

STATEMENT OF WORK
Upgrade Electrical Distribution System Phase 3
VA249-13-R-1305

A. GENERAL INFORMATION

1. Title of Project: Upgrade Electrical Distribution System Phase 3
2. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this Statement of Work (SOW), except as may otherwise be specified. Work includes but is not limited to demolition and new construction of electrical systems such as panel boards, switchboards, switchgear, generators, automatic transfer switches, low & medium voltage transformers, electrical system protective device study, power monitoring system, architectural, mechanical, plumbing, fire protection, fire alarm, structural, and industrial hygiene.
3. Background: This project will bring Buildings 4, 5, 6, & 107's secondary normal and emergency electrical distribution systems up to 480V/277V standards and fix NEC violations.
4. Performance Period: The contractor shall complete the work required under this SOW in 360 calendar days or less from date of award.

B. CONTRACT AWARD MEETING

The contractor shall not commence performance on the tasks in this SOW until the CO has issued the Notice to Proceed (NTP). The NTP is issued at a pre-work/pre-construction meeting.

C. GENERAL REQUIREMENTS

1. All written reports, submittals, etc. shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.
2. Where a written milestone deliverable is required in draft form, the VA will complete their review of the draft deliverable within seven (7) work days from the date of receipt. The contractor shall have seven (7) work days to deliver the final deliverable from date of receipt of the Government's comments.
3. The Contractor shall submit, within ten (10) calendar days after award, a realistic schedule showing the order in which the work will be performed under this contract, including but not limited to, manpower and trade. The actual work elements to be accomplished will be shown. The schedule will be submitted to the Contracting Officer through the COR for approval.

D. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverables: The contractor shall provide the specific deliverables described below within the performance period stated in Section A.4 of this SOW.

Task One: The contractor shall provide a detailed work plan and briefing for the VA project team, which presents the contractor's plan for completing the contract. The contractor's plan shall be responsive to this SOW and describe, in further detail, the approach to be used for each aspect of the contract as defined in the technical proposal.

Project Schedule: A detailed project schedule will be delivered to the VA at the pre-construction meeting.

E. SCHEDULE FOR DELIVERABLES

1. Unless otherwise specified, the number of draft copies and the number of final copies shall be the same.

2. If for any reason any deliverable cannot be delivered within the scheduled time frame, the contractor is required to explain why in writing to the CO, including a firm commitment of when the work shall be completed. This notice to the CO shall cite the reasons for the delay, and the impact on the overall project. The CO will then review the facts and issue a response, in accordance with applicable regulations. If deliverable cannot be delivered within the scheduled time frame, compensation may be taken from the contractor.

G. CHANGES TO STATEMENT OF WORK

Any changes to this SOW shall be authorized and approved only through written modifications to the contract by the CO.

H. REPORTING REQUIREMENTS

1. The contractor shall provide the COR with monthly written progress reports. These are due to the COR by the second workday following the end of each calendar month, throughout the project's duration. The COR is required to provide monthly progress reports to the Contracting Officer by the fifth workday of the new calendar month.

2. The progress report shall cover all work completed during the preceding month and shall present the work to be accomplished during the subsequent month. This report shall also identify any problems that arose, along with a statement explaining how the problem was resolved. This report shall also identify any problems that have arisen but have not been completely resolved, with an explanation. NOTE: Progress Reports percentages are used to validate invoicing.

I. CONTRACTOR EXPERIENCE REQUIREMENTS

1. The contractor must inform the COR in writing when personnel are removed from the contract for any reason.

2. If a key person becomes unavailable to complete the contract, proposed substitutions of key personnel shall be made to the COR and CO.

J. CONFIDENTIALITY AND NONDISCLOSURE

Press releases, marketing material, or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.

K. WORKING HOURS

All work shall be performed during normal working hours of this facility, 7:00am to 4:30pm, Monday through Friday, except Government holidays. Work performed outside the normal working hour shall be scheduled in advance with the COR.

L. SECURITY

Contractor shall provide the COR with a list of employees working on the job site. The COR will provide the Contractor with temporary ID. Contractor is required to have all employees wear their temporary ID so that it is visible on their person. Contractor must keep list of employees and the corresponding badge number assigned to employees. An updated list shall be provided to the COR weekly. Contractor must account for return of all issued badges at the end of construction. Contractor is required to provide all worker names, social security numbers, and photo copy of government issued ID card for security clearance at least 72 hours prior to scheduled work.

M. FINAL INSPECTION

Contractor will submit a written request to the CO for final inspection. When the final inspection is to be held, it is the responsibility of the Contractor to setup an appointment with the Contracting Officer and COR and arrange for a walk-through of the project. Any and all "Punch List" items that are the result of this final inspection shall be completed **within ten (10) calendar days**. This must take place before the performance period expires on the contract.