

SECTION 00 11 21  
REQUEST FOR PROPOSAL TO DESIGN BUILD  
Restroom Building  
846CM3040  
Fort Sam Houston National Cemetery

**A. PART I - GENERAL**

**A1. Scope of Contract**

Provide all labor, materials, tools and equipment, and design-build services necessary for design and construction of a restroom building at Fort Sam Houston National Cemetery, San Antonio, Texas, in accordance with the specifications, drawings, terms and conditions described herein other specific tasks as further defined by this request for proposal (RFP).

CLIN 1 - RESTROOM BUILDING AT FORT SAM HOUSTON NATIONAL CEMETERY: Work includes temporary environmental controls, site preparation, earthwork, roads, parking lots, sidewalks, water utilities, sanitary sewerage, storm drainage, concrete foundation construction, restroom building construction, and all other work required by the Contract Drawings and Specifications for this project.

**A2. DEFINITIONS**

- A. Design-Build (DB) as defined by the Department of Veterans Affairs (VA) is the procurement by the Government, under one contract, with one firm or joint venture (JV) for both design and construction services for a specific project.
1. Contracting Officer: The services to be performed under this contract are subject to the general supervision, direction, control and approval of the Contracting Officer.
  2. Project Manager: The Contracting Officer's representative responsible for administering contracts under the immediate direction of the Contracting Officer.
  3. Contract office Technical Representative:

4. Design Build Contract: This term, as used herein, refers to the Contract(s) to perform the design and construction of the project.
5. Contractor: This term, as used herein, refers to the contractor under this contract or the DB team.
6. AE: This term, as used herein, refers to the Architect-Engineer firms that are a part of the DB team, also referred to as DB/AE.
7. RFP/AE: The firm(s) directly hired by the VA for the preparation of the RFP Documents and to provide other technical assistance to the VA.

**A3. Cost Range**

The anticipated cost range for this project is between \$250K and \$500K.

**A4. Schedule**

The anticipated completion of this project is 360 days from NTP.

- A5.** A pre-proposal conference will be held on September 10, 2012 Time: 2:00 PM/CDT, arranged by the contracting officer in charge. All Offerors, consultants, subcontractors, manufactures and suppliers are invited to attend.

**B. PART II - RESPONSIBILITIES**

**B1. VA Team**

- A. The RFP A/E team shall not be included as members of the offeror's DB team. The VA will retain their RFP A/E team for the remainder of the project's development for design and construction period review, and monitoring purposes. The RFP A/E team that produced the RFP documents is:

RFP/AE :	AMEC Environment & Infrastructure
Consultants:	AMEC Environment & Infrastructure

**B2. Design-Build Team:**

- A. The DB team includes all J/V partners, consultants and sub contractors to the one firm. The DB team shall provide

Architectural and Engineering disciplines for the preparation of construction documents, and construction contractor capabilities for construction of the project.

- B. If the DB Team A/E and contractor are a J/V (not one and the same firm) engineering and other technical consultants shall be subcontractors of the J/V Architect - not the Design-Build construction contractor or sub contractors. If the DB Team A/E and contractor are one and the same firm (not a J/V) those consultants shall be subcontractors of DB firm not the construction subcontractors.
- C. The RFP documents are intended to define existing conditions, certain required items, and design parameters to be included in the project. It is the DB Team's responsibility to complete the documents and construction in a manner consistent with the intent of the RFP documents within the required time period (contract length).

**C. PART III - PROPOSAL REQUIREMENTS**

**C1. General**

- A. Technical and Cost sections of the Offers proposals will be evaluated independently. Offeror shall separately bind each section. Each section must therefore be labeled with the Offeror's organization, business address, and VA Project Number. Offerors shall affix their names and return addresses on their envelope/packaging.
- B. Carefully follow "Instructions, Conditions, and Notices to Offerors".
  - 1. Offeror shall submit separate prices for any Bid Items indicated on the VA RFP Offer and award;
  - 2. Offeror shall include all required Representations and Certifications; and acknowledge receiving amendments by number.

**D. PART IV - POST AWARD REQUIREMENTS**

**D1. Construction Document Preparation:**

- A. Design Review Submissions:
  - 1. The Design-Build Team A/E (DB A/E) shall prepare and submit 65%, 95% 100% construction documents for review and approval

by the VA in accordance with standard professional practice, the Department of Veterans Affairs RFP (VA RFP), and prevailing codes. The specifications must be edited to represent the specific design and construction proposed by the Contractor. A commercial level of design, materials and construction quality is required.

2. All submission packages will be reviewed at (65%) and (95%) completion stages. The (95%) review submission packages will incorporate the final review comments from the (65%) review. If any package is not complete for the required stage a post review may be required the cost of which will be borne by the DB team.
3. A minimum of five (5) review submission packages (see table 2 for submission requirement) shall be sent out for each review. Each review submission package shall include hard copy each drawing set, the cost estimate, and specifications and 1 CD-ROM (VA PM only) with one drawing set, cost estimate and specifications. The packages will include an index of drawings (by sheet number and title) and specifications (by section number and title) submitted. The a package will be distributed to the VA Project Manager, MSN Engineer, Cemetery Director, Chief, Cemetery Development & Improvement Service, RFP A/E and others as determined to be appropriate by the VA Project Manager.

B. Submittal Requirements:

1. Drawing Sheets and Labeling Requirements:

- a) All plans are to use the standard VA base sheet. Sheet size is 30" x 42".
- b) All drawings shall be bound, along the left margin, into sets in the order of the drawing symbol list contained in this scope. The binding must not obscure any information on the drawings.
- c) Each set of drawings will have a cover sheet which indicates: project name, project number, and index of drawings in the set, names and addresses of all associated A/E firms, vicinity map,

and site location map. Project location map and other pertinent project information.

d) Each sheet as well as all materials submitted will be clearly labeled above the title block, what submission it is, corresponding to the required submissions in this SOW i.e., "100% Construction Documents Submittal". This label will be appropriately revised after the review.

e) Drawing symbol Identification:

Symbol	Information
X-	Cover Sheet
B-	Sub-surface Investigation and Survey Drawings
D-	Demolition drawings
C-	Civil Engineering
L-	Landscape Architecture
I-	Irrigation
A-	Architecture
S-	Structural
E-	Electrical
P-	Plumbing
M-	Mechanical

Table 1

## 2. Graphic Standards

a) Plans must clearly demonstrate what new work is, what is existing and what is to be demolished. New work must be graphically bolder (darker than existing conditions. Dashed lines shall show demolition work. All lettering must be a minimum of 1/8-inch high.

b) All sheets will have the same north arrow orientation. North shall be oriented to the top of each plan sheet. Each sheet having a drawing that requires it will have a north arrow on the sheet. Drawing scales must be indicated on each sheet in both written and graphic form. Each sheet will have a key map for locating and orienting individual drawing sheets to the whole site.

c) All plans will show drafting symbols and abbreviations.

d) Drawings using match lines must not overlap information. All information must stop at the match line and resume at the corresponding match line.

e) Detail sheets will be organized logically and present the material intended in an orderly manner. Items with plan, front and side views will be arranged in that context to one another. Each detail must be clearly labeled and scale indicated.

f) Specifications:

Submit 8 ½" x 11" copies of all required calculations and specifications. All letter reports will be labeled with the project name, project number, name(s) of the A/E firm(s), date and title of the report or estimate. Final submittal of specifications shall be in Microsoft Word and PDF formats on CDROM.

g) Submission package will be reviewed by VA for completion at each stage. If the submission package is not complete, a post review may be required, the cost of which will be borne by the DB team.

h) The Design Review Submission package shall include hard copy sets with the following distribution:

VA Team	DRAWINGS	COST ESTIMATE	CALCS.	SPECS	CD
Project Manager	1 full size & ½ size sets	1 set	1 set	1 set	1
MSN 3 Engineer	2 full size sets	1 set	1 set	2 set	
Cemetery Director	1 full set			1 set	
Cemetery Coordinator	1 full set	1 set		1 set	
RFP AE	1 full	1 set	1 set	1 set	1

Table 2

Submittal addresses and contact information:

VA Team	MAILING ADDRESS	PHONE /FAX/ E-MAIL
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VA Team	MAILING ADDRESS	PHONE /FAX/ E-MAIL
Project Manager:	Department of Veterans Affairs National Cemetery Administration (41F1) 425 Eye Street, N.W. Washington, DC 20001 Attn: Stephen Davis	Phone: (202) 632-4833 FAX: (202) 565-4944 <a href="mailto:steve.davis@va.gov">steve.davis@va.gov</a>
MSN II Engineer:	Department of Veterans Affairs Denver Memorial Service Network (MSN #3) 155 Van Gordon Street Lakewood, CO 80228 Attn: Rodney Duich	Phone: (303) 914-5702 FAX: (303) 914-5715
Cemetery Director:	Fort Sam Houston National Cemetery 1520 Harry Wurzbach Road San Antonio, TX 78209 Attn: Gilbert A. Gallo, Jr.	Phone: (210) 820-3891 Fax: (210) 820-3445
Chief, Cemetery Development & Improvement Service	Department of Veterans Affairs National Cemetery Administration 575 N. Pennsylvania Street, Suite 495 Indianapolis, IN 46204 Attn: Glenn Madderom	Phone: (317) 916-3797 Fax: (317) 226-0206
RFP AE	AMEC Environment & Infrastructure, Inc. 3200 Town Point Drive NW Suite 100 Kennesaw, GA 30144	Phone: (770) 421-3357 Fax: (770) 421-3486

Table 3

i. All VA comments made on the Design Review Submission will be incorporated in this final submission. The final packages will be distributed the same as the Design Review Submission above.

C. Design Review Meetings:

1. A review meeting to resolve design issues will be held as determined necessary by the project manager to resolve design issues.
2. The DB team shall allow a minimum of fourteen (14) calendar days for each review cycle. A cycle includes:

- a. The VA's receipt of the design review submission package.
  - b. DB teams receipt of comments from the VA, either electronically, by fax, or by hard copy delivery.
  - c. Scheduling of review meeting (optional by project manager)
3. Coordination of the review meeting schedules will be the responsibility of the VA Project Manager and the DB Project Manager (for the DB team). See section H. Quality Assurance/Quality Control.

D. Electronic Media:

1. Design review submission drawings will be full size hard copy. Final Construction Document submission drawings will be a hard copy (on mylar) and executed in electronic format. All drawings will be in AutoCAD version 2007 format in accordance with the latest version of CADD standards these standards can be down loaded from the internet at <http://www.cfm.va.gov/til/nca.asp>.
2. Design review submission specifications and other 8 1/2 by 11 formatted material and final Construction Document submission specifications and other 8 1/2 by 11 formatted materials will be executed in electronic format Microsoft Word.
3. At the DB Team's request, the drawings included in the VA RFP will be available to the DB team in hard copy only for use in preparing the construction drawings. Drawings are provided without warranty or obligation on the part of VA as to accuracy or information contained therein. The user shall independently verify all information in the files. Any user shall agree to indemnify and hold VA harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the drawings.
4. The specifications included in the VA RFP shall be available to the DB team in hardcopy for use in preparing the construction specifications.

E. Professional Licensing:

1. The DB A/E who prepares the construction documents shall be a professional architect or engineer licensed in the state in which the design work is completed.
2. The professional seal indicating such license by the state shall appear on the final construction documents. The architect whose seal is shown will be known as the Architect of Record. The DB AE shall certify compliance with the VA RFP and all applicable codes.

F. Approved Construction Documents:

1. The final construction document submission package will be submitted by the DB team for approval by the VA after completion of the 100% review cycle for the final package to be submitted by the DB team. The VA will have 14 calendar days to take approval action.
2. The final construction documents submission package will include a full set of construction documents including all disciplines.
3. The final construction documents submission package will incorporate all VA supplied comments from the earlier submissions and comply with the VA RFP.
4. If the final construction documents submission package is not complete a post submittal may be required the cost of which will be borne by the DB team.
5. The approved final construction documents include such details that the project can be constructed and will be used for construction of the project.
6. See PART IV, D2 for Approved Construction Document distribution.

G. Construction Drawing Preparation: Mandatory material and equipment schedules and details may be indicated either on the drawings or in the specifications, at the option of the DB team. The construction drawings shall include a coordinated set of the following.

1. Civil engineering drawings including demolition plans, grading and drainage plans, paving plans, utility plans, schedules calculations and details.

2. Landscape drawings including demolition plans, landscape plans, plant schedule and list, special landscape elements, proposed materials to be used for each special landscape element, calculations and details.

H. Construction: - Project specifications shall include specifications for all products, materials, equipment, methods, and systems shown on the construction drawings in accordance with standard professional practice and the VA RFP. The specification submitted for review shall include:

1. The name of the manufacturer, the product name, model number, or other identification as appropriate to clearly identify the product that will be used in the construction of the project;
2. Other data as appropriate to clearly identify the product that will be used in the construction of the project i.e. shop drawings, product data, and samples as required by the VA RFP documents; and
3. The required stamp of the licensed architect or engineer of record will be considered as certification of compliance with the RFP requirements.

I. Design Requirements - Compliance with codes and standards.

1. Project design shall be in compliance with applicable standards and codes described in VA Program Guides and design materials included or referenced in the solicitation materials.
2. See Section D. Approved Construction documents, above, for required inclusion of design review comments.
3. The DB team shall identify all permitting requirements associate with the proposed project.
4. In the design of new work under this contract, the DB team shall consider all requirements (other than procedural requirements) of:
  - 1) Zoning laws:
  - 2) Environmental and erosion control regulations; and
  - 3) Laws relating to landscaping, open space, minimum distance of a building from the property line, maximum height of a building, historic preservation, and esthetic qualities of a

building. In addition, similar laws, of the State and local political division, which would apply to the building if it, were not to be constructed or altered by the U.S. Government.

- 4) Identify all permits need for the project and the requirements for the permits.
5. The DB team shall consult with appropriate officials of the Federal, state, and political subdivision, and submit plans under the rules prescribed by those reviewing authorities. The DB team and VA shall give due consideration to the recommendations of the referenced building officials. VA will also permit inspection by the officials described above during the construction period in accordance with the customary schedule of inspections in the locality of the building construction. Such officials shall provide VA with a copy of the schedule before construction begins or give reasonable notice of their intention to inspect before conducting an inspection.
6. The DB team shall provide prompt, written notification to the Contracting Officer concerning conflicts with, or recommended deviations from codes, laws, regulations, standards, and opinions of review officials as described above. No work altering the scope of this contract shall be undertaken prior to receipt of written approval from the Contracting Officer.
7. No action may be brought against the DB team or VA and no fine or penalty may be imposed for failure to carry out any of the previously described recommendations of Federal, state, or local officials. VA and its contractors, including SOW A/E, shall not be required to pay any amount for any action taken by a state or political division of a state in carrying out functions described in this article, including reviewing plans, carrying out on-site inspections, issuing permits, and making recommendations.
8. The DB team shall advise the Contracting Officer of any variances with the applicable Department of Labor,

Occupational Safety and Health Standards, for occupancy requirements.

J. Quality Assurance/Quality Control:

1. To reduce design errors and omissions, the AE shall develop and execute a QA/QC plan that demonstrates the project plans and specifications have gone through a rigorous, thorough review and coordination effort.

I. Quality Assurance/Quality Control:

1. To reduce design errors and omissions, the DB team shall develop and execute a QA/QC plan that demonstrates the project plans and specifications have gone through a rigorous, thorough review and coordination effort.
2. Within 2 weeks of receipt of Notice to Proceed, the DB Team will submit a detailed QA/QC plan describing each QA/QC task that will be taken during the development of the various design submission packages and the name of the DB Team member responsible for QA/QC.
  - a. Upon its completion each task shall be initialed and dated by the responsible DB Team member.
  - b. A 100% completed QA/QC plan shall be submitted with the final construction document submission package.

**D2. Construction Period Submittals**

- A. The DB contractor shall distribute a total of 6 sets of the approved construction documents prepared by the DB Team to the VA and RFP AE, as directed by the VA Project Manager.
- B. Other submittals - The DB team shall submit test results, certificates, manufacturer's instructions, manufacturers field reports, etc. as required by the VA RFP specifications, to the VA PM and RFP AE.
- C. Project record drawings - The DB team will maintain a set of construction documents (field as-built drawings) to record actual construction changes during the construction process as required by the VA RFP specifications. The project record drawings will be available for review by the VA Project Manager at all times.
- D. Shop drawings and submittals - The DB A/E shall check government furnished and/or the DB construction contractor's shop drawings,

detail drawings, schedules, descriptive literature and samples, testing labor-laboratory reports, field test data and review the color, texture and suitability of materials for conformity with the RFP Documents and construction documents. The DB A/E shall recommend approval, disapproval, or other suitable disposition to the VA PM. The VA PM will have final approval authority. The DB AE shall evaluate the submittals with reference to any companion submittals that constitute a system. When necessary, the DB A/E will request the DB Construction Contractor to submit related components of a system before acting on a single component. Should this procedure be inappropriate, the DB A/E shall review all prior submittals for related components of the system before acting on a single component. The DB A/E may be required to hold joint reviews with the VA technical staff and /or the RFP AE on complicated system submittals. The DB A/E shall notify the VA Project Manager (PM) in writing of any and all deviations from the requirements of the construction documents that he has found in the submittals.

**D3. Project Close-Out**

The DB team shall comply with the requirements in the contract documents for submission of final VA RFP as built drawings, manuals, and other documents as noted. Required as built drawings and specifications will be submitted in the same format required for the construction documents.

**D4. Site Visits and Inspections**

During the construction period the DB A/E shall make weekly visits to the project site as part of the QC/QA process. The Contracting Officer (CO), Project Manager (PM) or COTR may also request visits for special purposes. Only registered architects and engineers thoroughly familiar with the project may make these site visits. The Contracting Officer (CO) or Project Manager (PM) has the prerogative to determine the professional discipline(s) required for any visit. The DB A/E shall observe the construction, advise the Project Manager or COTR of any deviations or deficiencies or solutions to issues discussed. A site inspection report which includes the purpose of the

inspection, items reviewed, deficiencies observed,  
recommendations and additional actions required, shall be  
furnished to the Contracting Officer (CO), Project Manager (PM)  
and COTR within three work days following the site visit date.

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