

SECTION 00 11 21
REQUEST FOR PROPOSAL TO DESIGN BUILD
IMPROVE DRAINAGE IN MAINTENANCE/SPOILS YARD
890-12-101
FORT MCPHERSON NATIONAL CEMETERY
MAXWELL, NEBRASKA

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 and in other specific tasks as further defined by this request for proposal (RFP). The project will provide for the design and construction services to completely pave the remainder of the Maintenance/Spoils Yard at the Fort McPherson National Cemetery with 6" thick, 4000 psi reinforced concrete pavement over an engineered base to match the existing concrete pavement. The design and construction shall include the provision of features to improve storm water drainage from the yard; and provide an outlet for an existing storm water catch basin located between the existing maintenance buildings. Improving site drainage may include excavation of the existing roadside ditch, etc. The design and construction shall be in accordance with all applicable federal, state, and local codes, regulations and requirements.

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. Design Build Contract: This term, as used herein, refers to the Contract(s) to perform the design and construction of the project.
 4. Contractor: This term, as used herein, refers to the contractor under this contract or the DB team.
 5. 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.

- 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. See ***FAR 52. 215-1, Instructions to Offerors - Competitive Acquisition (Jan 2004)***.

A3. Cost Range

The anticipated cost range for this project is between \$25,000 and \$100,000.

B. PART II - RESPONSIBILITIES

B1. VA NCA Team

The VA NCA team is comprised of a Memorial Service Network Engineer (MSN Engineer, a Contracting Officers Technical Representative who will be located at the construction site and other NCA staff. The coordinator/manager of the VA NCA team will be the Contracting Officer.

B2. Design-Build Team:

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.

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.

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. Proposal Revisions (FAR 52.215-1)

- 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. Those selected as within the competitive range will be given 7 calendar days to prepare their proposal revisions. 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. Proposal revisions shall include a completed **Standard Form 1442 (Solicitation, Offer, and Award Construction, Alteration and Repair)** use page 2 to acknowledge receiving all amendments, by number. 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.

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 packages. The VA will review as many as six (6) package submissions (examples: demolition, civil, architectural, structural, mechanical, Electrical, plumbing etc.) to facilitate the start of construction.
3. All submission packages will be reviewed at (30%) and (95%) completion stages. The (95%) review submission packages will incorporate the final review comments from the (30%) 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.

4. Each review submission package shall include 5 hard copy sets and 1 set on CD-ROM. The package will include an index of drawings (by sheet number and title) and specifications (by section number and title) submitted. The packages will be distributed to the NCA Project Manager, the Cemetery, MSN Engineer and others as determined to be appropriate by the VA NCA Project Manager.

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 VA NCA 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 a minimum of ten (10) working days for each review cycle. A 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.
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). See section H. Quality Assurance/Quality Control.

C. Electronic Media:

1. Design review submission drawings and final Construction Document submission drawings will be executed in electronic format AutoCAD version 2010
2. The drawings included in the VA RFP will be available to the DB team in electronic format in AutoCAD version 2010 for use in preparing the construction drawings. Since data stored on electronic media can deteriorate undetected or be modified without the MSN Engineer's knowledge, the CADD

drawing files are provided without warranty or obligation on the part of the MSN 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 MSN 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 Word 2007.
4. The specifications included in the VA RFP shall be available to the DB team in electronic format in Microsoft Office Word 2007 for use in preparing the construction specifications. Since data stored on electronic media can deteriorate undetected or be modified without the MSN Engineer's knowledge, the CADD version 2010 drawing files are provided without warranty or obligation on the part of the MSN 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 MSN 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 version 2010.
6. Construction shop drawings are not required to be completed in AutoCAD version 2010.

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.

A. Approved Construction Documents:

1. The final construction document submission package will be submitted by the DB team for approval by the VA after

completion of the 95% review cycle for the final package to be submitted by the DB team. The VA will have 5 days to take approval action.

2. The final construction documents submission package will include a full set of construction documents including all disciplines/packages.
3. The final construction documents submission package will incorporate all VA supplied comments from the earlier 30% and 95% 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:

1. Civil engineering drawings including demolition plans, grading and drainage plans, paving plans, utility plans, schedules calculations and details.
2. Landscape drawings including demolition plans, landscape plans, plant schedule and list, special landscape elements, proposed materials to be used for each special landscape element, calculations and details.

G. 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.

H. Design Requirements - Compliance with codes and standards.

1. Project design shall be in compliance with applicable standards and codes described in VA and NCA Program Guides and design materials included or referenced in the solicitation materials. VA and NCA design guides, specifications, and program guides can be found at <http://www.cfm.va.gov/til/>.
2. See Section E. Approved Construction documents, above, for required inclusion of design review comments.
3. In the design of alteration work under this contract, the DB team shall consider all requirements (other than procedural requirements) of:
 - a. Zoning laws;
 - b. Environmental and erosion control regulations; and
 - c. 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.
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 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.

I. 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.

D2. Construction Period Submittals

- a. The DB contractor shall distribute a total of 5 sets of the approved construction documents prepared by the DB Team to the VA, as directed by the VA Project Manager.
- b. Other submittals - The DB team shall submit test results, certificates, manufacturer's instructions, manufacturers field reports, etc. as required by the VA RFP specifications, to the VA COTR & MSN Engineer.
- 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 MSN Engineer & 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 MSN Engineer. The VA MSN Engineer 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 MSN Engineer 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

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 the following visits 1.) Kick-Off Meeting, 2.) 30% completion,

and 3.) 95% completion to the project site when requested by the MSN Engineer. The MSN Engineer may also request visits for special purposes. Only registered architects and engineers thoroughly familiar with the project may make these site visits. The MSN Engineer has the prerogative to determine the professional discipline(s) required for any visit. The DB A/E shall observe the construction, advise the MSN Engineer 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 MSN Engineer within three work days following the site visit date.

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