Greater Los Angeles Agency Specific Requirements
San Gabriel Valley Clinic

Any embedded links in this ASR are current at the time of submittal. If they do not work, please contact the Contracting Officer for an updated link.

For conflicting between any documents, a Request for Information shall be sent to the Contracting Officer for clarification.

Space shall be available for use by Tenant (VA) for personnel, furnishings, and equipment to meet the needs for an Outpatient Clinic (OPC).

THE LEASE AND LEASED PROPERTY OFFERED SHOULD MEET THE FOLLOWING CRITERIA:

- Space offered must be in a quality building of sound and substantial construction. Either a new modern building, or one that has undergone modern restoration or rehabilitation for the intended use. Space should be in a prime commercial office/medical space with attractive, professional surroundings. Streets and public walkways shall be well maintained.
- Space design will provide maximum co-location of the staff, providing services to our patients. It will bring the service to the veterans, reduce the number of steps required to deliver services, and simplify the Veteran's experience. The space must also create a pleasant ambience through the optimization of natural light in waiting rooms, hallways, and staff work rooms to promote the well-being of patients and the best working conditions for staff. Each of the PACT teams should have significant exposure to natural light.
- It is of utmost importance that space is acoustically conducive to support work concentration, conversation, and patient privacy. Each of the PACT teams should have acoustic separation from the next team.
- Design must support creation of flexible use space and standardization that will permit ease of alteration as the mission and operational requirements of the facility change.
- Lessor will provide a Low Voltage space for required building systems (such as alarm system, nurse call system, guest Wi-Fi, cable television) that is separated from VHA OIT rooms.

THE GOVERNMENT WILL PAY FOR THE FOLLOWING:

- Biohazard Material removal.

THE LESSOR WILL PROVIDE:

- 24 hours/7 days a week Heating, Ventilation, and Air Conditioning (HVAC) for identified rooms.
- Medical grade temperature, humidity control and air exchanges in identified rooms.
- Camera system that is compatible with the Veterans Affairs West Los Angeles Medical Center (WLA) Security System.
- Physical Security Access System (PACS) that is compatible with the WLA Medical Centers Hirsch Velocity system (VAPD system requirements attached)
- Finished Construction Documents in CAD and a PDF format readable by BlueBeam software.
- Feminine hygiene product dispensers with free feminine hygiene products in patient bathrooms.

SITE CONSIDERATIONS:

- **LOCATION**: Facility must be highly visible and located in an area accessible to and from main thoroughfares.
- **LANDSCAPING**: If site topography permits, site will be equipped with bushes and trees. Outdoor bench for Veteran seating to be provided by lessor.

ARCHITECTURAL:

- **APPEARANCE/PRESENCE:** The physical exterior appearance should align with modern architectural designs that

utilize natural light and architectural design to align pedestrian traffic with wayfinding signs to the front entrance and main public areas.

- **BUILDING LAYOUT:** Should meet the layout in the CFM OPC Standardized Design Guide.
- **ROOM LAYOUT:** Will meet the CFM OPC outpatient design guide with square feet listed as minimums.
- **CEILING FINISH**: Lessor to replace any wet, cut, or damaged ceiling tiles or sheetrock as damage occurs. Complete ceiling tiles to be replaced and metal grid replaced or repainted every 10 years.
- **ASBESTOS / ENVIRONMENTAL HAZARDS**: Existing buildings must kept be asbestos, mold and lead free.

GENERAL REQUIREMENTS:

- **CANOPIES**: Entrance doors will be recessed 3 feet or a minimum of 6 ft by 6 ft rain canopies will be over each entrance door.
- **VESTIBULE**: Vestibule shall be ADA compliant. The door must have an automatic door opener. The vestibule will be glass to increase natural light into the facility.
- **STAFF BREAK ROOM**: This room will be equipped with a small kitchen-type sink, counter with over and under storage cabinets along with counter space for a microwave (microwave can be within the cabinet space design) and floor space for a freestanding refrigerator. The microwave and refrigerator will be provided by the VA. An Ice Machine will be provided and maintained by lessor.
- **DRINKING FOUNTAIN**: An accessible public refrigerated, wall hung, and filtered bottle filling station selected by the VA will be provided in the waiting room or adjacent to the waiting room but not in the corridor. Maintenance and filter changing will be lessors' responsibility.
- **HVAC**: The repair and maintenance of the HVAC system including replacement/cleaning of filters according to manufacturer recommendations shall be maintained by the lessor. Failure of the HVAC system shall be treated as an emergency with response within three hours. Equipment must maintain temperature ranges between 68-75 degrees regardless of weather conditions.
- **MEDICATION ROOM** – will be provided with a separate temperature and humidity control system. Relative humidity must be <60% and temperature control of 66-75 degrees Fahrenheit. Requires additional AC capacity, 24-hour operation, and a self-contained air conditioning unit of sufficient size will be installed and will be separate from the main A/C system. The separate system will be connected to the emergency backup power/generator. The VA will validate positive pressure, temperature, and humidity annually. The unit will be of "fail on design" to immediately begin operation after a power outage.
- **SUPPLY ROOM** - Separate temperature and humidity controls for each room with relative humidity <60% and temperature control of 66-75 degrees Fahrenheit. Requires additional AC capacity, 24-hour operation, and a self-contained air conditioning unit of sufficient size will be installed and will be separate from the main A/C system. The separate system will be connected to the emergency backup power/generator. The VA will validate positive pressure, temperature, and humidity annually.
- **ELECTRIC**: Electric panels must be circuit breaker type with 25% excess capacity. Outlet placement will be indicated by the VA during design review.
- **UTILITIES**: Availability of utilities is the responsibility of Lessor. The Lessor is responsible for the cost of utility usage (electricity, gas, water, trash, cable TV, intrusion alarm monitoring, and sewage). The Lessor is required to pay any deposits and hook-up fees relative to utilities.
- **PATIENT LIFT SYSTEMS:** Lessor to procure and install patient lift systems, Bariatric in Procedure Room and gait system in PM&R.

MAINTENANCE:

- **PEST CONTROL**: The Lessor is responsible for exterminating insects, rodents, and other pests quarterly and when pests are detected in the leased property. Pest spraying must be done outside of clinic hours so as not to interfere with VA work.
- **MAINTENANCE**: Building equipment and maintenance requirements, interior and exterior, shall be met by the Lessor. Lessor is responsible for the maintenance of the leased property with the exceptions listed specifically in the lease document or lease amendments. All lessor supplied equipment shall be maintained to provide reliable service without unusual interruption, disturbing noises, exposure to fire or safety hazards, unusual emissions of dirt. All maintenance will be done with applicable codes and manufacturer recommendations.

- **MAINTENANCE RESPONSE TIMES**: The Lessor must have a building superintendent or local designated representative, within one hour travel distance, to promptly correct deficiencies or attempt to correct safety deficiencies within four hours. Lessor's representative shall be available via cell phone for emergencies. Cosmetic and non-emergent deficiencies must be corrected or scheduled to be corrected within two weeks.
- **EXTERIOR MAINTENANCE**: Lessor is responsible for removing weeds from buildings, parking areas and sidewalks. The Lessor is responsible for mowing, edging, trimming landscaping and watering lawns as well as leaf raking and removal.
- **PARKING LOT**: Lessor shall re-seal parking lot and re-paint parking space lines as damaged.
- **PLUMBING PROBLEMS**: All other plumbing problems are the responsibility of Lessor and will be addressed within twenty-four hours of notification to Lessor's representative.

SECURITY

- **PHYSICAL SECURITY -** Provide a level of security which reasonably deters unauthorized entry during regular and non-duty hours. No public access to the offices will be allowed.
- **PERSONAL ACCESS CONTROL SYSTEM (PACS) –** PACS installation locations, using the GLA compatible Hirsch system, will be identified during design by the VA. At a minimum all exterior access door, reception areas, medication rooms, supply rooms, sterile clean rooms, VA Police rooms, OIT rooms, and internal doors leading to staff only areas should be PACS controlled.
- **CCTV MONITORING/SURVEILLANCE –** Install and service twenty-four-hour Closed-Circuit Television (CCTV) coverage and recording operated internally. The system shall be maintained by the Lessor and accessible by GLA Staff. The Building Security Assessment of the building will determine the exact number of cameras and locations.
- **INTERIOR**: The following areas are required to be under camera surveillance: The general waiting area, IT Data Room, Medicine Room, and all exits/egress doors for the facility.
- **EXTERIOR**: The following areas are required to be under camera surveillance: Patient, employee parking, and all entrances.

OTHER:

- **CONDITION**: Facility must be in a like new condition prior to VA occupancy. Lessor to work with VA Interior Designer who will develop color and finish schedule for all appropriate surfaces, as well as coordinate space planning with project designer and VA staff. VA will specify, procure, and provide interior furniture and furnishings.
- **DRAWINGS**: Lessor to provide drawings of facility building, site and location plan as part of bid and will provide "as-builts" as well as CAD drawings to the VA when the facility is turned over to the VA for occupation.
- **DOCUMENTS:** In addition to regular contract documents, test results described above and proof that the construction meets contract requirements, the lessor must provide MSDS sheets on chemicals used in maintenance such as pest control products, etc.
  For more information please see: http://www.cfm.va.gov/til/spec.asp
- **EYE WASH STATIONS:** The lab shall be equipped with emergency eyewash stations in accordance with ANSI standards.

SPECIFIC WORK REQUIREMENTS:

- **SECURITY:** The lessor shall be issued keys or proximity cards for the building. The lessor will ensure that all keys or cards issued by the Government are not duplicated. If any keys are lost or suspected lost, the lessor shall notify the COR immediately. If the keys are lost, the lessor will be responsible for the cost associated with the VA re-keying the clinic. It is the lessor's responsibility to prohibit the use of keys issued by the Government to any persons other than the lessor's employees. Only lessor employees or sub-contractors are permitted on-site.