**Scope of Work for Design-Build  
PN 568-21-101: Renovate Building 103  
VA Black Hills Health Care System, Fort Meade, SD**

1. **General Intention**Provide a design-build (DB) team to develop a complete design, conduct construction, and commission a renovation of building 103 at the VA Black Hills Health Care System in Fort Meade, SD, converting the facility into a climate-controlled warehouse.
   1. **Background:**
      1. The VA Black Hills Health Care System has identified the need for additional PPE storage facilities and has identified building 103 as an ideal candidate for renovation to meet this need. Building 103, a historical facility, was previously used as a bowling alley, and is currently being utilized as unconditioned storage. The goal of the building 103 renovation is to create a climate-controlled warehouse for additional storage.
      2. A study has been conducted on building 103, originally intended to convert the facility into administrative office space. The study documents will be provided to the contractor as many of the results of this study should be helpful in converting building 103 into a climate-controlled warehouse.
2. **General Requirements**
   1. Contractor shall provide all labor, materials, equipment and incidentals necessary to provide DB services to accomplish Work Elements and requirements outlined in the Scope of Work (SOW).
   2. All Contractor’s activities (design, construction, testing, submissions, commissioning, etc.) shall be done in accordance with reference material on VA’s Office of Construction & Facilities Management Technical Information Library (TIL). Additionally, contractor needs to meet applicable codes and regulations including, but not limited to: The International Building Code, State and Federal Regulations, National Fire Protection Association (NFPA), and Life Safety Code. When in conflict the most stringent specification requirements shall apply.
   3. The system must be Federal Information Processing Standards (FIPS) compliant.
   4. Sensitivity of Information: The sensitivity of information relating to this project is emphasized. All of the information in this SOW shall be treated as For Official Use Only. This information is not to be distributed without a confirmed need to know as determined by the CO/COR.
   5. Discrepancies in Planning Information: The DB TEAM shall promptly report to the Contracting Officer in writing any discrepancies between this contract and the planning information provided by the Government. The DB TEAM shall make no adjustments to his work due to the discrepancy before the Contracting Officer has reviewed the matter and forwarded his determination to the DB TEAM. The DB TEAM's failure to report any such discovered discrepancy or to wait for the Contracting Officer's determination shall be at his risk and expense.
   6. Change Orders: Any work that is not addressed by the contract and is considered a change order shall be immediately brought to the attention of the Contracting Officer. No “out-of-scope” or additional work shall be executed by the DB TEAM prior to negotiation with the VA BHHCS and approval by the Contracting Officer.
   7. Ownership of Drawings: All designs, drawings, specifications, notes, and other work developed in the performance of this contract shall be and remains the sole property of the Government and may be used on any other work without additional compensation to the DB TEAM. With respect there to, the DB TEAM agrees not to assert any rights and not to establish any claim under the design patent or copyright laws.
   8. The DB Team must have the following key individuals:
      1. Lead/Solution Architect: The Lead/Solution Architect must be proficient in HL7, DICOM, SQL Databases, .NET Framework and Web Services, BACnet, and Modbus. The Architect shall have experience in working with Patient Engagement System providers, EMR providers, PACS providers, Integrated OR providers, Patient Monitoring providers, Integration/Middleware Platform providers, BAS providers, Physical Security providers, LAN/WLAN/VoIP providers to integrate various systems.
      2. Project Manager: The Project Manager must have at least 5 years of project management experience on Federal and Hospital contracts. Additionally, must show managed large, complex, and multi-technology implementations.
      3. Site Superintendent that must have at least 3 years of supervisory experience in Hospital settings on technological projects.
      4. Safety Officer in accordance with Safety Spec 01 35 26.
      5. Commissioning Agent must have a minimum of 5yrs experience with commissioning communication systems in federal and hospital setting and in accordance with commissioning Spec 01 91 00.
   9. The DB TEAM shall arrange site visits with appropriate disciplines as they deem necessary to complete the design and ensure coordination. The VA expects the following site visits at a minimum.
      1. The DB TEAM must conduct a thorough site visit to investigate all aspects of the existing space prior to the 65% design submittal to ensure accuracy of planning information. Investigation shall include data closets, electric rooms, and panel capacity and all other utilities serving the facility. The DB TEAM's investigation shall include validation of all field conditions.
      2. The DB TEAM must conduct a site visit after the 65% design and prior to the 95% design. The purpose is to verify 65% plans are accurate and coordinated among disciplines and provide validation that field conditions are accurate and unchanged.
   10. The DB TEAM shall conduct joint meetings with the VA staff and project team to ensure technology system integrations and operation outcomes are aligned.
   11. The DB TEAM shall include drawing cover page signature blocks for each group listed:
       1. 65% Layout, MEP, and Finishes Concurrence: End Users including Medical and Clinical Staff, Safety, EMS, VA Fire Dept., VA Police, BioMed, OIT, and Facilities. COR/CO has final approval. VA has a 21-calendar day review period for 65% Layout.
       2. 95% Concurrence: End Users including Medical and Clinical Staff, Safety, EMS, VA Fire Dept., VA Police, BioMed, OIT, and Facilities. COR/CO has final approval. VA has a 21-calendar day review period for 95% Layout.
       3. 100% Approval: COR/CO is the approver and has 7 calendar days to review the 100% drawings to ensure completeness, accuracy, and compliance with 95% review.
   12. The DB TEAM shall include a completed Equipment Schedule based on contract documents and meetings with the end user in the drawing that includes the following columns:
       1. Equipment Code: Equipment code used on the Equipment/Furniture Plan Sheet
       2. Equipment Name: Equipment name or description
       3. Equipment Power Requirements: Category,
       4. Equipment Purchaser and Installer: “VV” = VA purchased and installed, “VC” = VA purchased, and contractor installed, “CC” = contractor purchased and installed.
       5. Total Needed: Total number of pieces of equipment needed
       6. Preventative Maintenance Required (Yes or No): specify if equipment preventative maintenance is required.
   13. The DB Team must demo existing data/communication lines and pull new data/communication lines. The existing lines are also considered to be outdated and need to be removed.
   14. The DB Team must provide additional electrical distribution as needed to support the renovation.
   15. Penetrations through fire/smoke barriers must meet NFPA and VA Fire Protection Design Manual Requirements. Abandoned penetrations must be filled, covered, or capped in accordance with NFPA and VA Fire Protection Design Manual.
   16. Pre-Construction Risk Assessment/ Infection Control Risk Assessment (PCRA/ICRA) must be prepared by the DB team, and must be approved by VA COR, Fire Chief, Patient Safety, and Infection Control.
   17. Meeting Minutes must be recorded and submitted by the DB team to the COR for approval within 5 calendar days. Minutes will be treated as a submittal in accordance with SPEC 01 33 23.
3. **Specific Requirements**Include the following:
   1. General Requirements
      1. Renovate for climate-controlled warehouse space, design for 2 storage movement lanes with storage on both sides of each lane.
      2. Design shall comply with VA Design Guide criteria when applicable.
   2. Architectural Requirements
      1. Design shall detail the architectural construction requirements including phasing, demolition, floor and ceiling plans, equipment/furniture layouts, elevations, sections, details, schedules, finishes (e.g. material, color selection), and discipline coordination.
      2. Designer shall include hours for researching space requirements and coordinating the design according to the VA Standard Design Guides and Manuals (e.g. Program Guide, 18-14, Room Finishes, Door and Hardware Schedule).
      3. Design shall meet or exceed the intent of the VA Design Guides. New concepts seen in private industry shall be explored and considered.
      4. Design shall include an open office area sufficient for a single workstation
      5. Design shall include an overhead door sufficient for warehouse operations
      6. Design shall include one unisex restroom
   3. Structural Requirements
      1. Design shall include any necessary structural construction requirements including all structural plans, elevations, sections, and details as required.
      2. Design shall include foundation repairs and renovations
   4. Civil Requirements
      1. Design shall include a new asphalt paved approach to the overhead door and all associated curb work.
   5. Mechanical Requirements
      1. Mechanical Engineer shall field verify existing conditions to ensure that the HVAC infrastructure shall be sufficient to support the renovation or design replacements. This is to include, but not be limited to fans, motors, duct mains, run-outs, new DDC controls for VAV boxes, thermostats, etc.
      2. Design shall include all mechanical plans, elevations, sections, details, and schedules for heating, ventilating, air conditioning, controls, refrigeration, plumbing, medical gases, and fire protection.
      3. Design shall include sinks, bathrooms, piping, connections to existing facility piping, valves, drains, etc.
      4. HVAC Controls shall be manufactured by Johnson Controls. No substitution is allowed.
   6. Electrical Requirements
      1. Electrical Engineer shall field verify existing conditions to ensure that the existing electrical infrastructure is sufficient to support the renovation or design for replacement.
      2. Evaluate power supply to the space. If additional circuits are required, this shall be included in the design.
      3. Design shall include all electrical plans, elevations, sections, details, diagrams, and schedules showing electrical closet, power distribution systems, auxiliary power systems, lighting fixtures, and outlets.
      4. Designer shall show all necessary service panels, circuits, cabling, wiring, conduit, outlets, relays, switches, etc. for a complete and usable electrical system.
      5. All existing electrical systems and components shall be field-verified by the electrical engineer.
      6. Design shall include all lighting, switching, and associated power for area.
   7. Testing requirements
      1. Design specification shall include all appropriate, industry standard testing for all above work.
4. **Government Provided Materials:** 
   1. The VAMC Project Manager/COR shall provide the DB TEAM with all available as-builts and utility locations, as requested. The DB TEAM shall visit the project site to field-verify the information shown on the as-builts. The VAMC does not guarantee the accuracy or completeness of the as-builts. The DB TEAM shall promptly report any discrepancies to the VAMC Project Manager for clarification.
   2. The VAMC Project Manager/COR will provide specification section 01 00 00, General Requirements, to the DB TEAM. The DB TEAM shall modify the specification section to meet project requirements.
   3. BHHCS VA Drawing Title Page Template.
5. **Deliverables:**
   1. Design Services:
      1. Provide 65%, 95%, and 100% for review in accordance with VA PG 18-15 Minimum Requirements for A/E Submissions and contract documents. Contractor must deliver one hardcopy set of 65% and 95% drawings on bound ARCH E1 – 30” x 42” bond paper and an electronic version in PDF to the Resident Engineer / COR. Specifications must be provided in MS Word with edits shown for 65%. Specifications must be provided in PDF for 95% review.
      2. 100% for review must be submitted electronically in PDF. This review is to ensure set is complete and accurate with comments from the 95% are incorporated.
      3. Project Schedule in accordance with Spec 01 32 16.16.
      4. Contractor must deliver one hardcopy set of stamped CD drawings on bound ARCH E1 – 30” x 42” bond paper and an electronic version in PDF to the Resident Engineer / COR. CD drawings must also be provided in the following formats PDF, Revit, and AutoCAD (version 2019 compatible). CD specifications must be provided in MS Word and PDF format on submittal exchange or equivalent. Bound hard copy of specifications must be provided at CD set.
      5. Submittals in accordance with Spec 01 33 23.
      6. Record Drawings in accordance with contract documents.
   2. Construction Services:
      1. Provide all labor, equipment, supplies, and supervision to construct the Renovate Building 103 project in accordance with contract documents, specifications, and drawings.
6. Proposed Schedule:
   1. Notice-to-Proceed – D-Day
   2. Design Initiated – D+5
   3. 65% Submission – D+45
   4. 65% Review Completed by VAMC – D+66
   5. 95% Submission – D+87
   6. 95% Review Completed by VAMC – D+108
   7. 100% Submission – D+122
   8. 100% Back-Check Completed by VAMC – D+129
   9. CD Submission – D+136
   10. Begin Construction of Renovate Building 103 – D+143
   11. Complete Construction of Renovate Building 103 – D+413
   12. Record Drawings and O&Ms Received – D + 423
   13. Final Project Closeout – D + 430
7. **Construction Period Services**
   1. Construction Period Services (CPS) and Commissioning must be included in DB procurement package.