

CONSTRUCTION STATEMENT OF WORK

Date: May 22, 2017
Project Name: Replace SPS Washer Disinfectors
Project Number: 537-17-114

Place of Performance:

Jesse Brown VA Medical Center
820 S. Damen Ave
Chicago IL 60612

Part 1: Project Scope of Work Overview:

This project engages a general contractor to provide all tools, materials, components, labor, supervision, and warranty for construction to remove two washer-disinfectors within the Surgical Service and restore the finishes at their former openings, and remove and replace two existing washer disinfectors already purchased by VA in Sterile Processing Service, including utility connections, all within Building 40 – The Bed Tower in accordance with the Statement of Work, drawings and specifications.

Part 2: Period of Performance and Project Construction Cost Magnitude:

1. Complete all work including submittals, reviews and quality control within the calendar days from Notice to Proceed (NTP) as shown below

PERIOD OF PERFORMANCE CHART (IN CALENDAR DAYS AFTER NTP)				
Deliverables	Calendar Days for the Work	VA Review	Resubmit if Comments	Total days after NTP
Kick-Off Meeting with Documentation	14	0	0	14
Shop Drawings and Product Submittals	21	21	7	63
Mobilization and Performance of the Work (not including Special Activity below)	120			183
Special Activity: Demobilize between each of the 1 st floor washer-disinfector installations	21	0		204
Acceptance and Closeout	21	7	7	239

2. Accommodate the Period of Performance by including accelerated equipment installation costs as well as adjusting crew sizes.

Part 3: Detailed Project Scope of Work:

The contractor shall provide the following:

Each contractor has a responsibility to support the other, and the VA, in the collaborative effort of planning and executing this project. This work will go remarkably smooth and fast if the contractor and the equipment vendor work together with VA to enable it.

Task 1: Remove Sterilizers 3rd Floor Bed Tower Surgical Suite Sterile Corridor

1. All work shall be sequenced to minimize disruption to the fully functional hospital, and Surgical Service operations. All work shall be scheduled to be performed during non-business hours (weeknights and weekends – NOT federal holidays). Weeknight availability is typically after 6 or 7 PM, and before 6AM but that is dependent on surgery running later than typical attending to a patient. These evenings are better left for planning, coordination, or very minor activities. Obviously, patient treatment takes precedence.
2. A photo of the equipment is attached below.
3. Thoroughly read Specification 01 35 33 *Infection Control Requirements*, and plan for compliance with all requirements prior to commencement of work.
4. Prior to commencement of the work, the Contractor shall don special sterile environment PPE defined in Specification 01 35 33 *Infection Control Requirements*, and then erect a temporary barrier system to contain dust along the route from the door to the work area, sizing the work area sufficiently enabling all planned work without having to modify or repair the wall system.
 - A. The wall system must be dust-tight, affecting a containment. Within the containment the Contractor shall operate and maintain multiple HEPA filtration units to remove airborne particulates within the containment.
 - B. Sterile area personal protective equipment is required to be worn while erecting the containment. If the containment is properly constructed and maintained, the special PPE should no longer be required until removal of the containment begins.
 - C. To help ensure an effective and efficient plan, submit the containment wall system planned for use with this project, along with the HEPA filtration equipment, and a sketch reflecting proposed planning to the COR no less than 21 calendar days prior to commencement of work (and allowing time to procure materials and equipment needed).
 - D. Basis of specification for the system are:
 - Edge Guard (www.edgeguard.com)
 - Hepa Cart (www.hepacart.com)
 - Starc Systems (www.starcsystems.com)
 - Abatement Technologies (www.abatement.com)
 - E. The work is in a sterile environment. It is imperative that equipment, tools, and systems purchased, rented, or otherwise brought to the site and used by the Contractor arrive in like-new (clean) condition, and remain so for the duration of use. The equipment, tools, and systems shall not be stored at the facility while not in use. VA cannot be responsible for any loss or damage to Contractor property.
 - F. Prior to removal of the containment, first ensure that all work is complete, then thoroughly vacuum all surfaces using a commercial-grade HEPA filtered shop-type vacuum cleaner. Inspect for residual dust. Vacuum all surfaces again. Inspect for residual dust. Being certain that there is no residual dust, don special PPE, and then begin methodically disassembling and removing the containment system.

5. Disconnect and cap the power, water, and drains associated with the two existing sterilizers from the 2nd Floor Bed Tower Room 2261 (which face into Surgical Suite Sterile Corridor)
6. Remove the two sterilizers from the wall, wrap them in plastic, place them on a cart which will not mar floors or walls, and deliver them down to the Polk Street dock. The sterilizers will remain the property of the VA.
 - Protect flooring, walls, ceilings, and doors from damage while moving equipment.
7. Patch the drywall openings using like materials (metal studs and 3/4" fire-rated, mold resistant, gypsum wall board – both sides), float and finish to Level 5, and seal with primer and then two coats of paint using matching color throughout wall from corner to corner, and floor to ceiling.
 - Wall and Trim Paint basis of specification: Use Sherwin-Williams 3479 Water- Based Epoxy Floor and Wall Coating. Part A: GP3479A59. Part B: GP3479B01.
8. Common Work for Paint Finishes:
 - A. Do not thin any paint. Do not add anything to any paint.
 - B. All paint products shall be brought to the job site in clean, new, unopened cans, and used as blended by the factory (or factory-authorized retailer).
 - C. All brushes or rollers shall be brought to the job site in clean, new, unused condition.
 - D. Select prime and finish wall and trim paints from a single premium brand manufacturer with features and performance characteristics meeting or exceeding the products shown as Basis of Specification (above).
 - E. VA Project Manager shall select colors based on manufacturer's standard selection for all applications which are not intended to match existing finishes. For work requiring matching of existing finishes, the General Contractor is responsible for assuring compliance. Mismatched finishes shall either be corrected, or applied to all adjacent surfaces which hadn't been intended for refinishing.
 - F. Wall, ceiling, and floor surfaces:
 - 1) Scrub all surfaces not only to make clean, but ready for application and bonding of paint.
 - 2) Apply unthinned primer to all surfaces which are to receive finish coats. Allow to dry. Inspect for quality. Make corrections. Inspect for quality.
 - 3) Apply unthinned primer where patching and repairs have occurred. Allow to dry. Inspect for quality. Make corrections. Inspect for quality.
 - 4) Using material blended noticeably darker than that selected for the final finish coat, apply a first coat of finish paint to the wall, ceiling, or floor. Allow to dry. Inspect for quality. Make corrections. Inspect for quality.
 - 5) For entire rooms: Apply a second coat of unthinned finish paint throughout the entire room using the selected final color.
 - 6) For repair or single wall work: Apply a second coat of unthinned finish paint to match the color and sheen of the rest of the room surface (wall, ceiling, or floor respectively).
9. Flooring and floor base trim is continuous sheet flooring. Patch the flooring and integral base under the equipment after removal. Match existing floor manufacturer and color/pattern and welded seam of the sheet flooring. Existing floor is faded. Coordinate with the COR for best match using samples collected from your various flooring suppliers.

Task 2: Replace the Washer Disinfectors 1st FI Bed Tower Sterile Processing Service

1. All work will be sequenced to minimize disruption to the fully functional hospital and Sterile Processing Service (SPS) operations. All work shall be off hours and Sundays. At this time it appears ideal to plan the work for two weekend events beginning on Friday night and ending on Sunday morning.
2. SPS operations are to remain in service throughout the work. In planning and executing the work, careful consideration must be taken to prevent releasing dust within this space. As such, replacement of these two machines will need to be sequenced. Replace one machine at a time, allowing 21 days of "no-work by the contractor" after acceptance of the first machine, and then start of the installation of the second machine (for reliability and training).

Period of Performance matrix on Page 1 reflects a 30-day period between activities, and then 14 days for VA quality assurance to ensure proper function of the first machine before committing to removal of the second machine. The Period of Performance was corrected to reflect a 21-day term for VA quality assurance testing of the first machine.

3. The two Washer Disinfectors are on site. Plan to meet with the VA equipment vendor (Steris) and the COR to coordinate the work in advance, first at the Kickoff, later as the work plan is detailed, and then a day or two before the work is scheduled to start.
4. Thoroughly read Specification 01 35 33 *Infection Control Requirements*, and plan for compliance with all requirements prior to commencement of work.
5. Prior to commencement of the work, the Contractor shall don special sterile environment PPE defined in Specification 01 35 33 *Infection Control Requirements*, and then erect a temporary barrier system to contain dust along the route from the door to the work area, sizing the work area sufficiently enabling all planned work without having to modify or repair the wall system.
 - A. The wall system must be dust-tight, affecting a containment. Within the containment the Contractor shall operate and maintain multiple HEPA filtration units to remove airborne particulates within the containment.
 - B. Sterile area personal protective equipment is required to be worn while erecting the containment. If the containment is properly constructed and maintained, the special PPE should no longer be required until removal of the containment begins.
 - C. To help ensure an effective and efficient plan, submit the containment wall system planned for use with this project, along with the HEPA filtration equipment, and a sketch reflecting proposed planning to the COR no less than 21 calendar days prior to commencement of work (and allowing time to procure materials and equipment needed).
 - D. Basis of specification for the system are:
 - Edge Guard (www.edgeguard.com)
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 - E. The work is in a sterile environment. It is imperative that equipment, tools, and systems purchased, rented, or otherwise brought to the site and used by the Contractor arrive in like-new (clean) condition, and remain so for the duration of use. The equipment, tools, and systems shall not be stored at the facility while not in use. VA cannot be responsible

for any loss or damage to Contractor property.

- F. Prior to removal of the containment, first ensure that all work is complete, then thoroughly vacuum all surfaces using a commercial-grade HEPA filtered shop-type vacuum cleaner. Inspect for residual dust. Vacuum all surfaces again. Inspect for residual dust. Being certain that there is no residual dust, don special PPE, and then begin methodically disassembling and removing the containment system.
6. Disconnect and cap the power, water, drains from the two existing Washer Disinfectors at 1st Floor Bed Tower Room 1635 and (Sterile Storage Room 1639 (see first floor plan)
7. Remove each of the two sterilizers from the wall, wrap them in plastic, place them on a cart which will not mar floors or walls, and deliver them down to the Polk Street dock. The sterilizers will remain the property of the VA.
 - A. Protect flooring, walls, ceilings, and doors from damage while moving equipment.
 - B. Repair anchor holes from existing equipment.
 - C. Repair any floor damage found after removal of equipment.
8. After modifying and or upgrading the several utility service connections, the Contractor shall move the new washer disinfectors from storage on site to SPS, and then set in place. Final assembly shall be by the VA equipment vendor Steris.
9. The Contractor shall provide the following site prep for each machine:
 - A. Extend the existing electrical and reconnect.
 - B. Provide new 208/120V NEMA 12 fused disconnects at each machine. 60A-3P + ground feed. 3 #6, 1 #10 ground, 1" conduit, home run.
 - C. Verify the correct breaker for each washer and conveyor, and replace the existing breakers. Turn over existing breakers to the COR after removal.
 - D. Provide one Cat 5e data connection, including cable and RJ45 jacks with terminations at each machine which will be readily- accessible above each washer for remote monitoring.
 - E. Reroute the existing exhaust venting and reconnect. (Note: Item F was moved from E for clarity)
 - F. Provide stainless steel flashing from the hood to the machine. (Note: Incorporate into planning of stainless steel soffit described below at items 9.N and 9.O.)
 - G. Extend the existing steam feed and reconnect.
 - H. Extend the existing hot water, cold water, and treated (purified) water (supplies and returns), replace all valves, and reconnect. Purge lines and sterilize before connection to equipment.
 - I. Provide new ball valves for each water or steam line (supply and return) serving each machine in order to enable serving of either without causing both units to be taken out of service.
 - Provide industrial-grade ANSI/NACE MR0175/ISO1516 compliant ASTM A351/A351M - CF-8M stainless steel quarter-turn ball valves, F-F NPT threaded, with stainless steel locking lever handle panel mount, and turn stops, spring-loaded padlock lockout feature, and extended stem to accommodate the thickness of the insulation and jacketing, installed properly to point handle in the direction of flow when open. Provide stainless adapter fittings as necessary to connect each valve to each associated tube or pipe without reducing inner diameter. See Parker Series 50SS for basis of specification. Example: Mfr. Part No. VP502SS-16

- J. Provide new mechanical insulation systems. Insulate all piping using 2" thick preformed insulation rated for the temperatures and humidity levels expectable in these conditions, with integral vapor barrier with self-adhesive strip, and then cover with PVC jacketing. Where temperatures potentially exceed the rating of the PVC jacketing, use corrugated aluminum jacketing typical of industrial insulation. Seal all jacketing with 100% silicone caulk of matching color where tight-fitting jackets are not possible. Apply no less than one blue band on each piece of jacketing, indicating that the insulation beneath is asbestos free. Alternatively, provide factory-made metal tags indicating same (verify compliance with industry standards and OSHA hazard communication regulations for such applications).
- K. Reconnect the exhaust vent for each unit. Provide stainless adapter as needed.
- L. Provide a stainless steel drain pipe or tubing (size-dependent) from each machine to each associated drain.
- M. Seal all penetrations through floors, walls, or ceilings using fire-rated materials. For small holes or cracks, fire caulk is ideal. For larger openings, selecting products such as those manufactured by Hilti for this purpose is ideal. As always, submit all products along with a plan and or listing of how and where the products are intended to be used.
- N. Remove the metal soffit above the two machines prior to commencement of removal of the first machine. See photos attached.
- O. After installation of the second machine, install a new pre-fabricated stainless steel sheet metal soffit system with an access panel on each side to cover the piping and other utilities above the two machines, and finish the area above the machines to the ceiling, and also fill and finish the space between the machines and the ventilation hood.

Custom stainless steel soffit:

- 1) Review the photos provided, and observe the soffit above the two machines and behind the ventilation hood. The existing soffit will not fit over the new machines and must be replaced. It is also one large piece. The new soffit system is planned as a less complex system to fabricate and install than the current system, but is similar in configuration, but with a stainless steel finish to match the equipment and ventilation hood.
- 2) Fabricate and install a stainless steel soffit above each of the two washer disinfectors to enclose utility connections and shut off valves similar to the current system configuration, only larger to accommodate the larger machines.
- 3) Each stainless steel soffit section will be approximately 30" deep x 44" wide by 14" high.
- 4) Field measurement after installation of the second machine will be required, as will expediting the fabrication which enables installation of the soffit system during the subsequent weekend.
- 5) Each soffit enclosure shall include a 12" x 18" flush, flanged, screwdriver-operated cam latch, gasketed, brushed 304 stainless steel access door, continuous (piano) hidden-hinged on wall side to allow ease of access, (locations and configuration similar to current system shown in photos below).
- 6) To fill the space (above the washers) between the two soffit pieces described above, provide a stainless steel panel approximately 28" wide x 30" long.
- 7) Hem all edges to stiffen the system and prevent sharp edges.
- 8) DO NOT plan to drill and fasten into the new machines to secure the soffit.

- 9) Where fasteners are required to assemble the soffit sections together, and enable serviceability, use 410 stainless steel (Not 18-8), #10 x ¾", No. 3 self-drilling point, self-tapping, unslotted ¼" hex washer head with bonded neoprene washer.
- P. Repair floor where conveyors were anchored. Each of the four conveyors is anchored at two locations – two conveyors on each side of each machine, each with two support legs which are anchored to the floor (total = 8). Cut the anchors no higher than flush with the floor, use epoxy cement patch to fill the resulting depression in the floor, and then coat with two-part epoxy to match the liquid epoxy floor. The size of each repair will be a function of method and care used to cut or remove the existing anchors. See photos below and at the end of this SOW.



Part 4: Meetings, Submittals, and Deliverables:

1. Kick-Off Meeting and Documentation

- A. The Contractor Project Manager and Field Supervisor shall attend a Preconstruction Safety and Coordination Meeting to discuss project details.

Prior to the Kick-Off meeting, submit and gain approval of:

- B. Submit a fully-loaded cost schedule meeting the requirements of VAAR 852.236-84 *Schedule of Work Progress* (except using Critical Path Method versus Network Analysis). Not less than one item per subcontractor. Include all expected system shutdowns and off-hours work. Do not list dollar values for administrative, planning, submittals, mobilization or demobilization, closeouts or other non-work activities (work to be completed in the field which adds value to the final product). Distribute the administrative, overhead, and profit values evenly through the work activities to determine their value. Do not front-load the values of the schedule of values. The costs shown must be the actual value of the work put in place.

- C. Submit a list of all subcontractors and suppliers, including: Company names, office address, and main point of contact name with telephone number
 - D. Review and Comply with Specifications:
 - 1) 01 35 26 Safety Requirements.
 - 2) 01 35 33 Infection Control Requirements.
 - 3) 01 40 00 Quality Requirements.
 - 4) 01 41 00 Regulatory Requirements.
 - 5) 01 42 16 Definitions, Abbreviations, and Acronyms.
 - E. Submit a Construction Safety Plan with project-specific procedures, processes, analysis, and details, including but not limited to:
 - 1) Project-specific Activity Hazard Analysis, which forms the basis of the Construction Safety and Accident Prevention Plan highlighting identified risks such as isolation of stored energy (Lock-Out*), fall protection, or confined space access.

(*) Note that tag-out is not an acceptable form of isolation, therefore it was intentional not to use the outdated term LOTO.
 - 2) Submit an electronic copy of all workers OSHA 30-hour Construction Safety Training certificates.
 - 3) Assist the COR in completing project-specific VA Infection Control Risk Assessment (ICRA) documentation.
 - F. Submit: Submittal Log, including:
 - 1) The Contractor shall provide all shop drawings and product data submittals by email to the COR.
 - 2) List all shop drawings and products in the submittal log by Masterformat® number.
 - 3) Include a column for the date received by VA and the date returned by VA.
 - 4) Allow 21 calendar days for VA review and response of all submittals and RFI's in your planning.
 - 5) Include a column for Approved or Disapproved.
 - 6) Include a wide column for notes and comments.
 - 7) If a submittal is disapproved, it must be either be responded to explaining why the contractor disagrees with it being found noncompliant, or corrected.
 - 8) Each resubmittal shall be tracked as a separate entry in the log.
2. Construction Progress Meetings:
- A. The Contractor's Project Manager and Field Supervisor shall provide on-site weekly construction progress meetings with the COR for the entire period of performance.
 - B. Include preparation of meeting agendas, and subsequent minutes of the meeting for each event not later than 1 day (next business day) after each meeting.

- C. Construction Progress Meetings Agenda's and Minutes shall include: List of invitees/attendees, list of past/ongoing and new issues or concerns, indicate days remaining per the contract, detail any safety incidents, and include current updated copies of the RFI Log, the Shop Drawing Log, and a detailed 2-week look-ahead and utility shutdown schedule.
- 3. Mobilization on Site, and Performance of the Work
 - A. Contractor shall not mobilize on site until all Kick-off Meeting and Documentation deliverables listed above are submitted, reviewed, and accepted by VA.
 - B. Approval to mobilize shall be in writing by the COR.
 - C. Post and maintain at each work area all current emergency contact information, VA Infection Control Risk Assessment (ICRA)/Permit, Interim Life Safety Measures (ILSM), and other information required by the COR, on the wall at all entry points to the work area.
- 4. Daily Reports:
 - A. Each day the Contractor shall provide a Daily Report and accompanying digital photos in compliance with VAAR 852.236-79 *Daily Report of Workers and Material*. The Daily Report shall include: List of issues or concerns, days remaining per the contract, detail regarding any safety incidents, detail of daily safety inspections (including items checked and corrective actions taken), notations regarding any visitors to the work area.
 - B. The report must be accompanied by relevant and time and date-stamped photos of construction progress of sufficient quantity and detail to enable viewers to clearly see the progress of all work to-date, all issues discovered (including those which become the subject of RFI's). Email the Daily Report and photos to the COR not later than 9 am the next working day.
- 5. Acceptance and Closeout
 - A. Acceptance Criteria for the work:
 - 1) Schedule demonstration of new equipment and systems at least 21 calendar days in advance with the COR.
 - 2) Provide factory startup and certification of all systems.
 - 3) Demonstrate the operation of the system
 - 4) Newly installed piping and distribution system components shall be flushed and disinfected prior to being placed in service. Include documenting completion/certifications.
 - 5) Startup and testing of new systems or equipment, or moving in VA purchased equipment or furnishings, or their use, does not constitute any form of Acceptance (or Beneficial Occupancy). The project is planned around the complete, complaint, and unconditional fulfillment of all requirements of the contract which enable the work to be complete – by definition. Please work with VA to expedite this process.
 - B. Closeout Records: Provide one full-size, and one half-size printed set of as-built drawings, as well as CD-ROM or DVD-ROM media containing a complete archive of

all project documents and files, including but not limited to:

- 1) As-built record drawings of the installed condition.
- 2) Approved shop drawings.
- 3) Operations and Maintenance Manuals.
- 4) Spare parts lists.
- 5) All photographs.
- 6) All daily reports.
- 7) All communications.
- 8) All pay applications.
- 9) All communication, change, and cost data.
- 10) All safety records.
- 11) A project Warranty written by the General Contractor, projected to start upon Final Acceptance by VA (typically within a business week of receiving a complete and compliant closeout package).
- 12) Other documents required by the Contracting Officer.

Part 5: Applicable Performance Standards

1. All work shall comply with
 - A. All VA Policies including and not limited to: VA Construction Safety and VA Infection Control Policies.
 - B. Codes, Standards and Executive Orders (Topic 1) found at <http://www.cfm.va.gov/til/cPro.asp>
2. The General Contractor shall have a Competent Supervisory Person on site at all times when any worker(s) or sub-contractors are present.
3. All persons working on any electrical systems rated 50 volts or more shall have the minimum qualification as a State Licensed Master Electrician or Registered Journeyman Electrician, all activities shall follow the safe work practices in compliance with NFPA 70E Electrical Safety in the Workplace.
4. The Contractor shall provide a proactive and complaint Construction Safety and Accident Prevention plan in accordance with the Occupational Safety and Health Act, VA standard construction safety specifications, and site-specific policies:
 - A. Fire extinguishers, pedestal mounted in the area of work
 - B. Walk-off dust (sticky) mats, inside and outside all entry / exit points of the workspace, changed not less than daily (or per shift when shift work occurs), or more as required by the COR due to observed conditions (failure to actively maintain the dust control measures).
 - C. Block off all HVAC return ductwork and louvers to prevent the introduction of dust into the HVAC system.
 - D. Provide a heavy vinyl dust-tight system designed and manufactured specifically to

be used as a temporary construction isolation barrier. Provide dust containment tent or portable containment cube when accessing above only one ceiling tile. Always use containments with HEPA-filtered negative air flow/pressure system. Size the air filtration system sufficiently large enough to ensure that negative pressure remains effective when doors are opened. Always exhaust to the outdoors, and away from all operable windows and HVAC air intakes, and when at ground level away from pedestrian walkways.

- E. Provide High-Efficiency Particulate Air Filtration (HEPA) recirculating air equipment inside the workspace.
- F. No trash, used packaging, or construction spoils shall be stored on site. Remove all trash during each shift using covered gondolas. Never use dumpsters other than those you have rented for this work. Severe penalties, including potential criminal charges may be levied for use of government-rented or owned containers, or those of other contractors.
- G. Broom-sweep the work area at the end of each day (or shift during days with multiple shifts). Provide HEPA vacuum and damp (not wet) mop daily where broom sweeping creates airborne dust.

Part 6: Jesse Brown VAMC Requirements

6.1 List of Exhibits or Drawings to be Included.

- 1. Bed Tower architectural, electrical, plumbing, and HVAC drawings. These drawings are for reference only and are known to be inaccurate.
 - A. Bed Tower Ground Floor Drawings Reference: 2-A10 Ground Level Floor Plan
2-A41 Ground Level Enlarged Floor Plan
2-E11 Ground Level Lighting Plan
2-E31 Ground Level Power Plan
2-H6 Ground Level HVAC Plan
2-P6 Ground Level Plumbing Plan
2-H31 Ground Level Piping Plan
2- P50 Plumbing Schedules
 - B. Bed Tower Surgical Suite Drawings Reference:
537-40-EP-100 Partial Second Floor Power Plan
537-40-EP-101 Partial Second Floor Power Plan
537-40-MP-301 Partial Second Floor HVAC Plan
- 2. Steris Equipment New and Existing Tech Data:
 - A. Amsco 7053L Instrument Washers & Load/Unload Conveyors– 18 pages (for SPS)
 - B. Existing Synergy Washer-Disinfector – 12 pages (remove from SPS)

C. Existing Amsco Century Small Sterilizers – 8 pages (remove from Surgical Svc.)

3. Specifications:

- A. 01 35 26 Safety Requirements.
- B. 01 35 33 Infection Control Requirements.
- C. 01 40 00 Quality Requirements.
- D. 01 41 00 Regulatory Requirements.
- E. 01 42 16 Definitions, Abbreviations, and Acronyms.

6.2 General Contractor Requirements:

1. The General Contractor shall ensure that his staff, and those of all subcontractors comply with all JBVAMC site-specific requirements including and not limited to: key policy, badge & ID policy, rules of behavior, and smoking policy, as well as:
 - A. All building services, equipment, and systems shall be maintained in full operation at all times. The contractor shall employ construction planning and methods to keep equipment and systems fully functional.
 - 1) Identify any expected utility system shutdowns and off-hours work on the CPM Schedule.
 - 2) Utility shutdown work shall be planned well in advance with the COR. Request system shutdowns in writing not less than 21 calendar days in advance of the need. The Construction schedule should have already reflected these events, and this is one of the important reasons. Plan for these events to occur during non-business hours beginning at 6PM and concluding by 6AM the following morning.
 - 3) For hospital services which only operate during regular business hours (e.g.: M-F), equipment and system shutdowns required of the work shall only be performed while the service is closed, typically between 6 pm Friday and 6 pm Sunday (allowing time for post-construction inspections, testing, and especially cleaning.
2. Normal construction work hours are 7:00 am to 3:30 pm Monday through Friday. However this work requires alternative planning.
 - A. Normal work hours can be modified only by written approval of the COR.
 - B. No work shall be planned by the Contractor to occur on Federal holidays. No work shall be planned or occur on weekends when a Federal holiday is on the weekday immediately before or after (Monday or Friday). Exception: Christmas, Thanksgiving, Memorial Day, Independence Day, New Year's Day holidays within two days of the weekend are to become 4-day work breaks.
 - C. Work in stairs, interior / exterior public areas shall be planned well in advance with the COR for low patient volume times and performed beginning at 6PM and concluding by 6AM the following morning.
 - D. Any work which may produce noise, vibration, dust, or odors, such as core-drilling, hammer-drilling, saw-cutting, and soil compaction shall be performed between 6:00 PM through and 6 AM of the following day.

- E. Material and tool movement within the facility must occur when there is no risk to the public, employees, or patients. Movement of equipment or long material (conduits, studs, pipes, etc.) within public corridors shall be performed between 6:00 PM through and 6 AM of the following day.
 - F. Crane lifts, any work that closes drive isles, closes building entries, or closes public corridors, shall be performed between 6:00 PM through and 6 AM of the following day, and or pre-coordinated with the COR to be performed on Sundays.
 - G. For any work occurring during non-business hours (6PM-6AM weekdays, or any time weekends or holidays), the Contractor PM, or Superintendent, or Safety Manager, shall check in (in person) with the Administrative Officer of the Day (AOD) which is located in Patient Admitting. Provide the name and cell phone number of the on-site supervisor to the AOD. Upon completion of the work, check out with the AOD.
3. Deliveries and Parking:
- A. Contractor parking is not available on site, including the parking garage. The existing JBVAMC parking garage is at capacity and reserved for patients and staff only. Utilize street parking, or park in the Cook County Juvenile Center Parking Garage (their daily rate is nominal).
 - B. The best plan is for contractor employees to park at the nearby Cook County Juvenile Center parking garage, which is one block from the Taylor St. entrance (it's cheap and generally secure). Some contractor employees have had luck with street parking around the campus if they get here early.
 - C. Company trucks may (possibly) temporarily park at one of the loading docks under the following conditions: 1) At least one business day notice to the COR, and 2) A dock space is actually available (during business hours far less likely), and 3) Only long enough to load or unload the truck – while the driver waits with the truck in case it needs to be moved in case of emergency.
 - D. Prior to the time of delivery: Provide vehicle information to the VA Police and remove the vehicle as soon as delivery is complete. Never allow delivery vehicles to be left unattended.
 - E. Move materials through public corridors during low patient time, typically performed beginning at 6PM and concluding by 6AM the following morning.
- 4. Elevators: Contractor shall only use freight elevators. Do not move materials and employees in passenger elevators without prior written approval by the COR.
 - 5. No on-site office or on-site office or storage containers shall be allowed. Provide just-in-time delivery and pickup. Coordinate with COR for staging within the area of work.
 - 6. No music radios. Two-way radios are allowed where transmit/receive frequency(s) is approved by COR (in consultation with VA Police).
 - 7. For locations where asbestos abatement is not already in this Scope, immediately stop work and notify the COR if asbestos is noticed or suspected in the area of work.

6.3 Construction Waste Handling, Storage, and Removal

1. Do not use VA or other contractor dumpsters. This form of theft shall not be tolerated.
2. The location of the construction dumpsters must be approved by VA prior to delivery. Dumpster placement and use must be planned well in advance. Typically, the only feasible location for dumpsters is at the Polk St. dock area. It is possible, though, that no on-site location may be available at the time needed. Therefore, the contractor must be prepared to store waste off site.
3. The dumpster must be surrounded by a 6ft (min) high, wind-braced, chain-link fencing system which also incorporates rip-stop fabric obscuring public view of the enclosed area, and secured by a VA-approved padlock.
4. Pavement shall be protected from damage caused by loading and unloading the dumpster and dumpster weight.
5. The General Contractor is responsible for ensuring that their selected waste hauler absolutely and without exception pre-sorts recyclables prior to diversion to a landfill, and immediately provides a report identifying what content was recycled and in what quantities from the salvage / disposal service in compliance with VA Green Environmental Management System (GEMS) policy and local laws.
6. Final payment shall not be approved without this documentation.

6.4 Scheduling and Payments:

Resulting contract is supplemented and clarified by the following:

1. Schedule of Values
 - A. Schedule of Values shall be prepared and transmitted along with the CPM schedule to the VA COR for review and approval prior to approval to mobilize.
 - B. List all activities of each phase of the work.
 - C. Assign values to work activities which result in completed construction.
 - D. Do not list General Conditions (superintendence, trash removal, consumables, procurement activities including submittal preparation, attending meetings, preparing schedules, pay applications, mobilization, demobilization, etc. specific to the project), Overhead (management and staff payroll, insurance, bidding, etc. associated with the costs to operate the business independent of the project), or Profit. These costs are to be distributed evenly through the project by incorporation into the listed items of the work.
2. Schedule of Activities
 - A. Critical Path Method (CPM) scheduling shall be used.
 - B. Schedule of Activities shall be prepared and transmitted along with the Schedule of Values to the VA COR for review and approval prior to approval to mobilize.
 - C. Use Gantt charts to graphically represent planned and completed work.
 - D. Listing key milestones is essential to planning and tracking execution, and an essential part of CPM scheduling.

- E. List the inputs (tasks, activities, permits, government-owned equipment, inspections, events, etc.) required of the VA in order to enable contractor activities to start and or finish (leads and lags).
 - F. Schedules shall be developed using software which is capable of producing files which are fully compatible with Microsoft Office Project 2010 (.mpp file) without special training or third party software required of the Government.
 - G. Divide the project into phases, and list every activity along the Critical Path. Milestone events shall be included to aid in understanding planned critical events which impact the schedule overall.
 - H. Do not plan the work as one continuous linear effort if it is possible to perform activities simultaneously, or with overlapping or staggered starts and finishes.
 - I. Given that areas or rooms within areas of the hospital must be vacated to allow construction, speed is imperative to reducing the impact on patient care. Activities shall be planned with this in mind. If long-lead items are required to complete a phase, do not schedule the work to start without considering when the long-lead items are scheduled to arrive. Schedule field activities based on optimal performance, and then drive it.
 - J. The contractor shall develop a highly-detailed schedule of activities and tasks for each phase of the work.
 - K. Include the scheduled value of each activity or major task listed. Detail and accuracy in development of the cost-loading part of the schedule benefits everyone.
 - L. The initial schedule required prior to mobilization, or advancement to the next phase (location) shall become the Schedule Baseline upon approval of the VA COR.
 - M. Ensure that the schedule is maintained and communicated to VA each week, reflecting the actual progress, remaining activities and tasks, and reflecting how the work has changed since VA acceptance of the Schedule Baseline.
3. Payments:
- A. The contractor shall not submit any invoice for costs other than completed work in the field. Do not submit schedules of values or invoices listing non-work items such as submittal preparation, mobilization, meetings, scheduling, trash or waste handling, or individual titles and names such as Superintendent, Safety Manager, etc. – all of which are paid for within each work item (which carries its own portion of General Conditions costs).
 - B. Contractor costs other than those specific to the delivery of work in the field, such as insurance, office administration, company vehicles, travel expenses, billing, procurement, project manager, and other costs are covered within Fee, Overhead, or Profit and not individually billable.
 - C. Submit to the COR a “pencil copy” of your pay application no later than the 15th of each month, and follow up with discussions, corrections, etc. to ensure that by the end of each month you may be able to properly bill the Government for the work completed during that month.

6.5 Use of, and or Possession of, Prior to Completion

1. The nature of this project requires segmentation into phases based on location and the necessity of the Government to actively participate in the startup and commissioning of each system in order to determine proper function and fitness for intended use, and to enable the contractors to better plan and execute the work in smaller manageable segments.
2. Acceptance and Final Completion shall not occur until the final phase of the work is complete, at which time the warranty term shall begin. 52.236-11 defines rights and responsibilities.

6.6 Warranty

Resulting contract is supplemented by the following:

1. As part of their closeout package, each contractor shall provide a comprehensive warranty covering any and all failures in performance for all materials and systems included in this Scope of Work projected to commence on the date of Acceptance and Final Completion (as determined by VA – see Definitions) of all parts of this project. It is essential to establish and maintain one warranty term all systems (or there'll be issues for all involved).
2. Materials purchased by the Contractor for the restoration of finishes within this SOW shall include an allotment for post-construction repairs and near-term attic stock for use during the warranty term, and stored on site at a location acceptable to the VA COR and VA maintenance staff.
3. All work shall be provided with (minimum) one-year parts and labor warranty from date of Final Acceptance by the VA. Exception: Where factory-provided warranties and or guarantees exceed one year, so too shall the warranty of the General Contractor (and in- turn his subcontractors associated with that work). DO NOT write the warranty to start when subcontractors finish, or when the system was started up for testing. The project is not completed until all closeout documents are submitted and approved, and all punch list items are completed.

6.7 Safety

Resulting contract is supplemented by the following:

1. All contractor staff shall comply with all parts of the *Occupational Safety and Health Act of 1970* (as amended), and VA safety requirements while on this site.
2. All persons, including subcontractors, working on this project at this site shall have completed the 30 Hour OSHA construction safety training program.
3. Under the FAR, *Suspension of Work*, and *Stop-Work Orders*, by definition, only occur at the direction of the Contracting Officer. Therefore, interventions regarding safety, especially where there is risk to human life, safety, and health, or damage to property, do not qualify as such, nor constitute a *Government Delay of Work*. Everyone has a moral and ethical obligation to at least try to prevent people from harming themselves or others.
4. Fire Safety:
 - A. Contractor Project Manager is responsible for their superintendent and safety

manager performance. Access to this site shall be revoked for violations of fire safety and the contractor shall be caused to replace their PM, superintendent, and safety manager prior to commencing or resuming work.

- B. Anyone caught smoking within the facility may (very likely) be arrested by the VA Police or detained by VA staff and turned over to the VA Police, and either turned over to Chicago Police, or transported to other federal facilities for criminal processing.
- C. Always maintain at least one multi-hazard fire extinguisher within each work area.
 - 1) Monthly inspections are mandatory and a persistent issue of noncompliance which will no longer be tolerated.
 - 2) Always properly wall-mount every extinguisher. Portable stands specifically designed and labeled for this purpose may be acceptable.
 - 3) Use of extinguishers as door stops is a grave offense for which there shall be no second chances.
- D. Where a fire or smoke-rated wall assembly is planned for selective demolition, temporary wall system(s) of equal or greater rating shall be planned, submitted, approved, and erected.
- E. Do not allow any welding, torch-cutting, or burning within the building.
- F. Do not bring any flammable, caustic, or odorous materials to this facility without first submitting a SDS and gaining approval from VA, and then only plan for the absolute minimum quantity necessary for the work in progress, and only for the duration of the task. Storage of flammable materials beyond the quantity or duration necessary for the work at hand shall not be tolerated on the premises. In no case shall these materials be stored unattended – especially overnight.
- G. Fire-seal all penetrations (within smoke or fire-rated assemblies) through any wall, ceiling/roof, or floor were created or discovered during this project. Contractor shall fill all openings and air gaps around ducts, piping, and other adjacent materials within walls, ceilings, and floors with fire-stopping systems (typically for small gaps fire caulk is optimal) regardless of source or cause prior to enclosing the locations.
- H. Regardless of material or system solution, submit (all) product data along with its (Material) Safety Data Sheet for review and approval by VA well in advance. Always follow manufacturer's instructions.
- I. All work in crawl spaces of this facility shall comply with OSHA Permit- Required Confined Space regulations.
- J. DO NOT allow any contractor staff to smoke on VA property.
- K. Each contractor must designate a competent safety manager who shall be present, on site, any time their employees, or employees of one or more of their subcontractors are working.
- L. As a minimum, a competent safety manager has completed a 30-hour construction safety course based on the OSHA Construction Safety Standard

(30 Hour Card), and where applicable shall also hold and maintain certification(s) specific to regulated activities in the field (plumbing, electrical, dialysis water treatment systems, etc.).

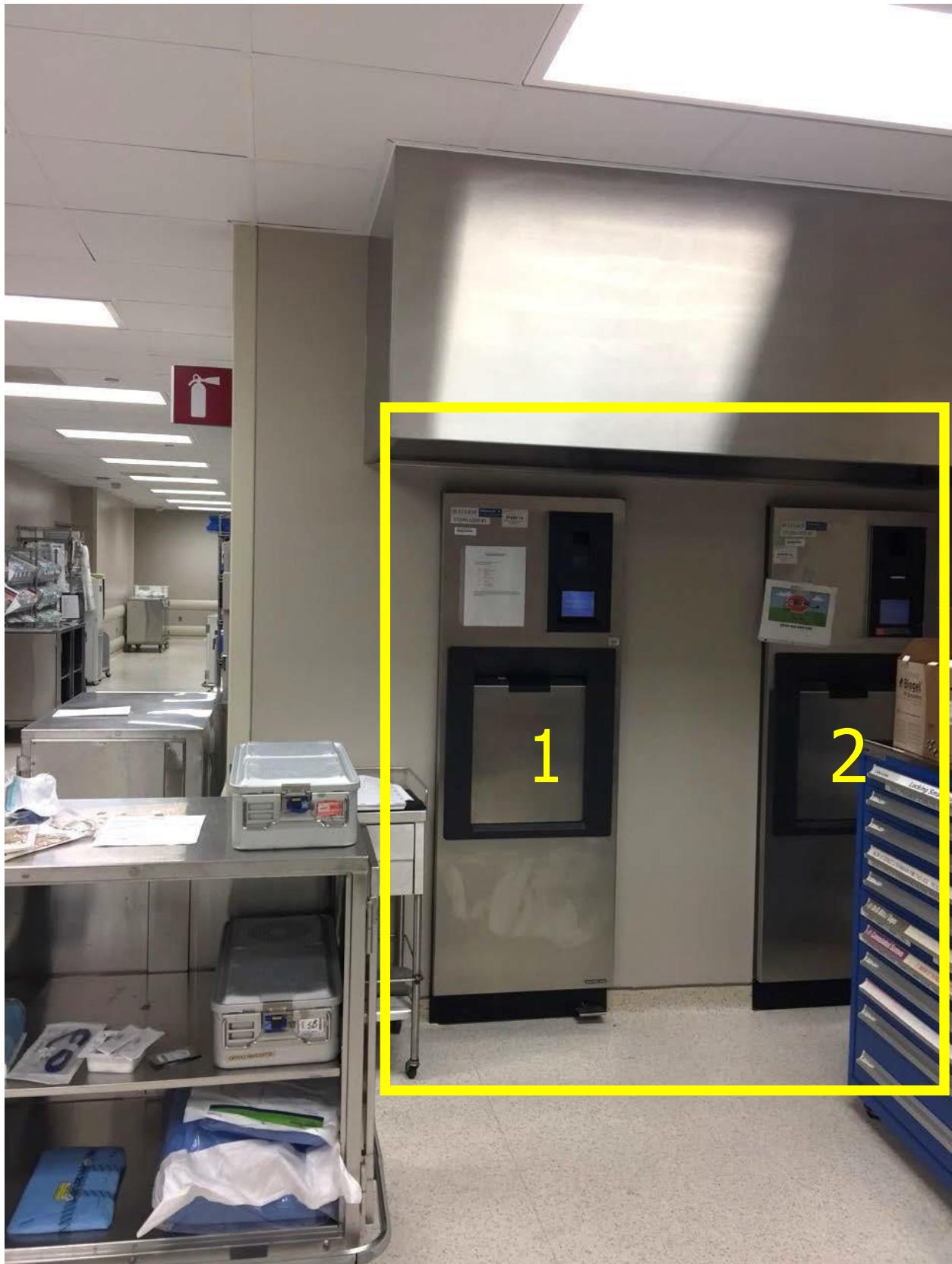
- M. Prior to beginning an activity, a dust control plan shall be prepared and approved by VA to ensure an effective overall Infection Control Plan. Work will not start unless and until the contractor has a complete plan to expedite the activity from start to completion safely and reliably, approved by the VA Project Manager (often in coordination with medical departments, and the safety team).
5. Control of Stored Energy (Electrical and Plumbing):
- A. WORK ON LIVE CIRCUITS IS NEVER LEGAL, or acceptable.
 - B. TAG-OUT IS NEVER COMPLIANT as the sole method of de-energizing and making a system safe to work on. Disconnect, de-energize, and lock out all energy sources prior to working on systems or equipment.
 - C. Please ensure that all electrical and plumbing work is performed and controlled by competent journeymen and supervised by competent safety supervisors employed by the General Contractor. An occurrence of work found to be in conflict with these statements will immediately result in the electrical or plumbing contractor, and general contractor employees being denied further access to VA property, and may result in being detained by the U.S. Department of Veterans Affairs Police. Where loss to life, health, or property is evident, civil and or criminal charges are likely to result. Yes. We take safety seriously.

6.8 Communication

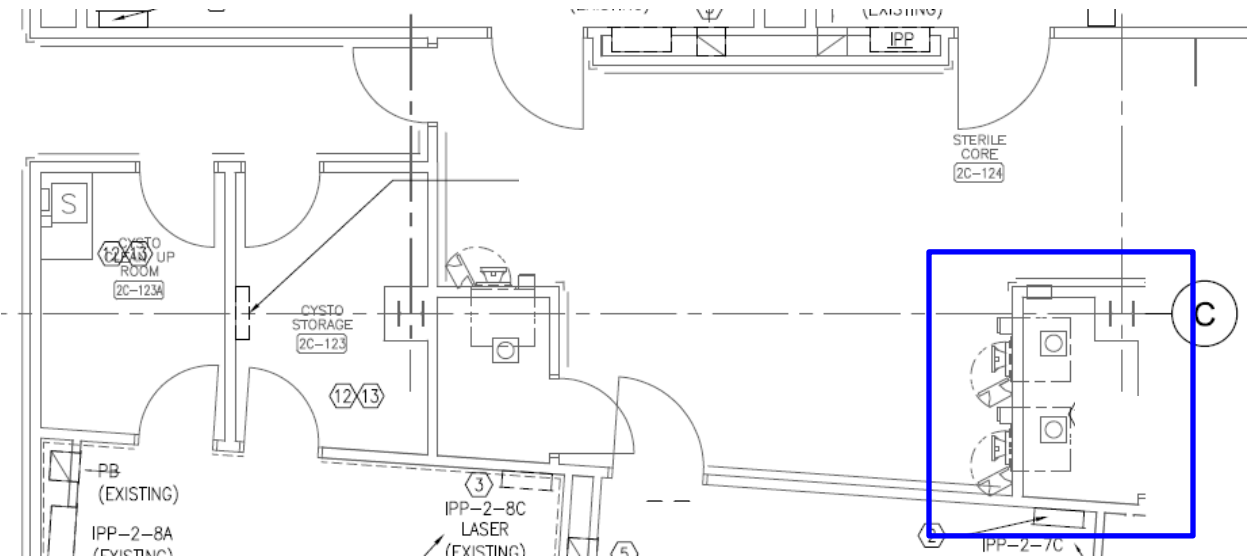
- 1. Each contractor shall fully cooperate with the other contractor(s) and with Government employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the other contractor's work, heeding any direction that may be provided by the Contracting Officer. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by Government employees.
- 2. Continuous and effective communication and collaboration between the Contractor, the equipment manufacturer, and the VA Project Manager is essential and required.
- 3. Project Team Directory: Contractors shall provide the VA COR with current and complete information for key members of the project team.
- 4. Progress meetings shall be conducted on site each week. Each contractor shall come prepared to update the team regarding progress, issues effecting progress, and their detailed 3-week look-ahead, including any activities or tasks required of other contractors or the VA.
- 5. All emails and electronic documents shall be titled using the following convention for clarity and efficiency: Project number, short project name, short general subject of the email or document name, and then date for version control formatted as: DDMMYY. Example: "537-16-138 Dialysis, Pay App1, 9APR17". The goal here is not only standardization and order, but enabling recipients to

know what an email is about, and what a document is, prior to actually having to open it.

Surgical Suite Sterilizers (x2)



Surgical Suite Sterilizers Location



Washer-Disinfectors Photos 1st Floor



Mechanical soffit left side



Mechanical soffit right side

Washer-Disinfectors Photos 1st Floor (continued)



**Door from corridor adjacent to Washer-Disinfectors
(42" door will need to be removed to allow equipment through)**



Sterile side conveyors



**Non-sterile side conveyors and soffit
(above machines)**

Washer-Disinfectors Photos 1st Floor (continued)



Non-sterile side of machines, and locations of disconnects



Disconnects (208/120V) for each machine on non-sterile side