

A/E PACKAGE

TABLE-OF-CONTENTS

LOCATION :

PROJECT TITLE :

PROJECT NO. :

- MASTER PLAN**
 - SCHEMATICS/DESIGN DEVELOPMENT**
 - CONSTRUCTION DOCUMENTS**
-

1. COMMUNICATIONS

1.1 Project Manager (name)
(VA point of contact)

Phone: (____) ____ - _____

1.2 Correspondence shall be directed to:

2. STATEMENT OF TASK

3. CONTRACTUAL REQUIREMENTS

3.1 GENERAL CONTRACT ITEMS

- A. BRIEFING ON A/E NEGOTIATIONS, VA Form 08-3428
- B. A/E CONTRACT NEGOTIATION DATA, VA Form 08-4944
- C. APPROVAL TO AWARD CONTRACT LETTER
- D. RECORD OF PROCUREMENT REQUEST REVIEW,
VA Form 90-2268
- E. PRE-SOLICITATION NOTICE, Standard Form 1417
- F. SOLICITATION, OFFER, AND AWARD, Standard Form 1442

- G. PERFORMANCE EVALUATION - CONSTRUCTION CONTRACTS, Standard Form 1420
- H. QUALIFICATIONS AND SCOPE OF SERVICES FOR FIRE PROTECTION ENGINEER
- I. INSTRUCTIONS FOR PREPARATION OF FEE PROPOSALS FOR ARCHITECT-ENGINEER SERVICES
- J. WORK FORM FOR A/E FEE PROPOSAL, VA Form 08-6298
- K. POLICIES AND PROCEDURES FOR EVALUATION OF ARCHITECT-ENGINEER PROJECT PERFORMANCE AND FOR DETERMINING ARCHITECT-ENGINEER LIABILITY FOR DESIGN AND CONSTRUCTION SERVICES DEFICIENCIES

3.2 A/E SUBMISSION INSTRUCTIONS

- A. Volume A, NEW AND REPLACEMENT HOSPITAL PROJECTS
- B. Volume B, MAJOR NEW FACILITIES, ADDITIONS, AND RENOVATIONS
- C. Volume C, MINOR AND NRM CONSTRUCTION PROGRAM
- D. Volume D, NATIONAL CEMETERY ADMINISTRATION
- E. Volume E, A/E Submission Instructions for Design Build Projects: Request for Proposal Documents
- F. Volume F, A/E Submission Instructions for Seismic Upgrade Projects

4. DESIGN CRITERIA (<http://www.cfm.va.gov/til/>)

GENERAL

- A. DESIGN AND CONSTRUCTION PROCEDURES
- B. NATIONAL CAD STANDARD DETAILS
 - 1. Graphic
 - 2. Architectural
 - 3. Plumbing
 - 4. HVAC

- Steam
- 5. Electrical
- 6. Auto Transport
- 7. Site

- C. EQUIPMENT REFERENCE MANUAL
- D. BARRIER FREE DESIGN GUIDE
- E. ROOM FINISHES, DOOR AND HARDWARE SCHEDULE
- F. EQUIPMENT GUIDE LIST
- G. SPACE PLANNING CRITERIA FOR MEDICAL FACILITIES
- H. SEISMIC DESIGN REQUIREMENTS
- J. SIGNAGE (Environmental Graphics Design Program)
- K. Program Guide, Environmental Compliance Manual
- L. CADD Deliverables Guidelines
- M. VA Drawing Title Box
- N. A/E Quality Alerts
- O. Design Alerts
- P. Technical Summaries

DESIGN MANUALS

Note: Design Manuals for cemetery projects are provided at
<http://www.cfm.va.gov/til/nca.asp> .

ARCHITECTURAL

- ARCHITECTURAL DESIGN MANUAL FOR NEW HOSPITALS, REPLACEMENT HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, COMMUNITY LIVING CENTERS, DOMICILIARIES, ENERGY CENTERS, OUTPATIENT CLINICS, AND REGIONAL OFFICE PROJECTS

ASBESTOS ABATEMENT

- ASBESTOS ABATEMENT DESIGN MANUAL FOR NEW HOSPITALS, REPLACEMENT HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, ENERGY CENTERS, OUTPATIENT CLINICS, ANIMAL RESEARCH FACILITIES, LABORATORY BUILDINGS

AUTOMATIC TRANSPORT

- TRANSPORT SYSTEMS (ELEVATORS) DESIGN MANUAL FOR HOSPITAL/ CLINICAL ADDITION, PSYCHIATRIC, AMBULATORY CARE/ OUTPATIENT CLINIC, DOMICILIARY, COMMUNITY LIVING CENTER, ENERGY CENTER, PARKING STRUCTURE, VBA OFFICE BUILDING, LAUNDRY AND WAREHOUSE PROJECTS

CRITICAL PATH METHOD

- MANUAL FOR DEVELOPMENT OF CPM PHASING

ELECTRICAL

- ELECTRICAL DESIGN MANUAL FOR NEW HOSPITALS, REPLACEMENT HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, ENERGY CENTERS, OUTPATIENT CLINICS, ANIMAL RESEARCH FACILITIES, LABORATORY BUILDINGS

EQUIPMENT

- EQUIPMENT DESIGN MANUAL FOR HOSPITAL PROJECTS

ESTIMATING

- MANUAL FOR PREPARATION OF COST ESTIMATES AND RELATED DOCUMENTS FOR VA FACILITIES

FIRE PROTECTION

- FIRE PROTECTION DESIGN MANUAL

HVAC

- A. HVAC DESIGN MANUAL FOR COMMUNITY LIVING CENTER AND DOMICILIARY PROJECTS
- B. HVAC DESIGN MANUAL FOR NEW HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, ENERGY CENTERS, OUTPATIENT

CLINICS, ANIMAL RESEARCH FACILITIES AND LABORATORY
BUILDINGS (WITH AMENDMENTS A AND B)

INTERIOR DESIGN

- A. INTERIOR DESIGN MANUAL FOR NEW CONSTRUCTION AND RENOVATIONS OF HOSPITALS AND CLINICS
- B. INTERIOR DESIGN MANUAL FOR REGIONAL OFFICE PROJECTS

PLUMBING

- A. PLUMBING DESIGN MANUAL FOR COMMUNITY LIVING CENTER AND DOMICILIARY PROJECTS
- B. PLUMBING DESIGN MANUAL FOR NEW HOSPITALS, REPLACEMENT HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, ENERGY CENTERS, OUTPATIENT CLINICS, ANIMAL RESEARCH FACILITIES, AND LABORATORY BUILDINGS
- C. PLUMBING DESIGN MANUAL FOR LAUNDRY PROJECTS
- D. PLUMBING DESIGN MANUAL FOR PARKING STRUCTURE PROJECTS
- E. PLUMBING DESIGN MANUAL FOR REGIONAL OFFICE/ WAREHOUSE PROJECTS

SITE DEVELOPMENT

- SITE DEVELOPMENT DESIGN MANUAL

SITE UTILITIES

- SITE UTILITY DESIGN MANUAL (INCLUDING SANITARY) FOR NEW HOSPITALS, REPLACEMENT HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, ENERGY CENTERS, OUTPATIENT CLINICS, ANIMAL RESEARCH FACILITIES, LABORATORY BUILDINGS

STEAM GENERATION/DISTRIBUTION

- A. STEAM GENERATION SYSTEMS DESIGN MANUAL (INCLUDING ENERGY CENTER)
- B. OUTSIDE STEAM DISTRIBUTION SYSTEMS DESIGN MANUAL

STRUCTURAL

- A. STRUCTURAL DESIGN MANUAL FOR ANCILLARY FACILITIES/
OUTPATIENT CLINICS/ LAUNDRIES/ WAREHOUSES PROJECTS
- B. STRUCTURAL DESIGN MANUAL FOR ENERGY CENTER
PROJECTS
- C. STRUCTURAL DESIGN MANUAL FOR HOSPITAL/ REPLACEMENT
HOSPITAL/ CLINICAL ADDITION/ DOMICILIARY/ NURSING HOME/
PSYCHIATRIC BUILDING/ OUTPATIENT CLINIC/ VETERINARY
MEDICAL UNIT PROJECT
- D. STRUCTURAL DESIGN MANUAL FOR NURSING HOME (DESIGN-
BUILD) PROJECTS
- E. STRUCTURAL DESIGN MANUAL FOR PARKING STRUCTURE
PROJECTS
- F. STRUCTURAL DESIGN MANUAL FOR REGIONAL OFFICE
PROJECTS

SUSTAINABILITY

- SUSTAINABILITY AND ENERGY REDUCTION MANUAL

DESIGN GUIDES

Note: Design Guide for cemetery projects is provided at
<http://www.cfm.va.gov/til/nca.asp> .

- A. AMBULATORY CARE (HOSPITAL BASED)
- B. COMMUNITY LIVING CENTER (formerly NHCU)
- C. EYE CLINIC
- D. LEASE BASED OUTPATIENT CLINIC
- E. MAGNETIC RESONANCE IMAGING (MRI)
- F. MENTAL HEALTH
- G. NUCLEAR MEDICINE

- H. OUTPATIENT CLINIC (SOC/CBOC)
- I. OUTPATIENT PHARMACY
- J. PHARMACY SERVICE
- K. POLYTRAUMA REHABILITATION CENTER (PRC)
- L. PULMONARY MEDICINE
- M. RADIATION THERAPY
- N. RADIOLOGY SERVICE
- O. RESEARCH LABORATORY
- P. SPINAL CORD INJURY/ DISORDERS CENTER
- Q. SUPPLY PROCESSING & DISTRIBUTION (SPD)
- R. SURGICAL SERVICE
- S. TUBERCULOSIS (TB)
- T. VETERINARY MEDICAL UNIT (VMU)

5. ADDITIONAL INFORMATION

- A. MASTER CONSTRUCTION SPECIFICATIONS, not included in this package, but may be obtained by A/E when needed.
- B. Utility Agreement
- C. Site, Topographic, Utility, Landscape, and Soil Survey
- D. Subsurface Investigation

----- END -----