

SECTION 01 00 00
GENERAL REQUIREMENTS

TABLE OF CONTENTS

1.1	GENERAL INTENTION	1
1.2	STATEMENT OF BID ITEM(S)	1
1.3	SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR	2
1.4	CONSTRUCTION SECURITY REQUIREMENTS	2
1.5	FIRE SAFETY	3
1.6	OPERATIONS AND STORAGE AREAS	5
1.7	ALTERATIONS	7
1.8	DISPOSAL AND RETENTION	8
1.9	PROTECTION OF EXISTING VEGETATION...	9
1.10	RESTORATION	10
1.11	AS-BUILT DRAWINGS	11
1.12	SHOP DRAWING, PRODUCT DATA AND SAMPLES	11
1.13	USE OF ROADWAYS	11
1.14	AVAILABILITY AND USE OF UTILITY SERVICES	11
1.15	INSTRUCTIONS	12
1.16	HISTORIC PRESERVATION	12

SECTION 01 00 00
GENERAL REQUIREMENTS

1.1 GENERAL INTENTION

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing material, and furnish labor and materials and perform work for VAMC-Sheridan, as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the Medical Center Contracting Officer Representative (COR).
- C. The VA Engineering Office, 1898 Fort Road, Building 5, room 208, Sheridan, WY 82801, will render certain technical services during construction. Such services shall be considered as advisory to the Project 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. The contractor will designate a competent person (CP) to serve as the sole point of contact responsible for safety management on the project site. Competent persons are defined as those capable of identifying existing and predictable hazards in the surroundings and working conditions which are unsanitary, hazardous, or dangerous, and who have the authority to take prompt corrective measures to eliminate them. This CP designation is a formal, required submittal that requires approval by the contracting officer's representative (COR).
 - 1. Federal acquisition regulation (FAR) 52.236-13, with alternate 1, requires submittal and approval of a **safety plan**, specific to the project and to the construction site. The contractor will submit a safety plan that includes detailed safety precautions and practices to mitigate identified hazards specific to this project and to this construction site. This plan is a formal, required submittal that requires approval by the Contracting Officer's Representative (COR).
- F. Training:
 - 1. The contractor will submit proof of 10-hour **OSHA** safety course (i.e., copies of documentation) for all other prime contractor employees as well as any subcontract employees that will work on the site. This proof is a formal, required submittal that requires approval by the Contracting Officer's Representative (COR).

Submittals must include the names, qualifications, and training dates for the prime contractor-designated competent person (CP) designated to administer the site-specific safety program, as well as the CP (if different) for high risk activities as required by OSHA regulations, such as ladders, excavations, trenching, etc.

2. Submit training records of all such employees for approval before the start of work.
3. The contractor will submit proof of a 30-hour OSHA safety course (i.e., copies of documentation) for prime contractor-designated competent persons as well as any subcontractor-designated competent persons that will work on the site. This proof is a formal, required submittal that requires approval by the contracting officer's representative (COR).

1.2 STATEMENT OF BID ITEM(S): ITEM I, VAMC - SHERIDAN, 666-15-111

Introduction:

To build a drying bed for the water treatment plant and pipeline complying with all VA and ASTM codes.

Statement of Work:

Contractor shall provide equipment, material and labor necessary for the the construction of the drying beds and pipeline as identified on the supplied drawing plan, Construction period shall be a maximum of 122 days.

Codes:

All work shall be provided in accordance with the most current edition of the following criteria:

- a. Drawings.
- b. Specifications.
- c. VA Design and Construction Procedures.

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. Documents will be provided in digital PDF format at no additional cost to the Contractor. Contractor may reproduce these documents as required.

1.4 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. Work in area shall be done in appropriate

PPE. 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 so that security escort and/or arrangements can be provided for the employees. 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. Photography of patients is not allowed.
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.

C. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the COR for the purpose of security inspections of every area of project including tool boxes and parked machines to provide access for emergency action.

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.

1.5 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):
E84-2008.....Surface Burning Characteristics of Building Materials
2. National Fire Protection Association (NFPA):
10-2006.....Standard for Portable Fire Extinguishers
30-2007.....Flammable and Combustible Liquids Code
51B-2003.....Standard for Fire Prevention During Welding, Cutting and Other Hot Work
70-2007.....National Electrical Code

241-2004.....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 COR and Facility Safety Manager for review for compliance with contract requirements in accordance with Section 01 00 00, 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 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. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with 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 COR and facility Safety Manager.
- 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. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COR and facility Safety Manager.
- I. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to COR and facility Safety Manager.
- J. 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.

- K. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- L. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

1.6 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. 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.
- C. Working space and space available for storing materials shall be as determined by the COR.
- D. Workmen are subject to rules of Medical Center applicable to their conduct.
- E. 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 renters, and Contractor's personnel, except as permitted by 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 two work days. Provide unobstructed access to Medical Center areas required to remain in operation.
 - 3. Where access to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.

- F. Phasing: The Contractor shall meet with the VA staff before starting any work to establish a firm phased schedule for the work. Once set, the schedule the Contractor must comply with the schedule unless unforeseen circumstances keep the Contractor from adhering to the schedule. During the scheduling meeting with between the VAMC and the Contractor, actual dates shall be applied in the following Phase Example format: Total construction period shall be a maximum of ninety (30) days.
- G. 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 medical gas supply, 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 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 COR.
 2. Contractor shall submit a request to interrupt any such services, including medical gas, to COR, in writing, 48 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 occupants of the area. Interruption time approved by Tenants and COR may occur at other than Contractor's normal working hours.
 4. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the COR.
 5. In case of a contract construction emergency, service will be interrupted on approval of COR. Such approval will be confirmed in writing as soon as practical.
- H. 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.
- G. Working hours shall be from 7:30am to 4:00pm unless otherwise coordinated with the COR.

1.7 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COR, of building in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by the Contracting Officer. This report shall list by rooms and spaces:
 - 1. Existing condition and types of flooring, walls and other surfaces not required to be altered throughout affected areas of building.
 - 2. Existence and conditions of items such as piping 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 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 COR and/or Contractor, to be in such condition that their use is impossible or impractical, shall be turned over to the 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 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, furnishings and equipment 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.
4. Refer to MCM 140-02, Type C Construction, Class 2 Precaution, for infection control measures.

1.8 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. 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 as directed by COR.
 2. Items determined as 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. Hazardous Materials and Hazardous Waste: The Contractor shall be responsible for disposal of all Hazardous Materials/Hazardous Waste ("HAZMAT") in accordance with all applicable federal, state and local guidelines. All HAZMAT 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 any HAZMAT, 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 copy of the "originator" shall also be sent to the facility GEMS Coordinator.

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 CFR 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

5. Recycle all locally recyclable materials. At start of project provide a written demolition debris management plan to COR. Contractor shall provide storage receptacles on site, or store offsite. At minimum recycle Metal Ductwork, Soil, Inerts (eg, concrete, masonry and asphalt), Clean dimensional wood and palette wood, Green waste (biodegradable landscaping materials), Engineered wood products (plywood, particle board and I-joists, etc), Metal products (eg, steel, wire, beverage containers, etc), Cardboard, paper and packaging, Bitumen roofing materials, Plastics (eg, ABS, PVC), Carpet and/or pad, Gypsum board, Insulation, and Paint. Provide manifest of where materials went. Submit copy of manifest to COR. With each application for progress payment, submit a summary of construction and demolition debris diversion and disposal including beginning and ending dates of period covered.

1.9 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 the cost to the Contractor.

(FAR 52.236-9)

- C. For 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.

1.10 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 COR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the 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).

1.11 AS-BUILT DRAWINGS

- A. 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.
- B. 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 COR's review, as often as requested.
- C. Contractor shall deliver one approved completed sets of plan red lined as-built drawings to the COR within 15 calendar days after each completed phase and after the acceptance of the project by the COR.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.12 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

Provide 1 set of shop drawings in a 3 ring binders for all material and equipment.

1.13 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by the COR, such temporary roads which are necessary in the performance of contract work. Temporary roads 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.

1.14 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 reasonably required for this project. 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. Heat: Furnish temporary heat if 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

1.15 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals and 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 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. Use environmentally friendly, "Green", products where applicable. Such as Energy star rated, low VOC, recycled material, etc.

1.16 HISTORIC PRESERVATION

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 COR verbally, and then with a written follow up.

- - - E N D - - -