

## **STATEMENT OF WORK**

**Project: 671-251, Complex Pain Clinic**

**Audie L. Murphy VA Hospital, STVHCS**

**Jan 2021**

### **I. GENERAL SCOPE OF WORK**

The Architect-Engineer (AE) shall provide all necessary architectural and engineering design services as required to prepare complete contract drawings, specifications, technical reports, and cost estimates, including construction period services for the construction of a complex pain clinic located on ward 4G at the Audie L. Murphy Department of Veterans Affairs (VA) Medical Center located at 7400 Merton Minter Blvd., San Antonio TX 78229.

This project will construct a 7,680 SF Complex Pain Clinic that will contain exam rooms, consultation rooms, procedure rooms, group care rooms, teamwork and teamwork support zones, storages spaces and offices. The space will be designed utilizing the PACT Clinical Space Design. This project will allow us to create a state-of-the-art complex pain clinic and assist in meeting the 21st century Veteran-centric emerging needs. This minor construction proposal will help pioneer new approaches to treatment that will ensure VA can deliver world-class patient care. This project will relocate the Pain Clinic from the 2nd floor to the newly constructed 4G. This project will finish constructing the remainder of 4G and allow for continued extension of the hospital. This additional space will allow STVHCS to expand its Complex Pain Clinic. The new clinic will incorporate the PACT model principles and will include all women's health guidelines.

### **II. BACKGROUND:**

The main tower at Audie Murphy Hospital currently has 7 floors. Adjacent to the main tower is a second tower with 3 floors connected with an enclosed bridge. The 4G Cancer Center Wing shall be designed on top of the third floor second tower and will be connected via an enclosed bridge. The second tower was structurally built in the 1980's to accommodate an eventual expansion of 7 floors.

This project will consolidate Complex Pain Clinic, Bone Marrow Transplant Unit, Chemotherapy Treatment Unit, Chemotherapy, Pharmacy, apheresis, 1A Clinic, Cancer surgery and associated administration offices.

### **III. STATEMENT OF PROJECT OBJECTIVES:**

This statement of work will describe the work required to construct a complex pain clinic on ward 4G. The design must meet all current requirements of VA design guidelines, VA Physical Security Design Manual, NFPA, International Building Codes, ASHREA, and any applicable state or local codes.

The project objectives are as follows:

A. Architectural:

1. The AE team shall design the remaining space on this 4G Ward to be occupied by the new Complex Pain Clinic.(7,680 sf) on top of the existing 3rd floor. The total NSF is 7,680 and the BGSF is 10,368 using a conversion factor of 1.35.
2. The outpatient clinical will utilize the VA PACT Clinical Space Design.
3. The design will include adding a new elevator.

B. Life Safety:

1. Fire alarm system – Newly constructed space is to extend existing Edwards Systems Technology
2. Access Control – Not required in this contract.

C. Interior Work:

1. Construct the interior of the proposed 4G Complex Pain Clinic with waiting areas and supporting offices.
2. Design will include all finishes for floors, walls, ceilings, millwork, and window treatment.
3. There will be one (1) conference / break room in this clinic.
4. The patient flow shall be designed to allow for a centralized patient check-in with waiting room(s) and two separate corridors to keep immune compromised patients separated. A breakroom / conference room along with exam offices shall be located at the end of the corridors.

D. Mechanical Work:

1. A complete new separate HVAC systems needs to be installed for the new space.
2. Building controls system to integrate with existing Andover Controls system.

E. Electrical Work:

1. A complete new electrical system needs to be designed for the new space.
2. All data cabling will be in cable trays on each floor running to the data closets on each floor. These rooms should stack above one another if possible.

3. Tie all new electrical into the new generator installed as part of the 4G Cancer Center project that is capable of providing power to the complete building during a power outage.

F. Exterior Work: There should be minimal to no exterior work on this project.

G. Energy Efficiency Requirements

The construction of the space shall achieve energy performance 30% beyond ASHRAE 90.1-2004 to comply with EPA Act 2005. Faucets shall be equipped with automatic shut off devices and tamper resistant laminar flow devices. Lighting shall be control with occupancy sensors and light harvesting devices if feasible. The electrical service for the space shall utilize Automatic Meter Reading (AMR) equipment tied to the existing AMR system. The chilled water riser serving the G area shall have an AMR BTU meter installed. The Government will be providing an Onicon System 10 BTU complete with hot taps and flow meter. The contractor shall install the unit and tie the communications to the existing AMR system.

#### **IV. JUSTIFICATION AND EXISTING CONDITIONS:**

A. Building features:

- 1) Main part of the hospital (building 1) has seven stories (basement to 7<sup>th</sup> floor); and a mechanical penthouses on roof level, i.e. 8<sup>th</sup> floor; Sub-basement (pipe basement) under entire footprint of building.
- 2) Building 1 has controlled access interstitial spaces above each floor that consist of catwalks above occupied areas.
- 3) This 4G area will have solid floor interstitial spaces.
- 4) Heating steam and chilled water is purchased from the University energy center. Existing infrastructure exists to supply steam and chilled water to the addition.

B. The AE in collaboration with the VA needs to review the health care system's Asbestos Management Plan and evaluate for impact by any other hazardous materials.

C. The health care system has various hard copy and electronic files of adjacent spaces and BIM models for reference and use as determined advantageous to the design. All existing space and infrastructure data is to be received as informational and should be verified prior to incorporating the information into the design.

#### **V. STATEMENT OF AE TASKS**

The AE shall furnish all services for a complete design development, construction documents, and construction period services as specified in the subject contract and detailed below:

A. AE Staffing: The AE shall provide competent design and construction period services utilizing individuals who are adequately knowledgeable of the various design disciplines including but not limited to architectural and engineering of structural, mechanical, electrical, and special systems as required by the project. Changes in personnel from those who are proposed in negotiations, interviews, kick-off meeting, and/or AE submission forms must be approved in writing. The registered individuals who will stamp the completed documents shall accomplish engineering design work.

B. Meetings: The AE will be required to attend:

1. One (1) pre-bid meeting,
2. One (1) pre-construction meeting,
3. One (1) pre-final inspection meeting
4. And the (1) final inspection meeting.
5. There will also be various construction site meetings that will require a representative of the AE detailed below in the requirements for construction period services.

This number of meetings may be subject to change based on findings of regular inspections during the course of construction.

AE will provide meeting notes/minutes for meetings and conference calls.

C. Funding Limitations: AE shall design within funding limitations. AE shall coordinate cost control measures, and value engineering with the Contracting Officer's Representative (COR) to conserve the project budget while not sacrificing performance, quality, and value. Cost control alternatives shall be explored at all design review stages.

D. Alternates: The AE shall include 10%-15% bid add alternates in the design. The bid alternates are to be progressive from the base bid to the total project construction budget, excluding contingencies. The base bid must be a usable and functional space. The AE is to present proposed bid alternates at each review stage, from schematics through final construction documents. The VA is to ensure proposed alternates are realistic, prioritized, and approved by stakeholders.

E. Site Survey: Conduct site survey work such as verifying existing conditions, verifying record drawings, and verifying and analyzing utility systems shall be accomplished in conjunction with preparation of Design Development.

The limited site survey work shall include an investigation of existing conditions to accurately document and convey space dimensions for measured drawings, utilities for affected areas, and utilities that traverse through affected areas, typical construction type and variations, and finishes.

This information provides the necessary base drawings for the Schematic Development phase of Design Development.

- F. Asbestos: Asbestos surveys shall identify approximate quantities of ACM in type and location for select abatement from the general limits of the work. Adjacent areas that are outside of these limits but are affected by construction for utility modifications or tie-ins shall limit abatement to the extent necessary in order to complete the utility work. AE shall identify impacted areas and systems that are likely to contain asbestos for the VA to have verified and removed as necessary prior to the start of the contract.
- G. Utility Verification: Utility system verification shall include, but not be limited to, the necessary testing, adjusting, and/or balancing of affected systems to ascertain the existing operating and performance conditions that will impact the design and construction process. Systems that are insufficient in capacity or are no longer supported by OEM parts shall be considered for expansion and/or replacement. The AE shall verify with the VA that impacted HVAC systems are also currently operating at their designed performance level and not currently programmed for replacement, repair, or recommissioning.
- H. Control Systems: The AE shall use a HVAC DDC controls expert with experience in integrating various types of existing control systems, and with experience in energy optimization of HVAC controls and HVAC equipment.

The AE will coordinate with leading industry DDC equipment manufacturers/vendor(s) to insure proper configuration and support of equipment according to manufacturer's requirements. However, design drawings and specs shall be generic to promote fair and open competition. If the control system is proprietary, the AE shall coordinate specifications with the COR and Contracting Officer.

- I. Cost Estimates: The AE shall provide unit cost estimates with increased detail at each design phase that includes labor, materials, profit, and overhead. The AE will consider market conditions, remoteness of the facility, escalation, projects in the community that will be occurring concurrently, restricted bidding (SDVOSB), and any other factors that could affect the construction bid. The cost estimate will be broken down by specification division.
- J. Commissioning: Commissioning Services are required for this project. Commissioning services will be completed by a third party hired by the VA. While the VA will hire an outside commissioning agent, the AE firm shall review the final commissioning report for compliance with contract specifications.
- K. Phasing: The AE shall provide a phasing plan to coordinate construction and

to minimize disruptions to medical center operations. Outages shall be minimized and temporary conditions planned to maintain critical utility systems. Suitable space/access for mechanical room equipment maintenance must be maintained throughout construction. To keep the number of outages to a minimum, work should be grouped on common equipment (i.e. same AHU's or zones) or in common mechanical rooms. The phasing plan will be reviewed during the design reviews and shown on the contract documents.

- L. Demolition of existing structures and equipment: Not anticipated with this contract.
- M. Infection Control: The AE will collaborate with the VA Construction Safety Committee to complete the Infection Control Risk Assessment and show the required environmental barriers and controls on the contract documents necessary for the control of construction dust and debris.
- N. Physical Security: The AE shall include on their team an authority on physical security. The AE review of the VA Physical Security Design Manual and shall perform an assessment of the features required in the design and deficiencies or challenges that may be difficult to achieve. A summary shall be reviewed as part of each design submission. The AE shall provide technical support for any necessary waivers or equivalencies that need to be obtained.

The Physical Security Occupancy for this project is: Mission Critical.

## **VI. ADDITIONAL AE REQUIREMENTS**

- A. Security: AE and Contractors shall be required to obtain and wear security badges in plain sight above the waist at all times. Contractors found without a badge will be immediately removed from VA property by VA Police. Allow 7 business days per worker to obtain a badge. Security badges are obtained through the COR.
- B. Tuberculosis (TB): AE team members are responsible for TB testing of all workers scheduled to be on-site at the VA prior to the start of work. On-site workers will provide the VA Infection Control Nurse a copy of the TB test at the time of the infection control training provide by the VA. TB test must be within 90 days prior to assignment. Coordinate with the VA COR. TB training class is free and is a 20 min video.

- C. Infection Control and Safety: The AE team, construction workers and COR's must attend the Infection Prevention training provided by the VA every fiscal year. All construction workers shall have a current IC training sticker attached to their badges at all times. If this requirement is not met, workers will be removed from construction site.
- D. Information Security: The contractor will not have access to VA Desktop computers nor will they have access to online resources belonging to the government while conducting services.

## VII. BASIS FOR DESIGN

- A. Design shall comply with current VA specifications, guidelines, design alerts, manuals, details, criteria, instructions, procedures, standards, etc. Refer to the VA Technical Information Library at <http://www.cfm.va.gov/TIL/> or the VA Design Manual at <http://www.va.gov/facmgt/standard/manuals.asp>). When series standards are not available or are incomplete for a specific function/space, contractor shall apply the standards and guidelines of another series for that specific function or a similar function.
- B. Compliance to these standards, National Fire Codes, International Building Codes, and OSHA Standards will be reflected in the completed design and construction documents. Refer to VA Construction Standard CD-30.  
**Conflicting criteria shall be brought to the attention of VA.**
- C. Comply with current applicable state, local, & federal building codes as well as codes from other recognized authoritative bodies.
- D. The AE shall design for a total construction budget between **\$10,000,000.00 and \$20,000,000.00**. The AE shall review FAR 52.236-22 "Design within Funding Limitations".
- E. Price Schedule
  - CLIN 0001 – Conceptual – Preliminary User Group Meetings & Field Surveys
  - CLIN 0002 – 35% Submittal - Schematics
  - CLIN 0003 – 65% Submittal – “DD” Design Development
  - CLIN 0004 – 95% Submittal – “CD” Construction Documents
  - CLIN 0005 – 100% Submittal – Bid (Final) Documents
  - (Option) CLIN 0006 – Bidding Support Services
  - (Option) CLIN 0007 - Part II Construction Period Services
  - (Option) CLIN 0008 – Part II Construction Period Services - As-Built Drawings

(Option) CLIN 0009 - Part III Site Visits (Construction Period Services)  
CLIN 0010 - Part III Site Visits (Design)

- F. Other related referenced standards and VA guidance:
- 1) Review AE Quality Alerts from the TIL
  - 2) VA TIL, PG-18-3, Design and Construction Procedures
    - a) Topic 15 - energy efficient and sustainable design policy for va new construction
    - b) Topic 16 - sustainable buildings policy for new and va Renovation construction

## VIII. DETAILED SUBMISSION REQUIREMENTS

- A. Program Guide PG-18-15, establishes the guidelines for the AE submissions. Design shall be performed and submitted in accordance with VA AE Submission Instructions for Minor and NRM Construction Program. Refer to: <https://www.cfm.va.gov/til/aeDesSubReq.asp>. These guidelines indicate a minimum level for submission compliance, which may not be adequate for certain, types of design. In some instances in which critical decisions need to be made, sufficient and relevant information has to be provided timely in order for the design to progress to meet certain milestone dates. The level of applicability of the program guide depends upon the scope of work and the exclusions, which are herein specified. Questions in regards to the applicability of specific requirements shall be resolved with the health care system staff prior to any submission deadline.
- B. At each submission, all drawings and support material shall be dated and appropriately labeled above the title block. The number of submissions and review times are listed in the below table:

Design Phase	Copies	Total Duration
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Post Award Transfer Review		15 Calendar Days
Design Kick-off Meeting		1 Calendar Day
Schematics – 35%	3	40 Calendar Days



VA Review		15 Calendar Days
Design Development – 65%	3	75 Calendar Days
VA review		15 Calendar Days
Construction Documents 95%	3	50 Calendar Days
VA Review	4	15 Calendar Days
Construction Documents 100%	3	<u>15 Calendar Days</u>

241 Calendar Days

- C. VA submission review comments may be verbal, noted directly on review sets, or written list. The AE shall be responsible for compiling & addressing review comments. AE shall produce & distribute meeting notes or minutes for VA review within two (2) days after each submission review meeting.
- D. Design Team Meetings: The AE shall meet with design team consisting of key VA staff (COR, engineering, key personnel, etc.) to conduct interviews to insure that design will meet VA needs. Design team meetings are suggested after each submission. The number of meetings may vary based on AE experience and design progress. For each submission, furnish 3 copies of all drawings (provide 2 half size and 1 full size drawing sets), specifications, estimates, and supporting documents (except Bid Document review as stated above).
- E. Each design submission to address:
  - a. Cost Estimate / Budget
  - b. Physical Security Compliance
  - c. Space summary that shows individual departmental gross sf, and total project gross sf. Note: All spaces that are enclosed and conditioned are considered occupiable and are to be included in the space calculations.
- F. "The A/E shall review the Contractor's requests for information and cost proposals for construction change orders when requested by the COR. 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."
- G. Final bid documents shall be reproduced as part of the contract. An initial 4

sets (2 full size and 2 half size) of the Construction Bid Documents are to be delivered to the COR along with electronic media. Specifications shall be PDF and MS Word. Drawings shall be completed in latest version of Revit, AutoCAD, and PDF.

- H. Total time to accomplish Schematics, DDs, and CDs through final reproduced bid documents shall be **241 Calendar Days** from the issuance of the Notice of Award. The AE shall propose a submission schedule based upon their understanding of the design and their staffing workload. The schedule is negotiable so that the timeframes are mutually agreeable to the AE and VA.

## **IX. CONSTRUCTION PERIOD SERVICE REQUIREMENTS**

The AE shall review the program materials furnished by VA to ascertain the requirements of this phase of the work and shall prepare as described in the A-E Submission Instructions for Minor and NRM Construction Programs, which details the minimum requirements for various AE submissions.

- A. The AE shall attend one Pre-Bid or Pre-proposal meeting for this project. The AE shall record and respond to valid questions from the Pre-Bid/Pre-proposal meetings. The AE shall submit draft solicitation addendums that answer design related questions.
- B. Review of Submittals: The AE shall review all material submittals, shop drawings, test reports (as applicable), etc. Reviews shall be completed and submittals returned to the COR within fourteen (14) calendar days or the contract specified timeframe of the AE's receipt of the submittal.
- C. Review Analysis of Requests for Information, Change Orders, and Costs: AE shall provide prompt response when contacted by the Contracting Officer to review and provide analysis of construction contractor requests for information; change orders; and resulting cost adjustments due to omissions, errors, ambiguities, etc.
- D. Site Visits: AE shall provide **12 site visit** "units" during the construction period when requested by the Contracting Officer. These visits shall be in addition to the pre-con, pre-bid, performance testing and final inspection. A site visit "unit" is defined as a visit to the site by one individual for part of a day when requested by the Contracting Officer or an authorized representative. On this job, a site visit should last **3 hours** and may require the use of multiple "units" when more than one individual or an extended period of time is needed to inspect an area of work. The Contracting Officer has the prerogative to request the professional discipline(s) required for each site visit. The A-E shall notify the COR of their presence on site in order to document the number of individuals who are making the site visit. The A-E shall observe the construction, advise the Project Engineer of any deviations

or deficiencies, and recommend appropriate corrective actions.

- E. AE shall respond to project RFI's within five (5) calendar days. If the RFI involves a stop work condition (validated by the COR) then the RFI response shall be completed within one (1) calendar day.
- F. Record Drawings Requirement: Construction contractor shall provide marked-up prints to the AE showing actual construction and any changes which occurred during construction. AE shall revise the construction documents and provide a complete set of all drawings showing actual, completed construction and reflecting any changes incorporated in the work printed on paper and on electronic media. AE will update master site plan master floor plans for all portions of VAMC campus altered by construction and Electronic media drawings shall be in latest version of Revit, and AutoCAD and in pdf format. Electronic media specifications shall be in the latest version of Microsoft Word in use at VA and in pdf format.

#### **X. MATERIALS TO BE FURNISHED TO THE AE BY VA**

The following items will be furnished or made available to the selected AE when requested:

- A. Copies of related project documents and bidding forms applicable to this project.
- B. Drawing prints of the station utility drawings, site plans, and building floor plans will be made available to the AE for reproduction and scanning.
- C. Electronic data to possibly include BIM model, CAD plans, one lines, electrical panel schedules, elevations, space numbering and naming standards, etc. The accuracy of drawings is not guaranteed and shall be used for general information only. Actual conditions shall be field verified by the AE.
- D. The VA shall make all applicable existing information available to the AE for review prior to the AE submitting their proposal to ensure that there is agreement on the quantity of site survey work necessary to complete the design. The AE's proposal shall reflect retrieving, or creating any information that the VA does not available.**

Attachments: None