



**U.S. Department of Veterans Affairs**

Veterans Health Administration

## **VA CENTRAL CALIFORNIA HEALTH CARE SYSTEM FRESNO, CA**

**Project Number 570-19-107**

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**Improve Site Access & Physical Security Deficiencies**

**Statement of Work**

1-15-2020

## **1. INTRODUCTION**

- A. This Statement of Work (SOW) defines the work activities, deliverables, and timelines a vendor must execute in performance of specified work for a client. The vendor for this SOW shall be an Architectural & Engineering (AE) firm. The client for this SOW document shall be: The VA Central California Healthcare System (VACCHCS) located at 2615 E. Clinton Ave, Fresno, CA 93703-2223.
- B. This SOW includes detailed requirements with standard regulatory and governance terms and conditions.
- C. This SOW presents submission requirements focused on design and construction documents to be specified in the AE contract terms and conditions.
- D. The AE firm shall provide services as outlined in this SOW document.
- E. Prior to commencing any design work, the AE shall submit to the VA a Quality Assurance/Quality Control (QA/QC) program that designates an independent third-party licensed architect engineer or registered engineer to act as a QA Officer. The development of the QA/QC plan shall be prepared in accordance with the Program Guide, PG-18-15: AE Submission Instructions for Minor and NRM Construction Program; Volume C Section D (VA, 2008). The QA/QC program and the designated QA Officer shall be approved by the VA before concept development meetings are scheduled. Each deliverable provided by the AE shall include a QA/QC progress update signed by the QA Officer with a statement of compliance to PG-18-15.
- F. The AE shall provide all the necessary professional architectural and engineering services required to include the following:
  - i. Investigative and feasibility design services;
  - ii. Schematic design development drawings, construction documents, specifications, calculations, cost estimates and narratives;
  - iii. Tools, equipment, materials, labor, travel, per diem, and incidentals;
  - iv. Expertise, supervision, testing, analyses and specialty services to accomplish all items and requirements outlined in this SOW.

## **2. SCOPE OF DESIGN**

- A. The scope of design shall focus on only the remediations for the VACCHCS. Remediations for the Community Based Outpatient Center (CBOCs) and Fresno Vet Center are specifically excluded from the scope of design.

Appendix A presents a site plan of the VACCHCS, prepared by Romanyk Consulting Corporation (RCC)\*. Appendix B provides the RCC Final Report dated September 25, 2017 for the site surveys of the facilities. Appendix C contains details of the site deficiencies. The AE shall design mitigation approaches for the physical security deficiencies such as fencing, security bollards, additional security cameras, additional lighting, traffic control and guard/entry stations throughout the 24-hour access entry points at the facility. The project will also expand security monitoring room to accommodate new equipment according to the highest to lowest priority site access and physical security deficiencies without the acquisition of additional land within set forth budget. The report identifies 187 total deficiencies in varying degrees of risk levels. This project will attempt resolve approximately ten (10) percent of the noted deficiencies. This project addresses site deficiencies that can be mitigated without expanding land. Standoff deficiencies that required land expansion will be resolved by a separate project.

**\*IMPORTANT NOTICE:** All members of the Romanyk Consulting design team (prime contractor and any/all subcontractors) contracted for Project #612-16-108 VISN 21 Physical Security Design Compliance Survey (**Appendix A – Site Plan – VACCHCS**), the IDIQ Task Order #6 VA261-16-J-0762 for the VISN 21 Physical Security Design Facility Survey (**Appendix B - Final Report - VACCHCS Physical Security Survey**), or aided in the development of the Deficiency Report B-MECD-3.1-1-1 (**Appendix C – Deficiency Detail Sheets – VACCHCS**) are prohibited from performing work under this contract.

### 3. **BUDGET**

- A. The construction budget for funding the designed construction portion of this project is \$8,255,000. The AE shall design this construction project strictly within the approved budget for construction. If the AE determines that the cost for the selected remediations and/or particular design elements exceeds the budget, the AE shall immediately notify the COR. Upon contract award, the AE shall be solely responsible for meeting the budget funding limitations. Any re-design effort shall be at the expense of the AE to meet the budget funding limitation. Project phasing drawings shall be broken out to reflect the budget funding.

### 4. **GENERAL REQUIREMENTS**

- A. The AE shall be a professional architect or licensed engineer. The AE firm shall maintain all professional licensing, certifications, and accreditation information, along with any other credentials and qualifications for all workers involved in this project, and provide copy of such to the VA upon request.

- B. The AE professional seal shall appear on the final submission with signature. This signature shall also appear on the electronic CD-ROM to be used for bidding purposes. The Architect or Engineer whose seal is shown will be known as the Architect of Record, or the Engineer of Record. The Design AE shall certify compliance with the SOW and all applicable codes.
- C. The AE must take appropriate safety precautions when conducting field investigations, and notify the COR of encountered hazardous material, substances and/or circumstance discoveries.
- D. The VA will provide a report to the AE prepared by Romanyk Consulting\* identified as Project No. 612-16-108 titled "VISN 21 – Physical Design Compliance Survey," pages 16 through 175 for reference (See **Appendix B - Final Report - VACCHCS Physical Security Survey**).

\*IMPORTANT NOTICE: All members of the Romanyk Consulting design team (prime contractor and any/all subcontractors) contracted for the IDIQ Task Order #6 VA261-16-J-0762 for the VISN 21 Physical Security Design Facility Survey (**Appendix B - Final Report - VACCHCS Physical Security Survey**) are prohibited from performing work under this contract.

- E. The VA will make available as-built AutoCAD facility drawings for applicable disciplines (Site, Architectural, Fire Protection, Mechanical, Electrical/Power, Lighting, Plumbing, and Telecom) through a third party website, "iDrawings."

The AE is responsible to determine and request any additional drawings not found in iDrawings. Additional as-built plans that may be available at Building 3 Plan Room in hard copy or electronic format. Hard copies made of as-built drawings shall be at the expense of the AE. The AE shall assume responsibility for all field verifications of drawings regardless of source.

- F. The AE shall conduct a thorough site investigation to evaluate the accuracy of the as-built drawings. The AE shall make site visits necessary to locate all existing improvements impacted by this SOW. The AE shall field verify elevations, building locations and dimensions as required. The existing as-built drawings only provide approximate locations and the stated dimensions may not be accurate.
- G. The AE shall not rely solely on as-built drawings. The AE shall utilize site measurements and verification of actual site conditions to validate or correct information available on as-built drawings provided by the VA. At each design submission, the AE shall furnish a marked-up set of "As-Built" drawings for each

discipline showing deviations between site conditions and the drawings.

- H. The AE firm shall review all pertinent VA design and construction criteria available in the Technical Information Library (TIL) found at the following website

<https://www.cfm.va.gov/til/>

The AE is responsible for incorporating all requirements and guidelines with these guidelines into the design of this project. The VA is mandated to follow the most stringent codes, standards and regulatory requirements; therefore, the AE firm shall also review all applicable VA, Federal, State, County, City and Industry design guides, codes, standards, regulations and policies. The AE shall notify the VA in writing of discrepancies between requirements and the VA shall make the final determination as to which requirement shall govern design.

- I. The VA will make available a full geotechnical report for this SOW to the awarded AE. The geotechnical report is identified as File No. SH-12139-SA/Document No.: 1310-113 dated October 16, 2013 prepared by Earth Systems.
- J. The VA will make available a copy of the most current VA asbestos survey for the areas applicable to this SOW to the AE. The AE shall notify the COR of all untested suspect asbestos and lead building components that may be disturbed during the work or investigation. The VA will be the responsible party for taking samples and laboratory tests to determine the presence of lead or asbestos. Any positive findings by the VA shall be identified, accurately quantified and a report is to be provided to the AE for inclusion in the contract documents for abatement prior to demolition.
- K. The AE shall evaluate necessary demolition work to construct the items presented in Section (2) of this SOW. The demolition work shall be coordinated with the COR and may need to be phased and completed as part of this project. The AE shall detail the phasing of demolition activities in the construction documents. The AE shall coordinate with the COR to identify all demolition by the contractor and those to be retained and reused or transferred to the VA.
- L. The AE shall evaluate existing structures and/or structural systems impacted by this SOW. Any new structural work or modification to existing structures shall be designed by a Structural Engineer (SE). The AE shall perform and provide all calculations to validate structural design. The AE shall provide design assumptions, loading conditions (vertical and lateral), member analysis and foundation analysis and any other justification of design for new structures and

modification to existing members.

- M. The AE shall evaluate the impact of this SOW to the existing plumbing systems, equipment, and related components. The AE shall provide written reports on affected systems. Reports shall include calculations, data sheets and narratives to support the AE's assessment of the systems and validate design selections. The design shall include modifications, additions and/or possible relocations of the existing plumbing systems.
- N. The AE shall evaluate electrical systems within the project area and impacted by the project is required. Design modifications, additions and possible relocation to existing electrical equipment or systems will be required. The AE firm shall perform and provide all computations and sizing calculations for new electrical loads anticipated and altered existing loads. The AE shall also submit written reports of findings and narratives to support assessment of systems and design selections.
- O. The AE shall evaluate the impact of this SOW to existing fire safety systems and include the possible relocation of existing systems including fire alarm, fire sprinkler, smoke detector, fire extinguisher and all other items required per NFPA 101 to maintain a complete fire safety system. All impacts shall be reported to the COR.
- P. The AE shall evaluate the impact of this SOW to existing data systems, phone systems, panic alarm systems, surveillance systems, public address system, access control systems and other automated systems. All impacts shall be reported to the COR.
- Q. The AE shall evaluate the impact of this SOW to existing equipment. The design shall include new equipment and modifications, additions and relocations of existing equipment. Upon equipment selection, the AE shall consult with the selected vendor to coordinate design of equipment areas. The AE shall include the COR in these coordination efforts.
- R. The final design drawings, calculations and specifications shall be reviewed for compliance with applicable national and local codes and standards. This review shall also include a constructability assessment. The AE shall submit the qualifications and credentials of the proposed Certified Independent Third-Party review firm and individuals who will conduct the review for VA approval. The AE shall provide to the VA all review comments made by the CITP reviewer and the subsequent AE response to each item. The AE shall also provide a certification on the CITP company letterhead indicating all review comments have been

satisfied.

- S. Evaluation shall be in compliance with applicable standards and codes described in VA Program Guides included or referenced in the contract/task order.
- U. AE 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.
- V. The AE shall conduct phasing review sessions with the VA as required by document titled "AE Submission Instructions for NRM Construction Program" and shall incorporate phasing into the construction documents. The AE shall also develop requirements of environmental controls and shall incorporate into the documents. Environmental controls include but are not limited to barriers, temporary partitions, infection control, sound emission limits, best practices, etc.

## 5. **DELIVERABLES**

- A. Unless otherwise specified in this SOW, the AE shall submit all documents required herein and by document titled "AE Submission Instruction for NRM Construction Program." The following documents are specifically required at the submission stages identified in Section (5). Submit three (3) copies of drawings, 1 full size and 2 half size; two (2) copies of cost estimates; two (2) copies of specifications; two (2) copies of calculations, computations, and engineering data; two (2) copies of narratives, reports and other deliverables; one (1) copy of marked-up as built drawings.
- B. The AE shall present a minimum of three (3) schematic designs for the VA to consider for the remediation strategies. Each schematic design shall provide a minimum of four (4) renderings to include two (2) birds-eye views and two (2) elevation views. Each rendering shall be in color either hand-drawn or digital and include an accurate representation of background features applicable to the view being displayed. Each schematic design shall also include a unique ground level design of new concrete walk improvements and lighting designs in the schematic design concepts. The AE shall advise the VA of the ability to interchange design features presented in each schematic design through a written narrative.
- C. Specifications shall be submitted at each submission at and beyond the DD

submission with the following level of detail:

1. Design Development: cover sheets with a list of VA master specifications and AE developed specifications intended for use on this project;
  2. Construction Document: Editing and mark-ups shall easily identify modifications, deletions, and insertions. "Catch-all" terms and generalizations shall be avoided. Items not relative to the project shall be strikethrough prior to deletion. The specifications shall be substantially complete as to content, checked and coordinated at the 65% submission and only minimal corrections and additions required beyond this stage.
  3. Certified Independent Third-Party (CITP) Review Letter shall be submitted at the 100% Not for Construction Submission both electronically and two (2) hardcopies.
- D. The AE shall provide electronic and hard copies of drawings at each submission. Drawings shall be generated in the latest version of AutoCAD or its companion products or approved equivalent. Electronic copies shall be provided on CD in DWG format (AutoCAD 2012 version or newer) and in PDF format with a total of two CD copies provided at each submission. The standard drawing size shall be ARCH E1 [30" x 42"]. The format to be used in creating the CAD drawings (i.e. layer/level structure, fonts, font sizing, file naming conventions, etc) is the latest edition of the National CAD Standard.
- E. Information requested in electronic form (digital, CD-ROM, etc) shall be in the following formats:
1. Drawings and details: AutoCAD 2012 or newer
  2. Written documents: Microsoft Word 2010
  3. Spread sheets, charts, graphs: Microsoft Excel 2010
  4. Reproductions of manufacturers specifications, blue print "mark-ups", pictures and similar items: Adobe Acrobat XI Pro
  5. CD-ROM's will be "write protected" and clearly labeled with Project Number, Project Name, Date and Contents before submission to the VA.
- F. The AE firm shall obtain the complete VA Construction Specifications from the VA Facilities Management Technical Information Library at web site/page:

<http://www.cfm.va.gov/>.

The AE shall provide the final typed specifications on CD in Microsoft Word and



PDF formats. Furnish digital final specifications both broken out by division and merged together in one document, with each specification section starting on a new page, in MS Word and PDF. The project title and number shall be on each page, top right hand corner within the header section. The final specifications shall be submitted in three (3) sets of colored, 3-“D” ring loose-leaf binders, double sided, paginated sequentially, with identification labels on the binding & cover so the project title and number are readily visible and with tabbed dividers between each specification section. Specifications shall also be submitted on two (2) CD-ROM disks.

- G. The AE shall provide other documentation (eg. calculations, reports, recommendations, etc.) that is appropriate to support the design effort and to keep the Government fully informed of all issues or potential problems. The AE shall provide computations and sizing calculations for new loads anticipated, altered loads and existing loads for electrical, plumbing, sanitary, and structural designs. For computerized calculations, submit complete and clear documentation of computer programs, interpretation of input/output, and description of program procedures. Provide an investigation and explanation of code requirements incorporated into the design. All additional documentation shall be provided digitally on CD in pdf format.
- H. The site evaluation, programing, schematic design phase shall include a minimum of two (2) user meetings and a formal presentation for the final design. The schematic design development (preliminary drawing) phase shall include a formal 35% presentation, submission and review phase. The contract document (construction drawing) phase shall include 65% and 100% submissions and review meeting for each phase. Additional meetings may be required in order to facilitate collaboration and coordination between the AE and the VA.

## **6. CONTRACT DURATION**

- A. The total contract duration for this project is 395 calendar days from Notice of Award (NOA). The submission schedule is shown below. The AE shall provide the VA with a design schedule to reflect the submission milestones below. The AE may request an alternate submission schedule and submit to the VA for review, however, unless approved by the CO and COR, the AE is required to comply with the milestones listed below. Schedule shall be submitted to the VA within seven (7) calendar days of the NOA.

### **Administration**

- (1) Period of Performance starts upon NOA (**Day 1**)

(2) Submit Schedule to VA – NOA + **7 calendar days**

(3) Coordinate Kick-Off Meeting Date/Time with Post Award CO/CS and COR upon submission of Schedule to VA

**Total: NOA + 21 Calendar Days**

**Phase 1 – Site Evaluation/Programing/ Schematic Design Stage “35% SD”**

(1) Begin Phase I - Design Kick-Off Meeting – NOA + **21 calendar days**

(2) Submit Schematic Design – NOA + **49 calendar days**

(3) Review Meeting and Return 35% SD Submission – NOA + **63 calendar days**

Subtotal: 35% SD = 42 calendar days

**Total: NOA + 63 calendar days**

**Phase 2 - Design Development Stage “65% DD”**

(1) Begin Design Development (Upon 35% SD VA Approval) – NOA + **70 calendar days**

(2) Submit Design Development (65% DD) – NOA + **112 calendar days**

(3) Review Meeting and Return DD Submission – NOA + **126 calendar days**

Subtotal: 65% DD = 56 calendar days

**Total: NOA + 126 calendar days**

**Phase 3 - Contract Document (CD) Stage**  
**“100% Not for Construction (NFC) & For Construction (FC) CDs”**

(1) Begin Contract Drawings (Upon 65% DD VA Approval) – NOA + **133 calendar days**

(2) Submit Contract Documents (100% NFC CD) – NOA + **189 calendar days**

(3) Review Meeting and Return 100% Submission – NOA + **203 calendar days**

Subtotal: 100% NFC CD = 70 calendar days

(4) Submit Contract Documents (100% FC -100% Not for Construction) – NOA + **217 calendar days**

(5) Review Meeting and Return 100% Not For Construction Submission – NOA + **231 calendar days**

(6) Submit Final Contract Documents (CD- For Construction) – NOA +  
**245 calendar days**

Subtotal: 100% NFC & FC CD = 42 calendar days

**Total: NOA + 245 calendar days**

**Bidding Support Services**

(1) Performance starts upon VA acceptance of final design and is inclusive of all bidding support services from issuance of construction solicitation through award

(2) Note: If additional calendar days are required to procure the construction project, a time extension may be issued by the CO with no additional cost associated.

Subtotal: Bidding Support Services = 150 calendar days

**Total: NOA + 395 calendar days**

- B. The AE shall submit a construction cost estimate for all trade disciplines with the drawings at each project submission. This estimate shall show the cost of construction most likely to be reflected by the construction contractors' bids, if the bids were submitted on the same date as the estimate. The level of detail for this estimate shall be consistent with the degree of completeness of the drawings being submitted. Simply shown; if it is shown in detail, it must be priced in detail. For detailed elements, "lump sum" or "allowance" figures will not be acceptable. Estimates shall be broken down by AIA divisions. The first page will be a summary page showing alternate bid items, contractor mark-ups, overhead, profit, and bonding to reflect true construction costs. Refer to "Manual for Preparation of Cost Estimates & Related Documents for VA Facilities" which is located on the TIL website for more information.
- C. The AE is required to attend design review meetings at the VA after each submission during the design process.

**7. BIDDING SUPPORT SERVICES:**

- A. AE shall provide bidding support services during the construction period's solicitation phase. Services to be performed are to include:
1. Attend the pre-bid site visit, to include meeting and project walk around.
    - a. This is the meeting where contractors are invited to the job site to visually inspect the construction site in order to accurately develop a construction bid package.

- b. The AE shall be available during this entire site visit to assist the VA in answering any contractor questions. All questions shall be logged by the AE and will be submitted in writing by the contractor to the Contracting Officer.
2. Answer any technical questions/requests for information (RFI) received from contractors over the duration of the solicitation, including questions asked during the site visit.
  - a. Questions from contractors may come at multiple times and cover several or a few questions over the course of the solicitation period. Technical question responses will be provided to the Contracting Officer who will distribute the information via amendment to the solicitation.
  - b. Answers to RFIs will be required from the AE within five (5) calendar days of the date the questions are sent to the AE from either the project COR or CO. An alternate response period may be submitted for review, however, unless approved by the CO and COR, the AE is required to comply with the five (5) calendar day requirement.
  - c. Throughout the solicitation period, the AE shall provide addendums as necessary if required to revise specs and drawings.
3. In response to any technical questions and/or addendums issued during the solicitation period, the AE shall provide any final revisions to the 100% FC CD as part of the construction contract. These documents shall be labeled Final Construction.

## **8. CONSTRUCTION PERIOD SERVICES:**

- A. The AE firm shall review and respond to all design related RFI's within seven (7) calendar days, review all submittals for the project within fourteen (14) calendar days, and perform acceptance inspection on behalf of the VA for select building and utility systems.
- B. The AE shall review, evaluate, and respond to all contractor change order proposals and value engineering proposals within (7) calendar days. All change order proposals and value engineering proposals due to design error shall be reviewed as part of the AE contract. The Contracting Officer will process a change order or supplemental agreement to the A&E's contract for items which he/she agrees are changes to the contract work beyond the original scope of work. The VA reserves the right for final approval/disapproval.
- C. As requested by the VA, the AE and others shall be required to make periodic

site visits to monitor, inspect and review all aspects of the project to ensure compliance with the construction documents and other regulatory requirements. A minimum of 30 site visit hours shall be required at various phases of demolition and construction as negotiated with the COR. Site visit scheduling shall be coordinated with the COR. The AE may request an alternate number of site visit hours at the time of bid proposal. Written reports shall be submitted on all site visits. These site visits are in addition to all mandatory site visits mandated by commissioning requirements and any on-site monitoring/inspection required by the specifications which shall be included in the AE base fee proposal.

- D. At project completion, the AE shall incorporate the as-built drawings from the contractor and furnish an updated set of CD-ROM's with both PDF and AutoCAD format. The AutoCAD drawings shall each be bound (without x-references) but not assembled in a book format. The government will provide the marked-up (red-line) "as-built" drawings from the contractor.

## Appendix A

## Appendix B

## Appendix C