

# Statement of Work

## Install Grease Interceptor in Kitchen of Building 217 Project Number: 578-16-036

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- Attachments:
- 1) Hines VA Campus Site Plan
  - 2) Building Plan
  - 3) Work Area
  - 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
  - 6) Cutting welding and other hot work
  - 7) Dig Permit SOP FORM 2015
  - 8) Interim life safety measures (ILSM)
  - 9) Infection Control Risk Assessment (ICRA)
  - 10) Contractor PIV Instructions and Form
  - 11) Work Area Photos
  - 12) Specifications Book
- References:
- 1) VA's Technical Information Library (TIL)
  - 2) Master Construction Specifications (PG-18-1)
  - 3) Standard Details (PG-18-4)
  - 4) Environmental Planning Guidance (PG-18-17)
  - 5) 2011 Asbestos Survey for the Edward Hines Jr. Veterans Affairs Hospital (available on request)
  - 6) 2013 Historic Preservation Plan for the Edward Hines Jr. Veterans Affairs Hospital (available on request)
  - 7) 2014 Statement of Conditions Survey for the Edward Hines Jr. Veterans Affairs Hospital (available on request)

#### **A) Mission.**

Engineering Service's mission is the total oversight and management of the environment of care, as it pertains to the physical infrastructure and base plant operations, at the Edward Hines VA Hospital. Engineering support is for customers that include, but are not limited to, patients, visitors, clinic staff and administrative employees.

#### **B) Goals**

The Goals of this project are to install a new grease interceptor and floor drain and repair the cleanout and piping in the dishwasher area of the Kitchen, Room 1A127 of Building 217.

#### **C) Current Conditions.**

The project area is located within a working dishwashing area of a food service area, Room 1A127 of Building 217. The underground drainpipe is broken and contributes to frequent clogging and drainage backups. The lack of a grease interceptor is not compliant with current plumbing codes. The rinse sink is hard plumbed to the drainage system, which is not in compliance with current plumbing codes.

#### **D) Justification.**

The broken drain piping has led to unsanitary conditions by causing clogs and backing up of wastewater onto the dishwashing area floor. It has also allowed wastewater to seep into the ground. A new grease interceptor and an open site drain are required to conform to current codes and standards. This Project will correct FCA Deficiency #114170 Add grease interceptor to serve kitchen grease laden equipment and alleviate constant maintenance of sanitary piping, which was graded as a "D".

#### **E) Objectives.**

The objectives of this project are to:

- 1) Saw and remove concrete floor and excavate to remove underground piping.
- 2) Install new grease interceptor and floor drain.
- 3) Replace cleanout and piping.
- 4) Backfill trench and repair concrete floor.
- 5) Apply resinous urethane and epoxy mortar floor coating
- 6) Perform the work in a manner least likely to interfere with the daily operations of this work.

## **F) Acronyms and Definitions.**

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

## **G) Requirements.**

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

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

- 1) Pre-bid site visit:
  - a. In accordance with FAR 52.236-27 SITE VISIT (CONSTRUCTION) (FEB 1995 ALTERNATE I, a pre-construction site visit has been scheduled. Please reference the solicitation document for the time and date the Pre-Con Walk-Thru will occur.
- 2) RFI Submittals:
  - a. The contractor shall submit any RFI's resulting from the site visit within five (5) working 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 (14) calendar days 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) Utility Shutdowns:
  - a. Contractor shall provide fourteen (14) calendar days advance notice for any planned utility shutdowns to all allow the station to notify staff/visitors and prepare contingency plans if necessary.
  - b. Planned utility shutdowns should be indicated on the project schedule.
- 8) 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) calendar days prior to the start of construction.
  - b. No work shall be started prior to review and approval by the COR.
- 9) 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.
- 10) 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.

## **H) Scope of Work.**

The Project work site is Building 217 Extended Care Facility, Room 1A127 Kitchen. The work consists of installing a new grease interceptor and open sight floor drain, repairing broken underground drain piping, and replacing and recoating concrete floor. Major items of work include the following items; Contractor shall include all work items necessary for a complete job. All measurements/dimensions are approximate. Contractor must verify all measurements/dimensions.

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.

- 1) Construct control and containment structures to provide a safe working environment and allow continued occupancy of adjacent areas. Contractor shall provide containment for all openings, such as doorways, vents and sinks, to prevent dust and dirt from contaminating adjacent food service area and equipment. Contractor shall vent workspace to the exterior of the building. Temporary ducting shall be run overhead so as not to interfere with occupant pedestrian traffic. When ducting goes through a doorway or window, contractor shall temporarily infill for the opening.
- 2) Building occupants require access to a hand washing sink. If the contractor's containment structure prevents access to the existing sink, the contractor shall provide a portable hand washing sink for occupant's use.
- 3) Available drawings indicate that there are no under floor utilities in the work area except for the sanitary drain piping. Contractor shall excavate by hand or verify the absence of utilities before mechanical excavating equipment can be allowed.
- 4) Saw cut concrete floor as necessary to allow adequate space to perform under floor excavation, repairs, and new installations. Floor to be removed shall be cut square, with straight and true sides. Remove and dispose of concrete floor.
- 5) Excavate area to remove existing piping and/or install new piping. Remove and dispose of material that is unsuitable for backfill or is excess.
- 6) Disconnect existing drain pipe from connecting piping to remain. Piping is believed to be 4" cast iron, and approximately 20" to invert of pipe.
- 7) Prepare bottom of trench and install pipe bedding to receive new piping. Backfill around pipe and components using suitable backfill material, compacted in 4" lifts.
- 8) Install grease interceptor in the area indicated on drawings. The interceptor shall be rated at 50 gpm (100 lbs. grease capacity) and shall include flow control, air relief venting, trap, and other accessories as required. The interceptor shall be set so that the lid is flush with the finish floor. The interceptor shall be installed in accordance with manufacturer's instructions and applicable codes and standards.
- 9) Install open sight floor drain and cleanout. Replace any floor drains removed or affected by demolition operations. Install new cast iron piping, couplings, and fittings to reconnect with existing laterals.
- 10) Place and compact pipe bedding backfill to within 8" of finish floor. Place and compact 4" of crushed aggregate base course. Install 12" by 3/8" steel dowels set in epoxy and spaced at 2' on center around the perimeter of the floor cut. Install polyethylene vapor barrier and woven wire mesh reinforcement.

- 11) Place concrete to repair floor. Existing concrete shall be cleaned and a bonding agent applied to surfaces to abut new concrete. Concrete strength shall be minimum 3,500 psi mix. Concrete mix shall contain a shrink control admixture to minimize curing and shrinkage cracks.
- 12) Remove the existing resinous urethane and epoxy mortar floor coating from the remaining concrete floor and adjacent cove base down to the bare substrate. The coating to be removed shall extend from wall to wall and to the existing floor joints. Install new resinous urethane and epoxy mortar floor and cove base. Coating shall be non-slip and contain antimicrobial/anti-mold additives.
- 13) Contractor shall remove all debris (garbage and trash) from work site. Since adjacent areas must remain operational, all debris must be covered at all times while in transit from the work site to the dumpster. Dumpster must be covered at all times and emptied as needed. Contractor shall keep the area surrounding the dumpster clean at all times.
- 14) Dispose of all demolition and construction debris in accordance with Federal, State, and Local environmental requirements.
- 15) Protect all existing electrical outlets and supporting equipment from damage during demolition and construction work.
- 16) Thoroughly clean work area and remove containment structures.

#### **I) Constraints.**

- 1) Work hours for EHVAH staff are from 7:00 am until 3:30pm, Monday through Friday. Contractor may be allowed to work outside of normal duty hours if requested and approved in advance.
- 2) The area adjacent to the worksite must remain operational during the project performance period. Work hours for the Kitchen are daily from 5:00 am to 7:30 pm with peak times from 6:45 to 8:00 am, 11:30 am to 1:00 pm, and 4:30 to 5:30 pm. The contractor will be allowed to work during peak times, but not move materials to or from the worksite. During non-peak hours, contractor may be allowed to move limited quantities of materials to or from the worksite if kitchen operations are not adversely affected. Major movement of materials must occur outside of normal work hours.
- 3) 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.
- 4) Exploratory demolition is permitted but must be coordinated with the COR.
- 5) All contractors visiting the jobsite will need to receive a temporary PIV badge. The procedure to follow is:
  - a. Contractors must FIRST get their fingerprints done by Human Resources located in Building 17.

- b. It takes between 3-5 days at least for fingerprints clear.
- c. Once fingerprints have cleared the person requesting a badge can be sponsored.
- d. The contractor must then complete a “Request for a PIV card” form See Attachment 10 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) 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. 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. Existing Conditions Survey: Before any work is started, the Contractor shall make a thorough survey with the COR of the buildings or areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both, to the Contracting Officer.

- j. Infection Control Plan (ICP): Narrative description of the dust control and debris disposal process including disposal destination and methodology.
- k. 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.
- l. 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.
- m. 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.
- n. Demolition Debris Management Plan.
- o. Certificates, Licenses, and Training Documents.
- p. Obtain PIV badges.
- q. 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.
    - 8. Existing Conditions Re-survey.
  - 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.



## **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:
    - a. Logistics Plan.
    - b. Construction Security Plan.
    - c. Construction Phasing Plan.
    - d. Submittal Registry.
    - e. Accident Prevention Plan.
    - f. Activity Hazard Analyses.
    - g. Construction Schedule.
    - h. Schedule of Values.
    - i. Existing Conditions Survey.
    - j. Infection Control Plan.
    - k. Quality Control Plan.
    - l. Environmental Protection Plan.
    - m. Document Submissions.
    - n. Demolition Debris Management Plan.
    - o. Certificates, Licenses, and Training Documents.
    - p. 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.
    8. Existing Conditions Re-survey.

#### **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, but not be limited to, asbestos abatement workers, supervisors, safety surveillance, and industrial hygienists.
- 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 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) No GFE and/or GFI shall be supplied to the Contractor.

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

- 1) Ernest Wright, General Engineer  
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