

SUPPLEMENT B

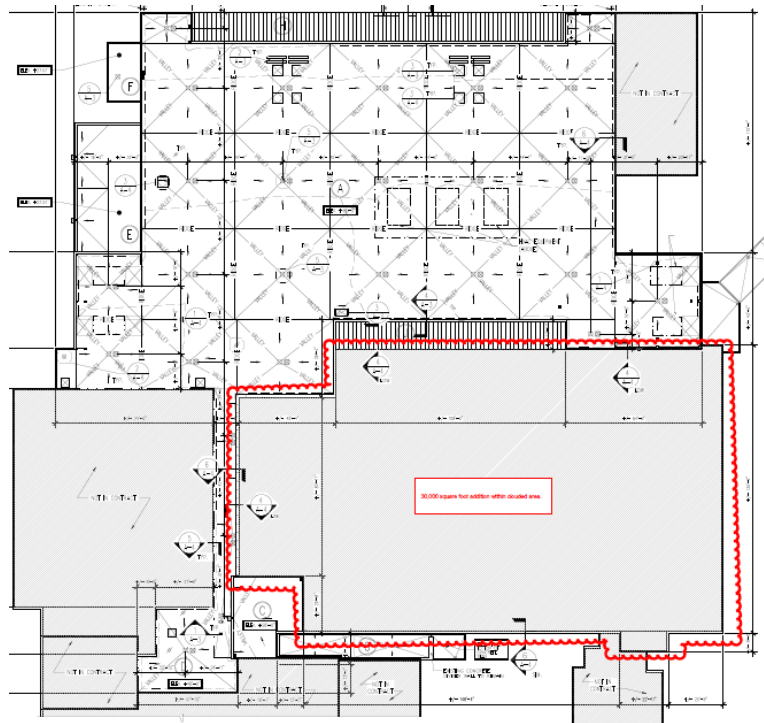
Project No. 590-012 Project Title: Construct 2nd Floor Addition on Building 110B

A/E SCOPE OF SERVICES

Provide construction documents, working drawings, specifications and cost estimate as required to construct 2nd floor addition on building 110B at the VA Medical Center in Hampton, Virginia. The construction shall be designed with coordination with all VA staff input for various program areas that have impact in this building. VA space criteria shall be used as a guide with standards implemented into the plans. Work to also include all associated work as required integrating the floor addition into the campus. General details of the scope of the project are intended as follows:

Project Scope:

1. This project will construct 36,000 square foot 2nd floor addition on building 110B (this building was designed to support 3 floors with 3 interstitial spaces) to house Specialty and Primary Care functions for this medical center. The Department of Veterans Affairs constructed half of the second floor during the Major construction project, 590-064, Ambulatory Care Addition, completed in April of 2001. The VA has the original drawings for this project and most are AutoCAD files available for the A/E's use. Construction funding for this project is approved for \$8,500,000.
2. The Roof Plan of Building 110B shown below indicates the area for the new addition within the clouded area.



All design will be done according to VA specifications, Design guides, Infection Control guidelines and all applicable codes. The design will be structured so as to

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require minimum interruption of space function during construction. All work shall meet the most current edition of NFPA / Life Safety Code and comply with all applicable building codes. The work will also comply with all Energy Standards as noted at the end of this document and attached summary PDF "VISN6 Energy and Water Requirements for Projects". This will include all Architectural, Structural, Electrical and Mechanical engineering associated with this project.

3. Provide contract specifications utilizing the VA Master Specifications edited to remove all impertinent specs for this project. The project design shall be completed in accordance with this A/E scope and all appropriate Department of Veterans Affairs (VA) standards, specifications, and other criteria unless otherwise approved by the VA. The A/E shall retrieve all VA design information and standards from the VA Facilities Web Site (<http://www.cfm.va.gov/TIL/>). These documents and all national, state and local codes adopted and used by the VA shall be incorporated in the design of this project and reflected in the construction cost estimate. The following references, as applicable, shall be utilized for planning and design purposes. The facility record drawings and AutoCAD files are available for the A/E's use. NOTE: Not all record drawings are available on AutoCAD. Additionally, the accuracy of facility record drawings must be field verified by the A/E.
 - A. National CAD Standard Details PG-18-4
 - B. VHA Program Guide PG-18-3
 - C. VA Master Construction Specifications
 - D. Structural Design Manual
 - E. H-18-8 Seismic Design Requirements
 - F. National Electric Code
 - G. PG-18-13 Barrier Free Design Handbook
 - H. Life Safety Codes
 - I. Electrical Design Manual
 - J. HVAC Design Manual PG-18-10
 - K. Government-furnished Record Drawings (A/E to field verify conditions)
 - L. PG-18-15 A/E Submission Requirements.
4. Attend design review meetings and make all necessary site visits during design to gather information necessary from the existing sites, building plans, utility plans, etc. to provide a complete assessment of the proposed work. A thorough as-built shall be conducted of the existing site conditions to complete a full detailed set of documents.
5. Assess the intent and scope of this project and work with the Medical Center staff to develop a final design and cost estimate to best suit the needs and constraints of the government, while incorporating VAMC Hampton Engineering/Facilities Management Service, Safety and Contracting Officer comments into the final design package.

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6. Meet with medical center staff to discuss functional needs and priorities. Perform a detailed review of existing space needs related to Ambulatory Care and Specialty Care. Coordinate design with project 590-12-142 "Develop Comprehensive Radiology Department Design" Scheme 3. Copies are available and will be provided for information.

7. Prepare preliminary documents which explore design concepts and preliminary cost estimates for VA review. Incorporate in the preliminary drawings the pre-construction risk assessment/evaluation as the sample shown below. Meet with VA staff to present various items for design considerations along with recommended priorities.

PRE CONSTRUCTION RISK ASSESSMENT/EVALUATION

PROJECT NAME _____ PROJECT NUMBER _____

	EXPECTED IMPACTS	PLANS/MEASURES TO ADDRESS IMPACTS
UTILITY/ESSENTIAL SERVICES OUTAGES		
VIBRATIONS		
DUST (INFECTION CONTROL)/AIR QUALITY		
NOISE		
EQUIPMENT		
CREATION OR SPREAD OF CONTAMINANTS		
TRAFFIC FLOW--PATIENTS, VISITORS, STAFF, CONTRACT PERSONNEL		
LIMITS OF CONSTRUCTION, BARRIER LOCATION		

8. Design work shall include an emphasis on water savings and energy savings – lighting, HVAC, etc. The existing structure is not LEED certified, but the government is being held to higher standards for energy consumption. Therefore, provide a separate fee schedule identifying what would entail to earn at least LEED Silver certification for the entire building.

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9. Prepare any conceptual drawings required to present recommendations to non-engineering personnel. Once preliminary plans and budget are approved, these will be used as a basis for development of design development drawings and construction documents.
10. The A/E shall comply with the VA's program for Federal preservation. All documents for cultural resource management are located on the following web site:
<http://www.cfm.va.gov/historic/>
11. The A/E shall include in his design any environmental permits (i.e. VPDES) and ensure proper erosion control measures are also included in the contract documents for construction.
12. Hazardous materials investigations. None of the areas to be affected by this work are known to contain asbestos. However, there are inactive and undocumented systems crisscrossing the facility which may contain asbestos or other hazardous materials. If hazardous materials are discovered, the services of a CIH will be required.
13. Utility design. Minimal utility involvement is expected – since this building was designed to house an additional 1.5 stories of livable space. All site utility work for this building was developed/designed for future expansion and most likely will not require any upsizing. Existing site utilities consist of water, fire protection, steam, sewer, natural gas, medical gases, data, telephone, and electric.
14. Site design documents including existing grades, rough and finishing grading lawns, planting and landscaping. On-site utility systems will be located and documented including fire protection, drainage, building orientation, site lighting, site access, environmental determinate and historic and archeological preservation. Applicable permit (including VPDES) submissions will be completed by the A/E.
15. Archeological preservation. A/E will notify the contracting officer immediately upon discovery of any possible historical or archeological data that may warrant investigation. Any historical or archeological survey mitigation plan or salvage operation will not be part of this contract unless otherwise agreed.
16. Removal/containment of any hazardous materials will be addressed in the design documents. Any hazardous material work will be reviewed by a certified industrial hygienist.
17. All drawings shall be as per the VA National CAD Standards located at the following web site: <http://www.cfm.va.gov/til/projReq.asp#cad>

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18. Cost estimates detailing quantities of materials, labor, profit, overhead, insurance, taxes, etc. in the format found at <http://www.cfm.va.gov/contract/aedessubreq.asp>
19. Life safety and infection control will be taken into account during all phases of design. Final construction documents will detail measures to be taken by the contractor to assure life safety and infection control. A preconstruction risk assessment will be completed and included in project submissions.
20. Plans for phasing construction to minimize impact on the medical center will be incorporated into the construction documents. Items to be addressed may include timing of road closures, limited lane closures, work after normal working hours, limited parking closures, etc. Plan construction to include impacts on the medical center such as providing alternate parking or temporary access points.
21. Presentation and review submissions. Construction period services to include site visits, RFI response (including SOW and cost estimate), site inspections, shop drawing review, submittal review, materials testing, and hazardous material monitoring.
22. Provide bound specifications and 100% construction drawings with all xref's bound. Construction documents will be required to be furnished in hard copy, electronic .dwg files (AutoCAD 2013) and electronic .pdf files. All AutoCAD drawings (including subcontractors) shall be in an organized drawing file system using its "Project Browser/Navigator".
23. All design submissions will be submitted in accordance with the Program Guide PG-18-15, Volume C, for Minor projects. These submission requirements may be found at the following web site <http://www.cfm.va.gov/contract/aeDesSubReq.asp>. Each review submission will require 3 full size, bound sets of plans, 3 C size bound sets of plans, and 2 complete sets of specifications, bound in 3 ring binders with specification sections clearly tabbed. Only 1 bound copy of calculations and cost estimates is required. Other applicable program guides can be found at <http://www.cfm.va.gov/contract/ae.asp>.

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MAJOR WORK ITEMS

1. Investigation of existing conditions: The Architect/Engineer shall make a thorough investigation of the existing site (including topographic surveys, test borings, test pits, soil tests, subsurface exploration and other investigations as he determines are required for the proper design of the project). Existing conditions shall be determined by verifying information from field investigation. The survey shall be conducted to obtain sufficient information to permit designers to develop a detailed cost estimate and schematics. The entire Veterans Affairs drawing files will be made available and accessible along with reproduction materials, but the A/E shall provide manpower to reproduce prints. AutoCAD drawings are also available for use. This information is the best available but the Government does not guarantee its accuracy or completeness. The A/E investigation of field conditions shall be performed in a competent professional manner in accordance with Architectural Design Manual PG 18-10. Site utility locations will be verified by the A/E (VA staff will not mark utilities). Where hidden conditions dictate, the VA will provide access holes as needed. The A/E will provide materials testing services during construction.
2. Drawings and Specifications: Develop a full set of drawings and specifications for bid purposes. Develop a set of design development drawings (DD-1's and DD-2's), and construction documents (CD-1's and CD-2's). Prepare working drawings on AutoCAD MEP/Architecture, 2013 versions, utilizing all of its "smart" capabilities (for example: Schedules linked to design, tags linked to design smart doors, smart walls, smart windows, smart ducts, smart spaces, smart piping, ceiling grids linked to design and details linked to design). In addition, working drawings must be created reflecting actual construction materials/components (for example: 3-5/8" metal stud wall with 5/8" gypsum wallboard on both sides shall be represented in the drawing as a single wall style with all components indicated with a wall height appropriate for its purpose. Walls shall be tagged appropriately and listed in a "Wall Schedule" with the tag, description, fire/smoke rating, STC rating and notes for each different wall type. Do ***not*** draw walls as separate lines. Each wall shall be continuous unless design requires fire/smoke rating barriers/partitions and or chases/shafts/columns). All AutoCAD drawings (including subcontractors) shall be in an organized drawing file system using its "Project Browser/Navigator".
3. Construction Period Services: Provide construction period services to include reviewing shop drawing review, submittals, site inspections, and RFI response. If there are any design errors or omissions, the A/E shall provide all services necessary information (including sketches and cost estimates) to correct the error and provide the Contracting Officer with a basis for negotiation. Final drawing submittal will include hard copies as described for other submissions as well as a CD clearly labeled with the project name, number and submittal date containing:
 1. Folder labeled "bid documents"

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- a. All specifications bound in 1 word document (make sure spec sections are separated by page breaks)
 - b. All drawing sheets in one .pdf file.
 2. Folder labeled "DWG's" with subfolders containing engineering disciplines (Architectural, MEP, Structural, Civil, etc) which includes the .arj file (for every discipline) to launch and organize the drawing file system and make all drawings the current project inside of AutoCAD.
 3. Folder labeled "PDF sheets" containing separate .pdf documents for each discipline.
 4. Folder labeled "cost estimate" containing a copy of the final construction cost estimate documents
 5. Folder labeled "calculations" containing final calculation documents.
 6. Folder labeled "specifications" with a word document for each spec section
 7. Folder labeled "misc" for IH reports, materials testing, VPDES permit, soils tests, etc.
 8. Upon construction completion, red line drawings will be furnished to the A/E to prepare as built drawings. Final as built drawings will be furnished as master building drawings in a project manager format prescribed by the VA.
4. Site Visits: The Architect/Engineer shall include site visits in this contract. The site visits will be as needed during design development, pre-bid conferences, partial final and final inspections, and inspection of work during construction. Once construction starts, the VA shall determine when these site visits are to be issued. The A/E will also provide services of an independent materials testing agency to perform all materials testing during construction. These requirements are conjunction with the work described in spec section 01 45 29.

GENERAL

Completed design shall result in a cost that is within the budget limitations. To ensure this, the A/E shall set up one or more bid deduct alternatives totaling 20% or the construction cost. If the base bid cost exceeds budget, and deduct alternates do not bring the project within the construction budget, the A/E shall re-design or take necessary steps to reduce the cost so that budget limitations are not exceeded.

The project construction will be under the supervision of the COTR/Project Manager. The Architect/Engineer shall furnish assistance during the construction period, including review of shop drawings, RFI response, submittals, site visits and serve as necessary in clearing up

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any problems that may arise. Bidding shall be handled by the Veterans Affairs Contracting Officer.

For more detailed information, see Architect/Engineer Contract Representation and Certifications, and General and Special Provisions.

KEY REVIEWS AND DATES

Key submission and review dates will be set during fee negotiations. DD1, DD2, CD1, and CD2, and final submission will be required.

Changes: The A/E may submit suggested changes to this statement of work. Any changes to the above made during the negotiations period, if approved by the VA will be incorporated into the contract.

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Architect/Engineer Energy Scope of Work Energy Requirements for the Procurement of all New Construction, Major & Minor Renovation Projects:

1. New Construction:

All new construction shall be designed to achieve an energy consumption level that is at least 30% below the level achieved under ASHRAE Standard 90.1-2010, if life-cycle cost effective. Use Appendix G of ASHRAE Standard 90.1-2010 to document the energy savings.

Should the 30% reduction in energy consumption prove not to be life-cycle cost effective, then the A/E shall evaluate alternative designs at 5% successive decrements in order to identify the most energy-efficient design that is life-cycle cost effective.

The following parameters shall be used for performing the analysis:

- 20 year life-cycle period for system comparisons
- Use Public domain programs such as TRACE, E-CUBE, Carrier E20-II, etc.
- 7% Discount Factor
- Neither include taxes, nor insurance while computing cost.

2. Major & Minor Renovations and Major Equipment Replacements:

For Major Renovations: Shall include any renovation where an entire area is “gutted” and rebuilt. Any replacement of central HVAC equipment or changes in air distribution shall be considered a “Major Renovation.”

Reduce the energy cost budget by 20% below pre-renovations 2003 baseline. A/E shall estimate 2003 baseline energy consumption before the renovation and compare it to the proposed design after the renovation, and document the 20% savings. The primary unit for energy budget reporting is the British Thermal Unit (BTU) per square foot of the area to be renovated. A/E shall develop the energy budget as required in ASHRAE 90.1-2010, Appendix G, using the same parameters outlined above for new construction.

For Minor Renovations: Shall be defined as a small portion of a building, where only architectural treatments or simple equipment replacement is planned. The renovation will have little to no impact on the central HVAC System, or energy use within the renovated area.

Any part of the renovation which impacts energy consumption shall be designed with the mandate to reduce energy consumption. For example, if exterior walls are part of the

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project, then their R-Value shall be increased. If lighting fixtures are to be replaced, then they shall be replaced with the most energy efficient fixture that is cost effective (20 year life).

3. Renewable Energy Resources: For any work, renewable (geothermal, heat recovery, wind, PV solar, solar hot water, etc.) shall be evaluated for life-cycle cost effectiveness.