

PART 1 – PROJECT DESCRIPTION

I. GENERAL SCOPE OF WORK: The A/E shall provide all necessary architectural and engineering services as required to prepare complete contract drawings, specifications, cost estimates, and construction period services for the project to "Renovate Space for Chaplain, SPS, Logistics, and SCI" at the Department of Veterans Affairs Medical Center in Memphis TN.

STATEMENT OF PROJECT OBJECTIVES

It is the intent of the Department of Veterans Affairs to have the A/E fully survey, investigate, and document the existing space and utility systems in order to gain the knowledge and insight necessary to prepare quality, accurate documents in a professional and competent manner. The project work includes but is not limited to the following:

This project will renovate various spaces in Building 1 for Chaplain Service offices; Building 1A for SPS and Logistics offices, conference, and training room; and Building 7 for SCI Activity for Daily Living.

The magnitude of the construction is estimated between \$250,000 and \$500,000. Deductive alternates are to be identified equal to 20% of the estimated construction cost. Estimating and cost control shall be part of every design phase and submission.

PART 2 – DESIGN PERIOD**1. GENERAL**

The A-E shall provide design period services to include drawings and specifications reflecting specific tasks identified in this statement of work document and as identified during project discussion meetings. A-E shall provide competent design period services using staff and consultants adequately knowledgeable of the various subordinate design disciplines including but not limited to: life safety and other building/utility systems as required for the project.

The A-E shall develop plans and system schematics for actual in-place components from VA-provided drawings and from field verification on site. Verify existing conditions affecting design. Information provided by VA on record drawings shall be verified for critical dimensions and critical components that may affect the design. A-E shall consider adjacent systems and components (architectural as well as utility systems) so as to avoid unforeseen site condition change orders to the construction contract. The A-E shall verify necessary building architectural and utility system components to provide for a full and complete design of replacement architectural elements and utility system components.

During the course of the project the A-E shall be required to attend project meetings. The A-E shall record meeting minutes and furnish meeting minutes and sketches as required to reach concurrence and approval by the design team members. Minutes shall be forwarded to all attendees within 36 hours of the meeting for review and comment. The A-E shall incorporate appropriate comments, finalize the meeting minutes and send out the final meeting minutes within one week of the meeting.

VA is contracting design period services to include Schematic Design (SD) Development, Design Development (DD), Construction Documents (CD), and Bid Documents. All submissions and related work for each design phase shall conform to the requirements in this document and Program Guide (PG)-18-15, Volume C A-E Submission Instructions as modified in this document. See the Access to VA Standards section of Part 3 for webpage to obtain PG-18-15.

Task	Calendar Days
Schematic Submission	21
VA Review Schematic Submission	10
DD1 Submission	45

VA Review DD1 Submission	10
CD1 Submission	60
VA Review CD1 Submission	10
CD 100% Check-set	14
VA Review CD 100% Check-set	7
Bid Documents	7
Total Days	184

2. SCHEMATIC DESIGN (SD)

Schematic Design reflects the basic work required to define the design scope of the project; includes options and what-if scenarios to allow VA to consider potential options for final design; and ensures arrangement of space complements the design scope as opposed to contradicting the design scope.

Schematic Designs vary to meet the specific design scope of the project. For instance, an architectural renovation may have a few potential designs represented schematically as concepts of patient/staff flow of people, materials, etc. being considered, but may not provide alternatives for utility systems until later discussions, whereas an infrastructure project renovating and/or replacing utility systems may have a few potential schematic designs representing the types of systems available and their application towards the specific project. The A-E shall submit the following in a single package and at one time per date identified in contract Special Provisions:

- ☐ SD submittal package (PG-18-15 Volume C requirements as modified by this document)
- ☐ Assembled minutes of meetings for work up to SD submission
- ☐ Completed A-E Review Checklist for each applicable design discipline

Schematic comments returned by VA to A-E with:

- ☐ General Comments
- ☐ Drawing Comments
- ☐ Specifications Comments

3. DESIGN DEVELOPMENT (DD)

Design Development includes initial work of the A-E required to represent the project as a set of drawings conveying the major intent of the project work. At this stage of project design, the physical layout of the new work should be shown. The A-E shall submit the following in a single package and at one time per date identified in contract Special Provisions:

- ☐ DD submittal package (PG-18-15 Volume C requirements as modified by this document)
- ☐ Assembled minutes of meetings for work up to DD submission
- ☐ Completed A-E Review Checklist for each applicable design discipline

DD review comments returned by VA to A-E with:

- ☐ General Comments
- ☐ Drawing Comments
- ☐ Specifications Comments
- ☐ One Set of A-E DD drawings with using Service(s) approval signatures
- ☐ Estimate Comments
- ☐ Notes for specification details for sole source items, e.g. Johnson Controls, Notifier, etc.

4. CONSTRUCTION DOCUMENTS (CD)

The Construction Documents submission shall combine updates of all earlier sets of specifications and drawings and any other relevant project information (meetings, other discussions, etc) making up a complete set of project documents. The quality of and level of detail of the CD submission should be such that no further or minimal changes are needed. The CD submission shall incorporate all changes needed from earlier reviews and that a quick review shall show all information is presented in clear and concise format. Discussion of Contractor staging/parking/exterior space usage, management of phasing activities such as control of dust and debris (infection control), etc. shall occur during development of the CD submission. The A-E shall submit the following in a single package and at one time per date identified in contract Special Provisions:

- ☐ CD submittal package (PG-18-15 Volume C requirements as modified by this document)
- ☐ Assembled minutes of meetings for work up to CD submission
- ☐ Completed A-E Review Checklist for each applicable design discipline
- ☐ Include summary of staff participating in final drawing and specification quality review and date when check set review was completed.

CD review comments returned by VA to A-E with:

- ☐ General Comments
- ☐ Drawing Comments
- ☐ Specifications Comments
- ☐ One Set of A-E DD drawings with using Service(s) approval signatures
- ☐ Estimate Comments
- ☐ Electronic formats of VA specifications 01 00 00, 01 33 23 and any others required edited specifically for the project
- ☐ Any comments regarding estimate
- ☐ Electronic drawing showing project staging area on VA site plan for A-E to include in drawing package at final submission.

5. BID DOCUMENTS

The reproduction of specifications and prints is a reimbursable item within the contract. If additional sets are required, VA will request these in writing from the A-E and will compensate the A-E for additional reimbursable expenses to the extent the additional sets add expense.

- *A-E Provided Project Checklists:* A-E shall provide a checklist of all submittals, certifications, tests, and inspections required per drawing and specification section. This checklist will show all products requiring submittals in the form of shop drawings, data sheets, manufacturer cut sheets, etc. as well as all other items shown as required submittal items including, but not limited to, reports, system evaluations, testing, operating and maintenance manuals, etc.
- *Submission Requirements:* The A-E shall date all material and present the designs on VA standard size drawings that are appropriately labeled, "BID DOCUMENTS", in large block letters above or beside the VA standard drawing title block. The A-E shall incorporate VA provided front-end solicitation documents.

The A-E shall submit 2 specification books and 1 full size and 3 half size drawing sets of reproduced project packages to VAMC Memphis, TN Engineering Department. The Contractor shall provide 4 Electronic bid set on DVD for the following disposition:

- i. 1 ea including Editable Word Format of Specifications and PDF of the drawing set for Contracting Officer (NCO9)
- ii. 2 ea in PDF format including drawings only – Marked with "Drawings Only" and Project Number and Title for Contracting Officer.
- iii. 1 ea including Editable Word Format of Specifications, and PDF and 2016 (or compatible) AUTOCAD format of the drawing set for Contracting Officer Technical Representative to retain

Items i and iii above may be requested prior to completion of final bid specifications in or for the VA to submit for legal/technical review.

6. MODIFICATION TO PG-18-15, VOL C A-E SUBMISSION INSTRUCTIONS

Program Guide PG-18-15, VOL C provides a minimum level for submission compliance, which may not be adequate for certain, types of design. In some instances in which critical decisions need to be made, sufficient and relevant information has to be provided timely in order for the design to progress to meet certain milestone dates. The level of applicability of the program guide depends upon the scope of work and the exclusions, which are herein specified. Questions in regards to the applicability of specific requirements shall be resolved with the medical center staff prior to any submission deadline. For this project the following modifications to PG-18-15 Volume C are applicable:

Section I - General

1. Section I.A. – Introduction

- a. This contract includes: Schematic, Design Development, and Construction Documents Submissions.
- b. VAMC Memphis will provide existing background material in the form of existing floor plans and previous project record drawings to the extent available.
- c. VAMC Memphis will provide VA specific guidance documents affecting project design not within the VA Technical Information Library (TIL). (e.g. VHA Directives, VAMC Memphis Policies, etc.)
- d. This project requires a formal approval signature by the using Service(s) at the conclusion of Design Development in regard to architectural layout and space functionality.
- e. All electronic drawings submitted shall be in Adobe (PDF) and AutoCAD (DWG) format.
- f. All electronic versions of specifications shall be in Microsoft Word and Adobe formats.
- g. Final drawings (Bid Documents) and specifications shall be submitted both in hard copy and electronic format on a compact disc.

2. Section I. B. – A-E Responsibilities

- a. It is the VA's intention to hold the AE responsible for "any errors or omissions in its designs, drawings, specifications, and other services." Such errors or omissions must be corrected without additional compensation. Furthermore, the AE must be and remain liable to the Government for all damages caused by the AE's negligent performance of any services furnished under the contract, notwithstanding the VA reviews of AE work.
- b. There is no Memorandum of Agreement (MOA) for this project.

3. Section I. C. – Submission Policy

- a. In addition to items listed, the A-E shall include a copy of a completed A-E Review Checklist for each design discipline within the scope of work. See the Access to VA Standards section of Part 3 for webpage to obtain information on the A-E Review Checklists Program. A-E Review Checklists shall be submitted with each submission package.

4. No modifications to the following;

- a. Section I. D. – Quality Assurance/Quality Control
- b. Section I. E. – Additional Services
- c. Section I. F. – Critical Path Method Phasing Meetings

Section II – Submissions

Make the following changes;

1. Modify the following sections;

- a. Section II. C. – Fire Protection & Notes

- i. No Floor Plans/Drawings are required with the Schematic submission.
- b. Section II. S. – Specifications
 - i. With the schematic submittal, A-E shall submit a marked-up specifications index table of contents downloaded from the VA TIL Master Specification List with Dates.
 - ii. The A-E shall ensure the following as edits are made after the design development submission:
 1. The date code header, e.g. 12-04, shall be removed from all specification sections,
 2. The footer shall remain showing specification section-page, e.g. 21 05 11-1, 21 05 11-2, etc.
 3. All references to specifications not needed for the project and thereby not included shall be removed; VA refers to these items as “dead references” which can lead to confusion during the construction period if they remain; VA can't issue as a final document any specifications having these incorrect (unused) references
 4. All “Spec Writer Notes” shall be removed; specific requirements of the Spec Writer Notes shall be noted on the hard-copy edits; VA can't issue as a final document any specifications having these advice and directional notes

Section III – Distribution of A-E material

PART 3 – DESIGN AND CONSTRUCTION STANDARDS

1. GENERAL

In the development of submissions the A-E firm shall utilize certain VA and other design and construction criteria, examples of which can be found below. The design is not limited to these items and should be the result of compliance with applicable codes and standards, the user requests, and A-E creativity:

- VA Design and Construction criteria in the Technical Information Library (TIL), including planning, design, and construction items such as: Design Alerts, Design and Construction Procedures, Design Guides, Design Manuals, Equipment Guide List, Master Construction Specifications, Room Finish and Door Hardware Schedule, Space Planning Criteria, etc.
- Joint Commission on Accreditation of Healthcare Organizations (JCAHO) elements shall be considered.
- NFPA Codes including, but not limited to: NFPA 101, Life Safety Code; NFPA 99, Healthcare Facilities; NFPA 70, National Electrical Code (NEC)
- Compliance to all known applicable codes shall be reflected in the completed design and construction contract documents.

Conflicting criteria shall be brought to the attention of the VAMC Engineering Service Project Manager for resolution.

VA continually updates information in the Technical Information Library (TIL) used in project design. The A-E will be responsible for reviewing the guidelines in the TIL and incorporating the applicable criteria into the design and construction documents. The following section, Access to VA Standards, provides World Wide Web addresses for the TIL and commonly used VA standards and references.

2. ACCESS TO VA STANDARDS

The following are World Wide Web addresses to commonly used VA standards and references:

Technical Information Library (TIL) home page <http://www.va.gov/facmgt/standard/>
 Accessibility information (PG-18-13)..... <http://www.va.gov/facmgt/standard/accessibility.asp>
 A-E Design Submission Requirements (PG-18-15)..... http://www.va.gov/facmgt/ae/des_sub.asp
 A-E Review Checklists program..... http://www.va.gov/facmgt/standard/ae_checklist.asp

Design Alerts	http://www.va.gov/facmgt/standard/d_alert.asp
Design & Construction (PG-18-3)	http://www.va.gov/facmgt/standard/proc_idx.asp
Design Guides (PG-18-12)	http://www.va.gov/facmgt/standard/dg_idx.asp
Design Manuals (PG-18-10)	http://www.va.gov/facmgt/standard/manuals.asp
Energy Conservation & Sustainability Program	http://www.va.gov/facmgt/standard/energy.asp
Environmental Compliance program (PG-18-17)	http://www.va.gov/facmgt/standard/env_idx.asp
Equipment Guide program (PG-18-5)	http://www.va.gov/facmgt/standard/equipment.asp
Master Specifications Index (PG-18-1)	http://www.va.gov/facmgt/standard/spec_idx.asp
National CAD Standards and Details (PG-18-4)	http://www.va.gov/facmgt/standard/details.asp
Quality Alerts program	http://www.va.gov/facmgt/standard/q_alerts.asp
Room Finishes, Door and Hardware Schedule	http://www.va.gov/facmgt/standard/rooms/rooms.doc
Signage Program	http://www.va.gov/facmgt/standard/signage.asp
Space & Facility Planning (PG-18-9)	http://www.va.gov/facmgt/standard/spacework/
Technical Summaries	http://www.va.gov/facmgt/standard/tsum_idx.asp

PART 4 – CONSTRUCTION CONTRACT AWARD PERIOD

The A-E shall provide VA with technical design services during the period of Construction Contract award. These services shall include, but is not limited to:

1. Review of construction contractor's price proposal
2. Providing technical information needed to answer questions
3. Providing technical information needed to issue amendments.

PART 5 – CONSTRUCTION PERIOD

The A-E shall provide competent construction period services using staff and consultants adequately knowledgeable of the various subordinate design disciplines included in development of the project. Construction period services shall include:

1. Review of shop drawings and submittals
2. Review of change order proposals
3. On-site construction inspection visits and progress meetings including A-E's written report of visit or meeting. Once the construction is thoroughly underway, periodic site visits are anticipated.
4. Commissioning

A/E shall provide up to 25 site visit "units" during the construction period when requested by the Contracting Officer. A site visit "unit" is defined as a visit to the site of the project and any other affected areas by one individual for any part of a day when requested by the Contracting Officer or an authorized representative. On this job, a site visit should last 1-2 hours and may require the use of multiple "units" when more than one individual or an extended period of time is needed to inspect an area of work. Only registered architects and engineers familiar with the project may make these site visits. The Contracting Officer has the prerogative to determine the professional discipline(s) required for each site visit. The A/E shall notify the Project Engineer of their presence on site in order to document the number of individuals who are making the site visit. The A/E shall observe the construction, advise the Project Engineer of any deviations or deficiencies, and recommend appropriate corrective actions.

5. Pre-final and final inspections and preparation of itemized punch-list for project completion requirements

PART 6 – A-E CONTRACT CLOSE-OUT

The construction contractor shall keep a set of hard copy drawings updated to reflect all changes in the field from the bid documents. These hard copy drawings are turned over to VA at the conclusion of the construction contract. VA will provide these drawings to the A-E in order for the A-E to update the Bid Documents to reflect actual completed project conditions.

The A-E shall submit the record drawings showing any changes or modifications to the Bid Documents reflected on the hard-copy set of "as-builts" provided by VA; Drawings shall be individually marked "Record Drawing" and submitted in a single package as follows;

- ☐ Drawings in AutoCAD (DWG) format of the entire project.
 1. All drawing objects shall be removed. (e.g. Revit, Desktop, etc.)
 2. All drawings must plot properly using the NCS.ctb plot file.
 3. Provide a copy of the A-E firms typical CTB file and user information.
 4. Drawings shall represent final project with all demolished and/or removed items deleted from the .dwg files
 5. Provide to VA on disc
- ☐ Drawings in an Adobe Reader (PDF) format of the entire project.
- ☐ Printed Copies of the drawing set as follows;
 1. None

PART 7 – SECURITY REQUIREMENTS

The A-E is responsible for assuring that all employees and consultant employees working on the project comply with these regulations.

1. Employees shall not be on site without appropriate badge. Employees are responsible for reporting to VA Police with acceptable photo ID to obtain a badge. VA approved badge shall be worn with the identification facing forward and visible above the waist. The employees may also be subject to inspection of their personal effects when entering or leaving the facility.
2. No photography or video recording of VA premises is allowed without prior authorization.
3. VA issued keys are to remain on VA property. Keys that are checked out from the Engineering Office shall be returned each day.
4. Before starting any work, the A-E shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "sensitive information".
5. The A-E is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
6. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
7. VA Information Custodial Language
 - a. Information made available to the contractor or subcontractor by VA for the performance or administration of this contract or information developed by the contractor/subcontractor in performance or administration of the contract shall be used only for those purposes and shall not be used in any other way without the prior written agreement of the VA. This clause expressly limits the contractor/subcontractor's rights to use data as described in Rights in Data - General, FAR 52.227-14(d) (1).
 - b. VA information should not be co-mingled, if possible, with any other data on the contractors/subcontractor's information systems or media storage systems in order to ensure VA requirements related to data protection and media sanitization can be met. If co-mingling must be allowed to meet the requirements of the business need, the contractor must ensure that VA's information is returned to the VA or destroyed in accordance with VA's sanitization requirements. VA reserves the right to conduct onsite inspections of contractor and subcontractor IT resources to ensure data security controls, separation of data and job duties, and destruction/media sanitization procedures are in compliance with VA directive requirements.

- c. Prior to termination or completion of this contract, contractor/subcontractor must not destroy information received from VA, or gathered/created by the contractor in the course of performing this contract without prior written approval by the VA. Any data destruction done on behalf of VA by a contractor/subcontractor must be done in accordance with National Archives and Records Administration (NARA) requirements as outlined in VA Directive 6300, Records and Information Management and its Handbook 6300.1 Records Management Procedures, applicable VA Records Control Schedules, and VA Handbook 6500.1, Electronic Media Sanitization. Self-certification by the contractor that the data destruction requirements above have been met must be sent to the VA Contracting Officer within 30 days of termination of the contract.
 - d. The contractor/subcontractor must receive, gather, store, back up, maintain, use, disclose and dispose of VA information only in compliance with the terms of the contract and applicable Federal and VA information confidentiality and security laws, regulations and policies. If Federal or VA information confidentiality and security laws, regulations and policies become applicable to the VA information or information systems after execution of the contract, or if NIST issues or updates applicable FIPS or Special Publications (SP) after execution of this contract, the parties agree to negotiate in good faith to implement the information confidentiality and security laws, regulations and policies in this contract.
 - e. The contractor/subcontractor shall not make copies of VA information except as authorized and necessary to perform the terms of the agreement or to preserve electronic information stored on contractor/subcontractor electronic storage media for restoration in case any electronic equipment or data used by the contractor/subcontractor needs to be restored to an operating state. If copies are made for restoration purposes, after the restoration is complete, the copies must be appropriately destroyed.
 - f. If VA determines that the contractor has violated any of the information confidentiality, privacy, and security provisions of the contract, it shall be sufficient grounds for VA to withhold payment to the contractor or third party or terminate the contract for default or terminate for cause under Federal Acquisition Regulation (FAR) part 12.
 - g. If a VHA contract is terminated for cause, the associated BAA must also be terminated and appropriate actions taken in accordance with VHA Handbook 1600.01, Business Associate Agreements. Absent an agreement to use or disclose protected health information, there is no business associate relationship.
 - h. The contractor/subcontractor must store, transport, or transmit VA sensitive information in an encrypted form, using VA-approved encryption tools that are, at a minimum, FIPS 140-2 validated.
 - i. The contractor/subcontractor's firewall and Web services security controls, if applicable, shall meet or exceed VA's minimum requirements. VA Configuration Guidelines are available upon request.
 - j. Except for uses and disclosures of VA information authorized by this contract for performance of the contract, the contractor/subcontractor may use and disclose VA information only in two other situations: (i) in response to a qualifying order of a court of competent jurisdiction, or (ii) with VA's prior written approval. The contractor/subcontractor must refer all requests for, demands for production of, or inquiries about, VA information and information systems to the VA contracting officer for response.
 - k. Notwithstanding the provision above, the contractor/subcontractor shall not release VA records protected by Title 38 U.S.C. 5705, confidentiality of medical quality assurance records and/or Title 38 U.S.C. 7332, confidentiality of certain health records pertaining to drug addiction, sickle cell anemia, alcoholism or alcohol abuse, or infection with human immunodeficiency virus. If the contractor/subcontractor is in receipt of a court order or other requests for the above mentioned information, that contractor/subcontractor shall immediately refer such court orders or other requests to the VA contracting officer for response.
 - l. For service that involves the storage, generating, transmitting, or exchanging of VA sensitive information but does not require C&A or an MOU-ISA for system interconnection, the contractor/subcontractor must complete a Contractor Security Control Assessment (CSCA) on a yearly basis and provide it to the COTR.
8. Privacy – VA Mandatory Training

- a. VA Privacy Training for employees without access to VA computer systems or VA sensitive information.
- b. VA Talent Management System (TMS) training course VA20939 provides the mandatory Privacy Training requirements for any contractor without access to VA computer systems or VA sensitive information.
- c. Each employee self-enrolls for a profile on the VA TMS by visiting <https://www.tms.va.gov/plateau/user/login.jsp>. Once there, employees should follow the steps below to create a profile, launch the mandatory training, and complete the content prior to starting work at VA.
- d. Provide the COR with each employee's printed certificate of completion from the TMS. This certificate displays the employee's TMS User ID.

Contractor to submit proposal on the following VA Form 10-6298.

Department of Veterans Affairs

ARCHITECT - ENGINEER FEE PROPOSAL

The Paperwork Reduction Act of 1995 requires us to notify you that this information collection is in accordance with the clearance requirements of section 3507 of the Paperwork Reduction Act of 1995. We may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a valid OMB number. We anticipate that the time expended by all individuals who must complete this form will average 4 hours. This includes the time it will take to read instructions, gather the necessary facts and fill out the form. This form or other agreed upon format, is used by VA COTRs to supervise your work and verify the work progression so that you may be paid.

ESTIMATED NUMBER OF CONTRACT DRAWINGS			DATE OF PROPOSAL		
DESCRIPTION	A/E	VA			
ARCHITECTURAL			PROJECT		
SITE AND LANDSCAPING					
STRUCTURAL AND BORINGS					
SANITARY					
PLUMBING					
HEATING AND AIR CONDITIONING					
ELECTRICAL			NAME OF ARCHITECT/ENGINEER		
TOTAL NUMBER OF DRAWINGS					

PART I - PREPARATION OF CONTRACT DRAWINGS AND SPECIFICATIONS						
LINE NO.	A. SALARY COSTS	EMPLOYEE HOURS		HOURLY SALARIES	COSTS	
		A/E	VA		A/E	VA
	ARCHITECTURAL					
1A	SUPERVISORS			\$	\$	\$
1B	DESIGNERS					
1C	DRAFTERS					
1D	SPECIFICATION WRITERS					
1E	TYPISTS					
1F	ESTIMATORS					
1G						
1H						
1I	SUB-TOTAL					
	SITE AND LANDSCAPING					
2A	SUPERVISORS					
2B	DESIGNERS					
2C	DRAFTERS					
2D	SPECIFICATION WRITERS					
2E	TYPISTS					
2F	ESTIMATORS					
2G						
2H						
2I	SUB-TOTAL					
	STRUCTURAL AND BORINGS					
3A	SUPERVISORS					
3B	DESIGNERS					
3C	DRAFTERS					
3D	SPECIFICATION WRITERS					
3E	TYPISTS					
3F	ESTIMATORS					
3G						
3H						
3I	SUB-TOTAL					
	SITE AND LANDSCAPING					
4A	SUPERVISORS					
4B	DESIGNERS					
4C	DRAFTERS					
4D	SPECIFICATION WRITERS					
4E	TYPISTS					
4F	ESTIMATORS					
4G						
4H						
4I	SUB-TOTAL					

PART I - PREPARATION OF CONTRACT DRAWINGS AND SPECIFICATIONS

LINE NO.	A. SALARY COSTS	EMPLOYEE HOURS		HOURLY SALARIES	COSTS	
		A/E	VA		A/E	VA
	PLUMBING					
5A	SUPERVISORS			\$	\$	\$
5B	DESIGNERS					
5C	DRAFTERS					
5D	SPECIFICATION WRITERS					
5E	TYPISTS					
5F	ESTIMATORS					
5G						
5H						
5I	SUB-TOTAL:					
	HEATING AND AIR CONDITIONING					
6A	SUPERVISORS					
6B	DESIGNERS					
6C	DRAFTERS					
6D	SPECIFICATION WRITERS					
6E	TYPISTS					
6F	ESTIMATORS					
6G						
6H						
6I	SUB-TOTAL:					
	ELECTRICAL					
7A	SUPERVISORS					
7B	DESIGNERS					
7C	DRAFTERS					
7D	SPECIFICATION WRITERS					
7E	TYPISTS					
7F	ESTIMATORS					
7G						
7H	SUB-TOTAL:					
8A						
8B						
8C						
8D						
8E						
8F						
8G						
8H						
8I	SUB-TOTAL:					
9A						
9B						
9C						
9D						
9E						
9F						
9G						
9H						
9I	SUB-TOTAL:					
	TOTAL SALARY COSTS					

B. MISCELLANEOUS SALARY COSTS

LINE NO.	DESIGN REVIEW TRIPS			EMPLOYEE-DAYS		EMPLOYEE-HOURS		HOURLY SALARIES	COSTS	
	NO. REQUIRED	# DAYS	# PERS. REQUIRED	A/E	VA	A/E	VA		A/E	VA
11A										
11B	SUPERVISORS									
11C	DESIGNERS									
11D	DRAFTERS									
11E	SPEC. WRITERS									

B. MISCELLANEOUS SALARY COSTS (Continued)

LINE NO.	DESIGN REVIEW TRIPS			EMPLOYEE-DAYS		EMPLOYEE-HOURS		HOURLY SALARIES	COSTS		
	NO. REQUIRED	# DAYS	# PERS. REQUIRED	A/E	VA	A/E	VA		A/E	VA	
11F								\$	\$	\$	
11G											
11H	SUB-TOTAL:										
	DESIGN STAFF SITE TRIPS										
12A	NO. REQUIRED										
12B	SUPERVISORS										
12C	DESIGNERS										
12D											
12F	SUB-TOTAL:										
	PRE-BID(CPM) CONFERENCE										
13A											
13B	NO. REQUIRED										
13C	SUPERVISORS										
13D	DESIGNERS										
13E											
13F	SUB-TOTAL:										
	ANSWERING INQ. & ISSUING AMENDMENTS										
14A	SUPERVISORS										
14B	DESIGNERS										
14C	DRAFTERS										
14D	SPEC WRITERS										
14E	TYPISTS										
14F											
14G											
14H	SUB-TOTAL:										
15	TOTAL MISCELLANEOUS SALARY COSTS										
16	TOTAL SALARY COSTS (Lines 10+15)										
17	OVERHEAD: % OF LINE 16										
18	PROFIT:										
19	TOTAL SALARY PROPOSALS (Lines 16+17)										

C. INCIDENTAL COSTS

LINE NO.	DESIGN REVIEW TRIPS			EMP. TRIPS		TRAVEL COSTS		EMP. DAYS		PER DIEM		COSTS	
	NO. REQUIRED	# DAYS	# PERS. REQUIRED	A/E	VA	A/E	VA	A/E	VA	A/E	VA	A/E	VA
20A	FIRST					\$	\$			\$	\$	\$	\$
20B	SECOND												
20C	THIRD												
20D	FOURTH												
20E													
20F													
20G	SUB-TOTAL:												
	DESIGN STAFF SITE TRIPS												
21A	NO. REQUIRED												
21B	SUPERVISORS												
21C	DESIGNERS												
21D													
21E													
21F	SUB-TOTAL:												
	PRE-BID(CPM) CONFERENCE												
22A	NO. REQUIRED												
22B	SUPERVISORS												
22C	DESIGNERS												
22D													
22E													
22F	SUB-TOTAL:												

C. INCIDENTAL COSTS (Continued)

LINE NO.	EMP. TRIPS		TRAVEL COSTS		EMP. DAYS		PER DIEM		COSTS	
	A/E	VA	A/E	VA	A/E	VA	A/E	VA	A/E	VA
23A			\$	\$			\$	\$	\$	\$
23B										
23C										
23D										
23E										
23F	SUB-TOTAL:									
24A										
24B										
24C										
24D										
24E										
24F	SUB-TOTAL:									
25A										
25B										
25C										
25D										
25E										
25F	SUB-TOTAL:									
26A										
26B										
26C										
26D										
26E										
26F	SUB-TOTAL:									
27A										
27B										
27C										
27D										
27E										
27F	SUB-TOTAL:									
28A										
28B										
28C										
28D										
28E										
28F	SUB-TOTAL:									
29A										
29B										
29C										
29D										
29E										
29F	SUB-TOTAL:									
30	TOTAL INCIDENTAL COSTS:								\$	\$
31	*TOTAL PROPOSAL (LINE 19 + LINE 30):								\$	\$

*NOTE: This part of the fee is that which falls within the 6% limitation. See VAAR Section 836.606-73 for definitive information.

REMARKS

PART II - CONSTRUCTION PERIOD SERVICES						
LINE NO.	A. SHOP DRAWINGS, SUBMITTALS, ETC SALARY COSTS	EMPLOYEE HOURS		HOURLY SALARIES	COSTS	
		A/E	VA		A/E	VA
	ARCHITECTURAL					
32A	SUPERVISORS			\$	\$	\$
32B	DESIGNERS					
32C	DRAFTERS					
32D	SPECIFICATION WRITERS					
32E	TYPISTS					
32F	ESTIMATORS					
32G						
32H	SUB-TOTAL:					
	SITE AND LANDSCAPING					
33A	SUPERVISORS					
33B	DESIGNERS					
33C	DRAFTERS					
33D	SPECIFICATION WRITERS					
33E	TYPISTS					
33F	ESTIMATORS					
33G						
33H	SUB-TOTAL:					
	STRUCTURAL AND BORINGS					
34A	SUPERVISORS					
34B	DESIGNERS					
34C	DRAFTERS					
34D	SPECIFICATION WRITERS					
34E	ESTIMATORS					
34F						
34G	SUB-TOTAL:					
	SANITARY					
35A	SUPERVISORS					
35B	DESIGNERS					
35C	DRAFTERS					
35D	SPECIFICATION WRITERS					
35E	ESTIMATORS					
35F						
35G	SUB-TOTAL:					
	PLUMBING					
36A	SUPERVISORS					
36B	DESIGNERS					
36C	DRAFTERS					
36D	SPECIFICATION WRITERS					
36E	ESTIMATORS					
36F						
36G	SUB-TOTAL:					
	HEATING AND AIRCONDITIONING					
37A	SUPERVISORS					
37B	DESIGNERS					
37C	DRAFTERS					
37D	SPECIFICATION WRITERS					
37E	ESTIMATORS					
37F						
37G	SUB-TOTAL:					
	ELECTRICAL					
38A	SUPERVISORS					
38B	DESIGNERS					
38C	DRAFTERS					
38D	SPECIFICATION WRITERS					
38E	ESTIMATORS					
38F						
38G	SUB-TOTAL:					

PART II - CONSTRUCTION PERIOD SERVICES

LINE NO.	A. SHOP DRAWINGS, SUBMITTALS, ETC SALARY COSTS	EMPLOYEE HOURS		HOURLY SALARIES	COSTS	
		A/E	VA		A/E	VA
39A				\$	\$	\$
39B						
39C						
39D						
39E						
39F						
39G	SUB-TOTAL:					
40A						
40B						
40C						
40D						
40E						
40F						
40G	SUB-TOTAL:					
41		TOTAL SALARY COSTS:				
	B. RECORD (AS BUILT) DRAWINGS AND SPECIFICATIONS SALARY COSTS	EMPLOYEE HOURS		HOURLY SALARIES	COSTS	
		A/E	VA	SALARIES	A/E	VA
	ARCHITECTURAL			\$	\$	\$
42A	SUPERVISORS					
42B	DESIGNERS					
42C	DRAFTERS					
42D	SPECIFICATION WRITERS					
42E						
42F						
42G	SUB-TOTAL:					
	SITE AND LANDSCAPING					
43A	SUPERVISORS					
43B	DESIGNERS					
43C	DRAFTERS					
43D	SPECIFICATION WRITERS					
43E						
43F						
43G	SUB-TOTAL:					
	STRUCTURAL AND BORINGS					
44A	SUPERVISORS					
44B	DESIGNERS					
44C	DRAFTERS					
44D	SPECIFICATION WRITERS					
44E						
44F						
44G	SUB-TOTAL:					
	SANITARY					
45A	SUPERVISORS					
45B	DESIGNERS					
45C	DRAFTERS					
45D	SPECIFICATION WRITERS					
45E	ESTIMATORS					
45F						
45G	SUB-TOTAL:					
	PLUMBING					
46A	SUPERVISORS					
46B	DESIGNERS					
46C	DRAFTERS					
46D	SPECIFICATION WRITERS					
46E						
46F						
46G	SUB-TOTAL:					

PART II - CONSTRUCTION PERIOD SERVICES

LINE NO.	B. RECORD (AS BUILT) DRAWINGS AND SPECIFICATIONS SALARY COSTS (Continued)	EMPLOYEE HOURS		HOURLY	COSTS						
		A/E	VA	SALARIES	A/E	VA					
	HEATING AND AIR CONDITIONING										
47A	SUPERVISORS			\$	\$	\$					
47B	DESIGNERS										
47C	DRAFTERS										
47D	SPECIFICATION WRITERS										
47E											
47F											
47G	SUB-TOTAL:										
	ELECTRICAL										
48A	SUPERVISORS										
48B	DESIGNERS										
48C	DRAFTERS										
48D	SPECIFICATION WRITERS										
48E											
48F											
	SUB-TOTAL:										
49A											
49B											
49C											
49D											
49E											
49F	SUB-TOTAL:										
50A											
50B											
50C											
50D											
50E											
50F	SUB-TOTAL:										
51	TOTAL SALARY COSTS:										
52	TOTAL SALARY COSTS (Lines 41 + 51):										
53	OVERHEAD:										
54	PROFIT:										
55	TOTAL LABOR PROPOSAL (Lines 52 + 53 + 54):										
	C. INCIDENTAL COSTS	EMP. TRIPS		TRAVEL COSTS		EMP. DAYS		PER DIEM		COSTS	
		A/E	VA	A/E	VA	A/E	VA	A/E	VA	A/E	VA
56A				\$	\$			\$	\$	\$	\$
56B											
56C											
56D											
56E	SUB-TOTAL:										
57A											
57B											
57C											
57D											
57E	SUB-TOTAL:										
58A											
58B											
58C											
58D											
58E	SUB-TOTAL:										
59	TOTAL TRAVEL COSTS:										
60	TOTAL PROPOSAL (Lines 55 + 59):										
REMARKS											

PART III - SITE VISITS											
LINE NO.	A. SALARY COSTS			EMPLOYEE TRIPS		TOTAL HOURS		HOURLY SALARIES		COSTS	
				A/E	VA	A/E	VA			A/E	VA
PRE-CONSTRUCTION CONFERENCE											
61A	NO. VISITS	NO. DAYS	EMP. PER DAY								
SITE VISITS											
61B	NO. VISITS ONE EMPLOYEE-DAY EACH										
INTERMEDIATE A/C INSPECTIONS											
61C	NO. INSP.	NO. DAY EACH	EMP. PER DAY								
FINAL INSPECTION											
61D	NO. DAYS	EMPLOYEES PER DAY									
61E											
61F											
62	SALARY COSTS:								SITE VISITS:		
63	OVERHEAD:								% OF LINE 62:		
64									PROFIT:		
65	TOTAL SALARY COSTS (Lines 62 + 63 + 64):										
65A	A. SALARY COSTS			EMP. TRIPS		TRAVEL COSTS		EMP. DAYS		PER DIEM	
				A/E	VA	A/E	VA	A/E	VA	A/E	VA
PRE-CONSTRUCTION CONFERENCE											
	NO. VISITS	NO. DAYS	EMP. PER DAY								
SITE VISITS											
66B	NO. VISITS ONE EMPLOYEE-DAY EACH										
INTERMEDIATE A/C INSPECTIONS											
66C	NO. INSP.	NO. DAY EACH	EMP. PER DAY								
FINAL INSPECTION											
66D	NO. DAYS	EMPLOYEES PER DAY									
66E											
66F											
67	TOTAL TRAVEL COSTS:										
68	TOTAL PROPOSAL FOR								SITE VISITS (Lines 65 + 67):		
PART IV - CAPITULATION OF A/E PROPOSALS											
69	*PART I - CONTRACT DRAWINGS AND SPECIFICATIONS (Line 31):								\$		\$
70	PART II - CONSTRUCTION PERIOD DUTIES (Line 60):								\$		\$
71	PART III - SITE VISITS: AT \$ PER VISIT FOR A MAXIMUM OF (Line 68):								\$		\$
72	TOTAL A/E PROPOSAL (Lines 31 + 60 + 68):								\$		\$
*NOTE: This part of the fee is that which falls within the 6% limitation. See VAAR Section 836.606-73 for definitive information.											
PART V - CERTIFICATIONS											
CERTIFICATION OF CURRENT COST OR PRICING DATA											
This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section 15.801 of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.804-2 submitted, either actually or by specific identification in writing to the contracting officer or to the contracting officer's representative in support of ... are accurate, complete, and current as of This certification includes the cost or pricing data supporting any advance agreements between the offeror and the Government that are part of the proposal.											
Firm				Name				Title			
Signature								Date of Execution			

NOTE: The Architect-Engineer shall check the certification below which is applicable to their enterprise, and if required, provide the necessary substantiating information.

☐ **CERTIFICATION OF CONCURRENT SUBMISSION OF DISCLOSURE STATEMENTS**

The offeror hereby certifies submission, as part of the proposal under this solicitation, copies of the Disclosure Statements as follows: (i) Original and one copy to the cognizant Contracting Officer; (ii) one copy to the cognizant contract auditor; and (iii) one copy to the Cost Accounting Standards Board, 441 G. Street, NW, Washington, DC 20548

DATE OF DISCLOSURE STATEMENT	NAME AND ADDRESS OF COGNIZANT CONTRACTING OFFICERS WHERE FILED

The offeror further certifies that practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices in the Disclosure Statements.

☐ **CERTIFICATION OF MONETARY EXEMPTION**

The offeror hereby certifies that, together with all divisions, subsidiaries, and affiliates under common control, they did not (1) receive a single CAS-covered contract award if \$10 million or more; (2) Receive \$10 million or more in CAS-covered contract awards during its preceding accounting period; (3) Receive less than \$10 million in CAS-covered contract awards during its preceding cost accounting period but such awards were 10 percent or more of total sales.

☐ **CERTIFICATION OF PREVIOUSLY SUBMITTED DISCLOSURE STATEMENTS**

The offeror hereby certifies that the Disclosure Statements were filed as follows:

DATE OF DISCLOSURE STATEMENT	NAME AND ADDRESS OF COGNIZANT CONTRACTING OFFICERS WHERE FILED

The offeror hereby certifies that practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in this Disclosure Statement

CONCUR - SIGNATURE AND TYPED NAME OF ARCHITECT - ENGINEER	DATE
CONCUR - SIGNATURE AND TYPED NAME OF ARCHITECT - ENGINEER	DATE
CONCUR - SIGNATURE AND TYPED NAME OF ARCHITECT - ENGINEER	DATE
CONCUR - SIGNATURE AND TYPED NAME OF ARCHITECT - ENGINEER	DATE
CONCUR - SIGNATURE AND TYPED NAME OF ARCHITECT - ENGINEER	DATE

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