

**Department of Veterans Affairs Medical Center, Lexington, Kentucky  
Leestown Division (LD), Cooper Drive (CD) and CBOCS  
Requirements for A/E Services for Project 596A4-17-104  
Physical Security Risk Assessment and Survey**

**STATEMENT OF WORK (SOW)**

**PURPOSE:** To bring VAMC Lexington, KY facilities and Community Based Outpatient clinics into compliance with current U.S. Department of Veterans Affairs Physical Security Design Manual (PSDM) for Life Safety Protected Facilities requirements with the development of a Physical Security Risk Assessment and Survey. The facilities are located as follows:

- Leestown Division (LD), 2250 Leestown Rd., Lexington, KY 40511
- Cooper Drive (CD), 1101 Veterans Dr., Lexington, KY 40502
- Berea Community Based Outpatient Clinic (CBOC), 209 Pauline Drive, Berea, KY 40403
- Hazard Community Based Outpatient Clinic (CBOC), 210 Black Gold Blvd, Hazard, KY 41701
- Morehead Community Based Outpatient Clinic (CBOC), 333 Beacon Hill Rd #100, Morehead, KY 40351
- Somerset Community Based Outpatient Clinic (CBOC), 163 Tower Cir, Somerset, KY 42503

**A. GENERAL INFORMATION**

The contractor shall conduct a comprehensive Physical Security Assessment and Survey per the current PSDM requirements at the Department of Veterans Affairs Medical Center (VAMC) Lexington, KY and CBOC facilities. The contractor shall provide all necessary/required investigative work, tools, equipment, materials, labor, travel, and expertise to complete a physical security analysis in accordance with the scope and requirements outlined in this SOW, for Project No. 596A4-17-104, entitled “**Physical Security Risk Assessment and Survey**”.

Work shall include the following:

1. A preliminary/pre-proposal site visit may be coordinated with the Facility Manager or Contracting Officer Representative (COR) if desired.
2. An evaluation of facility’s existing security program and identify security related issues /vulnerabilities /weaknesses (hazard vulnerability and risk assessment), including terrorism per the requirements outlined in the current VAMC Physical Security Design Manual (PSDM).
3. Submit project work schedule for approval by the facility COR to include site investigations prior to and during development of the Physical Security Risk Assessment and Survey for the facility
4. Development of draft and final document submittals for approval.
5. The following resources will be made available to the A&E for use during the assessment:
  - a. VA Physical Security Design Manuals, via link <http://www.cfm.va.gov/til>. The manual consist of two parts:
    - i. Life Safety Protect Facilities, and
    - ii. Mission Critical Facilities.
  - b. VISN 9 PSDM Life Safety and Mission Critical Compliance Checklists,
  - c. VISN9 PSDM Existing Medical-Related Leases (Life Safety Compliance Checklist), and

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- d. All hospital drawings for applicable disciplines (i.e., Architectural, Plumbing, Electrical, Structural, Mechanical, etc.). Plus, any scanned files for existing projects/systems will be made available
6. provide suggestions for security improvements, to help ensure a safe and secure environment for patients, visitors, staff, medical staff and others conducting business on medical center property
7. identify, opportunities where costs can be reduced or where security operations can be made more efficient are identified.
8. document findings and recommendations to bring facility into compliance with current Physical Security requirements that are to be integrated into the facility's master plan.

## **B. PROJECT DESCRIPTION / SCOPE**

### **Justification**

A. Currently, the Lexington VAMC (LD, CD, and it's CBOCs) does not comply with the Physical Security Design Manual for Life Safety Protected Facilities requirements.

B. Obtain the services of an A/E firm with experience conducting Physical Security Assessments and Survey's for the Department of Veterans Affairs Medical Centers, and having the firm complete a comprehensive Physical Security assessment and survey for review and approval by the VAMC will allow the facility to comply with these requirements

C. This project shall be developed to comply with the requirements of the Physical Security Design Manual for VAMC Lexington Facility and Area CBOCS. The project will include completion of tasks identified in Section D below.

D. Work will be performed at the Cooper Division, Leestown Division, and 4 Community Based Outpatient Clinics (CBOCs). The Leestown facility is located at 2250 Leestown Road, Lexington, the Cooper Drive facility is located at 1101 Veteran's Drive, Lexington, KY, and includes the Tower and Main buildings. The Divisions are approximately five (5) miles apart.

1. The intent of this evaluation is to provide professional consultative/engineering services to conduct a physical security risk assessment for the Lexington VA Medical Center and Community Based Outpatient Clinics for compliance with the [VA Physical Security Design Manual \(VA PSDM\)](http://www.cfm.va.gov/til/PhysicalSecurity/dmphysecmc.pdf) (<http://www.cfm.va.gov/til/PhysicalSecurity/dmphysecmc.pdf>). To meet this requirement, the facilities evaluated must have a clear, defined presentation of their vulnerabilities and defined proactive measures needed to reduce or mitigate such risk/vulnerabilities. To achieve this obligation the assessment requires the showing of fragile links of the vulnerabilities and a prioritization to enable realistic programs to be developed to undertake physical works to improve. At a minimum, but not limited to, the contractor will complete the following general tasks:
  - a. Conduct Risk Analysis: The contractor shall collect information and perform an evaluation of each facility (VA-Owned and Leased properties) for compliance with VA PSDM by surveying the physical facilities / site to include perimeter (reviewing lighting, pedestrian ways, parking facilities, and other facility features), all buildings and facility security access

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- b. Gap Analysis: The contractor shall compare the existing building conditions to the VA PSDM identifying gaps and/or vulnerabilities.
  - i. At minimum, the contractor shall utilize the VA PSDM, VISN 9 PSDM Existing Medical-Related Leases (Life Safety Compliance Checklist) and/or VISN 9 PSDM Life Safety and Mission Critical Compliance Checklists to complete the gap analysis.
    - 1) The contractor shall review and edit VISN 9 PSDM existing Medical-Related Lease (Life Safety Compliance Checklist) and VISN 9 Life Safety and Mission Critical Compliance Checklists as appropriate to ensure coordination/harmony with VA PSDM.
- c. Corrective Action(s): The contractor shall develop appropriate as well as feasible corrective actions for each gap and/or vulnerability resulting from the Gap Analysis along with an order-of-magnitude estimate to correct each finding.

**C. EVALUATION PARAMETERS:**

- 1. The evaluation team must include a certified physical security specialist, as well as a licensed professional structural engineer who has specialized training in blast design and analysis.
  - a. The security specialist shall have a minimum of five years' experience in physical security design and shall maintain current certification as Certified Protection Professional (CPP) or Physical Security Professional (PSP) from the American Society for Industrial Security (ASIS). The security specialist must have demonstrated knowledge and experience applying security strategies, such as the application of Crime Prevention Through Environmental Design CPTED, ballistic and forced entry requirements, and electronic security system design. Working understanding of variances, equivalencies, and exceptions to make appropriate recommendations. The résumé of the specialist shall be submitted to the VA Project Manager (PM) for review and approval prior to the concept phase of the project. The qualifications of the firm for whom the specialist works shall also be submitted with the résumé.
  - b. At a minimum, the structural blast specialist shall have a bachelor's degree in structural engineering or a related field and have formal training in structural dynamics and demonstrated experience with the accepted design practices for blast resistant design. The specialist shall have a minimum of five years' experience in performing dynamic analysis in blast resistant design. The résumé of the specialist shall be submitted to the VA PM for review and approval prior to the concept phase of the project. The résumé shall include a minimum of three projects during the previous two years with similar scope to the project being designed. The qualifications of the firm for whom the specialist works shall also be submitted to the VA PM.
- 2. All analysis/recommendations shall include the review, application and reference of VA Physical Security Design Manual.

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**D. DELIVERABLES:**

**RECOMMENDATIONS REPORT:**

1. An approved Physical Security Risk Assessment to bring the Lexington VAMC (Leestown, Cooper Drive, and the CBOCs) to bring the facility in compliance with the current PSDM requirements and be integrated in the updating of the facility's Master Plan. The PSSA report shall describe each physical security deficiency and recommend corrective/mitigation actions.
2. Development and prioritization of recommendations for security improvements. Recommendations, mitigation action(s) and/or construction projects, necessary to implement resiliency and sustainability shall identify short-term and long-term costs.
3. Threat and vulnerability assessment to include a complete evaluation of present security program, degree of compliance with security requirements that are specific to the VAMC, identification of any weaknesses and vulnerabilities, risk identification and analysis
4. Development of implementation plan
5. A completed facility survey
6. Individual building analysis
  - a. Characterization of the building, including its mission and objective.
  - b. Identification and prioritization of adverse consequences to avoid.
  - c. Determination of critical assets that might be subject to malevolent acts that could result in undesired consequences.
  - d. Evaluation of existing countermeasures, and identification and evaluation of current detection capabilities such as, but not limited to, intrusion detection systems, and operational alarms.
  - e. Analysis of current risk and development of a prioritization plan for risk reduction:
    - i. Project phasing.
    - ii. Potential impact and magnitude of impact on existing inhabitants including associated building features.
    - iii. Life Safety protective measures.
    - iv. Total Cost estimate.
    - v. Estimated construction timeframe.
    - vi. Pros & Cons of each option.
7. Compliance Checklist:
  - a. The consultant shall provide a completed VISN 9 PSDM Compliance Checklist for each facility. The checklist used shall be appropriate for the mission of the building(s) included in the assessment.

**E. REPORT FORMAT:**

The A&E shall provide the final typed report(s) on CD-ROM in Microsoft Word (2007). The A&E shall provide individualized reports for the medical center and VA Healthcare Centers included in the study. The format shall be Arial 12-font, lines spaced at 120% of single line spacing, left justified, 1-sided, and laser quality. At minimum, the report(s) shall consist of an Executive Summary, Findings/Analysis, Recommendations (as outlined in paragraph "D. Deliverables"), and any supporting appendices.

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1. At 50% submission, the report(s) shall be provided in two (2) bound copies, with an identification label on the cover so the project title, number and medical center name are readily visible.
2. At final submission, the report(s) shall be provided in two (2) bound copies, with an identification label on the cover so the project title, number and medical center name are readily visible; and two (2) electronic copies on CD-ROM.

**Submittal Schedule**

Based on its current understanding of the VAMC's current Physical Security Design Manual requirements for compliance, Lexington anticipates that the contractor will need to provide the following levels of effort:

1	Submit Evaluation Cost Proposal (A&E):	14 calendar days after Notice To Proceed  <u>NOTE:</u> A&E shall submit a Cost Proposal for <u>all</u> Tasks listed in SOW. Normal working hours at the facilities are: 8:00am to 4:30pm, EST, Monday – Friday,
2	Proposal Evaluation	14 calendar days after receipt of proposal
3	Task Order Award	7 calendar days after negotiations
4	Kick off Meeting	14 calendar days after task order award/issuance
5	Draft Reports Submission	50% complete, Gathered Data 90 Calendar Days after task order award/issuance
6	Final (100%) Reports Submission: Gathered Data, Evaluations & Reports	120 Calendar Days after task order award/issuance.
7	Implementation plan.	120 Calendar Days after task order award/issuance

**G. ADDITIONAL SERVICES:**

If additional services are necessary to be performed by consultants, submit criteria for the work to be performed to the VA Contracting Officer as soon as possible. Upon approval of the criteria by the Contracting Officer, submit proposals and qualifications of at least three firms being considered for the work in accordance with the contract procedures (CP1) of the contract, together with a proposal from the recommended firm and a brief justification for its selection, for VA approval.

**H. PROPOSAL REQUIREMENTS:**

1. Proposal shall be submitted on VA Form 08-6298 "Fee Proposal". The form may be accessed electronically at: <http://www.va.gov/vaforms/medical/pdf/vha-10-6298.pdf>

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**I. ELECTRONIC MEDIA:**

1. Submittals shall be executed in electronic format using MSWord (2007) and AutoCAD (2014). Utilize the current MSWord version for Reports and other documents.

**J. PROFESSIONAL LICENSING:**

1. The A&E who prepares the study shall be a licensed, professional engineer. A&E firm shall maintain all professional engineering licensing, certifications, and accreditation information, along with any other credentials and qualifications for all workers involved in this project, and provide copy of such to the VA upon request.
2. The professional seal indicating such license by the State shall appear on the final study. The engineer whose seal is shown will be known as the Engineer of Record. The A&E shall certify compliance with the SOW and all applicable manuals and/or standards.

**K. COMPLIANCE WITH CODES AND STANDARDS:**

1. Evaluation shall be in compliance with applicable manuals, standards and codes described in VA Program Guides included or referenced in the contract.
2. A&E 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.

**L. GENERAL REQUIREMENTS - CONTRACTOR**

1. Contractor shall coordinate Site visit(s) with COR to schedule physical visits and obtain necessary accesses to complete assessment and work.
2. Contractor shall coordinate to attend contractor safety and security training (Orientation) on a Monday or Tuesday morning at 8:30 a.m. in order to obtain a picture badge to work on the property. Contractor shall provide a list of personnel who will be working on contract 1 week in advance to COR/PM. Orientation packet will need to be completed in advance. CO will issue contractor orientation packet at Kickoff meeting. Contractor staff must wear VA issued picture badge when working on Lexington VAMC property.
3. Contractor shall identify to COR what documentation is required prior to arrival, throughout the visit and if any documentation will leave the property.
4. Contractor shall provide computer hardware and software, assessment tools and references. Contractor will also provide any necessary personal protective equipment (i.e. hard hat, safety glasses, etc.)
5. Contractor shall be working in an operating 24/7 medical environment and must continually consider access, privacy, and staff care missions while conducting physical assessment and or work.
6. Contractor shall coordinate any afterhours physical assessment work 48 hours prior to the start of that work.

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**M. GOVERNMENT (COR) RESPONSIBILITIES**

1. COR will coordinate to provide a CD containing the most recent copy of Life Safety Assessment (LSA) and SOC, to include current electronic drawing files (in AutoCAD) and current fire and smoke barrier wall arrangements for review and re-plotting prior to site survey.
2. COR will coordinate key access for the team to areas identified by the Contractor.
3. COR will coordinate final comment response within two weeks of draft documentation receipt from contractor.
4. COR will be responsible for approving all submittals.
5. COR will be responsible for review and approval of pay requests.

**N. CHANGES TO STATEMENT OF WORK**

Any changes to this SOW shall be authorized and approved only through written correspondence from the Contracting Officer. 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 Contracting Officer shall be borne by the contractor.