

Statement of Work

Abate Asbestos in Room C129, Bldg. 200, Hines VA Project No. 578-16-041



January 6, 2017 (Revised March 30, 2017)

- Attachments:
- 1) Hines VA Campus Site Plan Indicating Project Location
 - 2) Room Plan
 - 3) Pre-Construction Checklist (For Use at Construction Kick-Off Meeting)
 - 4) Safety and Health during Construction Activities
 - A Pre-construction/Safety Risk Assessment (PCRA)
 - B National Environmental Protection Act Assessment (NEPA)
 - C Construction Safety Checklist
 - D GEMS Awareness Competent Person Training
 - E Construction Project Waste Minimization Report
 - F Hines VAH Contractor Safety Disciplinary Procedure
 - G Hines VAH COR Letter of Concern for Safety Non-Compliance
 - H OSHA Required Competent Person Inspections
 - I Crane Operation and Minimum Criteria On-Site Inspection Checklist
 - J Hines VA Hospital Planned Critical Lift Plan & Crane Permit
 - 5) Infection Control Risk Assessment (ICRA)
 - 6) Contractor PIV Instructions and Form
 - 7) Above Ceiling Entry and wall construction permit
 - 8) Cutting and Welding Permit
 - 9) Interim Life Safety Measures (ILSM)
 - 10) Existing Conditions / Project Photos
 - 11) Contractor Training, Construction Waste Report
 - 12) Specifications Book
- References:
- 1) VA's Technical Information Library (TIL)
 - 2) Master Construction Specifications (PG-18-1)
 - 3) Standard Details (PG-18-4)
 - 4) Environmental Planning Guidance (PG-18-17)
 - 5) 2011 Asbestos Survey for the Edward Hines Jr. Veterans Affairs Hospital (available on request)
 - 6) 2013 Historic Preservation Plan for the Edward Hines Jr. Veterans Affairs Hospital (available on request)
 - 7) 2014 Statement of Conditions Survey for the Edward Hines Jr. Veterans Affairs Hospital (available on request)

A) Mission.

Engineering Service's mission is the total oversight and management of the environment of care, as it pertains to the physical infrastructure and base plant operations, at the Edward

Hines VA Hospital. Engineering support is for customers that include, but are not limited to, patients, visitors, clinic staff and administrative employees.

B) Goals.

The goal of this project is to abate asbestos containing materials (ACM) by removing the vinyl composition floor tiles (VCT), mastic, drywall, and duct insulation, and other materials to allow access to ACM.

C) Current Conditions.

The area is being renovated under separate contract to install new medical equipment. ACM is present, and must be abated before the other equipment installation can proceed.

D) Justification.

HTM has purchased a new CT Scanner for Radiology to be placed in Room C129 of Building 200. In FY16 HTM procured site preparation for this new piece of equipment but the work does not include abatement. Therefore this project has been developed to perform abatement in advance of project 578-16-HTM01 Prepare Site for Phillips CT Scanner in C129 of Building 200.

E) Objectives.

The objectives of this project are to:

- 1) Abate floor tile, mastic, cove base, drywall and duct insulation in preparation for the installation of the new medical equipment.
- 2) Abate ACM in a manner that is least likely to interfere with daily operations of the hospital.

F) Acronyms and Definitions.

The following is a listing of acronyms and/or definitions to terms used in this document.

GC	General Contractor (firm)
CO	Contracting Officer
COR	Contracting Officers Representative as delegated by the CO
CS	Contracting Specialist assigned by the CO
EHVAH	Edward Hines Veterans Affairs Hospital
IDIQ	Indefinite Delivery Indefinite Quantity
NTP	Notice to Proceed
OIT	Office of Information & Technology
PDT	Project Delivery Team – Typically comprised of the CO/CS, the COR, and EHVAH staff
RFI	Request for Information
VA	Department of Veteran Affairs

G) Requirements.

This SOW presumes the contractor will not need access to the Hines LAN or any VA Sensitive Information in order to execute the contract.

The awarded Contractor will adhere to all codes, standards, guidelines and design requirements found in the VA's Technical Information Library (TIL) including but not limited to the following:

- 1) Pre-bid site visit:
 - a. A pre-construction site walk through is encouraged and should be coordinated by the CO. The intent of this walkthrough is to give the contractor access to the project site so that an accurate evaluation of the project requirements and site assessment can be made.
 - b. Contractor shall coordinate with the COR to schedule the site visit seven (7) days prior to the requested date.
- 2) RFI Submittals:
 - a. The contractor shall submit any RFI's resulting from the site visit within five (5) days after the inspection to the CO.
 - b. Unless otherwise stated the contractor shall allow the COR and CO ten (10) working days to respond to an RFI.
- 3) Equipment Lead time:
 - a. Equipment lead times line shall be incorporated in to the project schedule and used in conjunction with the baseline for the project start date.
- 4) EHVAH Permits:
 - a. Unless otherwise stated the contractor shall submit for all required VA permits (i.e. above ceiling or dig) fourteen days (14) prior to the event based on the approved project schedule with the COR.
- 5) Project Pay Applications:
 - a. All submitted project pay applications require certified payroll and waste report documents to be current with each pay submission.
 - b. Certified payroll documents shall be submitted to the COR weekly.
 - c. Approval of all invoices will require documents to be current.
- 6) Work outside of normal business hours or weekends:
 - a. All work performed after hours or on weekends requires coordination with the COR and shall be requested fourteen (14) prior in writing or e-mail to the COR for approval.
 - b. No work shall take place without written or e-mail confirmation from the project COR.
- 7) Submittals and Shop Drawings:
 - a. Unless otherwise stated the contractor shall provide shop drawings and equipment submittals for review and approval by the COR seven (7) days prior to the start of construction.
 - b. No work shall be started prior to review and approval by the COR.
- 8) Certifications:

- a. When applicable the contractor shall provide certification for all personnel performing any welding and shall certify all welds prior to the start-up of any of the units.
 - b. These certifications shall be supplied to the COR and retained as a permanent record of the project folder.
 - c. Personnel certifications shall be provided to the COR prior to the start of construction.
 - d. All weld certifications shall be provided to the COR at the end of every work week when applicable.
- 9) OSHA Certification:
- a. The contractor shall have a 30 Hour OSHA certified site superintendent on site whenever any work is being performed. All superintendents for subcontractors shall be 30 Hour OSHA certified. All other personnel working on the project shall be at least 10 Hour OSHA certified.
 - b. A copy of all OSHA certifications shall be supplied to the COR prior to the start of any work and retained as part of the project folder.
- 10) Master Construction Specifications (PG-18-1).
- 11) Standard Details (PG-18-4).
- 12) Environmental Planning Guidance (PG-18-17).

H) Scope of Work.

The Scope of Work for this project includes all labor, management, and materials for abating asbestos containing materials from Room C129 in Building 200 at the Edward Hines, Jr. VA Hospital. All provided measurements/dimensions (if any) are approximate. Contractor must field verify all measurements/dimensions and quantities.

Abate ACM in Room C129, Bldg. 200

- a. Maintain staff, patient, and visitor access to the building during the performance of the work per specifications (Attachment No. 12)
- b. Obtain all permits and licenses necessary for the removal and disposal of ACM.
- c. Abate approximately 753 sf of ACM floor tile and mastic in Rooms A, B, and C. Remove VCT and mastic down to a clean and smooth substrate. Remove rubber cove base.
- d. Demolish approximately 1,875 square feet of ACM drywall down to studs within Rooms A, B and C. Demolish walls as far up to the deck as the walls may extend. Where drywall is to be removed on both sides of the wall, the contractor, at his option, may remove the entire wall, including the studs. Demolish approximately 40 sf of drywall on the Corridor side of Room C129C, southwest corner, to allow for the installation of a new personnel door.
- e. Demolish lay-in acoustical ceiling tile and grid in Room A. Demolish drywall ceilings and ceiling support in Rooms B and C.
- f. Abate approximately 80 lf of asbestos containing insulation on 12 diameter inch duct above ceilings in all rooms. After abatement encapsulate any ends ACM to remain in place.

- g. Abate approximately 8 sq ft of VCT and mastic just outside of the double door to Room C129 (South end of Room "A"). Abate VCT floor tile and mastic in the Corridor outside of the room. Tile shall be abated 1ft out into the corridor and 4ft in each direction from the center of the door. (To allow removal and relocation of doorway.) Tiles shall be removed to joint lines in lieu of cutting tiles. Remove rubber cove base in areas where tile is removed. Demolish door jamb and doors and abate any floor tile and mastic that may be under the door jamb.
- h. Abate approximately 20 square feet of HVAC duct joint ACM insulation. Duct is located in the ceiling of Room "A".
- i. All construction debris, hazardous materials and garbage shall be removed in accordance with the terms and provisions of a Class III Infection Control Risk Assessment.
- j. Contractor shall be responsible for its own hazardous material, garbage and construction debris removal from the campus. All materials shall be disposed of in accordance with Federal, State and local environmental regulations.
- k. Remove cove base in a manner that minimizes the damage to the wall surface above the cove base. Contractor shall patch/repair any damage to the wall resulting from the removal.
- l. Contractor shall provide asbestos abatement Quality Control monitoring. Note: Quality Assurance abatement monitoring will be awarded as separate contract by EHVAH.
- m. Contractor shall perform the work in a diligent and continuous manner and avoid any periods of time with on-site construction work not being performed without approval from the Contracting Officer/COR.
- n. The Government may provide drawings and sketches involving the performance of this work. However, the Government makes no warranties as to the accuracy of the supplied drawings and sketches. The contractor is ultimately responsible for verifying for itself all existing field conditions, measurements and quantities.
- o. Before start of work, Contractor shall supply a Schedule of Values on VA Form Contract Progress Report, Form No. 08-6001A. The Schedule of Values must be approved by the CO / COR before start of work.
- p. All document submittals required by this project shall be submitted both in hard copy and in electronic pdf file format.
- q. Upon substantial completion of the project, the contractor shall give the government written notice that it considers the project to be substantially complete and request a punch list inspection by the government.
- r. Contractor is expected to staff the project sufficiently so as to meet all timelines expressed in this Scope of Work.

The Contractor shall inspect the area under contract prior to commencing work and identify any pre-existing damage and provide an Existing Site Conditions report with related photos to the Contracting Officer for review and approval. Contractor shall pay particular attention to any areas with existing damage (if any) to government property which could possibly become a point of contention between the parties at a later date.

Any deviation from this scope of work requires the express authorization of the Contracting Officer. The Contracting Officer Representative (COR) does not have any authority to authorize changes to this scope of work.

I) Constraints.

- 1) Work hours for EHVAH staff are from 7:30 am until 4:00 pm, Monday through Friday.
- 2) Photographs may be taken of the work performed at the jobsite. However, photographs containing patients and/or staff are a violation of the Patient Privacy and hospital policy. Both violations are subject to penalties and dismissal. Permission from the EHVAH Public Affairs Officer (PAO) is required and should be coordinated with the project COR.
- 3) Exploratory demolition is permitted but must be coordinated with the COR.
- 4) All contractors visiting the jobsite will need to receive a temporary PIV badge. The procedure to follow is:
 - a. Contractors must FIRST get their fingerprints done by Human Resources located in Building 17.
 - b. It takes between 3-5 days at least for fingerprints clear.
 - c. Once fingerprints have cleared the person requesting a badge can be sponsored.
 - d. The contractor must then complete a "Request for a PIV card" form **See Attachment 6** and then turn in to the Engineering Service.
 - e. The contractor can then be sponsored upon verification the fingerprints have been cleared.
 - f. Once contractor has been sponsored the contractor can call PIV (708) 202-5170 to make arrangements for issuance of a PIV for badge.

J) Tasks and Responsibilities.

A pre-construction meeting between the Contracting Officer (CO) or Contracting Specialist (CS), the Contracting Officers Representative (COR), and key GC team members will be conducted to review project objectives, scope, deliverables, communication, site access, schedule, and responsibilities. After this meeting the awarded GC firm shall provide their services according to the approved project schedule

- 1) Preconstruction Period: The Contractor shall provide the following:
 - a. Logistics Plan: A comprehensive narrative describing the chronological planned development of the project. The Logistics Plan includes an organizational chart, hourly rates, staging plan, description of means and methods, and hours of work.
 - b. Construction Security Plan: Defines both physical and administrative security.
 - c. Construction Phasing: It is the CONTRACTOR'S responsibility to develop a work plan and schedule detailing, at a minimum, the procedures to be employed, the equipment and materials to be used, the interim life safety

- measures to be used during the work, and a schedule defining the duration of the work with milestone subtasks.
- d. Submittal Registry: The Submittal Registry shall include a listing of all documentation required for pre-approved submissions including shop drawings, technical data, product performance information, calculations, and samples.
 - e. Accident Prevention Plan: The APP (aka Construction Safety & Health Plan) shall interface with the Contractor's overall safety and health program.
 - f. Activity Hazard Analyses: AHA's are also known as Job Hazard Analyses, Job Safety Analyses, and Activity Safety Analysis.
 - g. Construction Schedule: WBS schedule including start / end dates, duration and sequencing, preferably in MS Project or Primavera format (include floats).
 - h. Schedule of Values: A detailed Breakdown for Payment, including design stages, work performed and work invoiced per Progress Payment submission.
 - i. Infection Control Plan (ICP): Narrative description of the dust control and debris disposal process including disposal destination and methodology.
 - j. Quality Control Plan (QCP): Describes the methods by which the Contractor will ensure all work is being accomplished in accordance with specifications and this SOW.
 - k. Environmental Protection Plan: The Contractor shall meet with the COR to discuss the proposed Environmental Protection Plan and to develop mutual understanding relative to details of environmental protection.
 - l. Document Submissions: All documents included as Attachments to this SOW that are required to be filled out and signed or jointly signed by the Contractor.
 - m. Demolition Debris Management Plan.
 - n. Certificates, Licenses, and Training Documents.
 - o. Obtain PIV Badges.
 - p. RFI's: Other than those resulting directly from demolition or construction.
- 2) Construction Period: The Contractor shall provide the following during construction services:
- a. Attending biweekly construction meetings which are facilitated by the COR.
 - b. Submit RFI's during construction as necessary.
 - c. Issue biweekly field reports of construction progress to the COR.
 - d. Attend field inspections and punch list inspections as requested by the COR.
- 3) Construction Close-out Documents.
- a. The COR shall review the contractor close-out submissions for thoroughness and conformance with the contract document requirements. The COR shall also review field-marked as-built drawings for conformance with final installations.
 - b. The COR shall utilize these as-built drawings and specifications from the contractor and generate as recorded drawings and specifications.

K) Deliverables.

- 1) The contractor shall provide all submittals required by the Specification Book.

L) Time Frames.

- 1) This project shall be completed within Seventy-Three (73) days once NTP is issued.
 - a. Phasing – This project shall be executed in one single, uninterrupted phase.
 - b. Pre-Construction (kick-off) Meeting is when the Notice to Proceed (NTP) is signed.
 - c. Pre-Construction Period duration is NTP + 30 calendar days. Within this period the contractor shall provide all materials included under Tasks and Responsibilities and the following:
 1. Logistics Plan
 2. Construction Security Plan
 3. Construction Phasing Plan
 4. Submittal Registry
 5. Accident Prevention Plan
 6. Activity Hazard Analysis
 7. Construction Schedule
 8. Schedule of Values
 9. Infection Control Plan
 10. Quality Control Plan
 11. Environmental Protection Plan
 12. Document Submissions
 13. Demolition Debris Management Plan
 14. Certificates, Licenses, and Training Documents
 15. Obtain PIV badges
 - d. Construction Period - To be determined based upon the approved schedule for construction . The estimated construction period is Ten (10) calendar days with all product submittals to be delivered prior to the start of construction to the COR for review and approval. No demolition or construction shall be started without the review and approval from the COR for those items listed in the Pre-Construction Period unless authorized in writing by the COR or the CO.
 - e. Construction Closeout Period duration is NTP + 73 calendar days. The contractor shall submit within 15 calendar days from EHVAH acceptance of the completed punch list items and commissioning reports (if applicable). Within this period the contractor shall provide all materials included under Tasks and Responsibilities and the following:
 1. Inspection and Approval by the COR and / or the CO.
 2. Final Approval and Beneficial Occupancy when applicable.
 3. Warranties documents and O&M Manuals.
 4. As-Built drawings and record submittals.
 5. Staff training when applicable.
 6. Contractor Release of Claims
 7. Waste Reports

M) Performance Monitoring.

The Government will periodically evaluate the Contractor's performance by appointing a representative(s) to monitor such performance and ensure services are received. The Government representative will evaluate the Contractor's performance through intermittent on-site inspections of the Contractor's performance

N) Other Pertinent Information or Special Considerations.

- 1) All Contractor personnel shall be certified by appropriate federal and state regulatory agencies to meet federal and local certification requirements as applicable. All licenses, permits and welding certifications shall be kept current throughout the period of performance of the contract. The Contractor shall provide the Government copies of such certificates.
- 2) Per VA Information Security Program policy – VA Directive and Handbook 6500 and 6500.6, Appendix A, contractor storage, generation, transmission or exchanging of VA sensitive information during this construction project is not acceptable.
- 3) All work shall be scheduled to meet requirements of EHVAH. All work shall be coordinated through the Contracting Officer. Local coordination shall be routed through the Contracting Officer's Representative.
- 4) The contractor shall provide to the Contracting Officer record of work certifications for all trades relative to this contract 21 calendar days prior to beginning work. Certifications shall include welders, pipe installers, machine operators, etc.
- 5) Contractor is responsible for repairing any damages to existing utilities incurred during construction or demolition.
- 6) Utilities within the area and identified on existing drawings are not to be interpreted as the exact location, or as the only existing site conditions. Contractor shall verify all existing conditions and proceed with caution around any anticipated obstructions.
- 7) Where any work disturbs the grass areas, sod, walls, ceilings, floors, windows, entrances or building structures, etc. or where new and old work join, the Contractor shall restore, repair or refinish affected areas or surfaces to their original condition, or as existed before the commencement of this project. Upon completion of the contract, the Contractor shall deliver all work complete and undamaged. Any damage that may be caused by the Contractor or his work crews or subcontractors to any existing structure, grounds and utilities shall be repaired or replaced to their original condition.
- 8) Should a conflict exist between VA requirements and VA adopted nationally recognized codes and standards, the conflict shall be brought to the attention of the Contracting Officer. The resolution of the conflict shall be made by the authority having jurisdiction for VA to ensure system-wide consistency. All work conducted under this scope of work shall comply with the Department of Veterans Affairs Master Specifications and all applicable state and federal regulations and codes.

O) Risk Control.

- 1) Refer to the ICRA form. (Attachment No. 5) to this Statement of Work).

P) Government Furnished Equipment (GFE)/Government Furnished Information (GFI).

- 1) GFE.
 - a. None
- 2) GFI.
 - a. None

Q) Point of Contact at the EHVAH.

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