

GENERAL REQUIREMENTS

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STATEMENT OF WORK

1.1 GENERAL INTENTION AND INITIAL ITEMS OF CONCERN

- A. The contractor shall furnish all labor, materials, equipment, supervision and all other necessary provisions to replace the Three Main Waterlines at Kerrville. The work is located at Kerrville VA Medical Center in Kerrville, Texas.
- B. Visits to the site by Bidders may be made only by appointment with the CO (Contracting Officer).
- C. All employees of the General Contractor and the subcontractors shall comply with VA security management.
 - 1. All employees are to obtain construction employee identification badges before the employee starts. The badge is to be displayed so the construction employee full name and the responsible Medical Center service are seen.
 - 2. All employees are restricted from unauthorized access.
- D. Prior to commencing work, the General Contractor shall provide proof that a OSHA certified "competent person" (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the General Contractor or subcontractors are present.
- E. Training & Tuberculosis Screening:
 - 1. All employees of General Contractor and subcontractors shall have the 10-hour OSHA certified Construction Safety course and/or other relevant competency training, as determined by Medical Center's Safety Service. (Supervisors/CP must have the 30hr.)
 - a. Submit training records of all such employees in compliances with section 1.14 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES with trade's submittal package before the start of the work.
 - 2. When asked, all employees of the General Contractor and subcontractors shall provide documentation of "no active Tuberculosis" that is dated within 120 calendar days of the employees' assignment to the project.

1.2 STATEMENT OF BID ITEM(S)

A. Base Bid

1. The general contractor and its sub-contractors shall furnish all labor, materials, equipment, supervision and all other necessary provisions to perform the following work :
 - a. Replace approximately 15,000 Linear Feet of trenched underground waterline.
 - b. Replacement includes 18 gate valves and two (2) fire hydrants
 - c. Installation includes miscellaneous excavation, patching and repairs of affected areas.
 - d. Relocation of backflow preventer serving the cooling tower make-up water supply.
 - e. Appropriate environmental and erosion control measures are paramount to project execution.
 - f. Building Work shall replace building water entry from 5 feet outside the building to the interior building water shut off valve. The building water entry includes domestic water supply piping and a separate fire sprinkler piping for 19 separate building entries.
 - g. All hydrostatic testing and commissioning is included.
2. Specifications for the components shall be included in this general requirement. Drawing of the existing conditions and location of exhaust line to be removed or replaced will be provided.
3. The contractor will not be provided with project parking or be provided with on site material storage / lay-down area. Vehicle access for additional deliveries of materials and equipment will be provided.
4. This project will be given 150 Days to complete. All contractors personal on site shall be required to have site specific training in local emergency, hazard, fire, and infection control information. Site specific training shall include fire safety procedures, related contact numbers, infection prevention measures and life safety measures. Proof of training is required to be made available during work hours.
5. All work must be done according to industry standards. Work in the hospital must meet the minimum criteria for OSHA, National Fire Protection Agency (NFPA), and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirements.

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. BEFORE AWARD OF CONTRACT, The contractor should have existing conditions drawings, location of riser shutdown area, and this general requirement of make bid.

1.4 CONSTRUCTION SECURITY AND SAFETY REQUIREMENTS

A. Security and Safety Plans:

1. The security plan defines both physical and administrative security procedures that addresses site security and documentation control.
2. The safety plan will address operational procedures that addresses lock out tag of all utilities, working in area between patient care floors, and when working with flammable liquids/gases.
3. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these procedures. These procedures shall remain effective for the entire duration of the project.

B. Security Procedures:

1. General Contractor's employees shall not enter the project site without their appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. For working during the non-business hours, the General Contractor shall give three (3) calendar days notice to the Contracting Officer and the Contracting Officers Representative so that security arrangements can be provided. This notice is separate from any notices required for utility shutdown described later in the General Requirements.
3. No photography of VA premises is allowed without permission of the Contracting Officer or Contracting Officer Representative.
 - a. Photos must not contain images of patients and/or patient's information.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

5. For information protection the contractor will not have access to VA desktop computers nor will they have access to online resources belonging to the government while conducting this project.
6. The contractor will not have access to Patient Health Information (PHI) nor will they have the capability of accessing patient information during the services provided to the VA per the Medical Center's Privacy Officer.
7. All construction employees must present two (2) forms of Government issued identification when applying for a construction employee identification badge.

C. Key Control:

1. The General Contractor shall be provide a key and/or lock combinations for the purpose of security and inspections of every area of project excluding tool boxes and parked machines. Any and all keys signed out to the contractor will be turned in at the final walkthrough or the cost of \$100/key not return will be deducted from the final payment.

D. Document Control:

1. 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.
2. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
3. Notify the Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".

E. Motor Vehicle Restrictions

1. For this project the contractor will not be provided with onsite parking or be provided with onsite material storage / lay-down area. Only deliveries are permitted.

F. Safety Procedures:

1. The General Contractor and subcontractor employees will be required to use a "Working Safety in interstitial" Permit when working in the spaces between patient care floors.
 - a. This requires but not limited to notifying the safety office and the staff in areas intermediately below the workspace.

- b. provide platforms and provide small weave netting beneath work areas. Secure platforms and netting to fix building structural components.
 - c. If platforms and netting cannot provide adequate protection from falling objects to the space below, the removal of staff and/or patients from the spaces below must be coordinated. No staff and/or patients may occupy the space during the entire duration of work in the interstitial.
 - d. Properly securing workers in interstitial spaces with harnesses to fix building structural components.
2. The General Contractor and subcontractor employees will be required to use a "Hot Work" Permit when performing welding, blazing and similar activities that uses flammable gases.
- a. This requires the contractor to notify the safety office when hot work is performed. The permit includes certification of pre and post inspection of the work area for combustible materials.
 - b. A firewatch will be needed during hot work activities.
3. The General Contractor and subcontractor employees will be required to complete a "LockOut/TagOut Inspection Checklist" prior to work on any utilities.
- a. The checklist will be required before any utilities are de-energized.
 - 1. The contractor will be required to submit documentation pertaining to their Authorized Employees with LOTO training performing LOTO, documentation of their LOTO procedures, and documentation of an audit for their LOTO procedures in the last year. Submit in accordance with Section 1.14 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.
4. When electrical utilities cannot be de-energized to perform work, an "Energized Electrical Work Permit" will be required.
- a. The General Contractor and/or the subcontractors shall be required to have an electrically qualified person(s) to complete the permit and to attend a pre work coordination meetings.

1.5 FIRE SAFETY

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

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

E84-2009.....Surface Burning Characteristics of Building
Materials

2. National Fire Protection Association (NFPA):

10-2013.....Standard for Portable Fire Extinguishers

30-2012.....Flammable and Combustible Liquids Code

51B-2014.....Standard for Fire Prevention During Welding,
Cutting and Other Hot Work

70-2014.....National Electrical Code

241-2013.....Standard for Safeguarding Construction,
Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

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

B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to start of work, prepare a plan detailing project-specific fire safety measures, including periodic status reports, and submit to Contracting Officer Representative or to Facility Safety Manager for review for compliance with contract requirements in accordance with Section 1.14 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES Prior to any construction employee beginning work, they shall undergo a safety briefing provided by the Medical Center's competent person. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. Documentation shall be provided to the COR that individuals have undergone contractor's safety briefing.

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

- D. Separate dumpsters from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).
- E. Temporary Heating and Electrical: No Temporary heating or electricity will be needed for this project.
- F. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with COR or Facility Safety Manager.
- G. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to COR or Facility Safety Manager.
- H. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- I. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, 1910.1200, NFPA 241, NFPA 30, and .
- J. Existing Fire Protection: Do not impair automatic sprinklers, smoke & heat detection, and/or fire alarm systems unless approved by the Facility Safety Manager. Provide fire watch for smoke & heat detection, and/or fire alarm impairments for more than 4 hours in a 24-hour period. Also provide fire watch for automatic sprinklers impairments for more than 10 hours in a 24-hour period. Request interruptions in accordance with section, 1.6 OPERATIONS AND STORAGE AREAS, and coordinate with COR and Facility Safety Manager. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the COR.
- K. Smoke Detectors: Prevent accidental operation. Provide temporary covers during construction activities and remove temporary covers at end of work operations each day. Coordinate with COR or Facility Safety Manager.
- L. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with COR and Facility Safety Manager at least twenty-four (24) hours in advance.
- M. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to COR.

- N. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. In separate and detached buildings under construction, smoking is prohibited except in designated smoking rest areas.
- O. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- P. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.
- Q. If required, submit documentation to the COR that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.

1.6 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations (including storage of materials) in the foot print of the defined work area. 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. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways. 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.

(FAR 52.236-10)

- C. Delivery Drivers and employee are subject to rules of Medical Center applicable to their conduct.
- D. Execute work so as to interfere as little as possible with normal functioning of the Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly

by patients or medical personnel, and Contractor's personnel, except as permitted by COR 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.

E. Utilities Services: Maintain existing utility services for Medical Center at all times. 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 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 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 the Medical Center Safety Service, Director prior knowledge and approval.
2. Contractor shall submit a request to interrupt any such services to COR, in writing, 72 hours in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time approved by safety office may occur at times other than the standard business hours.
4. Major interruptions where utilities cannot be shutdown of any system must be requested, in writing, at least 7 calendar days prior to the desired time and shall be performed as directed by the COR.
5. In case of a contract construction emergency, service will be interrupted on approval of COR. Such approval will be confirmed in writing as soon as practical.

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.
- F. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.
- G. Coordinate the work for this contract with other construction operations as directed by COR. This includes the scheduling of traffic and the use of roadways.

1.7 INFECTION PREVENTION MEASURES

- A. Implement the requirements of Medical Center's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.
- B. Establish and maintain a dust control program as part of the contractor's infection preventive measures in accordance with the guidelines provided by ICRA Group. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to COR and Facility ICRA team for review for compliance with contract requirements in accordance with Section 1.14, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.
- C. Training and Certification of no active Tuberculosis:
 1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center.
 2. Ensuring certification that the contractor has a medical program that addresses tuberculosis. The medical program shall include written assurance that each employee has no active tuberculosis. All contract employees assigned to the work site shall have a pre-

placement tuberculin screening within 120 days prior to assignment to the worksite as recommended by the Center for Disease Control (CDC). This can be the CDC two-step skin testing or a Food and Drug Administration (FDA) approved blood test. Employees manifesting positive screening reactions to the tuberculin shall be examined per current CDC guidelines prior to working on VHA property. If the employee is found without evidence of active (infectious) pulmonary tuberculosis (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 screening test is without evidence of active (infectious) pulmonary TB. If the employee is found with evidence of active (infectious) pulmonary TB, the employee would require treatment with a subsequent statement as outlined above before being allowed to return to work on VHA property.

- D. The contractor as directed by the medical center's infection control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the medical center prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition:
1. In case of any problem, the medical center, along with assistance from the contractor, shall conduct an environmental assessment to find and eliminate the source. Do not perform dust producing tasks within occupied areas without the approval of the COR. For construction in any areas that will remain jointly occupied by the medical Center and Contractor's employees, the Contractor shall:
 2. Provide dust proof one-hour fire-rated temporary drywall construction barriers to completely separate construction from the operational areas of the hospital in order to contain dirt debris and dust. Barriers shall be sealed and made presentable on hospital occupied side. Install a self-closing rated door in a metal frame, commensurate with the partition, to allow worker access. Maintain negative air at all times. A fire retardant polystyrene, 6-mil thick or greater plastic barrier meeting local fire codes may be used where dust control is the only hazard, and an agreement is reached with the COR and Medical Center IRCA team.

3. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust to exterior is not reintroduced to the medical center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Accumulator) filter vacuum system rated at 95% capture of 0.3 microns including pollen, mold spores and dust particles. Insure continuous negative air pressures occurring within the work area. HEPA filters should have ASHRAE 85 or other pre-filter to extend the useful life of the HEPA. Provide both primary and secondary filtrations units. Exhaust hoses shall be heavy duty, flexible steel reinforced and exhausted so that dust is not reintroduced to the medical center.
4. An adhesive walk-off mat and a carpet walk-off mat, minimum 900mm x 1500mm (36" x 60"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.
5. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.
6. The contractor shall not haul debris through patient-care areas without prior approval of the COR and the medical center's infection control personnel. When, approved, debris shall be hauled in enclosed dust proof containers with a lid tied close with rope or bungee cord. No sharp objects should be allowed to cut through the container or lid. Wipe down the exterior of the containers with a damp rag to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.
7. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.
8. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must be cleaned up and

dried within 12 hours. Remove and dispose of porous materials that remain damp for more than 72 hours.

9. At completion, remove construction barriers and ceiling protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.

E. In general, following preventive measures shall be adopted during construction to keep down dust and prevent mold.

1. Dampen debris to keep down dust in existing structures where directed by COR.
2. Do not perform dust producing tasks within occupied areas without the approval and notification of the COR.

F. Final Cleanup:

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

1.8 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 on drawings or in specifications as items to be kept by the Government. Items that remain property of the Government shall be protected in such a manner as to prevent damage which would be detrimental to re-installation and/or reuse. Store such items where directed by COR.
2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.
3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by

the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.

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 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.

(FAR 52.236-9)

1.10 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the COR. 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 indicated on drawings and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

1.11 AS-BUILT DRAWINGS

- A. The contractor shall maintain one (1) set of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the COR's review, as often as requested.
- C. Contractor shall deliver one approved completed sets of as-built drawings to the COR within 15 calendar days after the acceptance of the project by the COR.

1.12 TEMPORARY TOILETS

- A. No Temporary toilets will be needed for this project.

1.13 CONSTRUCTION WASTE MANAGEMENT

A. REFERENCE: VA DIRECTIVE 0063, WASTE PREVENTION AND RECYCLING PROGRAM

- B. This section specifies the requirements for the management of non-hazardous building construction and demolition (C&D) waste.
- C. Waste disposal in landfills shall be minimized to the greatest extent possible. Of the inevitable waste that is generated, as much of the waste material as economically feasible shall be salvaged, recycled or reused.
- D. Contractor shall use all reasonable means to divert construction and demolition waste from landfills and incinerators, and facilitate their salvage and recycle not limited to the following:
 - 1. Waste Management Plan development and implementation.
 - 2. Techniques to minimize waste generation.
 - 3. Sorting and separating of waste materials.
 - 4. Salvage of existing materials and items for reuse or resale.
 - 5. Recycling of materials that cannot be reused or sold.
- E. Contractor shall develop and implement procedures to reuse and recycle materials to a minimum of 50 percent.
- F. Contractor shall provide all demolition, removal and legal disposal of materials. Contractor shall ensure that facilities used for recycling, reuse and disposal shall be permitted for the intended use to the extent required by local, state, federal regulations. The Whole Building Design Guide website <http://www.wbdg.org> provides a Construction Waste Management Database that contains information on companies that haul, collect, and process recyclable debris from construction projects.
- G. Contractor shall assign a specific area to facilitate separation of materials for reuse, salvage, recycling, and return. Such areas are to be kept neat and clean and clearly marked in order to avoid contamination or mixing of materials.
- H. Contractor will maintain monthly summary of construction and demolition debris diversion and disposal, quantifying all materials generated at the work site and disposed of or diverted from disposal through recycling.
- I. With each application for progress payment, submit a summary of construction and demolition debris diversion and disposal including beginning and ending dates of period covered. The contractor will

provide the COR a completed South Texas Veterans Health Care System Construction Waste Recycling form with each progress payment. (see attachment A)

1.14 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

- A. Refer to Articles titled SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FAR 52.236-21) and, SPECIAL NOTES (VAAR 852.236-91), in GENERAL CONDITIONS.
- B. For the purposes of this contract, samples, test reports, certificates, and manufacturers' literature and data shall also be subject to the previously referenced requirements. The following text refers to all items collectively as SUBMITTALS.
- C. Submit for approval, all of the items specifically mentioned under the separate sections of the specification, with information sufficient to evidence full compliance with contract requirements. Materials, fabricated articles and the like to be installed in permanent work shall equal those of approved submittals. After an item has been approved, no change in brand or make will be permitted unless:
 - 1. Satisfactory written evidence is presented to, and approved by Contracting Officer, that manufacturer cannot make scheduled delivery of approved item or;
 - 2. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;
 - 3. Other conditions become apparent which indicates approval of such substitute item to be in best interest of the Government.
- D. Forward submittals in sufficient time to permit proper consideration and approval action by Government. Time submission to assure adequate lead time for procurement of contract - required items. Delays attributable to untimely and rejected submittals will not serve as a basis for extending contract time for completion.
- E. Submittals will be reviewed for compliance with contract requirements by COR, and action thereon will be taken by COR on behalf of the Contracting Officer.
- F. Upon receipt of submittals, COR will assign a file number thereto. Contractor, in any subsequent correspondence, shall refer to this file

and identification number to expedite replies relative to previously approved or disapproved submittals.

- G. The Government reserves the right to require additional submittals, whether or not particularly mentioned in this contract. If additional submittals beyond those required by the contract are furnished pursuant to request therefor by Contracting Officer, adjustment in contract price and time will be made in accordance with Articles titled CHANGES (FAR 52.243-4) and CHANGES - SUPPLEMENT (VAAR 852.236-88) of the GENERAL CONDITIONS.
- H. Schedules called for in specifications and shown on shop drawings shall be submitted for use and information of Department of Veterans Affairs and COR. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The Contracting Officer and COR assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.
- I. Submittals must be submitted by Contractor only and shipped prepaid. Contracting Officer assumes no responsibility for checking quantities or exact numbers included in such submittals.
 - 1. Submit samples in single units unless otherwise specified. Submit shop drawings, schedules, manufacturers' literature and data, and certificates in quadruplicate, except where a greater number is specified.
 - 2. Submittals will receive consideration only when covered by a transmittal letter signed by Contractor. Letter shall be sent via first class mail or E-Mail and shall contain the list of items, name of Medical Center, name of Contractor, contract number, applicable specification paragraph numbers, applicable drawing numbers (and other information required for exact identification of location for each item), manufacturer and brand, ASTM or Federal Specification Number (if any) and such additional information as may be required by specifications for particular item being furnished. In addition, catalogs shall be marked to indicate specific items submitted for approval.
 - a. A copy of letter must be enclosed with items, and any items received without identification letter will be considered "unclaimed goods" and held for a limited time only.

- b. Each sample, certificate, manufacturers' literature and data shall be labeled to indicate the name and location of the Medical Center, name of Contractor, manufacturer, brand, contract number and ASTM or Federal Specification Number as applicable and location(s) on project.
 - c. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material, and by Contractor.
- J. If submittal samples have been disapproved, resubmit new samples as soon as possible after notification of disapproval. Such new samples shall be marked "Resubmitted Sample" in addition to containing other previously specified information required on label and in transmittal letter.
- K. Approved samples will be kept on file by the COR at the site until completion of contract, at which time such samples will be delivered to Contractor as Contractor's property. Where noted in technical sections of specifications, approved samples in good condition may be used in their proper locations in contract work. At completion of contract, samples that are not approved will be returned to Contractor only upon request and at Contractor's expense. Such request should be made prior to completion of the contract. Disapproved samples that are not requested for return by Contractor will be discarded after completion of contract.
- L. Submittal drawings (shop, erection or setting drawings) and schedules, required for work of various trades, shall be checked before submission by technically qualified employees of Contractor for accuracy, completeness and compliance with contract requirements. These drawings and schedules shall be stamped and signed by Contractor certifying to such check.
- 1. For each drawing required, submit one legible photographic paper, vellum or PDF reproducible.
 - 2. Reproducible shall be full size. (30" x 42")
 - 3. Each drawing shall have marked thereon, proper descriptive title, including Medical Center location, project number, manufacturer's number, reference to contract drawing number, detail Section Number, and Specification Section Number.

4. A space 120 mm by 125 mm (4-3/4 by 5 inches) shall be reserved on each drawing to accommodate approval or disapproval stamp.
 5. For submitting hardcopy drawings: Prepare drawing in ROLLED WITHIN A MAILING TUBE, fully protected for shipment.
 6. One reproducible print of approved or disapproved shop drawings will be forwarded to Contractor.
 7. When work is directly related and involves more than one trade, shop drawings shall be submitted to COR under one cover.
- M. Samples shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for approval to:
- Patrick Cooke patrick.cooke@va.gov
- (COR) (E-mail)
- 7400 Merton Minter Boulevard
- (COR P.O. Address)
- San Antonio, Texas 78229
- (City, State and Zip Code)

1.15 PROJECT SCHEDULES (SMALL PROJECTS - DESIGN/BID/BUILD)

- A. GENERAL
 1. DESCRIPTION:
 - a. The Contractor shall develop a bar Gantt schedule demonstrating fulfillment of the contract requirements (Project Schedule), and shall keep the Project Schedule up-to-date in accordance with the requirements of this section and shall utilize the plan for scheduling, coordinating and monitoring work under this contract (including all activities of subcontractors, equipment vendors and suppliers).
 2. CONTRACTOR'S REPRESENTATIVE:
 - a. The Contractor shall designate an authorized representative responsible for the Project Schedule including preparation, review and progress reporting with and to the Contracting Officer's Representative (COR).

- b. The Contractor's representative shall have direct project control and complete authority to act on behalf of the Contractor in fulfilling the requirements of this specification section.
 - c. The Contractor's representative shall have the option of developing the project schedule within their organization or to engage the services of an outside consultant.
3. THE COMPLETE PROJECT SCHEDULE SUBMITTAL
- a. Within 14 calendar days after receipt of Notice to Proceed, the Contractor shall submit for the Contracting Officer's review one (1) electronic copy of the schedule showing all material lead time, PRV system durations (i.e. A1-IGL-hot water PRV system, A1-IGL-cold water PRV system) and trunk line each isolation valve to install. Include events that show shutdowns, startups and effected areas. The schedule must show the work activate logic that is optimized to provide the least amount of downtime to the Medical Center's domestic water. The complete working schedule shall include a narrative on the Contractor's ration to scheduling the complete project.
4. PROJECT SCHEDULE REQUIREMENTS
- a. Show on the project schedule the sequence of work activities/events required for complete performance of all items of work. The Contractor Shall:
 - 1. Show activities/events as:
 - i. Interruption of VA Facilities utilities, project phasing and any other specification requirements.
 - b. The Contractor shall submit the following supporting data in addition to the project schedule:
 - 1. The appropriate project calendar including working days and holidays.
 - 2. The planned number of shifts per day.
 - 3. The number of hours per shift.
 - c. To the extent that the Project Schedule or any revised Project Schedule shows anything not jointly agreed upon, it shall not be deemed to have been approved by the COR. Failure to include any element of work required for the performance of this contract shall not excuse the Contractor from completing all work required within any applicable completion date of each phase regardless of the COR's approval of the project schedule. Failure of the

Contractor to include this data shall delay the review of the submittal until the Contracting Officer is in receipt of the missing data.

C. EXECUTION

1. EXAMINATION

- a. Valve interior shall be examined for cleanliness, freedom from foreign matter, and corrosion. Special packing materials shall be removed, such as blocks, used to prevent disc movement during shipping and handling.
- b. Valves shall be operated in positions from fully open to fully closed. Guides and seats shall be examined and made accessible by such operations.
- c. Threads on valve and mating pipe shall be examined for form and cleanliness.
- d. Mating flange faces shall be examined for conditions that might cause leakage. Bolting shall be checked for proper size, length, and material. Gaskets shall be verified for proper size and that its material composition is suitable for service and free from defects and damage.
- e. Do not attempt to repair defective valves; replace with new valves.

2. VALVE INSTALLATION

- a. Install valves with unions or flanges at each piece of equipment arranged to allow service, maintenance, and equipment removal without system shutdown.
- b. Valves shall be located for easy access and shall be provide with separate support. Valves shall be accessible with access doors when installed inside partitions or above hard ceilings.
- c. Valves shall be installed in horizontal piping with stem at or above center of pipe
- d. Valves shall be installed in a position to allow full stem movement.

3. ADJUSTING

- a. Valve packing shall be adjusted or replaced after piping systems have been tested and put into service but before final adjusting

and balancing. Replace valves shall be replaced if persistent leaking occurs.

4. STERILIZATION

- a. After tests have been successfully completed, thoroughly flush and sterilize the interior domestic water distribution system in accordance with AWWA C651.
- b. Use liquid chlorine or hypochlorite for sterilization.

Attachments

**INFECTION CONTROL RISK ASSESSMENT (IRCA) CONSTRUCTION
PERMIT**

PROJECT TITLE: Replace Three Main Waterlines @ Kerrville

SUPERINTENDENT: _____ PHONE NUMBER: _____

CONTRACT OFFICERS REPRESENTATIVE: Patrick Cooke

PHONE NUMBER: 210-378-5890 EST. DATES OF CONSTRUCTION: June

2017

PROJECT # 671A4-15-102 BUILDING # Various FLOOR#

Various

AFFECTED SERVICE(S) SPD

References reverse side for Definitions and IC Construction Activity Matrix Circle the appropriate class of this project.

SUMMARY OF RECOMMENDED PROCEDURES BASED ON CLASS

CL	1. Execute work by methods to minimize raising dust.
ASS 1	2. Immediately replace any ceiling tile displaced for visual inspection.
—	3. Minor demolition for remodeling.
—	
Dat	

e _____ _____ Init ials	
CL ASS 2 _____ _____ Dat e _____ _____ Init ials	<ol style="list-style-type: none"> 1. Provide active means to prevent airborne dust from dispensing into atmosphere. 2. Water mist work surfaces to control dust while cutting. 3. Seal unused doors with duct tape. 4. Block off and seal air vents. 5. Contain and transport waste in covered containers. 6. Wet mop and/or vacuum with HEPA filtered vacuum before leaving area. 7. Place dust mat at entrance and exit of work area. 8. Remove or isolate HVAC system in areas where work is being performed. 9. Post sign cautioning about spread of dust.
CL ASS 3 _____ _____ Dat e _____ _____	<ol style="list-style-type: none"> 1. Notify IC for approval before construction begins. 2. Remove or isolate HVAC system. 3. Complete all barriers before construction begins. Dust barriers must be constructed of fire rated material from floor to decking at interstitial level. Dust barriers constructed at floor level must have a one hour fire rating. 4. Do not remove barriers until completed project is thoroughly cleaned. 5. Vacuum work with HEPA filter vacuum as required.

<p>_____</p> <p>Init</p> <p>ials</p>	<p>6. Wet mop with disinfectant.</p> <p>7. Remove barrier materials carefully to minimized spreading of dirt and debris.</p> <p>8. Contain and transport waste in covered containers.</p> <p>9. Post sign cautioning about spread of dust.</p> <p>10. Maintain negative pressure with HEPA filtration, exhaust must be routed to main ventilation or outside of building.</p>
<p>CL</p> <p>ASS 4</p> <p>_____</p> <p>_____</p> <p>Dat</p> <p>e</p> <p>_____</p> <p>_____</p> <p>Init</p> <p>ials</p>	<p>1-10 SAME as Class 3</p> <p>11. Seal holes, pipes, conduits, and punctures appropriately.</p> <p>12. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work or their coveralls can be removed each time they leave the work site.</p> <p>13. All personnel entering work site are required to wear shoe covers.</p>

COMMENTS:

SIGNATURE OF INFECTION CONTROL REQUIRED FOR CLASS 3 & 4

DATE

INFECTION CONTROL CLASS IDENTIFICATION (I-IV)

TYPE OF CONSTRUCTION	<i>Ty</i>	<i>Ty</i>	<i>Ty</i>	<i>Ty</i>
ACTIVITY →	<i>pe “A”</i>	<i>pe “B”</i>	<i>pe “C”</i>	<i>pe “D”</i>
RISK LEVEL ∇				
GROUP 1	I	II	II	III
GROUP 2	I	II	III	III
GROUP 3	I	III	III	IV
GROUP 4	III	III/ IV	III /IV	IV

Use this matrix to determine ***Class*** of construction activity. Class is determined based on two factors: (1) type based on complexity of construction with Type A – being the least complex and Type D having the greatest complexity, and (2) risk level of construction area defined by group 1-4, low to high risk, respectively. Use the ***Class*** to determine preventive construction activities as identified on IC Construction Permit (See reverse side of form).

DEFINITION OF TYPES

(1) Type A: Inspection and non-invasive activities including but not limited to removal of ceiling tiles for visual inspection limited to 1 tile per 50 square feet, painting (not sanding) wall covering, electrical trim work, minor plumbing; and other activities which do NOT generate dust or require cutting of walls or access to ceilings.

- (2) Type B: Small scale, short duration activities, which create minimal dust. Includes but not limited to installation of telephone and computer cabling, access to chase spaces, cutting of walls or ceiling where dust migration can be controlled.
- (3) Type C: Any work, which generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies. Includes but is not limited to sanding of wall for paint or wall-covering, removal of floor covering, ceiling tiles and casework, new wall construction, minor ductwork or electrical work above ceilings, major cabling activities, and any activity which cannot be completed within a single work shift.
- (4) Type D: Major demolition and construction projects. Includes but is not limited to activities which require consecutive work shifts, heavy demolition or removal of a complete ceiling system and new construction.

DEFINITION OF IC RISK GROUP

GROUP 1 Lowest	GROUP 2 Medium	GROUP 3 Medium High	GROUP 4 Highest
1. Office areas 2. Non-clinical areas	1. Patient care areas where no invasive procedures are performed.	1. Urgent care 2. Radiology/MRI 3. Post anesthesia 4. Day surgery 5. Intensive care units	1. bone marrow transplant unit 2. Operating rooms 3. Sterile processing 4. Cardiac cath and

		6. Nuclear medicine 7. Cafeteria 8. EP labs 9. Laboratories 10. Inpatient units	special procedures 5. Dialysis unit 6. Oncology/Apheresis 7. Anesthesia and pump area 8. All endoscopy areas 9. Pharmacy admixture
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PRE-CONSTRUCTION RISK ASSESSMENT (PRCA)

PROJECT: Replace SPD Cart Washer Exhaust @ALMD	DATE: 27 Jan 2017
---	-------------------

HAZARD	APPLI CABLE	ACTION REQUIRED
Infection Control Risk Assessment (ICRA)	ES O	The work will be done in the interstitial areas
Tuberculosis Screening	ES O	Yes, It will be required
National Environmental Policy Act (NEPA)	ES O	The exhaust line vent outside
Interim Life Safety Measures (ILSMs) (Egress, Fire Alarm, Fire Suppression, etc.)	ES O	Fire suppression, fire alarms, and fire egress will be remain unchanged during work
Air Quality (Smoke, Vapors, Dust, etc.)	ES O	Welding in project
Noise	ES O	Reduce noise by using a different fan
Vibration	ES O	
Utility Disruptions	ES O	Exhaust line is isolated
Emergency Response Procedures	ES O	
Patient Accessibility		

	ES	O	
Job Access (Patient Care Areas)	ES	O	
Security (Badges and Physical Site)	ES	O	All contractors will have badging
Traffic Flow	ES	O	Mean of egress will not be affected
Hazardous Materials	ES	O	No ACM/PACM associated with this project. Only water will be released
SIGNATURES BY:			
N/A (Hospital)			
AFFECTED SERVICE/SECTION CHIEF		DATE	
INFECTION CONTROL NURSE		DATE	
Patrick Cooke		27 Jan 2017	
CONTRACTING OFFICER REPRESENTATIVE/COR		DATE	
CHIEF DESIGN SECTION		DATE	
CHIEF SAFETY SERVICE		DATE	

South Texas Veterans Health Care System

Construction and Demolition Waste Recycling Form

FY17 (1 June 2017 – 30 Sep 2017)

Progress payment period month: _____

Project # & Title: 671A4-15-102 Replace Three Main Waterlines @ KD

Contractor: _____

Probability

1. Provide the total pounds of Construction and Demolition Debris generated:
2. Provide the total cost for disposal of Construction and Demolition Debris:
3. Provide the total pounds of Construction and Demolition Debris recycled:
4. Break out the total pounds of Construction and Demolition Debris recycled into the following categories:
 - a) Total pounds of wood recycled:
 - b) Total pounds of steel recycled:
 - c) Total pounds of cast iron recycled:
 - d) Total pounds of tin recycled:
 - e) Total pounds of aluminum recycled:
 - f) Total pounds of copper recycled:

g) Total pounds of lead recycled:

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REVIEW

Project/Proposed Action Title:					Location: ALMD, Pipe Space					Date: 27 Jan 2017																																																								
Replace Three Main Waterlines @ KD					Project Number: 671A4-15-102																																																													
Project/Proposed Action Purpose and Need:																																																																		
Project/Proposed Action Description:																																																																		
Part of a Larger or Continuing Effort?				<input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes:																																																												
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Community Noise					Utilities																																		
Land Use					Other:																																		
DETERMINATION																																							
<p><input checked="" type="checkbox"/> I find that the proposed project qualifies as a Categorical Exclusion (CATEX), with no extraordinary circumstances. The specific CATEX is: 5. Interior construction or renovation.</p> <p><input type="checkbox"/> I find that the proposed project may have a significant effect on the environment, therefore an Environmental Assessment (EA) will be prepared.</p> <p><input type="checkbox"/> The project clearly has significant environmental effects and an Environmental Impact Statement (EIS) will be prepared.</p>																																							
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NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REVIEW

VA Categorical Exclusion List from 38 CFR Part 26.6(b)(1)

1. Repair, replacement, and new installation of primary or secondary electrical distribution systems;

2. Repair, replacement, and new installation of components such as windows, doors, roofs; and site

elements

such as sidewalks, patios, fences, retaining walls, curbs, water distribution lines, and sewer lines

which involve

work totally within VA property boundaries;

3. Routine VA grounds and facility maintenance activities;

4. Procurement activities for goods and services for routing facility operations maintenance and

support;

5. Interior construction or renovation;

6. New construction of 75,000 gross square feet or less;

7. Development of 20 acres of land or less within an existing cemetery, or development on acquired

land of five

acres or less;

8. Actions which involve support or ancillary appurtenances for normal operation;

9. Leases, licenses, permits, and easements;

10. Reduction in force resulting from workload adjustments, reduced personnel or funding levels,

skill imbalances

or other similar causes;

11. VA policies, actions and studies which do not significantly affect the quality of the human environment;

12. Preparation of regulations, directives, manuals or other guidance that implement, but do not substantially

change, the regulations, directives, manuals, or other guidance of higher organizational levels or another

Federal agency; and

13. Actions, activities, or programs that do not require expenditure of Federal funds.

Extraordinary Circumstances from 38 CFR Part 26.6(b)(1)

1. Greater scope or size than normally experienced for a particular categorical exclusion
2. Actions in highly populated or congested areas
3. Potential for degradation, although slight, or existing poor environmental conditions
4. Use of unproven technology
5. Potential presence of an endangered species, archaeological remains, or other protected resources
6. Potential presence of hazardous or toxic substances

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REVIEW

Potential

Considerations – will the action:

Impact	
Aesthetics	<p>Substantial adverse or positive effect on a scenic vista?</p> <p>Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?</p> <p>Substantially degrade or improve the existing visual character or quality of the site and its surroundings?</p> <p>Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?</p>
Air Quality	<p>Release substances for which there is a National Ambient Air Quality Standard (such as sulfur or nitrogen oxides, carbon monoxide, lead, particulates, volatile organics, etc)?</p> <p>Install devices with potential air quality impacts including incinerators, sterilizer equipment, generators, boilers, paint booths, lab hoods, industrial exhaust equipment, etc ?</p> <p>Create objectionable odors affecting a substantial number of people?</p> <p>Create significant dust during construction or operations?</p>
Cultural Resources	Affect any structures or areas known to be historic or culturally important? (Projects/actions at KD, refer to historical survey)
Water Resources	<p>Pump/remove or add/release water or waste to ground or surface water?</p> <p>Significantly increase or decrease (>1%) water usage.</p>
Wildlife and Habitat	<p>Affect any threatened and endangered species?</p> <p>Disturb birds/nesting areas?</p> <p>Damage or remove any trees?</p> <p>Displace wildlife?</p> <p>Be located near any potentially sensitive habitats (streams, forests, preserves, etc)</p>
Community Noise	Create significant noise during construction or operations ?
Land Use	Fit with local zoning and land use?

Flood Plains/ Wetlands	Alter or disturb and flood plains, streams, creeks, pools, swamp, marsh, etc?
Socioeconomics/ Environmental Justice	Affect local community socioeconomics? Improve or degrade the living conditions of the local area with desirable/undesirable new facilities or operations?
Community Services	Create any additional requirements for local community fire, water, sewage, stormwater, police, schools, etc services?
HAZMAT/ Hazardous Waste	Increase the use or add new hazardous materials/hazardous waste? Install or remove fuel, oil, or other chemical tanks greater than 55 gallons? Increased emissions from spray or evaporation of hazmat Involve structures that contain asbestos containing material or lead-based paint? (Ask Safety Office for STX Facilities, see Phase I Environmental Site Assessment for transfer/purchase of other properties).
Transportation / Parking	Improve or degrade access/egress of site, adjacent public roadways, public transportation systems, traffic flow, parking availability, etc?
Utilities	Add or remove any process plumbed/tied into the sanitary sewer (utility sinks, lab equipment, wash systems, water conditioning, filter back-flushing, etc)? Add or remove significant heating/cooling requirement? Add or remove significant electrical or drinking water system requirements?
Other:	Involve any other aspects that have the potential to create substantial public controversy?

Audie L. Murphy VA Hospital Division
Permit for Interstitial Entry (October 2012)

- All general contractors and sub-contractors must obtain a permit for DAILY entry into interstitial space from Safety Service. M&O and Biomed are required to obtain a permit for interstitial entry for construction work. M&O, Biomed, and Projects will not require a permit for routine maintenance or investigations, provided that all work is performed within the confines of the catwalk. Interstitial doors provide a barrier and must be closed at all times (including smoke wall hatch doors) and absolutely NO food, drink, or tobacco products are permitted.
- Before entering the interstitial space all personnel must complete one-time fall protection training and comply with STVHCS Policy Memorandum 007-12-04 (Working Safely in Interstitial Spaces). Fall protection training will be conducted by the competent person.
- Contractors will NOT route wire or cable through wire chases, pipe chases, and/or fire/smoke barriers without written authorization from the COR or Safety Service. The COR will record the location of penetrations of all wire chases or fire/smoke barriers, and ensure penetrations are sealed correctly with a NFPA/JC approved method/material. M&O staff must notify the Foreman of wire routing, fire/smoke barrier, and chase penetrations. The COR or M&O Foreman will be responsible to inspect all work completed in the interstitial by a contractor.

1. Contractor/Section/Department Name:	
2. Date:	
3. Name of Foreman/Competent Person and Contact Number:	
4. Floor of Interstitial:	
5. Nearest Stairwell/Elevator to Interstitial:	
6. Type of work being accomplished:	
a Does work involve routing · cabling, conduit, piping in interstitial space, specify smoke/fire barriers:	YES NO (CIRCLE ONE)
b Does work involve routing · cabling, conduit, piping via chase from floor to floor:	YES NO (CIRCLE ONE)

7. Will work be done on catwalk only:	YES NO (CIRCLE ONE)
8. COR/Foreman that has inspected the interstitial work area (Initials & Date):	
9. Review by Safety Office (Initials & Date):	

STVHCS Energized Electrical Work Permit

Under NFPA 70E, there are only three instances in which an employee can work on live parts. In these situations, a work permit must be completed and approved by an authorized person.

1. When de-energizing would interrupt essential life support, emergency alarms or ventilation systems.
2. When the organization can demonstrate that de-energizing the system would introduce additional or increased hazards or that it is infeasible due to equipment design or operational limitations.

PART 1 TO BE COMPLETED BY THE REQUESTER

Job/Work Order Number/Contract Number _____

1. Description of circuit/equipment/job location: _____
2. Description of work to be done: _____

3. Justification of why the circuit/equipment cannot be de-energized or the work deferred until the next scheduled outage: _____

PART II: TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSONS DONG THE WORK

Che
ck when
Com
plete

1. Detailed job description procedure to be used in performing the above detailed work:

2. Description of the safe work practices to be employed:

3. Results of the shock hazard analysis: _____

4. Determination of shock protection boundaries: _____

5. Results of the flash hazard analysis: _____

6. Determination of the flash protection boundary: _____

7. Necessary personal protective equipment to safety perform the assigned task:

8. Means employed to restrict the access of unqualified persons from the work area:

9. Evidence of completion of job briefing including discussion of any job-related hazards:

10. Do you agree the above described work can be done safely? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, return to requester)	
Electrically Qualified Person(s)	Date
PART III: APPROVAL(S) TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED	
Chief, Engineering	Maintenance/Engineering Manager
Safety Representative	Electrically Knowledgeably Person
Director's Signature _____ Date _____ Note: Once the work is complete, forward this form to the Safety Service for review and retention.	

STVHCS HOT WORK PERMIT

Before initiating hot work, ensure precautions outlined in the checklist are in place.

The permit is required for any hot work activities such as welding, cutting, heat treating, grinding, thawing pipe, powder-driven fasteners, hot riveting, and similar applications producing or using a spark, flame, or heat.

PERMIT IS GOOD FOR 24 HOURS

Date:	Hot Work By: <input type="checkbox"/> Employee <input type="checkbox"/> Contractor
Time Started:	Name (print) and Signature of Hot Work Operator:
Time Completed:	
Location (Building/Floor/Room):	I verify that the location has been examined, the precautions, marked on the checklist below have been taken, and permission is granted. Name (print) and Signature of Permit-Authorizing Individual (PAI):
Task:	

- ☐ Available sprinklers, hose streams, and extinguishers are in service and operable
- ☐ Hot work equipment is in good working condition in accordance with manufacturer's specifications
- ☐ Fire detection devices have been disabled to prevent false fire alarms due to smoke spread

0

Requirements within 35 feet of hot work location

- ☐ Flammable liquid, dust, lint, and oily deposits removed
- ☐ Explosive atmosphere in area eliminated
- ☐ Floors swept clean and trash removed
- ☐ Combustible floors wet down or covered with damp sand or fire-resistive/noncombustible materials or equivalent
- ☐ Personnel protected from electrical shock when floors are wet
- ☐ Other combustible storage material removed or covered with listed or approved materials (welding pads, blankets, or curtains), metal shields, or noncombustible materials
- ☐ All wall and floor openings covered
- ☐ Ducts and conveyors that might carry sparks to distant combustible material covered, protected, or shut down

Requirements for hot work on walls, ceilings, or roofs

- ☐ Construction is noncombustible and without combustible coverings or insulation
- ☐ Combustible material on the other side of walls, ceilings, and/or roofs is relocated

Requirements for hot work on enclosed equipment

- ☐ Enclosed equipment is clean of all combustibles
- ☐ Containers are purged of flammable liquid/vapor
- ☐ Pressurized vessels, piping, and equipment are removed from service, isolated, and vented

Requirements for hot work, fire watch, and fire monitoring

☐ Fire watch is provided during and for a minimum of 30 minutes after hot work; including any break activity

☐ Fire watch is provided with suitable type and sufficient extinguishers

☐ Fire watch is trained in use of equipment in initiating the fire alarm

☐ Fire watch is required in adjoining areas, above and/or below

☐ Yes ☐ No Per the PAI/Fire watch, monitoring of hot work area has been extended beyond 30 minutes

FIRE ALARM/SPRINKLER SYSTEM DISABLING

PERMIT

NORMAL/AFTER HOURS/WEEKEND SUPPORT

REQUESTING SERVICE / SECTION OR CONTRACTOR: _____

REQUESTOR'S NAME AND PAGER NUMBER: _____

DATE OF CONSTRUCTION OR MAINTENANCE: _____

LOCATION OF CONSTRUCTION OR MAINTENANCE: _____

ZONE (S): _____

FLOW SWITCH (ES): _____

START TIME OF CONSTRUCTION OR MAINTENANCE: _____

STOP TIME OF CONSTRUCTION OR MAINTENANCE: _____

NAME OF FOREMAN / PROJECT MANAGER AT WORK SITE: _____

PHONE OR PAGER NUMBER OF FOREMAN / PROJECT MANAGER: _____

FOREMAN / PROJECT MANAGER WILL NOTIFY THE ENERGY SYSTEMS
OPERATOR ON DUTY, AT START AND STOP OF CONSTRUCTION OR
MAINTENANCE.

FOREMAN / PROJECT MANAGER INITIALS: (original signed)

Cc: Energy Systems Supervisor

Safety

VAPD

REMARKS:

Fire Zones

Location

HOT TAP WORK PERMIT - EQUIPMENT IN SERVICE (Page 1 OF 2)

Part I: TO BE COMPLETED BY THE REQUESTER:

Note: Separate request required for each individual hot tap.

Job/Work Order Number _____

(1) Description of piping/equipment/job location: _____

(2) Description of work to be done: _____

(3) Justification of why the piping/equipment cannot be de-energized through explanation of continuity of service is essential & shutdown impractical (Note: Inconvenience is not a factor): _____

Requester/Title

Date

Part II: TO BE COMPLETED BY THE QUALIFIED PERSONS *DOING* THE WORK:

(1) Have personnel executing the “Hot Tap” procedure provided documentation of the necessary level of training to met their responsibilities associated with the procedure: **YES / NO (circle)**

(2) **Competent Person** oversight is available and will be present during the hot tapping: **YES / NO (circle)**

(3) **Welding Required:** **YES / NO (circle)**

Hot Work permit was obtained and includes a specific Hot Tapping Welding Safety Task Review (API-2201, Appendix C): **YES / NO (circle)**

(4) Emergency Action Plan developed (i.e.API-2201, Appendix D): **YES / NO (circle)**

(5) Necessary personal protective equipment to safely perform the assigned task (FR Clothing, Welding Helmet, Gloves, etc...) _____

(6) Means employed to restrict the access of unqualified persons from the work area: _____

(7) Evidence of completion of a Job Briefing including discussion of any job-related hazards: _____

(8) Multi-Gas Meter is available, calibrated, and will be used for monitoring: **YES / NO (circle)**

(9) Do you agree the above described work can be done safely? **YES / NO (circle: If *no* return to requester)**

Contractor/ VA Operation Supervisor(s)	Date	COTR/VA Project Engineer
Date		

Part III: RECOMMENDATION(S) TO PERFORM THE WORK WHILE EQUIPMENT IS IN SERVICE:

Chief of Engineering	Date	Facility Safety Officer
Date		

Part IV: APPROVAL TO PERFORM THE WORK WHILE EQUIPMENT IS IN SERVICE:

Medical Center Director	Date
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HOT TAP WORK PERMIT - EQUIPMENT IN SERVICE (Page 2 OF

2)

TO BE FILLED OUT BY THE REQUESTER

TYPE OF PROPOSED INSTALLATION

HEADER OR VESSEL INFORMATION

LINE SIZE (in.)_____ METALLURGY_____

OPERATING PRESSURE_____ PSIG TEMPERATURE _____ F°

PROCESS DESCRIPTION_____

BRANCH CONNECTION INFORMATION

LINE SIZE (in.)_____ FLANGE RATING_____ PSI

OPERATING PRESSURE_____ METALLURGY_____

INITIATOR_____ DATE_____

Provide location sketch of the proposed hot tap. The hot tap location must have scaffolding (where required for access), insulation must be removed and the equipment must be marked for the exact hot tap location prior to notifying Pressure Equipment Inspection.

TO BE FILLED OUT BY THE CONTRACTOR/VA PROJECT ENGINEER (COMPETENT PERSON) AND PRESSURE EQUIPMENT ENGINEER (QUALIFIED PERSON)

STVHCS

WALL THICKNESS @ HOT TAP LOCATION:____(in.) DETERMINED BY:_____ DATE:_____

WELD DETAIL NUMBER:

1. PROCEDURE:_____ X-RAY:_____

2. PROCEDURE:_____ X-RAY:_____

3. PROCEDURE:_____ X-RAY:_____

INSPECTOR:_____

TESTS REQUIRED:

(A) NOZZLE:_____ PSIG MEDIUM:_____

(B) REINFORCING PAD:_____ PSIG MEDIUM:_____

(C) BLOCK VALVE: HYDROSTATIC SEAT EACH SIDE @ _____ PSIG

AREA INSPECTOR:_____ DATE:_____

PRESSURE EQUIPMENT ENGINEER:_____ DATE:_____

TO BE FILLED OUT BY THE CONTRACTOR PERFORMING THE HOT TAP

HOT TAP MACHINE:

MAKE:_____ MACHINE RATING:_____ PSIG@: _____

F°

MODEL:_____ PRESSURE TESTED AT:_____ PSIG

SERIAL NO.:_____ BY:_____ DATE:_____

CONTRACTOR REPRESENTATIVE:_____ DATE:_____

LOCKOUT/TAGOUT INSPECTION CHECKLIST**(29 CFR 1910.147 & NFPA 70E)**

Date of	Pr
Inspection:	oject:
_____	_____
Machine or Equipment being installed/maintained/serviced:	

COR:	Shop Supervisor / Contractor:
_____	_____
Facility Safety Representative:	

Contractor's or VA Authorized Employee(s) performing servicing, repair, or maintenance:

	Pre-	Shutdown	Job
	meeting	Site	
	Date/Initial	Date/Initial	
	Both Parties	Both Parties	
Did the COR or Shop Supervisor and Safety Representative”			
review the VAMC’s LOTO procedures with Contractor? [1910.147(f)(2)(i),	_____	_____	_____
70E–Article 110.5]			
Did the COTR or “Safety Officer” communicate information such			
as sources and magnitudes of hazardous energy to the equipment?	_____	_____	_____
[1910.147(f)(2)(i), 70E–Article 110.5]			
If LOTO is infeasible and electrical work is being perform live, is a			
“Live Work Permit” being obtained that is signed by the VAMC Director?	_____	_____	_____

[70E-Article 130.1(B)(1) and VHA Directive 2006-056](If Yes, end use of this form and audit as “Live Work” procedure)

Does the contractor have documentation of LOTO training of its Authorized employees [1910.147(c)(7)(iv) and/or 70E-Article 110.6(E)]

		Pre-shutdown meeting Date/Initial	Job Site Date/Initial
es	o	Both Parties	Both Parties

Does the contractor have documentation of an audit of their LOTO procedures within the last year? [1910.147(c)(6)(i) and/or 70E-Article 120.2(C)(3)]

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Does the contractor have a written general LOTO program/policy? [FAR 52.236-13 (f), 1910.147(c)(4)(i) and/or 70E-Article 120.2(C)(1)]

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Was a hazard analysis performed for the work? [FAR 52.236-13 (f), 1910.132(d)(1),

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Was appropriate PPE selected based upon the hazard analyses? [FAR 52.236-13 (f), 1910.132(d)(1)(i), 70E-Article 130.2(A) & 130.3

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Was a written machine or equipment specific procedure developed for control of hazardous energy for those pieces with multiple sources of hazardous energy, including those with more than one source of the same

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energy type (i.e. two electrical energy sources)? [1910.147(c)(4)(ii) and/or
70E–Article 130.2(A) & 130.3

0 Are job briefings (i.e. review of procedure) given by the contractor
prior to the start of work? [(1910.147(d)(1) or 70E, Article 110.7(G)]

1 Is LOTO only performed by the authorized employee(s)?
[(1910.147(c)(7)(i)(A) or 70E, 70 E, Article 120.2(D)(2) & 120.2(D)(3)(d)]

2 Are affected employees notified prior to starting the work?
[(1910.147(c)(9)]

		Pre-	
		shutdown	Job
		meeting	Site
		Date/Initial	Date/Initial
es	o	Both Parties	Both Parties

3 Is the equipment being shut down using procedures established for
the machine or equipment by the manufacturer? [(1910.147(d)(2)]

4 Are all sources of energy being de-energized utilizing energy
isolating devices? (visual verification that all electrical disconnects are fully

open if possible is required) [(1910.147(d)(3) or 70E, Article 120.1- (2 & 3)]

5 Are the appropriate locks, tags, and attachment devices being
utilized? [(1910.147(c)(5)(ii) or 70E, Article 120.2(E)(2)]

6 Are only authorized employees using locks/tags on all energy
isolating devices? [(1910.147(d)(4)(i) or 70E, Article 120.1-(4), 70 E, Article
120.2(D)(2) & 120.2(D)(3)(d)]

7 Is all stored energy being disconnected, restrained, and/or
otherwise rendered safe? [(1910.147(d)(5) or 70E, Article 120.1-(6)]

8 Prior to starting work, is the equipment being verified as isolated
by an authorized employee? (i.e. switch on the On/Off switch, test for zero
energy, etc..) [(1910.147(d)(6) or 70E, Article 120.1-(5)]

9 If used, is the on/off switch returned to "off" position following try
out?

0 Is the removal of the energy isolating device being accomplished
by the authorized employee that applied the device? [(1910.147(e)(3)]

			Pre- shutdown meeting Date/Initial Both Parties	Job Site Date/Initial Both Parties
	es	o		
1	<p>Is the work area and equipment inspected by an authorized employee to determine that the equipment is operationally intact and affected employees are clear before restart? [(1910.147(e) or 70E, Article 120.2(F)(2)(m)]</p>			
	_____	_____	_____	_____
2	<p>Are affected employees notified and clear of the work area prior to restarting of equipment? [(1910.147(e)(2)(ii) or 70E, Article 120.2(F)(2)(m)]</p>			
	_____	_____	_____	_____
3	<p>Has the contractor corrected all deficiencies? (FAR 52.236-13, VAAR 852.236-87, VHA Directive 2004-012)</p>			
	_____	_____	_____	_____

Describe abatement actions taken (attach separate sheet as necessary):

We certify that any non-complaint conditions discovered during this inspection were reviewed with the General Contractor's Superintendent for this project. Any non-compliant conditions requesting immediate initiation of corrective action will receive a written notice from the Contracting Officer Representative via the Contracting Officer.

COR

Shop Supervisor /
Contractor

Facility Safety Representative