

**Agenda**

**537-11-144: Upgrade Normal Power Substation System for Bldg. 1**  
**Phil Bruno and Brice Johnson**

- 1. Pre-Bid Meeting: 537-11-144- Upgrade Normal Power Substation System for Bldg. 1**
- 2. Intent of This Meeting:**
  - a. Introduce members of the project team
  - b. Key Dates
  - c. General Description – Scope of Work
  - d. Discuss conditions for working at Jesse Brown VA
  - e. Photographic Tour
  - f. Walk-Through of the project site
- 3. Introductions – Relationships:**
  - a. CO- Jeff Gerbensky
  - b. COTR- Phil Bruno, Backup- Brice Johnson
  - c. A/E- exp Chicago (Teng)
  - d. Commissioning Agent- Sebesta Blomberg
- 4. Key Dates**
  - a. Issued for Solicitation:
    - i. 4/28/12 (posted on Fedbizops)
  - b. Pre-Bid Meeting:
    - i. 5/4/12
  - c. All questions submitted in writing, *including today* to the COTR not later than:
    - i. 5/11/12
  - d. Last Bid Addendum from A/E:
    - i. 5/15/12 (posted on Fedbizops)
  - e. Bids Opening:
    - i. 2/29/12 2pm
  - f. Tentative award date:
    - i. 6/30/2012
  - g. Tentative Notice to Proceed
    - i. 7/13/2012
  - h. Tentative Completion Date
    - i. 4/24/2013

**5. Award Requirements**

- a. SERVICE DISABLED 100%
- b. REGISTERED SDVOSB (SERVICE DISABLED VETERAN OWNED SMALL BUSINESS)
- c. REGISTERED – CENTER OF VETERAN ENTERPRISES
- d. LOWEST QUALIFIED BID IS AWARDED

**6. General Project Description**

- a. Approximately 2300sf, 2 story, addition to existing Building 1C.
- b. Relocation of roof mounted HVAC equipment is to be coordinated to allow one CT Imaging room and corresponding control room operational at all times.
- c. Installation of medium voltage normal substation, transformers and distribution
- d. Construction will interface with other VA projects:
  - i. Existing Project 537-10-105- Upgrade Emergency Generator
  - ii. Proposed Project 537-11-139- Upgrade Emergency Power Distribution System for Bldg. 1
  - iii. Proposed 537-11-145- Upgrade Normal Power Distribution System for Bldg. 1

**7. Technical Project Description**

- a. Technical Challenges:
  - i. Fully functional loading dock
  - ii. Patient care and offices nearby
  - iii. Interface with other VA projects
  - iv. Existing fully functional substation
  - v. Relocate from existing roof and replace with new
  - vi. Existing 1C foundation and building over an existing structure

**8. COMPLETE SET OF ARCHETECTURAL DRAWINGS SHALL BE PROVIDED**

**9. Requirements for working at the VA**

**10. Photographic Tour**

**Requirements**  
**Working at the VA**

1. All Employees must have 30hr OSHA TRAINING.
2. Construction entry door must have VA PROVIDED pad lock keyed by VA.
3. Must have a VA – ID
4. Work after normal hospital hours (8:00am-4:30pm) must be requested.
5. Contractor supply safety plan – Fire Extinguishers location, monthly heat detector test.
6. Construction partition door must be self closing
7. Contractor provide and mount fire extinguishers-inspected monthly
8. Heat detectors are to be installed before any disruption of sprinkler system.
9. Hot work permits are require for flame, welding, - 30 min fire watch
10. All waste materials must be recycled and documented.
11. Elevator Usage (4:30pm – 7:00am – Other time upon request)
12. Crane Lifts only on weekends (acceptations by request only)
13. New Air Handlers are to be tested, turned off, warrantee starts day of turn-over.
14. Noise making activities – pneumatic hammers only after normal hospital hours.
15. Store material in construction area- storage box only after approval
16. Construction partition floor to ceiling, all opening sealed.
17. Infection control will mandate negative air pressure, sticky mats/ possible Hepa Vac.
18. Fire system cannot be impaired for more than 4hrs without life safety actions taken.
19. Utility shut-downs, two (2) week notice – sooner possible with approval.
20. All chemicals used must have MSDS safety sheets in construction area.
21. Any construction materials that have fumes associated must require approval.

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**Amendment #1**

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22. Non-union employees are allowed, but must pay III prevailing wage.
23. Proper personal protection equipment must be worn at all times.
24. Weekly meetings will be held with the project manager.
25. Daily reports are required – Simple Form.
26. Certified payroll is required prior to any Progress Payment Application.
27. All utility shut-downs will be performed by the VA.
28. All cutting terminating from old utilities will be completed by the Contractor.
29. All unforeseen conditions are to be brought to the COTR's attention immediately.
30. The VA will abate all hazardous materials.
31. If any material is suspect of being hazardous, the COTR is to be notified immediate.
32. No work performed outside of the project scope of work unless instructed by the CO.
33. All unforeseen conditions are to be compensated in the form of a Change Order.
34. All mechanical utility shut-downs are to be performed outside of normal hospital hrs.
35. This project can be shut-down for any safety violation or national emergency.
36. All remaining equipment in the construction area is to be removed by the contractor.
37. All questions during the bidding process are to be forwarded to the CO.

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## **PHOTOGRAPHIC TOUR**

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