

FedBizOpps Sources Sought Notice

CLASSIFICATION CODE *	C
SUBJECT *	Architect-Engineer (A-E) Services Renovate 4B for Hemodialysis
GENERAL INFORMATION	
CONTRACTING OFFICE'S * ZIP-CODE	32601 -----
SOLICITATION NUMBER *	36C24818R0355
RESPONSE DATE (MM-DD-YYYY)	05-04-2018
ARCHIVE	60 DAYS AFTER THE RESPONSE DATE
RECOVERY ACT FUNDS	N
SET-ASIDE	14
NAICS CODE *	541310
CONTRACTING OFFICE ADDRESS	Department of Veterans Affairs Network Contracting Activity 8 Malcom Randall VA Medical Center 1601 SW Archer Road, Room E508-1 Gainesville FL 32608
DESCRIPTION *	See Attachment
POINT OF CONTACT * (POC Information Automatically Filled from User Profile Unless Entered)	William Clark Contracting Officer 352-376-1611 X 4581
PLACE OF PERFORMANCE	
ADDRESS	Department of Veterans Affairs Malcom Randall VA Medical Center 1601 SW Archer Road Gainesville, FL
POSTAL CODE	32608
COUNTRY	United States
ADDITIONAL INFORMATION	
AGENCY'S URL	
URL DESCRIPTION	
AGENCY CONTACT'S EMAIL ADDRESS	William.Clark1@va.gov
EMAIL DESCRIPTION	

* = Required Field

See attached Notice and Statement of Work

This Notice is Not a Request for Proposal. Vendors Should Not Submit Formal Proposals Until the Request for Proposal (RFP) is Posted to this Website.

This is a 100% Service-Disabled, Veteran Owned, Small Business (SDVOSB) set-aside. Prospective Contractors are cautioned that proposal submitted in response to this solicitation must meet the criteria identified by 38CFR, Part 74. The SDVOSB concern agrees that in the performance of the contract, the concern will comply with the limitation on subcontracting requirements in 13 CFR §125.6. Proposals will only be considered from SDVOSB concerns that are verified in Vetbiz at the time of submission of proposal and prior to date of award in accordance with Public Law 109-461. Any person, persons, or business entity suspected of misrepresenting itself for the purpose of securing a Government contract may be criminally investigated and prosecuted for fraud against the United States of America. Parties found misrepresenting their status also risk debarment from further Government contracts.

For a Service-Disabled Veteran Owned Small Business (SDVOSB) to be considered as a prospective contractor, the firm must be verified and registered in the Department of Veteran Affairs (VA) Office of Small & Disadvantaged Business Utilization (OSDBU) Vendor Information Pages (VIP), VETBIZ (www.vip.vetbiz.gov), and registered in the System for Award Management (SAM) database (www.sam.gov) at time of submission of their qualifications. Failure of a prospective SDVOSB to be verified by the Center for Veterans Enterprise (CVE) at the time the SF 330 is submitted shall result in elimination from consideration. All Joint Ventures must be CVE verified at time of submission and submit agreements that comply with 13CFR §125.15 prior to contract award.

PROJECT NO./TITLE: 573-18-601, Architect and Engineering (A/E) Services – Renovate 4B for Hemodialysis

A-E services include development of complete construction documents to include; specifications, design drawings, phasing plans, cost estimates, assessments and other documents necessary for the successful renovation of the existing government facility. In addition to the preparation of construction documents, the A/E will also be retained to perform Construction Period Services as part of this contract. The A/E will be given written information and expected to participate in project planning, pre-bid and preconstruction meetings as needed. Design is for a new Hemodialysis Unit, along with the additional recovery and support space required to properly function within approximately 6,000± ft² of an existent wing on the 4th floor of the main hospital.

Work Location: Department of Veterans Affairs (VA), Malcom Randall VA Medical Center, Gainesville, FL

Estimated/Target Completion Period: 237 calendar days after Notice to Proceed (NTP).

SF 330 Date of Receipt/Due Date: Interested firms having the capabilities to perform this work must submit one (1) electronic SF 330 and attachments (if any) no later than (NLT) May 4, 2018 at 1:00PM EST. Email capacity is limited to five (5) to seven (7) megabyte (Megs).

In order to assure compliance with FAR Clauses 52.219-27 Notice of Service-Disabled Veteran-Owned Small Business Set-Aside, 52.219-14(b) (1) Limitations on Subcontracting and VAAR 852.219-10, VA Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside, 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 on 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 consultant/subcontractor or otherwise used small or large business entity(s). Any consultant/subcontractor or otherwise business entity(s) used must be identified by name, office location

and size/type of business (i.e. SDVOSB, VOSB, 8(a), small, large, etc.). Failure to provide this information will deem the firm's SF 330 submittal as nonresponsive and preclude further evaluation.

At the time of proposal submission, contractors must have current registration/certification in System for Award Management (SAM) at www.gov and VetBiz at www.vetbiz.gov. Proposals of Contractors not registered/certified in both databases will not be considered for award.

Magnitude of this construction project is \$1 MIL to \$5 MIL. NAICS: 541310 – Architectural Services. Size Standard is \$7.5 Million.

Federal Acquisition Regulation (FAR) Part 36.6 (Brooks Act) selection procedures apply. The A-E Services listed herein is being procured in accordance with the Brooks Act (Public Law 92-582) as implemented in Federal Acquisition Regulation (FAR) 36.6 and VAAR 836.6. All submissions will be evaluated in accordance with the evaluation criteria identified in para 1 below. Firms deemed to be the most highly qualified, after initial source selection, will be chosen for interviews. Firms will be selected based on demonstrated competence and qualifications for the required work as submitted. Firms that design or prepare specifications in conjunction with this contract are prohibited from participating on any future construction contracts based on those documents. **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 for all firms performing design.**

Point of Contact: William Clark, Contracting Officer; PH: (352) 376-1611 ext. 4581; Email: William.clark1@va.gov

STATEMENT OF TASKS: See attached Statement of Work.

Firms responding to this announcement by submitting a qualifying SF 330, before the closing date and time, will be considered for initial selection evaluation. Following initial evaluation of the SF330s received, firms that are considered the most highly qualified to provide the type of services required will be selected for interviews/discussions/negotiations. Selected firms will be notified by telephone or email of selection and provided further instructions. Selection and evaluation of firms shall be made based on SF 330 submissions and direct responses to the selection criteria identified herein. Failure to address all selection criteria will result in a decreased rating. 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 Contracting Officer *knowledge of* current project performance. Failure to provide requested data, accessible points of contact or valid phone numbers could result in a firm being removed from consideration. All projects identified on the SF330 must be completed by the office/branch/individual team member performing the work under this contract.

Selection and Submission Criteria/Requirements: SF 330s will be evaluated to determine the most highly qualified firm based upon responses to the selection criteria identified above. Evaluation of past performance and experience may include, but is not limited to, 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.**

- a. The SF 330 is limited to 100 single- sided pages and five (5) to seven (7) megabyte (Megs).
- b. 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 (firm personnel and consultant(s)). Copy of current A/E Florida License. All firms desiring to perform and/or submit proposals in the State of Florida (FL) require a FL A/E license regardless of whether the procurement is with the local, state municipality or federal government. Additionally, if you offer architectural services in a branch office then you must have a FL licensed architect in the branch office with supervisory control. Provide your information on the SF 330 clearly marked with a copy of the firms FL A/E 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.
 - (3) Capacity to accomplish work in the required time.
 - (4) Past performance similar in nature to the work required for this project on contract with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. A/E shall provide documentation which substantiates similar experience on a minimum of two (2) projects and not more than four (4). Direct design experience with dialysis centers is preferred. Also, experience working in VA medical facilities is preferred, however, previous work on other Governmental, as well as private sector projects, will be considered. Information provided shall include project name and location, general description of work, identification of whether your firm was the lead on the project or the subconsultant, the estimated (or awarded) construction project amount as well as the customer phone number(s) and email addresses. All information should be included with the SF 330 submittal.
 - (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. (NOTE: It is expected that your SF 330 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 as required by the Contracting Officer).
 - (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.
- c. 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) Cage Code
 - (4) Dun & Bradstreet Number
 - (5) Tax ID Number

(6) 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 William Clark, Contracting Officer at William.Clark1@va.gov. When submitting SF330s, if more than one email is sent, please number emails in Subjects as "1 of n". Submittals received after the date and time identified on page one (1) 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.

Site Visits: Site visits will not be arranged during this period.

Additional Information: It is the offeror's responsibility to check the Federal Business Opportunities (FedBizOpps) website at: www.fbo.gov for any revisions to this announcement before submission of your SF 330's.

STATEMENT OF WORK
Architect-Engineering Services
Project: Renovate 4B for Hemodialysis

General Requirements

An Architecture/Engineering [A/E] contract to be negotiated for the development of complete construction documents to include; specifications, design drawings, phasing plans, cost estimates, assessments and other documents necessary for the successful renovation of the existing government facility. In addition to the preparation of construction documents, the A/E will also be retained to perform Construction Period Services as part of this contract. The A/E will be given written information and expected to participate in project planning, pre-bid and preconstruction meetings as needed; communicate with VA staff via telephone or letter and be expected to coordinate final documentation to ensure that all requirements are in accordance with industry standard practices, VA criteria and review process comments.

The period of performance to produce design documentation from schematic to bid is anticipated to be **237** days.

At present the estimated cost of construction is **\$1 MIL to \$5 MIL**.

The detailed project design should begin with an extensive on-site physical survey of existing conditions and the collection of previous project documentation.

All designs shall incorporate the necessary architectural and engineering disciplines to accomplish complete and functional construction documents. 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.; as well as, all applicable Local, State and Federal regulations and standards. Existing drawings will be made available to the A/E; however, the accuracy of such documentation should be field verified by the A/E and consultants as part of the investigative services.

The A/E shall perform all necessary site survey work to verify record drawings, some of these are over 50 years old.

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

- Provide all Engineer investigative work for application to this project such as soil studies, vibration studies, noise studies, electrical load testing and other tests or studies necessary for completion. Verify existing conditions to ensure the accuracy of the design as well as the location of utilities prior to excavation or demolition; these might be underground, above or below the area of work.
- It is imperative that the A/E and any consultant field verify documentation furnished by the VA as part of the design process. The VA cannot guarantee the accuracy of existing plans and these should be used for general information. Actual conditions may vary from what has been previously recorded.
- The A/E should also consider impacts to the areas directly above, below and adjacent to the work area.

All VA standards, specifications, space planning criteria, equipment & design guide list, along with design submission guidelines can be obtained online at:

<https://www.cfm.va.gov/til/>

<https://www.cfm.va.gov/til/criteria.asp>

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Architect-Engineering Services
Project: Renovate 4B for Hemodialysis

Intent of Design

New Hemodialysis Unit

Design of a new Hemodialysis Unit, along with the additional recovery and support space required to properly function within approximately 6,000± ft² of an existent wing on the 4th floor of the main hospital.

Complete Renovation

The building envelope will remain intact while the interior will be a complete renovation of non-structural components to accommodate the needs of the occupying service. Consideration will need to be given to spaces above and below during the design process, as these areas will continue to operate during the renovation. Additionally, some components such as HVAC ductwork may service more than one wing and require supplemental design and/or coordinated planning with current or future VA projects.

Patient Volume

The medical department desires to service **14** dialysis patients at a time in the renovated space; however, preliminary space planning based on VA Document, “PG-18-9: Space Planning Criteria, Chapter 316 Dialysis Center” to identify the VA requirements for the new dialysis unit suggests approximately 9,000± ft² may be required. The example is given below. Maximizing the physical space available for patient treatment will be a crucial portion of the design process to support this requirement.

Example Space Requirement.

Item	
<u>Space Required</u>	
Waiting Room (WTG03)	114 NSF
WTG12: Allocated space accommodates ten standard chairs @ 9 NSF each, one bariatric chair @ 14 NSF, one accessible space @ 10 NSF, and circulation; total twelve people.	
Reception (RCP02)	260 NSF
Toilet, Public (TPG01)	60 NSF
Renal Dialysis, Private Bed Station (XXYYC)	450 NSF
Isolation Negative Pressure Bed Station (RDC02)	150 NSF
Renal Dialysis, Cubicle Chair Station (RDC01)	800 NSF
Exam / Treatment Room (TRGM1)	120 NSF
Toilet, Patient (TPG01)	60 NSF
Toilet, Private Bed Station Patient (TPG01)	240 NSF
Locker Room, Patient (LR001)	50 NSF
Utility Room, Soiled (USCL1)	80 NSF
Utility Room, Clean (UCCL1)	100 NSF
Storage, Clean Supply (SRS01)	80 NSF
Storage, Sterile Supply (SRSE1)	80 NSF
Storage, Clean Linen (LCCL1)	40 NSF
Storage, Equipment (SRSE1)	100 NSF
Nourishment Station (NCWD1)	120 NSF
Medication Preparation Room (MEDP1)	110 NSF
Alcove, Crash Cart (RCA01)	20 NSF
Equipment Processing, Soiled Receiving (CSDE1)	210 NSF
Equipment Processing, Clean Preparation (CSSS1)	250 NSF
Equipment Processing, Clean Storage (CSIA1)	270 NSF
Dialysate Preparation Room (MEDP1)	260 NSF
Water Treatment Room (RDWT1)	220 NSF
Alcove, Wheelchair / Stretcher (SRLW1)	60 NSF
Housekeeping Aids Closet (HAC) (JANC1)	70 NSF

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Architect-Engineering Services

Project: Renovate 4B for Hemodialysis

Nurse Station (NSTA1)	110 NSF
Office, Dialysis Center Chief (OFA09)	100 NSF
Waiting (WTG03)	80 NSF
Workstation, Secretary (OFA07)	56 NSF
Workstation, Physician (OFA07).....	224 NSF
Workstation, PA / Resident / Intern (OFA07)	56 NSF
Office, Chief Nurse (OFA09)	100 NSF
Workstation, Dialysis Support Technician (OFA07).....	56 NSF
Training Room, Resident (CFR01)	300 NSF
Lounge, Staff (SL001)	25 NSF
Locker Room, Staff (LR001)	80 NSF
Toilet, Staff (TNPG1)	60 NSF
Office, Residency Program Director (OFA09)	100 NSF
Team Room (SL002)	240 NSF
Training Room, Resident (CFR01)	240 NSF
Total	6,321 NSF

Net-to-department gross factor (NTDG) for Dialysis Center is **1.50**. This number, when multiplied by the programmed net square foot (NSF) area, determines the departmental gross square feet.

Gross 9,482 SF

U.S. Department of Veterans Affairs, Office of Construction & Facilities Management, Chapter 316: Dialysis Center, PG-18-9: Space Planning Criteria, October 3, 2016.
<https://www.cfm.va.gov/til/space/spChapter316.pdf>

National Contracts

The VA has national contracts with some suppliers of dialysis equipment that will be mandatory to use. The document dated October 6, 2017 from the Deputy Under Secretary for Health for Operations and Management (10N) regarding the subject; “Mandatory Use of Department of Veterans Affairs (VA) National Dialysis Equipment and Software Contracts (VAIQ 7830447)” establishes the following national contracts as mandatory requirements and should be considered in the design of this project.

Dialysis Water Quality

VA National Contract VA119-15-D-0005 with Mar Cor for dialysis water treatment systems, maintenance, and laboratory services is a mandatory requirement.

Dialysis Machines

VA National Contract VA119-16-D-0028 with Baxter for dialysis machines and maintenance is a mandatory requirement.

Dialysis Software

VA National contract VA118-17-D-2159 with Document Storage Systems Inc. (DSS) for dialysis software and maintenance is a mandatory requirement.

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Phased Progression

Design package will include multiple phasing plans to minimize the impact of the project on the regular operation of the medical facility including impacts by utility shut downs, and interference with pedestrian, patient, passenger vehicle, and delivery truck circulation.

Material Remediation

Due to a portion of the project being the removal of existing material, the Design will include Asbestos/Lead Testing and Reports. The Construction Documents will include a Remediation Plan should one be required. The A/E will retain the services of a Certified Industrial Hygienist (CIH) to provide expertise in all aspects of identifying, assessing, and making recommendations concerning the management of asbestos and/or lead.

Structural Review

A/E shall provide an Independent Third Party Structural Peer Review and Report with the 100% Design submittal package.

Safety

A/E shall provide a Certified Independent Third Party (CITP) Safety Professional or Professional Credentialed to provide the necessary design reviews for compliance with national and local codes, standards, and federal and state regulations; including Life Safety issues.

Future Work

Many of the renovation projects undertaken by the VA have unforeseen impacts to other areas of the hospital, such as incompatibility of communication systems or ventilation conflicts. Due to the length of time it takes to get from planning a project to the time of actual award of that project, other VA projects may have begun. It is not unheard of to have two separate design teams working in adjacent spaces with completely different directives, only to find out too late that the outcomes of the design are adverse instead of complimentary. The A/E should consider the impacts of other known VA projects and how those might affect the designs of the known future.

Document Submission

The following specifies the documents, required to be submitted by the A/E to the VA Project Section of the Facilities Management Service (aka FMS), for each scheduled review.

Construction Documents:

1 General

- A. The Architect and Engineer will design and estimate so that all applicable codes are met. The A/E should be prepared to make a formal presentation to the VA FMS in person at each design review submission (30%, 65%, 95% and 100% Final) or 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 will provide copies of those minutes to the VA within five (5) working days after the meeting.

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- C. The overall design shall include all calculations, CAD and REVIT drawings, plans and specifications in conformance with recognized industry standards and the VA Construction Standards which are available online in the VA's Technical Information Library (TIL). When in doubt, the most stringent standard shall be utilized.
- D. In each submission, the A/E shall incorporate the comments specified during the previous reviews, and make the necessary revisions based on them. The Design Review Spreadsheet shall be submitted with the updated submission.
- E. The A/E shall develop a Design Analysis Report (DAR) for the project, where each trade is being discussed and explained. All analysis and calculations are to be included. Also, the bid alternates are discussed in this section and the determination on how they were selected.
- F. Electronic files should be produced in the REVIT and AutoCAD versions current at the time of award, unless otherwise indicated.
- G. Each Specification Section should have its own detailed index.
- H. Specification Section 01 00 00 shall include a statement indicating that:
 - 1) The field superintendent for the general contractor and at least one on-site employee of every subcontractor shall have the 30-hour OSHA certified Construction Safety course and/or other relevant competency training.
 - 2) All other employees of the general contractor and subcontractors, must have the 10-hour OSHA certified Construction Safety course and/or other relevant competency training.
 - 3) Provisions and descriptions of the "Deductive Alternatives" for the BID process which may allow a project to proceed if the VA is under budgetary or funding constraints.
- I. Drawings referred to as Full Size are 30" x 42" and Half Size are 11" x 17", aka Tabloid.
- J. The term CAD file refers to the electronic file generated by AutoCAD compliant software. AutoCAD drawings files may be submitted in the latest version or the version available at the time of award.
- K. The term BIM file refers to the electronic files generated by REVIT compliant software. REVIT design files may be submitted in the latest version or the version just prior to the latest version available at the time of award.
- L. BIM data and CAD files should be exported into an ArcGIS File Geodatabase along with associated metadata.
- M. Design Drawings should be submitted in the native AutoCAD format, layers unlocked, purged of superfluous data and bound to dependent XREF files. Also, submit all individual drawing sheets in PDF format.
- N. Inclusion of a text or PDF document in the main directory that will serve as an index between the CAD and BIM files for easy cross reference to the PDF drawing sheets.

2 First Review

The First Submittal should depict the existing conditions, schematic designs, proposed phasing, new work, specifications, known impacts or collisions, hazards, horizontal and vertical utility location, estimates and other like documentation or samples the A/E would like to present for consideration.

- A. Submittal Letter: Provide a submittal letter addressed to the Project Section Chief of the VA FMS indicating that the submitted documents are for the first review.
- B. Specifications: Provide three (3) sets of project specifications, including the "General Requirements," reflecting the first review of completed construction documents.
- C. Drawings: Provide three (3) full size and three (3) tabloid sets of project drawings produced by REVIT and/or CAD. These should 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 disciplines involved with details, sections, notes, legend, tables and any other necessary information to define the project.

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- 4) Phasing drawing(s) including, but not limited to, traffic impact works for outside projects, relocation of services/equipment during construction, and any other phasing coordination.

D. Cost Estimate: A/E shall provide a current detailed cost estimate which should include the various categories of work involved, the quantities along with unit cost. Magnitude estimates are not acceptable.

One restriction that may impact the 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 then 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 A/E 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 progress per 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 included in Section 01 00 00 of the project specification.
NOTE: These deductive bid alternates cannot affect the intended functionality of the project.
- 4) The first review design submissions will be reviewed for functional purposes only. Technical accuracy and details will be the responsibility of the A/E firm.

3 Second and Third Reviews

Provide specifications, drawings, cost estimates, Design Analysis Report, and design calculations, along with a CD containing electronic versions of all documents being submitted as well as PDF versions. This submission will be reviewed in a like manner to the previous 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 ensure that the design is based upon correct current field verified data, thus eliminating design deficiencies. All drawings furnished by the Department of Veterans Affairs shall be field verified by the A/E.

A. Submittal Letter: Provide a submittal letter stating the changes and corrections noted on the previous review have been evaluated and incorporated in the documents submitted for this review.

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- B. Specifications: 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.
- C. Drawings: Provide three (3) full size and three (3) tabloid sets of project drawings. This submission shall include all drawings developed for the previous reviews showing all utilities, services and sizing along with respective construction details.
- D. List of Submittals: List each submittal description required under each specification section. Use the list to prepare the submittal register. Provide as part of the specifications to potential contractors a submittal register showing items of equipment and materials for which submittals are required.
- E. Cost Estimate: Provide a revised detailed cost estimate and ensure 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:
 - i.-Totals - labor and material for all branches of work.
 - ii.-Overhead and Profit – a nominal percentage to reflect variations of trades, project size, competition, etc.
 - iii.-Total Estimated Cost
 - iv.-Estimated cost and duration (time) for deductive alternates.
- F. List of Submittals: List each submittal description required in each specification section. Use the list to prepare the submittal register. Provide as part of the specifications to potential contractors a submittal register showing items of equipment and materials for which submittals are required.
- G. Database: Provide an export of the project for the third review in a database compatible with ArcGIS software, along with the associated metadata.

4 Final Review Submission

After completion of the 100% review comments and corrections, the final bid contract documents shall be prepared.

- a. Submittal Letter: 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: 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 REVIT, CAD produced drawings (3) Full Size and (5) Half Size (11"x17") each of which shall include a signature block that will bear the professional registration stamp of the registered architect and/or engineers responsible for the design. In addition, seals of Certified Independent Third Party Safety Professional (CITP) and the Fire Protection Engineer in charge of the final design are required. Refer to the Third-Party Design Review section.
 - 1. Also, a certification letter signed and stamped by the CITP indicating that the design is compliant with the latest codes and regulations shall be included with this submission.
 - 2. *The A/E-developed design package will not be accepted without the CITP Review certification letter.*

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3. The design package will be approved by the Project Section Chief and the Contracting Officer will then issue for the bid process. 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 sets containing all final BIM and CAD files shall be submitted. Files should be compatible with current AutoCAD version at the time of award.
 1. All CAD layers shall be unlocked prior to submission.
 2. Each CAD file should be purged and bound to any external references to eliminate orphan files, superfluous entities and lost dependencies.
 3. The BIM model should be complete and on a separate CD.
 4. Specifications should be in Microsoft Word format.
 5. Cost Estimate should be in Microsoft Excel format.
 6. Include all documents in individual PDF files, to include the Design Review comments with the AE responses.
 7. Include a text or word file document on the root of the CD with a drawing index that clearly links the drawing number to the electronic design file for easier reference to archived documentation.
- e. Contractor Submittals: Included in specification section "SAMPLES AND SHOP DRAWINGS" a list by specification and paragraph of all submittals required to be made under this project; however, a disclaimer statement is recommended.
- f. Database: Provide an export of the project from the final review in a database compatible with ArcGIS software, along with the associated metadata. This is not required to be included on the bid document disk.
- g. BID Documents: Provide three (3) design package sets on CD for use by the Contracting Officer during the bid process.

Construction Period Service Requirements

The AE firm shall provide a third-party Threshold Inspector as part of the construction services to be included in the AE's cost proposal.

- a. Review of Submittals: A/E shall review all material submittals, shop drawings and test reports that are required, etc. A/E shall maintain submittals utilizing an electronic submittal service like "Submittal Exchange" or "Procore". Reviews shall be completed and submittals returned to VA FMS within 10 working days. The A/E shall maintain a submittal register as work progresses; design omissions are subject to a 72-hour turnaround from omission notification.
- b. Review Analysis of Change Orders and Costs: A/E will provide prompt response when contacted by the VA FMS Project Chief to review and provide detailed analysis of Change Orders and Costs within 5 working days. Such analysis will include, at a minimum, a determination if said Change Order is legitimate and necessary; and, if any additional costs should be borne by the government, develops an independent estimate of the expected costs.
- c. Site Visits: A/E will provide site visits including the pre-bid conference, preconstruction conference, and final inspection when requested by VA FMS. Include a price for additional site visits during the site investigation process by discipline, limited to a maximum of 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.

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- d. Construction Administration: A/E will provide up to **400** hours of onsite construction administration services which may include but not be limited to performing surveillance & inspection of assigned construction projects; reviewing plans and specifications; shop drawings and requests for changes to determine site compatibility; applicability of terrain or soils; feasibility of structure to anticipate problems; performing inspections of construction; deviations from schedules; substitution of materials and resolution of disputes; monitoring the contractor's quality control measure and safety practices.
- e. Record Drawing Requirements: A/E shall provide two (2) complete sets of AS-BUILT drawings reflecting all changes incorporated during the actual construction.
These **AS-BUILT**s are to be drawn on REVIT and CAD and highlighting all changes. 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 file.
A/E shall update these final drawings such that they shall meet the complete approval of the VA FMS Project Section.

Certified Independent Third-Party Design Reviews (CITP)

The design Architect/ Engineer (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 code compliance.

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The design A/E will hire the 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 the issuance of a Bid Document set.

2. Certified Review and Approval by an Independent Third-Party Professional.

Project plans must have a signature block or be accompanied by a letter on the third-party provider letterhead. The CITP will validate the design as applicable to the nature of said review; thereby certifying and verifying that 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 the necessary design corrections to bring the proposed project into compliance. Corrections will be made prior to the issuance of the Bid Documents.

Certified Industrial Hygienist (CIH)

The A/E shall retain the services of a Certified Industrial Hygienist (CIH) to provide expertise in all aspects of identifying, assessing, and making recommendations concerning the management of asbestos and/or lead. Recommendations will be based on, but not limited to; field investigations, sampling, monitoring, laboratory analysis, review of specifications, drawings, etc.

The CIH shall be a current member of the American Industrial Hygiene Association and maintain a current certification on comprehensive practice. In addition, the CIH shall possess current licensure as Asbestos/Lead consultant as defined by Chapter 469 of Florida Statutes.

The A/E and CIH will work together to finalize drawings, phasing schedules and specifications which will be used to identify the location and to provide proper procedures for the removal, storage, transportation, disposal, and/or safety precautions to be used when working with asbestos or lead substances. The professional judgment, expertise and involvement of the CIH will provide for a complete and safe construction contract.

This project has the potential to impact asbestos-containing materials (ACM) and/or lead. The area covered by the CIH investigation shall cover the affected area per the project description, as defined in section I of this A/E Statement of Tasks.

The A/E and CIH shall visit the project site to verify all information shown on plans and specifications prepared by the A/E and any other construction planning documents, which may form a part of a construction project. The CIH's investigation of field conditions shall be determined with the aid of existing drawings, if necessary, with follow up and verification information with a survey. The CIH will conduct investigate work to determine if asbestos / lead materials are present in the affected areas. Work shall be coordinated at least 7 days in advance, with the designated VA Industrial Hygienist.

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Statement of Tasks

Task 1: Visually inspect areas impacted by the project to identify potential ACM, PCB and/or lead materials.

Task 2: Based on the results of Task 1, Develop a sampling strategy to sample suspect ACM / lead using AHERA sampling protocols (i.e., develop homogeneous areas) and analyze for potential ACM by approved identification methods at a laboratory participating in the EPA Asbestos Bulk Sample Quality Assurance Program.

Task 3: After reviewing the sampling test analyses for asbestos / lead determine the most appropriate approach (removal, transportation or disposal) for managing any ACM / PCB / Lead that has been identified. If available data is not adequate, perform more sampling and testing and then proceed as above.

Task 4: Prepare a certified exposure report reflecting the results of Tasks 1, 2, and 3. Detail in this report which areas are deemed “hazardous” requiring full protective measures during abatement. For each location include information of specific abatement action, cost of abatement and schedule for completion.

Concurrently with the completion of Task 4 the A/E shall submit a CIH furnished detailed cost proposal to do Tasks 5 through 10 below.

Task 5: CIH will specify appropriate techniques and approaches for the execution of abatement work. This should be thorough enough to provide a contractor clear and specific instructions for locations, removing, transporting, disposing, phasing of work, work area preparation and ensure maximum protection measures for themselves, visitors, patients, employees, or other personnel in or around the work site.

Task 6: Assist VA to evaluate qualifications of an asbestos abatement contractor and personnel by establishing minimum qualifications requirements for specialized experience, key personnel, standard operating procedures, etc.

Task 7: CIH will monitor continuous performance of the contractor during abatement work to ensure adherence to the abatement plan.

Monitor air quality in and around workspace, worker exposure, operating procedures, respiratory protection systems, the abatement process and the packing, transportation and disposal of asbestos debris.

Secure the services of a qualified analytical laboratory, to turn over sample results within 24 hours.

Task 8: At the end of abatement and then after final cleaning, inspect the workspace and perform the required testing to establish a decontamination level achieved.

Task 9: Provide a certificate to the Contracting Officer certifying that the abatement process was performed in accordance with the best practice; the maximum feasible protection of people and the environment has been achieved during the abatement process; and that the impacted space has achieved the VA required decontamination levels. The CIH shall be responsible for coordinating and reviewing all work with the local facility employee union by coordination with the VA IH and COR.

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Task 10: The CIH is responsible for the preparation of all notification requests for the Department of Veterans Affairs by preparing same for the VA to submit officially e.g. 40 CFR part 61 sections 61.140, 61.141, 61.145, 61.146, 61.147 and 61.152. In addition, no later than 30 days prior to the beginning of asbestos / PCB / lead abatement, in the form titled “Notice of Asbestos / Lead Renovation or Demolition” shall be completed by the CIH or an agent working under his/her direction. The completed form shall be mailed to:

Florida Department of Environmental Protection
Attn: Asbestos / Lead Contact
7825 Bay Meadows Way, Suite B-200
Jacksonville, FL 32256-7590

The notification form shall be completed and submitted in accordance with the provisions of Rule 62-257, Florida Administrative Court.

The scope of work for the A/E as related to the Asbestos Abatement work consists of the following:

- Review abatement plan of the Certified Industrial Hygienist.
- Prepare contract documents (plans and specifications) in conjunction with the Asbestos Abatement work developed by the CIH. These documents shall be prepared for inclusion into a construction contract.
- Ensure that the phasing of this project is coordinated with the CIH for asbestos and lead removal. Any conflicts and modifications from the planned phasing must be properly identified.

The schedule of completion or work for the Certified Industrial Hygienist Consultant is as follows:

Tasks 1, 2, 3, and 4 at the First Design Review plus the CIH’s detailed cost proposal for Tasks 5 through 10.

Task 5 at the Third Design Review plus detailed cost estimates for contractor asbestos removal.

Task 6, 7, 8, and 9 during the Construction Period Services of this requirement.




Task 10 before the commencement of construction as part of the Construction Period Services of this requirement.

The possibility of unforeseen circumstances may arise during such a renovation project; should such a condition arise, the CIH will coordinate with the VA IH to develop a strategy to address the issue.

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Deliverable Summary

STAGE DAYS

1		60	30%	First Review
				Schematic Design
				VA 30%
		14		Review
				Conduct site investigations and project direction meeting.
	<input type="checkbox"/>			Coordinate with VA Engineering.
	<input type="checkbox"/>			Collect AS-BUILT documentation.
	<input type="checkbox"/>			Involvement level of sub disciplines & CITPs.
	<input type="checkbox"/>			RFI's and other VA clarifications.
2		60	65%	Second Review
				Design Development
				VA 65%
		14		Review
				Presentation of 65% review.
	<input type="checkbox"/>			Formal meeting conducted by A/E.
	<input type="checkbox"/>			Minutes due to VA 5 work days after.
	<input type="checkbox"/>			3 Full Size and 3 Tabloid Size drawing sets.
	<input type="checkbox"/>			1 Cost Estimate.
	<input type="checkbox"/>			3 Project Specifications packets.
	<input type="checkbox"/>			Electronic CAD files & documentation CD.
	<input type="checkbox"/>			DAR (Design Analysis Report).
	<input type="checkbox"/>			AE Design Review Sheet with comments.
3		45	95%	Third Review

STATEMENT OF WORK

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Construction Documents

VA 95%

14 Review

Presentation of 95% review.

- ☐ Formal meeting conducted by A/E.
- ☐ Minutes due to VA 5 work days after.
- ☐ 3 Full Size and 3 Tabloid Size drawing sets.
- ☐ 1 Cost Estimate.
- ☐ 3 Project Specifications packets.
- ☐ Electronic CAD files & documentation CD.
- ☐ DAR (Design Analysis Report).
- ☐ AE Design Review Sheet with comments.

4

30 100% Final Review

Bid Documents (FOR CONSTRUCTION)

Presentation of Final Bid Documents.

- ☐ Formal meeting conducted by A/E.
- ☐ Minutes due to VA 5 work days after.
- ☐ 3 Full Size and 5 Tabloid Size drawing sets.
- ☐ 1 Cost Estimate for each deductive alternate.
- ☐ 3 Project Specifications and submittal register.
- ☐ 3 Electronic CAD files & documentation CD set.
- ☐ DAR (Design Analysis Report).
- ☐ AE Design Review Sheet with comments.
- ☐ Certified CITP design compliance letter.

237 Design Period Days

Additional Documentation.

- ☐ 3 signed & sealed drawing sets for BID process.
- ☐ 2 signed & sealed AS-BUILT drawing sets.
- ☐ 1 Project dB export in ArcGIS file geodatabase.

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Please coordinate meetings with VA at least one [1] week in advance.

AutoCAD drawings files may be submitted in the latest version or the version available at the time of award.

REVIT design files may be submitted in the latest version or the version just prior to the latest version available at the time of award.

BIM data and AutoCAD files should be exported in an ArcGIS File Geodatabase along with associated metadata.

Drawings should be submitted in the native AutoCAD format, layers unlocked, purged of superfluous data and bound to dependent XREF files. Also, submit all individual drawing sheets in PDF format.