufacturer's requirements.
- J. Energy efficiency and cost savings shall be considered in all design decisions.
 - a. Use non-priority native BACnet controls. Integrate new Direct Digital Controls (DDC) controls with existing Alerton or Honeywell DDC frontend systems. Include DDC Raiser Diagrams, points matrix/listing and project specific sequence of operations based on TVHS standard sequence of operations.
 - b. If needed, add/replace VAV boxes with properly sized boxes. Upgrade existing pneumatic controlled to new DDC controls in project related spaces. Implement HVAC energy optimization controls, to include reset of discharge air temperature and air flow, unoccupied setbacks, use of occupancy sensors for terminal units in spaces with limited occupancy (such as conference rooms, storage rooms, etc).

- c. Energy efficiency and cost savings shall be considered in all design decisions. Comply with all federal mandates for sustainability, energy reduction and in accordance with VA design criteria. Design to applicable sections of the TVHS Energy Requirements and Design Guide for specific energy guidance.
 - d. When observed, include design for replacement or repair of duct work/duct access doors/access panels that are leaking air/energy. Duct work leakage objective is to obtain ASHRAE Standard 90.1, Seal Class A on major supply lines and Seal Class B on return and exhaust lines.
- K. Design shall include provisions to minimize disruptions to the Surgical Clinic. The clinic will remain in operation throughout construction. Project shall be phased to maintain service during construction. Temporary measures to maintain clinical operations will also be planned and documented.

V. GEOGRAPHICAL LOCATION OF AE

Eligible firms must have a working office location within 250 miles of the Nashville campus of the Tennessee Valley Healthcare System.

VI. BASIS FOR DESIGN:

A. Department of Veterans Affairs standards may be obtained from the Internet at <http://www.cfm.va.gov/TIL/>. Also see VA Design Manuals at <http://www.cfm.va.gov/til/planning.asp>

B. Design shall comply with the VA-PG-18-9 Space Planning Criteria. <http://www.cfm.va.gov/til/space/SPchapter262>

C. Compliance with VA HVAC Design Guidelines at www.cfm.va.gov/til/dGuide.asp

- a) Review VA AE Quality Alerts from the TIL. Special attention to HVAC, Plumbing and Electric Alerts.

D. Compliance with the Physical Security design manuals for VA Facilities. <http://www.cfm.va.gov/til/spclRqmts.asp#>

E. Compliance with ADA, ABA and the VA PG-18-13 Barrier Free Design Guide. <http://www.cfm.va.gov/til/dGuide.asp>

F. Compliance with VA TIL, PG-18-3, Design and Construction Procedures <http://www.cfm.va.gov/TIL/UcPro.asp>

G. Compliance with VA TIL, PG-18-15, AE Design Submissions and Review <http://www.cfm.va.gov/til/aeDesSubReq>

H. New rooms and partitions shall be designed to 40STC. This includes in-wall components such as doors, frames, boxes and glazing.

I. Compliance with TVHS Energy Requirements and Design Guide (revision 7-7-14, attached).

- b) Comply with relevant section of the TVHS Energy Conservation Requirements and Design Guide, attached. Latest version of the TVHS Energy Conservation Requirements and Design Guide will be provided to the selected A-E.

- c) Comply with federal mandates for sustainability, energy reduction and in accordance with VA design criteria. In addition, renovated space, larger than 5,000 SF, should be at least 30% more energy efficient than American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 90.1-2007, appendix G, excluding receptacle and process loads. If space is less than 5,000 SF, reduce energy use by 20% below pre-renovation baseline, excluding receptacle and process loads.
- d) Other related referenced standards and VA guidance:
 - a. VA TIL, PG-18-3, Design and Construction Procedures
 - b. Topic 15 - energy efficient and sustainable design policy for new construction
 - c. Topic 16 - sustainable buildings policy for new and Renovation construction
- e) VA HVAC Design Manual for Renovation of Existing VA Facilities

K. Compliance with current applicable state, local, & federal building codes as well as codes from other recognized authoritative bodies; including but not limited to Associated Air Balance Council (MBC), American Concrete Institute (ACI), Acoustical and Insulating Materials Association (AIMA), American National Standards Institute (ANSI), American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE), American Society of Mechanical Engineers (ASME), American Society for Testing and Materials (ASTM), Gypsum Association (GA), International Building Code (IBC), National Electric Code (NEC), NFPA, National Environmental Balancing Bureau (NEBB), International Plumbing Code (IPC), OSHA, Standard Building Code (SBC), Sheet Metal and Air Conditioning Contractors' National Association (SMACNA), , and Uniform Federal Accessibility Standard (UFAS), & American Barriers Act (ASA), and other applicable codes and regulations. Comply with VA PG 18-13 design standards.

L. Corridor finishes will be replaced to match the TVHS Facility Standards.

VII. DETAILED SUBMISSION REQUIREMENTS:

Program Guide PG-18-15, establishes the guidelines for the A/E submissions. Design shall be performed and submitted in accordance with VA AE Submission Instructions for Minor and NRM Construction Program. Refer to (<http://www.cfm.va.gov/contractUae.asp>). These guidelines indicate a minimum level for submission compliance, which may not be adequate for certain, types of design. In some instances in which critical decisions need to be made, sufficient and relevant information has to be provided timely in order for the design to progress to meet certain milestone dates. The level of applicability of the program guide depends upon the scope of work and the exclusions, which are herein specified. Questions in regards to the applicability of specific requirements shall be resolved with the medical center staff prior to any submission deadline. Where "days" are stated, this refers to "calendar" not "work" days.

A. At each submission, all drawings and support material shall be dated and appropriately labeled above the title block (the number of submission shall be adjusted according to the project size and scope):

Work Element	Copies	Duration
Design Kick-off Meeting		1 Day
Schematic	3	21 Days
Gov't Review		7 Days
Design Development	3	28 Days
Gov't Review		7 Days
Construction Document 1	3	21 Days
Gov't Review		7 Days
Construction Document 2	3	21 Days
Gov't Review		7 Days
Checkset	2	4 Days
Total		124

B. VA submission review comments may be verbal, noted directly on review sets, or written list. The AE shall be responsible for compiling & addressing review comments. AE shall produce & distribute meeting notes or minutes for VA review immediately after each submission review meeting.

A. 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 resulting contract. The specification submitted for review shall include: 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. Final bid documents shall be reproduced as part of the contract. To full sets and 1 half set of the Construction Bid Documents are to be delivered to the CCR. Electronic files of the Construction Bid Documents will be provided to the CCR and Contracting Officer.

C. Total time to accomplish Schematics, DDs, and CDs through final reproduced bid documents shall be 124 calendar days from the issuance of the Notice to Proceed. Each submission will require maximum 7 days for VA review, depending upon the A/E responsiveness to previous VA comments and A/E quality control. A/E shall prepare a submission schedule based upon their understanding of the design and their staffing workload. The schedule is negotiable so that the timeframes are mutually agreeable to the A/E and VA.

D. For each submission, furnish electronic files in the latest version of Microsoft Office 2010 compatible and/or AutoCAD 2016. Also submit 2 hardcopies of all drawings. Construction shop drawings are not required to be completed in AutoCAD. Also, submit one half size hard copy of A/E DD and CD submittals for energy review. Electronic

media drawings shall be in AutoCAD 2016 and always electronically stamped. A/E shall load and demonstrate full AutoCAD compatibility and functionality with VA computers. Compatibility means that data can be accessed directly by target system without translation or processing of data files.

E. The final construction documents will incorporate all VA supplied comments from the earlier submission package reviews and will comply with the VA RFP. The required stamp of the licensed architect or engineer of record will be considered as certification of compliance with the contract requirements.

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VIII. CONSTRUCTION PERIOD SERVICE REQUIREMENTS:

A. Review of Submittals: A/E shall review all material submittals, shop drawings, test reports (as applicable), etc. Reviews shall be completed and submittals returned to the VA Project Engineer within 10 workdays of the A/E's receipt of the submittal.

B. Review Analysis of Requests for Information, Change Orders, and Costs: A/E shall provide prompt response (within 5 business days) when contacted by the Contracting Officer to review and provide analysis of construction contractor requests for information; change orders; and resulting cost adjustments due to omissions, errors, ambiguities, etc.

C. Site Visits: A/E shall provide 48 site visits (1 person for 3 hours) during the construction period when requested by the Contracting Officer. These visits shall be in addition to final inspection, in-wall and above ceiling inspections as well as 2 site surveys and the Pre-Construction Meetings. A site visit "unit" is defined as a visit to the site by one individual for 3 hours onsite when requested by the Contracting Officer or an authorized representative. On this job, a site visit should last 3 hours and may require the use of multiple "units" when more than one individual or an extended period of time is needed to inspect an area of work. Only registered architects and engineers familiar with the project may make these site visits. The Contracting Officer has the prerogative to determine the professional discipline(s) required for each site visit. The A/E shall notify the Project Engineer of their presence on site in order to document the number of individuals who are making the site visit. The A/E shall observe the construction, advise the Project Engineer of any deviations or deficiencies, and recommend appropriate corrective actions.

D. The A/E, when requested, shall assist the Contracting Officer and COR to interpret the construction documents and shall: (1) recommend any action(s) deemed suitable for the satisfactory prosecution of the construction work; (2) prepare any supplemental drawings, specifications or other documents that may be required to clarify or supplement the construction documents; and (3) assess the preparation of Construction Contract Modifications initiated by or through VA to be executed in accordance with the Construction Documents.

E. Record Drawings" Requirement: A/E shall revise the solicitation documents if necessary and provide a complete set of all drawings showing actual, completed construction and reflecting any changes incorporated during construction on bond copy and on electronic media. Electronic media drawings shall be in latest version of AutoCAD in use at VA and shall be stamped. A/E shall load and demonstrate full AutoCAD compatibility at VA site. Compatibility means that data can be accessed directly by target system without translation or processing of data files. Problems shall be corrected to satisfaction of VA. Final electronic media specifications shall be in Microsoft Word and PDF Format.

IX. MATERIALS TO BE FURNISHED TO THE A/E BY VA:

A. Drawing Files – AutoCAD and pdf files of the campus site plan and architectural floor plans are available. Station utility drawings are hard copy only and will be made available for the AE to copy and scan. The accuracy of drawings is not guaranteed and shall be used for general information only. Actual conditions shall be field verified by the A/E.

8. TVHS Energy Requirements and Design Guide.

X. DELIVERABLES TO BE FURNISHED TO THE VA BY THE A/E

In Addition to the Requirements for AE Design Submissions for NRM and Minor Projects, the AE shall furnish the following:

A. A/E shall furnish a separate stamped Life Safety sheet as part of the drawing package.

XI. ATTACHMENTS

A. Attachment 1: Partial 1st Floor plan

8. Attachment 2: TVHS Energy Requirements and Design Guidelines