

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.

VA intends to simultaneously treat “zero” patients at any given time who are incapable of self-preservation. This facility will fall into a Business Occupancy.

NFPA 99

For NFPA 99 Chapter 5 the VA has determined there will be no medical gas systems

1. Only medical gases to be oxygen cylinders; no piped in gases needed.

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

1. Emergency generator power available for 48 hours using gas or diesel fuel for the following spaces:
 - a. Medication dispensing unit
 - b. Medication room humidity and temperature
 - c. Medication refrigerator
 - d. Phone switch
 - i. On UPS
 - e. IT server room equipment and temperature/humidity control
 - i. All servers to be on UPS until generator starts
 - f. Emergency lighting
 - g. Receptacles (red outlets) every 50’ in each corridor and in the check-in/registration areas
2. Provide Add Alternate to provide generator for 100% building coverage on emergency power for 48 hours

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

1. Occupancy type IBC Business Occupancy.
2. IBC: Rochester – most current when awarded

The Joint Commission (TJC)

The following lists are location specific VA TJC standards that must be included in the construction and operation of the lease. (Lessor shall refer to all TJC standards to ensure they understand and apply all the requirements.)

1. Local building codes
2. Facility Guideline Institute (FGI) Standards
3. Commission on Accreditation of Rehabilitation (CARF)
4. NY State Office for Mental Health (OMH)

The following lists are location specific VA The Joint Commission (TJC) standards that must be included in the construction and operation of the lease. (Lessor shall refer to all TJC standards to ensure they understand and apply all the requirements.)

1. Comprehensive Accreditation Manual for Ambulatory Care (CAMAC)
2. Clean: Follow required HVAC code requirements
3. Soiled: Follow required HVAC code requirements & Door Closure
4. OIT: Required HVAC code requirements 24 hours a day/7 days a week
5. HAC: Must Meet ASSE 1070 The mixing valve needs to be set so that the temperature of the eyewash is between 60 and 100 degrees F. Leonard Valve Company is one of the manufacturers that makes a small mixing valve that meets this standard

Infection Control Risk Assessment is not required for isolation rooms since not provided. There is no plan for Decontamination rooms at this facility. This is an outpatient clinic only. Emergencies need to be referred to a hospital and dial 911.

II. General Site Requirements

1. General parking lot
 - a. 250 total (patient visitor for 175, 75 for staff)
 - i. Handicap – 10% or 25
 - ii. Patient/Visitor - 150
 - iii. Staff - 75
 - iv. Meet city/jurisdiction zoning requirements at each site
 - b. Provide dedicated VA parking for staff and patients when site is shared with other buildings/programs
2. Logistics
 - a. Provide sloped down ramp (semi access)
 - b. Truck turn-around and back up (semi access)
 - c. Provide a Delete Alternative for an on grade service entrance
3. Covered patient drop off at Main Entrance, clearance for city bus
 - a. Secondary covered egress for ambulance pick up for Mental Health Clinic (next to MH Quiet Room)
 - b. Logistics awning/weather protection
4. Exterior green spaces
 - a. Buffers

- b. Outdoor access from Rehab to courtyard
 - c. Whole Health outdoor garden
- 5. Entrance
 - a. Must be greater than 300' from a main intersection
- 6. Each site should meet the minimum planning & zoning requirements
- 7. Required to be on a public transportation route, desire is at front door
- 8. Dumpsters are placed on a concrete pad, no security requirements.
 - a. Provide screening fence and gate around dumpster
- 9. Marque Sign and interior signage costs comes out of tenant improvements. The design is governed by the VA sign design guide to maintain the VA Branding.
 - a. Use most current VA Signage Guide for interior and exterior signs
 - b. <https://www.cfm.va.gov/til/signs/Signage01-Intro.pdf>

III. Building Features

- 1. Entire building and campus is non-smoking
- 2. A full time property manager is not expected due to size of building
- 3. VA to provide Environment Services, not Lessor
- 4. Building hours of operation TBD but the normal clinic hours are Monday through Saturday, 7:00 AM to 6:30 PM with occasional extended evening hours for group sessions and exercise studio
- 5. Logistics
 - a. Sloped down ramp (semi access)
 - b. Level ramp with lift capability
 - c. Truck turn-around and back up (semi access)
 - d. Roll up doors
 - e. Awning
 - f. Provide a Delete Alternative for an on grade service entrance
- 6. Separate employee entrance
- 7. Separate ambulance entrance
- 8. Physical therapy – direct access to outdoors
- 9. Maximize daylighting where possible
- 10. Front vestibule – automatic entry doors / offset entry doors
 - a. 12 ft deep minimum
 - b. Design to minimize wind movement through the vestibule
- 11. Provide operable partitions where indicated on plans between each set of group rooms
 - a. Acoustical folding (set design criteria for these)
- 12. Interior finishes, doors and hardware
 - a. Follow VA hardware and finish guide
 - b. <https://www.cfm.va.gov/til/room/roomFinishes.pdf>
 - c. Most recent version of Room Finishes, Door, & Hardware Schedule Program Guide PG 18-14
- 13. Minimum ceiling height of 9'-0" with 10'-0" in rooms larger than 500 sq ft
 - a. 12' in weight room, cardio room, and studio
- 14. All corridors 6' wide minimum except 10' wide at group rooms.
- 15. Doors

- a. No staff doors less than 36"
 - b. No patient doors less than 42"
 - c. For all other doors lessor to reference most current VA design guide & FGI requirements
- 16. Each room to have data outlets
- 17. Eye wash for building located in Soiled Utility
- 18. Solid surface countertop at all wet locations
- 19. All casework to be modular, not custom casework
- 20. All Water Fountains to include a water bottle filling station
- 21. Provide cable TV to the Cardio Room for ceiling and wall mounted TVs.
- 22. Medication and Clean Utility Rooms to have individual room controls and dedicated VAV box for temperature and humidity, provide room monitoring system
- 23. Lessor to provide MechoShade (or approved VA alternative). To be manual operated for all exterior windows
- 24. Lessor to provide lease rate options for the following deduct and add options:
 - a. Deduct to eliminate raised loading dock (service entrance on grade)
 - b. Add to increase size of emergency generator/fuel tank (if used) to feed entire building for 48 hours
 - c. Deduct to remove Photography Documentation

IV. Security Requirements

- 1. After-hour spaces:
 - a. Locate these rooms to have access from the Lobby or a secure corridor to prevent unauthorized entry into the rest of the building
 - i. Group Rooms
 - ii. Shared Medical Appointment Rooms
 - iii. Studio
- 2. Security Surveillance Television (SSTV)
 - a. Lessor to provide a complete operational SSTV monitoring system with cameras monitoring the interior, exterior, and parking lot. Provide equipment to monitor each camera.
 - b. Locate security cameras at all exterior doors viewing both the inside and outside. In addition:
 - i. Locate cameras to cover all parking lots
 - ii. Cameras to view Lobby and Medication Room
 - iii. Estimated need for 20 total cameras and a 30-day server
 - iv. Cameras to be monitored from Police Observation Room and have the ability to connect to other locations
- 3. Nurse call
 - a. In all patient and visitor toilets
 - b. Enunciator panel at both registration desks indicating alarm location
- 4. Panic button alarms:
 - a. In all Mental Health Consult, Exam and Group Rooms and other spaces per FGI
 - b. At Reception and both Registration/Check-in desks
 - c. Enunciator panel at both registration desks and police observation indicating alarm location

- d. This will alarm to switchboard located in Canandaigua, who will call police as needed
- 5. Police department:
 - a. Provide observation area next to entry vestibule
- 6. Proximity sensor/electronic key locations:
 - a. Medication rooms
 - b. Utility Rooms
 - c. Exits
 - d. OIT rooms
 - e. Staff secure corridors
 - f. Patient to staff separation
 - g. Government badges to provide card reader access
 - h. Quantity estimated to be 20 card readers to be verified in design
- 7. Secure staff corridors from Lobby and clinics so only authorized patient access is provided
- 8. Public address system activated from police observation area and registration desks, interface with phone system
- 9. Contractor to provide master antenna television system
- 10. Contractor to provide Security Systems
 - a. Management and control
 - b. Centralized police security management systems
 - c. Motion intrusion detector
- 11. VA satellite TV system roof mount and interface to server room, classroom and staff lounges
- 12. Cell Phone Booster
 - a. Install cell phone booster system to allow no dropped calls in or outside of the building
 - b. Use Verizon unless informed differently
- 13. Wireless
 - a. Construct building for wireless capabilities.
 - b. Wireless LAN (WLAN) shall be designed to provide 100% coverage with established signal strengths and through put heat maps as identified by a wireless survey.
 - c. WLAN Access Points (WAPs) are anticipated to be Power-Over-Internet
 - d. WLAN infrastructure shall include Category 6 cable from the WAP location to the Data Patch Panel and Data Switches in the nearest Telecommunications Room
 - e. Lessor shall perform wireless survey of clinic and provide copy to VA
- 14. Security Surveillance Television (SSTV)
 - a. Lessor to provide a complete operational SSTV monitoring system with cameras monitoring the interior, exterior, and parking lot. Provide equipment to monitor each camera.

V. Special Space Requirements

- 1. Departmental Narratives:
 - a. Consult, Exam and Treatment Rooms:
 - i. Consult rooms should be flexible, all to include sinks and tele-health ability
 - ii. Sink locations: all Mental Health consult rooms, exam rooms and PMR treatment rooms
 - iii. Team work areas: should be open areas with daylighting

- b. Acquisition and Materials Management/Engineering
 - i. Provide separation of clean and soiled at the service entrance
 - ii. Combine engineering work station, receiving/breakout and storage in one room
 - iii. Locate break down area near staff corridor door
 - iv. Provide lift for loading dock
 - v. Accessible to semi's and smaller box trucks
 - vi. Provide Deduct Alternate to have on-grade service entrance
- c. Lobby
 - i. Provide decentralized check-in which creates two check-in/reception areas: one for Mental Health (MH) and one for Therapy (PM&R/KT/Prosthetics.).
 - ii. A central information desk will be immediately visible from main entrance with the two check-in/reception areas proximate to the clinics.
 - 1. Each reception area to include two check-in stations and one check-out station (all at ADA height)
 - 2. Provide full height privacy dividers between the stations
 - 3. Provide copier/supply alcoves behind each reception desk that is hidden from public view
 - 4. Provide weight/height alcoves behind each registration station
 - 5. Waiting will be provided across from the check-in areas for 30 seats for MH and 8 seats for Therapy
 - iii. Vending
 - 1. Provide screening from waiting in Lobby
 - 2. Provide three vending machines - for hot beverages, cold beverages and snacks.
 - 3. Provide water connections and drain connections for hot beverage machine, Power for all three machines
 - 4. Table and chairs for 12 using three small round tables
- d. Mental Health (MH)
 - i. Consult rooms
 - 1. Provide sinks and web cams (attached to PCs) in each consult room
 - ii. Group rooms
 - 1. All group rooms to be square in shape.
 - 2. Locate in a suite with access to Lobby and MH Clinic (so Clinic can be locked after hours)
 - 3. Provide acoustical divider walls between the group rooms
 - 4. Locate storage closet for tables and chairs in two rooms.
 - 5. Provide sinks in two of the group rooms.
 - 6. Provide 5' long base cabinets in each group room.
 - 7. Group rooms to accommodate video conferencing.
 - iii. Pharmacy (one consult room) will be embedded in the Mental Health treatment area
 - iv. Neuro-psych Testing
 - 1. Provide two neuro-psych testing rooms each at 150 SF, one is for testing, used by the tech, and the other for the neuropsychologist (NP).
 - 2. Locate each in a room with a window to the outdoors for relief during extended testing sessions.

- v. Nursing space
 - 1. Locate at the Lobby clinic entrance so patients are first seen by the nursing team for weight, vitals, exams, specimen collection, etc.
 - 2. Locate the three nursing offices, two exam rooms, specimen toilets and collection room, clean supply and medication room in a contiguous area
 - 3. Two of the patient toilets will be located in the nursing area with a specimen collection room between them. Both toilets will have pass thru specimen boxes and one will accommodate bariatrics.
 - 4. Specimen collection room to be negative pressure with 4" vent tie-in for VA equipment
- vi. MH Quiet Room
 - 1. Locate next to an exterior exit for ambulance access
 - 2. Use most current VA Inpatient Behavioral Health standards for design and finishes
 - 3. <https://www.cfm.va.gov/til/dGuide/dgMH.pdf>
 - 4. Quiet room to be designed as an IP Behavioral Health Room with the exception of room size and window requirements
 - a. Durable finishes
 - b. Materials to prevent harming self or others
 - c. Security type finishes are needed for this space and patients should not be able to barricade themselves in the room (door to swing out) or removable hinges from exterior of door
 - 5. Locate one nurse office next to room for visibility through an unbreakable interior window into room.
 - 6. Acoustic privacy is needed for this room
- e. Physical Therapy and Rehabilitation (PM&R)/Kinesiotherapy (KT), and Prosthetics (note that all three combined departments are referred to as Therapy)
 - i. PM&R, KT, and Prosthetics share therapy and support space and should be integrated in one department. Clinical space includes PT gym, OT room, cardio room for 20 machines, studio (for exercise classes), weight room and eight multipurpose exam rooms
 - ii. A recent VA health initiative "Whole Health" has been implemented at Rochester that provides traditional and complimentary medicine services such as massage, chiropractic medicine, acupressure, acupuncture, tai chi, etc.
 - iii. Provide outdoor access from Rehab to courtyard and a Whole Health outdoor garden
 - iv. Space should accommodate peaks that are much higher than averages with up to 50 in the KT geriatric veterans exercise programs on M/W/F
 - v. Provide the following areas immediately accessible at department entrance (to minimize dirty shoes/wet coats throughout the department) for storage of clothes and changing to include:
 - 1. Male changing room with no lockers
 - 2. Female changing room with no lockers
 - 3. Clothes/shoe cubbies
 - 4. Coat rack
 - 5. Two patient toilets

- vi. The studio should be located at the department entrance for direct access from the Lobby.
- vii. Prosthetics needs to be near an exit for visitor pick-up of devices and requires a lab with direct exhaust.
 - 1. Prosthetics storage
 - a. Provide 10' High ceiling to maximize storage
 - b. Add High Density moveable shelving
- viii. Contractor to provide sound control for PT, Studio, Cardio and Weights Room
- ix. Provide secure wall hooks in PT and Studio with backing
- x. Provide flip down wall mounted charting stations in Studio (2) and PT (2)
- xi. Add lockable closet in studio for stereo equipment (not shown on plans)
- xii. Cardio Room
 - 1. Provide cable TV
 - 2. Provide 20 flush mounted floor outlets to include power and data
- xiii. Floor finishes
 - 1. Studio, hard wood for durability
 - 2. Weight room, rubber gym floor
 - 3. Cardio/PT/OT, no wax sports
- xiv. Staff charting shall be a "fish bowl" arrangement with visibility into PT and Cardio.
 - 1. Provide seating for 10 staff
 - 2. Include space for copier
 - 3. Up to 17 staff at a time but most will be located in treatment areas.
 - 4. Provide adjacent supervisor office.
- xv. Support space (centrally located) for Therapy includes:
 - 1. Storage room (to include supplies, equipment and acupuncture cart)
 - 2. Clean linen room/alcove
 - 3. Soiled room (can be combined with central soiled Room for building)
- f. Homeless Center
 - i. Locate on a corridor to minimize circulation with other clinical areas. Can be on a support service corridor.
 - ii. Space to be provided includes two interview rooms, patient toilet and shower, shared office for 12, and a storage room
- g. Home Based Primary Care
 - i. Provide seating for 10 and if more than 10 staff gather they will schedule a conference room or use the flex offices
 - ii. Provide a copy alcove and storage (for lateral files and supply cabinets)
- h. Information Technology
 - i. Combine computer and phone servers in same server room located central in building (no additional communication closets are need if centralized).
 - ii. Locate work space and storage in one space.
 - iii. The Demarc Room and the Server Room can be combined together if cabling distances to furthest room is less than 250'.
 - iv. The VA standards in E are acceptable except to use enclosed server cabinets.

- i. Telehealth
 - i. Two TH rooms to have TH system that is wall mounted equipment, two will have PC equipment only
 - ii. Sinks in all rooms
 - j. Education/Staff Areas
 - i. Provide a storage room for tables and chairs next to the classroom/conference room.
 - ii. Provide two staff lounges and toilets; one near MH and one near Therapy.
 - k. Acquisition and Materials Management/Engineering
 - i. Provide separation of clean and soiled at the service entrance
 - ii. Provide lift if raised loading dock is provided
 - iii. Combine engineering work station, receiving/breakout and storage in one room.
 - iv. Provide deduct alternate to eliminate raised loading dock as VA can require that trucks provide their own lifts, most deliveries (other than initial move-in) will be small box truck
 - l. Clinic Support
 - i. Housekeeping services provided by VA, not Lessor.
 - ii. Provide a Housekeeping equipment storage room to accommodate the cleaning equipment and supplies.
 - 1. Provide continuous plug mold on all walls.
 - iii. HAC closets to be located throughout the building instead of the plan configuration with them located near each other.
 - m. Police (See additional security requirement in Section IV. Security Requirements)
 - i. Space provided is only an observation room with SSTV monitors and visibility of Lobby
 - ii. No holding room, armory or other office areas are needed as these spaces are located in other facilities
 - iii. Provide SSTV monitor station with 30 day sever, enunciator panels for panic system, and intercom microphone
2. Resident Engineer's Office Space:
- a. 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
 - b. Lessor to provide Remote Oversight Space
 - i. 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 miles of the jobsite and may be within the prime contractor's trailer. Offsite location 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 desk, double pedestal, executive size
- (1) Swivel chair with arms
- (2) Arm chairs
- (1) 5 drawer file cabinet, letter size
- (1) Drawing rack, with 12-30 inch "Plan Hold" drawing holders, freestanding
- (2) Apple I PAD 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.

3. Photographic Documentation (Lessor responsibility)

- a. This will be a deduct alternative.
- b. 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:
 - i. 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.
 - ii. 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.
- c. Photographic documentation elements:
 - i. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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.
- v. 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.
 - vi. Customizable project-specific digital photographic documentation of other details or milestones. Indexing and navigation accomplished through interactive architectural plans.
 - vii. 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.
 - viii. 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.
- d. 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.
 - e. 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.
 - f. Contractor shall provide all on-line domain/web hosting, security measures, and redundant server back-up of the documentation.
 - g. Contractor shall provide technical support related to using the system or service.
 - h. 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.

4. Design Review Documentation

- a. 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.
- b. 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.
- c. 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

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 and meet FGI requirements for STC requirements.

1. Provide a minimum STC requirement of 45
2. Provide an STC rating of 50 in MH consult rooms and group rooms
3. Moveable acoustic panel walls to have STC rating of 45.

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. All exterior and interior maintenance by lessor.

VIII. Environmental Management Plan

VA Rochester will provide staff for interior building cleaning. Exception is that lessor to clean windows one time per year.