

**SECTION 01 00 00**

**GENERAL REQUIREMENTS**

**PART 1 - GENERAL**

**1.1 GENERAL INTENTION**

- A. Contractor shall completely prepare site for building operations, including demolition and removal of portions of existing structures, and furnish labor and materials and perform work for VA Palo Alto Health Care Services Post Traumatic Stress Diagnosis Expansion and Renovation, and Pharmacy, as required by drawings and specifications.
- B. Visits to the Site by Bidders: N/A.
- C. VA Contacts: Department of Veterans Affairs, Office of Construction and Facilities Management (CFM), Office of Facilities Planning and Development (OFPD).
  - 1. Contracting Officer's Representative (COR).
  - 2. Safety Officer.
  - 3. Safety Specialist/Point of Contact.
  - 4. Green Environment Management Service Coordinator (GEMS).
  - 5. Chief, Engineering Service.
  - 6. Construction Manager: TBD.
- D. Offices of Polytech Associates, Inc., 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 COR or his duly authorized representative.
- E. Before placement and installation of work subject to tests by testing laboratory, the Contractor shall notify the COR in sufficient time to enable VA personnel to be present at the time for adequate oversight of the taking and testing of specimens and field activities. Such prior notice shall be not less than three work days unless otherwise designated by the COR.
- F. 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.
- G. COR will assign specific routes and times for pathways, corridors and elevators for transportation of personnel, materials and equipment. Contractor shall continually clean up any dust, dirt or debris caused by jobsite ingress/egress.

- H. Dust and fume control shall be exercised during all construction operations. Workers shall be careful not to operate any vehicles, gas or diesel engines, or to perform any fume or dust generating process near a building air intake system. Noise shall be held to a minimum at all times. Jack-hammering, core drilling and other noisy or disturbing operations may have to be rescheduled or accomplished after hours to avoid interfering with surgery or patient care services.
- I. VHA Directive 2011-36, Safety and Health during Construction, dated 9/22/2011 in its entirety is made a part of this section

## **1.2 STATEMENT OF BID ITEM(S)**

- A. ITEM I, GENERAL CONSTRUCTION: Work includes general construction, alterations, and necessary removal of existing structures and construction and certain other items.

## **1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR**

- A. AFTER AWARD OF CONTRACT, specifications and drawings will be available for download from link provided by COR.
- B. The Contractor shall maintain on the job site one (1) printed set of specifications, one (1) printed set of drawings, one (1) printed copy of all RFI's and any documents that modify the original specifications and drawings.

## **1.4 ACCIDENT PREVENTION**

- A. Refer to 01 35 26 Safety Requirements Section 1.04
  - 1. Avoid interruptions of Government operations and delays in project completion dates;
- B. Whenever the Contracting Officer becomes aware of any noncompliance with safety requirements or any condition which poses a serious or imminent danger to the health or safety of personnel, the Contracting Officer shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.
- C. Contractor shall the above clause with appropriate changes in the designation of the parties in subcontracts.

## **1.5 CONSTRUCTION SECURITY REQUIREMENTS**

- A. Security Plan:
  - 1. The Security Plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
  - 2. The 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. Contractor and subcontractor employees shall not enter the project site without appropriate badge. They will be subject to inspection of their personal effects when entering or leaving the project site.
2. Contractor shall Employee Daily Log of all personnel working on the site. The Employee Daily Log shall contain the employee's (a) Full Name, (b) Employer/Company Name and (c) Occupation/Trade. The Employee Daily Log shall be submitted with the Contractor's Daily Work Report.
3. Due to noise considerations, work on the project shall be performed between **9:00 am and 4:00 pm** Monday through Friday, excluding National Holidays, unless approved in writing by the Contracting Officer. For working outside the these hours, the Contractor shall give two weeks' notice to the Contracting Officer's Representative so that oversight, security and escort arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this specification (see Section 02 41 00 "Demolition").
4. No photography of VA premises is allowed without written permission of the VA Public Affairs Officer. Submit request to COR.
5. VA Police are Federal Police Officers with full authority to make arrests, investigate crimes and issue traffic citations. Citations issued require an appearance in the Federal District Court and/or payment of a fine. Speed limits and other driving and parking codes are strictly enforced. Any vehicle left unattended for more than a few minutes may be cited by the VA Police.
6. Sexual harassment is strictly prohibited. This includes deliberate or unsolicited verbal comments or gestures of a sexual nature, unwelcome sexual advances, requests for sexual favors and/or other unwelcome verbal or physical conduct of a sexual nature.
7. Possession or use of non-prescription drugs or alcohol, including beer and wine, on the Health Care System grounds is strictly prohibited. Possession of firearms, knives with blades over 4", ammunition, explosive devices and any item that may be considered an offensive weapon is strictly prohibited. This includes carrying such items in vehicles.
8. Health Care System does not have equipment, facilities, or personnel trained to handle serious injuries. Call 911 for emergency medical assistance and notify the Contracting Officer's Representative and the VA Police.
9. Vehicle authorization requests shall be required for any vehicle entering the site and such requests shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies. Separate permits shall be issued for Contractor and subcontractor employees for parking in designated areas only.

10. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency or local disaster. The Contractor may return to the site only with the written approval of the COR.

C. Guards: NOT USED

D. Key Control:

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

E. Document Control:

1. Before starting any 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 COR upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of COR.
5. All paper waste or electronic media shall be shredded, destroyed or erased in a manner acceptable to the VA.
6. Notify COR 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.

F. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle 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.

2. Separate permits shall be issued for Contractor and its employees for parking in designated areas only.

#### **1.6 FIRE SAFETY**

- A. Refer to 01 35 26 Safety Requirements Section 1.13.
- B. When work requires removal of any ceiling tiles for more than 4 hours in a 24-hour period in areas protected by a fire sprinkler system where the sprinkler heads are made less effective by space above the ceiling exceeding 18 inches, temporary provision shall be made for supplemental heat detectors with annunciation capability to the building/campus fire alarm system. Programmed wireless heat detector sensors (Honeywell #5809 or equal) with associated receiver (Honeywell #5881 or equal) and control panel (Honeywell Vista-20P or equal) are acceptable. Tie-in of the control panel to the building/campus fire alarm system will be made by the VA. Fifteen (15) days advance notice shall be given to the VA for scheduling the tie-in.
- C. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Welding, cutting metal or other burning or spark producing operations will require a hot work permit. Welding and/or burning operations are allowed only during normal working hours. Coordinate with COR to obtain permits from Facility Safety Officer at least 24 hours in advance of work. Evidence of training of all personnel assigned to be a fire watch shall be provided before Hot Work Permits will be issued. A fire watch is required for all hot work unless specified differently on the permit. The fire watch shall have fire extinguishing equipment readily available and be trained in its use and be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish then otherwise sound the alarm. A fire watch shall be maintained for at least 30 minutes after completion of hot work.
- D. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily. Waste and debris shall not be disposed of on station or in VA trash containers or dumpsters. The Contractor shall provide their own bin or dumpster; however, the use and location of such must be approved in writing by the Contracting Officer's Representative. Construction waste and debris shall not be accumulated in corridors or other building areas where it might cause a fire or safety hazard.
- E. Smoke/Fire Barrier Penetrations: Penetrations to smoke or fire barrier walls, ceilings or floor slabs shall be properly sealed immediately with Hilti Fire Stop 601 or 635 for walls and ceilings and Hilti Fire Stop 657 for floor penetrations or approved equal.

#### **1.7 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 COR. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the COR 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 COR, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, as prescribed by the COR, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the COR. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.
- D. Working space and space available for storing materials shall be as determined by the Project Engineer.
- E. Workmen are subject to rules of VA Campus applicable to their conduct.
- F. Execute work in so as to interfere as little as possible with normal functioning of the VA Campus as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others.
  - 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 VA in quantities sufficient for not more than two work days. Provide unobstructed access to VA Campus areas required to remain in operation.
- G. Utilities Services: Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems, they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by COR. All such actions shall be coordinated with the Utility Company involved.
- H. Construction Fence: Before construction operations begin, Contractor shall provide a chain link construction fence, six-foot minimum height, around the construction area, material storage areas and dumpsters/waste locations. Contractor shall provide and maintain visual screening fabric for all fencing. Contractor shall provide gates as required for access with necessary hardware including hasps and locks. All gates shall be locked when no workers are present. Contractor shall coordinate with the COR to assure VA access at any time. Contractor shall remove the fence when directed by Contracting Officer's Representative.

1. Contractor shall place all applicable safety signs as required by 29 CFR 1926, securely attached to fence or approved surface. Contractor shall also place construction area signs on the exterior of the construction fence alerting campus and contractor personnel that the fence is enclosing a construction area. Sign shall indicate Construction Area, Authorized Personnel Only, Hard Hats and safety shoes required - Spacing of signs shall not exceed 50' on center, with a minimum of one safety sign on each direction of fence.
- I. Work areas will be vacated by Government and turned over to Contractor after date of Notice to Proceed and after all pre-construction activities have been completed and pre-construction submittals have been approved by the Contracting Officer's Representative.
- J. When a building is turned over to Contractor, Contractor shall accept entire responsibility therefore.
  1. Contractor shall maintain a minimum temperature of 4 degrees C (40 degrees F) at all times, except as otherwise specified.
  2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre-inspection of site with Fire Department or Company (VA or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.
- K. Utilities Services: Maintain existing utility services for the VA Campus at all times.
  1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of Contracting Officer's Representative. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without the Contracting Officer's Representative prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS and 28 05 11, REQUIREMENTS FOR ELECTRONIC SAFETY AND SECURITY INSTALLATIONS for additional requirements.
  2. Contractor shall submit a request to interrupt any such services or systems to Contracting Officer's Representative, in writing, six (6) weeks in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption. Approved outage dates are not guaranteed and are subject to VA operational requirements.
  3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of the VA. Interruption time approved by Contracting Officer's Representative may occur at other than Contractor's normal working hours.
  4. In case of a contract construction emergency, service will be interrupted on approval of Contracting Officer's Representative. Such approval will be confirmed in writing as soon as practical.

5. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service connection to the construction project, for such items as water, sewer, electricity or gas, payment of such fee shall be paid by the Contractor unless specifically relieved in writing by the Government.
- L. Abandoned Lines: Service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.
- M. To minimize interference of construction activities with flow of VA Campus traffic, comply with the following:
  1. Contractor shall not block any road or street, walkway or building egress without requesting approval from the Contracting Officer's Representative. Submit written request two (2) weeks prior to proposed blockage. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles. Wherever excavation for new work crosses existing roads, at least one lane must be open to traffic at all times.
  2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the Contracting Officer's Representative.
- N. Coordinate this contract with other construction operations as directed by Contracting Officer's Representative. This includes the scheduling of traffic and the use of roadways.

## **1.8 ALTERATIONS**

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COR of areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a signed report to the COR. 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 building.
  2. Existence and conditions of items such as plumbing fixtures and electrical fixtures, equipment, signage, etc., venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
  3. Shall note any discrepancies between drawings and existing conditions at site.
  4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by COR.
- B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of COR to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with



new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).

C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and COR together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:

1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.

D. Protection: Provide the following protective measures:

1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. 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.

#### **1.9 INFECTION PREVENTION MEASURES**

A. Refer to 01 35 26 Safety Requirements Section 1.12 & 1.13.

B. Implement the requirements of VA's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.

C. Establish and maintain a dust control program as part of the contractor's infection preventive measures in accordance with the guidelines provided by ICRA Group. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to COR and Facility ICRA team for review for compliance with contract requirements.

#### **1.10 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 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 COR.
2. Items not reserved shall become property of the Contractor and be removed by Contractor.
  3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the 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. Contractor is required to alert VA immediately in the event any known or suspected hazardous materials are disturbed or will need to be disturbed before proceeding with work. Hazardous materials, such as PCB's, asbestos, lead paint, cleaning solutions and other harmful chemicals shall be disposed of in accordance with federal, state and local laws and regulations. In case of an accidental spill of hazardous materials, the Contractor shall take immediate action to contain the spill and notify the Contracting Officer's Representative. Washing cement, plaster, paint, oil or grease, solvents, etc. into any drains is strictly prohibited. **REPORT ANY ACCIDENTAL SPILLS THAT MAY RUN INTO STORM DRAINS IMMEDIATELY TO ENGINEERING SERVICE AT EXTENSION 62468.**
  5. Contractor shall provide a monthly summary of construction and demolition debris diversion and disposal, quantifying all materials generated at the work site and disposed of or diverted from disposal through recycling per SECTION 01 74 19 CONSTRUCTION WASTE MANAGEMENT.

**1.11 PROTECTION OF EXISTING STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS**

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer's Representative.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the COR may have the necessary work performed and charge the cost to the Contractor.

#### **1.12 RESTORATION**

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the COR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are indicated on drawings and 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).

#### **1.13 PHYSICAL DATA**

- A. Data and information furnished or referred to below is for the Contractor's information. The Government shall not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor. (FAR 52.236-4)

#### **1.14 LAYOUT OF WORK**

- A. The Contractor shall lay out the work and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all stakes, templates, platforms, equipment, tools, materials, and labor required to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines and grades that may be established or indicated by the COR. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the COR until authorized to remove them. If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the COR may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor. (FAR 52.236-17)

#### **1.15 AS-BUILT DRAWINGS**

- A. The contractor shall maintain one full size set of as-built drawings which will be kept current during construction of the project, to

include all contract changes, modifications and clarifications.

- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the COR's review, as often as requested.
- C. Contractor shall deliver electronic CAD files of approved, completed as-built drawings to the COR within 15 calendar days after each completed phase and after the acceptance of the project by the COR.

#### **1.16 USE OF ROADWAYS**

- A. For hauling, use only established public roads and roads on VA Campus and, when authorized by the Contracting Officer's Representative, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed transitions.

#### **1.17 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT**

- A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to compliance with the following provisions:
  - 1. Permission to use each unit or system must be given by COR. If the equipment is not installed and maintained in accordance with the following provisions, the COR will withdraw permission for use of the equipment.
  - 2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before 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.

#### **1.18 EXCLUSIVE TEMPORARY USE OF EXISTING ELEVATORS**

- A. Exclusive use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
  1. Contractor shall coordinate all arrangements with the Contracting Officer's Representative for use of elevators. The Contracting Officer's Representative will ascertain that elevators are in proper condition. Personnel for operating elevators will not be provided by the Department of Veterans Affairs.
  2. Contractor covers and provides maximum protection of following elevator components:
    - a. Entrance jambs, heads soffits and threshold plates.
    - b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
    - c. Finish flooring.
  3. Government will accept hoisting ropes of elevator and rope of each speed governor if they are worn under normal operation. However, if these ropes are damaged by action of foreign matter such as sand, lime, grit, stones, etc., during temporary use, they shall be removed and replaced by new hoisting ropes.
  4. If brake lining of elevators are excessively worn or damaged during temporary use, they shall be removed and replaced with new brake lining.
  5. All parts of main controller, starter, relay panel, selector, etc., worn or damaged during temporary use shall be removed and replaced with new parts, if recommended by elevator inspector after elevator is released by Contractor.
  6. Place elevator in condition equal, less normal wear, to that existing at time it was placed in service of Contractor as approved by Contracting Officer's Representative.

#### **1.19 TEMPORARY TOILETS**

- A. Provide where directed, (for use of all Contractor and subcontractor employees) ample temporary sanitary toilet accommodations with

suitable sewer and water connections; or, when approved by COR, 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.

#### **1.20 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 amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.
- B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the COR, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated equipment.
- C. Contractor shall install meters at Contractor's expense and furnish the COR a monthly record of the Contractor's usage of electricity as required.
- D. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials.
- E. Electricity (for Construction and Testing): Furnish all temporary electric services.
  - 1. Obtain electricity by connecting to the VA Campus electrical distribution system. The Contractor shall meter and pay for electricity required for electric cranes and hoisting devices, electrical welding devices and any electrical heating devices providing temporary heat. Electricity for all other uses is available at no cost to the Contractor.
- F. Water (for Construction and Testing): Furnish temporary water service.
  - 1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer at each connection. Water is available at no cost to the Contractor.
  - 2. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at COR's discretion) of use of water from Medical Center's system.

- G. Fuel: Natural and LP gas and burner fuel oil required for boiler cleaning, normal initial boiler-burner setup and adjusting, and for performing the specified boiler tests will be furnished by the Government. Fuel required for prolonged boiler-burner setup, adjustments, or modifications due to improper design or operation of boiler, burner, or control devices shall be furnished by the Contractor at Contractor's expense.

#### **1.21 NEW TELEPHONE EQUIPMENT**

- A. 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.

#### **1.22 TESTS**

- A. 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.
- B. Conduct final tests required in various sections of specifications in presence of an authorized representative of the COR. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex 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. Another example of a complex which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.
- D. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.
- E. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

#### **1.23 INSTRUCTIONS**

- A. Contractor shall furnish Maintenance and Operating manuals (hard copies and electronic) and verbal 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 COR 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 instructions 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 COR and shall be considered concluded only when the COR is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the COR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

#### **1.24 GOVERNMENT-FURNISHED PROPERTY**

- A. The Government shall deliver to the Contractor, the Government-furnished property shown on the drawings.
- 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 COR 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 COR 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 COR.
- 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.

#### **1.25 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 COR.
- C. 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.

#### **1.26 CONSTRUCTION SIGN**

- A. Provide a Construction Sign where directed by the Contracting Officer's Representative. All wood members shall be of framing lumber. Cover sign frame with 24 gage galvanized sheet steel nailed securely around edges and on all bearings. Provide three 4 inch by 4 inch posts or equivalent round posts set four feet into ground. Set bottom of sign level at three feet above ground and secure to posts with through bolts. Make posts full height of sign. Brace posts with two by four inch material. Minimum sign size shall be 48"x48".
- B. Paint all surfaces of sign and posts two coats of white gloss paint. Border and letters shall be of black gloss paint, except project title which shall be blue gloss paint.
- C. Maintain sign and remove it when directed by the Contracting Officer's Representative.
- D. Detailed drawing of proposed construction sign showing required legend and other characteristics of sign will be available from Contracting Officer's Representative.

**1.27 SAFETY SIGN**

- A. Provide a Safety Sign where directed by COR. Face of sign shall be 19 mm (3/4 inch) thick exterior grade plywood. Provide two 100 mm by 100 mm (four by four inch) posts extending full height of sign and 900 mm (three feet) into ground. Set bottom of sign level at 1200 mm (four feet) above ground.
- B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted.
- C. Maintain sign and remove it when directed by COR.
- D. Detailed drawing of safety sign showing required legend and other characteristics of sign will be available from Contracting Officer's Representative.
- E. Post the number of accident free days on a daily basis.

**1.28 PHOTOGRAPHIC DOCUMENTATION**

- A. Contractor to provide digital photographic exhibit of existing site and work performed. Digital color photos shall be taken from a digital camera with a minimum of 7.0 megapixels. Photos shall be transmitted to the COR by DVD in jpeg or tiff, and PDF formats. Each photo's electronic file size shall be a minimum of 300k with a maximum file size of 1.5meg.
- B. Photos shall document all phases of construction and shall be updated weekly until the project has been completed. Photos shall be submitted each month along with the project invoice for monthly payment.

**1.29 FINAL ELEVATION Digital Images**

- A. NOT USED

**1.30 HISTORIC PRESERVATION**

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

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