

***STATEMENT OF WORK***  
***FOR***  
***ARCHITECTURAL - ENGINEERING SERVICES***  
  
***NEW DESIGN-BUILD COMMISSARY***  
***MAXWELL AFB, GUNTER ANNEX AL***



***DEFENSE COMMISSARY AGENCY***  
***DIRECTORATE OF PERFORMANCE AND POLICY (DO), FACILITIES DIVISION (DOF),***  
***DESIGN AND CONSTRUCTION BRANCH (DOFC) LACKLAND AFB, TEXAS***

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**Note: The term “contractor” as used in this SOW includes the design-build contractor as well as the design A-E and other consultants associated with the project.**

## **PART 1: ARCHITECTURAL-ENGINEERING SERVICES: GENERAL**

**1.01 GENERAL SCOPE:** The contractor and consultants shall perform design services described herein for the New Commissary Design-Build project, Maxwell AFB, Gunter Annex, Alabama, DeCA Project No. DE09MP05, including travel, and furnish all required materials associated with those services. The contractor and consultants shall also perform Type "C" Construction Services as required in this SOW and elsewhere in the contract.

**1.02 DESCRIPTION OF PROJECTS:** The project will consist of design and construction of a new Commissary with retail sales, nonperishable and refrigerated food storage, administrative areas, site work and all associated facilities, and including demolition, abatement, and repair of portions of the existing Commissary and associated facilities.

**1.03 DESIGN OBJECTIVES:** Overall, facility design shall provide functionally without embellishment, and shall balance aesthetic considerations, operation and maintenance costs, energy conservation measures and material and systems durability. The design activities must be directed toward efficient and economical use of up-to-date architectural, engineering and construction practices. The design shall comply with the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings (Guiding Principles). Also, each of the Guiding Principles shall be addressed in narrative within the Design Analysis. The principles that should be addressed in the Design Analysis will include, but not be limited to, 1) Employ integrated design principles; 2) Optimize energy performance; 3) Protect and conserve water; 4) Enhance indoor environmental quality; and 5) Reduce environmental impact of materials. These references can be found at <http://www.wbdg.org/references/fhpsb.php>, click on New Construction and Major Renovation or Existing Building (for sustainment projects) as applicable. The design shall comply with Environmental Protection Agency (EPA) guidance for EPA designated products. The Government will furnish a conceptual floor plan of the proposed facility from which the designer will be required to develop construction documents. No major departure from the provided plan shall be made unless authorized in writing by DeCA.

**1.04 DESIGN SUPERVISION:** The project shall be designed under the supervision of registered professionals licensed to practice their respective disciplines in any one of the states or possessions of the US. A typical project will involve the following design disciplines: architectural, structural, mechanical, electrical, plumbing, refrigeration, civil, fire protection, constructability reviews, HVAC, Product Refrigeration Systems, and landscape architectural.

**1.05 DESIGN QUALITY CONTROL:** The prime A-E Firm and the construction contractor are responsible for the quality control of the entire design, including the technical accuracy and thoroughness of all documents and data, regardless of the design discipline. The designer and construction contractor are also responsible for full coordination among all disciplines to assure consistency across design drawings, specifications and data.

**1.06 NOT USED.**

**1.07 DESIGN CRITERIA:** The project design shall conform to Department of Defense (DoD) criteria, Executive Orders, standards, manuals and any other applicable Federal, State, and Local instructions of regulatory agencies having jurisdiction. The designer shall use national codes and

regulations for building construction and safety where applicable. In the event of conflicts between criteria, the most stringent shall apply. Edition dates of criteria, codes, and standards listed shall be those currently in effect as of the date of the design-build contract award. The design shall comply with the following:

- 1.07.01 Air Movement and Control Association (AMCA)
- 1.07.02 Air Conditioning and Refrigeration Institute (ACRI)
- 1.07.03 American Institute of Steel Construction (AISC)
- 1.07.04 American National Standards Institute (ANSI)
- 1.07.05 American Society for Testing and Materials International (ASTM)
- 1.07.06 American Society of Mechanical Engineers (ASME)
- 1.07.07 American Welding Society (AWS)
- 1.07.08 Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- 1.07.09 American Society of Heating, Refrigerating and Air-Conditioning Engineers Standards (ASHRAE)
- 1.07.10 DeCA Design Criteria, available at <http://www.decafacilities.com/decadesign/> .Refer to paragraph 1.09 of this document for additional instruction.
- 1.07.11 Energy Independence and Security Act (EISA)
- 1.07.12 Energy Policy Act (EPACT)
- 1.07.13 Environmental Protection Agency Regulation, Public Law 99-339: Federal Hazardous Substances Act [in overseas locations, use Host Nation Standards and Regulations or US Environmental Protection Agency (EPA) regulation, whichever are stricter].
- 1.07.14 Executive Order 13423: *“Strengthening Federal Environmental, Energy, and Transportation Management”*
- 1.07.15 Executive Order 13514: *Federal Leadership in Environmental, Energy, and Economic Performance*
- 1.07.16 Illuminating Engineers Society (IES)
- 1.07.17 Installation Design Guides (IDG), Base Exterior Architectural Plan (BEAP), and/or Architectural Compatibility Standards (as applicable per Installation)
- 1.07.18 Institute of Electrical and Electronics Engineers Standards (IEEE)
- 1.07.19 International Building Code (IBC)
- 1.07.20 International Fuel Gas Code (IFGC)
- 1.07.21 International Mechanical Code (IMC)
- 1.07.22 International Plumbing Code (IPC)
- 1.07.23 National Electric Code (NEC)
- 1.07.24 National Electrical Manufacturers Association (NEMA)
- 1.07.25 Office of the Federal Environmental Executive (OFEE): *“Guidance for Presidential Memorandum on Environmentally and Economically Beneficial Landscape”*
- 1.07.26 Occupational Health and Safety Administration (OSHA)
- 1.07.27 Resource Conservation and Recovery Act (RCRA)
- 1.07.28 Sheet Metal and Air Conditioning Contractors National Association (SMACNA)
- 1.07.29 US Department of Transportation, *“Manual on Uniform Traffic Control Devices”*
- 1.07.30 Underwriters Laboratories, Inc.
- 1.07.31 Unified Facilities Criteria: Fire Protection Engineering for Facilities (UFC3-600-01)
- 1.07.32 Unified Facilities Criteria, General Building Requirements (UFC 1-200-01)

- 1.07.33 Unified Facilities Criteria – DoD Minimum Anti-Terrorism Standards for Buildings (UFC-4-010-01)
- 1.07.34 Americans with Disabilities Act
- 1.07.35 Architectural Barriers Act Accessibility Guidelines
- 1.07.36 US Dept. of Energy “*Energy Conservation Standards for New Federal Commercial and Multi-Family High-Rise Residential Buildings and New Federal Low-Rise Residential Buildings*”

**1.08 COPIES OF PUBLICATIONS:** Copies of the publications cited herein will not be furnished under this contract. References may be obtained from the U.S. Government Printing Office website or other sources.

**1.09 REDESIGN DUE TO DESIGN ERRORS, OMISSIONS OR DEFICIENCIES:**

The project design and construction must comply with all the requirements of paragraph 1.07. In the event that design discrepancies, errors, omissions or deficiencies become apparent during any phase of the project, the contractor shall be responsible for correction of the deficiencies at no additional cost to the Government.

**1.10 NOT USED.**

**1.11 REDESIGN DUE TO CONDITIONS BEYOND CONTRACTOR’S:** In the event that construction operations reveal differing site conditions that could not be otherwise foreseen by a prudent design assessment and/or field investigation, the Government may modify the contract accordingly to reflect the consequences of unforeseen actual conditions.

**1.12 CONFERENCE ATTENDANCE:** During the course of the design-build contract, the contractor and design consultants may be called upon to participate in conferences or technical discussions pertaining to the project. Conferencing may be conducted via phone, email or other electronic format, or it may require the contractor’s and design consultants’ presence at group meetings. Refer to paragraph 3.04.

**1.13 REVIEW OF CERTAIN PRODUCT OR MATERIAL SUBMITTALS:** The contractor and/or design consultants shall be responsible for review of all product, material, and shop drawing submittals.

**1.14 RESPONSIBILITY FOR DETERMINING UNITS OF MEASURE:** Unit of measure for this project shall be English units.

**1.15 DELIVERY OF MATERIALS:** All physical materials and submittals to be furnished under this contract shall be in number and format prescribed under each type of service specified hereinafter in Parts 2, 3 and 4. Submittals shall be sent via any commercial courier or ground shipping service. Should damage or loss occur, the contractor shall replace the submittal at no additional charge to the Government within two business days.

**1.16 RESPONSIBILITY FOR DOCUMENTATION:** The contractor shall prepare written and dated Agenda, Meeting Minutes Memorandums, and Sign-In Sheets of all discussions, meetings and conferences, with emphasis on recording all the pertinent instruction and key topics that materially affect the project. The contractor shall post copies of all such communication

documentation within seven calendar days of its occurrence on DeCA FACTS website as part of the permanent project record.

**1.17 SECURE INFORMATION:** The contractor shall comply with pertinent security regulations while working on the project. Special security clearances, *e.g.*, Confidential, Secret, *etc.*, are not required.

**1.18 REVIEW OF WORK BY OTHERS:** The Government or designated project representative shall review the work submitted by the contractor and/or design consultants, and provide comments within 15 business days from receipt of the work. In accordance with the project schedule, the contractor shall respond to the comments in writing as described in Type “B” Services herein. The contractor is responsible for posting the design comments and responses, with sequential updates, on DeCA FACTS website. Note: Government review of contractor/designer produced documents is not a substitute for quality control review prior to submittal.

**1.19 OWNERSHIP RIGHTS:** The Government has ownership of and rights to all CADD files and Facility Data developed for the Project. The Government may re-use designs in accordance with FAR 52.227-14 Rights in Data—General (DEC 2007).

## **PART 2: TYPE A SERVICES: INVESTIGATIVE**

**2.01 GENERAL SCOPE:** The contractor and design consultants shall perform Type "A" Investigative Services described herein. The scope of Type "A" services includes travel and furnishing all required materials associated with those services. Services shall be provided by architects or engineers qualified and experienced in their respective disciplines.

**2.02 VERIFICATION OF GOVERNMENT-FURNISHED INFORMATION:** The contractor shall conduct a field investigation to verify dimensions, existing conditions, and other information shown on Government-furnished references such as maps, record drawings or previously-conducted testing or surveying. If a design or technical error occurs, the contractor has the responsibility to re-design according to field conditions at no additional cost to the Government (See Para 1.9).

**2.03 AREA TRAFFIC STUDY: NOT APPLICABLE.**

**2.04 ENVIRONMENTAL PERMIT ASSISTANCE:** The contractor shall determine what, if any, environmental permits and fees are required for the project. The contractor shall provide the Installation with the name, address and point of contact for each of the various permitting agencies, and advise the Installation of all scheduled meetings with those agencies. The contractor shall prepare a thorough draft of the permit data, and submit it to the Installation for review and coordination. The contractor shall then assemble all necessary data in the required format, and ready it for the Installation to file the application(s) with permitting authorities. Draft Environmental Permit Matrix provided with this RFP.

**2.05 TOPOGRAPHICAL SURVEY:** The contractor shall make a complete field reconnaissance and update the existing survey information provided by the Government as necessary, including existing topography; terrain; features; field-verifying actual location and size of all utilities above and below ground (in plan and in elevation); width of adjacent streets; pavements; sidewalks; curbs and ditches; locations of existing trees, hedges and other obstructions such as catch basins, manholes, utility poles and fire hydrants. The contractor shall coordinate work with the Installation's Engineering Office and all utility shops. The contractor shall prepare and deliver report data and analyses, maps, diagrams and drawings as necessary to fully and accurately represent the results of the field survey to the Government.

**2.06 UTILITIES SURVEY:** The contractor shall verify principle dimensions, utilities, floor plan configuration, location, capacity and schedule of all electrical panels affected by the scope of work. The contractor shall also field verify the location and identify all underground utilities within the project's limit of construction.

**2.07 GEOTECHNICAL SURVEY:** The contractor shall make subsurface soil investigations in addition to those provided by the Government as required to support the design and execution of the proposed construction. The contractor shall update the Government-furnished Geotechnical and Topographical Survey Report (GEOTOPO) that includes a Soils Investigation Report, boring log, data, maps, diagrams and specifications as necessary to fully and accurately represent the subsurface conditions and physical characteristics that may be encountered during the course of the project. Geotechnical services shall be performed by a qualified Geotechnical Engineer.

**2.08 SITE PHOTOGRAPHS:** The contractor shall prepare and submit color photographs of the site that are keyed to a base map and to a site-specific plan. Principal photographs shall be taken in at least four separate directions from the site. Take additional photographs of existing building facades near the site and throughout the base in sufficient number to adequately present the prevailing architectural character. The contractor shall retain high-resolution format (Q=100) photographs, resize them using a resizing program and upload a lower-resolution (Q± 25) with the keyed site plan to DeCA FACTS website in .jpg format.

**2.09 PHASE 1 ENVIRONMENTAL ASSESSMENT: NOT APPLICABLE.**

**2.10 ENERGY AUDITS AND ANALYSES: NOT APPLICABLE.**

**2.11 CHARRETTE AND PREDESIGN INVESTIGATION: NOT APPLICABLE.**

**2.12 DOCUMENT DISTRIBUTION:** See Instructions to Offerors.

**2.13 SCHEDULE:** Project milestones and schedule will be established in the contract.

## **PART 3: TYPE B SERVICES: DESIGN**

**3.01 GENERAL SCOPE:** The contractor and design consultants shall perform Type "B" Design Services described. The scope of Type "B" services includes travel and furnishing all required materials associated with those services. Services shall be provided by licensed and registered architects or engineers qualified and experienced in their respective disciplines.

**3.02 CONTRACT DOCUMENT DELIVERABLES:** All contract documents and deliverables shall be well prepared, complete, and accomplished in accordance with the best professional practice. Submittals failing to meet these conformance requirements will result in rejection of the entire submittal.

**3.02.01 PROJECT DRAWINGS:** The drawings shall clearly and concisely show the type and extent of work to be performed. The drawings shall be drawn to appropriate scales and dimensioned completely and accurately. Project limitation shall be clearly shown and any adjacent areas that are included in the drawing but fall outside the contracted area of work shall clearly be marked "Not in Contract." Text and dimensions shall be large enough to ensure legibility at half-size reduction. Each drawing sheet shall have a graphic scale, and directional arrow.

3.02.01.01 SHEET FORMAT: The contractor shall use the 30" X 42" DeCA standard title block to prepare the contract drawings. The most recent version of the title block is available at the [decafacades.com](http://decafacades.com) website. Cover sheets shall have a clear indication of the per cent of project completion as well as the version of DeCA design criteria that were used in preparation.

3.02.01.02 SHEET NUMBERING: Each sheet shall be numbered consecutively, beginning with "1 of \_\_\_ sheets"; continuing through the last sheet of the set.

3.02.01.03 SHEET GROUPING: Drawings shall be grouped by discipline and ordered in the set as follows:

- Cover with Index: G-1 and following
- Site Work: C-1 and following
- Phasing Plan (optional) : O-1 and following
- Landscaping (optional): L-1 and following
- Architectural: A-1 and following
- Structural: S-1 and following
- Plumbing: P-1 and following
- Fire Protection: FP-1 and following
- Mechanical: M-1 and following
- Refrigeration: R-1 and following
- Electrical: E-1 and following
- Demolition drawings shall be designated by adding "-D" after the discipline letter

### 3.02.01.04 INDIVIDUAL DRAWING MINIMUM REQUIREMENTS:

NOTE: 90% Civil Design provided by the Government.

- **SITE PLANS:** At 1:50 scale, for major construction projects, show location of existing and proposed streets, walks, parking, service drives, the proposed building location, orientation and configuration; traffic flow; existing and proposed topographic conditions and drainage plans; sanitary sewage system, borrow area, and haul routes. Fully-developed plans shall also include gas, water, electrical distribution and exterior lighting.
- **SOIL BORING PLAN:** At 1:50 scale, show the location of soil borings and sectional logs of the soil conditions and water tables existing at each boring point. Coordinate with Soils Investigation Plan covering the characteristics of the soil including load-bearing capacity, expansion and contraction properties, and any other soil characteristics that affect the foundation system.
- **PHASING PLANS:** At 1/8"=1'-0" scale, show overall site and building work area with phases of sequence noted and a phasing schedule.
- **FLOOR PLANS:** At 1/8"=1'-0" scale, show general layout and surrounding features with keying to other sheets.
- **DETAILED FLOOR PLANS:** At 1/4"=1'-0" scale, show location of walls, partitions, interior and exterior walls and windows. Layout and identify equipment in sufficient detail to permit comprehensive review by Government.
- **DEMOLITION PLANS:** As stated, demolition drawings shall be designated by adding "-D" after the discipline letter. Work item numbers and notations on the demo sheets shall match the corresponding work item numbers on the new construction sheet.
- **EXTERIOR ELEVATIONS:** At 1/8"=1'-0" scale, include the storefront façade and other major exterior facades. Portray the intended exterior, including major plant material and landscape features.
- **INTERIOR ELEVATIONS:** Provide as many interior elevations as necessary at appropriate scale to fully portray the color design concept, finishes and materials, as well as any graphics and décor detail.
- **BUILDING SECTIONS:** At 1/8"=1'-0" scale, include a minimum of two sections for major construction projects; cut along the lateral and longitudinal center lines of the Sales Area.
- **LANDSCAPE PLAN:** At appropriate scale, include plan and plant material schedule

3.02.01.05 CADD EXECUTION: All project drawings and as-built drawings shall be executed entirely by Computer Aided Drafting and Design (CADD). The contractor shall make drawings available for distribution in two electronic formats: 1) AutoCAD .dwg and 2) .pdf.

3.02.01.06 BIM EXECUTION: Not Applicable.

**3.02.02 3-D VISUALIZATION MODEL:** Not Applicable.

**3.02.03 PROJECT SPECIFICATION MANUAL:** The Project Manual ("Specifications" or "Specs") shall be developed using the same format as the current version of the DeCA Design Criteria Guide Specifications, as of the date of contract award. Manual shall be printed front and back on standard 8-1/2" by 11" white paper and left-side bound in volumes with cover sheets; top-bound specifications are not acceptable. The designer shall ensure that specifications include direction to the Construction Contractor to prepare a draft DD Form 1354 ("*Transfer and Acceptance of Military Real Property*") for review and revision by the Government, and the Construction Contractor is to submit the approved and completed form upon completion of the project. Interim specifications shall be submitted in MS Word .doc format. Final, signed and sealed specifications shall be posted to DeCA FACTS website in both MS Word .doc format and .pdf format.

**3.02.04 COST ESTIMATE: NOT USED.**

**3.02.05 ARCHITECTURAL RENDERINGS:** At the time of submission of the corrected final design documents, the contractor shall produce and deliver an architectural rendering. At least ten days in advance of the submission, the contractor shall submit a preliminary description of work that describes--or a sketch that depicts--the general layout of the intended final rendering. In addition, to demonstrate their professional ability, the A-E shall submit to the copies of previous in-house or subcontracted architectural renderings that are comparable to the intended final product. Upon written approval of the preliminary submission by the Government, the contractor shall produce and deliver one original and two high-quality color copies of the rendering; matted and professionally framed. The frame (not the image contained therein) is to be 20" X 28" overall, bronze anodized aluminum similar to the "classic line" as manufactured by Easco Aluminum of North Brunswick NJ, with clear non-glare 1/8" Plexiglas; complete and ready for hanging. The Government will not be responsible for broken glass or damage to the submittal that is caused during delivery. Such damage will be the contractor's responsibility to replace at no cost to the Government. The contractor shall also upload the finished image to DeCA FACTS website in high resolution (Q=100) .jpeg format.

**3.02.06 SITE PHOTOGRAPHS:** The contractor shall prepare and submit color photographs of the site that are keyed to a base map and to a site-specific plan. Principal photographs shall be taken in at least four separate directions from the site. Take additional photographs of existing building facades near the site and throughout the base in sufficient number to adequately present the prevailing architectural character. The contractor shall retain high-resolution format (Q=100) photographs, resize them using a resizing program and upload a lower-resolution (Q± 25) with the keyed site plan to DeCA FACTS website in .jpg format.

**3.02.07 DESIGN ANALYSIS:** The contractor shall prepare a design analysis, which is a detailed narrative that delineates the basic scope and character of the project. The analysis shall include, as a minimum:

- statement of purpose and function
- statement of factors considered and provided for
- brief statement of the design objectives for the floor plan, exterior elevations and the relationship all to the existing architectural environment.
- a statement outlining the impact of the design on facilities maintenance and operation
- a recap of all necessary investigations, studies and analyses
- narrative addressing the Guiding Principles and how they have been met 1) Employ integrated design principles; 2) Optimize energy performance; 3) Protect and conserve water; 4) Enhance indoor environmental quality; and 5) Reduce environmental impact of materials
- project checklist for Leadership in Energy and Environmental Design (LEED) for retail reflecting the design certifiable to a silver rating. Include a description on how this silver rating is met
  - energy use and conservation features, including:
    - Energy Use Budget (EUB)
    - Certification of mandatory compliance with energy code. Certification format can be found in Figure 2.1, AFI 32-1021, and must clearly contain the statement “We certify that these design document comply with the requirements”, followed by the signature and date of the Architect, the Mechanical Engineer and the Electrical Engineer”
    - recommendations for the accomplishment of the mandated energy use and implementation under EISA 2007 and EPAC 2005
    - first-cost and life-cycle (operation and maintenance) cost options over the life expectancy of the permanent facility
  - United Facilities Criteria (UFC 1-200-01, UFC 3-600-01, and UFC 4-010-01) analysis
  - Design calculations for the proposed civil, architectural, structural, mechanical and electrical system, site and roof drainage, and any special features. The calculations shall be provided in sufficient detail to permit technical reviewing authorities to determine adequacy of design.
  - Fire protection features, produced by a registered Fire Protection Engineer, including:
    - classes of construction as defined in the applicable fire-rating criteria
    - identification and occupancy classification of rooms
    - identification rooms or areas to be used for storage of combustible or noncombustible materials.
    - type and scope of automatic sprinklers, special extinguishing systems, and fire alarm or evacuation alarm systems when required.
    - keyed plan and schedule of fire-resistance ratings for fire walls, partitions and fire door assemblies.
    - statement or notification concerning presence and adequacy of special water storage and pumping facilities based on flow tests and available water pressure where deluge systems are required.
    - analysis of fire exit requirements.

- detailed egress plan, indicating direction and distance to exits.
- Building area calculations, including the room(s) and/or addition(s) to the existing floor area), are to be itemized and with a summary comparison to the programmed project scope and total store area. The following guidelines will be used to calculate scope:
  - Mechanical rooms/ mezzanines/paved area: 0% scope
  - Covered walks and docks: 50% scope
  - Enclosed space: 100% scope
- Cross sections of all exterior walls and common walls between conditioned and non-conditioned spaces, indicating the dew point at each wall type.

**3.02.08 COMMENT RESPONSE PACKAGE:** The contractor is responsible for coordinating and consolidating all comments from reviewers received in correspondence or at formal review conferences. The contractor shall submit a compilation of all comments received with a professional recommendation for their handling; this includes an explanation to the reviewer if a comment is not incorporated. The contractor is responsible for keeping the compilation up to date and posting the comment response package to the DeCA FACTS website in MS Excel .xls format.

**3.02.09 COLOR CONCEPT AND MATERIALS SAMPLES:** At the 50% completion milestone, the contractor shall provide two identical sets of color and material samples of all prominent interior finish materials to convey the interior design intent of the project. Actual material samples, color paint samples and catalogue images with their description shall either be mounted to firm backing board(s) that measure(s) 24" x 36", or provided in standard three-ring binders, as directed by the Contracting Officer prior to submission of the 50% design. The contractor shall also upload a high resolution (Q=100) color scan of the color/material sample images to the DeCA FACTS website in .pdf format. Color and material samples shall be updated as necessary and changes submitted with the 95% design submittal.

**3.02.10 NOT USED.**

**3.03 STAGES OF DOCUMENT COMPLETION:** Design submittals shall be as follows:

**3.03.01 NOT USED.**

**3.03.02 NOT USED.**

**3.03.03 NOT USED.**

**3.03.04 50% submittal** comprises the following:

3.03.04.01 Drawing Set

- G Series: Cover Sheet with Location Maps
- G Series: Index of Drawings
- C Series: Civil Plans
- O Series: Phasing Plan
- L Series: Landscape Plan

- A Series: Architectural
  - Symbol list
  - Demolition Plan
  - Floor Plan
  - Detailed Floor Plan
  - Interior elevations as required
  - Architectural sections and details
  - Hardware schedule
  - Door schedule
  - Window schedule
  - Finish schedule
  - Wall sections and assembly types
  - Reflected ceiling plan
  - Exterior elevations
  - Fixtures and equipment layout
  - Graphic decor plan
- S Series: Structural
  - Symbol list
  - Foundation plan
  - Wall and column framing
  - Roof framing
  - Details and schedules
- P Series Plumbing: Water and Sewer
  - Symbol list
  - Floor plans
  - Details
  - Riser diagrams (isometric)
  - Fixture and equipment schedules
- P Series Plumbing: Interior natural gas
  - Floor plans/system layouts
  - Details
  - Fixtures and equipment schedules
- FP Series: Fire protection
  - Symbol list
  - Plans and details
- M Series: Mechanical
  - Symbol list
  - Floor plans
  - Details
  - Equipment Layout
  - Equipment Schedule
- R Series: Refrigeration
  - Symbol list
  - Floor plans
  - Equipment Layout
  - Equipment Schedule
- E Series: Electrical
  - Symbol list

- Floor plans
- Electronic cash register electrical support
- Emergency power
- Intercom, paging, in-store music, and telephone systems
- Panel board schedules
- Duress and security alarm systems
- Details
- Single line electrical riser diagrams
- Fixture and equipment schedules
- Future provision for facility emergency power
- Fire alarm system

3.03.04.02 Project Specification Manual consistent with paragraph 3.02.03.

3.03.04.03 Design Analysis

3.03.04.04 Comment response package

3.03.04.05 List of Government-furnished equipment

3.03.04.06 Color concept and materials boards

3.03.05 **90% submittal** comprises the following, updated from the 50% submittal:

3.03.05.01 Updated drawing set

3.03.05.02 Updated Project Specification Manual

3.03.05.03 Updated design analysis with all attachments

3.03.05.04 Updated comment response package

3.03.05.05 Updated color concept and materials boards

3.03.05.06 Preliminary requirements for architectural rendering

3.03.05.07 Updated list of Government-furnished equipment (if any)

3.03.06 **100% submittal** comprises the following, updated from the 95% submittal, and issued only after all required Installation agencies have approved and signed the documents:

3.03.06.01 Signed and sealed drawing set, suitable for bid

3.03.06.02 Signed and sealed Project Specification Manual, suitable for bid

3.03.06.03 Final design analysis with all attachments

3.03.06.04 Final comment response package

3.03.06.05 Final color concept and materials boards (two sets)

3.03.06.06 Architectural rendering

3.03.06.07 Final list of Government-furnished equipment

3.03.06.08 Project Schedule

### 3.04 CONFERENCES/MEETINGS:

#### 3.04.01 NOT USED

**3.04.02 Scheduled Design Conferences:** The contractor shall attend 50%, 90%, and 100% conferences held at the project site.

### **3.04.03 NOT USED**

**3.04.04 Unscheduled Design Conferences:** In addition to routine design review conferences, coordination conferences may be required. The contractor and design consultants may request such conferences when it is deemed necessary by both parties to clarify the work or expedite the preparation of plans and specifications. Costs associated with conferences requested by the contractor and/or designer beyond those expressed by this SOW are not reimbursable. Additionally, costs associated with conferences of this type called by the Government to correct unacceptable contract documents are not reimbursable. Costs associated with conference attendance beyond this SOW called for the convenience of the Government are reimbursable. These reimbursable costs shall consist of Travel, Lodging, Per Diem, Car Rental, and Travel Labor.

**3.05 DOCUMENT DISTRIBUTION:** The contractor shall prepare and deliver submittals as indicated in the Instructions to Offerors.

**3.06 SCHEDULE:** Milestones and schedule will be established in the contract.