## A/E PACKAGE
### TABLE-OF-CONTENTS

**LOCATION:**

**PROJECT TITLE:**

**PROJECT NO.:**

- [ ] MASTER PLAN
- [ ] SCHEMATICS/DESIGN DEVELOPMENT
- [ ] CONSTRUCTION DOCUMENTS

### 1. COMMUNICATIONS

1.1 Project Manager (name)  
(VA point of contact)  
Phone: (__) ___-_______

1.2 Correspondence shall be directed to:

### 2. STATEMENT OF TASK

### 3. CONTRACTUAL REQUIREMENTS

#### 3.1 GENERAL CONTRACT ITEMS

- [ ] A. BRIEFING ON A/E NEGOTIATIONS, VA Form 08-3428
- [ ] B. A/E CONTRACT NEGOTIATION DATA, VA Form 08-4944
- [ ] C. APPROVAL TO AWARD CONTRACT LETTER
- [ ] D. RECORD OF PROCUREMENT REQUEST REVIEW, VA Form 90-2268
- [ ] E. PRE-SOLICITATION NOTICE, Standard Form 1417
- [ ] F. SOLICITATION, OFFER, AND AWARD, Standard Form 1442
G. PERFORMANCE EVALUATION - CONSTRUCTION CONTRACTS, Standard Form 1420

H. QUALIFICATIONS AND SCOPE OF SERVICES FOR FIRE PROTECTION ENGINEER

I. INSTRUCTIONS FOR PREPARATION OF FEE PROPOSALS FOR ARCHITECT-ENGINEER SERVICES

J. WORK FORM FOR A/E FEE PROPOSAL, VA Form 08-6298

K. POLICIES AND PROCEDURES FOR EVALUATION OF ARCHITECT-ENGINEER PROJECT PERFORMANCE AND FOR DETERMINING ARCHITECT-ENGINEER LIABILITY FOR DESIGN AND CONSTRUCTION SERVICES DEFICIENCIES

3.2 A/E SUBMISSION INSTRUCTIONS

A. Volume A, NEW AND REPLACEMENT HOSPITAL PROJECTS

B. Volume B, MAJOR NEW FACILITIES, ADDITIONS, AND RENOVATIONS

C. Volume C, MINOR AND NRM CONSTRUCTION PROGRAM

D. Volume D, NATIONAL CEMETERY ADMINISTRATION

E. Volume E, A/E Submission Instructions for Design Build Projects: Request for Proposal Documents

F. Volume F, A/E Submission Instructions for Seismic Upgrade Projects

4. DESIGN CRITERIA (http://www.cfm.va.gov/ti/)

GENERAL

A. DESIGN AND CONSTRUCTION PROCEDURES

B. NATIONAL CAD STANDARD DETAILS

1. Graphic
2. Architectural
3. Plumbing
4. HVAC
Steam

☐ 5. Electrical
☐ 6. Auto Transport
☐ 7. Site

☐ C. EQUIPMENT REFERENCE MANUAL
☐ D. BARRIER FREE DESIGN GUIDE
☐ E. ROOM FINISHES, DOOR AND HARDWARE SCHEDULE
☐ F. EQUIPMENT GUIDE LIST
☐ G. SPACE PLANNING CRITERIA FOR MEDICAL FACILITIES
☐ H. SEISMIC DESIGN REQUIREMENTS
☐ J. SIGNAGE (Environmental Graphics Design Program)
☐ L. CADD Deliverables Guidelines
☐ M. VA Drawing Title Box
☐ N. A/E Quality Alerts
☐ O. Design Alerts
☐ P. Technical Summaries

**DESIGN MANUALS**


**ARCHITECTURAL**

☐ ARCHITECTURAL DESIGN MANUAL FOR NEW HOSPITALS, REPLACEMENT HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, COMMUNITY LIVING CENTERS, DOMICILIARIES, ENERGY CENTERS, OUTPATIENT CLINICS, AND REGIONAL OFFICE PROJECTS
ASBESTOS ABATEMENT

☐ ASBESTOS ABATEMENT DESIGN MANUAL FOR NEW HOSPITALS, REPLACEMENT HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, ENERGY CENTERS, OUTPATIENT CLINICS, ANIMAL RESEARCH FACILITIES, LABORATORY BUILDINGS

AUTOMATIC TRANSPORT

☐ TRANSPORT SYSTEMS (ELEVATORS) DESIGN MANUAL FOR HOSPITAL/ CLINICAL ADDITION, PSYCHIATRIC, AMBULATORY CARE/ OUTPATIENT CLINIC, DOMICILIARY, COMMUNITY LIVING CENTER, ENERGY CENTER, PARKING STRUCTURE, VBA OFFICE BUILDING, LAUNDRY AND WAREHOUSE PROJECTS

CRITICAL PATH METHOD

☐ MANUAL FOR DEVELOPMENT OF CPM PHASING

ELECTRICAL

☐ ELECTRICAL DESIGN MANUAL FOR NEW HOSPITALS, REPLACEMENT HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, ENERGY CENTERS, OUTPATIENT CLINICS, ANIMAL RESEARCH FACILITIES, LABORATORY BUILDINGS

EQUIPMENT

☐ EQUIPMENT DESIGN MANUAL FOR HOSPITAL PROJECTS

ESTIMATING

☐ MANUAL FOR PREPARATION OF COST ESTIMATES AND RELATED DOCUMENTS FOR VA FACILITIES

FIRE PROTECTION

☐ FIRE PROTECTION DESIGN MANUAL

HVAC

☐ A. HVAC DESIGN MANUAL FOR COMMUNITY LIVING CENTER AND DOMICILIARY PROJECTS

☐ B. HVAC DESIGN MANUAL FOR NEW HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, ENERGY CENTERS, OUTPATIENT
CLINICS, ANIMAL RESEARCH FACILITIES AND LABORATORY BUILDINGS (WITH AMENDMENTS A AND B)

INTERIOR DESIGN

☐ A. INTERIOR DESIGN MANUAL FOR NEW CONSTRUCTION AND RENOVATIONS OF HOSPITALS AND CLINICS

☐ B. INTERIOR DESIGN MANUAL FOR REGIONAL OFFICE PROJECTS

PLUMBING

☐ A. PLUMBING DESIGN MANUAL FOR COMMUNITY LIVING CENTER AND DOMICILIARY PROJECTS

☐ B. PLUMBING DESIGN MANUAL FOR NEW HOSPITALS, REPLACEMENT HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, ENERGY CENTERS, OUTPATIENT CLINICS, ANIMAL RESEARCH FACILITIES, AND LABORATORY BUILDINGS

☐ C. PLUMBING DESIGN MANUAL FOR LAUNDRY PROJECTS

☐ D. PLUMBING DESIGN MANUAL FOR PARKING STRUCTURE PROJECTS

☐ E. PLUMBING DESIGN MANUAL FOR REGIONAL OFFICE/WAREHOUSE PROJECTS

SITE DEVELOPMENT

☐ SITE DEVELOPMENT DESIGN MANUAL

SITE UTILITIES

☐ SITE UTILITY DESIGN MANUAL (INCLUDING SANITARY) FOR NEW HOSPITALS, REPLACEMENT HOSPITALS, AMBULATORY CARE, CLINICAL ADDITIONS, ENERGY CENTERS, OUTPATIENT CLINICS, ANIMAL RESEARCH FACILITIES, LABORATORY BUILDINGS

STEAM GENERATION/DISTRIBUTION

☐ A. STEAM GENERATION SYSTEMS DESIGN MANUAL (INCLUDING ENERGY CENTER)

☐ B. OUTSIDE STEAM DISTRIBUTION SYSTEMS DESIGN MANUAL
STRUCTURAL

☐ A. STRUCTURAL DESIGN MANUAL FOR ANCILLARY FACILITIES/OUTPATIENT CLINICS/ LAUNDRIES/ WAREHOUSES PROJECTS

☐ B. STRUCTURAL DESIGN MANUAL FOR ENERGY CENTER PROJECTS

☐ C. STRUCTURAL DESIGN MANUAL FOR HOSPITAL/ REPLACEMENT HOSPITAL/ CLINICAL ADDITION/ DOMICILIARY/ NURSING HOME/ PSYCHIATRIC BUILDING/ OUTPATIENT CLINIC/ VETERINARY MEDICAL UNIT PROJECT

☐ D. STRUCTURAL DESIGN MANUAL FOR NURSING HOME (DESIGN-BUILD) PROJECTS

☐ E. STRUCTURAL DESIGN MANUAL FOR PARKING STRUCTURE PROJECTS

☐ F. STRUCTURAL DESIGN MANUAL FOR REGIONAL OFFICE PROJECTS

SUSTAINABILITY

☐ SUSTAINABILITY AND ENERGY REDUCTION MANUAL

DESIGN GUIDES

Note: Design Guide for cemetery projects is provided at http://www.cfm.va.gov/til/nca.asp.

☐ A. AMBULATORY CARE (HOSPITAL BASED)

☐ B. COMMUNITY LIVING CENTER (formerly NHCU)

☐ C. EYE CLINIC

☐ D. LEASE BASED OUTPATIENT CLINIC

☐ E. MAGNETIC RESONANCE IMAGING (MRI)

☐ F. MENTAL HEALTH

☐ G. NUCLEAR MEDICINE
H. OUTPATIENT CLINIC (SOC/CBOC)
I. OUTPATIENT PHARMACY
J. PHARMACY SERVICE
K. POLYTRAUMA REHABILITATION CENTER (PRC)
L. PULMONARY MEDICINE
M. RADIATION THERAPY
N. RADIOLOGY SERVICE
O. RESEARCH LABORATORY
P. SPINAL CORD INJURY/ DISORDERS CENTER
Q. SUPPLY PROCESSING & DISTRIBUTION (SPD)
R. SURGICAL SERVICE
S. TUBERCULOSIS (TB)
T. VETERINARY MEDICAL UNIT (VMU)

5. ADDITIONAL INFORMATION

A. MASTER CONSTRUCTION SPECIFICATIONS, not included in this package, but may be obtained by A/E when needed.

B. Utility Agreement

C. Site, Topographic, Utility, Landscape, and Soil Survey

D. Subsurface Investigation

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