PROJECT DESCRIPTION

Executive Summary
This project constructs a new permanent 15,430 ASF / 23,640 GSF science and health/nursing laboratory building on the main campus at Victor Valley College. It will be in the form of a one story building located adjacent the existing one story Science Building and on the west side into an existing parking lot.

- Budget for the design-build team associated costs (design, estimating, bidding, contractor management, labor and material, and contingency) = $11,815,000.
- Not included in those amounts is a budget allocation for Group II (movable furniture and equipment).

History
The original design for the existing Science Building (completed in about 1996) was based upon enlarging the lab capacity as enrollments grew by adding an additional row of Life and Physical Science Laboratories directly to the west wall of the building. The existing science prep spaces were over-sized by about double in anticipation of this enlargement. Therefore, little or no added science prep space (lab service) is anticipated, as the existing space should be sufficient to serve the four additional science labs planned in this project, plus four future science labs.

New Science Labs
The new lab building amends the original plan by constructing a detached building roughly 30’ away from the existing science building and connected with outdoor covered corridors. Construction and appearance should match or be compatible with the existing building construction.

It will add four science laboratories, two life science (anatomy) and two physical science (general chemistry and digital physical science). In addition, provision for future science labs are to be made to serve the college science lab requirements for its master planned build-out size of 20,000 students. These will comprise two additional life science labs and two additional physical science labs of the approximate same size as the four science labs currently in the project scope. This future addition should be sited so as not to affect the new nursing/allied health labs that are part of this project.

Office and related space for a science dean and support staff is included and these are to be located near the center of the building, close to the new and existing science labs.

The science lab wing including the dean’s office suite and toilet/utility rooms will be conventional concrete floor slab construction with overhead supply air conditioning. The exception is the Digital Physical Science Lab that will have an access floor system but conventional overhead air conditioning (no displacement HVAC). Fume hoods (8) in the General Chemistry Lab will be “make-up air” type fume hoods that have their own supply air independent of the room conditioned air. This is to permit lecturing in the room and requires that the hoods be entirely shut off (no chemicals will be stored in the hoods). The make-up supply air will need to be temperature controlled to a set temperature inside the hood and will require refrigerated cooling and a heating source.

The two Anatomy labs will have an under-slab exhaust air system with intakes at each of the
island student and staff stations. That system should be engineered with sufficient negative pressure to “scavenge” the odors of dissected animals out of the room and minimize the smell while being as quiet as possible. A similar low wall-level air return system will be required in the Cadaver and Cat Storage rooms. All the science labs and support spaces with the exception of the Digital Physical Science Lab will be designed for 100% air exhaust. The Digital Physical Science Lab and dean’s office suite will be designed for recirculation of the return air in accordance with current ASHRAE requirements (see the Mechanical Engineer Basis of Design requirements in Section 8).

**New Nursing/Allied Health Labs**

Across a shared indoor central hallway from the new science labs are new laboratories and offices for the Health/Nursing programs, including a large Nursing Fundamentals Lab and SIM (simulation) labs for training in five health specialties: OB/Gyn, Pediatrics, ICU, Medical/Surgical, and a Standard Patient Room which will double as a Psychology Consultation Room. Each SIM Lab will have an individual adjoining Control Room accommodating video camera operation and an individual adjoining Debriefing Room for approximately 8-10 students for live observation and critique, both rooms using one-way glass.

The project also includes a digital nursing lab and a prep room to accommodate independent learning in the nursing disciplines and a large storage facility housing storage for beds, mannequins, and other medical equipment that serve as “sets” for various configurations in the nursing labs. Also included are a medication prep/store room and a laundry room. A suite of nursing offices will be located at the north end of the building, so as to be close to the existing Nursing Building. The existing Nursing Building will continue to accommodate part of the nursing program (the building will likely be remodeled as a future secondary effects project with some vacated labs possibly converted to lecture space for these programs).

With the exception of corridors, the entire new nursing lab and nursing office wing will be constructed using a raised access floor system with displacement air conditioning for future flexibility and energy savings.

**Indoor Support Functions**

Indoor corridors and a main entry foyer serve to link all the functions within the building. The foyer will serve as a student study and waiting area and requires reasonably stable temperature control. Toilets sized for the expected occupant load generated by the new science and nursing labs, offices, plus the four future science labs will be located off the main entry foyer space and as central as possible. Separate single occupancy male and female staff toilets are also included. Other enclosed spaces include HVAC fan rooms (no outdoor exposed HVAC units on the roof), hot water boiler, electrical switchgear and transformers, and phone and telecommunications equipment (including servers). An open rooftop well will be provided for fume hood and other exhaust fans or vents of laboratory gasses. A main lobby will align with the existing central lobby in the Science Building. Double loaded indoor corridors (8’ minimum wide) will provide access to all instructional and office spaces. Major entrance doors to the exterior will be motorized for access compliance and have air locks, either by providing two sets of doors with an intervening space in between or with a wheelchair accessible motorized revolving door (preferred). Major indoor entrance doors to instructional spaces will be in indented alcoves off the corridor. A large display case area will be provided within or adjacent the main lobby.

All of the above mentioned functions will be slab on grade with conventional overhead HVAC or exhaust ventilation (see Section 3, Room Data Sheets for specific requirements).
Site Development

The new building will be free standing and connected to the existing entry lobby at the center of the existing science building. The new building will be situated to provide convenient covered and wind protected outdoor movement of science lab supplies and equipment across a new courtyard linking the new physical and life science labs and their respective existing prep spaces in the existing building. Smooth paving without raised thresholds along these access paths must be provided. The courtyard will be landscaped and further augmented by full building perimeter landscaping including wind dissipating walls, windows, or other construction, especially at the south side of the south courtyard. Vehicular access to the existing biology service entrance shall be preserved in the new design.

Parking lost by the construction of this new building (about 100 stalls) will be replaced in this project by new parking located across Jacaranda St. to the west and constructed in advance of removal of the existing parking. Also in advance of construction at the main building site is relocation of accessible parking stalls currently falling within the project site. This will be accomplished through restriping and additional curb cuts in an area of the parking lot south of the project site.

Remaining parking within the building site area will be redone as necessary to restore paving, curbing, and landscaping damaged or worn by construction activities.

Environmental Considerations

The intent of the district is to design this project to Leed “Silver” as a minimum. Inclusive could be daylighting strategies, shading, and even active energy production such as photovoltaics and solar water heating. At this time, it is not anticipated that the full Leed certification will be required, only design to the Leed points required to reach a Silver level. Additionally, it is the district’s goal that the project maximize rebates from the Southern California Edison’s “Savings by Design” program. Water conservation is a goal in terms limiting city water use and the utilization of waste or recycled water.

Building Utilization

For the 2010 Fall Semester, the existing Science Building laboratories were used at 133.3 percent of capacity. The Allied Health/Nursing Building laboratories were used at 424.5 percent of capacity. In addition, the Health programs also used the Technology Center Lab room 143 and Lower Portable room 7 (at 173.2 percent of capacity). These data demonstrate a clear need for additional science and health laboratory classrooms.
The Project Execution Plan is an integral document to the design process and shall be used as a guide in managing the expectations and responsibilities of each of the parties involved in the Design and Construction of the New Science/Health Building. The “Plan” also addresses the quality of the project as expected by the Victor Valley Community College, project timelines from design thru construction, project review milestones, interaction of the all parties, tasks to be completed and by whom they will be completed, and the management of the Design/Build process.

1. PROJECT QUALITY PLAN

   1.1. Design Standards and Specifications (Planning)

   1.1.1. Victor Valley Community College Design Standards & Outline Specifications were created for the Design/Build Team to assist in the development of the final program in the design and construction of the New Science/Health Building and New Parking Lot on the campus as described in the bridging documents.

   1.1.2. The Planning Design Standards & Outline Specifications are based on the current site constraints of the Victor Valley Community College.

   1.1.3. The Building Design Standards & Outlines Specifications are based on current conditions in operating, maintaining and securing the Victor Valley Campus to assure a welcoming, nurturing, safe and clean environment for learning.

   1.1.4. Facilities Space Program: Governs the capacity, size and number of functional spaces that are to be used in the New Science/Health Building and New Parking Lot.

   1.1.5. The Design Standards & Outline Specifications are a “living document”. They are consistently being updated through “lessons learned”. It is the responsibility of the Victor Valley Community College to determine which edition to implement on this Project. As part of this process updates to this document will be issued as needed.

   1.1.6. The Design Build project shall adhere to the College Design Standards. Any proposed deviation from the Design Standards by the Design Build Team shall be discussed with the College prior to implementation. The proposed change if approved by the college shall be recorded as a substitution to the project.

   1.2. Victor Valley Community College Design Standards & Outlines Specifications (Civil, Architecture, Mechanical, Electrical, Plumbing, and Landscape)

   1.2.1. Architectural Compatibility Design Standards: Governs the Architectural Style of the New Science/Health Building and New Parking Lot based on compatibility with the existing classroom buildings on campus...

   1.2.2. Facilities Space Program: Governs the capacity, size and number of functional spaces that are to be used in the New Science/Health Building and New Parking Lot.

   1.2.3. Estimated Cost of Construction: Quantifies the quality levels of space, material and systems for the New Science/Health Building and New Parking Lot.

   1.2.4. Outline Specifications: Include detailed descriptions of the functional and facilities requirements for each space, including prototype drawings (as and if needed), color & materials, finishes, furniture, furnishings, equipment and systems.
1.2.5. Construction details that provide Victor Valley Community College a wide and consistently safe and operational standard. The Design/Build Team is responsible for following additional Procedural Requirements established by Victor Valley Community College.

1.2.6. Should the Design/Build Team find any contradiction occurring in the Victor Valley Community College Standards, Outline Specifications, requirements or documents, the Victor Valley Community College shall be notified via Email or Fax by the Design/Build Team. The College will resolve any contradiction found within the documents and will respond to the Design/Build Team(s) per the schedule indicated within the RFP.

1.3. Victor Valley Community College Design Standards – Technical

The Design/Build Team shall:

1.3.1. Coordinate with Victor Valley Community College Standards.
1.3.2. Provide a submittal for review and comment at 25% of the construction documents phase, the report shall be in Microsoft Word summarizing the project status and cost estimate in Microsoft Excel as of this milestone.
1.3.3. Provide a submittal for review and comment at 50% of the construction documents phase, the report shall be in Microsoft Word summarizing the project status and cost estimate in Microsoft Excel as of this milestone.
1.3.4. Provide a submittal for review and comment at 75% of the construction documents phase, the report shall be in Microsoft Word summarizing the project status and cost estimate in Microsoft Excel as of this milestone.
1.3.5. Provide a submittal for review at 100% of the construction documents phase including a cost estimate in Microsoft Excel. Include as part of this submission a copy of the specifications for review and comment.
1.3.6. Provide a submittal for review of the schedule at 50% and 75% of construction documents phase in Microsoft Project or Microsoft Excel. Schedule shall be reviewed by the College and the Design Build Team.
1.3.7. Specifications – Master Spec 33 Divisions.

1.4. Codes and Government Agencies

1.4.1. California Education Code/School Funding Planning Division
1.4.2. Title 24 California Code of Regulations (current edition)
1.4.3. All California Building Codes and Building Standards Administrative Code, (current edition)
1.4.4. Any additional codes or regulations provided by the DSA Access Compliance Manual and the DSA.
1.4.5. All local and county code requirements as/if required.
1.4.6. Victor Valley Community College review and comments of the project will be provided in a timely manner to the Design/Build Team for review and inclusion into the project.

1.5. Quality Assurance & Quality Control

1.5.1. Quality Assurance

a. To assure that all processes and procedures are in place for this Project to succeed.
b. To assure that all means and methods are investigated and implemented for this Project to succeed.
c. To assure that proper “Information Management” is used to assure all decisions are made with the best information available.
d. To assure all conflicts arising from unforeseen conditions will be resolved by consensus of all parties involved.

1.5.2. Quality Control

a. To assure that proper “Information Management” is used to assure that all timely “milestones” and deliverables are met.
b. To assure all deliverables are well coordinated before releasing to the receiving party.
c. To assure all conflicts arising from unforeseen conditions will be resolved by consensus of all parties involved.

2.0 SCOPE OF WORK

2.1. Client’s Expectations

2.1.1. The Design/Build Team and their Consultants shall provide to Victor Valley Community College a final set of Architectural Systems, Engineering Systems, Code Analysis and Cost Estimates for consideration and approval that conform to the design program indicated in the RFP and accompanying bridging documents.

2.1.2. The Design/Build Team and their Consultants shall provide Field Investigations to allow for the complete analysis of the Existing Buildings and Site to locate the New Science/Health Building and New Parking Lot.

2.1.3. The Design/Build Team and their Consultants shall research the existing Record Drawings, As-Built Drawings and/or Specifications for the analysis of the proposed Site Locations for the New Science/Health Building and New Parking Lot.

2.1.4. The Design/Build Team and their Consultants shall provide to the Victor Valley Community College a Final Design and Final Cost Estimate in the form of drawings and reports. These drawings and reports shall convey the Design/Build Team proposed design solution in response to the design program and information contained in the RFP. All documents submitted shall be used in the evaluation and selection of the winning Design/Build Team.

2.1.5. The Design/Build Team and their Consultants shall provide to Victor Valley Community College a deliverable in the form of a Report, with accompanying graphic information addressing the construction and scheduling of the Project.

2.1.6. The Design/Build Team and their Consultants shall provide a design that conforms to LEED Silver status. Silver status certification shall not be applied for at this time.

2.1.7. The Design/Build Team is responsible for obtaining the site survey used for this project. The site survey obtained will contain the appropriate information required to design and construct the New Parking Lot and the New Science/Health Building.

2.1.8. The Design/Build Team shall implement the “Savings By Design Program” for this project as provided by SCE. The Design/Build Team shall review the results of the review by SCE with the Victor Valley Community College and implement the results into the project.
2.2. Scope of work for Phase 1

2.2.1. Final Presentation for RFP Design/Build Team Selection: See Section 13

2.3. Scope of Work: Basic Design Services (to be provided by the Design/Build Team selected by the College to complete the project).

2.3.1. Design Development
   a. Finalize approval of Schematic Designs.
   b. Finalize Site and Building Design (Civil & Landscaping included).
   c. Finalize Elevations.
   d. Finalize Building Sections.
   e. Finalize Structural System.
   f. Finalize Mechanical System.
   g. Finalize Electrical System.
   h. Finalize Plumbing System.
   i. Finalize Fire Life Safety System.
   j. Finalize Data/Communication System.
   k. Finalize Security System.
   l. Finalize Outline Specifications.
   m. 50% Design Development Review meeting with the College representatives to review scope of work and design.
   n. 75% Design Development Review meeting with the College representatives to review scope of work and design.
   o. Design meetings as required during the Design Development Phase of the work as requested by either the Design/Build Team or the VVCCD.

2.3.2. Construction Documents
   a. Final approval of Design Development Documents.
   c. 25% QA/QC and review of drawings and specifications.
   d. 50% QA/QC and review of drawings and specifications.
   e. 75% QA/QC and review of drawings and specifications.
   f. Final QA/QC and review of drawings and specifications inclusive of any DSA required changes.
   g. Design meetings as required during the Design Development Phase of the work as requested by either the Design/Build Team or the VVCCD.

2.3.3. DSA Submission and Approval
   a. Submit project to DSA for plan check.
   b. Complete plan check corrections.
   c. Process all documentation required by DSA for completion and closeout of the project.
   d. Victor Valley Community College shall be responsible for all DSA and City/Utility plan check fees.

2.3.4. Construction Administration (Project Delivery Method)
   a. Kickoff meeting with Victor Valley Community College, Campus Construction Representative, Architect, Contractor and Sub-contractors.
   b. Construction submittal services.
   c. Construction observation services.
d. Project representation of design intent.
e. Testing and inspection assistance.
f. Supplemental documents:
   • Request for information.
   • Interpretation of drawings.
   • Interpretation of specifications.
   • Architectural field instructions.
   • Proposal requests.
   • Change orders.
g. Review of Sub-Contractor shop drawings.
h. Review of Contractor alternates and substitutions with the Victor Valley College.
i. There shall be a minimum of 3 Pre-Construction Meetings with the College, Construction Manager, and Design/Build Team.
j. Liquidated Damages shall be as stated in the RFQ for this project.
k. Construction meetings shall be held on a weekly basis.

2.3.5. Project Closeout

a. Inspect the work in regards to the intent of the Design.
b. Process and Complete the Victor Valley Community College Punch List.
c. Secure all documentation for warranties, guarantees and manuals for the operation of systems.
d. Complete the collection of all As-Built Drawings.
e. Complete the preparation of all record drawings.
f. Conduct an inspection with Victor Valley Community College to verify the final completion of Design/Build Teams work.
g. Provide to the Victor Valley Community College all warranties, affidavits, waiver of liens, indemnification of liens, and other legal documentation holding harmless Victor Valley Community College for this Project.

3.0 COORDINATION & ADMINISTRATION

3.1. Project Meetings

3.1.1. Project meeting to be determined and held at the Victor Valley Campus at a location agreed upon by the College and the Design/Build Team.
3.1.2. Additional meetings not outlined may take place when notice is given with at least three days lead time to all parties required for attendance. Location and time is at the discretion of the party requesting the meeting.

3.2. Project Reporting

3.2.1. Project meeting minutes will be taken by the Design/Build Team.
3.2.2. Other meeting minutes will be the responsibility of the person asking for the meeting.
3.2.3. All meeting minutes will be issued no later than two days after the date of the meeting in a PDF format.
3.2.4. Acceptance or rejection of all or part of the meeting minutes will be issued not later than three business days after the issuance of the meeting minutes.
3.2.5. Estimated Time to Completion (ETC) will be issue at each project meeting.
3.2.6. Updated schedules are provided at each meeting with Victor Valley Community College by the Design/Build Team.
3.2.7. A Recovery Plan will be discussed at the project meeting when "Project Milestones" are not met.
3.3. File Structure and Information Sharing

3.3.1. Electronic and hard copy files will be kept by the Design/Build Team in an onsite central location.
3.3.2. Design/Build Team will develop a central filing system to be used on the project.
3.3.3. Copies of files can be obtained by written request.

3.4. Project Guidelines

3.4.1. The “Notice To Proceed” (NTP) will be issued by the College prior to the Design/Build Team and their Consultants proceeding with the construction of the design as accepted by the College, the process as indicated in this PEP, and as described in the Victor Valley Community College Design Guidelines and Outline Specifications.

3.4.2. At each submittal phase the approved design will be signed off by the Victor Valley Community College Project Manager or their representatives prior to proceeding with the phase of the work indicated in this PEP.

3.4.3. Project Guidelines in this PEP are meant to be flexible and are a living document. Amendments are made to provide an efficient and cost savings method to modify the Feasibility Study. Any amendments to this PEP by the Design/Build Team will require the written approval of Victor Valley Community College and the College Consultants prior to implementation. The approved amendment will be issued by the Design/Building Team within two business days of the approval date.

3.5. Project Communication

3.5.1. Communication may be handled through the following documents:
   a. Formal Letters
   b. Project Notes
   c. Conference Notes
   d. Transmittals
   e. Facsimiles
   f. E-mail
   g. All communication will be documented and distributed to all individuals listed on the documents.

3.5.2. Copies may be distributed to individuals as requested by Victor Valley Community College and the Design/Build Team.

3.5.2. Electronic copies will be kept by the Design/Build Team.

3.6. Confidentiality

Confidentiality requirements are as spelled out in the Design/Build Agreement (Contract) between Victor Valley Community College and the Design/Build Team. All aspects of the Contract, PEP and Scope of Services shall be considered confidential. No electronic copies or hard copies of the Project Execution Plan are to be removed from the offices of Victor Valley Community College and the Design/Build Team.
SECTION 2
PROJECT EXECUTION PLAN
VICTOR VALLEY COMMUNITY COLLEGE
December 18, 2012

END OF DOCUMENT
Design-Build Entity Selection
Anticipated Timeline
*New Science/Health Building*

10/08 & 10/15/12 ................................................................. Advertise RFQ

10/22/12 (10 am) ............................................................ Pre-Qualification Conference
A.

10/26/12 (5 pm) .................................................. Deadline for Requests for Clarification

10/30/12 (5 pm) ........................................................ District Response to Clarifications

12/04/12 (3 pm) .................................................. Pre-Qualification Submittals Due

12/05/12 – 12/0612 ................................................ RFQ Review Committee Meets

12/11/12 ................................................ Notice of Selection of Pre-Qualified Entities

12/18/12 ................................................................. Issuance of Requests for Proposals

02/20/13 (5 pm) ................................................ Design-Builder Proposals Due

02/27/13 ............................................ Design-Build Entity Presentations (1 ½ hour each)

03/06/13 ................................................ Notice of Intent to Award DB Contract

03/12/13 ................................................................. Award of DB Contract (tentative)

32 months ................................................................. Design and Construction