

SECTION 01 00 00
GENERAL REQUIREMENTS

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1.1 GENERAL INTENTION

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing tenant improvements, and furnish labor and materials and perform work for the construction of the Renovation of 3C and 4C to Single patient Rooms, Project #654-12-724, as required by drawings and specifications. Contractor shall comply with the requirements noted in Subparagraph H "Facility Specific Requirements".
- B. Visits to the site by Bidders may be made only by appointment with the Contracting Officer.
- C. Offices of H+K Architects Inc., as Architects, will render certain technical services during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or implying a contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.
- D. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.
- E. Prior to commencing work, general contractor shall provide proof that a OSHA certified "competent person" (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the general or subcontractors are present.
- F. Training:
 - 1. All employees of general contractor or subcontractors shall have the (10-hour and 30-hour where applicable by position) OSHA certified Construction Safety course and /or other relevant competency training, as determined by VA CP with input from the ICRA team. The superintendent shall have the 30-hour OSHA certified Construction Safety course.
 - 2. Submit training records of all such employees for approval before the start of work.
- G. VHA Directive 2011-36, Safety and Health during Construction, dated 9/22/2011 in its entirety is made a part of this section
- H. Facility Specific Requirements:

1. Contractor shall set in place and maintain a confined space program for all applicable work as outlined in this section.

a. Confined Space

Permit Required Confined Space. Permit form is required. Among other requirements, a person stationed at the entry point is required. Formal training for workers and entry person is required.

Locations:

Permit-required confined space:

Tunnel	Mech Room / Boiler Plant
Tunnel	CLC under flag pole to Bldg. 1D
Bldg. 1D Crawl Space	begins at half-height door at each end
Bldg. 12 Crawl Space	Includes basement access BC100
Bldg. 1-1 Clinical Lab	Access to HVAC/Plumbing
Utility Chase	Boiler Plant routes under Kirman to east end of Bldg. 1 Center Wing
Heat Aerator	Bldg. 8 Boiler Plant
Condensate Tank in pit	Bldg. 8 Boiler Plant
Boiler Mud Drums (3ea)	Bldg. 8 Boiler Plant
Boiler Steam Drums(3ea)	Bldg. 8 Boiler Plant
Boiler Fire boxes (3ea)	Bldg. 8 Boiler Plant
Electrical Vaults	Adjacent to Bldgs. 1D & 12, Courtyard
Sewers/Storms Drains	Facility Grounds
Communication Vaults	Facility Grounds

Non-permit confined space:

This category does not apply to contractors - even for investigative purposes they must treat the area as permit required and implement their confined space program accordingly. Exception: If a VA employee escorts the contractor and remains with them 100% of the investigative time then the permit will not be required. In general, we should not plan on being their escort except for very short durations.

Permit-required confined space:

Every space identified in the list above is to be treated as permit- required.

Implement an approved confined space program.

Contractor must submit for approval their confined space program.

2. "Rules for the Contractor" is set-up as a facility specific guide for the contractor.

a. Rules of the Facility for Construction Contractors

Sierra Nevada Health Care System is a multi-faceted health care facility tasked with providing health care to the men and women who have served in the armed forces of the United States of America in order to provide for the defense of this county. At all times while working within the facility grounds all contractor's employees must follow the below listed rules of the facility and treat all patients who they may come in contact with utmost respect and dignity. Any contractor employee who mistreats a veteran or violates any of the rules listed below will be removed from the facility.

1. All patient information is private and cannot be disclosed to others.

- o If a contractor employee sees a friend, neighbor or other acquaintance receiving health care at the facility they are not to discuss who they saw at the facility with anyone regardless of the circumstances.
- o Any information overheard or seen regarding a patient's medical condition is likewise not to be shared with anyone regardless of the circumstances.

2. Safety is a top priority for the facility.

- o Contractor must present evidence that each on-site employee has completed the 10 hour OSHA safety training course and evidence that each supervisor has completed the 30 hour OSHA safety training course for supervisors.
- o Contractor employees shall at all times wear proper safety attire for the work being accomplished. Further, all contractor equipment and work areas shall be observed at all times. Unattended ladders, doors to electrical closets or mechanical rooms being left open, access panels or manholes covers being moved and not protected are serious safety violations and could result in the dismissal of the responsible employee and a stand-down for the prime and all subs. The General or Controlling Contractor is responsible for site safety, and the employer is responsible for the performance of the tasks of his/her employees. Note that the extent of the measures that a controlling employer must take to satisfy its duty to exercise reasonable care to prevent and detect violations is less than what is required of an employer with respect to protecting its own employees.

3. Electrical: De-energized Panels and Lockout/Tagout

- o All contracting firms have sole responsibility for the systems given that they install and maintain. If contractors work on energy producing systems that are

normally serviced by FMS personnel, or need to control the energy to the systems for which they have responsibility, then the lockout/tagout operations will be performed by the contractor and overseen by the primary COTR who validates that the contractors have applied their lockouts/tagouts in the appropriate locations.

- o Likewise, work on electrical panels can only occur if the panel is de-energized. Likewise, all utility systems are to be shut-down and certified as being off line prior to the contractor tapping into the system.
- 4. **Infection control is a top priority for the facility.** No work will be allowed to occur anywhere within the facility until an Infection Control Risk Assessment (ICRA) form has been filled out and all required work activities properly required by the completed ICRA have been implemented including, but not limited to construction of dust barriers and **installation of HEPA filters. The hospital side of job access points must be kept pristine; use of sticky mats and** continual sweeping/mopping and other appropriate measures to keep facility areas clean are to be provided by the contractor as needed
- 5. **Contractor employee parking.** No contractor is permitted to park on hospital property with either their personal or business vehicle - use the streets. Contractor's employees vehicles found parking on campus are subject to being ticketed (with fine) by VA Police with notification to the CEO of the prime.
- 6. **Contractor discussions regarding project details or related impact** are **NOT** to occur with anyone at the VA without the permission or presence of the COTR or other authorized representative from FMS.
- 7. **Contractor employee use of facility toilets and restrooms.** Unless otherwise specified in the contract drawings and/or specifications no contractor employees are to use facility toilets or restrooms.
- 8. **Facility work hours.** The facility is an operating health care center and as such activities occur on a 24-7 basis. However the majority of services provided by the facility occur between the hours of 7a and 5p, Monday through Friday. The contractor is to schedule all work activities as necessary to minimize the impact of the construction activities on the day-to-day operations of the facility. Unless otherwise arranged, contractor work hours are limited to 7:30a to 4p.
- 9. **Utility shutdown.** No utility shutdowns will be allowed without proper prior coordination with the medical center. Minor utility shutdowns (those which in no way impact patient care activities) are to be scheduled no less than 72 hours in

advance of the planned shutdown. Major utility shutdowns (those which do impact patient care activities) are to be formally requested no less than 21 days in advance of the requested shutdown.

10. **Contractor's staging area.** There is limited space available for the contractor to use as a staging location. Unless otherwise noted in the contract drawings or specifications, all staging of equipment and materials is to occur within the boundaries of the limits of construction as shown on the contract documents. Dumpster/Storage Area on VA property is not permitted except within the boundaries of the construction project. Coordination for street use for dumpsters and storage is between the contractor and the City of Reno.
11. **Crane Operations.** Crane Operations are not permitted over occupied areas. Crane operations should be scheduled when occupants are not routinely under the crane ops area.
12. **Fire alarm or fire sprinkler work and/or tie-ins.** No removal, relocation, disconnection, disabling or connection to the existing facility fire alarm or fire sprinkler systems are to occur until the contractor has obtained the approval of the facility safety manager. It is recommended that wire guards be installed over sprinkler heads within construction boundaries. The contractor is responsible for paying the cost of any fire department response when said the response is due to negligence by the contractor.
13. **Hot work.** No hot work is to occur until the contractor has received an approved hot work permit from the facility safety manager via the COR.
14. **Firearms, knives, etc.** This facility is located on federal property. In accordance with federal law, no person, unless authorized to do so (Federal police and government agents only at this facility) are allowed to carry firearms or knives on property grounds.
15. **Alcohol.** This facility is located on federal property. Therefore the possession, sale of or use of alcohol on the grounds is strictly prohibited.
16. **Smoking.** Smoking is not allowed anywhere in the facility inside buildings and only in selected areas outside buildings as defined by marks on the pavement.
17. **Fire Egress.** As a functioning medical facility it is imperative that, in the event of a disaster which requires evacuation, the evacuation routes are available to patients and staff. Blocking of stairwells, corridors, exit doors and other means of evacuation are strictly prohibited unless approved by the Facility Safety Manager as evidenced

by his signature on a posted Interim Life Safety Measure (ISLM) document.

18. **Handicap Accessibility.** As a functioning medical facility it is imperative that all handicap access areas, including ramps, sidewalks, handrails, etc. remain unobstructed at all times unless approved by the Facility Safety Manager as evidenced by his signature on a posted Interim Life Safety Measure (ISLM) document.
19. **Debris removal.** All debris to be removed from a construction site off site for disposal is to be properly covered whenever it exits a construction area and enters an area occupied by the facility. Tossing of debris materials out of windows or off roof areas without proper use of a trash chute is strictly prohibited.
20. **Use of electronic equipment.** As a medical facility there is a large amount of electronic equipment that is used by the facility to track patient condition. Hand held electronic equipment such as cell phones, walkie-talkies, radios, iPods, has the potential to impact the signals provided by the medical equipment thereby impacting patient care. Therefore no hand held electronic equipment is to be used by any contractor employee in the vicinity of areas where health care is provided.
21. **Badges.** Identification badges are provided for use of all contractor employees. These badges are to be worn by the employee at all times they are on facility grounds. Any contractor employee who is either not wearing or cannot, upon questioning, produce their badge is subject to be removed from the facility. A background check is performed for any employee who will be on-site more than seven days.
22. **Project Submittals on Site.** At all times when work is in progress the contractor is to have a set of approved submittals on site for verification that the specified and approved items are being installed. These are to be made available at any time per request of the Contracting Officer or the project COR.
23. **Confined Space.** Several areas within hospital grounds are considered Confined Spaces and some of those require Permit. You must have submitted and received COR approval of a contractor implemented Confined Space program prior to any access of these areas.
24. **Keys.** No VA key will be provided to a contractor. Access must either be via VA employee or through a contractor locking system. (Reminder: **DO NOT** prop open a door or tape the strike, etc. to get around the proper key use - such action may result in employee removal and contractor safety stand down.) The contractor must provide the COTR

five spare keys to any contractor implemented locking system.

25. COR Notification. No contractor is permitted to perform on-site contract work without COTR knowledge.

3. ASBESTOS PERMIT: It is the responsibility of the contractor to obtain a permit from the Washoe County Health District, Air Quality Management Division (401 Ryland Street, Suite 331, Reno NV 89502) (775) 784-7200 prior to commencement of renovation/demolition activities. The Air Quality Management Division requires an asbestos survey to be conducted by a U.S. EPA AHERA certified person before any potential asbestos containing materials are disturbed. The survey must be completed to the satisfaction of the Control Officer or additional samples may be required. A complete, signed copy of an asbestos survey report must be filed at the Washoe County District Health Department and an "Asbestos Assessment Acknowledgment Form" obtained before any permit for demolition or renovation, as noted above, is issued." The permit issued by the District must be provided to the government to begin work.
4. Weekly COR Construction Site Safety Inspection is to ensure the contractor is complying with safety and infectious controls. Complete the form below for each inspection.



WEEKLY SAFETY INSPECTION CHECKLIST FOR CONSTRUCTION/RENOVATION SITES



Project: _____ Location: _____

Date: _____ COR/Inspector: _____

	Hazard Exists (Mark X)		Comments
	Yes	No	
1. Have the construction workers been informed and trained regarding facility ID badges and smoking?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Is appropriate signage installed and followed?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Are hazardous materials properly identified and Material Safety Data Sheets (MSDS) accessible?	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Is material storage satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Is means of egress clear in construction area?	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Is the integrity of the fire detection/sprinkler system being maintained?	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Are flammables stored in approved containers and properly secured?	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Is hot work authorization permit on site?	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Is there a fire watch during hot work?	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Are the construction workers wearing adequate			_____

personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Is proper ventilation installed (negative pressure)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Is construction site closed to public thoroughfare?	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Are construction partitions and fire/smoke barrier penetrations being maintained?	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Are good housekeeping practices being used in construction area and flammable/ combustible loads being kept at a minimum?	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Are scaffold handrails installed?	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Are all points of operation machinery guarded and utilized properly?	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Are fire extinguishers available and checked?	<input type="checkbox"/>	<input type="checkbox"/>	_____
18. Is electrical ground on equipment intact?	<input type="checkbox"/>	<input type="checkbox"/>	_____
19. Is there evidence of smoking or eating on site?	<input type="checkbox"/>	<input type="checkbox"/>	_____
20. Do the construction workers know the location of medical services, emergency room (ER)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
21. Is the lockout/tag out program in place?	<input type="checkbox"/>	<input type="checkbox"/>	_____

ADDITIONAL NOTES FROM INSPECTION

1.2 STATEMENT OF BID ITEM(S)

- A. Work includes construction of an elevated bridge connecting Building 1 and the Specialty Clinic.

1.3 SOLICITATION AUTHORITY

- A. This is solicitation Request for Proposals (RFP) conducted under Far Part 15 contracting by negotiation where firms are offerors and shall submit offers. References to IFBS, bids, or bidders, in technical specification sections and technical drawings are strictly coincidental and strictly for purposes of administrative convenience and efficiency.

1.4 SOLICITATION CLAUSES AND PROVISIONS

Please note that RFP, and any resultant contract, Part I, Schedule, and all clauses and provisions located there, supersede and contain final authority. Those clauses and provisions that may be referenced in these technical specification sections and technical drawings are strictly coincidental and for purposes of administrative convenience and efficiency.

1.5 SOLICITATION DEFINITIONS

Throughout this RFP, and any resultant contract, the terms Contracting Officer's Representative (COR), Contracting Officer's Representative (COR), Project Engineer (PE), Contracting Officer's Representative (COR) (RE), and Project Manager (PM), all denote the same engineering official and may be used equally and interchangeably as described by the Contracting Officer (CO).

- A. Additional sets of drawings may be made by the Contractor, at Contractor's expense, from reproducible prints furnished by Issuing Office. Such prints shall be returned to the Issuing Office immediately after printing is completed.

1.6 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. Sets of drawings and specifications may be purchased by the Contractor, at Contractor's expense.

1.7 CONSTRUCTION SECURITY REQUIREMENTS

- A. Security Plan:
1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.

2. The General 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. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. For working outside the "regular hours" as defined in the contract, the General Contractor shall give 3 days' notice to the Contracting Officer's Representative (COR) so that security arrangements can be provided for the Contractor's employees on site after hours. This notice is separate from any notices required for utility shutdown described later in this section.
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 General 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. Authority for visits to project location:
Visits to the project site by Offerors, Subcontractors, Suppliers and other interested parties may be made only by appointment with the Contracting Officer or his fully authorized Project Manager / COR.

C. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the Contracting Officer's Representative (COR) for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
2. The General Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation. See Section 08 71 00, DOOR HARDWARE and coordinate.

D. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the

approach to following goals and maintaining confidentiality of "sensitive information".

2. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
3. Certain documents, sketches, videos or photographs and drawings may be marked "Law Enforcement Sensitive" or "Sensitive Unclassified". Secure such information in separate containers and limit the access to only those who will need it for the project. Return the information to the Contracting Officer upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
5. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
6. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".

E. Motor Vehicle Restrictions

1. Vehicles are not authorized to park on VA property at any time. Access shall be restricted to picking up and dropping off materials and supplies.

1.8 FIRE SAFETY

A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.

1. American Society for Testing and Materials (ASTM):
E84-2009.....Surface Burning Characteristics of Building
Materials
2. National Fire Protection Association (NFPA):
10-2010.....Standard for Portable Fire Extinguishers
30-2008.....Flammable and Combustible Liquids Code
51B-2009.....Standard for Fire Prevention During Welding,
Cutting and Other Hot Work
70-2011.....National Electrical Code

241-2009.....Standard for Safeguarding Construction,
Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

29 CFR 1926.....Safety and Health Regulations for Construction

- B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to start of work, prepare a plan detailing project-specific fire safety measures, including periodic status reports, and submit to Contracting Officer's Representative (COR) and Facility Safety Manager for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES Prior to any worker for the contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. Documentation shall be provided to the Contracting Officer's Representative (COR) that individuals have undergone contractor's safety briefing.
- C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet). D. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with Contracting Officer's Representative (COR) and facility Safety Manager.
- E. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to the Contracting Officer's Representative (COR) and facility Safety Manager. Contractor's workers must be informed of the egress routes and must complete quarterly fire drills if the Contractor is on-site for a period over 90 days.

- F. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- G. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- H. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with Contracting Officer's Representative (COR) facility Safety Manager Officer. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the Contracting Officer's Representative (COR) .
- I. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with Contracting Officer's Representative (COR) and facility Safety Manager.
- J. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with Contracting Officer's Representative (COR) . Obtain permits from facility Safety Manager at least 48 hours in advance. Designate contractor's responsible project-site fire prevention program manager to permit hot work.
- K. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to Contracting Officer's Representative (COR) and facility Safety Manager.
- L. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. In separate and detached buildings under construction, smoking is prohibited except in designated smoking rest areas.
- M. Dispose of waste and debris in accordance with NFPA 241 and Sections 01 74 19 CONSTRUCTION WASTE MANAGEMENT, and 01 81 11 SUSTAINABLE DESIGN REQUIREMENTS. Remove from buildings daily.

- N. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.
- O. If required, submit documentation to the Contracting Officer's Representative (COR) that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.
- P. Temporary Construction Partitions:
1. Install and maintain temporary construction partitions to provide smoke-tight separations between construction areas and adjoining areas. Construct partitions of gypsum board or treated plywood (flame spread rating of 25 or less in accordance with ASTM E84) on both sides of fire retardant treated wood or metal steel studs. Extend the partitions through suspended ceilings to floor slab deck or roof. Seal joints and penetrations. At door openings, install Class C, ¾ hour fire/smoke rated doors with self-closing devices.
 2. Install one-hour fire-rated temporary construction partitions as shown on drawings to maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures.
 3. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration firestop materials in accordance with Section 07 84 00, FIRESTOPPING.
 4. Temporary Enclosure: Erect a protective, covered enclosure for passage of individuals as indicated on Drawings. Coordinate with doors, other facilities, and obstructions. Comply with regulations of authorities having jurisdiction and requirements indicated on Drawings.
 - a. Provide overhead decking, protective enclosure walls, lights, safe and well-drained walkways, and similar provisions for protection and safe passage.
 - b. Provide protection from exposure, foul weather, other construction operations, and similar activities. Enclosure is to be watertight.
 - c. Insulate temporary enclosure.

- d. Construct with gypsum wallboard with joints taped on occupied side.
- e. Provide temporary heating and cooling.
- f. Provide watertight connection to existing building. Repair any damage to existing building upon removal of temporary enclosure.
- g. Temporary enclosure is to be noncombustible according to ASTM E 136. Comply with NFPA 241.
- h. Restore existing building to original condition after removal of temporary enclosure. Patch, repair and paint any damaged surfaces to match adjacent construction.
- i. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.

1.9 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The

Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

- D. Working space, material storage space, and dumpster space and space available for storing materials shall be limited to the interior of the construction boundary as shown on the drawings. Contractor must coordinate directly with the City of Reno regarding potential use of the adjacent streets.
- E. Workmen are subject to rules of Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by Contracting Officer's Representative (COR) where required by limited working space.
 - 1. Do not store materials and equipment in other than assigned areas.
 - 2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than five work days. Provide unobstructed access to Medical Center areas required to remain in operation.
 - 3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements
- G. Utilities Services: Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems (except telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Contracting Officer's Representative (COR) . All such actions shall be coordinated with the Utility Company involved:
 - 1. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction

- project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.
- H. When a building or area is turned over to Contractor, Contractor shall accept entire responsibility therefore.
1. Contractor shall maintain a minimum temperature of 50 degrees F at all times, except as otherwise specified.
 2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre inspection of site with the safety manager, VA fire alarm technician and VA Maintenance, and a representative from the City of Reno Fire Department in attendance.
- I. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Contracting Officer's Representative (COR).
1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of Contracting Officer's Representative (COR). Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without the Medical Center Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS and 28 05 11, REQUIREMENTS FOR ELECTRONIC SAFETY AND SECURITY INSTALLATIONS for additional requirements.
 2. Contractor shall submit a request to interrupt any such services to Contracting Officer's Representative (COR), in writing, 72 hours in

advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.

3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.
4. Major interruptions of any system must be requested, in writing, at least 21 calendar days prior to the desired time and shall be performed as directed by the Contracting Officer's Representative (COR). The Contractor may not proceed with major system interruptions without written approval the COR.
 - a. The System Interruption Request must include a plan of action, detailing:
 1. The specific work to be performed relative to this system interruption.
 2. Detailed list of what systems will be affected, and what work will be done on those systems.
 3. Description of backup plan in the event the work is delayed, including a detailed plan for maintaining facility operation during system outage.
5. In case of a contract construction emergency, service will be interrupted on approval of Contracting Officer's Representative (COR). Such approval will be confirmed in writing as soon as practical.
6. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.

J. Abandoned Lines:

1. All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be removed, shall be removed in their entirety.
2. All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned

- but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, at natural points of connection (junction boxes, valves, tees, splits of main lines, etc.) within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.
- K. To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:
1. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles. Wherever excavation for new utility lines cross existing roads, at least one lane must be open to traffic at all times.
- L. Coordinate the work for this contract with other construction operations as directed by Contracting Officer's Representative (COR). This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

1.10 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the Contracting Officer's Representative (COR) of areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report to the Contracting Officer.
1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of the building.
 2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
 3. Shall note any discrepancies between drawings and existing conditions at site.
 4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur

and which have been agreed upon by Contractor and Contracting Officer's Representative (COR).

- B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of Contracting Officer's Representative (COR) , to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).
- C. Re Survey: Thirty days before expected partial or final inspection date, the Contractor and Contracting Officer's Representative (COR) together shall make a thorough re survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:
1. Re survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.
- D. Protection: Provide the following protective measures:
1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
 2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
 3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.11 INFECTION PREVENTION MEASURES

- A. Implement the requirements of VAMC's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.
- B. Establish and maintain a dust control program as part of the contractor's infection preventive measures in accordance with the guidelines provided by ICRA Group. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to Contracting Officer's Representative (COR) and Facility ICRA team for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.
 - 1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center.
- C. Medical center Infection Control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the medical center prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition:
 - 1. The RE and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone and in the patient-care rooms are appropriate for their settings. The requirement for negative air pressure in the construction zone shall depend on the location and type of activity. Upon notification, the contractor shall implement corrective measures to restore proper pressure differentials as needed.
 - 2. In case of any problem, the medical center, along with assistance from the contractor, shall conduct an environmental assessment to find and eliminate the source.
- D. In general, following preventive measures shall be adopted during construction to keep down dust and prevent mold.

1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by Contracting Officer's Representative (COR) . Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.
2. Do not perform dust producing tasks within occupied areas without the approval of the Contracting Officer's Representative (COR). For construction in any areas that will remain jointly occupied by the medical Center and Contractor's workers, the Contractor shall:
 - a. Provide dust proof one-hour fire-rated temporary drywall construction barriers to completely separate construction from the operational areas of the hospital in order to contain dirt debris and dust. Barriers shall be sealed and made presentable on hospital occupied side. Install a self-closing rated door in a metal frame, commensurate with the partition, to allow worker access. Maintain negative air at all times. A fire retardant polystyrene, 6-mil thick or greater plastic barrier meeting local fire codes may be used where dust control is the only hazard, and an agreement is reached with the Contracting Officer's Representative (COR) and Medical Center.
 - b. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust to exterior is not reintroduced to the medical center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Accumulator) filter vacuum system rated at 95% capture of 0.3 microns including pollen, mold spores and dust particles. Insure continuous negative air pressures occurring within the work area. HEPA filters should have ASHRAE 85 or other prefilter to extend the useful life of the HEPA. Provide both primary and secondary filtrations units. Exhaust hoses shall be heavy duty, flexible steel reinforced and exhausted so that dust is not reintroduced to the medical center.
 - c. Adhesive Walk-off/Carpet Walk-off Mats, minimum 600mm x 900mm (24" x 36"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.

- d. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.
 - e. The contractor shall not haul debris through patient-care areas without prior approval of the Contracting Officer's Representative (COR) and the Medical Center. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.
 - f. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.
 - g. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must be cleaned up and dried within 12 hours. Remove and dispose of porous materials that remain damp for more than 72 hours.
 - h. At completion, remove construction barriers and ceiling protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.
- E. Final Cleanup:
- 1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.
 - 2. Perform HEPA vacuum cleaning of all surfaces in the construction area. This includes walls, ceilings, cabinets, furniture (built-in or free standing), partitions, flooring, etc.
 - 3. All new air ducts shall be cleaned prior to final inspection.

1.12 DISPOSAL AND RETENTION

A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:

1. Reserved items which are to remain property of the Government are identified by attached tags or noted on drawings or in specifications as items to be stored. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by Contracting Officer's Representative (COR) .
2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.
3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.
4. PCB Transformers and Capacitors: The Contractor shall be responsible for disposal of the Polychlorinated Biphenyl (PCB) transformers and capacitors . The transformers and capacitors shall be taken out of service and handled in accordance with the procedures of the Environmental Protection Agency (EPA) and the Department of Transportation (DOT) as outlined in Code of Federal Regulation (CFR), Titled 40 and 49 respectively. The EPA's Toxic Substance Control Act (TSCA) Compliance Program Policy Nos. 6 PCB 6 and 6 PCB 7 also apply. Upon removal of PCB transformers and capacitors for disposal, the "originator" copy of the Uniform Hazardous Waste Manifest (EPA Form 8700 22), along with the Uniform Hazardous Waste Manifest Continuation Sheet (EPA Form 8700 22A) shall be returned to the Contracting Officer who will annotate the contract file and transmit the Manifest to the Medical Center's Chief.
 - a. Copies of the following listed CFR titles may be obtained from the Government Printing Office:

- 40 CFR 261 Identification and Listing of Hazardous Waste
- 40 CFR 262 Standards Applicable to Generators of Hazardous Waste
- 40 CFR 263 Standards Applicable to Transporters of Hazardous Waste
- 40 CFR 761 PCB Manufacturing, Processing, Distribution in Commerce, and use Prohibitions
- 49 CFR 172 Hazardous Material tables and Hazardous Material Communications Regulations
- 49 CFR 173 Shippers General Requirements for Shipments and Packaging
- 49 CRR 173 Subpart A General
- 49 CFR 173 Subpart B Preparation of Hazardous Material for Transportation
- 49 CFR 173 Subpart J Other Regulated Material; Definitions and Preparation

TSCA Compliance Program Policy Nos. 6 PCB 6 and 6 PCB 7

1.13 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree pruning compound as directed by the Contracting Officer.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge

- C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.
- D. Refer to FAR clause 52.236-7, "Permits and Responsibilities," which is included in General Conditions. A National Pollutant Discharge Elimination System (NPDES) permit is required for this project. The Contractor is considered an "operator" under the permit and has extensive responsibility for compliance with permit requirements. Permit process to be coordinated with the appropriate VA will make the permit application local government agency available at the (appropriate medical center) office. The apparent low bidder, contractor and affected subcontractors shall furnish all information and certifications that are required to comply with the permit process and permit requirements. Many of the permit requirements will be satisfied by completing construction as shown and specified. Some requirements involve the Contractor's method of operations and operations planning and the Contractor is responsible for employing best management practices. The affected activities often include, but are not limited to the following:
- Designating areas for equipment maintenance and repair;
 - Providing waste receptacles at convenient locations and provide regular collection of wastes;
 - Locating equipment wash down areas on site, and provide appropriate control of wash-waters;
 - Providing protected storage areas for chemicals, paints, solvents, fertilizers, and other potentially toxic materials; and
 - Providing adequately maintained sanitary facilities.

1.14 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the Contracting Officer's Representative (COR) . Existing work to be altered or extended and that is found to be defective in any way, shall

be reported to the Contracting Officer's Representative (COR) before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.

- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are indicated on drawings and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

1.15 PHYSICAL DATA

- A. Data and information furnished or referred to below is for the Contractor's information. The Government shall not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor.
- B. Government does not guarantee that other materials will not be encountered nor that proportions, conditions or character of several materials will not vary from those indicated by explorations. Bidders are expected to examine site of work and logs of borings; and, after investigation, decide for themselves character of materials and make their bids accordingly. Upon proper application to Department of Veterans Affairs, bidders will be permitted to make subsurface explorations of their own at site.

1.16 PROFESSIONAL SURVEYING SERVICES

- A. A registered professional land surveyor or registered civil engineer whose services are retained and paid for by the Contractor shall

perform services specified herein and in other specification sections. The Contractor shall certify that the land surveyor or civil engineer is not one who is a regular employee of the Contractor, and that the land surveyor or civil engineer has no financial interest in this contract.

1.17 LAYOUT OF WORK

- A. The Contractor shall lay out the work from Government established base lines and bench marks, indicated on the drawings, and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all stakes, templates, platforms, equipment, tools, materials, and labor required to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines and grades that may be established or indicated by the Contracting Officer. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the Contracting Officer until authorized to remove them. If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the Contracting Officer may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor.
- B. Establish and plainly mark center lines for each building and/or addition to each existing building, and such other lines and grades that are reasonably necessary to properly assure that location, orientation, and elevations established for each such structure and/or addition, are in accordance with lines and elevations shown on contract drawings.
- C. Following completion of general mass excavation and before any other permanent work is performed, establish and plainly mark (through use of appropriate batter boards or other means) sufficient additional survey control points or system of points as may be necessary to assure proper alignment, orientation, and grade of all major features of work. Survey shall include, but not be limited to, location of lines and grades of footings, exterior walls, center lines of columns in both directions, major utilities and elevations of floor slabs:
 - 1. Such additional survey control points or system of points thus established shall be checked and certified by a registered land

surveyor or registered civil engineer. Furnish such certification to the Contracting Officer's Representative (COR) before any work (such as footings, floor slabs, columns, walls, utilities and other major controlling features) is placed.

- D. During progress of work, and particularly as work progresses from floor to floor, Contractor shall have line grades and plumbness of all major form work checked and certified by a registered land surveyor or registered civil engineer as meeting requirements of contract drawings. Furnish such certification to the Contracting Officer's Representative (COR) before any major items of concrete work are placed. In addition, Contractor shall also furnish to the Contracting Officer's Representative (COR) certificates from a registered land surveyor or registered civil engineer that the following work is complete in every respect as required by contract drawings.
1. Lines of each building and/or addition.
 2. Elevations of bottoms of footings and tops of floors of each building and/or addition.
 3. Lines and elevations of sewers and of all outside distribution systems.
- E. Whenever changes from contract drawings are made in line or grading requiring certificates, record such changes on a reproducible drawing bearing the registered land surveyor or registered civil engineer seal, and forward these drawings upon completion of work to Contracting Officer's Representative (COR) .
- F. Upon completion of the work, the Contractor shall furnish the Contracting Officer's Representative (COR) , reproducible drawings at the scale of the contract drawings, showing the finished grade on the grid developed for constructing the work, including burial monuments and fifty foot stationing along new road centerlines. These drawings shall bear the seal of the registered land surveyor or registered civil engineer.
- G. The Contractor shall perform the surveying and layout work of this and other articles and specifications in accordance with the provisions of Article "Professional Surveying Services".

1.18 AS-BUILT DRAWINGS

- A. Division 1 Section "Project Record Documents" also applies to this subparagraph.
- B. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.
- C. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the Contracting Officer's Representative (COR) 's review, as often as requested.
- D. Contractor shall deliver two approved completed sets of as-built drawings to the Contracting Officer's Representative (COR) within 15 calendar days after the acceptance of the project by the Contracting Officer's Representative (COR) .
- E. Paragraphs A, B, & C shall also apply to all shop drawings.

1.19 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads or driveways on Medical Center property and, when authorized by the Contracting Officer's Representative (COR) , such temporary roads or driveways which are necessary in the performance of contract work. Temporary roads or driveways shall be constructed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.
- B. When new permanent roads are to be a part of this contract, Contractor may construct them immediately for use to facilitate building operations. These roads may be used by all who have business thereon within zone of building operations.
- C. When certain buildings (or parts of certain buildings) are required to be completed in advance of general date of completion, all roads leading thereto must be completed and available for use at time set for completion of such buildings or parts thereof.

1.20 RESERVED**1.21 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT**

- A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to compliance with the following provisions:
1. Permission to use each unit or system must be given by Contracting Officer's Representative (COR) . If the equipment is not installed and maintained in accordance with the following provisions, the Contracting Officer's Representative (COR) will withdraw permission for use of the equipment.
 2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
 3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
 4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze up damage.
 5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
 6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government.
- B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.

- C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.

1.22 TEMPORARY USE OF EXISTING ELEVATORS

- A. The Contractor is authorized to use the facility Freight Elevators for material, equipment and tool transfer. The use of any other facility elevators is not allowed, unless specific approval is granted by the COTR. The access route from the work area to the Freight Elevators is shown on the attachment at the end of this Section. The contractor is required to keep the access route clean from dust and debris at all times.
- B. Use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
1. Contractor makes all arrangements with the Contracting Officer's Representative (COR) for use of elevators. The Contracting Officer's Representative (COR) will ascertain that elevators are in proper condition. Contractor may use one elevator, for exclusive use during construction. Exact location of contractor's elevator shall be determined during the pre-construction meeting. Personnel for operating elevators will not be provided by the Department of Veterans Affairs.
 2. Contractor covers and provides maximum protection of following elevator components:
 - a. Entrance jambs, heads soffits and threshold plates.
 - b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
 - c. Finish flooring.
 3. Government will accept hoisting ropes of elevator and rope of each speed governor if they are worn under normal operation. However, if these ropes are damaged by action of foreign matter such as sand, lime, grit, stones, etc., during temporary use, they shall be removed and replaced by new hoisting ropes.
 4. If brake lining of elevators are excessively worn or damaged during temporary use, they shall be removed and replaced by new brake lining.

5. All parts of main controller, starter, relay panel, selector, etc., worn or damaged during temporary use shall be removed and replaced with new parts, if recommended by elevator inspector after elevator is released by Contractor.
6. Place elevator in condition equal, less normal wear, to that existing at time it was placed in service of Contractor as approved by Contracting Officer.
7. Contractor shall retain the services of a licensed elevator inspector to inspect the elevator and certify for facility operation once the contractor has completed all construction related use of the elevator. Any repairs required to be made to the elevator in order to obtain the above referenced certification shall be accomplished by the contractor at his/her own cost.

1.23 RESERVED**1.24 TEMPORARY TOILETS**

- A. Provide where directed, (for use of all Contractor's workmen) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by Contracting Officer's Representative (COR) , provide suitable dry closets where directed. Keep such places clean and free from flies, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.
- B. Contractor may have for use of Contractor's workmen, such toilet accommodations as may be assigned to Contractor by Medical Center. Contractor shall keep such places clean and be responsible for any damage done thereto by Contractor's workmen. Failure to maintain satisfactory condition in toilets will deprive Contractor of the privilege to use such toilets.

1.25 AVAILABILITY AND USE OF UTILITY SERVICES

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.

- B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.
- C. Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity as hereinafter specified.
- D. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:
1. Obtain heat by connecting to Medical Center heating distribution system.
 - a. Steam is available at no cost to Contractor.
- E. Electricity (for Construction and Testing): Furnish all temporary electric services.
1. Obtain electricity by connecting to the Medical Center electrical distribution system. The Contractor shall meter and pay for electricity required for electric cranes and hoisting devices, electrical welding devices and any electrical heating devices providing temporary heat. Electricity for all other uses is available at no cost to the Contractor.
- F. Water (for Construction and Testing): Furnish temporary water service.
1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer at each connection. Water is available at no cost to the Contractor.
 2. Maintain connections, pipe, fittings and fixtures and conserve water use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at Contracting Officer's Representative (COR)'s discretion) of use of water from Medical Center's system.
- G. Steam: Furnish steam system for testing required in various sections of specifications.

1. Obtain steam for testing by connecting to the Medical Center steam distribution system. Steam is available at no cost to the Contractor.
2. Maintain connections, pipe, fittings and fixtures and conserve steam use so none is wasted. Failure to stop leakage or other waste will be cause for revocation (at Contracting Officer's Representative (COR)'s discretion), of use of steam from the Medical Center's system.

1.26 NEW TELEPHONE EQUIPMENT

The contractor shall coordinate with the work of installation of telephone equipment by others. This work shall be completed before the tenant improvement is turned over to VA.

1.27 TESTS

- A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- B. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc. Another example of a complex which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.
- D. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.

- E. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

1.28 MAINTENANCE AND OPERATING MANUALS & INSTRUCTIONS

- A. Contractor shall furnish staff with written Maintenance and Operating manuals and/or verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (four copies each) for each separate piece of equipment shall be delivered to the Contracting Officer's Representative (COR) coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.
- C. Instructions:
 - 1. All training requirements indicated within the plans and specifications must be completed prior to Final Inspection.
 - 2. Contractor shall provide qualified, factory trained manufacturers' representatives to give detailed instructions to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system shall be

- given in an integrated, progressive manner. All instructors for every piece of component equipment in a system shall be available until instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the Contracting Officer's Representative (COR) and shall be considered concluded only when the Contracting Officer's Representative (COR) is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Contracting Officer's Representative (COR), does not demonstrate sufficient qualifications in accordance with requirements for instructors above.
3. Training sessions shall be videotaped for future reference. Contractor shall provide for at least one training session of each discipline to be videotaped. This requirement shall also apply to the training for each specialized piece of equipment.
3. Contractor shall complete the Equipment Maintenance Forms as detailed on the form itself, included at the end of this Section.

1.29 GOVERNMENT FURNISHED PROPERTY

- A. The Government shall deliver to the Contractor, the Government-furnished property shown on the drawings.
- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the Medical Center.
- C. Contractor shall be prepared to receive this equipment from Government and store or place such equipment not less than 90 days before Completion Date of project.
- D. Notify Contracting Officer in writing, 60 days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.
1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with a representative of the Government. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Government

representative with a written statement as to its condition or shortages.

2. Contractor thereafter is responsible for such equipment until such time as acceptance of contract work is made by the Government.
- E. Equipment furnished by the Government will be delivered in a partially assembled (knock down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to respective services installed under contract. All fittings and appliances (i.e., couplings, ells, tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and the utility stub-up shall be furnished and installed by the contractor at no additional cost to the Government.
- F. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.
- G. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

1.30 RELOCATED EQUIPMENT/ITEMS

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated by symbol "R" or otherwise shown to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the Contracting Officer's Representative (COR).
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, whenever such lines are disconnected from equipment to be relocated. Remove abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".
- D. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.
- E. Contractor shall employ services of an installation engineer, who is an authorized representative of the manufacturer of this equipment to

supervise assembly and installation of existing equipment, required to be relocated.

- F. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation

1.31 RESERVED

1.32 CONSTRUCTION SIGN

- A. Provide a Construction Sign where directed by the Contracting Officer's Representative (COR). All wood members shall be of framing lumber. Cover sign frame with 0.7 mm (24 gage) galvanized sheet steel nailed securely around edges and on all bearings. Provide three 100 by 100 mm (4 inch by 4 inch) posts (or equivalent round posts) set 1200 mm (four feet) into ground. Set bottom of sign level at 900 mm (three feet) above ground and secure to posts with through bolts. Make posts full height of sign. Brace posts with 50 x 100 mm (two by four inch) material as directed.
- B. Paint all surfaces of sign and posts two coats of white gloss paint. Border and letters shall be of black gloss paint, except project title which shall be blue gloss paint.
- C. Maintain sign and remove it when directed by the Contracting Officer's Representative (COR).
- D. Detail Drawing of construction sign showing required legend and other characteristics of sign is shown on the drawings.

1.33 SAFETY SIGN

- A. Provide a Safety Sign where directed by Contracting Officer's Representative (COR). Face of sign shall be 19 mm (3/4 inch) thick exterior grade plywood. Provide two 100 mm by 100 mm (four by four inch) posts extending full height of sign and 900 mm (three feet) into ground. Set bottom of sign level at 1200 mm (four feet) above ground.
- B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted.
- C. Maintain sign and remove it when directed by Contracting Officer's Representative (COR).

- D. Standard Detail Drawing Number SD10000-02(Found on VA TIL) of safety sign showing required legend and other characteristics of sign is shown on the drawings.
- E. Post the number of accident free days on a daily basis.

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1.34 PHOTOGRAPHIC DOCUMENTATION

- A. Coordinate with the COR for all contractual photos. Contractual photos are described below.
- B. A professional photographer shall be utilized for all contractual photos. Submit evidence of at least three (3) years as a professional photographer with specific emphasis on construction photography. Photos may be taken by others if they are not contractual photos, but perhaps are used to support various construction issues.
- C. Video may not be substituted for the contractual photos.
- D. Contractual photos include:
1. Pre-construction photos. Before construction, a set of photos shall be taken of the project associated exterior and interior features. Ensure any discrepancies in the existing conditions are noted. Any discrepancies not noted will be initially considered as contractor caused.
 2. Weekly Construction Progress photos. Once work has started, up to Final Inspection, photos are to be taken weekly documenting construction progress (or lack thereof) for that week. Especially critical are photos documenting all utility runs/fixtures prior to installation of any building feature covering those locations.
- E. Photos shall be submitted not later than two weeks following the date of the photograph.
- F. Photos shall be submitted to the VA in digital form (JPG) in the highest resolution which results in a file size of less than 4MB. Photos shall be submitted on CD or a FTP site created by the contractor (and accessible by the VA). A CD/DVD containing all the contractual photos shall be submitted within one week of Final Inspection.
- G. File Name. The filename shall be formatted as follows: date, title. The date shall be first to allow sorting by date, the date shall be formatted as yyyyymmdd to indicate the date the photograph was taken. The title shall describe the location and purpose. Ex: 140603 Room C2345 east wall utilities.

1.35 HISTORIC PRESERVATION

- A. Where the Contractor or any of the Contractor's employees, prior to, or during the construction work, are advised of or discover any possible archeological, historical and/or cultural resources, the Contractor shall immediately notify the Contracting Officer's Representative (COR) verbally, and then with a written follow up.

1.36 WORK DAYS AND HOURS AT PROJECT LOCATION

- A. The normal work days and hours for this project will be Monday through Friday, excluding federal holidays, from 7:30 a.m. to 4:00 p.m. Access to the work site may be restricted to these hours and days. Work during other than normal work days and hours may be required, but days and hours must still be coordinated in advance with the Contracting Officer through the COR.
- B. SNHCS, Reno, NV. Normal working hours are between 7:30 a.m. and 4:00 p.m., Monday through Friday. If the Contractor needs to perform work during hours or days other than the hours or work days stated, the Contractor shall submit a written request Seven (7) Calendar Days prior to required start of work. The request shall include number of work days, work hours, elements, labor categories, and VA Master Specifications Construction Division Number, also starting times, ending times, and overall dates of proposed work. Work may begin during requested times only after approval of the request by the Contracting Officer.

1.37 SECURITY OF DOCUMENTS

- A. Security requirements addressing the destructions of records, drawings, and specifications by the Contractor shall be accomplished in accordance with VA Directive 6371 dated 02 May 2008.

1.38 BRAND NAME OR EQUAL

- A. Wherever a brand name is cited, contractor shall ensure, in any resultant contract, that any equal has the salient characteristics of the brand name. Lack of confirmation shall be grounds for Government inspection at any time and Government direction for replacement of

materials or equipment by the Contractor at no increase in contract price or time.

1.39 SMOKE AND CARBON MONOXIDE MONITORING REQUIREMENTS

- A. Contractor, his employees, his subcontractors, and their employees shall adhere to SNHCS Policies for these requirements. They are available upon request from COR.

1.40 ADDITIONAL PROJECT INFORMATION

- A. Project duration is 450 Calendar Days from Issuance of Notice to Proceed.
- B. Security Requirements. Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, and VA Directives and Handbooks as VA and VA personnel regarding information and information system security.
- C. The Federal Government observes the following Holidays. New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day and, any other day specifically declared by the President of the United States.

1.41 ACCESS TO VA INFORMATION AND VA INFORMATION SYSTEMS.

A. GENERAL

Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, and VA Directives and Handbooks as VA and VA personnel regarding information and information system security.

- 1. A contractor/subcontractor shall request logical (technical) or physical access to VA information and VA information systems for their employees, subcontractors, and affiliates only to the extent necessary to perform the services specified in the contract, agreement, or task order.
- 2. All contractors, subcontractors, and third-party servicers and associates working with VA information are subject to the same investigative requirements as those of VA appointees or employees who have access to the same types of information. The level and process of background security investigations for contractors must be in accordance with VA Directive and Handbook 0710, Personnel

Suitability and Security Program. The Office for Operations, Security, and Preparedness is responsible for these policies and procedures.

3. Contract personnel who require access to national security programs must have a valid security clearance. National Industrial Security Program (NISP) was established by Executive Order 12829 to ensure that cleared U.S. defense industry contract personnel safeguard the classified information in their possession while performing work on contracts, programs, bids, or research and development efforts. The Department of Veterans Affairs does not have a Memorandum of Agreement with Defense Security Service (DSS). Verification of a Security Clearance must be processed through the Special Security Officer located in the Planning and National Security Service within the Office of Operations, Security, and Preparedness.
4. Custom software development and outsourced operations must be located in the U.S. to the maximum extent practical. If such services are proposed to be performed abroad and are not disallowed by other VA policy or mandates, the contractor/subcontractor must state where all non-U.S. services are provided and detail a security plan, deemed to be acceptable by VA, specifically to address mitigation of the resulting problems of communication, control, data protection, and so forth. Location within the U.S. may be an evaluation factor.
5. The contractor or subcontractor must notify the Contracting Officer immediately when an employee working on a VA system or with access to VA information is reassigned or leaves the contractor or subcontractor's employ. The Contracting Officer must also be notified immediately by the contractor or subcontractor prior to an unfriendly termination.

B. VA INFORMATION CUSTODIAL LANGUAGE

1. Information made available to the contractor or subcontractor by VA for the performance or administration of this contract or information developed by the contractor/subcontractor in performance or administration of the contract shall be used only for those purposes and shall not be used in any other way without the prior written agreement of the VA.

2. VA information should not be co-mingled, if possible, with any other data on the contractors/subcontractor's information systems or media storage systems in order to ensure VA requirements related to data protection and media sanitization can be met. If co-mingling must be allowed to meet the requirements of the business need, the contractor must ensure that VA's information is returned to the VA or destroyed in accordance with VA's sanitization requirements. VA reserves the right to conduct on-site inspections of contractor and subcontractor IT resources to ensure data security controls, separation of data and job duties, and destruction/media sanitization procedures are in compliance with VA directive requirements.
3. Prior to termination or completion of this contract, contractor/subcontractor must not destroy information received from VA, or gathered/created by the contractor in the course of performing this contract without prior written approval by the VA. Any data destruction done on behalf of VA by a contractor/subcontractor must be done in accordance with National Archives and Records Administration (NARA) requirements as outlined in VA Directive 6300, Records and Information Management and its Handbook 6300.1 Records Management Procedures, applicable VA Records Control Schedules, and VA Handbook 6500.1, Electronic Media Sanitization. Self-certification by the contractor that the data destruction requirements above have been met must be sent to the VA Contracting Officer within 30 days of termination of the contract.
4. The contractor/subcontractor must receive, gather, store, back up, maintain, use, disclose and dispose of VA information only in compliance with the terms of the contract and applicable Federal and VA information confidentiality and security laws, regulations and policies. If Federal or VA information confidentiality and security laws, regulations and policies become applicable to the VA information or information systems after execution of the contract, or if NIST issues or updates applicable FIPS or Special Publications (SP) after execution of this contract, the parties agree to negotiate in good faith to implement the information confidentiality and security laws, regulations and policies in this contract.

5. The contractor/subcontractor shall not make copies of VA information except as authorized and necessary to perform the terms of the agreement or to preserve electronic information stored on contractor/subcontractor electronic storage media for restoration in case any electronic equipment or data used by the contractor/subcontractor needs to be restored to an operating state. If copies are made for restoration purposes, after the restoration is complete, the copies must be appropriately destroyed.
6. If VA determines that the contractor has violated any of the information confidentiality, privacy, and security provisions of the contract, it shall be sufficient grounds for VA to withhold payment to the contractor or third party or terminate the contract for default or terminate for cause under Federal Acquisition Regulation (FAR) part 12.

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