

THIS PROCUREMENT IS A 100% SERVICE DISABLED VETERAN OWNED SMALL BUSINESS SET ASIDE.

THIS IS NOT A REQUEST FOR PROPOSAL. THIS IS A REQUEST FOR SF 330'S ARCHITECT/ENGINEER QUALIFICATION PACKAGES ONLY.

ALL INFORMATION NEEDED TO SUBMIT SF 330 DOCUMENTS IS CONTAINED HEREIN. NO SOLICITATION PACKAGE, TECHNICAL INFORMATION, OR BIDDER/PLAN HOLDER LIST WILL BE ISSUED.

Federal Acquisitions Regulations (FAR) 36.6 (Brooks Act) selection procedures apply. Firms that design or prepare specifications in conjunction with this contract are prohibited from participating on any future contracts based on those documents.

I. GENERAL INFORMATION

The purpose of these Numerous Architectural-Engineering Indefinite Delivery Indefinite Quantity contracts (AE-IDIQ) is to provide professional architectural/engineering services necessary for, master planning; field survey; site and facility investigation; preparation of special conceptual and technical studies; concept and feasibility studies; material investigation and color studies; preparation of engineering studies, analysis, and/or investigation, and preparation of Architectural-Engineering (AE) documents and reports for project documents with associated structural, civil, landscaping, mechanical, electrical, historical, environmental subsurface soil investigations and incidental work; preparation of design documents to include building and ground alteration, maintenance, repair and construction; cost and schedule estimates; and construction period services to include monitoring and evaluating the construction progress for conformance to plans and specifications including review of required submittals by the contractor. The Sunshine Network (VISN 8) is one of 21 Veterans Integrated Service Networks (VISNs) in the Veteran's Health Administration.

II. TYPES OF SERVICES

1. **TYPE 1 SERVICES – Studies/Assessments/Analysis:** Work shall include, but is not limited to, field survey; site and facility investigation; preparation of special technical studies; analyses of structural systems; feasibility and concept studies; material investigation; preparation of engineering analysis and/or investigation and preparation of documents and reports associated architectural, structural, civil, landscaping, mechanical, electrical, plumbing, environmental, asbestos, subsurface soil investigations, energy and water management (including commissioning and retro-commissioning).
2. **TYPE 2 SERVICES – Architecture/Engineering/Planning/Design Services:** Work shall include but is not limited to those items normally furnished by an A/E in the actual preparation of the construction documents (plans, drawings, estimates, specifications, submittal register, interior design, cost estimating, etc.) in the Schematic, Design Development and Construction Document phases. The Type 2 planning services shall include a heavy emphasis on the development of individual Facility Master Plans (FMP) for the eight VAMCs. The FMPs will cover a five thru 10-year planning horizon. The FMP development is expected to be collaborative in nature, with the FMP contractor developing an understanding of the VA wide organizational culture and priorities along with the VISN and local VAMC goals. The A/E contractor shall perform all work required to produce documents describing the work required to accomplish the project as specifically identified in each Task Order. Examples may include but are not limited to:

- a. Facility Master Planning and Programming
- b. New Building Design
- c. Interior and Exterior Renovations
- d. Interior Design
- e. Mechanical Engineering
- f. Electrical Engineering
- g. Civil Engineering
- h. Structural Engineering
- i. Landscape Architecture
- j. Cost Estimating
- k. Historic Preservation
- l. Construction Period Services / Administration
- m. Investigation and Development of As-Built Drawings, Diagrams, Surveys (including asbestos)

3. **TYPE 3 SERVICES – Regulatory Compliance Assessments / Reviews:** Work shall include but is not limited to those items normally furnished to assess compliance with federal, state, and local regulations and codes, VA regulations, and The Joint Commission Environment of Care standards.

III. APPLICABLE REGULATIONS AND CRITERIA

The A/E contractor shall provide professional AE Services for various services that are multi-disciplinary in nature whereby the product provided to the Government shall be developed in accordance with current Federal, State and Local regulations and codes, inclusive of but not limited to Occupational Safety and Health Administration (OSHA), American National Standards Institute (ANSI), National Environmental Policy Act (NEPA), National Fire Protection Association (NFPA), Joint Commission on Accreditation of Healthcare Organizations (JCAHO), VA Design Criteria, VA Design Manuals, VA Design Standards, Executive Orders (in particular to but not limited to EO13514 and EO13423), and VA Medical Center regulations.

The North American Industrial Classification Code (NAICS) for this procurement is 541330 Engineering Services and the size standard is \$15M.

VA documents can be pulled from the VA's Technical Information Library at <http://www.cfm.va.gov/TIL/>. The most current VA Master Specifications and other reference documents shall be used. Included on this website library are VA design guides, design manuals, space planning criteria, cost estimating guides and VA Master Specifications. These will generally be minimum standards but may be adjusted to meet other requirements such as energy and environmental compliance. Deviation from these must be approved by the VA.

Public Laws and Executive Orders with specific reference to EPAC 2005, EISA 2007, Environmental Policy, EO 13423, EO 13514, etc. Environmental impacts must be evaluated and either meet categorical exclusion or have a full environmental assessment performed. Many VA buildings and/or sites are considered historic and/or of archeological significance that will need to be considered throughout the design and construction must comply with 36 CFR 800 and to the Programmatic Agreement established between VISN 8 and the Florida State Historic Preservation Office. Deviation from these must be approved by the VA.

IV. MOBILIZATION

The A/E contractor shall mobilize personnel and commence performance within five (5) working days from receipt of the Notice to Proceed (NTP); unless otherwise determined in the Task Order Proposal Request (TOPR).

V. DELIVERABLES

1. TYPE 1 SERVICES:

- i. A study shall support through analysis pertaining to the major technical sections of the work such as structural, architectural, heating, plumbing, electrical, and mechanical.
- ii. Study documents will be on 8 1/2 x 11-inch paper and in electronic format. The study shall have a standard heading to indicate the project number, project name, the type of computation, the name of the designer and the checker, and dated. The study shall include but will not be limited to the following:
 1. A description of the work involved.
 2. Tables, charts, calculations, equipment cut sheets, etc. that sufficiently illustrate the analysis, alternatives, recommendations, and projected outcomes.
 3. Assumptions made.
 4. Detailed computations and references used for computations.
 5. Equations, tables, or curves used or developed, with references cited where they are taken from non-standard sources.
 6. Conceptual layouts, schematics, drawings, single line diagrams, which shall be in AutoCAD (latest version). Format shall follow VA National CAD Standard Application Guide.
 7. Conclusion and recommendations for addressing the issues identified.

2. TYPE 2 SERVICES:

- i. Relative to updating Capital Asset Inventory (CAI):
 1. The AE contractor shall provide a report showing all required updates to be made in the CAI prior to second meeting. After the 2nd meeting, each POC will provide updated copies of the CAI to the contractor.
 2. The AE contractor will provide final report showing that all corrections have been completed or a listing of what corrections remain.
 3. The AE Contractor will also provide written narratives on CAI auto-validation reports that highlight potential errors with justification to explain why highlighted cells are correctly inputted.
 4. Each report/Standard Operating Procedure (SOP) shall include 5 hard copies plus 2 CDs of each report in electronic format. Any electronic format other than Microsoft Word and Excel would need prior approval before submitting.
- ii. Relative to developing/updating Master Plans:
 1. Overall plan - Develop a capital strategic plan (list of specific clinical/programmatic initiatives) to meet the VAMC site-specific demand for each site (includes Clinical Specific Initiative (CSI), Leases, Major,

Minor, Non-Recurring Maintenance (NRM), Non-Capital Minor, sharing agreements, EU proposals etc.). The contractor will develop VAMC campus Site Development Drawings and building level stacking plans along with Gantt chart or other developed list of proposed initiatives that clearly demonstrates time frames and alternative paths.

2. Strategic Capital Investment Plan (SCIP) Gaps - All identified initiatives shall describe their impact to SCIP gaps. When bringing pre-defined gaps to zero, adjustments to gaps can be made, but must be separated into two categories, capital and non-capital. Detailed description and justifications must be provided for each adjustment.
3. Non SCIP Gaps - The SCIP has many pre-defined gaps, but contractor will need to develop self-defined gaps for items such as Security, IT, Emergency Preparedness, OEF/OIF, Women's Veterans, homelessness and local facility goals and priorities. Local facility must agree with self-defined gaps before proceeding with addressing them.
4. Facility Condition Assessments (FCA) - Assess and identify infrastructure related initiatives that will be required to maintain condition of site and structures for the planning horizon (roofs, equipment, roads, parking, electrical and mech. Systems etc.) Primarily, the contractor will review each parent facility's condition through evaluation of the most current Facility Condition Assessment and incorporate correction of the D and F deficiencies into the planned capital improvements. Add initiatives within the master plan time cycle for all projected future D's and F's based on equipment life expectancy (for example, if an AHU is currently graded as C, but will be significantly beyond its life expectancy within the master plan time lines, it is reasonable to assume the C will become a D or F within the Master Plan cycle). Distinguish initiatives addressing assumptions from other initiatives by color coding or other means.
5. Emergency Preparedness - Assess and identify infrastructure related initiatives necessary for an Emergency Preparedness Sustainment Plan based on The Joint Commission (TJC) standards and VA regulations.
6. Energy - The AE contractor will incorporate into the planned capital improvements VA provided specific energy initiatives that will be required to meet energy goals during the planning horizon.
7. Phasing/Dominos - Identify predecessor/successor relationships for all initiatives in the master plan.
8. Project efficiencies - Review each initiative for potential combining. Discuss pros and cons of project combining with VISN Contracting Officer's Representative (COR) and facility POC prior to completing this task. Discuss other potential strategic project concepts such as when to phase projects and when not to at same meeting. Strategy should be based on Construction Program Requirements (for example, every project must be stand-alone), dollar thresholds and ease of implementing/managing the projects.
9. Timeline - Develop a time line for each initiative in the master plan to balance budget reality with priority needs. Contractor needs full

understanding of award time lines for various initiatives to be able to create a realistic timeline.

10. Cost - Develop ROM cost estimates for each capital initiatives in the master plan.
11. Options - Often, capital needs can be met through different capital programs within the VA. Obtaining approved projects within the various programs can often be difficult and therefore drives the need to create options for executing capital plans. Therefore, the contractor will provide a preferred and at least one other feasible alternative planning option to address the needs identified incorporating various strategies such as lease versus purchase and phased Minor and CSI initiatives versus Major Construction projects.
12. The final FMP Report will comprise a written document with extensive charts and graphical material describing chronologically the identified facility needs related to program objectives, strategies, options considered, and a detailed development of the recommended options with cost estimates and an implementation plan. The FMP to be reviewed with individual facility Master Plan Steering Group as a complete package prior to final presentation. The FMP will include an executive summary which summarizes the major workload and space gaps along with proposed capital projects to solve the identified gaps as well as the pros and cons of the preferred option by the VA. Other components of the final report will include:
 - a. Site Development Drawings that will illustrate existing buildings by categories (clinical essential, administrative, support, out leased, vacant, etc.) along with new and expanded space, disposals, and timeframes for execution.
 - b. Existing and proposed stacking plans for each building.
 - c. Existing and proposed Department space block plans for each building and floor. These drawings will include the complete spatial arrangement of services by building and floor identified by colorized service areas. The proposed drawings should also incorporate necessary moves, phasing and timeframes associated with the implementation of projects consistent with the service delivery options identified.
 - d. Current space allocations per the Capital Asset Inventory compared to 5 and 10 year needs based on VA projections of workload and the VSSC Space Calculator.
 - e. Logistical schedule of moves and temporary space requirements
 - f. Listing of approved and planned projects by capital program category (Major, Minor, NRM, CSI, leasing, etc.) needed to accomplish the plan within projected funding allocation to include a cost analysis (construction cost assumptions and overall project costs). Each project will show impact on SCIP gaps.
 - g. A detailed implementation timeline using MS Project Schedule (Gantt chart) or equivalent shall be provided that will identify all capital and non-capital task, task duration, task schedule (timing of

activation to meet projected demand), task phasing (successor/predecessor relationships).

- h. Gross cost distribution assumptions over time relative to program resources required for accomplishment (NRM, Minor, CSI, Major, Lease, Disposal, etc.)

iii. Relative to all other Type 2 Services:

1. The A/E contractor shall provide documents as specified in Attachment 02 “A/E Submission Instructions for MINOR and Non-Recurring Maintenance (NRM) Construction Program”. The VAMC may alter the submission requirements depending upon the complexity of the project by adding or deleting certain reviews. Where additional reviews might be required, the VAMC will issue, at their discretion, a detailed “Statement of Task” or supplemental instructions to the A/E, which would be provided at the time of solicitation for a fee proposal.
2. Contract documents shall meet or exceed the requirements of this document.
3. The A/E contractor is responsible for producing a complete set of construction documents inclusive of drawings, specifications, design narrative/analysis, impact analysis, impact costs, phasing plan and schedule, calculations, sample boards, and cost estimate in accordance with professional standard practices and VA criteria (space planning, design manuals, standard details, construction standards, equipment schedules and VA National CAD Standard Application Guide).
4. The A/E contractor shall conduct coordination meetings between A/E technical disciplines before submitting material for each VA review and provide minutes of the meetings to VAMC.
5. The A/E contractor shall provide a checklist of all submittals, certifications, tests, and inspections required per drawing and specification section.
6. In addition, the A/E contractor shall conduct interim fire protection installation inspections and witness final fire protection equipment testing.

iv. Relative to Energy and/or Water Management:

1. Analysis specific to energy management audits and/or retro-commissioning of building engineering systems shall be supported through analysis pertaining to the major technical systems such as mechanical, plumbing, electrical, heating and air conditioning (HVAC), and solar systems.
2. Analysis documents will be on 8 1/2 x 11-inch paper and in electronic format. The study shall have a standard heading to indicate the project number, project name, detailed computations and references used for

computations, the name of the designer and the checker, and dated. Documents shall include:

- a. Facility Performance Audit and Analysis & Performance Baseline
- b. System Diagnostic Monitoring Plan and Report
- c. Audit and/or Retro-Commissioning (RCx) Plan
 - i. Plan shall also include:
 - 1. Assumptions made
 - 2. Schematics, drawings, single line diagrams.
- d. Implementation
 - i. System Test Procedures, Plan and Report
 - ii. Field Repair Report Summary
 - iii. Minor Repair Report Summary
- e. Final Report
- f. Recommended Capital Improvements Report that sufficiently illustrate the analysis, alternatives, recommendations, rough order of magnitude cost estimates, and projected outcomes.

3. TYPE 3 SERVICES:

- i. An Assessment/Compliance Review shall support through analysis of facility document reviews and site surveys.
- ii. Study documents will be on 8 1/2 x 11-inch paper and in electronic format. The study shall have a standard heading to indicate the project number, project name, the type of computation, the name of the designer and the checker, and dated. The study shall include but will not be limited to the following:
- iii. A description of the work involved.
- iv. Tables, charts, calculations, equipment cut sheets, etc. that sufficiently illustrate the analysis, alternatives, recommendations, and projected outcomes.
- v. Assumptions made.
- vi. Detailed computations and references used for computations.
- vii. Equations, tables, or curves used or developed, with references cited where they are taken from non-standard sources.
- viii. Conceptual layouts, schematics, drawings, single line diagrams, which shall be in AutoCAD (latest version). Format shall follow VA National CAD Standard Application Guide.

VI. TYPICAL SCHEDULE FOR EACH OF THE TYPE SERVICES

The schedule for any of the services awarded will be addressed with each individual task order based on the complexity of the task order. It is inferred from the approved schedule that the A/E contractor will conduct all necessary site visits aside from meeting times with the VA in order to accomplish the requirements of the task order.

VII. FIRE PROTECTION ENGINEER

1. **FIRE PROTECTION ENGINEER:** The Architect/Engineer (A/E) shall retain the services of a fire protection engineer (FPE) for all VA major and minor construction projects, and all NRM projects where the cost of fire protection work exceeds 50% of the total project cost.

i. QUALIFICATIONS:

1. The FPE shall have each of the following qualifications:
2. A licensed professional engineer who:
 - a. Has a degree in fire protection engineering or,
 - b. Has passed the principles and practices examination in fire protection engineering or
 - c. Maintains a current license in fire protection engineering.
 - d. Two years of experience in application and interpretation of National Fire Protection Association (NFPA) Codes and Standards and the model building codes.
3. Two years of experience in the design/review of automatic sprinkler and fire alarm systems, including:
 - a. Automatic sprinkler and fire alarm system shop drawings.
 - b. Automatic sprinkler system hydraulic calculations.
 - c. Application and interpretation of NFPA 1, 10, 13, 14, 20, 24, 30, 45, 72, 75, 82, 90A, 99, 101, 220 and 241.
4. Two years' experience in the design of health care facilities.
5. Two years' experience in acceptance tests of fire protection systems.

ii. SCOPE:

1. The FPE shall remain on the A/E's contractor project staff throughout project design and construction. The FPE must be directly involved in the design of fire protection systems or in responsible charge of: the design of fire protection features; review of fire protection equipment submittals and shop drawings; and participation of preliminary inspection and final testing of fire protection systems. The FPE shall provide to the A/E contractor:
 - a. Consultation and review of fire protection and life safety requirements.
 - b. Preparation of fire protection and life safety design (narrative) analysis report which addresses project compliance with all applicable requirements.

- c. Preparation of fire protection drawings.
- d. Design of fire alarm and sprinkler systems.
- e. Review of architectural, electrical, HVAC, plumbing drawings and related documentation during schematics, design development, and construction documents to ensure all fire protection requirements are coordination between disciplines.
- f. Attending meetings with the A/E contractor, VA facility and VA Headquarters to discuss the project during schematic, design development and construction document preparation phases.
- g. Performance of field tests and site visits during the design process to verify the current capacity (flow and pressure) of water supply system based on flow testing of hydrants proximate to the building(s) where automatic sprinkler protection is to be installed, which include allowances for seasonal or daily fluctuations, industrial use demands, and future changes. Documentation shall include a flow curve on hydraulic graph paper.
 - i. Note: Consult with public water supply authorities. Flow tests are not necessary if credible tests have been performed and documented within the past 12 months, and it is verified that neither the VA facility nor municipal demands will change in the near future.
- h. Review of fire protection system shop drawings, technical data submitted by contractors and automatic sprinkler system hydraulic calculations for compliance with contract documents.
- i. Interim inspections of job site to verify adequacy of fire protection system installation.
- j. Witnessing final acceptance tests for newly installed fire protection systems.
- k. Review the Fire protection system As-Built drawings prepared by the contractor. Review and approve fire protection maintenance manuals.

VIII. INDUSTRY DAY

All interested contractors are invited to attend an Industry Day in person. The purpose of the Industry Day is to seek feedback from the AE contractors, prior to submission of the SF330s, who interested in participating in this procurement, and to conduct a question and answer session. The date of the Industry Day is 22 June 2017. The location will be at the Orlando Veteran's Affairs Medical Center at Lake Nona beginning at 8am. If a contractor plans on attending please contact Deborah Murphy at deborah.murphy3@va.gov no later than 16 June 2017 and provide your company's name, the name of the Service Disabled Veteran who owns the business and the firm's DUNS number.

IX. AE SELECTION PROCESS

Evaluation and selection of firms will be based on submissions and direct responses to the following criteria in accordance with Federal Acquisition Regulation (FAR) 36.602 and Veteran Affairs Acquisition Regulation AR 836-602-1.

1. Professional qualifications necessary for satisfactory performance of required service and working together as a team (in-house and/or consultants(s)). (The firm and A/E on staff representing the project or signing drawings in each discipline must be licensed to practice in the State of Florida under Florida State law requirements and licensed to practice in the Commonwealth of Puerto Rico under Commonwealth requirements.
2. Specialized experience and technical competence in the type of work required including where appropriate, experience in energy conservation, pollution prevention, waste reduction and the use of recovered materials.
3. Capacity to accomplish work in the required time. The capacity to accomplish the work in the required time will be task order specific.
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.
5. Location in general geographical area of the project and knowledge of the locality of the project. The location in the general geographical area of the project will be task order specific. However, for the AE contractor it is expected that your SF 330 submittal will show your knowledge of the VISN 8 geographical area.
6. Record of significant claims against the firm because of improper or incomplete architectural and engineering services.
7. Specific experience and qualifications of personnel who will be working as a team on the AE IDIQ.
8. Reputation and standing of the firm and its principal officials with respect to professional performance, general management, and cooperativeness.

X. ADMINISTRATIVE

1. Each AE-IDIQ contract will have a minimum quantity task order of \$1,000 and a maximum quantity of \$10,000,000 or a 5 year period of performance from the date of award whichever comes first.
2. The primary point of contact (POC) for Source Sought Notice No.: VA248-17-N-0486 is Deborah Murphy at Deborah.murphy3@va.gov (561-876-9340) and the secondary POC is Mark Johnson at w.mark.johnson@va.gov (813-361.9299).

3. SF330's must be received no later than 4:00 P.M., Friday, July 07, 2017 and shall be submitted electronically via email to Deborah.Murphy3@va.gov . A hard copy submission of the SF330 is not required.