

Statement of Work/Specifications
575-13-105
Correct Retro-Commission Deficiencies and Upgrade HVAC Controls
Grand Junction, CO
April 10, 2015

Project Overview

The Department of Veterans Affairs (VA) intends to procure services of a qualified contractor to correct specific building mechanical equipment and control deficiencies identified in a recent retro-commission (RCx) study. Included are variable air volume (VAV) box test and balance, replacing orifice type steam traps, and the annual service/maintenance on the existing building automation system. This contract is primarily a service related contract at the Grand Junction, Veterans Affairs Medical Center (VAMC) located at 2121 North Avenue, Grand Junction, CO. See Attachment 1 for the VAMC campus map and specific task locations.

Background

The VA is pursuing this project as part of the ongoing energy reduction program as prescribed under Federal Mandates for sustainability and energy reduction. In 2010 - 2011 the VAMC completed a comprehensive retro-commission (RCx) study/energy audit that focused primarily on the building air handling units, but included some subsystems. Shortly after the RCx the energy engineers from VISN 19 performed an additional audit that culminated in additional energy conservation measures. The tasks included in this statement of work are a direct result of both the RCx and energy audit. The tasks in this SOW are designed primarily as energy conservation tasks, and secondarily as improved operations and maintenance.

Description of Work

This work includes the list of tasks that follow this general description of work, including the test and balance of existing VAVs, and the replacement of steam traps. The work will be described in this scope of work, along with figures and work specifications.

Base bid items:

- 1) Test and balance approximately 173 VAVs as per the schedule in attachment 2 (VAV Listing) and the specification section 230593-TAB. The VAVs are located primarily in floors 1 and 2 of building 1, the main hospital. The work includes:
 - a. Site investigation to determine precise locations of the VAVs. The Appendix 2 includes room numbers that can be coordinated with Grand Junction VHA facilities existing floor plans.
 - b. Set minimum and maximum air flow as per the attachment and verify that these meet VA ventilation guidelines.

- c. Establish an occupancy schedule for each VAV unless otherwise directed.
- 2) Replace all existing orifice type steam traps as per the attachment 3 (Trap Survey Log Sheet Report). The traps to replace include 48 drip and 20 process/coil type of traps and are located by room on the trap survey.
- a. The drip trap replacement will be a 125 PSI orifice, inverted bucket with a packaged "Trap Valve Station." The station includes easy connect to piping, two isolation valves, and strainer.
 - b. The 20 process and coil type replacement traps will be the Float and Thermostatic type of trap with a build in vacuum breaker. The maximum steam pressure for these traps is 15 PSI.

Roles and Responsibilities:

- 1) Documentation: The Department of Veterans Affairs (VA), COR will provide the contractor with *copies of documents that are available*.
- a) The contractor shall request other government documentation deemed pertinent to the work accomplishment directly from the COR. The contractor shall consider the COR as the final source for needed government documentation when the contractor fails to secure the documents by other means. The contractor is expected to use common knowledge and resourcefulness in securing all other reference materials, standard industry publications, and related materials that are pertinent to the work.
- 2) Communications: The contractor shall maintain frequent communications with the COR and other designated Veterans Health Administration (VHA) staff and the VA Team to conduct work in progress reviews. Progress reports shall be delivered to the COR and other authorized assigned VA representative or designee on a monthly basis via electronic mail.

Contractor Requirements, Confidentiality and Non-Disclosure:

- 1) The contractor shall follow all Government rules and regulations regarding information security to prevent disclosure of sensitive information to unauthorized individuals or organizations.
- 2) Contractor staff and management may have access to some privileged and confidential materials of the United States Government such as budget and strategic plans. These printed and electronic documents are for internal use only, are not to be copied or released without permission, and remain the sole property of the United States Government. Some of these materials may be protected by the Privacy Act of 1974 (revised by PL 93-5791) and Title 18. Unauthorized disclosure of Privacy Act or Title 18 covered materials is a criminal offense.

- 3) Regulatory standard of conduct governs all personnel directly and indirectly involved in procurements. All personnel engaged in procurement and related activities shall conduct business in a manner above reproach and, except as authorized by statute or regulation, with complete impartiality and with preferential treatment for none. The general rule is to avoid strictly any conflict of interest or even the appearance of a conflict of interest in Government-contractor relationships.

Other Personnel Considerations:

- 1) Personnel assigned by the contractor to the performance of work on this contract shall be acceptable to VA in terms of personal and professional conduct and technical knowledge. Should the assignment to this contract of any person by the contractor be deemed to conflict with the interests of VA, or in the event performance is deemed to be unsatisfactory at anytime during the life of the contract, the Contracting Officer may notify the contractor and request the person be immediately removed from the assignment. The reason for removal will be documented and a request to receive personnel replacement within three (3) business days of the notification will be made. Replacement personnel qualifications shall be equal to or greater than those of the personnel being replaced. Employment and staffing difficulties will not be justification for failure to meet established schedules.
- 2) The contractor must notify Veterans Health Administration (VHA) ten (10) calendar days in advance and the Project Manager (PM) and COR will approve or reject new proposed contractor key personnel for the performance of this contract. The contractor shall submit a resume of qualifications and the Contractor Personnel Change Control form to the PM and COR and all other direct employees proposed for the project. The PM and COR will approve all contractor employees prior to bringing on duty via Contractor Personnel Change Request Form, at any time from date of award to the end of the contract, contractor personnel are no longer available, the VHA will approve the qualifications of proposed replacement personnel and will reject individuals who do not meet the qualifications set forth herein. All contractor employees are subject to immediate removal from performance of this contract when they are involved in a violation of the law, VA security, confidentiality requirements, and/or other disciplinary reasons.

Attachments:

- 1) Grand Junction VAMC Site Map
- 2) Specification (010000, 223500, 230593)
- 3) Appendix 1 -- AHU List
- 4) Appendix 2 -- VAV Inventory
- 5) Appendix 3 -- Steam Trap Survey Log