

FedBizOpps Presolicitation Notice

CLASSIFICATION CODE *	C
SUBJECT *	RENOVATE MICU/CCU - (DESIGN) Architect & Engineer (A&E) - PROJECT 546-17-112
GENERAL INFORMATION	
CONTRACTING OFFICE'S * ZIP-CODE	33637
SOLICITATION NUMBER *	36C24818R0009
RESPONSE DATE (MM-DD-YYYY)	11-09-2017
ARCHIVE	99 DAYS AFTER THE RESPONSE DATE
RECOVERY ACT FUNDS	N
SET-ASIDE	14
NAICS CODE *	541330
CONTRACTING OFFICE ADDRESS	Department of Veterans Affairs Network Contracting Office 8 (NCO 8) 8875 Hidden River Pkwy Suite 560 Tampa FL 33637
DESCRIPTION *	See Attachment
POINT OF CONTACT * (POC Information Automatically Filled from User Profile Unless Entered)	John E. Petersen
PLACE OF PERFORMANCE	
ADDRESS	Miami VA Medical Center 1201 NW 16th St Miami FL
POSTAL CODE	33125
COUNTRY	USA
ADDITIONAL INFORMATION	
AGENCY'S URL	www.fbo.gov
URL DESCRIPTION	Dept. of VA
AGENCY CONTACT'S EMAIL ADDRESS	john.petersen1@va.gov
EMAIL DESCRIPTION	Contracting Officer

* = Required Field

See attached document: FBO Description.

See attached document: AE Statement of Task for Design Phase REVISED 07.27.2017.

"This is a 100% Service-Disabled Veteran Owned Small Business (SDVOSB) Set Aside."

THERE IS NO RFP PACKAGE TO DOWNLOAD. ALL INFORMATION NEEDED TO SUBMIT SF 330 DOCUMENTS IS CONTAINED HEREIN. THIS IS NOT A REQUEST FOR PROPOSAL.

Project No. / Title: Project # 546-17-112, "AE Design - Renovate Medical Intensive Care Unit/Critical Care Unit) MICU/CCU"

Work Location: Department of Veterans Affairs, Miami VA Medical Center, Miami, Florida

Estimated Design Completion Time – 225 calendar days after Notice to Proceed

Anticipated award date - On or before March 30, 2018

SF 330 Due Date /Time - Interested firms having the capabilities to perform this work must submit (1) electronic SF 330 and attachments (if any) no later than **November 9, 2017 at 1:00 PM, EST. Email capacity is limited to 5-7 Megs.**

Point of contact: John E. Petersen, Contracting Officer PH: 813-631-2821 Email: john.petersen1@va.gov

LOCATION OF WORK: The Department of Veterans Affairs, Miami VA Medical Center, Miami, Florida is soliciting and intends to award a firm fixed-price contract for Architect/Engineering (A/E) services to an A/E for the design to Renovate MICU/CCU for Project # 546-17-112.

STATEMENT OF TASKS - See attached statement of tasks for further information.

Federal Acquisitions Regulations (FAR) 36.6 (Brooks Act) selection procedures apply. The NAICS Codes for this procurement is 541310 and 541330. Firms that design or prepare specifications in conjunction with this contract are prohibited from participating on any future contracts based on those documents. This limitation also applies to subsidiaries/affiliates of the firm. This is a 100% Service-Disabled Veteran Owned Small Business Set-Aside. **Pursuant to FAR, the firm responding to this requirement must be permitted by law to practice the profession of architecture or engineering and meet all required qualifications. State of Florida requires a state license therefore we require this as well.**

SELECTION CRITERIA: Selection will be based on the following criteria which are numbered in descending order of importance:

- 1) Professional qualifications necessary for satisfactory performance of required service and working together as a team (in-house and/or consultants(s)). Note: All Architectural Engineering Firms wishing to perform services in the State of FL **do** require a Florida License no matter whether it's a federal procurement or otherwise. Additionally, if you offer architectural services in a branch office then you must have a Florida licensed architect in the branch office with supervisory control. Provide your information on the SF 330 clearly marked with a copy the Florida license.

- 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. (Include Government and private Experience)
- 3) Capacity to accomplish work in the required time.
- 4) Past performance similar in nature to the work required for this project 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; provided, that application of the criterion leaves an appropriate number of qualified firms, given the nature and size of the project
 - It is expected that your SF330 submittal will show your knowledge of the locality of the project and that your proximity to the general geographical area enables you to respond within 24 hours if awarded the contract.
- 6) Reputation and standing of the firm and its principal officials with respect to professional performance, general management, and cooperativeness.
- 7) Record of significant claims against the firm because of improper or incomplete architectural and engineering services.
- 8) The selected A/E should have previous experience in designing MICU/CCU or similar type projects for Medical Facilities. The A/E must provide documentation of at least two design projects of similar work within Medical Facilities with references, names, and phone numbers with their SF330.

SUBMISSION CRITERIA/REQUIREMENTS: SF 330s will be evaluated to determine the most highly qualified firm based on the criteria responses. Evaluating past performance and experience may include information provided by the firm, customer inquiries, Government databases, and publicly available sources. **Failure to provide requested data**, accessible points of contact or valid phone numbers **could result in a firm being considered less qualified**. All projects provided in the SF330 must be completed by the office/branch/individual team member performing the work under this contract. Projects not performed by the office/branch/individual team member will be excluded from evaluation consideration.

The SF 330 is limited to 100 single-sided pages. Additionally, the submission must include an insert detailing the following information:

1. Copy of current A/E Florida License
2. A copy of the firms VetBiz Registry
3. Reference Limitations on Subcontracting below
4. Cage Code

5. Dun & Bradstreet Number

6. Tax ID Number

7. The E-mail address and Phone number of the Primary Point of Contact

All SF330 submittals and questions must be sent electronically to the attention of John E. Petersen, Contracting Officer at john.petersen1@va.gov. When submitting SF330s, if more than one email is sent, please number emails in Subjects as "1 of n". Submittals received after this date and time will not be considered. Firms not providing the required information may be negatively evaluated. Facsimile submittals will not be accepted. All information must be included in the SF330.

ADDITIONAL INFORMATION: Potential Service-Disabled Veteran Owned Small Business (SDVOSB) contractors **must be visible/certified in Vet Biz (www.vetbiz.gov) at time of submission of their qualifications** to be considered for an award. As a prospective offeror or bidder for this Service Disabled Veteran Owned Small Business (SDVOSB), you are verifying your company meets the status requirements of a SDVOSB concern as established by 38 CFR Part 74.

The Selected A/E firm will be responsible for being responsive to the NCO-8 Construction Team 1 and the Miami VA Facility Engineering staff. The A/E shall serve the Government in an advisory and consultant capacity.

Submitting firms themselves and/or submitting firms intending to use SDVOSB and/or VOSB during contract performance are reminded such firms must be registered on Vetbiz and CVE Verified prior to award.

A service-disabled veteran-owned small business concern agrees that in the performance of the contract, the concern will comply with the limitation on subcontracting requirements in 13 CFR §125.6.

To assure compliance with FAR Clause 52.219-14(b) (1) Limitations on Subcontracting, all firms submitting a SF 330 for this Sources Sought Notice are required to indicate what percentage of the cost of contract performance will be expended by the concerns employees and in which discipline(s) and percentage of cost of contract performance to be expended (and in what disciplines) by any other subcontracted or otherwise used small or large business entity(s). Any subcontracted or otherwise business entity(s) used must be identified by name, office location and size/type of business (i.e. SDVOSB, VOSB, 8(a), large, etc).

Site visits will not be arranged during this period. THIS IS NOT A REQUEST FOR PROPOSAL. ALL INFORMATION NEEDED TO SUBMIT SF330 DOCUMENTS IS CONTAINED HEREIN. NO SOLICITATION PACKAGE, TECHNICAL INFORMATION, OR BIDDER/PLAN HOLDER LIST WILL BE ISSUED. It is the offeror's responsibility to check the Federal Business Opportunities website at: www.fbo.gov for any revisions to this announcement before submission of your SF330s.



VA Medical Center
1201 NW 16th Street
Miami, FL 33125

Revision Date: 07.27.2017
Project Title: Medical Intensive Care Unit/Critical Care Unit (MICU / CCU)
VA Project Number: 546-17-112
Project Delivery Method: Design
Target Completion: Not to exceed 225 days after Notice to Proceed (NTP)

A/E Statement of Task

I. GENERAL REQUIREMENTS

An Architect & Engineer (A&E) contract will be negotiated for the development of complete construction documents i.e., working drawings, specifications, reports, and construction period services. The A&E will be given written information; participate in project planning meetings, pre-bid meeting, and pre-construction meeting as required; communicate with VA personnel via telephone or letter; and is expected to coordinate so that the final documents include all requirements in accordance with industry standard practices, VA standards, VA design manuals, and review comments.

Project Overview:

This project will address the Design Phase for renovation of the MICU/CCU on the 3rd Floor of Building #1. This renovation is intended to provide appropriate isolation and exhaust ventilation systems, bed clearance as well as patient privacy in all patient rooms of the MICU/CCU area; and to deliver suitable accessibility, egress, adequate ramps length and width to provide intermediate landings along the runs in corridors of the MICU/CCU area per current codes and standards.

The design of this project will address, but will not be limited to, the following items:

1. Perform a technical evaluation of the existing site conditions, paying special attention to existing structural system, utilities, building operations, etc.
2. Establish additional programming requirements for the design project by collecting information from the designated VA personnel.

3. The A/E shall take into consideration all necessary life safety measures; codes; standards and joint commission requirements as well as hospital flow when designing the construction phases. A justification shall be provided.
4. The project shall be phased from section to section to provide a minimum interruption to the medical center. The project shall provide temporary services to keep affected areas of the hospital from being interrupted for extended periods of time.
5. The A/E shall provide a construction estimate per phase.
6. Design new ceiling configuration to fit proposed energy efficient light fixtures.
7. The A/E shall be responsible for physically identifying existing electrical panels, location and available capacity as well as all existing utilities in the area and provide for their safeguarding.
8. The A/E shall take into consideration VA guidelines for mental health facility and incorporate those requirements into the design.

The detailed project design should begin with the above-mentioned intense on-site physical survey and collection of previous project data.

All designs shall incorporate all architectural and engineering disciplines necessary to provide a complete and functional design. Designs shall be in accordance with all applicable requirements of NFPA, EPA, ANSI, OSHA, National Plumbing Code, National Electric Code, ASHRAE, National Safety Code, VA Specifications, VA Construction Standards, VA Design Handbooks, etc. and all applicable local, state, and Federal regulations and standards. Existing drawings will be made available to the A&E upon request; however, their accuracy shall be field verified by the A&E and all consulting firms as part of investigative services.

The A&E will be required to perform all necessary site survey work such as verifying record drawings.

The following investigative work shall be included within the scope of this project:

1. Provide all Engineer investigative work for application to this project including but not limited to soil studies, vibration studies, electrical load testing, structural analysis and any other test or study required to complete this project. Verify existing conditions to insure the accuracy of your design, and verify location of underground utilities prior to necessary excavations.
2. Field verify VA furnished drawings to insure A&E design is accurate. It is the A&E's responsibility to determine existing conditions and to base the design on this information.
3. Materials to be furnished to the A&E by the VA – The following shall be
Furnished to the A&E upon request: message

- a. VA Engineering Service will provide the A&E with all applicable drawings for the project. The accuracy of the paper copies of Drawings is not guaranteed and shall be used only for general information. Actual conditions must be field verified by the A&E and all consulting firms. The A&E will then make copies of these drawings at the VA using VA equipment.
- b. All VA standards, specifications, Space Planning Criteria, Equipment & Design Guides List and design submission guidelines can be obtained by accessing the World Wide Web at the following address:

<http://www.cfm.va.gov/TIL/>

II. SUBMISSIONS OF DOCUMENTS

Submissions will be reviewed for completeness against the A&E Design Submission Requirements (PG-18-15 Volume C). The following specifies the documents, etc., required to be submitted by the A&E to Engineering Service, for each scheduled review.

Note: Applicable to all submissions: AE firm shall avoid the use of terms such as “Bids, Bidding, Invitation for Bids (IFB), and any other similar terms. When referring to the proposal process, the AE shall use terms such as Proposal and/or Request for Proposal (RFP), offeror etc. in all submission documents. Also, guarantee period services (GPS) is not authorized and shall not be included in the documents.

Construction Documents:

1. General

- a. The Architect/Engineer will design and estimate so that all applicable codes are met. The A&E will be required to make a formal presentation in person at the 100% and Final design review as required.
- b. The A&E shall take written minutes of all design review meetings, participate in the pre-bid and pre-construction meetings, site visits, and any other site investigation meeting and provide copies of those minutes to the VA within five (5) work days after the meeting.
- c. The overall design shall include all calculations, CADD drawings, plans and specifications in conformance with recognized standards e.g. NEC, UL, NFPA, JCAHO, VA Construction Standards, and other references indicated above, etc. The most stringent standard shall be utilized.
- d. In each submission, the A&E shall incorporate all material specified and all revisions according to comments made by either the Medical Center, Network Safety & Fire Protection Engineer or VA Headquarters where applicable.

2. **50% Review/ First Review** – two sets of specifications, three sets of CADD drawings, cost estimates, and design calculations.

- a. Submittal Letter: A&E shall provide a submittal letter addressed to the Chief, Program and Analysis Service stating documents submitted for 50% review.
- b. Specifications: A&E shall provide a full set of project specifications, including “General Requirements,” reflecting 50% of completed construction documents.
- c. Drawings: A&E shall provide one (1) full size and 2 (11”x17”) size sets of project drawings produced on a Computer-Aided Drafting and Design (CADD) system. CADD system shall be compatible with AutoCAD LT 2010. This shall include:
 1. A title sheet with drawing index and department index for all drawings.
 2. Measured drawings of existing systems, utilities and facilities to be demolished or retained.
 3. New work to be performed including all involved disciplines, details sections, notes, legend, tables and any other necessary information to complete the project.
 4. Phasing drawing(s) including, but not limited to, traffic impact works for outside projects, temporary relocation of services/equipment during construction, and any other phasing coordination. This drawing shall be included in the final proposal documents.

Cost Estimate: A&E shall provide a current detailed cost estimate. It should include the various categories of work involved; and the quantities and unit cost. Magnitude estimates are not acceptable. A restriction affecting the A&E’s design is the construction cost limit as will be stated in the A&E contract. The A&E must design within this cost limit.

Should the VA change or modify the scope of work in any way to increase the cost the A&E would not be responsible, but he must advise the Contracting Officer of the increase. If any other cost increases become evident, the A&E must notify the Contracting Officer and recommend remedial action to reduce the estimated cost to within the approved limits. If an overrun is caused by the A&E, the contract requires him/her to make whatever changes the Contracting Officer deems necessary to reduce the project’s cost at no additional design expense to the Government. However, if the overrun in cost was not caused by the A&E, or if the Contracting Officer agrees to a change in scope, the A&E’s fee will be adjusted. The responsibility for reducing costs to the lowest level while satisfying the functional requirements of project rests with the A&E. Therefore, efforts toward controlling costs must begin in the earliest planning stages and continue through the final stages. The devices used to control construction costs are cost monitoring, value Engineering, bid alternates, scope reductions, etc.

1. This cost estimate shall include a contingency allowance of 5% for new construction and 10% for renovations or retrofit. An accurate, well-developed estimate by the A&E is a critical element.
2. The construction estimate shall be based on the construction occurring according to the established schedule. It should include an inflation allowance, which is appropriate for our geographical area and accounts for the local bid climate at the anticipated construction award date.
3. Additionally, the A&E must provide a minimum of 20% of the Project design as deductive bid alternates and should be including in the specification section 01 00 00.

NOTE: These deductive bid alternates cannot affect the intended functionality of the project.

- d. The 50% design submissions will be reviewed for functional purposes only.

Technical accuracy and details will be the responsibility of the A&E firm.

3. **100% Review/ Second Review** – two sets of specifications, three sets of CADD drawings, and a cost estimate.
 - a. Submittal Letter: A&E shall provide a submittal letter stating the changes and corrections noted on the previous review have been evaluated and incorporated in the documents submitted for the 100% review.
 - b. Specifications: A&E shall provide complete specifications, in accordance with previous review requirements, with all review comments accounted for and ready for use as final contract documents. Specifications shall include scope of work and phasing schedule requirements assembled with the general sections. Each section shall have a detailed index. Section 01 00 00 shall include the 10 hours OSHA training for all employees and subcontractor's staff, and the 30 hours' course for the superintendent if he will be assigned as a "competent person". In addition, the A&E shall provide and described bid deductive alternatives in specification section 01 00 00 for funding constraints.
 - c. Drawings: A&E shall provide one (1) full set and two (2) 11"x17" copies of project drawings produced on a Computer-Aided Drafting and Design (CADD) system. CADD system shall be compatible with AutoCAD 2010. This submission shall include:
 1. All drawings developed for the previous reviews shall be detailed showing all utilities, services and sizes as well as required construction details.

2. Also, show complete details, notes, equipment schedules, sections and locations. Comments included in the 50% review shall be incorporated in the drawings.
 - d. Cost Estimate: A&E shall provide a revised detailed cost estimate and insure that the following items are included:
 1. Certification that the quantities have been checked and found to be correct.
 2. All estimates shall be based on the most up-to-date working drawings available and shall be current as of the date of submission.
 3. Materials are priced at the contractor's buying level. Sales taxes, when applicable, will be added into material costs.
 4. Cost totals should reflect labor and materials separately and should be formatted as follows:
 - a. Totals - labor and material for all branches of work.
 - b. Overhead and Profit – a nominal percentage to reflect variations of trades, project size, competition, etc.
 - c. Total Estimated Cost.
 - d. Estimated cost and duration (time) for deductive alternates.
 - e. This submission will be reviewed in a format similar to the 50% submission. This design will be reviewed for functional purposes only. **Technical accuracy and detail will be the responsibility of the A&E firm.** Conditions and field verification are the total responsibility of the A&E. Therefore, change orders are not expected during construction due to design deficiency or negligence. It is the A&E's responsibility to accurately determine conditions and to insure that the design is based upon correct current field verified data, and ensure no design deficiencies. All drawings furnished by the Department of Veterans Affairs shall be field verified by the A&E.
4. **Final Review Submission** – After completion of the 100% review comments and corrections, the final bid contract documents shall be prepared and shall include:
- a. Submittal Letter: A&E shall provide a submittal letter stating that the changes and corrections noted on the previous review have been evaluated and incorporated in the documents submitted for the final submission.
 - b. Final Cost Estimate: A&E is to provide the final cost estimate incorporating all changes and corrections noted in the previous review. A cost estimate for each deductive alternate shall also be included. In addition, the total completion date for the base bid and for each bid deductive alternate shall be included as part of the final cost estimate.

- c. Certification: At the final review the A&E will present the completed CADD produced drawings one (1) Full Size and three (3) Half Size (11"x17") each of which shall include a signature block that will bear the professional registration stamp of the registered professional architect and/or engineers responsible for the design. An architect's stamp (seal) must be applied to architectural drawings and an engineer's stamp to engineering drawings. In addition to the seals of the applicable Registered Professional Engineers, Certified Independent Third-Party Safety Professional of Professional Credential (CITP) and the Fire Protection Engineer in Charge of the final design revision are required as indicated in Section IV Certified Independent Third- Party Design Reviews of this document. Also, a certification letter signed and stamped by the CITP indicating that the design is in compliance with the latest codes and regulations per Section V shall be included with this submission. **The Final design package will not be accepted without the CITP Review certification letter.** After the drawings and specifications have been reviewed by Engineering, the Contracting Officer will issue for bid. If major discrepancies exist in the drawings, the technical clearance will be postponed until the A&E has corrected these contract documents. **Technical accuracy shall be the A&E's responsibility.**
- d. Electronic Drawings: Three (3) CD-ROM sets of electronic media containing all final CADD drawing files shall be submitted. Files must be compatible with current AutoCAD LT 2006 and all layers shall be unlocked prior to submission. In addition, electronic copies of the specifications in "Word" format and Cost Estimates shall be included in the CD-ROM's
- e. A&E shall include in specification section 01 33 23 "SAMPLES AND SHOP DRAWINGS" a list by specification and paragraph of all submittals require to be made under this project; however, a disclaimer statement is recommended. Section 01 00 00 shall include the 10 hours OSHA training for all employees and subcontractor's staff, and the 30 hours' course for the superintendent if he will be assigned as a "competent person". In addition, the A&E shall provide and describe bid deductive alternatives in specs section 01 00 00 for funding constraints.

III. CONSTRUCTION PERIOD SERVICE REQUIREMENTS

- A. Review of Submittals: A&E shall review all material submittals, shop drawings and test reports that are required, etc. Reviews shall be completed and submittals returned to Engineering Service within ten (10) working days.
- B. Review Analysis of Change Orders and Costs: A&E shall provide prompt response when contacted by the COTR to review and provide analysis of Change Orders and Costs within five (5) working days.

C. Site Visits: A&E shall provide site visits including the pre-bid conference, preconstruction conference, and final inspection when requested by Engineering Service. Include price for additional site visits during site investigation process by discipline limited to a maximum of ten (10) including all disciplines. The A&E will also provide conference minutes and make written inspection report within five (5) workdays after each meeting and/or site inspection including the final inspection punch list.

D. Record Drawing Requirements: A&E shall provide one (1) complete finished set of AS-BUILT drawing reflecting all changes incorporated during the actual construction. These AS Built are to be drawn on a CADD and highlighting all changes. A clear copy in MYLAR shall also be included made out of up dated as-built CADD drawings. The complete set will all be dated the same with "RECORD AS-BUILT DRAWINGS" on each page's title block. The A&E shall include a requirement note for the contractor to provide marked up prints directed to the A&E showing actual construction and any changes, which occurred during construction. These shall be verified by the A&E. A&E shall also provide a complete updated set of record as-built drawing files as produced on (CADD) system compatible with AutoCAD 2010 on CD-ROM. A&E shall update drawings such that they shall meet the complete approval of the Engineering Service.

IV. CERTIFIED INDEPENDENT THIRD-PARTY DESIGN REVIEW (CITP)

A. The design Architect/ Engineering (A&E) will hire a Certified Independent Third-Party (CITP) Safety Professional or Professional Credential to provide the necessary design reviews for compliance with national and local codes, standards, and federal and state regulations included but not limited to:

- OSHA Standards
- JCAHO Standards
- Handicap Accessibility Standards
- NFPA Codes
- National and Local Building Codes
- EPA Regulations
- Emergency Preparedness infrastructure vulnerabilities
- Security infrastructure vulnerabilities
- Others as applicable

1. Requirement for acquiring and incorporating a Certified Independent Third-Party (CITP) Safety Professional or Professional Credential review of design documents.

VA must comply with national and local codes, standards and regulatory requirements in order to comply with Public Law 100-678, Public Buildings Amendment Act of 1988 and Public Law 102-522, Federal Fire Safety Act of 1992. Like other federal agencies with real property and construction authority, VA acts as

its own building and code enforcing official or as the “Authority Having Jurisdiction” (AHJ) for meeting code requirements. As such, the VA has overall responsibility of ensuring compliance with codes.

The design A&E will hire a CITP consultant(s) as necessary for the review of design documents for compliance with applicable national and local codes, standards, federal and state regulations. The Design A&E will take into consideration and incorporate all third-party consultant comments/recommendations into the design documents prior to advertising for a construction contract award.

2. Certified Independent Third-Party Professional or Professional Credential Review and Approval
Project plans must have a signature block or a letter on third-party Company’s letterhead, a third party certified safety professional or professional credentials as applicable to the nature of review certifying and verifying the plans and specifications have been reviewed for compliance with applicable codes, standards and regulatory requirements. At the time of review, the CITP should identify all corrections necessary for the A&E to bring the design into compliance. The A&E is required to incorporate and make necessary corrections to the design to bring the design into compliance prior to the final design documents being issued for a construction contract award.

V. DESIGN

- A. There will be four major stages of the A&E’s work under the contract as follows:

1. Conduct site investigations/project direction meeting.
 - a. Coordinate with VA Engineering
 - b. Using existing as-built as furnished by VA.
 - c. Consulting Engineers and other disciplines also involved.
 - d. VA Engineering available to discuss specific questions.
2. Present 50% review.
 - a. Formal meeting conducted by A&E.
 - b. Minutes prepared and submitted to VA within five (5) working days.
 - c. One (1) full size and two (2) half size (11”x 17”) copies of drawings.
 - d. One (1) copy of cost estimate.
 - e. Two (2) copies of edited specification.
3. Present 100% design review.
 - a. Formal meeting conducted by A&E.
 - b. Minutes prepared and submitted to VA within five (5) working days.

- c. One (1) full size and three (3) half size (11"x 17") copies of drawings.
 - d. One (1) copy of cost estimate.
 - e. Two (2) copies of edited specification.
4. Present Final bid documents.
- a. Formal meeting conducted by A&E.
 - b. Minutes prepared and submitted to VA within five (5) working days.
 - c. One (1) full size (original) and three (3) half size (11"x 17") copies of drawings.
 - d. One (1) copy of cost estimate including cost estimate for each deductive alternates and the estimated duration of the base bid and each alternative.
 - e. Three (3) copies of fully edited specification.
 - f. Three (3) CD-ROM sets of electronic media containing all final CADD drawing files.

Note: The A&E firm shall provide **ten (10)** complete sets of signed and sealed drawings and specifications of the final bid documents for advertisement purposes. Coordination with the contracting officer is required for delivery purposes.

- B. In each submission, A&E shall incorporate the material specified in the earlier submission, revised according to the comments made by the VA at the previous review.

VI. **SCHEDULE**

The A&E shall submit documents as indicated below:

<u>ITEM</u>	<u>DUE DATE</u> <u>(DAYS AFTER NOTICE TO PROCEED)</u>
50% Review	45 Can Modify
100% Review	30 days after 50% approval. Can Modify
Final design review	15 days after 100% approval. Can Modify

VII. **PERIOD OF PERFORMANCE**

The period of performance for this project is 225 Calendars days from Contractor receipt of Notice to Proceed.

VIII. **VA RESPONSIBILITY**

The VA will coordinate meetings with appropriate medical staff and the A&E as requested. Any site visit shall be coordinated one (1) week in advance for proper coordination with the VA staff.

IX. APPLICABLE PUBLICATIONS

The following is not a comprehensive list of all applicable publications. Contractor/AE must research and review all publications applicable and abide to the highest national standards for adequate completion of this project.

- VA Tilt Specs.
- Florida Building Code.
- VA Interior Design Manual.
- National Fire Protection Association (NFPA).
- Underwriters Laboratories, Inc. (UL)
- Americans National Standards Institute (ANSI)
- American Society for Testing Materials (ASTM)
- National Manufacturers Association (NEMA)
- National Electric Code (NEC).