

STATEMENT OF WORK 581-12-101

A. GENERAL INFORMATION

1. RENOVATE FORMER BRAC PROPERTY

2. Scope of Work: The contractor shall provide all resources necessary to accomplish a construction project described per the provided specifications and drawings. The project includes complete new renovation of two buildings (#19 and #20) including new site work on 5 acres of land obtained from the National Guard under the Base Realignment and Consolidation process adjoining existing VAMC property.

3. Background: The National Guard vacated the maintenance and two story administration building with a gym. VA obtained the property and buildings for expansion of administrative offices not directly affected by patient care. The project includes site upgrades and complete refurbishing and expansion of buildings.

4. Performance Period: The contractor shall complete the work required under this SOW in 730 calendar days (2 years) or less from Notice to Proceed, unless otherwise directed by the Contracting Officer (CO). If the contractor proposes an earlier completion date, and the Government accepts the contractor's proposal, the contractor's proposed completion date shall prevail.

B. CONTRACT AWARD MEETING

The contractor shall not commence performance on the tasks in this SOW until the CO has conducted a kick off meeting, or has advised the contractor that a kick off meeting is waived.

C. GENERAL REQUIREMENTS

1. All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.

2. Refer to official contract documents for specific milestone delivery dates.

3. Contractor employees are not considered government employees for any purpose of this contract.

4. All work under this contract shall be completed Monday through Friday 8:00 AM to 4:30 PM. The exceptions are the following federal holidays:

New Year's Day

Birthday of Martin Luther King, Jr.

Washington's Birthday

Memorial Day

Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

D. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverables: Refer to the plans and specifications for specific tasks, requirements and associated deliverables.

E. SCHEDULE FOR DELIVERABLES

1. The contractor shall maintain progress in accordance with the approved construction schedule as indicated in the specifications. When the progress falls out of the approved schedule range, a new schedule shall be submitted for consideration and approval. The CO will make a determination of cause for delay and issue an appropriate response.

G. CHANGES TO STATEMENT OF WORK

Any changes to this SOW and provided drawings and specifications shall be authorized and approved only through written modifications to the contract by the CO. A copy of each modification will 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 borne by the contractor.

H. REPORTING REQUIREMENTS

1. The contractor shall provide the COR with required reporting requirements per the specifications, general all daily logs shall be hand carried to COR by Monday noon from the following week. All weekly payrolls shall be provided and up to date prior to end of month and prior to request for payment. Electronic media is acceptable. All invoices shall be received within 5 days of the first of the month, and is subject to prior COR approval.

I. TRAVEL

None required or expected

J. GOVERNMENT RESPONSIBILITIES

Refer to specifications for specific government responsibilities and provisions.

K. CONTRACTOR EXPERIENCE REQUIREMENTS

- The contractor must inform the VHA COR when personnel are removed from the contract for any reason.
- If a key person becomes unavailable to complete the contract, proposed substitutions of key personnel shall be made to the COR and CO.

L. CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that:

1. The preliminary and final deliverables, and all associated working papers, application source code, and other material deemed relevant by VA which have been generated by the contractor in the performance of this contract, are the exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the contract.

2. 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.

3. 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.