

VA261-15-R-0075: ACTIVATION WAREHOUSE MONTEREY
PERFORMANCE WORK STATEMENT REV. DATED: 12-09-2014

1. OVERVIEW

- a. The Contractor shall provide all resources necessary to perform building activation services for The VA Palo Alto Health Care System's (VAPAHCS) new Monterey HCC (MHCC) to be located in Marina, CA. Activation services include support of tasks related to Furniture, Fixtures and Equipment (FF&E) and Information Technology (IT) related items required to activate the MHCC. This scope of work includes, but is not limited to, receiving, inspecting, warehousing, transporting, and installing new FF&E and IT items.
- b. The Contractor shall provide all resources necessary to move new FF&E items to the new MHCC building located in the City of Marina on the former Fort Ord Army Base. This scope of work includes, but is not limited to, validating the FF&E item inventory list, planning the move, moving FF&E items, moving packed boxes, and uninstalling and reinstalling FF&E items.

See the list of attachments for definitions and supplemental information.

2. BACKGROUND

- a. The Department of Veterans Affairs (VA) is constructing a new 150,000 GSF Health Care Clinic (HCC) on a site located in the city of Marina at the former Fort Ord Army base to replace the existing and out dated clinic, currently located in the center of the Cal State University Monterey Campus (CSUMB). In January 2014, a Notice to Proceed (NTP) was issued for construction to begin. Construction is scheduled for completion and acceptance in January 2016.
- b. VAPAHCS has developed an Integrated Project Team (IPT) to support this building activation project. The IPT will be located offsite in Monterey County. The IPT will be led by a VA project manager and will consist of a team to include a VA interior designer, VA materiel handler, VA property technician, and VA contracting officer.

3. VAPAHCS GOVERNMENT FURNISHED ITEMS

- a. The VA will provide the Contractor electronic FF&E inventory and location plans.
- b. The VA will provide the Contractor electronic vendor layout drawings.
- c. The VA will provide the Contractor access to Attainia, the VAPAHCS FF&E planning system.
- d. The VA will provide Attainia system training to the appropriate Contractor resources.
- e. The VA will provide a report for each room, listing the room's FF&E items (Door Report or Room-by-Room Report).
- f. The VA may provide the Contractor keys to access the MHCC and its rooms.
- g. The VA will provide the Contractor the security and safety requirements for the project site.
- h. The VA will provide the Contractor comments on the Contractor's initial draft of the project management plan (PMP) within seven (7) calendar days of project kick-off meeting.

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- i. The VA will provide the Contractor comments on proposed changes to the PMP within seven (7) calendar days of the date the PMP is submitted for review.
- j. Visibly damaged FF&E/IT items shall not be accepted on behalf of the VA at the warehouse. Damaged goods shall be annotated on all receiving documentation. The VA shall be immediately notified, so the Contracting Officer can notify the vendor of the attempted delivery of damaged goods in route. The VA will coordinate the return or replacement of items with hidden damage after the Contractor accepts them at the warehouse, unless the FF&E/IT items were damaged by the contractor.
- k. The VA will provide the Contractor floor plans for the new facility.

4. GENERAL CONTRACTOR REQUIREMENTS

- a. The Contractor shall have proven expertise and previous experience with activating new medical facilities of similar scope, magnitude, and complexity.
- b. All proposed key personnel shall work on this project and be fully staffed on this project.
- c. The Contractor shall consider quality as the primary project constraint during project planning and execution.
- d. The Contractor shall provide their own project trailer and office space on site and coordinate with the construction contractor to locate their trailer on site.
- e. The Contractor shall request space for their project trailer at the project site a minimum of four weeks in advance of need.
- f. The Contractor shall be responsible for providing office software and equipment (e.g., computers, printers) and internet connectivity while working at the warehouse and/or project site to enable VA IPT the ability to appropriately tag and test FF&E/IT as required.
- g. The Contractor shall communicate in writing any changes to proposed key personnel to the VA contracting officer's representative (COR) and contracting officer (CO) 30 days prior to changing personnel for VA approval. Key personnel cannot be changed without the VA's written approval.
- h. Contractor shall develop a proposed multidisciplinary team to fully execute all components of this contract.
- i. Contractor shall provide a proposed staffing matrix for all phases (see Section 5) on the project along with resumes of proposed key personnel team members and their relevant work experience on previous medical facility activation projects.
- j. Contractor shall coordinate with the COR or a designated on-site coordinator to gain access to the project site at all times.
- k. Contractor shall prepare their warehouse facility to receive FF&E and IT items starting January 02, 2015.
- l. The VA will receive all items accepted at the Contractor's warehouse and will require access to all stored FF&E and IT items during business hours.

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- m. The Contractor shall be liable for any lost or damaged FF&E and IT items between receiving and post-installation acceptance by the VA.
- n. The Contractor shall include all costs related to warehousing in the contract price.
- o. Contractor shall maintain the required General Public Liability Insurance and Workman's Compensation and Employer's Liability Insurance throughout the life of the contract.

5. DESCRIPTION OF SERVICES

a. Project Planning Phase (BASE)

- 1. The Contractor shall develop and maintain a PMP to include the following:
 - a. Phase-based integrated master schedule (IMS)
 - b. Communication Management Plan
 - c. Quality Management Plan
 - d. Risk Management Plan with risk register
 - e. Staffing Management Plan with staffing matrix
 - f. Inventory Management Plan
 - g. Delivery and Installation Plan (OPTION 1)
 - h. Lessons learned
- 2. The Contractor shall use the proposed technical and management approach as the basis for the PMP unless otherwise directed by the COR.
- 3. The Contractor shall develop and maintain an IMS that details the Contractor's work in the Project Planning (BASE), Warehousing and Storage (BASE), Delivery and Installation Phase (OPTION 1),
- 4. The Contractor shall provide an initial draft of the PMP at the kick-off meeting.
- 5. The Contractor shall provide a working draft of the PMP that incorporates the VA's comments no later than 30 calendar days after the kick-off meeting.
- 6. The Contractor shall identify rooms to be used as mock-ups during the Delivery and Installation Phase (OPTION 1).
- 7. The Contractor shall identify rooms with FF&E installation requirements similar to the mock-up rooms (OPTION 1).
- 8. The Contractor shall obtain the VA's approval on the Delivery and Installation Plan (OPTION 1).
- 9. The Contractor shall submit a revised PMP no later than 30 days before the commencement of the Delivery and Installation Phase that incorporates the approved Delivery and Installation Plan (OPTION 1).
- 10. The Contractor shall obtain the VA's approval for changes to the PMP before executing the activities affected by the change.

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b. Warehousing and Storage Phase (BASE)

- * 1. During the performance of this contract, the Contractor shall be responsible for obtaining, insuring, furnishing, securing, and managing an offsite warehouse facility within a **30 mile** radius of the VA Palo Alto campus. Warehouse shall be between Palo Alto CA and Monterey CA in order to mitigate costs to the VA.
2. The warehouse facility shall have a monitored burglar alarm, fire alarm and fire sprinkler system throughout in accordance with all local, Federal and State regulations (including, but not limited to OSHA requirements) and be clean, dry and free of debris and rodents.
- * 3. The warehouse shall provide a lockable storage cage fully enclosed (all four sides) for IT equipment which can house monitors, computers, large flat screen displays and other IT equipment annotated in the lists provided in the attachments.
- * 4. The Contractor shall provide metal storage racks in order to maximize warehouse storage space.
5. The Contractor shall provide all appropriate materials handling equipment (MHE) needed to receive, store, and redeliver normal FF&E items as well as high value, sensitive medical equipment.
6. The Contractor shall follow the approved Inventory Management Plan during the Warehousing and Storage Phase unless otherwise directed by the COR.
- * 7. The contractor shall move new FF&E currently stored on the PAD site to the warehouse for storage if applicable.
8. The Contractor shall receive, chronicle, and store FF&E and IT items at the Contractor warehouse facility until the items are transported to the project for installation.
9. The Contractor shall allow for deliveries during business hours with or without prior notification and/or scheduled appointment. Contractor must accept delivery of FF&E and IT items and may not turn a delivery away.
10. The Contractor shall perform a visual inspection of FF&E and IT items to identify possible damage prior to acceptance.
11. The Contractor shall notify the COR daily of any FF&E or IT items not accepted due to damage.
12. The Contractor shall document any damage to FF&E and IT items identified after item acceptance.
13. The Contractor shall immediately notify the COR of damage to FF&E and IT items detected after acceptance.
14. The Contractor shall coordinate with VA IPT personnel for property receiving, asset tagging, accounting and incoming inspection at the Contractor warehouse.

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15. The Contractor shall make the warehouse and FF&E and IT items accessible to VA IPT personnel.
- * 16. The Contractor shall provide a workstation and internet connection for one (1) VA IPT personnel to enable VA personnel the ability to tag and test equipment as necessary.
17. The Contractor shall provide an inventory management report within one (1) day of the COR's request; at the addition of a new piece(s) of equipment and/or every two weeks.
18. This warehouse facility shall function as an intermediate delivery point between manufacturers and VA for FF&E and IT items.
19. The Contractor shall manage FF&E and IT inventory at the Contractor provided storage facility until COR authorizes warehouse lease termination within 15 days after all FF&E and IT items have been delivered to the work site.

c. Delivery and Installation Phase (OPTION 1)

1. After COR notification to proceed with the Delivery and Installation phase, the Contractor shall be allotted the number of days (up to 120 Days) in accordance with the approved Delivery and Installation phase schedule to install all FF&E items. (OPTION 1)
2. The Contractor shall follow the approved Delivery and Installation Plan, including safety and security requirements, unless otherwise directed by the COR. (OPTION 1)
3. The Contractor shall assess, evaluate, verify, and confirm existing site conditions prior to FF&E and IT item delivery. (OPTION 1)
4. The Contractor shall perform an on-site inspection with the COR prior to the commencement of the Delivery and Installation Phase to identify existing damage of the work site. (OPTION 1)
5. The Contractor shall provide the COR and the CO a written notice of pre-existing damages prior to the commencement of the Delivery and Installation Phase. (OPTION 1)
6. The Contractor shall coordinate with the COR three (3) business days prior to delivering FF&E and IT items and installing FF&E items. (OPTION 1)
7. The Contractor shall permit rescheduling of deliveries with a 24 hour notice from the COR. (OPTION 1)
8. The Contractor shall coordinate with the COR to identify staging areas prior to delivering FF&E and IT items. (OPTION 1)
9. The Contractor shall coordinate with the COR and appropriate VA vendors for scheduling and phasing FF&E installations. (OPTION 1)
10. The Contractor shall prepare the site for delivery, assembly, and installation prior to FF&E and IT item delivery. See Site Preparation definition for details. (OPTION 1)

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11. The Contractor shall be liable for damage to FF&E and IT items, the building infrastructure, and work site caused by the Contractor (accidentally or purposefully). (OPTION 1)
12. The Contractor shall develop a remediation plan to address damaged FF&E and IT items, the building infrastructure, and/or the work site and present it to the COR for approval. (OPTION 1)
13. If the Contractor's remediation does not return the FF&E or IT item, building infrastructure, or work site to its condition identified during the inspection, the Contractor shall deduct the costs of repairs from the subject contract or reimburse the Government for replacement or repairs utilizing materials of equal quality, size, grade, and color, to match existing work. (OPTION 1)
14. The Contractor shall be responsible for transportation of warehoused FF&E and IT items to the work site. (OPTION 1)
15. The Contractor shall deliver and install FF&E and IT items during normal business hours unless alternative arrangements are made with the COR. (OPTION 1)
16. The Contractor shall assemble all applicable FF&E items in accordance with manufacturer's instructions, drawings, and specifications. (OPTION 1)
17. The Contractor shall be responsible for installation of all new FF&E items in accordance with all local, state and federal requirements and regulations including, but not limited to, seismic standards in accordance with California Administrative Code Title 24, Part 2, Section 2-2312. (OPTION 1)
18. The Contractor shall install all new FF&E items according to the vendors' layout drawings. (OPTION 1)
19. The Contractor shall install FF&E items in designated rooms after the COR or IPT team member approves the FF&E installation in the associated mock-up room. (OPTION 1)
20. The Contractor shall immediately notify the COR or designated VA IPT onsite coordinator of all concealed damage discovered during the installation. (OPTION 1)
21. The Contractor shall replace all FF&E parts/items damaged by the Contractor with the appropriate FF&E parts/items within two (2) weeks. (OPTION 1)
22. The Contractor shall provide all excess FF&E parts/items to the COR upon completion of each phase. (OPTION 1)
23. The Contractor shall install minor wall-hung units. (OPTION 1)
24. Contractor delivery and installation personnel shall maintain a professional appearance while visiting the PAD campus. (OPTION 1)
25. The Contractor shall coordinate the final inspection, testing, and certification of all installed FF&E and obtain VA's concurrence and sign-off on all FF&E items. (OPTION 1)

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26. During the Delivery and Installation Phase, the Contractor shall develop and maintain a punch list of FF&E items damaged, incorrectly installed, and/or missing. (OPTION 1)
27. The Contractor shall resolve the punch list items within two (2) weeks of the completion of the Delivery and Installation Phase. (OPTION 1)
28. The Contractor shall keep the work site clean, including staging and storage areas used by the Contractor. (OPTION 1)
29. The Contractor shall maintain a path of ingress and egress at all times on the work site. (OPTION 1)
30. The Contractor shall remove all trash and debris created during the execution of the contract from the PAD campus daily. (OPTION 1)
31. The Contractor shall remove all site preparation materials, including, but not limited to, wall and walkway protection, within three (3) business days of resolving the punch list items unless otherwise directed by the COR. (OPTION 1)
32. The Contractor shall return all building and room keys after the Contractor's work is completed. (OPTION 1)

6. REPORTING AND MEETING REQUIREMENTS

- a. The Contractor shall provide the COR with weekly progress reports (original plus one copy). Reports are due to the COR by the second workday of each week throughout the project's duration.
- b. The Contractor shall record meeting minutes and provide the minutes to the COR within three (3) business days of the meeting.
- c. The weekly progress report shall cover:
 1. All work completed during the preceding status period compared to the planned activities, to include:
 - a. Purchase order numbers accepted and received
 - b. FF&E items transported to the work site and installed
 2. The work to be accomplished during the subsequent status period.
 3. Any problems that arose, along with a statement explaining how the problem was resolved.
 4. Any problems that have arisen but have not been completely resolved, with an explanation.
 5. Any new risks identified during the preceding status period.
- d. The Contractor shall attend (in person) a kick-off meeting expected to be scheduled within 14 calendar days of contract award. The kick-off meeting will be held at the PAD campus.
- e. The Contractor shall attend (in person) and participate in bi-weekly project meetings during the Warehousing and Storage Phase and weekly project meetings during the Delivery and Installation Phase. Project meetings will be held on the PAD campus.
- f. Throughout the Delivery and Installation Phase, the Contractor shall immediately communicate to the COR any issues identified that may create or have created a schedule delay.

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- g. The Contractor shall attend (in person) a close-out meeting expected to be scheduled within 14 calendar days of the final Contractor-performed activity. The close-out meeting will be held at the PAD campus.
- h. The Contractor shall provide the VA all outstanding deliverables at the close-out meeting.

7. DELIVERABLES

- a. In accordance with this PWS, the Contractor shall produce the following deliverables:
 - 1. Project management plan and its components.
 - 2. Bi-weekly progress reports during the Warehousing and Storage Phase
 - 3. Inventory management reports during the Warehousing and Storage Phase
 - 4. Weekly progress reports during the Delivery and Installation Phase
 - 5. Meeting minutes
 - 6. Excess parts
 - 7. Equipment manuals
- b. The Contractor shall create, edit, and manage documents/deliverables in the English language using office automation software and provide the following deliverables in the identified formats, as needed:
 - 1. Project management plan and its components - .docx, .doc, .pdf, .xls, .xlsx, .ppt, .pptx
 - 2. Integrated master schedule (IMS) - .mpp
 - 3. Progress reports - .docx, .doc, .pdf
- c. If for any reason any deliverables cannot be completed within the scheduled time frame required to meet the activation date, within three (3) days of discovery the Contractor shall submit in writing to the COR and to the CO the reason for the delay including a firm commitment as to when the work will be completed. This notice to the COR and CO shall cite the impact on the overall project and include the project's schedule, budget, quality, and risk. The CO shall then review the facts and issue a response, in accordance with applicable regulations.

8. PROJECT SCHEDULE

- a. The Contractor shall complete the work required in accordance with this PWS and the project management plan. The work shall begin immediately after contract award and unless otherwise specified.
- b. Significant project milestones include:
 - 1. Kickoff meeting within 14 calendar days of award
 - 2. Initial PMP that includes VA comments submitted to VA for approval within 30 calendar days of kickoff meeting.

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- 3. Warehouse facility available for deliveries beginning after award in January 2015- January 2016.
- 4. Revised PMP that includes the approved Delivery and Installation Plan 30 days before commencement of the Delivery and Installation Phase.
- 5. Delivery and Installation Phase to begin tentatively February- April 2016.
- 6. Delivery and Installation Phase shall complete within 120 Days after the phase commences.
- 7. Close-out meeting within 14 calendar days of the final Contractor-performed activity.

9. CHANGES TO THE PERFORMANCE WORK STATEMENT

- a. Any changes to this PWS shall be authorized and approved only through written correspondence on a Standard Form (SF-30) by a CO. A copy of each change and resulting contract modification shall be kept in a project folder along with all other products of the project. Costs incurred by the Contractor through the actions of parties other than the CO shall be the total responsibility of the Contractor and no additional cost shall be charged to the Government.

10. CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that:

- a. The preliminary and final deliverables, and all associated working papers and other material deemed relevant by the VA which have been generated by the Contractor in the performance of this task order are the exclusive property of the Government and shall be submitted to the CO at the conclusion of the contract.
- b. The CO will be the sole authorized official to release, verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. No information shall be released by the Contractor. Any request for information relating to this contract, presented to the Contractor, shall be submitted to the CO for response.
- c. Press releases, marketing material, or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.

11. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

- a. See construction contractor security and safety requirements.

12. IDENTIFICATION, PARKING, SMOKING, CELLULAR PHONE USAGE AND VA REGULATIONS:

- a. The Contractor's employees and contractors shall wear visible identification and VA's visitor badge at all times while on the premises of the **VAPAHCS and/or Monterey HCC**.
- b. The VA will designate no greater than 10 on-site parking for the Contractor's employees and subcontractors. The Contractor agrees to arrange additional parking for employees and subcontractors during on-site installation activities. The VAPAHCS will not invalidate or make reimbursement for parking violations of the Contractor under any conditions.
- c. The Contractor shall abide by a zero tolerance policy for drugs and alcohol. The Contractor shall provide proof of drug screening upon COR or CO request. The COR may request the removal of any Contractor employee without cause if the Government suspects the employee of violating this condition.

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- d. Cellular phones and two-way radios are not to be used within six feet of any medical equipment.
- e. Enclosed containers, including tool kits, shall be subject to search.
- f. Violations of VA regulations may result in a citation answerable in the United States (Federal) District Court, not a local district state, or municipal court.

ATTACHMENTS

- 1. Site Map
 - a. Monterey HCC site
- 2. Floor Plans
 - a. First Floor
 - b. Second Floor
 - c. Third Floor
- 3. Equipment List
- 4. Furniture List