

Agency Specific Requirements (ASR) Package

PROJECT: Lease of Office Space – Readjustment Counseling Service (RCS)
 Jacksonville Vet Center, Jacksonville, NC

OBJECTIVE: The Department of Veterans Affairs desires to lease sufficient rentable square footage to yield 4503 net usable square feet of space (NUSF), 6079 rentable square feet (RSF) of space for the Jacksonville North Carolina Veteran Center (Vet Center) to provide mental health services.

Space Details:

The Vet Center space must be on the first floor (ground level) and have convenient access from main thoroughfares and public transportation. Ideally, contiguous or adjacent properties will be for professional or office use and the space will be a freestanding building. First class office/clinic ADA compliant space is required. Space offered must be in a quality building of sound and substantial construction, either a new, modern building or one that has undergone first class restoration or rehabilitation for the intended use.

| Jacksonville Vet Center Space Plan | | | |
|---|----------------------------|------|---|
| Rm # | Type of Room | NUSF | Remarks |
| 1 | Reception / Waiting Area | 375 | ADA Barrier Free / Automatic Doors |
| 2 | Office 1 | 125 | |
| 3 | Office 2 | 125 | |
| 4 | Office 3 | 125 | |
| 5 | Office 4 | 125 | |
| 6 | Office 5 | 125 | |
| 7 | Office 6 | 125 | |
| 8 | Office 7 | 125 | |
| 9 | Office 8 | 125 | |
| 10 | Office 9 | 125 | |
| 11 | Group Room 1 | 450 | Hookups for Video Conferencing |
| 12 | Group Room 2 | 450 | |
| 13 | File Storage Room | 375 | Secure |
| 14 | IT Closet | 80 | Keyless entry, w/special specs |
| 15 | Kitchenette/Staff Lounge | 240 | Sink / Chilled Water / Refrigerator / Microwave |
| 16 | Patient Men's Toilet | 100 | ADA Barrier Free/Diaper Changing Station |
| 17 | Patient Women's Toilet | 100 | ADA Barrier Free/Diaper Changing Station |
| 18 | Patient Family Toilet | 100 | ADA Barrier Free/Diaper Changing Station |
| 19 | Housekeeping Closet w/sink | 120 | |
| 20 | Clean Supply Storage | 40 | |

The space which will be used as clinic/office space must be sufficient to provide both visual and sound privacy for individual interviews, group counseling sessions, family interviews, conferences, etc. All spaces must be handicapped accessible in accordance with the Uniform Federal Accessibility Standards (41 CFR 101-19.6, App. A), and emergency exits must be fitted with panic bars. All clinical rooms/offices and administrative areas require wiring for telephone, computer jacks and Metro e / T-1 data lines.

HOURS OF OPERATION: The hours of operation are Monday through Friday, 7:00am to 3:30pm. The Government shall have access to the subject office space Monday through Friday, 6:00am to 8:00pm without additional payment, including the use, during other than normal hours, of necessary services and utilities, such as elevators, toilets, lights and electric power. Access for Weekends and holidays will be given a two days advance notice from the Contracting Officer, without additional payment. (Weekend and holiday access will be considered to be a rare occurrence.) Government Holidays are as Follows: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, The Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day and any other day authorized by the President of the United States. Lessor shall notify the government of any observed holidays that are not recognized by the government and a contact for emergency access.

Services:

The full-service building must include heat, electricity, water, snow removal, trash removal, chilled drinking water, air conditioning, toilet supplies, janitorial service and supplies, etc. The RCS shall have access to the leased space at all times, including the use of electrical services, toilets, lights and RCS office machines without additional payment. The space will also display Vet Center signage.

Parking:

Adequate parking of approximately 25 spaces, including 5 handicapped parking spaces reserved for VA use.

Area of Consideration:

Beginning at Hwy 24E and intersection of Western Blvd, go North on Western Blvd to Country Club Rd. Turn East on Country Club Rd and follow to Piney Green Rd. Turn North on Piney Green Rd and follow to Hwy 17. Turn south on Hwy 17 and follow to Western Blvd Ext. Turn North on Western Blvd Ext and follow to Gum Branch Rd. Turn South on Gum Branch Rd and follow to Henderson Dr. Turn West on Henderson Dr and follow out to Hwy 17. Turn North on Hwy 17 and follow to Hwy 258N. Follow Hwy 258N to Pony Farm Rd. Turn East on Pony Farm Rd and follow to Blue Creek Rd. Turn South on Blue Creek Rd and follow back to Hwy 258S which will reconnect back with Hwy 17.

Statement of Work (SOW) for IT Specifics

General: The scope of work herein describes the installation of a network infrastructure (cabling system), and telephone system located at location to be determined (TBD). The telephone, data, and wireless equipment shall encompass all common and peripheral equipment as specified in this document. The contractor shall be responsible for meeting all the contract requirements/specifications for the VAMC Fayetteville. All telephone and data systems installed shall operate according to manufacturer's specifications.

This is a preliminary scope of work (SOW) and is therefore subject to review and modification prior to submittal to the VA Contracting Officer. The contractor shall provide quote to include labor and materials based on this SOW. The contractor and COTR (VAMC OI & T representative) can adjust SOW and pricing up until final SOW submission to Contracting officer. This SOW is not a guarantee of contract award. Upon award, the contractor will provide a brief timeline to completion.

The SOW encompasses the following:

- 1.) Installation of inside cable plant (infrastructure.)
- 2.) Installation of wireless sled housings and associated network cables.
- 3.) Installation of Coaxial cables.
- 4.) Installation of UPS units for data and telephone system.

1. Installation of Inside Cable Plant (infrastructure)

- A.) Submit preliminary design narrative addressing Telecommunications and Special Systems.
- B.) Show all new services to building from service providers and/or inter-connections. Complete a site plan and a one-line riser diagram including all conduit, backbone cable. Provide telephone, data, security, and special systems risers. Identify all devices and locations.
- C.) Provide underground telephone service from the serving telephone provider. Sufficient capacity shall be provided at the Point of Presence (POP) for all telephone outlets identified in this SFO, plus 50% spare capacity. Comply with all requirements of the telephone provider for cable installation, POP space and security requirements, and POP equipment and access provisions. All low-voltage underground cabling shall be installed in a partitioned 4-inch conduit with innerduct or approved equivalent and shall not share joint trenches with other incoming utilities.
- D.) Outlet boxes shall be equipped with full covered wall faceplates and two (2) each modular Category Two RJ-45 jacks and contain enough space for two (2) each additional modular Category Six RJ-45 jacks. For cable installed in systems furniture route cables through raceways internal to the furniture frame to the outlet at each workstation.
- E.) Two (2) CAT 6 cables will be installed in locations in the clinic space determined by the Local OIT staff.

- F.) Cables will be terminated using 568B standard. Faceplates will be 4 port Leviton or equal. Jacks will be Leviton or equal. Jacks and faceplates will be electric ivory in color.
- G.) Conduits and Boxes
1. General-For system conduits, junction boxes, routing, termination, risers, horizontal runs, sizing, etc. follow industry-standard requirements.
 2. Minimum Size- Conduit from outlet to above ceiling should be a minimum of one (1) inch.
 3. Conduit runs outside buildings will be equipped with a pull box (inside) or manhole (outside) after two 90-degree bends or an accumulation of 120-degrees of total pathway deviations from a straight line between each point of access.
 4. Wireless section for additional cable counts. All cables will be plenum rated with "Lifetime Warranty"
- H.) Cables will be labeled at both ends.
- I.) Cables will be tested with results/ documentation furnished to VA COTR. The phone system will be (CAT 6) VOIP. Final numbers for infrastructure requirements will be based on the final clinician IT requirements plan.
- J.) Telecommunications Outlets Mounting Height
- a. Pay station 4 ft [1,200 mm] above finished floor (AFF)
 - b. Desk outlet 1.5 ft [450 mm] AFF
 - c. Special Use Areas As required by design
- K.) Install fireproof backboard in IT closet space for voice terminations. Backboard shall be 4'-0 X 8'-0" and ½" thick. Backboard shall be fixed to stud structure and painted.
- L.) Telephone cables (POTS) shall terminate using 110 block method. Labelling should coincide with jack labelling. Management for cross-connect shall be installed.
- M.) Cable tray shall be installed in IT closet. Two (2) 7'-0" -19" racks shall be installed for data cables. Patch panels shall be installed equipped with cable management. Data should terminate on patch panels with labelling corresponding to faceplate end.
- N.) All penetrations and fire /smoke barriers shall be fire stopped.
- O.) Grounding of racks shall occur in situations that are called for as stated in the EIA/TIA-BICSI standards.
- P.) All cables shall be neatly dressed with and routed during installation and affixed to building structures. A map with new faceplate locations will be provided to contractor.
- Q.) Phone cables will be in proximity to the peripheral shelf cables and allow for cross-connects to be installed neatly.
- R.) Patch panels will be installed in 19-inch rack in communications room/closet. Panduit wire management will be installed both vertically and horizontally for later network connectivity. Rack should be securely mounted to the floor. Cable tray shall be securely mounted to the walls and 19" rack. Rack shall be grounded. Location and bearing shall be confirmed by OI&T personnel prior to installation. Cable should enter communications room and allow a - foot service loop dressed to cable tray. Two (2) 19" racks will be installed.

- S.) Cable will be installed and dressed neatly whether it is installed above the ceiling or in the crawlspace. Appropriate and independent cable supports shall be used above ceiling grid. Cable supports should be affixed to building structure.
- T.) Drawings
- a. The A/E shall clearly show the locations of telecommunications outlets, conduit runs, cable trays or wire ways, equipment cabinets and/or racks, telecommunications rooms/backboards, terminal, junction, and/or pull boxes on the drawings.
 - b. The A/E shall clearly show the exterior and/or underground raceway system, including distances between buildings, manholes, and in-ground pull boxes.
 - c. All raceways sizes shall be indicated on the drawings.
 - d. Drawings must include a detailed riser diagram for all distribution systems, and the interfaces between systems.
 - e. Complete the building low-voltage floor plans. Provide complete specifications for all low voltage systems and final device locations.
- U.) Contractor shall provide all materials and labor involved in above scope of work. This is to include racks, ladder tray, management, termination blocks etc.
- V.) Contractor shall perform all work in accordance with OSHA safety requirements. Contractor shall also abide by all facility/, state and federal safety regulations regarding a safe working environment. Anthony Martin, Safety Officer, VAMC Fayetteville will be available to respond to queries concerning this.
- W.) Any permits and inspections with the city of Jacksonville will be procured and scheduled by the contractor.
- X.) Contractor must be BISC certified

2. Installation of Coaxial Cables

- A.) RG-6 cable will be installed in 2 locations within the VGCS. The locations are: one (1) in the waiting area, and one (1) in the kitchen/break area.
- B.) 'F' style connectors and Leviton faceplates will be used at these locations.
- C.) Television locations may change and therefore locations may be modified.
- D.) All cables will terminate in ceiling outside IT closet. Cables will be labeled and tested.

3. Installation of Uninterrupted Power Supplies

- A.) One UPS units will be provided by contractor:
- B.) UPS units will have 2-hour battery life. UPS for data will require 208V (30 AMP) L3 circuit. The VAMC will ensure the installation of this circuit
- C.) Installation of these UPS units will be per manufacturer's specifications.
- D.) Provide a one year warranty on both UPS units and batteries.