

**Department of Veterans Affairs
Community Based Outpatient Clinic
RLP No. 36C10F18R0588
St. Augustine, FL
Pre-Bid Conference**

WELCOME



March 15, 2018

PROJECT TEAM



Katrina Jack-Tribble, PhD – Contracting Officer, VACO ORP
Jeff Leikin – Project Manager, VACO ORP
Tom Champ – Senior Resident Engineer, VACO ORP
Darren Travis – Acting Associate Director, VAMC
Craig Pasanen – Health System Specialist, VAMC
Robyn Ringgold – Construction Representative, VAMC
Phil Wall – Acquisition Specialist, VAMC
Vladimir Valcourt – Health System Specialist, VAMC



Brad Seifert – Sr. Vice President, Public Properties
Mark Tyler – Vice President, Public Properties
***Edward Brennan** – Director, Public Properties

*Assisting with Pre-Bid Meeting Only

WELCOMING REMARKS



PURPOSE OF MEETING & AGENDA



VA Central Office (VACO)	WELCOME - INTRODUCTION OF PROJECT TEAM	1:00 PM
Public Properties	Overview/AGENDA - OVERVIEW OF FACILITY & AGENDA	1:10 PM
Public Properties/VACO	PROCUREMENT OVERVIEW/CRITICAL ISSUES - OPEN MARKET PROCUREMENT	1:15 PM
	REQUEST FOR LEASE PROPOSAL OVERVIEW	
	REQUEST FOR LEASE PROPOSALS OVERVIEW (CONTINUED)	
Public Properties	<div> REQUEST FOR LEASE PROPOSAL - HOW TO OFFER - SITE CRITERIA - SUMMARY OF OPERATING EXPENSES - RENTABLE VS. ANS/SOMA OFFICE AREA - FORMS - POST AWARD - OSDBU - EVALUATION OF OFFERS </div> <div> - KEY LEASE TERMS - GSA FORM 1364 - GSA FORM 1217 - APPENDICES </div>	1:20 PM
Project Team	QUESTIONS & ANSWERS / WRAP-UP	2:30 PM

PROCUREMENT OVERVIEW



Office of Small & Disadvantaged Business Utilization (OSDBU)

This lease is being competed as an open market procurement and as such is not set-aside for any type of business.

[Link to Determination](#)

https://www.fbo.gov/index?s=opportunity&mode=form&id=2a6e6559091f47e7873982e8dd797edc&tab=core&_cview=1

Office of Small & Disadvantaged Business Utilization (OSDBU)

4.05 FACTOR NO. 4 – Socioeconomic Status

Technical Evaluation Factor 4: Offeror's Socio-Economic Status

This factor evaluates the socio-economic status of the Offering entity.

Small Business Classification Code

For the purposes of this solicitation and resultant contract (lease), North American Industry Classification System (NAICS) codes is 531120. The small business size standard is \$38.5 million. Under this classification, a concern is considered a small business if its average annual receipts for its preceding three (3) fiscal years do not exceed the size standard reflected. Prime and Joint Ventures submitting a proposal in response to this solicitation must meet the small business size standard. Eligible Service-Disabled Veteran-Owned Small Businesses, Veteran-Owned Small Businesses, or Small Businesses shall receive credit for their status. Service-Disabled Veteran-Owned Small Businesses will receive full credit for this evaluation criteria. Veteran-Owned Small Businesses will receive partial credit greater than, all other Small Businesses, which will receive partial credit.

REQUEST FOR LEASE PROPOSALS



Key Lease Terms (RLP 1.02)

A. The Government is seeking a maximum of 16,595 of American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) Office Area (ABOA) square feet (SF) of contiguous space within the Area of Consideration set forth below. See Section 2 of the Lease for applicable ANSI/BOMA standards.

C. The Government requires 136 surface/outside parking spaces, reserved for the exclusive use of the Government. These spaces must be secured and lit in accordance with the Security Requirements set forth in the Lease. Offeror shall include the cost of this parking as part of the rental consideration. At a minimum ten percent of the spaces shall be reserved for handicap parking.

F. The lease term shall be up to 20 years, inclusive of all options. The Offeror must submit price proposals for each of the following scenarios (Each price proposal shall be submitted on its own individual GSA Form 1364):

- Alternative A) 15-year firm term;
- Alternative B) 15-year firm term, with five 1-year options; and
- Alternative C) 20-year term.

The LCO reserves the right to award a contract based on any alternate lease term listed above, and may select the number of option years, in the best interest of the Government. For instance, the LCO could elect to award a 20-year firm term, a 15-year firm term, or a 15-year firm term with five 1-year options. All the terms and conditions contained herein shall prevail throughout the term of the lease, including all renewal options. The Offeror is advised that it must submit pricing for all alternates listed above in order to be considered responsive. An Offeror submitting different or fewer pricing alternates may be rejected as non-responsive by the Lease Contracting Officer.

G. The Lease Award Date will be approximately Winter 2018.

Area of Consideration (RLP 1.03)



Beginning at the intersection of County Road (CR)-13A and CR-208 proceed east on CR-208 until it becomes State Road (SR) 16. Continue east on SR-16 until Chicken Farm Road. Turn left on Chicken Farm Road and travel north to Woodlawn Road. Turn right on Woodlawn Road and travel east to Lewis Speedway. Turn left on Lewis Speedway and travel northeast to US-1/Dixie Hwy. Turn right on US-1 and travel southeast to San Marco Ave. Yield left on San Marco Ave. and travel southeast to the Bridge of Lions. Turn left on Bridge of Lions and travel east to A1A. Continue southeast on A1A to CR-206. Turn right on CR-206 and travel west to US-1. Turn left on US-1 and travel south to CR-204. Turn right on CR-204 and travel west until it becomes CR-13. Continue northwest on CR-13 until SR-207. Turn right on SR-207 and travel northeast to CR-13S. Turn left on CR-13S and travel northwest to CR-13A. Turn right on CR-13A and travel north to CR-214, to the point of the beginning.

Buildings that have frontage on the boundary streets are deemed to be within the delineated Area of Consideration.

Unique Requirements (RLP 1.04)

At issuance of the RLP, market survey letters were provided to each interested party that submitted a property. These letters detailed areas of weakness or deficiency in meeting the requirements outlined in the advertisement. These same requirements are included in Section 1.04 of the RLP – each offeror must demonstrate compliance with each of the requirements.

1.04 UNIQUE REQUIREMENTS (FEB 2017)

The offer building and/or property must have the following features:

- Offered space must be located on no more than one (1) contiguous floor and all space must be contiguous.
- Minimum clear height of parking is not permitted.
- The following space configurations will not be considered: Space with alcove or other space interrupting circulation space; existing building or building with 2 spaces above that have an irregular, irregularly spaced space configuration or other unusual building feature; otherwise, parking space.
- Custom size (smaller than 200 sq ft) and space between columns and/or walls cannot be less than twenty (20) feet.
- Offered space cannot be in the FEMA 100-year flood plain.
- Offered space must be paved for vehicle use.
- Offered space will not be considered if located in close proximity to property with incompatible uses, including but not limited to the following: gas, open storage, treatment center, commercial facility, where housing is not permitted, school, hospital, or church.
- Space will not be considered where apartment space or other living quarters are located within the same building.
- Offered space must be located within 5 miles to a hospital, including but not limited to, restaurants, hotels, pharmacy, and shopping. Minimum requirements are outlined in Section 1.04.
- Offered space must be located within 5 miles to a hospital or stand-alone emergency room center and a fire department.
- Offered space must be easily accessible to multiple highways which provide multiple routes of travel.
- Planning must be able to accommodate demands for traffic with buses.
- Structural parking under the space is not permitted.
- Offered space must meet Federal and Local Government requirements for the safety, physical security, accessibility, security, and sustainability standards as the terms of the advertisement for offers or request for proposals.
- A fully serviced lease may be required.
- Offered space must be compatible for vehicle use.

RLP Documents (RLP 1.06)

DOCUMENT NAME	NO. OF PAGES	EXHIBIT
Lease No. GS-XXP-LXXXXXX (Form L100)	43	A
Security Unit Price List	2	B
GSA Form 3516, Solicitation Provisions	5	C
GSA Form 3517B, General Clauses/VA's Modified Clauses	20	D
Proposal to Lease Space (GSA Form 1364)	5	E
GSA Form 1217, Lessor's Annual Cost Statement	3	F
GSA Form 12000 for Preliminary Fire Protection and Life Safety Evaluation for an Office Building (Part A or Part B) (See Section 3 for applicable requirements)	6	G
DOL Wage Determination	15	H
Past Performance Survey Form	1	I
Reference Check Questionnaire Form	4	J
Certification of Building Energy Performance	1	K
VA Rules of Behavior	6	L
VA IT Security Clause	1	M
Solicitation Provisions (VA Acquisition Regulations)	3	N
Appendix A: Program for Design (PPD)	10	O
Appendix B: Room Templates	9	P
Appendix C: Agency Specific Requirements	14	Q
Appendix D: Building Codes and Standards (including Security Requirements for FSL Level II)	8	R
Appendix E: IT Requirements	15	S

Receipt of Proposals (RLP 3.02)

3.02 RECEIPT OF LEASE PROPOSALS (FEB 2017)

- A. Offer must be received at the locations listed below, no later than 4:00 PM, EST on the date specified on the Cover Page.

Public, UPS, or Hand Delivered:

U.S. Department of Veterans Affairs
Office of Construction & Facilities Management (CFM)
Attn: Brad Seiler
4251 Eyal Street, NW, Room 5041C
Washington, DC 20307

Web copies to:

Public Properties
1015 Wisconsin Avenue, NW Suite 902
Washington, DC 20007

VA currently anticipates award on or before Winter 2018. Offers must remain open, and pricing must remain valid, until 90 calendar days following award date.

- B. Offers shall be submitted to VA at the above referenced location in two (2) separate volumes. Offers shall be properly signed, initialed, converted to a PDF file and submitted with hardcopy, and submitted on compact disc. Each compact disc shall be named appropriately: Volume 1-Technical Proposal and Volume 2-Price Proposal. The technical proposal shall not contain any pricing information. Offers shall only submit one (1) electronic copy (Compact Disc) of each volume to the Contracting Office at the address above. NO hard copies, of any kind, will be accepted by VA. Offeror may submit offers via electronic mail.

- C. In addition to the requested number of submission packages listed above, Offerors will submit six (6) compact discs of Volume 1 - Technical Proposal, one (1) compact disc of Volume 2 - Price Proposal and one original hard copy of each volume to Public Properties at the above address; the original hard copy shall be signed, initialed, and submitted in 3-ring binders marked, Volume 1-Technical Proposal and Volume 2-Price Proposal. Additionally, one (1) hard copy of drawing and rendering shall be provided to Public Properties.

Offers shall consist of the following documents, organized as set forth in this subsection and adhering to a reasonable effort page limit. To the extent terms are missing, not adequately addressed, or page limits are unreasonable in a proposal, the Contracting Office may determine the proposal to be non-responsive and therefore excluded from the competition, at the sole discretion of the Contracting Office. Items must be provided in the order set forth below, and each of the bullet points below in all volumes should be treated as a bookmarked chapter with relevant information contained therein.

Refer to Section 3.02 for additional submittal documents and information

What to Submit and Where to Deliver

Offers are due on April 30, 2018.
Submittals must be properly signed,
initialed and bookmarked (CD's)

Deliver to Public Properties

- One (1) Technical Binder
- One (1) Price Binder
- Six (6) Technical CD's
- One (1) Price CD

Deliver to VA Central Office

- One (1) Technical CD
- One (1) Price CD

Receipt of Proposals (RLP 3.02)

Volume 1 - Technical Proposal:

- Plans, written narratives, design concept, calculations, mechanical and electrical systems, and energy efficiency of the proposed building.
- All applicable drawings (One (1) hard copy of drawings and renderings shall be provided to broker Public Properties.)
- Building Operating Plan
- Detailed Operations and Maintenance Plan narrative
- Past Performance Survey Form
- Project Management Plan/Schedule
- GSA Form 3516A, Solicitation Provisions
- System for Award Management (SAM) electronic printout demonstrating applicable size standard and associated North American Industry Classification System (NAICS) code
- To be considered for the small business evaluation criteria, small businesses must have an active registration in the System for Award Management (SAM) System, available at www.sam.gov, at the time of initial offer submission. In addition, the small business must be registered with the Small Business Administration (SBA). Provide proof of verification with offer. System for Award Management (SAM) electronic printout demonstrating applicable size standard and associated North American Industry Classification System (NAICS) code
- To be considered as SDVOSB or VOSB, an offeror must be registered and verified in Vendor Information Pages (VIP) database. (<http://www.vetbiz.gov>). Provide proof of verification with offer.
- Small Business Subcontracting Plan (required for large businesses offerors).
- Documentation of ownership or control of the property and evidence of signature authority of the party(ies) who will sign and lease documents and ability to meet the minimum size requirements.
- Evidence of zoning necessary to accommodate VA's intended use, Modified General Clauses.
- Proof of Architect/Engineering firm's state license.
- Proof of General Contracting firm's state license.
- Fully executed Training Agreements with Architect/Engineering firm and General Contracting firm.
- Any additional applicable technical submittal requirements which are listed in Sections 1.06, 3.05, and 3.06 of the RLP.
- Phase 1 Environmental Site Assessment as required in Section 2.11 of this RLP.

Volume 2 - Price Proposal:

- GSA Form 1364, Proposal to Lease Space;
- GSA Form 1217, Lessor's Annual Cost Statement;
- Evidence of Historical Preference (See Section 2.05)
- Any other lump sum and/or pricing items from the attached Appendices

Refer to Section 3.02 for additional submittal documents and information

4.04 AWARD BASED ON BEST VAUE (FEB 2018)

C. The Government intends to evaluate proposals and award a contract without discussions with the Offeror (except clarifications as described in FAR 15.306(a)). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

Technical award factors and subfactors below are listed in descending order of importance.

Factor No. 3

and Quality Control Plan

Factor No. 1

Technical Quality

Sub 3 – Project Management Plan

Factor No. 2

Evidence of Capability to Perform

Sub 4 – Contractor Qualifications

Factor No. 4

Socioeconomic Status

(This factor does not have any individual subfactors.)

- Small Business
- SDVOSB and VOSB
- Joint Ventures

4.04 PRESENT VALUE PRICE EVALUATION (OCT 2016)

- [illegible]

- **FULL SERVICE LEASE**
- All utilities and cost outlined in Line 27 of GSA Form 1217 will be the responsibility of the Lessor.
- Cost on GSA Form 1217 (above Line 27) will receive a CPI increase.
- Taxes increased from base year.
- Exterior janitorial/maintenance to be provided by the Lessor.
- Interior janitorial as outlined in Section 6.07 of the Lease & Appendix C.2 shall be provided by the Lessor throughout term of the lease.

6.01 PROVISION OF SERVICES, ACCESS, AND NORMAL HOURS (JUN 2012)

A. The Government's normal hours of operations are established as 7:00 AM to 6:00 PM, Monday through Friday, with the exception of Federal holidays. Services, maintenance, and utilities shall be provided during these hours. The Government shall have access to the Premises and its Appurtenant Areas at all times without additional payment, including the use, during other than normal hours, of necessary services and utilities such as elevators, restrooms, lights, and electric power. Cleaning shall be performed during normal hours.

B. The Lessor and the Lessor's representatives, employees and contractors shall demonstrate a cooperative, positive, welcoming, respectful, professional and business-like demeanor and shall present a neat, clean, job-appropriate (professional) appearance.

6.02 UTILITIES (APR 2011)

The Lessor is responsible for providing all utilities necessary for base Building and tenant operations as part of the rental consideration.

E. Common Area Factor. The "Common Area Factor" (CAF) is a convention factor determined by the Building owner and applied by the owner to the ABOA SF to determine the RSF for the leased Space. The CAF is expressed as a percentage of the difference between the amount of rentable SF and ABOA SF, divided by the ABOA SF. For example 11,500 RSF and 10,000 ABOA SF will have a CAF of 15% [$(11,500 \text{ RSF} - 10,000 \text{ ABOA SF}) / 10,000 \text{ ABOA SF}$]. For the purposes of this Lease, the CAF shall be determined in accordance with the applicable ANSI/BOMA standard for the type of space to which the CAF shall apply.

Rentable Space or Rentable Square Feet (RSF). Rentable Space is the area for which a tenant is charged rent. It is determined by the Building owner and may vary by city or by building within the same city. The Rentable Space may include a share of Building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. The Rentable Space does not include vertical building penetrations and their enclosing walls. Rentable Square Feet is calculated using the following formula for each type of Space (e.g., office, warehouse, etc.) included in the Premises: $ABOA\ SF\ of\ Space \times (1 + CAF) = RSF$.

R. Office Area. For the purposes of this Lease, Space shall be measured in accordance with the standard (Z65.1-1996) provided by American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) for Office Area, which means "the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed." References to ABOA mean ANSI/BOMA Office Area.

Design and construction activities for the Space shall commence upon Lease award. The Lessor shall schedule the following activities to achieve timely completion of the work required by the Lease.

6.07. For the purposes of this Lease, CDDs are defined as including the drawings of the leased Space, reflecting all Lease requirements, showing partitions and doors, schematics, demolition, waste, data, and electrical outlet locations, finishes, general furniture layout, and any additional details necessary to communicate the design intent to the owners architect for the purpose of preparing the construction documents ("CDD"). A full CDD set will be provided by the Government. The architect will provide full design services so that the CDDs can be completed during the conference.

1. Cover Sheet
2. Description Plan (if applicable)
3. Construction Particulars
4. Power/Communication (Electrical) Plan
5. Furniture Plan, and

Level 2 (nonburstable)

1. Reflected Ceiling Plan
2. Interior Elevations
3. Interior Sections
4. Partition Type Section-Plan and
5. Door Hardware Schedule

At the DSD workshop, the Lessee will provide a minimum of three (3) 10' x 10' options to include coordinated samples of all areas for all interior elements such as part, wall coverings, base molding, carpet, window treatments, laminates, and flooring. All samples provided must comply with specifications set forth elsewhere in this Lease. The first option shall be approved by the Government at the DSD workshop. The Lessee may not make any substitutions after the first option is selected.

11. The Lessor's proposed use is not prohibited by applicable laws, rules, regulations, or ordinances. The Lessor is not the owner of the 17th floor and does not own the apartment. The apartment is owned by the Government of the City of Los Angeles and is being leased to the Lessor pursuant to a lease agreement with the Government of the City of Los Angeles under Section 1 of the Lease. If during the preparation of the CDDs the Lessor becomes aware that any material requirement included in the approved CDDs cannot be reasonably achieved, the Lessor shall promptly notify LAD, and shall not proceed with completion of CDDs until direction is received from the LAD. The LAD shall provide direction within 30 working days of such notice, but the Government shall not be responsible for delays in completion of the CDDs caused by the Lessor. For the purpose of this paragraph, a "material requirement" shall mean any requirement that is necessary to the Government's intended use of the Space as provided for in, or reasonably inferable from, the Lease and the approved CDDs (e.g., number of visitors and required accommodations).

E. Government review of CDs. The Government shall have 10 working days to review CDs before Lessor proceeds to prepare a Ti price proposal for the work described in the CD. At any time during this period of review, the Government shall have the right to require the Lessor to modify the CDs to conform to Government requirements and the approved CDs.

5. **INTENTIONALLY DELETED**

i. Construction of Tia and completion of other required construction work: The Lessor shall complete all work required to prepare the Premises as required in this Lease ready for use not later than TSO (based on construction schedule provided by Lessor and agreed to by Government) Working days following issuance of NTP.

[illegible]

Program for Design

PROGRAM FOR DESIGN

ST AUGUSTINE CBOC

ST AUGUSTINE CLINIC
ST AUGUSTINE, FLORIDA

Projected Year: 2019 Midpoint Year: 2020

VSN: 8 State: FL Station ID: 573
Station: Community
Installation: VA Medical Center

Project Created: 22 Feb 2018 09:57AM ET by Mike West
Space Plan Last Edited: 23 Feb 2018 02:38PM ET by Mike West
Contents List Created: 23 Feb 2018 10:11AM ET by Mike West
Contents List Last Edited: 23 Feb 2018 02:38PM ET by Mike West
Report Generated: 23 Feb 2018 02:48PM

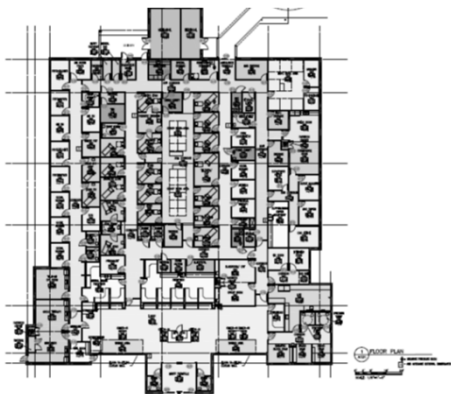
Department Area Summary (2017-2020)

Department	Total sqft	Total sqft
1-OUTPATIENT PRCT CLINIC (2017-2020) (1.8)	11,803	16,500
Total	11,803	16,500

APPENDIX B - PLANS



Sample Floor Plan



APPENDIX C

- Agency Specific Requirements (ASR)
 - Janitorial Services
- Low Voltage System Requirements

APPENDIX D

- Building Codes & Standards for Leasing
 - Security Requirements (Level 2)

APPENDIX E

- IT Specifications for VA CBOC's

QUESTIONS & ANSWERS

- o Final questions will be due no later than March 22, 2018.
- o All questions must be submitted in writing via e-mail to the Contracting Officer with a copy to Public Properties.
- o Answers to all questions to be posted on FBO by March 30, 2018.



**Department of Veterans Affairs
Community Based Outpatient Clinic**
St. Augustine, Florida

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***THANK YOU
FOR ATTENDING***

