

Scope of Work

Expansion for Radiology & Sterile Processing Service (SPS) Design

Project No. 667-086

Overton Brooks VA Medical Center, Shreveport, LA

PROJECT BACKGROUND AND DESIGN SCOPE OF WORK

Overton Brooks VAMC (OBVAMC) has a requirement to design a project to expand Radiology and Sterile Processing Service (SPS), main hospital (Building #1) South Wing. A 3rd floor South Wing addition is required to relocate and expand SPS (approximately 9,680 SF). A partial 4th floor South Wing addition is required to expand Radiology (approximately 4,240 SF). The existing elevator and stair tower shall be extended to support the new floors. Approximately 810 SF of existing space must be renovated to transition for the adjacent floors. An enclosure (approximately 940 SF) will be required for the HVAC equipment. This contract will provide for complete design (construction documents) and construction period services (CPS).

SPS is the unit that processes, cleans, and sterilizes medical instruments and supplies. SPS is currently located in the basement of the main hospital. The current space is inadequate. The complete SPS function shall be relocated to the 3rd floor South Wing. This service is better suited adjacent to the surgical operating rooms currently on the 3rd floor West Wing of the hospital. New spaces to include but not limited to the following functions: Decontamination, Cart Wash (automatic & manual), Sterilization, Scope Cleaning, Medivators, Prep and Pack, Receiving, Breakout, Dispatch, Sterile/Non-Sterile Storage, Staff Locker/Dressing Rooms, Staff Bathrooms, Housekeeping Aid Closets (HAC) and associated utility and administrative support spaces. The new SPS space on 3-South shall be compliant with all current VA Sterile Processing requirements. At each design submission, to include the floor plan development, will include a review by VA's National Program Office for Sterile Processing (NPOSP) for compliance with VA requirements.

The Radiology Service currently occupies the West Wing of the 4th floor in the main hospital. Radiology needs to expand into the adjacent South Wing. The 4th floor addition will include an Interventional Radiology (IR) Suite and associated support space.

The design of the new 3rd and 4th floor South Wing addition shall include extending the existing elevator stair tower to accommodate the new addition and tie-ins to the existing building at the 3rd floor for SPS and 4th floor for Radiology Service. The existing elevator equipment (motors, cabs, controllers, etc.) currently located in the 3rd floor South Wing elevator equipment room shall be relocated to a new 5th floor South Wing elevator equipment room in order to provide for new elevator stops at the 3rd & 4th floors to support Radiology and SPS. Elevator controls shall be tied into the existing elevator monitoring system in the Boiler Plant.

The design team shall provide a comprehensive site investigation and attain a complete understanding of the functional requirements for both the SPS Service and the Radiology Service along with a complete understanding of the existing utility infrastructure and structural systems supporting the new addition. The design team shall meet with each of the Services and develop space programs to meet their needs that are compliant with VA space guidelines/criteria. The design team shall propose floor plans options for VA review, consideration and selection. This is an iterative process. The floor plan options shall consider various alternatives to include the placement and location of the mechanical and electrical systems/components for review. The designer shall consider roof top, interstitial and site proximity options for consideration for placement of the required mechanical and electrical systems/components to maximize the usable space for each of the floors. The design shall also include the siting, placement and design of a new emergency generator to completely support the 3rd and 4th floor additions. Once a floor plan is approved OBVAMC, the designer shall proceed with the 35% design submission.

The design package will facilitate the construct a new modern energy efficient two-story addition to the South Wing, designed to meet LEED Silver requirements and VA Physical Security and Resiliency Design Manual Requirements for Mission Critical facilities as they apply to this addition. The design will address all infrastructure requirements for a fully functioning Interventional Radiology (IR) Suite expansion on the 4th floor of the South Wing and a fully functioning SPS Service relocation and expansion to the 3rd floor of the South Wing. Both floors shall be fully sprinklered. The addition shall include a fire alarm and suppression system per VA standards and NFPA requirements and shall be tied into the stations existing monitoring system. The design shall provide a cost-effective high energy efficient HVAC system and all necessary controls to properly support the function of the space and shall be tied into the existing campus Building Automation System (BAS). NOTE: Coordinate with the UESC Contractor (Center Point Energy) for compatibility with the new system. The design shall include, but not limited to, phasing, handicap accessibility, signage, wayfinding, landscaping, drainage, electrical, communications, security, HVAC, structural, and all required support utilities and features to adequately support the new space. Design shall be in accordance with all applicable VA design guides, design manuals, and standards. Additionally, this design effort shall include considerations for the future expansion of the 4th floor and determine feasibility for a future 5th floor addition to the South Wing – i.e. structurally capable.

The design shall lay out a construction phasing plan to keep the Basement and 1st floor of the South Wing occupied and operational throughout the construction duration. The VA will vacate 2-South at the start of construction but intends to re-occupy 2-South as soon as it is safe to do so in advance of the completion of the 3rd and 4th floor additions.

The C&A requirements do not apply, and a Security Accreditation Package is not required.

PERIOD OF PERFORMANCE

The delivery date for this contract shall be 365 calendar days from Notice of Award. Performance time to include VA review of each submission as identified.

LOCATION

Overton Brooks Veterans Affairs Medical Center
510 E. Stoner Ave.
Shreveport, LA 71101

DESIGN SUBMISSIONS/DELIVERABLES:

Design submission and deliverables will be in accordance with the A/E Submission Instructions for Minor and NRM Construction Programs; PG-18-15, Volume C (See Attachment A: A/E Submission Requirements).

QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

The Design Offeror or A/E shall develop, execute and demonstrate that the project plans and specifications have gone through a rigorous review and coordination effort. The A/E shall provide an outline of the actions the firm will take during the design process to ensure a quality finished design is achieved.

COST ESTIMATE

In accordance with FAR 52.236-22 Design within Funding Limits, the construction cost limit for the construction contract cannot exceed \$14,000,000.

A detailed estimate of construction cost (using RS Means, Cost Works) and Market Study/Survey shall be provided with each design submission. Emphasis shall be placed on **cost** and **scope management**. The design shall be within the project construction budget and be consistent with the identified project scope. The

development of construction documents by the Design Team shall include deductive alternates, up to 10% of the approved project cost estimate.

DRAWINGS

This project will utilize AutoCAD, version 2020. All VA design guides and requirements can be found online at: <http://www.cfm.gov/TIL/>. Where conflicts occur between VA standards and model codes, the most stringent shall govern.

SITE AND TOPOGRAPHY SURVEY

A topographic survey is not required except as it applies to the siting of the new mechanical and electrical equipment. The A/E shall conduct a ground based topographic survey by a State of Louisiana licensed surveyor. Survey limits shall be established by the designer and approved by the VA, in order to adequately facilitate the design and siting of the mechanical and electrical equipment. As for the site survey, the A/E shall investigate the site, the existing floors below (basement through 2nd floor) and adjacent floors (3rd & 4th floors, West Wing) where tying into the main hospital, to get a good understanding of the existing conditions, structure and utilities. A/E shall make as many site visits as necessary for this investigation. It is the A/E's responsibility to verify the actual existing conditions. Reference the following attachments:

Attachment B: As-Built for Basement and 1-South

Attachment C: As-Built for 2-South

Attachment D: South Wing Caisson Report

GEOTECHNICAL SURVEY

A geotechnical survey is not required. Reference the following attachments (soils reports from the original south wing contracts) provided for information only:

Attachment E: South Wing Soils Report dated 12-16-2008

Attachment F: South Wing Soils Report dated 2-6-2009 Soils

If at some point during the design, it becomes evident that additional soil sampling/testing is required to facilitate the subject design effort, then the VA will compensate the A/E for this additional work.

UTILITY SURVEY

During the design phase, the A/E will coordinate with VA Staff to obtain information to facilitate the design. All information provided by the VA will be verified by the A/E. Where information is not available, the A/E Team shall perform their own investigation at their own expense. The A/E shall provide the necessary professional services or testing to conduct a complete site utility survey as needed to facilitate the design. The survey must identify all above and below ground utilities associated with the project. An analysis of the capacity of the existing utilities to serve the new addition shall be performed. The result of the survey/study shall be reflected in the design documents and shall indicate the current system capacities and the necessary work required for the utilities to adequately support the new addition.

FIRE PROTECTION ENGINEER REVIEW & CERTIFICATION

The A/E shall have the design plans and specifications reviewed by a 3rd party registered Fire Protection Engineer (FPE) to ensure the design proceeds in accordance with Life Safety Codes (LSC) and applicable National Fire Protection Association (NFPA) codes. The FPE's review comments shall be provided along with each design submittals beyond the schematic design. With the Final 100% Construction Documents submittal, the A/E shall provide a **FINAL** certification letter from a registered FPE stating the **FINAL** plans and specifications are in compliance with the current LSC and NFPA codes.

SEISMIC DESIGN

Design shall be in accordance with the VA's manual for Seismic Design Requirements (H-18-8), as it applies to Shreveport, LA.

PHYSICAL SECURITY & BLAST DESIGN

The design shall be in accordance with the Physical Security and Resiliency Design Manual (PSRDM) for VA Facilities, **Mission Critical** Facilities.

HANDICAP ACCESSIBILITY

The design will be required to comply with the Uniform Federal Accessibility Standards (UFAS), the Americans with Disabilities Act (ADA) and PG-18-13 (Barrier Free Design Guide) in all areas.

COMMISSIONING

The A/E shall incorporate the VA's commissioning specifications into the design and construction documents as applicable. The VA will, by separate contract at time of construction, procure the 3rd party Commissioning Agent to oversee and execute the contract required commissioning activities during the construction phase.

LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED)

The A/E shall design the new 3rd & 4th floor addition to the South Wing to meet LEED Silver requirements. The AE shall provide, with each design submission, the status of the LEED points considered and incorporated into the design and shall identify the plan to achieve the appropriate number of points for LEED Silver. NOTE: Actual LEED certification as a result of the construction will not be required.

GOVERNMENT FURNISHED INFORMATION

Government furnished information includes, but not limited to, the following information found on the VA's Technical Information Library website (<http://www.cfm.va.gov/TIL>) - to be used for this project, as applicable (use most recent version):

PG-18-1	Master Construction Specifications for VHA Projects
PG-18-3	Design and Construction Procedures
PG-18-4	Standard Details and CAD Standards
PG-18-5	Equipment Guide List
H-18-8	Seismic Design Handbook
PG-18-9	Space Planning Criteria
PG-18-10	Design Manuals (by discipline)
PG-18-12	Design Guides (graphical, by function)
PG-18-13	Architectural Accessibility, Barrier Free Design Standards
PG-18-14	Room Finishes, Door and Hardware Schedules
PG-18-15	Minimum Requirements for A/E Submissions (included as Attachment A)
PG-18-17	Environmental Compliance Manual
H-7545	VA Cultural Resource Management
	Physical Security and Resiliency Design Manual for VA Facilities, Mission Critical Facilities
	VA Signage & Wayfinding Design Manual
	VA HVAC Design Manual
	VA Fire Protection Design Manual
	VA Asbestos Abatement Design Manual
	VA Sustainable Design Manual and Guiding Principles Checklist
	VA-Space & Equipment Planning System (VA-SEPS)
	VA Architectural Design Manual
	VA Design Manuals for Estimating, Electrical, Elevator, Lighting, Plumbing & Telecommunications

Chapter 285: Sterile Processing Service – Space Criteria
Sterile Processing Service and Logistics Service Design Guide
VHA Directive 1116(2) Sterile Processing Service (SPS)
Imaging Service Design Guide PG 18-12, Chapter 295

LIST OF ATTACHMENTS

Attachment A: AE Submission Requirements

Attachment B: As-Builts for Basement and 1-South

Attachment C: As-Builts for 2-South

Attachment D: South Wing Caisson Report

Attachment E: South Wing Soils Report dated 12-16-2008

Attachment F: South Wing Soils Report dated 2-6-2009 Soils

Attachment G: AUSH Visitation Memo

Attachment H: VHA Supplemental Contract Requirements for Combatting COVID-19

AE SUBMISSION REQUIREMENTS (SUPPLEMENTAL INSTRUCTIONS)

Reference Attachment A (AE Submission Requirements) for a detailed outline and listing of specific requirements. As indicated under Section C, paragraph 1, below are supplemental instructions relative to AE submission requirements.

NOTE: The VA will have 21 days to review design submission; however, some design submissions may require longer as they require a higher-level review. The AE shall not proceed to the next design submission until comments have been received back from the VA. The AE will be allowed a “time-only” extension equal to the number of days that the VA takes longer than 21 days to return review comments.

The following design milestones are required from Notice of Award:

25% Design Development	60 calendar days after Notice of Award
25% Design Review Meeting	21 calendar days after VA receipt of 25% Design Development
35% Design Development	50 calendar days after VA acceptance of 25% Design Development
35% Design Review Meeting	21 calendar days after VA receipt of 35% Design Development
65% Design Development	60 calendar days after VA acceptance of 35% Design Development
65% Design Review Meeting	21 calendar days after VA receipt of 65% Design Development
95% Design Development	60 calendar days after VA acceptance of 65% Design Development
95% Design Review Meeting	21 calendar days after VA receipt of 95% Design Development
100% Design Development	30 calendar days after VA acceptance of 95% Design Development
100% Design Review Meeting	21 calendar days after VA receipt of Design Development
Total Part One Services/Design Phase Schedule	365 calendar days

Solicitation Support Services and Construction Period Services (optional Line Items) shall be performed for the length of time between the time the option(s) are exercised and acceptance of Construction Completion. The VA has 365 calendar days from final acceptance of the design to exercise the option(s) for Solicitation Support Services and Construction Period Services.

- a. **25% Schematic Design:** Investigate and survey project site. Verify any VA provided data. AE is responsible for collecting any and all data required for the design. The A/E is responsible for measuring and collecting actual field data that may be required. The A/E shall collaborate with VA COR and end user(s) to develop conceptual and viable design options to meet the intended scope of work. The A/E shall develop schematic drawings and design options, along with Pro's and Con's with associated cost for review. This schematic design phase is an iterative process and requires close coordination back and forth with the VA COR/Project manager. The preliminary schematic design/layout will most likely require tweaking until a final plan/layout

is officially approved by the hospital and COR. Dimensions, areas, spaces, etc. will need to be indicated clearly on the drawings. The AE shall work with the VA COR until an acceptable plan is developed and approved in writing by the VA COR. The A/E final deliverables for this phase are (hard and electronic copies):

- 1) OBVAMC Approved Plan (Siting Plan & Floor Plan)
- 2) Preliminary Cost Estimate (RS Means, Cost Works)
- 3) List of probable Specification Sections for this project
- 4) Initial Design Analysis and Approach

- b. **35% Design Development:** These drawings shall be at the largest scale possible and shall show the utilities, infrastructure, architectural layout of each floor, room dimensioning/square footage, room identification, fire exists (Life Safety), chases, columns and other pertinent information necessary to provide information that will carry the design to the next review.

- 1) **Drawings & Specifications:** Provide one 22"x34" size D set and four 17"x22" size C sets. Provide one set of preliminary specifications indicating all of the AE proposed edits in a 3-hole punch binder. Drawings and specifications to indicate potential deductive bid alternates and any phasing requirements. Also, provide electronic copies on a CD. Drawings in PDF format (1 combined PDF, and individual PDF files). Specifications in Word format (individual Word documents per specification section) .
- 2) **Cost Estimate:** Provide a detailed cost estimate indicating labor, material and equipment cost in RS Means CostWorks format. Estimate shall include Prime Contractors Overhead, Profit, Bond and Labor Burden (typically 30%). Estimate shall indicate feasible deductive bid alternates to bring the construction cost within the allotted construction budget. This cost estimate shall be submitted in hard copy with the Design Analysis and an electronic copy on a CD.
- 3) **Design Analysis:** Provide a design analysis for each discipline indicating the design rational, thought process and design calculations (including actual field test and test date). Provide a summary of deductive bid alternates. Provide a draft preliminary detailed submittal register. Provide a list, by discipline, on what outstanding data or feedback is required from OBVAMC. Provide one hard copy of the Design Analysis and one electronic copy on a CD.
- 4) **FPE Review/Certification:** Provide review comments made by the 3rd party Fire Protection Engineer for this submission.

NOTE: The AE shall not proceed with the 65% design without written concurrence from the VA COR.

- c. **65% Design Development:** This submission of drawings, specifications and cost estimate shall be very close to complete. This review by the VA shall be to validate that 35% comments were incorporated into the project. The construction documents should be sufficiently developed to cover all work items to be addressed by the project, including clearing defined phasing requirements and deduct bid alternates. No major items missing from this submission. The VAMC review of these documents should result in very minor comments to allow for the next 95% submission. A/E shall provide a list of questions by discipline on anything that's needed from the VA to continue and fully develop the next 95% design submission. Additionally, the A/E shall provide minutes from the last design review meeting and shall provide responses to all VA comments noted or identified during the last review submission.

- 1) **Drawings & Specifications:** Submit in the same manner as the 35% DD submittal. Specifications shall incorporate AE's edits.
- 2) **Cost Estimate:** Submit in the same manner as the 35% DD submittal.
- 3) **Design Analysis:** Submit in the same manner as the 35% DD submittal. Include A/E responses to all 35% design review comments.
- 4) **FPE Certification:** Submit in the same manner as the 35% DD submittal. Specifications shall incorporate AE's edits.

- d. **95% Design Development:** This submission of drawings, specifications and cost estimate shall be complete. This review by the VA shall be to validate that 65% comments were incorporated into the project. There

shall be nothing missing from the construction documents. The VAMC review of these documents should result in very minor comments to allow for the next submission to be final. If the comments of this set of documents results in numerous comments, then a 99% review or a check set of certain elements of the design may be required before the AE shall proceed to the 100% Final Construction Documents.

- 1) **Drawings & Specifications:** Submit in the same manner as the 65% DD submittal.
 - 2) **Cost Estimate:** Submit in the same manner as the 65% DD submittal.
 - 3) **Design Analysis:** Submit in the same manner as the 65% DD submittal. Include A/E responses to all 65% design review comments.
 - 4) **FPE Certification:** Submit in the same manner as the 65% DD submittal.
- e. **100% FINAL Construction Documents:** This submission shall incorporate all project requirements and previous comments. These documents shall be ready for bidding/construction.
- 1) **Drawings & Specifications:** ALL ENGINEERS AND ARCHITECTS PROFESSIONAL "STAMPS" SHALL BE ON THIS SET OF DOUMENTS. Provide one 22"x34" size D set and four 17"x22" size C sets of FINAL construction drawings. Provide two sets of FINAL fully edited specifications (specs in a 3-hole punch notebook, printed on both sides of the paper). Drawings and specifications to indicate potential deductive bid alternates and any phasing requirements. Provide two CD electronic copies of the entire package (Construction Drawings, Specifications, Design Analysis and Cost Estimate). The drawings shall be as both AutoCAD (2020), and PDF format both in individual files per drawing and a combined drawing PDF file. The specifications shall be in separate WORD documents and separate PDF files for each specification section. Also, provide a combined PDF file for each complete volume of the specifications. Coordinate the naming & numbering of the files with the COR.
 - 2) **Cost Estimate:** Submit FINAL CostWorks cost estimate in the same manner as previous submittal.
 - 3) **Design Analysis:** Submit FINAL and complete Design Analysis documents including all calculations for each discipline. Submit in the same manner as the previous submittals. Include A/E responses to all design review comments.
 - 4) **FPE Certification:** Provide a FINAL certification letter from a 3rd party registered Fire Protection Engineer stating that the FINAL plans and specifications are in compliance with the current Life Safety Code (LSC) and applicable National Fire Protection Association (NFPA) code.

SOLICITATION SUPPORT SERVICES – Option Line Item:

- Pre-bid site visit to include meeting and project walk around. This is the meeting where contractors are invited to the job site to visually inspect the construction site in order to accurately develop a construction bid package.
- Answer any technical questions/requests for information (RFIs) received from contractors over the duration of the solicitation, including questions asked during the site visit. Questions from contractors may come at multiple times and cover several or a few questions over the course of the solicitation period. Technical question responses will be provided to the Contracting Officer who will distribute the information via amendment to the solicitation.
- Answers to RFIs will be required from the A/E within five calendar days of the date the questions are sent to the A/E from either the project COR or CO. An alternate response period may be submitted for review, however, unless approved by the CO and COR, the A/E is required to comply with the five-calendar-day requirement.
- Throughout the solicitation period, the A/E shall provide addenda as necessary if required to revise specs and drawings.
- In response to any technical questions and/or addenda issued during the solicitation period, the A/E shall provide any final revisions to the 100% FC CD as part of the construction contract. These documents shall be labeled Final Construction.

CONSTRUCTION PERIOD SERVICES – Option Line Item: The Construction Period Services will commence with the award of the Construction Contract and will terminate with the acceptance of the facility by the VA. Note that this will only take place if the option for CPS was exercised. Unless otherwise provided in this Agreement, the A/E shall not provide administration of the construction contract. The A/E shall act in an advisory and consultant capacity to the Contracting Officer. He shall not be the representative of the Contracting Officer at review meetings or on the construction site and shall make no such representation to the Construction Contractor(s) without the specific written approval of the Contracting Officer. The A/E shall have no authority to approve any construction means or methods of work of the Construction Contractor. The A/E shall not be responsible for or have control or charge over the acts or omissions of the Contracting Officer's Representative or Construction Contractor, Sub-contractors, or any of their agents or employees, or any other persons performing any of the work and shall not be responsible for the failure of any of them to carry out the work in accordance with the Construction Documents.

REQUEST FOR PROPOSAL DOCUMENTS – INTERPRETATION: The A/E, when requested, shall assist the Contracting Officer and his Contracting Officer Representative to interpret the Request for Proposal documents and shall:

- (1) recommend any action(s) he deems suitable for the satisfactory prosecution of the design of the proper construction work.
- (2) prepare any supplemental drawings, specifications or other documents that may be required to clarify or supplement the Request for Proposal documents.
- (3) assess the preparation of Construction Contract Modifications initiated by or through the VA to be executed in accordance with the Request for Proposal documents.

MODIFICATIONS/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.

SHOP DRAWINGS AND SUBMITTALS: When necessary, the A/E will, through the VA, review certain submittals and make recommendation. The A/E may be required to hold joint reviews with the VA technical staff on complicated system submittals. Such responsibility shall be carried out with reasonable promptness as to cause no delay.

The A/E shall check Government furnished and/or the construction shop drawings, detail drawings, schedules, descriptive literature and samples, testing laboratory reports, field test data and review the color, texture and suitability of materials for conformity with the design concept and construction documents. The A/E shall recommend approval, disapproval, or other suitable disposition. He shall evaluate the submittals with reference to any companion submittals that constitute a system.

SITE VISITS AND INSPECTIONS: During the Construction Period, the A/E shall make visits to the project site. Site visits shall be made as and when requested by the Contracting Officer or his authorized representative. CPS shall include a minimum of 10 Site Visits during the construction phase of the project. Type and discipline of site visit shall be determined at the time of need by the COR. This includes visits to be made during intermediate, air conditioning systems, inspections, for partial final, and final inspection and for special purposes as requested by the Contracting Officer. A site visit is defined, except for payment purposes, as a visit

to the site by one man for any part of a day. Only registered architects and engineers thoroughly familiar with the project may make these site visits. The Contracting Officer has the prerogative to determine the professional discipline(s) required for each visit. The A/E shall observe the construction, advise the VA of any deviations or deficiencies. 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 Contracting Officer or his authorized representative within three calendar days following the site visit date.

(1) Intermediate Inspections: The A/E shall provide registered architects and engineers who are familiar with the design work of the project to act as observers and advisers to the VA team conducting intermediate inspections.

(2) Intermediate Air-Conditioning Inspections: The A/E shall provide registered engineers who are familiar with the air-conditioning design of the project to act as observers and advisers with a VA team conducting intermediate inspections of the air-conditioning system. The number of such inspections and scheduled time thereof will be determined by the Contracting Officer.

(3) Partial Final and Final Inspections: The A/E shall provide registered architects and engineers in the number and of the disciplines at the time requested by the Contracting Officer to act as observers and advisers with a VA team conducting partial final and/or final inspection(s) of the project.

TIMELY RESPONSE: As time is of the essence, particularly during the construction phase, the A/E shall promptly review and approve, disapprove, or take other appropriate action upon all the VA requests. The A/E shall submit recommendations on all shop drawings and other submittals and other requests within fifteen (15) calendar days after receipt.

RECORD DRAWINGS: The VA shall furnish to the A/E a marked-up set of prints showing all changes made during the construction period. The A/E shall incorporate into the drawings all significant changes marked-up by the VA and any significant changes made by solicitation amendments and construction contract modifications. The revision portion of title block shall be dated and noted "Record Drawings". The A/E shall prepare record drawings by making changes on the original contract drawings (with amendments posted). A copy of the updated original will be sent to the VA for verification. Upon the verification of the VA, the A/E will submit the originals to the Contracting Officer in hardcopy and on DVD. The A/E shall deliver the record drawings to the Contracting Officer within sixty (60) calendar days after receiving the marked-up documents from the VA. Submission shall be subject to the approval of the Contracting Officer as to quality and completeness.

ASBUILTS: AE shall also incorporate contractor's as-builts/redline drawings on AutoCAD (2020) bound and provide both electronic (two CD's clearly labeled) and hard copy sets. Hard copy sets of as-built drawings shall consist of one full size set and four 22"x34" size sets.

GENERAL INFORMATION:

- a. The A/E contractor shall submit all requests for information in writing to the COR and allow at least three calendar days for the COR to respond.
- b. The Contracting Officer must approve all work that is beyond the scope of this statement of work.

ATTACHMENTS:

SPS-RAD - Attch A - AE Submission Requirements

SPS-RAD - Attch B - Asbuilts for Basement and 1-South

SPS-RAD - Attch C - As-Builts for 2-South

SPS-RAD - Attch D - South Wing Cassion Reports

SPS-RAD - Attch E - South Wing Soils Report - Dec 16 2008

SPS-RAD - Attch F - South Wing Soils Report - Feb 6 2009

SPS-RAD - Attch G - AUSH Visitation Memo - Final - Aug 2021

SPS-RAD - Attch H - VHA COVID-19 Supplemental Contract Reqs 12-14-21

SPS-RAD - Attch I - VHA Directive 1013 - Seasonal Influenza with Vaccines