

Readjustment Counseling Service Vet Center

The Department of Veterans Affairs is interested in leasing a minimum of 3969 (contiguous) usable square feet/4564 rentable square feet of clinical space for a Vet Center in the city of Manhattan, KS.

Space shall be available for use by Tenant (VA) for personnel, furnishings, and equipment to meet the needs for a Vet Center. Space design will provide maximum co-location of the staff providing services to our patients. It will bring the service to the Veterans, reduce the number of steps required to deliver services, and simplify the Veteran's experience.

The space shall be of contiguous office space in a Class A Building. Space offered must be in a quality building of sound and substantial construction, either a new, modernized building, or one that has undergone restoration or rehabilitation for the intended use.

The design of the space offered shall be conducive to efficient layout and good utilization as determined by the Government. To demonstrate potential for efficient layout, the Offeror shall provide a test fit layout at the Offeror's expense of the space offered. The completed building shall accommodate VA's space program and interior functional requirements. Offerors are advised that the conceptual plans for approval by RCS will be developed using VA Space Planning Criteria and information. Lessor shall provide accurate space layout drawings (floor plans) with offer and during design and construction document phases.

SPACE PLAN

Room Name	AREA	QTY	NET AREA	COMMENTS
STAFF AND ADMINISTRATIVE AREA				
Director Office	144	1	144	Accommodates 5. 120SF + 3 task chairs
Counselor Office	144	3	432	Accommodates 5. 120SF + 3 task chairs
Outreach Worker Office	120	2	120	Requires private office to address patient privacy concerns
Office Manager Office	120	1	120	Requires private office to address patient privacy concerns
Program Support Office	0	1	0	Accounted for in Reception
Ancillary Staff Office/Workspace	70	2	210	Workstation, VBA, VSO, Intern/Fellows
Toilet	80	1	80	Unisex
Multipurpose Group Therapy Room - Large	440	1	440	Accommodates up to 16 people plus. V-Tel equipped
Multipurpose Group Therapy Room - Small	240	1	240	Accommodates up to 10 patients. V-Tel equipped
Family Multipurpose	160	1	160	Accommodates 7
LOBBY / RECEPTION AREA				
Reception / Information Desk	120	1	120	Accommodates an FTE. Adjacent to the waiting area
Waiting	400	1	400	20 standard, 1 bariatric, 2 accessible.
Patient Education/Resource Room/Media Room	90	1	90	2 veteran workstations & other resources
Toilet, Family	80	2	160	
SUPPORT AREA				
Storage Room / Supplies	120	1	120	
File Room	120	1	120	
Staff Lounge / Kitchen	200	1	200	
Communications Room / OIT	100	1	100	
Utility / Housekeeping Closet	60	1	60	

ADDITIONAL ROOM REQUIREMENTS

RECEPTION AREA

- Four (4) quad electrical outlets, location as determined by VA.
- Two (2) Telecommunication outlets, location as determined by the VA.
- All walls to have Chair Rail and corner guards, mounted at height determined by VA.
- Minimum eight (8) foot x thirty (30) inch counter with lockable pass-thru window/security screen; minimum eight (8) foot base and overhead cabinets with counter.
- Direct window access to waiting area

- Restricted access or lockable door to clinic area
- Front and back entrances to check-in area
- Duress alarm
- One (1) dimmer light switch
- Wall Mounted coat rack
- Wood grain vinyl plank per Vet Center Director's selection

RESTROOM (MALE AND FEMALE)

- Door, hardware, lavatory, mirror and other accessories shall be accessible and designed for wheel chair access per the Uniform Accessibility Code
- Minimum one (1) accessible wall hung water closet and wall hung lavatory or as required by the International Plumbing & Building Codes
- Grab bars: For water closet
- Toilet paper dispenser
- Lavatory: Wall Hung with automatic sensors, gooseneck spout with plain outlet. At VA's option power operated automatic sensors may be required.
- Mirror: Minimum over lavatory, 24"x 36"
- Built-in waste receptacle and paper towel dispenser
- Wall mounted soap dispenser
- Wall mounted coat rack
- Baby changing stations
- One (1) GFCI electrical outlet
- Duress Alarm
- Wood grain vinyl plank per Vet Center Director's selection

TELECOMMUNICATION ROOM

- All perimeter walls shall extend from floor slab to structural system (deck) to prevent up and over access
- Four (4) electrical 20 amp
- No windows or other openings
- Door hinges inside the room door
- Metal frame and door with dead lock pin, automatic locking upon entry and exit using Electronic Physical Access Control Systems (PACS)
- Electronic Entry Physical Access Control System (PACS)
- Doors shall be 1-3/4 in hardwood or hollow steel with welded pins. All doors shall be outfitted with 2 locksets. Doors with metal frames shall have a mortise lock with a deadlock pin feature and automatically latch on closure. If the door is not in a steel frame, one of the two locks must be a jimmy-proof rim dead lock.

GROUP COUNSELING ROOM/ CONFERENCE ROOM

- All perimeter walls shall extend from floor slab to six inches above the ceiling grid and filled with fiberglass bat insulation to ensure acoustical privacy
- STC 50 requirements for partitions and sound gasketing and sweeps for the doors
- Eight (8) Electrical outlets
- Three (3) Telecommunication outlets
- One (1) additional Telecommunication outlet located by COR for conference call system (Possible location: Floor center of room)
- TV/Cable Outlet and separate electric outlet
- Wall mounted TV holder
- Duress Alarm
- One (1) Dimmer light switch
- Carpet Squares flooring per Vet Center Director's selection

OFFICES (TEAM LEADER, OFFICE MANAGER, COUNSELORS, GWOT)

- All perimeter walls shall extend from floor slab to six inches above the ceiling grid and filled with fiberglass bat insulation to ensure acoustical privacy
- STC 50 requirements for partitions and sound gasketing and sweeps for the doors
- Eight (8) double electrical outlets – two (2) per wall
- Two (2) telecommunication outlets
- Add coat hooks on back of doors
- Door window glass panels shall be frosted for privacy (or other method of privacy as accepted by CO)
- Duress Alarm and duress pendants (portable, remote access, key fob style device)
- One (1) Dimmer light switch
- One (1) 20-amp electrical outlet
- Carpet Squares flooring per Vet Center Director's selection;

EMPLOYEE BREAK ROOM

- All perimeter walls shall extend from floor slab to six inches above the ceiling grid and filled with fiberglass bat insulation to ensure acoustical privacy
- Four (4) GFCI Electrical outlets
- Two (2) Telecommunication Outlets
- Minimum of ten (10) feet of counter with base and overhead cabinets; double compartment sink
- Full size refrigerator (Lessor to provide)
- Microwave oven (Lessor to provide)
- Dishwasher (Lessor to provide)
- Wood grain vinyl plank per Vet Center Director's selection

SUPPLY/STORAGE ROOM

- All perimeter walls shall extend from floor slab to structural system (deck) to prevent up and over access
- Four (4) Electrical outlets
- One (1) Telecommunication Outlets
- Adjustable shelving on two walls of each storage room - 3 shelves per wall with a depth of 15"
- Wood grain vinyl plank per Vet Center Director's selection

SECURE FILE ROOM

- All perimeter walls shall extend from floor slab to structural system (deck) to prevent up and over access
- Metal frame and door with dead lock pin, automatic locking upon entry and exit using Electronic Physical Access Control Systems (PACS)
- Intrusion Detection System with Alarm
- Room to have dedicated quad 120 outlets and two CAT 6 data cables required between building demarcation point and data closet, each to be marked with an identifiable number on both ends.
- Lessor to install cabling.
- Door hinges inside the room door
- No windows or other openings
- Overhead lighting.
- Fire Extinguisher required.
- Four (4) Electrical outlets
- Two (2) Telecommunication Outlets
- Room will be outfit with cabinetry
- Wood grain vinyl plank per Vet Center Director's selection

OTHER CONSIDERATION

- Centralized check-in/check-out should be considered for efficient utilization of staff.
- The reception area is to be strategically located to give the office manager and/or team leader clear observation of waiting areas.
- Each office, without an exterior window, shall have glass pane adjacent to door frame, in the door, or in the

- office with horizontal blinds for secure view of visitors (or other privacy mechanism as approved by CO).
- Corridors may be 6 feet in clear width.
- Signage outside building provided by the Lessor, according to VA specifications and meets City Ordinances.
- All rooms (except IT Closet) should be master keyed, locking mechanism should be on the inside of the frame, and locking mechanism must be approved by the VA.
- Facilities shall be non-smoking and Lessor must provide designated smoking areas along with signage prohibiting smoking and directing visitors and tenants to the designated smoking areas.

OTHER REQUIREMENTS:

THE GOVERNMENT WILL PAY FOR THE FOLLOWING:

- Courier Service
- Tenant Improvements to building

THE LESSOR WILL PROVIDE:

- Snow/ice removal
- Heating system, and heating system maintenance and repair.
- Window washing and window washing supplies (windows to be washed inside every 3 months and washed outside every 6 months by Lessor)
- Lawn and landscaping maintenance (including exterior trash pickup outside 5 foot radius of exterior doors) performed weekly.
- Replacement of exterior/interior light bulbs/lamps that are hardwired to the building power
- Plumbing maintenance and repair
- Air conditioning, and air conditioning system maintenance and repair (balance report and adjustment for HVAC system provided annually to VA COTR. This test is to be performed by a licensed HVAC system balancing contractor.)
- Electrical maintenance and repair
- Electrical Utility Service
- Water Service
- Heating Fuel / Natural Gas Utility Service
- Painting
- Scheduled paintings every 4 years with wall patching and touch-ups quarterly with no additional cost
- Carpet cleaning once every 6 months or as necessary.
- Carpet repair and replacement-scheduled and for damage
- Trash removal
- Cable Television
- Janitorial service and janitorial supplies
- Supplies (soaps, tissues, towels, toilet paper, etc.)
- Pest Control
- A Fire Alarm and Intrusion System. Include a Dispatch Service and all Maintenance and Testing in accordance with NFPA
- Security Alarm System and Monitoring
- Recurring Utility bills

GENERAL TECHNICAL REQUIREMENTS:

GENERAL: The building must be of sound and substantial construction for use as a modern office and outpatient space. Any corrections or changes must be made prior to VA occupancy. Buildings which have reasonably incurable or functional obsolescence and/or are unsuitable in configuration for medical space floor plan layout may be rejected by the contracting officer. A proposed floor plan will be submitted with the proposal package.

ACCESSIBILITY: Facility must be in full compliance with American Disabilities Act (ADA) requirements, including building, building access, and parking. Accessibility for new construction: to be considered for award, building to

be constructed must fully meet the new construction requirements of the Americans with Disabilities Act Accessibility Guide (ADAAG) (36 CFR Par 36, App. A), the Uniform Federal Accessibility Standards (UFAS) and Department of Veterans Affairs Barrier Free Design Guide (PG-18-13, April 2006). The VA Barrier Free Design Guide can be found at the following website: <http://www.wbdg.org/ccb/VA/VADEGUID/barrfree.pdf>. All doors to patient accessible areas shall be 48" minimum width. Where standards conflict, the more stringent shall apply.

CODES: Structure shall be in compliance with local, national, and the International Building Code, and all applicable current NFPA Fire and Life Safety codes. Where codes conflict, the more stringent shall apply.

1. The Lessor shall develop and submit a design that is clearly defined, meets the overall solution for the primary Vet Center construction project. The design shall be in accordance with the Criteria For Design And Project Development, General Requirements and address the technical requirements, and new construction.
2. The Lessor shall meet with the Contracting Officer's Technical Representative (COTR) prior to start of design to determine detailed requirements of work involved GOVERNMENT-FURNISHED DESIGN CRITERIA.
3. The Lessor shall design the space to conform to the requirements of the following VA documents, in preparing the design specified in this work order amendment. These documents can be found at the following website: <http://www.cfm.va.gov/til/spec.asp> CRITERIA FOR DESIGN AND PROJECT DEVELOPMENT (as applicable to project). Other design criteria may be required to meet specific requirements of the design work scope that are not listed above, or are not available on the VA Office of Facilities web site. Design shall be in accordance with applicable federal, state, and local codes. The Lessor is responsible for obtaining and complying with all such criteria.

ARCHITECTURAL:

FLOORS: Space shall be all on one level with direct parking lot access. Entrance shall be handicap accessible.

WALL FINISHES: Wall coverings shall be washable vinyl or washable paint. Lessor shall repaint entire clinic on a 4 year cycle at no extra cost. Any vinyl covered walls to be refinished at a minimum of every 6 years at lessor's expense. VA to select colors. Vendor shall be responsible for moving and returning of furniture to allow painting and vinyl replacement. Painting/vinyl work shall be done after hours and must be odor free when clinic opens for business. Perimeters of rooms must have rubber or vinyl base cove. All walls shall be finished, no exposed ductwork, conduit or piping. Install wood chair rail to protect wall services.

WALLS: The Lessor shall provide sound dampening insulation in all interior walls.

PAINTING: Painted walls shall be washable semi-gloss; ceilings shall be flat paint finish. All other painted surfaces shall be washable semi-gloss.

FLOOR FINISH: Multipurpose room, group room and staff offices shall be carpet. Vestibule, and other rooms with sinks shall be wood grain vinyl plank tile. Restroom floors and wainscoting shall be wood grain vinyl plank tile. All other floor surfaces to be wood grain vinyl plank tile. Carpet shall be replaced as necessary, but at a minimum of every 5 years at no cost to the VA. VA to select color. Carpet must have a pile weight of 28 ounces per square yard minimum, a face weight of 28 ounces per square yard and 68 ounces per square yard minimum total weight. Carpet must be continuous filament pile yarn with soil hiding nylon, acrylic/nylon combinations. Carpet must be a maximum 1/2 inch thick, padding is not permitted. Carpet must meet recommended fire/smoke requirements. Vendor responsible for moving and returning furniture during replacement of carpet. Carpet shall be replaced if torn to match existing carpets. Flooring materials shall be free of asbestos containing materials.

CEILING FINISH: Ceilings may be sheetrock or lay in tile. Lessor to replace any wet, cut, or damaged ceiling tiles or sheetrock as damage occurs. Complete ceiling tiles to be replaced and metal grid replaced or repainted every 10 years.

INTERIOR DESIGN: Color/Finish proposals to be done by a professional interior design service. A minimum of 3 proposals will be provided to the VA each time new finishes are to be reviewed.

BUILDING DIMENSIONS: Area of building leased to VA must be roughly rectangular in shape and must not be more than 3 times longer than its width.

ASBESTOS / ENVIRONMENTAL HAZARDS: Existing buildings must be asbestos, mold and lead free

ENERGY CONSERVATION: The windows must be double glazed and the walls and roofs must be insulated. Entire facility, including doors and windows must be weather tight. Building insulation and HVAC system must meet DOE recommendations for this region. All appliances shall meet ENERGY STAR® Eligibility Criteria. Building must have evening and weekend set back thermostats. Provide high water-efficient fixtures & appliances. The contractor shall install a weather-resistant barrier wrap, preventing rain from getting into the wall assembly while allowing water vapor to pass to the exterior. The wrap material shall reduce air infiltration into the building. All hot water piping shall be insulated.

The building shall be designed to meet the following minimum requirements: under slab/foundation R-3.5, wall R-21, ceiling/roof R-39. Windows and doors shall be rated at the following minimum requirements: U-Factor 0.30, Solar Heat Gain Coefficient 0.31 and low E glass. Each room and hallway will have an occupancy sensor installed, excluding the waiting room.

DOORS: Exterior doors and utility rooms to be equipped with automatic door closers. Minimum door width is 36 inches. Doors shall be 1-3/4" solid core wood. Exterior entrance door shall be a minimum of 48 inches. Exterior doors and utility rooms to be equipped with automatic door closers. Automatic door openers are required at the main entrance of the clinic and waiting room bathrooms for handicap accessibility. Automatic doors are also required on doors leading from the waiting room to the clinic areas. Doors to the clinic area shall be push pad operated on the clinic side and numerical combination operated on the waiting room side. Exterior doors with removable hinge pins will be retained with set pins or spot welded. A locked door will be required from the main waiting room to access the clinic areas. VA will assign locations of doors after award of contract.

DOOR HARDWARE: Doors shall have door handles or door pulls with heavyweight hinges. All doors shall have corresponding doorstops (wall or floor mounted) and silencers. All public use doors and toilet room doors shall be equipped with kick plates. Exterior doors and all common area doors shall have automatic door closers. All building exterior doors shall have locking devices shall be panic type devices. All hardware shall provide unrestricted egress and be capable of restricting access from the exterior. Hands-free, handicap access on all doors in the pathway from the exterior into the lobby, i.e. the main VA Clinic public entrance. Properly rated and labeled fire door assemblies shall be installed on all fire egress doors.

Doors shall have door handles or door pulls with heavyweight hinges. The Lessor is encouraged to avoid the use of chrome-plated hardware. All doors shall have corresponding doorstops (wall- or floor-mounted) and silencers. Doors designated by the Government shall be equipped with 7-pin, tumbler cylinder locks and strike plates. All door entrances leading into the Government-demised area from public corridors and exterior doors shall have automatic door closers. All locks shall be master keyed. Furnish at least two master keys for each lock to the Government. Any exterior entrance shall have a high security lock, with appropriate key control procedures, as determined by Government specifications. Hinge pins and hasps shall be secured against unauthorized removal by using spot welds or peened mounting bolts. The exterior side of the door shall have a lock guard or astragal to prevent jimmying of the latch hardware. Doors used for egress only shall not have any operable exterior hardware. All security-locking arrangements on doors used for egress shall comply with requirements of NFPA 101.

Door for Telecommunication closet(s), Suite entry door and all other doors connecting the government space with the rest of the building, shall be equipped with 7-pin Interchangeable Cores and strike plates to be operated by card readers.

LOCKS: All doors must be equipped with cylinder lock locking hardware and master keyed to match existing VA "Best" brand, 7 pin locking system. Egress doors must be equipped with panic hardware and meet NFPA requirements for exit. Toilets to be equipped with privacy locks that can be unlocked in emergency with coin from outside. The Lessor will be responsible for providing and installing an automatic locking system with a buzzer to be used on the door from the waiting room to access the clinic area. The VA will be responsible for providing core combination and quantity information to the manufacturer and for installing cores. The Lessor/Owner shall provide all hardware to include the interchangeable cores. The VA will provide the core combinations to Best Access Systems. The Lessor shall be responsible for the cost of the cores. The Lessor/Owner shall provide a door schedule submittal for VA approval.

SIGNAGE: Emergency egress signage meeting Life Safety code and The Joint Commission (TJC) is required. All rooms must be equipped with solid plastic identification signs with room function and room number. Unicore brand signage (or approved equal) required in order to match VA system signage-will be approved by COTR. Owner to provide overhead directional signage to restrooms. Emergency egress signage meeting NFPA Life Safety code and Joint Commission is required. All signage must be ADA compliant. For additional information regarding signage see <http://www.cfm.va.gov/til/spec.asp>

PRIVACY: Aural privacy is required between rooms and between rooms and corridor so that private patient information may be discussed without being overheard. For sound privacy, walls of exam/procedure rooms, Team Offices, Mental Health, telemedicine, group and Multipurpose/conference rooms must go from deck to deck and be sound insulated with an approved acoustical insulation. All doors must be solid core and include mechanical door bottom seals where necessary. All doors must be solid core. There is to be a privacy door(s) between the clinical area and the reception/waiting area. See VHA Program Guide PG-18-3, Topic 11, Noise Transmission Control for further guidance.

WINDOW TREATMENT: Windows must be covered with vertical window blinds that utilize traverse rods provided by the Lessor. Blinds that utilize pull cords are not acceptable. Traverse rods shall draw from the center, right or left side. Horizontal blinds are acceptable only for enclosed integrated blinds. Draperies are not acceptable.

BATHROOMS: Sinks shall be equipped with soap dispenser provided by the lessor. A shelf and mirror provided by the lessor shall be installed above each sink. Each commode shall have a toilet paper dispenser provided by the lessor installed within easy reach. A coat hook shall be installed on inside face of door. A paper towel dispenser provided by the lessor shall be installed near the sink. All bathrooms shall meet handicap accessibility codes and will include grab bars at commode. The men's toilet shall have a urinal in addition to a commode. All toilets shall meet handicap accessibility codes and will include grab bars at commode. Metal partitions required at urinals and metal partitions with doors at commodes unless otherwise noted. Commodes and urinals shall be auto sensor flush. All bathrooms should have a baby changing station.

CORRIDORS: All corridors shall be a minimum of 6 feet wide and shall include VA approved handrails and VA approved lower wall protection.

FIRE EXTINGUISHERS: Portable 10 lb. fire extinguishers will be provided, hung and maintained by the VA. Lessor is to install recessed fire extinguisher cabinets at appropriate locations to meet NFPA.

COUNTERS: All counter tops shall be solid surface material (ex. Corian type) all exposed edges shall have a minimum $\frac{3}{4}$ " radius (top, bottom, and corners).

SPECIAL FIRE CODE: The storage rooms, mechanical rooms and housekeeping closets will be protected by one hour fire walls and doors or fire sprinkler protected. Such protection is also required for the mechanical rooms of facilities that use non-electrical heating systems.

PATIENT TRAFFIC FLOW IN BUILDING: Building to be arranged such that patients enter immediately into vestibule, then enter waiting room to reception counter and finally enter clinical areas.

CANOPIES: Entrance doors will be recessed 3 feet or a minimum of 3 ft by 3 ft rain canopies will be over each entrance door. Vestibule (air lock) must have 2 sets of doors separated by at least 8 feet. One door in each set must have an automatic door opener.

VESTIBULE: Vestibule must have 2 sets of doors separated by at least 10 feet. One door in each set must have an automatic door opener. Each door shall be minimum width of 48 inches.

SITE CONSIDERATIONS:

LOCATION: Facility must be highly visible and located in a high traffic area accessible to and from main thoroughfares.

PARKING: Adequate, safe lighted parking on site for a minimum of 21 regular vehicles and 4 handicap vehicle parking spaces shall be provided, with and one designated van drop off/loading area. County or City requirements may supersede this specification.

ACCESSIBLE PARKING: The accessible parking spaces must be immediately adjacent to the building, meeting local code but not exceeding a distance of 60 feet of entrance. Accessible spaces will be marked with signage by lessor. Entrance to the clinic must be handicap accessible in accordance with ADA.

SITE TOPOGRAPHY: Site topography must not have pedestrian traffic grades exceeding 3% slope, 1 ft elevation change in 33 feet.

EXTERIOR SIGNAGE: Lessor must provide, approved by the COTR, an internally lighted sign with VA logo and words "Vet Center" on sign a minimum of 4 ft by 8ft legible from main serving road. Sign shall be a minimum of 24 inches above finished grade. Lessor shall develop and provide a complete exterior signage plan to include identification, directional, informational, and regulatory signage. Signage must comply with local municipality's codes and specifications. Careful consideration of the location of monument signs shall be taken to avoid sight triangle encroachment. Lessor shall provide signage on the building/ door.

SIGNAGE AND WAYFINDING: A "wayfinding" process needs to be designed into every project. Veteran clients, visitors, and staff need to know where they are, what their destination is, how to get there, and how to return to their origination point. Identification, personalization of occupied spaces, and orientation are all to be addressed in the design. Wayfinding is to be thought of broadly as building elements, color, texture, and pattern cues, as well as a coordinated set-up for separate contacted signage and artwork. Lessor shall provide interior signage for and 10 x 2 inch standard aluminum wall sign (holder) for slide in name plates. (VA will purchase name plates).

SITE FLAGPOLE: A flagpole will be provided and installed by the Lessor at a location to be approved by the LCO. The flagpole will be 25 foot (minimum height). Flagpole shall include adequate lighting to illuminate flag between dusk and dawn. Flagpole shall be protected from vehicular traffic. Lighting shall be controlled by a photocell device. The flag will be provided by the Government.

SIDEWALKS: Accessible minimum 5 foot wide sidewalks must be available from parking to entrance.

RAMPS: Ramps with over 3% rise, 1:33 slope, must have metal handicap style handrails on both sides.

LANDSCAPING: If site topography permits, site will be equipped with bushes and trees.

MARQUEE: Marquee will be required if the property is located within a mall-type area. The Lessor will provide a lighted marquee. VA will provide design.

MAINTENANCE:

JANITORIAL SERVICES AND SUPPLIES: The Lessor shall provide full service janitorial services for the space during business hours for maintaining a clean and orderly space. The Lessor shall maintain the leased premises, including outside areas in a clean condition and shall perform all work and provide supplies and equipment. The Lessor is responsible for interior and exterior cleaning and trash pickup from grounds. The Lessor is responsible for exterior cleaning and maintenance. All janitorial service providers shall undergo a security background check.

PEST CONTROL: The Lessor is responsible to exterminate insects, rodents and other pests monthly and when pests are detected in the leased property. Pest spraying must be done so as not to interfere with VA work. Due to sensitive nature of patients, spraying must be odorless and non-irritating. Mechanisms used for pest control are at the approval of the VA in coordination with the COTR.

MAINTENANCE: Building equipment and maintenance requirements, interior and exterior, shall be met by the Lessor. The Lessor must have a building superintendent or local designated representative to promptly correct deficiencies or attempt to correct safety deficiencies within 4 hours. Lessor's representative shall be available via pager or cell phone for emergencies. Cosmetic and non-emergent deficiencies must be corrected within two weeks. If no attempt is made to correct the deficiency within the required time frame, the cost of the repairs will be deducted from the next month's lease payment. The Lessor is responsible for the total maintenance of the leased property with the exceptions listed specifically in this document. Such maintenance includes but is not limited to electrical systems, light fixtures, light fixture lamps/tubes/bulbs, mechanical systems, fire alarm, intercom/emergency call systems, exterior care for the building and the site, all sidewalks, parking areas, driveways, private access roads, lawns, shrubbery including all repairs and replacements. All equipment shall be maintained to provide reliable service without unusual interruption, disturbing noises, exposure to fire or safety hazards, unusual emissions of dirt. All maintenance will be done with applicable codes and manufacturer recommendations. The Lessor will provide all labor and materials and supervision to adequately maintain the structure, roof, necessary building appurtenances to provide water tight integrity, structural soundness and acceptable appearance. All work done by the Lessor will be coordinated with the VA Contracting Officers Representative (COR).

SNOW AND ICE REMOVAL: Lessor shall provide snow/ice removal services for the Government on all days for which this leased property is in operation. Lessor shall clear parking lots if the accumulation of snow exceeds two inches. Lessor shall clear sidewalks, walkways and other entrances before accumulation exceeds 1.5 inches. The snow removal shall take place between 6AM and 6PM, without exception. Should accumulation continue throughout the day, the Lessor shall provide such additional snow removal services to prevent accumulation greater than the maximums specified in this paragraph. In addition to snow removal, the Lessor shall keep walkways, sidewalks and parking lots free of ice during the normal hours. The Lessor shall remove excess buildup of sand and/or ice melt to minimize slipping hazards. The Lessor shall supply and apply DE-ICER (including but not limited to salt, sand, cinders, etc.) to streets, parking lots, walkways and ramps to prevent and eliminate hazard conditions and provide safe passage for patients, visitors and staff. The Lessor shall supply and apply ANTI-ICING agents. This preventative action the Lessor shall take prior to predicted severe winter weather events. ANTI-ICING works to prevent snow and ice from sticking to the pavement surfaces.

EXTERIOR MAINTENANCE: Lessor is responsible for removing weeds from around building, parking areas and sidewalks. The Lessor is responsible for mowing, edging, trimming landscaping and watering lawns as well as leaf raking and removal.

PARKING LOT: Lessor shall re-seal parking lot and re-paint parking space lines as damaged. Entire lot to be resealed and painted every five years.

PLUMBING PROBLEMS: Drain problems that can be solved by simple application of a plunger will be handled by VA Staff. Drain problems that cannot be solved by simple application of a plunger or require repeated applications will be solved by the Lessor. All other plumbing problems are the responsibility of the Lessor and will be addressed within 24 hours of notification of Lessor's representative.

UTILITIES:

CABLE TV: Lessor will provide and pay for basic cable at two locations in the leased property. Lessor shall provide empty 2x4 boxes for cable TV audio/video wall jack for connection to a VA furnished television in the Reception area and both Group Rooms. A 120 volt duplex electrical outlet will be located adjacent to the cable box outlet. VA will pay cable bill. The Lessor shall provide duplex outlet, empty cable box and cable route access.

MESSAGE BOARD: Lessor shall provide a 120V power and a data outlet for the message board. Outlet shall be located 6" below the finished ceiling at a location identified during the design phase.

EMERGENCY CALL SYSTEM: An emergency call system from each toilet to the reception area will be provided. A call light will be installed above the door to each of these rooms. The call system in the toilet will include a vinyl pull cord extending from 30 inches above floor to within 6 inches of the floor at the water closet.

SINKS: The lessor shall provide and install wall-mounted soap dispenser and paper towel dispenser for each sink.

PLUMBING: In addition to the rooms with sinks noted in page one (1) of this SOW, all other rooms will be plumbed for future expansion or alteration.

EMERGENCY LIGHTING: Must have adequate power failure lighting in corridors and waiting room. Lessor responsible to maintain function of emergency lighting including bulbs, batteries and all other parts. Lights will be periodically tested by VA. Lights will have dual power source (normal power and battery back-up) and automatic activation to illuminate egress route.

SECURITY: The Lessor shall provide a level of security which reasonably deters unauthorized entry during regular and non-duty hours. The Government considers a security alarm reasonable. Overall security shall also include deterring loitering or disruptive acts in and around the space during duty hours. Tenant shall have security within the tenant space, separate from that of the general building security. Key fob/card reader capability for employee access. No public access to the offices will be allowed. Ability to install or have existing key fob/card entry by employees is required.

SECURITY ALARM INTRUSION DETECTION SYSTEM WITH CENTRAL MONITORING CAPABILITY: The lessor shall provide a security system, (at lessor's expense) to alarm upon illegal entry or loitering in the leased space and to prevent unauthorized entry 24 hours per day, 7 days per week that alarms locally at the site and to a remote monitoring location. Automatic security alarm system with autodial to commercial security company or local police department must be provided by and maintained by the Lessor. Alarm sensors required on all exterior doors and windows. A motion detector will be provided in the waiting room and the main corridor. The remote monitoring company shall be in the business full-time, shall be approved by the LCO, with all monitoring costs borne by the lessor for the term of the lease. Updates for codes or names are included in the lease and shall be coordinated with the LCO or authorized representative. The IT Room requires an independent system and will have its own keypad with a code different the building access code to disable. A local minimum 85db alarm will be installed by the Lessor. A central alarm panel shall be located within the government space at a location approved by the CO and/or COR. The security alarm will be completely tested by the Lessor as required by the manufacturer. The security system will be completely tested at least once per month by the owner with a copy

of the testing report sent to the VA. Lessor shall provide entry door keys for all VA staff when requested by COR. Entry system security codes activation and deactivation capability shall be made available to the COR. Please refer to a more detailed description of security requirements in the Special Requirements section at the end of the RDP. The lessor shall install a keypad to disarm the building as directed by the VA COR. The cost of security services will be factored into the lease.

CCTV MONITORING/SURVEILLANCE CAMERAS WITH TIME LAPSE VIDEO RECORDING:

The Lessor shall install twenty-four hour Closed Circuit Television (CCTV) coverage and recording operated internally, provided and maintained by the Lessor. The Government's Building Security Assessment (VA Police Chief/Physical Security Officer) of the building will determine the exact number of cameras and locations. Time-lapse video recordings (digital storage) are also required and need to have at least 180 days of storage capacity. The DVR for the time-lapse video recordings will be housed in the telecommunications space and be compatible with the current security CCTV system at the main facility. Government specifications are available from the Contracting Officer. The camera system will be integrated with the intrusion detection system.

Interior: The following areas are required to be under camera surveillance: The general waiting area, IT Data Room, Entrance to the Mechanical Room, hallways, common areas, all exits/egress doors for the facility and building perimeter (i.e., parking lots, rear of the building and all applicable areas).

Exterior: The following areas are required to be under camera surveillance: Patient, employee parking and all entrances.

LIGHTING: All interior lighting except for closets to be fluorescent lighting with parabolic lenses. Initially, the Lessor shall provide T8 ECOLOGIC™ fluorescent lamps designed to pass the Federal Toxic Characteristic Leaching Procedure (TCLP) criteria for classification as non-hazardous waste. The T8 tubes shall be rated at 25W or less. Each room and hallway will have an occupancy sensor installed, excluding the waiting room. Lessor responsible for replacing failed fixtures, ballasts or other parts. Lessor to replace lamps on interior lights. Lessor to provide and replace lamps on exterior lights. Lighting to provide a minimum of 70 foot candles in work areas and 30 foot candles in non-work areas. Building entrances and parking lot to be lighted with high efficiency exterior lighting.

DRINKING FOUNTAIN: An accessible public refrigerated, wall hung drinking fountain will be provided in the waiting room or adjacent to the waiting room but not in the corridor.

HVAC: The heating, air conditioning and ventilating systems shall meet city, state and national codes and be designed to meet ASHRAE minimum recommendations. The repair and maintenance of the HVAC system including replacement/cleaning of filters according to manufacturer recommendations shall be maintained by the lessor. At a minimum, equipment shall be serviced two times per year, once in the fall prior to the heating season and once in the spring prior to the cooling season. Failure of the HVAC system shall be treated as an emergency with response within 3 hours. Equipment must maintain temperature ranges between 70-76 degrees regardless of weather conditions. Bathrooms, housekeeping closet and multipurpose exam room will all include exhaust venting to the outside to create a negative pressure in these rooms. Data room shall have extra cooling supplied, sufficient to keep the room at 70-75 degrees controlled by its own thermostat. Rooms shall have a minimum of 6 air changes per hour. The building will be provided with enough thermostats and controls to adequately control the space with a minimum of 15 zones. HVAC shall be a certified system and Lessor will provide a room by room listing of supply and return CFM.

**The data closet will be provided a separate, thermostatically controlled cooling unit capable of maintaining 70 degrees F with computer equipment producing a 12,000 btu heat load.

ELECTRIC: Electric panels must be circuit breaker type with 25% excess capacity. Circuit breakers must be identified as to area served. Bathrooms and other wet locations must be equipped with GFCI outlets. All items must be U.L. approved. Rooms must be equipped with at least one duplex outlet on each of four walls of rooms and an additional outlet for walls longer than 12 feet. Smaller rooms must have at least two outlets. No more than 8 outlets per circuit. Data closet to have at least 5 120V duplex outlets on 2 circuits and 1 dedicated 30 amp, 208V, 2 pole, 3 wire circuit with a L6-30R outlet. Lessor to provide one 120 V duplex in the center of the

group clinic rooms, above the ceiling for future projector mounting provided and installed by the VA. Corridors will have outlets at least every 25 feet. All outlets in all rooms to be set ground plug up. All electrical systems shall meet and be in compliance with the National Electric Code (NFPA 70). Standard size ¾" conduit or above shall be used throughout entire space leased by the VA. Flexible whips are permitted only for lighting of type MC Cable and shall be used in accordance with NFPA 70. Outlet placement will be indicated by the VA during design review.

CHANGES: As part of the lease the Lessor will provide the VA with a cost per electrical outlet for the Lessor to install electrical outlet additions to the facility beyond the previously listed requirements.

FIRE ALARM: Building to be equipped with fire alarm system that meets city, state and NFPA code requirements and remote annunciation to local fire department or monitoring service. Fire alarm testing required by NFPA is the responsibility of the Lessor. Complete testing will be done at least once per year. Copies of all test reports will be sent to the VA COR. At a minimum, there will be pull stations at each exit and smoke detectors in waiting areas, corridors, furnace/HVAC rooms and storage rooms. Strobes/audible devices will be installed as to be visible in all directions and in conference/multipurpose rooms. Fire sprinklers will have tamper and flow alarms and be tested in accordance with NFPA standards.

WET AUTOMATIC FIRE SPRINKLER: Building will have an NFPA compliant wet automatic sprinkler system. Building shall be fully sprinklered and contain all necessary fire alarm features. Lessor will be responsible for performing all NFPA required testing and maintenance on the system.

UTILITIES: Availability of utilities is the responsibility of the Lessor. The Lessor is responsible for the cost of utility usage (electricity, gas, water, trash and sewage) based on consumption. If the VA area is co-joined to space leased to others, then the Lessor will provide separate metering to measure government usage. The Lessor is required to pay any deposits and hook-up fees relative to utilities.

DATA CLOSET REQUIREMENTS:

- (1) **DISTRIBUTION FACILITY:** (communications/data closet): The room shall be a minimum of 80 sq ft to 100 sq ft room. The Lessor shall install a 4 foot by 8 foot ¾ inch thick fire retardant plywood board on the wall of the telephone closet for the mounting of equipment. The plywood board should be placed so that stenciling is facing away from the wall to clearly display it. The Lessor shall terminate cable on RJ-45, Category 6E, high density modular 110 patch panels. Each patch panel shall have a channel identification system that allows numbering or labeling of the jacks (A,B= phone; C,D= data). (Ortronics Series or equal). All DMARC equipment should terminate in this room, via a 25pair cable, from the exterior point of presence. The Lessor will be responsible for providing and running the 25 pair cable. The Lessor shall install a minimum 25 pair phone and 4 pair fiber optic cable from the primary Point of Presence (data closet) to all other closets in a multi-level or multi closet system. The Lessor shall terminate the phone cables on RJ45 category 6E, high density modular 110 patch panels and the fiber into enclosed fiber optic patch panels. Fiber should be terminated to ST type connectors. Door shall have an automatic closure installed, with mortise lockset and deadbolt lock according to VA security regulations. Main door to the data closet shall be solid core wood or metal and shall be 42" wide.
- (2) **FIBER:** All fiber-optic cables, equipment and terminations shall comply with ANSI/EIA/TIA specifications. The insulation and jacketing for fiber-optic cable shall be type, OFNP for Plenum applications, jacket shall also be rated for indoor/outdoor use. If cable is to be direct buried or aerial applications the cable must be armored. The fiber strands shall be 900um tight buffered, cable shall be of dry blocked distribution construction. Fiber shall be 62.5/125 for Multimode and 8/125um for Single mode as specified by end user. The number of fiber strands in cable shall be specified by end user. Approved manufacturers are Optic Cable Corp. DX-series Distribution cable, Mohawk Versalite TBF cable. All other manufacturers are subject to approval by end user before installation.
- (3) **DATA WIRE:** Cable goal shall be Category 6E (4 pair) plenum rated data twisted pair.

(4) JACKS: Jacks shall be quad with a 4 position faceplate, Category 6E compliant, eight position RJ-45 jack designed for Voice/Data (jacks wired for 568B Category 6E standards), Ortronics Series. The Lessor shall provide two quad jacks for each room, except where site drawings specify otherwise. Locations and number of drops will be determined by the site service drawing provided by the VA.

(5) SECURITY:

- a. Walls must go deck to deck with no opening to prevent "up and over" access. The barricade must be with a suitable partition in the interstitial space. Ventilation grills on doors and air circulation ducts which exceed 0/06 m² (100 square inches) must be reinforced to prevent their removal from outside the room. Other possible access means such as dumbwaiter shafts, rood or wall ventilator housings, etc. must be secured by an appropriate means.
- b. Door Construction: Doors are to be of 45mm (1-3/4 in.) solid core hardwood or hollow steel construction. Dutch or half doors are unacceptable. Removable hinge pins on door exteriors must be retained with set pins or spot welded, preventing their removal.
- c. Mechanical locking systems. Where mechanical lock systems are used, installed lock sets must allow for a single motion egress. The installation of a high security exit device meeting NFPA Life Safety Code standards is required. If a door is not set in a steel frame, one of the two locks must be a jimmy proof rim dead lock. Doors set in steel frames must be fitted with a mortise lock with a deadlock pin feature. The day lock on the main door must be automatically locking, with a minimum 19mm (3/4 in.) dead bolt and inside thumb latch. Combinations or keys to day locks will be restricted to VA OI & T personnel.
- d. Hinges either on inside of closets or if exterior are welded or pinned to prevent removal of hinge bolt.
- e. Closets may not be shared space with any other services such as housekeeping, storage, electrical panels, alarm systems, etc.
- f. Motion Intrusion Detectors installed by Lessor approved by VA OI & T. Monitored by the Security company and OI & T. – An intrusion detection alarm system which detects entry into the room and which broadcasts a local alarm of sufficient volume to cause an illegal entrant to abandon a burglary attempt. Intrusion detector equipment which operates on the principle of narrow beam interception, door contacts, microwave, or photoelectric eye are unacceptable, Intrusion detectors must have the following features.
 - An internal, automatic charging DC standby power supply and a primary AC power operations.
 - A remote, key pad operated activation/deactivation switch installed outside the room and adjacent to the room entrance door frame and/or a central alarm ON-OFF control in the Police Office.
 - An automatic reset capability following intrusion detection.
 - A local alarm level of 80 dB (min) to 90 dB (max) within the configuration of the protected area.
 - An integral capability for the attachment of wiring for remote alarm and intrusion indicator equipment (visual or audio).
 - A low nuisance alarm susceptibility.
 - In addition to the locally sounding alarm, remote visual and/or audio annunciators must be at a location within the facility which ensures 24-hour monitoring.

(6) UTILITIES:

- a. At least two 120 volt 20 AMP 4 plex grounded electrical outlets (NEMA 5-20R)
- b. At least one 240 volt 30 amp outlet.
- c. 2 or 4 bulb Fluorescent Electrical light with light switch mounted on inside of the room.
- d. HVAC or ventilation sufficient to cool and control humidity for equipment. (If the existing system cannot be zoned to supply individual room control then a separate AC system will be required). Temperature should be maintained between 68-75 degrees with humidity between 20%-60%.
- e. No water lines may run through or over closet.

(7) OTHER:

- a. Room must be protected from weather
- b. No windows in door or wall. (See ISO for possible exceptions)

- c. Minimum 8' x 8' = 64' square feet. Multi-level buildings will require data closets on every level, meeting the same requirements established for the primary Point of Presence (data closet). Multi-level data closets should be directly above one another unless space restrictions do not permit it. Any variance from this design must be coordinated and accepted through the COTR and all affected parties.
- d. Exterior telecom service equipment must be in secure area or secure cabinet
- e. Building ground should be supplied to closet via green jacketed #2 stranded copper wire. Building ground cables should enter the room via 1/2" or smaller conduit that is securely fastened to the wall. (Unistrut or similar device) The conduit should not extend lower than 7' 10" from the floor. This will accommodate room for a cable tray connected to a 7' equipment rack.
- f. Cat 6E cables should enter the room via 6" or larger conduit that is securely fastened to the wall. (Unistrut or similar device) The conduit should not extend lower than 7' 10" from the floor (8' to 8' 6" would be ideal if possible). This will accommodate room for a cable tray connected to a 7' equipment rack.
- g. 25 Pair cable cables should enter the room via 3/4" or larger conduit that is securely fastened to the wall. (Unistrut or similar device) The conduit should not extend lower than 7' 10" from the floor. This will accommodate room for a cable tray connected to a 7' equipment rack.
- h. If signage provided, signage must state room number only. Room name or purpose must not be stated on sign.
- i. Install 2 120 volt 20 AMP 2 plex grounded electrical outlets (NEMA 5-20R) and 1 biphase data jack in each data closet for security camera installation. The location will be designated on the site drawing or by an IM representative. The 2 outlets will be connected as a stand-alone circuit for connection to a UPS device on one end and the camera on the other. The UPS will supply power to the circuit.
- j. There must be emergency power supply to this room to connect the UPS, approved by COTR through IT.
- k. There must be water sensors on the floor to prevent water damage to equipment.
- l. Power equipment for the information system needs to be protected from tampering, damage, and destruction. The breaker box that controls power to the facility including the telecommunications closet is required to be secured.
- m. Employ and maintain an automatic emergency lighting that activates in the event of power outage or disruption, and that covers emergency exits and evacuation routes within the vicinity of the telecommunications wiring closet.
- n. Employ and maintain fire suppression and detection devices/system that are automatically activated in the event of a fire such as an automatic sprinkler system inside the telecommunications wiring closet.
- o. Water sensor installed and maintained on the floor to prevent water damage to equipment.
- p. Other specifics to be determined by the VA upon reviewing the DRAFT blueprints/floor plans will include door hinges on the inside of the data closet. Wire ladder trays will be located in each hallway and run the entire length of the hallway. All outside of the building wiring will be secured in 2" PVC pipe. The use of "J" hooks is prohibited. Conduit from the jack to above the firewall shall be a minimum of 3/4". The data closet shall have a ceiling that is hard (fixed) to prevent over wall access. Access to the closet will be restricted to include only those persons specifically authorized by the VA-OIT, including facility lessors. The contractor will meet with the VA's Network Manager before wiring is started, drywall completed and final inspection at the end of construction.

ACOUSTICAL REQUIREMENTS

1. Reverberation Control. Ceilings in carpeted space shall have a noise reduction coefficient (NRC) of not less than 0.55 in accordance with ASTM C-423. Ceilings in offices, conference rooms, and corridors having resilient flooring shall have an NRC of not less than 0.65.
2. Ambient Noise Control. Ambient noise from mechanical equipment shall not exceed noise criteria curve (NC) 35 in accordance with the ASHRAE Handbook of Fundamentals in offices and conference rooms; NC 40 in corridors, cafeterias, lobbies, and toilets; NC 50 in other spaces.

3. Noise Isolation. Rooms separated from adjacent spaces by ceiling-high partitions (not including doors) shall not be less than the following noise isolation class (NIC) standards when tested in accordance with ASTM E-336:
 - a. Conference rooms NIC 47
 - b. Offices NIC 47
4. Testing: The Contracting Officer may require, at no cost to the Government, test reports by a qualified acoustical consultant showing that acoustical requirements have been met.
5. The sound resistant enclosures (partitions, doors, duct system) of the spaces listed below shall be designed to suppress generated noise and provide a satisfactory degree of acoustical isolation for adjacent occupied spaces. A minimum Sound Transmission Class (STC) rating of 45 shall be achieved. The required rating may be achieved through the use of construction such as a double layer of 5/8" gypsum board (GWB) on both sides of 3-5/8" nominal metal studs and 2 1/2" sound attenuation blankets between the studs all extending above conventional lay-in ceilings to the underside of floor or roof deck.
6. Alternatively, a gypsum board ceiling or gypsum board lay-in ceiling panels, both with 2 1/2" sound attenuation blanket above the ceiling, shall be provided where ducts, pipes, etc., make it impractical to extend sound partitions to slabs or deck above. Where gypsum board ceilings with attenuation blankets are used, the double GWB partitions and sound attenuation blanket shall extend 4" above the ceiling. Studs shall continue to the floor above. Special attention shall be given to prevent possible flanking paths for noise transmission.
7. The sound resistant enclosures of the following spaces shall be designed to assure speech privacy and achieve an STC rating of 40 (applicability is outlined in Section 7.3, per room):
 - a. Conference rooms
 - b. Consultation offices
 - c. Individual offices
8. Partition and ceiling construction shall be similar to above, except that for spaces requiring an STC value of 40 only a single layer of gypsum board shall be used on both sides.
9. Use Door with mechanical seal at entrances to spaces where noise suppression or speech privacy is a requirement. Refer to VA Standard Detail Nos. 08100-1 and 08100-2.
10. Where an area generating unusual noise or vibration is located adjacent to occupied spaces, the A/E shall obtain the services of a professional acoustical consultant to design the sound suppression measures required to produce a comfortable working environment in the adjacent spaces.
11. Where rooms do not contribute to or are not affected by sound transmission from an adjacent space, conventional construction is satisfactory.
12. In the design of exterior building walls at sites near airports, freeways, or heavy city traffic, consideration shall be given for the control of noise transmission from external sources.

OTHER:

CONDITION: Facility must be in a like new condition prior to VA occupancy. If the space is to undergo any construction, refinishing or remodeling prior to VA occupancy, Lessor to provide VA with color boards for selection of finishes and colors.

AVAILABILITY: Facility to be completed and ready for VA occupancy no later than six (6) months from notice to proceed.

DRAWINGS: Lessor to provide drawings of facility building, site and location plan as part of bid and will provide "as-builts" as well as CAD drawings to the VA when the facility is turned over to the VA for occupation.

DOCUMENTS: In addition to regular contract documents, test results described above and proof that the construction meets contract requirements, the lessor must provide MSDS sheets on chemicals used in maintenance such as pest control products, etc.