

## **STATEMENT OF WORK TEMPLATE**

### **A. GENERAL INFORMATION**

1. Title of Project: [Title]
2. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this statement of work (SOW), except as may otherwise be specified. This project will install three 1750 kW generators with fuel systems for approximately 96 hours of standalone operation at peak campus load.
3. Background: VAMC Huntington currently has only one power feed line into the hospital. The area had a history of power outages and without a secondary feed, the site has to rely on generators that only provide power to certain areas for patient safety.
4. Performance Period: The contractor shall complete the work required under this SOW in 365 calendar days or less from date of award, unless otherwise directed by the Contracting Officer (CO). If the contractor proposes an earlier completion date, and the Government accepts the contractor's proposal, the contractor's proposed completion date shall prevail.

### **B. CONTRACT AWARD MEETING**

The contractor shall not commence performance on the tasks in this SOW until the CO has conducted a kick off meeting, or has advised the contractor that a kick off meeting is waived.

### **C. GENERAL REQUIREMENTS**

1. All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.
2. Where a written milestone deliverable is required in draft form, the VA will complete their review of the draft deliverable within 10 business days from the date of receipt. The contractor shall have 7 business days to deliver the final deliverable from date of receipt of the Government's comments.
3. If for any reason any written milestone deliverable cannot be reviewed by the COR and delivered back to the contractor within the scheduled time frame, the COR is required to explain why in writing to the CO, including a firm commitment of when the work shall be completed. If deliverable cannot be delivered within the scheduled time frame, compensation may be due to the contractor.

### **D. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES**

Description of Tasks and Associated Deliverables: The contractor shall provide the specific deliverables described below within the performance period stated in Section A.4 of this SOW.

- 1) **ITEM I, GENERAL CONSTRUCTION:** Work includes general construction, alterations, roads, walks, grading, drainage, and necessary removal of existing structures and construction and certain other items. The Base Bid shall include an allowance of \$25,000.00 which the Contractor shall pay to the local electrical Power Company, Appalachian Power, Huntington, WV, for the power company's portion of the work as described in the drawings, related to modifying the existing 35kV electrical power service and distribution system.
- 2) **ITEM II, Electrical Work:** Work includes all labor, material, equipment and supervision to perform the required electrical construction work on this project including, provide full campus standby (NEC Article 702), power system consisting of (3) 1,750 kW, 5 kV, generator sets, with fuel systems for approximately 96 hours of standalone operation at peak campus load. Intercept existing 5 kV service feeders as required and shown on the construction drawings to refeed existing 5 kV electrical system through new automatic paralleling and transfer equipment to provide full automatic standby power for the campus. Work shall also include changes to the existing 35kV overhead distribution system.
- 3) **ITEM III, Mechanical Work:** Work includes all labor, material, equipment and supervision to perform the required Mechanical construction work on this project including the provision of 39,900 gallons of diesel fuel storage in (3) 12,000 gallon UL 2085 above ground storage tanks and (3) 1300-gallon generator sub-base tanks. Provide fuel oil fill, fuel oil quality maintenance, transfer system, day-tank fuel return system, including controls and leak detection systems as shown on the drawings to accommodate remote filling from a single truck-accessible filling station, transfer of fuel among tanks, maintenance of fuel quality, and transfer of fuel as needed to make all 36,000 gallons of collective capacity in the three storage tanks available to any and all generator sets.
- 4) **DEDUCT ITEMS:**
  - a) **DEDUCT ALTERNATE NO.1:** Reduce the project duration by 0-calendar-days compared to the base-bid project schedule. All work completed as shown on the Drawings and described in the Specifications under the Base Bid with the following exceptions: In lieu of providing 39,900 gallons of fuel, with all three 12,000 gallon storage tanks and all three 1,300 gallon sub-base tanks being completely full, provide instead, 21,900 gallons of fuel, with the three 12,000 gallon storage tanks, each being half full and the three subbase tanks being completely full. Bid Deduct Alternate No. 1 shall be stated as a lump sum amount and shall not be stated as an amount to be subtracted from the Base Bid or from other Bid Deducts
  - b) **DEDUCT ALTERNATE NO. 2:** Reduce the project duration by 7-calendar-days compared to the base-bid project schedule as adjusted in the other Bid Deduct Alternates. All work completed as shown on the Drawings and described in the Specifications under the Base Bid with the following exceptions: All work as noted in Bid Deduct Alternate No. 1 and all materials and labor associated with, in lieu of providing new security cameras near existing Building 26 and at the new generator platform, and in lieu of providing the surveillance camera equipment cabinet with associated equipment and cabling, provide instead, no cameras, no surveillance camera equipment cabinet, and no associated equipment and cabling. Bid Deduct Alternate No. 2 shall be stated as a lump sum amount and shall not

be stated as an amount to be subtracted from the Base Bid or from other Bid Deduct Alternates.

c) DEDUCT ALTERNATE NO. 3: Reduce the project duration by 0-calendar-days compared to the base-bid project schedule as adjusted in the other Bid Deduct Alternates. All work completed as shown on the Drawings and described in the Specifications under the Base Bid with the following exceptions: All work as noted in Bid Deduct Alternates No. 1 & No. 2, and all materials and labor associated with, in lieu of providing three 12,000-gallon storage tanks half filled with fuel as described above in Bid Deduct Alternate 1, provide instead two 12,000-gallon storage tanks, each half filled. Space for the third tank on the platform shall remain. All associated equipment for filling, filtering, and transferring the fuel to the sub-base day tanks shall remain to keep the remaining two tanks operational. All associated piping, valves, sensors, and gages for the third tank shall also be removed, but make provisions for the continuation of the piping for the third storage tank. Bid Deduct Alternate No. 3 shall be stated as a lump sum amount and shall not be stated as an amount to be subtracted from the Base Bid or from other Bid Deduct Alternates.

d) DEDUCT ALTERNATE NO. 4: Reduce the project duration by 7-calendar-days compared to the base-bid project schedule as adjusted in the other Bid Deduct Alternates. All work completed as shown on the Drawings and described in the Specifications under the Base Bid with the following exceptions: All work as noted in Bid Deduct Alternates No. 1, No. 2, No. 3, and all materials and labor associated with, in lieu of providing a 2,000kW, single skid-mounted, stationary load bank, provide instead no load bank. Space for the load bank on the platform shall remain. No concrete housekeeping pad shall be provided, and no feeder conductors or feeder raceways shall be provided from the paralleling switchgear for the load bank. Bid Deduct Alternate No. 4 shall be stated as a lump sum amount and shall not be stated as an amount to be subtracted from the Base Bid or from other Bid Deduct Alternates.

e) DEDUCT ALTERNATE NO. 5: Reduce the project duration by 7-calendar-days compared to the base-bid project schedule as adjusted in the other Bid Deduct Alternates. All work completed as shown on the Drawings and described in the Specifications under the Base Bid with the following exceptions: All work as noted in Bid Deduct Alternates No. 1, No. 2, No. 3, No. 4, and all materials and labor associated with, in lieu of providing the digital master paralleling control manager and system monitor (Cummins DMC1500 or equal), provide instead no digital master paralleling control manager and system monitor. Bid Deduct Alternate No. 5 shall be stated as a lump sum amount and shall not be stated as an amount to be subtracted from the Base Bid or from other Bid Deduct Alternates.

f) DEDUCT ALTERNATE NO. 6: Reduce the project duration by 7-calendar-days compared to the base-bid project schedule as adjusted in the other Bid Deduct Alternates. All work completed as shown on the Drawings and described in the Specifications under the Base Bid with the following exceptions: All work as noted in Bid Deduct Alternates No. 1, No. 2, No. 3, No. 4, No. 5, and all materials and labor associated with, in lieu of providing three 1,750kW diesel engine driven generators in weatherproof enclosures, provide instead two 1,750kW diesel engine driven generators in weatherproof enclosures. The northern-most generator shall be omitted. Space for the generator on the platform shall remain. No feeder conductors or feeder raceways shall be provided from the paralleling switchgear for the omitted generator. Bid Deduct Alternate No. 6 shall be stated as a lump sum amount and

shall not be stated as an amount to be subtracted from the Base Bid or from other Bid Deduct Alternates.

## **SCHEDULE FOR DELIVERABLES**

1. The contractor shall complete the Delivery Date column in Attachment A for each deliverable specified.

2. Unless otherwise specified, the number of draft copies and the number of final copies shall be the same.

3. If for any reason any deliverable cannot be delivered within the scheduled time frame, the contractor is required to explain why in writing to the CO, including a firm commitment of when the work shall be completed. This notice to the CO shall cite the reasons for the delay, and the impact on the overall project. The CO will then review the facts and issue a response, in accordance with applicable regulations. If deliverable cannot be delivered within the scheduled time frame, compensation may be taken from the contractor.

## **G. CHANGES TO STATEMENT OF WORK**

Any changes to this SOW shall be authorized and approved only through written modifications to the contract by the CO. A copy of each modification will be kept in a project folder along with all other products of the project. Costs incurred by the contractor through the actions of parties other than the CO shall be borne by the contractor.

## **H. REPORTING REQUIREMENTS**

1. The contractor shall provide the COR with monthly [frequency determined by project's duration] written progress reports (original plus \_\_\_ copies). These are due to the COR by the second workday following the end of each calendar month, throughout the project's duration. The COR is required to provide monthly progress reports to the Contracting Officer by the fifth workday of the new calendar month.

2. The progress report shall cover all work completed during the preceding month and shall present the work to be accomplished during the subsequent month. This report shall also identify any problems that arose, along with a statement explaining how the problem was resolved. This report shall also identify any problems that have arisen but have not been completely resolved, with an explanation.

## **I. CONTRACTOR EXPERIENCE REQUIREMENTS**

- The contractor must inform the VHA COR when personnel are removed from the contract for any reason.
- If a key person becomes unavailable to complete the contract, proposed substitutions of key personnel shall be made to the COR and CO.

## **L. CONFIDENTIALITY AND NONDISCLOSURE**

It is agreed that:

1. The preliminary and final deliverables, and all associated working papers, application source code, and other material deemed relevant by VA which have been generated by the contractor in the performance of this contract, are the exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the contract.

2. The CO will be the sole authorized official to release, verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. No information shall be released by the contractor. Any request for information relating to this contract, presented to the contractor, shall be submitted to the CO for response.

3. Press releases, marketing material, or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.