

VA Medical Center Projects

A/E Submission Instructions for Design-Build Projects: Request for Proposal Documents

- **Level 1 RFP Document Submission**
- **Level 2 RFP Document Submission**
- **Selection Procedure**
- **Offer Requirements**
- **Contract Requirements**

FOREWORD

This document addresses the VA philosophy for Design-Build (DB) projects and the minimum Architect/Engineer (A/E) submission requirements for the development of Request for Proposal (RFP) Documents. The requirements consist of a Level 1 RFP Document Submission or a Level 2 RFP Document Submission, as defined in this document, and the Selection Procedure, Offer Requirements, and Contract Requirements of the DB Team.

This document does not relieve the A/E firms of their professional responsibility to produce a correct, complete, and fully coordinated Request for Proposal.

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**A/E SUBMISSION INSTRUCTIONS
FOR DESIGN-BUILD PROJECTS
REQUEST FOR PROPOSAL DOCUMENTS**

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A/E SUBMISSION INSTRUCTIONS FOR DESIGN-BUILD PROJECTS REQUEST FOR PROPOSAL DOCUMENTS

Note: This document is intended for electronic use. Edit and delete submission items that are not required and renumber footnotes accordingly in Section II. Complete the attachment in Section III.

I. INTRODUCTION

A. GENERAL

This document defines the Architect/Engineer (A/E) submission requirements for development of Request for Proposals (RFP) Documents for a wide range of Design-Build (DB) project types in the Department of Veterans Affairs (VA).

1. DEFINITION OF TERMS:

- a. RFP A/E: Architect/Engineer contracted by VA to develop Request for Proposal Documents for selection of the Design-Build Team;
- b. DESIGN-BUILD TEAM: Construction Contractor and Architect/Engineer selected on basis of cost and technical qualifications submitted in response to the Request for Proposal; and
- c. EVALUATION BOARD: Established by the VA for the review, evaluation, and selection of the Design-Build Team.

2. The RFP Documents are developed to either a Level 1 (schematics) submission or a Level 2 (design development) submission as directed by the VA Project Manager. For the Level 1 submission, a final RFP Document is prepared and modified based on review comments. For the Level 2 submission, a draft RFP Document is prepared, followed by a final document based on, and modified as necessary, the review comments on the draft. This is an interactive process among VA Medical Center (VAMC), Office of Facilities Management (FM), and the RFP Architect/Engineer (A/E). Both formal and informal meetings at the VAMC, the A/E's office, or VA Headquarters will be conducted to discuss the design and related issues. In addition, the RFP A/E will receive an A/E package providing VA guidance; and

3. RFP Documents specify the project's functional and aesthetic requirements, but leave the development of construction documents and details of construction technology to the Design-Build (DB) Team. The RFP Documents

shall show sufficient detail to clearly convey the design concept, applicable criteria, standards, specifications, and guarantee requirements for successful bid by a DB Team, but allow flexibility in accomplishing the desired end product. The DB Team shall develop construction documents based on the RFP Documents (drawings and specifications), perform construction, and provide as-built documentation.

B. RFP A/E RESPONSIBILITIES:

1. The RFP A/E shall produce the RFP Documents, including drawings and specifications, in accordance with professional architectural/engineering practices, the approved Memorandum of Agreement (MOA), the Statement of Work (SOW), and, where identified, VA criteria. Where VA standards and criteria are specified, each A/E discipline shall receive a copy of their respective VA design manual, National CAD Standard Details, and Design and Construction Procedures and VHA National CAD Application Guide. The AE is responsible for obtaining the NCS.

2. The RFP A/E shall also provide any additional design criteria necessary for project development (supporting calculations, equipment guide list, Design and Construction Procedures, design manuals, signage design, etc.), so that the DB Team can provide construction drawings and specifications;

3. The RFP A/E, in consultation with VA Project Team, shall determine design choices based on incorporating commercial and/or VA standards into the RFP Documents. However, the VA MOA, the approved space program, and SOW will identify design concept for preparing the RFP Documents;

4. During development of RFP Documents, the RFP A/E shall work with the VA project team to develop:

a. Project Definition including:

- 1) Project Scope/Design Philosophy;
- 2) Performance Specifications;
- 3) Design Development Drawings (Level 2 only);
- 4) Interior Finish Package; and
- 5) Exterior Enclosure Package.

- b. Project Solicitation including:
 - 1) Project Objectives - Scope of Work, Cost Range, and Schedule Objectives and any other items considered significant to the project;
 - 2) Selection Procedure - Offers, Best and Final Offer, Selection Criteria and Weightings, Cost Evaluation, and Technical Evaluation; and
 - 3) Offer Requirements - Cost Proposal and Technical Proposal.
 - c. General Contract Requirements: DB Team's Requirements, Construction Documents, Construction Period Submittals, and Project Close-out.
5. During the DB Proposal Evaluation, the RFP A/E shall not serve on the Evaluation Board, but shall:
- a. Provide information to the board for use in its proposal evaluation;
 - b. Assist in review of submissions for adherence to the RFP Documents to the extent determined on a project specific process; and
 - c. Prepare and issue amendments to potential offerors during the RFP process.
6. During design and construction of the project, the RFP A/E may be required to participate in construction inspections and assist in the review of:
- a. Construction Document submittals including specifications and design calculations (the RFP A/E shall list any deviations from the RFP documents);
 - b. Shop Drawings, Product Data, and Samples;
 - c. Test Results, Certificates, and Other Submittals; and
 - d. Operation and Maintenance Manuals, Training, Project Record Documents, and Warranties.

C. SUBMISSION POLICY:

1. GENERAL REQUIREMENTS (All Submissions):

a. Provide appropriate and/or edited sections of the following VA documents, if included in the A/E Package and if so directed by the VA Project Manager:

- 1) VA Master Construction Specifications (PG-18-1);
- 2) VA Design and Construction Procedures (PG-18-3)
- 3) VA National CAD Standards Details (PG-18-4);
- 4) VA Seismic Requirements (H-18-8);
- 5) VA Barrier Free Design Guide (PG-18-13); and
- 6) VA Room Finishes, Door, and Hardware Schedule (PG-18-14).
- 7) VHA National CAD Standard Application Guide

b. Provide design criteria from the following VA Design Manuals where appropriate and as provided to the RFP A/E through the A/E Package, in the RFP Documents:

- 1) Architectural Design Manual;
- 2) Automatic Transport Design Manual;
- 3) CPM Design Manual;
- 4) Electrical Design Manual;
- 5) Fire Protection Design Manual;
- 6) HVAC Design Manual;
- 7) Interior Design Manual;
- 8) Outside Steam Distribution Design Manual;
- 9) Plumbing Design Manual;
- 10) Sanitary Design Manual;
- 11) Site Development Design Manual; and
- 12) Structural Design Manual.

c. Develop RFP performance specifications to establish the quality of products and workmanship. Performance specifications shall be used to encourage full and open competition. Reference to equipment, materials, or patented processes by trade name, make, and catalog number shall be regarded as establishing a standard of quality only and shall not be construed as limiting competition. Use VA Master Construction Specifications where directed by Scope of Work and the A/E Package. VA Project Manager will provide procedures to obtain VA Master Construction Specifications; and

d. Submit a Final Cost Estimate to VA Project Manager as soon as design is completed.

2. Level 1 RFP DOCUMENT SUBMISSION:

a. Provide five (5) sets of prints (2 full and 3 half size) and narratives, four (4) sets of draft specifications, and two (2) sets of cost estimates to the VA Project Manager. One complete set shall be sent to the VA Medical Center for review, and one to the VA Resident Engineer, if identified; and

b. The Level 1 RFP submission shall be made when all disciplines are complete and ready for review in accordance with project schedule identified in the A/E contract. When only a Level 1 RFP submission is required, it shall include complete performance specifications, final cost estimate, and RFP DB requirements and evaluation process as developed by the VA.

3. Level 2 RFP DOCUMENTS SUBMISSION:

The RFP (Level 2) Documents shall incorporate the corrections, adjustments, and changes made by VA at the Level 1 submission. Distribute as described for the Level 1 submission. The Level 2 RFP submission shall, in addition, include an itemized list by discipline of Level 1 comments with action taken, complete performance specifications, final cost estimate, and RFP DB requirements and evaluation process as developed by the VA.

D. ADDITIONAL SERVICES:

1. Additional services, where necessary (i.e. surveys, soil borings, or asbestos abatement, etc.), and not included in the RFP A/E Contract, shall be processed by submission of criteria for the work to be performed to the VA Project Manager. Upon approval of the criteria, submit proposals and qualifications of at least three firms being considered for the work in accordance with the Contract Provisions, Part 1, of the contract. Recommend which firm is considered to be most qualified to do the work; and

2. It is recommended that these services be included as part of the RFP A/E contract.

II. REQUIREMENTS FOR LEVEL 1 AND LEVEL 2 SUBMISSIONS

A. GENERAL: Specific submission requirements by discipline shall define the level of effort to identify and resolve basic design issues.

B. RFP DOCUMENTS: The VA Project Manager will determine whether the RFP Documents are to be completed to Level 1 or Level 2 Submission requirements:

1. Level 1 consists of single line drawings (equivalent to schematics) and/or a narrative for each discipline. Level 1 Submission consists of the development of the architectural and engineering progress documents for the room and space layouts and the development of various engineering systems associated with the project;
2. Level 2 Submission consists of further development and expansion of the architectural and engineering solutions in the Level 1 Submission. The VA Project Manager must approve deviations from the Level 1 Submission prior to proceeding;
3. Follow VA Design Manuals, National CAD Standard Details, Facilities Procedures, and Master Specifications as appropriate and directed by VA Project Manager for the specific project;
4. Provide a design narrative/analysis for each technical discipline (e.g. architectural, mechanical, fire protection, etc.) which describes the intent of each discipline; and
5. Indicate requirements for testing, balancing, and adjusting the electrical, plumbing, and HVAC systems.

C. ARCHITECTURAL: Submit the following

Architectural Requirements	Level 1	Level 2
Narrative on proposed design concept:	✓	
Floor Plans/Drawings ¹ :		
• Cover sheet	✓	
• All floors 1:100 (1/8")	✓	
• Roof 1:200 (1/16")	✓	
• Penthouse 1:200 (1/16")	✓	
• Pipe basement 1:200 (1/16")	✓	
• Pipe tunnel 1:200 (1/16")		✓
• Equipment 1:50 (1/4") ²		✓
Room names		✓
Room numbers		✓
Typical wall thickness		✓
Chase walls		✓
Smoke barriers		✓
Fire rated partitions		✓
Locations:		
• Doors		✓
• Electrical closets		✓
• Equipment rooms		✓
• Signal and telephone closets		✓
• Stairs		✓
• Ramps		✓
• Basic column grid/sizes		✓
• Expansion and seismic joints		✓
• Mechanical shafts and space		✓
• Elevator(s)		✓
• Automatic conveyances		✓
• Plumbing fixtures		✓
• Fixed equipment		✓
Handrail location/dimensions		✓
Equipment elevations/details		✓
Finish floor elevations		✓
Finish grades at corners, entrances, exits, platforms, and ramps		✓
Wall sections ³	✓	
Building section 1:100 (1/8")	✓	
Exterior building elevations 1:200 (1/16") ⁴	✓	

C. NOTES:

1. Include net program area of each room with the designed net area, departmental boundaries and labels, fire protection information, and exit calculations;
2. Use VA standard symbols and notation for distinction of contractor-furnished and installed (CC), VA-furnished contractor installed (VC), VA-furnished and installed (VV), VA-furnished with construction funds [VC (CF) and VV(CF)], and relocated (R) equipment. Submit equipment floor plans showing and identifying all equipment for each room in the areas listed below:

Typical Nursing Units;
Pharmacy Service;
Rehabilitation Medicine Service;
Dietetic Service;
Laboratories;
Research;
Dental;
Canteen;
Typical Ambulatory Care Rooms (including Emergency);
All Clinical Areas;
Pathology and Laboratory Areas;
Research Areas; and
SPD and Laundry Areas.

3. Indicate typical construction, building materials, and systems; and
4. Show massing, proposed fenestration, and the building's relationship to adjacent structures and the finish grade. Show on the elevations all significant materials including their colors, and proposed rooftop mechanical equipment and architectural screens. If the building is designed for future expansion, delineate elevations with and without the future expansion.

D. AUTOMATIC TRANSPORT (ATS): Submit the following for elevators, trash and linen chutes, cart lifts, and dumbwaiters:

Automatic Transport (ATS) Requirements	Level 1	Level 2
Narrative including:		
• Hoistway	✓	✓
• Machine rooms	✓	✓
• Hoistway and machine room vents	✓	✓
• Major equipment	✓	✓
• Electrical requirements	✓	✓
Drawings (See Note):		
• Over-run clearance		✓
• Key dimensions		✓

NOTE: Show hoistways, machine rooms, and all major equipment for ATS on architectural drawings, type of ventilation on mechanical drawings, and electrical requirements on electrical drawings.

E. CRITICAL PATH METHOD (CPM): Submit the following:

Critical Path Method (CPM) Requirements	Level 1	Level 2
Phasing narrative	✓	✓
Phasing plans (on reduced architectural floor plans)	✓	
Phasing diagrams	✓	✓
Written list of systems:		
• temporary system by phase	✓	✓
• separate by technical discipline	✓	✓
Phasing plans (full size) ^{1 & 2} with phasing diagram		✓

NOTES:

1. One drawing may reflect several reduced architectural or site plans; and
2. VA Project Manager will provide contract drawing CPM-1 and Network Analysis System (NAS) section of specifications.

F. ELECTRICAL: Submit the following:

Electrical Requirements	Level 1	Level 2
Narrative including		
• Existing utilities	✓	
• Proposed riser diagrams for power, nurse call, MATV, and fire alarm systems	✓	
• Design approach	✓	
• Utility company work	✓	
Electrical equipment to be removed, relocated, or abandoned		✓
Electrical plot plan showing:		
• Electrical power		✓
• Telephone		✓
• Fire alarm		✓
• Nurse call		✓
• MATV		✓
Electrical & communication closets (on Arch. Dwgs.)		✓
Riser diagrams:		
• Nurse call		✓
• Telephone		✓
• Fire alarm system:		✓
Main fire alarm control		✓
Terminal/annunciator panels		✓
• System terminal cabinets		✓
Electrical equipment in main electrical room		✓
Electrical floor plans showing: ^{1 & 2}		
• Lighting		✓
• Power		✓
• Signal outlets		✓
Load calculations:		
• Lighting		✓
• Power		✓
• Mechanical equipment (normal and emergency)		✓
Electrical substation		✓
Padmounted transformer		✓

F. Notes:

1. All floor plans shall have room number and titles. Each room plan shall indicate the devices, either by listing or by showing symbol and their quantities in accordance with the equipment guide list or other criteria. This will include type and number of light fixtures (include foot-candle/Lux), receptacles, telephone and MATV outlets, radio/entertainment system outlets, and specialty outlets; and
2. Show on the signal floor plans the fire alarm/ smoke zone indicating smoke barrier compartments and fire alarm zoning.

G. FIRE PROTECTION: Submit the following:

Fire Protection Requirements	Level 1	Level 2
Fire protection narrative ¹ :		
• Fire and smoke separation	✓	
• Fire sprinkler/standpipe system	✓	
• Size of fire pumps	✓	
• Water supply available/max. demand	✓	
• Water flow testing results	✓	
• Fire alarm systems ² :	✓	
Existing to be modernized	✓	
Base loop system for interface of new construction	✓	
• Kitchen extinguishing systems	✓	
• Size of air handling unit	✓	
• Exit paths from each zone	✓	
• Distances to stairs	✓	
• Occupancy of each area	✓	
• Exit calculations for each floor	✓	
• Smoke control features	✓	
Calculations	✓	✓
Estimated capacities for proposed air handling units in cubic meters (cubic feet) per minute		✓
Floor Plans/Drawings ^{3 & 4} :		
• Sprinkler zones	✓	✓
• Fire alarm zones	✓	✓
• Smoke zones	✓	✓
• Building water supply	✓	✓
• Interior sprinkler supply lines	✓	✓
• Standpipes	✓	✓
• Fire extinguisher cabinets	✓	✓
• Fireproofing of structural members	✓	✓
• Sprinkler/standpipe riser supply piping		✓
• Termination of sprinkler main and inspector test drains		✓
• Sprinkler alarm valves		✓
• Waterflow and tamper switches		✓
• Sprinkler system fire department connections		✓
• Sprinkler design hazards per NFPA 13		✓
• Exit signs and emergency lighting		✓
• Occupied areas not protected by automatic sprinklers		✓
Wall sections indicating fire resistive ratings		✓
Staff sleeping rooms		✓

Fire Protection Requirements	Level 1	Level 2
Location of:		
• Fire alarm system		✓
• Annunciator panels		✓
• Pull stations		✓
• Flow switches		✓
• Audio-visual devices		✓
• Smoke detectors		✓
• Duct smoke detectors		✓
• Smoke dampers		✓
• Fire dampers		✓
• Fire alarm risers ⁵		✓
• Exit signs		✓
• Emergency lighting		✓
• Fire sprinklers		✓
• Standpipes		✓
• Fire hydrants		✓
• Fire pumps		✓
• Post indicator valves		✓
• Sectional valves		✓
• Fire extinguisher cabinets		✓
• Electromagnetic door hold open devices		✓
Excavation plan signage		✓
Door and window schedule with fire rating or fire rated glazing		✓
Zoning of each fire alarm initiating device		✓
Interconnection of fire alarm system with:√		
• Smoke dampers		✓
• Air handlers		✓
• Elevator controls		✓
• Kitchen fire extinguishing and fire pump system		✓
• HVAC system with smoke duct detectors		✓
Single line riser diagram for fire alarm system		✓
Height/configuration of storage racks and shelving		✓
Specifications		✓
Details:		
• Fire pump system (capacity and pressure)		✓
• Elevation and isometric view of fire pump		✓
• Stairwell sign		✓
• Annunciator panel		✓

G. FIRE PROTECTION (cont.):

**Program Guide PG-18-15, Volume E
May 2006**

* Submit, as a minimum, a single line layout for at a scale not less than 1:100 (1/8 inch). Submit a complete double line layout of areas of critical importance, at a scale of 1:50 (1/4 inch) including equipment.

** Submit minimum 1:100 (1/8 inch) scale floor plans, new and renovated, incorporating all of the revisions required by comments from schematics.

*** Submit fully dimensioned, complete, and coordinated 1:100 (1/8 inch) scale floor plans, incorporating all revisions required by comments from the design development phase.

G. NOTES:

1. Indicate NFPA 220 and UBC fire resistive rating of the building, NFPA 101 occupancy type, and fire protection code analysis to access compliance with NFPA 101;
2. Determine type, features, age, reliability, compliance with present day codes, capacity, zoning, supervision, control panel and power supplies, initiating devices and circuits, and auxiliary functions for existing fire alarm system. Indicate manufacturer, model number, voltage, and wiring style of existing alarm systems and devices. Provide recommendations for the proposed fire alarm work;
3. Show entire plan on one sheet, drawn at the largest scale possible. Provide information to meet JCAHO requirements; e.g. location of all fire rated barriers, smoke barriers, exit signs, fire extinguishers, manual pull stations, smoke detectors, and sprinkler flow switches. Show all interim life safety measures such as temp systems Fire Alarm Sprinkler, and Smoke;
4. At the Level 2 Submission, add room names, room numbers, door locations and swings, smoke and fire rated partitions, sprinkler/standpipe risers to floor plans. Identify psychiatric areas on drawings so areas for institutional type heads are identified. Add location of all valves (post indicator, sectional) and backflow preventer if provided; and
5. Show new equipment and/or the necessary changes involved if modification to the existing system is required. Include any recommendations where certain requirements of VA criteria might be waived, in order to allow the existing equipment to be reused.

H. HVAC: Submit the following:

HVAC Requirements	Level 1	Level 2
	Systems	Sub-systems
Narrative describing systems, sub-systems, locations and block layout of major equipment and shafts ¹	✓	✓
Life Cycle Cost Analysis used to select HVAC system (DOE regulations, 10 CFR, Part 435)	✓	
Certificate of Compliance (DOE regulations)	✓	
Estimated energy consumption ²	✓	
Calculations for block heating and cooling load requirements	✓	
HVAC system including:		
• Zoning		✓
• Sub-systems		✓
• Control strategy location		✓
• Size/weight of major equipment		✓
Preliminary capacities, sizes, quantities, and types:		
• Cooling and heating equipment with electrical data		✓
• Air handling units		✓
• Fans		✓
• Heat recovery (if any)		✓
Schematic diagrams with sizes and capacities for:		
• Outside utilities, modes of underground distribution ³		✓
• Supply, return, & exhaust air systems		✓
• Piping/pumping arrangement for steam, condensate return, chilled water, hot water		✓
• Control sensors and operators for all air and water systems ⁴		✓
Floor plans, single line, tentative diagrams		
• Air distribution with room temperature control requirements		✓
• Piping layout		✓
• HVAC equipment block diagrams		✓
• Locations of mechanical equipment rooms		✓
• Locations of shafts		✓
Details		✓

H. NOTES:

1. Identify the dedicated and thermostatically controlled HVAC sub-systems for spaces, such as, mechanical equipment rooms, electrical equipment rooms, telephone equipment rooms, computer rooms, elevator machine rooms, emergency generator rooms, vestibules, exterior stairs etc.;
2. Calculate in watts per gross square meter (BTUs per gross square foot) per year;
3. Show interface between existing and new lines and available spare capacities of existing utilities; and
4. Provide single line schematic and control diagrams and a written sequence of operation describing the control architecture (number of panels, interface, if any, with central Engineering Control Center strategy, safety features, alarms, logic, etc. Provide direct digital control (DDC) systems.

I. INTERIOR DESIGN: Submit the following:

Interior Design Requirements	Level 1	Level 2
Narrative ¹	✓	
Interior design concept with material and finish samples ²	✓	
Sketches showing ³ :		
• perspectives	✓	✓
• details	✓	✓
• elevations	✓	✓
• finish plans	✓	✓
Completed finish schedule (2 sample sheets) with material and color codes and match to manufacturer's product and color names		✓
Completed Section 09050		✓
Color and material board ⁴		✓

NOTES:

1. Prepare a written analysis of the design problem analyzing, confirming, and organizing the factors that will influence the development of a design concept. Factors such as goals of the facility, operational demands, long term maintenance, future expansion, patient demographics, regional influences, and physical relationship to existing medical center should be considered. Provide documentation of all input received from the medical center;
2. Label samples following VA Specification 09050, Interior/Exterior Material and Finishes;
3. All materials and finishes must meet performance requirements contained in VA master construction specifications; and
4. After approval, submit two sets to the VA Project Manager and one to the VA Medical Center.

J. OUTSIDE STEAM DISTRIBUTION: Submit the following:

Outside Steam Requirements	Level 1	Level 2
Narrative ¹	✓	
Estimated steam and condensate loads	✓	
Life cycle costs for alternative systems:		
• Shallow concrete trench	✓	
• Direct burial ²	✓	
Steam system layout showing:		
• Manhole locations	✓	✓
• Piping in manholes	✓	✓
• Isolation valve locations	✓	✓
• Steam trap locations	✓	✓
• Existing underground utilities	✓	✓
Calculate:		
• Pipe sizing	✓	✓
• Load estimates		✓
• Steam pressure (at building entrance)		✓
Minimum dimensions of typical manhole		✓

NOTES:

1. In the narrative, provide description and evaluation of existing steam distribution system which will be affected by the project. Indicate method of accommodating thermal expansion; and
2. Determine soil conditions if direct burial-type system is selected.

K. PLUMBING: Submit the following:

Plumbing Requirements	Level 1	Level 2
Narrative (See Note)	✓	
Floor plans showing		
• Plumbing fixtures		✓
• Water heater equipment		✓
• Medical gas systems		✓

NOTE: Describe systems such as plumbing fixtures, fire protection, medical gas systems (oxygen, compressed air, and vacuum), storm and sanitary sewers, and domestic cold and hot water.

L. SANITARY: Submit the following:

Sanitary Requirements	Level 1	Level 2
Narrative (See Note)	✓	
Drawings showing		
• Existing and proposed underground utilities		✓
• Approximate size of proposed utilities		✓
• Invert elevations of trunk sewers		✓
• Areas of lawn irrigation		✓

NOTE: Describe gas and water sources, disposal methods of sewage and storm water, and proposed gas, water, irrigation, sanitary sewage, and storm water systems. Indicate if water or sewage treatment, pumping, and storage are necessary. Describe fuel oil facilities and indicate fire demand. Indicate if existing utilities and equipment can be used.

M. SITE DEVELOPMENT: Submit the following:

Site Requirements	Level 1	Level 2
NEPA compliance (See Note)	✓	✓
Topographic, landscape, and utility survey	✓	
Site plan showing:		
• Buildings/Structure(s)	✓	
• Parking	✓	
• Roads	✓	
• Service areas	✓	
• Walks	✓	
• Inlets	✓	
• Equipment at grade	✓	
• Demolition		✓
• Plant groupings	✓	
• Landscape buffers and screens	✓	
• Other site features	✓	
• Contractor's staging area	✓	
• Site access	✓	
• Stockpile areas	✓	
• Drainage and erosion control in conformance with National Pollution Discharge Elimination System (NPDES) permitting process requirements	✓	
Grading plan showing:		
• Entire area effected by site work		✓
• Elevation(s):		✓
First floor		✓
Corners, entrances, exits		✓
Other critical areas		✓
Rim and invert on storm drainage structures		✓
Planting plan showing:		
• Trees, shrubs, plant beds, edging		✓
• Lawns		✓
Plant list with common name, genus/species, and size/caliper		✓

NOTE: If VA has not complied with this Act, prepare a categorical exclusion, an environmental assessment (EA), or an environmental impact statement (EIS) in compliance with the National Environmental Policy Act (NEPA), 40 CFR, Parts 1500-1508. VA is not exempt from any Federal, state, or local environmental regulations.

N. ESTIMATING: Submit the following:

Estimating Requirements	Level 1	Level 2
Submit Level "A" Summary Sheet and gross area computations	✓	
Submit Level "B" Summary Sheet with detail backup sheets		✓

O. SPECIFICATIONS: Submit the following:

Specification Requirements	Level 1	Level 2
Fully developed specification package suitable for issue with Request for Proposal documents.	✓	✓

P. SPACE PLANNING: Submit the following:

Space Planning Requirements	Level 1	Level 2
Provide a tabular Space Accounting Summary Table with columns entitled Departmental Function, H-7610 Requirements, Approved Space Program [Net Square Meters (Feet), Variance Between H-7610 and Approved Space Program, Departmental Conversion Factor, Planned Departmental Gross Square Meters (Feet); column totals; Total Project Net to Gross Factor, Designed Net Area, and Variance From Approved Space Program Net Area for each department or service. Also, list separately the area required for additions to the program, unassigned space, major circulation (inter-departmental corridors, stairs, elevators), major mechanical and electrical spaces, exterior walls, connecting corridors to other buildings, space for future mechanical system expansion, and similar special requirements.	✓	✓

Q. STRUCTURAL: Submit the following:

Requirements	Level 1	Level 2
Criteria for Subsurface Investigation Report	✓	
Cost estimate of three structural systems	✓	
Show selected typical bay	✓	
Show column gridline dimensions	✓	✓
Show tentative sizes of typical beams/columns/footings	✓	
Describe lateral load resisting system	✓	
Show load bearing walls	✓	✓
Conceptual detail of interface with existing construction	✓	
Calculations (indexed & pages numbered)	✓	✓
Completed Subsurface Investigation Report	✓	✓
Submit complete set of drawings on 1:100 (1/8 in) scale plan of selected structural system, showing sizes of foundations, columns, beams and supporting slab		✓
Show lateral load resisting elements		✓
Show sections & details to fully define construction features		✓
Show expansion joints		✓
Show details of interface with existing construction		✓
Submit a set of structural specifications		✓

III. REQUEST FOR PROPOSAL DOCUMENT SUBMISSION

GENERAL: The RFP Documents shall include and address the following:

1. Technical Requirements as indicated in Section II, REQUIREMENTS FOR LEVEL 1 AND LEVEL 2 RFP DOCUMENT SUBMISSION; and
2. Project Objectives, Selection Procedure, Offer Requirements, and General Contract Requirements as indicated in the front-end Specification Section REQUEST FOR PROPOSAL TO DESIGN-BUILD (Attachment to be completed) which provides a summary of the review and selection process of the Design-Build (DB) Team.

**REQUEST FOR PROPOSAL TO DESIGN-BUILD
(TITLE OF PROJECT)
(PROJECT NO.)**

SPEC WRITER NOTE: Use this Section to prepare project specific RFP. Insert information required and edit as necessary. If articles from the Pre-Solicitation Notice have to be incorporated here, follow the spec writer notes in that section carefully.

A. PROJECT OBJECTIVES

A1. Definition

Design-Build (DB) as defined by the Department of Veterans Affairs (VA) is the procurement by the Government, under one contract, with one firm (which may be a joint venture) for both design and construction services for a specific project.

A2. Scope of Work

Provide all labor, materials, tools and equipment, and Design-Build services necessary for (INSERT TITLE OF PROJECT AND DEFINE SCOPE OF DESIGN AND CONSTRUCTION WORK).

A3. Cost Range

The anticipated cost range for this project is between \$ _____ and \$ _____.

A4. Schedule Objectives

The anticipated completion of this project is ____ days after "notice to proceed".

B. SELECTION PROCEDURE

The Government expects its selection of the Design-Build Contractor will encompass several steps. However, the Government may initiate action to award a contract at any point after review of the offers. Therefore, each offer should reflect the Offeror's best terms, both from a cost and technical standpoint. See FAR 52. 215-1, Instructions to Offerors - Competitive Acquisition (OCT 1997).

B1. Offers

- A. Offers shall be based on this solicitation, together with General Requirements listed in Division 1, Section 01010, Contract Documents listed for Project _____. Offers will be in the format stipulated elsewhere in this section;
- B. Sealed Offers, will be presented, separately bound by cost and technical parts in original and three copies. Offers shall include a

completed SF 1442 (Solicitation Offer and Award) which acknowledges receiving all

amendments, by number. Submit sealed offers to the Construction Contracting Officer, c/o Chief, Office of Acquisition and Material Management (90), (insert address) on (Insert date and time), local time. **There will be no public opening of the offers;** and

- C. A Pre-Proposal Conference will be held on (Insert date, time, and place). Offerors, subcontractors, manufacturers and suppliers are invited to attend.

Spec Writer Note: Insert number of days.

B2. Best and Final Offer

- A. If determined to be necessary, best and final offers will be requested from the original offers received. The Contracting Officer will identify those offerors whose proposals are within the competitive range, considering the selection criteria identified in this section. Negotiations may be conducted with those offerors falling within the competitive range, after which best and final offers will be requested. Those selected as within the competitive range will be given _____ calendar days to prepare their best and final offer. Sealed best and final offers will be submitted as per A2.1.B except as noted below and will be due at a time and place to be determined. There will be no public opening of the offers; and
- B. Offerors submitting best and final offers will not be requested to re-submit any documents which are unchanged from their initial proposals. Provide necessary changes as individual paragraphs or otherwise as briefly as possible, together with a table of contents, which clarifies where within the initial proposal additional or changed documents would be placed. Cost proposals shall include a completed SF 1442 (Solicitation Offer and Award) which acknowledges receiving all amendments, by number. A new Bid Bond shall be submitted only if the best and final offeror's price proposal is greater than its initial price proposal.

SPEC WRITER NOTE: Discuss selection criteria with the Contracting Officer and make changes as necessary. The percentages shown and evaluation criteria are examples only. These should be developed on a project specific basis.

Project design can also be added to the selection criteria.

B3. Selection Criteria and Weightings

- A. Proposals will be evaluated on the basis of both cost and technical considerations. In descending order of importance, evaluations will be based on cost, construction management, past experience, and schedule;
- B. Award will be made to the offeror whose proposal is most advantageous to the government, price, and other factors considered. Offerors are advised that if the technical proposals are essentially equal, award will be made on the basis of the lowest price; and
- C. The weightings will be based on a total of 100%, with the cost evaluation at 50% and the technical evaluation at 50%. The weightings are as follows:
 - 1. Cost Evaluation = 50% of total:
 - Formula = $[A/B] \times C = D$
 - A = Lowest price proposal (maximum points)
 - B = Each remaining price proposal
 - C = Maximum points for price
 - D = Point value for each remaining price proposal
 - 2. Technical Evaluation = 50% of total:
 - a. Construction Management: (20% of total);
 - b. Past Experience: (15% of total); and
 - c. Schedule: (15% of total).
- D. Responsibility determination will be made in accordance with FAR 9.1, responsible Prospective Contractors.

B4. Cost Evaluation

Offers shall be prepared for a _____ day schedule. Offeror's may propose an alternate schedule, in addition to the _____ day base schedule, which will also be evaluated per article A2.3, Selection Criteria and Weightings.

B5. Technical Evaluation

- A. Construction Management - Design-Build Team engineering/technical consultants shall be the subcontractor of the Design-Build Architect Engineer (DB A/E), not the Design-Build contractor or sub contractors, assuming that the DB A/E and DB contractor are not one and the same firm. The Offeror shall demonstrate relevant experience of key personnel to be involved in this procurement. Supply biographical data including; name of individual, company position, years with the

company, work and educational background, tasks to be assigned on this project, percentage of work week to be committed to this project:

1. Key personnel shall include:
 - a. Project Manager;
 - b. Architect;
 - c. Structural Engineer;
 - d. Mechanical (HVAC, Plumbing/Sanitary, and Steam Generation) Engineer;
 - e. Electrical Engineer;

 - f. Interior Designer;
 - g. Construction Project Manager;
 - h. Construction Superintendent;
 - i. Certified Industrial Hygienist; and
 - j. Qualified Fire Protection Engineer.
 2. The Offeror shall demonstrate techniques for maintaining on-time schedule performance;
 3. The Offeror shall demonstrate a plan for utilizing the staging area, indicated on site drawings; and
 4. The Offeror shall demonstrate techniques for maintaining workmanship and material quality control.
- B. Past Experience - The Offeror shall demonstrate prior corporate experience listing only projects awarded within the last five years with either of the following criteria: 1) projects completed by a DB contract (DB as defined by the VA (See article A1.2), and 2) project was one similar in size and scope to this project. Scoring may be more favorable if both criteria are met. Also include the following information for each project listed (Items are of equal importance):
1. The Offeror's design experience in the Design-Build process;
 2. The Offeror's construction experience in the Design-Build process;
 3. The Offeror's recent experience in meeting the completion schedule for similar projects;
 4. The Offeror's awards that have been won for similar projects; and
 5. The Offeror the major equipment supplier and their qualifications.
- C. Schedule - The Offeror shall provide a detailed schedule with narrative:
1. Design Period:
 - a. The design period and provisions for Government reviews;

- b. A list of drawings to be included with each design submittal for VA reviews; and
 - c. A phasing plan for coordination of interruptions to the utility service due to relocation site utility work.
2. Construction Period:
- a. Mobilization;
 - b. Demolition method and sequencing;
 - c. Excavation;
 - d. Enclosure;
 - e. Interior construction;
 - f. Procurement and installation of equipment;
 - g. Provisions for overtime or shift work;
 - h. Timing of relocation of existing equipment. (list any existing equipment to be relocated);
 - i. Site utilities, temporary stairs, and roadway realignment; and
 - j. Tests and final inspection.

B6. Role for VA's consultant A/E Team

- A. The Government has determined that the Department of Veterans Affairs team of architect and engineering (A/E) consultant firms who developed this project to date (and produced these RFP documents) are not available to be named as members of the Offerer's design team. The VA will retain their team for the remainder of the project's development for review and monitoring purposes; and
- B. For clarity the A/E team who produced these RFP documents are listed below:
(List name of A/E and Consultants).

C. OFFER REQUIREMENTS

C1. Proposal Sections

Cost and Technical sections of the Offerors proposals will be evaluated independently. Offeror shall separately bind each section. Each section must therefore be labeled with the Offeror's organization, business address, and VA Project Number ____.

C2. Cost Proposal Requirements

- A. Carefully follow "Instructions, Conditions, and Notices to Offerors." Standard Form 1442 (Solicitation, Offer, and Award) shall be used for submitting offers. Offerors shall affix their names and return addresses in the lower left corner of the Offeror's envelope. Envelopes containing offers must be sealed. Submit four copies of

Standard Form 1442 with an offer guarantee as stipulated in the Section "Instructions, Conditions, and Notices to Offerors";

- B. Offerors shall submit separate prices for architect-engineer services, construction work and other activities (and the equipment). Under Section 304(b) of the Federal Property and Administrative Services Act, VA is not authorized to obligate funds or pay for architect-engineer services that exceed 6 percent of the estimated project cost, exclusive of fees; and
- C. Offeror shall include all required Representations and Certifications.

C3. Technical Proposal Requirements

- A. The proposal shall meet the following requirements and evaluation will be based upon the criteria mentioned in article A2.5, Technical Evaluation;

Spec Writer Note: Add factors like:

- a. What structural system does the Offeror intend to utilize?;
- b. What foundation system does the Offeror intend to utilize?; and
- c. What roof systems does the Offeror intend to provide?

- B. The Offeror shall provide a narrative description of the proposed building system or technology; and
- C. Construction Management: The Offeror shall demonstrate the relevant experience of key project personnel. Supply biographical data for key personnel for both the design and build portions of the work. Biographical data shall include the following: name of individual, company position, years with the company, work and educational background, and position that the individual will hold in regard to this contract:
 - 1. Key personnel shall include:
 - a. Overall Project Manager;
 - b. Architect;
 - c. Structural Engineer;
 - d. Mechanical Engineer;
 - e. Electrical Engineer;
 - f. Certified Industrial Hygienist;
 - g. Qualified Fire Protection Engineer;
 - h. Construction Project Manager; and
 - i. Construction Superintendent.

2. Indicate which individuals are used for the design phase and which are used during the construction phase. Indicate what percentage of each individual's time would be committed to the project during both the design and construction phases.
- D. Past (Corporate) Experience: The Offeror shall demonstrate prior corporate experience in the last five years with Design-Build. In describing project design and construction experience, provide the following information:
1. Project location;
 2. Project owner;
 3. Name and telephone number of Owner's contact person;
 4. Design Architect and Engineers;
 5. Completion Date;
 6. Construction Cost;
 7. Names of Major Subcontractors;
 8. Square Footage;
 9. Foundation Type;
 10. Number of Levels;
 11. Length of Design Effort;

 12. Length of Construction; and
 13. A list of all consultants and all proposed major subcontractors.
Also include experience in meeting the completion schedule, awards, and major equipment suppliers and their qualifications for similar Design-Build projects.
- E. Detailed Schedule and Narrative: The Offeror shall provide a detailed schedule and narrative, indicating specific dates for each step of the process:
1. Contract progress schedule: The progress schedule will be in a time scaled bar graph format. The horizontal axis will be scaled for time beginning with the Notice to Proceed and concluding with contract completion. The vertical axis will show the milestones and major portions of the contract work. All schedule items will show a start date and a completion date;
 2. The Offeror shall describe in a written narrative its plans for phasing the work so that the Medical Center remains operational while utilities and access roadways are realigned. The narrative will also detail how the contractor intends to prepare the site,

- disassemble, relocate, reassemble, and reactivate utility services to the Medical Center within the specified time limits;
3. The Offeror shall clarify its intended uses of portions of the site for materials staging, temporary trailer offices, employee parking, and other activities;
 4. The Offeror shall specify how much allowance has been made for bad weather in the schedule;
 5. The Offeror shall specify the days of the week and the hours of construction operations during each phase of the work; and
 6. The Offeror shall specify the percentage of contract completion that will be achieved at the completion of design and thereafter at each month of construction.
- F. CADD Drawings: The Offeror shall submit all drawings in both hard copy and electronic form in AutoCAD Version _____.

D. GENERAL CONTRACT REQUIREMENTS

Spec Writer Note: Edit and include project-specific requirements.

D1. Design-Build (DB) Team's Responsibilities

Intent: The DB contractor shall construct the project in accordance with the VA RFP documents and approved construction documents prepared by the DB A/E within the required time period (contract length).

D2. Construction Documents

A. General:

1. The RFP documents are intended to define the room layout, the basic materials, and systems to be installed in the project. It is the DB team's responsibility to complete the documents and construction in a manner consistent with the intent of the solicitation documents;
2. The Design-Build Team A/E (DB A/E) shall prepare and submit complete construction documents for review and approval by the VA in accordance with standard professional practice, the Department of Veterans Affairs Request for Proposal (VA RFP), and prevailing codes. The DB A/E shall submit the construction documents for review at (%) and (%) completion stage;
3. The DB team shall allow a minimum of (15) working day for each review cycle. A cycle commences with the VA's receipt of the review documents and concludes with the DB team's receipt of comments, either electronically by fax, or by hard copy delivery. The DB Team shall allow for (1) full day meetings with the staff of VA Medical Center _____ to review each submission and resolve design issues;
4. Each submission shall include 10 hard copy sets and 3 sets on computer floppy disks;
5. Each submittal shall be made to the VA Project Manager for coordination with the VA Medical Center, RFP A/E, VA Resident Engineer;
6. Mandatory schedules and details may be indicated either on the drawings or in the specifications, at the option of the DB team;
7. The drawings included in the VA RFP will be available to the DB team in electronic format in AutoCAD Version _____ for use in preparing the construction drawings. Since data stored on electronic media can deteriorate undetected or be modified without the RFP Architect/Engineer's knowledge, the CADD drawing files are provided without warranty or obligation on the part of the RFP Architect/Engineer as to accuracy or information contained in the files. All information in the files shall be independently verified by the user. Any user shall agree to indemnify and hold the RFP Architect Engineer harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the CADD drawing files;

8. The specifications included in the VA RFP shall be available to the DB team in electronic format in (Word 6.0) for use in preparing the construction specifications. Since data stored on electronic media can deteriorate undetected or be modified without the RFP Architect/Engineer's knowledge, the CADD drawing files are provided without warranty or obligation on the part of the RFP Architect/Engineer as to accuracy or information contained in the files. All information in the files shall be independently verified by the user. Any user shall agree to indemnify and hold the RFP Architect Engineer harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the electronic files;
 9. The DB A/E who prepares the construction documents shall be professional architect/engineers licensed in the state in which the design work is completed. The professional seal indicating such license by the state shall appear on the documents. The architect whose seal is shown will be known as the architect of record. The DB A/E shall certify compliance with the VA RFP; and
 10. The construction drawings shall comply with the VA RFP and be prepared to include such details that the project can be constructed. The construction record drawings shall be completed in AutoCAD. Construction shop drawings are not required to be completed in AutoCAD. Drawings shall be plotted at scales no smaller than those used for equivalent information in the RFP (solicitation) documents.
- B. Construction Drawings: The construction drawings shall include a coordinated set of:
1. Civil engineering drawings including grading and drainage plans, paving plans, utility plans, schedules, and details;
 2. Landscape drawings including landscape plans, plant schedule and list, special landscape elements, proposed materials to be used for each special landscape element, and details;
 3. Structural drawings including foundation plans, roof framing plans, schedules, and details, including general notes and all calculations;
 4. Architectural drawings including floor plans, building elevations, building sections, wall sections, reflected ceiling plans, stair details, toilet and bath details, cabinetry elevations, door

- schedules and details, window schedules and details, room finish schedules, loading dock details, auto transport and pneumatic tube details, and other details;
5. Fire protection drawings including floor and roof plans, riser diagrams, equipment schedules, plumbing fixture schedules, and details, including general notes and all related calculations;
 6. Food service Equipment drawings including floor plans, elevators, equipment schedules, and details;
 7. Plumbing drawings including floor and roof plans, riser diagrams, equipment schedules, plumbing fixture schedules, and details, including general notes and all related calculations;
 8. HVAC drawings including floor and roof plans, one-line flow diagrams, equipment schedules, and details, including general notes and all related calculations. Also provide sections for mechanical equipment rooms and sequence of operation for all HVAC equipment;
 9. Outside Steam Distribution drawings including system plans and profiles, manhole piping plans and sections, equipment schedules, and details; and
 10. Electrical drawings including floor and roof plans (power, lighting, and other systems), one-line diagrams, panel schedules, equipment schedules, light fixture schedules and details.
- C. Construction Specifications: Project Specifications shall include specifications for all products, materials, equipment, methods, and systems shown on the construction drawings and to be incorporated in the project:
1. The DB Team shall prepare and submit 100 per cent complete construction specifications in accordance with standard professional practice and the VA RFP;
 2. The construction specifications shall be at a comparable level of detail and demonstrate compliance with the VA RFP. The specification submitted for review shall be a "redline and strikeout" version of the VA RFP Specifications that clearly indicate the locations of deletions, revisions, and additions to the VA RFP Specifications; and
 3. The construction specifications shall include the name of the manufacturer, the product name, model number, or other identification as appropriate to clearly identify the product that will be used in the construction of the project.

D3. Construction Period Submittals

- A. The DB Contractor shall prepare and submit shop drawings, product data, and samples during construction as required by the VA RFP documents. The shop drawings, product data, and samples shall bear the stamp of the licensed architect or engineer of record certifying compliance with the RFP (See B.1.1.A);
- B. Other Submittals: The DB team shall submit test results, certificates, manufacturer's instructions, manufacturers field reports, etc. as required by the VA RFP specifications; and
- C. Project Record Drawings: The DB team will maintain a set of construction documents (field as-built drawings) to record actual construction changes during the construction process as required by the RFP specifications. The project record drawings will be available for review by the VA Resident Engineer at all times.

D4. Project Close-out

The DB team shall comply with the requirements in the "General Conditions", 01001, and "General Requirements", 01010, for submission of final RFP as-built drawings, shop drawings, manuals, and other documents as noted.

- - - END - - -