

# **Statement of Work**

## **Renovate Flooring Bldg. 128 – Spinal Cord Injury Center**

**Project: # 578-16-037**

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### **Attachments:**

- 1) Hines VA Campus Site Plan
- 2) Building 128 Floor Plan
- 3) Pre-Construction Checklist
- 4) Safety and health during construction
  - 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 Competent Person Training – **Not Applicable**
  - J. Hines VA Hospital Planned Critical Lift plan & Crane Permit – **Not Applicable**
- 5) Interim life safety measures (ILSM)
- 6) Infection Control Risk Assessment (ICRA)
- 7) Contractor PIV Instructions and Form
- 8) Above Ceiling Entry and wall construction permit
- 9) Specifications Book
- 10) Exhibit A- Phasing Plan
- 11) Exhibit B – Existing floor pattern

### **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 provided for customers including, but are not limited to, patients, visitors, clinic staff and administrative employees.

## **B) Goals.**

The goal of this project is to replace damaged and unsafe floor tiles throughout the main corridors of the building 128. Main corridors are to be replaced. Individual rooms and suites will remain unchanged and the basement Level is not to be included.

## **C) Current Conditions.**

The current flooring is delaminating due to a failure in the adhesive as well as the structure of the tile. Concrete substrate has a moisture issue that is causing the adhesive to fail. The tiles are loose and curling and need to be replaced.

## **D) Justification.**

The project is in keeping with the vision statement of the Veterans Affairs, "To provide veterans the world-class benefits and services they have earned - and to do so by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability, and stewardship.

Due to the safety issues of the delaminated and loose tiles, the replacement must take place in a timely manner. This project will correct FCA deficiencies #16102 Interior Finish/Door which was graded as a "D".

## **E) Objectives.**

The objectives of this project are to:

- 1) Remove the existing tile floor and dispose of properly.
- 2) Repair and seal the substrate floor.
- 3) Install new tile floor that complies with the existing finishes and matches the floor pattern as close as possible.
- 4) Perform the work in a manner least likely to interfere with the daily operations of this work.

## **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.**

The 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) calendar days 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 an OSHA certified site superintendent on site whenever any work is being performed.
  - b. A copy of the OSHA certification 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**

- 1) **Bldg. 128 – 1<sup>st</sup> floor - The Scope of Work for this project includes all labor, management, and materials for removal and replacement of flooring of building 128, 1<sup>st</sup> floor. All Measurements/dimension are estimated. Contractor must verify all measurements/dimensions.**
- 2) **Project will be completed in multiple phases to ensure that the Veterans are minimally disrupted.**
- 3) **Demolition:**
  - a. Provide temporary infection control enclosures during the entire project, based on the approved phasing plan, life safety codes and specifications.
  - b. Maintain clear access for all staff, patient, and visitor access to the building during demolition per specifications, approved phasing plan and life safety codes.
  - c. Remove existing vinyl tile flooring, vinyl wall base, all adhesives and existing damaged floor levelers in main corridors of Bldg. 128.
  - d. Remove approximately 13,050 SF. floor tile and adjacent wall base on all four walls in project area.
  - e. Protect walls from damage when removing the existing wall base.

- f. Salvage corner guards in area of work; rehang if removed for wall base installation.
- g. All debris (garbage and trash) needs to be covered at all times while it is in transit through hospital hallways to and from the dumpster. Dumpster needs to be covered at all times and emptied as needed. It is contractor's responsibility to keep the area surrounding your dumpster clean at all times.
- h. Dispose of all demolition material and construction debris in accordance with Federal, State and local environmental requirements.
- i. Protect all existing mechanical/electrical/plumbing /data outlets and any supporting equipment from damage during demolition work.
- j. Provide temporary signage for exiting access to and around closed off areas, per life safety codes.

4) Installation:

- a. Continue to provide temporary infection control enclosure during construction per specifications.
- b. Maintain all staff, patient, and visitor access to the building during construction, per life stay codes, phasing plan and specifications.
- c. After resilient flooring is removed all residual adhesive should be removed.
- d. Remove all residual existing flooring prep on concrete, clean concrete of all debris.
- e. Concrete substrate should be sanded smooth/flush and prepared to receive new flooring.
- f. Floor should be cleaned per approved flooring manufactures recommendations.
- g. All cracks and damage to substrate concrete are to be repaired and sealed. See specifications section 09-0516. See flooring manufactures guide for installation.
- h. Concrete moisture testing is to be performed prior to installation of any flooring per specifications. Notify COR of results, prior to installing any tile.
- i. Flooring cannot be installed unless the moisture content meets the manufactures recommendations for installation of approved luxury vinyl tile.
- j. Existing concrete floor prep should consist of the following:
  - 1. Shotblast/grind floor to receive floor preparation material approved by flooring manufacturer's specifications.
  - 2. Install mitigating epoxy sealer, must be approved by flooring manufacturer's specifications. (Ardex, Schonox EPA or equal)

Bidding on:

Manufacturer name-----

Brand-----

No.-----

3. Install primer (Ardex, Schonox SHP or equal), must be approved and compatible with Approved flooring manufacturer's specifications.

Bidding on:

Manufacturer name-----

Brand-----

No.-----

4. Install 3/16" cap on cementitious leveler, must be approved and compatible with approved flooring manufacturer's specifications. (Ardex, Schonox US or equal).

Bidding on:

Manufacturer name-----

Brand-----

No.-----

- k. Refer to specifications for additional information on Floor prep and Flooring install.
- l. Provide new moisture barrier and floor leveling to achieve smooth flush substrate, prior to installation of new floor tile.
- m. Follow approved flooring manufacturer's requirements for installation of selected floor tile on concrete.

- n. Use only certified installers per manufactures specifications. Or Approved Equal. (Armstrong Commercial Flooring)

Bidding on:

Manufacturer name-----

Brand-----

No.-----

- o. Repair all fires stopping as necessary in substrate. (3M or equivalent)

Bidding on:

Manufacturer name-----

Brand-----

No.-----

- p. Install new vinyl floor tiles. Final color & tiles will be approved by Hines VA Interior Designer.
1. See Specifications, schedule of finishes. Section 090600 for floor tiles and base selections.
  2. New flooring pattern will be installed to match the intent of the existing layout.
  3. Existing flooring has been patched and repaired over time and will not be exact in some areas.
  4. General background tiles and accent tiles are to be installed in an Ashlar pattern, monolithic.
  5. Tiles are to have grain running parallel to the corridors. Unless otherwise noted.
  6. Refer to Exhibit B, original architectural drawings for pattern.
  7. Contractor is to field verify the pattern prior to demolition and submit drawing showing replacement floor pattern for approval.
  8. Follow all flooring and base manufactures installation requirements. Notify COR if any discrepancies become apparent prior to installation.
- q. Install new 4" high rubber cove base.
1. See Specifications, schedule of finishes. Section 090600 for floor tiles and base selections.
- r. Caulk and seal all areas where applicable. (Latex/Silicone; paintable)
- s. Protect all existing mechanical/electrical/plumbing /data outlets and any supporting equipment from damage during construction work.
- t. Protect all existing drainage structures from debris and sedimentation.
- u. Provide temporary signage for exit paths due to project construction barriers. Life safety codes are to be followed for proper egress.
- v. Contractor to review phasing plan provided by the Government. See Exhibit A.
- w. **If changes need to be made to phasing for means and methods, all changes will need to be approved in writing.**

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.

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

#### I) Constraints.

- 1) Work hours for staff are from 7:30 am until 3:00 pm, Monday through Friday.

- a. This is a patient area and work should be conducted during normal working hours.
  - b. Some work may be required to be completed in 2 consecutive shifts to meet the fast track schedule of portions of phases due to access to fire egress, and medical equipment as denoted in the phasing plan. Exhibit B.
- 2) Photographs may be taken of the work performed at the job-site. 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 job-site 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 7** and then turn in to the Engineering Services.
  - e. The contractor can then be sponsored upon verification the fingerprints have been cleared.
  - f. Once contractor has been sponsored the COR, they 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) Pre-construction Period: The Contractor shall provide the following:
  - a. Project schedule.
  - b. Schedule of values.
  - c. Submittals, reports, and required plans.
  - d. Certificates and licenses.
  - e. Obtain PIV badges.
  - f. 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 Specifications Book. Electronic submittals are preferred except when colors are required for approval. Submit actual hard sample submittals in addition to electronic, for all color samples.

**L) Time Frames.**

- 1) This project shall be completed within two hundred forty two (242) days once NTP is issued.
  - a. Phasing – This project will be completed in multiple phases based on life safety and patient access. Phasing is to be done in sequential order provided, unless otherwise noted. **See phasing plan Exhibit A.**
    1. Any changes to phasing will need to be approved in writing by the government.
    2. Contractor is to provide and coordinate phasing plan for construction based on provided Government phasing plan provided. See exhibit B
    3. Basement level is not included in the scope of work.
    4. **Each phase is to last no longer than 14 calendar days, but can be shorter depending on size of area per phase. Contractor to staff project to meet the phasing constraints.**
      - a. **Areas noted on the phasing plan that are to be fast tracked, will be no longer than 5 calendar days. Work will need to be performed in 2 consecutive shifts and to accomplish this schedule.**
    5. One negative pressure room, Med Room and Nurse Area are to remain open and ACCESSIBLE all times. See phasing plan.
    6. Maximum amount of patient rooms that can be shut down will be 8, unless otherwise noted.
    7. Phasing should be done so there is minimal disruption to patient care and patient bed movement throughout the facility.
    8. Provide clear access for all patient care needs during phasing shut downs. Clear path around the facility must be maintained for patient care needs.
    9. Exit corridors will need to be worked on after normal business hours.

10. Corridors will need to be partially closed off to allow for fire egress, access to be maintained for fire egress. Patient clear access of stretchers/beds will need to be maintained.
11. All fire egress exists should be maintained during phasing plan. Except as coordinated with Hines Safety and ISLM requirements.

**b. Phasing schedule:**

Task Name	Duration	Start	Finish	Predecessors
<b>Building 128 replace flooring Project</b>	<b>242 days</b>	Sun 2/5/17	Wed 10/4/17	
Contractor set up time	30 days	Sun 2/5/17	Mon 3/6/17	
Phase 1	14 days	Tue 3/7/17	Mon 3/20/17	2
Phase 2	14 days	Tue 3/21/17	Mon 4/3/17	3
Phase 3	14 days	Tue 4/4/17	Mon 4/17/17	4
Phase 4	14 days	Tue 4/18/17	Mon 5/1/17	5
Phase 5	14 days	Tue 5/2/17	Mon 5/15/17	6
Phase 6	14 days	Tue 5/16/17	Mon 5/29/17	7
Phase 7	14 days	Tue 5/30/17	Mon 6/12/17	8
Phase 8	14 days	Tue 6/13/17	Mon 6/26/17	9
Phase 9	14 days	Tue 6/27/17	Mon 7/10/17	10
Phase 10	14 days	Tue 7/11/17	Mon 7/24/17	11
Phase 11	14 days	Tue 7/25/17	Mon 8/7/17	12
Phase 12	14 days	Tue 8/8/17	Mon 8/21/17	13
Phase 13	14 days	Tue 8/22/17	Mon 9/4/17	14
Contract close out	30 days	Tue 9/5/17	Wed 10/4/17	15

- c. **Construction Period** - To be determined based upon the approved schedule for construction. The estimated construction period is **182 days** with all product submittals to be delivered prior to the start of construction to the COR for review and approval.
- d. All expected deliverables shall be scheduled as follows:
  1. Pre-Proposal Meeting/Site Visit TBD by the Contracting Officer
  2. Warranties and Closure Documents, NTP + 242 Calendar days
  3. Work Plan: A comprehensive narrative describing the chronological planned development of the project.
  4. Closure Plan: Includes dates of closure, duration, closure site map plan for area, signage, and temporary lighting if required.
  5. Schedule of Costs: A detailed Breakdown for Payment, including design stages, work performed and work invoiced per Progress Payment submission.
  6. Construction Schedule: WBS schedule including start/end dates, duration and sequencing, preferably in MS Project or Primavera format (include floats)

7. Infection Control Plan (ICP): Narrative description of the dust control and debris disposal process including disposal destination and methodology
  8. 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.
- d. No Demolition or Construction shall be started without the review and approval from the COR for the following:
    1. Submittal Registry.
    2. Equipment and Material Submittals.
    3. Construction Schedule
    4. Contractor Emergency Contact Information
    5. Logistics Plan (i.e. equipment movement, dumpster location)
  - e. Construction Close-out Documents – The contractor shall submit within 15 calendar days from EHVAH acceptance of the completed punch list items and commissioning reports (if applicable). 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. The COR shall require the following for project close-out from the contractor:
    1. As-built drawings.
    2. O&M manuals.
    3. Warranty documents
    4. Contractor Release of Claims

#### **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 5 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 attached ICRA form.

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

- 1) GFE.
  - a. NA.
- 2) GFI.
  - a. NA.

**Q) Point of Contact at the EHVAH.**

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