

**Lebanon VA Medical Center
Lebanon, PA 17042**

Design/Build (DB) SCOPE OF WORK

For

**Renovate Oncology
595-10-107**

Construction Documents Ready by:	90 days after NTP issued
Construction Complete by:	550 days after NTP issued
Contracting Officer:	Laura Harding
Contracting Officers Representative (COR):	Jeremy Fees

Project Section Chief	Richard McAlevy	_____
		Signature/Date
Chief Engineer	Thaddeus Kocuba	_____
		Signature/Date
Associate Director LVAMC:	Robin Aube-Warren	_____
		Signature/Date
Director, LVAMC:	Robert W. Callahan Jr.	_____
		Signature/Date

-- Services --

- 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) renovation of Project No. 595-10-107, Renovate Oncology Design-Build. This project was designed to 75% completion under a previous contract. The resultant contract of this procurement is to provide required design completion of the referenced project and perform construction of completed design work. Project shall be designed and completed in accordance with VA Criteria, EPA requirements, and VA Specifications developed for the project.

Additional Definitions:

- Contracting Officer: The services that will be performed under this contract are subject to the general supervision, direction, control and approval of the contracting officer.

- Project Manager: The Contracting Officer's representative responsible for administering contracts under the supervision, direction, control and approval of the Contracting Officer.
 - COR: The Contracting Officer's Representative is the authorized representative for managing all design and construction related services. The COR is responsible for protecting the Government's interest in the execution of the design/build contract work. Duties include surveillance of all construction work to assure compliance with the contract documents, approval of all submittals, samples, shop drawings, etc...
 - DB Team (Offeror): The Design/Build Team includes all Joint Venture (J/V) partners, consultants and sub contractors to the one firm. The DB team shall provide all architectural and engineering disciplines for the preparation of construction documents, and all construction contractor capabilities for construction of the project.
 - DB A/E: The Design/Build A/E refers to the Architect-Engineer firm(s) that are a part of the DB team if a joint venture or other team
- This RFP document is intended to generally define the scope and design parameters to be included in the project. It is the DB Team's responsibility to provide a complete set of design documents in a manner consistent with VA guidelines, specifications, and design standards in order to complete construction within the 550 day schedule.
 - If the DB A/E and prime contractor are a joint venture 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 A/E and contractor is one and the same firm (not a J/V) those consultants shall be subcontractors of the DB firm not the construction subcontractors.
 - The offer should reflect the Offer's best terms, both from a cost and technical standpoint. See FAR 52.215-1, Instructions to Offerors – Competitive Acquisition (OCT 1997). Standard Form 1442 shall be used for submitting offers. Offerors shall submit separate prices for architect-engineer services, construction work and other activities. Under section 304 (b) of the Federal Property and Administrative Services Act, VA is not authorized to obligate funds or pay for architect-engineer services that exceed 6 percent of the estimated project cost, exclusive of fees.
 - Offeror shall be prepared for a 550 day schedule as indicated below in the Project Schedule. Offeror may propose an alternate schedule, in addition to the 550 day schedule, which will be reviewed by the VA. Schedules shall indicate the following:
 - The design period and provisions for VA reviews;
 - Phasing plans for coordination of any site utility relocation work;
 - Construction period services including:
 - Mobilization
 - Demolition
 - Excavation
 - Enclosure
 - Interior Construction
 - Procurement and installation of equipment

- Provisions for overtime or shift work shall be included in the contract offer.
- Site utilities, temporary stairs, roadway realignments, and other site differing conditions as encountered during construction.
- Equipment unloading, placing, inspection, testing, commissioning, and reports.

PROVIDE:

Professional Design/Build (DB) and healthcare planning services to include but not limited to:

- Site investigation – architectural, civil, structural, electrical, mechanical and any other engineering services as needed, environmental studies, and materials testing.
- Contract drawings and specifications for construction.
- Construction period services for DB A/E - review of shop drawing submissions, provide recommendations regarding contractor change proposals and RFI's, DB A/E shall visit site per VA's request ,add to drawings as-built conditions from contractor's record drawings; DB A/E will respond on site within a two-hour period when requested.

-- Project Scope --

GENERAL:

Develop working drawings and specifications, labor and materials to renovate for Oncology as per the 75% Design drawings provided. Drawings and specifications are provided at 75%, however the offeror shall be prepared to conduct site investigations to verify existing conditions, all dimensions (existing and proposed) and constructability. Offeror shall be prepared to make floor plan changes, calculations, and documentation to support their design.

SPECIFICS:

This project involves renovation work such as demolition, installing new walls, replace and install ceiling systems, lighting, supplying additional electrical power, data and fire protection. Other significant items such as new HVAC equipment and distribution components new MEP equipment and its connections to existing building utilities; providing for emergency power, installing and certified testing of sprinkler systems and alarms; installing and replacing ceiling systems, providing new communication and audio/ video systems including all cables and appurtenances, Installation of architectural finishes and some custom interior design case work elements. The DB A/E will develop working documents to Renovate Oncology.

The DB A/E will provide professional architectural and engineering and construction services for the project to prepare the existing area on the second floor for a new Oncology clinic including an infusion area, exam rooms, work stations, office areas, mechanical and environmental management spaces, and storage. This will be accomplished by adding walls and upgrading existing walls and ceilings; In addition new floor finishes, increased power and electrical, additional data systems, plumbing systems, HVAC systems and fire protection will be provided.

PHASING: Construction of the Oncology project must allow for continuance of all hospital operations and services provided and coordinate with adjoining projects. Construction of the C wing must take place, and be completed, prior to construction on the A wing (See attachment "A").

Premium Finishes will be used with this project, which includes solid surfaces, wood looking sheet vinyl and/or vinyl plank, 3 form wall protection and accents, and other similar high class finishes. Finishes shown on provided drawings and specifications may not be the final selection for project.

All designs shall be accomplished in accordance with VA guidelines and VA master specifications, which are available on the Internet at <http://www.cfm.va.gov/til/>. A/E shall pay particular attention to USAF, NSPA, BOCA, VA Handbook 7610 space criteria and VA Program Guide PG-18-14 "Room Finishes, Door and Hardware Schedule."

- Site Investigations -

EXPECTATION: *The DB A/E will make site visits as necessary to survey existing conditions.*

Make site visits as required to determine existing as-built conditions affecting this project. **NOTE:** Information including drawings and other documentation provided to the DB A/E is used as reference only. All additional references and specifications are available in VHA's Technical Information Library at address <http://www.cfm.va.gov/til/>. AutoCAD background drawings will be provided by the VA upon request. **The DB A/E shall field verify all dimensions.** The DB A/E shall field verify every aspect that relates to the project. Coordinate site visits with the COR as determined after award.

-- Project Schedule --

EXPECTATION: *Submit review package so they are received on the noted day.*

SUBMISSIONS:

Submit review packages so they are received on the noted day (calendar days after NTP) or earlier:

Initial PDT Meeting	0 days
Design Development Documents (75%)	40 days
(PDT Meeting)	45 days
Design Development Documents (100%)	65 days
(PDT Meeting)	70 days
Construction Documents	90 days
(3 Sets of Drawings and Specifications)	
 Begin Construction on or before	 100 days
 Complete Construction on or before	 550 days

Note: The issuance of the Notice to Proceed (NTP) for design will be at the first Project Design Team (PDT) Meeting. The Design-Build Team (Contractor and the DB A/E) will be required to attend and take minutes of each PDT meeting. Minutes will be submitted electronically to the Project Manager and Contracting Officer within three calendar days of each meeting

-- Design Requirements/Submissions --

EXPECTATIONS: *Submit complete review package in accordance with the following requirements and guidelines outlined in <http://www.cfm.va.gov/contract/aeDesSubReq.asp>. Please pay specific attention to the schematic, design and construction submission requirements. As appropriate and depending upon the complexity of the design, the DB A/E may elect to delete individual submissions where not required (i.e. Do not address Site Development, Landscaping for interior renovation projects)*

DELIVER:

All design packages directly to the Project Engineer on the established dates to allow the VA to review. A transmittal letter is required to go to the Contracting Officer on the same day as delivery. Include all information as follows and as outlined in the attachments for each submission. Information required for each submittal is outlined in Program Guide PG-18-15 Volume C November 2008. The manual is available at the following address: <http://www.cfm.va.gov/contract/aeDesSubReq.asp>.

Design Development 75%: Attachment "B" 75% Submission Requirements

- Requirements for the 75% Design Development Documents Submission.
- Define the design elements based on the presented option and submit all information required by the PG-18-15 (75% Design Development).
- Identify Working Drawings scope within the construction budget.
- Identify all design calculations.
- Identify impact of existing asbestos.
- Develop plans and marked up specifications to meet all applicable federal and state codes/requirements, including but not limited to PENDOT, OSHA, DER, EPA, NEC, NFPA 101 Life Safety Code.
- Identify all design calculations.
- Identify all existing utilities and utilities requirements.
- Identify all potential bid deduct alternatives.
- Identify all phasing requirements for construction.
- Develop Infection Control Risk Assessment (VA EC-43)

Design Development 100%: Attachment "C" 100% Submission Requirements

- Requirements for the 100% Design Development Documents Submission.
- Address all comments from the 75% review.
- Consolidate all necessary submittals by specification section on an Excel spreadsheet. Checklist to be utilized to track/monitor submittal process.
- Revise and update cost estimate.
- Preparation of project scope for CBD/ negotiated advertisement and account for any bid deduct alternatives developed in the 50% design submission
- Finalize all design calculations.
- Finalize all potential bid deduct alternatives.
- Finalize all phasing requirements for construction.
- Finalize impact of existing asbestos.
- Finalize Infection Control Risk Assessment (VA EC-43)
- Address all comments from the VISN Safety & Fire Protection Review.

Contract Documents (CD): Attachment "D" Contract Documents Submission Requirements

- Submit a complete set of documents of all contract requirements. The Cover Page shall be submitted for approval signatures. If necessary, update and submit until approved by the VA.

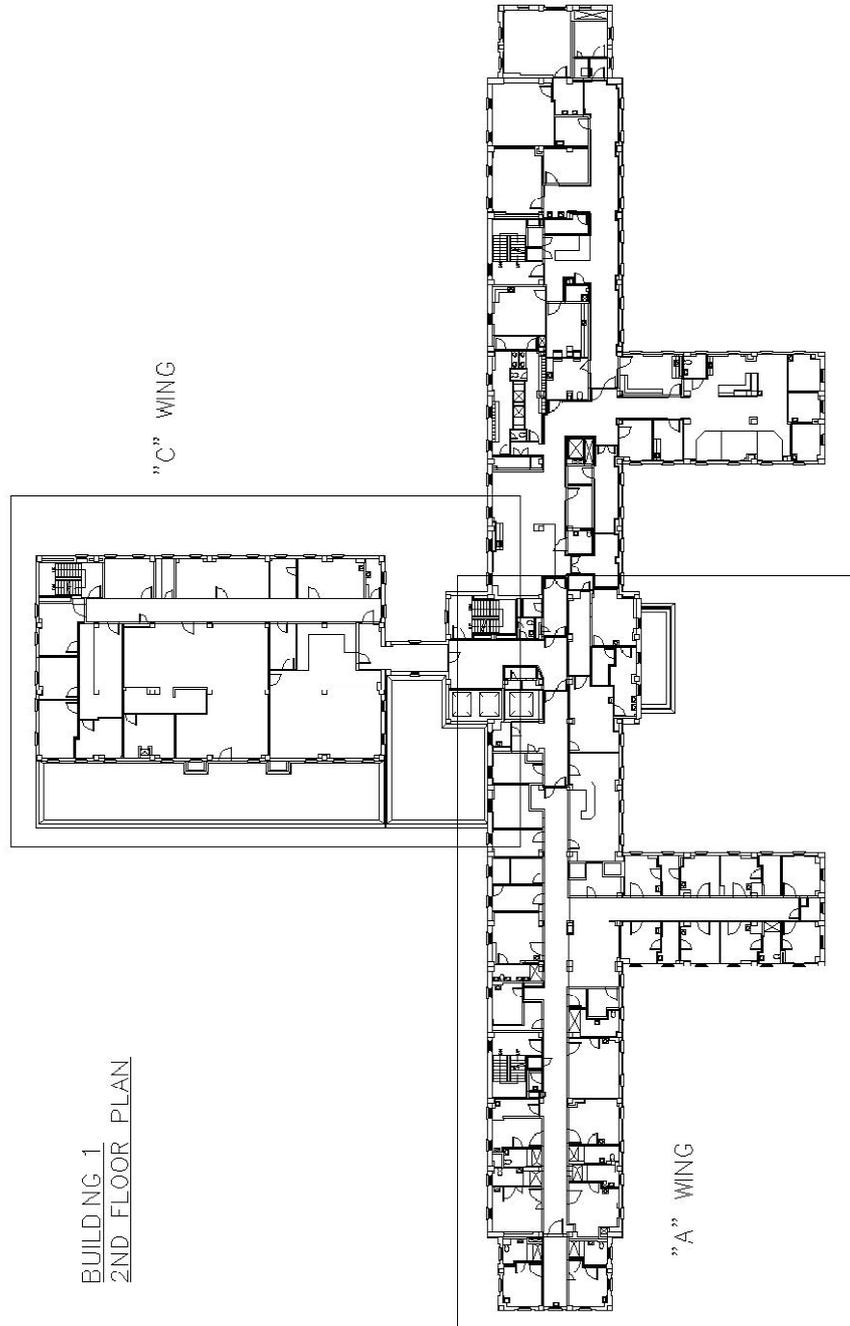
-- Construction Period Services --

Expectations: *Respond to submittals and other requests in a timely manner.*

PROVIDE:

- If a joint venture, assist the VA to determine whether the contractor or subcontractor meets qualification requirements, supported by written recommendations of any problems or litigation encountered in past based on first-hand knowledge.
- Review all shop drawing submissions and provide recommendations to the VA within five calendar days upon request.
- Review and provide replies to contractor generated RFI's when required by the project manager or COR within five days.
- If a Joint Venture, review contractor's cost estimates and provide recommendations to the VA.
- Make site visits on requests of the VA and prepare written reports to include agreed upon changes in design as determined necessary during the construction. Visits made based on errors and omissions in design will be at no cost to the VA.
- Participate in partial and/or final acceptance inspections as scheduled and generate punchlist items for completion. The punchlist shall reference the contract documents for specific deficiencies (i.e. specification section, drawing detail, etc.)
- Prepare as-built drawings on original set with DB A/E's stamp, based on record drawings that the contractor kept during construction. Transpose contractor's as-built's to AutoCAD (versions 2000 through 2010 acceptable) and provide a set of updated as-built's on CD within 30 days to the COR.

ATTACHMENT "A"



ATTACHMENT "B"

Design Development 75% Submission Requirements

Deliver the following (labeled with 75% submission) and **include** this attachment as a checklist with your submission:

- 3 copies** of a narrative report forwarding the design develop 75% submission addressing items listed in the design requirements and any additional A/E recommendations. The report should include identifying potential bid deduct alternatives, recommended construction phasing based upon discussions with the program manager, and any design calculations or analysis.
- 5 sets** of all drawings updating all previous comments required by project and produced on Auto CAD (versions 2000 through 2010 acceptable) software.
- 2 copies** of updated itemized cost estimate by spec section or trade (labor, material and equipment) and also by VA criteria, NRM, Minor, BSER and BSEA.
- 5 copies** of custom edited VA Master Specifications of sections to be used for this project and a master submittal list identifying all the submittals required to be submitted by the contractor for review.
- 1 set** of all drawings and specifications, updating all previous comments required by project to send to the **Fire protection engineer**.
- 1 set** of all drawings and specifications, updating all previous comments required by project to send for **3rd party Life Safety Review**.
- 1 copy** of drawings in AutoCAD (versions 2000 through 2010 acceptable) and specifications in Microsoft Word 2007 on (CD)

ATTACHMENT "C"

Design Development 100% Submission Requirements

Deliver the following (labeled with 100% submission) and **include** this attachment as a checklist with your submission:

- 3 copies** of a narrative report forwarding the design develop 100% submission addressing items listed in the design requirements and any additional A/E recommendations. The report should include identifying potential bid deduct alternatives, recommended construction phasing based upon discussions with the program manager and any design calculations or analysis.

- 2 sets** of all drawings updating all previous comments required by project produced on AutoCAD (versions 2000 through 2010 acceptable) software.

- 3 copies** of the proposed construction schedule.

- 2 copies** of final itemized cost estimate by spec section or trade (labor, material and equipment) and also by VA criteria, NRM, Minor, BSER and BSEA.

- 2 copies** of final edited VA Master Specifications of sections to be used for this project and a master submittal list identifying all the submittals required to be submitted by the contractor for review.

- 1 CD containing**
 - All drawings in AutoCAD (versions 2000 through 2010 acceptable)
 - All specifications in Microsoft Word 2007

ATTACHMENT "D"

Expectation: *Submit complete contract documents for final review prior to Notice to Proceed for Construction. Continue to submit contract documents until all changes are incorporated by the DB A/E for final signature prior to Notice to Proceed for Construction. Upon approval duplicate copies as required.*

Deliver the following (labeled with Contract Documents Submission) and **include** this attachment as a checklist with your submission:

Contract Document Submission Requirements

- 1 copy** of the Cover Sheet (AutoCAD) for final VA signatures.
- 2 sets** of all drawings updating all previous comments required by project, produced on AutoCAD (versions 2000 through 2010 acceptable) software – **for final VA review**. If approved final sets to be submitted with signed off cover sheet.
- 4 copies** of final project specification (three bound; one loose) prepared in Microsoft Word 2007 software. Include a master submittal list in the specifications.
- 1 CD containing**
 - All drawings in AutoCAD (versions 2000 through 2010 acceptable) and in a .pdf file
 - All specifications in Microsoft Word 2007
 - Submittal Spreadsheet – identifying all the submittals required to be submitted by the contractor for review. The list shall be organized by division and specification.
- Upon signature approval, provide three (3) sets of final Contract Documents (complete with VA signed Cover Sheet). Provide two (2), half (½) size sets of final drawings.**