

Date: May 26, 2017

**CONSTRUCTION STATEMENT OF WORK FOR:**

**Project Name:** Site Preparation for Replacement of Food and Nutrition Service Dish Machine

**Project Number:** 537-17-112

**Place of Performance:** Building 1 Damen, Room 3495, and 3<sup>rd</sup> Floor Roof above Room 3495  
Jesse Brown VA Medical Center (JBVAMC)  
820 S. Damen Ave  
Chicago IL 60612

**Part 1: Project Scope of Work Overview:**

Contractor shall provide all materials, labor, tools, and supervision to prepare existing space for installation of a new Dish Machine in JBVAMC Kitchen area.

**Part 2: Period of Performance (POP) and Project Construction Cost Magnitude:**

1. Contractor shall 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)					
Level of Completion	Calendar Days for the Work	Calendar Days for VA Review	Resubmit after Comments	Total days after NTP	Contractor Days on Site (est.)
Part 4.1 Kick-Off Meeting with Documentation	14	0	0	14	0
Part 4.2 Shop Drawings and Product Submittals	14	7	7	42	0
Part 4.3 Mobilization On Site including Performance of the Work	28	0	0	70	28
Additional days: Contractor demobilization for VA-provided ACM abatement (if required)	0	14	0	84	28
Part 4.4 Acceptance and Close Out	14	7	7	<b>112</b>	42

The Contractor shall accommodate the Period of Performance by adjusting crew sizes and/or performing tasks simultaneously.

The Project Construction Cost Magnitude range is between \$100,000. and \$250,000.

**Part 3: Detailed Project Scope of Work:**

The Contractor shall provide the following:

1. Coordinate with the VA COR and the Dish Machine supplier to minimize down time to the Food and Nutrition Service. During the time the Dish Machine is being replaced, the Food and Nutrition Service will use paper service.
2. Construct temporary walls in Room 3495 to enclose the work area. Provide negative air machines and vent to the outside.
3. Shut off all local electrical, steam, and water utilities providing service to the existing Dish Machine. Verify with Dish Machine supplier that services have been shut off.
4. The Contractor shall provide the following site preparations:
  - a. For existing floor tiles as indicated on sketches:
    - i. Power steam clean;
    - ii. Acid wash;
    - iii. Remove existing grout;
    - iv. Install new grout; and
    - v. Seal new grout.
  - b. Remove the existing electrical power feed back to existing power panel in Room 3455. Provide and install new 150A, 3 phase electrical power feed from the existing power panel in Room 3455. Include new NEMA 12 disconnect for the new Dish Machine. Power feed must terminate within 5 feet of the connection to the new Dish Machine.
  - c. Prepare the existing steam line to connect to the new Dish Machine. Provide and install new valves, pipe insulation and wash-down rated enclosure over the insulation. Steam line must terminate within 5 feet of the connection to the new Dish Machine.
  - d. Prepare the existing hot water line to connect to the new Dish Machine. Provide and install new valves, pipe insulation and wash-down rated enclosure over the insulation. Water lines must terminate within 5 feet of the connection to the new Dish Machine.
  - e. Prepare the existing cold water line to connect to the new Dish Machine. Provide and install new valves, pipe insulation and wash-down rated enclosure over the insulation.
  - f. Prepare the existing exhaust ductwork to connect to the new Dish Machine plenum adapter. Provide and install exterior insulation and wash-down rated enclosure over the insulation for the new plenum adapter. (Dish Machine supplier will provide and install the new plenum adapter.)
  - g. Provide and install new roof-mounted power exhauster as required per Dish Machine supplier specification.
  - h. Provide and install new wash-down type ceiling tiles as indicated on sketches.
5. Provide and install Cooper Atkins TempTrak dish washer temperature probe and transmitter kit into Dish Machine as shown on sketch, and per material cut sheet.
6. NOTE: Disassembly, removal and disposal of the existing Dish Machine shall be performed by the Dish Machine supplier. Receiving at the Polk Street Dock, transporting to job site, uncrating and assembly of the Dish Machine shall be performed by the Dish Machine supplier.

**Construction Progress Meetings:** 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. Include minutes of the meeting and issue past minutes not later than 3 days after the meeting. Construction Progress Meetings Minutes shall contain: list of attendees, list any issues or concerns, indicate days remaining per the contract, detail any safety incidents, RFI log, Shop Drawing Log, detailed 2 week look ahead and shutdown schedule.

**Daily Report:** The Contractor shall provide a Daily Report in compliance with VAAR 852.236-79 DAILY REPORT OF WORKERS AND MATERIAL. The Daily Report shall contain: list any issues or concerns,

indicate days remaining per the contract, detail any safety incidents, detail daily construction safety inspections including items checked and corrective actions taken, and include relevant construction progress photo(s). Email the Daily Report to the COR not later than 9 am the next working day.

**Part 4: Submittals and Milestone Deliverables:**

1. KICK-OFF MEETING with DOCUMENTATION:
  - a. The Contractor Project Manager and Field Supervisor shall attend a Preconstruction Safety Meeting, to discuss the project details.
  - b. Submit: Provide a FULLY LOADED COST SCHEDULE meeting the requirements of the VAAR 852.236-84 SCHEDULE OF WORK PROGRESS. Not less than 1 item per subcontractor. In addition include any expected system shutdowns and off hours work.
  - c. Submit: LIST OF ALL CONTRACTORS AND SUBCONTRACTORS: company names, office address and main point of contact name with telephone number
  - d. Submit: CONSTRUCTION SAFETY PRECAUTIONS with project specific procedures, processes, analysis and details including but not limited to:
    - i. CONSTRUCTION SAFETY PLAN, LOCK OUT TAG OUT (LOTO), PERSONAL FALL ARREST SYSTEM, CONFINED SPACE PLAN
    - ii. ACCIDENT PREVENTION PLAN (APP) project specific
    - iii. ACTIVITY HAZARD ANALYSIS (AHA) project specific
  - e. Submit: CONSTRUCTION INFECTION CONTROL RISK ASSESSMENT / DUST CONTROL PRECAUTIONS including:
    - i. Utilize project specific details and assist the COR in completing the VA's Infection Control Risk Assessment documentation
  - f. Submit: SHOP DRAWINGS AND PRODUCT LOG:
    - i. List all shop drawings and products in the submittal log.
  - g. Submit: Scanned copy of all workers OSHA Construction Safety Training certificates.
2. SHOP DRAWINGS AND PRODUCT SUBMITTALS
  - a. The Contractor shall provide all shop drawings and product submittals by email to the COR.
  - b. Allow 14 days for VA review.
3. MOBILIZATION ON SITE INCLUDING PERFORMANCE OF THE WORK
  - a. Contractor shall not mobilize on site until all KICK-OFF MEETING AND DOCUMENTATION and SHOP DRAWINGS AND PRODUCT SUBMITTALS are reviewed and accepted by the VA.
  - b. Approval to mobilize shall be in writing by the COR.
  - c. Post and maintain emergency contact information, VA's Infection Control Risk Assessment and other information required by the COR, on the wall at all entry points to the worksite
4. ACCEPTANCE AND CLOSE OUT
  - a. Acceptance Criteria for the work:
    - i. Demonstrate the operation of the system
    - ii. Provide factory startup and certification of all systems.
    - iii. Newly installed piping and distribution system components shall be flushed and disinfected prior to being placed in service. Include documenting completion
    - iv. Schedule the demonstration with the COR 21 days in advance.
  - b. Close Out Records: provide one printed set 34" X 22" paper copies and two compact discs with electronic files of the following:
    - i. As-Built record drawings of the installed condition. As-Built plans and risers are to be CAD drawn. Floor plan CAD files are available from JBVAMC Engineering.
    - ii. Approved shop drawings.
    - iii. Operating and Maintenance Manuals for all Contractor-provided equipment.
    - iv. Spare parts listing.

## **Part 5: Applicable Performance Standards**

1. All work shall comply with
  - a. All VA Policies including but not limited to VA Construction Safety and VA Infection Control Policies.
  - b. Codes, Standards and Executive Orders (Topic 1) found <http://www.cfm.va.gov/til/cPro.asp>.
2. All construction personnel including subcontractors shall have completed the 30 Hour OSHA Construction Safety Training program.
3. The Prime Contractor shall have a Competent Supervisory Person on site at all times when any worker(s) or subcontractor(s) are present.
4. All construction personnel 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.
5. The Contractor shall provide mitigating activities as outlined in the CONSTRUCTION SAFETY PRECAUTIONS and CONSTRUCTION INFECTION CONTROL RISK ASSESSMENT / DUST CONTROL PRECAUTIONS including but not less than the following:
  - a. Fire extinguishers, pedestal mounted in the area of work.
  - b. Walk off dust mats, inside and outside all entry / exit points to the workspace, changed not less than daily or more as required by the construction or COR.
  - c. Block off all HVAC return ductwork and louvers so not to introduce dust into the HVAC system.
  - d. Provide a plastic dust-tight temporary construction barrier to isolate the area of work.
  - e. Seal the area of work and provide High-Efficiency Particulate Arresting / High-Efficiency Particulate Air Filtration (HEPA) exhaust equipment to make the area of work negative air pressure with respect to the surrounding area. Exhaust air to outside of facility.
  - f. No trash, used packaging, or construction spoils shall be stored on site. Remove each day using covered gondolas.
  - g. Broom sweep the work area at the end of each day. Provide HEPA vacuum and wet mop daily where broom sweeping creates undesired dust.
6. All work will be provided with 1 year parts and labor guarantee from date of acceptance by JBVAMC.

## **Part 6: JBVAMC Additional Requirements**

1. The Contractor shall include the project number and name in the subject line of all emails.
2. The Contractor shall comply with all JBVAMC site-specific requirements and SOP's, including but not limited to Key Policy, Badging Policy, Rules of Behavior, and Smoking Policy.
3. Normal construction work hours are 7:00 am to 3:30 pm Monday through Friday.
  - a. Normal work hours can be modified only by written approval of the COR.
  - b. No work may be performed by the Contractor on Federal Holidays, including the weekend when the Federal Holiday occurs on the preceding Friday or the following Monday.
  - c. Work in public access areas such as stairs, corridors, cafeteria, and other areas shall be performed only between 6:00 pm through 6:00 am the following day.
  - d. Any work causing but not limited to noise, vibration, dust, or odors, such as core drilling, hammer drilling, saw cutting, moving tools or equipment through public corridors, or soil compaction shall be performed only between 6:00 pm through 6 am on the following day.
  - e. Crane lifts; any work that closes access drives, building entries, or public corridors, shall be performed during low patient time on Saturdays or Sundays.

- f. The Contractor's Supervisor shall check in (in person) with the Administrative Officer of the Day (AOD) for any work performed between 6:00 pm through 6:00 am the following day, or any time on weekends. The Contractor's Supervisor shall provide his/her name and cell phone number to the AOD. At the completion of the work, the Contractor's Supervisor shall check out with the AOD. The AOD's desk is located in Patient Admitting in Room 1400.
4. All building systems will be maintained in full operation at all times:
  - a. Request system shutdowns in writing not less than 14 calendar days in advance. Show all required systems shutdowns on project schedule.
  - b. Shutdown work shall be during low patient time and performed between Friday 6 pm and concluding by 6 pm on the following Sunday.
5. The Contractor shall provide uniform heat detection in the area of work, connected to the existing supervised building master fire alarm system, for the duration of the work, whenever the ceiling tiles are removed or sprinkler system is disabled.
6. The Contractor shall fire-seal all penetrations through any walls or floors with UL-Listed fire-rated assemblies or materials.
7. Deliveries, Parking, and Elevators:
  - a. The Contractor shall schedule deliveries only at the Polk Street dock, and coordinate time with the COR. At time of delivery, the Contractor shall provide vehicle information to the JBVAMC Police, and remove the vehicle as soon as delivery is complete. The Contractor shall move materials through public corridors during low patient times daily between 6 pm concluding by 6 am on the following day.
  - b. JBVAMC provides no on-site parking. Contractor shall utilize street parking, or park in the Cook County Juvenile Detention Center Parking Garage (S. Hamilton Ave. at Roosevelt Rd.) at their daily rate. The existing JBVAMC parking garage is at capacity and is reserved for patients and staff.
  - c. The Contractor shall use Freight Elevators. The Contractor shall not transport materials or personnel in passenger elevators unless given written approval by COR.
8. The Contractor shall provide construction dumpster with a surrounding safety fence. Pavement is to be protected from damage from delivery and pickup of the dumpster, and dumpster weight. COR and VA Police will coordinate location of the dumpster with the Contractor. Contractor shall provide recycling and receipts from the salvage / deposal service, in compliance with VA's GEMS Policy.
  - a. The Contractor shall allow the Dish Machine supplier, at no cost to VA or the Dish Machine supplier, to dispose of construction debris related to the installation of the new Dish Machine in this dumpster. This debris shall not include any waste or debris related to the removal of the existing Dish Machine.
9. No on-site office or on-site storage / office container will be allowed. Contractor is to schedule 'just in time' delivery. Coordinate with COR for staging materials within the area of work.
10. No music radios are allowed. Two way communications radios are allowed where broadcast frequency is approved by COR and VA Police.
11. All work in the crawl spaces shall be planned and carried out as OSHA Permit Required Confined Space.
12. Contractor shall immediately stop work and notify the COR if asbestos is identified or suspected in the area of the work.
13. Sole Source Procurement: The Contractor shall provide fully functional complete systems. However, the Contractor is to include sole source procurement for the following special system:
  - a. Cooper Atkins TempTrak probe and transmitter (Part # 10080-10140-DW) shall be purchased and installed into the new Dish Machine by the Contractor.

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