
SECTION 01 00 00
GENERAL REQUIREMENTS

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SECTION 01 00 00
GENERAL REQUIREMENTS

PART 1 - GENERAL

1.1 SAFETY REQUIREMENTS

- A. Refer to section 01 35 26, SAFETY REQUIREMENTS for safety and infection control requirements.

1.2 GENERAL INTENTION

- A. **Site Preparation:** Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work for Project 528-16-109 ,Room U-16 Switchgear Replacement at the VA Western New York Healthcare System as required by drawings and specifications.
- B. **Site Visits:** Visits to the site by Bidders are highly recommended and may be made only by appointment with the Project Manager/Contracting Officer's Representative (COR). Contact information for the COR is contained within the Scope of Work of the solicitation. All bids will take into consideration of existing site conditions; it is the responsibility of the contractor to review the entire job site footprint and existing site conditions prior to bid submission. All proposals shall include a detailed cost breakdown (materials, labor, and equipment) by trade, specification division and section; lump sum costs are not acceptable.
- C. **Security:** 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. See Article 1.6 Construction Security Requirements.

1.3 STATEMENT OF BID ITEM(S)

- A. ITEM I, General Construction
- B. ITEM II, Electrical Work

1.4 SCOPE OF EFFORT

- A. See associated Scope of Work for VA Project: 528-16-109 (Room U-16 Switchgear Replacement).

1.5 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. Drawings and contract documents may be obtained from the website where the solicitation is posted. Additional copies will be at Contractor's expense.

1.6 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.
3. Employee Listing
 - a. The General Contractor shall furnish to the COR and Contracting Officer lists of employees that will be or may be on the construction site(s). The list shall:
 - Be on Company letter head that provides all of the company contact information,
 - Provide the project number and title,
 - Identify work locations,
 - List names of the employees, their titles, their job types, and personal contact numbers (i.e. cell phone).
 - b. All sub-contractors, vendors and suppliers for the project shall furnish the same listing on their individual company letter heads to the GC whom will provide the lists to the COR and Contracting Officer.
 - c. These lists shall be updated as necessary during the entire duration of the project.

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- d. These lists shall be used by the COR to complete the key control and badge control records.
 - e. These lists may be used by the contractor as a check list record of personnel on-site each day to be provided with the contractor's Daily Log reports.
 - f. These lists may be used by the contractor as a check list record of personnel on-site each day to be provided to the COR Field Office where normal daily sign in and sign out occurs.
- B. Security Procedures
- 1. General Contractor's employees shall not enter the project site without appropriate badge (See paragraph C: Badge Control). They may also be subject to inspection of their personal effects when entering or leaving the project site.
 - 2. Before starting work the General Contractor shall give one week's notice to the Contracting Officer so that security arrangements can be provided for the employees. The required General Contractor Employee List (paragraph A.3) must be received by this time. Lists of sub-contractor employees are not required at this time but must be provided prior to them arriving at the work site. This notice is separate from any notices required for utility shutdown described later in this section.
 - 3. For working outside the "regular hours" as defined in the contract, The General Contractor shall provide a request for approval 14 calendar days prior to the requested date, to the Contracting Officer and COR, so that security, escort and other appropriate arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown or access closure described later in this section
 - 4. No photography of VA premises is allowed without written permission of the Contracting Officer.
 - 5. 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. The General Contractor may return to the site only with the written approval of the Contracting Officer.

C. Badge Control

1. Contractor may be issued identification badges for their employees and sub-contractor employees through the COR. These badges will identify contractor and sub-contractor employees as personnel authorized to be conducting work on the Medical Center campus. Badges are individually numbered and will be assigned to individual employees by name. Assigned badges shall be worn by employees prominently above the waist while on the Medical Center campus. All badges must be turned in at the end of Contract. Any badge assigned to the contractor, which is lost or stolen will result in a replacement cost of \$100.00 per badge. Any badge either lost or stolen shall be reported to the COR; it is the contractor's responsibility to inform VA Police and give a detailed report about the badge loss. The contractor shall take a copy of the official police report and make payment to the Agent Cashier before any additional replacement badges are made. Final payment may be withheld and/or reduced until all badges are returned or accounted for. A copy of the Police Report and receipt of payment shall be provided to the VA COR.

D. Key Control

1. The General Contractor shall provide duplicate keys and lock combinations to the Contracting Officer and the COR for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
2. The General Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation. See Section 08 71 00, DOOR HARDWARE and coordinate.
3. Contractor may be issued keys and/or keycard for construction through the COR and Contracting Officer. All keys and/or keycard must be turned in at the end of Contract. Any key and/or keycard assigned to the contractor, which is lost or stolen will result in a

replacement cost of \$100.00 per key and/or keycard. Any key and/or keycard either lost or stolen shall be reported to the COR; it is the contractor's responsibility to inform VA Police and give a detailed report about the key and/or keycard loss. The contractor shall take a copy of the official police report and make payment to the Agent Cashier before any additional replacement keys and/or keycards are made. Final payment may be withheld and/or reduced until all keys and/or keycards are returned or accounted for. A copy of the Police Report and receipt of payment shall be provided to the VA COR.

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 Contracting Officer upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
5. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
6. Notify Contracting Officer 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. Two permits shall be issued for General Contractor and its employees for parking in designated areas only.
3. Contractors will register their vehicle(s) with Facilities Management Service. The COR will submit a weekly contractor roster to police dispatch. Contractors are prohibited from parking in patient/visitor and employee parking areas. Parking, if available, shall be in designated locations only. Violators will be ticketed.

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 Contracting Officer. 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 Contracting Officer 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 Contracting Officer, the buildings and utilities may be abandoned and need not be removed.

- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the COR and Contracting Officer. 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 (See Article 1.12 Use of Roadways).

(FAR 52.236-10)

- D. Working space and space available for storing materials shall be as determined by the COR.
- E. Construction workers are subject to rules of Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by COR and Contracting Officer where required by limited working space.
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 Department of Veterans Affairs in quantities sufficient for not more than two work days. Provide unobstructed access to Medical Center areas required to remain in operation.

3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.

G. **Phasing:** The Medical Center must maintain its operation 24 hours a day 7 days a week. Therefore, any interruption in service must be scheduled and coordinated with the COR to ensure that no lapses in operation occur. It is the CONTRACTOR'S responsibility to develop a work plan and schedule detailing, at a minimum, the procedures to be employed, the equipment and materials to be used, the interim life safety measure to be used during the work, and a schedule defining the duration of the work with milestone subtasks. The work to be outlined shall include, but not be limited to:

1. To insure such executions, Contractor shall furnish the COR with a schedule of approximate dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the COR two weeks in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such dates to insure accomplishment of this work in successive phases mutually agreeable to Medical Center Director, Contracting Officer, COR and Contractor.
2. The contractor is to submit his phasing schedule in writing to the Contracting Officer for review and approval no later than twenty-one (21) calendar days after issuance of the Notice to Proceed. This includes utility outages and access closures.
3. All work, such as corridor work, which is outside the main construction area, shall be done on evenings or weekends, so as not to disrupt the normal operations.
4. The contractor shall have all submittals completed and turned in to the Government for review by the A/E firm no later than thirty (30) calendar days from the date of the signed Notice to Proceed. The government will return submittals within twenty-one (21) calendar days from acceptance from the contractor. NO WORK SHALL BE STARTED UNTIL ALL RELATED SUBMITTALS ARE APPROVED. All materials shall be

approved by the Government prior to delivery to the job site and start of work.

5. All renovation activities will take place at a busy Medical Center. The contractor shall not interfere with existing, on-going functions, or normal activity of the hospital. The contractor will provide walk-off mats for dust control, appropriate construction barriers, and keep noise & vibration to a minimum during normal business hours. Certain portions of the work will be confined to evenings, and/or weekends, as identified on the drawings.
6. No work shall start until the preconstruction survey and inspection is completed (see Article 1.8).
7. The Contractor shall provide a detailed asbestos abatement schedule, if required by the project scope.
8. Any utility service, parking lot, roadway, loading dock, and/or Grounds interruptions requests shall be submitted in writing twenty-one (21) calendar days in advance of the planned utility interruption/access closure.
9. Set up phasing by buildings, wings, floors, or areas in accordance with information received from the Medical Center through the COR and the Contracting Officer.

SPEC WRITER NOTE: Set up phasing by buildings, wings, floors, or areas in accordance with information received from Medical Center through Project Director.

Phase I:

Phase II:

H. Occupied Buildings: Building(s) will be occupied during performance of work; but immediate areas of alterations will be vacated.

1. Certain areas of Building(s) will be occupied by Medical Center personnel for various periods. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and

debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. These routes whether access or egress shall be isolated from the construction area by temporary partitions and have walking surfaces, lighting etc to facilitate patient and staff access. Any temporary partition(s) erected shall be built to achieve a two hour fire rating (See section 01 35 26, SAFETY REQUIREMENTS, Article 1.14 Fire Safety). Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.

2. Immediate areas of alterations not mentioned in preceding Subparagraph 1 will be temporarily vacated while alterations are performed.

I. **Construction Fence:** Before construction operations begin, Contractor shall provide a chain link construction fence, 2.1m (seven feet) minimum height, around the construction area indicated on the drawings. Provide gates as required for access with necessary hardware, including hasps and padlocks. Fasten fence fabric to terminal posts with tension bands and to line posts and top and bottom rails with tie wires spaced at maximum 375mm (15 inches). Bottom of fences shall extend to 25mm (one inch) above grade. Remove the fence when directed by the COR and Contracting Officer.

J. **Buildings and Systems:** When a building and/or construction site is turned over to Contractor, Contractor shall accept entire responsibility including upkeep and maintenance.

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 (Department of Veterans Affairs

or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.

- K. **Existing Utilities Services:** Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by the COR and Contracting Officer.
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 the COR and Contracting Officer. 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 a detailed work plan, the Medical Center Director's 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 00, COMMON WORK RESULTS FOR ELECTRONIC SAFETY AND SECURITY for additional requirements.
 2. Contractor shall submit a request to interrupt any such services to the COR, in writing, 14 calendar days in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
 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 Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.

4. Major interruptions of any system must be requested, in writing, at least 21 calendar days prior to the desired time and shall be performed as directed by the COR.
 5. In case of a contract construction emergency, service will be interrupted on approval of COR. Such approval will be confirmed in writing as soon as practical. On the next business day, the contractor's Daily Log report shall explain the circumstances causing the emergency and the corrective actions taken.
 6. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.
- L. **Abandoned Lines:** All 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 at the main, branch or panel they originate from. 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. **Roads, Parking Lots, Docks and Grounds:** To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:
1. 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 utility lines cross 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 COR.

3. Interruptions of these areas must be requested, in writing, at least 21 calendar days prior to the desired time and shall be performed as directed by the COR and Contracting Officer.
4. Interruptions will follow the same procedures as outlined in Article 1.7 Operations and Storage Areas, Section K.2 Existing Utility Services.

N. **Coordination of Work:** Coordinate the work for this contract with other construction operations as directed by the COR. This includes the scheduling of traffic and the use of roadways, as specified in Article 1.12 Use of Roadways.

1.8 ALTERATIONS

- A. **Survey:** Before any work is started, the Contractor shall make a thorough survey with the COR and Contracting Officer, of buildings, grounds, areas of buildings and grounds in which alterations occur and areas which are anticipated routes of access, and furnish a report, which lists the current conditions noted at that time. This report shall be approved by the VA prior to the start of any work. 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 // affected areas of building(s) and grounds. //
 2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, 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(s).
 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 Contractor, COR and Contracting Officer.

B. **Relocated Items:** 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 and Contracting Officer, 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 COR, and Contracting Officer 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.

4. Once the contractor is notified by the VA of problems or damage to VA property, the contractor shall take immediate corrective action to protect and restore said property. During normal duty hours, corrective action shall be initiated within two (2) hours. After normal duty hours, corrective action shall be initiated within four (4) hours. The Daily Log for that day shall explain the problem(s) and corrective action(s) taken.
5. Dampen debris to keep down dust and provide temporary construction, dust-proof, asbestos containment, smoke rated, and/or fire rated barriers where specified, where indicated on the drawings, and as directed by the COR. Access doors in barriers shall be hinged and secured with locks. Walk-off mats shall be provided at all access doors.
6. Block off all ducts and diffusers to prevent circulation of dust into occupied areas during construction. Provide Negative Air Machines as specified, to maintain negative pressure within the construction area(s).
7. The contractor shall not allow trash and debris to accumulate on the job site. As a minimum, trash and debris shall be removed once daily, with no flammable materials or trash left on the construction site overnight. All debris shall be removed from the job site in a closed container and disposed of in a proper manner.

1.9 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, noted on drawings, and/or in specifications 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 and Contracting Officer.

2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.
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. During above ceiling work, the contractor will have to clear rooms, protect VA property and finishes, and move furnishings as necessary to protect the area and items from dust and debris, in the performance of the work above the ceiling.
5. PCB Transformers and Capacitors: The Contractor shall be responsible for disposal of the Polychlorinated Biphenyl (PCB) transformers and capacitors. The transformers and capacitors shall be taken out of service and handled in accordance with the procedures of the Environmental Protection Agency (EPA) and the Department of Transportation (DOT) as outlined in Code of Federal Regulation (CFR), Titled 40 and 49 respectively. The EPA's Toxic Substance Control Act (TSCA) Compliance Program Policy Nos. 6-PCB-6 and 6-PCB-7 also apply. Upon removal of PCB transformers and capacitors for disposal, the "originator" copy of the Uniform Hazardous Waste Manifest (EPA Form 8700-22), along with the Uniform Hazardous Waste Manifest Continuation Sheet (EPA Form 8700-22A) shall be returned to the Contracting Officer who will annotate the contract file and transmit the Manifest to the Medical Center's COR and Chief of Engineering.
 - a. Copies of the following listed CFR titles may be obtained from the Government Printing Office:
 - 40 CFR 261 Identification and Listing of Hazardous Waste
 - 40 CFR 262 Standards Applicable to Generators of Hazardous Waste

40 CFR 263	Standards Applicable to Transporters of Hazardous Waste
40 CFR 761	PCB Manufacturing, Processing, Distribution in Commerce, and use Prohibitions
49 CFR 172	Hazardous Material tables and Hazardous Material Communications Regulations
49 CFR 173	Shippers General Requirements for Shipments and Packaging
49 CRR 173	Subpart A General
49 CFR 173	Subpart B Preparation of Hazardous Material for Transportation
49 CFR 173	Subpart J Other Regulated Material; Definitions and Preparation
TSCA	Compliance Program Policy Nos. 6-PCB-6 and 6-PCB-7

1.10 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 and Contracting Officer. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR and Contracting Officer 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 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. Lines of elevations of all swales and interment areas.

2. Lines and elevations of roads, streets // and parking lots. //

E. Whenever changes from contract drawings are made in line or grading requiring certificates, record such changes on a reproducible drawing bearing the registered land surveyor or registered civil engineer seal, and forward these drawings upon completion of work to COR.

F. The Contractor shall perform the surveying and layout work of this and other articles and specifications in accordance with the provisions of Article **Error! Reference source not found.****Error! Reference source not found..**

1.11 AS-BUILT DRAWINGS

A. The contractor shall maintain two full size sets 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 two approved completed sets of as-built drawings in the electronic version (scanned PDF) to the COR, [Chief Engineer][Chief of Facilities Management] within 15 calendar days after each completed phase and after the acceptance of the project by the COR.

D. Upon completion of the project and before final settlement, Contractor shall deliver two (2) approved completed detailed sets of as-built drawings to the COR and Contracting Officer within fifteen calendar days after project acceptance. These drawings shall show sizes, materials, connections to existing structures, utilities, building

service equipment, circuits, electrical conduit and junction box locations and routes, and other required information.

E. Paragraphs A, B, C, & D shall also apply to all shop drawings and Installation drawings provided by equipment suppliers and vendors.

F. Charts, Graphs and Other Information: Provide four hard copies and one electronic copy of all valve locations for plumbing, mechanical & medical gas valve locations. One chart shall be mounted in the mechanical room location as directed by the COR. Chart shall be plastic laminate or in suitable picture frame.

1.12 USE OF ROADWAYS

A. For hauling, use only established public roads and roads and parking lots on Medical Center property and, when authorized by the COR, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed and restoration performed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.

B. When new permanent roads are to be a part of this contract, Contractor may construct them immediately for use to facilitate building operations. These roads may be used by all who have business thereon within zone of building operations.

C. When certain buildings (or parts of certain buildings) are required to be completed in advance of general date of completion, all roads leading thereto must be completed and available for use at time set for completion of such buildings or parts thereof.

1.13 COR'S FIELD OFFICE

A. The COR's field office is physically located on site at the Medical Center. The physical address of the Facilities Management Services (FMS), Project Section (138P) is:

1. Buffalo VAMC: 3495 Bailey Avenue, Buffalo, NY 14215

2. Batavia VAMC: 222 Richmond Ave, Batavia, NY 14020

1.14 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 written approval and compliance with the following provisions:
1. Permission to use each unit or system must be given by COR in writing. If the equipment is not installed and maintained in accordance with the written agreement and 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. Installation of temporary electrical equipment or devices shall be in accordance with NFPA 70, National Electrical Code, (2014 Edition), Article 590, Temporary Installations. 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. ALL controls for the equipment shall be functioning properly to prevent damage to the equipment.
 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.
- D. Any damage to the equipment or excessive wear due to prolonged use will be repaired replaced by the contractor at the contractor's expense.

1.15 TEMPORARY TOILETS

- A. Provide where directed, (for use of all Contractor's workmen) 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.
- B. Contractor may have for use of Contractor's workmen, such toilet accommodations as may be assigned to Contractor by Medical Center. Contractor shall keep such places clean and be responsible for any damage done thereto by Contractor's workmen. Failure to maintain satisfactory condition in toilets will deprive Contractor of the privilege to use such toilets.

1.16 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. Temporary Utilities: The Contractor, at Contractor's expense and in a workmanlike manner, in compliance with code and as satisfactory to the Contracting Officer, 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 paraphernalia and repair restore the infrastructure as required.

C. Meters: Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity as hereinafter specified.

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:

1. Obtain heat by connecting to Medical Center heating distribution system.

SPEC WRITER NOTE: Coordinate with Project Manager to confirm the following:

a. Steam is available at no cost to Contractor. The Contractor may connect to existing systems at their own expense.

E. Electricity (for Construction and Testing): Furnish all temporary electric services.

1. Obtain electricity by connecting to the Medical Center 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 as per code. 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 discretion) of use of water from Medical Center's system.

G. Steam: Furnish steam system for testing required in various sections of specifications.

1. Obtain steam for testing by connecting to the Medical Center steam distribution system. Steam is available at no cost to the Contractor. The Contractor may connect to existing systems at their own expense.
2. Maintain connections, pipe, fittings and fixtures and conserve steam use so none is wasted. Failure to stop leakage or other waste will be cause for revocation (at the COR and Contracting Officer discretion), of use of steam from the Medical Center's system.

H. 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 and paid by the Contractor at Contractor's expense.

I. Sewer: Furnish temporary sewer service.

1. Sewer/sanitary waste service may be obtained (site dependent) by connecting to the Medical Center sewer/sanitary waste distribution system. Provide backflow preventer at each connection as required. Provide cleanouts at each connection. Sewer 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 the COR and Contracting Officer's discretion) of use of sewer/sanitary waste from the Medical Center's system.

3. Contractor may need to obtain a storage tank for sewer services and have it pumped out as necessary, at their own expense.

J. Connections: ALL connections to and disconnections from existing utility services shall be coordinated per this specification section. Refer to Article 1.7 Operations and Storage Areas, paragraphs for Utility Services, Existing Utility Services, Abandoned Lines and others.

1.17 NEW TELEPHONE EQUIPMENT

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.

1.18 TESTS / COMMISSIONING

A. As per specification section 23 05 93 the contractor shall provide a written testing and commissioning plan complete with component level, equipment level, sub-system level and system level breakdowns. The plan will provide a schedule and a written sequence of what will be tested, how and what the expected outcome will be. This document will be submitted for approval prior to commencing work. The contractor shall document the results of the approved plan and submit for approval with the as built documentation.

B. 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. A copy of the testing agency field reports shall be submitted with the Daily Log report for the day the testing was conducted.

C. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments,

and forms, to conduct and record such tests. A copy of the testing agency field reports shall be submitted with the Daily Log report for the day the testing was conducted.

- D. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire system 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 system 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.
- E. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably period of time during which operating and environmental conditions remain reasonably constant and are typical of the design conditions.
- F. 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.

1.19 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 (including programming instructions). Manuals shall include an index covering all component parts clearly cross referenced to diagrams and illustrations. Illustrations shall include all wiring diagrams, pipe and tubing diagrams, and "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 training 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. Multiple training sessions may be required with one session conducted during non-standard hours (as scheduled by the COR and Contracting Officer) to accommodate VA personnel working different shifts. 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 M&O Supervisor and shall be considered concluded only when the COR and M&O Supervisor is satisfied in regard to complete and thorough coverage. The contractor shall submit a course outline with associated material to the COR for review and approval prior to scheduling training to ensure the subject matter covers the expectations of the VA and the contractual requirements. 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. Training sessions may be recorded by the VA.

1.20 CONSTRUCTION SIGN - INTERIOR

- A. For renovations of existing buildings, provide Construction Sign(s) at each entrance to the construction site or as directed by the COR.
- B. Signs shall meet the requirements outlined in 29 CFR 1910.145 and 29 CFR 1926.200 and be sized to enable viewing at a minimum distance of 30 feet. Letter as shown in the following:

WARNING
Authorized Personnel Only
Construction Area
To reduce risk of injury,
Hard hat
Safety glasses
Safety shoes
REQUIRED beyond this point.

1.21 HISTORIC PRESERVATION

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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