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GENERAL REQUIREMENTS****TABLE OF CONTENTS**

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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 the VA Pittsburgh Healthcare System, Heinz Division, CARES Consolidation Phase 2, Ambulatory Care Center Floor Replacement as required by drawings and specifications.
- B. Visits to the site by Bidders may be made **only by appointment** with the Resident Engineer's Office (412-822-1066).
- C. Offices of **Astorino Cannon Design, 227 Fort Pitt Blvd, Pittsburgh, PA 15222** 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 Resident Engineer or the duly authorized representative.
- D. 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.

1.3 STATEMENT OF BID ITEM(S)

- A. ITEM I -GENERAL CONSTRUCTION: work includes general construction, alterations, site work, roads, walks, grading, mechanical, electrical, plumbing, fire protection, fire alarm, other systems and the removal of portions of the existing structures as needed.
- B. BASE BID: Construct an elevated pedestrian bridge from Building #01 (Main Hospital) 2nd floor west wing to B#30, Research Office Building (ROB) 2nd floor. The connecting bridge will provide access between B#01 and B#30 across a small alleyway, it will be approximately 90 feet in length, connect at the 2nd floor of both buildings and require one structural pier.
- C. ALTERNATES: none specified for this project.
- D. PHASING: contractor's phasing plan must be approved by the RE.
- E. SITE LAYOUT: the VAMC's Parking Lot #07 is located south of B#01 and is currently being used by the VAMC. The function of this lot and other VAMC parking areas shall not be disrupted by this project. VAMC access to the west dock via the north road shall not be disrupted.

1.4 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

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

1.5 CONSTRUCTION SECURITY REQUIREMENTS

A. Security Plan:

1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.

B. Security Procedures:

1. 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. Contractors shall wear/display their VAMC issued badges at all times. (Reference the attached form – Contractor ID Badge Request Form).
2. For working other than weekday, day light shifts as defined in the contract, the GC shall give five days' notice to the RE so arrangements can be made. 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 Resident Engineer.
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 or VAMC emergency. The General Contractor may return to the site only with the written approval of the RE.

C. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the Resident Engineer for all locked gates/project doors.
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.

D. 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 RE upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of RE.
5. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
6. Notify Resident Engineer and Site Security Officer immediately when there is a loss or compromise of “sensitive information”.

F. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for **all** vehicles entering the site and such request shall be submitted 24 hours in advance. Access shall be restricted to pick up/drop off of equipment and materials.
2. There is **NO** on-site parking for contractor personnel. Contractor and contractor's employees shall make their own arrangements for vehicle parking off site.

1.6 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations on Government premises to areas authorized or approved by the RE. 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 and utilities may be erected by the Contractor only with the approval of the RE and shall be built with labor and materials furnished by the contractor without expense to the VA. They shall remain the property of the contractor and be removed in their **entirety** by the contractor, at the contractor's expense upon completion of the work.

- C. The Contractor shall, under regulations prescribed by the Resident Engineer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the RE. 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 is very limited and shall be determined by the Resident Engineer.
- E. Workmen are subject to rules of the VA Medical Center.
- F. Both the ROB B#30 and B#1 will be occupied during construction. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by Resident Engineer where required by limited working space.
 - 1. Do not store materials and equipment in other than assigned areas.
 - 2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than two work days. Provide unobstructed access to Medical Center areas required to remain in operation.
- G. Phasing: the Medical Center must maintain its operation 24 hours a day 7 days a week. Therefore, the phasing and schedule constraints shall be approved by the RE.
- H. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. These routes whether access or egress shall be isolated from the construction area by temporary partitions and have walking surfaces, lighting etc to facilitate patient and staff access.

Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.

- I. When a building and/or construction site is turned over to the Contractor, the 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.
- 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 Resident Engineer.
- K. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Resident Engineer.
 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 Resident Engineer. 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 written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS and 28 05 11, REQUIREMENTS FOR ELECTRONIC SAFETY AND SECURITY INSTALLATIONS for additional requirements.
 2. Contractor shall submit a request to interrupt any such services to Resident Engineer, in writing, 72 hours in advance of proposed interruption. Request shall state reason, date, exact time of, approximate duration of such interruption and a sketch identifying area.
 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 VA Medical Center. Interruption time approved may occur at other than Contractor's normal working hours.
 4. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the Resident Engineer.
 5. In case of a contract construction emergency, service will be interrupted on approval of Resident Engineer. 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 VA and not the Contractor.
- L. 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.
- M. Coordinate the work for this contract with other construction operations as directed by Resident Engineer.

1.7 ALTERATIONS

- A. Survey: **Before** any work is started, the Contractor shall make a thorough survey with the Resident Engineer of the areas of the buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report, to the Resident Engineer. 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 the affected areas.
 2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, etc., required by drawings to be either reused or relocated, or both.
 3. Shall note any discrepancies between drawings and existing conditions at site.
 4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and Resident Engineer.
- B. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and Resident Engineer 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.

C. Protection: Provide the following protective measures:

1. Wherever existing roof surfaces/exterior facades are disturbed they shall be protected against water and temperature infiltration. In case of leaks, they shall be repaired immediately upon discovery.
2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.
4. Contact with Asbestos/Asbestos Containing Material – due to the age of the VAMC, there may be ACM materials. If any contractor employee or subcontractor believes they have encountered ACM, they should stop work immediately and notify the RE so the issue can be reviewed/resolved prior to work commencing.

D. 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 and new filters installed.

1.8 DISPOSAL AND RETENTION

N/A

1.9 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 vegetation is damaged during construction, the Contractor shall replace it in kind.

- 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 Resident Engineer may have the necessary work performed and charge the cost to the Contractor.

(FAR 52.236-9)

- 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.

1.10 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the Resident Engineer. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the Resident Engineer 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).

1.11 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 the VA's Architect Engineer.

(FAR 52.236-4)

- B. Subsurface conditions have been developed by test pits.
- C. 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 after investigation, decide for themselves character of materials and make their bids accordingly.

1.12 PROFESSIONAL SURVEYING SERVICES

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.

1.13 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.

(FAR 52.236-17)

- B. Establish and plainly mark center lines for each building and such other lines and grades that are reasonably necessary to properly assure that location, orientation, and elevations established for each such structure, roads, parking lot are in accordance with lines and elevations shown on contract drawings.

- C. Following completion of general mass excavation and before any other permanent work is performed, establish and plainly mark (through use of appropriate batter boards or other means) sufficient additional survey control points or system of points as may be necessary to assure proper alignment, orientation, and grade of all major features of work. Survey shall include, but not be limited to, location of lines and grades of footings, exterior walls, center lines of columns in both directions, major utilities and elevations of floor slabs:
1. Such additional survey control points or system of points thus established shall be checked and certified by a registered land surveyor or registered civil engineer. Furnish such certification to the Resident Engineer before any work (such as footings, floor slabs, columns, walls, utilities and other major controlling features) is placed.
- D. During progress of work, and particularly as work progresses from floor to floor, Contractor shall have line grades and plumbness of all major form work checked and certified by a registered land surveyor or registered civil engineer as meeting requirements of contract drawings. Furnish such certification to the Resident Engineer before any major items of concrete work are placed. In addition, Contractor shall also furnish to the Resident Engineer certificates from a registered land surveyor or registered civil engineer that the following work is complete in every respect as required by contract drawings.
1. Lines of each building and/or addition.
 2. Elevations of bottoms of footings and tops of floors of each building and/or addition.
 3. Lines and elevations of sewers and of all outside distribution systems.
 4. Lines and elevations of roads, streets and parking lots.
- E. Whenever changes from contract drawings are made in line or grading requiring certificates, record such changes on an electronic drawing bearing the registered land surveyor or registered civil engineer seal, and forward the electronic copy and one hard copy of the drawing to Resident Engineer.
- F. 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".

1.14 AS-BUILT DRAWINGS

- A. The contractor shall maintain two full size sets of **red lined**, 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 Resident Engineer as often as requested.
- C. Contractor shall deliver one complete set of **red lined**, as-built drawings and one set of electronically drafted drawings incorporating the as-built condition (both pdf and CAD) to the

Resident Engineer within 15 calendar days after each completed phase and after the acceptance of the project by the Resident Engineer.

1.15 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by the Resident Engineer, 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.

1.16 RESIDENT ENGINEER'S FIELD OFFICE

- A. Contractor shall provide two new, lockable, four drawer file cabinets, letter size, equal to HON 370 series with integral drawer rails so no extra hardware is required for hanging folders. The file cabinets will become the property of the VA. Provide ten boxes of hanging folders.

1.17 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

- A. The ROB B#30 and B#01 are currently fully functioning buildings. That means the electrical, HVAC, plumbing and fire alarm are in operation. The contractor shall not alter the functions of these system, unless where necessary to complete this work and with the approval of the Resident Engineer.
 - 1. Use of electrical for contractor power tools must be reviewed with and approved by the Resident engineer prior to use. If the contractor needs electrical power greater than what is available, temporary generators shall be provided by the contractor and kept outside of the building. 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.
 - 2. Air diffusers shall be protected as required for ICRA and to prevent damage/dust accumulation in the existing duct work.
- B. Prior to final inspection, equipment which shows wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.

1.18 TEMPORARY USE OF EXISTING ELEVATORS

- A. 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 Resident Engineer for use of elevators. The Resident Engineer will ascertain that elevators are in proper condition.
 2. Contractor covers and provides maximum protection of following elevator components:
 - a. Entrance jambs, heads soffits and threshold plates.
 - b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
 - c. Finish flooring.
 3. If hoisting ropes are damaged by action of foreign matter such as sand, lime, grit, stones, etc., during temporary use, they shall be removed and replaced by new hoisting ropes at the contractor's expense.
 4. If brake lining of elevators are excessively worn or damaged during temporary use, they shall be removed and replaced by new brake lining at the contractor's expense.
 5. All parts of main controller, starter, relay panel, selector, etc., worn or damaged during temporary use shall be removed and replaced with new parts at the contractor's expense.
 6. Place elevator in condition equal, less normal wear, to that existing at time it was used by the Contractor as approved by Resident Engineer.

1.19 TEMPORARY USE OF NEW ELEVATORS

N/A

1.20 TEMPORARY TOILETS

Provide where directed, (for use by all Contractor's workmen) ample temporary sanitary toilet accommodations. Keep such places sanitary, clean and free from bugs 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. The amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.

- B. Water (for Construction and Testing): Furnish temporary water service.
1. Obtain water by connecting to the Medical Center water distribution system. Provide a **reduced pressure backflow preventer** at each connection as per code. Water is available at no cost to the Contractor.
 2. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at Resident Engineer's discretion) of use of water from the Medical Center's system.

1.22 NEW TELEPHONE EQUIPMENT

N/A

1.23 PRE-TESTS/TESTS/COMMISSIONING BY GC

- 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. Complete/submit the proper pre-test and final test reports.
- 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.

1.24 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals (**two hard copies and one electronic pdf on DVD**) and verbal instructions for the flooring material.

- B. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed training to VA personnel in the maintenance of the flooring equipment. All such training will be at the job site. The VA reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Resident Engineer does not demonstrate sufficient qualifications in accordance.

1.25 GOVERNMENT-FURNISHED PROPERTY

N/A

1.26 RELOCATED EQUIPMENT

N/A

1.27 STORAGE SPACE FOR DEPARTMENT OF VETERANS AFFAIRS EQUIPMENT

N/A

1.28 CONSTRUCTION SIGN

- A. Provide a Construction Sign where directed by the Resident Engineer. 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. Maintain sign and remove it when directed by the Resident Engineer.
- D. Detail drawing of construction sign showing required legend and other characteristics of sign is shown on the drawings.

1.29 SAFETY SIGN

- A. Provide a Safety Sign where directed by Resident Engineer. Face of sign shall be 19 mm (3/4 inch) thick exterior grade plywood. Provide two 100 mm by 100 mm (four by four inch) posts extending full height of sign and 900 mm (three feet) into ground. Set bottom of sign level at 1200 mm (four feet) above ground.
- B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted.
- C. Maintain sign and remove it when directed by Resident Engineer.
- D. Detail Drawing Number 45 of safety sign showing required legend and other characteristics of sign is shown on the drawings.

- E. Post the number of accident free days on a daily basis.

1.30 PHOTOGRAPHIC DOCUMENTATION

- A. During the construction period through completion, furnish Department of Veterans Affairs with **400** views of digital images, including one color print of each view and one Compact Disc (CD) per visit containing those views taken on that visit. Digital views shall be taken of exterior and/or interior as selected and directed by Resident Engineer (RE). Each view shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) and the images will be a minimum of 2272 x 1704 pixels for the 200x250mm (8x 10 inch) prints and 2592 x 1944 pixels for the 400x500 mm (16 x 20 inch) prints, as per these specifications:
1. Normally such images will be taken at monthly intervals. However, the Resident Engineer may also direct the taking of special digital images at any time prior to completion and acceptance of contract. If the number of trips to the site exceeds an average of one per month of the contract performance period then an adjustment in contract price will be made in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) of Section 00 72 00, GENERAL CONDITIONS.
 2. In event a greater or lesser number of images than specified above are required by the Resident Engineer, adjustment in contract price will be made in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).
- B. Images shall be taken by a commercial photographer and must show distinctly, at as large a scale as possible, all parts of work embraced in the picture.
- C. Prints shall be made on 200 x 250 mm (8 by 10 inch) regular-weight matte archival grade photographic paper and produced by a process with a minimum of 300 pixels per inch (PPI). Prints must be printed using the commercial RA4 process (inkjet prints will not be acceptable). Photographs shall have 200 x 200 mm (8 by 8 inch) full picture print with no margin on three sides and a 50 mm (2 inches) margin on the bottom for pre-typed self-adhesive identity label to be **added by the contractor**. It is required that the prints are professionally processed so the quality will meet or exceed that of the same size print made with a film camera. Prints must be shipped flat to the Resident Engineer.
- E. Images on CD-ROM shall be recorded in JPEG format with a minimum of 24 bit color and no reduction in actual picture size. Compressed size of the file shall be no less than 80% or the original with no loss of information. File names shall contain the date the image was taken, the Project number and a unique sequential identifier. The CD-ROM shall also contain an index of all the images contained therein in either a TXT or Microsoft Word format.
- F. In case any set of prints are not submitted within five days of date established by Resident Engineer for taking thereof, the Resident Engineer may have such images/photographs taken and cost of same will be deducted from any money due to the Contractor.
- G. Interior Final Photos: After completion of all work in an area final interior photos will be taken. The camera must allow the colors to be as close as possible to the actual colors. View shall be taken after final completion of work and coordinated with Resident Engineer. The images shall be printed out and provided on a CD to the RE Office. A minimum of **20** photos shall be provided.

Prints shall be made on 8 inch by 10 inch regular weight matte archival grade photographic paper and produced by a process with a minimum of 300 pixels per inch. Prints must be printed using the commercial RA4 process (inkjet prints are not acceptable). It is required that the prints are professionally processed.

- H. The contractor shall also submit all of their progress photos to the VA on a monthly basis on DVDs.

1.31 FINAL ELEVATION Digital Images

- A. A minimum of **eight (8)** images of each phase shall be taken with a minimum 6 MP camera, by a professional photographer with different settings to allow the Resident Engineer to select the image to be printed. All images are provided to the RE on a CD.
- B. Pictures shall be 400 mm x 500 mm (16 by 20 inches), printed on regular weight paper, matte finish archival grade photographic paper and produced by a RA4 process from the digital image with a minimum 300 PPI. Identifying data shall be carried on label affixed to back of photograph without damage to photograph and shall be similar to that provided for final construction photographs.
- C. Furnish six (6) 400 mm x 500 mm (16 by 20 inch) color prints of the following buildings constructed under this project (elevations as selected by the RE from the images taken above). Photographs shall be artistically composed showing full front elevations. All images shall become property of the Government. Each of the selected six prints shall be place in a frame with a minimum of 2 inches of appropriate matting as a border. Provide a selection of a minimum of 3 different frames from which the SRE will select one style to frame all six prints. Photographs with frames shall be delivered to the Resident Engineer in boxes suitable for shipping.

1.32 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 Resident Engineer verbally, and then with a written follow up.

1.33 CONSTRUCTION MEETINGS

- A. The VA will hold a preconstruction meeting with the contractor prior to the start of work.
- B. At a minimum, weekly construction meetings will be held at the project site – RE Office. Attendees shall include the REs, contractor's personnel and other entities concerned with current progress or involved in planning, coordination or performance of future activities. All participants at the meetings shall be familiar with the project and authorized to conclude matters relating to the work. If the RE determines that the meetings need to be held more frequently, the contractor shall oblige at no cost. VA to provide meeting minutes.

1.34 EXISTING BUILDING AIR INTAKES

The existing hospital buildings have multiple AHU and air intake locations where fresh air is brought into the buildings. The contractor must prevent exhaust, fumes, chemical odors, dust, etc.

(as a result of their work), from entering the building. A plan of prevention (including charcoal filters, pre-filters and changes in work hours to accommodate down time for specific air intake locations) must be submitted to the RE Office for approval **prior to the start of work**.

1.35 SAFETY DATA SHEETS

The contractor shall provide SDS sheet for all materials as required. The contractor shall provide a binder with the SDS sheets to the RE. The sheets shall be provided prior to the material being brought on site. The contractor is responsible for maintaining/updating the binder in the RE Office.

1.36 WASTE MANAGEMENT PLAN

- A. The contractor shall submit a waste management plan to the RE prior to any waste removal. Contractor shall make an effort to recycle as much waste as possible.
- B. The plan shall include information for the following:
 - 1. Analysis
 - 2. Proposed alternatives to landfills
 - 3. Method of handling materials to be recycled
 - 4. Procedures
 - 5. Landfill options to include the name of the landfill
 - 6. Transportation – include whether the waste will be site separated and self-hauled
 - 7. Monthly Progress Reports – including weight of materials going to the landfill; weight of materials being recycled; total amount of tipping fees paid at the landfill and total disposal costs.

1.37 TUBERCULOSIS TESTING

- A. The VAMC has determined that all contractor employees shall have a baseline test for TB.
- B. The contractor must provide written certification that **all** employees assigned to the work site have had pre-placement tuberculin screening 90 days **prior** to assignment to the worksite and have been found to have negative TB screening reactions. Contractors will be required to show documentation of negative TB screening reactions for any additional workers who are added after the 90-day requirement before they will be allowed to work on the work site.

This can be the Center for Disease Control (CDC) and Prevention two-step skin testing or a Food and Drug Administration (FDA) approved blood test (see subpars. 5t and 5u).

- C. Contractor employees manifesting positive screening reactions to the tuberculin must be examined according to the current CDC guidelines **prior** to working on VA property.
- D. If the employee is found without evidence of active (infectious) pulmonary TB, a statement documenting examination by a physician must be on file with the employer (construction

contractor) noting that the employee with a positive tuberculin screen test is without evidence of active (infectious) pulmonary TB.

- E. If the employee is found with evidence of active (infectious) pulmonary TB, the employee would require treatment with a subsequent statement to the fact on file with the employer before being allowed to return to work on VA property.

1.38 WATER DISTRIBUTION SANITIZING AND TEST REPORT

Prior to installing new water pipe/connecting to existing water pipe, the contractor shall submit a Plan of Action to the RE. The POA shall include specific information regarding the extent of new pipe install, the connection to the existing pipe, type of disinfectant to be used, duration of flushing and certification of the testing company for water sampling. (Reference the attached – Water Distribution Sanitizing and Testing Report).

Testing for Legionella takes at least 10 days, the contractor shall plan accordingly for plumbing work in the Dental Phases. The contractor is responsible for the testing and costs associated with the testing.

1.39 PLAN OF ACTION (POA)

A Plan of Action shall be submitted to help coordinate work between the contractor and VA on work that impacts the VAMC (including but not limited to – doorway closure requests, demolition/new work within the existing buildings, etc.). The RE may require a POA be submitted for specific work at the RE's discretion. POAs shall be numbered sequentially.

1.40 MISCELLANEOUS ITEMS

- A. Contractor Communications – at all times during the performance of this work, the contractor's Superintendent and Project manager shall be available via cell phone. Prior to the start of work, the contractor shall provide the RE with emergency contact information for contractor personnel.

- B. VA Owned Material and Equipment – use of VA/government owned material and equipment is prohibited.

- C. Work Hours – work hours for this project are:

- Monday thru Friday
- **not** on Saturday or Sunday
- **not** on Federal Holidays
- 7:00a to 3:30p

Request different work hour requests with the RE for approval.

- D. Delivery of Materials – contractor shall coordinate material and equipment deliveries to the project site. VA personnel will not receive contractor deliveries.
- E. Daily Logs – the contractor shall submit Daily Logs on a daily basis. The logs shall include but not be limited to: day, date, weather, name of all subcontractors working on site, number of employees per contractor, **detailed summary of work performed**, material deliveries, equipment used and unused, visitors, safety inspection, E & S inspections shall be completed

and reported every Monday morning and all post precipitation inspections shall be reported on the daily logs. At the RE's discretion, additional information may be required to be reported on the Daily Log.

Memorandum EC-051
February 21, 2013

Contractor ID Badge Request Form

Date: _____

Name of Contract: _____

Contractor: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR ISSUANCE OF
CONTRACTOR ID BADGE: (Must have a valid photo ID/State Driver's License).

A. NAME: _____

B. NAME OF COMPANY: _____

C. PHONE NUMBER(S): _____

D. EXPIRATION DATE OF CONTRACT (provided by VA) _____

ID BADGES ARE ISSUED MONDAY THRU FRIDAY (8 A.M. TO 4 P.M.)

Complete this form and take to the VA Police Office, (insert VA Police location and
phone extension).

You will be required to wear your issued ID Badge, above the waist, at all times while
working on medical center property.

If your issued ID Badge is lost, you will be charged \$25.00 for a replacement.

Approving Official:

Print Name: _____

Signature: _____

Memorandum EC-051
February 21, 2013

CONTRACTOR KEY AGREEMENT LETTER

NAME	COMPANY/COR	KEYS ISSUED	QTY
_____	_____	_____	_____

i1
3

I, the undersigned, acknowledge receipt of the keys designated above, and the terms below:

- (1) I agree not to loan, transfer or give possession of the keys to Any employee or subcontractor, or misuse, modify or alter the keys in any way; _____ init
- (2) I agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys; _____ init
- (3) I agree not to allow any engineering mechanical or electrical doors to be propped open. _____ init
- (4) I agree not to store any materials in the engineering mechanical or electrical rooms. _____ init
- (5) I agree this key will remain in the control of the Contractor Superintendent/undersigned at all times; _____ init
- (6) I agree to immediately report a lost or missing key to the Contracting Officers Representative (COR) for the project and further understand I can be help financially accountable for the loss, and any expenses to rekey affected areas due to the loss. _____ init

I understand if the VA finds the contractor non-compliant with these requirements, the VA will have the key removed from the contractor and they will be required to sign the key out daily through the Contracting Officers Representative (COR) for the remainder of the project.

Printed Name _____

Signature _____

Date _____

Approving Official:

Print Name: _____

Signature: _____

Memorandum EC-051
February 21, 2013

Water Distribution Sanitizing and Testing Report

All renovations and additions to the facility's water distribution lines must be sanitized prior to connection to the existing water system.

From CFM specification Section 221100 FACILITY WATER DISTRIBUTION:

3.3 STERILIZATION

- A. After (leak) tests have been successfully completed, thoroughly flush and sterilize the interior domestic water distribution system in accordance with AWWA C651.
- B. Use NSF approved liquid chlorine (or NSF approved) for sterilization.

Contractor shall:

- A. Flush, sanitize and test newly modified lines prior to connecting to the existing distribution system.
- B. Isolate all areas to be renovated from the existing system prior to demolition.
- C. Provide a flushing and sanitizing plan to the COR for review and approval.
- D. Provide a testing plan to the COR for review and approval.
- E. Complete the following table and attach the bacteriological test report.

Date _____

Loc/Room Number					
10% Point of Use					
Chlorination (PPM)					
Contact Time (HRS)					
Results					

Nearest point of use to supply source and most remote point of use must be bacteriological tested.

Positive bacteriological results must be retreated and retested.

Comments: _____

Contractor

Infection Control Nurse

--- END ---