

SCOPE OF WORK
PREP SITE FOR NEW MRI
Eng. Project Number 612A4-14-014
MATHER VA MEDICAL CENTER, Bldg. 700

1. GENERAL

- 1.1 The intent of this project is to provide all supervision, labor, materials, and services required, but not necessarily limited to:
 - 1.1.1 **Phase I:** Construct approximately new 990 sf addition to Bldg 700 at the VA Medical Center in Mather to receive new Ingenia 1.5T Omega HP MRI and system equipment provided by the VA (“the equipment”). This project will prepare the grounds and site for construction of additional space to receive this new MRI equipment and includes new and upgrades to the architectural, structural, electrical, HVAC systems, and all utilities connections. Work to be accomplished in 95 days schedule period.
 - 1.1.2 **Phase II:** Vacate interior area adjacent to new Phase I addition, partial demolition to connect existing space with new building addition and complete renovation of approximately 468 sf of interior space. Prepare the site, existing space, and new addition to receive the new MRI equipment including all utilities and support equipment required for the operation of the MRI equipment. Work to be accomplished in 65 days schedule period, including testing and validation of support systems.
 - 1.1.3 **Phase III:** Installation of new MRI equipment by Phillips. Coordinate and collaborate in the installation of the new equipment with Phillips, and perform all mechanical equipment tests and balance. The Phillips equipment drawings are integral to the construction drawings. Everything needed for the installation of the new equipment shall be covered under the bid. Work to be accomplished in 20 days schedule period.
 - 1.1.4 **The contract duration is 180 calendar days from Notice to Proceed.**
 - 1.1.5 Philips shall schedule the manufacturing, assembly, and delivery of MRI equipment based upon MRI site construction NTP and Original Scheduled Completion dates and schedule.
 - 1.1.6 Construction contractor shall assume responsibility for storage and storage fees of MRI equipment in the event of construction delays beyond original NTP completion dates, except for government-caused delay.
 - 1.1.7 The contractor shall treat the area as ICRA Level IV.

- 1.2 All work will be performed in accordance with the latest edition of:
 - a. IBC and other Federal, State, Local applicable codes.
 - b. American Disabilities Act, ADA/ADAAG standards.
 - c. Barrier Free Design Guide (PG-18-13).
 - d. Architectural Barriers Act Accessibility Standard (ABAAS).
 - e. Uniform Federal Accessibility Standard.
 - f. Occupational, Safety and Health Administration (OSHA) Standards.
- 1.3 All shop drawings, details, and as-built shall comply with the following:
 - a. V.A. Directives, master specifications and other guidance on the Technical Information Library (TIL) (<http://www.cfm.va.gov/TIL/>).
 - b. Specification section 013323-Shop Drawings, Product Data, and Samples.
 - c. The review or approval by the VA of any working drawing or any method of work proposed by the Contractor shall not relieve the Contractor of any of the Contractor's responsibility for any errors and shall not be regarded as any assumption of risk or liability by the VA or any officer, official, agent, employee, member, volunteer, affiliate, or their duly authorized representatives. The Contractor shall have no claim under the Contract because of the failure or partial failure or inefficiency of any reviewed or approved plan or method. VA review or approval means that the VA has no objection to the Contractor using the proposed plan or method at the Contractor's responsibility and risk.
- 1.4 The Contracting Officer Representative (COR) for this project will be Mr. Javier Nazario-Santiago (925) 372-2295.
- 1.5 Emergency egress shall be maintained throughout the construction period.
- 1.6 Regardless of other contract documents, the following statement shall take precedence over all; There are no staging areas available within the facility premises. The provision here and within the specifications for staging areas may be put into effect at the discretion of the COR, depending on availability.
- 1.7 The contractor shall assume that there is no contractor's employee parking within the facility premises. Employee parking may be allowed at the discretion of the COR, on the gravel lot, depending on availability.

2. SAFETY AND SECURITY

- 2.1 Provide a site plan detailing the following (if needed):
 - a. The staging area (if available).
 - b. The construction fence placement (required).
 - c. Any traffic flow issues and plan to lessen the impact on patient access and parking.

- 2.2 Provide a list of all workers, with a copy of their drivers' licenses or other acceptable picture IDs.
- 2.3 Provide all employees a laminated copy of a picture ID with a lanyard or acceptable clip device: ID must be worn in a visible location at all times when on campus.
- 2.4 Provide a copy of the contractor's Project Manager's 30 hour OSHA safety course certification.
- 2.5 All employees shall have, at the least, the 10 hour OSHA card.
- 2.6 Ensure an OSHA competent person is on-site for all aspects of heavy equipment use, roadway work, and any other construction specialty.
- 2.7 Provide letter size construction signs, each posted at least every ten feet of construction fence/ barrier to state the following:
 - a. "CONSTRUCTION AREA DO NOT ENTER".
 - b. "HARD HAT AREA".
- 2.8 It's mandatory that hard hats, steel toe boots and reflective vests be worn at all times within construction areas. Ensure all employees are aware of this. There are no exceptions.

3. ADDITIONAL REQUIREMENTS INFORMATION:

3.1 SCHEDULING AND PHASING

- 3.1.1 All work shall be schedule 7:30 AM to 4:30 PM Monday through Friday. Weekend work may be permitted in special circumstances, but contractor must request permission through COR 2 weeks in advance. No work shall be performed on holidays.
- 3.1.2 Construction Contractor shall minimize noise and vibration during the hours of 6:30 am – to – 10:00 am, to minimize impact on the 2nd Floor Intensive Care Unit (ICU) Doctor's rounds.
- 3.1.3 **Construction Progress Reports & Meetings:** The contractor shall coordinate, schedule, and conduct weekly construction progress meetings with the COR and available project engineers/architects. Copies of the meetings' minutes must be distributed to all interested parties via e-mail, including, the contract specialist no later than 1 business day after the meetings.
- 3.1.4 The Infection Control Nurse will clear the area for construction after the ICRA measures have been installed.
- 3.1.5 The construction site is adjacent to the Intensive Care Unit (ICU). The contractor shall make all possible efforts to minimize and mitigate the construction noise to the lowest levels possible during the entire construction period. The effort shall

include the use and installation of noise muffling systems during high noise construction activities.

- 3.1.6 The contractor shall put adequate measures in place to prevent the infiltration of exhaust fumes from motorized vehicles and equipment into the operation areas of the building.
- 3.1.7 **Roads Closures:** The contractor shall coordinate and notify the COR and VA Police of any planned roads or lanes closures, and shall provide the COR 1 weeks advance notice for lanes or roads closures. The contractor shall provide traffic control signage and flagging personnel to control vehicle and pedestrian traffic disruptions in the event of roads or lanes closures.
- 3.1.8 **Crane Operations:** The contractor shall provide crane plan to COR & VA Safety Office one week prior to craning operations events.
- 3.1.9 The Drawings & Specifications show the desired phasing.
- 3.1.10 **Utilities Shut-downs:** The contractor shall notify and coordinate utilities shut-down at a minimum 14 days in advance. Utilities shut-downs shall be scheduled and conducted outside of normal VA business hours.
- 3.1.11 The finished areas will not be deemed operational until the Infection Control Nurse clears the area(s) according to ICRA procedures.
- 3.1.12 The delivery schedule of the new MRI equipment shall be coordinated with Phillips.

4. MISCELLANEOUS:

- 4.1 **Hot Work Permits:** The contractor shall submit a VA Hot Work Permit for any cutting, burning, soldering, brazing or grinding, etc. The Hot Work Permit shall be submitted for approval no less than 14 days in advance. Approved Hot work permits are valid for 7 days. In the event that hot work extends beyond 7 days, the contractor shall request multiple permits to cover the duration period of hot work.
- 4.2 **Fire Barrier Penetrations:** Should the contractor have to penetrate a Fire or Smoke barrier, a Fire and Smoke Penetration Permit shall be filled.
- 4.3 For Energized electrical work, the contractor shall submit the permit for review at least 14 days in advance.
- 4.4 Prior to the start of any work the contractor will provide copies of all MSDS sheet for products used on this project to the COR. Copies of those MSDS's sheets will be on site through the completion of the project.
- 4.5 The contractor will inspect and maintain construction barriers through the duration of this project.

- 4.6 The contractor will remove all construction debris from the construction area on a daily bases. Contractor shall provide its own trash bins. The VA owned trash bins shall not be used to dispose construction debris/trash.
- 4.7 Contractor will be responsible for any associated fees in connecting/programming/altering any of VA general systems such as;
- HVAC – Johnson Controls.
 - Fire Alarm Systems – Integrated using FO from building to building – It is operated by California Security/Pacific Signaling – Fiber Optics connected. It is recommendable to use Pacific Signaling for the project as not to void the warranty.
 - Johnson Controls – Access Card System at the VA Police.
 - The panic alarms are connected to Police IP address or telephone line to the VA Police.
 - Security or Burglar Alarm – Cal Security is the operator.

5. FINAL INSPECTION:

- 5.1 Remove all debris from job site and dispose off-site.
- 5.2 Final inspection approval from COR is needed before fence/barricades may be removed. The final inspection shall not relieve the installer of any of the installer's responsibility for any errors, omissions or defects and shall not be regarded as any assumption of risk or liability by the VA or any officer, official, agent, employee, member, volunteer, affiliate, or their duly authorized representatives. The installer shall have no claim under the Contract because of the failure or partial failure or inefficiency of any inspected structures, goods or services.

6. PRICE PROPOSAL REQUIREMENTS:

- 6.1 ITEM I, BASE BID, GENERAL CONSTRUCTION: Work includes general construction, alterations, roadways, walks, grading, drainage, site work, architectural work and finishes, mechanical, plumbing, fire protection, electrical, telephone, data, security, fire alarm work, utility systems, lift equipment, necessary removal of existing construction and certain other items as shown on Drawings and Specifications.

7. CONTRACT DURATION:

- 7.1 The contract duration is 180 calendar days from Notice to Proceed.

8. NCHS RULE OF THE STATION:

The guidelines published in this issue are for the use and convenience of construction and maintenance contractors, vendors and others performing contract work at all Divisions of the VA Northern California Health Care System.

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A. CONTRACT WORK HOURS. Work shall be performed based upon project requirements, excluding national holidays. The (10) holidays observed by the Federal Government are:

New Year's Day	Labor Day
Birthday of Martin Luther King, Jr.	Columbus Day
Washington's Birthday	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Contractors may request, in writing, approval to work other hours or weekends. Except for emergencies, the contract person should receive such requests two weeks before the scheduled work. When possible, Contractors will submit emergency requests at least two days before the scheduled work.

- B. UTILITIES.** No utility service such as water, gas, medical air and gas, steam, sewer, electric, fire protection or communication shall be interrupted without prior approval of the COR. This includes those interruptions required by the contract. Construction contracts include provisions for maintaining utility systems or providing temporary facilities. Written requests for utility shutdowns shall be completed by the contractor and submitted to the COR at least two weeks before the scheduled work. Any EMERGENCY REQUIRING AN IMMEDIATE SHUTDOWN WILL BE REPORTED IMMEDIATELY to the COR. The COR will in turn immediately notify the Engineering Office and the appropriate Chief, Maintenance and Repair or site designee. The Contractor will prepare and forward to the Chief, Engineering Service, a written report of the situation, why it happened, a schedule of any further corrective work needed, and what, if any steps are being taken to prevent a recurrence.
- C. PROTECTIVE CLOTHING/EQUIPMENT.** All workers will wear and/or use protective clothing and gear when required. This includes hard hats, goggles, protective shoes, gloves, masks or breathing apparatus, etc. The Contractor shall provide any protective equipment that may be required.
- D. SECURED WORKSITES** Contractor will be responsible to secure their worksite and provide construction safety and/or infection control barriers, including but not limited to temporary fencing, trench covers, etc. wherever work could cause injury to workers, visitors, VA personnel, or dependents The Contractor shall conform to the rules and regulations as set forth by OSHA Safety and Health Standards, 29 CFR Part 1926 - Safety and Health Regulations for Construction and Title 8, California Administrative Code - Construction Standards. When the standards differ, the more restrictive standard shall apply. Construction site signage is required. Construction sites outside of existing structures shall be enclosed by 6 feet tall metal fencing.
- E. TELEPHONES.** Contractors will provide their own telephones. Government telephones will not be used for private business or personal calls. Contractors or their workers may use the Government telephones to call/page the contact person, the Engineering Service office, or when authorized by the contact person - to call their office concerning contract matters. Telephone calls for contract workers will not be accepted by the Health Care System.
- F. ELEVATORS/CORRIDORS.** Contractors and workers may use corridors and elevators for travel to and from the job sites when in proper attire (shirt and shoes required) provided they don't track mud, wet cement or any form of "dirt" into the buildings. The COR will assign specific routes, times and elevators to use for transportation of materials and equipment. The Contractor will clean-up any mess caused by their workmen. Elevators will not be used during an emergency.
- G. TOILETS.** The Contractor is to provide their own toilet facilities; however, the COR will advise the Contractor which toilet facilities (if available) may be used by the Contractor's workmen. The Contractor will ensure that the facilities are kept clean and will be responsible for any damage done by the Contractor's workers.
- H. PARKING/TRAFFIC.** Workers on construction or maintenance contracts may only use the gravel (east of the campus, if available). Contractors, including maintenance

contractors and workers are specifically prohibited from parking in those spaces reserved for Engineering Vehicles or lawn areas. Further, the Contractor is not to “back in” the space.

- I. DELIVERIES.** The contact person will assign routes for the delivery of materials and supplies to the job site. The Contractor or construction traffic will not block any Health Care System road or street, walk or building egress without requesting approval in a timely manner.
- J. LOADING/UNLOADING.** Any vehicle left unattended for more than a few minutes may be cited by the VA Police. Some areas may be reserved for Health Care System operations only during certain hours.
- K. VA POLICE.** The VA Police are Federal Police Officers with full authority to make arrests, investigate crime, and to issue citations. Citations issued for driving, parking violations or other offenses may require an appearance in the Federal District Court and/or payment of a fine. **FOR THE SAFETY OF PATIENTS**, speed limits and other driving and parking codes are strictly enforced. The speed limit on VA roads is 15 MPH under ideal conditions. In parking lots, the speed limit is 5 MPH.
- L. LOCKED AREAS.** The Contractor is to coordinate access to locked areas with the contact person, including obtaining keys required for access to work sites. All buildings at the Health Care System are locked during other than normal work hours. When the Contractor has approval to work other than normal work hours, he will need to make arrangements for his workers to have access to job sites.
- M. OPERATIONS AND STORAGE AREAS** will be confined to areas designated by the contract or approved in writing by the contact person or the Contacting Officer. The Government will not be responsible for any tools, equipment or materials left or stored on Government facilities, unless exceptions are provided in the contract.
- N. CONSTRUCTION WASTE AND DEBRIS** is the property of the contractor and will not be disposed of on station or in Health Care System trash containers or dumpsters. The Contractor may provide his own bin or dumpster; however, the use and location of such must be approved in writing by the contract person. Construction waste and debris will not be accumulated in corridors or other building areas where it might cause a fire or safety hazard. Debris will be covered when taken from work sites to dump area. This is critical when carried through patient care areas.
- O. RECREATIONAL FACILITIES** such as swimming pools, gym, tennis courts, etc. are not to be used by Contractors or Contractor’s workers.
- P. DISPOSAL OF HAZARDOUS MATERIALS.** Contractors are required to communicate this information to all of their employees and subcontractors that will be working at any of the VANCHCS sites, and failure to do so could result in OSHA citation(s). **Contractors are also required to alert the VANCHCS immediately in the event any known or suspected ACM is accidentally disturbed or will need to be disturbed before proceeding with work.** If not indicated in the contract drawings, known locations of ACMs can be determined from the current VANCHCS asbestos survey. Disposal of any hazardous or potentially hazardous materials in sanitary or storm sewer systems or on Health Care System grounds is strictly prohibited. Hazardous materials, such as asbestos materials, used cleaning solutions, and other harmful chemicals shall be disposed

of in accordance with State and/or local laws and regulations. In case of an accidental spill of hazardous materials, the contractor ~~is~~ shall take immediate action to contain the spill and at the same time notify the C.O.R./Contracting Officer of the spill. The contractor shall take immediate action necessary to mitigate the situation until further direction from the VANCHCS Quality Management personnel.

- Q. WASH DOWN.** Washing leftover cement, plaster, paint, oil or grease, solvents, etc. Into any drains and the washing down of cement trucks or other delivery vehicles is strictly prohibited. **REPORT ANY ACIDENTAL SPILLS THAT MAY RUN INTO STORN DRAINS IMMEDIATELY TO THE ENGINEERING SERVICE AT EXTENSION (925) 372-5555.** Even accidental spills, particularly those not immediately controlled or contained, may result in legal action by local or state authorities against the responsible parties.
- R. REMOVAL OF GOVERNMENT PROPERTY,** including empty boxes, crates, wood, etc. is prohibited, except approved by the Chief, Supply Service. Contractors or vendors taking Government equipment off station for repairs will notify the contact person of such action. In most cases, a receipt will be required.
- S. 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.
- T. DRUGS AND ALCOHOL.** Possession or use of non-prescription drugs or alcohol, including beer and wine, on the Health Care System grounds is strictly prohibited. Used appropriately, over the counter medications such as Tylenol or Aspirin would be okay.
- U. CONTRABAND.** Contraband is any item prohibited by Federal Law on VA grounds. These items also include any item or material that a person might use in a threatening manner. Examples include, but are not limited to:
- Firearms, BB guns, CO2 guns, pellet guns, slings, slingshots, blowguns, and starter pistols.
 - Knives with overall blade length in excess of 3.0 inches, including, but not limited to lock blades, pocket knives, cane swords, and machetes.
 - Explosive materials/Flammables: fireworks, gunpowder, ammunition, butane, propane, and lighter fluid.
 - Other weapons: mace spraying devices, taser guns, martial arts equipment, tear gas agents, and spears.
 - Illegal/Illicit substances: alcohol, drugs, and drug paraphernalia.
- V. SMOKING POLICY.** Smoking is prohibited in all Health Care System Buildings particularly in corridors, elevators, offices and patient areas, except in designated areas. Smoking is generally not permitted within 35 feet of an entrance to a VA health care building or office building that is routinely used by patients, residents, employees or staff.
- W. LOST AND FOUND.** Any article or money found on the premises should be delivered immediately to the contact person or Volunteer Services for safekeeping. Anyone losing an article or money should contact the Volunteer Service Lost and Found Department to determine if it has been turned in.

- X. SMOKE/FIRE BARRIER PENETRATIONS.** Any penetrations to smoke or fire barrier walls, ceiling or floor slabs shall be properly sealed immediately. We recommend Hilti Fire Stop 601 or 635 for walls and ceilings and Hilti Fire Stop 657 for floor penetrations.
- Y. WELDING AND/OR BURNING:** Any person planning welding or other such burning operations will in advance, obtain a 24 hour burning permit from the Safety Office. Welding and/or burning operations are allowed only during normal working hours.
- Z. LOW VOLTAGE CABLE INSTALLATION:** The contractor shall install low voltage cable in raceways trays whenever practical, only after scheduling the work with the contact person. Whenever feasible, low voltage cables to be in the ceiling will be installed before the ceiling tile is installed.
- AA. OCCUPATIONAL HEALTH AND SAFETY:** Contractors and their employees are expected to comply with and are subject to applicable OSHA and CAL-OSHA regulations as at any construction site. Contractor's On-site Superintendent shall conduct daily **construction site safety reviews**.
- BB. INJURY ACCIDENTS:** The Health Care System does not have the equipment, facilities, or personnel trained to handle serious injuries. Call 911 for emergency medical assistance and notify the VA Police at extension (916) 366-5401 at Mather.
- CC. DAMAGE TO GOVERNMENT PROPERTY** caused by the Contractor or his workmen, whether accidental or incidental to the work, shall be corrected immediately at the Contractor's expense. This includes damage to lawns, shrubbery, irrigation systems, curbs, etc. Caused by construction vehicles/traffic and other operations.
- DD. DUST AND FUME CONTROL** will be exercised on all construction operations. Workers will be careful not to operate any vehicles, gas or diesel engines, or to perform any fume or dust generating process near a building intake system. Appropriate dust barriers will be utilized to mitigate dust entering into patient areas and/or the HVAC System. Barriers will be approved by Infection Control prior to work commencing. If Safety requires a more stringent barrier, the more stringent barrier will apply with Infection Control requirements are also satisfied.
- EE. NOISE** will be held to a minimum at all times. Jack-hammering, core drilling and other noisy or disturbing operations shall be coordinated in advance through the project's COR, and planned and scheduled to avoid interfering with surgery or other programs, and may be rescheduled should the work interfere with patient care services. OSHA standards related to decibels are a requirement in any event.
- FF. ROADS & WALKS.** Any debris dropped along egress from the station will be cleaned up immediately. Mud and dirt on roads and walks will be cleaned up as soon as the construction operation is complete or at the end of each day.
- GG. FIRE SAFETY PRECAUTIONS.** Contractors are expected to comply with all fire safety precautions. In the event of a fire or during regular fire drill, the contractor must vacate the construction site within the zone affected.

9. RECORDS MANAGEMENT LANGUAGE

The following standard items relate to records generated in executing the contract and should be

included in a typical Electronic Information Systems (EIS) procurement contract:

1. Citations to pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1222 and Part 1228.
2. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
3. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
4. Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.
5. Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.
6. The Government Agency owns the rights to all data/records produced as part of this contract.
7. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.
8. Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].
9. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.
10. Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the

disclosure of information, documentary material and/or records generated under, or relating to, this contract. The Contractor (and any sub-contractor) is required to abide by Government and Agency guidance for protecting sensitive and proprietary information.

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