

SECTION 00 11 21
REQUEST FOR PROPOSAL TO DESIGN BUILD
REPLACE PNEUMATIC TUBE SYSTEM
PROJECT NO.548-17-606
WEST PALM BEACH

A. PART I - GENERAL

A1. Scope of Contract

This project will be designed by an A/E firm and bid deductive alternatives will be developed to ensure construction award within available funding.

A2. Definitions

- A. Design-Build (DB) as defined by the Department of Veterans Affairs (VA) is the procurement by the Government, under one contract, with one firm or joint venture (JV) for both design and construction services for a specific project.
1. Contracting Officer: The services to be performed under this contract are subject to the general supervision, direction, control and approval of the Contracting Officer.
 2. Project Manager: The Contracting Officer's representative responsible for administering contracts under the immediate direction of the Contracting Officer.
 3. Engineer: The Contracting Officer's authorized representative at the construction site. The Engineer is responsible for protecting the Government's interest in the execution of the construction contract work. His duties include surveillance of all construction work to assure compliance with the contract documents, interpretation of the contract documents, approval of changed work, approval of all submittals, samples, shop drawings, etc. The Engineer may issue change orders to the Contractor within the limitations set forth in his delegation of authority from the Contracting Officer.
 4. Design Build Contract: This term, as used herein, refers to the Contract(s) to perform the design and construction of the project.
 5. Contractor: This term, as used herein, refers to the contractor under this contract or the DB team.
 6. AE: This term, as used herein, refers to the Architect-Engineer firm(s) that are a part of the DB team, also referred to as DB/AE.
- B. Selection Procedure - During the review of offers the VA may ask for additional information. The VA may initiate action to award a contract at any point after review of the offers. Therefore, offers should

reflect the offeror's best terms both from a technical and cost standpoint. See **FAR 52. 215-1, Instructions to Offerors - Competitive Acquisition (Jan 2004).**

C. Tentative Schedule: See solicitation.

D. Schedule Objectives - The anticipated completion of this project is 360 days after "Notice to Proceed" (NTP). The proposed schedule may be shorter than this, see Part III, C3, 3c.

A3. Cost Range

The anticipated cost range for this project is between \$2,000,000 and \$5,000,000.

A4. Pre-Proposal Conference

A pre-proposal conference will be held on (TBD) at the West Palm Beach VA Medical Center. All offerors, consultants, subcontractors, manufacturers and suppliers are invited to attend. The following agenda is furnished for this meeting:

1. Open meeting;
2. Review of project and design build method for construction contracting;
3. Specifications, Network analysis system and project phasing;
4. General requirements, Solicitation Documents and Offer Submission Procedure;
5. Review of "Buy American Act";
6. Questions and answers;
7. Close; and
8. Site walk through - attendance is optional.

A5. Small Business Conference N/A

A6. Selection Criteria and Weightings

A. General proposals will be evaluated and award will be made on the basis of both cost and technical considerations most advantageous to the government as per FAR Part 15. In descending order of importance evaluations will be based on cost, construction management, past performance, schedule and (small disadvantage business participation *).

Responsibility determination will be made in accordance with **FAR 9.1, Responsible Prospective Contractors.**

B. Technical Evaluations - all evaluation factors, other than cost or price, when combined, are significantly more important than cost or price.

B. PART II - RESPONSIBILITIES**B1. VA Team**

- A. Members of the local VA Engineering group and Skilled Trades groups.

B2. Design-Build Team:

- A. The DB team includes all J/V partners, consultants and sub contractors to the one firm. The DB team shall provide Architectural and Engineering disciplines for the preparation of construction documents, and construction contractor capabilities for construction of the project.
- B. If the DB Team A/E and contractor are a J/V (not one and the same firm) engineering and other technical consultants shall be subcontractors of the J/V Architect - not the Design-Build construction contractor or sub contractors. If the DB Team A/E and contractor are one and the same firm (not a J/V) those consultants shall be subcontractors of DB firm not the construction subcontractors.
- C. The RFP documents are intended to define existing conditions, certain required items, and design parameters to be included in the project. It is the DB Team's responsibility to complete the documents and construction in a manner consistent with the intent of the RFP documents within the required time period (contract length).

C. PART III - PROPOSAL REQUIREMENTS**C1. General (see solicitation)****C2. Proposal Revisions (FAR 52.215-1)**

- A. If determined to be necessary, proposal revisions will be requested from the proposals received. The Contracting Officer will identify those offerors, whose proposals are within the competitive range, considering the selection criteria identified in this section. Negotiations may be conducted with those offerors falling within the competitive range, after which proposal revisions will be requested. Those selected as within the competitive range will be given 7 calendar days to prepare their proposal revisions. Sealed proposal revisions will be submitted as per Part III.C1.C, above, except as noted below and will be due at a time and place to be determined.
- B. Offerors submitting proposal revisions will not be requested to re-submit any documents which are unchanged from their initial proposals. They should provide necessary changes to individual paragraphs, as briefly as possible, together with a table of contents, that clarifies where within the initial proposal the additional information or changed documents would be placed. Proposal revisions shall include a completed

Optional Form 308 (Solicitation and Offer – Negotiated Acquisition) and Optional Form 309 Amendment of Solicitation that acknowledges receiving all amendments, by number. A new bid bond shall be submitted only if the final proposal revisions offeror's price proposal is greater than it's initial price proposal.

C3. Technical Proposal Requirements (see solicitation)

D. PART IV - POST AWARD REQUIREMENTS

D1. Construction Document Preparation:

A. Design Review Submissions:

1. The Design-Build Team A/E (DB A/E) shall prepare and submit complete construction documents for review and approval by the VA in accordance with standard professional practice, the Department of Veterans Affairs RFP (VA RFP), and prevailing codes.
2. The documents may be divided into multiple review submission packages. The VA will review as many as six (6) package submissions (examples: demolition, civil, architectural, structural, mechanical, Electrical, plumbing etc.) to facilitate the start of construction.
3. All submission packages will be reviewed at (30%) and (95%) completion stages. The (95%) review submission packages will incorporate the final review comments from the (30%) review. If any package is not complete for the required stage a post review may be required the cost of which will be borne by the DB Team.
4. Each review submission package shall include 4 hard copy sets and 3 set on CD-ROM. The package will include an index of drawings (by sheet number and title) and specifications (by section number and title) submitted. The packages will be distributed to the CO, VA Project Manager, VA Engineer and others as determined to be appropriate by the VA Project Manager.

B. Design Review Meetings:

1. A review meeting to resolve design issues will be held for each design review package submitted. The meeting will include discussion of VA comments on functional relationships and technical peer review comments (by others).
2. Participants will include VA Staff and DB team members as appropriate for the specific package to be reviewed and others. The DB team members will each allow for (1) full day for each discipline/package design review meeting. DB team management will be present at each review meeting.
3. The DB team shall allow a minimum of ten (10) working days for each review cycle. A cycle includes:

- a. The VA's receipt of the design review submission package.
 - b. The review meeting.
 - c. DB teams receipt of comments from the VA, either electronically, by fax, or by hard copy delivery.
4. Coordination of the review meeting schedules will be the responsibility of the VA Project Manager and the DB Team Project Manager (for the DB Team). See section H. Quality Assurance/Quality Control.

C. Electronic Media:

- 1. Design review submission drawings and final Construction Document submission drawings will be executed in electronic format AutoCAD version 2010, or earlier.
- 2. The drawings included in the VA RFP will be available to the DB team in electronic format in AutoCAD version 2010 (or earlier) for use in preparing the construction drawings. Since data stored on electronic media can deteriorate undetected or be modified without the Engineer's knowledge, the CADD drawing files are provided without warranty or obligation on the part of the Engineer as to accuracy or information contained in the files. The user shall independently verify all information in the files. Any user shall agree to indemnify and hold the Engineer harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the CADD drawing files.
- 3. Design review submission specifications and other 8 1/2 by 11 formatted material and final Construction Document submission specifications and other 8 1/2 by 11 formatted material will be executed in electronic format Microsoft Office 2007.
- 4. The specifications included in the VA RFP shall be available to the DB team in electronic format in Microsoft Office 2007, for use in preparing the construction specifications. Since data stored on electronic media can deteriorate undetected or be modified without the Engineer's knowledge, the CADD version 2010 drawing files are provided without warranty or obligation on the part of the Engineer as to accuracy or information contained in the files. The design builder shall independently verify all information in the files and shall agree to indemnify and hold the Engineer harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the electronic files.
- 5. The construction record drawings shall be completed in AutoCAD version 2010.

6. Construction shop drawings are required to be completed in AutoCAD version 2010.

D. Professional Licensing:

1. The DB A/E who prepares the construction documents shall be a professional architect or engineer licensed in the state in which the design work is completed.
2. The professional seal indicating such license by the state shall appear on the final construction documents. The architect whose seal is shown will be known as the Architect of Record. The DB A/E shall certify compliance with the VA RFP and all applicable codes.

E. Approved Construction Documents:

1. The final construction document submission package will be submitted by the DB team for approval by the VA after completion of the 95% review cycle for the final package to be submitted by the DB team. The VA will have 5 days to take approval action.
2. The final construction documents submission package will include a full set of construction documents including all disciplines/packages.
3. The final construction documents submission package will incorporate all VA supplied comments from the earlier 30% and 95% submission package reviews and will comply with the VA RFP.
4. If the final construction documents submission package is not complete a post submittal may be required the cost of which will be borne by the DB Team.
5. The approved final construction documents include such details that the project can be constructed and will be used for construction of the project.
6. See PART IV, D2 CONSTRUCTION PERIOD SUBMITTALS for Approved Construction Document distribution.

F. Construction Drawing Preparation - Mandatory material and equipment

schedules and details may be indicated either on the drawings or in the specifications, at the option of the DB team. The construction drawings shall include a coordinated set of the following:

1. Civil engineering drawings including demolition plans, grading and drainage plans, paving plans, utility plans, schedules calculations and details.
2. Landscape drawings including demolition plans, landscape plans, plant schedule and list, special landscape elements, proposed materials to be used for each special landscape element, calculations and details.

3. Structural drawings including foundation plans, framing plans, schedules, and details, including general notes and all calculations.
 4. Architectural drawings including floor plans, building elevations, building sections, wall sections, reflected ceiling plans, stair details, toilet and bath details, door schedules and details, window schedules and details, room finish schedules, auto transport and other details.
 5. Fire protection drawings. n/a
 6. Plumbing drawings including floor and roof plans, riser diagrams equipment schedules, plumbing fixture schedules, and details, including general notes, and all related calculations.
 7. HVAC drawings including floor and roof plans, one-line flow diagrams, equipment schedules, and details, including general notes and all related calculations. Also provide sections for mechanical equipment rooms and sequence of operation for all HVAC equipment.
 8. Outside steam distribution drawings including demolition plans, system plans and profiles, manhole piping plans, calculations and sections, equipment schedules, and details.
 9. Electrical drawings including site demolition plans, site, floor and roof plans (power, lighting, and other systems), one-line diagrams, panel schedules, equipment schedules, light fixture schedules calculations and details
 10. Asbestos abatement. n/a
- G. Construction Specifications - Project specifications shall include specifications for all products, materials, equipment, methods, and systems shown on the construction drawings in accordance with standard professional practice and the VA RFP. The specification submitted for review shall include:
1. The name of the manufacturer, the product name, model number, or other identification as appropriate to clearly identify the product that will be used in the construction of the project;
 2. Other data as appropriate to clearly identify the product that will be used in the construction of the project i.e. shop drawings, product data, and samples as required by the VA RFP documents; and
 3. The required stamp of the licensed architect or engineer of record will be considered as certification of compliance with the RFP requirements.
- H. Design Requirements - Compliance with codes and standards.
1. Project design shall be in compliance with applicable standards and codes described in VA Program Guides and design materials included or

- referenced in the solicitation materials. These guides and specifications are located on the VA Website <http://www.cfm.va.gov/til/spec.asp#23>.
2. See Section E. Approved Construction documents, above, for required inclusion of design review comments.
 3. In the design of new building and alteration work under this contract, the DB team shall consider all requirements (other than procedural requirements) of:
 1. Zoning laws:
 2. Environmental and erosion control regulations; and
 3. Laws relating to landscaping, open space, minimum distance of a building from the property line, maximum height of a building, historic preservation, and esthetic qualities of a building. Also similar laws, of the State and local political division, which would apply to the building if it were not to be constructed or altered by the U.S. Government.
 4. The DB team shall consult with appropriate officials of the Federal, state, and political subdivision, and submit plans under the rules prescribed by those reviewing authorities. The A/E and VA shall give due consideration to the recommendations of the referenced building officials. VA will also permit inspection by the officials described above during the construction period in accordance with the customary schedule of inspections in the locality of the building construction. Such officials shall provide VA with a copy of the schedule before construction begins or give reasonable notice of their intention to inspect before conducting an inspection.
 5. The DB team shall provide prompt, written notification to the Contracting Officer concerning conflicts with, or recommended deviations from codes, laws, regulations, standards, and opinions of review officials as described above. No work altering the scope of this contract shall be undertaken prior to receipt of written approval from the Contracting Officer.
 6. No action may be brought against the DB Team or VA and no fine or penalty may be imposed for failure to carry out any of the previously described recommendations of Federal, state, or local officials. VA and its contractors shall not be required to pay any amount for any action taken by a state or political division of a state in carrying out functions described in this article, including reviewing plans, carrying out on-site inspections, issuing permits, and making recommendations.

7. The DB team shall advise the Contracting Officer of any variances with the applicable Department of Labor, Occupational Safety and Health Standards, for occupancy requirements.

I. Quality Assurance/Quality Control:

1. To reduce design errors and omissions, the DB team shall develop and execute a QA/QC plan that demonstrates the project plans and specifications have gone through a rigorous, thorough review and coordination effort.
2. Within 2 weeks of receipt of Notice to Proceed, the DB Team will submit a detailed QA/QC plan describing each QA/QC task that will be taken during the development of the various design submission packages and the name of the DB Team member responsible for QA/QC.
 - a. Upon its completion each task shall be initialed and dated by the responsible DB Team member.
 - b. A 100% completed QA/QC plan shall be submitted with the final construction document submission package.

D2. Construction Period Submittals

- A. The DB contractor shall distribute a total of up to 6 (six) sets of the approved construction documents prepared by the DB Team to the VA as directed by the VA Project Manager.
- B. Other submittals - The DB team shall submit test results, certificates, manufacturer's instructions, manufacturers field reports, etc. as required by the VA RFP specifications to the Engineer.
- C. Project record drawings - The DB team will maintain a set of construction documents (field as-built drawings) to record actual construction changes during the construction process as required by the RFP specifications. The project record drawings will be available for review by the VA Engineer at all times.
- D. Shop drawings and submittals - The DB A/E shall check government furnished and/or the DB construction contractor's shop drawings, detail drawings, schedules, descriptive literature and samples, testing labor-laboratory reports, field test data and review the color, texture and suitability of materials for conformity with the RFP Documents and construction documents. The DB A/E shall recommend approval, disapproval, or other suitable disposition to the VA Engineer. The VA Engineer will have final approval authority. The DB AE shall evaluate the submittals with reference to any companion submittals that constitute a system. When necessary, the DB A/E will request the DB Construction Contractor to submit related components of a system before acting on a single component. Should this procedure be inappropriate,

the DB A/E shall review all prior submittals for related components of the system before acting on a single component. The DB A/E may be required to hold joint reviews with the VA technical staff on complicated system submittals. The DB A/E shall notify the VA Engineer in writing of any and all deviations from the requirements of the construction documents that he has found in the submittals.

D3. Project Close-Out

The DB team shall comply with the requirements in the "General Conditions", Section 01001, and "General Requirements", Section 01010, for submission of final RFP as built drawings, manuals, and other documents as noted. Required as built drawings and specifications will be submitted in the same format required for the construction documents.

D4. Site Visits and Inspections

During the construction period the DB A/E shall make weekly visits to the project site when requested by the Engineer. The Engineer may also request visits for special purposes. Only registered architects and engineers thoroughly familiar with the project may make these site visits. The Engineer has the prerogative to determine the professional discipline(s) required for any visit. The DB A/E shall observe the construction, advise the Engineer of any deviations or deficiencies or solutions to issues discussed. A site inspection report which includes the purpose of the inspection, items reviewed, deficiencies observed, recommendations and additional actions required, shall be furnished to the Engineer within three work days following the site visit date.

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