

SECTION 00 11 21
REQUEST FOR PROPOSAL TO DESIGN BUILD
(DIRECTOR'S SUITE RELOCATION)
(PROJECT NO. 608-12-002)
(MANCHESTER, NH)

A. PART I - GENERAL

A.1 Scope of Contract

Provide all labor, materials, tools and equipment, and design-build services necessary for design and construction of a project described here in other specific tasks as further defined by this request for proposal (RFP).

Directors Suite Renovation:

1. A/E Scope of Design Work

This project entails the demolition of approximately 4,200sf of existing space to allow for the new construction of a Director's Suite along with a new renovated Men's Restroom.

1. CAD files will be made available to the A/E upon award of the project. These drawings are to be used as a reference and the accuracy can't be guaranteed. It is highly recommended the A/E create an as-built drawing for use of the design. The VA is not responsible for any discrepancy between the drawings supplied and the actual field conditions.
2. Each drawing is to contain the floor plan with the effected discipline along with any general notes and details relevant to the renovations. Each discipline is to comply with all applicable codes and regulations.
3. Any drawings that the VA has generated will be part of the bid package (attachment A) and upon award of the contract they will be made available in CAD format for use in compiling the construction document drawing set.
4. The A/E is to follow and include all applicable design/product specification located at the following internet site:
<http://www.cfm.va.gov/til/>
5. When designing the Director's Suite the A/E is to leave adequate space above the finished ceiling to accommodate any future HVAC. The A/E is to review this future planning of HVAC with the COTR prior to the acceptance of the drawings.

2. Demolition Drawings:

1. **Asbestos Abatement:** The VA will supply drawings showing all areas of asbestos/transite as part of the bid set (attachment J).

2. **Architectural Demolition:** All existing walls and doors (excluding; exterior walls/doors and 2 hour fire Rated stair enclosure wall/door) will be demolished. A majority of these walls are terracotta and are full height to the underside of concrete roof. The VA will supply drawings showing the proposed Architectural wall/door demolition (see attachment A). It is expected the A/E will include: reflected ceiling demolishing drawings showing: ceiling demolishing and all ceiling mounted devices. Speakers and fire alarm devices will not be demolished they will be relocated or re-used under this contract.
3. **Electrical Demolition:** A thorough site investigation will be needed by the Design Build team to develop electrical demolition drawings. Any walls being demolished that have electrical devices installed in them, will need to be shown. A reflected ceiling plan needs to be included also showing the existing light fixtures being demolished. It is expected that the Electrical Demolition drawings will have each affected electrical device shown on the plan and the circuit of each labeled with the panel name and location. When each electrical device is demolished, the power to each is to be properly terminated for the possible relocation at the time of construction. Included in the electrical demolition is to be the existing power that feeds each air conditioning unit. A majority of these units will require a relocated electrical feed to each. All work is to comply with the current edition of the NEC used by the VA.
4. **Tel-com Demolition:** Any walls being demolish that have telecom attached need to be shown on the demolition drawings. Existing cabling is to be re-used and made safe by coiling the cable and wire tiring, out of harm's way.
5. **Fire Protection:** The existing fire protection system is to remain as is. The only modifications that will occur are relocating the existing pendent locations to accommodate the renovations. If the number of new heads exceeds the original amount of heads, drawings are to be certified by a PE or a NICET certified sprinkler technician with at least a level three certification. This certification is to state that the system meets the requirements of NFPA 13. The Fire protection demolition drawings will show the existing location of the sprinkler head along with the new proposed location for that sprinkler head. The sprinkler work can be included in just one sheet.
6. **Air Conditioning units:** Currently there 12 air conditioning units installed in the area. These AC split units will need to be re-located to the new offices being constructed. The VA will supply

drawings (Attachment A) showing the proposed re-location of each unit for bidding purposes. These drawings will be available electronically at the time of award.

7. **Plumbing:** The existing Men's Room currently will be demolished and used as administrative space. It is assumed that the existing sanitary piping can be extended from the demolished restroom into the proposed director's suite restroom that's to be built. A/E is to carefully review existing plumbing conditions and re-use as much sanitary piping as possible for new plumbing. The VA will supply drawings (attachment A) showing the proposed restrooms/plumbing of the proposed director's suite. The VA also will include original as-builts to use as a reference at the time of award. The plumbing demolition drawings are to show the existing sanitary piping as a solid line, and anything that is to be demolished as a dashed line. A/E to keep in mind that a portion of the ceiling below is a hard ceiling constricted of metal stud and sheetrock.
8. **Fire Alarm:** A new Simplex fire alarm has been installed throughout the facility. The VA will supply drawings showing the location of the existing devices. A portion of these devices will be relocated as determined by DB A/E. Reference NFPA 72 for locations of where devices existing devices need to be relocated, and where new devices may need to be installed.

3. Construction Drawings:

1. **Architectural Construction:** The VA has laid out the proposed director's suite (Attachment A) with the input from the director's themselves along with the VA guidelines. Any significant changes from the VA supplied drawings to the actual A/E construction drawings are to be brought to the attention of the COTR immediately. The A/E is to use the VA supplied drawings to assist compiling the construction document drawing set. The construction drawings along with the floor plans will show any: schedules, general notes, elevations and details that are relevant to the project. The following bullets are design considerations that should be implemented into the construction drawings:
 - 2x2 ceiling grid to be laid out, grid to be coordinated with other trades and to show all ceiling mounted devices (square lay in profile, 24" x 24" tile).
 - Ceiling heights are to be determined by A/E

- All new walls the sheetrock are to terminate 6" above the finished ceiling. In the conference room sheet rock is to terminate at the underside of structure, this is for privacy/acoustical purposes.
- New room number/labels are to be assigned to each new room and area. Coordinate all room labels/number with the VA COTR.

- 2. Electrical Construction:** Electrical drawings are to show the locations of new: lighting (ceiling plan), switches, receptacles and whips to feed lighting. There is an existing 42 circuit electrical panel that feeds the area adjacent to the construction work. All offices, restrooms and conference rooms are to have at least two separate circuits dedicated to receptacles and lighting. The director's suite restroom receptacles can be fed from the same circuit feeding the office. Also to be noted on the drawings are the locations of electrical whips feeding air conditioning units. A reflected ceiling plan showing lighting light fixtures is to be shown. The existing panel is a 42 circuit panel with 120/208 volt service. The name of the panel is N6E.
- 3. Fire Alarm:** The A/E is include a drawing showing where the existing devices will be relocated to, and will also show the locations of any new alarm devices that will be installed.
- 4. Telecom:** Refer to attachment B "VAMC Manchester, NH Data and Voice Cabling Specifications" along with the supplied drawing for telecommunication information. It is up to the A/E to determine if there are a sufficient number of cables/ports to feed the new directors suit. New ports are to be located per the supplied drawings. There will be eight (8) wireless access ports installed along with the forty one (verify) LAN/phone connections (coordinate with VA-IRM).
- 5. Fire protection:** Fire Protection drawings are to show the locations of existing to be demolished pendent sprinkler heads versus new white semi-recessed pendent sprinklers. The new locations of the new white semi-recessed pendent heads are to be located in the center of tiles and shown on the plans. All sprinkler components are to be both FM and UL listed.

4. Demolition:

- 1. Architectural Demolition:** The majority of the interior walls to be demolished are constructed of terracotta block. Included in the demolishing of the walls is any medical gas piping, sanitary piping/plumbing, or anything other M/E/P component concealed in the wall or ceiling. The majority of this work can occur during normal

working hours. Any part of the demolition that is to be done off hours is to be at no charge to the government. Any overtime work associated with the demolition is to be included in the contract price. The demolition crew can use the freight elevator to carry debris from the 6th floor to the basement level of building #1. The means and methods of hauling demolition is up to the GC and subcontractor doing the work. A demolition means and methods plan is to be supplied to the COTR for review and approval prior to work starting.

2. **Electrical:** The first phase of the electrical demolition will be the removal and safe storage of the eleven (11) existing air conditioning units currently installed in the space. All switches and receptacles (surface mounted and concealed) are to be properly disconnected and demolished prior to the removal of the wall. Electrical sub is to follow the latest NEC.
3. **Telecom:** All existing CAT5 (8) lines that are currently installed are to be coiled, zip tied and made safe for relocation. The existing surface mounted raceways and boxes are to be demolished.
4. **Fire protection:** All the existing sprinkler heads will be demolished. Along with the pendent sprinkler heads there may be piping and other components associated that will require demolition under this contract.
5. **Abandoned M/E/P Components:** Included as part of this contract is the removal/demolition of any abandoned or not functioning M/E/P components that are located above the ceiling.

5. **Construction:**

1. **Architectural:** New walls are to be constructed per the VA specification along with the installation of new doors and frames. In the future HVAC will be installed within the area. The existing concrete columns are to be applied with stucco and painted. Existing windows are to remain and to be painted with encapsulation paint. They contain hazardous materials that can't be disturbed. Any areas that require patching/repair from the demolishing of walls needs to be repaired. This includes any window jambs that may have been damaged.

Entrance Doors:

The Entrance doors will be equipped with an automatic door opener and "card access only" from the outside of the director's suit. Both doors will be wood with two half lights installed with frosted glass (verify with COTR). The automatic door opener will have a push button

to open the doors for exiting the suite. The door at the stair will have a magnetic lock with card access only on the stair side. The magnetic locks are to be tied into the fire alarm system so they fail unlocked in the event of fire alarm activation. The doors will also fail unlocked in the event of a power outage. See attachment D for specifics regarding the operation of doors.

2. Architectural Finishes:

All Architectural finishes are to be reviewed and accepted by VA Interior Designer and COTR. The following finishes/treatments are to be included in the design and construction of the project.

- a. Paint:** Reference the attached color pallet for use in deciding color schemes of the project. See attachment C.
- b. New interior signs**
- c. Window treatments:** located in Director and Associate Directors office only, see attachment E for specifics.
- d. Window Shades:** located in all offices and conference rooms, see attachment F for specifics
- e. Resilient sheet good:** is to be used in the: corridor, Director's and Associate Directors office. The product is to have a rubber or vinyl cove profiled base. See attachment G for specifics.
- f. Carpet tile:** is to be used in all other area not mentioned above. The Carpet tile will have a rubber or vinyl straight edge base. Carpet tile will also have a minimum face weight of 32oz. with a level loop pile, tip sheared, multi-level pattern but/loop, or any combination is permitted. See attachment H for specifics.
- g. Windows:** The existing windows (except for the end of the East wing) contain hazardous material. The windows are not to be disturbed and are to be coated in encapsulating primer/paint.

3. Electrical: All electrical work is to meet or exceed the latest version of the NEC that the VA uses. Contractor will point out any code violations in the existing electrical system immediately to the COTR. All NFPA 70, OSHA rules and guidelines must be followed while electrical work is occurring. A lock-out tag-out plan must be approved by the COTR before work can begin.

4. Fire Alarm: The facility is currently having a new Simplex alarm system installed throughout. The alarm system is under warranty by KMK Construction. KMK must be contacted so proper arrangements can be

made to prevent the voiding of the warranty. KMK will work as a sub-contractor under this contract to whoever wins the award as the fire alarm installer.

A2. Definitions

- A. Design-Build (DB) as defined by the Department of Veterans Affairs (VA) is the procurement by the Government, under one contract, with one firm or joint venture (JV) for both design and construction services for a specific project.
1. Contracting Officer: The services to be performed under this contract are subject to the general supervision, direction, control and approval of the Contracting Officer.
 2. Project Manager: The Contracting Officer's representative responsible for administering contracts under the immediate direction of the Contracting Officer.
 3. COTR: The Contracting Officer's authorized representative at the construction site. When more than one COTR is assigned to a construction project one is designated as being in-charge and is called the "Senior COTR". The COTR is responsible for protecting the Government's interest in the execution of the construction contract work. His duties include surveillance of all construction work to assure compliance with the contract documents, interpretation of the contract documents, approval of changed work, approval of all submittals, samples, shop drawings, etc. The COTR may issue change orders to the Contractor within the limitations set forth in his delegation of authority from the Contracting Officer.
 4. Design Build Contract: This term, as used herein, refers to the Contract(s) to perform the design and construction of the project.
 5. Contractor: This term, as used herein, refers to the contractor under this contract or the DB team.
 6. AE: This term, as used herein, refers to the Architect-Engineer firm(s) that are a part of the DB team, also referred to as DB/AE.
- B. Selection Procedure - During the review of offers the VA may ask for additional information. The VA may initiate action to award a contract at any point after review of the offers. Therefore, offers should reflect the offeror's best terms both from a technical and cost standpoint. See **FAR 52. 215-1, Instructions to Offerors - Competitive Acquisition (Jan 2004)**.

C. Tentative Schedule:

Request for proposal issued		
Pre-proposal conference		
Proposal submitted		
Contract award		
Notice to proceed		
Construction completion/final inspection/ custody receipt		

D. Schedule Objectives - The anticipated completion of this project is 180 days after "Notice to Proceed" (NTP). The proposed schedule may be shorter than this, see Part III, C3, 3c.

A3. Cost Range

The anticipated cost range for this project is between \$200k and \$600k.

A4. Pre-Proposal Conference

A pre-proposal conference will be held on (INSERT DATE, TIME, AND PLACE). All offerors, consultants, subcontractors, manufacturers and suppliers are invited to attend. The following agenda is furnished for this meeting:

1. Open meeting;
2. Review of project and design build method for construction contracting;
3. Specifications, Network analysis system and project phasing;
4. General requirements, Solicitation Documents and Offer Submission Procedure;
5. Review of "Buy American Act";
6. Questions and answers;
7. Close; and
8. Site walk through - attendance is optional.

A5. Selection Criteria and Weightings

A. General proposals will be evaluated and award will be made on the basis of both cost and technical considerations most advantageous to the government as per FAR Part 15. In descending order of importance evaluations will be based on cost, construction management, past performance, schedule and (small disadvantage business participation *). Responsibility determination will be made in accordance with **FAR 9.1**,

B. Technical Evaluations - All technical factors when combined are approximately equal in importance to cost or price. Evaluations will be based on the following technical weightings in descending order of importance:

- 60% - construction management including corporate project experience, personnel experience, technical/management approach
- 20% - past performance
- 10% - schedule
- 10% - small disadvantaged business participation**

C. Cost Proposal - Offerors are advised that if the technical proposals are essentially equal, award will be made on the basis of the lowest cost.

B1. Design-Build Team:

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

C. PART III - PROPOSAL REQUIREMENTS

C1. General

- A. Proposals shall be based on solicitation documents issued for RFP Solicitation Number VA24113R0097. Proposals will be in the format stipulated elsewhere in this section.
- B. Proposals shall be received before _____. There will be no public opening of the proposals.
- C. Submit sealed offers to: Sharon Vienneau
- D. Technical and Cost sections of the Offers proposals will be evaluated independently. Offeror shall separately bind each section. Each section must therefore be labeled with the Offeror's organization, business

address, and VA Project Number. Offerors shall affix their names and return addresses on their envelope/packaging.

E. Carefully follow "Instructions, Conditions, and Notices to Offerors".

Optional Form 308 (Solicitation and Offer – Negotiated Acquisition) shall be used for submitting cost offers. Submit original and four copies of **Optional Form 308** with a bid guarantee as stipulated in the Section "Instructions, Conditions, and Notices to Offerors":

1. Offeror shall submit separate prices for any Bid Items indicated on the RFP Offer and award;
2. Offeror shall include all required Representations and Certifications; and acknowledge receiving amendments by number.

C2. Proposal Revisions (FAR 52.215-1)

- A. If determined to be necessary, proposal revisions will be requested from the proposals received. The Contracting Officer will identify those offerors, whose proposals are within the competitive range, considering the selection criteria identified in this section. Negotiations may be conducted with those offerors falling within the competitive range, after which proposal revisions will be requested. Those selected as within the competitive range will be given 7 calendar days to prepare their proposal revisions. Sealed proposal revisions will be submitted as per Part III.C1.C, above, except as noted below and will be due at a time and place to be determined.
- B. Offerors submitting proposal revisions will not be requested to re-submit any documents which are unchanged from their initial proposals. They should provide necessary changes to individual paragraphs, as briefly as possible, together with a table of contents that clarifies where within the initial proposal the additional information or changed documents would be placed. Proposal revisions shall include a completed **Optional Form 308 (Solicitation and Offer – Negotiated Acquisition)** and Optional Form 309 Amendment of Solicitation that acknowledges receiving all amendments, by number. A new bid bond shall be submitted only if the final proposal revisions offeror's price proposal is greater than it's initial price proposal.

C3. Technical Proposal Requirements

- A. The proposal shall address the following evaluation factors. Evaluation scores will be based, in order of importance, upon the criteria in Part I, A6:
 1. Construction Management:
 - a. Corporate Project Experience - The Offeror shall demonstrate corporate experience with no more than three projects completed

within the last five years by a Design Build contract (Design Build as defined by the VA, see article A1.2) and/or contract similar in size and scope to this project. Scoring will be more favorable if both criteria are met. In describing project design and construction experience, provide the following information:

- 1) Project title, location and brief description including the building use (Medical Facility etc) and contracting method (design build, design bid construct, CM at risk etc).
- 2) Project owner and name and telephone number of owner's contact person.
- 3) Project Design Architect and Engineers (consultants if utilized) and name and telephone number of contact person(s).

Note each firm and employee also proposed for this solicitation.

- 4) Project Prime Contractor and Major Subcontractors and name and telephone number of contact person(s). Note each firm and managing persons (project manager/superintendent/foreman as the case may be) also proposed for this solicitation.
 - 5) Project Statistics including start and completion dates (original vs. actual) for design and construction; cost (with brief explanation of what is included in the cost); square footage; foundation type; number of levels; and any awards (prizes) received.
- b. Project Personnel Experience (Specialized experience and technical competence). The Offeror shall demonstrate the relevant experience of key project personnel.
- 1) Biographical data shall include the following:
 - a) Name of individual.
 - b) Company employed by.
 - c) Company position title.
 - d) Years with the company.
 - e) Describe work experience with projects that; were completed by the design build process, were medical facilities and the company (by name) they worked for when involved in the project.
 - f) An indication of which (if any) projects submitted under Corporate Experience (above) the individual participated in and what the individuals responsibility was for that project.
 - g) An indication of which other individuals submitted under Project Personnel Experience this individual has worked with

and the project they worked on together, noting if that project has been submitted under Corporate Experience (above).

- h) Position that the individual will hold in regard to this contract/project team, description of duties and what percentage of the individual's time would be committed to the project during both the design and construction phases.
 - i) Describe job related educational experience including degrees, certificates etc and granting institutions.
- 2) Supply this biographical data for key personnel for at least the following: (Note if one individual is proposed for more than one position listed):
- a) Overall Project Manager.
 - b) (Architect) Design Project Manager.
 - c) Construction Project Manager.
 - d) Architect/Engineer Field Representative.
- c. Technical/Management Approach - The Offeror shall demonstrate the following, relevant to the subject procurement.
- 1) Project Delivery Philosophy - Include expectation statements concerning:
 - a) Elements for Successful Partnering: Communication, Commitment and Conflict Resolution.
 - b) Proposed Design Period Peer Review technical/administrative by VA)
 - 2) Quality Assurance/Quality Control Plan
 - 3) Project Organizational Chart and Narrative - Include team members submitted under Project Personnel Experience above. Clearly describe the prime responsible firm (or firms if a J/V) and individuals as well as the roles and responsibilities of individuals proposed as consultants and sub contractors. Provide a list all consultants and all proposed major subcontractors, including telephone number, address, and name of contact.
 - 4) Capability to perform:
 - a) Provide the offeror's total bonding capacity, current available bonding capacity and expected available capacity in 1999.
 - b) Provide the offeror's current workload and availability of adequate staff listed under Project Personnel Experience to manage the project. Include project schedules for current

and pending projects, as well as the anticipated impact of this project on those schedules and staffing plans.

- 5) The Offeror shall describe in a written narrative the plan for phasing the work so that the facility remains operational while utilities and access roadways are realigned. The narrative will also detail how the contractor intends to prepare the site, disassemble, relocate, reassemble, and reactivate utility services to the facility within any specified time limits.
 - 6) Offeror shall clarify its intended uses of the portions of the site indicated to be available to the contractor elsewhere in this RFP for materials staging, temporary trailer offices, employee parking, and other activities as shown in the design solution material.
2. Past Performance (Client Satisfaction) - Contact persons supplied for projects submitted under Construction Management -Corporate Project Experience above will be contacted by the Evaluation Panel. These contact's responses will be scored based on the following elements with projects participated in by the Prime (Construction Contractor and Architect firm) being weighted more heavily than projects participated in by consultants, sub contractors and individuals.
- a. Client Overall Satisfaction with Project: Contact persons will be asked "does the project fulfill the requirements of the clients stated function, does the project require unexpected maintenance activity, and have latent defects been found?"
 - b. Client Overall Satisfaction with Design Build Period Services: Contact persons will be asked "Was the team's response time to client's questions acceptable? Was the staffing level consistent with the project size and complexity? Was communication of schedule and problem issues adequate and consistent? Was there an established problem solving routine? Would the client like to use this firm again?"
3. Schedule:
- a. The progress schedule will be in a time scaled bar graph format. The horizontal axis will be scaled for time beginning with the Notice to Proceed and concluding with contract completion. The vertical axis will show the milestones and major portions of the contract work. All schedule items will show a start date and a completion date. The detailed schedule will indicate specific tasks with dates for each step of the process including:

- 1) Design Period: The design period sub periods (i.e., first and second reviews, other meetings, internal QUALITY ASSURANCE /QUALITY CONTROL plan reviews, etc.).
 - 2) Construction Period: Mobilization; Demolition method and sequencing; Excavation; Structure Completion; Exterior finishing; Procurement and installation of equipment; Provisions for overtime or shift work; Timing of relocation of existing equipment*; Site utilities, roadway realignment; and temporary rerouted medical center vehicular and pedestrian routes, Tests and final inspection.
 - 3) General Project Delivery Schedule and Narrative - Show relationships between construction document development/completion (including required review activities) and construction activities for (at a minimum, utility relocation, excavation, substructure, structure, exterior façade, interior finishes, building systems, and site development.
 - b. The Offeror shall specify how much allowance has been made for bad weather in the schedule, the days of the week and the hours of construction operations during each phase of the work, and the percentage of contract completion that will be achieved at the end of each month of the contract.
 - c. Short Schedules - The Offeror will provide a written commitment as to the time frame (number of days after receipt of the notice to proceed) within which the Offeror will guarantee completion. The maximum anticipated completion of this project (including design and construction of the entire project) is indicated on the OF308 (Solicitation and Offer). Shorter schedules, if obtainable, may receive more favorable scoring. The offerors time frame will establish the contract completion date and assessment of liquidated damages (see Spec Section 01001) will be based on that date.
4. Small disadvantage business participation: The Offeror shall provide targets, expressed as percentages of the total contract value, in each of the applicable NAICS (North American Industrial Classification System) major groups, and a total target for SDB participation by the contractor, including joint venture partners and team members. The Offeror shall also provide a total target for SDB participation by subcontractors. An SDB Offeror that waives the SDB price evaluation adjustment in the clause at 52.219-23, Notice of

Price Evaluation Adjustment for Small Disadvantaged Business Concerns is to provide with its offer a target for the work that it intends to perform as the prime construction contractor. Any targets offered will be incorporated into and become a part of any resulting contract.

D. PART IV - POST AWARD REQUIREMENTS

D1. Construction Document Preparation:

A. Design Review Submissions:

1. The Design-Build Team A/E (DB A/E) shall prepare and submit complete construction documents for review and approval by the VA in accordance with standard professional practice, the Department of Veterans Affairs RFP (VA RFP), and prevailing codes.
2. The documents may be divided into multiple review submission packages. The VA will review as many as six (6) package submissions (examples: demolition, civil, architectural, structural, mechanical, Electrical, plumbing etc.) to facilitate the start of construction.
3. All submission packages will be reviewed at (30%) and (95%) completion stages. The (95%) review submission packages will incorporate the final review comments from the (30%) review. If any package is not complete for the required stage a post review may be required the cost of which will be borne by the DB Team.
4. Each review submission package shall include 10 hard copy sets and 3 set on CD-ROM. The package will include an index of drawings (by sheet number and title) and specifications (by section number and title) submitted. The packages will be distributed to the VA Project Manager, the VA Medical Center, VA COTR and others as determined to be appropriate by the VA Project Manager.

B. Design Review Meetings:

1. A review meeting to resolve design issues will be held for each design review package submitted. The meeting will include discussion of VA comments on functional relationships and technical peer review comments (by others).
2. Participants will include VA Staff and DB team members as appropriate for the specific package to be reviewed and others. The DB team members will each allow for (1) full day for each discipline/package design review meeting. DB team management will be present at each review meeting.
3. The DB team shall allow a minimum of ten (10) working days for each review cycle. A cycle includes:
 - a. The VA's receipt of the design review submission package.
 - b. The review meeting.

- c. DB teams receipt of comments from the VA, either electronically, by fax, or by hard copy delivery.
4. Coordination of the review meeting schedules will be the responsibility of the VA Project Manager (for the VA) and the DB Team Project Manager (for the DB Team). See section I. Quality Assurance/Quality Control.

C. Electronic Media:

1. Design review submission drawings and final Construction Document submission drawings will be executed in electronic format AutoCAD version 2012.
2. The drawings included in the VA RFP will be available to the DB team in electronic format in AutoCAD version 2012 or use in preparing the construction drawings. Since data stored on electronic media can deteriorate undetected or be modified without the RFP Architect/Engineer's knowledge, the CADD drawing files are provided without warranty or obligation on the part of the RFP Architect/Engineer as to accuracy or information contained in the files. The user shall independently verify all information in the files. Any user shall agree to indemnify and hold the VAMC harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the CADD drawing files.
3. Design review submission specifications and other 8 1/2 by 11 formatted material and final Construction Document submission specifications and other 8 1/2 by 11 formatted materials will be executed in electronic format Microsoft Office 2007.
4. The specifications included in the VA RFP shall be available to the DB team in electronic format in Microsoft Office 2007, for use in preparing the construction specifications. Since data stored on electronic media can deteriorate undetected or be modified without the VA's knowledge, the CADD version 2012 drawing files are provided without warranty or obligation on the part of the RFP Architect/Engineer as to accuracy or information contained in the files. The design builder shall independently verify all information in the files and shall agree to indemnify and hold the VAMC harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the electronic files.
5. The construction record drawings shall be completed in AutoCAD version 2012.

6. Construction shop drawings are not required to be completed in AutoCAD version 2012.

D. Professional Licensing:

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

E. Approved Construction Documents:

1. The final construction document submission package will be submitted by the DB team for approval by the VA after completion of the 95% review cycle for the final package to be submitted by the DB team. The VA will have 5 days to take approval action.
2. The final construction documents submission package will include a full set of construction documents including all disciplines/packages.
3. The final construction documents submission package will incorporate all VA supplied comments from the earlier 30% and 95% submission package reviews and will comply with the VA RFP.
4. If the final construction documents submission package is not complete a post submittal may be required the cost of which will be borne by the DB Team.
5. The approved final construction documents include such details that the project can be constructed and will be used for construction of the project.
6. See PART IV, D2 CONSTRUCTION PERIOD SUBMITTALS for Approved Construction Document distribution.

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

1. Civil engineering drawings including demolition plans, grading and drainage plans, paving plans, utility plans, schedules calculations and details.
2. Landscape drawings including demolition plans, landscape plans, plant schedule and list, special landscape elements, proposed materials to be used for each special landscape element, calculations and details.

3. Structural drawings including foundation plans, framing plans, schedules, and details, including general notes and all calculations.
 4. Architectural drawings including floor plans, building elevations, building sections, wall sections, reflected ceiling plans, stair details, toilet and bath details, door schedules and details, window schedules and details, room finish schedules, auto transport and other details.
 5. Fire protection drawings including floor and roof plans, riser diagrams, equipment schedules, and details, including general notes calculations and all related calculations.
 6. Plumbing drawings including floor and roof plans, riser diagrams equipment schedules, plumbing fixture schedules, and details, including general notes, and all related calculations.
 7. HVAC drawings including floor and roof plans, one-line flow diagrams, equipment schedules, and details, including general notes and all related calculations. Also provide sections for mechanical equipment rooms and sequence of operation for all HVAC equipment.
 8. Outside steam distribution drawings including demolition plans, system plans and profiles, manhole piping plans, calculations and sections, equipment schedules, and details.
 9. Electrical drawings including site demolition plans, site, floor and roof plans (power, lighting, and other systems), one-line diagrams, panel schedules, equipment schedules, light fixture schedules calculations and details
 10. Asbestos abatement drawings including site demolition plans and floor plans indicating asbestos abatement method.
- G. Construction Specifications - Project specifications shall include specifications for all products, materials, equipment, methods, and systems shown on the construction drawings in accordance with standard professional practice and the VA RFP. The specification submitted for review shall include:
1. The name of the manufacturer, the product name, model number, or other identification as appropriate to clearly identify the product that will be used in the construction of the project;
 2. Other data as appropriate to clearly identify the product that will be used in the construction of the project i.e. shop drawings, product data, and samples as required by the VA RFP documents; and
 3. The required stamp of the licensed architect or engineer of record will be considered as certification of compliance with the RFP requirement.

H. Design Requirements - Compliance with codes and standards.

1. Project design shall be in compliance with applicable standards and codes described in VA Program Guides and design materials included or referenced in the solicitation materials.
2. See Section E. Approved Construction documents, above, for required inclusion of design review comments.
3. In the design of new building and alteration work under this contract, the DB team shall consider all requirements (other than procedural requirements) of:
 1. Zoning laws:
 2. Environmental and erosion control regulations; and
 3. Laws relating to landscaping, open space, minimum distance of a building from the property line, maximum height of a building, historic preservation, and esthetic qualities of a building. Also similar laws, of the State and local political division, which would apply to the building if it were not to be constructed or altered by the U.S. Government.
4. The DB team shall consult with appropriate officials of the Federal, state, and political subdivision, and submit plans under the rules prescribed by those reviewing authorities. The A/E and VA shall give due consideration to the recommendations of the referenced building officials. VA will also permit inspection by the officials described above during the construction period in accordance with the customary schedule of inspections in the locality of the building construction. Such officials shall provide VA with a copy of the schedule before construction begins or give reasonable notice of their intention to inspect before conducting an inspection.
5. The DB team shall provide prompt, written notification to the Contracting Officer concerning conflicts with, or recommended deviations from codes, laws, regulations, standards, and opinions of review officials as described above. No work altering the scope of this contract shall be undertaken prior to receipt of written approval from the Contracting Officer.
6. No action may be brought against the DB Team or VA and no fine or penalty may be imposed for failure to carry out any of the previously described recommendations of Federal, state, or local officials. VA and its contractors, shall not be required to pay any amount for any action taken by a state or political division of a state in carrying out functions described in this article, including reviewing plans, carrying out on-site inspections, issuing permits, and making recommendations.

7. The DB team shall advise the Contracting Officer of any variances with the applicable Department of Labor, Occupational Safety and Health Standards, for occupancy requirements.

I. Quality Assurance/Quality Control:

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

D2. Construction Period Submittals

- A. The DB contractor shall distribute a total of 10 sets of the approved construction documents prepared by the DB Team to the VA, as directed by the VA Project Manager.
- B. Other submittals - The DB team shall submit test results, certificates, manufacturer's instructions, manufacturer's field reports, etc. as required by the VA RFP specifications, to the VA COTR.
- C. Project record drawings - The DB team will maintain a set of construction documents (field as-built drawings) to record actual construction changes during the construction process as required by the RFP specifications. The project record drawings will be available for review by the VA COTR at all times.
- D. Shop drawings and submittals - The DB A/E shall check government furnished and/or the DB construction contractor's shop drawings, detail drawings, schedules, descriptive literature and samples, testing labor-laboratory reports, field test data and review the color, texture and suitability of materials for conformity with the RFP Documents and construction documents. The DB A/E shall recommend approval, disapproval, or other suitable disposition to the VA COTR. The VA COTR will have final approval authority. The DB AE shall evaluate the submittals with reference to any companion submittals that constitute a system. When necessary, the DB A/E will request the DB Construction Contractor to submit related components of a system before acting on a single component. Should this procedure be inappropriate, the DB A/E shall review all prior submittals for related components of the system

before acting on a single component. The DB A/E may be required to hold joint reviews with the VA technical staff and /or the RFP AE on complicated system submittals. The DB A/E shall notify the VA COTR in writing of any and all deviations from the requirements of the construction documents that he has found in the submittals.

D3. Project Close-Out

The DB team shall comply with the requirements in the "General Conditions", Section 01001, and "General Requirements", Section 01010, for submission of final RFP as built drawings, manuals, and other documents as noted. Required as built drawings and specifications will be submitted in the same format required for the construction documents. CAD files are to be provided to the General Contractor and subs at no additional cost for the use of as-building there applicable trade. These as-builts are part of the close out process, and the project will not be 100% closed out until all as-builts have been received from each trade.

D4. Site Visits and Inspections

During the construction period the DB A/E shall make weekly visits to the project site when requested by the COTR. The COTR may also request visits for special purposes. Only registered architects and engineers thoroughly familiar with the project may make these site visits. The COTR has the prerogative to determine the professional discipline(s) required for any visit. The DB A/E shall observe the construction, advise the COTR of any deviations or deficiencies or solutions to issues discussed. A site inspection report which includes the purpose of the inspection, items reviewed, deficiencies observed, recommendations and additional actions required, shall be furnished to the COTR within three work days following the site visit date.

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