

Request for Proposal for AE Design Services

Project Location: ALEXANDRIA NATIONAL CEMETERY

Project Title: Design of Roads, Sidewalks, Curbs, Gutters, and Drainage

Project Number: 872-NRM17-10

Statement of Work Summary:

Failed underdrain piping, asphalt, concrete, drain inlets, curbs and gutters at Alexandria National Cemetery have presented the National Cemetery Administration with a substandard area in need of renovation. A professional design firm is needed to properly design the replacement of the items herein.

Design firm shall furnish all labor, materials, and professional design services to perform work described below and on the drawings at Alexandria National Cemetery. "Design firm" and "contractor" are used interchangeably in this document; however note that "construction contractor" specifically refers to the selected construction firm for construction of the designed deliverables procured under this contract.

Design firm shall note that this site is a historical site and the A/E shall coordinate for state historical society notification. A/E shall incorporate state historical society requirements as necessary.

A. General

1. Contractor is strongly encouraged to survey the project area prior to submitting a proposal to adequately understand the full scope of work and all requirements. Contractor is required to submit any questions or clarifications prior to submission of proposal.
2. This contract is for professional design services, and as such shall require a professional design firm which specializes in civil and site work design.
3. Provide professional design services for the work shown on the attached drawing:
872-NRM17-01-001
4. Work shall include design of earthwork, soil analysis, soil borings, drain installations, inlets, flow analysis, and any other design work required to properly drain the area

highlighted in this work scope such that areas designed will positively drain and not accumulate standing water. Design for a solution to out-letting the water to the west and lower side of the site, which may include a headwall and outlet into the creek.

5. Work shall include design of earthwork, soil analysis, and any other design work required to design for the replacement of all asphalt paving, subbase, concrete sidewalks, flagstone pavers, and other miscellaneous work shown on the drawings.

6. Contractor shall note there are existing burials in nearby areas of this highlighted area. Changes in topography in burial areas are not permitted. Limited changes in topography of roads or walks may be considered with close communication with the cemetery and district office. Additionally, buried utilities are present which shall be reviewed and incorporated into this design as needed.

7. Provide all professional architectural and engineering (A/E) services necessary to provide for new construction work as highlighted on the drawing in addition to complete construction drawings, specifications, cost estimate, and project phasing associated with construction. Design shall remain within the constraints of the construction budget consistent with the Department of Veterans Affairs (DVA), National Cemetery Administration (NCA) project team goals as prioritized during primary project scope meetings, field surveys and studies. The limitation of construction is \$275,000. The A/E is responsible for establishing internal controls for developing the project design within project construction funding. The A/E will be required to revise design and resubmit cost estimates as necessary (at no cost to the VA) should cost estimates exceed construction funding. The A/E alternatively will be required to submit an additional construction package in the event the work herein exceeds \$275,000. As an example, if the work is estimated to be \$400,000, the A/E will be required to submit a construction package not to exceed \$275,000 and then an additional construction package for the remaining approximately \$125,000 of work. These projects will need to be designed such that they can be logically performed in subsequent fiscal years.

8. Quality control plan. The A/E shall prepare a quality control plan (QCP) which includes the following minimum:

- a. Identification and discussion of all organizational and technical interfaces
- b. Design team members and their areas of responsibility
- c. Team members responsible for checking design

- d. Team members for checking the electronic files
- e. Team members responsible for reviewing and submitting required VA design alerts and Quality Alerts a
- f. Project schedule. Showing key milestones and review periods

9. The A/E is responsible to obtain all environmental permits, and all other necessary permits that would be required prior to construction commencing.

10. "As-Built" Drawing Requirements: A/E shall prepare specifications such that the construction contractor shall hire an independent design firm to revise the construction documents (electronic autoCAD files) as necessary to review and submit final as-builts of their installed work in both electronic (autoCAD and pdf) format and physical drawings (1 full size set including specifications). This shall eliminate the A/E firm's requirement to review and prepare final as-builts.

11. Submittal reviews: A/E shall prepare specifications such that the construction contractor shall hire an independent design firm to review, approve, and sign/seal submittals for this project.

12. Utilize the most up to date NCA Design Guides and AE submission requirements documents, except where specifically altered below. Drawings must be signed and sealed by a professional engineer in the state where the work is to take place.

Contractor shall submit drawings and specifications package as detailed below.

a. Construction Documents. Submit each package in the quantity shown in the table below. Alternatively the electronic set can be delivered via e-mail (less than 8mb only) to rico.silveti@va.gov. Coordinate with Rico Silveti for electronic delivery of files larger than 8mb as the Government has a system which facilitates this. An electronic copy may also be provided on CD or DVD. Use standard mail service to deliver the quantities of complete sets of specifications, drawings, and cost estimates to the below address list. The NCA submission phases are modified and reduced to the following submissions:

- 1. 35% Schematic Design submission (include meeting with owner at cemetery)
- 2. Final Construction documents submission (include meeting with owner)

Quantity	Address List
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1 Full Size + 1 Half Size + 1 set of specifications + 1 CD electronic set	Rico Silvetti Project Engineer Department of Veterans Affairs National Cemetery Administration North Atlantic District 5000 Wissahickon Ave Philadelphia, PA 19144
1 Full Size + 1 Half Size + 1 set of specifications + 1 CD electronic set	James Sanders Quantico National Cemetery Director 18424 Joplin Rd Triangle, VA 22172

b. Submittal Letter: A/E shall provide a submittal letter stating that the changes and corrections noted on the previous reviews have all been evaluated and incorporated in the documents submitted for the final submission. List these documents

c. Seal of A/E: Each Contract Drawing shall bear the seal and signature of the registered professional architect or engineer responsible for its design. The seal and signature shall be affixed for the final scheduled review stage of each phase of the Construction Documents section. Before the final contract documents are issued for bidding, a principal of the A/E firm under contract to the VA will be required to provide a signed certification that all drawings and calculations have been properly signed and sealed by the appropriate individual for each discipline, in accordance with the rules and regulations of the local State licensing authority. This certification shall be forwarded to the Contracting Officer upon the completion of the Contract Documents.

d. Contract specifications shall be bound and have a clear plastic front and back cover (spiral bound as made by GPC).

e. Drawings shall be in black and white; size and quantity in accordance with table above.

f. Contractor shall submit a cost estimate which matches their bid for this contract. This shall serve as the basis for payment during the project in accordance with the FAR/VAAR clauses for payment which are included as part of this contract.

g. A final set of design calculations (where appropriate).

h. When CD's are required, the A/E shall provide all construction documents as follows. The CD shall include final specifications, drawings, and final construction cost estimate. Formats as follows: Specifications – Word & PDF; Drawings- AutoCAD & PDF; Cost Estimates- Excel & PDF. If all of the information does not fit on one CD, then one CD shall mean the set of CD's necessary to include all of the required submission information.

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

a. Prints of the station site, utility drawings and building floor plans may or may not be available. The accuracy of these drawings is not guaranteed and shall be used only for general information. Actual conditions must be field verified by the A/E.

b. Download from Technical Information Library (TIL) copies of the Master Construction Specifications list and unedited copies of each specification section applicable to this project as determined by the A/E. Consult the NCA design guides and master specifications found at

http://www.cem.va.gov/cem/design_construction/index.asp

c. A/E submission instructions for NCA projects can be found at

http://www.cem.va.gov/cem/design_construction/index.asp

Where differences between the above specified deliverables and those in the A/E submission instructions in the website above, those specified above in this scope of work shall govern.

d. CADD deliverables conform to the VHA National CAD Standard Application Guide. Available on line TIL (Technical Information Library)

<http://www.cfm.va.gov/til/sDetail.asp>

- Office of Facility Management Web Site
- Architect/Engineer Information
- CADD Deliverables guidelines
- General Guidelines

d. One copy of the legal documents and bidding forms applicable to this project. Contact the contracting officer for this information.

f. Estimate work sheet (HO-18B) December 1995 available on line TIL (Technical Information Library) <http://www.cfm.va.gov/cost/>

- Office of Facility Management Web Site
- Cost Estimating
- Cost Estimate
- Cost Estimate worksheet form HO-18B

g. Topic 2, Drawings VA Program Guide PG-18-3, available on line TIL (Technical Information Library) <http://www.cfm.va.gov/TIL/cPro.asp>

- Office of Facility Management Web Site
- Architect/Engineer Information
- Design submission requirements
- Procedures (Design & Construction)
- Topic 2 Drawings

h. The A/E shall specify in the construction design specifications the use of the maximum practicable amount of recovered materials consistent with the performance requirements, availability, price reasonableness, and cost-effectiveness. The A/E shall also consider energy conservation, pollution prevention, and waste reduction to the maximum extent practicable in developing the construction design specifications. Energy-consuming products must comply with the following applicable requirements. When acquiring energy-consuming products listed in the ENERGY STAR® Program or Federal Energy Management Program (FEMP):

(i) Agencies shall purchase ENERGY STAR® or FEMP-designated products; and

(ii) For products that consume power in a standby mode and are listed on FEMP's Low Standby Power Devices product listing, agencies shall—

(A) Purchase items which meet FEMP's standby power wattage recommendation or document the reason for not purchasing such items; or

(B) If FEMP has listed a product without a corresponding wattage recommendation, purchase items which use no more than one watt in their standby power consuming mode. When it is impracticable to meet the one watt requirement, agencies shall purchase items with the lowest standby wattage practicable; and

(iii) Information is available via the Internet about—

(A) ENERGY STAR® at <http://www.energystar.gov/products>; and

(B) FEMP at http://www1.eere.energy.gov/femp/procurement/eep_requirements.html.

Pre-proposal Site Visit: Design firms are strongly urged to inspect, site investigate by observation, and Request for Information (RFI) and responses through the Contracting Office to satisfy their understanding of the work to be done, all general, local and technical conditions that may affect the cost and the feasibility of their proposal. In no event shall failure to inspect the site constitute grounds for a claim after award. Visitors planning to conduct a site visit shall contact the Cemetery Director or Foreman to make arrangements:

Cemetery POC(s):

James Sanders, Quantico Cemetery Director (Alexandria is a satellite thereof)..... (703)-221-2183 or James.Sanders2@va.gov

Technical POC:

Rico Silveti, North Atlantic District (NAD) Engineer..... (215) 381-3787 x4050 or rico.silveti@va.gov

PRICE SCHEDULE

DESCRIPTION	QTY	UNIT	TOTAL PRICE
Design firm shall furnish all labor, materials, and professional design services to perform work described herein and on the drawings at Alexandria National Cemetery.	1	JOB	\$ _____

Duration: Term of the contract shall be ninety (90) days from date of award. The Contractor shall complete all design work required to deliver construction bid documents to NCA within 90 calendar days after receipt of Notice of Award, subject to all terms, conditions, provisions and schedules of the contract.

(END OF PRICE SCHEDULE)

1/5/2017

X Rico Silveti

Rico Silveti
Project Engineer
Signed by: RICO J SILVETTI 383641