

Appendix C: Basis of Design Narrative

This appendix contains Agency Specific Requirements that must be included in the construction and operation of the leased premises. These requirements supersede any conflicting requirements in the standard lease template and referenced national standards and codes.

I. Healthcare Requirements

The lease is for a healthcare facility and as such local building codes do not capture all requirements needed for the facility to be accredited by The Joint Commission for operation after acceptance. Appendix D contains the additional standards and codes that must be met to ensure accreditation. Several standards and codes depend on the types and quantities of services provided to determine requirements.

NFPA 99

For NFPA 99 Chapter 5 the VA has determined medical gases, air vacuum systems are required at the following locations and are considered category 3. All vacuum and oxygen will be portable tanks.

- Dental Clinic

For NFPA 99 Chapter 7 the VA has determined the following systems to be Category 3. There will be no Category 1 or 2 spaces.

- PACT: Medication / Omnicell

NFPA 101 and IBC

For the developer to properly determine occupancy type, VA intends to simultaneously treat zero (0) patients at any given time who are incapable of self-preservation.

Occupancy type by the 2009 IBC is (B) Business.

The Joint Commission (TJC)

- Local: Building construction, design, and maintenance procedures must meet all Environment of Care and Life Safety standards in the latest Joint Commission Accreditation standards for Outpatient Healthcare Clinics with a Business Occupancy classification.
- The Joint Commission (TJC) requirements apply to this facility due to it being occupied by the VA under a medical center license. – including testing of generator, exit lights, and emergency lights

Other Applicable Standards

- ASHRAE 170 – Specific to the treatment of the Radiology waiting room
- American Board for Certification of Orthotists – Prosthetics Clinic
- American Board for Academic Accreditation – Residency Program
- XRAY/ Physicists Report – dental & radiology shielding areas

II. General Site Requirements

The following general site requirements apply to all proposed buildings and/or sites being proposed by the Lessor.

- General parking lot
 - The VA Outpatient Clinic in Portland, Main requires the following:
 - 400 total parking spaces
 - 250 patients, 150 staff, approximately 20 handicap or as dictated by local code.
 - Minimum of forty (40) spots dedicated to the VA on a 24 hour a day, 7 days a week basis.
 - If the building is multi-tenant, these spaces must be dedicated to VA parking for staff and patients in a shared lot.
 - Bollards to be provided to protect the entrance to the building from vehicular traffic.
- A mobile equipment pad is required.
 - Structural capacity to support a mobile imaging semi trailer.
 - Access, including turning radius, for full-length semi with imaging trailer.
 - On grade
- Logistics / Loading Dock
 - Sloped down ramp is preferred, level ramp with lift capability acceptable.
 - Truck turn-around and back up (semi access)
 - (1) Roll up doors accommodating a full-size semi trailer to be provided.
 - Loading dock should have canopy at overhead door
- Covered Entries are required at the following locations
 - Radiology pad
 - Ambulance/triage entry
 - Logistics awning
- Secondary egress for ambulance pick up is required through door not accessed from lobby.
- Entrance must be a minimum of 300 ft from a main intersection and will be a scoring factor.
- Each site should meet the minimum planning & zoning requirements of the local jurisdiction.
- Dumpsters must be placed on a concrete pad, no additional security requirements.
- Include dedicated outdoor seating area for 10 with non-vegetative surface.

III. Building Features

The following building features must be provided or accommodated in the Lessor's proposed facility. These items are in addition to those expressed in the other appendices.

- Separate employee entrance must be provided.
- Separate ambulance access/entrance must be provided.
- Maximize daylighting where possible in staff and circulation spaces.
- Front vestibule to be designed to minimize wind movement through the vestibule entry by providing the following provisions:
 - 14 ft deep minimum
 - Doors on either side of the entry vestibule to be facing different directions (L-shaped)
 - Include an air curtain at the exterior door
- Provide operable partitions where indicated on plans
 - Acoustical folding, minimum STC 45, whiteboard finish
- Provide slab depressions as required for audiology booths
- Minimum ceiling height of 9'-0" throughout & 10'-0" in rooms larger than 500 sq ft
- No doors less than 42" in staff or patient areas. Maintenance doors may be 36".
- All patient restrooms require automatic door operators with push pads.
- Portland VA Clinic will require mockups of all rooms that have 4 or more in quantity during design development phase.
- Wall murals or full-height graphics to be provided at the different specialty clinic entrances for wayfinding.
- Perform generator blackout test prior to occupancy.
- All corridors to be a minimum of 6 feet clear throughout.
- All environmental controls to be viewable from Togus, ME VAMC campus via the Honeywell EBI system with a dedicated internet connection. Alarms will be seen remotely for notification to Lessor. Temperature and Humidity must be monitored and controlled for each storage area and logistics space. Temperature must be controlled for all other spaces.

IV. Security Requirements

The governing security document is the Standard FSL Level II requirements. Items listed here are clarifications or additions to those requirements. In cases where these two sources conflict, the FSL Level II requirements govern.

- Camera locations:
 - All exterior entrances (with key cards)
 - Parking lot
- Cameras will be monitored both in the CBOC and in the main medical center
- Police department:
 - Holding room with restraint chair to be provided
 - Secure storage needs to be constructed with hardened walls and a non-accessible ceiling.
 - Gun locker required, secured to floor and within secured police space.
- Emergency power to be provided for entire facility. Generator to be provided, maintained, and tested in accordance with all jurisdictional authorities by Lessor.
- Proximity sensor/electronic key locations:
 - Medication rooms
 - Staff secure corridors
 - Patient to staff separation
- Security system must tie back into Honeywell EBI security (similar to the environmental controls). Must be PIV-II and FIPS 201 compliant.
- Secure all staff from public corridors and each staff connecting corridor within the “off-stage” areas with card access.
- Nurse call to be provided in patient bathrooms with localized indicator lights above door frame. System reports to master station at reception work area.
- MSA staff to be separated from public lobby by shatter-resistant glazing.

V. Special Space Requirements

The following list of spaces require special systems or constructions not included elsewhere in the lease or code. These items may not be immediately apparent from the adjacency diagram submitted with this RLP.

- Spaces requiring 24/7 HVAC systems with monitoring or alarms:
 - Communications Rooms
 - Medication storage
 - OIT server room
- XRAY/ Physicists Reports are required in spaces requiring radiation protection
- Departmental Narratives:
 - Radiology:
 - Waiting room: must be enclosed and meet ASHRAE 170
 - Mobile unit requirements– 480V, 3-phase, 150 Amp Circuit in weatherproof box at 3'-0" above grade
 - PACT:
 - Negative pressure room to have in-wall pressure monitor and be tied into building monitoring system.
 - Dedicated circuitry and data connections required for Omnicell units in all medication alcoves.
 - Dental:
 - Minimum of one room with wheelchair access
 - Preference given to department being on an exterior wall.
 - Sinks require hands-free activation.
 - Eye Clinic:
 - Dilation sub-wait required, it should be separate from others within the clinic.
 - Pathology & Lab:
 - Make sure specimen toilet has a direct pass-thru to lab, and a proper pass-through window assembly is included.
 - One toilet to be provided with shut-off valve to unattended drug testing.
 - Duress system and notification dome lights with pull cords to be provided at each blood draw station.
 - Audiology:
 - Slab depressions as required by manufacturer for booth floor to be level with finished floor of building.
 - Police:
 - Secure storage provided via gun locker.
 - Pharmacy:
 - Transaction window must face, and be accessed from, main lobby.
 - Lobby/Reception:
 - Centralized check-in required
 - Minimum 15 feet of queuing space required at reception.
 - Canteen:
 - Provide power and water as required for vending machines.
- Patient and visitor Wi-Fi cabling to be installed, locations and access points will be provided by the VA. This network must be air-gapped from the VA's secure network.

- Logistics spaces have specific temperature and humidity requirements, as follows:
 - Humidity less than 75%
 - Temperature between 64 and 78 degrees
- Logistics needs localized intercom system to ring to logistics desk and then front desk. Localized system needs to include camera for facial recognition of vendors.
- Eyewash requirement in shipping/receiving area
- Dental Clinic Rooms have specific temperature and humidity requirements, as follows:
 - Humidity between 30% and 55% relative humidity
 - Minimum 4 air changes per hour
 - Room needs to be positive to neighboring spaces
 - Temperature to be maintained at 70 degrees
- Clean Utility Rooms (SPS) have specific temperature and humidity requirements, as follows:
 - Humidity between 30% and 55% relative humidity
 - Minimum 4 air changes per hour
 - Room needs to be positive to neighboring spaces
 - Temperature to be maintained at 70 degrees
- If a 2-story building is proposed, the priority order of departments to be placed on 2nd floor is as follows, in order: dental, eye, audiology, specialty clinic, mental health.

VI. Commissioning Requirements

In addition to system commissioning requirements called out in FGI, the developer will also test and commission all sound rated walls required by FGI.

- **Minimum STC requirement of 45**
- **Eyewashes are required to be commissioned with other mechanical equipment.**
- **Test and balance reports and corrections need to be provided a minimum of once per five years from date of occupancy.**

VII. Maintenance Requirements

Lessor will maintain utilities and equipment as prescribed by local codes and references listed in Appendix D. Lessor will provide records of the maintenance in the format and frequency required by the VAMC to ensure compliance with TJC.

VIII. Construction Observation

Resident Engineer's Office Space

All costs associated with the Resident Engineer's office including, but not limited to, construction, demolition, hook-ups to utilities, furniture, fixtures, and equipment (RE Office Costs) shall be paid by the Lessor. Upon acceptance of the space, VA shall reimburse the Lessor for all RE Office Costs as part of the Tenant Improvement Cost.

A. Remote Oversight Space

The lessor shall provide one (1) office space not less than 120 SF for the sole use of the VA and its delegate, when present. The office space shall be within three(3) miles of the jobsite and may be within the prime contractor's trailer. Offsite locations must be approved by the SRE considering safety and security. The office space shall have conditioned air and electricity for proper lighting and receptacles in accordance with typical office area standards. Access to high speed wireless internet shall be provided. The space shall be near a restroom, break room, copy room and conference room in which the RE is able to use as needed. The break room shall contain a shared microwave, refrigerator and coffee pot. The conference room shall be able to seat a minimum of 10 people. The office space shall contain the following items:

- 1 Office desks, double pedestal, executive size
- 1 Swivel chairs with arms
- 2 Arm chairs
- 1 5 drawer file cabinets, letter size
- 1 Drawing rack, with 12-30 inch "Plan Hold" drawing holders, freestanding
- 2 Apple iPad Pro 12" Tablets, Wi-Fi + 4G service, 510 GB and Word app, with Signed/Numbered awarded SFO loaded. Loading of all drawings and specifications when "completed" after acceptance of final drawings should be up-loaded / accomplished at that time frame.

PHOTOGRAPHIC DOCUMENTATION

- A. During the construction period through completion, a 3rd party shall provide photographic documentation of construction progress and at selected milestones including electronic indexing, navigation, storage and remote access to the documentation, as per these specifications. The commercial photographer or the subcontractor used for this work shall meet the following qualifications:
 1. Demonstrable minimum experience of five (5) years in operation with at least 500 projects documented to date providing documentation and advanced indexing/navigation systems including a representative portfolio of construction projects of similar type, size, duration and complexity as the Project.
 2. Demonstrable ability to service projects throughout North America with operational resources within 150 miles of project, which shall be demonstrated by a representative portfolio of active projects of similar type, size, duration and complexity as the Project.
- B. Photographic documentation elements:
 1. Each digital image shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) capable of producing 200x250mm (8 x 10 inch) prints with a minimum of 2272 x 1704 pixels and 400x500mm (16 x 20 inch) prints with a minimum 2592 x 1944 pixels.

2. Indexing and navigation system shall utilize actual AUTOCAD construction drawings, making such drawings interactive on an on-line interface. For all documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the project.
 3. Documentation shall combine indexing and navigation system with inspection-grade digital photography designed to capture actual conditions throughout construction and at critical milestones. Documentation shall be accessible on-line through use of an internet connection. Documentation shall allow for secure multiple-user access, simultaneously, on-line.
 4. Construction progress for all trades shall be tracked at pre-determined intervals, but not less than once every thirty (30) calendar days throughout the project upon commencement of vertical construction ("Progressions"). Progression documentation shall track both the exterior and interior construction of the building. Exterior Progressions shall track 360 degrees around the site and each building. Interior Progressions shall track interior improvements beginning when stud work commences and continuing until Project completion.
 6. Miscellaneous events that occur during any Contractor site visit, or events captured by the Department of Veterans Affairs independently, shall be dated, labeled and inserted into a Section in the navigation structure entitled "Slideshows," allowing this information to be stored in the same "place" as the formal scope.
 7. Customizable project-specific digital photographic documentation of other details or milestones. Indexing and navigation accomplished through interactive architectural plans.
 8. Monthly exterior progressions (360 degrees around the project) and slideshows (all elevations and building envelope). The slideshows allow for the inclusion of Department of Veterans Affairs pictures, aerial photographs, and timely images which do not fit into any regular monthly photopath.
 9. Regular (5 max) interior progressions of all walls of the entire project to begin at time of substantial framed or as directed by the Resident Engineer through to completion.
- C. Images shall be taken by a commercial photographer and must show distinctly, at as large a scale as possible, all parts of work embraced in the picture.
- D. Coordination of photo shoots is accomplished through Resident Engineer or other designated on-site point of contact. Contractor shall also attend construction team meetings as necessary. Contractor's operations team shall provide regular updates regarding the status of the documentation, including photo shoots concluded, the availability of new Progressions or Exact-Builts viewable on-line and anticipated future shoot dates.
- E. Contractor shall provide all on-line domain/web hosting, security measures, and redundant server back-up of the documentation.
- F. Contractor shall provide technical support related to using the system or service.
- G. Upon completion of the project, final copies of the documentation (the "Permanent Record") with the indexing and navigation system embedded (and active) shall be provided in an electronic media format, typically a DVD or external hard-drive. Permanent Record shall have Building Information Modeling (BIM) interface capabilities.

DESIGN REVIEW DOCUMENTATION

All design review comments shall be tracked in the Dr. Checks web-based system. Dr. Checks enables an actionable collaboration among the reviewers and Lessor's design team. This process allows project reviewers to enter their project review comments so that the design team may provide timely responses from a web browser into a database. The main function of Dr. Checks is to document and streamline the communication process between the project reviewers and the design team. This process provides transparency and consistency by tracking the review comments to assure timely response and resolution.

All information is captured into a database and will remain in the system throughout the design and construction period and will be archived for future reference. Once the review period for a given phase of a project is ended, the designer(s) will be required to respond to all comments.

The SRE is responsible for assuring that access is available to all required users. The Lessor or designer can propose the use of an alternative web-based system as long as it provides equal or better functionality as that offered by Dr. Checks.