

Scope of Work

National Cemetery of the Alleghenies

Bridgeville, Pennsylvania

Design Build Columbarium / Storage Bldg. Project

VA Project 925CM3007

Date: 5/31/2017

1. GENERAL

This Scope of work (SOW) identifies the goal and objectives of this Design-Build project. The D/B team shall provide Architectural and Engineering disciplines for the preparation of construction documents, and construction contractors for construction of the project.

The D/B Contractor shall provide all labor, materials, tools and equipment, and design-build services necessary for design and construction of a project described here and in other specific tasks as further defined by this request for proposal (RFP). See Section 12 below, 'Additional information for this design / build project.'

The D/B Contractor shall be responsible for the quality, accuracy and completeness of the documents and is required to meet the SOW. Requirements contained herein are minimums; each discipline performing engineering services for this contract shall meet current industry standards for the content and quality of deliverables. The D/B Contractor shall be responsible for coordinating the documents and for producing a complete set of drawings in accordance with professional practices. Complete and accurate coordination between the disciplines and quality control of all consultants' work shall be required. All drawings shall require a professional license seal and signature by the discipline responsible for the work.

The D/B Contractor shall be responsible for ensuring that the quality of construction and materials complies with the Construction Documents reviewed and accepted by the Government.

The D/B Contractor shall submit total project cost estimates along with the 50% and 100% submissions.

2. PROJECT GOAL

The purpose of this project is to design-build a 5,000+ niche columbarium, a 3,000 square foot metal storage building, existing material storage shed upgrades, committal shelter repairs, electrical distribution system repairs, and sewer lift station upgrades, pumps and controls replacement at the National Cemetery of the Alleghenies, [1158 Morgan Rd, Bridgeville, PA 15017](#)

The Design Build (DB) Contractor shall provide a complete construction document package, and the construction for a columbarium, metal storage building, new wall panels for existing storage shed walls, existing committal shelter repairs, electrical distribution system repairs, and sewer system upgrades, pumps/controls replacement.

Vehicular parking spaces and pedestrian access to the new columbarium and storage building is part of the project scope along with landscaping and hardscape.

3. BACKGROUND

Located in southwestern Pennsylvania approximately 20 miles south of Pittsburgh, the National Cemetery of the Alleghenies opened for service in August 2005. An estimated 258,300 Veterans live within 75 miles of this cemetery which includes a service area of Southwestern Pennsylvania, Southeastern Ohio, and Northwestern West Virginia.

4. OPERATIONAL CONSIDERATIONS

Each national cemetery is managed by VA National Cemetery Administration (NCA) personnel in conformance with national and regional (North Atlantic District) policies, priorities, goals, and objectives. The functions of a national cemetery include the operation and maintenance of all aspects of the cemetery. Typically, this includes burial of veterans and eligible family members, the interment of cremated remains, and the placement and maintenance of a headstone or grave markers. Cemetery operations include the conduct of Memorial Day and other special ceremonies, as well as the care of graves, structures and grounds. National Cemetery of the Alleghenies is operated and maintained by local NCA staff supervised by the cemetery director. Operating hours are Monday through Friday, 8:00 am – 4:30 pm. Closed federal holidays except Memorial Day and Veterans Day.

5. ENVIRONMENTAL COMPLIANCE

Based upon Department of Veterans Affairs “Environmental Effects of VA Actions,” 38 CFR Part 26, the National Cemetery of the Alleghenies Columbarium / Storage Building project is “categorically excluded” from the need for environmental documentation, specifically Section 26.6 of said code paragraph (b)(2). The D/B Contractor shall not be responsible for environmental compliance under NEPA.

6. HISTORIC COMPLIANCE

This Columbarium / Storage Building project is located in the National Cemetery of the Alleghenies, [1158 Morgan Rd, Bridgeville, PA 15017](#) which is eligible for listing in the National Register of Historic Places (NRHP). The proposed scope of work for this project is subject to compliance with Section 106 of the National Historic Preservation Act (P.L. 89-665, as amended). Accurate documentation of the work is required for this project to indicate the protection of cultural landscapes, and be compatible with contributing elements within the Cemetery. The scope of work

is to be reviewed by the National Cemetery Administration (NCA) Historic Architect (HA), who will consult with the Pennsylvania State Historic Preservation Office prior to work commencing. Proposed work, methods and treatments should meet the Secretary of the Interior's Standards for the Treatment of Historic Properties. **Site location for new work is considered previously disturbed ground. In the unlikely occurrence that potential archaeological resources are discovered during construction, the contractor will cease all activity and immediately contact the NCA Project Manager, who will in turn include the NCA historic Architect to determine the next steps forward.** The D/B Contractor shall not be responsible for submissions to State agencies.

7. PROJECT SCOPE AND DESIGN CRITERIA

7.1. 5000+ Niche Columbarium.

- 7.1.1.** See .pdf concept plan RFP-01, CAD files will be provided upon request.
- 7.1.2.** Niches shall be standard 10-1/2" wide by 15" high by 20" deep.
- 7.1.3.** Columbarium wall caps shall be smooth faced limestone (pre-cast concrete wall caps are unacceptable).
- 7.1.4.** Letters, Numbers, Signage, shall match the existing columbarium.
- 7.1.5.** Niche covers with stainless steel rosettes and stainless steel mounting hardware shall match the existing columbarium. The niche covers shall be Government-furnished/Contractor Installed. Niche covers are critical path items that shall require early procurement to meet schedule parameters. The transfer of government-furnished materials will be witnessed and documented by a representative of the Government. D/B Contractor shall be responsible for loss or damage of Government furnished materials after transfer. Contractor responsibility for loss or damage will be determined and repair, replacement, or other means of restitution may be required.
- 7.1.6.** Design shall include early turnover of at least 480 columbarium niches, construction to be completed by March 1, 2018.

7.2. 3,000 Square foot Metal Storage Building.

- 7.2.1.** See .pdf ref. drawings L-102, L-207, A0001, A0003, A0501, A0502, A0601, A0602, A0610, A0620, A1001, E0001, E0002, E0201, E0301, E0401, E0601, E0701, E0801, E0802, S0001, S0102, S0104, S0301, S0311, S0501, (phase II expansion bid set) provided with the RFP, CAD files will be provided upon request.

7.3. New metal wall panels for existing material storage shed.

- 7.3.1.** See .pdf ref. drawings L-100A, A0001, A0003, A0401 (phase II expansion bid set) provided with the RFP, CAD files will be provided upon request.

7.4. New aluminum storefront system with sliding doors, sky light repairs, and concrete paving repairs for existing committal shelters 1 & 2.

- 7.4.1.** See .pdf ref. drawings L-205, L-207A, A0001, A0003, A0101, A0602, A0610, A0620, A1001 (phase II expansion bid set) provided with the RFP, CAD files will be provided upon request.

7.5. Electrical Distribution System Repairs (manholes)

- 7.5.1.** Inspect EMH-1 thru EMH-26 to identify any issues in addition to and similar to those listed below and rectify.
 - 7.5.2.** EMH-1 thru 4 require a means to keep water from entering them and prevent the water from flowing downhill to the main electrical vault.
 - 7.5.3.** Determine source of water from uphill side of Manholes 3 and 4 near committal shelter 2, stop water source and/ or divert water somehow.
 - 7.5.4.** Clean out mud and debris from EMH-12 near the Podium Wall at the Assembly Area.
 - 7.5.5.** Clean out mud and debris from EMH-13 north of the PIC.
 - 7.5.6.** Clean out mud and debris from EMH-16 & 17 west of the PIC across the exit road.
 - 7.5.7.** EMH-18 & 19 just off the road across from Committal Shelter 1 parking area are both are full of water and need drains. Run drain pipes to new rip-rap in ravine behind manholes.
 - 7.5.8.** Add drain to EMH-22 at the intersection of the main entrance road and the road to the flag pole. Drain pipe to be run to an outfall and would likely cross the main entrance and exit roads. Alternate solution may be acceptable.
 - 7.5.9.** EMH-24, 25, and 26 clean out mud and/or debris.
- 7.6.** Existing pump station and waste water treatment plant equipment replacement and upgrades.
 - 7.6.1.** Design Build Contractor shall replace and upgrade pumps, devices, controls, and equipment for the grinder station, sewage collection and waste water treatment plant to ensure reliable and compliant effluent discharge quality with minimal system maintenance and repairs in the future.
 - 7.6.1.1.** See Waste Water Treatment Plant as-built .pdf drawings dated 10/25/2006 provided as a reference with the RFP.
 - 7.6.1.2.** Existing Public Information Center (PIC) Grinder Pump Station;
 - Eone Model GP2014 Grinder Pump Station/Tank (now known as Model DH152/DR152) - provide and install new components listed below (upgrade components as required);
 - Two Grinder pumps - (existing pumps seem to be the wrong ones for this application and need to be upgraded. Cloth gets into pumps and fouls them; provide a solution for this problem).
 - Level Sensors
 - Motor Controls
 - 7.6.1.3.** Existing WWTP treatment components, in series, consist of;
 - 2000 gallon Septic/Sludge Holding Tank
 - 1000 gallon Pre-equalization Tank - provide and install new components listed below (upgrade components as required);
 - 4 SJE Rhombus Float Switches
 - 2 Multi Flow Aerators (Currently cloth gets wrapped around the impellers, remove from tank and replace with above ground aerator centrifugal pump system, pumps shall be set on new

concrete equipment pad with footing and inside weather proof cabinet, enclosure or shed).

- 2 submersible Barnes SP33 Pumps (Currently cloth gets into pumps and fouls them provide a solution for this problem).
- 1 Control Panel
- Bioclere® Biological Treatment Unit - provide and install new components listed below (upgrade components as required);
 - 1 Dosing Assembly
 - 2 Dosing Pumps
 - 1 Recycling Pump
 - 1 Fan Module Assembly
 - 1 Control Panel
- 500 gallon Post Settlement Tank- provide and install new components listed below (upgrade components as required); - provide and install new components listed below (upgrade components as required);
 - 2 Submersible Pumps
 - 1 Control Panel
- 20'x20' Recirculating Sand Filter- provide and install new components listed below (upgrade components as required);
 - 2 Submersible Recirculation Pumps
 - 1 Control Panel
- Ultraviolet (UV) Disinfection- provide and install new components listed below (upgrade components as required);
 - 2 Ultraviolet Disinfection Units w/output sensors
 - 1 Control Panel

7.6.2. Design Build Contractor shall provide; design, construction documents, and construction for existing grinder station/waste water system repairs and upgrades, also provide an updated system technical operations manual, a system maintenance plan, and onsite operator training for the system.

7.6.2.1. The existing PIC Grinder Pump Station and WWTP were designed by Civil & Environmental Consultants (CEC), Inc., 333 Baldwin Road, Pittsburgh PA, 15205 as depicted in the attached drawings. CEC's phone number is 800-365-2324.

7.6.2.2. Environmental One Corporation (eone), 2773 Balltown Road, Niskayuna, NY 12309, phone number 518-346-6161 provided the grinder pump station outside the PIC and controls inside the bldg..

7.6.2.3. AquaPoint, 24 Duchaine Blvd, New Bedford, MA 02745, phone number 508-988-7577, provided the Bioclere® unit and all equipment inside the precast concrete tanks and a technical manual for the Septic tank, Pre-Equalization tank, and Bioclere® components.

7.6.2.4. The system is maintained and operated for the cemetery under a contract with CWM Environmental, 11931 State Route 85, Suite C., Kittanning, PA 16201; phone number 724-543-2288.

- 7.7. Government Provided Reference Material – NCA Design and Construction Concept Plan. Record construction documents for an earlier project.
- 7.7.1. Columbarium Concept Plan RFP-01, 12/7/2016.
 - 7.7.2. Project 925PC2002 Gravesite expansion CD2 set, December 1, 2015.
 - 7.7.3. Project 925CM2001 Phase One Development, January 16, 2006 Final drawings.
 - 7.7.4. Waste Water Treatment Plant as-built .pdf drawings dated 10/25/2006
 - 7.7.5. The D/B Contractor shall be responsible for verification of all existing conditions at the new project site location.
- 7.8. **Accessibility-** All features of the new design complex for columbarium shall be accessible in compliance with the Americans with Disabilities Act-1990, Architectural Barriers Act of 1968, as amended and local accessibility requirements. To achieve compliance, the National Cemetery Administration uses as its standard for building and facility design the ABA Accessibility Standard for Federal Facilities (ABAAS). The standards are found at the following URL: <http://www.access-board.gov/ada-aba/aba-standards-gsa.cfm>. All aspects of compliance related to this project are to be discussed and exceptions may apply based on site conditions.
- 7.9. **Design Criteria-** The following general guidance applies to the project. It can be accessed from the VA web site at the following URLs:
- 7.9.1. VA Program Guide PG-18-3, Topic 1 – Codes, Standards and Executive Orders (September 2013)
www.cfm.va.gov/til/cPro.asp
 - 7.9.2. VA Program Guide PG-18-3, Topic 4- Foundation Drainage (April 2001)
www.cfm.va.gov/til/cPro.asp
 - 7.9.3. VA Program Guide PG-18-3, Topic 16 - Sustainable Buildings Policy for VA Renovation and New Construction (May 2006)
www.cfm.va.gov/til/cPro.asp
 - 7.9.4. VA Sustainable Design Manual (May 2014)
<http://www.cfm.va.gov/til/sustain/dmSustain.pdf>
 - 7.9.5. Green Globes-New Construction
<http://www.cfm.va.gov/til/sustain/GPChecklist-GG-NC.docx>
 - 7.9.6. VA Design and Construction Criteria, NCA Specific Criteria and Specifications
<http://www.cfm.va.gov/til/nca.asp>
 - 7.9.7. VA PG 18-15 Volume D A/E Submission Requirements for National Cemetery Projects as applicable to design portion of D/B contract. Use VA PG 18-15 Volume D as a general guide; see Section 8.0 on this SOW for the required deliverables on this project. <http://www.cfm.va.gov/til/ae/aesubcem/>
 - 7.9.8. National Cemetery Signs. VA Signage Design Guide Section 12 (December 2012)
<http://www.cfm.va.gov/til/signs/Signage12-Cemetery.pdf>

- 8. TASKS, DELIVERABLES, AND SCHEDULE** (The D/B Contractor shall be responsible for all work listed for the following tasks and shall submit all survey information and reports to the Contracting Officer's Representative (COR) for review and comment)
- 8.1. Task 1** - Surveys and investigations of existing conditions, design development drawings. Use VA PG 18-15 Volume D as a general guide, see 7.9.7. above.
- 8.1.1.** Preliminary Site Visit; meet on site with NCA Project Manager/COR and local VA staff to evaluate scope of work and glean insight into the projects goals and challenges. Identify site issues, limitations and constraints with respect to proposed location, size, and layout of columbarium and storage building.
 - 8.1.2.** Complete pre-design survey which includes documentation of existing conditions in the area of proposed work.
 - 8.1.3.** Obtain a topographic survey, geotechnical survey, gather data, review existing site conditions, and analyze all pertinent documentation. Compile and analyze applicable Government provided reference materials, see section 7.7. above, 'government provided reference material.'
 - 8.1.4.** Engage a licensed geotechnical engineer to perform site reconnaissance, soils investigation, testing and analysis of the project site. The purpose of surface and subsurface investigation is to locate any conditions which would indicate specific areas of concern and provide recommendations for site improvements, pavement cross-sections, walkway cross-sections, ground water control, and treatment of in-place soils for the support of foundations, and slabs on grade. The geotechnical engineer shall be responsible for obtaining all necessary clearances from the Department of Veterans Affairs National Cemetery of the Alleghenies and all agencies and utility surveyors having facilities in the vicinity of the work. The D/B Contractor shall log and sample a minimum of Six (6) exploratory borings to a depth of 15 to 20 feet minimum below ground surface or deeper per Geotechnical Engineer recommendations and have the samples laboratory-tested to determine soil characteristics. Coordinate all exploration work with Project Manager/COR. The D/B Contractor shall provide a written report of findings and recommendations for site preparation, concrete footing, concrete paving, and asphalt pavement design, and sign post installation, include within the report any other factors, i.e. underground utilities, which could influence the design of the proposed construction.
 - 8.1.5.** Prepare a storm water management plan and related storm-water calculations as required for new site development.
 - 8.1.6.** Prepare concept plans showing location and layout of columbarium and storage building (include paved areas for pedestrians and vehicles). Show grading, flow arrows, and percent slopes. All areas shall be properly graded to drain adequately. Architectural design shall match the existing at the cemetery by using similar architectural design elements, materials, and details, overall layout can and will be different due to project site constraints and required yield, see government provided concept plan for columbarium.

- 8.1.7.** The Contractor shall perform a survey of existing trees and identify existing trees to remain in the area of new work.
- 8.1.8.** Landscaping is limited to trees and turf. A natural evergreen fence is required on the west side of the new columbarium plaza. Specify trees that are native to the area and already known to thrive there.
- 8.1.9.** Develop a preliminary construction cost estimate based on the level of detail shown on the drawings. Break out major costs of items by element, including labor and materials.
- 8.1.10.** Deliverables: Conceptual design drawings for project scope of work (See RFP-01 Concept Plan, Storage Building, material storage and committal shelter drawings attached herewith for project site locations). Provide site survey/topography drawings, Geotechnical Report with Boring Logs, including pavement cross-section design recommendations.
- 8.1.11.** Time to complete: Eight (8) weeks from Notice to Proceed.
- 8.1.12. Task 1a,** Government review of task 1 deliverables: Two (2) weeks.
- 8.1.13.** Consultation and approval from Pennsylvania Historical Preservation Office is required. The DB/AE shall prepare consultation documents, including letter of representation and project information, location and associated drawings/narratives for VA to submit to State Historic Preservation Office.

8.2. Task 2 - Construction drawings – 50% complete, Table of Contents for specifications, preliminary construction cost estimate.

- 8.2.1.** Review the PG-18-15, Vol. D, A/E Submission Requirements for National Cemetery Projects (Dec 2011.) see section 7.9.7. above. Prepare the drawing cover sheet and base sheets for each technical discipline using the survey drawings; begin construction drawings.
- 8.2.2.** Survey existing cemetery signage. Add new signage and modify and/or replace existing signage as required to provide location information and directional information for new columbarium and new Storage Building where required throughout the cemetery. Use VA Signage Design Guide, National Cemetery Signs for signage design guide, see Section 7.9.8 above. Exterior site signage and posts shall match existing.
- 8.2.3.** Prepare the Table of Contents to include all specification sections that will be part of the final documents. Review NCA master specifications, see section 7.9.6 above. Identify any sections that D/B Contractor shall need to write because no NCA or VA master exists
- 8.2.4.** Incorporate the soil boring location plan showing the exact location of each boring and boring profiles in the construction drawings (borings only required at new columbarium site area).
- 8.2.5.** Design grading and erosion control of proposed columbarium, and storage building in accordance with NCA and ADA guidelines.
- 8.2.6.** Design vehicle parallel parking adjacent to existing roadway at new columbarium.

- 8.2.7.** Design irrigation system for the new columbarium area. The D/B Contractor shall tie-in to the existing irrigation system where possible.
- 8.2.8.** Add existing CAD drawings for Storage Building, Committal Shelter, and Material Storage Shed. Modify drawings as required for new submission package.
- 8.2.9.** Provide drawings for electrical distribution system work.
- 8.2.10.** Provide drawings for waste water treatment system work.
- 8.2.11.** Deliverables: 50% Construction drawings, including signage layout plan, signage schedule and sign face graphics, specifications, and preliminary construction cost estimate.
- 8.2.12.** Time to complete: Sixteen (16) weeks from Notice to Proceed.
- 8.2.13. Task 2a,** Government review of task 2 deliverables: Two (2) weeks.

8.3. Task 3 - Construction Documents-100% complete and coordinated set of construction documents, detailed cost estimate.

- 8.3.1.** Drawings: Submit 100% complete construction documents for all disciplines incorporating comments from VA review of 50% CD submission and final geotechnical report findings and recommendations
- 8.3.2.** Specifications: Submit 100% complete set of construction specifications coordinated with the drawings.
- 8.3.3.** Cost Estimate: Submit a detailed estimate of construction cost consistent with the level of detail shown on the drawings. All items must be quantified; lump sum items are not acceptable. Break out costs of items by element, including all labor and materials
- 8.3.4.** Deliverables: Drawings, specifications, final Geotechnical Reports and cost estimate.
- 8.3.5.** Time to Complete: Twenty two (22) weeks from Notice to Proceed.
- 8.3.6. Task 3a,** Government review of task 3 deliverables: Two (2) weeks.

8.4. Task 4 – Final Construction Documents (drawings and specifications), final cost estimate.

- 8.4.1.** Submit 100% Final complete and coordinated set of construction documents for all disciplines that incorporate and address all review comments and changes.
- 8.4.2.** Deliverables: Final drawings, specifications and cost estimate.
- 8.4.3.** Time to Complete: Twenty six (26) weeks from Notice to proceed.
- 8.4.4. Task 4a,** Government review of task 4 deliverables: one (1) week.

8.5. Task 5 – Construction.

- 8.5.1.** Mobilization: Coordinate construction access, entrance to site, construction routes, and areas designated for equipment, materials, and contractor staff parking with VA Project Manager/COR and Cemetery Director. Provide temporary signage for directions too and designation of these areas at the job site.
- 8.5.2.** Temporary erosion and storm water control: Provide and install sediment traps and barriers, basin traps, sediment fences, outlet protection, runoff control, runoff conveyance, storm drains, slope drains, etc. as required to mitigate erosion and

control storm water. Comply with all applicable codes. Obtain and pay for any required permits.

- 8.5.3.** Site preparation: Provide protective measures for valuable trees. Project includes land clearing, cutting, filling and grading, mulching, and sodding.
- 8.5.4.** Site infrastructure: Construct permanent storm and ground water management systems, required utility systems, and irrigation system.
- 8.5.5.** Paving: Construct new parking areas and walkways.
- 8.5.6.** Structures: Project shall include excavation, construction of footing/foundations, columbarium structures, storage building, and hardscape.
- 8.5.7.** Landscaping: provide and install planting, final surface stabilization, top soil, trees, permanent seeding mulching, and sodding.
- 8.5.8.** Early Turnover of at least 480 columbarium niches. At least 480 columbarium niches must be completed and turned over to the Federal Government for use by March 1, 2018.
- 8.5.9.** Project delivery and close-out: Coordinate inspections with Government stakeholders well in advance of substantial completion of the project. Include time in the Construction schedule to address and close out all open punch list items and for final testing of site infrastructure.
- 8.5.10.** De-Mobilization: Remove all temporary structures, materials, and equipment from job site and restore disturbed areas of site to original condition.
- 8.5.11.** Final preparation and cleaning for delivery: Remove dirt and debris from all areas of new work, groom site for final acceptance and delivery
- 8.5.12.** Time to Complete: Sixty Five (65) weeks from Notice to proceed.

8.6. Task 6 – Prepare and Issue as built record set of drawings (per field as built mark-ups).

- 8.6.1.** Time to complete Four (4) weeks after project delivery and close-out.

8.7. Schedule Summary (The D/B Contractor shall complete the project per schedule shown below).

- 8.7.1.** Time for Completion of Construction Documents – Twenty Six (27) weeks after issuance of Notice to Proceed, includes two (2) week government review times after each submission. Submissions for tasks 1,2,3, and 4 are each followed by a government review period. Government review periods are included in the schedule. Schedule duration is as follows:

- 8.7.1.1.** Design Notice to Proceed
- 8.7.1.2.** Task 1 Eight (8) weeks (Survey, Design Development)
- 8.7.1.3.** Task 1a Two (2) weeks (Government Review)
- 8.7.1.4.** Task 2 Six (6) weeks (50% Construction Documents)
- 8.7.1.5.** Task 2a Two (2) weeks (Government Review)
- 8.7.1.6.** Task 3 Four (4) weeks (100% Construction Documents)
- 8.7.1.7.** Task 3a Two (2) weeks (Government Review)
- 8.7.1.8.** Task 4 Two (2) weeks (Final Design)
- 8.7.1.9.** Task 4a One (1) week (Government Review)

- 8.7.1.10.** Task 5 Thirty Eight (38) weeks (Construction)
- 8.7.1.11.** Task 6 Four (4) weeks (record set of drawings)
- 8.7.1.12.** Task 1 thru 5 Total D/B schedule Sixty Five (65) weeks or 15 months.
Plus another 4 weeks for task 6, record set of drawings.

8.7.2. Meetings as follows: (see also section 12.14.2 below)

- 8.7.2.1.** Site visit, project kick-off
- 8.7.2.2.** Conference call, after D/B review of VA comments on Task 1
- 8.7.2.3.** Conference call, after D/B review of VA comments on Task 2
- 8.7.2.4.** Conference call, after D/B review of VA comments on Task 3
- 8.7.2.5.** Conference call, after D/B review of VA comments on Task 4
- 8.7.2.6.** Additional working session for data gathering, and coordination to be provided as determined
- 8.7.2.7.** Site visit or conference call, pre-construction meeting
- 8.7.2.8.** Site visit, construction kick-off meeting
- 8.7.2.9.** Additional weekly construction administration meeting with government officials.
- 8.7.2.10.** Project close out meetings as required for punch list, substantial completion, and final project delivery.

9. PERSONNEL RESOURCES (The D/B Contractor shall provide the following personnel; see also section 12.13.1.2 below.)

- 9.1.** Overall Project Manager: To manage the project, and negotiate fees; provide project communications point of contact, and monitor progress and overall quality of deliverables and construction.
- 9.2.** Architect / Design Project Manager.
- 9.3.** Construction Project Manager.
- 9.4.** Architect / Engineer Field Representative.
- 9.5.** Professional staff: of the disciplines required to prepare surveys, studies, design and construction documents, specifications and cost estimates in a professional, quality-based, timely, efficient manner.
- 9.6.** Clerical Support: Includes the preparation and shipping of all deliverables to the Government and the typing of specifications.
- 9.7.** Qualified construction staff.

10. INDIRECT RESOURCES (The D/B Contractor shall be responsible for the following)

- 10.1.** Reproduction/Mailing: All submission deliverables shall be forwarded to VA in accordance with distribution requirements listed in this scope of work. All printing and shipping costs are the responsibility of the D/B Contractor.
- 10.2.** Travel: All travel expenses for D/B contractor staff are the responsibility of the D/B Contractor.

11. GENERAL SUBMITTAL STANDARDS & REQUIREMENTS (The D/B Contractor shall be responsible for the following)

11.1. Drawing Sheets.

- 11.1.1.** All plans are to use the standard VA/NCA title block. VA will provide an electronic version if the D/B Contractor requires it. Sheet size is 30" x 42". Half size hardcopy sets shall be requested for reviews.
- 11.1.2.** All drawings shall be bound, along the left margin, into sets in the order of the drawing symbol list contained in this scope. At each submittal, the set of drawings shall have a cover sheet. The binding must not obscure any information on the drawings.
- 11.1.3.** Each sheet as well as all materials submitted shall be clearly labeled above the title block, what submission it is, corresponding to the required submissions in this scope of work i.e., "Survey, Design Development Submittal," "50% Construction Documents Submittal," etc. This label shall be changed per each new submission.
- 11.1.4.** Drawing Sheet Number Prefix shall be per National CAD Standard, see section 11.4.1. below

11.2. Drawing Content.

- 11.2.1.** Cover sheet: Cover sheet shall have the standard NCA Logo with the agency name next to it. Cover sheet must show: project title, project number, index of drawings in the set, names, addresses and phone numbers of all associated D/B firms, vicinity map, site location map, cemetery map showing project location and other pertinent project information. A complete legend of drawing abbreviations and drafting symbols for all disciplines shall be included either on the cover sheet or on a second sheet immediately following the cover.
- 11.2.2.** General phasing drawing: Show traffic control, access and staging areas, how access to the cemetery would be maintained during construction. This drawing must convey daily impact of construction work on cemetery operations.
- 11.2.3.** Subsurface investigation and Survey drawings: Topographic and Geotechnical surveys, must show surveyor's stamp on topographic survey sheet.
- 11.2.4.** Demolition drawing: Show limits of clearing and grubbing and miscellaneous other required demolition for tie in to existing infrastructure, roads and walkways where required.
- 11.2.5.** Civil drawings: Dimensioned layout plans showing location of all new work, new infrastructure, and other items as applicable to new work. Finished grading plans with spot elevations, rim elevations of storm drainage structures, retaining wall plans/sections/details, road/walkway sections/details.

- 11.2.6.** Finished grading plans with spot elevations, rim elevations of storm drainage structures, retaining wall plans/sections/details, road/walkway sections/details.
- 11.2.7.** Landscape drawings: Planting plans with symbols showing all trees, planting beds, and lawn seed mixture. The planting schedule should show common name, genus and species
- 11.2.8.** Erosion control drawings: Shall include necessary storm drain lines and any temporary erosion and sediment control measures required for applicable environmental permits. Consult with environmental permit office during design.
- 11.2.9.** Storm sewer drawings: Plans, profiles, details as applicable.
- 11.2.10.** Irrigation drawings: Show gross irrigation layout for mains and sub mains and a typical head layout for each type of watering condition. Show points of connection, head layout, pipe sizes, valve sizes, and all appurtenances. Layout of irrigation plans must be drawn to match irrigation controller coverage. Show water demand calculations. Flower watering stations are also to be provided at the columbarium, see RFP-01 drawing.
- 11.2.11.** Civil drawings: Waste water system upgrades and repairs.
- 11.2.12.** Architectural drawings: Plans, sections, elevations, and details of columbarium storage building, committal shelters, and material storage structures.
- 11.2.13.** Structural drawings: Plans, sections, details as applicable
- 11.2.14.** Plumbing drawings: Plans, details for watering stations.
- 11.2.15.** Electrical drawings: Plans, details, schedules as applicable and for electrical distribution system repairs.

11.3. Graphic Standards.

- 11.3.1.** Drawings shall have graphic scales, north arrow (either true north or plan north; orientation shall be consistent throughout drawings, title block, and key plan clearly identifying the drawing component within the overall plan. Each drawing, booklet, and other supporting submittal, including cover sheets, shall be clearly and consistently identified throughout the design process with the project title, location, building, phase, section, and segment. Each sheet shall be clearly labeled above the title block, what submission it is corresponding to the required submissions in this scope of work. Each sheet shall have a key map for locating and orienting individual drawing sheets to the whole site.
- 11.3.2.** Plans must clearly demonstrate what is new work and what is existing and what is to be demolished. New work must be graphically bolder than existing work. For example, existing items to remain may be screened, with new work shown solid. Demolition work shall be shown by dashed lines.
- 11.3.3.** Drawings using match lines must not overlap information. All information must stop at the match line and resume at the corresponding match line.
- 11.3.4.** Detail sheets should be organized logically and present the material intended in an orderly way, for example, head, jamb and sill should be arranged as such

from top to bottom, not randomly placed on the sheet as space allows. Items with plan, front and side views should be arranged in that context to one another. Each detail must be clearly labeled and the scale indicated.

- 11.3.5. A comprehensive legend of the abbreviations and symbols used on all of the drawings shall be provided on the cover sheet or immediately following the cover sheet.

11.4. Computer Aided Design and Drafting (CADD).

- 11.4.1. The D/B Contractor shall supply all drawings in AutoCAD format in accordance with the United States National CAD Standard, Version 6.0. The standard includes presentation graphics, level/layer assignments, electronic file naming and standard symbols. These standards are available at the Internet website: <http://www.nationalcadstandard.org/>.

- 11.4.2. If the Architect/Engineer office performs their project design work in two different CADD formats, the electronic file compact disk submission to the National Cemetery Administration shall be in only one unified CADD format, only .dwg format files will be accepted. The conversion and the integrity of the drawings is solely the responsibility of the Architect/Engineer. All CADD files created for this project shall be the property of the Department of Veterans Affairs and the National Cemetery Administration. CADD files shall not be altered in any way or locked to prevent them from being easily re-used and edited for future projects by other A/E teams.

- 11.4.3. The external label for the electronic submittal shall contain at a minimum:

- 11.4.3.1. Project Number

- 11.4.3.2. Format and version of the operating system software used

- 11.4.3.3. Name and version of utility software used for preparation (e.g., compression/decompression, if applicable) and copying files to media

- 11.4.3.4. Sequence number of the digital media

- 11.4.3.5. A list of the filenames on the digital media, as space on the label permits.

11.5. Reports/ Calculations/ Studies/ Analyses/ Estimates/ Specifications/ Materials.

- 11.5.1. Submit 8 ½" x 11" copies of all required calculations, cost estimates and specifications to the Project Manager/COR. All letter reports shall be labeled with the project name, project number, name(s) of D/B firm(s), date and title of the report or estimate. Final submittal of specifications shall be in Microsoft Word format on compact disc. Foldout sheets, up to 11" x 17", for graphics may be incorporated in the reports.
- 11.5.2. Specifications shall be prepared using National Cemetery Administration (NCA) Master Construction Specifications. Submissions shall show changes to

master by using the "Track Changes" function. 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.

11.5.3. The D/B Contractor shall submit agendas for planned meeting and submit minutes of meetings held with VA to the COR.

11.5.4. All submitted documents shall be updated as per written responses in a mutually agreeable electronic review and correction tracking system to reflect review comments from previous phase and further development. The D/B Contractor shall verify that all changes based on the review of the previous phase have been entered into the electronic review and correction tracking system and approved by the VA COR.

11.5.5. Color boards: Submit color board with samples of materials to be used for new columbarium structure, adjacent paving and hardscape.

11.5.6. Sequencing Plan: The D/B Contractor shall develop a Microsoft Project Bar Chart schedule demonstrating fulfillment of the contract requirements. See NAS (Network Analysis System) Section of the NCA master specifications. Sequencing plan as referenced here involves a phasing or construction sequencing plan and narrative of construction explaining impacts on the local environment and traffic. Show staging areas, construction access, and contractor parking. Plan shall be general in nature but thorough enough to address issues related to cemetery entrance and exits, utility issues, etc.

11.6. Distribution of Review Submissions by D/B Contractor.

VA STAFF	SETS of DRAWINGS	COST ESTIMATE	REPORTS/ CALCS.	SPECS	E-FILES
NCA Develop. Coord.	1-half-size	1	1	1	1 CD/DVD
NCA PM/COR	1 half-size	1	1	1	1 CD/DVD
District Engineer	1 half-size	1	1	1	1 CD/DVD
NCA Cemetery Director	1 half-size				1 CD/DVD
NCA Irrigation Engineer Request contact info.	1 half-size	1	1	1	1 CD/DVD
NCA Crypt Specialist	1 half-size	1	1	1	1 CD/DVD
<i>Total</i>	6	5	5	5	6

11.7. Work Coordination and Reviews.

11.7.1. The NCA Project Manager is the Contracting Officer's Representative (COR). All work shall be coordinated with the COR. Only the Contracting Officer (CO) has the authority to make any changes to the contract.

11.7.2. Each drawing submittal will be reviewed by VA and comments will be provided to the D/B Contractor according to the schedule in the contract (typically 2 weeks). All comments are from various VA entities and changes shall be coordinated through the NCA Project Manager/COR. If the D/B Contractor makes changes or modifications based on comments from VA entities other than the Project Manager/COR, the D/B Contractor is at risk and at their own expense shall revise the changes. The D/B Contractor must respond in writing to all comments within ten (10) calendar days of receiving VA comments. Subsequent work and changes made shall reflect the VA comments and the outcome of the review.

11.7.3. VA and the D/B Contractor shall utilize a tracking system to review and respond to all comments. At each phase, D/B Contractor shall verify that documents have been revised.

12. ADDITIONAL INFORMATION FOR THIS DESIGN / BUILD PROJECT:

12.1. Definitions.

12.1.1. 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.

- 12.1.2. Contracting Officer (CO):** The services to be performed under this contract are subject to the general supervision, direction, control and approval of the Contracting Officer.
- 12.1.3. Contracting Officer's Representative (COR):** The Contracting Officer's representative responsible for administering contracts under the immediate direction of the Contracting Officer.
- 12.1.4. Resident Engineer (RE):** The Contracting Officer's authorized representative at the construction site. When more than one Resident Engineer is assigned to a construction project one is designated as being in-charge and is called the "Senior Resident Engineer". The Resident Engineer 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, recommendations for approval of changed work, approval of all submittals, samples, shop drawings, etc.
- 12.1.5. Design Build Contract:** This term, as used herein, refers to the Contract(s) to perform the design and construction of the project.
- 12.1.6. Contractor:** This term, as used herein, refers to the contractor under this contract or the DB team.
- 12.1.7. 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.
- 12.1.8. Schedule Objectives -** The anticipated completion of this project is 455 days after "Notice to Proceed" (NTP). The proposed schedule may be shorter than this, see section 12.13.2.2 below.

12.2. Cost Range. The anticipated cost range for this project is between \$5M and \$10M.

12.3. VA Team Responsibilities.

- 12.3.1.** The VA NCA Office of Design and Construction at VA Headquarters located in Washington, DC produced the RFP documents, the RFP was created by the CO. NCA Design and Construction office will provide design and construction period review and monitoring

12.4. Design Build Team Responsibilities.

- 12.4.1.** The DB team includes all Joint Venture (JV) partners, consultants and sub-contractors to the one firm. The DB team shall provide Architectural and Engineering (AE) disciplines for the preparation of construction documents, and construction contractor capabilities for construction of the project.
- 12.4.2.** If the DB Team AE and contractor are a JV (not one and the same firm) engineering and other technical consultants shall be subcontractors of the JV Architect - not the Design-Build construction contractor or sub-contractors. If the DB Team AE and contractor are one and the same firm (not a JV) those consultants shall be subcontractors of DB firm not the construction subcontractors.

12.4.3. The RFP documents are intended to define certain required items, and design parameters to be included in the project. It is the DB Team's responsibility to complete construction documents and construction in a manner consistent with the intent of the RFP documents within the required time period (contract length).

12.5. Technical Proposal Requirements. The proposal shall address the following evaluation factors during a 2 phase procurement process.

12.5.1. Phase I of this process, VA-NCA, Contracting Service - DC will post a Phase I solicitation for a period of 30 calendar days requesting interested parties to submit a proposal that contains information on the Offeror's Corporate Specialized Experience, Technical Approach and Past Performance (Customer Satisfaction). Upon receipt of all responses to the Phase I Solicitation, each SSEB voting member will complete an individual evaluation of each response and relevance applicable to the Offeror's submission and provide a recommendation on ranking the offers. **Factors 1 thru 3 are weighted equally.** The Phase I evaluation will select approximately three (3) of the most highly qualified Offeror's proposals based on the qualifications received in response to the Request for Qualifications. The evaluation will be conducted using the following factors:

12.5.1.1. Factor 1: Corporate Specialized Experience: Will be evaluated on relevant and recent experience on design-build contracts and/or contracts of comparable size, complexity and scope within the last **five** years to determine if the Offeror is a viable competitor for the resultant acquisition. Include;

- Project title, location and brief description including the building use (National Cemetery Columbarium, etc.) and contracting method (design build, design bid build, etc.)
- Project owner and name and telephone number of owner's contact person.
- Project Statistics including start and completion dates (original vs. actual) for design and construction; cost (with brief explanation of what is included in the cost).

12.5.1.2. Factor 2: Technical Approach – Design/Build Narrative: Proposals shall be evaluated based on written narrative which includes all the major elements of design-build process. Proposals shall be evaluated based on the overall description of the design-build process from notice to proceed to project completion which shall include all stages of design including submittal milestones on thru to construction milestones and closeout of the project.

12.5.1.3. Factor 3: Past Performance (Customer Satisfaction) - Contact persons supplied for projects submitted in response to this Phase 1 solicitation will be contacted by the Evaluation Panel and asked questions on the Past Performance Questionnaire (PPQ). The responses given by the Contract Persons will be recorded on the questionnaire to evaluate past performance. PPQ's shall be for projects that have been completed within the last 5 years similar in size, complexity and scope and/or at National Cemeteries.

12.5.2. Phase II Technical Evaluation Factors (Proposal): **FACTOR 1 EQUALS 50% EVALUATION, FACTORS 2 AND 3 ARE EACH WORTH 25% OF EVALUATION.**

12.5.2.1. Factor 1: Construction Management Proposals shall be evaluated based on design concept narrative, relevant and recent specialized experience of key personnel, management approach and schedule of design-build contracts for contracts of comparable size, complexity and scope and/or cemeteries within the last five years. Factors 1A thru 1C are weighted equally.

- **Sub Factor 1A, Project Personnel Experience:** Key Personnel shall be evaluated based on relevant management, design and construction knowledge and experience on past projects of comparable size, complexity and scope and/or national cemeteries, key personnel must have at least 5 years of experience doing design and construction work.
 - Biographical data shall include the following:
 - Name of individual.
 - Company employed by.
 - Company position title.
 - Years with the company.
 - Describe work experience with projects that were of comparable size, complexity, and scope.
 - Position that the individual will hold in regard to this contract/project team, description of duties and what percentage of the individual's time would be committed to the project during both the design and construction phases.
 - Describe job related educational experience including degrees, certificates etc. and granting institutions.
 - Supply this biographical data for key personnel for at least the following: (Note if one individual is proposed for more than one

position listed):

- Prime Contractor's Design-Build Project Manager.
- Architectural Design Project Manager.
- Architect
- Structural Engineer
- Landscape Architect
- Engineering Project Manager
- Mechanical Engineer
- Electrical Engineer
- Plumbing Engineer
- Irrigation Specialist
- Construction Project Manager.
- Construction Field Representative/Superintendent.

- **Sub Factor 1B, Management Approach:** Shall be evaluated based on Project Delivery Philosophy, Quality Assurance / Quality Control Plan, Organizational Chart and Narratives.
 - Project Delivery Philosophy – Include expectation statements concerning:
 - Elements for Successful Partnering: Communication, Commitment and Conflict Resolution
 - Quality Assurance / Quality Control Plan
 - Provide Quality Control Plan for both design and construction phases of the project.
 - Project Organizational Chart and Narrative - Include team members submitted under Project Personnel Experience above.
 - Provide Organizational Chart.
 - Provide Narrative, clearly describe the prime contracting firm (or firms if a J/V) and individuals as well as the roles and responsibilities of individuals proposed as consultants and sub-contractors.
 - Provide a list of consultants and all proposed major sub-

contractors, include web site address for each.

- **Sub factor 1C, Design and Construction Concept Narratives:** Contractor's understanding of project scope shall be evaluated based on the Design and Construction narratives.
 - Design Narrative
 - Provide a design narrative that describes all the design elements included in this scope of work, include information about materials and finishes to be used for the structures, utility systems, and any special considerations as applicable.
 - Construction Narrative
 - Provide a construction narrative that describes phasing of the work as applicable, mobilization, staging, site preparation, utility work, erection of structures, irrigation and landscaping.
- 12.5.2.2. Factor 2: Schedule:** Provide project design and construction schedule. Contractor's understanding of schedule and project specific schedule parameters shall be evaluated.
- Project Progress Schedule - The progress schedule will be in a time scaled bar graph format. The horizontal axis will be scaled for time beginning with the Notice to Proceed and concluding with contract completion. The vertical axis will show the milestones and major portions of the contract work. All schedule items will show a start date and a completion date. The detailed schedule will indicate specific tasks with dates for each step of the process including:
 - Design Period: Include pre-design site survey work, each design and construction document review submittal milestone, and indicate government review periods.
 - Construction Period: Include permitting as applicable, mobilization, site prep, staging, long lead items, start and completion of construction scope items.
 - Narrative of Schedule Parameters: Provide written commitment as to

the time frame for project completion. Specify how much allowance has been made for anticipated weather delays and potential delays due to cemetery operations and events.

- 12.5.2.3. Factor 3: Price:** Price not rated but evaluated based on the Offeror's total proposed price being complete, reasonable, and realistic given the proposed technical approach. **Price shall be a realistic amount and align with the estimated cost of the design-build project.**

12.6. POST AWARD REQUIREMENTS

12.6.1. Design Review Submissions:

- 12.6.1.1.** 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.
- 12.6.1.2.** Submit complete design package for each submission, see 12.14.1.4 below and distribute via mail per section 11.6 above.
- 12.6.1.3.** Submission package will be reviewed at Survey / Design Development, 50%, 100%, and Final completion stages. Each review submission package shall incorporate the review comments from the previous review. If any package is not complete for the required stage a post review may be required the cost of which will be borne by the DB Team.
- 12.6.1.4.** Each review submission package shall include 6 half size hard copy drawing sets, 5 copies of the cost estimate, 5 copies of reports and calculations, 5 copies of specifications and 6 CD-ROM/DVD which include electronic version of all submission documents. The package will include an index of drawings (by sheet number and title) and specifications (by section number and title) submitted. The packages shall be sent directly to the VA NCA Development Coordinator, VA NCA Project Manager/COR, VA NCA MSN Engineer and the VA NCA Cemetery Director as determined by the VA NCA Project Manager.

12.6.2. Design Review Meetings:

- 12.6.2.1.** A review meeting to resolve design issues will be held for each design review package submitted. The meeting will include discussion of VA NCA comments on functional relationships and technical peer review comments (by others).

- 12.6.2.2.** Participants will include VA Staff and DB team members as appropriate for the specific package to be reviewed and others. DB team management will be present at each review meeting.
- 12.6.2.3.** The DB team shall allow a minimum of ten (10) working days for each review cycle. A review cycle includes:
 - a.) The VA's receipt of the design review submission package.
 - b.) The review meeting.
 - c.) DB teams receipt of comments from the VA, either electronically, by fax, or by hard copy delivery.
- 12.6.2.4.** Coordination of the review meeting schedules will be the responsibility of the VA NCA Project Manager (for the VA) and the DB Team Project Manager (for the DB Team).

12.6.3. Electronic Media:

- 12.6.3.1.** Design review submission drawings and final Construction Document submission drawings will be executed in electronic format AutoCAD 2014 or earlier .dwg format and in published .pdf format.
- 12.6.3.2.** The RFP drawings included in the VA RFP will be available to the DB team in electronic format in AutoCAD version 2014 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 VA 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 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 CADD drawing files.
- 12.6.3.3.** 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 Suite 2010 or earlier, Word.
- 12.6.3.4.** The construction record drawings shall be completed in AutoCAD 2014 or earlier version.
- 12.6.3.5.** Construction shop drawings are required to be completed in AutoCAD.

12.6.4. Professional Licensing:

- 12.6.4.1.** 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.
 - 12.6.4.2.** 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.
- 12.6.5.** Approved Construction Documents:
 - 12.6.5.1.** 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 1 week to take approval action.
 - 12.6.5.2.** The final construction documents submission package will include a full set of final construction documents including all disciplines/packages.
 - 12.6.5.3.** The final construction documents submission package will incorporate all VA supplied comments from the earlier 50% and 100% submission package reviews and will comply with the VA RFP.
 - 12.6.5.4.** 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.
 - 12.6.5.5.** The approved final construction documents include such details that the project can be constructed and will be used for construction of the project.
 - 12.6.5.6.** See sections 11.6 above for submittal distribution information.
 - 12.6.5.7.** Construction Drawing Preparation - See section 11 above.
 - 12.6.5.8.** Construction Specifications – See section 11.5.2. above.
 - 12.6.5.9.** Design Requirements - Compliance with codes and standards. 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. See section 7.9 above.
- 12.6.6.** In the design and construction of work under this contract, the DB team shall incorporate the following requirements as applicable:
 - 12.6.6.1.** Zoning laws: Environmental and erosion control regulations; and laws relating to landscaping, open space, minimum distance of a building from the property line, maximum height of a building, historic preservation, and esthetic qualities of a building. Also similar laws, of the State and local political division, which would

apply to the building if it were not to be constructed or altered by the U.S. Government.

12.6.6.2. The DB team shall consult with appropriate officials of the Federal, state, and local jurisdiction, and submit plans under the rules prescribed by those reviewing authorities. The 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. The DB team shall provide VA with inspection schedules for officials before construction begins or give reasonable notice of their intention to inspect prior to the inspections as applicable.

12.6.6.3. 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.

12.6.6.4. No action may be brought against 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.

12.6.6.5. 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.

12.6.7. Quality Assurance/Quality Control:

12.6.7.1. 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.

12.6.7.2. 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.

12.6.8. Construction Period Submittals:

- 12.6.8.1.** The DB contractor shall distribute 6 sets of the approved final construction documents prepared by the DB Team to the VA, as directed by the VA Project Manager and per 11.6 above.
- 12.6.8.2.** 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 Project Manager.
- 12.6.8.3.** 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 Project Manager at all times.
- 12.6.8.4.** 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 NCA Project Manager/COR. The VA NCA Project Manager/COR 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 on complicated system submittals. The DB A/E shall notify the VA Project Manager in writing of any and all deviations from the requirements of the construction documents that he has found in the submittals.

- 12.6.9.** Project Close-Out. The DB team shall comply with the requirements in the "General Conditions", Section 01001, and "General Requirements", Section 01010 (these spec sections to be generated by the DB/AE per VA spec templates) 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.

- 12.6.10.** Site Visits and Inspections. During the construction period the DB A/E shall make monthly visits to the project site and when requested by the VA NCA Project Manager/COR). The VA NCA Project Manager/COR may also request visits for special purposes. Only registered architects and engineers thoroughly familiar with the project may make these site visits. The VA Project Manager/COR has the prerogative to determine the professional discipline(s) required for any visit. The DB A/E shall observe the construction, advise the NCA Project Manager 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 VA NCA Project Manager within three work days following the site visit date.