

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 that there will be no medical gases provided.

- Only portable cylinders will be used in this facility.

For NFPA 99 Chapter 6 the VA has determined the following systems to be Category 3. There are no Category 1 or 2 spaces requiring Essential Emergency Systems.

- PACT: Medication / Omni

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

- PACT: Medication / Omni

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 2012 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 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

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 Ann Arbor, Michigan requires the following:
 - 250 total parking spaces
 - Two dedicated parking spaces indicated “Reserved 24/7 for VA’s Home Based Primary Care”
 - 6 Dedicated Motorcycle parking spaces
 - Bike racks for a minimum of 10 bicycles
 - If the building is multi-tenant, these spaces must be dedicated to VA parking for staff and patients in a shared lot. Spaces should not be leased out after hours due to potential clinic hours and after-hours programs and classes.
 - Bollards to be provided to protect the entrance to the building from vehicular traffic. The minimum protected radius from the main entry is 25’-0”.
- 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
 - Main entry: two lane traffic accommodated under canopy. Canopy to be high enough to accommodate all buses (13’-6”)
 - Logistics: awning at service door and dock door
- 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.
- Three flag poles must be provided on the site to meet the VA’s standard requirements.
- No smoking shelter will be provided.

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.
- 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:
 - 12 ft deep minimum
 - Automatic sliding doors with proximity sensors, minimum 6'-0" wide
 - Include an air curtain at the exterior door
- Provide operable partitions where indicated on plans
 - Acoustical folding, minimum STC 45, whiteboard finish
- Minimum ceiling height of 9'-0" throughout corridors and public spaces & 10'-0" in physical therapy, logistics, and rooms larger than 500 sq ft. Private offices, exam and consult rooms, and utility rooms can be a minimum of 8'-0".
- No doors less than 42" in patient areas. Staff only and maintenance doors may be 36".
 - Provide 44" minimum clear path of travel to Radiology: X-ray and Ultrasound
- Door Operators – Provide a minimum of 6 door operators
 - Two at pathology, two at main entry, one each at radiology and physical therapy
- Card Readers – Provide a minimum of 20 card readers
 - Including, but not limited to: PACT staff only entries, logistics, specialties staff entries, loading dock, exterior staff entries, OIT server room, Clinic entry from lobby
- All patient restrooms require automatic door operators with push pads.
- All corridors to be a minimum of 6 feet clear throughout.
- All environmental controls to be viewable from Ann Arbor, MI 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
 - Total camera count to be in accordance with FSL Level II requirements in Appendix D
- Cameras will be monitored both in the CBOC Police Operations Room and in the main medical center
- Police department:
 - Secure storage needs to be constructed with hardened (metal mesh under drywall) walls and a non-accessible ceiling.
 - Gun locker will be provided by VA, provisions for securing to floor need to be provided within secured police space.
- Security system must tie back into VAMC's IC Realtime system. 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.
- Pharmacy security to be provided by physical barrier (hardened wall with door and card reader)
- Nurse call to be provided in patient bathrooms, including specimen collection restroom at lab, with localized indicator lights above door frame. System reports to master station at reception work area.
- Panic alarms will be provided through a VA contract with Comtronics. These are keyboard-based panic alarms run through the network.
- All servers to be on Uninterrupted Power Supply – see Appendix E for additional requirements.
- The Security Intention is to secure staff corridors from patient side, based on the drawings shown in Appendix B..."

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:
 - OIT Server Room – see appendix E for additional information
- ASHRAE 170 requirements must be met for the Radiology waiting room
- XRAY/ Physicists Report – Radiology
 - National Council on Radiation Protection (NRC) Report No. 147
 - Structural Shielding Design for Medical X-ray Imaging Facilities, 2005
- Departmental Narratives:
 - PACT:
 - Consult rooms:
 - Sinks to be provided in all non-mental-health consult rooms
 - Tele-health:
 - All walls in the telehealth function required to meet a minimum STC rating of 45
 - All rooms where patient care is provided required to meet a minimum STC rating of 45
 - Team work areas should be as open as possible to provide areas with daylighting
 - Align the conference rooms or other spaces with the potential of both interior and exterior glazing on end of team work areas for borrowed daylighting
 - Central H&W Alcove – patient lift storage (no wheel chair storage)
 - Mental Health:
 - Web cams are to be provided in all consult rooms, see Room Contents list for details
 - Radiology:
 - Waiting room: must be enclosed and meet ASHRAE 170 requirements
 - 44" doors are to be provided on the entire patient path of travel to both imaging rooms – entry, ultrasound, general rad room
 - Dimmable lighting required in both rooms.
 - Pathology &lab:
 - Make sure specimen toilet has a direct pass-thru window to lab
 - Provide a pass-thru door at the back of the general path lab for Mental Health specimens drop off
 - Blood draw: at least one space should have bariatric furniture and provisions
 - Pharmacy:
 - Provide a decorative wall or furniture barrier to shield visual access to the pharmacy pickup window from the lobby.
 - Include eye wash at all pharmacy sinks
 - Lobby / Reception
 - Provide connections for 4 standing VetLINK kiosks in general waiting area
 - Provide one AED, location determined at final walkthrough
 - OIT Server Room

- Provide fire rated plywood to structure above at entire perimeter
- Data line colors (all Cat6a) need to be as follows:
 - Blue for VA Data
 - Yellow for Wireless APs
 - Red for Security Cameras
 - Green for Biomedical Equipment
 - Pink for Patient Network, Guest Network, and Kiosks
 - Match the RJ Jacks to the color of the cable connection
- Biomedical
 - Patient Wi-Fi access points at all same locations as IT access points
 - Lessor to base wireless coverage on heat mapping data
 - Closed network is required to provide wall to wall coverage via a second, air-gapped network, and at a minimum speed of 100 mbps in both directions
- Provide operable partitions with a minimum STC of 45 to separate/join the conference, staff lounge, and staff training spaces.
- Lessor to provide window coverings at exterior walls where windows occur
- This CBOC is anticipated to be used for group classes and community events after business hours.
- Offeror to provide a monument base and a building-mounted exterior sign that complies with the VA Signage Design Guide.
- If a 2-story building is proposed, the PACT and Mental Health spaces need to remain on the same floor.

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
- 1 Apple I PAD Pro 12" Tablets, Wi-Fi + 4G service, 510 GB and Word app, with Signed/Numbered awarded RLP loaded. Loading of all drawings and specifications when "completed" after acceptance of final drawings should be up-loaded / accomplished at that time frame.

B. Photographic Documentation

During the construction period through completion, the lessor to provide aerial progress photos on a monthly basis.

C. 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.