

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

**Design-Build (DB) Scope of Work
Relocate Emergency Cache
595-25-108**

Construction Documents Ready by	90 days after Notice to Proceed (NTP) issued
Construction Complete by	240 days after NTP issued
Contracting Officer:	Jeffrey Pruett
Contracting Officers Representative (COR):	Nathaniel Alexander

-- Services --

- Provide all labor, materials, tools and equipment, and the design-build services necessary for design and construction of a project described herein as well as other specific tasks as further defined by this Request for Proposal (RFP) the Design-Build Project No. 595-25-108, Relocate Emergency Cache. This procurement shall provide required design completion of the aforementioned project and perform construction of completed design work. Project shall be designed and completed in accordance with VA Criteria, Physical Security Requirements, and VA Specifications developed for the project.
- This Request for Proposal (RFP) document is intended to generally define the scope and design parameters to be included in this project. It is the responsibility of the Design-Build team to provide a complete set of approved design documents in a manner consistent with the VA guidelines, specifications, and design standards to complete construction within a 240-day schedule.
- Offeror shall be prepared for a 240-day schedule as indicated below in the Project Schedule. Offeror may propose an alternate schedule, in addition to the 240-day schedule, which will be reviewed by the VA. Schedules shall indicate the following:
 - The design period which shall include provisions for VA reviews.
 - Phasing plans for coordination of any site utility relocation work.
 - Construction period services including:
 - Mobilization
 - Demolition
 - Procurement and installation of equipment
 - Provisions for overtime or shift work shall be included in the contract offer.
 - 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 requests for information (RFI), DB A/E shall visit site per VA's request, add to drawings as-built conditions from contractor's record drawings; DB A/E shall respond on site within a two-hour period when requested.
- Procurement, Construction and Installation services of the Clean Room, including all Management, Supervision, Labor, Transportation, Equipment and Materials and to perform work to include demolition, general construction, alterations, mechanical and electrical work, and certain

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other items as required by project drawings and specifications to create a complete and useable facility.

-- Project Scope --

GENERAL:

Provide sufficient construction documents and construction services for a project that shall convert a space into a Pharmacy Emergency Cache as per the Physical Security Requirements in the VA Handbook 0730. The New Emergency Cache will need to convert a section of the former Bowling Alley in Building 22 into a secure location to store the Pharmacy Emergency Cache. The Cache will need to be roughly 830 square feet with a pad capable of storing; one GSA Four Drawer safe weighing 2500lbs, 7x pallets, and 22x Pharmacal Storage Carts weighing 1200lbs. The space will also need to account for operation and clearance of a pallet jack. Including in this project needs to be demolition of 1300 sqft of existing cinderblock walls and tile, along with 150 linear feet of asbestos pipe insulation abatement, demolition of built-up plywood decking and framing. Construction of a retention wall, backfilling the space and construction of a concrete slab to handle the stored items in the Emergency Cache. With installation of a single-entry point door that meets the requirements highlighted in the VA Handbook 0730 with Best hardware. Security for the Emergency Cache needs to be provided by Siemens with it being laid out and installed as per the VA Handbook 0730. Offeror shall make layout changes, calculations, and provide documentation to support their design. Construction of the Emergency Cache shall be designed and installed as per the specifications and drawings approved through the Design and Project Design Team (PDT) process.

SPECIFICS:

The project converts a section of the abandon Bowling Alley in Building 22 into a secure location to store the Pharmacy Emergency Cache. The Cache will need to be roughly 830 square feet with a pad capable of storing; one GSA Four Draw safe weighing 2500lbs, 7x pallets, 22x Pharmacal Storage Carts weighing 1200lbs. The contractor shall also design and install a single point of entry with the necessary security devices.

- Demolition of 1300 sqft of existing CMU and Tile.
- Demolition of existing Cage Wall, Plywood Decking, and Decking Framing.
- Demolition of two existing single personnel doors.
- Abatement of 150 Linear Feet of Asbestos Pipe Insulation.
- Construction of Retention Wall, backfill of space and construction of a roughly 830 square feet concrete floor
- Construction of new CMU walls compliant with Physical Security requirements highlighted in VA Handbook 0730 and the VA Physical Security and Resiliency Design Manual.
- Relocating Electrical Panel and circuits to be on the outside of the new Emergency Cache.
- Relocate any HVAC, Fire Protection, and Electrical as necessary while maintaining fire suppression and detection at all times.
- Install a single point of entry doorway with all the Physical Security Requirements needed as per Physical Security requirements in VA Handbook 0730 and the VA Physical Security and Resilience Design Manual.
- Install a single point of entry door that leads to existing EMS and Logistics Storage.
- Concrete Slab to support the weight of the stored materials highlighted in the General Description and Specifics.
- Installation of Security Panel and necessary occupancy sensors, camera, maglocks, door codes and etc. that will be required highlighted in the Physical Security Requirements in VA Handbook 0730.

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- Construction shall be addressed in phases to allow operations to continue during construction to the greatest extent possible. Phasing or Shifts shall be determined during the 65% design review. Phasing or Shifts must work within budget and allow the VA to continue operations at minimal interference.

The DB A/E is responsible for providing certified industrial hygiene services to perform asbestos survey investigations, bulk sampling, development of specifications and drawings, and construction period services. All designs shall be accomplished in accordance with VA guidelines and specifications, which are available on the Internet at <http://www.cfm.va.gov/til/>. DB A/E shall pay particular attention to NFPA, BOCA, VA HVAC Design Manual, USP 797, and VA program guide PG-18-14. SPECIAL NOTE: Be reminded that the VA guidelines are just a guide, and the project is not bound by them. If current healthcare trends dictate a different design approach is needed, we shall follow that approach. The offeror will need to purchase and acquire a copy of USP 797.

The DB A/E shall provide professional architectural and engineering and construction services for the project and is responsible for providing all services necessary for design of this project – i.e. mechanical, electrical, asbestos sampling and monitoring, structural, fire alarm and suppression, communications, cable tv, etc.

The DB construction contractor shall provide all Management, Supervision, Labor, Transportation, Equipment and Materials and perform work to include demolition, general construction, alterations, mechanical and electrical work, and certain other items as required by project drawings and specifications complete the Install Pharmacy Clean Room.

-- Site Investigations --

EXPECTATION: *The DB A/E shall 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 Contracting Officer Representative (COR) as determined after award.

-- Project Schedule --

EXPECTATION: *Submit review packages 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 (65%)	27 days
Design Development Documents (100%)	41 days
(PDT Meeting)	62 days
Design Development Documents (100%)	76 days
Construction Documents	90 days
Begin Construction on or before	120 days
Complete Construction on or before	340 days

Note: The issuance of the Notice to Proceed (NTP) for design will be at the first Project Design

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Team (PDT) Meeting. The Design-Build Team Contractor shall be required to attend and take minutes of each PDT meeting. Minutes shall be submitted electronically to the Project Manager and Contracting Officer within three calendar days of each meeting for approval and to be added to the official contract file.

-- Design Requirements/Submissions --

EXPECTATIONS: *Submit complete review package in accordance with the following requirements and guidelines outlined in <http://www.cfm.va.gov/til/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:

Submit all design/bid submission packages directly to the Contracting Officer Representative on the established dates to allow the VA time to review. 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/til/aeDesSubReq.asp>

Area of Construction: See Attachment "A".

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

- Requirements for the 100% Design Development Documents Submission.
- Address all comments from the 65% 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.
- Finalize all design calculations.
- 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.
- Address all comments from the Veterans Affairs Central Office (VACO) regarding meeting design of Physical Security Requirements from VA Handbook 0730.

Construction Documents (CD): Attachment "D" Construction 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:

- Review all shop drawing submissions and provide recommendations to the VA within five calendar days upon request.
- 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 shall be at no cost to the VA.
- Participate in partial and/or final acceptance inspections as scheduled and generate punch list items for completion. The punch list shall reference the contract documents for specific

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- 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 2007 – 2019 and in PDF form and provide a set of updated as-built's on CD within 30 days to the COR

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ATTACHMENT "A"
Location of the project



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ATTACHMENT “B”

Design Development 35% Submission Requirements

Deliver the following (labeled with 35% submission) and **include** this attachment as a checklist with your submission:

- **1 Copy** of a narrative report forwarding the design develop 35% 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.
- **3 sets** of all drawings updating all previous comments required by project and produced in AutoCAD 2007 – 2019 and in PDF form.
- **1 Copy** of updated itemized cost estimate by spec section or trade (labor, material and equipment) and also by VA criteria, NRM, Minor, BSER and BSEA.
- **1 Copy** 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, to send for **3rd party Life Safety Review**.
- **1 copy** of drawings in AutoCAD 2007 – 2019 and in PDF form and specifications in Microsoft Word 2007 or higher 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:

- **1 Copy** 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 in AutoCAD 2007 – 2019 and in PDF form.
- **1 Copy** of the proposed construction schedule.
- **1 Copy** of final itemized cost estimate by spec section or trade (labor, material and equipment) and also by VA criteria, NRM, Minor, BSER and BSEA.
- **1 Copy** 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 2007 - 2019 and in PDF form.
 - All specifications in Microsoft Word 2007 or higher on (CD)

ATTACHMENT “D”

Contract Document Submission Requirements

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:

- **1 copy** of the Cover Sheet (AutoCAD) for final VA signatures.
- **2 sets** of all drawings updating all previous comments required by project, produced in AutoCAD 2007 – 2019 and in PDF form – **for final VA review**. If approved final sets to be submitted with signed off cover sheet.
- **1 Copy** of final project specification (bound) prepared in Microsoft Word 2007 or higher. Include a master submittal list in the specifications.
- **CD containing**
 - All drawings in AutoCAD 2007 – 2019 and in PDF form.
 - All specifications in Microsoft Word 2007 or higher.
 - 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 (1/2) size sets of final drawings.