Design Requirements

I. DESIGN TASK

Provide a complete design for the build out of the space leased for the Janesville Community Based Outpatient Clinic (CBOC) in Janesville, Wisconsin.

A. Background Information: The William S. Middleton Memorial VA Hospital in Madison, WI is seeking a new lease of approximately 8,750 net usable square feet/10,500 maximum rentable square feet in Janesville, WI, to replace the existing CBOC located at 2419 Morse Street. The clinic will contain Primary Care, outpatient Mental Health, TeleHealth, and laboratory services. The new space will be designed to meet the VA's current Primary Aligned Care Team (PACT) design guidance. The VA PACT model design emphasizes flexibility of rooms and team work areas.

B. Project Intent: Provide the Janesville CBOC with space that fully supports PACT model operation and that allows the clinic to meet its projected workload.

C. This project includes all design services required to renovate the new leased space, including all utilities, to meet the VA's needs and the requirements of this document.

II. DUTIES OF THE A/E

A. The A/E shall provide complete investigative and design services to provide for a fully coordinated, functionally integrated, and operational design and subsequent project.

B. The work shall include:

1. Preliminary meetings and site survey investigations to define the necessary elements of the project scope of work. This includes presentation of preliminary layout plans with proposed alternatives to the User Group and preparation of a detailed project plan based on User Group meetings and site survey.

2. A detailed analysis of the various options available, covering design constraints, access requirements and all applicable codes and standards.

3. A full field investigation of all areas affected by this design. Site investigations shall measure and document the conditions of areas to be renovated and/or impacted. This information shall be clearly conveyed in the construction documents.

4. Preparation of drawings and specifications, as called for in this scope of work and within the established construction budget.

5. Design Review Meetings:

a. Professional Architects, Engineers and related design disciplines familiar with the work shall be provided to attend the VA design reviews at the VA Hospital in Madison, WI.

b. The A/E shall provide minutes of each review meeting to the VA for review within 3 business days of the review meeting.

6. Construction Period Administration (CPA) Services, including:

a. Review and approval of construction submittals covering products that have been listed within the contract documents, including cut sheets, manufacturer's data/performance sheets, samples, shop drawings, schedules, and phasing plans;

b. Responses to Request for Information (RFI);

c. Site visits, spread across the various design disciplines, as required for inspection of ongoing construction, including final tests and inspections.

(a) A site inspection report shall be furnished to the VA within three work days following all site visits during the construction period.

(b) The site inspection report shall include the purpose of the inspection, items reviewed, deficiencies observed, recommendations and additional actions required.

d. Verification of as-built conditions from contractor-supplied marked up prints, and preparation of as-built documents to be provided to the VA.

C. Provide all necessary engineering and design services for architectural, interior design, site development, mechanical (plumbing, fire protection and HVAC), electrical, structural, asbestos abatement, signage, and other specialty consultants within the limits of the project to support submissions as detailed in Attachment A, Submission Requirements. Each discipline shall document and investigate the relevant existing conditions, review the building available information, and verify all essential elements pertinent to their discipline.

D. Design shall comply with the latest editions of all applicable VA guidelines (eg, Construction Standards, Design Guides, Master Specifications, Standard Details, Special Design Criteria), NFPA, JC, Federal and State codes pertinent to the project scope. VA guidelines are available at http://www.cfm.va.gov/TIL/.

E. In the design of new building and alteration work under this contract, consider all requirements (other than procedural requirements) of:

1. zoning laws;

2. laws relating to landscaping, open space, minimum distance of a building from the property line, maximum height of a building, historic preservation, and aesthetic qualities of a building, and 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; and

The A/E shall provide prompt, written notification to the VA concerning conflicts with or recommended deviations from codes, laws, regulations, standards, and opinions of review officials as described above.

III. PROJECT SPECIFIC REQUIREMENTS

A. **Specifications**: VA Master Construction Specifications, available at http://www.cfm.va.gov/TIL/spec.asp, shall be the basis for the construction specifications. However, these are a guide only and are written to cover a wide variety of project types and sizes. Each spec must be carefully edited for this project. The "track changes" tool in Microsoft Word shall be utilized when editing specifications so that VA reviewers can see the changes that have been made.

B. **Interior Design:**

1. All interior design services for the project area shall be included and shall be coordinated with VA Interior Design staff. Interior design services include recommending and coordinating all finishes, preparing storyboards and color selections, and working with the VA interior designer making furniture selections to help ensure that the furniture is well-coordinated with the project.

2. Finishes and fixtures shall be in accordance with Attachment B, Finishes List, or VA COR approved equals.

3. Signage shall be provided in accordance with Attachment C, Signage Requirements.

C. **PACT Design:** Ensure that the design complies with the VA PACT Space Module Design Guide, available at https://www.cfm.va.gov/til/dGuide/dgPACT.pdf.

D. **Patient/Visitor Access:** Automatic door openers shall be provided at main entrance to facility, including vestibule area, to allow for ease of access for the mobility impaired. Auto door openers shall also be provided at bathrooms in waiting room area. Commercial grade handrails shall be provided and installed throughout the patient hallway areas, InPro Corporation 200w with stainless steel bracket.

E. **Room Requirements**

Entryway Vestibule

- One (1) power door operator at exterior double door set and one (1) power door operator at interior double door set.
- Alarm panel for arming/disarming building security alarm system.
- Exterior doors shall be with dual locking hardware, but with a single action from inside to exit in emergency.
- Wall mounted heater for maintaining vestibule temperature.

Reception Area

- Separated from Waiting Area by full height constructed walls and three (3) sliding teller windows with solid surface counter between receptionist and waiting area.
- Soffit with dimmable LED can lights directly above the receptionist area.
- Nurse call notification station, with visual and audible alarm panel.
- Wall mounted remote control of paging amplifier system.
- Three (3) Duress Alarms, mounted under counter at each work station location.

Waiting Area

- One (1) elevated television bracket with in wall data cabling and duplex electrical receptacle.
- Chair rail around perimeter – Acrovyn product or as approved by VA COTR.
- Refrigerated Duplex Drinking fountain (ADA).
- Data outlets and duplex receptacles for two (2) Kiosk registration stations.

Unisex Rest Rooms

- All restrooms are to be ADA compliant, and shall include stainless steel grab bars at stool location.
- Floors shall be ceramic tile, with ceramic tile walls floor to ceiling. Power door operator.
- All doors shall have lockset including red "in-use" and green "vacant" indication, including emergency key, Schlage B571, or approved equal.
- Two stainless steel coat hooks on interior of door, with wall mounted stainless steel shelf near sink, approx. 18"x5".
- Wall-mounted baby changing units, Koala Kare KB101, or approved equal.
- Soap, paper towel, toilet paper dispensers, and sanitary napkin dispensers.
- Nurse call station at each location, including visual indicator above each door.
- Provide stainless steel specimen pass-through cabinet on wall in Lab toilets, Bobrick B-505 or approved equal.

Exam Rooms & Telehealth Exam Rooms

- Door to patient hallway shall be standard swinging door with privacy lock, and door to Teamlet space shall be sliding barn door style. Barn door shall be AD Systems ExamSlide, with ADA thumb turn lock and occupancy indicator, with soft-close dampening system, or VA-approved equal.
- Duress alarm at workstation location.
- Room status indicator flags above each door to Teamlet area.
- Sink and casework with drawers, solid surface counters, and locking upper cabinets.
- Soap, paper towel, and Purell dispensers provided by VA.

Procedure/Treatment Room

- Door to patient hallway shall be standard swinging door with privacy lock, and door to Teamlet space shall be sliding barn door style. Barn door shall be AD Systems ExamSlide, with ADA thumb turn lock and occupancy indicator, with soft-close dampening system, or VA-approved equal.
- Duress alarm at workstation location.
- Room status indicator flags above each door to Teamlet area.
- Sink and casework with drawers, solid surface counters, and locking upper cabinets.
- Soap, paper towel, and Purell dispensers provided by VA.
- Above ceiling rail structure for 1000 lb. bariatric lift, with rail and lift provided by VA.
- Exhaust fan and switch for negative pressure room capability.

Blood Draw

- Provide lockable door hardware.
- Duress alarm at wall location.
- Specimen cabinet on wall adjacent to Lab Restrooms.

Lab Processing

- Provide lockable door hardware.
- Duress alarm at workstation location.
- Sink and casework with drawers, solid surface counters, and locking upper cabinets.
- Soap, paper towel, and Purell dispensers provided by VA.

Clean Supply
- Provide lockable door hardware, card reader, and door closer with 90 degree hold open on door.
- Provide floor to ceiling adjustable shelving system along one wall surface, wall to wall.
- Room must maintain 70 degrees F year-round, with a dedicated DX cooling system.

Soiled Utility
- Provide lockable door hardware, card reader, and door closer with 90 degree hold open on door.
- Provide flush rim sink with splash guard and faucet with spray.

Equipment Storage
- Provide lockable door hardware, card reader, and door closer with 90 degree hold open on door.

Teamlet Space and Clinical Staff Work Areas
- Provide card readers and store room function lockable door hardware at each door.
- Duress alarm at each workstation location.
- Two (2) stainless steel coat hooks on inside of each door.

Conference Room
- Provide classroom function lockable door hardware.
- Duress alarm at wall location.
- Ceiling mounted electrical outlet and data outlet for projector, projector provided by VA.
- Electrical operated ceiling mounted projection screen along wall.
- In floor electrical and phone/data outlet box in center of room.

Staff Break Room
- Provide card access reader or store room function door hardware, Trilogy DL2700, and door closer on all doors.
- Laminated cabinetry (upper and lower) with sink (~10 ft. total Length)
- Solid surface counter top.
- Lockable staff lockers along one wall.

IT Closet
- Room must maintain 70 degrees F year-round, with a dedicated DX cooling system.
- Two (2) dedicated 20-amp circuits, plus other power requirements for miscellaneous systems.
- Phone/Data rack and patch panels are to be provided by contractor.
- Refer to Structured Wire Installation Specifications (S02-Structured_Wire_Spec.doc)
- Access shall be via electronic door strike hardware and PIV card compatible reader. Mount new controller panel(s) with power supply panel on wall in this room. Unit shall be fully programmed and connected via VA network to VA Hospital CCure Server, and be fully operational.
- No suspended ceiling in this room. Provide painted drywall at roof deck, open below to room, with pendant or wall LED ceiling lights.

Housekeeping Aid Closet
- Provide lockable door hardware
- Exhaust Fan
- Floor basin sink with faucet

F. **Intercom/Paging/Radio System:** A local intercom/paging/radio system shall be provided and installed, to audibly communicate throughout the VA leased space, and shall be incorporated for use with VA provided telephone system. Unit shall be TOA Model A-706 Amplifier, rack installed in IT Closet, with Bogen Digital Stereo Tuner, Model DST1 or equivalent. Speakers shall be Bogen Model CSD2X2 or equivalent, and shall be installed in each exam/procedure/telehealth room, in each office, in conference room, staff lounge, VIC room, patient intake room, and waiting area. Remote control of system on/off and system volume adjustment shall be provided at reception area, and each speaker location shall also have wall-mounted volume control.

G. **Drinking Fountain:** An ADA-style water fountain shall be provided and installed in the main patient waiting room for use by patients/visitors.

H. **Patient Privacy:** Provide and install two (2) ceiling mounted cubicle tracks (one at each door location) in each exam room and one (1) at each Blood Draw station, to provide visual privacy, as manufactured by On The Right Track Systems. Contractor shall also provide curtains, with style/color coordinated with VA Interior Designer. Provide quantity of curtains that is twice the number installed, to allow for full cleaning/swap out of curtains at one time.

I. **Electrical/Emergency Generator:** The lessor shall be responsible for meeting the applicable requirements of the NFPA, NEC, the National Electric Safety Code, and local codes and ordinances, and shall be inspected for compliance in the NFC and local code by the local authority having jurisdiction. A certificate of compliance shall be furnished to the VA. Distribution panels must be circuit breaker type with 25 percent square power load and circuits. All electrical equipment shall be U.L. Listed. **Lessor shall provide and install a dedicated, self-enclosed emergency generator to support the critical functions of the clinic in order to maintain operations in event of a power failure. This shall include at a minimum: telecommunications room and associated equipment, mechanical systems and alarm systems supporting the clinic, emergency egress and exit lighting, at least one emergency circuit (double duplex outlet) in each exam room, in each office, and in reception area, along with emergency light fixture in each respective area also.**

   a. Outlet Distribution - Quad floor and wall electrical outlets shall be provided in a ratio of one (1) for every 50 gsf of space. Quad floor outlets in rooms over 400 gsf shall be provided on the basis of one (1) per twelve (12) linear feet of wall surface. Quad utility outlets shall be provided in toilets, corridors, and dispensing areas for maintenance purposes. Outlets are to be circuited separately from the lighting with not more than nine such outlets on one circuit. Switchgear and circuit breakers shall be plainly marked or labeled to identify circuits or equipment supplied through them. If the electrical outlet is within 24" of a sink, then it shall be Ground Fault Interrupting type. Emergency outlets shall be red in color.

J. **Physical Security:**

1. Designer shall ensure that the facility design complies with ISC, Facility Security Level (FSL) II, as per Attachment D.

2. Card reader access shall be provided for exterior staff and exterior main entrance doors, the IT closet, the clean supply and soiled/utility rooms, and for all doors from the public areas (i.e. waiting room) into the clinical areas (containing the exam rooms). Card readers shall be fully compatible with existing VA PIV cards and shall report back to the Software House C-CURE Physical Access Control System at the VA Hospital, via hospital computer network.
3. Provide a security system to alarm upon illegal entry in the leased space and to prevent unauthorized entry 24 hours, 7 days per week. The preferred system will have intrusion/motion detectors at each entrance to the clinic space that alarm locally at the site and to a remote monitoring location. The remote monitoring company shall be in the business full-time (ADT, Brinks, etc. or equal), shall be approved by the Contracting Officer, with all monitoring costs provided by the landlord for the term of the lease. Lessor shall install keypads to allow for arming/disarming the building at two separate location(s) as directed by VA COR.

4. Provide and install a hard-wired duress alarm button in each exam/procedure room, at each office workstation, in the reception area workstations, at the blood draw stations, in Group Meeting/Conference room, and as directed by COR. Duress buttons shall be Sentrol 3055 model, non-latching with LED, connected to Micro Technology Services LynxNet supervised control panel, and programmed by contractor into VA Lynx software package. Contractor shall provide to COR a device directory, with specific room locations, for each installed device, including control panel terminal numbers.

K. **Telephone/Data Requirements:**

Telephone/data outlets will be provided on the basis of one (1) per twelve (12) linear feet of wall surface.
Coordinate outlet locations with electrical outlets for computer equipment. Outlets will be served by ¾" conduit through walls, stubbed above ceiling height, with two (2) Category 6E 4 Pair data cables and two (2) Category 6E 4 Pair voice cable at each location, running back to the data closet, terminated by OEM Certified contractor at the jack location and on contractor provided patch panel(s) and data rack(s). Cabling shall be 4 individually twisted pair 24 AWG insulated copper conductors, voice=green color; data=yellow color.

(Panduit) CAT6E 4 PAIR PVC CABLE BULK GREEN
PUR6004GN000'
PUR6004YL-U7 (Panduit) CAT6E 4 PAIR PVC CABLE BULK YELLOW 1000'

Contractor shall provide and install a suitable (L5-20, L6-30, etc) receptacle, mounted in or near the rackspace in the data closet for VA provided UPS connection. Provide and install sheets of ¾" fire rated plywood from floor to 6'-0" high along one wall of IT closet. VA IT staff will provide specific

guidance on power plug connectors/terminations/patch panels, etc. The government reserves the right to provide its own telephone service in the leased space. Conference room data jacks will be provided on the basis of one (1) every six (6) linear feet of wall surface.

General Requirements:
All telecommunications cabling and telecommunications physical space must conform to established industry standards (NEC, NFPA, OSHA, IEEE, EIA/TIA, etc.) including the following practices:

- Telecommunications equipment and other equipment supporting the building's security or communications interfacing may be located in wiring closets. Electrical service panels, HVAC equipment, natural gas or water control valves, etc. must be located elsewhere.
- Length of any UTP cable run from patch panel in wiring closet to RJ-45 data jack at wall plate must not exceed 90 meters. If contractor cannot meet this requirement with a centrally located wiring closet, contractor must provide additional wiring closets conforming to the specifications outlined in this document.

Environmental/Electrical:
A telephone/data wiring closet must be provided, with dimensions of at least 10' x 10' in size. The floor must be sealed concrete or low static tile. It must have lighting controlled by a wall switch directly inside the closet by the entry. Lighting fixtures shall be surface-mounted LED, and shall ensure a lighting level of 100 foot-candles on working surfaces with a near (natural) light color rendition. A dedicated cooling system shall be provided in the closet to ensure 70 degrees F. 20-amp duplex or quad electrical receptacles must be located on each wall and each receptacle must be connected to one or more circuits that are isolated from receptacles outside the closet. Two of the receptacles must provide emergency power, and the receptacle should be red. The door must open outward to avoid collisions with network equipment or, if inward opening, provide at least five feet of clearance between the door and any network equipment. All perimeter walls for the IT closet shall extend from floor to roof deck above to prevent entry.

Equipment Mounting Hardware:
At the end of the room opposite from the entry, a contractor-provided 96"H x 24" W x 30" D four-post equipment rack made with 16 gauge steel components, supporting 52 rack spaces, UL Listed for 2,500 lbs. (Panduit CMR4P96) must be installed at a 90-degree angle to the wall. Vertical cable management must be provided by contractor and attached to each side of the rack (Panduit Patch Runner PRV8). Contractor must also provide horizontal cable management (Panduit SRBCT, Panduit NCMH2, Panduit NCMHAEF2, Panduit NCMHAEF4). VA OI&T staff will mount horizontal cable management after network electronics have been installed in the rack. The contractor will provide at least one two post standard rack(s) 96"H x 20.3" W x 6" D 6" channel steel for a UL Listed of 1,500 lbs load rating (Panduit R2P96S). The standard rack must be interoperable with the horizontal and vertical cable management supporting the 4 post equipment rack. The rack must be bolted to the floor for stability and oriented for easy access from front and back (ideally this would be at least 4-foot clearance, front and back). Racks must also be connected by grounding strip (Panduit CGK630U) and grounded to building ground through a busbar (approx ¼" x 4" x 12") of copper with tin plating which meets BICSI and J-STD-607 (Panduit GB4B0612TPI-1) and self-laminating labels to identify busbar to the building ground. All components are required to be installed by OEM certified installer of items provided for telecommunications closet.

Horizontal Cable Raceways:
All horizontal wire and cabling shall be installed in a raceway system within the telecommunications closet. This raceway should be supported from above the rack area with enough vertical space to allow for easy access to both the raceway and top of the rack system and a graceful entry from the above raceways to the equipment within the racks below. Waterfall devices provide the soft transition from the raceway above the racks to the devices below and should be installed in adequate numbers to facilitate the network hardware being deployed and additional waterfall devices provided to IT for current and future needs. The raceway must run across the top of the rack in four directions each point meeting in the near center. Racks are shown in the center of the diagram below with raceway running across the top to the full extent of the room, and two offset raceways tying into the main trunk of the raceway at one point left and one point right of the rackspace.

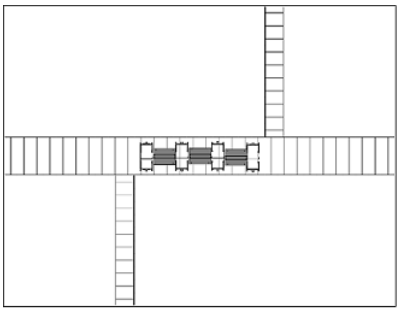

Illustration: Example of raceway position in Telecommunication Closet

VA OI&T staff will be responsible for the purchase and installation of network electronics and uninterruptible power supplies.

Adjacent to the T-style equipment rack, one or more walls must be covered with ¾-inch fireproof plywood and painted white. A remote telephone switch requiring wall mounting will be provided and installed in this area by VA OI&T staff. Ideally, this should be the same or adjacent wall to where the Local Exchange Carrier point-of-presence equipment is or will be installed.

UTP Telecommunications Cabling:
Sufficient angled patch panels must be provided to match the number of UTP data/VOIP cable home runs from the new wiring closet to individual room locations, plus 10% for growth. These angled patch panels must be mounted with top panel starting at approximately 5.5 foot height of the contractor-provided equipment rack(s). The patch panels must be 48-port angled high-density patch panel with labels (Panduit Part No. CPPLA48WBLY), supplied factory installed CFFPL4 type front removable snap-in faceplates, of cold rolled steel construction, able to accept modules for Cat5e and Cat6e, Fiber Optic and Coax with snap-in feature to allow for easy moves, adds and changes. Items ordered need to match our VA OI&T standard infrastructure and meet VA requirements for Quality Assurance of installation.

All UTP data/VOIP cable home runs must be terminated in the wiring closet in patch panels using the 568-A standard.

The provision of both data/VOIP cable runs and analog/digital voice cable runs provides flexibility for the location to support a mixture of PBX, VOIP and POTS voice services over time.

Cat 6E cabling should be used for all UTP cabling home runs (voice and data) (Panduit

PUR6004GN-UY; PUR6004YL-U7). This cabling must meet or exceed the current industry standards for voice/data cabling and must be certified together with the telecommunications infrastructure installed by contractor to meet the VA Quality Assurance requirements. (Section 27 00 11 Communication Equipment Room Fittings). Contractor must also include in the procurement the necessary patch cabling to support each network jack that is installed. These cables should be green 7'(station) and yellow 10' (closet) cables supporting both the station side and the telecommunication closet.
Once terminated, UTP cabling must be capable of supporting 10/100/1000-BASE-TX Ethernet traffic that will meet the VA requirements for signal level, signal speed, impedance, and system data error (Section 27 00 11 Communication Equipment Room Fittings). All UTP cabling home runs must be terminated by 569-B modular RJ-45 jacks that meet or exceed ANSI and IEEE Class E channel standards and that meet requirements of IEEE 802.3af and IEEE 802.3 for PoE applications (Panduit CJ688TGYL) yellow color jack for data, green color jack for voice in single gang, sloped vertical faceplate accepting 4 modules (Panduit CFPSL4EIY). The standard network drop consists of two phones and two data jacks. A typical room requires one standard network drop per 50 nsf of space. Coordinate outlet locations with electrical outlets for computer equipment. Outlets will be served by ¾" conduit through walls, stubbed above ceiling height, with two (2) Category 6 data cables and two (2) Category 6 voice cable at each location.

Labeling of Cabling Runs:
For ease of tracing, troubleshooting or relocation, cable jacket colors must be green for the voice jacks, yellow for the data jacks with corresponding color jacks in sloped wall plate. Each cable voice/data pulled to the telecommunications closet must be identified in the telecommunications closet to the corresponding room number.

Room numbers will be assigned by VA staff in advance of any cabling pulls.
Analog/digital and data/VOIP jacks are labeled alphanumerically based on the level location of the patch panel and the port number on the patch panel that corresponds to the room/jack in associated inside the telecommunication closet. Multiple installs of the 48 angled patch panels should be labeled with capital letters A-Z from the top of the rack down. A label below each jack must indicate the room number and sequential jack position within the room. As an example, upon entering a room, the first quad receptacle would be labeled room #-seq. #, such as 101-1, and continue around the room in clockwise order incrementing the sequence until all wall jacks are labeled. Further each jack within the quad receptacles will also need to be identified by identifying the panel and associated jack on that patch panel for each jack (Section 27 00 11 Communication Equipment Room Fittings).

Illustration 1: Sample sloped wall plate

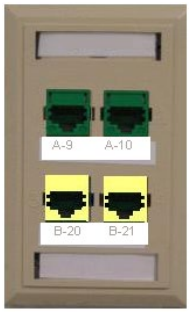

Illustration 2: Example of jack identifiers NOT wall plate

Contractor must clearly label all patch panel jacks, 110-panel positions and cross-connects to match the labeling of the wall plate jacks.

Testing of Completed Cabling:
Once UTP data cabling has been pulled and terminated at both ends, the contractor must test each cable run to confirm that it is capable of supporting data transmission rates indicated above and conforms to cabling standards listed above. The contractor must supply a report documenting the test results. The report should be submitted in electronic format.
Wireless Infrastructure: The listing below is the requirements that must be provided to address wireless infrastructure for a new construction or renovation project.
1. Dimension of the building: This must be the longest length and largest width of the building or section of the renovated space.
2. Total Square Feet of the building: This must be the total foot print square foot of the new building or renovated space.
3. DWG document created from the engineering staff's AutoCAD application: The document must include the room numbers as well as the total dimension of the building. The AutoCAD DWG drawing must not be in design mode and must be attached to the Service Request ticket as well.
4. Ceiling height of the building: This is normally 10 feet, in some cases ceilings may be higher than normal and must be identified.
5. Clinical Services: List if inpatient mental health will be located in the new building or renovated space.
6. Specialized construction: Identify any areas where there will be specialized construction, such as 18" reinforced concrete walls.
7. Construction start date: The date the construction is to begin on the new building or renovated space.
8. Estimated construction completion date.
9. Wireless Clients: Types of wireless clients expected to be used at the new building or renovated space including Wireless VOIP clients. Total number of wireless clients expected to be deployed.

The System Contractor or subcontractor shall submit certified documentation that they have been an authorized distributor and service organization for the OEM for a minimum of three (3) years. The System Contractor shall be authorized by the OEM to certify and warranty the installed equipment. In addition, the OEM and System Contractor shall accept complete responsibility for the design, installation, certification, operation, and physical support for the System. This documentation, along with the System Contractor and OEM certification must be provided in writing as part of the Contractor's Technical Submittal.

L. **Sustainability:** Ensure that the design complies with the applicable sections of the VA Sustainable Design Manual, available at http://www.cfm.va.gov/til/sustain.asp.

M. **Acoustics:** The design shall carefully consider and address acoustics, with the goal of reducing sound transmission between spaces for patient privacy and providing a work environment free of unnecessary distractions.

1. Walls shall extend from floor to deck, utilize metal studs, and contain sound absorbing insulation.

2. Sound masking shall be utilized throughout the space. The lessor shall provide sound masking system with speakers throughout the clinic space, utilizing Cambridge Model

Qt100 sound management system, or equivalent.

3. Additional measures shall be taken to improve audible privacy in the open-office-style team work area. The design team shall present options and a "pros/cons" analysis of the options to the VA for input.

N. **Telehealth:** Plan exam, consult, and conference room layouts to accommodate telehealth equipment. Specific information on telehealth equipment will be available from the VA during design.

O. **Designer Response:** The required response time for all VA requests, unless otherwise stated by the VA, shall be 14 calendar days. If the scope of the required action is extensive, the A/E shall notify the VA and request additional time.

P. **Construction Document Requirements:**

1. Provide in accordance with Supplement "B" sets of both drawings (AutoCAD and PDF) and specifications (MS Word and PDF).

2. Drawings shall be compatible with AutoCAD 2016. Specifications shall be developed utilizing MS Word 2016.

IV. A/E SUBMISSIONS OF DESIGN REVIEW MATERIAL

A. First Review: 35% Submittal - Schematics

- 6 Sets of reduced size and PDF preliminary/schematic layout plans

B. Second Review: 65% Submittal – Design Development (DD)

- 1 Set of AutoCAD & PDF Design Development drawings
- 2 Sets of full size bound DD layout plans/details
- 2 Sets of half size bound DD layout plans/details
- 1 Set of MS Word draft specifications
- 2 Sets of daft specifications in 3-ring binders

C. Final Review: 100% Submittal – Final Construction Documents

- 1 Set of AutoCAD & stamped (by registered architect or PE) PDF final construction drawings
- 1 Set of approved full size bound final construction drawings with PE stamps
- 1 Set of approved half size bound final construction drawings with PE stamps
- 1 Sets of MS Word final specification sections

- 1 Set of Adobe PDF final specification sections merged
- 1 Set of final specifications paginated front to back in 3-ring binders.

D. Project Close-Out Submittal – As-Built Construction Documents

- 1 Set of AutoCAD & stamped (by registered architect or PE) PDF As-Built drawings
- 1 Set of approved full size As-Built drawings with PE stamps

V. SCHEDULE

ID	Milestone Task Description	Duration	Schedule Date
1	Preliminary Investigations/Develop Draft Conceptual/Schematics and proposed options	As Needed	
2	Initial User Group Meeting – review Draft Conceptual/Schematics and proposed options		Notice to Proceed (NTP) + 14
3	Submit First Review – 35% Schematics	7 days	NTP+21
4	VA Review	14 days	NTP+35
3	Submit 65% Design Development Submission	14 days	NTP+49
4	VA Review	14 days	NTP+63
5	Submit 100% Construction Documents	14 Days	NTP+77

Attachment A
A/E SUBMISSION INSTRUCTIONS

Table-of-Contents

A/E SUBMISSION INSTRUCTIONS
Community Based Outpatient Clinic in Janesville, WI

I. GENERAL

A. INTRODUCTION

1. This document contains information and minimal submission requirements for the design of the Department of Veterans Affairs (VA) Community Based Outpatient Clinic (CBOC) in Janesville, WI.

2. Coordinate all activities with the William S. Middleton Memorial VA Hospital. Hold informal meetings (upon mutual consent of the VA and the A/E) at the hospital to discuss the design and related issues.

3. Final approved Schematic documents shall be the basis for the development of the Design Development phase. Likewise, final approved Design Development documents shall be the basis for the development of the Construction Documents phase. The VA COR must approve any changes from each set of documents before the A/E proceeds to the next phase.

4. VA will review all submittals for functional and aesthetic relationships. However, no further functional decisions are anticipated after the Design Development phase.

5. Provide computations and sizing calculations for electrical, mechanical (HVAC, plumbing, and steam), sanitary, structural and fire protection designs. For computerized calculations, submit complete and clear documentation of computer programs, interpretation of input/output, and description of program procedures.

6. Submit final drawings compatible with AutoCAD 2016.

B. A/E RESPONSIBILITIES:

1. Contract documents shall meet or exceed the requirements of this document.

2. The A/E is responsible for producing a complete set of drawings, design narrative/analysis, calculations, sample boards, and specifications in accordance with professional standard practices and VA criteria. Each A/E discipline shall receive a copy of their respective VA design manuals, standard details, construction standards, and VA National CAD Standard Application Guide. The AE is responsible for obtaining the NCS.

3. A/E shall conduct coordination meetings between A/E technical disciplines before submitting material for each VA review and provide minutes of the meetings to VA COR.

4. The A/E shall conduct interim fire protection installation inspections and witness final fire protection equipment testing.

C. SUBMISSION POLICY:

1. There is a 35% Schematic* submission, a 65% Design Development (DD**) submission, and a 100% Construction Document (CD***) submission indicated in this guide.

2. At each submission, the A/E shall date all material and present the designs on VA standard size drawings that are appropriately labeled, "SCHEMATIC SUBMISSION", “DESIGN DEVELOPMENT SUBMISSION”, OR “CONSTRUCTION DOCUMENT SUBMISSION”, in large block letters above or beside the VA standard drawing title block. In each submission, the A/E shall incorporate the corrections, adjustments, and changes made by VA at the previous review.

II. SUBMISSIONS

A. SITE DEVELOPMENT: Submit the following:

Site Development:	Schematics*	DD**	CD***
Layout plan showing location of:			
• Building and structures	✓	✓	✓
• Roads	✓	✓	✓
• Fire Access		✓	✓
• Parking	✓	✓	✓
• Accessible spaces		✓	✓
• Van spaces		✓	✓
• Mechanical and electrical equipment on grade	✓	✓	✓
• Off-site roads (if applicable)	✓	✓	✓
• Off-site utilities (if applicable)	✓	✓	✓
• Entrances and exits		✓	✓
• Walks		✓	✓
• Inlets		✓	✓
Signage plan and schedule		✓	✓
Specifications		✓	✓

B. ARCHITECTURAL: Submit or show the following:

Architectural:	Schematics*	DD**	CD***
Location of:			
• Rooms[1]	✓	✓	✓
• Doors[2]	✓	✓	✓
• Corridor(s)[3]	✓	✓	✓
• Basic column grid/sizes	✓	✓	✓
• Expansion and seismic joints	✓	✓	✓
• Electrical closets	✓	✓	✓
• Equipment rooms	✓	✓	✓
• Signal and telephone closets	✓	✓	✓
• Mechanical shafts and space	✓	✓	✓
• Stair(s)		✓	✓
• Ramp(s)		✓	✓
• Elevator(s)	✓	✓	✓
Floor Plans/Drawings:			
• Roof plan (if applicable)	✓	✓	✓
• Reflected ceiling[4]		✓	✓
• Equipment floor plans 1:50 (1/4 inch) scale[5]		✓	✓
• Demolition plans[6]		✓	✓
Room names and numbers[7]		✓	✓
Program net/designed net[8]	✓	✓	✓
Dimensions of leased space/Net useable square footage	✓	✓	✓
Finish floor elevations[11]	✓	✓	✓
Door locations, sizes, and swings		✓	✓
Wall thickness and chase walls		✓	✓
Handrail location/dimensions		✓	✓
Fixed equipment		✓	✓
Equipment elevations and details			✓
Plumbing fixtures		✓	✓
Wheelchair accessible facilities		✓	✓
Wall sections[12]		✓	✓
Building sections[13]		✓	✓
Finish grades at corners, entrances, exits, platforms and ramps		✓	✓
Fire and smoke rated partitions	✓	✓	✓
Fire extinguisher cabinets		✓	✓

Architectural:	Schematics*	DD**	CD***
Spray-on fire proofing (see fire protection)			
Construction details[15]		✓	✓
Drafting symbols, abbreviations, and general notes		✓	✓
Door, window, and louver schedules			✓
Interior details, elevations, sections			✓
Finish schedule[16]		✓	✓
Graphics and signage[17]			✓
Specifications		✓	✓

B. NOTES:

1. Use lines between spaces to indicate the centerline of the partition (for schematics only).

2. Indicate ceiling mounted equipment, lighting fixtures, air diffusers, registers, tracks, and other significant elements.

3. Identify all equipment for each room. Indicate and coordinate all equipment with the Equipment Guide List (Program Guide 7610) and Activated Equipment List. Use VA standard symbols and notation to distinguish between contractor-furnished and installed (CC), VA-furnished contractor-installed (VC), and VA-furnished and installed (VV).

4. Label as required for schematic drawings. Coordinate new room numbering with medical center.

5. If the project requires exterior work, show all facades indicating massing, proposed fenestration and the building relationship to adjacent structures and the finish grade. Show all significant building materials, including their colors, any proposed roof top mechanical equipment, architectural screens, skylights, and stacks on the elevation drawings. If building is designed for future expansion (vertical and/or horizontal), delineate elevations with and without the future expansion. If project is an addition, show elevations of the existing building in sufficient detail to illustrate the relationship between the new and existing in terms of scale, material, and detail.

C. FIRE PROTECTION: Submit the following:

Fire Protection:	Schematics*	DD**	CD***
Fire protection narrative:[1]			
• Fire and smoke separation	✓	✓	✓
• Fire sprinkler/standpipe system		✓	✓
• Size of fire pumps (if applicable)		✓	✓
• Water supply available/max. demand		✓	✓
• Water flow testing results		✓	✓
• Fire alarm systems[2]		✓	✓
Existing to be modernized		✓	✓
Base loop system for interface of new construction		✓	✓
• Size of air handling unit		✓	✓
• Exit paths from each zone		✓	✓
• Distances to stairs		✓	✓
• Occupancy of each area		✓	✓
• Exit calculations for each floor		✓	✓
• Smoke control features		✓	✓
Floor Plans/Drawings:[3 & 4]			
• Sprinkler zones		✓	✓
• Fire alarm zones		✓	✓
• Smoke zones		✓	✓
• Building water supply		✓	✓
• Interior sprinkler supply lines		✓	✓
• Standpipes		✓	✓
• Fire extinguisher cabinets		✓	✓
• Fireproofing of structural members			
• Sprinkler/standpipe riser supply piping		✓	✓
• Termination of sprinkler main and inspector test drains		✓	✓
• Sprinkler alarm valves		✓	✓
• Waterflow and tamper switches		✓	✓
• Sprinkler system fire department connections		✓	✓
• Sprinkler design hazards per NFPA 13		✓	✓
• Exit signs and emergency lighting		✓	✓

Fire Protection:	Schematics*	DD**	CD***
• Occupied areas not protected by automatic sprinklers		✓	✓
Calculations	✓	✓	✓
Estimated capacities for proposed air handling units in cubic meters (cubic feet) per minute		✓	✓
Location of:			
• Fire alarm system		✓	✓
• Annunciator panels		✓	✓
• Pull stations		✓	✓
• Flow switches		✓	✓
• Audio-visual devices		✓	✓
• Smoke detectors		✓	✓
• Duct smoke detectors		✓	✓
• Smoke dampers		✓	✓
• Fire dampers		✓	✓
• Fire alarm risers[5]		✓	✓
• Exit signs		✓	✓
• Emergency lighting		✓	✓
• Fire sprinklers		✓	✓
• Standpipes		✓	✓
• Fire hydrants		✓	✓
• Fire pumps (if applicable)		✓	✓
• Post indicator valves		✓	✓
• Sectional valves		✓	✓
• Fire extinguisher cabinets		✓	✓
• Electromagnetic door hold open devices		✓	✓
Wall sections indicating fire resistive ratings		✓	✓
Excavation plan signage		✓	✓
Door and window schedule with fire rating or fire rated glazing		✓	✓
Zoning of each fire alarm initiating device		✓	✓
Details:			
• Fire pump system (capacity and pressure), if applicable.		✓	✓
• Elevation and isometric view of fire pump, if applicable		✓	✓

Fire Protection:	Schematics*	DD**	CD***
• Stairwell sign, if applicable		✓	✓
• Annunciator panel		✓	✓
Interconnection of fire alarm system with:			
• Smoke dampers		✓	✓
• Air handlers		✓	✓
• Elevator controls, if applicable		✓	✓
• Fire pump system, if applicable		✓	✓
• HVAC system with smoke duct detectors		✓	✓
Single line riser diagram for fire alarm system		✓	✓
Height/configuration of storage racks and shelving		✓	✓
Specifications		✓	✓

C. NOTES:

1. Indicate NFPA 220 and UBC fire resistive rating of the building, NFPA 101 occupancy type, and fire protection code analysis to access compliance with NFPA 101.

2. Determine type, features, age, reliability, compliance with present day codes, capacity, zoning, supervision, control panel and power supplies, initiating devices and circuits, and auxiliary functions for existing fire alarm system. Indicate manufacturer, model number, voltage, and wiring style of existing alarm systems and devices. Provide recommendations for the proposed fire alarm work.

3. Provide information to meet JCAHO requirements; e.g. location of all fire rated barriers, smoke barriers, exit signs, fire extinguishers, manual pull stations, smoke detectors, and sprinkler flow switches. Show all interim life safety measures such as temporary systems Fire Alarm, Sprinkler, and Smoke.

4. At DD Submission, add room names, room numbers, door locations and swings, smoke and fire rated partitions, sprinkler/standpipe risers to floor plans. Add location of all valves (post indicator, sectional) and backflow preventer if provided.

5. Show new equipment and/or the necessary changes involved if modification to the existing system is required. Include any recommendations where certain requirements of VA criteria might be waived, in order to allow the existing equipment to be reused.

D. INTERIOR DESIGN: Submit the following:

Interior Design:	Schematics*	DD**	CD***
Written interior design concept[1]	✓		
Illustrate overall design solution[2]	✓		
Material and finish samples	✓		
Sketches	✓		
Design solution for interior spaces:			
• Perspectives		✓	✓
• Plans		✓	✓
• Details		✓	✓
• Elevations		✓	✓
• Sections		✓	✓
• Wayfinding		✓	✓
• Floor patterns		✓	✓
• Wall patterns		✓	✓
• Lighting		✓	✓
• Signage		✓	✓
• Handrails		✓	✓
• Bumper guards		✓	✓
Specification section 09050		✓	✓
Finish schedule		✓	✓
Exterior colors and materials		✓	✓
Sample boards for interior and exterior materials, products, and finishes		✓	✓
Edited carpet and wallcovering specifications		✓	✓
Specifications			✓
Keyed Finish plans			✓
Interior design details, elevations, and sections			✓

D. NOTES:

1. Provide a document of data collected in interior design programming. Include collection and analysis of data from the VAMC project coordinator and interior designer. Data includes, but is not limited to the following: existing interior and exterior design and materials, light, safety, patient profile, customer's "vision" or desired image, public vs. private spaces, complete signage package, goals of customer, regional influences, etc.

2. Discuss and illustrate the overall design solution for the primary areas of the project using marked-up floor plans, loose sketches, and material and finish samples. Use

broad categories of materials, finishes, color palettes, patterns, textures, and scales. Separately group all major neutral background materials and finishes that will be used and discuss how they will be integrated with all other materials and finishes on the project. Include all primary and secondary corridors, typical patient and toilet rooms, lobbies, waiting rooms, and exam rooms. Show the relationship among departments and functions, and between public and private spaces.

E. STRUCTURAL: Submit the following:

Structural:	Schematics*	DD**	CD***
Supporting calculations[1]	✓	✓	✓
Column locations	✓		
Shear load resisting elements[2]	✓		
Structural plans		✓	✓
Sections		✓	✓
Details		✓	✓
Size/location of:			
• Columns		✓	✓
• Beams		✓	✓
Lateral load resisting elements		✓	✓
Load bearing walls		✓	✓
Elevations			✓
Schedules			✓
General notes			✓
Specifications			✓

E. NOTES:

1. Include vertical and lateral load design for CD submission.

2. Indicate existing utilities and structures within, adjacent, or contiguous to the new construction.

F. PLUMBING: Submit the following:

Plumbing:	Schematics*	DD**	CD***
Narrative:			
• Existing plumbing systems to be used and necessary modifications	✓	✓	✓
Floor Plans/Drawings:			
• Room names	✓	✓	✓
• Identify			
Existing plumbing fixtures	✓	✓	✓
New plumbing fixtures	✓	✓	✓
Existing equipment	✓	✓	✓
New equipment	✓	✓	✓
Plumbing piping	✓	✓	✓
• Size of pipe		✓	✓
• Equipment schedule		✓	✓
• Fire & smoke partitions	✓	✓	✓
• Demolition plans		✓	✓
• Riser diagrams			✓
• Legend, notes, and details			✓
Location and size of sprinkler riser, standpipes, and fire pumps (see fire protection) if applicable		✓	✓
Location of emergency eyewash and shower equipment, if applicable		✓	✓
Calculations (equipment & piping)		✓	✓
Specifications		✓	✓

G. HVAC: Submit the following, if applicable:

HVAC:	Schematics*	DD**	CD***
Description of HVAC systems	✓		
Equipment for each functional space	✓		
Tentative location/sizes:			
• Mechanical equipment room	✓		
• Principal vertical shafts	✓		
Block layout of equipment	✓		
Louvers:[2]			
• Outside air	✓	✓	✓
• Exhaust air	✓	✓	✓
• Relief air	✓	✓	✓
Engineering calculations[3]	✓	✓	✓
Selection of HVAC equipment, if applicable		✓	✓
Catalog cuts of new equipment, if applicable		✓	✓
Room by room heating and cooling loads		✓	✓
Zone by zone heating & cooling loads		✓	✓
Tabulation of steam consumption		✓	✓
Psychometric chart for air handling unit		✓	✓
Coil entering and leaving conditions		✓	✓
Fan motor heat gains		✓	✓
Consumption of humidification loads		✓	✓
Sound/acoustic analysis		✓	✓
Room-by-room air balance charts[4]		✓	✓
Chilled water plant:[5]			
• Quantity and type of chillers		✓	✓
• Capacity in tons of refrigeration		✓	✓
• Electrical equipment		✓	✓
Heating system:			
• Total heating load		✓	✓
• Domestic hot water load		✓	✓
• Humidification load		✓	✓
• Equipment steam demand		✓	✓
• Zoning of heating system		✓	✓
HVAC floor plan:[6]			

HVAC:	Schematics*	DD**	CD***
• Main supply, return and exhaust ductwork		✓	✓
• Volume dampers		✓	✓
• Fire and smoke partitions		✓	✓
• Fire and smoke dampers		✓	✓
• Smoke detectors		✓	✓
• Automatic control dampers		✓	✓
• Air quantities for each room		✓	✓
• Air inlets/outlets		✓	✓
• Rises and drops in ductwork		✓	✓
• Expansion loops		✓	✓
• Anchors		✓	✓
• Vales		✓	✓
• Drip assemblies		✓	✓
• Balancing fittings		✓	✓
Interconnection of HVAC equipment with fire protection equipment (see fire protection)		✓	✓
Plan/section of mechanical equipment rooms		✓	✓
Schematic flow and riser diagrams[7]		✓	✓
Schematic control diagrams[8]		✓	✓
HVAC demolition drawings		✓	✓
Equipment schedule		✓	✓
VA symbols and abbreviation		✓	✓
Selection of			
• Pumps			✓
• Fans			✓
Sizing and selection of			
• Expansion tanks			✓
• Steam to hot water convertor			✓
• Heat exchangers			
Sound analysis			✓
Complete selection data			✓
Outside chilled water and condenser water distribution[9]			✓
Standard detail drawings			✓
Automatic temperature control drawings[10]			✓
HVAC specifications			✓

H. NOTES:

1. (not used)

2. The locations of these louvers must not allow short circuiting of air from emergency generator exhaust or truck waiting and loading dock areas into air intake etc. Consider factors affecting louver location such as visibility, historical considerations, wind direction, nuisance and health hazard odors (from emergency generator or truck exhausts).

3. Include room-by-room, peak zone-by-zone, and building block heating and cooling loads. Provide a tabulation of steam consumption based on data from all sources. Show correlation between each HVAC zone boundary and architectural floor area correlation between the architectural room numbers and abbreviated/coded room numbers used with computer input data sheets.

4. Show supply, return, exhaust, make-up, and transfer quantities with intended pressure relationships, i.e. positive, negative, or zero with respect to adjoining spaces.

5. Provide pertinent data on accessories such as pumps and cooling tower etc. Show the extent of the outside chilled water and condenser water piping. Clearly show how the piping will be laid in tunnels, trenches, or by direct burial.

6. Show ceiling clearances, at locations where ducts cross each other, by providing 1:50 (1/4 inch) scale local sections. Show all ductwork, and piping 150 mm (6 inch) and larger in double line. Show separate floor plans for air distribution and piping unless waived by VA. Show clearances required for access and maintenance with coil and tube pull.

7. Show typical air handling systems and all hydronic systems with existing capacities and new estimated loads. Verify actual operating conditions and capacities of HVAC systems prior to design.

8. Show control devices, such as, thermostats, humidistats, flow control valves, dampers, freezestats, operating and high limit sensors for all air systems and fluids, smoke dampers, duct detectors etc. Provide a written description of the sequence of operation on the floor plans. Detail the scope of work involved with the Central Engineering Center (ECC) and address if enough spare capacity is available or a new ECC is required. Show a point schedule for analog/digital input/output to be included in ECC.

9. Show pipe sizes and insulation with plans, profile, sections, details, and all accessories, such as, anchors, expansion loops/joints, valves, manholes, capped and

flanged connections, interface between the new and existing work (if any). Clearly indicate interferences (if any) with the existing utilities and/or landscape elements on outside piping layout drawings. Show rerouting any utilities, cuttings of roads, pavements, trees, etc., and the extent of new and demolition work. Outside utility drawings shall be based on the study of the latest site drawings, discussions with engineering personnel, and actual site inspection of the existing utility.

10. Show all duct detectors, control valves/dampers static pressure sensors, differential pressure control assemblies, etc., whose actual physical location is critical for the intended sequence of operation on floor plans.

I. ELECTRICAL: Submit the following:

Electrical:	Schematics*	DD**	CD***
Narratives:			
• Design[1]	✓		
Location and size of:			
• Electrical equipment[2]	✓		
• Electric closets	✓		
• Telephone closets	✓		
• Electrical distribution equipment			
Drawings showing:			
• Telephone systems	✓	✓	✓
• Proposed electrical system[3]	✓	✓	✓
• Electric symbols	✓	✓	✓
• Lighting fixture schedule	✓	✓	✓
• Emergency Life Safety Equipment (see fire protection)			
• Symbols, note, abbreviations		✓	✓
Method of short-circuit calculations	✓		
Method of voltage drop and demand calculations	✓		
Load calculations for normal & emergency use	✓	✓	✓
Drawings:			
• Lighting layouts		✓	✓
• Power layouts		✓	✓
• Signal layouts		✓	✓
• Demolition plans		✓	✓
Riser diagrams		✓	✓
Branch circuit wiring (typ.)		✓	✓
Location and size of:			

• Primary distribution switchgear/switchboard		✓	✓
• Engine-generator sets		✓	✓
Location of smoke dampers and duct smoke detectors			✓
Interconnection of electrical control equipment with HVAC equipment (see fire protection)			✓
Smoke partitions and fire alarm zones	✓	✓	✓

Electrical:	Schematics*	DD**	CD***
Fire alarm and signal riser diagrams (see fire protection)		✓	✓
Calculations for emergency generator(s), if applicable		✓	✓
Electrical details			✓
Specifications			✓

I. NOTES:

1. Include basic assumptions, points of interconnection, impact of new construction to existing electrical distribution system, current demand loading (high voltage switchgear and primary feeder), and projected load of new construction.

2. Include means and clearances for installation, maintenance, and removal/replacement of equipment.

3. Include high voltage and low voltage switchgear, transformers and low voltage main and/or distribution panels, branch panels and methods of feeding 277/480 volt and 120/208 volt normal and emergency panels.

J. EQUIPMENT: Submit the following:

Equipment:	Schematics*	DD**	CD***
Equipment (on architectural drawing)	✓	✓	✓
Specifications			✓

K. ASBESTOS ABATEMENT: ONLY IF APPLICABLE TO THE SPACE, submit the following:

Asbestos Abatement:	Schematics*	DD**	CD***
Asbestos abatement report including: 1. Summary results of building records 2. Determination of materials known to contain asbestos 3. Visual inspection of building to determine location and condition of asbestos 4. Sample strategy on the extent of asbestos present	✓		
Asbestos abatement drawing		✓	
Major Decontamination Areas showing: 1. Limits of sealing off the location 2. Quantities of asbestos material 3. Arrangements for auxiliary rooms 4. Engineering of negative air systems 5. Path of asbestos to loading platform 6. Location and connection to required utilities		✓	
Minor Decontamination Areas showing: 1. location, type, and length of pipe element to be abated by "Glove and Bag" approach 2. Other abatement features		✓	
Summary of:[1]			
• Square meter (feet) of floor space for abatement		✓	✓
• Total linear and square meter (feet) of asbestos to be abated		✓	✓
Asbestos abatement drawings including: 1. restoration of impacted building sub-systems 2. integrated phasing on execution of abatement			✓

L. ENERGY

	Schematics	DD	CD
Energy review, per the Sustainable Design Guide	✓	✓	✓

M. SPECIFICATIONS

	Schematics	DD	CD
Specifications (All Disciplines)		✓ 1 & 2	✓ 1

1. Submit for all technical disciplines the original VA Master Specification section drafts edited using the “Track Changes” feature in Microsoft Word. Assure the specification drafts have been edited and tailored in their application to represent accurate coordination between drawings and specifications.

2. When no VA Master Construction Specification exists for a "unit of work", prepare the specification section consistent with VA Master Construction Specifications format.

N. FINAL CONSTRUCTION DOCUMENTS

a. Place the seal of the Registered Architect, Registered Landscape Architect (if applicable), and Professional Engineer responsible for the design on the Construction Document.

Attachment B, Finishes List

LOCATION	Floor	Wall	Base	Other
Lobby/Reception	Carpet Mannington- Tulle 24”x24” Color TBD	Sherwin Williams zero VOC Color: TBD	Vinyl Base: Johnsonite 4" Color: TBD	Reception stations to be Sit-to-Stand Modular Systems Furniture by VA Solid Surface Transaction Counter by Landlord
Vestibule & Staff Entrance	Carpet Mannington- Take Back, Infinity RE Modular 24”x24” Color TBD	Sherwin Williams zero VOC Color: TBD	Vinyl Base: Johnsonite 4" Color: TBD	
PACT Clinic Exam Room	Sheet Vinyl Manningto n-Relay RE, welded bead seam Color TBD	Sherwin Williams zero VOC Color: TBD Color: TBD Accent wall in room	Vinyl Base: Johnsonite 4" Color: TBD	Solid surface counters with integral sink, removable angled sink drain cover/panel, and locking upper cabinets by landlord
Mental Health Consult Rooms	Sheet Vinyl Mannington – Relay RE, welded bead seam Color: TBD	Sherwin Williams zero VOC Color: TBD Color: TBD Accent wall in room	Vinyl Base: Johnsonite 4" Color: TBD	
Team Work Areas (PACT Team workrooms)	Carpet Mannington – Tulle, 24” x 24” Color TBD	Sherwin Williams zero VOC Color: TBD Color: TBD Accent wall in room	Vinyl Base: Johnsonite 4" Color TBD	
Blood Draw and Lab	Sheet Vinyl Mannington – Relay RE, Welded bead seam Color : TBD	Sherwin Williams zero VOC Color: TBD Color: TBD Accent wall in room	Rolled cove Base 4”	

Staff Support/Clinic Management	Carpet Mannington – Tulle, 24” x 24” Color TBD	Sherwin Williams zero VOC Color: TBD Color: TBD Accent wall in room	Vinyl Base: Johnsonite 4" Color TBD	
Toilet Rooms	Dal Tile Ceramic Tile Franciscan Slate 12x24 Color TBD	Dal Tile Franciscan Slate 12”x12” with 3”x3” accent	Dal Tile 4”	
Storage Rooms	Sheet Vinyl Mannington – Relay RE Welded bead seam Color: TBD	Sherwin Williams zero VOC Color: TBD Color: TBD Accent wall in room	Rolled cove Base 4”	
Staff Break Room	Sheet Vinyl Mannington – Relay RE Welded bead seam Color TBD	Sherwin Williams zero VOC Color: TBD Color: TBD Accent wall in room	Vinyl Base: Johnsonite 4" Color TBD	
Soiled Utility Room	Sheet Vinyl Mannington Relay RE Welded bead seam Color: TBD	Sherwin Williams zero VOC Color: TBD	Rolled cove base 4"	
Hallways	Carpet Mannington – Tulle, 24” x 24” Color TBD	Sherwin Williams zero VOC Color: TBD Color: TBD Accent wall in room	Vinyl Base: Johnsonite 4" Color TBD	Wall protection and handrails as needed

Attachment C

Signage and Wayfinding Requirements for the Janesville, WI CBOC

EXTERIOR SIGNAGE

Exterior signage shall be provided. Exterior signage identifying the clinic shall be clearly visible and easily read when approaching the clinic from either direction. At a minimum exterior signage shall include an illuminated monument sign and also on the CBOC front entrance doors. An exterior monument sign indicating the following shall be provided by lessor in front of building:

[VA LOGO]
U.S. Department of Veterans Affairs
Outpatient Clinic
Janesville, WI

Size of monument sign shall be compatible with area surroundings, with font size to be as large as possible to visibly note the VA presence at the site, and shall be sufficiently illuminated via exterior LED lighting. Verify size with VA COR for approval.

Exterior signage shall be in color and shall comply with the VA Exterior Signs guide, available at https://www.cfm.va.gov/til/signs/Signage04-Exterior.pdf.

INTERIOR SIGNAGE

Interior signage shall match the signage at the William S. Middleton Memorial VA Hospital in Madison, WI. This shall include corridor wayfinding/directional signs throughout the building, along with individual room signage (with room number and function), in accordance with SYSTEM 290 signage. The Lessor may offer an alternate plan for signage; however, this plan shall be offered by the Lessor and subsequently approved by the VA prior to lease award. After lease award, the Lessor shall contact the VA COR to coordinate appropriate wording for the signage.

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Attachment D
Additional Security Requirements for the Janesville, WI CBOC

SECURITY REQUIREMENTS - FACILITY SECURITY LEVEL II

THESE PARAGRAPHS CONTAIN ADDITIONAL SECURITY REQUIREMENTS, AND, UNLESS INDICATED OTHERWISE, ARE TO BE PRICED AS PART OF THE BUILDING SPECIFIC AMORTIZED CAPITAL (BSAC). WHERE THEY ARE IN CONFLICT WITH ANY OTHER REQUIREMENTS ON THIS LEASE, THE STRICTEST SHALL APPLY.

DEFINITIONS:
CRITICAL AREAS - The areas that house systems that if damaged or compromised could have significant adverse consequences for the facility, operation of the facility, or mission of the agency or its occupants and visitors. These areas may also be referred to as "limited access areas," "restricted areas," or "exclusionary zones." Critical areas do not necessarily have to be within Government-controlled space (e.g., generators, air handlers, electrical feeds which could be located outside Government-controlled space).

SENSITIVE AREAS – Sensitive areas include vaults, SCIFs, evidence rooms, war rooms, and sensitive documents areas. Sensitive areas are primarily housed within Government-controlled space.

FACILITY ENTRANCES, LOBBY, COMMON AREAS, NON-PUBLIC, AND UTILITY AREAS.

FACILITY ENTRANCES AND LOBBY

EMPLOYEE ACCESS CONTROL AT ENTRANCES
The Lessor shall provide key and electronic access control for the entrance to this building. All Government employees, under this lease, shall be allowed access to the leased space (including after-hours access).

COMMON AREAS, NON-PUBLIC, AND UTILITY AREAS.

PUBLIC RESTROOM ACCESS
The Government reserves the right to control access to public restrooms located within the Space.

SECURING CRITICAL AREAS (SHELL)
The Lessor shall secure areas designated as Critical Areas to restrict access:

A. Keyed locks, keycards, or similar security measures shall strictly control access to mechanical areas. Additional controls for access to keys, keycards, and key codes shall be strictly maintained. The Lessor shall develop and maintain accurate HVAC diagrams and HVAC system labeling within mechanical areas.

B. Roofs with HVAC systems shall also be secured, to limit unauthorized access. Fencing or other barriers may be required to restrict access from adjacent roofs based on a Government Building Security Assessment. Roof access shall be strictly controlled through keyed locks, keycards, or similar measures. Fire and life safety egress shall be carefully reviewed when restricting roof access.

C. At a minimum, Lessor shall secure building common areas including sprinkler rooms, electrical closets, telecommunications rooms.

VISITOR ACCESS CONTROL
Entrances are open to the public during business hours. After hours, visitor entrances are secured, and have a means to verify the identity of persons requesting access prior to allowing entry into the Space.

INTERIOR (GOVERNMENT SPACE)

DESIGNATED ENTRANCES
The Government shall have a designated main entrance.

IDENTITY VERIFICATION
The Government reserves the right to verify the identity of persons requesting access to the Space prior to allowing entry.

FORMAL KEY CONTROL PROGRAM
The Government reserves the right to implement a formal key control program. The Lessor shall have a means of allowing the electronic disabling of lost or stolen access media, if electronic media is used.

SITES AND EXTERIOR OF THE BUILDING

LANDSCAPING

LANDSCAPING REQUIREMENTS
Lessor shall maintain landscaping (trees, bushes, hedges, land contour, etc,) around the facility. Landscaping shall be neatly trimmed in order to minimize the opportunity for concealment of individuals and packages/containers. Landscaping shall not obstruct the views of security guards and CCTV cameras, or interfere with lighting or IDS equipment.

PLACEMENT OF RECEPTACLES, CONTAINERS, AND MAILBOXES
Trash receptacles, containers, mailboxes, vending machines, or other fixtures and/or features that could conceal packages, brief cases, or other portable containers shall be located 10 feet away from building.

SECURITY SYSTEMS

CLOSED CIRCUIT TELEVISION SYSTEM (CCTV)
LESSOR PROVIDED DESIGN, INSTALLATION, AND MAINTENANCE
The lessor shall design, install, and maintain a Closed Circuit Television (CCTV) system as described in this section. The CCTV system will support time lapse digital color video recording, and shall provide unobstructed coverage of designated pedestrian entrances, exits, and parking areas. Quantity of interior cameras is expected to be approximately 2-3, and exterior cameras is approximately 4-5. Technical review of the proposed system shall be coordinated with the Government security representative, at the direction of the Contracting Officer, prior to installation. CCTV system testing and acceptance shall be conducted by the Government prior to occupancy. The CCTV system shall comply with the Architectural Barriers Act, section F230.0. A central monitor shall be provided and installed within the Clinic as directed by the COR for the CCTV system, allowing for real-time viewing, and viewing of archived events. In addition, the system shall be connected to VA computer network for digital transmission of video across network. CCTV system components which fail or require maintenance or which fail during testing shall be serviced in accordance with the Security System Maintenance Criteria listed below.

Security System Maintenance Criteria: The Lessor, in consultation and coordination with a security provider, either internal or external, as determined by the Lease Contracting Officer, and the Government security representative, shall implement a preventive maintenance program for all security systems the Lessor has installed. Any critical component that becomes inoperable must be replaced or repaired by the Lessor within 5 business days. Critical components are those required to provide security (IDS, CCTV, access control, etc.) for a perimeter access point or critical area. "Replacement" may include implementing other temporary measures in instances where the replacement or repair is not achievable within the specified time frame. Failure by the Lessor to provide sufficient replacement measures within the timeframe identified above may result in the Government's providing guard service, the cost of which shall be reimbursed by the Lessor.

INTRUSION DETECTION SYSTEM (IDS)
LESSOR PROVIDED DESIGN, INSTALLATION, AND MAINTENANCE
The Lessor shall design, install, and maintain an Intrusion Detection System (IDS) as described in this section. The Government requires an IDS, which will cover perimeter entry and exit doors, and any operable ground-floor windows. Basic Security-in-Depth IDS components include: magnetic door switch(s), alarm system keypad, passive infrared sensor(s) (PIR), an alarm panel (to designated monitoring center) and appropriate communication method i.e. telephone and/or Internet connection, glass-

break detector, magnetic window switches or shock sensors. Technical review of the proposed system shall be coordinated with the Government security representative, at the direction of the Lease Contracting Officer, prior to installation. System instruction and testing shall be accomplished by the contractor, and acceptance shall be conducted by the Government prior to occupancy.

Security System Maintenance Criteria: The Lessor, in consultation and coordination with a security provider, either internal or external, as determined by the Lease Contracting Officer, and the Government security representative, shall implement a preventive maintenance program for all security systems the Lessor has installed. Any critical component that becomes inoperable must be replaced or repaired by the Lessor within 5 business days. Critical components are those required to provide security (IDS, CCTV, access control, etc.) for a perimeter access point or critical area. "Replacement" may include implementing other temporary measures in instances where the replacement or repair is not achievable within the specified time frame. Failure by the Lessor to provide sufficient replacement measures within the timeframe identified above may result in the Government's providing guard service, the cost of which shall be reimbursed by the Lessor.

DURESS ALARM
LESSOR PROVIDED DESIGN, INSTALLATION, AND MAINTENANCE
The Lessor shall design, install, and maintain a duress alarm system as described. Technical review shall be coordinated with the Government security representative, at the direction of the Contracting Officer, prior to installation. System instruction and testing shall be accomplished by the contractor, and acceptance shall be conducted by the Government, prior to occupancy. This system shall comply with the Architectural Barriers Act, section F230.0.

The Lessor in consultation and coordination with the security provider and Government shall conduct security system performance testing annually. Testing must be based on established, consistent agency-specific protocols, documented and furnished to the Contracting Officer. Components which fail or require maintenance or which fail during testing should be serviced in accordance with the Security System Maintenance Criteria listed below.

Security System Maintenance Criteria: The Lessor in consultation and coordination with a security provider, either internal or external, as determined by the Lease Contracting Officer, and the Government security representative shall implement a preventive maintenance program for all security systems they have installed. Any critical component that becomes inoperable must be replaced or repaired within 5 business days. Critical components are those required to provide security (IDS, CCTV, access control, etc.) for a perimeter access point or critical area. "Replacement" may include implementing other temporary measures in instances where the replacement or repair is not achievable within the specified time frame. Failure by the Lessor to provide sufficient replacement measures within the timeframe identified above may result in the Government's providing guard service, the cost of which shall be reimbursed by the Lessor.

SHATTER-RESISTANT WINDOW PROTECTION
The Lessor shall provide and install, shatter-resistant material not less than 0.18 millimeters (7 mil) thick on all exterior windows in Government-occupied space meeting the following properties - Film composite strength and elongation rate measured at a strain rate not exceeding 50% per minute shall not be less than the following:
- Yield Strength: 12,000 psi
- Elongation at yield: 3%
- Longitudinal Tensile strength: 22,000 psi
- Traverse Tensile strength: 25,000 psi
- Longitudinal Elongation at break: 90%
- Traverse Elongation at break: 75%

THE ALTERNATIVE METHOD is for the Lessor to provide a window system that conforms to a minimum glazing performance condition of "3b" for a high protection level and a low hazard level. Window systems shall be certified as prescribed by WINGARD PE 4.3 or later to GSA performance condition 3b (in accordance with the GSA Standard Test Method for Glazing and Window Systems Subject to Dynamic Loadings or Very Low Hazard (in accordance with ASTM F 1642, Standard Test Method for Glazing or Glazing Systems Subject to Air Blast Loading) in response to air blast load of 4 psi/28 psi-msec.

If the Lessor chooses the Alternative Method, they shall provide a description of the shatter-resistant window system and provide certification from a licensed professional engineer that the system as offered meets the above standard. Prior to installation, this will be provided for evaluation by the Government, whose approval shall not be unreasonably withheld.

OPERATIONS AND ADMINISTRATION

LESSOR TO WORK WITH FACILITY SECURITY COMMITTEE (FSC)
The Lessor shall cooperate and work with the buildings Facility Security Committee (FSC) throughout the term of the lease.

ACCESS TO BUILDING INFORMATION
Building Information—including mechanical, electrical, vertical transport, fire and life safety, security system plans and schematics, computer automation systems, and emergency operations procedures—shall be strictly controlled. Such information shall be released to authorized personnel only, approved by the Government, by the development of an access list and controlled copy numbering. The Contracting Officer may direct that the names and locations of -Government tenants not be disclosed in any publicly accessed document or record. If that is the case, the Government may request that such information not be posted in the building directory.

Lessor shall have emergency plans and associated documents readily available in the event of an emergency.