

Hampton VA Medical Center

Architect Engineer (A/E)
SCOPE OF WORK

SCI Renovation and Residence Addition
Project # 590-802

-- Services --

Provide professional Architect/Engineer services to include:

1. Site investigation including permits
2. Architectural, Civil, Structural, Mechanical, Electrical, and Environmental (e.g., soil boring)
3. Environmental survey (lead, asbestos, mold identification, etc.)
4. Construction drawings and specifications
5. Third party construction estimates
6. Construction period services
 - 6.1. Submission review with recommendations and approvals (e.g., change proposals, Requests for Clarification, product submittals, shop drawings, tests)
 - 6.2. Site visits per VA request
 - 6.2.1. Minimum of one visit per month
 - 6.3. Update drawings as-built conditions from contractor record drawings, VA correspondence during construction
 - 6.4. A/E will respond either by phone, email, or on-site within a two-hour period when requested.
 - 6.5. Final Inspection
7. Conduct Infection Control Risk Assessment (ICRA) in conjunction with VA Safety/Infection Control staff

-- Project Scope --

GENERAL:

The A/E shall provide design services for Minor construction project 590-802. The project shall renovate approximately 25,000 net square feet on the existing SCI ward. Once renovated, it is anticipated this 25,000sf will contain about 12 single bedrooms with private bathrooms and a connection between the patient rooms and the dining facility. Courtyard will receive landscaping canopies and walkways. Design shall comply with VA guidelines and specifications. Design manuals and specifications can be found at <http://www.cfm.va.gov/TIL/>. Proposed work is located at Hampton VA Medical Center; Building 137C.

A/E shall provide design and cost estimate for the renovation of 25,000 net sqft in bldg. 137C, and design of a 3,174 net sqft new building. This project shall be designed and constructed to

ATTACHMENT A – STATEMENT OF WORK

AE Services Public Announcement

FBO Solicitation 36C24618Q9096

Design Project: 590-802, SCI Renovation and Residence Addition

meet all VA sustainability, green and energy initiatives. A/E is responsible for all documentation and correspondence necessary for final certification and ensuring all regulatory requirements are met for certification. This is a cradle to grave process ensuring certifications and approvals are documented and submitted. Guidance is available at <http://www.cfm.va.gov/til/sustain.asp>.

A design for this scope of work was completed in 2009. Due to unforeseen conditions during construction, the designed project was not completed. The designer shall use the existing design as a guidance and update any requirements with the updated SCI design guide and customer input. The designer shall also incorporate the work left incomplete from the other design. The VA will provide drawings and inventory of equipment that can be reused.

Design for a construction budget of \$[REDACTED]. Completed design shall result in a cost that is within the budget limitations. To ensure this, the A/E shall set up one or more bid deduct alternatives totaling 10% of the construction cost. If the base bid cost exceeds budget, and deduct alternates do not bring the project within the construction budget, the A/E shall re-design or take necessary steps to reduce the cost so that budget limitations are not exceeded.

Incorporate in the preliminary drawings the pre-construction risk assessment/evaluation as the sample shown below.

PRE CONSTRUCTION RISK ASSESSMENT/EVALUATION

PROJECT
NAME _____

PROJECT
NUMBER _____

	EXPECTED IMPACTS	PLANS/MEASURES TO ADDRESS IMPACTS
UTILITY/ESSENTIAL SERVICES OUTAGES		
VIBRATIONS		
DUST (INFECTION CONTROL)/AIR QUALITY		
NOISE		
EQUIPMENT		
CREATION OR SPREAD OF CONTAMINANTS		
TRAFFIC FLOW--PATIENTS, VISITORS, STAFF, CONTRACT PERSONNEL		
LIMITS OF CONSTRUCTION, BARRIER LOCATION		

Hazardous materials investigations. All areas affected by construction will receive a thorough investigation for hazardous materials. A certified industrial hygienist will be retained by the designer to complete all site investigations and testing. The VA will make

ATTACHMENT A – STATEMENT OF WORK

AE Services Public Announcement

FBO Solicitation 36C24618Q9096

Design Project: 590-802, SCI Renovation and Residence Addition

available existing records. If destructive testing is required, access holes will be provided by the VA as directed by the IH. The designer shall provide removal/containment documents and cost estimate. Provide removal/containment supervision during construction.

Provide bound specifications and 100% construction drawings with all xref's bound. Construction documents will be required to be furnished in hard copy, electronic .dwg files (AutoCAD 2016 or most current at the time of final design submission) and electronic .pdf files. All AutoCAD drawings (including subcontractors) shall be in an organized drawing file system using its "Project Browser/Navigator".

The A/E shall include in his design any environmental permits (i.e. VPDES) and ensure proper erosion control measures are also included in the contract documents for construction.

Fire safety systems design to extend and or reconfigure existing systems. Provide complete systems including fire suppression, isolation, alarm, and sensing. Project documents will be approved by a licensed professional Fire Protection Engineer. Fire safety review will include a review of impact on life safety of adjacent spaces and coordination with all drawings including MEP drawings.

Utility design. Extend existing systems where feasible. Include nurse call, telephone, data, TV, public address, PME, storm systems.

Cost estimates detailing quantities of materials, labor, profit, overhead, insurance, taxes, etc. in the format found at <http://www.cfm.va.gov/contract/aedessubreq.asp>

Mechanical design including detail of the mechanical construction requirements for heating, ventilating, air conditioning, refrigeration, fire and safety, plumbing and sanitary engineering. Include commissioning of HVAC system. Design shall comply with the most current ASHRAE 90.1 and the VA Sustainability Program.

Electrical design documents which include electrical, data and telephone closets, power distribution systems, auxiliary power systems, lighting, switching, fire and safety, public address, security and signal systems. Existing systems will be evaluated and reused, extended or modified where feasible. The project will be designed utilizing emergency power panels per VA standards. The building will be designed to utilize combined infra-red/motion occupancy sensors, day lighting control for spaces with windows or skylights, and VA Required Foot-candle lighting levels shall be maintained within the lighting densities listed in the most current ASHRAE 90.1.

Structural design setting forth in detail the structural construction requirements including all structural plans, elevations, sections, structural construction requirements, schedules, and

ATTACHMENT A – STATEMENT OF WORK

AE Services Public Announcement

FBO Solicitation 36C24618Q9096

Design Project: 590-802, SCI Renovation and Residence Addition

calculations sizing all columns, beams, slabs, and coordinate the work with other design disciplines, especially the mechanical and architectural disciplines.

Architectural design including facility floor and roof plans, sections, elevations, details, schedules, selection of building systems and materials, discipline coordination and fire safety systems and controls.

Life safety and infection control will be considered during all phases of design. Final construction documents will detail measures to be taken by the contractor to assure life safety and infection control. A preconstruction risk assessment will be completed and included in project submissions.

Plans for phasing construction to minimize impact on the medical center will be incorporated into the construction documents. Plan construction to include impacts on the medical center such as relocating patient and staff equipment, providing temporary barriers, providing temporary utilities, minimizing impact on patient flow, etc.

All design submissions will be submitted in accordance with the Program Guide PG-18-15, Volume C, for Minor projects. These submission requirements may be found at the following web site <http://www.cfm.va.gov/contract/aeDesSubReq.asp>. Each review submission will require 3 full size, bound sets of plans, 3 C size bound sets of plans, and 2 complete sets of specifications, bound in 3 ring binders with specification sections clearly tabbed. Only 1 bound copy of calculations and cost estimates is required. Other applicable program guides can be found at <http://www.cfm.va.gov/contract/ae.asp>.

Provide construction administration to include shop drawings review, site inspections, and RFI response.

-- Site Investigations --

EXPECTATION: *A/E shall make site visits as necessary to survey existing conditions.*

Make site visits as required to determine existing as-built conditions affecting this project. **Note:** Information including drawings and other documentation provided to the A/E is used as reference only. All additional references and specifications are available in VHA's Technical Information Library at address <http://www.cfm.va.gov/TIL/>. A/E shall field verify every aspect that relates to the project. Coordinate visits with the Project Manager/Contracting Officer Representative (COR) as assigned after award. The A/E shall arrange for and oversee the performance of such investigations. Auto CAD architectural background drawings will be provided by the VA upon request. **The A/E shall field verify all dimensions, wall layouts, etc. A/E shall field verify every aspect that relates to the project.**

-- Design Review Schedule --

ATTACHMENT A – STATEMENT OF WORK
AE Services Public Announcement
FBO Solicitation 36C24618Q9096
Design Project: 590-802, SCI Renovation and Residence Addition

EXPECTATION: *Submit review package so they are received on the noted day.*

Review	Due Date (Calendar Days After NTP)
Initial Project Design Meeting (PDT)	0
Schematic Submission	60
25%percent construction documents	120
50% percent construction documents	195
95% percent construction documents	275
100% Construction Documents	365

Note: NTP will be issued at PDT meeting. A/E will be required to attend and take minutes of each Project Design Team (PDT) Meeting. Minutes will be submitted electronically to the Project Manager/COR and Contracting Officer within three calendar days of each meeting.

-- Design Requirements/Submissions --

EXPECTATIONS:

Submit complete review package in accordance with the following requirements and guidelines outlined in <http://www.cfm.va.gov/contract/aeDesSubReq.asp>. Please pay specific attention to the schematic, design and construction submission requirements. As appropriate depending upon the complexity of the design, the A/E may elect to delete individual submissions where not required (i.e. Do not address A. Site Development, Landscaping for interior renovation projects).

DELIVER:

Schematic Submission:

- Provide proposed equipment, utility requirements, etc.
- Budget estimate for proposed with breakouts for equipment, materials, labor.
- Achieve a consensus on design approach before proceeding to 25% design.
- Complete SS1 Checklist

Design Development (DD1) 25%:

- Address all comments from the Schematic Submission review.
- Identify all design calculations.
- Identify all existing utilities and utilities requirements.
- Complete DD1 Checklist

Design Development (DD2) 50%:

ATTACHMENT A – STATEMENT OF WORK

AE Services Public Announcement

FBO Solicitation 36C24618Q9096

Design Project: 590-802, SCI Renovation and Residence Addition

- Address all comments from the DD1 Submission review.
- Complete DD2 Checklist

Contract Documents (CD1) 95%:

- Address all comments from the DD2 Submission review.
- Design all finishes
- Finalize required submittals.
- Complete CD1 Checklist

Contract Documents (Bid documents):

- Submit a complete document of all contract requirements. The Cover Page shall be submitted for approval signatures. If necessary, update and submit until approved by the VA.
- Consolidate all necessary submittals by specification section on an Excel spreadsheet. Checklist to be utilized to track/monitor submittal process

-- Construction Period Services --

PROVIDE:

- Assist the VA to determine whether the contractor or subcontractor meets qualification requirements, support by written recommendations of any problems or litigation encountered in past based on firsthand knowledge.
- Review all submittals and provide recommendations to the VA within fourteen (14) calendar days upon request.
- Review and provide replies to contractor generated RFIs when required by the project manager within seven (7) calendar days.
- Review contractor's cost estimates and provide recommendations to the VA.
- Make site visits on requests of the VA and prepare written reports to include agreed upon changes in design as determined necessary during the construction. Visits made based on errors and omissions in design will be at no cost to the VA.
- Participate in partial/final acceptance inspections as scheduled and generate punch list items for completion. The punch list shall reference the contract documents for specific deficiencies (i.e. specification section, drawing detail, etc.)
- Prepare as-built drawings on original set with A/E's stamp, based on record drawings that the contractor kept during construction. Transpose contractor's as-builts to AutoCAD (.dwg) and provide a set of updated as-builts on CD within 30 days to the Project Engineer. Final drawing submittal will include hard copies as described for other

ATTACHMENT A – STATEMENT OF WORK

AE Services Public Announcement

FBO Solicitation 36C24618Q9096

Design Project: 590-802, SCI Renovation and Residence Addition

submissions as well as a CD clearly labeled with the project name, number and submittal date containing:

1. Folder labeled “bid documents”
 - a. All specifications bound in 1 word document (make sure spec sections are separated by page breaks)
 - b. All drawing sheets in one .pdf file.
 2. Folder labeled “DWG’s” with subfolders containing engineering disciplines (Architectural, MEP, Structural, Civil, etc) which includes the .arj file (for every discipline) to launch and organize the drawing file system and make all drawings the current project inside of AutoCAD.
 3. Folder labeled “PDF sheets” containing separate .pdf documents for each discipline.
 4. Folder labeled “cost estimate” containing a copy of the final construction cost estimate documents
 5. Folder labeled “calculations” containing final calculation documents.
 6. Folder labeled “specifications” with a word document for each spec section
 7. Folder labeled “misc” for IH reports, materials testing, VPDES permit, soils tests, sustainability checklist, etc.
 8. Upon construction completion, red line drawings will be furnished to the A/E to prepare as built drawings. Final as built drawings will be furnished as master building drawings in a project manager format prescribed by the VA.
- The A/E shall review and approve all specified equipment and installation submittals and shop drawings. The A/E shall attend the pre-construction conference to review and confirm project scope.