

## DESIGN BUILD SPECIFICATION

### THE FOLLOWING INFORMATION APPLIES TO DESIGN BUILD TASK ORDERS ONLY

#### A. PART I - GENERAL

##### A1. Scope of Contract

Provide all labor, materials, tools and equipment, and design-build services necessary for design and construction of a project described here in other specific tasks as further defined by this request for task order proposal (RFP).

692-11-176 Upgrade Security System

##### A2. 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. COTR (Contracting Officer's Technical Representative): The Contracting Officer's authorized representative at the construction site. 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. 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.
  6. AE: This term, as used herein, refers to the Architect-Engineer firm(s) that are a part of the DB team, also referred to as DB/AE.

7. RFP/AE: The firm(s) directly hired by the VA for the preparation of the RFP Documents and to provide other technical assistance to the VA.

B. Selection Procedure - During the review of offers the VA may ask for additional information. The VA may initiate action to award a contract at any point after review of the offers. Therefore, offers should reflect the offeror's best terms both from a technical and cost standpoint.

C. Tentative Schedule:

Request for proposal issued	05/22/2012
Pre-proposal conference	05/30/2012
Proposal submitted	06/22/2012
Contract award	06/29/2012
Notice to proceed	07/31/2012
Construction completion/final inspection/ custody receipt	02/06/2013

D. Schedule Objectives - The anticipated completion of this project is 190 days after "Notice to Proceed" (NTP). The proposed schedule may be shorter than this, see Part III, C3, 3c.

**A3. Cost Range-**

The anticipated cost range for this project is between \$100,000 and \$250,000.

**A4. Pre-Proposal Conference**

A pre-proposal conference will be held as detailed at FAR 52.236-27. All offerors, consultants, subcontractors, manufacturers and suppliers are invited to attend. The following agenda is furnished for this meeting:

1. Open meeting;
2. Review of project and design build method for construction contracting;
3. Specifications, Network analysis system and project phasing;
4. General requirements, Solicitation Documents and Offer Submission Procedure;
5. Review of "Buy American Act";
6. Questions and answers;

7. Close; and
8. Site walk through - attendance is optional.

**A5. Small Business Conference\* DOES NOT APPLY TO SDVOSB CONTRACT**

**A6. Selection Criteria and Weightings**

***A. General proposals will be evaluated and award will be made on the basis of both cost and technical considerations most advantageous to the government as per FAR.***

***B. Technical Evaluations - Are as stated in the solicitation.***

- C. Cost Proposal - Offerors are advised that if the technical proposals are essentially equal, award will be made on the basis of the lowest cost.

**B. PART II - RESPONSIBILITIES**

**B1. VA Team-Not Applicable to this requirement**

- A. The RFP A/E team Contractor shall not be included as members of the offeror's DB team. The VA will retain their RFP A/E Contractor for the remainder of the project's development for design and construction period review, and monitoring purposes. The RFP A/E team that produced the RFP documents is:n/a

**B2. Design-Build Team:**

- A. 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.
- B. 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.
- C. The RFP 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 RFP documents within the required time period (contract length).

**C. PART III - PROPOSAL REQUIREMENTS**

**C1. General**

- A. Proposals shall be based on solicitation documents issued for the RFP Solicitation Number **VA-260-11-RP-011**. Proposals will be in the format stipulated by the task order solicitation.
- B. Proposals shall be received by the date set on the task order solicitation. There will be no public opening of the proposals.
- C. Submit sealed offers to:

**1. Email as requested via the task order solicitation:**

**\*\*Addresses or email addresses shall be supplied via the solicitation.**

- D. Technical and Cost sections of the Offers proposals will be evaluated independently. Offers may be requested by email or other electronic form. Offeror shall separately title each section. Each section must therefore be labeled with the Offeror's organization, business address, and VA Project Number. Carefully follow the instructions to Offerors.
  - 1. Offeror shall submit separate prices for any Bid Items indicated on the RFP Offer and award;
  - 2. Offeror shall include all required Representations and Certifications; and acknowledge receiving amendments by number.

**C2. Proposal Revisions**

- A. If determined to be necessary, proposal revisions will be requested from the proposals received. The Contracting Officer will identify those offerors, whose proposals are within the competitive range, considering the selection criteria identified in this section. Negotiations may be conducted with those offerors falling within the competitive range, after which proposal revisions will be requested. Sealed proposal revisions will be submitted as per Part III.C1.C, above, except as noted below and will be due at a time and place to be determined.
- B. Offerors submitting proposal revisions will not be requested to re-submit any documents which are unchanged from their initial proposals. They should provide necessary changes to individual paragraphs, as briefly as possible, together with a table of contents, that clarifies where within the initial proposal the additional information or changed documents would be placed. A new bid bond shall be submitted only if the final proposal revisions offeror's price proposal is greater than it's initial price proposal.

**C3. Technical Proposal Requirements**

**A. The proposal shall address the evaluation factors listed in the task order solicitations**

**D. PART IV - POST AWARD REQUIREMENTS**

**D1. Construction Document Preparation:**

A. Design Review Submissions:

1. The Design-Build Team A/E (DB A/E) shall prepare and submit complete construction documents for review and approval by the VA in accordance with standard professional practice, the Department of Veterans Affairs RFP (VA RFP), and prevailing codes.
2. The documents may be divided into multiple review submission package as outlined within the Design Build Scope of Work.
3. All submission packages will be reviewed at various submittal phases as outlined in the Design Build Scope of Work.
4. Each review submission package shall include hard copy sets and sets on CD-ROM and filed to an ftp site as outlined in the Design Build Scope of Work.

B. Design Review Meetings:

1. A review meeting to resolve design issues will be held for each design review package submitted. The meeting will include discussion of VA comments on functional relationships and technical peer review comments (by others).
2. Participants will include RFP A/E, VA Staff and DB team members as appropriate for the specific package to be reviewed and others. The DB team members will each allow for (1) full day for each discipline/package design review meeting. DB team management will be present at each review meeting.
3. The DB team shall allow VA review as outlined in the Design Build Scope of Work.
4. Coordination of the review meeting schedules will be the responsibility of the VA COTR (for the VA and RFP AE) and the DB Team Project Manager (for the DB Team). Coordinate electronic software version requirements with Medical Center and A/E.
5. A third-party life safety review shall be completed as outlined in the Design Build Scope of Work.

C. Electronic Media:

1. Design review submission drawings and final Construction Document submission drawings will be executed in electronic format AutoCAD(version 2004 or more recent (2009)).
2. The drawings included in the VA RFP will be available to the DB team in electronic format in AutoCAD for use in preparing the construction drawings. Since data stored on electronic media can deteriorate undetected or be modified without the RFP Architect/Engineer's knowledge, the CADD drawing files are provided without warranty or obligation on the part of the RFP Architect/Engineer as to accuracy or information contained in the files. The user shall independently verify all information in the files. Any user shall agree to indemnify and hold the RFP Architect Engineer 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 CADD drawing files.
3. Design review submission specifications and other 8 1/2 by 11 formatted material and final Construction Document submission specifications and other 8 1/2 by 11 formatted material will be executed in electronic format Microsoft Office 2003 or 2007.
4. The specifications included in the VA RFP shall be available to the DB team in electronic format in Microsoft Office 2003 (or 2007) for use in preparing the construction specifications. Since data stored on electronic media can deteriorate undetected or be modified without the RFP Architect/Engineer's knowledge, the CADD version 2004 or 2009 or more recent drawing files are provided without warranty or obligation on the part of the RFP Architect/Engineer as to accuracy or information contained in the files. The design builder shall independently verify all information in the files and shall agree to indemnify and hold the RFP Architect Engineer 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 electronic files.
5. The construction record drawings shall be completed in AutoCAD.
6. Construction shop drawings are not required to be completed in AutoCAD.

7. PDF versions of drawings will be provided to the VA upon request during the submittal process.

D. Professional Licensing:

1. The DB A/E who prepares the construction documents shall be a professional architect or engineer licensed in the state in which the design work is completed.
2. 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.

E. Approved Construction Documents:

1. The final construction document submission package will be approved as outlined in the Design Build Scope of Work.
2. The final construction documents submission package will include a full set of construction documents including all disciplines/packages as also discussed in the Design Build Scope of Work.
3. The final construction documents submission package will incorporate all VA supplied comments from the earlier submittal submission package reviews and will comply with the VA RFP.
4. 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.
5. The approved final construction documents include such details that the project can be constructed and will be used for construction of the project.
6. See PART IV, D2 CONSTRUCTION PERIOD SUBMITTALS for Approved Construction Document distribution.

F. Construction Drawing Preparation - Mandatory material and equipment schedules 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 \*:

4. Architectural drawings including floor plans, building sections, wall sections, other details.
9. Electrical drawings including site demolition plans, floor and roof plans (other systems), one-line diagrams, panel schedules, equipment schedules, and details

The numbers not noted above have been removed as they are not applicable for this project.

F. 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:

1. 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;
2. 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
3. The required stamp of the licensed architect or engineer of record will be considered as certification of compliance with the RFP requirements.

G. Design Requirements - Compliance with codes and standards.

1. Project design shall be in compliance with applicable standards and codes described in VA Program Guides and design materials included or referenced in the solicitation materials. As per the Scope of Work
2. See Section E. Approved Construction documents, above, for required inclusion of design review comments.
3. In the design of new building and alteration work under this contract (this item is not required as not zoning or environmental requirements exist.)
4. 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. The A/E and 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.

5. 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.
6. 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, including RFP A/E, 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.
7. 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.

H. Quality Assurance/Quality Control:

1. To reduce design errors and omissions, the DB team shall develop and execute a QA/QC plan that demonstrates the project plans and specifications have gone through a rigorous, thorough review and coordination effort.
2. Within 2 weeks of receipt of Notice to Proceed, the DB Team will submit a detailed QA/QC plan describing each QA/QC task that will be taken during the development of the various design submission packages and the name of the DB Team member responsible for QA/QC.
  - a. Upon its completion each task shall be initialed and dated by the responsible DB Team member.
  - b. A 100% completed QA/QC plan shall be submitted with the final construction document submission package prior to any work being completed on ground as outlined in the Design Build Scope of Work.

**D2. Construction Period Submittals**

- A. The DB contractor shall distribute sets of the approved construction documents prepared by the DB Team to the VA and RFP AE, as directed by the VA Project Manager/COTR as discussed in the Design Build Scope of Work.

- 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 government furnished and/or the DB construction contractor's shop drawings, detail drawings, schedules, descriptive literature and samples, testing labor-laboratory reports, field test data 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 RE. 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 the VA technical staff and /or the RFP AE on complicated system submittals. 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.

**D3. PROJECT CLOSE OUT**

Final RFP as built drawings, manuals, and other documents shall be provided the VA. Required as built drawings and specifications will be submitted in the same format required for the construction documents.

**D4. 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.

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