

## **A/E SCOPE OF WORK**

### PROJECT 531-324

#### RENOVATE / EXPAND B.88 FOR PRIMARY CARE

1. The Architect/Engineer (A/E) shall provide a complete design for new single-story additions to Building 88 of not more than 2,200 square feet and renovations to the south and east wings of Building 88 of approximately 11,900 square feet. The design work is associated with project 531-324, Renovate/Expand B.88 for Primary Care, at the VA Medical Center, Boise, Idaho.
2. The A/E shall provide design and construction period services to include investigative services, planning consultations and visits, comprehensive design work, preparation of contract drawings and specifications, preparation of cost estimates, construction period services, site visits, reports, commissioning, as-built drawings, and other design services necessary for a complete project.
3. The A/E shall meet with key Veterans Affairs (VA) staff at appropriate points throughout the design and construction process. A VA-designated Contracting Officer's Representative (COR) will represent the BVAMC and its interests and will work with the A/E throughout the contract to ensure contract compliance.
4. Project 531-324 has two primary purposes. In priority order, those purposes are first to construct additions of not more than 2,200 square feet to Building 88 and second, to renovate the east and south wings of existing Building 88 and their shared intersecting area which previously served as a nurse station. The functions that will occupy the addition and renovated spaces within Building 88 include two separate Primary Care Clinics of approximately 7,250 SF and 6,850 SF. Additional common and support spaces shall be designed into the building to support the new clinical spaces; these additional spaces may include, but are not limited to, Environmental Management, Facilities Management, and Logistics.
  - a. The intent of the project is to create Patient Aligned Care Team (PACT) primary care space for two fully functional outpatient clinics. The existing space was originally constructed as community living space with two-bed patient bedrooms with shared partial bathrooms in between. All existing patient and support spaces will need to be completely remodeled to comply with PACT requirements.
  - b. The project does not include any additional parking since there is adequate existing parking in close proximity.
  - c. The new building addition shall have photovoltaic solar panels (and all associated engineering components, for a complete system) installed on the roof in order to align with the VA's renewable energy goals.
  - d. The design must analyze and address any seismic deficiencies in the renovated portions of Building 88 for the Moderate Low seismic category in which the Boise VA

Medical Center is situated.

- e. Construction is expected to begin in FY2025 Q2.
  - f. The estimated construction budget is \$9,875,000.
5. The BVAMC is a campus of historic significance with multiple contributing buildings and structures, as designated by the Idaho State Historical Preservation Office (SHPO). Building 88 is a non-contributing building; therefore, the design will not require coordination with SHPO.
6. The project will include all necessary design and construction period services including, but not limited to, civil, geotechnical, architectural, plumbing, mechanical, electrical, fire sprinkler, fire alarm, and commissioning to create and support a complete set of construction documents. The project will need to include bid options of at least 10% of the construction budget to ensure that the project can be awarded within the available funding; the base bid and all additional bid options shall add up to the estimated construction budget.
7. The finishes in all areas are to be designed to tie in with other finishes at the BVAMC. All interior design work shall be completed by the A/E Interior Designer in compliance with the VA Interior Design Standards. The BVAMC has its own Interior Designer, who will be closely involved in the design process. Any work completed by the A/E Interior Designer must be coordinated with the BVAMC Interior Designer and all final selections shall be approved by VA. An interior finish binder is to be provided showing all finishes used in this project.
8. The project design must pass VISN compliance reviews. The reviews are conducted using 35% and 95% compliance checklists that will be provided to A/E for reference. At the request of the COR, the A/E is to fill out the appropriate checklist and submit it along with 35% and 95% design submissions.
9. All work shall be designed and phased to limit disruptions to the station.
10. The VA will review and approve the room numbers for use by the A/E. The A/E is to provide the VA with a floor plan of the proposed design and proposed room numbers wherever any new room number or changes to room numbers is required.
11. The project design shall be completed in accordance with this A/E Scope of Work and all appropriate VA standards, specifications, and other criteria unless otherwise noted by VA. Boise VAMC-specific specification and drawing notes and corrections will be provided to the A/E by the COR and shall be incorporated into the final construction documents. The following references, as a minimum, shall be utilized for planning and design purposes. The current version (at time of contract award) of each document shall be used by the A/E. The A/E shall retrieve all items from the VA's Technical Information Library at <http://www.cfm.va.gov/TIL/> or from the COR.
- a. Master Construction Specifications PG-18-1
  - b. Design & Construction Procedures PG-18-3
  - c. Standard Details and BIM Standards PG-18-4

d. Space Planning Criteria	PG-18-9
e. Barrier Free Design Guide	PG-18-13
f. A/E Submission Instructions – Volume C	PG-18-15
g. Environmental compliance Manual	PG-18-17
h. Equipment Guide List	H-7610
i. Hardware (Equipment) Symbols	H-08-6
j. VAMC Approved Hardware Locking Standards	H-08-6
k. Seismic Design Requirements	H-18-8
l. BVAMC Specification and Design Information	
m. Joint Commission Criteria	
n. NFPA Criteria	
o. VA Fire Safety Criteria	
p. VA HVAC Design Criteria	
q. VA Industrial Hygienist Requirements	
r. VA Interior Design Standards	
s. VA Physical Security and Resiliency Design Manual – Life-Safety Protected	
t. VA Signage Standards	
u. VA Whole Building Commissioning Process Manual	
v. Uniform Federal Accessibility Standards	

12. All drawings shall be completed with Autodesk Revit in accordance with the National VA Building Information Modeling (BIM) standards. The National VA BIM standards are typically required only for Major construction projects, but the scope of this project lends itself more to BIM than traditional CAD, so BIM standards shall be followed. A copy of each drawing shall be provided to this facility in Revit and PDF format; refer to contract deliverables within this SOW for further information. The BVAMC has existing drawings in both CAD and hard-copy format that the A/E may use when developing their preliminary models.
13. VA Physical Security Requirements: This project shall comply with the VA Physical Security and Resiliency Design Manual – Life-Safety Protected requirements. Per this manual, the A/E shall employ a security specialist that has a minimum of five years' experience in physical security design and shall maintain current certification as Certified Protection Professional (CPP) or Physical Security Professional (PSP) from the American Society for Industrial Security (ASIS). The security specialist must have demonstrated knowledge and experience applying security strategies, such as the application of CPTED, ballistic and forced entry requirements, and electronic security system design. The résumé of the specialist must be submitted to the VA COR for review and approval prior to the concept phase of the project.
14. Commissioning: The A/E shall provide Commissioning and Commissioning Agent services and deliverables in accordance with the reference document, "VA Whole Building Commissioning Process Manual." See "Commissioning Agent Tasks" in each section of the reference document. The Commissioning Agent shall be involved in all phases of the project, including both design and construction. It is anticipated that the Commissioning Agent will participate in the following: design reviews, owner's requirements updates, design phase commissioning planning (facilitate), commissioning

specification reviews (facilitate), construction project meetings, construction observation visits, equipment startup and testing, Testing Adjusting and Balancing (TAB) verification, and project commissioning (facilitate in coordination with General Contractor). The commissioning process shall be adapted to the size and complexity of the project. Deliverables shall be as described in the reference document. Additionally, the A/E shall develop the commissioning plan, pre-functional checklists, systems functional performance test checklists, integrated system test checklists, and edited master specification templates to serve as a starting point for the commissioning process on all projects based on the following Systems to be Commissioned (as construction scope requires).

- a. HVAC (VA Master Specification Section 23 08 00): Direct Digital Control System, Chilled Water System, Condenser Water System, Steam/Heating Hot Water System, HVAC Air Handling System, HVAC Ventilation/Exhaust Systems, HVAC Terminal Unit Systems, Decentralized Unitary HVAC Systems, Humidity Control Systems, Hydronic Distribution Systems
- b. Electrical (VA Master Specification Section 26 08 00): Grounding and Bonding Systems, Electric Power Monitoring Systems, Low-Voltage Distribution System, Emergency Power Generation Systems
- c. Communications (VA Master Specification Section 27 08 00): Grounding and Bonding Systems, Structured Cabling System
- d. Electronic Safety and Security (VA Master Specification Section 28 08 00): Grounding and Bonding, Physical Access Control Systems, Access Control Systems, Security Access Detection Systems, Video Surveillance System

15. Schedule: The project schedule will begin with the Notice of Award (NOA) and is described in the schedule below. Note: All time periods in this SOW are stated in calendar days. If a due date falls on a weekend or Federal holiday, the submittal or deliverable shall be due the following business day.

<b>A/E DESIGN SCHEDULE (IN CALENDAR DAYS)</b>			
<b>Design Level</b>	<b>A/E Design</b>	<b>VA Review</b>	<b>Total Days After NOA</b>
Kick-off meeting at BVAMC	-	-	7
35% Schematics	42	28	77
65% Design Development (DD)	49	21	147
95% Design Development (DD)	49	21	217
100% Construction Documents (CD)	28	21	266

- a. Solicitation Support Services (Option Line Item) shall be performed for the length of time between the time the option is exercised and award of the construction project.

- b. Construction Period Services (Option Line Items) and Commissioning (Option Line Item) shall be performed for the length of time between the time the option(s) are exercised and acceptance of Construction Completion.
- c. The VA has 365 calendar days from final acceptance of the design to exercise the option(s) for Solicitation Support Services, Construction Period Services, and Commissioning.
- d. There will be three official design reviews for this project held in-person at the BVAMC; one at completion of the 35% Schematics, one at completion of 65% DD, and one at completion of 95% DD. Required deliverables for each submission can be found under sections 16-20 of this A/E SOW. Intermediate submissions may be required by the VA if any official submission is deemed to be unacceptable; the decision on whether a submission is acceptable is the sole right of the VA. Any requested intermediate submission materials shall be provided by the A/E at no additional cost to the VA.

16. The following quantities of design review materials are required for the 35% Schematics submission:

- a. Two hard copy sets of plan view drawings for each different option proposed identifying key functional and operational relationships.
- b. Two hard copy sets of plan view drawings for each different option proposed identifying possible floor plan arrangements to include possible equipment layouts.
- c. Narrative summary for each option to include key design impact, rationale, and option pros and cons.
- d. One complete set of plans and narratives in digital format (Revit/CAD, Microsoft Word, PDF)
- e. Completed copy of the 35% VISN compliance checklist (Provided by COR)

17. The following quantities of design review materials are required for the 65% DD submission:

- a. Two hard copy sets plans (black line), full size 30" x 42"
- b. One digital copy of all drawings (Revit/CAD and PDF)
- c. One set construction cost estimate (hard copy and PDF)
- d. One set partial marked-up VA master specifications (red-lined track changes) to ensure BVAMC standards are being incorporated (hard copy, Microsoft Word, and PDF)
- e. One set of completed VA Design Review Checklists (all divisions)

18. The following quantities of design review materials are required for the 95% DD submission:

- a. Two hard copy sets plans (black line), full size 30" x 42"
- b. One digital copy of all drawings (Revit/CAD and PDF)

- c. One set construction cost estimate (hard copy and PDF)
- d. One set complete marked-up VA master specifications (red-lined track changes) (hard copy, Microsoft Word, and PDF)
- e. One set of completed VA Design Review Checklists (all divisions)
- f. Completed copy of the 95% VISN compliance checklist (Provided by COR)

19. The following quantities of design review materials are required for the 100% CD submission:

- a. One hard copy set original stamped and signed plans, full size 30" x 42"
- b. One hard copy set plans, half size
- c. One hard copy set completed specifications (printed two-sided, in 3-ring binder)
- d. One set completed specifications in digital format (Microsoft Word and compiled PDF)
- e. One set completed plans in digital format (Revit/CAD and PDF).
- f. One digital copy of the final submittal register (Microsoft Excel)
- g. One hard copy of the final submittal register
- h. One set final construction cost estimate (Microsoft Excel and PDF)
- i. One set of completed VA Design Review Checklists (all divisions)

20. The following items are to be provided at the completion of the construction project:

- a. One hard copy set plans reflecting as-built conditions, stamped "As-Built", full size 30" x 42"
- b. One digital copy of project as-built drawings (Revit/CAD and PDF)

21. Solicitation Support Services (Option Line Item): The A/E shall provide the following solicitation support services during the construction project's solicitation phase:

- a. Attend the pre-bid site visit, to include meeting and project walk-around.
  - Contractors are invited to the job site to visually inspect the construction site in order to accurately develop a construction bid package.
- b. Answer any technical questions/requests for information (RFIs) received from contractors over the duration of the solicitation, including questions asked following the site visit.
  - Questions from contractors may come at multiple times and cover several 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.
- c. Throughout the solicitation period, the A/E shall provide addenda as necessary if required to revise specs and drawings.
- d. 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% Construction Documents as part of the construction contract. These documents shall be labeled Final Construction.

22. Construction Period Services (Option Line Items): For the duration of the project, the A/E firm shall perform Construction Period Services as described in this Scope of work and in the contract. These services include, but are not limited to:

- a. Conducting site visits: To include approximately two site visits per month for the duration of the construction period (both scheduled and emergent) to ensure compliance with the design drawings and specifications. Typical site visits include General Contractor's monthly progress meetings and observing various tests, inspections, and other important construction milestones as required for the project.
- b. Site Visit Reports: In general, within two (2) calendar days of a site visit, the A/E representative shall furnish to the Government a written summary (report) of the work observed and a status report regarding the project schedule as physically observed. The A/E representative shall alert the Government to conditions that may affect the Contractor's ability to complete the work in accordance with the schedule.
- c. Review of Requests for Information (RFIs): All Requests for Information (solicitation and construction) shall be acknowledged by the A/E within 48 hours of receipt. A response/solution to all construction RFIs is to be provided within five calendar days of submittal to the A/E.
- d. Review of Construction Submittals: Submittal reviews shall be provided within seven calendar days of submittal to the A/E.
- e. Review of Modification and Change Order Requests: At the request of the COR, the A/E may be required to assist with construction contract modifications. This includes the review of the contractor's change order/modification proposal for construction change orders, as well as the formulation of an Independent Government Cost Estimate for the modification. The A/E's reply regarding their review of cost proposals and their 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 Requests for Proposals for anticipated changes. Note - If major modification, VA will provide additional time and document format guidance.

- f. Punch List: The A/E shall visit the project site to perform a punch list inspection at substantial completion of construction and shall submit a written report of findings to the COR within three (3) calendar days of inspection. Based on phasing of construction, it is possible that multiple punch list inspections will be required by the A/E.
  - g. Record Drawings: A/E shall review and produce record drawings from red-lined information provided by the General Contractor. Record drawings shall be delivered to the VA within 30 calendar days after VA acceptance of the construction project. Refer to section 20 of this SOW for deliverable requirements.
23. Security Requirements: The A/E will not have access to any personally identifiable information or patient sensitive information (PII/PSI). A/E Contractors will not have access to any IT systems or connections.
24. Specifications shall be based on the Department of Veterans Affairs Master Construction Specifications with A/E revisions, additions, deletions, etc., required to assure all phases and facets of work are specifically covered without omission. The A/E will be responsible for editing all sections to revise, add, delete, etc., prior to compiling the finished specification package. The Department of Veterans Affairs Master Construction Specifications provided must be thoroughly reviewed to delete and update reference items and Federal Specifications cited in order to make everything concurrent with the work performed; unnecessary items shall be deleted in total. The primary specifications must be thoroughly reviewed to delete items from the specifications that do not apply to the work to be performed. The intent is to provide a package that is suitable for the project to enable the contractor to perform the work in the best possible manner without reviewing unnecessary details.
25. Included in each Construction Section of the specification should be a paragraph entitled "Submittal of Samples and Shop Drawings." Under that Section, the A/E shall list all items within that particular section of the specifications for which samples and shop drawings are required, with the added words, "but not limited to."
26. A/E shall develop a "Submittal Register" based on actionable specification items that require review and approval and submit to VA with 100% CD deliverables. After submittals are reviewed for compliance during construction, the A/E shall log them in the submittal register.
27. Information, including drawings and other documentation, provided to the A/E by the VA, shall be used for reference only. The A/E shall field check everything and shall not use any drawings provided for plan or elevation views. The final drawings submitted by the A/E shall be originals and shall be the result of their own field check, and shall not be take-offs or tracings, from any drawings or other information provided without express VA approval.
28. Where multiplicity is referenced in the provided specifications, the A/E shall consult the COR to eliminate such multiplicity. The contractor shall not be given alternatives or choices but must provide specific items as detailed in the specifications. The A/E, during their visit with the COR, shall obtain the name and type of materials currently used and necessary



for use on the contract for which they are responsible. In the specifications, the items shall be named specifically with an add-on statement such as: "or approved equal." The only variation that may occur is when an item cannot be substituted due to maintenance requirements at the VA. Information on such items shall be provided to the A/E by the VA.

29. The A/E shall visit the site, as required, to obtain total details of the specifics required for the Work, including, but not limited to, architectural, mechanical, electrical, etc., in order to fully complete the drawings and specifications without omission. Such visits shall include a thorough inspection of normally enclosed or inaccessible areas such as spaces above ceilings, within walls or chases, and in pipe crawl spaces. Where necessary, A/E shall arrange to have walls or ceilings broken open or to have excavations made to physically determine existing conditions. Arrangements for visits shall be made with the COR with at least 48-hours advance notice.
30. The A/E shall retain copies of everything submitted. The intent of this requirement is to save time, whereby many questions can be resolved by telephone and to ensure that true copies are available in the event of loss or damage during the reproduction cycle.
31. All final drawings shall contain the A/E's stamp with professional seal along with name and address of firm. All correspondence with Contracting Officer shall be signed by the Official of the A/E firm with whom contract was negotiated and may not be re-delegated to another person in the same firm. The use of VA furnished drawings and specifications does not preclude responsibility and are available to increase productivity and maintain architectural and interior design integrity. The A/E firm needs to verify all typical drawings for re-use and is to take full responsibility. All final drawings must be stamped.
32. The A/E shall also prepare an independent specification section "SR - SPECIAL REQUIREMENTS," wherein detailed phasing of work to be accomplished will be described in sequential order. The section shall be prepared using standard format of other specification sections. The same format is defined as all having the same font, spacing, section breaks, headers, footers, numbering, highlighting, font size, underlining, etc. All required interruptions of space and utilities will be carefully spelled out with time frames.
33. The VA will retain a Registered Fire Protection Engineer to review A/E drawings for compliance with NFPA and VA Fire Safety Criteria. Feedback from these reviews will be provided to the A/E for inclusion into contract drawings and specifications. The A/E shall integrate all review comments into the contract documents as directed by the COR.

- End -