

Statement of Work (SOW)
To Design
Upgrade Multiple Parking Lots
(Lots C, 3G, M, MC, P, Q)

Project No. 564-23-702
Veterans Healthcare System of the Ozarks (VHSO), Fayetteville AR

A. General Information

A 1.0 Project Background, Description and Scope of Work

Provide Architect/Engineer professional services to include site investigation, design development, construction documents, specifications, cost estimates, construction period services and construction site visits. The VHSO has identified, through a Facility Condition Assessment, that multiple parking lots on the VHSO campus are aging and in need of rehabilitation or need to be paved. The A/E will incorporate current design and construction best practices to update and rehabilitate the parking lots in accordance with the [U.S. Department of Veterans Affairs' design guidelines](#). The design will identify and recommend rehabilitation techniques including, but not limited to, crack sealing, seal coat application, and re-striping to preserve the existing parking lot pavement as well as signage replacement in the parking lots. The design will also include new pavement section alternatives for the existing lots currently identified as gravel that are to be paved. See the attached campus layout that identifies the parking lots to be considered as a part of this project.

PERIOD OF PERFORMANCE

The delivery date for this contract shall be 270 days from Notice to Proceed. Performance time to include VA review of each submission as identified.

LOCATION

Veterans Healthcare System of the Ozarks
Fayetteville AR Campus
1100 N College Ave.
Fayetteville, AR 72703

TERMS OF THE SOLICITATION

- A. The term "responsibility," used in the instructions that follow, includes architectural and engineering design, cost, schedule, and construction responsibility for completion of this project in accordance with the documents of this RFP. It is the responsibility of the Design Offeror or A/E to provide complete Design Documents (drawings and specifications) for a fully functional project. Omissions in this RFP and Technical Requirements do not relieve the Design Offeror from providing a complete and fully functioning project.
- B. The terms "Design Team", "Design Offeror", or "A/E" refers to the successful design team. The design team shall consist of a Service Connected (Disabled) Veteran Owned Small Business architectural/engineering firm and all associated consultants and subcontractors.

- C. The term “Design Team” or “engineer” refers to registered/licensed Architects and Engineering professionals.
- D. The terms “the work and project” refers to the all site investigation, site survey, calculations, testing and design for documents to design and construct the subject project.
- E. The term “VA” refers to the Veterans Healthcare System of the Ozarks, Fayetteville AR Campus
- F. The COR (Contracting Officer’s Representative) for this project is Drew Lowry at 479-466-4532 and Drew.Lowry@va.gov
- G. The Contracting Officer for this project is Andres Apolinar.

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 that the firm will take during the design process to ensure a quality finished design is achieved.

COST ESTIMATE

A detailed estimate of construction cost (using RS Means or equivalent) and Market Study/Survey shall be provided with each design submission.

DRAWINGS

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

SITE AND TOPOGRAPHY SURVEY

During the design phase, the site will be surveyed to extent necessary by the A/E. A/E shall procure any services required to adequately design and layout replacement fence and corresponding structures.

GEOTECHNICAL SURVEY

During the design phase, the site will be surveyed to extent necessary by the A/E. A/E shall procure any services required to adequately test and determine suitable soils for the new parking lot pavement sections.

UTILITY SURVEY

During the design phase, the A/E will coordinate with COR to obtain utility information to facilitate the design. Otherwise, what is not obtained shall be surveyed to extent necessary by the A/E. A/E shall procure any services required to adequately test and determine the capacity of the existing utility system.

ASBESTOS ABATEMENT SURVEY

An asbestos abatement survey of the area is NOT required.

FIRE PROTECTION ENGINEER REVIEW & CERTIFICATION

The A/E shall have the design plans and specifications reviewed by a registered Fire Protection Engineer (FPE) to ensure the design proceeds in accordance with [Life Safety Code \(LSC\)](#) and applicable National Fire Protection Association (NFPA) codes. The FPE’s review comments shall be provided along with each design submittal starting with the 90% Design Development drawings. With the Final 100%

Construction Documents submittal, provide a FINAL certification letter from a registered FPE stating that the FINAL plans and specifications are in compliance with the current LSC and NFPA codes.

SEISMIC DESIGN

Seismic design is NOT required.

COMMISSIONING

The A/E shall incorporate the VA's commissioning specification into the design and complete set of construction documents as applicable.

GOVERNMENT FURNISHED INFORMATION

The following is a list of government furnished information found on the VA's Technical Information Library (TIL) website (<http://www.cfm.va.gov/TIL/>) to be used for this project, as applicable:

HVAC Design Manual for New, Replacement, Addition and Renovation of Existing VA Facilities

PG-18-1	Master Construction Specifications
PG-18-3	Design and Construction Procedures
PG-18-4	Standard Details and CAD Standards
PG-18-10	Design Manuals (by discipline)
PG-18-12	Design Guides (graphical, by function)
PG-18-15	Minimum Requirements for A/E Submissions

NOTE: Utilize the latest version of guidance at time of design award.

NOTE: The design effort shall not be limited to the documents referenced.

The AE shall utilize and design to all applicable standards on the VA TIL.

A 2.0 Design Deliverables

OBVAMC Design Submissions – Statement of Task:

1. 30% Design Development (DD)
2. 60% Design Development (DD)
3. 90% Design Development (DD)
4. 100% Construction Documents (CD)

NOTE 1: Additional detailed design submission requirements can be found in [VA Guide PG-18-15](#).

NOTE 2: The VA staff shall have a minimum of 16 calendar days to review and coordinate each AE design submissions. If the VA workload does not allow for a thorough review within the 16 calendar day timeframe, the AE shall not proceed to the next design phase until comments have been received from the VA. The AE will be entitled to a time only contract extension for the number of VA review days beyond 16 calendar days.

1. **30% Design Development:** Investigate and survey project site. Verify any VA provided data. AE is responsible for collecting 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 staff/end user to develop conceptual and viable design options to meet the intended scope of work.

Develop drawings to be at the largest scale possible and shall show the parking lot layout and other pertinent information necessary to provide information that will carry the design to the next review.

- a. **Drawings & Specifications:** Provide one 22"x34" size D set, three 17"x22" size C sets and one unbound 11"x17" size B set of preliminary construction drawings. 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 PDF format, Specifications in Word format).
- b. **Cost Estimate:** Provide a detailed cost estimate indicating labor, material and equipment cost in RS Means or equivalent format. Estimate shall include Prime Contractors Overhead, Profit, Bond, and Labor Burden. 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.
- c. **Design Analysis:** Provide a design analysis for each discipline indicating the design rationale, thought process and design calculations (including actual field test and test date). Provide a summary of deductive bid alternates. Provide an initial review by the Fire Protection Engineer and their comments on the 30% design documents. Provide a draft preliminary detailed submittal register. Provide a list, by discipline, on what outstanding data or feedback is required from the VAMC. Provide one hard copy of the Design Analysis and one electronic copy.

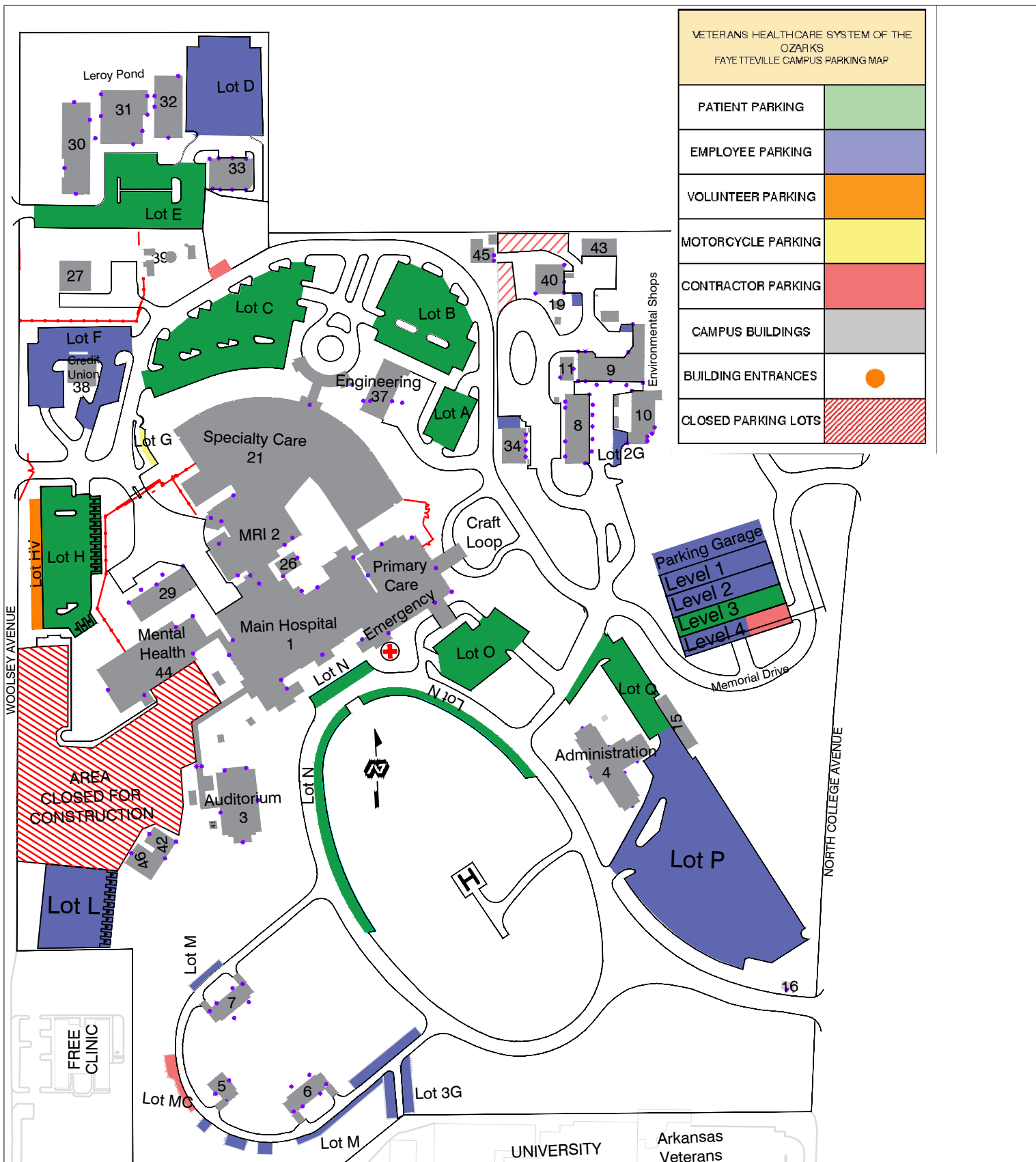
NOTE: The AE shall not proceed with the 60% design without written concurrence from the VA COR.

2. **60% 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 30% comments were incorporated into the project. The construction documents should be sufficiently developed to cover all work items to be addressed by the project. 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. AE shall provide a list of questions by discipline on anything that's needed from the VA to continue and fully develop the next 90% design submission. Additionally, the AE 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.
 - a. **Drawings & Specifications:** Submit in the same manner as the 30% DD submittal.
 - b. **Cost Estimate & Design Analysis:** Submit in the same manner as the 30% DD submittal.
 - c. **FPE Certification:** Provide review by the Fire Protection Engineer and indicate their comments.
3. **90% 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 60% comments were incorporated into the project. The construction documents should be sufficiently developed to cover all work items to be addressed by the project. No major items missing from this submission. The VAMC review of these documents should result in very minor comments to allow for the final 100% submission. AE shall provide a list of questions by discipline on anything that's needed from the VA to continue and fully develop the 100% design submission. Additionally, the AE 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.

- a. **Drawings & Specifications:** Submit in the same manner as the 60% DD submittal.
 - b. **Cost Estimate & Design Analysis:** Submit in the same manner as the 60% DD submittal.
 - c. **FPE Certification:** Provide review by the Fire Protection Engineer and indicate their comments.
4. **100% Construction Documents:** This submission shall incorporate all project requirements and previous comments. These documents shall be ready for bidding.
 - a. **Drawings & Specifications:** ALL ENGINEERS AND ARCHITECTS PROFESSIONAL "STAMPS" SHALL BE ON THIS SET OF DOUMENTS. Provide one 22"x34" size D set, four 17"x22" size C sets and two 11"x17" size B sets of FINAL construction drawings (one set of the 11"x17" size drawings to be unbound). Provide two set 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 electronic copies of the entire package (Construction Drawings and Specifications). The drawings shall be as both AutoCAD and scanned individual PDF files per drawing. The specifications shall be in separate Word and separate PDF files for each specification section. Coordinate the naming & numbering of the files with the COR. Also, provide a PDF file for each complete volume of the specifications.
 - b. **Cost Estimate:** Submit FINAL cost estimate in the same manner as previous submittal.
 - c. **FPE Certification:** Provide a FINAL certification letter from a 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) codes.

Construction Period Services (CPS): AE shall provide full post design services construction period service IAW the Special Provisions of this contract.

- **PRE-AWARD:** CPS's to include assistance with questions, request for information (RFI's), pre-award site visits, meeting conference calls, clarifications and addendums during the construction solicitation phase.
- **POST-AWARD:** CPS's also include full support through the construction phase to include but not limited to, assisting with questions, clarifications, inspections, reviewing and responding to RFI's and review/coordination of contract modifications/change orders. Designing and estimating of design omissions.
- **POST-AWARD SITE VISITS:** CPS's shall also include a minimum of 7 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.
- **AS-BUILTS:** AE shall also incorporate contractor's as-built/redline drawings on the latest version of AutoCAD and provide both electronic and hard copy sets. Hard copy sets of as-built drawings shall consist of two 22"x34" size set, five 17"x22" size sets and two 11"x17" size sets.



U.S. Department of Veterans Affairs

Veterans Health Administration
Veterans Health Care System of the Ozarks