

PCAC REVIEW CHECKLIST – DESIGN-BID-BUILD CONSTRUCTION

The purpose of this checklist is to ensure common items that have been identified as issues during contract administration of design-bid-build construction projects are adequately addressed prior to approval of the 100% drawings and specifications.

DRAWINGS:

Item	A-E Confirmation	Post-Award Validation
Review the project name/title listed on the first page of the Drawings to ensure that is the same name used on all of the documents for the project. Ask the COR to confirm the full project name if there are discrepancies in the project name/title.	Choose an item.	Choose an item.
Review the Table of Contents provided on the first or second page of the Drawings and ensure that all of the Drawings listed in the Table of Contents are listed in the provided Drawings and named correctly. There is usually a drawing sheet index contained in the first set of drawings. The drawings listed in the Table of Contents should match this index sheet.	Choose an item.	Choose an item.
The various drawing files shall be no larger than 20MB. The reason for this limit is that files over 20MB will not post in SAM.GOV. The responsibility to reduce the file size of the Drawings should be on the COR or A-E.	Choose an item.	Choose an item.

SPECIFICATIONS:

Spec Section/Topic	Item	A-E Confirmation	Post-Award Validation
Table of Contents	Review the Table of Contents listed on the Specifications to ensure that all of the listed Spec sections are provided in the body of the Specifications and labeled correctly	Choose an item.	Choose an item.
01 00 00 / General Requirements	<p>Review the General Requirements to confirm inclusion of the core working hours that the contractor should follow (typically in section 1.1 or 1.2). The below language is what they should be adding, updating the items in red.</p> <p><i>(INSERT SECTION)</i></p> <p><i>a. Normal working hours for this contract will be from 7:00AM to 4:30PM (local time) Monday through Friday except for weekends and established Federal Holidays.</i></p>	Choose an item.	Choose an item.

	<p><i>(INSERT SECTION)</i></p> <p><i>b. Performing on-site work outside normal working hours will require approval from the Contracting Officer and the COR. Requests shall be submitted via email at least 72 hours prior to the requested date and at no additional cost to the Government. Approvals are subject to the availability of on-site staff.</i></p>		
01 00 00 / General Requirements	<p>1.2 General Intention (B): This spec usually states the following: <i>“Visits to the site by Bidders may be made only by appointment with the Medical Center Engineering Officer.”</i></p> <p>Please correct to read <i>“Visits to the site by Bidders may be made in accordance with what is listed in the solicitation and at the discretion of the Contracting Officer.”</i></p>	Choose an item.	Choose an item.
01 00 00 / General Requirements	<p>1.2 General Intention (D): This section usually states something about a testing laboratory being retained for the project. Confirm that what is listed here, is the same as in Spec Section 01 45 29 Testing Laboratory Services, if included.</p>	Choose an item.	Choose an item.
01 00 00 / General Requirements	<p>1.3 Statement of Bid Items: Review these items to make sure they make sense and match the intent of what is listed in the IGCE. The Price Schedule in the solicitation will subsequently align with the Statement of Bid Items.</p>	Choose an item.	Choose an item.
01 00 00 / General Requirements	<p>1.3 Statement of Bid Items: Minor projects are required to have 10% deducts (or additives). This may require coordination/confirmation from the COR. OCAMES has generally agreed that NRM/EHRM projects should NOT contain deducts or additive items.</p>	Choose an item.	Choose an item.
01 00 00 / General Requirements	<p>1.5 Construction Security Requirements, Part C. Guards: There should not be a requirement for 24-hour guards. This is language in the master spec from the TIL, that should be removed by the A-E during design.</p>	Choose an item.	Choose an item.
01 00 00 / General Requirements	<p>1.17 Resident Engineer Field Office: This section is typically only used for Major Projects managed by CFM. Verify the need for this requirement prior to submission/acceptance of the specification package.</p>	Choose an item.	Choose an item.
01 32 16.15 / Project Schedules	<p>Project Schedules (Small Projects – Design/Bid/Build Spec Section): This is the schedule specification that should be in in every</p>	Choose an item.	Choose an item.

(Small Projects – Design/Bid/Build)	<p>D-B-B project for Minors and EHRM projects. The following schedule specifications from the TIL <u>should not</u> be used.</p> <ul style="list-style-type: none"> ▪ 01 32 16.01 Architectural and Engineering CPM Schedules ▪ 01 32 16.13 Network Analysis Schedules – Major Construction Project – Design-Bid Build ▪ 01 32 16.16 Network Analysis Schedules – Design Build Only ▪ 01 32 16.17 Network Analysis Schedules – Major Design/Build Projects. 		
01 32 16.15 / Project Schedules (Small Projects – Design/Bid/Build)	<p>Review this schedule specification for any references to RFI or submittal reviews times. If found, ensure consistency with the times listed in specification 01 33 23 “Shop Drawings, Product Data and Samples.”</p>	Choose an item.	Choose an item.
01 33 23 / Shop Drawings, Product Data, and Samples	<p>Review for the SharePoint or File Sharing site requirements for the project? In many cases there are not any specific requirements for this other than to provide something compatible with the VA. However, in some cases, a specific File Sharing site such as Submittal Exchange is called out. If this is the case, clarify whether this is a brand name only item or if this would be considered brand name or equal.</p>	Choose an item.	Choose an item.
01 33 23 / Shop Drawings, Product Data, and Samples	<p>Review the submittal and RFI response times. PCAC Post Award has requested that the submittal review and RFI response times are both 21 calendar days. However, 14 calendar days can also be used, but that should be the minimum. Make sure to confirm these response times with the COR. Please also ensure any updates to the response times to not impact the overall period of performance.</p>	Choose an item.	Choose an item.
01 33 23 / Shop Drawings, Product Data, and Samples	<p>1.6 Submittal Format and Transmission: The template for this specification allows for the email of submittal documents smaller than 5MB in size to email addresses as directed by the contracting officer. Recommend removing paragraph D and updating the first sentence of paragraph E to read as follows:</p> <p style="text-align: center;"><i>“All documents (submittals) should be sent through FTP File Sharing system.”</i></p>	Choose an item.	Choose an item.

01 35 26 / Safety Requirements	Ensure that only items not applicable to the project are removed from the template on the VA TIL.	Choose an item.	Choose an item.
01 91 00 / General Commissioning Requirements	Identify requirements/responsibility for Commissioning. This information is typically located in the following section: 1.8 Commissioning Team, C. Members Appointed by VA Team, 1. Commissioning Agent. Most projects have the Cx as the responsibility of either the GC or the A-E. Ensure the COR confirms commissioning responsibilities for the project.	Choose an item.	Choose an item.
Guarantee Period Services	Identify any Special Warranties and or Guarantee Period Services listed throughout the specs. A special warranty is anything exceeding the FAR 52.246-21 "Warranty of Construction" which is one year. This does not mean a warranty cannot exceed one year, but additional maintenance is typically covered in service contracts at the respective medical center. It is highly recommended removing any references to GPS and/or changing to some type of warranty language. Also note that there are two spellings of guarantee/guaranty. Sections that usually have this language and need to be revised are: <ul style="list-style-type: none"> ▪ 27 51 16 Public Address and Mass Notification System ▪ 27 52 23 Nurse Call and Code Blue System ▪ 28 31 00 Fire Detection and Alarm 	Choose an item.	Choose an item.
Asbestos/Hazardous Materials	Ensure to discuss whether any areas of the project will be impacted by known asbestos/hazardous materials and include any existing hazardous material reports as part of the final requirements package.	Choose an item.	Choose an item.
Geotechnical Report	Review for any references to geotechnical aspects of the project and include any available geotechnical reports that have previously been completed.	Choose an item.	Choose an item.
Spec Writer Notes	Search the specs to ensure any spec writer notes are removed.	Choose an item.	Choose an item.