

### **Appendix C.1: Agency Specific Requirements**

This appendix contains Agency Specific Requirements (ASR) that must be included in the construction and operation of the leased premises. These requirements supersede any conflicting requirements in the Lease.

The newly renovated Domiciliary aesthetic is intended to provide a warm and inviting, professional, yet non-institutional environment with soothing colors and textural interest. The architectural detailing and base finish palette will allow for flexibility and longevity. The aesthetics will be respectful of the heritage of the Department of Veterans Affairs (VA) while looking forward and being supportive of future needs. The interior palette, taking cues from the color scheme that the Michael E. DeBakey VA Medical Center, will be warm neutrals combined with soft blues and greens reminiscent of nature and provides a soothing and welcoming environment for the staff and resident patients.

The interior design will be detailed in a way that is simple yet welcoming and provides for a comfortable, efficient, and attractive environment. Code requirements, cost, long-term maintenance, Infection Control, durability, and acoustics will be considered as exact items are chosen. The developer's A/E will identify these details after award.

## **I. Domiciliary Requirements**

The Lessor shall design and construct the building and site work in accordance with the Request for Lease Proposal (RLP) and Lease, all applicable federal regulations and local building codes. VA follows the latest editions of National Fire Codes (NFC) published by the National Fire Protection Association (NFPA).

- The Lessor shall comply with the following sections of the VA Mental Health Design Guide: Chapter 3.3 Mental Health Residential Rehabilitation Treatment Program, page 3-38 to 3-45
- Chapter 3.4 Outpatient Services

### **Life Safety Systems:**

The building shall be fully sprinklered. In areas where patients are unattended for periods of time, sprinkler heads that are tamper resistant and cannot be used as an anchor point should be installed. Other life safety items such as smoke detectors, visual and audible fire alarms, and fire extinguisher cabinets should also be specified as vandal resistant and located to prevent abuse.

### **Emergency Egress:**

The building should be designed with remote emergency exits being alarmed with a delayed egress function. If the panic bar on a remote emergency exit door is engaged, the security camera monitoring that door should automatically be called up on the main reception desk monitor. This function prevents visitors and residents from either entering or leaving the facility without passing by the main reception desk.

### **Disaster Planning:**

To the greatest extent feasible, this facility should have necessary emergency provisions to mitigate the need to evacuate patients and residents to a remote location without compromising patient comfort and safety. A disaster contingency plan should be established as a part of the facility design process due to being in a location where a high probability of threat exists from natural disasters such as hurricanes.

The Joint Commission (THJ)

- 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

## **II. General Site Requirements**

### **Canopies**

A canopy and covered walkway shall be located at the building entry and staff entry. Design of the covered walk shall be integrated with the building structure and architecture. The canopies shall extend 2 feet beyond the curb lines to protect patients from inclement weather. Coordinate site lighting with walkways. Provide fixtures below canopies and covered walks where necessary to maintain illumination levels for exterior walkways.

### **Flagpole Requirement**

The Lessor shall provide a flagpole at a location to be approved by the Contracting Officer. Flagpole must extend at least 30 feet above the ground and shall be equipped with rope and hardware for the United States of America and a POW/MIA. The Government will provide the flags. This requirement will be waived if determined inappropriate by the Government. Exterior lighting (two each light fixture spaced a minimum of 20 feet apart, mounted on the building or at grade) shall be provided to illuminate the flags at night. Automatic switching for light fixtures shall be provided.

### **Smoking Shelters**

An exterior structure of approximately 150 square feet [45.72 sq. m] must be provided near one of the outside doors connected to the Break/Cafeteria/Meeting Room of the DOM building for the purpose of providing shelter for visitors and employees who wish to smoke. The structure shall be built near the side or rear of the building away from and out of sight of the main DOM entrance. The smoking shelter shall be architecturally compatible with the main structure. The shelter must be at least 50 feet [15.24 m] from the main building. The structure must be accessible to disabled persons. Provide suitable lighting for smoking shelter; control with the other site lighting.

## **III. Building Features**

Lessor shall comply with the requirements within the Lease document.

## **IV. Security Requirements**

Lessor shall comply with the security requirements shown in the Facility Security Level (FSL) II document. The document includes requirements for the site and building including concentric levels of protection, building systems, closed circuit television system, intrusion detection system, physical access control system, duress alarms, security phones, and intercoms.

Duress alarms are required for the following locations: Chief Office, Reception, and Provider Offices.

Electronic access control, with HSPD-12 compliant Government issued Personal Identity Verification (PIV) card, is required for the following locations: Building Entrances, Main Computer Room, Data and Telecom Rooms, Medication Room, Kitchen, Dining and Storage Rooms.

The following rooms require "up and over" protection to prevent unauthorized access: Main Computer Room, IT closets, and Medication rooms.

## **V. Special Space Requirements**

Lessor shall comply with the requirements within the Lease document.

## **VI. Commissioning Requirements**

Lessor shall perform commissioning in accordance with the VA Whole Building Commissioning Process Manual, specifically the following systems:

1. Building Exterior Closure
2. Fire Suppression
3. Plumbing
4. HVAC
5. Electrical
6. Communications
7. Electronic Safety and Security

## **VII. Maintenance Requirements**

Lessor will maintain utilities and equipment as prescribed by local codes and references listed in the Lease and Appendix D, Lease Code Compliance. Lessor will provide records of the maintenance in the format and frequency required by the Domiciliary.

## **VIII. Environmental Management Plan**

Lessor shall comply with the requirements within the Lease document.

## **IX. Construction Observation**

### **Resident Engineer's Office Space**

At such time on-site construction commences the Lessor shall provide a temporary field office, furniture, and two-inch deep gravel-surfaced parking area sufficient to accommodate parking a minimum of six vehicles for use of the Resident Engineer (RE). Office and furniture shall be new or in "like new" condition. The Lessor shall furnish a floor plan for the trailer to the Government prior to obtaining furniture for the field office. Building must comply with code requirements for ramp access with cover and maintained graveled roadway to trailer.

### **A. TEMPORARY FIELD OFFICE**

The field office shall provide between 720 – 1344 gross square feet of floor area in one unit. Installation of the office shall meet all local codes. A/C and heat units shall be mounted external of trailer and ducted overhead throughout trailer.

Provide office with 2 or 3 (depending on preference of the Resident Engineer) three 36-inch wide exterior doors including hardware and OSHA approved platform and stairs leading to grade. A

stainless-steel lock guard shall be provided over deadbolts on exterior at each door. Locks shall be Kwik set smart locks. Provide accessible ramp in compliance with VA Barrier Free Design Guide, PG-18-13, 2007. Provide 2 coat hooks in each office.

Enclose the entire perimeter of the office from the floor to the ground and finish to match exterior. Provide R7 insulation and seal tight to ground with a painted  $\frac{3}{4}$ -inch exterior grade plywood skirt.

Exterior finishes shall be manufacturer's standards. Provide roof canopy areas above entry doors approximately 6' x 6' minimum. Provide HC ramp at main entry. Provide exterior light near main entry.

Provide floor, wall, and roof with not less than R5 insulation.

Interior finishes shall consist of resilient flooring, plywood paneling or painted wallboard on walls, and acoustical tile lay-in ceilings. Interior doors may be either painted or stained.

Interior shall be subdivided with full height partitions to provide up to three offices, one sample room, one conference room, and one toilet. Provide each space with three-foot wide door with master keyed locks. Section off an area with a low partition and counter for the administrative assistant's desk.

Provide 2-1/2 ft wide x 3 ft high operable windows; two in each room (none required in sample room), except provide only one 2-foot high window with frosted glass in toilet room(s). Provide steel mesh over all glass in doors and windows that is fire code safe for egress and provides security. All windows shall have mini-blinds.

Provide sufficient LED lighting in each room to deliver 30-foot candles of light at desktop height without the aid of daylight. Provide one light switch in each room. Provide one cord-connected, portable 24-inch LED task light at each secretarial workstation and office desk.

Provide one duplex receptacle in each wall of each room. If a wall is 10 feet long or more, provide two duplex receptacles for each 10 feet, or portion thereof, of wall. Provide two duplex receptacles in low partition at administrative assistant's desk.

## **B. UTILITIES AND SERVICES**

The Lessor shall provide the following:

Electricity, hot and cold water, and necessary utility services (including telephone (5 lines). Phone lines shall be provided with answering recorder and three (3) button line phone for transferring calls.

Lessor shall provide the and highest speed internet services available at time of award, both hard and wireless connections.

All necessary piping, power circuits, electrical fixtures, lighting, and other items necessary to provide a habitable structure for the purpose intended.

Thermostatically controlled, centralized heating and air conditioning system designed to maintain the temperature between 70 and 80 degrees F with 50% relative humidity. The relative humidity shall be uncontrolled.

One water closet, lavatory, mirrors, exhaust fans, toilet paper dispenser, paper towel dispenser, soap dispenser, plastic trash can liners, paper cups for water fountain, towel bar, and two-prong coat hooks for each toilet room.

Telephone and Internet connections: Provide high speed internet to the field office. Provide 1 telephone and 1 data outlet in each room and the administrative desk. Internet service will need to be provided once the trailer is on site.

Lessor shall, for the duration of the Resident Engineer's occupancy, provide the following:

- Shall be responsible for cost of utilities.
- Secure, safe, clean, and sanitary conditions in and around the field office and parking area.
- Maintenance of gravel parking surfaced area, graveled drive surface to parking area, weed free, including the area for parking, in an acceptable condition for vehicle and foot traffic at all times.
- Maintenance of utility services.
- Bi-weekly, every two weeks, janitorial services and supplies (toilet paper, soap, etc.).
- Potable water, fuel, and electric power for normal office uses, including lights, heating, and air conditioning.
- Lessor shall be responsible for cost of utilities, maintenance, and supplies.
- Lessor shall be responsible for all maintenance for field office and equipment including replacement of burned out light bulbs or tubes and changing of A/C filters bi-annually and any pest control.

### **C. FURNISHINGS AND EQUIPMENT**

The Lessor shall provide the following new or "like" new reconditioned items:

#### **QUANTITY REQUIRED:**

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| 1  | Printer stands, size 29-1/2" H x 60" H x 30" D   |
| 2  | Office desks, double pedestal  |
| 1  | Plan table 4' x 20'  |
| 7  | Work tables, folding 30" x 72"   |
| 5  | Trash cans   |
| 2  | 4' x 8' White board  |
| 2  | 2' x 2' White board  |
| 3  | Secretary chairs   |
| 14 | Folding chairs   |
| 4  | 5 drawer file cabinets, letter-size  |
| 1  | Drawing racks, each with 12-30 inch "Plan Hold" drawing holders, freestanding                        |
| 5  | Bookcases with five adjustable shelves   |
| 1  | Electric water cooler  |
| 1  | Refrigerator   |
| 1  | 1.5 CF microwave   |
| 1  | Lessor shall provide color work station copier, printer, scanner with multi-trays including 11"-17". |
| 3  | New desk phones  |

- 1 New conference phone

**D. Disposition of Field Office at Completion of Construction**

At the completion of all work, including the punch list, the Resident Engineer's field office and facilities, except 4 drawer file cabinets shall be removed by the Lessor, including utility connections, from the site. The site shall be restored to original condition and finished in accordance with contract requirements.

**E. Submittal of Plans for Field Office**

The Lessor shall furnish floor plans for approval by the Resident Engineer prior to furnishing the field office.

**COST OF RESIDENT ENGINEER'S OFFICE**

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.