

The purpose of this Amendment is to:

1. A pre-proposal conference and site visit is scheduled for **Tuesday 7 February 2012 at 2:00 PM in Bldg. 14**, at the Walter Reed National Military Medical Center Bethesda, Maryland.
2. Provide a Cover Letter indicating the Point of Contact at your company for this project, their address, phone number and email address.
3. Provide revised specification section 01 33 10.05 20. Offerors shall replace the section in its entirety.
See NECO for additional document.
4. Offerors shall replace the word “exclusive” on page 24 and 26 of the instructions to offerors to “inclusive”.
The sentence on pg. 24 shall read as “P109 has a design build budget of \$16,037,886 **inclusive** of bid items provided”. The sentence on pg. 26 shall read as “Evaluation of Price considers the Total Proposed Price, **inclusive** of all options, plus the calculation mark-ups.
5. Offerors shall not propose LEED Gold or LEED Platinum Certification for this requirement. If proposed, it may render the proposal ineligible for award.
6. Respond to RFI’s

RFI Question 1: Factor 2 – Past Performance states that The Past Performance Questionnaire, Attachment C, shall be forwarded, by the Offeror to all references and filled out accordingly. Offerors are required to provide PPQs with their proposal. Please advise if the PPQs to be submitted refer to the projects provided in Factor 1 – Relevant Experience (Proposed Design Team) or are for separate projects relevant to this proposal? Is referenced attachment C a different document than Factor 1 PPQ document?

Response: See basis of evaluation. See NECO for Past Performance Questionnaire attachment.

RFI Question 2: Factor 2 – Past Performance / B. Basis of Evaluation states that the assessment of the Offeror’s past performance will be used as a means of evaluating the relative capability of the Offeror and establish a level of risk (high, moderate, or low) for successful performance under this contract. The Submittal Requirements do not state what projects to submit for this Factor or how many Questionnaires the Offeror needs to provide? Please clarify.

Response: See submittal requirements and basis of evaluation.

RFI Question 3: The solicitation document does not list a Time of Acceptance Period for the proposal. Please provide a Time of Acceptance of the offeror’s proposal.

Response:

Proposal's are due at 2:00PM on February 29, 2012.

SECTION 01 33 10.05 20

DESIGN SUBMITTAL PROCEDURES
02/11

PART 1 GENERAL

1.1 SUMMARY

This section includes requirements for Contractor-originated design documents and design submittals.

1.2 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only. The latest version of the publication at time of award shall be used.

U.S. GREEN BUILDING COUNCIL (USGBC)

LEED (2002; R 2009) Leadership in Energy and Environmental Design™ Green Building Rating System for New Construction (LEED-NC)

U.S. DEPARTMENT OF DEFENSE (DOD)

UFC 1-200-01 including the referenced DoD Tri-Service Core UFC Documents and the required building codes/standards comprise the general building requirements for the project. These Core UFC documents apply to all facilities, and unless noted below, are found on the Whole Building Design Guide UFC website.

UFC 1-200-01 (2007; Change 2 2010) General Building Requirements
(UFC 1-200-01 is a hub document that provides general building requirements and references other critical UFCs. A reference to UFC 1-200-01 in the RFP documents requires compliance with the following Tri-Service Core UFCs.)

UFC 3-101-01 Architecture

UFC 3-110-03 Roofing

UFC 3-120-10 Interior Design

UFC 3-200-10N Civil Engineering
(UFC 3-200-10N takes the place of Tri-Service Core UFC 3-210-01A, in the UFC

1-200-01, for Navy projects. UFC
3-200-10N is only available on the NAVFAC
Design-Build Website under the Design
Guidance link. This Draft UFC is
applicable as a Final document for Navy
projects.)

UFC 3-210-10 Low Impact Development (LID)

UFC 3-220-01N Geotechnical Engineering Procedures for
Foundation Design of Buildings and
Structures

UFC 3-301-01 (2010) Structural Engineering

UFC 3-310-04 (2007; Change 1) Seismic Design for
Buildings

UFC 3-400-10N Mechanical Engineering
(UFC 3-400-10N takes the place of UFC
3-410-01FA, in UFC 1-200-01, for Navy
projects. A reference to UFC 1-200-01 or
UFC 3-400-10N requires compliance with
UFCs 3-400-01, 3-400-02, and 3-420-01. UFC
3-400-10N is only available on the NAVFAC
Design-Build Website under the Design
Guidance link. This Draft UFC is
applicable as a Final document for Navy
projects.)

UFC 3-400-01 Energy Conservation

UFC 3-400-02 Engineering Weather Data

UFC 3-420-01 Plumbing Systems

UFC 3-501-01 Electrical Engineering
(A reference to UFC 1-200-01 or UFC
3-501-01 requires compliance with the UFCs
3-520-01, 3-530-01, 3-550-01, 3-560-01,
3-580-01, and 3-580-02.)

UFC 3-520-01 Design: Interior Electrical Systems

UFC 3-550-01 Exterior Electrical Power Distribution

UFC 3-560-01 Electrical Safety, O&M

UFC 3-530-01 Interior & Exterior Lighting Controls

UFC 3-580-01 Interior Telcom

UFC 3-580-02 Exterior Telcom (Draft in Progress)
(A reference to 1-200-01 or 3-580-02
requires compliance with the UFCs 3-501-01
and 3-580-10)

UFC 3-600-01 Fire Protection Engineering for Facilities

UFC 4-010-01 (2003; Change 1 2007) DoD Minimum Antiterrorism Standards for Buildings (A reference to UFC 1-200-01 or UFC 4-010-01 requires compliance with the UFCs 4-010-02 and 4-021-01.)

UFC 4-021-01 Design and OM&N: Mass Notification Systems

UFC 4-030-01 Sustainable Development

OTHER APPLICABLE UFC DOCUMENTS
(Not referenced in UFC 1-200-01)

UFC 4-740-14 (2009) Design: Child Development Centers (UFC 4-740-14 is only available on the NAVFAC Design-Build Website under the Design Guidance link. This Draft UFC is applicable as a Final document for Navy projects.)

UFC 4-740-15 Continuous Child Care Facilities

UFC 1-300-08 (2009, with Change 1) Criteria for Transfer and Acceptance of DoD Real Property

UFC 1-300-09N Design Procedures

UFC 3-201-02 Landscape Architecture

UFC 3-600-10N Fire Protection Engineering (UFC 3-600-10N is only available on the NAVFAC Design-Build Website under the Design Guidance link. This Draft UFC is applicable as a Final document for Navy projects.)

UFC 3-800-10N Environmental Engineering for Facility Construction (UFC 3-800-10N is only available on the NAVFAC Design-Build Website under the Design Guidance link. This Draft UFC is applicable as a Final document for Navy projects.)

UFC 3-580-10 Design: Navy and Marine Corps Intranet (NMCI) Standard Construction Practices

1.3 GENERAL DESIGN REQUIREMENTS

Contractor-originated design documents shall provide a project design that complies with the Request for Proposal (RFP), UFC 1-300-09N, UFC 1-200-01, the Core UFCs, and other UFC's listed above.

1.4 SUBMITTALS

Submit design submittals, including shop drawings used as design drawings, to the Government for approval. The use of a "G" following a submittal indicates that a Government approval action is required. Submit the

following in accordance with this section and Section 01 33 00.05 20
CONSTRUCTION SUBMITTAL PROCEDURES.

SD-01 Preconstruction Submittals

Consolidated RFP Documents; G

Submittal Register; G

SD-04 Samples

Final framed rendering and copies; G

SD-05 Design Data

Design Drawings; G

Specifications; G

Design Analysis; G

Design Submittals; G

Sustainable Design; G

Project Rendering; G

Facility Recognition Plaque; G

Historic Preservation and Planning Commission Submission; G

SD-07 Certificates

LEED Green Building Rating System (GBRS)); G

LEED Certification Registration Application; G

LEED Certification; G

SD-11 Closeout Submittals

Record Documents; G

NAVFAC Sustainable and Energy Data Record Card; G

DD Form 1354; G

1.5 DESIGN QUALITY CONTROL

1.5.1 Contractor Reviewing and Certifying Authority

The QC organization is responsible for reviewing and certifying that design submittals are in compliance with the Contract requirements.

1.5.2 Government Approving Authority

The Contracting Officer is the approving authority for design submittals.

1.5.3 Designer of Record Certifying Authority

The Designer of Record (DOR), as registered and defined in UFC 1-300-09N, is the design certifying authority. The DOR accepts responsibility for design of work in each respective design discipline, by stamping and approving final construction drawings submitted to the Government approval authority.

1.5.4 Contractor Construction Actions

Upon submission of sealed and signed design documents certified by the DOR, Design Quality Control (DQC) Manager and the Quality Control (QC) Managers, the Contractor may proceed with material and equipment purchases, fabrication and construction of any elements covered by that submittal.

1.5.4.1 Exception to Contractor Construction Actions

The Government will identify final submittals to be approved before the Contractor shall be allowed to proceed with construction:

1.5.5 Contractor's Responsibilities

- a. Designate a lead licensed architect or engineer to be in responsible charge to coordinate the design effort of the entire project. This lead architect or engineer shall coordinate all design segments of the project to assure consistency of design between design disciplines.
- b. With the Designer of Record, verify site information provided in the RFP. In addition, provide additional field investigations and verification of existing site conditions as may be required to support the development of design and construction of the project.
- c. Indicate on the transmittal form accompanying submittal which design submittals are being submitted as shop drawings.
- d. Advise Contracting Officer of variations, as required by paragraph "Variations."
- e. Provide an updated, cumulative submittal register with each design package that identifies the design and construction submittals required by that design package and previous submittals.

1.5.6 QC Organization Responsibilities

- a. Both the CA and the QC Manager must certify design submittals for compliance with the Contract documents. The DOR stamp on drawings indicates approval from the DOR.
- b. QC organization shall certify submittals forwarded by the Designer of Record (DOR) to the Contracting Officer with the following certifying statement:

"I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated with Contract Number (insert Contract number here), is in compliance with the Contract documents, and is submitted for Government approval.

Certified by Design Quality Control (DQC) Manager

_____,
Date _____

Certified by QC Manager _____,
Date _____"

- c. Sign certifying statement. The persons signing certifying statements shall be the QC organization members designated in the approved QC plan. The signatures shall be in original ink. Stamped signatures are not acceptable.
- d. Update submittal register as submittal actions occur and maintain the submittal register at project site until final approval of all work by Contracting Officer.
- e. Retain a copy of approved submittals at project site.

1.5.7 Government Responsibilities

The Government will

- a. Note date on which submittal was received from QC manager, on each submittal.
- b. Perform a quality assurance (QA) review of submittals. Government will notify Contractor when comments for that design package are posted and ready for Contractor evaluation and resolution. Allow for up to 30 working days.
- c. Upon submittal of final design package and resolution of comments by the Contractor, the Government will sign final design package, when approved, and return electronic copy of signed design documents to the Contractor.

1.5.7.1 Actions Possible

Submittals will be returned with one of the following notations:

- a. Submittals may be marked "approved."
- b. Submittals marked "not reviewed" will indicate submittal has been previously reviewed and approved, is not required, does not have evidence of being reviewed and certified by Contractor, or is not complete. Submittal will be returned with an explanation of the reason it is not reviewed. Resubmit submittals returned for lack of review by Contractor or for being incomplete, with appropriate action, coordination, or change.
- c. Submittals marked "revise and resubmit" or "disapproved" indicate submittal is incomplete or does not comply with design concept or requirements of the Contract documents and shall be resubmitted with appropriate changes. If work has been started on the unacceptable portion of the design submittal, the Contractor shall propose corrective action. No further work shall proceed until the issue is resolved in a manner satisfactory to the Government.

1.6 DESIGN DOCUMENTS

Provide design documents that include design analysis, design drawings, and

design specifications, reports, and submittal register in accordance with UFC 1-300-09N, Submittal Procedures.

The Contractor is encouraged to make product, material, and system selections during the project design and indicate these choices on the design documents. Accomplish this by submitting design drawings and specifications that include proprietary submittal information such as manufacturers name, product names, model numbers, product data, manufactures information, provided optional features, appropriate connections, fabrication, layout, and product specific drawings. Adherence to RFP submittal requirements and provision of DOR approved construction submittal information on the design submittals - eliminates the need for follow-on traditional construction submittals after the final design is approved.

Refer to 01 33 00.05 20, Construction Submittal Procedures for requirements pertaining to Contractor proposed design changes or variations.

1.7 DESIGN DRAWINGS

Prepare, organize, and present design drawings in accordance with the requirements of UFC 1-300-09N, Design Procedures.

Submit all CADD files for the final drawings on CD-ROM disks in AutoCAD 2010 format. Files shall also include Digital Terrain Model (DTM) files, shape files, pen table, linework, all other attributes, and earthwork calculations. Files for all submissions shall be full files, uncompressed and unzipped.

1.7.1 Design Drawings Used as Shop Drawings

Design drawings may be prepared more like shop drawings to minimize construction submittals after final design is approved. If the Contractor chooses or is required to include the construction submittal information on the design documents, indicate proprietary information on the design drawings as necessary to describe the products, materials, or systems that are to be used on the project. Construction submittal information included directly in the design drawings must be approved by the DOR. All design documents must be professionally signed in accordance with UFC 1-300-09N, Design Procedures.

1.7.2 Drawing Format for Design Drawings Used as Shop Drawings

The Contractor-originated drawings will be used as the basis for the record drawings. Shop drawings included as design documents shall comply with the same drawing requirements such as drawing form, sheet size, layering, lettering, and title block used in design drawings.

1.7.3 Identification of Design Drawings Used as Shop Drawings

The Contractor's transmittal letter and submittal register shall indicate which design drawings are being submitted as shop drawings.

1.7.4 Naval Facilities (NAVFAC) Engineering Command Drawing Numbers

Number the final Contractor-originated design drawings consecutively with NAVFAC drawing numbers. Determine the total number of sheets required for the complete set of drawings before requesting the NAVFAC drawing numbers from the Contracting Officer.

1.7.5 Seals and Signatures on Documents

All final Contractor-originated design drawings shall be signed, dated, and bear the seal of the registered architect or the registered engineer of the respective discipline in accordance with UFC 1-300-09N. This seal shall be the seal of the Designer of Record for that drawing, who is professionally registered for work in that discipline. A principal or authorized licensed or certified employee shall electronically sign and date final drawings and cover sheet, in accordance with UFC 1-300-09N. The design drawing coversheets shall be sealed and signed by the lead licensed architect or engineer of the project design team. Indicate the Contractor's company name and address on the drawing coversheets of each design submittal. Application of the electronic seal and signature accepts responsibility for the work shown thereon.

1.7.6 Units of Measure

Utilize English Inch-Pound units of measure on the design documents.

1.8 SPECIFICATIONS

Provide a Contractor-originated design specification that in conjunction with the drawings, demonstrates compliance with requirements of the RFP. The specified products, materials, systems, and equipment that are approved by the DOR; submitted to the Government by the Contractor; and reviewed by the Contracting Officer shall be used to construct the project. UFGS sections contained in RFP Part 2 shall become a part of the Contractor-originated Division 01 specification without modification. Specification Sections contained in RFP Part 5 shall become a part of the Contractor-originated specification without modification.

The specification coversheet shall be prepared, sealed, and signed by the lead licensed architect or engineer of the project design team. Indicate the Contractor's company name and address on the specification coversheet of each design submittal. A NAVFAC Washington-specific coversheet is available. Contact the project's Project Manager for a copy.

1.8.1 Specifications Format

The Contractor shall prepare design specifications that include a UFGS specification for each product, material, or system on the project. If the Contractor chooses or is required above to combine design and construction submittal information on the design documents, provide a UFGS specification and also proprietary information such as catalog cuts and manufacturers data that demonstrates compliance with the RFP. Organize the specifications using Construction Specification Institute (CSI) Masterformat™ unless the Contracting Officer requires a Uniformat organization. Provide project specifications to include the following:

- a. Specification cover sheet with professional seal and signature
- b. Table of contents for entire specification.
- c. Individual UFGS specification sections for each product, material, and system required by the RFP. Edit UFGS sections in accordance with RFP Part 4, PTS Section Z-10, Design Submittals.
- d. If proprietary information is provided or required, include a

coversheets for the product, material, or system information that is being proprietarily specified. This information is to follow the related UFGS specification.

- e. If proprietary information is provided, include highlighted and annotated Catalog Cuts, Manufacturer's Product Data, Tests, Certificates, Manufactures information and letters for each product, material, or system that is being proprietary specified.
- f. Coordinated Submittal Register for all products, materials and systems in the submittal. Obtain and indicate DOR approvals for all combined design and construction submittals.

1.8.2 Specifications Section Source Priority

Choose UFGS Sections that describe the products, materials, and systems that are used on the project. Use current UFGS Sections that are available on the Whole Building Design Guide website and give priority to the UFGS sections that are prepared by NAVFAC. Only use UFGS sections prepared by other Agencies if an applicable NAVFAC prepared specification section does not exist.

1.8.3 Fire Protection Specifications

Specifications pertaining to spray-applied fire proofing and fire stopping, exterior fire alarm reporting systems, interior fire alarm and detection systems, and fire suppression systems, including fire pumps and standpipe systems shall be either prepared by, or reviewed and approved by the Fire Protection DOR.

1.8.4 Identification of Manufacturer's Product Data Used as Specifications.

Provide complete and legible catalog cut sheets, product data, installation instructions, operation and maintenance instructions, warranty, and certifications for products and equipment for which final material and equipment choices have been made. Indicate, by prominent notation, each product that is being submitted including optional manufacturer's features, and indicate where the product data shows compliance with the RFP.

1.8.5 Submittal Register

Submit a current submittal register with each design submittal. Provide a cumulative register that identifies the design and construction submittals required by each design package along with previous submittals. The DOR shall assist in developing the submittal register by determining which submittal items are required to be approved by the DOR. To obtain Government approval of the final design package, complete all fields in the submittal register.

1.8.6 Specification Software

Submit the final specification source files in both MS Word and SpecsIntact formats.

1.9 DESIGN ANALYSIS

Prepare, organize, and present design analysis in accordance with the requirements of UFC 1-300-09N. The design analysis shall be a presentation of facts at the Concept Design Workshop to demonstrate the concept of the

project is fully understood and the design is based on sound engineering principles. Provide design analyses for each discipline and include the following:

- a. Basis of design that includes:
 - (1) An introductory description of the project concepts that addresses the salient points of the design;
 - (2) An orderly and comprehensive documentation of criteria and rationale for system selection; and
 - (3) The identification of any necessary licenses and permits that are anticipated to be required as a part of the design and/or construction process.
- b. Code and criteria search shall identify all applicable codes and criteria and highlight specific requirements within these codes and criteria for critical issues in the facility design.
- c. Calculations as specified and as needed to support this design.
- d. Section titled "Sustainable Design" that addresses sustainable concepts and LEED Rating Analysis Report prepared by a LEED Accredited Professional recognized by the U.S. Green Building Council.
- e. Draft and Final NAVFAC Sustainable and Energy Data Record Card (NSEDRC) that documents the energy usage and sustainable features of the building. Refer to Record Documents paragraphs in this section for requirements.
- f. Section titled "Antiterrorism" that documents the antiterrorism features.
- g. Fall Protection Analysis
- h. Draft and Interim DD Form 1354 that document the real property assets of the project. Refer to Record Documents paragraphs in this section for requirements.
- i. Section titled "Low Impact Development". It has been determined that LID is feasible for this project and the Contractor shall not submit a LID Waiver Request.

1.9.1 Basis of Design Format

The basis of design for each design discipline shall include a cover page indicating the project title and locations, Contract number, table of contents, tabbed separations for quick reference, and bound in separate volumes for each design discipline.

1.9.2 Design Calculations

Place the signature and seal of the designer responsible for the work on the cover page of the calculations for the respective design discipline.

1.9.3 Sustainable Design

Integrate sustainable strategies and features into the design to minimize

the energy consumption of the facilities; conserve resources; minimize adverse effects to the environment; and improve occupant productivity, health, and comfort to reduce the total cost ownership of the project using a whole building, life cycle approach. The facility and all site features shall be designed and constructed using USGBC LEED for New Construction, 2009 edition, in accordance with the Engineering & Construction Bulletin 2008-1 and other directives.

The minimum sustainable design rating level for the project is to achieve LEED for New Construction Silver. The LEED credits and additional sustainable requirements in Part Three, 2.3.1 Sustainable Design are mandatory unless not applicable due to project scope. The design and construction shall incorporate sustainable design strategies and features to the fullest extent possible, consistent with mission, budget and client requirements. Ensure sustainable strategies and features in the design phase are incorporated in the construction phase.

Information and resources on sustainable design principles and guidelines are explained in the "Whole Building Design Guide" that can be found at <http://www.wbdg.org/>.

1.9.3.1 LEED Green Building Rating System (GBRS) Submittals - USGBC Certification

Provide copies of the LEED Certification Registration Application and the complete LEED support documentation to the U.S. Green Building Council (USGBC) to obtain the minimum certificate level specified herein.

a. Provide the following information for the Basis of Design:

- (1) A completed USGBC LEED-NC Project Checklist indicating all LEED Prerequisites and Credits to be implemented into the facility design and total LEED score for the project.
- (2) Description of how each LEED Prerequisite and Credit will be achieved.
- (3) List of Architects or Engineers from Contractor's Design Team and who on the team is responsible for implementing each LEED Prerequisite and Credit into the facility design.
- (4) Identify the Design Team's USGBC LEED Accredited Professionals.

b. For the submission specified, provide the following:

- (1) At 35% Design submittal, provide documentation of the USGBC LEED Certification Registration Application.
- (2) At 100% Design submittal, provide a USGBC LEED-NC Project Checklist preliminary LEED documentation, in the form of a three-ring binder, of all LEED Prerequisites and Credits to be obtained as required by the USGBC LEED-NC Rating System.
- (3) At final design submittal, update the USGBC LEED-NC Project Checklist and LEED documentation binder with any changes and include an electronic copy of the LEED documentation.
- (4) Within thirty (30) days of Beneficial Occupancy Date, develop and submit the project case study for the U.S Department of Energy's

Federal Energy Management Program "High Performance Federal Buildings Database" <http://femp.buildinggreen.com/>.

- (5) Within 60 days after the beneficial Occupancy Date (BOD), submit LEED Certification Registration Application and complete LEED Certification Documentation to GBCI via www.leedonline.com for certification. After LEED certification is obtained, provide the plaque and 5 color copies of the LEED Certification to the Contracting Officer. Mat and frame the original LEED Certification document.

1.9.3.2 EPA Designated Products

Use products that meet or exceed the minimum requirements of this RFP and the EPA guideline standards for recovered content to the maximum practicable extent in the performance of the Contract. See the Comprehensive Procurement Guideline (CPG) program at <http://www.epa.gov/cpg/products.htm> for a list of EPA designated products and a list of manufacturers and suppliers of EPA designated products.

1.9.4 Historic Preservation and Planning Commission Submission

Prepare the presentation materials required to obtain approval from the Historic Preservation and Planning Commissions, in this case the Maryland Historical Trust, and National Capital Planning Commission having Jurisdiction over the site location. The submission of the materials to the agencies will be accomplished by the Government. Consult with the NAVFAC Washington Environmental Planning at NAVFAC Washington. The NAVFAC Washington Environmental Planning representative will advise the Contractor on the specific requirements and prospective timetable of the submission. The submission will address the National Capital Planning Commission (NCPC) and the State Historic Preservation Officer (SHPO) requirements. Refer to UFC 1-300-09N for specific submittal requirements. The Contractor is responsible for preparing the submittal package, presenting the project in public meetings if called upon by the Government; and to modify the submittal and Contract documents to incorporate the comments of the agencies having jurisdiction to obtain project approval.

1.9.5 Fall Protection Analysis

Eliminate fall hazards in the facility or if not feasible provide control measures to protect personnel conducting maintenance work after completion of the project. Identify fall hazards in the Basis of Design with the Design Development and Preliminary submittals. The analysis shall describe how fall hazards are considered, eliminated, prevented, or controlled to prevent maintenance personnel from exposure to fall hazards while performing work at heights. Refer to RFP Part 2, UFGS Section 01 35 26.05 20, GOVERNMENT SAFETY REQUIREMENTS FOR DESIGN-BUILD for fall hazard protection requirements.

1.9.6 Ergonomic Design Analysis

Facilities, processes, and job tasks shall be designed to reduce or eliminate work-related musculoskeletal (WMSD) injuries and risk factors in the workplace. Identify ergonomic design considerations in the basis of design with the Design Development and Preliminary submittals. The Basis of Design shall include a comprehensive ergonomic risk analysis of WMSD factors. Refer to RFP Part 2, UFGS Section 01 35 26.05 20, GOVERNMENT SAFETY REQUIREMENTS FOR DESIGN-BUILD for ergonomic protection requirements.

1.9.7 Use Permit and Easement Coordination

Contractor shall indicate use permit and easement to be vacated or modified and proposed changes to be dedicated or modified. Provide use permit and easement exhibits in 8 1/2 by 11 inches sheets or as directed by the Contracting Officer. At a minimum, use permit and easement exhibits shall indicate owner information, metes and bounds, widths, total area of easement, existing and proposed utilities, and any additional requirements as directed by the Government. Coordinate with Contracting Officer and provide three original signed and sealed exhibits and three copies, or as directed by the Government.

1.10 PROJECT RENDERING

Provide a full color rendering of the proposed facility by a company that regularly does this work as a major component of their normal business. Use the final rendering to produce the image for the signboard and the framed photographic copies provided to the Contracting Officer.

1.10.1 Final Framed Rendering and Copies

Provide the final rendering within 30 days of concept design approval. Provide the final original color rendering, four full size photographic reproduction(s) of the original rendering, and the photographic negative and a full set of the drawings in original electronic format and PDF format. Mount original and reproductions on acid free board, matted with metal frames, and utilizing non-glare glass. Print the project name, location, and Architect/Engineer/Contractor firm's name on the matting.

Ship the rendering, the photographic copies, and the negative in resilient packaging to ensure damage-free delivery. Deliver to:

Department of the Navy, NAVFAC Washington
Attn: Heidi Chen (PM)
1314 Harwood Street, SE
Washington Navy Yard, Building 212
Washington DC 20374
PH 202-685-3028

1.11 Facility Recognition Plaque

Provide a facility recognition plaque for this facility in accordance with UFC 1-300-09N, Design Procedures.

1.12 RECORD DOCUMENTS

1.12.1 Record Drawings

The as-built modifications shall be accomplished by electronic drafting methods on the Contractor-originated .DWG design drawings to create a complete set of record drawings. In addition to the requirements of FAC 5252.236-9310, RECORD DRAWINGS, survey the horizontal and vertical location of all provided underground utilities to within 30 mm (0.1 feet) relative to the station datum. All pipe utilities shall be surveyed at each fitting and every 10 m (100 LF) of run length. Electrical and communication ductbank, direct buried conduit, and direct buried conductor shall be surveyed every 10 m (100 LF) and at each change of direction. Record locations and elevations on the Record Drawings.

- a. For each record drawing, provide CADD drawing identical to signed Contractor-originated .PDF drawings, that incorporates modifications to the as-built conditions. In addition, copy initials and dates from the Contracting Officer approved .PDF documents to the title block of the record CADD .DWG drawings. The RFP reference or definitive drawings are not required for inclusion in the record set of drawings.
- b. After all as-built conditions are recorded on the CADD .DWG files, produce a .PDF file of each individual record drawing in conformance with UFC 1-300-09N. Electronic signatures are not required on record drawings.

Provide NAVFAC component with one full size and one electronic copy of record drawings on CD. The copies shall be delivered to:

Heidi Chen (PM)
NAVFAC Washington
1314 Harwood Street, SE
Washington Navy Yard, Building 212
Washington DC 20374
PH 202-685-3028

Provide NSA Bethesda with one half size set and one electronic copy of record drawings on CD. The copies shall be delivered to:

Jennifer Teague (CM)
Project Manager - NAVFAC Washington
National Naval Medical Center
8901 Wisconsin Avenue, Bldg 14, Lower Level,
Bethesda MD, 20889-5609
PH 301-295-6332

1.12.2 Source Documents

Provide the specifications, design analysis, reports, surveys, calculations, and any other contracted documents on the CD-ROM disk with the record drawings. Calculations shall be in both original form (live file) and PDF format. With the exception of live files, all documents shall be signed and sealed.

1.12.3 NAVFAC Sustainable and Energy Data Record Card

Submit the NAVFAC Sustainable and Energy Data Record Card (NSEDRC) to document the energy usage and sustainable features of the facility. Follow the instructions provided and fill in the blank editable Adobe .PDF form available on the Whole Building Design Guide at the following web address: http://www.wbdg.org/references/pa_dod_sust_contract.php. Prepare the following submissions:

- a. Draft submission. As a part of the Final Design submission the DOR shall complete the NSEDRC and include it as part of the Design Analysis and submit to the Contracting Officer for approval.
- b. Final Submission. The Contractor and Designer of Record shall complete the electronic file documenting the NSEDRC with final data and provide the Final Submission 60 days prior to the Beneficial Occupancy Date (BOD) of the facility. The Final submission shall update the Draft submission information and submit to the Contracting Officer for

approval.

1.12.4 DD Form 1354

Prepare a Draft and Interim DD Form 1354, TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY, in accordance with UFC 1-300-08, available at http://www.wbdg.org/ccb/DOD/UFC/ufc_1_300_08.pdf. All assets must be broken out by construction categories that are found in the DD Form 1391 and the "Category Codes for Military Real Property" from NAVFAC P-72. Use Navy specific Facility Catcodes from the NAVFAC P-72, which are available from the Contracting Officer. Coordinate the identification of appropriate asset construction categories with the Contracting Officer and the Real Property Accounting Officer.

a. Draft DD Form 1354. DOR shall determine applicable real property assets broken out by construction categories and submit a "Draft DD Form 1354" for Government approval as a part of the Design Analysis included with the Prefinal Design submittal. "Draft DD Form 1354" must include all quantities and units of measure, but does not require cost breakdown. Download the current blank editable DD Form 1354 in ADOBE (PDF) from the following web site:
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1354.pdf>

b. Interim DD Form 1354. Contractor shall coordinate with the DOR and update the Draft DD Form 1354 submission to include any additional assets, improvements, or alterations that occurred during construction. Use the Draft DD Form 1354 and the UFGS Section 01 20 00.05 20, Price and Payment Procedures to identify costs. Submit Interim DD Form 1354 to the Government for approval 60 days prior to the Beneficial Occupancy Date (BOD). If modifications to the Interim DD Form 1354 are required by the Government, the corrected version must be submitted prior to the BOD.

Coordinate with Section 01 20 00.05 20, Price and Payment Procedures for construction categories and associated category codes. The Contractor's Schedule of Prices shall allocate the total cost of construction to the appropriate category codes.

When documenting demolition work, the DD Form 1354 shall list the quantitative data associated with this work as a negative value to show the cost should be deleted from the Navy asset data store. Coordinate with the Installation Real Property POC to assist in determining the negative value for demolition work.

PART 2 PRODUCTS

2.1 CONSOLIDATED RFP DOCUMENTS

Within four weeks after Contract award, provide four electronic and three hard copies of consolidated RFP documents incorporating the Contractor's Proposal and all RFP amendments and revisions that are contained in the Contract award. Identify the changes to the RFP with the "Red-lining" or "Track Changes" feature of SpecsIntact or MS Word to highlight the pre-award modifications to the Contract. Identify the amendment source at each addition and deletion by annotation, such as footnote or reference in parenthesis.

2.2 DESIGN SUBMITTALS

Complete the Contractor-originated design submittals as defined by this

Contract, and coordinate with the approved design network analysis schedule.

2.2.1 Design Submittal Packages

The Government prefers to review for Quality Assurance (QA) as few submittal packages as possible. Site and Building Design Submittal Packages are required, however Critical Path Design Submittals are acceptable if they are substantiated as having an impact to the critical path in the Government approved Network Analysis Schedule. A Critical Path submittal shall include all design analyses, drawings, specifications, and product data required to fully describe the project element for Government review.

Examples of project elements that may be submitted as Critical Path Design Submittal Packages are: Master Plan Design, Demolition Design, Foundation Design, Structural Design, Building Enclosure Design, Remaining Work Design, Furniture/Equipment Design, long lead items, or any other construction activity or project element that can be organized into a submittal package that can be reviewed and approved by the Government without being contingent upon subsequent design submittals.

2.2.1.1 Site Design

The Site Design typically includes the following components:

- a. Master Site Plan
- b. Demolition
- c. Site work including utilities, grading, storm water, landscaping, outdoor activity areas, and environmental
- d. Geotechnical: The Contractor shall perform his own subsurface investigation by a geotechnical consultant familiar with the area and submit five copies of the subsurface investigation report prior to starting the structural design work. All of the boring logs of the RFP and the Contractor shall be presented on the Civil drawings.

2.2.1.2 Building Design

The Building Design typically includes the following components:

- a. Foundation
- b. Structural
- c. Building Enclosures
- d. Remaining Work
- e. Furniture/Equipment

2.2.1.3 Furnishings, Fixtures, and Equipment (FF&E), Engineering Systems (ES), and Installed Equipment (IE)

The Contractor shall include FF&E in the design process and in the drawings and specifications, taking full responsibility to ensure the FF&E, ES, and IE can be installed as planned without conflicts and rework. In order to

facilitate this close coordination, the Contractor shall supply electronic design documents upon Government request at any point in design/construction, including key as-built information that could impact equipment installation once construction has begun including but not limited to deviations in column size/spacing, fire pull box locations, and switches/outlets. In addition, the Contractor shall request information from the Government that is required to complete the FF&E, ES, and IE drawings and ensure design/installation is fully coordinated. The Contractor is responsible to collect FF&E, ES, and IE parameters and product information directly with suppliers once the suppliers have been identified.

The Contractor should anticipate frequent exchange of design information related to FF&E, ES, and IE throughout design/construction, including product layouts, system and equipment updates, and the requirement to update the FF&E, ES, IE, and architectural/electrical/communication drawings to ensure FF&E, ES, and IE can be installed, operated, and tested as planned.

2.2.2 Required Design Submittals

Provide the following Design Submittal packages. Provide comprehensive, multi-discipline design packages that include design documentation for project elements, fully developed to the design stage indicated, and in accordance with UFC 1-300-09N, except where specified otherwise. Provide each required submittal as a single package.

- a. Concept Design - presented at Concept Design Workshop
- b. Design Development (35% Civil Design) - Government Progress QA. 28 calendar day Government review time.

Contractor shall allow for site changes to accommodate building design changes without additional cost to the Government.

- c. Design Development (65%, all disciplines except Civil) - Government Progress QA. 28 calendar day Government review time.

Contractor must allow changes to the floor plan, "building shape" and "building footprint", up to, at minimum, the 65% submission, without additional cost to the Government. In addition, the 65% submission shall at minimum include proposed footprint, exterior shape and elevations, architectural floor plans, mechanical, plumbing, electrical, communications, fire protection plans, and specifications.

Civil design shall be 80% completed at the Design Development submission. At a minimum the 80% civil design submission shall include plans, profiles, design calculations and reports.

- d. Prefinal (100%) Design - Government Progress QA. 28 calendar day Government review time.
- e. Final Design - Government QA.

2.2.2.1 Special Scheduling Requirements for Submittals

Government requires a minimum of 5 months for easement approval and recording. If the 35% civil design submission to Government does not include the required supporting documents for the easement preparation, the

required 5 months mentioned above shall commence at the date NAVFAC Washington receives the supporting easement documents. Construction delay due to insufficient documents provided by Contractor shall be at no additional cost to the Government.

For the prefinal submission, submit easement documents and the design package to WSSC and Montgomery County as a concurrent review package. Coordinate with Government and provide necessary document to NAVFAC Washington for preparation of easement and use agreement modification.

2.2.2.2 Incomplete Submissions

Incomplete submissions will be rejected and returned at Contractor's expense. Incomplete submissions is defined as any submission with missing required items including, but not limited to, plans, specifications, design calculations and analysis, reports, and basis of designs. Submissions will be considered late if the submittal package is either incomplete at the Government due date or if the Government has not received a complete package. For late submissions or resubmissions of incomplete packages, the Government review period will begin on the day when the complete submittal package is received by all Government Representatives.

2.2.3 Critical Path Design Submittals

Provide Critical Path Design Submittals that include design documents for the project elements involved. Include and provide full documentation that would normally have been provided in earlier submittal stages, such as Design Development Phase.

- a. 100% (Prefinal) Design - Government Progress QA. 28 calendar day Government review time.
- b. Final Design - Government QA.

The following dates will NOT be included by the Contractor in the 14, 21, or 28 "calendar day" Government review time:

- (1) 21 and 23 Nov 2012
- (2) 17 Dec 2012 to 4 Jan 2013 inclusive.

It is permissible for the Contractor to make submissions available for Government review during those dates, but those dates WILL NOT COUNT against the review time.

2.2.4 Review Copies of Design Submittal Packages

- a. Provide copies of each design submittal package to reviewers identified by the Government. Addresses for mailing will be furnished at the PAK meeting.

(1) Provide NAVFAC component with three full size, two half size drawings for civil design submission only, eight half size drawings for all other submissions, and one electronic copy on CD. Provide five copies for civil design submission only, and eleven copies of specifications, calculations, analysis, and reports for all other submissions. The copies shall be delivered to:

Heidi Chen (PM)

NAVFAC Washington
1314 Harwood Street, SE
Washington Navy Yard, Building 212
Washington DC 20374
PH 202-685-3028

(2) Provide NSA Bethesda with one full size set of drawings, 6 hard copies, and 2 electronic copies on CD. The copies shall be delivered to:

Jennifer Teague (CM)
Project Manager - NAVFAC Washington
National Naval Medical Center
8901 Wisconsin Avenue, Bldg 14, Lower Level,
Bethesda MD, 20889-5609
PH 301-295-6332

- b. Provide the same quantities of copies for resubmittals, as required for each design submittal.

2.2.5 Distribution of Approved Final Design Drawings and Specification to Government Representatives

Submit within 14 calendar days of receiving the Government Approved Final Design Documents, which includes any Critical Path Final Design Document Packages, electronic and hardcopy(s) of these final documents to Government representatives for use during the construction of the project. If Critical Path Submittal Packages are used, provide coversheets and index to identify each sheet and how this Critical Path Submittal Package fits into the overall project. Provide the number and type of copies of the final design documents to the following Government representative:

- a. Four electronic and four hard copy(s) to the Project Manager

Heidi Chen (PM)
NAVFAC Washington
1314 Harwood Street, SE
Washington Navy Yard, Building 212
Washington DC 20374
PH 202-685-3028

- b. One electronic and one hard copy(s) to the Construction Manager

Jennifer Teague (CM)
Project Manager - NAVFAC Washington
National Naval Medical Center
8901 Wisconsin Avenue, Bldg 14, Lower Level,
Bethesda MD, 20889-5609
PH 301-295-6332

- c. One electronic and one hard copy(s) to the Contracting Officer
- d. One electronic and one hard copy(s) to the Public Works Officer

2.3 IDENTIFICATION OF DESIGN SUBMITTALS

Provide a title sheet to clearly identify each submittal, the completion status, and the date. The title sheet shall use the standard format indicated in the UFC 1-300-09N for title sheets. The title sheet shall be

unique to a particular design submittal. Submit the project title sheet with design status and date for the design submittals.

2.3.1 Critical Path Submittal Title Sheet

Identify Critical Path submittals as such, and include a title sheet indicating the type of critical path submittal, the status, and the date.

PART 3 EXECUTION

3.1 CONTRACTOR'S RESOLUTION OF COMMENTS

Provide written responses to all written comments by the Government. Resubmittal of an unacceptable design submittal shall be a complete package that includes all the required, specified components of that design submittal. When required by the Government, Contractor resubmittal of design package, due to nonconformance to the Contract, is not a delay in the Contract.

3.2 DESIGN CHANGE AND VARIATIONS

Refer to UFGS 01 33 00.05 20, Construction Submittal Procedures for further explanation and requirements of design change and variation. Design changes that the Contractor considers to be beyond the requirements of the Contract, must be identified as a design change during the early stages of the facilities design developed. All design changes that will lead to an extra cost or schedule extension must be identified prior to the first design submittal that includes the design change. Design changes that lead to extra cost or schedule extension identified after the first design submittal review will not be considered.

3.3 THE CONTRACT AND ORDER OF PRECEDENCE

3.3.1 Contract Components

The Contract consists of the solicitation, the approved proposal, and the final design.

3.3.2 Order of Precedence

NFAS Clause 5252.236-9312. In the event of conflict or inconsistency between any of the below described portions of the conformed Contract, precedence shall be given in the following order:

- a. Any portions of the proposal or final design that exceed the requirements of the solicitation.
 - (1) Any portion of the proposal that exceeds the final design.
 - (2) Any portion of the final design that exceeds the proposal.
 - (3) Where portions within either the proposal or the final design conflict, the portion that most exceeds the requirements of the solicitation has precedence.
- b. The requirements of the solicitation, in descending order of precedence:
 - (1) Standard Form 1442, Price Schedule, and Davis Bacon Wage

Rates.

- (2) Part 1 - Contract Clauses.
- (3) Part 2 - General Requirements.
- (4) Part 3 - Project Program Requirements.
- (5) Part 6 - Attachments (excluding Concept Drawings).
- (6) Part 5 - Prescriptive Specifications exclusive of performance specifications.
- (7) Part 4 - Performance Specifications exclusive of prescriptive specifications.
- (8) Part 6 - Attachments (Concept Drawings).

3.3.2.1 Government Review or Approval

Government review or approval of any portion of the proposal or final design shall not relieve the Contractor from responsibility for errors or omissions with respect thereto.

-- End of Section --

NAVFAC PAST PERFORMANCE QUESTIONNAIRE (Form PPQ)

CONTRACT INFORMATION (Contractor to complete Blocks 1-4)

1. Contractor Information:

Firm Name:

Address:

Phone Number:

Point of Contact:

Contact Phone Number:

2. Work Performed as: Prime Contractor Sub Contractor Joint Venture Other (Explain)

Percent of project work performed:

If subcontractor, who was prime (Name/Phone #):

3. Contract Information

Contract Number:

Delivery/Task Order Number (if applicable):

Title:

Location:

Award Date (mm/dd/yy):

Completion Date (mm/dd/yy):

Award Amount:

Final Price:

4. Project Description:

CLIENT INFORMATION (Client to complete Blocks 5-8)

5. Client Information

Name:

Title:

Phone Number:

Email Address:

6. Describe the client's role in the project:

7. Date Questionnaire was completed:

8. Client's Signature:

NOTE: NAVFAC REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO NAVFAC WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON NAVFAC SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO NAVFAC. PLEASE CONTACT THE OFFEROR FOR NAVFAC POC INFORMATION. THE GOVERNMENT RESERVES THE RIGHT TO VERIFY ANY AND ALL INFORMATION ON THIS FORM.

TO BE COMPLETED BY CLIENT

*ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE*

E (EXCELLENT) – Performance meets contractual requirements and exceeds the Client's/Government's expectations. The contractual performance of the element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

V (VERY GOOD) – Performance meets contractual requirements and exceeds some of the Client's/Government's expectations. The contractual performance of the element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

S (SATISFACTORY) – Performance meets contractual requirements. The contractual performance of the element contains some minor problems for which corrective action taken by the contractor appear or were satisfactory.

M (MARGINAL) – Performance does not meet some contractual requirements. The contractual performance of the element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.

U (UNSATISFACTORY) – Performance does not meet most contractual requirements and/or recovery is not likely in a timely manner. The contractual performance of the element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.

N (NOT APPLICABLE) – No past performance record is identifiable or the element is not applicable to this project.

**PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.**

1. Ability to meet quality standards specified for technical performance.	E V S M U N
2. Compliance with contractual terms and conditions.	E V S M U N
3. Compliance with contract delivery/completion schedules including any significant intermediate milestones.	E V S M U N
4. Quality/integrity of technical data/report preparation efforts.	E V S M U N
5. Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements.	E V S M U N
6. Effectiveness of overall contract management (including ability to effectively lead, manage and control the program).	E V S M U N
7. Effectiveness of on-site management, including management of subcontractors?	E V S M U N
8. Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports).	E V S M U N
9. Timeliness/effectiveness of contract problem resolution without extensive customer guidance.	E V S M U N
10. Ability to successfully respond to emergency and/or surge situations.	E V S M U N
11. Effectiveness of material management.	E V S M U N
12. Effectiveness of acquisition management.	E V S M U N

13. Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client.	E	V	S	M	U	N
14. Contractor's management of their safety program.	E	V	S	M	U	N
15. Responsiveness regarding safety issues.	E	V	S	M	U	N
16. If this was a cost type contract, compliance with established budgets and avoidance of significant and/or unexplained variances (underruns or overruns).	E	V	S	M	U	N
17. If this is/was a Government cost type contract, the Contractor's timeliness in submitting monthly invoices with appropriate back-up documentation and monthly status reports/budget variance reports.	E	V	S	M	U	N
18. If this is/was a Government cost type contract, the Contractor's accuracy regarding monthly invoices with appropriate back-up documentation and monthly status reports/budget variance reports.	E	V	S	M	U	N
19. Ability to hire/apply a qualified workforce to this effort.	E	V	S	M	U	N
20. Ability to retain a qualified workforce on this effort	E	V	S	M	U	N
21. If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? Indicate if show cause or cure notices were issued, or any default action in comment section below.	Yes		No			
22. Have there been any indications that the contractor has had any financial problem? If yes, please explain below.	Yes		No			
23. In summary, provide an overall rating for the work performed by this contractor.	E	V	S	M	U	N

Any additional comments related to the contractor's performance:
