

SECTION 01 00 00
GENERAL REQUIREMENTS

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SECTION 01 00 00

GENERAL REQUIREMENTS

1.1 GENERAL INTENTION

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work as required by drawings and specifications. The construction contract duration shall be 270 days from the notice to proceed.

1. Scope

- A. Rehabilitation of the existing 25,000gsf historic machine shop: The rehabilitation work includes protecting the deteriorating building envelope by demolishing existing plywood sheathing and roofing material; selected demolition of exterior windows and trims; installation of new siding to meet the historic designation; installation of roof; and renovations of windows and trim. Limited structural work may be required to ensure integrity of the building. The contractor shall follow the specification and drawings.
- B. Construction of new modular buildings on the site: These building would be approximately 7,325 gross square feet. The new construction work includes new foundation, relocation and / or abandonment of site utilities, new site work, and new parking striping. The contractor shall follow the design drawings and specifications attached to the package for this projects construction. The contractor shall also hire a Qualified Archeologist to monitor the site during excavation activities. The Archeologist shall provide a written observation report after all excavation activities are complete of the observed work.
- B. Visits to the site by Bidders may be made only by appointment with the Medical Center Engineering Office.
- C. 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 Contracting Officer or his duly authorized representative.
- D. Before placement and installation of work subject to tests by testing laboratory, the Contractor shall notify the COR within 21 calendar days to enable testing laboratory personnel to be present at the site in time for proper taking and testing of specimens and field inspection.
- E. All employees of general contractor and subcontractors shall comply with VA's security program and obtain a VA ID badge from VA police. See paragraph 1.35 below for ID badge process. Along with ID Badges all workers must be able to speak and understand English during construction. Construction areas as defined by the contract documents will be keyed to a construction core when Notice to Proceed is issued. Access to non-construction areas is limited to public areas only. Access needed outside of construction area (i.e., mechanical rooms) will be provided by COR or his/her representative upon written or verbal request.

F. Prior to commencing work, general contractor shall provide proof that a OSHA certified "competent person" (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the general or subcontractors are present.

G. Training:

1. Beginning July 31, 2005, all employees of general contractor and subcontractors shall have the 10-hour OSHA certified Construction Safety course and /or other relevant competency training, as determined by Contractor's Competent Person with input from the ICRA team.
2. In addition to the 10-hour OSHA training, VA will provide site-specific training as determined by VA Competent Person with input from the VA's Infection Control Risk Assessment team. Coordination of this required training will be accomplished through the COR or Project Engineer. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. All contractors, subcontractors, and vendors must receive this training in order to work at our facility. Failure to receive this training may cause debarment of contractor's staff until such training is accomplished.
3. Submit training records of all such employees for approval before the start of work.

H. Pre-Construction handout Dated August 2012

1. The contractor shall utilize this pre-construction packet as an orientation package to the SF VAMC facilities procedures and requirements for construction. This packet shall be reviewed by the contractor and utilized as tool to inform and educate their employees and their sub-contractors to the required procedures to be followed at the facility.

1.2 STATEMENT OF BID ITEM(S)

A. ITEM I, GENERAL CONSTRUCTION: See Scope.

B. ALLOWANCES:

1. See Section 01 21 00 "Allowances" for procedures and requirements for allowances.
2. Allowance No. 1: Permit and Utility Connection Allowance: Include a contingency allowance of \$50,000.00 for any permit fees and utilities connection fee.

C. DEDUCTIVE ALTERNATES:

1. See Sheet MB-AS002 for Deductive Alternate Diagrams. Include reconfiguration of ramps, walking platforms, railings, and utility connections in the changes.
2. Base Bid: Includes work required to rehabilitate existing machine shop building and install three new modular buildings, A, B, and C.
 - a. Two 48 by 60 foot new modular buildings, A and C.
 - b. One 24 by 60 foot new modular building, B.

3. Deductive Alternate No. 01: Realign north side parking. This deduct will include the base bid and revise the parking on the northwest side parking.
 - a. Delete parking area. See Civil Drawing MS-CS005.
 - b. Add new parking areas "A" and "B".
4. Deductive Alternate No. 02: Deletion of Modular Building C. This deduct will include Deduct 1, and delete Modular Buildings C and its associated utilities and connections. This will also revise the new foundation, and parking striping.
 - a. Delete Modular Building C.
 - b. Add parking area "B" and expand parking "A".
5. Deductive Alternate No. 03: Deletion of Modular Buildings A and C. This deduct will include all work from Deduct 2, and delete Modular Buildings A and its associated utilities and connections. This will also revise the new foundation, and parking striping.
 - a. Delete Modular Buildings A and C
 - b. Add parking area "B" and expand parking "A"

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. AFTER AWARD OF CONTRACT, 1 set of specifications and drawings will be furnished, as well as one CD-ROM.
- B. Additional sets of drawings may be made by the Contractor's at their own expense.

1.4 CONSTRUCTION SECURITY REQUIREMENTS

- A. Security Plan:
 1. Contractor shall submit security plan to COR.
 2. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
 3. 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. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
 2. For working outside the "regular hours" as defined in the contract, the General Contractor shall give 7 business days' notice to the Contracting Officer prior to such work to allow arrangements to be made by the VA, giving the specific dates, hours, location, type of work to be performed, contract number, and project title. Based on the justification provided, the Contracting Officer or COR may approve work outside regular hours. During periods of darkness, the different parts of the work shall be lighted in a manner approved by the COR. This notice is separate from any notices required for utility shutdown described later in this section.

3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. 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.
5. Contractor shall adhere to all security standards regarding VA data. The C&A requirements do not apply and a Security Accreditation Package is not required.

C. Guards (NOT USED)

D. Key Control:

1. The General 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 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.

E. Not used.

F. 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 all project information. This information shall be shared only with those with a specific need to accomplish the project.
4. 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.
5. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
6. All paper waste or electronic media such as CDs and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
7. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information."
8. 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.

G. Motor Vehicle Restrictions (NOT USED)

1.5 FIRE SAFETY

- A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.

1. American Society for Testing and Materials (ASTM):

E84-2008.....Surface Burning Characteristics of Building Materials

2. National Fire Protection Association (NFPA):

10-2006.....Standard for Portable Fire Extinguishers

30-2007.....Flammable and Combustible Liquids Code

51B-2003.....Standard for Fire Prevention During Welding, Cutting and Other Hot Work

70-2007.....National Electrical Code

241-2004.....Standard for Safeguarding Construction, Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

29 CFR 1926.....Safety and Health Regulations for Construction

- B. Fire Safety Plan: Establish and maintain a fire protection and prevention program in accordance with 29 CFR 1926. Prior to start of work, prepare a plan detailing project-specific fire safety measures, including periodic status reports, and submit to COR for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES Prior to start of work, all personnel shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. Documentation shall be provided as part of the required daily report to the COR of that day's safety briefing notes and attendance sheet.

- C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.

- D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in

accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).

- E. Temporary Construction Partitions: Not used.
- F. Not used.
- G. Means of Egress: Do not block exits and egress path for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with COR.
- H. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions daily to COR.
- I. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- J. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- N. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COR.
- O. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with COR. Obtain permits from facility Safety through COR at least 7 days in advance. Hot work permit shall only be requested by designated project site fire prevention program manager.
- P. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas daily as part of daily report. Coordinate with, and report findings and corrective actions weekly to COR.
- Q. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. In separate and detached buildings under construction, smoking is prohibited except in designated smoking rest areas.
- R. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- S. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.
- T. If required, submit documentation to the COR that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.
- U. Above Ceiling Permit (NOT USED).

1.6 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.
- C. The Contractor shall, under regulations prescribed by the COR, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer at no additional cost to the Government. 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 shown on the drawings or as determined by the COR.
- E. Personnel are subject to rules of Medical Center applicable to their conduct. Execute work in such a manner as to minimize disruption and interference with work being done by others. Keep roads clear of construction materials, debris, standing construction equipment and vehicles at all times.
- F. Execute work so as to minimize disruption and interference of Medical Center operations 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 / or noises through the building structure, are not permitted in buildings that are occupied except as permitted by COR 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 four work days. Provide unobstructed access to surrounding local businesses required to remain in operation.
 - 3. Storage of Contractor's material and equipment is permitted within vacated space, subject to fire and safety requirements
- G. Construction Safety Rounds: VA will perform Construction Safety Rounds weekly. Contractor superintendent or Contractor's Competent Person will be present during these safety inspections. COR will identify the date and time of these weekly inspections.
- H. Phasing: To insure such executions, Contractor shall furnish the COR with a schedule of approximate phasing 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 phasing dates to insure accomplishment of this work in successive phases mutually agreeable to Medical Center Director, COR and Contractor, as follows:

I. Not used.

J. 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 COR Engineer.

1. Use of existing permanent fencing is acceptable to extent it is equal to requirements herein or shown on Drawings as new.

K. 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 (Department of Veterans Affairs or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.

L. Utilities Services: Obtain and maintain utilities services for the site.

1. 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, or gas, payment of such fee shall be the responsibility of the Contractor.
2. Contractor shall provide temporary facilities, labor, materials, equipment, connections, and utilities during construction.
3. Permanent utilities and connections shall be maintained in order to ensure uninterrupted services upon Substantial Completion of project.
4. Once services such as water, gas, steam, sewers, electricity, fire protection systems, or communications systems have been established, they may not be interrupted without prior approval of COR.
 - a. Contractor shall submit a request to interrupt any such services to COR, in writing, fourteen (14) DAYS in advance of proposed interruption. Request shall state reason, date, exact time, and approximate duration of such interruption.
 - b. Contractor will be advised (in writing) of approval of request, or alternate time that will cause least inconvenience to operations. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours. Contractor shall ensure any delay in the shutdown / tie-in operations will not delay the contract completion date.
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.
- M. 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. 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. All abandoned lines shall follow the appropriate trade standards and code unless otherwise directed by the COR.
- N. Not used.
- O. Coordinate the work for this contract with other construction operations as directed by COR Engineer. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.
- P. CONTRACT WORK HOURS and FEDERAL HOLIDAYS:
 - (a). Standard daily contract work hours at the San Francisco VA Medical Center (SFVAMC) are from 7:30 AM to 6:00 PM, Pacific Standard Time (PST), Monday through Friday, with the exception of Federal Holidays, as acceptable to City of Sausalito. The contractor shall submit to the Contracting Officer (CO) for approval, in writing, a notice of its desire to work during any period/hours other than the standard. Notice shall include a detailed description of the type of work to be performed and its location. These "non-standard" hours are referred to as "WHEN Hours" (Weekend-Holiday-Evening-Night). The notice requesting work during WHEN hours shall be submitted not less than seven (7) working days prior to each period of work. Contractors are to follow City of Sausalito ordinances on noise, work hours, etc. Therefore, approval is subject to the availability of the project manager/COR, the type of work to be performed, the specific hours requested, and the anticipated noise level that will be generated by contractor activity. Under no circumstance will the contractor proceed without express written approval of the Contracting Officer. When weekend work is approved by the COR, work shall be limited to 8 am to 6 pm construction period weekends, any time out side of that window will be considered evening or night work and will require its own approval.
1. Work Phasing/Scheduling: Contractor shall work closely with the COR in developing a work schedule for contract performance. Simultaneous or transitional work on/between multiple facilities may be required. Advance coordination by the contractor is critical and required. **Note:** Concurrent work performance is anticipated on all line items for this project.
2. The work to be performed on this project will include occupied areas, however arrangements may be made so that the particular area may be blocked off during performance of work if feasible. The contractor shall notify the COR of intent to start work in any specific assigned area. The contractor shall coordinate the work of all activities whereby both the Government and the contractor can continue operations with the least possible interference and inconvenience.
3. The contractor is required to have a minimum of crews for work covered by this contract, and provide additional crew(s) as the work

justifies. Each crew shall be capable of operating simultaneously and independently of the other crew(s).

4. Contractor shall not work on federal holidays unless authorized by COR. The following is a list of Federal Holidays observed by all Federal Installations:

New Year's Day, January 1

Martin Luther King, Jr, 3rd Monday in January

Washington's Birthday, 3rd Monday in February

Memorial Day, Last Monday in May

Independence Day, July 4

Labor Day, 1st Monday in September

Columbus Day, 2nd Monday in September

Veterans Day, November 11

Thanksgiving Day, 4th Thursday in November

Christmas Day, December 25

NOTE: Any of the above holidays falling on a Saturday will be observed on the preceding Friday; holidays falling on a Sunday will be observed on the following Monday. Also included is any date specifically declared by the President of the United States of America as a National Holiday.

5. No deliveries of construction equipment, materials, HVAC equipment, dumpsters (or pick up of dumpsters), cranes, concrete trucks, etc. before 7:30 am on the weekdays and 8 am on the weekends. Exception will be for oversize loads that require delivery before a certain time due to permitting conditions. Contractor to comply with City of Sausalito's rules and regulations.

1.7 ALTERATIONS

A. Related Sections:

1. Section 02 41 00 DEMOLITION, for selective demolition other than for historic or hazardous materials.
2. Section 02 82 00 TRADITIONAL ASBESTOS ABATEMENT.
3. Section 02 8 33.13 LEAD-BASED PAINT REMOVAL AND DISPOSAL.

B. 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 report, signed by both to the Contracting Officer. This report shall list by rooms and spaces.

C. 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/or Supply Representative 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, of Section 00 72 00, GENERAL CONDITIONS.

D. 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 personnel in executing work of this contract.

E. 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.

F. Construction Barriers:

1. Barrier must be erected as a complete continuous system. The system is to extend from the floor to above the ceiling to complete an actual airless barrier.

G. Final Cleanup:

1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.

H. Disposal and Retention: 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 or noted on drawings or in specifications as items to be stored. Items which 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 Contracting Officer or COR.

2. Items not reserved shall become property of the Contractor and be disposed by Contractor from Medical Center in accordance with local, state and federal codes and regulations.
3. 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.

1.8 INFECTION PREVENTION MEASURES

- A. Implement the requirements of VAMC'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.
- B. Final Cleanup:
 1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.
 2. Perform HEPA vacuum cleaning of all surfaces in the construction area. This includes walls, ceilings, cabinets, furniture (built-in or free standing), partitions, flooring, etc.
 3. All new air ducts shall be cleaned prior to final inspection.

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 or noted on drawings 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.
 2. Items not reserved shall become property of the Contractor and be removed by Contractor from Project Site.
 3. 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. 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

Polytech Associates, Inc.
VA Project 662-622
March 16, 2016

Machine Shop Rehabilitation/
New Modular Office Space
25 Liberty Ship Way, Sausalito

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 Chief.

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 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work sites, 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, 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 personnel, 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 COR.
- 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.

1.11 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 before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's personnel 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 of Section 00 72 00, GENERAL CONDITIONS.

1.12 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.
 - 1. The indications of physical conditions on the drawings and in the specifications are the result of site investigations by Advanced Solution Group, LLC, dated April 10, 2009, and GHD, dated December 2014.
 - 2. Documents are available through the COR upon request.
- B. Subsurface conditions have been developed by core borings and test pits. Logs of subsurface exploration are shown diagrammatically on drawings.
- C. A copy of the soil report will be made available for inspection by bidders upon request to the Engineering Officer at the VA Medical Center, and shall be considered part of the contract documents.
- D. Government does not guarantee that other materials will not be encountered nor that proportions, conditions or character of several materials will not vary from those indicated by explorations. Bidders are expected to examine site of work and logs of borings; and, after investigation, decide for themselves character of materials and make their bids accordingly. Upon proper application to Department of Veterans Affairs, bidders will be permitted to make subsurface explorations of their own at site.

1.13 PROFESSIONAL SURVEYING SERVICES

- A. A registered professional land surveyor or registered civil engineer whose services are retained and paid for by the Contractor shall perform services specified herein and in other specification sections. The Contractor shall certify that the land surveyor or civil engineer is not one who is a regular employee of the Contractor, and that the land surveyor or civil engineer has no financial interest in this contract.

1.14 LAYOUT OF WORK

- A. The Contractor shall lay out the work from established base lines and bench marks, indicated on the drawings, 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 Contracting Officer. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the Contracting Officer until authorized to remove them. If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the Contracting Officer may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor.
- B. 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.
- C. The Contractor shall perform the surveying and layout work of this and other articles and specifications in accordance with the provisions of Article "Professional Surveying Services".

1.15 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 to the COR within 15 calendar days after each completed phase and after the acceptance of the project by the COR.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.16 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on SF VAMC Sausalito Annex property.
- B. The City of Sausalito will have the authority to review and approve the use of city roads for hauling. Contractor shall submit hauling plans to City of Sausalito for approval.

1.17 PRECONSTRUCTION RISK ASSESSMENT

- A. For every construction project, the Contractor and the COR are required to perform a Pre-Construction Risk Assessment (PCRA). The contractor must submit the PCRA within 15 days from issuance of the Notice to Proceed

1.18 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, feed water 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.

1.19 TEMPORARY USE OF EXISTING ELEVATORS (NOT USED)

1.20 TEMPORARY USE OF NEW ELEVATORS (NOT USED)

1.21 TEMPORARY TOILETS

- A. Provide where directed, (for use of all Contractor's personnel) 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 pests such as flies, rodent, etc., and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

1.22 AVAILABILITY AND USE OF UTILITY SERVICES

- A. The Contractor shall obtain new permanent utilities services for the SF VAMC Sausalito Annex Machine Room and Modular Offices. The Contractor, at Contractor's expense and in a workmanlike manner 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.
- B. Contractor is responsible for permits associated with new utilities.
- C. Contractor shall install meters at Contractor's expense and furnish the COR 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.
- E. Electricity (for Construction and Testing): Furnish all temporary electric services.
- F. Water (for Construction and Testing): Furnish temporary water service.
 - 1. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted.

1.24 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 until pre-test report has been submitted to the COR.
- B. 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.
- 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.

1.25 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (four copies 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.

1.26 GOVERNMENT-FURNISHED PROPERTY

- A. The Government shall deliver to the Contractor, the Government-furnished property shown on the Schedule.
- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the Medical Center.
- C. Contractor shall be prepared to receive this equipment from Government and store or place such equipment not less than 90 days before Completion Date of project.
- D. Notify Contracting Officer 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 the COR. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the 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.

1.27 RELOCATED EQUIPMENT OR 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. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, whenever such lines are disconnected from equipment to be relocated. Remove abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".

- D. 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.
- E. Contractor shall employ services of an installation engineer, who is an authorized representative of the manufacturer of this equipment to supervise assembly and installation of existing equipment, required to be relocated.
- F. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

1.28 STORAGE SPACE FOR DEPARTMENT OF VETERANS AFFAIRS EQUIPMENT (NOT USED)

1.31 CONSTRUCTION SIGN

- A. Provide a Construction Sign where directed by the COR. All wood members shall be of framing lumber. Cover sign frame with 0.7 mm (24 gage) galvanized sheet steel nailed securely around edges and on all bearings. Provide three 100 by 100 mm (4 inch by 4 inch) posts (or equivalent round posts) set 1200 mm (four feet) into ground. Set bottom of sign level at 900 mm (three feet) above ground and secure to posts with through bolts. Make posts full height of sign. Brace posts with 50 x 100 mm (two by four inch) material as directed.
- 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. Contractor shall submit drawing of proposed construction sign to COR.
- D. Maintain sign and remove it when directed by the COR.

1.32 FINAL ELEVATION DIGITAL IMAGES

- A. A minimum of four (4) images of each elevation of the Machine Shop and the Modular Buildings shall be taken with a minimum 6 MP camera, by a professional photographer with different settings to allow the COR to select the image to be printed. All images are provided to the COR on a CD.

1.33 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 stop work, notify the COR verbally, and then provide a written follow up.

1.34 PARKING

- A. Parking on site is available to the Contractor. Submit a plan to the COR.

1.35 I.D. BADGES

All workers are required to obtain a time-limited I. D. badge from the VA Police Service located on the ground floor of VA MC Building 203. This badge must be worn at all times when workers are on site.

Polytech Associates, Inc.
VA Project 662-622
March 16, 2016

Machine Shop Rehabilitation/
New Modular Office Space
25 Liberty Ship Way, Sausalito

1.36 RADIOLOGY AND BIO SAFETY (NOT USED)

- A. Will be provided by the VA. Contractor to submit request at least fourteen (14) calendar days before work or surveying begins.

1.38 DAILY LOGS

- A. Maintain daily logs containing the following information. Submit daily logs weekly to COR.

1. Permit and Daily Construction check list
2. Workers present and work taking place during day at project.
3. Egress Routes for Construction Workers should be inspected daily.

1.39 TB TESTING REQUIREMENTS (NOT USED)

1.40 CONSTRUCTION AND DEMOLITION DEBRIS MANAGEMENT

- A. This project requires compliance with the City of Sausalito's Municipal Code Chapter 8.54 for managing construction and demolition debris, where at least 50% can be reused/recycled and diverted away from the landfill. Compliance with this City Municipal Code can be accomplished through using the city's franchised waste hauler. For more information, see the following:

The link to the Municipal Code Chapter: <http://www.codepublishing.com/CA/Sausalito/mobile/?pg=Sausalito08/Sausalito0854.html>

1.41 SEASONAL INFLUENZA VACCINATION (NOT USED)

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