

**SECTION 01 00 00**  
**GENERAL REQUIREMENTS**  
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**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**1.1 SAFETY REQUIREMENTS**

Refer to section 01 35 26, SAFETY REQUIREMENTS for safety and infection control requirements.

**1.2 GENERAL INTENTION**

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work for the Dental Outpatient Clinic as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the Medical Center Contracting Officer (CO).
- C. Offices of Miller-Remick LLC, as Architect-Engineers, will render certain technical services during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or implying a contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.
- D. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.
  - 1. Prior to commencing work, general contractor shall provide proof that a OSHA certified "competent person" (CP) (29 CFR 1926.20(b)(2) will maintain a presence at the work site whenever the general or subcontractors are present. Competent Person: "One who is capable of identifying existing and predictable hazards in the surroundings and working conditions which are unsanitary, hazardous or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them." (29CFR 1926.32(f)).

**1.3 STATEMENT OF BID ITEM(S)**

- A. **BID ITEM NO. 1, BASE BID:** Furnish all labor, tools, material, equipment, and supervision to construct a new 2 story 18,000 sq. ft. Dental Outpatient Building with 27 general treatment rooms and 3 specialty care treatment rooms. All work will be located at

the VA Medical Center, 510 Butler Avenue, Martinsburg WV 25405 and will be performed in accordance with drawings and specifications. Work includes but is not limited to general construction, alterations, roads, walks, grading, drainage, clearing, site utilities, site remediation, roof patio, green-wall enclosure for utility yard, solatubes, passenger elevator, handicapped parking, vehicle plaza, landscaping, entry canopy and exterior masonry.

CONSTRUCTION COMPLETION TIME (Base Bid): 365 calendar days.

**B. BID ITEM 2, DEDUCT ALTERNATE NO. 1:** Furnish all items in bid item 1, less the labor, tools, material, equipment, and supervision for the installation of the:

1. Rooftop patio. This is to include, but not limited to installing a continuous roof membrane and insulation in lieu of a patio surface with railings consistent with the remaining roof(s), raising the structure of that bay to be consistent elevation of the adjoining structural bays and following corresponding structural details for the other bays. This alternate does not remove the trench drain and roof access door.
2. The green wall around the enclosure of the nitrogen tank and generator with a living wall. An 8' chain link fence with an 8' access door shall be installed in lieu of living wall around the nitrogen tank and generator.
3. Solatubes in the 2<sup>nd</sup> floor roof. This is to include, but not limited to the removal of the tubes and installation of roof structure, insulation and roofing to provide a continuous roofing system that complies with the contract documents.

CONSTRUCTION COMPLETION TIME: 365 calendar days.

**C. BID ITEM 3, DEDUCT ALTERNATE NO. 2:** Furnish all items in bid item 2, less the labor, tools, material, equipment, and supervision for the removal of the:

1. Passenger elevator (S-2) and its' associated controls. This is to include, but not limited to elevator, cab, control, equipment and associated electrical power. This alternate does not remove the elevator shaft and conduit for electrical power and elevator controls.

2. Handicap parking in front of the clinic. This is to include, but not limited to clearing, grading, and re-seeding where the parking spaces were to be installed.
3. Plaza between the Dental Clinic and Chapel. This is to include, but not limited to walkways, landscaping and associated electrical power. A new walkway is to be installed between the Dental clinic driveway and the entrance of the chapel.
4. Plantings not identified to remain to meet the storm water management requirements. This is to include, but not limited to removal of the planting beds and mulch, with the addition of grading and seeding these areas.
5. Canopy at the entrance and installation of a 2'-0" overhang in its place. This is to include, but not limited to the removal of the columns supporting the canopy and following installation of flashing. The 2'-0" is to be the same width as the overhang.

CONSTRUCTION COMPLETION TIME: 365 calendar days.

**D. BID ITEM 4, DEDUCT ALTERNATE NO. 3:** Furnish all items in bid item 3, less the labor, tools, material, equipment, and supervision for the:

1. Architectural, mechanical, electrical and plumbing fit out of rooms 516-120,122, 124, 126 & 128. These rooms shall be shelled with no finishes, code minimum lighting, fully sprinklered, and perimeter heating. The outside air duct will be terminated upon entrance to these spaces with a  $\frac{1}{4}$ " wire mesh screen. The refrigerant cooling system will be reduced to a single control zone and evaporator. The concrete floor slab will be removed, while the backfill and vapor barrier is to remain, to within 1'-0" of the walls. All underground routed MEP services are to be accomplished but terminated and capped for future connection upon penetration into the space. All other MEP services will be provided taps and capped back at the distribution mains.

**E. BID ITEM 5, DEDUCT ALTERNATE NO. 4:** Furnish all items in bid item 4, less the labor, tools, material, equipment, and supervision for the:

1. Architectural, mechanical, electrical and plumbing fit out of rooms 516-118,121, 123, 125 & 130. These rooms shall be shelled with no finishes, code minimum lighting, fully sprinklered, and perimeter heating. The outside air duct will be terminated upon entrance to

these spaces with a ¼" wire mesh screen. The refrigerant cooling system will be reduced to a single control zone and evaporator. The concrete floor slab will be removed, while the backfill and vapor barrier is to remain, to within 1'-0" of the walls. All underground routed MEP services are to be accomplished but terminated and capped for future connection upon penetration into the space. All other MEP services will be provided taps and capped back at the distribution mains.

CONSTRUCTION COMPLETION TIME: 365 calendar days.

**F. BID ITEM 6, DEDUCT ALTERNATE NO. 5:** Furnish all items in bid item 5, less the labor, tools, material, equipment, and supervision for the:

1. Architectural, mechanical, electrical and plumbing fit out of rooms 516-112, 114, 116, 132, 134 & 136. These rooms shall be shelled with no finishes, code minimum lighting, fully sprinklered, and perimeter heating. The outside air duct will be terminated upon entrance to these spaces with a 1/4" wire mesh screen. The refrigerant cooling system will be reduced to a single control zone and evaporator for rooms 516-112, 114 & 116, and a single control zone and evaporator for rooms 516-132, 134 & 136. The concrete floor slab will be removed, while the backfill and vapor barrier is to remain, to within 1'-0" of the walls. All underground routed MEP services are to be accomplished, but terminated and capped for future connection upon penetration into the space. All other MEP services will be provided taps and capped back at the distribution mains.
2. EIFS in lieu of the brick siding. This is to include, but not limited to the contractor providing manufacturers details and requirements to support the EIFS siding, and structural modifications required to meet the change in the wall depths.

CONSTRUCTION COMPLETION TIME: 365 calendar days.

#### **1.4 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR**

- A. Specifications and drawings will be made available electronically.

#### **1.5 CONSTRUCTION SECURITY REQUIREMENTS**

- A. Security Plan:

1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.

B. Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. Before starting work the General Contractor shall give one week's notice to the Contracting Officer so that security arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

Step 1: (Upon notice of award)

Contractor will complete Contract Security Services Request (Form #1), listing all employees that will be performing work under the contract. Contract Security Verification Request Supplemental (Form #1b) may be filled out and attached if Form #1 does not provide enough space. Once completed, this form shall be submitted to the VHA Service Center (VSC) Personnel Security Office via password protected or encrypted email to [VSCSecurity@va.gov](mailto:VSCSecurity@va.gov) or faxed to (216)447-8020.

❖ NOTE: In this form, line F will either be "construction" or the Scope of Work may be used, and line G will be low 99.9% of the time unless the contractor will have access to sensitive information.

Step 2: (Upon notice of award, same time as Step 1)

Within five business days of Contractor receiving Notice of Award, each contract employee listed on Form #1 must take the Contractor/Employee Fingerprinting request (Form #2) and two forms of ID to their nearest VA facility to have their fingerprints submitted and the bottom portion of Form #2 completed by the fingerprinting official. Fingerprint appointments should be made through the COR or the local VA facility. Completed SAC forms shall be faxed or mailed directly to the VSC Personnel Security Office the same day the contractor employee is fingerprinted.

VHA Service Center (VSC)  
6100 Oak Tree Blvd #500  
Independence, OH 44131  
Fax: (216)447-8025  
[VSCSecurity@va.gov](mailto:VSCSecurity@va.gov)

Contractor shall inform the COR/CO when fingerprinting has been completed for each contract employee.

Step 3: (As soon as possible)

Each individual working on the contract or the contractor POC shall complete the VHA Service Center PIV Sponsorship (Form #3) for each employee, in its entirety, and return to VSC Security Office as soon as possible, either via fax, encrypted email or password protected documents. Upon receipt of this form and final results of fingerprinting confirmation, the VHA Security Service Center will send an email notification to the Contractor's POC and the CO authorizing contract employees to proceed with obtaining their required non-PIV security badge. Upon receipt of this confirmation, notify COR so they may schedule an appointment for PIV badging.



- Only the individual whose name appears on the badge can pick up that badge from the badging office.
5. For working outside the "regular hours" as defined in the contract, The General Contractor shall give 3 days notice to the Contracting Officer so that security arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
  6. Contractor is solely responsible for keeping the job site secure at all times, even during working hours. The job site shall be secured in such a manner to prohibit patients, staff and unauthorized personnel from entering the work site.
  7. No photography of VA premises is allowed without written permission of the Contracting Officer.
  8. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.
- C. Guards: (Not used)
- D. Key Control:
1. The General Contractor shall provide duplicate keys and lock combinations to the COR for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
  2. The General Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation. See Section 08 71 00, DOOR HARDWARE and coordinate.
- E. Document Control:
1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "sensitive information".
  2. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This

information shall be shared only with those with a specific need to accomplish the project.

3. Certain documents, sketches, videos or photographs and drawings may be marked "Law Enforcement Sensitive" or "Sensitive Unclassified". Secure such information in separate containers and limit the access to only those who will need it for the project. Return the information to the Contracting Officer upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
5. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
6. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".
7. All electronic information shall be stored in specified location following VA standards and procedures using an Engineering Document Management Software (EDMS).
  - a. Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked through the EDMS system.
  - b. "Sensitive information" including drawings and other documents may be attached to e-mail provided all VA encryption procedures are followed.

**F. Motor Vehicle Restrictions**

1. Vehicle authorization request shall be required for any vehicle entering the site and such request shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies.
2. Separate permits shall be issued for General Contractor and its employees for parking in designated areas only.

**1.6 OPERATIONS AND STORAGE AREAS**

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

**(FAR 52.236-10)**

- D. Working space and space available for storing materials shall be as determined by the COR.
- E. Workmen are subject to rules of Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by COR where required by limited working space.
1. Do not store materials and equipment in other than assigned areas.
  2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than two work

- days. Provide unobstructed access to Medical Center areas required to remain in operation.
3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.
- G. Utilities Services: Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems (except telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by COR. All such actions shall be coordinated with the COR or Utility Company involved:
1. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.
- H. Construction Fence: Before construction operations begin, Contractor shall provide a chain link construction fence, 2.1m (seven feet) minimum height, around the construction area indicated on the drawings. Provide gates as required for access with necessary hardware, including hasps and padlocks. If the fence is terminated or interrupted by a structure, it shall be fastened or otherwise installed so that the fence is just as secure at termination points as the remainder of the fence and the padlocked gate(s). Fasten fence fabric to terminal posts with tension bands and to line posts and top and bottom rails with tie wires spaced at maximum 375mm (15 inches). Bottom of fences shall extend to 25mm (one inch) above grade. Remove the fence when directed by COR.
- I. When a building and/or construction site is turned over to Contractor, Contractor shall accept entire responsibility including upkeep and maintenance therefore:
1. Contractor shall maintain a minimum temperature of 4 degrees C (40 degrees F) at all times, except as otherwise specified.
2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre-inspection of site with Fire Department or Company (Department of Veterans Affairs

or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.

J. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by COR.

1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of COR. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without a detailed work plan, the Medical Center Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS and 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS.
2. Contractor shall submit a request to interrupt any such services to COR, in writing, 7 days in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Cemetery. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.
4. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the COR.
5. In case of a contract construction emergency, service will be interrupted on approval of COR. Such approval will be confirmed in writing as soon as practical.
6. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction

- project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.
- K. To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:
1. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles. Wherever excavation for new utility lines cross existing roads, Contractor to identify alternate means around the site via signage.
  2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the COR.
- L. Coordinate the work for this contract with other construction operations as directed by the COR. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.
- M. No materials or supplies shall be delivered to any of the employee loading docks. If they get delivered to any of the docks, they can be sent away with no responsibility to the VA. These items shall only be delivered to the contractor's staging and lay-down area such as a job site trailer. The contractor must be available to accept delivery...VA staff absolutely will not sign for contractor's supplies and materials.
- N. Contractor shall hold weekly biweekly construction meetings on-site at a location to be determined by the COR. Contractor shall provide computer generated minutes of all meetings and shall distribute minutes to all participants within two (2) working days after said meeting. Electronic submission of minutes is required in addition to one hard copy to the COR.
- O. Daily logs shall be electronically submitted on a daily basis to the COR for all construction personnel, all materials brought on-site that day, work performed on that day, the weather for the day including temperature, precipitation (form and amounts) sunny, cloudy, windy or calm as well as any contacts made that

day. Sample log may be provided, if requested, in electronic format to the contractor for his distribution and use.

#### **1.7 DISPOSAL AND RETENTION**

- A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:
1. Reserved items which are to remain property of the Government shall be identified by the COR as items to be stored. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by the COR.
  2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.
  3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.

#### **1.8 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS**

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party,

resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

**(FAR 52.236-9)**

- C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.
- D. Refer to FAR clause 52.236-7, "Permits and Responsibilities," which is included in General Conditions. A National Pollutant Discharge Elimination System (NPDES) permit is required for this project. The Contractor is considered an "operator" under the permit and has extensive responsibility for compliance with permit requirements. VA will make the permit application available at the (appropriate medical center) office. The apparent low bidder, contractor and affected subcontractors shall furnish all information and certifications that are required to comply with the permit process and permit requirements. Many of the permit requirements will be satisfied by completing construction as shown and specified. Some requirements involve the Contractor's method of operations and operations planning and the Contractor is responsible for employing best management practices. The affected activities often include, but are not limited to the following:
- Designating areas for equipment maintenance and repair;
  - Providing waste receptacles at convenient locations and provide regular collection of wastes;
  - Locating equipment wash down areas on site, and provide appropriate control of wash-waters;
  - Providing protected storage areas for chemicals, paints, solvents, fertilizers, and other potentially toxic materials; and
  - Providing adequately maintained sanitary facilities.
- E. Utility Locations.
1. Prior to digging, the appropriate digging permit must be obtained.



2. The contractor is responsible for all underground utilities and utility services in the work area. All underground utilities in the work area must be positively identified by a private utility locating service including verifying any VA locating service information provided, or as-built information provided, and coordinated with the VA utility department. This responsibility also applies to any required excavation outside the designated work area.
3. Any markings made during the utility investigation must be recorded and maintained throughout the contract.

#### **1.9 RESTORATION**

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the COR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

#### **1.10 PHYSICAL DATA**

- A. Data and information furnished or referred to below is for the Contractor's information. The Government shall not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor.
1. The indications of physical conditions on the drawings and in the specifications are the result of site investigations.

**(FAR 52.236-4)**

- B. Subsurface conditions have been developed by core borings and test pits. Logs of subsurface exploration are shown diagrammatically on drawings.
- C. A copy of the soil report will be made available for inspection by bidders upon request to the COR and shall be considered part of the contract documents.
- D. Government does not guarantee that other materials will not be encountered nor that proportions, conditions or character of several materials will not vary from those indicated by explorations. Bidders are expected to examine site of work and logs of borings; and, after investigation, decide for themselves character of materials and make their bids accordingly. Upon proper application to Department of Veterans Affairs, bidders will be permitted to make subsurface explorations of their own at site.

#### **1.11 PROFESSIONAL SURVEYING SERVICES**

A registered professional land surveyor or registered civil engineer whose services are retained and paid for by the Contractor shall perform services specified herein and in other specification sections. The Contractor shall certify that the land surveyor or civil engineer is not one who is a regular employee of the Contractor, and that the land surveyor or civil engineer has no financial interest in this contract.

#### **1.12 LAYOUT OF WORK**

- A. The Contractor shall lay out the work from Government established base lines and bench marks, indicated on the drawings, and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all stakes, templates, platforms, equipment, tools, materials, and labor required to lay out any part of the work. The Contractor shall be responsible

for executing the work to the lines and grades that may be established or indicated by the Contracting Officer. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the Contracting Officer until authorized to remove them. If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the Contracting Officer may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor.

**(FAR 52.236-17)**

- B. Establish and plainly mark center lines for each building and corner of column lines and/or addition to each existing building and such other lines and grades that are reasonably necessary to properly assure that location, orientation, and elevations established for each such structure and/or addition, roads, and parking lot are in accordance with lines and elevations shown on contract drawings.
- C. Following completion of general mass excavation and before any other permanent work is performed, establish and plainly mark (through use of appropriate batter boards or other means) sufficient additional survey control points or system of points as may be necessary to assure proper alignment, orientation, and grade of all major features of work. Survey shall include, but not be limited to, location of lines and grades of footings, exterior walls, center lines of columns in both directions, major utilities and elevations of floor slabs:
  - 1. Such additional survey control points or system of points thus established shall be checked and certified by a registered land surveyor or registered civil engineer. Furnish such certification to the COR before any work (such as footings, floor slabs, columns, walls, utilities and other major controlling features) is placed.
- D. During progress of work, and particularly as work progresses from floor to floor, Contractor shall have line grades and plumbness of all major form work checked and certified by a registered land surveyor or registered civil engineer as meeting requirements of contract drawings. Furnish such certification to the COR before any major items of concrete work are placed. In addition, Contractor shall also furnish to the COR certificates from a registered land surveyor or registered civil engineer that the following work is complete in every respect as required by contract drawings.

1. Lines of each building and/or addition.
  2. Elevations of bottoms of footings and tops of floors of each building and/or addition.
  3. Lines and elevations of sewers and of all outside distribution systems.
  4. Lines and elevations of roads, streets and parking lots.
- E. Whenever changes from contract drawings are made in line or grading requiring certificates, record such changes on a reproducible drawing bearing the registered land surveyor or registered civil engineer seal, and forward these drawings upon completion of work to COR.
- F. The Contractor shall perform the surveying and layout work of this and other articles and specifications in accordance with the provisions of Article "Professional Surveying Services".

#### **1.13 AS-BUILT DRAWINGS**

- A. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the COR to review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings in the electronic version (scanned PDF) to the COR within 15 calendar days after each completed phase and after the acceptance of the project by the COR.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

#### **1.14 USE OF ROADWAYS**

- A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by COR, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed and restoration performed by Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.
- B. When new permanent roads are to be a part of this contract, Contractor may construct them immediately for use to facilitate building operations. These roads may be used by all who have business thereon within zone of building operations.

- C. When certain buildings (or parts of certain buildings) are required to be completed in advance of general date of completion, all roads leading thereto must be completed and available for use at time set for completion of such buildings or parts thereof.

**1.15 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT**

- A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to written approval and compliance with the following provisions:
1. Permission to use each unit or system must be given by COR in writing. If the equipment is not installed and maintained in accordance with the written agreement and following provisions, the COR will withdraw permission for use of the equipment.
  2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Installation of temporary electrical equipment or devices shall be in accordance with NFPA 70, National Electrical Code, (2014 Edition), Article 590, *Temporary Installations*. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
  3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
  4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage.
  5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
  6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to

prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government.

Boilers, pumps, feedwater heaters and auxiliary equipment must be operated as a complete system and be fully maintained by operating personnel. Boiler water must be given complete and continuous chemical treatment.

- B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.
- C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.
- D. Any damage to the equipment or excessive wear due to prolonged use will be repaired replaced by the contractor at the contractor's expense.

#### **1.16 TEMPORARY USE OF NEW ELEVATORS**

- A. The Contractor and his personnel shall be permitted use of new elevator(s) subject to the following provisions:
  - 1. Contractor shall make arrangements with the COR for use of elevator(s). Contractor may obtain elevator(s) for exclusive use.
  - 2. Prior to the use of elevator(s), the Contractor shall have the elevator(s) inspected and accepted by an ASME accredited, certified elevator safety inspector. The acceptance report shall be submitted to the COR.
  - 3. Submit to the COR the schedule and procedures for maintaining equipment. Indicate the day or days of the week and total hours required for maintenance. A report shall be submitted to the COR monthly indicating the type of maintenance conducted, hours used, and any repairs made to the elevator(s).
  - 4. The Contractor shall be responsible for enforcing the maintenance procedures as per VA and manufacturers recommendations and requirements.
  - 5. During temporary use of elevator(s) all repairs, equipment replacement and cost of maintenance shall be the responsibility of the Contractor.
  - 6. Personnel for operating elevator(s) shall not be provided by the Department of Veterans Affairs.
  - 7. Contractor shall cover and provide maximum protection of the entire elevator(s) installation.

8. The Contractor shall arrange for the elevator company to perform operation of the elevator(s) so that an ASME accredited, certified elevator safety inspector can evaluate the equipment. The Contractor shall be responsible for any costs of the elevator company.
9. All elevator(s) parts worn or damaged during temporary use shall be removed and replaced with new parts at the contractors expense. This shall be determined by an ASME accredited certified elevator safety inspector after temporary use and before acceptance by the Government. Submit report to the COR for approval.
10. Elevator shall be tested as required by the testing section of the elevator(s) specifications before acceptance by the Department of Veterans Affairs. The Contractor shall be responsible for all cost associated with testing and inspection.

**1.17 TEMPORARY TOILETS**

- A. Provide where directed, (for use of all Contractor's workmen) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by COR, provide suitable dry closets where directed. Keep such places clean and free from flies, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

**1.18 AVAILABILITY AND USE OF UTILITY SERVICES**

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.
- B. The Contractor, at Contractor's expense and in a workmanlike manner, in compliance with code and as satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia and repair restore the infrastructure as required.

- C. Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity as hereinafter specified.
- D. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:
  - 1. Obtain heat by connecting to Medical Center heating distribution system.
- E. Electricity (for Construction and Testing): Furnish all temporary electric services.
  - 1. Obtain electricity by connecting to the Medical Center electrical distribution system. The Contractor shall meter and pay for electricity required for electric cranes and hoisting devices, electrical welding devices and any electrical heating devices providing temporary heat. Electricity for all other uses is available at no cost to the Contractor.
- F. Water (for Construction and Testing): Furnish temporary water service.
  - 1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer at each connection as per code. Water is available at no cost to the Contractor.
  - 2. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at COR's discretion) of use of water from Medical Center's system.
- G. Steam: Furnish steam system for testing required in various sections of specifications.
  - 1. Obtain steam for testing by connecting to the Medical Center steam distribution system. Steam is available at no cost to the Contractor.
  - 2. Maintain connections, pipe, fittings and fixtures and conserve steam-use so none is wasted. Failure to stop leakage or other waste will be cause for revocation (at COR's discretion), of use of steam from the Medical Center's system.



#### **1.19 NEW TELEPHONE EQUIPMENT**

The contractor shall coordinate with the work of installation of telephone equipment by others. This work shall be completed before the building is turned over to VA.

#### **1.20 TESTS**

- A. As per specification section 23 05 93 the contractor shall provide a written testing and commissioning plan complete with component level, equipment level, sub-system level and system level breakdowns. The plan will provide a schedule and a written sequence of what will be tested, how and what the expected outcome will be. This document will be submitted for approval prior to commencing work. The contractor shall document the results of the approved plan and submit for approval with the as built documentation.
- B. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- C. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- D. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire system which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are exhaust air, steam, refrigerant, hot water, controls and electricity, etc. Another example of a system which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.
- E. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonable period of time, during which operating and environmental

conditions remain reasonably constant and are typical of the design conditions.

- F. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

#### **1.21 INSTRUCTIONS**

- A. Contractor shall furnish Maintenance and Operating manuals (hard copies and electronic) and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (four hard copies and four electronic copies each) for each separate piece of equipment shall be delivered to the COR coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.
- C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed training to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system, shall be given in an integrated, progressive manner. All instructors for every piece of component equipment in a system shall be available until

instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the COR and shall be considered concluded only when the COR is satisfied in regard to complete and thorough coverage. The contractor shall submit a course outline with associated material to the COR for review and approval prior to scheduling training to ensure the subject matter covers the expectations of the VA and the contractual requirements. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the COR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

#### **1.22 GOVERNMENT-FURNISHED PROPERTY**

- A. The Government shall deliver to the Contractor, the Government-furnished property shown on the drawings and/or by the COR.
- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the Medical Center.
- C. Contractor shall be prepared to receive this equipment from Government and store or place such equipment not less than 90 days before Completion Date of project.
- D. Notify Contracting Officer in writing, 60 days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.
  - 1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with a representative of the Government. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Government representative with a written statement as to its condition or shortages.
  - 2. Contractor thereafter is responsible for such equipment until such time as acceptance of contract work is made by the Government.
- E. Equipment furnished by the Government will be delivered in a partially assembled (knock down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to respective services installed under contract. All fittings and appliances (i.e., couplings, ells,

tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and the utility stub-up shall be furnished and installed by the contractor at no additional cost to the Government.

- F. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.
- G. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

#### **1.23 RELOCATED EQUIPMENT AND/OR ITEMS**

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and/or items indicated by symbol "R" or otherwise shown to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the COR.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, at the main whenever such lines are disconnected from equipment to be relocated. Remove abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".
- D. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.
- E. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

#### **1.24 PHOTOGRAPHIC DOCUMENTATION**

- A. During the construction period through completion, provide photographic documentation of construction progress and at selected milestones including electronic indexing, navigation, storage and remote access to the documentation, as per these specifications. The commercial photographer or the subcontractor used for this work shall meet the following qualifications:

1. Demonstrable minimum experience of five (5) years in operation providing documentation and advanced indexing/navigation systems including a representative portfolio of construction projects of similar type, size, duration and complexity as the Project.
  2. Proficiency in the execution of digital photography, videography and web camera systems' configuration, including use and knowledge of associated equipment.
  3. In-house programming division for customizable documentation solutions required.
  4. At least TEN (10) references.
  5. Demonstrable ability and current capacity for both data and personnel to service and conform to this specification on multiple projects, simultaneously, in this area. Contractor must have a local office within 80 miles of the Project site and be able to respond to site visit requests with qualified personnel within FOUR (4) hours of notice.
- B. Documentation platform and delivery method:
1. Photographic Documentation:
    - a. Documentation indexing and navigation system will utilize actual construction drawings (project plans) or equivalent as the basis for an interactive on-line interface.
    - b. For all photographic documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the Project.
    - c. Access interface will include multiple active projects per user, if applicable.
    - d. Access interface will provide recent documentation activity summaries per project. Direct access to project plans and shoots will be possible from summary display.
    - e. Access interface will provide a map view that pinpoints the physical location of each project accessible by the user. Direct access to project plans and shoots will be possible from the map view.
    - f. Documentation activity can be queried by date range via activity searches.
    - g. Documentation will combine indexing and navigation system with inspection-grade high-resolution digital photography performed by

Contractor, designed to capture actual conditions throughout construction and at critical milestones.

- h. Contractor documentation will be accessible on-line within 24 hours after each shoot, through the use of an Internet connection.
- i. Documentation will allow for multiple-user access, simultaneously, on-line.
- j. Access shall adhere to industry standards for information security and protection of data.
- k. Multi-tiered access levels shall be achievable through use of individual passwords, if applicable. Users of a sufficient tier will be able to identify other authorized users on each project
- l. Online interface will provide a summary view of the documentation within a project by project plan and by shoot. Direct access to project plans and shoots will be possible from each project summary view.
- m. Online interface will allow users to upload Client's own digital photographic images to the documentation indexing and navigation system.
  - i. Users will be able to link images to the project floor plans for customized location-based indexing.
  - ii. The acting user will be able define permissions and access to uploaded images. Access, per image, can be set to either (1) the acting user only, (2) all project users or a (3) subset of project users.
- n. Online interface will allow users to upload files to the documentation indexing and navigation system. Supported file formats will include, at minimum, PDF, Microsoft Word documents, and Microsoft Excel spreadsheets, Microsoft PowerPoint presentations, JPEG, PNG, GIF, MPEG and Folders.
  - i. Users will be able to link files to the project floor plans for customized location-based indexing.
  - ii. The acting user will be able define permissions and access to uploaded files. Access, per file, can be set to either (1) the acting user only, (2) all project users or a (3) subset of project users.
- o. Online interface will provide a repository where users can upload

and store digital photographic images and other files for the Project, separate from the construction drawings.

- p. Online interface will allow users to comment (privately or publically) on images, shoots and projects.
  - i. Through integrated reporting functionality, users can generate custom reports per image or on a collection of images ("image reports"), including their associated comments. Image reports are exportable in PDF format or as a standalone hyperlink.
  - ii. All image reports will identify the time, date and location of each image, and will include associated comments that can be archived indefinitely.
  - iii. The administrator user will be able to restrict commenting functions. Commenting permissions, per user, can be set to either (1) read/write, (2) read only or (3) no read/no write permissions.
- q. Online interface will allow users to create customizable tags that can be utilized with the integrated reporting functionality to generate issue-specific image reports.
  - i. These reports must be made available through PDF export and a standalone link.
  - ii. All image reports will identify the time, date and location of each image, and will include associated comments that can be archived indefinitely.
- r. Online interface will allow users to mark-up images using integrated annotation functionality.
- s. Online interface will allow users to sort specific sets of images into custom albums.
  - i. Users will be able to select one or more images to create new custom albums.
  - ii. Users will be able to add images to their existing custom albums.
  - iii. Custom albums can contain a combination of Contractor and Client images.
- t. Online interface will support batch actions by allowing users to multi-select images and other files for viewing, exporting and saving.

- u. Online interface will allow users to tag images as "Favorites". Users will be able to view all of their "Favorite" images from a centralized location.
- 2. Video documentation:
  - a. Video documentation must be recorded in no less than 1920 x 1080p HD video format with 16:9 Aspect Ratio. Documentation will be delivered as a Permanent Record in the format(s) described in Part 1.31 §J of this specification.
  - b. Documentation will be integrated with the Permanent Record of the digital photographic documentation for the Project.
  - c. All on-site training requirements will be videotaped.
  - d. Three copies of each training event will be provided on DVD disks. The disks will be marked with the project number, project name, type of training, and date of training.
- C. Photographic documentation elements:
  - 1. Each digital image shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) capable of producing 200x250mm (8 x 10 inch) prints with a minimum of 2272 x 1704 pixels and 400x500mm (16 x 20 inch) prints with a minimum 2592 x 1944 pixels.
  - 2. Indexing and navigation system shall utilize actual AUTOCAD construction drawings, making such drawings interactive on an on-line interface. For all documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the project.
  - 3. Documentation shall combine indexing and navigation system with inspection-grade digital photography designed to capture actual conditions throughout construction and at critical milestones. Documentation shall be accessible on-line through use of an internet connection. Documentation shall allow for secure multiple-user access, simultaneously, on-line.
  - 4. Before construction, the building pad, adjacent streets, roadways, parkways, driveways, curbs, sidewalks, landscaping, adjacent utilities and adjacent structures surrounding the building pad and site shall be documented. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings. If site



- work or pad preparation is extensive, this documentation may be required immediately before construction and at several pre-determined intervals before building work commences.
5. Construction progress for all trades shall be tracked at pre-determined intervals, but not less than once every thirty (30) calendar days ("Progressions"). Progression documentation shall track both the exterior and interior construction of the building. Exterior Progressions shall track 360 degrees around the site and each building. Interior Progressions shall track interior improvements beginning when stud work commences and continuing until Project completion.
  6. As-built condition of pre-slab utilities and site utilities shall be documented prior to pouring slabs, placing concrete and/or backfilling. This process shall include all underground and in-slab utilities within the building(s) envelope(s) and utility runs in the immediate vicinity of the building(s) envelope(s). This may also include utilities enclosed in slab-on-deck in multi-story buildings. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive site utility plans. Integrated commenting and tagging will allow for indication and isolation of issues on the interactive plan and for report generation including, per report, issue image, index number, date and depiction of issue location on the floor plan or site plan.
  7. As-built conditions of mechanical, electrical, plumbing and all other systems shall be documented post-inspection and pre-insulation, sheet rock or dry wall installation. This process shall include all finished systems located in the walls and ceilings of all buildings at the Project. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings. Integrated commenting and tagging will allow for indication and isolation of issues on the interactive plan and for report generation including, per report, issue image, index number, date and depiction of issue location on the floor plan or site plan.
  8. As-built conditions of exterior skin and elevations shall be documented with an increased concentration of digital photographs as directed by the COR in order to capture pre-determined focal points,

- such as waterproofing, window flashing, radiused steel work, architectural or Exterior Insulation and Finish Systems (EIFS) detailing. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive elevations or elevation details. Integrated commenting and tagging will allow for indication and isolation of issues on the interactive plan and for report generation including, per report, issue image, index number, date and depiction of issue location on the floor plan or site plan.
9. As-built finished conditions of the interior of each building including floors, ceilings and walls shall be documented at certificate of occupancy or equivalent, or just prior to occupancy, or both, as directed by the COR. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings. Integrated commenting and tagging will allow for indication and isolation of issues on the interactive plan and for report generation including, per report, issue image, index number, date and depiction of issue location on the floor plan or site plan.
  10. Miscellaneous events that occur during any Contractor site visit, or events captured by the Department of Veterans Affairs independently, shall be dated, labeled and inserted into a Section in the navigation structure entitled "Slideshows," allowing this information to be stored in the same "place" as the formal scope.
  11. Customizable project-specific digital photographic documentation of other details or milestones. Indexing and navigation accomplished through interactive architectural plans.
  12. Four (4) Sets of Regular Interior Progressions that captures each major wall to begin at time of substantial framing, with the final progression occurring at the finished condition of the interior, or as directed by the COR.
  13. Monthly (29 max) exterior progressions (360 degrees around the project) and slideshows (all elevations and building envelope). The slideshows allow for the inclusion of Department of Veterans Affairs pictures, aerial photographs, and timely images which do not fit into any regular monthly photopath.

14. Weekly (21 Max) Site Progressions - Photographic documentation capturing the project at different stages of construction. These progressions shall capture underground utilities, excavation, grading, backfill, landscaping and road construction throughout the duration of the project.
  15. Regular (8 max) interior progressions of all walls of the entire project to begin at time of substantial framed or as directed by the COR through to completion.
  16. Detailed Site Survey Exact-Built (pre-construction). The pre-construction site survey shall provide coverage of the site and its immediate surrounding area to carefully memorialize pre-existing conditions before the project begins.
  17. Detailed Pre-Slab Exact-Built of all Slabs and Grade only. This shall capture all project slab pours just prior to placing concrete or as directed by the COR.
  18. Detailed Interior MEP exact-built overlapping photos of the entire building to include documentation of all mechanical, electrical and plumbing systems in every floor, wall and ceiling, to be conducted after rough-ins are complete, just prior to being concealed by concrete, flooring, insulation, drywall, ceilings, or as directed by COR.
  19. Finished detailed Interior exact-built overlapping photos of all walls, ceilings, and floors to be scheduled by COR prior to occupancy. Includes all walls, ceilings and floors in their post-inspection, completed condition are documented in exceptional detail.
  20. In event a greater or lesser number of images than specified above are required by the COR, adjustment in contract price will be made in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).
- D. CONTRACTOR SUPPORT; HOSTING; CLIENT ACCESS; CLIENT USAGE RIGHTS; AND CONTRACTOR DELIVERABLES
1. Images shall be taken by a commercial photographer and must show distinctly, at as large a scale as possible, all parts of work embraced in the picture.
  2. Field personnel to undertake the documentation provided exclusively by the Contractor. Field personnel shall be OSHA

certified, if applicable, per the Project-specific safety programs. Coordination with project teams will be accomplished through the COR for the Project. Contractor will also attend OAC or construction team meetings as necessary. Contractor's operations team will provide regular updates regarding the status of the documentation, including completed elements of the documentation, the availability of recent documentation on-line and anticipated future shoot dates.

E. Contractor shall provide all on-line domain/web hosting, security measures, and redundant server back-up of the documentation.

F. Contractor shall provide technical support related to using the system or service.

G. Upon completion of the project, final copies of the documentation (the "Permanent Record") with the indexing and navigation system embedded (and active) shall be provided in an electronic media format, typically a DVD or external hard-drive. Permanent Record shall have Building Information Modeling (BIM) interface capabilities. On-line access terminates upon delivery of the Permanent Record. Intellectual property rights associated with the digital media prepared in direct service of the Project shall transfer, along with the media itself, to the VA. Permanent Record shall have Building Information Modeling (BIM) interface capabilities. On-line access terminates upon delivery of the Permanent Record. The VA may make separate arrangements with the photo documentation service to continue the online access to the project documents.

1. Photographic Documentation: The Permanent Record will be provided with the underlying housing software, indexing and navigation system, typically as a DVD. One multiple-user license for use of the underlying housing software, indexing and navigation is included for accessing the digital media.

#### **1.25 FINAL ELEVATION DIGITAL IMAGES**

A. A minimum of four (4) images of each elevation shall be taken with a minimum 6 MP camera, by a professional photographer with different

settings to allow the COR to select the image to be printed. All images are provided to the COR on a CD.

- B. Photographs shall be taken upon completion, including landscaping. They shall be taken on a clear sunny day to obtain sufficient detail to show depth and to provide clear, sharp pictures. Pictures shall be 16 by 20 inches, printed on regular weight paper, matte finish archival grade photographic paper and produced by a RA4 process from the digital image with a minimum 300 PPI. Identifying data shall be carried on label affixed to back of photograph without damage to photograph and shall be similar to that provided for final construction photographs.
- C. Furnish six (6) 16 by 20 inch color prints of the following buildings constructed under this project (elevations as selected by the COR from the images taken above). Photographs shall be artistically composed showing full front elevations. All images shall become property of the Government. Each of the selected six prints shall be place in a frame with a minimum of 2 inches of appropriate matting as a border. Provide a selection of a minimum of 3 different frames from which the COR will select one style to frame all six prints. Photographs with frames shall be delivered to the COR in boxes suitable for shipping.
  - 1. Clinical Building No. 518.

#### **1.26 ELECTRONIC SUBMITTAL PROCEDURES**

- A. Summary:
  - 1. A/E Design Submissions, Shop drawing and product data submittals shall be transmitted to the Government (PDF) format using a web-based submittal exchange website service designed specifically for transmitting submittals between all construction team members, including designated VA team members for this project. It must be compatible with the services used for the design submittals for this project. This compatibility should allow the seamless transfer of contract documents and references from the A/E. Also, it will enhance the ability to review and compare submittals with contract submission requirements.
  - 2. The intent of electronic submittals is to expedite the construction process by reducing paperwork, improving information flow, and decreasing turnaround time.
  - 3. The electronic submittal process is not intended for color samples, color charts, or physical material samples.

B. Procedures:

1. Create submittal log in the submittal by inserting required submittals listed in individual design submission requirements and specification sections.
2. Submittal Preparation - Contractor may use any or all of the following options:
  - a. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via the submittal exchange website.
  - b. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via email.
  - c. Subcontractors and Suppliers provide paper submittals to a scanning service/program which electronically scans and converts to PDF format.
3. Printed Submittals: Provide two printed sets of submittals for shop drawings for structural framing in addition to electronic submittals.
4. Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents including verification of manufacturer / product, dimensions and coordination of information with other parts of the work.
5. Contractor shall transmit each submittal to Architect using the submittal exchange website.
6. The Government as well as design Architect/Engineer review comments will be made available on the submittal exchange website for downloading. Contractor will receive email notice of completed review.
7. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor.
8. Submit paper copies of any reviewed submittals not submitted electronically at project closeout for record purposes.

C. Costs:

1. Contractor shall include the full cost of the submittal exchange project subscription for the duration of the project in their proposal. This cost is included in the base Contract Amount.
2. The intent is for the submittal exchange service cost to be in lieu of postage or shipping costs typically paid for paper submittals.

Service cost is a net cost savings to Contractor because submittals sent electronically do not need to be shipped physically.

3. After award of contract, training shall be provided by the submittal exchange service regarding use of their website and PDF submittals. The costs of the training shall be included in the base contract amount.
4. Internet Service and Equipment Requirements:
  - a. Email address and Internet access at Contractor's ~~main~~ office.
  - b. Adobe Acrobat ([www.adobe.com](http://www.adobe.com)), Bluebeam PDF Revu ([www.bluebeam.com](http://www.bluebeam.com)), or other similar PDF review software for applying electronic stamps and comments.
5. A particular service may be considered if submitted prior to bid date for pre-approval. Product requirements:
  - a. Independently hosted, web-based system for automated tracking, storage, and distribution of contract submittals, Requests For Information, and other contract related documents. FTP sites, e-mail exchanges, and server-based systems hosted from inside a contractor's office will not be considered are not acceptable.
  - b. Utilize 256-bit SSL encryption and hosted at SAS70 Type II compliant data centers.
  - c. Minimum five years documented experience of use on comparable commercial construction projects. "Comparable commercial construction projects" shall be defined as documented use on a minimum of five hundred governmental, public-entity, or private sector projects each of \$1 million construction value or greater.
  - d. Minimum five years documented 99.5% website uptime.
  - e. Unlimited individual user accounts and system access for all project subcontractors, general contractor, owner staff, architect, design consultants, and sub-consultants, with no additional fees for those parties to access the system.
  - f. Separate locations for owner, architect, design consultant, and sub-consultant review comments with contractors restricted from viewing comments until final review or release by owner or primary design consultant.

- g. Full version histories and dates of exchanges automatically tracked and available for viewing, searching, and reporting in a linear log format compatible with AIA G712.
- h. Functionality to group submittals as required packages and apply forms and review comments to entire package simultaneously.
- i. Functionality for integrated online PDF viewing and review, including graphical markups and stamps, for owner, architect, design consultants, sub-consultants, and general contractor without need for additional software purchase.
- j. Automatic, configurable email notifications for each project team member for new and reviewed submittals and other items.
- k. Automatic, configurable email reminders of past due items.
- l. Customized, automated PDF form generation for submittals, RFIs, and other documents matching standard templates used by owner, design consultants, sub-consultants, and general contractor. Documentation and demonstration of automatic form generation using each entity's templates must be submitted as part of any substitution request.
- m. Prior to project start, system vendor shall create submittal log with all required items from project manual or submittal register. Owner or primary design consultant shall have full control over required items list and access to edit, add, or remove items during project.
- n. System vendor shall provide minimum one-hour live web meeting training sessions to contractors, design consultants, sub-consultants, and owners staff prior to project start.
- o. System vendor shall make available minimum thirty-minute live web meeting training sessions for subcontractors at least twice weekly for the entire duration of the project.
- p. System vendor shall provide access for owner, design consultants, sub-consultants, general contractor, and subcontractors to live technical support by phone and email minimum of 7 AM to 6 PM CST on standard business days at no additional cost.
- q. Allowance for scanning and printing services provided by local third-party reprographic vendor to assist with obtaining documents electronically and online print ordering.



r. At completion of project closeout, system vendor shall provide minimum of four archival discs that include all documents and tracking logs, or the ability to download this information from the live website in a single complete archive package.

**1.27 GENERAL ORDER OF PROCEDURE:**

A. The contractor shall execute the contract in order outlined in this paragraph except as otherwise specified in specifications and/or drawings.

1. Establish phase of work with COR.
2. Complete survey covered in Section 01 00 00, GENERAL REQUIREMENTS.
3. Submit Progress Chart.
4. Submit Schedule of Costs.
5. Prepare and make submittals.
6. Begin work.
7. Schedule final inspection.
8. Complete work.
9. Final inspection.
10. Completion of punch list.
11. Final acceptance by VA.

B. Performance:

1. All work is to be in accordance with VA and Federal Specifications, published trade standards, National Building Codes, National Electric Codes, National Plumbing Codes, National Fire Protection Association Codes and any other specialized codes required by specifications and drawings.

C. Submittals:

1. The contractor will submit and have approval for all materials to be used on this project within 30 calendar days after the contractor receives the notification to proceed.

D. Notification:

1. All contractors, prime and sub, will notify the project COR and/or the project CO 48 hours in advance of intent to begin work. A 24-hour notice should be given after a work stoppage. The job superintendent/foreman shall report to the COR (in person or by phone) at the start of each workday.

E. Coordination:

1. Contractor to submit a detailed schedule of work to allow the VA to plan and schedule work in same and adjacent areas that is being performed by VAMC personnel.

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