

**SECTION 01 00 00
GENERAL REQUIREMENTS**

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**SECTION 01 00 00
GENERAL REQUIREMENTS**

1.1 GENERAL INTENTION

- A. Contractor shall completely prepare site for construction operations, and furnish all labor, equipment and materials and perform work for the project, as required by the drawings and specifications.
- B. Visits to the VA Campus site by Bidders may be made only by appointment with the Contracting Officer's Representative.
- C. Not used.
- D. Before placement and installation of work subject to tests by a testing laboratory, the Contractor shall notify the Contracting Officer's Representative in sufficient time to enable VA personnel to be present at the time for adequate oversight.
- E. All employees of the Contractor and subcontractors shall comply with the VA security management program and obtain permission for site entry from the VA police, be identified by project and employer, and be restricted from unauthorized access.
- F. The Contracting Officer's Representative will assign specific routes and times for pathways, corridors and elevators for transportation of personnel, materials and equipment. The Contractor will continually clean-up any dust, dirt or debris caused by their jobsite ingress/egress.
- G. Dust and fume control will be exercised during all construction operations. Workers will be careful not to operate any vehicles, gas or diesel engines, or to perform any fume or dust generating process near a building air intake system. Noise will be held to a minimum at all times. Jack-hammering, core drilling and other noisy or disturbing operations may have to be rescheduled or accomplished after hours to avoid interfering with surgery or patient care services.

1.2 STATEMENT OF BID ITEM(S)

- A. ITEM I, GENERAL CONSTRUCTION: Work includes but is not limited to the following:

B. At Building 100, room E1-276:

1. Remove solid core wood door and welded hollow metal door frame.
2. Demo wall as required for new double door.
3. Install a new door frame with a pair of solid core wood doors.
4. Provide hospital standard mortised lockset hardware with an astragal for a pair of doors.
5. Provide a door coordinator so the inactive leaf closes prior to the active leaf.
6. Facing the room from the corridor, left door to be active, right door inactive.
7. Provide door stops.
8. Doors to swing out into the corridor.
9. Patch, repair, sand and repaint walls and door frame as required, to match existing, hospital standard paint system.
10. Remove and reinstall room signage on corridor.
11. Remove handrail and bumper guard, cut down to 12" +/- and reinstall on corridor.
12. Patch floor tile and base as required matching the existing on corridor and at entry.

C. At Building 100, Inside room E1-276:

1. Remove existing metal open storage shelving, unless previously removed.
2. Remove built-up bases on which the metal open storage shelving was installed.
3. Patch and repair walls as required.
4. Repaint entire room, two coats, use hospital standard paint system.
5. Provide new VCT flooring and base throughout the room.

D. At Building 101, room A2-100 and A2-103:

1. Provide new wood door (3'-0" x 7'-0"), in the wall of room A2-103, between room A2-103 and A2-100.
2. Provide hospital standard mortised lockset hardware for new door.
3. Provide new fixed glass window (2'-0" x 3'-0", at 3'-0" A.F.F. (tempered) in hollow metal frame, approximately 12" from the new door frame.

1.3 SPECIFICATIONS AND DRAWINGS

- A. After award of contract, specifications and drawings will be available for download from a link provided by the Contracting Officer's Representative
- B. The Contractor shall maintain on the job site one (1) printed set of specifications, one (1) printed set of drawings, one (1) printed copy of

all RFI's and any documents that modify the original specifications and drawings.

1.4 ACCIDENT PREVENTION

A. The Contractor shall provide and maintain work environments and procedures which will:

1. Safeguard the public and Government personnel, property, materials, and equipment exposed to Contractor operations and activities.
2. Avoid interruptions of Government operations and delays in project.
3. Control costs in the performance of this contract; and
4. Maintain a safe and healthy worksite to prevent adverse impacts to Contractor and subcontractor employees.

B. The Contractor shall:

1. Before commencing the work, submit a written Safety Plan for implementing actions to prevent accidents. The plan shall include an analysis of significant hazards to life, limb and property inherent in contract work performance and measures for controlling these hazards and avoiding personnel exposure. Meet with the Contracting Officer's Representative to discuss and develop a mutual understanding relative to administration of the overall safety program and obtain approval for the Contractor's Safety Plan from the Contracting Officer's Representative before work start.
2. Comply with the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910 (OSHA); and Title 8, California Administrative Code - Construction Standards (CAL OSHA).
3. Prior to commencing work, provide proof that an OSHA designated competent person (CP) per 29 CFR 1926.20(b)(2)/1926.32(f) will maintain a presence at the work site whenever the Contractor or subcontractors are present.
4. Provide appropriate safety barricades, signs and personal protective equipment (hard hats, goggles, protective shoes, gloves, masks or

- breathing apparatus, etc). Do not attempt to operate any switch, valve or energy isolation device that is Locked-Out or Tagged-Out.
5. Ensure all Contractor and subcontractor employees have the 10-hour or 30-hour OSHA Construction Safety course and other relevant competency training, as determined by Contracting Officer's Representative. Submit training records of all such employees for approval before the start of work.
 6. Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for accident protection and safety of personnel are taken.
- C. Whenever the Contracting Officer becomes aware of any noncompliance with safety requirements or any condition which poses a serious or imminent danger to the health or safety of personnel, the Contracting Officer shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.
- D. The Contractor shall insert the above clause with appropriate changes in the designation of the parties in subcontracts.

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

B. Security Procedures:

1. Contractor and subcontractor employees shall not enter the project site without an appropriate badge. They will be subject to inspection of their personal effects when entering or leaving the project site.
2. The Contractor shall create an Employee Daily Log of all personnel working on the site. The Employee Daily Log shall contain the employee's (a) Full Name, (b) Employer/Company Name and (c) Occupation/Trade. The Employee Daily Log shall be submitted with the Contractor's Daily Work Report.
3. All work on the contract shall be performed between 7:00 am and 5:00 pm Monday through Friday, excluding National Holidays, unless approved in writing by the Contracting Officer. For working outside the these hours, the Contractor shall give two weeks' notice to the Contracting Officer's Representative so that oversight, security and escort arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this specification.
4. No photography of VA premises is allowed without written permission of the VA Public Affairs Officer. Submit request to the Contracting Officer's Representative.
5. The VA Police are Federal Police Officers with full authority to make arrests, investigate crimes and issue traffic citations. Citations issued require an appearance in the Federal District Court and/or payment of a fine. Speed limits and other driving and parking codes are strictly enforced. Any vehicle left unattended for more than a few minutes may be cited by the VA Police.
6. Sexual harassment is strictly prohibited. This includes deliberate or unsolicited verbal comments or gestures of a sexual nature, unwelcome sexual advances, requests for sexual favors and/or other unwelcome verbal or physical conduct of a sexual nature.
7. Possession or use of non-prescription drugs or alcohol, including beer and wine, on the Health Care System grounds is strictly

prohibited. Possession of firearms, knives with blades over 4", ammunition, explosive devices and any item that may be considered an offensive weapon is strictly prohibited. This includes carrying such items in vehicles.

8. The Health Care System does not have the equipment, facilities, or personnel trained to handle serious injuries. Call 911 for emergency medical assistance and notify the Contracting Officer's Representative and the VA Police.
9. Vehicle authorization requests shall be required for any vehicle entering the site and such requests shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies. Separate permits shall be issued for Contractor and subcontractor employees for parking in designated areas only.
10. VA reserves the right to shut down the project site and order Contractor's employees and subcontractors off the premises in the event of a national emergency or local disaster. The Contractor may return to the site only with the written approval of the Contracting Officer's Representative.

C. Guards: NOT USED

D. Key Control:

1. The Contractor shall provide duplicate keys and lock combinations to the Contracting Officer's Representative for the purpose of security inspections and emergency actions for every area of the project site including tool boxes.
2. The Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation.

E. Document Control:

1. Before starting any work, the Contractor 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 manuals 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 access to only those who will need it for the project. Return the information to the Contracting Officer's Representative upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer's Representative.
5. All paper waste or electronic media shall be shredded, destroyed or erased in a manner acceptable to the VA.
6. Notify Contracting Officer's Representative and Site Security Officer immediately when there is a loss or compromise of "Sensitive Information".
7. All electronic information shall be stored in specified location following VA standards and procedures using an Engineering Document Management Software (EDMS).
 - a. Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked through the EDMS system.
 - b. "Sensitive Information" including drawings and other documents may be attached to e-mails provided all VA encryption procedures are followed.

1.5 FIRE SAFETY

- A. Applicable Publications: Publications listed below form part of this Article.

1. American Society for Testing and Materials (ASTM):

E84-13a.....Surface Burning Characteristics of Building
Materials

2. National Fire Protection Association (NFPA):

NFPA 10.....Standard for Portable Fire Extinguishers

NFPA 30.....Flammable and Combustible Liquids Code

NFPA 51.....Standard for Fire Prevention During Welding,
Cutting and Other Hot Work

NFPA 70/NEC.....National Electrical Code

NFPA 241.....Standard for Safeguarding Construction,
Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

29 CFR 1910/1926.....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 for review for compliance with contract requirements. Prior to any worker for the Contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the Contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VA safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VA equipment, etc.

C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and fire, police and other emergency response forces in accordance with NFPA 241. In the event of a fire or during a fire drill, the Contractor must vacate the construction site if within the zone affected.

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 20 feet exposed overall length, separate by 10 feet.

- E. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.
- F. 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.
- G. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily and report findings and corrective actions weekly to Contracting Officer's Representative.
- H. Fire Extinguishers: Provide, maintain and show proof of extinguisher maintenance in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- I. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- J. Not used.
- K. Not used.
- L. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection and fire alarm systems except for portions immediately under construction or temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. If a Fire Alarm system or sprinkler system is out of service for more than 4 hours, then the Contractor shall implement Interim Life Safety Measures in accordance with VA Palo Alto Health Care System Memorandum SAFE 13-23.
- M. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with Contracting Officer's Representative.
- N. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51. Any welding, cutting metal or other burning or spark producing operations will require a hot work permit. Welding and/or burning operations are allowed only during normal working hours.

Coordinate with Contracting Officer's Representative to obtain permits from the Facility Safety Officer at least 24 hours in advance. Evidence of training of all personnel assigned to be a fire watch shall be provided before Hot Work Permits will be issued. A fire watch is required for all hot work unless specified differently on the permit. The fire watch shall have fire extinguishing equipment readily available and be trained in its use and be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish then otherwise sound the alarm. A fire watch shall be maintained for at least 30 minutes after completion of hot work.

- O. 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.
- P. Smoking: Smoking is prohibited in all buildings and adjacent construction areas. Smoking is prohibited except in designated smoking areas.
- Q. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily. Waste and debris will not be disposed of on station or in VA trash containers or dumpsters. The Contractor shall provide their own bin or dumpster, however, the use and location of such must be approved in writing by the Contracting Officer's Representative. Construction waste and debris will not be accumulated in corridors or other building areas where it might cause a fire or safety hazard. Contractor shall provide a monthly summary of construction and demolition debris diversion and disposal, quantifying all materials generated at the work site and disposed of or diverted from disposal through recycling.
- R. Smoke/fire Barrier Penetrations: Any penetrations to smoke or fire barrier walls, ceilings or floor slabs shall be properly sealed immediately with Hilti Fire Stop 601 or 635 for walls and ceilings and Hilti Fire Stop 657 for floor penetrations or approved equal.
- S. Install one-hour temporary construction partitions as shown on drawings or as required to separate the work site from the occupied portion of

the building and maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures. 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.

S. Not Used.

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's Representative. 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's Representative 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 their expense upon completion of the work.
- C. The Contractor shall, as prescribed by the Contracting Officer's Representative, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer's Representative. 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, code 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 and space available for storing materials shall be as determined by the Contracting Officer's Representative.
- E. Workmen are subject to rules of the VA Campus applicable to their conduct.

F. Execute work so as to interfere as little as possible with normal functioning of the VA Campus as a whole.

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 the VA in quantities sufficient for not more than two work days. Provide unobstructed access to VA Campus areas required to remain in operation.

G. Utilities Services: Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems, they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Contracting Officer's Representative. All such actions shall be coordinated with any Utility Company involved.

H. Construction Fence: Before construction operations begin, Contractor shall provide a chain link construction fence, six-foot minimum height, around the construction area, material storage areas and dumpsters/waste locations. Contractor shall provide and maintain visual screening fabric for all fencing. Contractor shall provide gates as required for access with necessary hardware including hasps and locks. All gates shall be locked when no workers are present. Contractor shall coordinate with the VA to assure VA access at any time. Contractor shall remove the fence when directed by Contracting Officer's Representative.

I. Work areas will be vacated by Government and turned over to Contractor after date of Notice to Proceed and after all pre-construction activities have been completed and pre-construction submittals have been approved by the Contracting Officer's Representative.

J. When a building is turned over to Contractor, Contractor shall accept entire responsibility therefore.

1. Contractor shall maintain a minimum temperature of 4 degrees C (40 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 Fire Department or Company (VA or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.

K. Utilities Services: Maintain existing utility services for the VA Campus at all times.

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.
2. Contractor shall submit a request to interrupt any such services or systems to Contracting Officer's Representative, in writing, four (4) weeks in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption. Approved outage dates are not guaranteed and are subject to VA operational requirements.
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 the VA. Interruption time approved by Contracting Officer's Representative may occur at other than Contractor's normal working hours.
4. In case of a contract construction emergency, service will be interrupted on approval of Contracting Officer's Representative. Such approval will be confirmed in writing as soon as practical.
5. Not Used.

L. Abandoned Lines: 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,

within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.

M. To minimize interference of construction activities with flow of VA Campus traffic, comply with the following:

1. The Contractor shall not block any road or street, walkway or building egress without requesting approval from the Contracting Officer's Representative. Submit written request one (1) week prior to proposed blockage. 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 work crosses existing roads, at least one lane must be open to traffic at all times.

2. Not used.

N. Coordinate this contract with other construction operations as directed by Contracting Officer's Representative. This includes the scheduling of traffic and the use of roadways.

1.7 ALTERATIONS

A. Survey: Before any work is started, the Contractor shall make a thorough survey with the Contracting Officer's Representative, of buildings areas in which alterations occur and areas which are anticipated routes of access, and furnish a signed report, to the Contracting Officer's Representative. This report shall list by rooms and spaces:

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 Contracting Officer's Representative.
- 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 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 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. Not Used.
 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. 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.

1.8 INFECTION PREVENTION MEASURES

- A. Implement the requirements of VA'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 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 and Facility ICRA team for review for compliance with contract requirements.
 - 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. VA Infection Control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the Contracting Officer's Representative prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition in patient-care areas:
 - 1. The Contractor, Contracting Officer's Representative and VA Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone and in patient-care areas 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. The contractor shall install negative air machines as directed by the Contracting Officer's Representative and shall be required to add machines as directed.

2. In case of a problem the VA, 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. Blank off ducts and diffusers to prevent circulation of dust into patient-occupied areas during construction.

2. Do not perform dust producing tasks within patient-occupied areas without the approval of the Contracting Officer's Representative. 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 temporary drywall construction barriers to completely separate construction from the operational areas of the hospital in order to contain dirt debris and dust. Construct the dust proof barrier with a one hour fire rating. 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 in certain circumstances where hard walls cannot be constructed and an agreement is reached with the Contracting Officer's Representative and VA Fire Protection Specialist.

- b. HEPA filtration is required. 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. The contractor shall install a state of the art air pressure differential monitor. The monitor shall be placed at such a location that anyone entering or leaving the work site shall be able to determine if negative air pressure is being maintained.
- d. Adhesive Walk-off/Carpet Walk-off Mats, minimum 24" x 36", shall be used at all interior transitions from the construction area to occupied medical center area. A shop vacuum with HEPA filtration shall be placed at any exit from the work site. These shop vacuums shall be used to remove dust that has accumulated on workers clothing while working whenever they leave the work site. The mats shall be changed as directed by the Contracting Officer's Representative to maintain clean work areas directly outside construction area at all times.
- e. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Shop vacuums and vacuum cleaners 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.
- f. The contractor shall not haul debris through patient-care areas without prior approval of the Contracting Officer's Representative. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with tape. No sharp objects should be allowed to cut through the plastic. Wipe down the wheel treads and 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. Wheels and tires shall not track debris on floors outside the work zone.
- g. 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.

- h. 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 4 hours. Remove and dispose of porous materials that remain damp for more than 24 hours.
- i. 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 and existing air ducts shall be cleaned prior to final inspection.

1.9 DISPOSAL AND RETENTION

A. Materials and equipment accruing from work removed 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 noted on drawings or in specifications as items to be stored. Items that remain property of the Government shall be removed from present locations in such a manner as to prevent damage. Store such items where directed by Contracting Officer's Representative.
- 2. Items not reserved shall become property of the Contractor and be removed by Contractor.

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 VA 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. The Contractor is required to alert the VA immediately in the event any known or suspected hazardous materials are disturbed or will need to be disturbed before proceeding with work. Hazardous materials, such as PCB's, asbestos, lead paint, cleaning solutions and other harmful chemicals shall be disposed of in accordance with federal, state and local laws and regulations. In case of an accidental spill of hazardous materials, the Contractor shall take immediate action to contain the spill and notify the Contracting Officer's Representative. Washing cement, plaster, paint, oil or grease, solvents, etc. into any drains is strictly prohibited. **REPORT ANY ACCIDENTAL SPILLS THAT MAY RUN INTO STORM DRAINS IMMEDIATELY TO ENGINEERING SERVICE AT EXTENSION 62468.**

1.10 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's Representative.
- 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's Representative may have the necessary work performed and charge the cost to the Contractor.

1.11 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. Existing work to be altered or extended and that which is found to be defective in any way, shall be reported to the Contracting Officer's Representative 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, computer network, etc.) which are indicated on drawings or reasonably discovered during execution of the work and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings for which locations are unknown and not reasonably discovered will be considered for 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).

1.12 PHYSICAL DATA

- A. Data and information (test borings, hydrographic data, test pits, weather conditions, etc.) furnished or referred to 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. (FAR 52.236-4)

1.13 LAYOUT OF WORK

- A. The Contractor shall lay out the work and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all templates, 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 that may be established or indicated by the Contracting Officer's Representative. The Contractor shall also be responsible for maintaining and preserving all marks established by the Contracting Officer's Representative 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's Representative may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor. (FAR 52.236-17)

1.14 AS-BUILT DRAWINGS

- A. The Contractor shall maintain one full size set 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 Contracting Officer's Representative's review, as often as requested.
- C. Contractor shall deliver electronic CAD files of approved completed as-built drawings to the Contracting Officer's Representative within 15 calendar days after each completed phase and after the acceptance of the project by the Contracting Officer's Representative.

1.15 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on the VA Campus and, when authorized by the Contracting Officer's Representative, 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 transitions.

1.16 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. If the equipment is not installed and maintained in accordance with the following provisions, the Contracting Officer's Representative 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 use 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. Boilers, pumps, feedwater heaters and auxiliary equipment must be operated as a complete system and be fully maintained by operating personnel. Boiler water must be given complete and continuous chemical treatment.
- 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.

1.17 EXCLUSIVE TEMPORARY USE OF EXISTING ELEVATORS

- A. Exclusive use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
1. Contractor shall coordinate all arrangements with the Contracting Officer's Representative for use of elevators. The Contracting Officer's Representative will ascertain that elevators are in proper condition. 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 with 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's Representative.

1.18 TEMPORARY TOILETS

- A. Provide where directed, (for use of all Contractor and subcontractor employees) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by Contracting Officer's Representative, provide suitable dry closets where directed. Keep such places clean and free from odor or flying insects, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

1.19 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. If applicable, 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's Representative, 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 equipment.

C. Contractor shall install meters at Contractor's expense and furnish the Contracting Officer's Representative a monthly record of the Contractor's usage of electricity as required.

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:

E. Electricity (for Construction and Testing): Furnish all temporary electric services.

1. Obtain electricity by connecting to the VA Campus 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 VA Campus 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's discretion) of use of water from VA Campus system at no cost.

G. Fuel: Natural and LP gas and burner fuel oil required for boiler cleaning, normal initial boiler-burner setup and adjusting, and for performing the specified boiler tests will be furnished by the Government. Fuel required for prolonged boiler burner setup,

adjustments, or modifications due to improper design or operation of boiler, burner, or control devices shall be furnished or reimbursed by the Contractor at Contractor's expense.

1.20 NEW TELEPHONE EQUIPMENT - NOT USED

1.21 TESTS - NOT USED

1.22 INSTRUCTIONS - NOT USED

1.23 GOVERNMENT-FURNISHED PROPERTY - NOT USED

1.24 RELOCATED EQUIPMENT ITEMS - NOT USED

1.25 CONSTRUCTION SIGN

- A. Provide a Construction Sign where directed by the Contracting Officer's Representative.
- 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.
- D. Detailed drawing of a construction sign showing required legend and other characteristics of sign will be available from the Contracting Officer's Representative.

1.26 SAFETY SIGN

- A. Provide a Safety Sign where directed by Contracting Officer's Representative.
- B. Paint all surfaces of sign and posts two coats of white gloss paint. Border and letters of black gloss paint, project title of blue gloss paint.
- C. Maintain sign and remove it when directed by Contracting Officer's Representative.
- D. Detailed drawing of a safety sign showing required legend and other characteristics of sign will be available from the Contracting Officer's Representative.
- E. Post the number of accident free days on a daily basis.

DEPARTMENT OF VETERANS AFFAIRS

Project No.: 640-315-5281

Bed Storage Room E1-276 & Patient Advocacy Room A2-103

VAPAHCS Buildings 100 & 101

3801 Miranda Ave

Palo Alto, CA 94304

1.27 PHOTOGRAPHIC DOCUMENTATION - NOT USED

1.28 FINAL ELEVATION DIGITAL IMAGES - NOT USED

1.29 HISTORIC PRESERVATION - NOT USED

- - - E N D - - -