

## Architect-Engineer (A/E) Design Scope of Work for Renovate Cascades for Acute Mental Health

**Project Number:** 631-22-003

**Maximum Cost of Construction:** \$7,300,000

**Location(s):** Building 6-Cascades Building, Edward P Boland Campus VAMC CWM

### 1 Overview

#### 1.1 General Intent

The Contractor (herein referred to as “A/E”) shall provide Architect/Engineer (A/E) services to design a construction project in accordance with this design scope of work.

#### 1.2 Project Specific Scope of Work - Renovate Cascades for Acute Mental Health

Provide all professional architectural and engineering (A/E) services necessary to develop complete drawings, specifications, cost estimates, site visits and construction period administration associated with renovating Building 6 for a Psychosocial Residential Acute Mental Health Inpatient on the Edward P. Boland campus of the Central Western Massachusetts Healthcare System. This will include total renovation of the approximately 9,500 SF of interior space, repairing the masonry of the building, repairing, and abating windows, and adding an egress corridor that connects to the courtyard and Building 4.

Ensure compliance with the January 2021 Design Guide for Inpatient Mental Health & Residential Rehabilitation Treatment Program Facilities and other referenced standards for Acute Mental Health, well as all other VA Design Requirements. Conduct preliminary project scope meetings and site survey investigations to develop the necessary elements for conceptual layout schemes with proposed alternatives consistent with the VA’s project team goals as prioritized during preliminary project meetings, field surveys and studies.

The intent of this project is to build an Acute Mental Health inpatient residential space that will be therapeutic and modern to improve the mental health treatment of Veterans and connect through the egress corridor to outdoor space.

Known specific requirements are:

- Must have a Women Veteran specific area.
- Provide passive outdoor courtyard only available to residents of the Acute Ward.
- Approximately 18-20 beds / bedrooms need to be larger to accommodate Veterans with medical requirements – i.e., larger beds, 3 sides of bed cleared to allow for portable patient lift access, bariatric scooters, and wheelchairs. Some bedrooms / bathrooms must be bariatric compliant (500-600 lbs.) and exact number will be determined during design. See Attached “Building 6 Concept Sketch.”
- Interior Design will be focused on attaining a therapeutic environment. However, finishes must be durable and able to withstand turnover and daily cleaning.
- All spaces must meet ADA and ABAAS (including added VA requirements).
- Building 6 is part of the Northampton Veterans Administration Hospital Historic District and therefore this project will go through a Section 106 process with the Massachusetts State Historical

Preservation Office as well as other consulting parties. Care must be made with the egress corridor and fencing to remain in accordance with historical appearance.

- Repairing the building envelope will be a part of this design as there are known issues with the masonry, windowsills and lintels, soffit, and other infrastructure.
- Building has known asbestos and lead issue – plan for full NESHAP and remediation of determined issues.
- An independent fire review will occur at the 65% and 90% design phases. This takes approximately 10 days for each review upon which the AE will need to incorporate any necessary changes prior to issuing the next set.
- HVAC Commissioning must be part of this project.
- Maximum cost of construction is \$7.3 million.
- 10% of the MCC must be present in the bid document for a deduct (s).
- Construction period of performance is estimated at 18 months. Plan for a monthly site visit during active construction as well as four at the conclusion of the project for punch list and final acceptance. Plan for teleconference attendance at weekly construction meetings during construction period.
- Anti-ligature fixtures, doorways, etc. shall be included in design as applicable. Design must meet Mental Health Environment of Care (MHEOC). A MHEOC checklist has been provided for reference.
- Removal and replacement of operable windows in the area with fixed windows.
- Design will include Sterile Processing Service Closet.
- Existing Telecommunications room shall be updated to most current standard at the time of the design.

Work will include, but not be limited to, architectural, civil, mechanical, electrical, structural, environmental, structural, geotechnical, and asbestos and lead paint removal. Include other specialty consultants such as those associated with the environmental permitting or historical submission and others pertinent to the project requirements within the constraints of the construction budget consistent with the VA's project team goals as prioritized during project meetings and field surveys.

The A/E shall obtain / prepare all environmental and other necessary permits that would be required prior to construction commencing – including but not limited to the Massachusetts Dept. of the Environmental Protection (MassDEP)

The above paragraphs constitute a basic outline of the work to be accomplished and in no way comprises all the details for design of this project. The A/E shall initiate detailed inspection of the project site to determine the needs and conditions for the design of this project. Copies of Edward P. Boland VAMC record drawings and assessment documents will be made available to the highest rated A/E firm; the A/E will verify the validity of the record drawings prior to the start of design work and conduct site investigations as necessary throughout the design.

### **1.3 Required Disciplines and Expertise**

Engage the services of all consultants in each discipline deemed to be necessary to fulfill the requirements of the project plan. Each discipline shall document and investigate the relevant existing conditions, review the building available information, and verify all essential elements pertinent to their discipline. Site investigations shall measure, photograph, and document the conditions of areas to be renovated and/or impacted.

The A/E shall visit the project site to investigate the information shown on the Government Furnished drawings, record (as-built) drawings and other planning documents which are part of this contract. This information is the best available, but the Government does not guarantee its accuracy or completeness. The A/E's investigation of field conditions shall be performed in a competent professional manner in accordance with the Architectural Design Manual and other applicable VA requirements. It is the A/E's responsibility to research the existing Government documents, determine those that are applicable to the project and request copies from the Government; the Government will not perform a search of Government documents to determine the information that the A/E may need during design.

### **1.4 Site Access and Management Requirements**

The A/E shall be solely responsible for the management, including all associated labor, equipment, materials, mailing costs, and inspection, to meet the requirements of the design project. The A/E shall further provide meeting minutes for all meetings held under this design project.

The A/E firms' representatives performing site investigations must have the following additional requirements before starting site investigations on campus:

1. Contractor badge must be obtained and visibly worn by contractor or representative at all times while on campus
2. Negative TB Test, within the past calendar year
3. Clear Face Shield or Safety Glasses in patient care areas
4. Annual influenza shot is required to perform work on campus
5. Covid-19 Requirements:

Temperature checks are currently performed at Liberty Building 1. If at any time an employee of the A/E firm is found in deficiency of the listed a stop work order will be issued for safety of the campus.

Questions or concerns may be addressed by the Project Engineer

## **2 General Design Considerations**

### **2.1 Design Within Funding Limitations**

The design shall be prepared by the A/E to permit the award of a construction contract, using Federal Acquisition Regulation procedures for the construction of the facilities, at a cost that does not exceed the project's estimated construction contract price of \$7,300,000.

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This price does not include VA costs, contingency, impact costs or any portion of the A/E costs. A detailed cost analysis shall be provided as a deliverable document of this contract to ensure meeting the cost goal. The final construction cost estimate determined at the completion of construction documents will represent the most probable “low bid”.

Note that there is a 6% A/E limitation imposed by law for the preparation of contract drawings and specifications per 48 CFR, Chapter 8, and Part 836.606-73.

The A/E is responsible for establishing internal controls for keeping the project design within projected construction funding. The a/e will be required to revise design and resubmit cost estimates as necessary (at no cost to the VA) should cost estimates exceed construction funding.

## **2.2 Design Independence, Furniture and Equipment**

Designs for construction must produce a “complete and usable” facility or improvement when constructed. VA policy (VHA Office of Capital Assets Management, Engineering and Support memo *Updated Construction Guidance and Expectations* dated Sep 12, 2016) requires the A/E to certify that their design (including all bid alternates/bid deducts) is independent of any future construction project. In addition, the A/E must certify that it has produced a design that does not include furniture and equipment that will be procured separately. Equipment that can be part of the design in the includes those items to meet code requirements for building occupancy, items covered in the VA’s Master Construction Specifications (PG-18-1) Divisions 1 through 10, 13 through 26 or 28 through 48, non-IT equipment items covered by Division 27 and items covered by Division Numbers 12 31 00, 12 32 00, 12 34 00 and 12 36 00.

The A/E shall provide all services required to prepare documents and reports for the subject project consistent with the VA’s project team goals as prioritized during preliminary project meetings, field surveys and studies. The A/E shall determine existing conditions, severity of deficiencies, if any previous deficiencies have been corrected and to identify any conditions which may have previously been unreported.

Based on the approved design development the A/E shall provide all services required to prepare plans, specifications, and other supporting documents necessary to correct the identified deficiencies in priority order. The VA retains no responsibility for the development or preparation of any specification. A complete design including but not limited to determination and evaluation of existing conditions, necessary engineering calculation, necessary design work, independent fire safety/life safety review, IH Services, quantity and cost estimates, bid schedule, construction cost estimates, a proposed construction schedule, design analyses and calculations, a design documentation report, engineering considerations and options report shall be developed for this project. It is planned that areas above and in adjacent buildings to the proposed construction area shall be occupied during construction. The A/E shall develop, as required, a phasing plan that addresses this fact and assures smooth implementation of required construction.

The A/E shall submit as part of the Final Bid Documents submittal a signed letter on company letterhead stating the design’s independence.

## 2.3 Design Criteria

The VA Technical Information Library (TIL) available at <http://www.cfm.va.gov/til/index.asp> is managed by the VA Office of Construction and Facility Management and is the master repository for all VA Numbered Standards for Construction to include design and construction specifications, procedures, standard details, BIM/CAD standards, equipment guides, space planning and design guides. The documents of the TIL shall be the minimum design criteria for all VA projects performed in the construction of new facilities and the modernization, alteration, addition, or improvement of its real property. All design documents shall be developed in accordance with the VA TIL, including (but not limited to) the following listed Department of Veterans Affairs References:

<a href="#">PG-18-1</a>	Master Construction Specifications
<a href="#">PG-18-3</a>	Design and Construction Procedures [ <i>Including but not limited to: Codes, Standards, and Executive Orders</i> ]
<a href="#">PG-18-4</a> <a href="#">BIM/CAD</a>	Standard Details and CAD Standards
<a href="#">PG-18-5</a>	Equipment Guide List
<a href="#">H-18-8</a>	Seismic Design Handbook
<a href="#">PG-18-9</a>	Space Planning Criteria
<a href="#">PG-18-10</a>	Design Manuals (by discipline) [ <i>Including but not limited to: Guiding Principles checklists as indicated for NRM Projects in Sustainable Design Manual, Life Cycle Cost Analysis</i> ]
<a href="#">PG-18-12</a>	Design Guides (graphical, by function)
<a href="#">PG-18-13</a>	Barrier Free Design Guides
<a href="#">PG-18-14</a>	Room Finishes, Door, and Hardware Schedules
<a href="#">PG-18-15</a>	Minimum Requirements for A/E Submissions
<a href="#">PG-18-17</a>	Environmental Compliance Manual
<a href="#">H-7545</a>	VA Cultural Resource Management Procedures
	Design Guide for Inpatient Mental Health & Residential Rehabilitation Treatment Program Facilities JANUARY 2021
	OIT Infrastructure Standard for Telecommunications Spaces

The following references shall also be used to complete the design documents:

1. VA Standards Alert 017 – Infrastructure Standards for Telecommunications Spaces and all standards, guides, and manuals incorporated by reference (<https://www.cfm.va.gov/til/sAlert/sAlert017.pdf>)
2. SOCAMES 6 Design Alert 1

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Where conflicts exist between VA adopted codes and standards and the documents on the TIL, the A/E shall bring this to the attention of the VA. The resolution of the conflict shall be made by the authority having jurisdiction for VA to ensure consistency department wide.

A/E shall use latest references released at time of award. Revisions during project execution need not be incorporated unless stated otherwise by the project engineer for a change critical to the scope (i.e. specification/reference effectivity date is contract award date unless critical changes are flowed down).

## **2.4 Design Collaboration**

The A/E during this design project shall collaborate with the VHA Office of Healthcare Environment and Facilities Programs Special Engineering Program (HEFP/SEP) staff, VISN 1, User Group, and the onsite personnel as required.

Independent Life Safety Review Agent (LS Agent) for the project. Design submittal comments from these contractors, if concurred with by VA, shall be incorporated into the design. HEFP/SEP and/or VISN deliverables shall be coordinated with the A/E's design submittals to ensure compliance with all requirements are met. The A/E is required to ensure all elements of the design adhere to the Life Safety Code, including recommendations for temporary construction barriers, prior to the Independent Life Safety review.

## **2.5 Independent Life Safety Review**

The VA will provide a separate and independent fire safety and life safety review to be accomplished at the 65% and 90% design submissions. An independent peer review will occur at the 90%. For all reviews AE needs to address comments and include any changes in the next submission. The VA reserves the right to do more frequent or other design reviews as required.

## **2.6 Environmental Protection**

The A/E shall assist the VA with completion of a National Environmental Policy Act (NEPA) assessment as required. If the NEPA assessment results in potential environmental impacts, the A/E shall be responsible for completing any auxiliary documentation required per PG-18-17 NEPA Interim Guidance for Projects located on the TIL (<http://www.cfm.va.gov/til/etc/NEPAGuidance.pdf>). Additional requirements may include, but are not limited to, Environmental Assessment, Environmental Impact Statement, and Record of Decision. The NEPA analysis and concluding documentation must be completed by the Final Bid Documents submittal.

## **2.7 Asbestos Containing Materials (ACM) and Lead**

Due to the original construction era (1921) of the Edward P. Boland site asbestos and lead are of particular concern. The A/E shall plan to perform comprehensive NEPA and include remediation of all items with IH monitoring services. The NEPA and remediation plan for construction shall encompass the entire building where any portion of the work is completed. Remediation plan and estimate shall be sufficiently detailed/delineated by area to allow for specific areas to be readily removed from the final construction plan at the contracting authority's discretion. Testing shall be in accordance with accepted standards controlling sample methods, sizing, and metrology to ensure safe and accurate results. Sampled locations shall be encapsulated immediately after testing.

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The following are known sources of asbestos (not limited to):

- Pipe insulation
- Floor tiles
- Window caulking
- Ceiling tiles
- Adhesives
- Pipe dope
- Felt material (roofing)
- Old Gaskets

The following are known sources of lead (not limited to):

- Paint
- Windows/glazing
- Roof flashing
- Legacy piping
- Soil

To the extent possible existing assessments will be shared.

## **2.8 Historic Preservation Act Review**

If the scope impacts exterior appearances a Section 106 review will likely be required. The A/E shall incorporate any comments from the VA Section 106 review.

## **2.9 Physical Security**

The Physical Security Design Manual for Mission Critical Facilities is located on the TIL (<http://www.cfm.va.gov/til/PhysicalSecurity/dmPhySecMC.pdf>). The A/E shall ensure that all aspects of the applicable VA Physical Security Design Manual (either Life-Safety Protected or Mission Critical Facilities; both will be applicable depending on the area the work is taking place) are incorporated into the design and shall prepare a written report acknowledging compliance as required by the VAMC. The A/E must inform the COR of any physical security items that will be difficult to achieve during the concept/basis of design phase of the design and assist the VA with waiver requests as necessary.

## 2.10 Responsibility After Design Completion

The A/E is required to support the VA should errors or omissions in the documents create problems in bidding or administering the contract for construction. As needed, the A/E will clarify the design intent and correct any errors or omissions in the original documents. The corrections shall be done in a timely manner at no additional cost to the Government. The A/E shall incorporate amendment changes on the original drawings and/or CAD drawings when requested to do so after the bidding process at no extra cost to the Government. In addition, the A/E shall incorporate amendment changes on the submittal registers and submit on a CD labeled with the project title, location, and construction contract number. Also, during the bidding period, the A/E is required to assist in answering all bidders' inquiries pertaining to the design. If clarifications are required, the A/E will prepare the required amendment. The A/E, however, shall not receive or respond to any direct inquiries from contractors.

## 3 Submittals

Design submittals shall follow the requirements of *Program Guide, PG-18-15, Volume C - A/E Submission Instructions for Minor and NRM Construction Program*. Submittal documents shall be prominently marked "For Official Use Only (FOUO)" if they contain qualifying data as defined in VHA Memorandum 2019-11-13 *Sensitive Infrastructure Data Classification – For Official Use Only (FOUO)*.

The A/E shall deliver design submittal documents that follow the iterative phase breakdown for design work in PG-18-15 and as additionally specified below. Specific requirements for each discipline/work product listed under each phase can be found in PG-18-15; it is expected for the phase of design that each of the checked items in the SD/DD/CD columns will be completed for the submittal. The A/E shall attend a review meeting following each design submittal as indicated under the Project Schedule section of this Scope of Work. Each new submittal will incorporate all VA comments from the previous submittal. The Asbestos Abatement requirements in PG-18-15 are applicable at Edward P. Boland VAMC due to the age of the campus (construction began in 1920's).

The following submittals will be required for this project (minimum):

1. Quality Assurance/Quality Control (QA/QC) Plan
2. Design Schedule from NTP to completion
3. Basis of Design (BD) - 10% - In addition to the requirements in PG-18-15, a Basis of Design is required. Basis of Design is a narrative presentation of facts, sufficiently complete, to demonstrate that the project concept is fully understood, and that subsequent design details, and their ultimate presentation in the final drawings and specifications, will be based on sound architectural and engineering decisions. Conceptual drawings of the planned design and the initial cost estimate will additionally be included.
4. Schematic Design (SD)- 35%
5. Design Development One (DD) – 65%
6. Construction Documents (CD)- 95%
7. Final Bid Documents (Bid) – 100%

### 3.1 Drawing Format

All drawings shall adhere to VA project software requirements for Building Information Modeling (BIM) and Computer Aided Design (CAD) available at <http://www.cfm.va.gov/til/projReq.asp>. BIM software shall be Revit 2019 or the latest version available to Edward P. Boland VAMC.

The A/E shall provide a computer 3D model and prepare various 3D renderings to present to VA throughout the design phase to adequately represent architectural, mechanical/electrical/plumbing (MEP), site conditions and other items in the design to aide with facility visualization and contractor coordination.

The project BIM model minimum requirements shall be developed to include the systems described below as they would be built, the processes of installing them and to reflect record drawing conditions. The deliverable model at the SD, DD and CD design phases shall be developed to include as many of the systems described below (but not limited to) as are necessary and appropriate at that design phase.

- Architectural/Interior Design
- Square Footage/Volume
- Room Names and Numbers
- Architectural Schedules
- Architectural Specialties and Woodwork
- Doors
- Windows
- Louvers
- Roof
- Floors
- Ceilings
- Vertical Circulation
- Walls/Curtain Wall Sizes, Shapes, & Material Data
- General Signage
- Schedules
- Furniture
- Equipment
- Structural
- Foundations
- Shafts and Pits
- Mechanical
- HVAC
- Plumbing
- Electrical/Telecommunications
- Power and Lighting
- Steam Distribution
- Other Engineering Data as Required
- Exterior Building Information
- Nurse Call System
- Asbestos/Hazardous Material Info
- Security System Information (Access Control, Security Cameras, Panic Alarms, Overhead Paging)
- Life Safety Information (Fire Extinguishers, Wall Ratings, Door Ratings, Fire Protection/Alarms)
- Departmental Ownership (By Common Name, Capital Asset Inventory Department Definition and Strategic Capital Investment Program Department Definition)

### 3.2 Submittal Formats

Submittals shall be submitted in electronic format and hard copy formats as listed below. Portable Document Format (.pdf), Microsoft Office Suite formats (.doc, .xls, and .ppt), Microsoft Project (.mpp) and Autodesk Revit Project (.rvt) files are acceptable. Submittals shall additionally be compliant with Section 508 of the Rehabilitation Act (29 U.S.C. '794 d); information on the requirements for accessible media can be found at <http://www.section508.gov/>.

### 3.3 Meeting/Conference Minutes

Meeting minutes for all formal meetings and conferences held with the VA; including weekly construction meetings. Meeting minutes shall be submitted within seven (7) calendar days of the meeting or conference for concurrence and distribution to attendees. All documents in any of the electronic formats listed above.

### **Minimum meeting minutes requirements**

- Project name, number, meeting host, Meeting Name
- Date, Time, meeting ID, call in number, Duration, and consecutive number of total related meetings
- Participant list (Name, Title, Phone number (office and Mobile), Email, Attended Meeting (yes/no Check box)
- Meeting purpose, Roll call, COVID-19, and Additional Items
- Agenda items (Decisions, action items, and fixes or next steps)
- Next meeting date and time
- Detailed attachment list

## **3.4 Specifications**

### **3.4.1 Outline**

The A/E shall develop an outline specification listing the proposed guide specifications and the A/E prepared sections that will be used for the project. The outline specification will list the guide specification number and title for each proposed section. Sections shall be arranged within their respective divisions, in numerical order. New specification sections, developed by the A/E, will be numbered to fall in their respective division at a logical location.

### **3.4.2 Editing**

The A/E must thoroughly edit and adapt the Specifications to satisfy the project requirements and provide a complete set of construction specifications. The A/E shall notify the VA in writing should there be instances where there are no appropriate Master Specifications available for use. At the VA's direction the required specifications will be prepared by the A/E. These specifications shall list the essential features, functions, and other factors to clearly indicate the type and quantity of items/work required. All specifications will be prepared by listing parameters and requirements that can be met by several manufacturers. At all submissions of specifications, the changes will be tracked and shown in the margins of the file. Changes to the Master Specifications shall be tracked from each design submittal to include any and all VA comments. Only after the final design submission is approved shall the changes be removed from tracking and the specifications finalized.

#### **3.4.2.1 Electrical coordination**

### **3.4.3 Construction Contractor Submittal Register**

The specifications require the construction contractor to submit shop drawings, samples, manufacturer's data, certificates, test reports, and other items to the Government. The A/E shall prepare a complete listing of construction contractor submittal requirements on an Excel Spreadsheet. The spreadsheet shall have a separate line for each required submittal and separate columns for Division, Section, and type of submittal (catalog cut, sample, etc.).

### **3.5 Construction Cost Estimates**

Construction cost estimates shall comply with *Manual for Preparation of Cost Estimates & Related Documents for VA Facilities* dated March 8, 2011. This document is available on the TIL at <http://www.cfm.va.gov/cost/index.asp>. All estimates in any of the electronic formats listed above.

### **3.6 Quality Assurance/Quality Control (QA/QC) Plan**

The A/E is responsible for developing and performing quality assurance reviews of all work to confirm that proper criteria, regulations, laws, codes, principles, and professional procedures have been used. This includes work performed by subcontractors. The VA shall review all project submissions, but this review is general in nature and should not be considered as part of the A/E's Quality Control Plan and/or Quality Assurance. VA Design Alerts and VA Quality Alerts can be found on the internet at <http://www.cfm.va.gov/TIL/>.

Quality Certification: The A/E shall certify at each submission in writing that he/she has performed quality assurance reviews of that submission.

All documents in any of the electronic formats listed above.

### **3.7 Design Submission and Milestones**

#### **3.7.1 Basis of Design (BD)**

10-15% Conceptual – Preliminary User Group Meetings & Field Surveys

- All documents in any of the electronic formats listed above.
- Two (2) half-size paper bond sets of drawings – 2 to VA
  - Preference for presentation to include proposal with 1 or 2 alternatives to narrow User Group customization requests

#### **3.7.2 Schematic Design (SD)**

35% Submittal

- All documents in any of the electronic formats listed above.
- Two (2) half-size paper bond sets of drawings – 2 to VA
- Two (2) paper bond sets of specifications – 2 to VA
- Two (2) paper bond sets of investigation reports, design calculations, space planning data and cost estimate - 2 to VA

#### **3.7.3 Design Development (DD), and Construction Documents (CD)**

65% Submittal and 95% Submittal, respectively

- All documents in any of the electronic formats listed above.
- Memo annotating what was not upgraded and corresponding justifications.
- One (1) full size paper bond sets of drawings - 1 to VA
- Two (2) half-size paper bond sets of drawings – 2 to VA
- Two (2) paper bond sets of specifications – 2 to VA
- Two (2) paper bond sets of investigation reports, design calculations, space planning data, construction schedule, construction statement of work (SOW) and cost estimate - 2 to VA

### **3.7.4 Final Bid Documents (Bid)**

- PDF files of drawings, specifications, and any miscellaneous design analysis documents such as submittal log and physical security compliance report.
- Certified memo annotating what areas/times were not upgraded and the corresponding justifications.
- Certified memo that the A/E design is independent of future projects and includes all equipment required for the project to be activated/full functional.
- Word files of specifications.
- Revit and AutoCAD files of drawings.
- One (1) full size paper bond sets of drawings - 1 to VA
- Four (4) half-size paper bond sets of drawings – 4 to VA
- Two (2) paper bond sets of specifications – 2 to VA
- One (1) paper bond sets of investigation reports, design calculations, space planning data, construction schedule, construction SOW and cost estimate - 1 to VA

## **4 Construction Period Services (CPS)**

### **4.1 Requests for Information (RFI)**

Requests for Information shall be responded to within three (3) workdays of submittal.

### **4.2 Submittal Reviews**

Submittal reviews shall be submitted within five (5) workdays of submittal to the A/E.

### **4.3 Site Visits and Reports**

Site visit reports shall be submitted within seven (7) calendar days of the visit. All documents in any of the electronic formats listed above.

The minimum number of site visits during the CPS is 15.

Attendance (phone in) at weekly construction meetings is required – plan for approximately 50.

### **4.4 Modification/Change Order Requests**

Modification requests shall be submitted within seven (7) calendar days of submittal to the A/E. This includes the review of the contractor's change order/modification proposal for construction change orders, as well as the formulation of an IGCE for the modification, as requested. The A/E's reply regarding his/her review of cost proposals and his/her recommendations shall include an independent breakdown of costs in detail, quantities, and unit prices and shall cover both additions and deductions of labor, materials, and equipment. The A/E shall also supply cost estimates as requested by the COR for Request for Proposals for anticipated changes." All documents in any of the electronic formats listed above. Note - If major modification, VA will provide additional time and document format guidance.

#### 4.5 Punch List

Punch list shall be submitted within seven (7) calendar days of the final acceptance inspection. All documents in any of the electronic formats listed above.

#### 4.6 Record Drawings

Record drawings shall be delivered to the VA within thirty (30) calendar days after VA acceptance of the construction project. Autodesk Revit Project (.rvt) format and AutoCAD (.dwg) format.

### 5 Project Schedule/Period of Performance

The A/E shall perform Part One Services/Design Phase work according to the schedule shown below. If a due date on the timeline below falls on a Holiday or Weekend, the submittal shall be due the following business day. The remaining timeline will not be shifted to accommodate Holidays or Weekends.

ID	Milestone Task Description	Duration	Schedule Date	Actual Date
1	User Group Preliminary Mtg (Review Scope, Site Survey Investigation)	1 Day	NTP + 1	
2	Preliminary Investigation of Existing Conditions	As Needed		
3	Submit Conceptual Layout Schemes with Proposed Alternates	---		
4	User Group Mtg (Review Proposed Schemes)	1 Day	NTP + 45	
5	Prepare 35% Schematic Design Submissions	---		
6	Survey Existing Conditions, Coordinate Design with Consultants & VA Comments	As Needed		
7	Submit 35% Schematic Design Package	---		
8	VA Engineering 35% Review	30 Days (Min)		
9	User Group 35% Schematic Design Review Meeting	1 Day	NTP + 75	
10	Prepare 65% "DD" Design Development Submissions	---		
	Confirm Existing Conditions, Coordinate Design with Consultants & VA Comments	As Needed		
11	Submit 65% "DD" Design Development Package	---		
	VA Engineering 65% Review	30 Days (Min)		
12	User Group 65% "DD" Review Meeting	1 Day	NTP + 150	
13	Prepare 90% "CD" Construction Document Submissions	---		
	Coordinate Design with Consultants, Existing Conditions & VA Comments	As Needed		
14	Submit 90% "CD" Construction Documents Package	---		
	VA Engineering 90% Review	30 Days (Min)		
15	User Group 90% "CD" Review Meeting	1 Day	NTP + 220	
16	Prepare 100% Bid Final Documents	---		
	Finalize Coordination with Consultants, Existing Conditions & VA Comments	As Needed		

17	Submit 100% Bid Final Documents with PE Stamps	---	NTP + 270	
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The days listed is based on a 95% CD submittal meets all VA guidelines and acceptance is issued. If 95% CD submittal is not accepted due to insufficient design requirements throughout the design period and additional time is deemed necessary. It is the responsibility of the AE firm to cover all costs associated with such delays.

## 6 CONTRACT OVERSIGHT

All contracts for this project shall be awarded by the NCO 1 Contracting Team; only a warranted VA Contracting Officer shall have authority to change the terms and conditions of a contract. These changes may involve the contract award amount, contract period of performance, issuance of stop work orders and changes to the statement of work.

NCO 1 Contracting Team shall designate a Contracting Officer’s Representative (COR) to monitor and manage the A/E’s performance under the design project contract. The COR shall be a representative of the Edward P. Boland VAMC Engineering Service Project Section and have the technical knowledge required to monitor and oversee the project.

A COR from the Edward P. Boland VAMC Engineering Service Project Section shall also be designated for the construction project contract to monitor and manage the construction contractor’s performance under the construction project contract. This designation under the construction contract shall be considered equivalent to the industry standard of “Owner’s Representative” and does not supersede or eliminate the A/E’s responsibility for Part Two Services/Construction Period Services. The A/E ultimately shall be responsible for any errors and omissions with the design discovered during and after the construction phase. The corrections shall be done in a timely manner at no additional cost to the Government. The A/E shall incorporate amendment changes on the original drawings and/or CAD drawings when requested to do so after the bidding process at no extra cost to the Government. In addition, the A/E shall incorporate amendment changes on the submittal registers and submit on a CD labeled with the project title, location, and construction contract number. The A/E shall only accept instructions and/or directions from the assigned VAMC Project Engineer and/or Contracting Officer. Changes in the project scope of work or cost must be authorized by the VA Contracting Officer only.

## 7 OI&T Infrastructure Standard for Telecommunication Space

The TR closet on the floor of the renovation is existing and shall be updated to the current standard during this design. The current version for this standard is located at <https://www.cfm.va.gov/til/dguide/OIT-InfrastrucStdTelecomSpaces.pdf>. The design for this project at The Edward P. Boland VAMC must meet the Campus Support Center (CSC) requirements of the Infrastructure Standard for Telecommunications Spaces.

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The Infrastructure Standard for Telecommunications Spaces (The Standards) serves as the master reference document of criteria for Department of Veterans Affairs (VA) facility Information Technology (IT) support infrastructure. It defines the technical requirements necessary to maintain optimum reliability and efficiency within VA facilities and computing centers. IT Support Infrastructure is defined as all passive telecommunications and information technology equipment and supporting physical space and equipment.

This standard is owned and maintained by Solution Delivery (SD) Data Center and Infrastructure Engineering and questions or concerns should be directed to the following email group: OIT ITOPS SD Data Center and Infrastructure Engineering.

Users must ensure their use of this technology/standard is consistent with VA policies and standards, including, but not limited to, VA Handbooks 6102 and 6500; VA Directives 6004, 6513, and 6517; and National Institute of Standards and Technology (NIST) standards, including Federal Information Processing Standards (FIPS). Users must ensure sensitive data is properly protected in compliance with all VA regulations. Prior to use of this technology, users should check with their supervisor, Information Security Officer (ISO), Facility Chief Information Officer (CIO), or local Office of Information and Technology (OI&T) representative to ensure that all actions are consistent with current VA policies and procedures prior to implementation.

## 8 Reporting Requirements

The Contractor shall be required to report to the COR (Project Engineer) in the Engineering Project Section, Facility Management Service, Lighthouse Building (Building 20) basement to log in during normal working hours. This check-in is mandatory. When the service is completed, the Contractor shall document services rendered on a legible field service report. The Contractor shall return to the same service and building to submit the field service report to the COR for signature during normal working hours.

\*\*\*\*\* **End SOW** \*\*\*\*\*