**MOH 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 d

Document addresses the MOH concept 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 Design (MOH)

1. DEFINITION OF TERMS:

a. RFP A/E: Architect/Engineer contracted by Department of Design

(MOH)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 Department of Design (MOH)

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 Projects 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 Medical Center , Office of Projects Management , 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, MOH criteria. Where design standards

And criteria are specified, each A/E discipline shall receive a copy of

their respective MOH design manual. National CAD Standard Details, and

Design and Construction Procedures and 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 MOH Project Team, shall determine

Design choices based on incorporating commercial and/or International standards into the RFP Documents. However, the 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

MOH 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.

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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.

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C. SUBMISSION POLICY:

1. GENERAL REQUIREMENTS (All Submissions):

a. Provide appropriate and/or edited sections of the following MOH

documents, if included in the A/E Package and if so directed by the

MOH Project Manager:

1) International Building Code IBC

2) American concrete Construction (ACI CODE)

3) National CAD Standards Details

4) Seismic Requirements Loads

5) Barrier Free Design Guide

6) Room Finishes, Door, and Hardware Schedule

7) VHA National CAD Standard Application Guide

b. Provide design criteria from the following 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 A/E Master Construction

Specifications where directed by Scope of Work and the A/E Package.

Project Manager will provide procedures to obtain MOH Master

Construction Specifications; and

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

is completed.

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2. Level 1 RFP DOCUMENT SUBMISSION:

a. Provide five (2) sets of prints and narratives,

(2) sets of draft specifications, and two (2) sets of cost estimates to the MOH Project Manager. One complete set shall be sent to the 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 MOH.

3. Level 2 RFP DOCUMENTS SUBMISSION:

The RFP (Level 2) Documents shall incorporate the corrections,

adjustments, and changes made by MOH 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 MOH.

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 Projects

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.

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**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 Projects 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 MOH Projects Manager must approve deviations from the Level 1 Submission prior to

proceeding;

3. Follow MOH Design Manuals, National CAD Standard Details, Facilities

Procedures, and Master Specifications as appropriate and directed by MOH

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.

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**C. ARCHITECTURAL:** Submit the following

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|  |  |  |
| --- | --- | --- |
| Architectural Requirements | Level 1 | Level 2 |
|  | | |
| Narrative on proposed design concept: |  |  |
| Floor Plans/Drawings�: | | |
| · 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 *{MA"f* |  |  |
| Room names |  |  |
| Room numbers |  |  |
| Typical wall thickness |  | *V* |
| Chase walls |  |  |
| Smoke barriers |  |  |
| Fire rated partitions |  |  |
| Locations: | | |
| · Doors |  | *V* |
| · 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 |  | *V* |
| Wall sections� |  |  |
| Building section 1:100 (1/8") |  |  |
| Exterior building elevations 1:200 (1/16")"� | *V* |  |
|  |  |  |

**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 standard symbols and notation for distinction of contractor-furnished and

installed, MOH -furnished contractor installed, MOH furnished and installed (W),

furnished with construction funds , 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.

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**D. AUTOMATIC TRANSPORT (ATS):** Submit the following for elevators, trash and

linen chutes and cart lifts,:

**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:

**NOTES:**

1. One drawing may reflect several reduced architectural or site plans; and

2. MOH Project Manager will provide contract drawing CPM-1 and Network Analysis

System (NAS) section of specifications.

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

|  |  |  |
| --- | --- | --- |
| Critical Path Method (CPM) Requirements | Level 1 | Level 2 |
|  | | |
| Phasing narrative |  |  |
| Phasing plans (on reduced architectural floor plans) | ***V*** |  |
| Phasing diagrams |  |  |
| Written list of systems: | | |
| · temporary system by phase |  |  |
| · separate by technical discipline |  |  |
| Phasing plans (full size)� with phasing diagram |  |  |
|  |  |  |

**F. ELECTRICAL:** Submit the following:

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|  |  |  |
| --- | --- | --- |
| Electrical Requirements | Level 1 | Level 2 |
|  | | |
| Narrative including | | |
| · Existing utilities |  |  |
| · Proposed riser diagrams for power, nurse call, MATV, and  fire alarm systems | ***V*** |  |
| · 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:� | | |
| · 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.

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**G. FIRE PROTECTION:** Submit the following:

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|  |  |  |
| --- | --- | --- |
| Fire Protection Requirements | Level 1 | Level 2 |
|  | | |
| Fire protection narrative� | | |
| · Fire and smoke separation |  |  |
| · Fire sprinkler/standpipe system |  |  |
| · Size of fire pumps |  |  |
| · Water supply available/max. demand |  |  |
| · Water flow testing results |  |  |
| · Fire alarm systems�: |  |  |
| Existing to be modernized |  |  |
| Base loop system for interface of new construction | ***V*** |  |
| · 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� | | |
| · Sprinkler zones | ***V*** | ***V*** |
| · 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 |  |  |

G. FIRE PROTECTION (cont.):

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|  |  |  |
| --- | --- | --- |
| Fire Protection Requirements | Level 1 | Level 2 |
|  | | |
| Location of: | | |
| · Fire alarm system |  | ***V*** |
| · Annunciator panels |  |  |
| · Pull stations |  |  |
| · Flow switches |  |  |
| · Audio-visual devices |  |  |
| · Smoke detectors |  |  |
| · Duct smoke detectors |  |  |
| · Smoke dampers |  |  |
| · Fire dampers |  |  |
| · Fire alarm risers� |  |  |
| · 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:V | | |
| · 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 |  |  |

\* Submit, as a minimum, a single line layout for at a scale not less than

1 ;100 (1/8inch).

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.

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**H. HVAC:** Submit the following:

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| --- | --- | --- |
| HVAC Requirements | Level 1 | Level 2 |
|  | Systems | Sub¬  systems |
|  | | |
| Narrative describing systems, sub-systems, locations and block  layout of major equipment and shafts� |  |  |
| Life Cycle Cost Analysis used to select HVAC system (DOE  regulations, 10 CFR, Part 435) |  |  |
| Certificate of Compliance (DOE regulations) |  |  |
| Estimated energy consumption� | ***V*** |  |
| 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� |  | ***V*** |
| · Supply, return, & exhaust air systems |  |  |
| · Piping/pumping arrangement for steam, condensate return,  chilled water, hot water |  | ***V*** |
| · Control sensors and operators for all air and water systems'� |  |  |
| Floor pans, single line, tentative diagrams | | |
| · Air distribution with room temperature control requirements |  | ***V*** |
| · 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.

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**I. INTERIOR DESIGN:** Submit the following:

**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 MOH Specification, Interior/Exterior Material and

Finishes;

3. All materials and finishes must meet performance requirements contained in

master construction specifications; and

4. After approval, submit two sets to the MOH Project Manager .

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| --- | --- | --- |
| Interior Design Requirements | Level 1 | Level 2 |
|  | | |
| Narrative� |  |  |
| Interior design concept with material and finish samples� |  |  |
| Sketches showing�: | | |
| · perspectives | ***V*** | ***V*** |
| · 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"� |  |  |

**J. OUTSIDE STEAM DISTRIBUTION:** Submit the following:

**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.

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

**K. PLUMBING:** Submit the following:

**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:

**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.

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| --- | --- | --- |
| Plumbing Requirements | Level 1 | Level 2 |
|  | | |
| Narrative (See Note) |  |  |
| Floor plans showing | | |
| · Plumbing fixtures |  | ***V*** |
| · Water heater equipment |  |  |
| · Medical gas systems |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 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 |  |  |
|  |  |  |

**M. SITE DEVELOPMENT:** Submit the following:

**NOTE:** If MOH 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. MOH is not exempt from any Federal, state, or local environmental regulations.

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| --- | --- | --- |
| Site Requirements | Level 1 | Level 2 |
|  | | |
| NEPA compliance (See Note) |  |  |
| Topographic, landscape, and utility survey |  |  |
| Site plan showing: | | |
| · Buildings/Structure(s) | ***V*** |  |
| · 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 |  | ***V*** |
| · Elevation(s): |  |  |
| First floor |  |  |
| Corners, entrances, exits |  |  |
| Other critical areas |  |  |
| Rim and invert on storm drainage structures |  | ***V*** |
| Planting plan showing: | | |
| · Trees, shrubs, plant beds, edging |  | ***V*** |
| · Lawns |  |  |
| Plant list with common name, genus/species, and size/caliper |  |  |

**N. ESTIMATING:** Submit the following:

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| --- | --- | --- |
| Estimating Requirements | Level 1 | Level 2 |
|  | | |
| Submit Level "A" Summary Sheet and gross area computations |  |  |
| Submit Level "B" Summary Sheet with detail backup sheets |  |  |
| **0. 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, MOH Requirements,Approved Space Program [Net Square Meters (Feet), Variance Between MOH Requirement 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:

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| --- | --- | --- |
| Requirements | Level 1 | Level 2 |
|  | | |
| Criteria for Subsurface Investigation Report | ***V*** |  |
| 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.