

IL CONSTRUCTION PERFORMANCE WORK STATEMENT

HOME MODIFICATION FOR [REDACTED]

1.0 SPECIFIC REQUIREMENTS.

1.1 Location of Work: The work will be performed at Madison, Wisconsin.

1.2 Period of Performance: The period of performance is 120 calendar days from receipt of Notice to Proceed (NTP). This includes the submittal review process, ordering and receiving materials, working time, and project closeout.

1.3 Work Hours: Work is to be performed from 8:00 am to 5:00 pm, Monday through Friday excluding Federal Holidays. Exceptions must be requested in writing and may only be approved by the Contracting Officer.

2.0 SCOPE OF WORK

The Contractor shall provide all labor, tools, equipment, materials and supervision to perform the work indicated in this Performance Work Statement (PWS). The tasks provided under this contract consist of, but are not limited to the tasks listed. The Contractor shall provide all ancillary tasks and materials necessary to provide a complete, useable space.

2.1 Background: Title 38 of the United States Code, (U.S.C.), Section 3120, is the statutory authority for the Secretary of Veterans Affairs to provide programs of independent living services and assistance in various geographic regions of the United States. Under this authority, the Veterans Benefit Administration may enter into contracts to provide services, to include construction, to primary residences when deemed medically necessary to maximize independence in daily living.

The intent of this project is to: 1) improve the Veteran's living conditions and allow access to an American with Disabilities Act (ADA) compliant kitchen; 2) kitchen modifications to include cabinetry, flooring, countertop, kitchen fixtures and accessible appliances to include stove/range and range hood, microwave, and refrigerator. The veteran will be using his existing automatic dishwasher; 3) installing wood flooring/accessible flooring in living room, dining room and hallway; 4) installing a remote controlled intercom/camera system at the front door; 5) installing automatic door openers on: the door from the master bedroom leading to the outdoor/outside ramp; and on the front door. **It needs to be noted that the original request for automatic door openers included openers in the veteran's master bedroom leading to the outdoor ramp, and a second opener leading from the dining room to the garage. The Special Adaptive Housing (SAH) program funded the installation of the automatic door opener from the dining room to the garage. Consequently, a request is made to install a second automatic door opener on the front door of the house; and,** 6) driveway and curb cut/apron replacement to permit the veteran to access his mailbox and the public sidewalk.

2.2 General Construction Activities: Alterations include architectural, mechanical, electrical, HVAC, lighting and/or other ceiling work, restore and paint walls, provide and install additional power and telecommunication outlets and services as needed, and accessible wood flooring work.

2.3 Specific Construction Activities:

The reader is referred to the attached Statement of Objectives provided by the construction management firm AFG.

Contractor shall construct an accessible, barrier free kitchen to include accessible appliances including, refrigerator with French doors, stove with front mounted, digital controls, range hood and microwave. The veteran will use his current dishwasher. The contractor will install new cabinetry, countertop, two sinks, kitchen fixtures, flooring, and pass-thru windows from the kitchen to both the dining and living rooms.

Contractor shall install wood flooring in the living room, dining room and hallway to permit accessibility by the veteran in his wheelchair.

Contractor shall install a remote controlled intercom/camera system at the front door, and install automatic door openers on: the door from the master bedroom leading to the outdoor/outside ramp; and on the front door.

Contractor shall install a new concrete driveway and curb cut/apron to enable the veteran to access his mailbox and the public sidewalk.

2.4 Concept Sketches: See attached concept sketches for use/evaluation.

3.0 SUBMITTALS

The contractor shall provide all submittals directly to the Contracting Officer. All submittals shall be electronic where possible. Product submittals shall be sent to the Contracting Officer or Contracting Officer's Representative. No work shall begin onsite until all submittals are received and approved by the VA.

3.1 Project Management Plan (PMP): The Contractor shall submit one electronic copy of the PMP in PDF format to the Contracting Officer for review and approval within ten calendar days after receipt of award. The Government will approve or provide comments why the PMP was not approved within five business days after receiving the PMP. If required, the Contractor shall submit the revised PMP within two business days of receiving the PMP comments. The Contractor shall submit updates to the PMP within three business days of any changes. Maintain copies of all PMP documents at the project site throughout the project.

Components included in the PMP are:

- 3.1.1 **Contractor Approach:** Contractor shall provide a narrative description of the contractor's plan for accomplishing the project. Narrative shall describe the contractor's plan for the project including methodologies and material descriptions for major elements of the work (framing, roofing, flooring, HVAC, electrical, plumbing, etc.). The approach should reflect sufficient detail to

demonstrate the contractor's understanding of the project and their evaluation and mitigation of any potential risk areas. Contractor shall also provide sketches and/or shop drawings as necessary to communicate the contractor's planned approach.

- 3.1.2 Project Schedule: Submit proposed Project Schedule showing all project milestones and dates for Government reviews and inspections.
- 3.1.3 Project directory: Submit a list identifying key participants including the Contractor's Project Manager, Superintendent, and primary subcontractors. Directory shall include personnel title, address, telephone number, cell phone number, and email address.
- 3.1.4 Quality Control Plan: Submit a viable, documented plan for self-monitoring of the project process quality. VA will perform random Quality Assurance inspections throughout the duration of the project to assure quality throughout all aspects of construction.
- 3.1.5 Site Specific Safety Plan: Submit safety plan relevant to the project particularly with regards to keeping the occupants of the house safe.
- 3.1.6 Waste Management Plan (WMP): Submit a plan for disposal or recycling of demolition materials. Recycle and/or salvage at least 50% of construction and demolition materials. Calculations can be done by weight or volume, but must be consistent throughout the project. NOTE: Contractor shall not use the Veteran's building waste removal system for any debris associated with the project.

3.2 Product Submittals: The Contractor shall submit for VA approval all product submittals prior to use of any materials on the jobsite. Submit two (2) copies of all product materials. Submittals must be accompanied by a letter of transmittal from the Contractor to the Government. One set of approved submittals shall be retained at the job site until the project is complete.

The reader is referred to the attached Statement of Objectives provided by the Construction Management firm AFG.

3.3 Project Close Out Submittals: Final payment will not be made until all close out submittals are complete.

- 3.3.1 A Release of Claims (ROC) must be completed by the prime contractor and all first tier subcontractors. Submit one electronic copy of each release to the Contracting Officer. The Government will withhold a minimum of 10% of the contract amount until all releases are completed. The prime contractor may list the outstanding contract balance on the release. Subcontractors may have no claims listed.
- 3.3.2 One year warranty letter covering contractor's materials and workmanship for the entire project. Contractor shall provide VA with all manufacturer or labor warranties that cover periods exceeding the 1-year warranty period, one (1) electronic and one (1) paper copy of each warranty.

- 3.3.3 Operation and Maintenance (O&M) Manuals. The Contractor shall provide one electronic and one paper copy of O&M manuals within five days of project completion.
- 3.3.4 Copy of all permits/permissions obtained for the work as mandated by local/state agencies. Contractor shall provide one electronic and one paper copy of all permits/permissions.
- 3.3.5 Waste Management Report. The contractor shall provide a report detailing the amount and types of materials recycled during the project. The report should detail actual activities against planned activities in the Waste Management Plan.

4.0 GENERAL REQUIREMENTS.

4.1 Security – The contractor shall ensure that all personnel (including subcontractors) assigned to perform work associated with the tasks described in this PWS have been screened through standard employment background checks. The contractor shall provide proof of these screenings upon request by the Contracting Officer. All contractor personnel must be identified with a picture ID provided by the employer and must prominently display said ID at all times while on-site. Contractor provided ID shall include, at a minimum, the employer name, employee name, and employee picture.

4.2 Photography: Any photos taken by the contractor of the Veteran's home shall not include the Veteran or any occupants of the home. Photographs shall not include any information that could be considered Personally Identifiable Information (PII) including license plates, addresses, names, telephone numbers or other information that might identify the Veteran or any occupants of the home. Contractor shall treat photographs related to this project as sensitive information. All photos shall be destroyed at the end of the project and a memo confirming this shall be required prior to final payment. If the security photos are compromised in any way the contractor is required to notify the VA immediately.

4.3 Building Access: Contain activities to affected spaces within the house. Contractor personnel shall not access portions of the Veteran's home not directly involved or necessary to the work at hand.

4.4 Disruptions. Minimize disruptions to home occupants to the maximum extent practicable. This includes no loud radios playing, courteous language and professional demeanor, and appropriately ventilating space for noxious odors.

4.5 Daily Cleanup. Contractor personnel shall clean the area and remove dirt and debris from worksite, at a minimum, at the end of each work period. The Contractor shall provide waste removal for all construction debris.

4.6 Parking: Contractor may park up to five vehicles on site OR Limited on street parking is available for the contractor. Contractor shall carpool to ensure minimum disruption to neighborhood.

4.7 Deliveries: Deliveries made to the work site must be received by contractor personnel.

4.8 Storage and Staging of Materials:

It was determined with the veteran that there is room for a lock box at the veteran's home. The contractor can use veteran's back yard for a staging area, and the contractor will also need to talk with the veteran to determine if the contractor will need to make arrangements for offsite storage of material based on the size of the veteran's back yard.

4.9 Paint: Any and all paint repairs shall match existing wall finishes in color, sheen and texture. There shall be no sags, orange peels, or blemishes on repaired or new painted surfaces. There shall be suitable break lines in keeping with a professional application. Provide proper protection of adjacent materials to prevent unwanted paint on non-painted items. Contractor shall be responsible to remove paint spatters on non-painted items.

4.10 Low Pollutant Emitting Materials: The following shall be low-emitting materials for this project: adhesives, sealants, cleaners, paints, stains, coatings, composite wood products, and furnishings.

4.11 Energy Efficient Products and Equipment: All materials, products, and equipment being installed which fall into a category covered by the ENERGY STAR® program must be ENERGY STAR® labeled. All materials, products, and equipment being installed which fall into a category covered by the Federal Energy Management Program (FEMP) designated energy efficient products program must be FEMP designated. All electronic products and equipment being installed which fall into a category covered by the EPEAT® program must be EPEAT® registered.

4.12 Water Efficient Products and Equipment Requirements: All products and equipment being installed must be water-efficient, when available. All materials, products, and equipment being installed which fall into a category covered by the U.S. Environmental Protection Agency's (EPA) WaterSense® program must be WaterSense® labeled or meet or exceed WaterSense® program performance requirements.

4.13 Minimize Toxic and Hazardous Materials: Minimize use and release of toxic and hazardous chemicals and materials, including toxic chemicals, hazardous substances, ozone-depleting substances, and other pollutants that may result in significant harm to human health or the environment.

4.14 Recycled Content: Any products being installed or used that are listed on EPA's designated list must meet or exceed EPA's recycled content recommendations when the products meet VA's performance requirements are available at a reasonable cost.

4.15 Utilities. Usual water and electric service will be provided to the Contractor at no cost. Contractor shall take all necessary steps to ensure that energy and water conservation policies and practices are in use. Contractor shall be responsible for excessive use of utilities and shall reimburse the Veteran for any excessive use e.g. water left on, broken pipes, etc.

4.16 Protection of Existing: The Contractor shall provide all engineering controls to protect all areas being worked on from migration of dirt, dust, over spray and over brushing, and shall return all areas (including existing HVAC ductwork) to the original condition. The Contractor shall provide all labor, material, and equipment necessary for the protection of personnel, furnishings, equipment, or building structure from damage. The Contractor shall replace or repair to the original condition any items damaged due to work performed under this contract, at no additional cost to the Government.

4.17 Demolition Salvage.

- 4.17.1 Removed items not indicated to be reused or retained by the Government become the property of the Contractor and shall be removed from the site.
- 4.17.2 Salvage value, if any, of removed items shall be reflected in the bid.
- 4.17.3 The Government is not responsible for any loss or damage to materials, supplies, tools, or equipment on the site, including materials in which salvage value may have been reflected in bid.
- 4.17.4 Storage or sale of excess salvable material on the site is prohibited.

4.18 Meetings:

- 4.18.1 Pre-Construction Meeting: VA will host a meeting to review contractual, technical issues, objectives of the project, and communication protocols. This meeting will include discussions of schedules, submittal dates, and establish all further points of contact prior to commencement of work. This meeting will be scheduled within ten working days from the award date of the contract.
- 4.18.2 Progress Meetings: The Contractor shall be available to meet with the Contracting Officer, Contracting Officer's Representative (COR) and/or Construction Manager (CM) upon request to present deliverables, discuss progress, exchange information and resolve emergent technical problems and issues. The Contractor shall keep VA informed, through regular meetings or reports, onsite discussions and/or emails of progress and potential problems concerning the project. The Contractor is required to keep an open dialog with the CM, particularly in areas relating to schedule slippage or any potential conflicts regarding project standards. The Contractor is required to bring such matters to the attention of the CM as soon as he/she is aware of the issues.

4.19 Close Out Requirements: All items under this paragraph must be completed prior to submitting the final invoice for payment.

- 4.19.1 Final Cleaning: Clean each surface or unit to the condition expected in a normal, commercial cleaning and maintenance program. Comply with manufacturer's instructions.
- 4.19.2 Construction Debris, Contractor Tools, Equipment, and Materials: All debris, tools, equipment, and materials shall be removed from the jobsite.
- 4.19.3 Punch list: Contractor shall submit punch list to CM at least five business days prior to scheduled completion of project. Upon receipt of the punch list, VA will inspect the jobsite. Based on the Contractor's punch list and VA's inspection, VA will provide the Contractor with any additions or comments within two business days.
- 4.19.4 100% Completion of all punch list items.

4.19.5 Submission of all required close-out submittals as referenced in Section 3.3 of this PWS.

5.0 APPLICABLE REGULATIONS, CODES, MANUALS, ETC.

The contractor is solely responsible for obtaining all required permits and permissions from the local and/or state agencies as required by local codes/regulations. Any required drawings, plans, specifications, or paperwork required by the local codes/regulations shall be the responsibility of the contractor. The contractor shall perform the work in accordance with the following:

5.1 International Building Code, Current Version.

5.2 Uniform Mechanical Code, Current Version.

5.3 National Electrical Code, NFPA 70, Current Versions.

5.4 National Fire Protection Association 101 (NFPA) Life Safety Code, 1991, Current Version.

5.5 Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines, Current Versions.

5.6 Occupational Health and Safety Administration (OSHA) Part 1926

5.7 Applicable state/local codes and regulations including but not limited to the following;

- The construction management firm AFG was used and will develop the list of codes/regulations.