

## **SCOPE OF WORK (SOW)**

### **Site Prep Requirements for E-85 Fueling Station Project no. 548-201 West Palm Beach VA Medical Center**

#### **A. Background:**

The West Palm Beach VA, in compliance with the Executive Order 13423 and Energy Independence and Security Act of 2007 ( EISA) requirements will install a 5000 gallon, E-85 fueling station, to be located at the West Palm Beach Veterans Affairs Medical Center at 7305 North Military Trail, West Palm Beach, FL 33410. The scope of the project will include, but is not limited the construction necessary for site preparation, foundation, exterior lighting, landscaping, communications, permits, Spill Prevention Counter Measure Plan, zoning processes, and commissioning in accordance with the plans, specifications and requirements outlined below.

#### **B. Scope of Work:**

1. All work conducted under this scope of work shall comply with Construction Drawings and Specifications, prepared by RS&H, Inc. Engineers, national codes, and industry standards and follow VA West Palm Beach on station guidelines to include West Palm Beach IT guidelines/policies.
2. Contractor shall provide complete shop drawings, layout, site preparation, configuration, construction, start up, commissioning and warranties for the site prep requirements for the E-85 Fueling Station to be located on the West Palm Beach VAMC campus. The scope of work is for the construction of a fueling station, including site preparation, civil work, demolition, and configuration/installation of a complete E-85 Fueling station that will include all concrete pads, concrete curbs, concrete drive equipment, controls, containment areas, piping, electrical, data, telephone connections, paving/patching, lighting, signage, landscaping, etc.
3. The contractor shall install protective fencing around the construction area and the temporary staging area.
4. Prior to procurement, catalog cuts for materials and equipment utilized for this project shall be submitted to the architect for approval, using Contractor provided a Submittal Exchange subscription. Provided material/equipment submissions shall state the VA specification or drawing reference. The contractor shall provide an electronic copy of the submittal form for review and approval by the COR at least 2 weeks prior to start of work.
5. The contractor shall provide an electronic copy of the progress schedule and schedule of values for review and approval by the COR at least 3 weeks prior to start of work. The

contractor shall continue to provide a current contractor progress schedule and schedule of values to the COR to receive payment approval.

6. The contractor shall remove and dispose of all debris created during construction which was generated as a result of the above new work. Record this activity using Non-Hazardous Construction Waste forms, which are to be submitted monthly to the COR. Keep job site clean and orderly at all times.
7. This project shall be accomplished during normal working hours, 7:30AM – 4:00PM.
8. Any and all utility shutdowns shall be requested at least 2 weeks in advance for hospital and maintenance notifications. No exceptions.
9. The contractor shall provide an on-site qualified/working foreman who will REPORT DAILY and submit DAILY LOGS in an approved format, to the West Palm Beach VA Hospital COR. The Contractor shall submit 3-weeks look ahead for approval detailing out tasks and dates to be reviewed and approved by project COR, during the weekly progress meetings.
10. The contractor shall assume all responsibility for ensuring that all local, state, and federal safety and environmental rules and guidelines related to fueling stations are followed. The Contractor is responsible for working with the state and fire marshal to obtain the necessary permits.
11. The contractor shall be responsible for delivering a complete “turnkey” E-85 fueling station, including, permitting, civil and other improvements to the site, equipment procurement and installation, start-up and testing, commissioning, and training of motor vehicle staff. The Contractor shall provide all necessary instruction; service, manufacturer’s warranties along with three copies of all operating/technical manuals as well as a complete set of AutoCAD, PDF and hardcopy of “As-Built” drawings before final payment will be issued.
12. It is the responsibility of the Contractor to understand and comply with all applicable municipal, county, state, and federal codes, laws, ordinances, standards, rules and regulations.
13. The contractor shall obtain all the necessary environmental and building permits from City/county, state and federal agencies. Including fees, applications, and etc. All required permitting shall be on site before final testing.
14. The Fueling System shall comply with the Department of Veterans Affairs Master Specification Section 23 10 00 Facility Fuel System. An entire listing of the Department of Veterans Affairs Master Construction Specifications can be found at <http://www.cfm.va.gov/til/spec.asp>

**C. Physical Security** - Physical security shall be as per contract drawings and specifications including but not limited to the following:

1. Protective removable bollards (e.g., removable steel posts) and fixed bollards designed to protect the entire E85 Fueling Station from damage from vehicles.
2. Lighting within the E85 Fueling Station area with motion detection activation and daylight controls to provide required light levels when fueling activities are being performed.
3. The contractor shall furnish and install emergency telephone with auto dial (speed dial), with sign to include VAMC Police and Transportation telephone numbers.
4. The E85 Fueling Station shall include clearance warning signs, where appropriate.

**D. Emergency Shutdown and Spill Prevention Control and Countermeasures (SPCC)**

1. The contractor shall work with RS&H, Inc. Engineers, to complete the addition of the new E-85 station to West Palm Beach VA SPCC plan before the final testing and acceptances by the VA. The contractor shall provide all required documentation needed to assist with getting any needed information for a Professional Engineer licensed in state of Florida to complete and sign the SPCC plan revisions. Provide two hard copies and one Electronic Copy.
2. The contractor shall furnish and install emergency electric shut down disconnect box/switches with audible and visual alarms.
3. The contractor shall provide automatic shutdown fuel valve, able to shutdown all the fuel systems in the event of and overfill or any other emergency.

**E. Existing Site Conditions:**

1. The proposed fueling station and dispensing area will be constructed in the West Palm Beach VA Building 1 area. Refer to the construction documents for the proposed project area.
2. As part of the layout contractor shall show all existing utilities such as storm drains, irrigation piping, etc. not have any conflict with the new utilities. The contractor is fully responsible for all utility locating services and fees.
3. During all phases of the construction of the E-85 Fueling station project, the contractor shall coordinate work with the West Palm Beach VAMC COR to minimize disruption of normal operations. This includes monitoring and control of traffic flow, project deliveries, parking, utility tie-in, trenching, and other elements.

4. The contractor shall excavate as required to construct all indicated drive and concrete pads, the contractor shall compact the sub soil as indicated in project drawings and specs.
5. The commercial fuel tanker shall be provided with enough space that it is able to maneuver with in per turning radius and fueling truck parking.

**F. System Prep**

1. The fueling station tank shall be above ground, skid mounted, “pre-packaged” double-walled, 5,000 gallon, ballistic proof and the tank shall be anchored to the new concrete foundation. The concrete foundation design shall be prepared and stamped by structural engineer licensed in state of Florida. The fuel will be delivered to the storage tank from fuel transport truck by means of built-in fuel transfer pump. A Programmable Logic Control (PLC) panel will control the fuel system.
2. Provide on-demand, monitoring and reporting of actual fuel consumption, vehicle Id, odometer reading, date of fueling and gallons dispensed. Date of fuel transport shall be included.
3. A card reader/fuel management system capable of authorizing and recording both fuel and fuel transactions using the FuelForce Fuel Management System by MultiForce or proven equal shall be installed capable of authorizing and recording both fuel and fuel transactions using the fleet charge card service provider (Wright Express (WEX) or (VISA) and General Services Administration (GSA) Smart fuel cards processing system. The system shall be connected to one or more remote billing services for the purpose of remotely authorizing, recording, and billing transactions by fuel networks.
4. The fuel tank, pumps, dispensers and related equipment shall be skid mounted and manufactured by one company. There should be containment structure constructed of steel-reinforced concrete.
5. The contractor, during the preliminary design of layout for the project, shall coordinate the location of new security fencing and gates for fueling station that will be compatible with overall project layout. The layout and function of such fencing and gates shall receive VANWIHCS approval.

**G. Piping**

All piping connection shall be suitable for use with E85 fuel and as per the specifications and drawings.

**H. Start-Up and Commissioning**

1. The contractor shall be responsible for the commissioning, start-up, adjustment, preliminary maintenance, and checkout of all equipment and instrumentation.
2. The contractor shall provide a two years extended warranty in addition to the original manufacturer’s warranty.

3. The contractor shall fill the new fuel tank with the appropriate fuel as part of the project. Fuel utilized in testing/commissioning of the systems shall be replaced such that the tank is full upon turnover.

**I. Operation & Maintenance (O&M)**

The contractor shall provide a minimum of 4 hours of training to all identified staff on maintenance and fueling operations and a complete set of operations and maintenance of the E-85 Fueling station. A three-ring containing all of the O&M and electronic files on CD-ROM should be provided within the binder. In addition to the O&M manuals, the Contractor shall provide written certification that the delivered equipment meets the design specification and has tested according to good engineering practices and complies with all applicable code requirements.

**J. Safety**

The contractor shall observe and institute all fire and safety code requirements and precautions as observed by NFPA no. 101, life/safety code and the OSHA requirements. The contractor shall also comply with all West Palm Beach VA Medical Center safety, traffic and parking regulations. SAFETY shoes, goggles, high visibility clothing or vests, and hard hats will be utilized by all crews while working and will be monitored daily for compliance. PERSONNEL NOT WEARING PPE/Safety apparatus and HARD HATS WILL BE REPORTED TO THE CONTRACTOR and the individual will be INSTRUCTED TO LEAVE THE PREMISES. Contractor shall submit a written report to the VA COR explaining the deficiency and what steps will be taken to ensure it does not happen again.

**K. Restoration**

Remove all survey markers and flags when no longer needed for the work. Upon completion of the contract, the contractor shall deliver all work complete and undamaged. Any damage that may be caused by the contractor or his work crews or subcontractors to any existing structure, grounds and utilities shall be repaired or replaced to original or better conditions.

**L. Protection**

All work areas shall be protected by barricades and safety fencing at all times to ensure safety and protect building occupants and visitors. All dust and debris generated from the construction shall be monitored by the contractor and kept to an absolute minimum at all times. All construction done near sewer openings and the sewer openings themselves shall have sediment controls in place to stop the entrance of construction debris from entering. The contractor shall provide a copy of a soil erosion and sediment control plan to the facility GEMS coordinator for approval 1 week prior to start of work.

**M. Clean-Up**

The contractor shall be responsible for removal of all debris and excess material from the project site daily. The contractor shall provide his/her own dumpster for removal. The project site shall be kept clean daily. All affected areas and adjoining or around the project site shall be also be swept clean and free from all debris or obstructions related to the construction work, and kept accessible to all pedestrians and staff traffic at all times. The contractor shall provide a copy of a waste management plan to the facility GEMS coordinator through COR for approval 2 weeks prior to start of work.

**N. Contractor Site Office and Storage**

The contractor is responsible for providing their own site office trailer and storage containers if needed. The location will be determined at the project kick-off meeting. The VA will not provide office or storage space in any building or facility on the campus. The contractor is responsible for receiving and securely storing materials and equipment until it is installed in its permanent location.

**O. Schedule**

The period of Performance for completion is 180 calendar days after issuance of Notice to Proceed by Contracting Officer.

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