**Upgrade Emergency Power System**

Project No: 580-16-101

Statement of Work

1. **Foreword**
   1. Contractor shall provide all labor, materials, tools, equipment, expertise,

administration, supervision and transportation as necessary to perform all work in accordance with provided construction specifications, drawings, all documents attached to this contract, all terms and conditions of this contract, and this statement of work.

* 1. This document does not relieve the contractor of their professional responsibility to comply with all local and federal construction and environmental codes and to perform and complete a fully coordinated job.

1. **General Project Description**
   1. This project will replace the existing 480Y/277V, generator Paralleling Switch Gear (PSG), named ‘EGSG’, which controls six (6) 700 kW diesel engine driven generators, and which distributes the combined output of the generators to approximately fifty (50) automatic transfer switches (ATS’s) that support Critical, Life Safety and Equipment Branches of the facility Essential Electrical System (EES) throughout Building 100. In addition to replacing PSG switchboard, the project will also include the replacement of the six (6) existing 700 kW diesel engine driven generators, and the replacement of sixteen (16) of the existing ATS’s. All construction work must adhere to the latest Joint Commission, NFPA, and life safety requirements. All construction work must be performed minimizing any effect on medical center’s operations.
   2. Work includes specialized construction labor & supervision for architectural, mechanical, structural, electrical, plumbing, fire protection and demolition work as required by provided construction documents. **This Scope of Work is not considered to be a comprehensive description of work details for this project. All work shall be completed per the plans/drawings and specifications.**
2. **General Construction Requirements**
   1. Prior to any mobilization and construction, the contractor shall request and have an approved Infection Control Construction Permit, Construction Safety Plan, and an Interim Life Safety Measures Certification from the VAMC. Also project/construction schedule, schedule of values/prices and construction phases have to be provided and approved by VA’s COR/Project Engineer and/or Contracting Officer.
   2. Contractor shall completely prepare site, prior to the installation of the equipment, and furnish labor, equipment and materials to perform work for this specific project as required by construction documents.
   3. The entire project’s associated construction and temporary works shall conform to the latest VA specifications, VA Standards, energy conservation methods, EPA, OSHA, NFPA, NEC, ASHRAE, LIFE SAFETY CODE, UBC, local, Federal and industry requirements and regulations.
   4. Project Record Drawings: The Contractor will maintain a set of Record Drawings. The Contractor will maintain a set of construction documents (field as-built drawings) to record actual construction changes during the construction process. The project record drawings will be available for review by the VA Project Manager at all times.
   5. The following milestone dates shall be incorporated into the contractor’s schedule.
      1. Submittal Schedule and log shall be provided at the pre-construction meeting after contract award. The contractor shall provide it to the Contracting Officer’s Representative (COR) for approval, and shall include the dates for submission of Shop Drawings, Product Data, and Samples.
      2. All Shop Drawings, Product Data and Samples shall be submitted and approved by the VA utilizing the AE’s submittal SharePoint. The VA will provide the Contractor with written comments within 15 business days after receiving each submittal and any requests for information.
      3. The Contractor shall submit a construction schedule at the pre-construction meeting after contract award. The construction schedule shall be prepared in terms of calendar days (not working days). Once the construction schedule is submitted by the Contractor and approved by the CO, no lateness in the schedule shall be tolerated without the CO’s approval.
      4. A pre-construction meeting shall be held within ten (10) calendar days after award of Contract. During the construction, the Contractor shall attend all weekly construction progress meetings. The meeting schedule and place will be discussed in the pre-construction meeting.
3. **General Contract Requirement** 
   1. VA’s Normal Working Hours are 7:00 am to 4:30 p.m., Monday through Friday. Contractor may work earlier or later in the day and on weekends or federal holidays with the COR’s approval at no additional cost to the VA. Noise disturbances and utility shutdowns/tie-ins shall be coordinated with the COR and not interfere with VA daily operations.
   2. Pursuant to clause 52.236-8 Other Contracts incorporated by reference under section 4.33 52.252-2 Clauses Incorporated by Reference, Contractor shall fully cooperate with the other contractors and with Government employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. If required by the Contracting Officer, Contractor shall, at no additional cost to the VA, coordinate with other VA’s activities including but not limited to construction activities near the job site to ensure the construction work under this project will be in harmony with those activities. This coordination shall include but not limited to the careful scheduling of work commencement, equipment mobilization etc.
   3. The following legal holidays are observed by this Government Agency:

New Year's Day January 1st

Martin Luther King's Birthday Third Monday in January

Presidents Day Third Monday in February

Memorial Day Last Monday in May

Independence Day July 4th

Labor Day First Monday in September

Columbus Day Second Monday in October

Veterans Day November 11th

Thanksgiving Day 4th Thursday in November

Christmas Day December 25th

and any day declared by the federal government as holiday.

1. **Project Meetings**
   1. At a minimum, every two weeks the contractor shall hold a progress meeting to review progress to date and to resolve all questions for the upcoming week. The progress meeting shall include at a minimum, the Project Manager and the Superintendent representing the Contractor, the COR and the CO representing the Government. Technical supervisor (foreman), sub-contractors, suppliers, etc. shall attend when requested by the Contracting Officer. The meeting shall be same day, time, and place each week.
   2. Meeting Minutes - The contractor shall take minutes of all meetings held relative to this project. The format must be acceptable to the Contracting Officer (CO). Minutes must include the meeting date and time; agenda; meeting location; list of participants with their affiliations, and telephone numbers; be fully descriptive of issues, problems and decisions made; and action items with names of responsible parties and deadlines. In addition, the minutes must include, as attachments, all exhibits and references distributed as handout materials, unless the materials are part of a formal submission. The contractor shall provide, via e-mail, complete copies of all minutes to all attendees within 72 hours of the meeting. All challenges to the minutes will be reflected in a revised version prepared by the contractor and CO along with the contractor and COR shall sign/initial the minutes. In the event of any disputes or challenges that can’t be resolved, the Contracting Officer shall render a final decision. Copies of updated minutes shall be distributed to the all attendees within 48 hours after change notice.
2. ID Badge Requirement
   1. Contract workers under this project may require a VA issued identification card before the start of construction work at the Houston VAMC. There is no charge for the badges; however, multiple trips to MEDVAMC facility maybe required.
   2. After award, the contractor shall provide a letter to the CO stating that all workers, including subcontractors’ employees, are TB negative.

--- End---