

Statement of Work

Repair Sidewalk at C-Section Entrance, Bldg. 1 Project 578-16-032

- Attachments:
- 1) Hines VA Campus Site Plan
 - 2) Building 1, Section C First Floor Plan
 - 3) Hines Underground Utility Plan
 - 4) Pre-Construction Checklist
 - 5) 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
 - 6) Interim life safety measures (ILSM)
 - 7) Infection Control Risk Assessment (ICRA)
 - 8) Dig Permit SOP FORM 2015
 - 9) Contractor PIV Instructions and Form
 - 10) Existing Site Conditions
 - 11) Specifications Book
 - 12) Standard Details
 - 13) Armor-Tile Tactile System (Basis of Design)
 - 14) Tennant Eco-PT250 Epoxy System (Basis of Design)
 - 15) Eco-PT250-A Epoxy System MSDS (Basis of Design)
 - 16) ILSM – C-Section, Main Lobby Entrance Closure
- References:
- 1) VA’s Technical Information Library (TIL)
 - 2) Master Construction Specifications (PG-18-1)
 - 3) Design and Construction Procedures (PG-18-3)
 - 4) Standard Details and CAD Standards (PG-18-4)
 - 5) Design Manuals (PG-18-10)
 - 6) Design Guides (PG-18-12)
 - 7) Barrier Free Design Standard (PG-18-13)
 - 8) Environmental Planning Guidance (PG-18-17)

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 repair existing sidewalk in front of C-Section Entrance of Building 1 to provide a safe and accessible pedestrian environment for our patients, visitors and employees.

C) Current Conditions.

The existing concrete sections of sidewalk panels are loose, broken and uneven in some areas, which present a safety hazard for patients, visitors, and staff using this entrance now that there is dedicated patient parking in the area.

D) Justification.

Sidewalk concrete panels need to be removed and replaced to alleviate an existing Safety concern. Existing conditions represent a safety hazard for all patients, visitors and staff in the C-Section of Building 1 parking entrance area.

E) Objectives.

The objectives of this project are:

- 1) Remove the existing concrete sidewalk panels and dispose properly.
- 2) Replace the existing with new concrete sidewalk panels.
- 3) Repair levels and cracks in the main entrance corridor floor.
- 4) Perform the work in a manner least likely to interfere with the daily operations of this clinic.

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
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. dig permit) 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) 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.

- 9) Master Construction Specifications (PG-18-1).
- 10) Standard Details (PG-18-4).
- 11) Environmental Planning Guidance (PG-18-17).

H) Scope of Work.

The Scope of Work for this project includes all labor, management, and materials for the removal, disposal and replacement / repairs of concrete sidewalks at the C-Section Entrance, Building 1. All given measurements/dimension are approximate. Contractor must verify all measurements/dimension.

North Side of C-Section Vestibule Exit/Entrance:



A. Demolition:

1. Protect/enclose the construction area.
2. Provide temporary walkway, traffic control and signage during construction.
3. Provide temporary/alternate pedestrian access to the building during construction.
4. Minimize access disruption to the building.
5. Install directional signage in accordance with MUTCD standards and VA Specification.
6. Locate and mark all existing underground utilities.
7. Remove existing hand rails and save for re-installation.
8. Remove and dispose approximately 1,140 SF of sidewalk concrete.
9. All debris (garbage and trash) needs to be covered at all times while it is in transit. Dumpster needs to be covered at all times and emptied when full. It is contractor's responsibility to keep the area surrounding your dumpster clean at all times.
10. Dispose of all excavated material and construction debris in accordance with Federal, State and local environmental requirements.

11. Protect all existing light fixtures, bases and any supporting equipment from damage during demolition work by removal and storage or barricading.
12. Protect all existing drainage structures from debris and sedimentation.

B. Construction:

1. Provide temporary walkway, traffic control and signage during construction.
2. Provide temporary/alternate pedestrian access to the building during construction.
3. Minimize access disruption to the building.
4. Install directional signage in accordance with MUTCD standards and VA Specification.
5. Test existing sub-grade to ensure it meets a compaction of 95% density using Master Construction Specifications (PG-18-1) and ASTM.
6. Correct grades for the new sidewalk.
7. Grade site to efficiently utilize existing drainage structures.
8. Replace curbs and gutters from north side of the vestibule exit/entrance towards the parking lot (to match existing pavement) with a curb ramp cut configuration, ADA and VA compliance & outfitted with tactile warning pads & flare side transitions. Tactile warning pads to be equal or similar to: Armor-Tile Tactile System, Brick Red Color, Federal Color No. 22144 (**See Attachment**).

Bidding on:

Manufacturer name-----

Brand-----

No.-----

9. Replace existing sidewalks with new concrete sidewalk panels.
10. The difference in elevation between the sidewalks panels shall not exceed 1/8".
11. Re-install hand rails.
12. Protect all existing pavement during demolition and construction.
13. Relocate any utilities encountered.

South Side of C-Section Vestibule Exit/Entrance:



A. Demolition:

1. Provide temporary walkway, traffic control and signage during construction.
2. Provide temporary/alternate pedestrian access to the building during construction.
3. Minimize access disruption to the building.
4. Install directional signage in accordance with MUTCD standards and VA Specification.
5. Protect/enclose the construction area.
6. Locate and mark all existing underground utilities
7. Remove existing hand rails and save for re-installation.
8. Remove and dispose approximately 1260 SF of sidewalk concrete.
9. All debris (garbage and trash) needs to be covered at all times while it is in transit. Dumpster needs to be covered at all times and emptied when full. It is contractor's responsibility to keep the area surrounding your dumpster clean at all times.

10. Dispose of all excavated material and construction debris in accordance with Federal, State and local environmental requirements.
11. Protect all existing light fixtures, bases and any supporting equipment from damage during demolition work by removal and storage or barricading.
12. Protect all existing drainage structures from debris and sedimentation.

B. Construction:

1. Provide temporary walkway, traffic control and signage during construction.
2. Provide temporary/alternate pedestrian access to the building during construction.
3. Minimize access disruption to the building.
4. Install directional signage in accordance with MUTCD standards and VA Specification.
5. Test existing sub-grade to ensure it meets a compaction of 95% density using Master Construction Specifications (PG-18-1) and ASTM.
6. Correct grades for the new sidewalk.
7. Grade site to efficiently utilize existing drainage structures.
8. Replace curbs and gutters from south side of the vestibule exit/entrance towards the parking lot (to match existing pavement) with a curb ramp cut configuration, ADA and VA compliance & outfitted with tactile warning pads & flare side transitions. Tactile warning pads to be equal or similar to: Armor-Tile Tactile System, Brick Red Color, Federal Color No. 22144 (**See other Attachments**).

Bidding on:

Manufacturer name-----

Brand-----

No.-----

9. Replace existing sidewalks with new concrete sidewalk panels.
10. The difference in elevation between the sidewalks panels shall not exceed 1/8".
11. Re-install hand rails.
12. Protect all existing pavement during demolition and construction.
13. Relocate any utilities encountered.

C-Section Exit/Entrance interior vestibule floor repairs:



A. Demolition:

1. Provide temporary walkway, traffic control and signage during construction.
2. Provide temporary/alternate pedestrian access to the building during construction.
3. Minimize access disruption to the building.
4. Install directional signage in accordance with MUTCD standards and VA Specification.
5. Complete vestibule entry will be closed and appropriate signage will be displayed.
6. Provide Maintain staff, patient, and visitor access to the rest of the building during work per specifications.
7. Remove existing hand rails and save for re-installation.
8. All debris (garbage and trash) needs to be covered at all times while it is in transit through hallway to and from the dumpster. Dumpster needs to be covered at all times and emptied when full. It is contractor's responsibility to keep the area surrounding your dumpster clean at all times.
9. Dispose of all construction debris in accordance with Federal, State and local environmental requirements.
10. Protect all existing electrical outlets, any supporting equipment and/or any other property from damage during work.
11. Protect area from excess dust and odors.
12. Protect all existing light fixtures, bases and any supporting equipment from damage during work by removal and storage or barricading
13. Protect all existing drainage structures from debris and sedimentation
14. Remove all existing debris from drainage structures

B. Construction:

1. Provide temporary walkway, traffic control and signage during construction.
2. Provide temporary/alternate pedestrian access to the building during construction.
3. Minimize access disruption to the building.

4. Install directional signage in accordance with MUTCD standards and VA Specification.
5. Continue to provide temporary infection control enclosure during construction per Specifications.
6. Repair, level and finish the floor / Epoxy Surface (approx.390sf) using Epoxy Floor Materials – Similar/Equivalent to: Tennant’s Eco-PT 250 / Eco-PT Topcoat / Eco-HT Topcoat Epoxy Mortar System (**See other Attachments**).

Bidding on:

Manufacturer name-----

Brand-----

No.-----

7. Re-install hand rails.

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 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 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 (kick-off) meeting between the Contracting Officer (CO), 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. During this meeting the Notice to Proceed (NTP) should be signed. 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 Plan: 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 measure 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: AHAs are also known as Job Hazard Analyses, Job Safety Analyses, and Activity Safety Analyses.
 - 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. Display the signed PCRA, ICRA, ILSM and Emergency Contact Information in a location coordinated with the COR.
 - b. Attending biweekly construction meetings which are facilitated by the COR.
 - c. Submit RFI's during construction as necessary.
 - d. Issue biweekly field reports of construction progress to the COR.
 - e. Attend field inspections and punch list inspections as requested by the COR.
- 3) Construction Close-out Period:
 - a. The Contractor shall provide 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. All Waste Reports submitted per Safety and Health during Construction Activities.
 - b. 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.
 - c. 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 (**See Specification Book**) Prediction.

L) Time Frames.

- 1) This project shall be completed within One Hundred Twenty (120) 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 Analyses.
 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 60 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 + 120 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 5 calendar days prior to beginning work. Certifications shall include welders, 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) An ICRA form will be issued to the winning bidder at the Pre-construction kick off meeting.

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

- 1) None

Q) Point of Contact at the EHVAH.

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