

SECTION 00 11 21
REQUEST FOR PROPOSAL TO DESIGN BUILD
RENOVATE A/C BLDG 102 PH I – (SERVICE HUB)
516-11-108
CW BILL YOUNG VAMC

PART 1 – GENERAL

1.1. SCOPE OF CONTRACT

- A. Contractor shall completely prepare site for building operations and provide all labor, materials, tools and equipment, and design-build services necessary for design and construction of a project described here in other specific tasks as further defined by this request for proposal (RFP).
- B. Proposed replacement ceiling grid and tiles shall be USG Grid DONN DX/DXL 050 Bright White and ceiling tile shall be Armstrong 770 Ortega respectively.
- C. This work will include but not be limited to:
 - 1. Service Hub:
 - a. Phasing - In order to accommodate continued use as support for the other wings not in this contract, the Support Hub will be phased in the performance of this work.
 - i. The Contractor shall provide a minimum of 30 calendar day written notice prior to beginning work in any phase of the project.
 - ii. The Contractor shall propose phasing of the Support Hub. Phasing must be submitted in writing and approved in writing by VA prior to use.
 - b. Demolition, Architectural, Structural, Mechanical, Fire Protection, and Electrical trades will be required in the performance of this work. Reference material provided by VA.
 - 2. Commissioning services will be required prior to startup of new equipment and validation of equipment operation based upon design intent criteria. Provide tracking and monitoring system for commissioning services.
 - 3. A, B, C, and D Wings are excluded from this project.
 - 4. The Contractor shall investigate, evaluate, review, and revise as necessary reference material provided by VA.
 - 5. During investigating, evaluating, reviewing, and revising of the provided reference material, the Contractor shall physically conduct this work on site and in-the-field.
 - 6. The Contractor shall propose revisions to non-conforming items identified in the provided reference material using VA Design Guides, Drawings, Specifications, Building Codes,

SMACNA Duct Cleanliness for New Construction Guidelines, NEC and NFPA, and Fire Safety standards.

7. The Contractor shall identify in writing all non-conforming items.
 8. The Contractor shall submit revisions of the provided reference material to VA and receive written approval prior to commencement of work.
 9. Investigative, evaluation, review and revision services of the provided reference material shall be identified as a separate line item in the Contractor's proposal.
- D. The design-build Contractor shall provide all technical design services, supervision, labor, materials, tools and equipment necessary for complete engineering and construction services as follows:
1. Contractor shall completely prepare site for building operations, including demolition and removal of existing HVAC systems, duct work, and structures, and furnish labor and materials to install new HVAC system in Building 102, more specifically the Service Hub, per reference material as provided by VA engineering department.
 2. Work includes general selective demolition and new construction, alterations, roof work, mechanical and electrical work, utility systems, necessary removal of existing equipment and construction and certain other items on campus for a complete project.
 3. Existing acoustical ceiling system. Completely remove the existing T-grid ceiling system including grids and tiles for duration of all above ceiling work and replace with a new.
 4. The Contractor shall salvage and protect for re-installation all existing LED lighting fixtures as encountered in the demolition of the reflected ceiling plan.
 5. The Contractor shall salvage, protect, and re-install all existing occupant sensors as located in ceilings or other areas affected by this work associated with these LED lighting fixtures.
 6. Reinstallation of salvaged light fixtures and occupant sensors shall be as per the approved design.
 7. Replace all existing sprinkler heads with new QR sprinkler heads.
 - a. The relocation of sprinkler heads will be necessary to accommodate new construction and shall be included in this work and coordinated as required.
 8. Before placement and installation of work subject to tests by testing laboratory retained by the Contractor, the Contractor shall notify the COR. Such prior notice shall be not less than three work days unless otherwise designated by the COR. All testing referenced in all specification sections shall be provided by the Contractor.
 9. All employees of general Contractor and sub-contractor shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.

10. Prior to commencing work, general Contractor shall provide proof that a OSHA certified “competent person” (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the general or sub-contractor are present.

11. Training:

- a. All employees of general Contractor or sub-contractor shall have completed a 30-hour OSHA certified Construction Safety course and /or other relevant competency training, as determined by VA CP with input from the ICRA team.
- b. Submit training records of all such employees for approval before the start of work.

1.2. 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 (CO): 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 (PM): The Contracting Officer's representative responsible for administering contracts under the immediate direction of the Contracting Officer.
3. Contracting Officer’s Representative (COR): The Contracting Officer's authorized representative at the construction site. When more than one COR is assigned to a construction project one is designated as being in-charge and is called the "Senior COR ". The COR 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 COR may NOT change any aspect of the Contract with respect to his delegation of authority from the Contracting Officer.
4. Design Build Contract (DBC): 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. Architect-Engineer (A/E): 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 A/E.
7. Request for Proposal (RFP): This term, as used herein, refers a specific request of proposal to provide all labor, materials, tools and equipment, and design-build services necessary for design and construction of a project.
8. RFP/AE: N/A

- 9. Construction Documents (CDs): This term, as used herein, refers to those documents produced under the DBC.
- 10. Request for Information (RFI): A formal request for information submitted by either the DBC or the government to clarify a specific item within the context of the contract.
- 11. Information to Contractor (ITC): A formal response to an RFI, or dissemination of information, by either the DBC or the government.
- 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: **Reserved**
- D. Schedule Objectives - The anticipated completion of this project is 550 calendar days from "Notice to Proceed" (NTP).

1.3. PRICE RANGE

The anticipated price range for this project is between \$ 2M and \$ 5M.

1.4. PRE-PROPOSAL CONFERENCE

Reference the Proposal instructions for site visit information.

1.5. NOT USED

1.6. SELECTION CRITERIA AND WEIGHTINGS

- A. General proposals will be evaluated and award will be made based on both price and technical considerations most advantageous to the government as per **FAR Part 15**. Responsibility determination will be made in accordance with **FAR 9.1, Responsible Prospective Contractors.**

PART II – RESPONSIBILITIES

2.1. VA TEAM

- A. VA team is comprised of VA Office of Facilities Management and others at VA Headquarters located in Washington, DC, a Contracting Officer's Representative (COR) who will be located at the construction site and VA medical center staff. The coordinator/manager of the VA team will be the COR. The Contracting Officer will maintain overall authority.

- B. VA team shall make available previously prepared construction documents (CDs, drawings and specifications).
- C. VA team does not warrant the accuracy or conforming use of the previously prepared CDs.
- D. It shall be the responsibility of the DB team to investigate, evaluate, review, and revise as necessary the previously prepared CDs.

2.2. DESIGN-BUILD TEAM:

- A. The RFP A/E team shall be included as members of the offeror's DB team. The VA will not retain a RFP A/E team for the remainder of the project's development for design and construction period review, and monitoring purposes.
- B. The DB team includes all J/V partners, consultants and sub-contractor 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.
- C. 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 sub-contractor of the J/V Architect - not the Design-Build Construction Contractor or sub-contractor. If the DB Team A/E and Contractor are one and the same firm (not a J/V) those consultants shall be sub-contractor of DB firm not the construction sub-contractor.
- D. 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 (contract length).

PART III - PROPOSAL REQUIREMENTS

3.1. GENERAL

- A. Proposals shall be based on solicitation documents issued for RFP Solicitation Number 36C24818R0391, Project Number 516-11-108. Proposals will be in the format stipulated elsewhere in this section.
- B. Proposals Phase I shall be received before June 11, 2018 @ 2:00 PM (EST). There will be no public opening of the proposals. Proposals may be submitted via email to chris.lashure@va.gov if smaller than 5MB. Larger files can be submitted on a CD or DVD and mailed or delivered to the below address before the closing date and time.
- C. Submit sealed offers to:

1. US Postal Service Deliveries:

Department of Veterans Affairs
Network Contracting Activity 8
10000 Bay Pines Blvd
Bldg. 2, Room 328
Bay Pines, FL. 33744

2. Commercial Delivery Services / Hand Carry (Monday- Friday, 7:30 am to 4:30 PM):
Same as above

D. Technical and Price sections of the Offers proposals will be evaluated independently. Offeror shall separately bind each section. Each section must therefore be labeled with the Offeror's organization, business address, and VA Project Number. Offerors shall affix their names and return addresses on their envelope/packaging. E. Carefully follow "Instructions, Conditions, and Notices to Offerors". **Optional Form 308 (Solicitation and Offer – Negotiated Acquisition)** shall be used for submitting cost offers. Submit original and four copies of **Optional Form 308** with a bid guarantee as stipulated in the Section "Instructions, Conditions, and Notices to Offerors":

1. Offeror shall submit separate prices for any Bid Items indicated on the RFP Offer and award;
2. Offeror shall include all required Representations and Certifications; and acknowledge receiving amendments by number.

3.2. 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 its initial price proposal.

3.3. TECHNICAL PROPOSAL REQUIREMENTS

1. Reference Proposal Instructions

PART IV - POST AWARD REQUIREMENTS

4.1. CONSTRUCTION DOCUMENT PREPARATION:

A. Site Investigation Requirements

1. Existing Drawings and Information: The DB A/E will be provided access to the VA's record drawings for past projects associated with this project. The DB A/E and COR will determine which drawings and documents are to be reproduced. The VA will provide copies of the selected documents in a timely manner. These documents may not accurately reflect existing conditions, and are to be used as a guide only. They are required to be verified in the field on-site investigation. The DB A/E shall be responsible for the accuracy of their CDs.
2. Methods and Extent of Site Investigations: The A/E is responsible for conducting sufficient in the field on-site investigations to minimize 'unforeseen condition' type changes. The DB A/E's investigation of field conditions shall be performed in a competent professional manner in accordance with the VA Design Manuals. All site investigations are to be coordinated with the facility to avoid disruption of hospital functions. The DB A/E shall be required to pot hole locate underground site utilities.
3. Meetings with Medical Center Staff: Meetings of sufficient number and duration will be scheduled with the appropriate medical center staff to determine space usage, functions, etc. The DB A/E is responsible for scheduling these meetings to communicate design intent and receive feedback.

B. 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 VA Alerts, Design Criteria, BIM & CAD Standards, Design Submission & Review, and Program Guides, as found in the Technical Information Library located on the [Office of Construction & Facilities Management](#) web site. Construction documents shall also be prepared in accordance with standard professional practice, the Department of Veterans Affairs RFP (VA RFP), and prevailing codes.
2. The DB A/E shall be responsible for the cost of reproduction and shipping of each design review submittal as specified per Program Guide, PG-18-15, and Volume C. One (1) full-sized set, two (2) half-size sets, and one (1) bound set of the design manual of design review and construction review documents shall be provided for each formal review meeting. Upon

completion of the 100% CD phase, provide the VA with (1) full size set of drawings, two (2) half size sets of drawings, and two (2) bound sets of project manuals. Each submittal (30% and 95%) shall be provided in electronic format (.doc, .xls, .pdf, etc....). Drawings will be furnished in AutoCAD and PDF format for each submittal. All documents shall be submitted via a CD-ROM, including all fonts, scripts, etc. required to readily access the drawings and documents individually.

3. The DB A/E shall be responsible for the final production of the project manual. The DB A/E will produce (2) bound sets of the project manual as part of the 100% CD submittal. The following Specification Sections shall be prepared by the identified parties:
 - a. Section 00 01 10 – Table of Contents: Completed by DB A/E.
 - b. Division 01 Sections: Prepared jointly by COR and DB A/E. COR shall provide specification format to DB A/E. DB A/E shall incorporate the provided formatting into all specification sections prepared for this project.
 - c. Division 00 Procurement and Contracting Requirements: Completed by Contracting Officer.
 - d. Division 01 Sections: Prepared jointly by COR and DB A/E.
 - e. Division 02-34 Sections: Completed by DB A/E.
 4. 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.
 5. 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 A/E Team.
 6. Each review submission package shall include one (1) full size hard copy, two (2) half size hard copies of the plans, two (2) bound hard copies of the project manual (specifications), and one (1) CD-ROM containing CADD, Microsoft, and Acrobat copies of the submittal documents. 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 COR and others as determined to be appropriate by the COR.
- C. 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 RFP A/E, 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 (COR for the VA and the DB Team Project Manager (for the DB Team). See section J. Quality Assurance/Quality Control.

D. Electronic Media:

1. Design review submission drawings and final Construction Document submission drawings will be executed in electronic format AutoCAD version 2016 and PDF Acrobat electronic format.
2. The drawings included in the VA RFP will be available to the DB team in electronic format in AutoCAD version 2016 for use in preparing the construction drawings. Since data stored on electronic media can deteriorate undetected or be modified without the Architect/Engineer's knowledge, the CADD drawing files are provided without warranty or obligation on the part of the Architect/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 Architect Engineer harmless from 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 Microsoft Office formats.
4. The specifications included in the VA RFP shall be available to the DB team in electronic Microsoft Office formats for use in preparing the construction specifications. Since data stored on electronic media can deteriorate undetected or be modified without the original Architect/Engineer's knowledge, the CADD drawing files are provided without warranty or obligation on the part of the Architect/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 Architect Engineer harmless from 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 2016 and provided in both AutoCAD and PDF format.
6. Construction shop drawings are not required to be completed in AutoCAD version 2016.

E. Professional Licensing:

1. The DB A/E who prepares the construction documents shall be a professional architect or engineer licensed in the state of Florida.
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 Specifications and all applicable Federal, State, and local laws.

F. Approved Construction Documents:

1. The final construction document submission package will be submitted by the DB A/E 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 10 work days to review the submittal and act.
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, 4.2. CONSTRUCTION PERIOD SUBMITTALS for Approved Construction Document distribution.

G. Construction Drawing Preparation - Mandatory material and equipment schedules and details must be indicated in the drawings and in the specifications. 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 including floor and roof plans, riser diagrams, equipment schedules, and details, including general notes calculations and all related calculations.
 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. Demolition drawings including flooring plan, reflected ceiling plan, roof plan, lighting and signal plans, power plans, electrical roof plan, electrical riser diagram, fire alarm system riser, architectural, structural, mechanical, plumbing, fire protection, and electrical plans.
 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 drawings including site demolition plans and floor plans indicating asbestos abatement method.
 11. Parking Control drawings including paving plans, schedules calculations and details for the parking fee collection/parking control system for the entire Bay Pines Medical Facility.
- H. Project 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 be in the format as provided by Bay Pines VA engineering department and 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.
- I. 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.
 2. See Section F. 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:
 - a. Zoning laws;
 - b. Environmental and erosion control regulations; and
 4. 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.
 5. When required, 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 when required. VA will only permit inspection by the officials described above during the construction period when required and in accordance with the customary schedule of inspections in the locality of the building construction. If VA permits inspection by such officials, they 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.
 6. 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.
 7. 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.
 8. 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.
- J. 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 two (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. A detailed QA/QC plan shall be submitted with each review submittal.
 - b. Upon its completion, each task shall be initialed and dated by the responsible DB Team member.
 - c. A 100% completed QA/QC plan shall be submitted with the final construction document submission package.

4.2. CONSTRUCTION PERIOD SUBMITTALS

- A. The DB Contractor shall follow Specifications 01 33 23 Shop Drawings Product Data and Samples and Specification 01 33 24 Electronic Submittal Procedures in the performance of this section. The COR shall provide Specification 01 33 24 Electronic Submittals Procedure to the DB team. The DB team shall be responsible for cost to maintain the electronic submittal site until the Record Drawings have been accepted by VA and is complete.
- B. The DB Contractor shall make electronic sets (CADD, Microsoft, Acrobat formats) of the approved construction documents prepared by the DB Team to the VA, as directed by the VA Project Manager.
- C. Other submittals - The DB team shall submit test results, certificates, manufacturer's instructions, manufacturer's field reports, etc. as required by the VA specifications, to the COR.
- D. 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. At all times, the project record drawings will be available for review by the COR.
- E. 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 COR. The CO will have final approval authority. The DB AE shall evaluate the submittals regarding 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 and /or the RFP AE on complicated system submittals. The DB A/E shall notify the COR in writing of all deviations from the requirements of the construction documents that he has found in the submittals.

4.3. PROJECT CLOSE-OUT

- A. The DB team shall comply with the requirements in **FAR 4.804 Closeout of Contract Files**, for submission of final RFP as built drawings, manuals, and other documents as noted.
- B. Required As-Built drawings and specifications will be submitted in the same format required for the construction documents.

4.4. SITE VISITS AND INSPECTIONS

- A. During the construction period the DB A/E shall attend weekly progress meetings/visits to the project site or when requested by the COR. The DB A/E shall record the minutes of the weekly progress meetings and distribute copies to the COR by close of business the next work day.
 - 1. The DB A/E shall provide a 3-week (7/14/21 day) project lookahead schedule at each weekly progress meeting.
- B. The COR may also request visits for special purposes.
- C. Only registered architects and engineers thoroughly familiar with the project may make these site visits.
- D. The COR has the prerogative to determine the professional discipline(s) required for any visit.
- E. The DB A/E shall observe the construction, advise the COR of any deviations or deficiencies or solutions to issues discussed.
- F. 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 COR within three (3) work days following the site visit date.

- - - E N D - - -