PERFORMANCE WORK STATEMENT (PWS)

DEPARTMENT OF VETERANS AFFAIRS
Veterans Health Administration (VHA)

Radiation Oncology Clinic with Linear Accelerator

Date: March 25, 2014
Project # 671-247

Contents

1.0 BACKGROUND

The South Texas Veterans Healthcare System (STVHCS) took steps in fiscal year 2012 to offer VA staffed Radiation Oncology services utilizing leased space at Lackland AFB. On April 2, 2012, the VA opened our doors to offer these services to our Veterans. To date, thanks to committed leadership, we have been very successful in providing high quality radiation oncology services to our Veterans. There have been challenges the STVHCS has overcome in order to make this a reality and still a few more we need to address to secure the long term future of the Radiation Oncology Service. Despite our best planning efforts, we are still faced with a long term solution for the future home of Radiation Oncology Service as the leased facility at Lackland AFB is now slated for demolition in December 2015.

The primary objective of this solicitation is for a contractor to provide a turn-key, permanent, pre-engineered Radiation Oncology Clinic with a Linear Accelerator of 7,857 sq. ft. on the Audie L. Murphy Memorial Hospital Campus. A radiation oncology facility is a specialized facility requiring shielding and special considerations for power, heat and cooling of the linear accelerator (LINAC). The Radiation Oncology Clinic with Linear Accelerator shall be ready less than twelve months after authorization of construction, which permits moving from Lackland AFB prior to its planned demolition without any need to fee patients out to another facility. The LINAC will be installed in this space, and would not have to be moved in the future. The LINAC will be installed by Electa and the build-out, design and construction will be shared by Elekta and the Contractor of the building. The proposed location of the Radiation Oncology Clinic on VA property facilitates patient care with oncology services located at one place allowing coordination between chemotherapy and radiation, which are frequently delivered together.

2.0 APPLICABLE DOCUMENTS

Documents referenced or germane to this Performance Work Statement (PWS) are listed below. In the performance of the tasks associated with this Performance Work Statement, the Contractor is responsible to ensure design comply with the following:

1. VA Master Specifications, http://www.cfm.va.gov/TIL/spec.asp
2. NFPA, http://www.nfpa.org
3. ADA, http://www.ada.gov
4. OSHA, http://www.osha.gov
5. NEC, National Electric Code
6. IPC, International Plumbing Code

3.0 SCOPE OF WORK

The Contractor shall provide all labor, materials and tools necessary to perform all requirements identified in this Performance Work Statement (PWS).

3.1 GENERAL DESIGN

The Contractor shall provide a solution that shall meet the requirements defined in this PWS.

The Contractor shall provide and install to include site prep a fully functional 7,857 sq. ft. radiation oncology facility. The radiation oncology facility shall be a specialized facility with the required shielding and special considerations for power, heating, and cooling of the LINAC. Shielding will be adequate for the Versa HD LINAC with 6,10,15 and 18 MV photon capabilities as well as 10 MV flattening filter free stereotactic treatments utilizing a variety of non-polar beams and couch kicks. Contractor shall prepare and submit complete construction documents for review and approval by the Contractor Officer in Autocad 2013. Contractor shall coordinate with Elekta for installation and specific requirements of the Linear Accelerator. The radiation oncology facility shall include adequate clinical space with three examination rooms, dosimetry and physics space as well as space for a dedicated CT simulator (see Exhibit A). This facility shall be a permanent building. Contractor shall provide all labor, materials, supervision and any other resources necessary to provide a fully functional radiation oncology facility.

Site plan location drawing (see Exhibit B) and minimum space criteria plans (see Exhibit A) shall be provided by the VA for general information purposes only, not for final design. Contractor shall provide a design to meet the needs of a Radiation Oncology Clinic with Linear Accelerator.

Contractor shall conduct a site survey of all existing applicable utilities for substructure data such as sewers, storm drains, water lines, electrical conduits, etc. The VA shall provide existing utility maps upon request. The VA provided maps are for general information purposes only, not for final design. The contractor shall verify all existing utilities.

Post Award:

1) Prior to commencing work, general contractor shall provide proof that an OSHA designated “competent person” will maintain a presence at the work site whenever the general or subcontractors are present.
2) Contractor shall provide a safety plan submittal for approval by the COR before construction begins. Safety plan should cover, accident reporting and recording, emergency response procedure, housekeeping sanitation, personal protective equipment and dress requirements, fire prevention plans, electric safety, ladder safety, scaffolding safety, underground utility location/marking, cranes, traffic/vehicle operations, welding/cutting/grinding, construction fence and hazardous communication.
3) All employees of the contractor or subcontractor shall have the 10 hour or 30 hour OSHA Construction Safety course and be tested for Tuberculosis (TB) prior to start of work. Coordinate with COR.
4) Contractor shall provide 3 sets of drawings, 32”x46” to the COR along with Autocad 2013 dwg file format on a CD. The contractor shall follow the National CAD Standard, which has been adopted by the VA and may be obtained from

NIBS at the following website: www.nationalcadstandard.org. The standard is a system for organizing and classifying "drawing centric" building design data, including: a system for naming model files, drawing files, and drawing file layers; a system for organizing the drawing set according to drawing set hierarchy, drawing sheet layout and format, and schedule layout and format; and plotting guidelines. Information about the implementation and application of the National CAD Standard can be found at http://www.cfm.va.gov/til/projReq.asp#cad standard VA title block, a template drawing sheet and standard Autocad.ctb file may be found in the TIL.

5) Contractor provided drawings shall include at a minimum:
   1) Structural Sheets for the roof and slab including sections and details
   2) Architecture Sheets to include floor plan, interior and exterior elevations, reflected ceiling plan, finish schedules and legends, signage
   3) Fire Protection Sheets for sprinkler plan, fire device plan, details and schedule
   4) Plumbing Sheets to include plumbing plan, details and schedule
   5) Mechanical Sheets to include air handler unit (AHU) plan, details and schedule, HVAC duct layout, mechanical controls
   6) Electrical Sheets to include lighting layout, panel location and details, power plan, electrical schedule, panel schedule, electrical one line/riser diagram
   7) Communication Sheets to include telephone/data layout and schedule, security system plan, security equipment details and schedules
6) Contractor shall not interrupt existing utility service such as gas, water, steam, sewers, electricity or fire protection without prior approval of the COR. Contractor shall submit a request to interrupt any such service to the COR, in writing, 72 hours in advance of the proposed interruption. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the COR.
7) Contractor shall provide as-built drawings, on Mylar, 32"x46" and 2 hard copies 32"x46" along with Autocad 2013 dwg file format on a CD within 10 calendar days of acceptance of the project by the COR
8) Contractor shall provide 3 copies of O&M manuals to the COR within 10 calendar days of acceptance of the project by the COR.

3.2 ARCHITECTURE

1. Construction of walls are to be 4" 20 gauge galvanized studs with 5/8" fire rated sheetrock on each side. Exam rooms should be provided with sound attenuation batts between the studs in accordance with H-18-03, VA construction standard CD 34-1, Noise Transmission Control.
2. Partitions around Linear Accelerator equipment will require significant quantities of shielding. Partitions may be constructed of high-density concrete (or other materials) and finished with gypsum wallboard.
3. Exterior façade should be made to match surround structures.
4. Provide suspended type ceiling w/2'x4' and or 2'x2' acoustical type

ceiling.

5. Provide VA Design Guideline approved flooring, non-slip w/4" rubber cove base.
6. Provide wall finish that is smooth and able to withstand frequent cleaning. Wall to ceiling junction shall be coved and flush. Wall and corner guards should be used in corridors and all other areas where damage from cart and stretcher traffic is anticipated.
7. Provide partition / wall to shield the AHU's visibility from the street.

3.3 INTERIOR / EXTERIOR FINISHES

1. Contractor shall provide a finish schedule plan for review and approval by the COR.
2. All interior and exterior finishes are to be approved by VA personnel prior to purchasing and installation.

3.4 PLUMBING

1. Provide plumbing, hot/cold water, mixing valves, drains, floor drain as required in VA design guidelines along with "Sinks and Eye Wash Stations".
2. Provide sinks, toilets and urinals where required in the design guide.
3. Provide sink w/counter top as required in the VA design guide.

3.5 MECHANICAL

1. Provide HVAC (supply, return and exhaust) with sufficient air flow (CFM) and Air Handlers Units (AHU's) with air changes appropriate for both office areas and work areas. Contractor shall test and balance.
2. Temperature shall be controlled between 70-75 degrees F.
3. Relative humidity 30% - 55%.
4. All duct work shall be 22 gauge for straight duct and 20 gauge fittings.
5. All new and existing devices (dampers, terminal units, vav's etc.) for this project must be connected to the Andover Energy Control System for monitoring.
6. Provide test and balance for entire area, and provide documentation showing minimum air changes, CFM. etc.
7. Provide and install Chill Water Meter, Manufacture: Onicon System 10 with Modbus too match existing type used at the STVHCS.

3.6 ELECTRICAL

1. Provide power for all equipment as per VA guidelines to include computers, printer, copiers, fax machines, test equipment, etc.
2. Provide and install GFI outlets as required per VA guidelines and code.
3. Equipment shall be on emergency power as per design standards.
4. Lighting shall be recessed, florescent, flange mounted, prismatic lensed fixture. See Radiation Therapy Design Guide for lighting standards.
5. Provide Electric Meter, Square D PM 810 with Modbus.
6. Minimum of 50 FC shall be maintained.
7. Conduit shall be a minimum of ¾".

3.7 COMMUNICATION

1. Provide telecommunication drops (Cat 5 and Cat 3) for all required areas. Minimum two per room with an outlet at every work station.
2. Telecommunication devices must be compatible with existing devices in the VA Medical Center.
3. Provide Triplex data drops for computer and wall mount phone.
4. Devices must be labeled according to VA Master Specifications, http://www.cfm.va.gov/TIL/spec.asp Division 27 Communications
5. All devices must be tested and provide the VA with all test results.

4.0 PERFORMANCE DETAILS

4.1 PERFORMANCE PERIOD

The anticipated completion is 12 months after "Notice to Proceed" (NTP) or July 2015. Work shall be conducted during normal business hours of M-F, 7:30 a.m. – 4:30 p.m., All work outside of normal business hours shall need approval by the COR.

Any work at the government site shall not take place on Federal holidays or weekends unless approved in advance by the Contracting Officer (CO)**.**

There are ten (10) Federal holidays set by law (USC Title 5 Section 6103) that the VA follows:

Under current definitions, four are set by date:

New Year's Day	January 1
Independence Day	July 4
Veterans Day	November 11
Christmas Day	December 25

If any of the above falls on a Saturday, then Friday shall be observed as a holiday. Similarly, if one falls on a Sunday, then Monday shall be observed as a holiday.

The other six are set by a day of the week and month:

Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Thanksgiving	Fourth Thursday in November

4.2 PLACE OF PERFORMANCE

Tasks under this PWS shall be performed at the VA facility located in San Antonio at Audie Murphy VA Healthcare System. Work may be performed at remote locations with prior approval of the Contracting Officer Representative (COR).

The Contractor shall coordinate with the VA facility to schedule work during normal business hours to minimize disruption to normal operations.

5.0 SPECIFIC TASKS AND DELIVERABLES

The Contractor shall perform the following:

5.1 PROJECT MANAGEMENT

5.1.1 PROJECT MANAGEMENT PLAN

The Contractor shall deliver a Critical Path Method (CPM) and schedule demonstrating a turn-key, permanent, pre-engineered Radiation Oncology Clinic with a Linear Accelerator of 7,857 sq. ft. for approval by the COR and shall keep the Project Schedule up-to-date. Contractor shall utilize the CPM for scheduling, coordinating and monitoring work (including all activities of subcontractors, equipment vendors and suppliers). Below is a tentative schedule:

Request for proposal issued	MAY	2014
Pre-proposal conference	MAY	2014
Proposal submitted	JUN	2014
Contract award	JUN	2014
Notice to proceed	JULY	2014
Construction completion/final inspection/ custody receipt	JULY	2015

The CPM should take the form of both a narrative and graphic format that displays the schedule, milestones, risks and resource support. The contractor shall designate an authorized representative responsible for the CPM. The contractor shall provide monthly, to the Department of Veterans Affairs (VA), all computer-produced time/cost schedules and reports generated from monthly project updates. This monthly computer service will include: three copies of up to five different reports (inclusive of all pages) available within the user defined reports of the scheduling software approved by the Contracting Officer; a hard copy listing of all project schedule changes, and associated data, made at the update and an electronic file of this data; and the resulting monthly updated schedule in PDM format. These must be submitted with and substantively support the contractor's monthly payment request and the signed look ahead report.

The Contractor shall notify the Contracting Officer's Technical Representative (COR) and the CO in writing, in advance of any deviation from the approved plan, noting the specific deviation, the rationale for the deviation, and impact if deviation is not approved.

If it becomes apparent from the current revised monthly progress schedule that phasing or contract completion dates will not be met, the Contractor shall execute some or all of the following remedial actions:

1. Increase construction manpower in such quantities and crafts as necessary to eliminate the backlog of work.

2. Increase the number of working hours per shift, shifts per working day, working days per week, the amount of construction equipment, or any combination of the foregoing to eliminate the backlog of work. Advance approval by the COR shall be needed for this action.

The cost of revisions to the Project Schedule is the responsibility of the Contractor. This includes additional manpower and overtime.

Deliverables:

A. Project Management Plan

5.1.2 REPORTING REQUIREMENTS

The Contractor shall provide the COR with Monthly Progress Reports in electronic form in Microsoft Word and Microsoft Project formats. The report shall include detailed instructions/explanations for each required task, to ensure that schedule and Progress Report is accurate and consistent. The monthly report is due by the 3rd day of each month and shall reflect progress as of the last day of the preceding month.

The Monthly Progress Reports shall cover all work completed during the reporting period and work planned for the subsequent reporting period. The report shall also identify any problems or risks that arose and a description of how the problems were resolved. If problems have not been completely resolved, the Contractor shall provide an explanation and strategy to resolve.

In addition, the Contractor shall attend a Weekly Status Meeting which will be held via teleconference with the VA PM and/or COTR. The meeting is estimated to last up to two hours each week and will be held beginning at project initiation and ending at project completion.

The Contractor shall notify the COR, and CO, in writing, immediately if problems arise adversely impacting the performance of the PWS.

Deliverables:

A. Monthly Progress Report

5.1.3 KICK-OFF MEETING

The Contractor shall schedule a Kick-off Meeting with the COR, and stakeholders within two (2) weeks of award, to introduce the Government team to the Contractor's overall operating plans and approach to this work. The Contractor shall present and be prepared to discuss the content of the PMP, schedule and proposed metrics with the VA team. The Contractor shall produce and distribute Kick-off meeting minutes identifying all the discussion points, agreements and action items following the kick off meeting. Kick-off meeting minutes are due no later than 7 days following the kick-off meeting.

At the Kick-off Meeting, the Contractor shall present along with a copy via email to the CO.:

1) The details of their intended approach, work plan and project schedule including initial proposed deliverable dates for review and approval by VA PM.
2) Staffing Plan and introduce the key members of the contractor's team.
3) Project Management Plan (PMP)
4) Monthly Progress Report sample

Deliverables:

A. Kick-off Meeting Materials are due at Kick-off meeting

5.2 RADIATION ONCOLOGY CLINIC WITH LINEAR ACCELERATOR REQUIREMENTS

The Contractor shall provide a solution that shall meet the requirements defined in this PWS.

The Contractor shall demonstrate the ability to provide and install a fully functional 7,857 sq. ft. radiation oncology facility. The radiation oncology facility shall be a specialized facility with the required shielding and special considerations for power, heating, and cooling of the LINAC. Contractor shall prepare and submit complete construction documents for review and approval by the Contractor Officer in the latest version of Autocad. Contractor shall coordinate with Elekta for installation and specific

requirements of the Linear Accelerator. The radiation oncology facility shall include adequate clinical space with three examination rooms, dosimetry and physics space as well as space for a dedicated CT simulator (see Exhibit A). This facility shall be a permanent building. Contractor shall provide all labor, materials, supervision and any other resources necessary to provide a fully functional radiation oncology facility.

Deliverables:

A. Radiation Oncology Clinic with Linear Accelerator Solution
B. Construction Documents

6.0 GENERAL REQUIREMENTS

6.1 CONTRACTOR SECURITY REQUIREMENTS

Contractor Responsibilities:

A. Security Plan:

1. The security plan (to be submitted to the COR for review before construction begins) defines both physical and administrative security procedures that will remain effective for the entire duration of the project.

2. The Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.

B. Security Procedures:

1. Contractor's employees shall not enter the project site without an appropriate badge. Workers may also be subject to inspection of their personal effects when entering or leaving the project site.
2. The contractor shall coordinate the location of the nearest VA fingerprinting office through the COR. Alloy 4 business days to process fingerprints.
3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.
5. The Contractor shall be responsible for the actions of all personnel provided to work for VA under this contract. In the event that damages arise from work performed by Contractor provided personnel, under the auspices of this contract, the Contractor shall be responsible for all resources necessary to remedy the incident.
6. Failure to comply with the Contractor security investigative requirements may result in termination of the contract for default.

C. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the Resident Engineer for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
2. Contractor shall turn over all permanent lock cylinders to the COR.

6.2 METHOD AND DISTRIBUTION OF DELIVERABLES

The Contractor shall deliver documentation in electronic format, unless otherwise directed in Section B of the solicitation/contract. Acceptable electronic media include: MS Word 2000/2003/2007, MS Excel 2000/2003/2007, MS PowerPoint 2000/2003/2007, MS Project 2000/2003/2007, MS Access 2000/2003/2007, MS Visio 2000/2002/2003/2007, CAD 2002, and Adobe Postscript Data Format (PDF).

6.3 PERFORMANCE METRICS:

The Contractor shall monitor performance against the established schedule, milestones, risks and resource support outlined in the approved PMP. The Contractor shall report any deviations in the Monthly Progress Report. As a minimum, the following metrics shall be included:

Performance Objective	Performance Standard	Acceptable Performance Levels	Surveillance Method
1. Technical Needs	Shows understanding of requirements Efficient and effective in meeting requirements Meets technical needs and mission requirements Offers quality services/products	Achieve 3.0 or higher out of a total of 5.0	Performance Assessment
2. Project Milestones and Schedule	Quick response capability Products completed, reviewed, delivered in timely manner Notifies customer in advance of potential problems	Achieve 3.0 or higher out of a total of 5.0	Performance Assessment
3. Project Staffing	Currency of expertise Personnel possess necessary knowledge, skills and abilities to perform tasks	Achieve 3.0 or higher out of a total of 5.0	Performance Assessment
4. Value Added	Provided valuable service to Government Services/products delivered were of desired quality	Achieve 3.0 or higher out of a total of 5.0	Performance Assessment

The Government will utilize a Quality Assurance Surveillance Plan (QASP) throughout the life of the contract to ensure that the Contractor is performing the services required by this PWS in an acceptable manner. The government reserves the right to alter or change the QASP at its own discretion. A Performance Based Service Assessment Survey will be used in combination with the QASP to assist the government in determining acceptable performance levels.

6.4 FACILITY/RESOURCE PROVISIONS

The Contractor shall request other Government documentation deemed pertinent to the work accomplishment directly from the Government officials with whom the Contractor has contact. The Contractor shall consider the COR as the final source for needed Government documentation when the Contractor fails to secure the documents by other means. The Contractor is expected to use common knowledge and resourcefulness in securing all other reference materials, standard industry publications, and related materials that are pertinent to the work.

The VA shall provide access to VA specific specifications and design guides as required for execution of the task. The Contractor shall not transmit, store or otherwise maintain sensitive data or products in Contractor systems (or media) within the VA firewall IAW VA Handbook 6500.6 dated March 12, 2010.

7.0 ATTACHMENT / TECHNICAL EXHIBITS

Exhibit A

Contractor shall use Veterans Health Administration - Radiation Therapy Service for space planning http://www.cfm.va.gov/til/space/SPchapter277

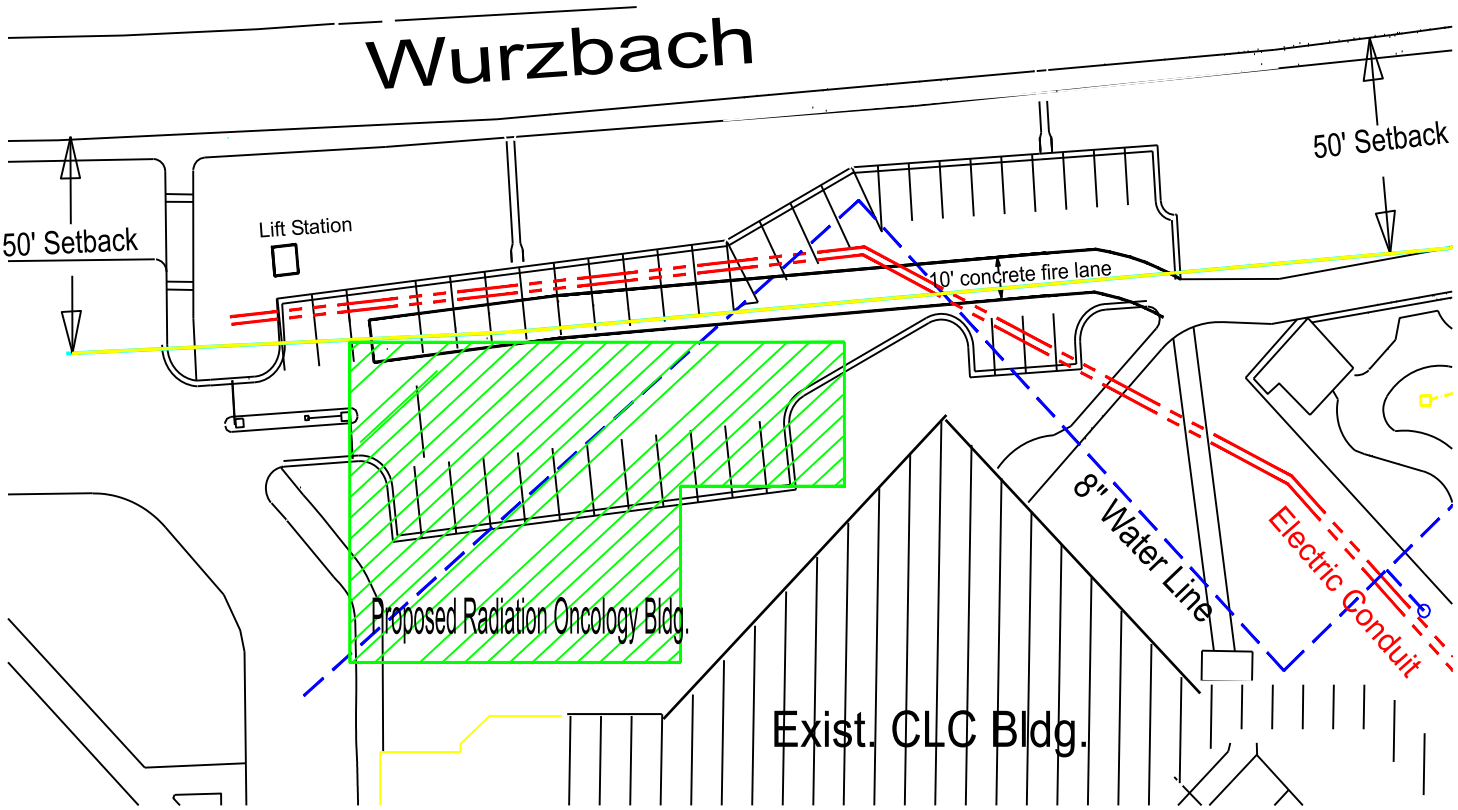
SOUTH TEXAS VETRANS HEALTH CARE SYSTEM BASIC RADIOTHERAPY FACILITY										
	Model						Proposed			
	#	NSF AREA	NSF TOTAL				#	NFS AREA	NFS TOTAL	COMMENTS
Waiting / Resource	1	1000	1000				1	1170	1170	
Reception	1	80	80				1	80	80	
Public Toilets	2	150	300				4	150	600	
Patient Records	1	200	200				1	50	50	Secured Room
Secretarial	1	120	120				1	80	80	
Weight / Vitals	1	50	50				1	50	50	
Exam Rooms	4	120	480				3	110	330	

Exam Room Toilet	1	65	65				2	75	150	
Multipurpose / Conference Room	1	186	186				0	186	0	
RAD Onc. MD Office	1	120	120				2	120	240	
Physicist Office	1	90	90				2	90	180	
R.O. Supervisor Office	1	90	90				2	90	180	
Provider Work Room	1	120	120				0	120	0	
MLP Office	1	120	120				0	120	0	
Block Room	1	200	200				0	200	0	
Physics Lab	1	150	150				0	150	0	
Dosimetry	1	165	165				1	165	165	
General Storage	1	500	500				1	100	100	Distributed throughout facility
Viewing / Staff work room	1	120	120				0	120	0	
Control Room	1	150	150				1	90	90	For Linear Accelerator located adjacent to vault
Utility Storage	1	80	80				1	70	70	
Physics / BioMed Storage	1	200	200				0	200	0	
In--Patient Holding	1	80	80				0	80	0	
Dressing	3	45	135				3	55	165	
Accessible Dressing	1	64	64				1	75	75	
Gowned Subwaiting	1	120	120				2	80	160	
Patient Toilet	1	64	64				0	64	0	
Simulator	1	500	500				1	500	500	
Simulator Control	1	222	222				1	100	100	
Staff Lounge	1	400	400				0	200	0	
Staff Lockers	1	76	76				0	60	0	
Staff toilet	1	64	64				0	64	0	They are shared with the patients & public
Clean Utility	1	110	110				0	111	0	
Soiled Utility	1	110	110				0	88	0	
Soiled Linen / Clean Linen	2	110	220				0	110	0	
Trash / Recyclables	1	148	148				0	148	0	
Electrical Room	1	100	100				1	100	100	Includes space for IT functions
Housekeeping / Custodial	1	200	200				0	25	0	
Mechanical Room	1	120	120				0	120	0	

INTERNS / OPEN OFFICE	2	120	240				0	317	0	
Gurney / Wheelchair storage	1	200	200				0	200	0	
Uptake Room	1	120	120				0	120	0	Infusion Suite
Infusion Room	6	80	480				0	80	0	Infusion Suite
Nurse Work Station	1	180	180				0	180	0	Infusion Suite
Lab Room	1	130	130				0	130	0	Infusion Suite
Toilet	2	65	130				0	65	0	Infusion Suite
Clean Supply	1	80	80				0	80	0	Infusion Suite
Total NSF of Clinic Space			8879						4635	
Multiplier			1.35						1.35	
Subtotal GSF for Clinic Space RAD TECH. Vault GFS			11986.7 1600						6257 1600	
Project Total GFS			13586.7						**7857**	

Exhibit B

Site Map for Proposed Radiation Oncology Bldg.
Located at Audie Murphy VA Hospital, San Antonio, Texas



8.0 SUMMARY OF DELIVERABLES

8.1 PWS DELIVERABLES

1. Project Management Plan (see Section 5.1.1)
2. Radiation Oncology Clinic with Linear Accelerator solution (see Section 5.2) along with construction documents.

8.2 POST AWARD DELIVERABLES

1. Complete construction documents (see Section 3.1 “Post Award”)
2. Safety Plan (see Section 3.1 “Post Award”)
3. Proof of OSHA training for all employees, TB testing, badging Requirements (see Section 6.1), and VA provided infection control training (see Section 3.1 “Post Award”)
4. As-Built drawings (see Section 3.1 “Post Award”)
5. O&M manuals (see Section 3.1 “Post Award”)
6. Interior and Exterior finish submittal with samples for approval by the COR. The Contractor shall provide Sample Board with finishes.
7. Monthly Progress Reports (see Section 5.1.2)
8. Weekly Meeting notes (see Section 5.1.2)
9. KICK-OFF meeting with meeting notes, Project Management Plan (see Section 5.1.3)
10. Submittal on all materials used to be approved by the COR in advance of purchase and installation.

POINTS OF CONTACT

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