



**SECTION 01 00 00**  
**GENERAL REQUIREMENTS**

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**SECTION 01 00 00**  
**GENERAL REQUIREMENTS**

**1.1 SAFETY REQUIREMENTS**

Refer to section 01 35 26, SAFETY REQUIREMENTS for safety and infection control requirements.

**1.2 GENERAL INTENTION**

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work for the remedial flood mitigation work; the final ground floor fit-out; and Phase 2 of Upgrades to Building 2, including alteration/expansion of associated new ventilation system; and other associated work (e.g. electrical, plumbing, and elevator components) as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the VA Contracting Officer.
- C. Offices of Henningson, Durham & Richardson Architecture and Engineering, P.C., as Architect/Engineers, will render certain technical services during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or implying a contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.
- D. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.
- E. Comply with requirements of FAR 25.5 Buy American Act - Construction Materials.

**1.3 STATEMENT OF BID ITEM(S)**

- A. ITEM I, GENERAL CONSTRUCTION: Work includes general construction, alterations, utility systems, elevators, necessary removal of existing structures and construction and certain other items. BASE BID includes:
  - 1. Scope of Work:
    - a. All Main Corridors leading to egress stairs, as indicated on the Construction Documents.



- b. All fire and smoke barriers as required to create approved smoke zones.
  - c. Staff Lounge and locker/toilet facilities.
  - d. Two Office Suites.
  - e. Pharmacy Cache Storage.
  - f. Exit stair work between Ground and First Floors.
  - g. Ground floor Electrical and IT Closets, including infrastructure and backbone scope of work, and internal platforms.
  - h. Fire Panel Room, First Floor, Building No. 1.
  - i. Pump Room, First Floor, West Wing, Building No. 1.
  - j. Pump Room, First Floor, North side, Building No. 6.
2. Architectural Scope:
- a. Provide CMU block walls, doors, hardware, windows and frames to delineate and enclose the require areas.
  - b. Construct CMU walls to achieve the required ratings for fire and smoke zone partitions as indicated on Drawings GI3001.
  - c. Provide all lighting, ceiling, and finish work to provide a complete and usable space.
- B. ITEM II, Electrical Work: Work includes all labor, material, equipment and supervision to perform the required electrical construction work on this project. BASE BID includes:
1. Electrical/Fire Alarm Scope:
- a. Provide temporary/interim Egress Lighting and Fire and Smoke alarms in areas not requiring full build-out (Conference/Auditorium, Simulation Center).
  - b. Provide permanent fire alarm, lighting, power, security access and cameras, and low voltage systems as per the Construction Documents to provide a complete and usable area. Work to include relays, controls, switches, etc., to provide an operational system.
- C. ITEM III, Mechanical (HVAC and Plumbing) Work: Work includes all labor, material, equipment and supervision to perform the required Mechanical construction work on this project. BASE BID includes:
1. Mechanical Scope:
- a. Provide all mechanical heat, air and ventilation within, and area and scope used to serve the area delineated by the walls, including all associated pumps, piping and controls.



- b. In-scope areas may be on the Ground Floor, in the 7th Floor Mechanical Penthouse, or on the roof.
2. Plumbing/Sprinkler Scope:
- a. Provide temporary/interim Fire Protection in areas not requiring full build-out (Conference/Auditorium, Simulation Center).
  - b. Provide all Flood Mitigation Work which includes raising existing Controls and equipment above the floodplain approximately 1371 mm (54 inches) above the Ground Floor Level.
  - c. In-scope areas may be located in North and South Pump Rooms, and North, South, and West Steam Pits. This includes the installation of backflow preventers, and relocation of pumps and systems, and all work on the First Floor.
  - d. Provide all hot and cold water, vent, sanitary and storm drainage work and systems within and serving the areas as per the Construction Documents to provide a complete and usable area.
  - e. Provide all fire protection work and systems within and providing the area as per the Drawings to serving a complete and usable area.
- D. **PRICING OPTION NO.1:** Include all work necessary to complete option for this project; include all general construction, electrical and mechanical work within each area as delineated on the Drawings.
1. Scope of Work:
- a. Simulation Center: Building No. 6, Northwest quadrant between column lines '34' and '40', and between column lines 'i' and 'B.8'. Refer to partial plans '1' and '2'.
  - b. Kitchenette/Lounge: Building No. 6, adjacent to Building No. 1 West Wing between column lines '31' and 'B.8 ~~32~~', and between column lines 'C' and '22'. Refer to partial plan '3'.
2. Architectural Scope:
- a. Provide all CMU block walls, doors, hardware, windows, and frames, to delineate and enclose the required areas.
  - b. Provide all lighting, ceiling, and finish work to provide a complete and usable space.
3. Electrical/Fire Alarm Scope:
- a. Provide permanent fire alarm, lighting, power, security access and cameras, and low voltage systems (i.e., Simulation Center Nurse Call) as per the Construction Documents to provide a



complete and usable area. Work shall include relays, controls, switches, etc., to provide an operational system.

4. HVAC Scope:

- a. Provide all mechanical heat, air and ventilation within, and area and scope used to serve the area delineated by the walls, including all associated pumps, piping and controls.
- b. In-scope areas may be on the Ground Floor, in the 7th Floor Mechanical Penthouse, or on the roof.
- c. AHU serving the Simulation Center is in the 7th Floor Mechanical Penthouse.

5. Plumbing/Sprinkler Scope:

- a. Provide all hot and cold water, vent, sanitary and storm drainage work and systems within and serving the area as per the Construction Documents to provide a complete and usable area.
- b. Provide all fire protection work and systems within and serving the area as per the Construction Documents to provide a complete and usable area.

**E. PRICING OPTION NO. 2:** Include all work necessary to complete option for this project; include all general construction, electrical and mechanical work within each area as delineated on the Drawings.

1. Scope of Work:

- a. Conference Rooms: Building No. 6, central location of the West side between column lines '29' and '34', and between column lines 'i' and 'B.8'. Refer to partial plans '2'.
- b. Auditorium (including mechanical support and auditorium storage): Building No. 6, adjacent to Building No. 1 West Wing between column lines '23' and '33', and between column lines 'B' and 'J'. Refer to partial plan '3'.

2. Architectural Scope:

- a. Provide all CMU block walls, doors, hardware, windows, and frames, to delineate and enclose the required areas.
- b. Provide all lighting, ceiling, and finish work to provide a complete and usable space.

3. Electrical/Fire Alarm Scope:

- a. Provide permanent fire alarm, lighting, power, security access and cameras, and low voltage systems as per the Construction Documents to provide a complete and usable area. Work shall



include relays, controls, switches, etc., to provide an operational system.

4. HVAC Scope:

- a. Provide all mechanical heat, air and ventilation within, and area and scope used to serve the area delineated by the walls, including all associated pumps, piping and controls.
- b. In-scope areas may be on the Ground Floor, in the 7th Floor Mechanical Penthouse, or on the roof.
- c. AHU serving the Auditorium is located in the adjacent mechanical room.
- d. Provide new Rooftop Chiller as indicated in the Construction Documents.

5. Plumbing/Sprinkler Scope:

- a. Provide all hot and cold water, vent, sanitary and storm drainage work and systems within and serving the area as per the Construction Documents to provide a complete and usable area.
- b. Provide all fire protection work and systems within and serving the area as per the Construction Documents to provide a complete and usable area.

**1.4 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR**

- A. Drawings and contract documents may be obtained from the website where the solicitation is posted. Additional copies will be at Contractor's expense.

**1.5 RELATED WORK - MINIMUM WORK PERFORMANCE REQUIREMENTS**

- A. Provide and coordinate all necessary work and products meeting the requirements associated with all applicable specification sections and drawings to produce a system complete, functional and ready for the purpose intended. No statements herein shall relieve the Contractor of responsibilities described elsewhere in the contract documents.
- B. General Contractor shall assure that all trades are aware of their respective full scope of work. Contractor shall procure all necessary permits and inspections. Refer to all contract drawings, specifications and notes for additional responsibilities, details and scope of work. All work shall be performed by personnel properly skilled in the task they are performing and aware of their project responsibilities. Workmanship shall be the best of their respective kind using the most modern approved methods and materials. General



Contractor shall directly supervise all phases of construction. Daily work logs shall be issued to the VA Resident Engineer describing in detail the manpower, man-hours, work performed by each trade.

#### **1.6 COORDINATION**

- A. Coordinate work and products meeting the requirements associated with all applicable specification sections and drawings to produce a system complete, functional and ready for the purpose intended.
- B. Pre-worksite Re-visit Requirements: Before starting work in a particular area, visit the worksite and carefully examine the areas to verify complexity, existing conditions and difficulties that will affect work including all work done under various specification sections and the VA.
- C. Commencement of work shall be construed as acceptance of the existing conditions and difficulties. No change to the contract price or schedule shall be allowed for work caused by unfamiliarity with the site conditions that are visible or readily construed by an experienced observer.

#### **1.7 CONSTRUCTION QUALITY ASSURANCE/QUALITY CONTROL**

- A. Contractor shall provide full time Quality Assurance/Quality Control inspector on construction site for daily monitoring of quality of work.
  - 1. Submit Daily Construction Quality Control Report fully describing preparatory inspection, initial inspection, and follow-up inspection.
  - 2. Contractor shall obtain the services of a third part to provide independent tests required by the Contract Documents.

#### **1.8 PARKING**

- A. Contractor shall notify the VA Resident Engineer in writing twenty-one (21) calendar days in advance of each decommissioning of any VAMC parking spaces due to construction; only up to three parking spaces shall be impacted per event.

#### **1.9 CONSTRUCTION SECURITY REQUIREMENTS**

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





2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.

B. Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
  - a. Appropriate badging is considered either a Flash Pass badge having a duration of five months and twenty-nine days with one similar renewal period or a non-PIV badge with a two-year duration. A Flash pass badge will be required at a minimum for all laborers, tradesmen and mechanics performing work on the project. A non-PIV badge is required for all typical salaried employees to include but not limited to the project superintendent, project manager, project engineer, project executive, etc.
2. Before starting work the General Contractor shall give five (5) days' notice to the Contracting Officer so that security arrangements can be provided for the employees. This notice is separate from notices required for utility shutdown described later in this section.
3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

C. Key Control:

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



D. Document Control:

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

E. Motor Vehicle Restrictions:

1. Vehicle authorization request shall be required for vehicles entering the site and such request 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 to before 7:00 a.m. and after 4:00 p.m.



#### 1.10 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.
1. Site access shall be from the Loading Dock and from the Courtyard.
- The Loading Dock shall only be available to the Contractor and the subcontractors with prior scheduling with the Resident Engineer.
- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways. 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 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 damaged curbs, sidewalks, or roads.
- (FAR 52.236-10)**
- D. Working space and space available for storing materials shall be as determined by the Resident Engineer.
- E. Workmen are subject to rules of the Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of the Medical Center as a whole, including operations of utility services, fire protection systems and existing equipment, and with work being done by others. Work shall be accomplished during normal work hours, Monday through Friday, 7:00 a.m. to 3:30 p.m. (unless approved by the VA) excluding Federal holidays, as to cause the



least interferences possible with the normal activities of the facility and the surrounding areas. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by Resident Engineer 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 (2) work days. Provide unobstructed access to the Medical Center areas required to remain in operation.
3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.

G. Utilities Services: Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems (except telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Resident Engineer. All such actions shall be coordinated with the COR or Utility Company involved:

1. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.

H. Phasing:

1. The Medical Center must maintain its operation 24 hours a day/7 days a week. Therefore, any interruption in service must be scheduled and coordinated with the COR to ensure that no lapses in operation occur. It is the CONTRACTOR'S responsibility to develop a work plan and schedule detailing, at a minimum, the procedures to be employed, the equipment and materials to be used, the interim life safety measure to be used during the work, and a schedule defining the duration of the work with milestone subtasks.



2. It is the CONTRACTOR's responsibility to complete in full the service shut down form provided by the Resident Engineer. The work to be outlined shall include, but not be limited to:
  3. To ensure such executions, Contractor shall furnish the Resident Engineer with a schedule of approximate phasing and dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the Resident Engineer two (2) weeks in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such phasing and dates to ensure accomplishment of this work in successive phases mutually agreeable to the Medical Center Director, Resident Engineer, and Contractor.
  4. Resident Engineer will provide written confirmation of approved shut down as well as approved date and time.
- I. Building will be occupied during performance of work; but immediate areas of alterations will be vacated while alterations are performed.
1. Certain areas of the Building will be occupied by Medical Center personnel for various periods as listed below:

**AREA**

**PERIOD**

All Levels

Continuous

2. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. These routes whether access or egress shall be isolated from the construction area by temporary partitions and have walking surfaces, lighting, etc., to facilitate patient and staff access. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.
- a. Communicating through the Resident Engineer, the Contractor shall coordinate with the Facility and other contractor's working on



adjacent projects all routes of access and egress, including all work related to erecting and maintaining temporary partitions, walking surfaces, lighting, and etc.

- J. Construction Fence: Before construction operations begin, Contractor shall submit a fencing plan for approval by the Resident Engineer. After a plan is approved, Contractor shall provide a chain link construction fence, 2.4m (8 feet) minimum height, around the construction area indicated on the drawings. Provide gates as required for access with necessary hardware, including hasps and padlocks. Fasten fence fabric to terminal posts with tension bands and to line posts and top and bottom rails with tie wires spaced at maximum 375mm (15 inches). Bottom of fences shall extend to 25 mm (one inch) above grade. Remove the fence when directed by Resident Engineer.
- K. When an area of building and/or construction site is turned over to Contractor, Contractor shall accept entire responsibility including upkeep and maintenance therefore:
1. Contractor shall maintain a minimum temperature of 4 degrees C (40 degrees F) at all times, except as otherwise specified or directed by the Medical Center Resident Engineer.
  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 (Department of Veterans Affairs or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.
- L. Utilities Services: Maintain existing utility services for the Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Resident Engineer.
1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior written approval of Resident Engineer. Electrical work shall be accomplished with all affected circuits or



- equipment de-energized. When an electrical outage cannot be accomplished, work on energized circuits or equipment shall not commence without a detailed work plan, the Medical Center Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, and 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS for additional requirements.
2. Prior to any service interruption, Contractor shall submit a request to interrupt such services to Resident Engineer, in writing, twenty-one (21) calendar days in advance of proposed interruption. Request shall be a full narrative of reason for interruption and include a description of work to be performed, a description of impacts related to shut down and affected areas, relevant reference drawings and sketches, proposed date, exact time and approximate duration of such interruption.
  3. Contractor will be advised in writing by the Resident Engineer of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of the Medical Center. Interruption time approved by the Resident Engineer 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 Resident Engineer. Such approval will be confirmed in writing as soon as practical.
  5. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.
- M. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are abandoned or are expected to be abandoned shall be removed, unless otherwise indicated on the Drawings.
- N. 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.



- O. Coordinate the work for this contract with other construction operations and Medical Center's existing use of site as directed by Resident Engineer. This includes attending weekly project coordination meetings with the other on-site contractors, the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS. Other Station construction operations include but are not limited to:
1. Proposed Perimeter Flood Project.
  2. Proposed Central Sterile Processing Renovation.
  3. Proposed Clinic Renovations.
  4. Proposed Patient Room Renovations.
  5. Proposed Electrical Equipment Relocation.
  6. Proposed Warehouse Renovations.
  7. Proposed MRI Relocation.
  8. On-going Roofing Replacement.
  9. Parking Lifts and Asser Levy Access Parking.

#### **1.11 ALTERATIONS**

- A. Survey: Before work is started, the Contractor shall make a thorough survey with the Resident Engineer and a representative of VA Supply Service, of areas of building in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by all three, to the Contracting Officer. 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 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. Note any discrepancies between drawings and existing conditions at site.
  4. 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 Resident Engineer.





- B. Items required by Contract Documents to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of Resident Engineer and/or Supply Representative, to be in such condition that their reuse 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 Resident Engineer 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 damages 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 and other damages. In case of leaks, they shall be repaired immediately upon discovery.
  2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
  3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

#### **1.12 DISPOSAL AND RETENTION**

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



1. Reserved items which are to remain property of the Government are identified by attached tags or noted on drawings or in specifications as items to be stored. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by Resident Engineer.
2. Items not reserved shall become property of the Contractor and be removed by Contractor from the 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. The Contractor is prohibited from using VA dumpsters. The Contractor shall furnish and pay for all dumpsters required to legally remove construction debris from the VA Medical Center.

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

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, that 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 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, at no additional cost.
- 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 damages 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. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

**1.14 RESTORATION**

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove structural work, and do not disturb ducts, plumbing, steam, gas, or electric work without approval of the Resident Engineer. Existing work to be altered or extended and that is found to be defective, shall be reported to the Resident Engineer 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, in condition acceptable to the Government. 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 damage caused by Contractor to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES"



(FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

**1.15 PHYSICAL DATA**

Not Applicable.

**1.16 PROFESSIONAL SURVEYING SERVICES**

Not Applicable.

**1.17 LAYOUT OF WORK**

Not Applicable.

**1.18 AS-BUILT DRAWINGS**

- A. The Contractor shall maintain two (2) full size sets of as-built drawings which he shall keep 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 ensure compliance, as-built drawings shall be made available for the Resident Engineer's review, as often as requested.
- C. Contractor shall deliver two (2) approved completed sets of as-built drawings to the Resident Engineer within 15 calendar days after acceptance of the project by the Resident Engineer.
- D. Paragraphs A, B, and C shall also apply to all shop drawings.

**1.19 USE OF ROADWAYS**

- A. For hauling, use only established public roads and roads on the Medical Center property. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.

**1.20 FIELD OFFICE**

- A. The Contractor shall, within fifteen (15) days after receipt of Notice to Proceed, provide field office items for the designated temporary field office location:
  - 1. Items shall include but not be limited to electric hot and cold drinking water dispenser and water service.
  - 2. Verify with Resident Engineer specific additional items that may be permitted or required in the field office.



#### 1.21 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

- A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to written approval and compliance with the following provisions:
1. Permission to use each unit or system must be given by Resident Engineer in writing. If the equipment is not installed and maintained in accordance with the written agreement and following provisions, the Resident Engineer 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. Installation of temporary electrical equipment or devices shall be in accordance with NFPA 70, National Electrical Code, (2014 Edition), Article 590, *Temporary Installations*. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
  3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
  4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage.
  5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
  6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government. 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.
- D. Any damage to the equipment or excessive wear due to prolonged use will be repaired replaced by the contractor at the contractor's expense.

#### **1.22 TEMPORARY USE OF EXISTING ELEVATORS**

- A. Contractor will only be allowed the use of existing service elevators, all usage must be coordinated with the Resident Engineer in advance.

#### **1.23 TEMPORARY USE OF NEW ELEVATORS**

Not Applicable.

#### **1.24 TEMPORARY TOILETS**

- A. Provide where directed, (for use of all Contractor's workmen) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by Resident Engineer, provide suitable dry closets where directed. Keep such places clean and free from flies, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.
- 1. Portable toilets shall be provided by the Contractor at their expense. There is no access to toilets within the construction zone and no permitted access to toilets within other areas of the facility.

#### **1.25 AVAILABILITY AND USE OF UTILITY SERVICES**

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The Contractor shall carefully conserve utilities furnished without charge.
- B. The Contractor, at Contractor's expense and in a workmanlike manner, in compliance with code and as satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections,



distribution lines, and associated paraphernalia and repair restore the infrastructure as required.

- C. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:
  - 1. Obtain heat by connecting to the Medical Center heating distribution system.
    - a. Steam is available at no cost to Contractor.
- D. Electricity (for Construction and Testing): Furnish all temporary electric services.
  - 1. Obtain electricity by connecting to the Medical Center electrical distribution system. Electricity is available at no cost to the Contractor.
- E. Water (for Construction and Testing): Furnish temporary water service.
  - 1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer at each connection as per code. 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 Resident Engineer's discretion) of use of water from the Medical Center's system.

#### **1.26 NEW TELEPHONE EQUIPMENT**

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

#### **1.27 TESTS**

- A. As per specification section 23 05 93 the Contractor shall provide a written testing and commissioning plan complete with component level, equipment level, sub-system level and system level breakdowns. The plan will provide a schedule and a written sequence of what will be tested, how and what the expected outcome will be. This document will be submitted for approval prior to commencing work. The Contractor shall document the results of the approved plan and submit for approval with the as built documentation.



- B. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- C. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- D. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire system which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc.
- E. All related components shall be functioning when a system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant and are typical of the design conditions.
- F. Individual test result of a component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

#### **1.28 INSTRUCTIONS**

- A. Contractor shall furnish Maintenance and Operating manuals (hard copies and electronic) and written instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals and one compact disc (four hard copies and one electronic copy each) for each separate piece of equipment shall be delivered to the Resident Engineer coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and





illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.

- C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed training to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system shall be given in an integrated, progressive manner. All instructors for every piece of component equipment in a system shall be available until instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the Resident Engineer and shall be considered concluded only when the Resident Engineer is satisfied in regard to complete and thorough coverage. The Contractor shall submit a written course outline with associated material to the COR for review and approval prior to scheduling training to ensure the subject matter covers the expectations of the VA and the contractual requirements. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Resident Engineer, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

#### **1.29 GOVERNMENT-FURNISHED EQUIPMENT**

- A. The Government shall deliver to the Contractor, the Government-furnished equipment shown on the drawings and/or indicated in the specifications.



- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the Medical Center.
- C. Storage space for equipment will be provided by the Government and the Contractor shall be prepared to unload and store such equipment therein upon its receipt at the Medical Center.
- D. Notify Contracting Officer in writing, 60 days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.
  - 1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with a representative of the Government. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Government representative with a written statement as to its condition or shortages.
  - 2. Contractor thereafter is responsible for such equipment until such time as acceptance of contract work is made by the Government.
- E. Equipment furnished by the Government will be delivered in a partially assembled (knock down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to respective services installed under contract. All fittings and appliances (i.e., couplings, ells, tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and the utility stub-up shall be furnished and installed by the contractor at no additional cost to the Government.
- F. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.
- G. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

#### **1.30 RELOCATED EQUIPMENT AND ITEMS**

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated by symbol "R" or otherwise shown to be relocated by the Contractor.



- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the Resident Engineer.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, at the main whenever such lines are disconnected from equipment to be relocated. Remove abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".
- D. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.
- E. Contractor shall employ services of an installation specialist or engineer, who is an authorized representative of the manufacturer of this equipment to supervise assembly and installation of existing equipment, required to be relocated.
- F. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

**1.31 STORAGE SPACE FOR DEPARTMENT OF VETERANS AFFAIRS EQUIPMENT**

Not Applicable.

**1.32 CONSTRUCTION SIGN**

- A. Provide a Construction Sign where directed by the Resident Engineer.
- B. Construction sign materials, dimensions, construction, text, and finishes shall be determined by the Resident Engineer.
- C. Maintain sign and remove it when directed by the Resident Engineer.

**1.33 SAFETY SIGN**

- A. Provide a Safety Sign where directed by Resident Engineer.
- B. Safety sign materials, dimensions, construction, text, and finishes shall be determined by the Resident Engineer.
- C. Maintain sign and remove it when directed by Resident Engineer.
- D. Post the number of accident free days on a daily basis.

**1.34 PHOTOGRAPHIC DOCUMENTATION**

Not Applicable.

**1.35 FINAL ELEVATION DIGITAL IMAGES**

Not Applicable.



### 1.36 HISTORIC PRESERVATION

Where the Contractor or the Contractor's employees, prior to, or during the construction work, are advised of or discover possible archeological, historical and/or cultural resources, the Contractor shall immediately notify the Resident Engineer verbally, and then with a written follow up.

### 1.37 VA TRIRIGA CPMS

VA contractors, selected by award to perform work, are required to get access to the VA TRIRIGA CPMS. The TRIRIGA CPMS is the management and collaborative environment that the VA uses for all Major, Minor and Non-Recurring Maintenance (NRM) projects within the Office of Construction & Facilities Management (CFM), Veterans Health Administration (VHA), and the Veterans Benefits Administration (VBA). The contractor is solely responsible for acquiring access to the VA TRIRIGA CPMS.

To gain access to the VA TRIRIGA CPMS the contractor is encouraged to follow the licensing process outline as specified below:

- A. Requirement: TRIRIGA is the management and collaborative environment that VA uses for all construction projects. VA requires its contractors to procure TRIRIGA access as part of the cost of performance for a VA construction related contract.

- B. Access Request and Payment can be made through the following URL

<https://valicensing.oncfi.com/>

Inquiries or to request additional services, contact the following:

Craig Alsheimer, Federal Account Manager

Computerized Facility Integrations, LLC

18000 West Nine Mile Road

Suite 700

Southfield, MI 48075

Email: [calsheimer@gocfi.com](mailto:calsheimer@gocfi.com)

Phone: 248-557-4234 Extension 6010; 410-292-7006

- C. Process:

1. Once the contractor has been notified by VA of the award and a unique contract number, the contractor can enter a request for access to TRIRIGA at URL <https://valicensing.oncfi.com/>
2. CFI will process the request for access and payment. CFI will create the USER ID and a password. Security provisions required to



align the contractor to the Contract Number will be entered and an email will be generated and submitted to the requestor.

3. CFI will also provide standard terms and conditions related to the transaction and use agreement.

#### **1.38 ATTACHMENTS**

The following attachments form a part of and are inserted at the end of the Section. Contractor shall fill out required forms and submit them to the VA COTR.

1. ATTACHMENT 'A': Federal Register/Vol. 76, No. 106/Thursday, June 2, 2011/Notices, page 31998: Office of Personnel Management, Cancellation of an Optional Form by the Office of Personnel Management (1 page).

2. ATTACHMENT 'B': "New York Harbor ID Requirements as per Conference Call with Harbor Management" (1 page).

3. ATTACHMENT 'C': VHA Procurement and Logistics, Standard Operating Procedure, February 25, 2011 (19 pages) - Acquisition Security Requirements:

PART I: Implementing VA Handbook 6500.6, Contract Security;

PART II: Contractor Personnel Security and Suitability;

PART III: Personal Identity Verification (PIV) of Contractors; and

PART IV: Business Associate Agreements (BAA) for Contracts.

4. ATTACHMENT 'D': VHA Directive 2011-036, September 22, 2011 (11 pages) - Safety and Health During Construction. Directive expires September 30, 2016.

5. ATTACHMENT 'E': Contractor Security Check Form (1 page).

6. ATTACHMENT 'F': Fingerprint Record Prep Sheet (1 page).

7. ATTACHMENT 'G': HIPDB/NPDB (Health Integrity & Protection Data Bank/National Practitioner Data Bank) (1 page).

8. OBTAIN FROM VA - ATTACHMENT 'H': USCIS Form I-9, OMB No. 1615-0047, Expires 03/31/2016 (9 pages) - Instructions for Employment Eligibility Verification, Department of Homeland Security, U.S. Citizenship and Immigration Services.

9. OBTAIN FROM VA - ATTACHMENT 'I': Optional Form 306, Revised October 2011 (3 pages) - Declaration for Federal Employment\* (\*This form may also be used to assess fitness for federal contract employment); Form Approved: OMB No. 3206-0182.



10. OBTAIN FROM VA - ATTACHMENT 'J': VA Form 0711, Oct 2006 (RS) (3 pages) - Request for Personal Identity Verification Card; Form Approved: OMB No. 2900-0673.
11. ATTACHMENT 'K': 138-13, Interim Life Safety Measures (ILSM) Determination, February 2003 (revised 04/14/09).
12. ATTACHMENT 'L': 138-27, Construction & Infection Control Risk Assessment (ICRA) Determination, April 2009.
13. ATTACHMENT 'M': Coordination Drawing Checklist.
14. ATTACHMENT 'N': Daily Log - Construction.
15. ATTACHMENT 'O': Electric Panel Schedule.
16. ATTACHMENT 'P': Hot Work Permit - For Cutting, Welding, Soldering, Brazing With Portable Gas Or Arc Equipment.
17. ATTACHMENT 'Q': RFI - Request for Information
18. ATTACHMENT 'R': Construction Submittal - Status Log
19. ATTACHMENT 'S': Mechanical System Valve Chart.
20. ATTACHMENT 'T': Plumbing System Valve Chart.

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