

Request for Proposal for AE Design Services

Project Location: NATIONAL CEMETERY OF THE ALLEGHENIES, 1158 Morgan Road, Bridgeville, PA 15017

Project Title: Design to Correct Groundwater Issues

Project Number: 925-NRM17-08

Statement of Work Summary:

Poor drainage in active burial areas 1, 2, 3, C1, C2, C6 and C7 including the flagpole area at the National Cemetery of the Alleghenies (hereafter NCOTA) has presented the National Cemetery Administration with a substandard area due to wet conditions above and below ground. A professional design firm is needed to properly design a solution which will provide for a drained, aesthetically pleasing, and professional area for respectable burials.

Design firm shall furnish all labor, materials, professional surveying services, and professional design services to perform work described below and on the drawings at NCOTA. "Design firm" and "contractor" are used interchangeably in this document; however note that "construction contractor" specifically refers to the selected construction firm for construction of the designed deliverables procured under this contract.

A. General

1. Contractor is strongly encouraged to survey the project area prior to submitting a proposal to adequately understand the full scope of work and all requirements. Contractor is required to submit any questions or clarifications prior to submission of proposal.
2. This contract is for professional design services, and as such shall require a professional design firm which specializes in civil and site work design.
3. Reference revised existing drawing L-3.0A dated 1/16/06 which shows the burial areas stated herein, and shows a site plan of surrounding areas. This drawing is for

reference only, is NOT an as-built drawing, and design firm shall professionally survey to verify and develop drainage solutions to these burial areas.

4. Work shall include design of earthwork, soil analysis, soil borings, drain installations, inlets, and any other design work required to properly drain the areas stated in this work scope such that the burial areas positively drain and do not accumulate standing water. Furthermore, below ground water shall also be diverted and mitigated such that burial operations (excavations) are not impacted by below ground water to a depth of eight (8) feet. Connection to existing drain systems is permissible provided proper survey is performed and no adverse impact on these systems is imparted due to the new design. As stated on the drawings, the existing conditions do not match the project drawing provided and should be properly surveyed by the design firm so that a correct design is implemented.

5. Contractor shall note there are existing burials in these burial areas. Changes in topography of these burial areas may not be possible due to the presence of buried remains and headstones at existing elevations. Design solutions should take into account and not disturb buried remains or headstones. Additionally, buried utilities are present which shall be reviewed and incorporated into this design as needed.

6. Provide all professional architectural and engineering (A/E) services necessary to provide adequate drainage solutions in the burial areas, in addition to complete drawings, specifications, cost estimate, and if necessary project phasing associated with construction of the drainage solutions consistent with requirements. Design shall remain within the constraints of the construction budget consistent with the Department of Veterans Affairs (DVA), National Cemetery Administration (NCA) project team goals as prioritized during primary project scope meetings, field surveys and studies. The limitation of construction per project phase is \$275,000. Each phase shall deliver a complete drainage solution project construction document package to a section or sections. The A/E is responsible for establishing internal controls for developing the project design within project construction funding. The A/E will be required to revise design and resubmit cost estimates as necessary (at no cost to the VA) should cost estimates exceed construction funding.

7. Quality control plan. The A/E shall prepare a quality control plan (QCP) which includes the following minimum:

- a. Identification and discussion of all organizational and technical interfaces
- b. Design team members and their areas of responsibility
- c. Team members responsible for checking design
- d. Team members for checking the electronic files
- e. Team members responsible for reviewing and submitting required VA design alerts and Quality Alerts a
- f. Project schedule. Showing key milestones and review periods

8. The A/E is responsible to obtain all environmental permits, and all other necessary permits that would be required prior to construction commencing. This includes an NPDES permit if required.

9. "As-Built" Drawing Requirements: A/E shall prepare specifications such that the construction contractor shall hire an independent design firm to revise the construction documents (electronic autoCAD files) as necessary to review and submit final as-builts of their installed work in both electronic (autoCAD and pdf) format and physical drawings (1 full size set including specifications). This shall eliminate the A/E firm's requirement to review and prepare final as-builts.

10. Submittal reviews: A/E shall prepare specifications such that the construction contractor shall hire an independent design firm to review, approve, and sign/seal submittals for this project.

11. Utilize the most up to date NCA Design Guides and AE submission requirements documents, except where specifically altered below. Drawings must be signed and sealed by a professional engineer in the state where the work is to take place.

Contractor shall submit drawings and specifications package as detailed below.

a. Construction Documents. Submit each package in the quantity shown in the table below. Alternatively the electronic set can be delivered via e-mail (less than 8mb only) to rico.silvetti@va.gov. Coordinate with Rico Silvetti for electronic delivery of files larger than 8mb as the Government has a system which facilitates this. An electronic copy may also be provided on CD or DVD. Use standard mail service to deliver the quantities

of complete sets of specifications, drawings, and cost estimates to the below address list. The NCA submission phases are modified and reduced to the following submissions:

1. 35% Schematic Design submission (include meeting with owner at cemetery)
2. Final Construction documents submission (include meeting with owner at cemetery)

Quantity	Address List
1 Full Size + 1 Half Size + 1 set of specifications + 1 CD electronic set	Rico Silveti Project Engineer Department of Veterans Affairs National Cemetery Administration North Atlantic District 5000 Wissahickon Ave Philadelphia, PA 19144
1 Full Size + 1 Half Size + 1 set of specifications + 1 CD electronic set	Ronald Hestdalen National Cemetery of the Alleghenies Director 1158 Morgan Rd Bridgeville, PA 15017

b. Submittal Letter: A/E shall provide a submittal letter stating that the changes and corrections noted on the previous reviews have all been evaluated and incorporated in the documents submitted for the final submission. List these documents

c. Seal of A/E: Each Contract Drawing shall bear the seal and signature of the registered professional architect or engineer responsible for its design. The seal and signature shall be affixed for the final scheduled review stage of each phase of the Construction Documents section. Before the final contract documents are issued for bidding, a principal of the A/E firm under contract to the VA will be required to provide a signed certification that all drawings and calculations have been properly signed and sealed by the appropriate individual for each discipline, in accordance with the rules and regulations of the local State licensing authority. This certification shall be forwarded to the Contracting Officer upon the completion of the Contract Documents.

d. Contract specifications shall be bound and have a clear plastic front and back cover (spiral bound as made by GPC).

e. Drawings shall be in black and white; size and quantity in accordance with table above.

f. Contractor shall submit a cost estimate which matches their bid for this contract. This shall serve as the basis for payment during the project in accordance with the FAR/VAAR clauses for payment which are included as part of this contract.

g. A final set of design calculations (where appropriate).

h. When CD's are required, the A/E shall provide all construction documents as follows. The CD shall include final specifications, drawings, and final construction cost estimate. Formats as follows: Specifications – Word & PDF; Drawings- AutoCAD & PDF; Cost Estimates- Excel & PDF. If all of the information does not fit on one CD, then one CD shall mean the set of CD's necessary to include all of the required submission information.

MATERIALS TO BE FURNISHED TO THE A/E BY THE VA:

a. Prints of the station site, utility drawings and building floor plans may or may not be available. The accuracy of these drawings is not guaranteed and shall be used only for general information. Actual conditions must be field verified by the A/E.

b. Download from Technical Information Library (TIL) copies of the Master Construction Specifications list and unedited copies of each specification section applicable to this project as determined by the A/E. Consult the NCA design guides and master specifications found at

http://www.cem.va.gov/cem/design_construction/index.asp

c. A/E submission instructions for NCA projects can be found at

http://www.cem.va.gov/cem/design_construction/index.asp

Where differences between the above specified deliverables and those in the A/E submission instructions in the website above, those specified above in this scope of work shall govern.

d. CADD deliverables conform to the VHA National CAD Standard Application Guide. Available on line TIL (Technical Information Library)

<http://www.cfm.va.gov/til/sDetail.asp>

- Office of Facility Management Web Site
- Architect/Engineer Information

- CADD Deliverables guidelines

- General Guidelines

d. One copy of the legal documents and bidding forms applicable to this project. Contact the contracting officer for this information.

f. Estimate work sheet (HO-18B) December 1995 available on line TIL (Technical Information Library) <http://www.cfm.va.gov/cost/>

- Office of Facility Management Web Site

- Cost Estimating

- Cost Estimate

- Cost Estimate worksheet form HO-18B

g. Topic 2, Drawings VA Program Guide PG-18-3, available on line TIL (Technical Information Library) <http://www.cfm.va.gov/TIL/cPro.asp>

- Office of Facility Management Web Site

- Architect/Engineer Information

- Design submission requirements

- Procedures (Design & Construction)

- Topic 2 Drawings

h. The A/E shall specify in the construction design specifications the use of the maximum practicable amount of recovered materials consistent with the performance requirements, availability, price reasonableness, and cost-effectiveness. The A/E shall also consider energy conservation, pollution prevention, and waste reduction to the maximum extent practicable in developing the construction design specifications. Energy-consuming products must comply with the following applicable requirements. When acquiring energy-consuming products listed in the ENERGY STAR® Program or Federal Energy Management Program (FEMP):

(i) Agencies shall purchase ENERGY STAR® or FEMP-designated products; and

(ii) For products that consume power in a standby mode and are listed on FEMP's Low Standby Power Devices product listing, agencies shall—

(A) Purchase items which meet FEMP's standby power wattage recommendation or document the reason for not purchasing such items; or

(B) If FEMP has listed a product without a corresponding wattage recommendation, purchase items which use no more than one watt in their standby power consuming mode. When it is impracticable to meet the one watt requirement, agencies shall purchase items with the lowest standby wattage practicable; and

(iii) Information is available via the Internet about—

(A) ENERGY STAR® at <http://www.energystar.gov/products>; and

(B) FEMP at http://www1.eere.energy.gov/femp/procurement/eep_requirements.html.

Pre-proposal Site Visit: Design firms are strongly urged to inspect, site investigate by observation, and Request for Information (RFI) and responses through the Contracting Office to satisfy their understanding of the work to be done, all general, local and technical conditions that may affect the cost and the feasibility of their proposal. In no event shall failure to inspect the site constitute grounds for a claim after award. Visitors planning to conduct a site visit shall contact the Cemetery Director or Foreman to make arrangements:

Cemetery POC(s):

Ron Hestdalen, NCOTA Cemetery Director..... (724) 746-4291 or Ronald.Hestdalen@va.gov

Technical POC:

Rico Silveti, North Atlantic District (NAD) Engineer..... (215) 381-3787 x4050 or rico.silveti@va.gov

PRICE SCHEDULE

DESCRIPTION	QTY	UNIT	TOTAL PRICE
Design Firm shall furnish all labor, materials, and professional design services to perform work described herein and on the drawings at the National Cemetery of the Alleghenies (NCOTA).	1	JOB	\$ _____

Duration: Term of the contract shall be ninety (90) days from date of award. The Design Firm shall complete all design work required to deliver construction bid documents, project estimates, and all other deliverables stated herein to NCA within 90 calendar days after receipt of Notice of Award, subject to all terms, conditions, provisions and schedules of the contract.

(END OF PRICE SCHEDULE)

6/6/2017

X Rico J. Silveti

Rico J. Silveti

Project Engineer

Signed by: RICO J SILVETTI 383641