

# **STATEMENT OF WORK**

## **ARCHITECT/ENGINEER (A/E) SERVICES IDIQ**

### **1. SCOPE**

Provide professional services necessary for the design of various in-house and nonrecurring maintenance construction projects at this facility that are generally architectural in nature (projects may also include components that fall under additional disciplines e.g., mechanical, electrical, plumbing, civil, structural, environmental, industrial hygienist, etc.) including, but not limited to, the preparation of designs, plans, specifications, cost estimates, and miscellaneous reports.

Services shall be provided for one (1) year, with the option to extend four (4) additional years for architectural/engineering consultant services. For any one project, a task order will be issued not to exceed \$250,000, and the total cumulative contract amount for task orders shall not exceed a maximum of \$2,000,000.

Issuance of a task order shall not be affected until agreement has been reached by the Architect/Engineer (A/E) and the Contracting Officer. Work to be performed shall begin after issuance of the task order.

The services to be supplied shall include:

- a. Cost to be based on salary rates.
- b. A completion date.
- c. A progress report shall be submitted monthly by the A/E to the Contracting Officer's Representative (COR).
- d. Payment to the A/E shall be based on percentage of work completed for each task order.
- e. Work is to be coordinated with the Chief, Material Management and Repair, SDC.
- f. Visits to the site, holding conferences and discussions with the Government representatives, and any other action necessary to obtain the necessary data.
- g. Preparation of drawings and submissions during the design period.
- h. Review of shop drawings and submissions during the construction period.
- i. Upon completion of all construction, submit original drawings with all as-built conditions, as furnished by the contractor, incorporated within thirty (30) calendar days of project completion. Also submit an Auto Cad files CD. Auto Cad files shall be consistent with the VHA National CAD Standard Application Guide, dated May 2006. The recommended CAD software platform is AutoCAD 2000 or AutoCAD LT 2000 by Autodesk, Inc. More recent AutoCAD releases are acceptable, with downwards compatibility to the 2000 release.
- j. The A/E shall employ professional personnel to perform the services required. No substitution of assigned personnel shall be made without the advance written approval of the Contracting Officer.

### **2. MASTER CONTRACT**

- a. This is a master contract obligating the A/E to provide the supplemental input of multi-disciplines by task order for projects planned in-house by the Government staff personnel.

- b. The A/E may be requested to provide most or all of the professional services necessary to design construction projects.

### **3. TYPES OF SERVICES**

Under this contract, the A/E may be required to furnish multi-discipline architectural/engineering services for reports, planning, and programming studies, investigations, site selection, design concepts, tentative design, working drawings and specifications; review of shop drawings, samples, equipment, data, and other related documents. Work shall be accomplished in accordance with the VHA Program Guide PG-18-3, Topic 1 – Codes, Standards, and Executive Orders (See Attached).

### **4. TASK ORDER PROCEDURE**

- a. As the need for services covered by this contract may arise, the Government will issue to the A/E a RFP with all necessary documentation or project requirements under cover of a written request for a proposal to perform the required services.
- b. The A/E shall promptly submit a proposal which includes a detailed cost or pricing breakdown on contractor's letterhead.
- c. When agreement has been reached on services to be performed, fee, and time for completion, the parties shall execute a task order to this contract, reflecting all terms agreed upon.
- d. If agreement cannot be reached, neither party will be under any obligation to the other, with respect to the services covered by the particular RFP.
- e. No work shall be performed on an individual task order until the Contracting Officer has signed the task order.

### **5. SALARY RATES, OVERHEAD AND PROFIT**

- a. Direct salary rates shall be the actual rates as of the date of award.
- b. Profit for the type of projects proposed for the life of the contract can be anticipated and made a single percentage.
- c. The purpose for having predetermined the salary rates, overhead rates, and profit is to limit task order negotiations.

### **6. GOVERNMENT NEEDS**

The Government is under no obligation to issue task orders in connection with this contract, unless the Government subsequently determines a need for the services of the A/E. At its own discretion, the Government may perform the services or similar services itself, or employ others separately to perform them.

### **7. CONTRACT ITEM**

Task orders under this contract may be mutually signed by the A/E and the Contracting Officer at any time within the contract period, provided that the total contract amount and the maximum contract amount for one project are not exceeded. The actual performance of the work may extend beyond the contract period.

### **8. RENEWAL**

This contract may be renewed at the completion of the first and subsequent years, but, under no circumstances, is the contract to exceed three (3) years in duration.

## **9. SUBMISSIONS**

Each task order will establish a schedule for submissions. Failure by the A/E to diligently prosecute his work to successfully meet the required delivery dates will be sufficient grounds for the Contracting Officer to terminate this contract.

The completion dates may be extended in the event performance is delayed due to causes beyond the control and without the fault or negligence of the A/E as determined by the Contracting Officer.

## **10. STANDARD SERVICES**

a. The A/E shall:

- (1) Assure the firm and employees are registered and/or licensed to perform work in Illinois
- (2) Furnish progress reports of his work.
- (3) Furnish shipping charges on all charts, sketches, drawings, and documents he sends to the Contracting Officer.
- (4) Promptly reports to the Contracting Officer any ambiguities or discrepancies he finds in the project requirements, criteria, or documents, involving his work or the work of the Government.
- (5) Assist the SDC in conferring and coordinating with state and local Government agencies as required.
- (6) Visit the project sites, hold conferences and discussions with the Government representatives in the A/E's office or in VA's office, and take such other action as may be necessary for the design development, and to coordinate and complete the required services and documents under each task order.
- (7) Where relevant for a task order, check and recommend to the Government approval or rejection of shop drawings, samples, equipment lists, and data applicable to the A/E's part of design work during the construction period.
- (8) Where relevant for task orders, prepare any additional explanatory drawings required for the A/E's part of the design during the construction period.

b. The Government will furnish:

- (1) A task order specifying the services to be performed by the A/E.
- (2) VA design data, standard details, guide specifications, and other information as required.
- (3) VA Form 08-6298, A/E fee proposal.

c. The Government will:

- (1) Review all material submitted by the A/E.
- (2) Obtain bids, award contracts, approve material and samples, and administer and inspect the construction when required.

## **11. KEY PERSONNEL**

The A/E shall employ the required professional personnel to perform the services required under this contract. No substitution will be made without the advance written approval of the Contracting Officer.

The A/E shall provide an explanation of the necessity for the change. No increase in salary rates will be allowed when personnel substitution is authorized.

## **12. FEE AND PAYMENT**

The Government shall pay the A/E for all services and materials outlined in this contract. The actual fee will be established by subsequently issued task orders.

No task order for a specific individual project shall exceed \$250,000, or a minimum amount of \$100.

The fee for each task order shall be paid based on the percentage of services completed and approved by the Government. Completion of task orders shall constitute final payment for all services furnished in connection with the task order under this contract.

The A/E shall furnish the Government with a release of all claims against the Government, other than such claims as the A/E may expect for each task order issued. The A/E shall describe and state the amount of each expected claim.

## **13. TRAVEL**

Travel required to be performed in connection with a task order will be included in the detailed cost breakdown, when the A/E makes his proposal for the particular project. All other travel expenses shall be without additional expense to the Government.

## **14. RELEASE OF INFORMATION**

The A/E during the performance of this contract will not disseminate any information concerning the specific projects without prior approval of the Government.

## **ADDITIONAL MINIMUM REQUIREMENTS**

1. Provide Professional Architectural/Engineering services to prepare working drawings, specifications, cost estimates, and possible impact costs for multi-discipline services for various projects at the VA Service and Distribution Center (SDC), Hines, Illinois.
2. A/E must analyze and verify utility systems and structure as necessary as part of the proposal.
3. A/E must modify original tracings from construction drawings to make final as-built drawings.
4. A/E to follow applicable NFPA and VA Construction Codes.
5. The Construction Period Services are for review of the construction contractor's submittals, input on any requested changes during construction and site investigation.
6. Preliminary and final design construction cost estimates are required.
7. Phasing Schedule and Network analysis, as applicable, are required as part of the working drawings.
8. Typical design times allotted will be as indicated below. However, the actual design times will be negotiated with each individual project.
  - a. Start preliminary drawings - At Award
  - b. Receive 25% "Design Development" - drawings, specifications, and estimates ♦ 6 weeks from Award
  - c. Review 25% "Design Development" - by Veterans Affairs (VA) ♦ 7 weeks from Award

- d. Receive 50% working drawings - and specifications ♦ 11 weeks from Award
  - e. Review 50% working drawings - by Veterans Affairs (VA) ♦ 12 weeks from Award
  - f. Receive 95% drawings and - specifications ♦ 16 weeks from Award
  - g. Review 95% drawings - with Veterans Affairs (VA) ♦ 17 weeks from Award
  - h. Receive 100% drawings and - and specifications ♦ 18 weeks from Award
- ♦ Can be negotiated depending on the complexity of project.
9. The A/E is to provide two (2) copies of working drawings and specifications, and estimate at each review. VA Service and Distribution Center, Building 37, Hines, Illinois, will provide existing drawings as needed and available. Final original drawings and specifications to be turned over to the VA at 100% drawings and specifications. Submit two (2) CD-Rom Contract Documents of all drawings and specifications of approved final design, two (2) sets of final reports, calculations and final cost estimates. Also submit two hard copies of contract documents and one set of 11" x 17" drawings.
  10. A/E to stamp drawings and specifications as to which review (25%, 50%, 95%, or final). Also, note on all non-final drawings "NOT FOR CONSTRUCTION".
  11. A/E to advise as to construction time they recommend, for each bid item and entire project. A/E to design project for multiple bid items as discussed.
  12. All technical correspondence to be mailed to the COR. All contract correspondence to be mailed to the Contracting Officer.
  13. Design includes all related work for complete project, including separation of basics as required for multiple bid items.
  14. Actual Design Engineer or Architect to be present at reviews.
  15. A/E to use appropriate sections of Veterans Affairs Master Specifications edited to suit project.
  16. A/E to sign in/out at VA Service and Distribution Center, Building 37, Hines, Illinois.
  17. Asbestos Impact Statement (if applicable).
  18. Phasing and coordination of utility shutdown with VA representative – A/E to provide specification.
  19. A/E is responsible for survey of existing conditions, sewer surveying hydrant flow analysis, and accuracy of existing study and data.