

**SECTION 01 00 00
GENERAL REQUIREMENTS**

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**SECTION 01 00 00
GENERAL REQUIREMENTS**

1.1 SAFETY REQUIREMENTS

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

1.2 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 for Fire Stopping and Penetration Sealing, 578-15-012 as required by this procurement package.
- B. Visits to the site by Bidders may be made only by appointment with the Contracting Officer's Representative (COR) and through coordination with the Contracting Specialist (CS) assigned to the project by the Contracting Officer (CO).
- D. Before placement and installation of work subject to tests by testing laboratory retained by Department of Veterans Affairs, the Contractor shall notify the COR in sufficient time to enable testing laboratory personnel to be present at the site in time for proper taking and testing of specimens and field inspection. Such prior notice shall be not less than three work days unless otherwise designated by the COR.
- E. 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. Refer to the Contractor PIV Instructions included with the Statement of Work (SOW).

1.3 STATEMENT OF BID ITEM(S)

- A. To avoid any potential confusion all work, services, testing, materials, labor, supervision, safety, security, manuals, and instructions necessary to complete this project as indicated in the procurement package, Statement of Work, Drawings, and/or specifications shall be the responsibility of the Contractor to provide unless expressly stated otherwise.

- B. GENERAL CONSTRUCTION: Work includes all general conditions, management, demolition, construction, and trade work necessary to successfully complete this project as outlined in the Statement of Work.

1.4 DOCUMENTS FOR CONTRACTOR

- A. Drawings, contract documents, attachments, and reference documents may be obtained from the website where the solicitation is posted or available upon request when noted. Additional copies will be at Contractor's expense.

1.5 LOGISTICS PLAN REQUIREMENTS

Before any work is started, the Contractor shall submit and receive approval for an accepted Logistics Plan. The Logistics Plan will include (but is not limited to) the following:

- A. An Organizational Chart of all Key Personnel including:
1. The General contractor's management personnel.
 2. The competent person identified with their corresponding credentials.
 3. The Quality Control person.
 4. The Site Safety Health Officer.
 5. Contact information for all key personnel.
 6. Listing of the subcontractors by name and trade.
- B. Hourly Rates of the General Contractor and all their subcontractor's personnel assigned to this project.
1. Total rate = base labor rate + fringes.
 2. Fringes = Union dues + FICA + Public Liability Insurance + Workman's Compensation.
- C. Staging Plan. (Include all that apply)
1. Location of Site Office.
 2. Material Storage.

3. Dumpster Location.
4. Site security (fence) and Access Points.
5. Equipment Location.
6. Infection Control Barrier. (refer to the Infection Control Risk Assessment)
7. Interior construction and safety signage and placement.
8. Fire extinguisher location and other safety devices.
9. Contractor parking.
10. Travel routes for delivery and removal.
11. Closure routes and directional signage for VA vehicular and pedestrian traffic.

D. Description of Means and Method Activities.

1. Management, supervision, and security.
2. Demolition.
3. Construction.
4. Material storage.
5. Inspections and punch list.

E. Hours of Work.

1. Normal working hours.
 - a. The competent person is always present whenever any work is being performed by either the subcontractor or the General Contractor's own workforce.
2. Any planned off-hours work.
3. Hours for delivery and disposal.
4. Hours to transport materials to the site and/or through a building.

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.

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. Before starting work the General Contractor shall give two weeks' notice to the Contracting Officer so that security arrangements can be provided for the employees. 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 COR in coordination with the Hines Public Affairs Officer (PAO).
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.

C. Site Perimeter:

1. The General Contractor shall be responsible for the site security for the project 24 hours a day, 7 days a week.
2. The general Contractor will be responsible for all material and tools stored within the jobsite area and remotely including those of their subcontractor.

D. Key Control:

1. The General Contractor shall obtain Construction Cores for all locking devices used temporarily during the course of this project. The Construction Cores shall be provided by the Station. The General Contractor shall request the Construction Cores in writing to the COR and will include the number of cores requested, their location to be installed, and the keys requested.
2. Keys for the Construction Cores shall only be assigned to key personnel of the General Contractor including the competent person, the Quality Control person, the Site Safety Health Officer, and other management staff. No keys are to be assigned to subcontractors. All keys are to be returned the COR at the conclusion of the project. Lost keys are to be reported to the COR immediately.
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. 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 portable USB drives 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. All requested information of this section shall be included with the Logistics Plan of Section 1.5.
2. 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.
3. A limited number of (2 to 5) permits shall be issued for General Contractor and its employees for parking in designated areas only.

1.7 OPERATIONS AND STORAGE AREAS

- A. All requested information of this section shall be included with the Logistics Plan of Section 1.5.
- B. 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.
- C. 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.
- D. 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 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.
- E. Working space and space available for storing materials shall be coordinated with the COR.
- F. All Workmen are subject to rules of the Medical Center applicable to their conduct.
- G. The Medical Center spaces including all adjacent spaces above, below, and next to the designated project area are intended to function normally during this project. Execute work so as to interfere as

little as possible with normal functioning of Medical Center which will 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 the COR.

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 the Medical Center in quantities sufficient for not more than two work days.
3. Provide unobstructed access to the Medical Center areas required to remain in operation.
3. Where access by the 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.

H. Utilities Services: Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems (except telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by the COR. All such actions shall be coordinated with the COR or Utility Company involved:

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, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.

I. 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. Unless specified elsewhere in the Statement of Work, the project is to be completed in one singular, uninterrupted phase.
 2. When more than one phase is required to complete the project the 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 45 calendar days 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 the Medical Center Director, COR, and Contractor.
 3. The 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 Medical Center 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. Coordinate alteration work in areas occupied by the Medical Center so that Medical Center operations will continue during the construction period.
- J. Construction Fence: Before construction operations begin, Contractor shall provide a chain link construction fence, seven feet minimum height, around the construction area. 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 15 inches. Bottom of fences shall extend to one inch above grade. Provide a mesh screen

to limit the transmission of dust. Remove the fence when directed by the COR.

K. When a building and/or construction site is turned over to Contractor, Contractor shall accept entire responsibility including upkeep and maintenance therefore:

1. Contractor shall maintain a minimum temperature of 50 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: Maintain existing utility services for the 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.

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. 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.

2. Contractor shall submit a request to interrupt any such services to the COR, in writing, 3 weeks 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 the 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 3 weeks 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 the COR. Such approval will be confirmed in writing as soon as practical.
 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.
- M. Abandoned Lines: When demolition work creates a condition of 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 shall be removed to the greatest extent possible from the work zone area. 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. Consult with COR for if any questions exist regarding identification and treatment of abandoned lines.
- N. 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.

2. Wherever excavation for new utility lines cross existing roads, at least one lane must be open to traffic at all times with approval.
 3. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the COR.
- O. 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.

1.8 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COR of the buildings or 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:
1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of the building or buildings.
 2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, window blinds, shades, etc., required to be either reused or relocated, or both.
 3. Shall note any discrepancies between drawings and existing conditions at site.
 4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and the COR.
- B. Any items required by Statement of Work to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of the COR, to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE

CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).

- C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and the COR together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:
1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.
 2. Where damage as a result of the Contractor's means and methods has been determined it shall be the responsibility of the contractor to repair subsurfaces in kind and to match finish surfaces with adjacent materials. Such repairs shall be coordinated with the COR.
- 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.
- E. Cutting and Patching: Provide the following measures:
1. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation,

using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

2. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
3. Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or results in increased maintenance or decreased operational life or safety.
4. Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the COR's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

1.9 RESTORATION

- A. Remove, cut, alter, replace, patch, and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the COR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR before it is disturbed. Materials and workmanship used in restoring work shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched,

repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.

- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are 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).

1.10 DISPOSAL AND RETENTION

- A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:
 - 1. Reserved items which are to remain property of the Government are noted in the Statement of Work 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 the COR.
 - 2. Items not reserved shall become property of the Contractor and be removed by Contractor from the 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 Medical Center during the alteration period, such items which are NOT required by Statement of Work to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.
 - 4. All disposed material including general demolition, hazardous materials, recycled material, and construction spoils shall be

documented with receipts and waste reports to be submitted with each pay application.

1.11 SUBMITTAL REGISTRY

- A. Before any work is started, the Contractor shall submit and receive approval for an accepted Submittal Registry. The Submittal Registry shall include a listing of all documentation required for pre-approved submissions including shop drawings, technical data, product performance information, calculations, and samples. The Submittal Registry shall indicate the name and corresponding CSI numbering, the intended date of delivery by the General Contractor, a government review period of 7 calendar days from date of submission, the return date by the government, the indication of "acceptance without comments", "accepted with comments", "revise and resubmit", or "rejected for non-conformance". Revised submissions shall be indicated with the suffix "-R1" for the first revision, "-R2" for the second revision, and so forth.
- B. The Contractor shall review all submittals for conformance with the Statement of Work and shall indicate their approval with a sticker or label affixed to the submission with the submittal number, reviewer's signature (not typed or scanned), and date. Any submittal missing this information will promptly be returned to the Contractor without review by the government.
- C. Items to be included can be found in the Statement of Work and other specification sections included with the procurement package. Unless otherwise stated the Submittal Registry shall always include the following (as they apply):
1. Finish materials including ceiling systems, paint, tile, carpet, sheet vinyl, wall base, wall guards, corner cards, and wall protection.
 2. Light fixtures.
 3. All telecommunication components.
 4. Plumbing fixtures including toilets, urinals, sinks, vanities, toilet partitions, and toilet accessories.

5. Doors, frames, hardware, and keying.
6. Millwork and cabinet hardware.
7. Construction and Safety sign design and mounting.

1.12 REQUESTS FOR INFORMATION

- A. All Requests for Information (RFI) shall be submitted in writing to the COR and copied to the Contracting Specialist.
- B. Whenever an RFI is submitted the Contractor shall include the following:
 1. A detailed description of the issue including references to drawings and/or specifications, photographs (when permitted), and sketches necessary to adequately communicate to the COR.
 2. A possible solution for the issue.
 3. An assessment as to whether or not the Contractor anticipates the issue will require a Modification to their contract and reasons why a Modification may be necessary.

1.13 PROFESSIONAL SURVEYING SERVICES

- A. Where exterior work requires ground excavation a registered professional land surveyor, registered civil engineer, or certified equivalent professional whose services are retained and paid for by the Contractor shall perform all utility locate services. The Contractor shall certify that the land surveyor, civil engineer, or equivalent professional is not one who is a regular employee of the Contractor, and that the land surveyor, engineer, or equivalent professional has no financial interest in this contract.

1.14 LAYOUT OF WORK

- A. The Contractor shall lay out the work from Government 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.

- B. 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.

1.15 AS-BUILT DRAWINGS

- A. The Contractor shall maintain two full size sets of identical as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications. One set shall be for the Contractor and the other shall be submitted to the COR as indicated below.
- 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 review, as often as requested.
- C. The Contractor shall deliver one approved completed sets of as-built drawings in a hard copy format and another in the electronic version (scanned PDF) 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. All requested information of this section shall be included with the Logistics Plan of Section 1.5.
- B. For hauling, use only established public roads and roads 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.
- C. 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.
- D. 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.

1.17 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 site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
- 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 Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

- C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

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 written approval and compliance with the following provisions:
1. Permission to use each unit or system must be given by the 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.
 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.
- 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.

1.19 TEMPORARY USE OF EXISTING ELEVATORS

- A. All requested information of this section shall be included with the Logistics Plan of Section 1.5.
- B. Use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
 1. Contractor makes all arrangements with the COR for use of elevators. The COR will ascertain that elevators are in proper condition and will designate the elevators to be used, on what days, and at what times.
 2. Contractor covers and provides maximum protection of following elevator components:

- a. Entrance jambs, heads soffits and threshold plates.
- b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
- c. Finish flooring.

1.20 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 the COR, provide suitable dry closets where directed. Keep such places clean, free from insects or pests, with all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

1.21 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.
- B. For smaller projects involving powered hand tools and the like, the government will provide the use of electrical power from adjacent and available outlets at no charge to the contractor. The Contractor shall carefully conserve any utilities furnished without charge.
- C. For larger projects, the Contractor, at Contractor's expense shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used. The Contractor shall meter and pay for electricity required for electric cranes and hoisting devices, their construction trailer, electrical welding devices and any electrical heating devices providing temporary heat. For all metered service the contractor shall make all arrangements for connection, invoicing, and disconnection with the electrical service provider, Commonwealth Edison. All connections shall be made in a workmanlike manner, in compliance with code, and satisfactory to the COR. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections,

distribution lines, meters, and shall repair and/or restore the infrastructure as required.

- D. Where meters are installed at the Contractor's expense the Contractor shall furnish the Medical Center a monthly record of the Contractor's usage of electricity as requested by the COR for energy tracking purposes.
- E. The contractor may not connect into the heating system and distribution unless required as part of the specified project. For all other instances the Contractor shall 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.
- F. The contractor may obtain water by connecting to the Medical Center water distribution system with a written request and approval of the COR. Provide reduced pressure backflow preventer at each connection as per code. Water is available at no cost to the Contractor. 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 discretion.
- G. Natural, LP gas, and burner fuel oil required for boiler cleaning, normal initial boiler-burner setup and adjusting, for performing the specified boiler tests, 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.

1.22 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 the Medical Center.

1.23 TESTS

- A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before

requesting final tests. Final test will not be conducted unless pre-tested.

- 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.
- 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 reasonable 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.

1.24 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals to the COR in both hard copy and electronic format and provide verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (4 hard copies) and one compact disc (1 electronic PDF copy) 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, 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 training to assigned Medical Center 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 contractor shall submit a course outline with associated material to the COR for review and approval 3 weeks prior to scheduling training to ensure the subject matter covers the expectations of the Medical Center 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.

1.25 GOVERNMENT-FURNISHED PROPERTY

- A. The Government shall deliver to the Contractor, the Government-furnished property as indicated in the Statement of Work, drawings, or specifications.
- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the Medical Center.
- C. The Contractor shall be prepared to receive this equipment from Government and store or place such equipment not less than 60 days before Completion Date of project as indicated on the Contractor's initial approved schedule.
- 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 and other representatives of the Government. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Government representative 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 Government.
- 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 the Statement of Work, drawings, or specifications.
- G. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

1.26 RELOCATED EQUIPMENT

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items as indicated in the Statement of Work, by the symbol "R" on the drawings, 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, at the main 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. When directed in the Statement of Work the Contractor shall employ services of an installation engineer. The installation engineer shall be an authorized representative of the manufacturer of this equipment to supervise assembly and installation of existing equipment such as a remote dictating machine, X-ray, dental, or laundry 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.

1.27 EXTERIOR CONSTRUCTION SIGN

- A. Provide a Construction Sign where directed by the COR. All wood members shall be of framing lumber. Cover sign frame with 24 gauge) galvanized sheet steel nailed securely around edges and on all bearings. Provide three, 4 inch by 4 inch posts (or equivalent round posts) four feet into ground. Set bottom of sign level at three feet above ground and secure to posts with through bolts. Make posts full height of sign. Brace posts with two by four inch material 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. Maintain sign and remove it when directed by the COR.
- D. Detail drawing of construction sign showing required legend and other characteristics of sign including mounting information and location shall be submitted to the COR for approval prior to fabrication.

1.28 EXTERIOR SAFETY SIGN

- A. Provide a Safety Sign where directed by the COR. Face of sign shall be 3/4 inch thick exterior grade plywood. Provide two, four by four inch posts extending full height of sign and three feet into ground. Set bottom of sign level at four feet above ground.
- B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted.
- C. Maintain sign and remove it when directed by the COR.
- D. Submit a drawings and mounting information to the COR for approval prior to fabrication.

1.29 PHOTOGRAPHIC DOCUMENTATION

- A. No photography of VA premises is allowed without written permission of the COR in coordination with the Hines Public Affairs Officer (PAO).
- B. When allowed and requested by the COR, the Contractor shall, during the construction period through completion, provide photographic documentation of construction progress and at selected milestones

including electronic indexing, navigation, storage and remote access to the documentation, as per these specifications.

C. Photographic documentation elements:

1. Indexing and navigation system shall utilize PDF drawings provide with the procurement package or as provided by the COR. For all documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the project.
2. Construction progress for all trades shall be tracked at pre-determined intervals, but not less than once every thirty (30) calendar days ("Progressions"). Progression documentation shall track both the exterior and interior construction of the building. Exterior Progressions shall track 360 degrees around the site and each building. Interior Progressions shall track interior improvements beginning when stud work commences and continuing until Project completion.

1.30 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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