

**SECTION 01 00 00
GENERAL REQUIREMENTS**

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SECTION 01 00 00
GENERAL REQUIREMENTS

1.1 GENERAL INTENTION

- A. Contractor shall provide all labor, materials and equipment to accomplish the Project "Safe Patient Handling, Phase 3" Project No. 618-12-114, located at the VA Medical Center, Minneapolis, Minnesota as required by drawings and specifications.
- B. Prospective offerors are encouraged to tour job site to acquaint themselves with conditions, as they actually exist. An organized site visit will be scheduled. Failure to tour the job site will not relieve the successful offeror to whom the contract is awarded from performing all work in accordance with project drawings and these specifications.
- C. 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.
- D. 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. The OSHA certified CP shall have the 30-hour OSHA certified Construction Safety course and/or other relevant competency training, as determined by VA CP with input from the ICRA team.

E. The general contractor's CP shall be part of a multi-disciplinary VA team that will complete a pre-construction risk assessment consisting of a design review and site walk-through to determine health and safety requirements. The general contractor shall be responsible for implementing the measures prescribed by the team.

F. OSHA Training:

1. Beginning July 31, 2005, all employees of general contractor or subcontractors shall have the 10-hour OSHA certified Construction Safety course and /or other relevant competency training, as determined by VA CP with input from the ICRA team.
2. Submit training records of all such employees for approval before the start of work.

G. Confined Space Training:

1. Confined Space Entry may be required for the installation of electrical systems, controls, plumbing, pipe fitting and insulation as part of the project scope.
2. Contractor shall be trained in confined space entry prior to entering confined space. Submit training records of all such employees for approval before start of work.

1.2 STATEMENT OF PROPOSAL ITEM(S)

A. Base Proposal: Refer to RFP document for detailed requirements. The Contractor shall provide all labor, materials and equipment to accomplish:

1. Provide design services to complete a Design/Build (DB) project for Safe Patient Handling, Phase 3.

B. Optional Items: Refer to RFP document for detailed requirements. The Contractor shall provide all labor, materials and equipment to accomplish (per attached document S02 Lift Matrix _ REV):

- 1) Optional Item #1: additional ceiling lifts

- 2) Optional Item #2: additional ceiling lifts
- 3) Optional Item #3: additional ceiling lifts
- 4) Optional Item #4: additional ceiling lifts
- 5) Optional Item #5: additional ceiling lifts

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. AFTER AWARD OF CONTRACT, Specifications and drawings will be prepared and furnished by the Contractor's DB Team.
- B. Refer to Scope of Work document for detailed DB requirements.

1.4 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 the appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
 - 2. For working outside the "regular hours" as defined in the contract, the General Contractor shall give 3 days notice to the Project Manager 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. 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. Each contractor or subcontractor employee shall obtain a security clearance from the VA Medical Center. Obtaining a security clearance will require each contractor and/or subcontractor employee to report to the Facilities Engineering Project Section to complete paperwork and visit Human Resource Management for finger printing. When the employee has been cleared to work at the Medical Center, the employee shall return to have a picture taken and will be issued a badge at that time. Employees must schedule appointments with a Facilities Engineering Project Manager prior to arriving on site to complete security clearance paperwork.
4. No photography of VA premises is allowed without written permission of the Contracting Officer.
5. VA reserves the right to close down or shut down the project site and order any Contractor employee off the premises, for any reason including declared emergencies (national or local). The Contractor employee may return to the site only with the written approval of the Contracting Officer.

C. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the Project Manager for the purpose of security inspections of every area of project including tool boxes and parked machines and to take any emergency action required.
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.

D. Document Control:

1. Before starting any work, the General Contractor/Subcontractors 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.

E. Motor Vehicle Restrictions

General Contractor and Subcontractor vehicles are permitted to use the loading dock area for loading/unloading only. Once supplies and equipment have been unloaded, the contractor shall park their vehicle in general employee parking.

F. Tool Control

At no time shall the contractor leave power tools, knives, blades, carts, or equipment unattended in patient areas. This includes corridors.

1.5 **FIRE SAFETY**

A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.

1. American Society for Testing and Materials (ASTM):

E84-2007 Surface Burning Characteristics of Building Materials

2. National Fire Protection Association (NFPA):

10-2006 Standard for Portable Fire Extinguishers

30-2003 Flammable and Combustible Liquids Code

51B-2003 Standard for Fire Prevention During Welding, Cutting and Other Hot Work

70-2005 National Electrical Code

241-2004 Standard for Safeguarding Construction, Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

29 CFR 1926 Safety and Health Regulations for Construction

- B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to start of work, prepare a plan detailing project-specific fire safety measures, including periodic status reports, and submit to the Project Manager for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES. Prior to any worker for the contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. Documentation shall be provided to the Project Manager that individuals have undergone contractor's safety briefing.
- C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).
- E. Temporary Construction Partitions:
- F. Install and maintain temporary construction partitions around the construction limits in an effort to protect the staff and public.
- G. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration firestop materials in accordance with Section 07 84 00, FIRESTOPPING.
- H. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.

- I. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with the Project Manager.
- J. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to the Project Manager.
- K. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- L. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- M. Sprinklers: Install, test and activate new automatic sprinklers prior to removing existing sprinklers.
- N. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with paragraph 1.6, OPERATIONS AND STORAGE AREAS, and coordinate with Project Manager. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the Project Manager.
- O. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with Project Manager.
- P. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with Project Manager.

Obtain burn permits from Project Manager prior to commencing any hot work.

- Q. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to Project Manager.
- R. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. In separate and detached buildings under construction, smoking is prohibited except in designated smoking rest areas.
- S. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- T. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

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.
- D. Working space and space available for storing materials shall be as determined by the Project Manager.
- E. Workmen are subject to rules of VA Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of VA 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 Project Manager 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 five 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: Maintain existing utility services for VA 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 VA Project Manager.
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 VA Project Manager. 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 the Medical Center Director's prior knowledge and written approval. Refer to specification Section 26 05 11 for additional requirements.
 2. Contractor shall submit a request to interrupt any such services to VA Project Manager, in writing, 15 calendar 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 the VA Medical Center. 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 VA Project Manager.
 5. In case of a contract construction emergency, service will be interrupted on approval of VA Project Manager. 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.
- H. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.
- I. To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:
- J. 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.
- K. Coordinate the work for this contract with other construction operations as directed by VA Project Manager. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

1.7 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the VA Project Manager and the Contracting Officer, of the project site in which construction will occur and areas which are anticipated routes of access, and furnish a report, signed by both, to the Contracting Officer.
1. Shall note any discrepancies between drawings and existing conditions at site.
 2. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and Project Manager.
- B. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and Project Manager together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:
- Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.
- C. Disposal & Retention: Materials and/or equipment salvaged during the demolition/construction work shall become the property of the Contractor and disposed of off station, except as noted on the drawings. Prior to removal, the Contractor will verify material/equipment disposal with the Project Manager and deliver to the Government any material/equipment as directed by the Project Manager.

1.8 INFECTION PREVENTION MEASURES

- A. Implement the requirements of VAMC's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.
- B. Establish and maintain a dust control program as part of the contractor's infection preventive measures in accordance with the guidelines provided by ICRA Group. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to Project Manager for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA SAMPLES.
1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center.
- C. Medical center Infection Control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the medical center prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition:
1. The COTR and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone are appropriate for their settings. The requirement for negative air pressure in the construction zone shall depend on the location and type of activity. Upon notification, the contractor shall implement corrective measures to restore proper pressure differentials as needed.

2. In case of any problem, the medical center, along with assistance from the contractor, shall conduct an environmental assessment to find and eliminate the source.
- D. In general, following preventive measures shall be adopted during construction to keep down dust and prevent mold.
1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by Project Manager. Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.
 2. Do not perform dust producing tasks within occupied areas without the approval of the Project Manager. For construction in any areas that will remain jointly occupied by the medical Center and Contractor's workers, the Contractor shall:
 - a. Provide dust proof temporary drywall construction barriers to completely separate construction from the operational areas of the hospital in order to contain dirt debris and dust. Barriers shall be sealed and made presentable on hospital occupied side. A fire retardant polystyrene, 6-mil thick or greater plastic barrier meeting local fire codes may be used where dust control is the only hazard, and an agreement is reached with the Project Manager and Medical Center.
 - b. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust to exterior is not reintroduced to the medical center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Accumulator) filter vacuum system rated at 95% capture of 0.3 microns including pollen, mold spores and dust particles. Insure continuous negative air pressures occurring within the work area. HEPA filters should have ASHRAE 85 or other prefilter to extend the useful life of the HEPA. Provide both primary

and secondary filtrations units. Exhaust hoses shall be heavy duty, flexible steel reinforced and exhausted so that dust is not reintroduced to the medical center.

- c. Adhesive Walk-off/Carpet Walk-off Mats, minimum 600mm x 900mm (24" x 36"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.
- d. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.
- e. The contractor shall not haul debris through patient-care areas without prior approval of the Project Manager and the Medical Center. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.
- f. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.
- g. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must

be cleaned up and dried within 12 hours. Remove and dispose of porous materials that remain damp for more than 72 hours.

- h. At completion, remove construction barriers and ceiling protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.

E. Final Cleanup:

1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.
2. Perform HEPA vacuum cleaning of all surfaces in the construction area. This includes walls, ceilings, cabinets, furniture (built-in or free standing), partitions, flooring, etc.
3. All new air ducts shall be cleaned prior to final inspection.

1.9 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 are noted on drawings or in specifications. 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 Project Manager.
2. Items not reserved shall become property of the Contractor and be removed by Contractor from the 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.

1.10 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.
- C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to paragraphs 1.6 Operations and Storage Areas, 1.7 Alterations, 1.11 Restoration for additional

instructions concerning repair of damage to structures and site improvements.

1.11 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 Project Manager. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the Project Manager 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 indicated on drawings and 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).

1.12 PHYSICAL DATA

NOT USED

1.13 PROFESSIONAL SURVEYING SERVICES

NOT USED.

1.14 LAYOUT OF WORK

A. Contractor shall layout work according to project drawings and specifications.

1.15 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 Project Manager's review, as often as requested.

C. Contractor shall deliver two approved completed sets of as-built drawings to the Project Manager within 15 calendar days after each completed phase and after the acceptance of the project by the Project Manager.

D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.16 USE OF ROADWAYS

A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by the Project Manager, such temporary roads which are necessary in the performance of contract work.

1.17 RESIDENT ENGINEERS FIELD OFFICE

NOT USED.

1.18 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

NOT USED.

1.19 TEMPORARY USE OF EXISTING ELEVATORS

: NOT USED.

1.20 TEMPORARY USE OF NEW ELEVATORS

NOT USED.

1.21 TEMPORARY TOILETS

Contractor may use existing toilets in the Medical Center as designated by the VA Project Manager. Contractor will be responsible for keeping the toilet areas clean and free of damage.

1.22 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 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.

C. Electricity (for Construction and Testing): Furnish all temporary electric services.

1. Obtain electricity by connecting to the Medical Center electrical distribution system. Electricity is available at no cost to the Contractor.
- D. 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. 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 Project Manager's discretion) of use of water from Medical Center's system.

1.23 NEW TELEPHONE EQUIPMENT

NOT USED.

1.24 TESTS

- A. Perform all required tests per the RFP and specifications.
- B. 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.
- C. All related components shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.
- D. 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.

1.25 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (four copies each) for each separate piece of equipment shall be delivered to the Project Manager 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. Contractor shall provide Lockout/Tagout Procedures for all new equipment supplied with this project. Use the form "Lockout/Tagout Procedures for _____" as a template for procedures. Provide photos as required to identify the location of the isolation device.
- D. Contractor shall provide Confined Space Entry Procedures for all new equipment which contains confined spaces as assessed by a qualified individual. Use "MVAHCS Confined Space Assessment Form" to evaluate each piece of equipment, and identify hazards.

E. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed instructions 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 Project Manager and shall be considered concluded only when the Project Manager is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Project Manager, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

1.26 GOVERNMENT-FURNISHED PROPERTY

NOT USED.

1.27 RELOCATED EQUIPMENT

NOT USED.

1.28 STORAGE SPACE FOR DEPARTMENT OF VETERANS AFFAIRS EQUIPMENT

NOT USED.

1.29 CONSTRUCTION SIGN

NOT USED.

1.30 SAFETY SIGN

NOT USED.

1.31 CONSTRUCTION DIGITAL IMAGES

NOT USED.

1.32 FINAL ELEVATION DIGITAL IMAGES

NOT USED.

1.33 HISTORIC PRESERVATION

NOT USED.

1.34 GUARANTEE

Contractor shall guarantee all materials and workmanship for a period of one (1) year following final acceptance of the project by the government.

1.35 COMPLETION TIME

Contractor shall complete all related project construction and testing within one hundred and eighty (180) calendar days from the Notice to Proceed.

1.36 SCHEDULES

The Contractor shall prepare a **bar-type construction schedule** (Gantt Chart) for the project within five business days after the Notice to Proceed. The schedule must provide sufficient detail to manage the work and determine progress for each building on the VAMC campus and for distinct work sites within an individual building. It shall be the Contractor's responsibility to notify the Contracting officer immediately if there is any reason why the schedule cannot be met. Failure to do so can result in default action.

1.37 LIQUIDATED DAMAGES

The Contractor will be assessed liquidated damages in the amount of **\$200.00** per day for everyday after the scheduled completion date of the Safe Patient Handling, Phase 2 Project. Saturday's, Sunday's and

holidays will be included when accessing liquidated damages after the scheduled completion date of the project.

1.38 CONTRACTOR'S COST BREAKDOWN (SCHEDULE OF VALUES)

Within 10 calendar days of receipt of the Notice to Proceed, the Contractor shall submit to the Project Manager a Contractor's cost breakdown.

1.39 SUBCONTRACTORS

Within 10 calendar days of receipt of the Notice to Proceed, the Contractor shall provide the Project Manager a list of the subcontractors.

1.40 MINIMUM HOURLY RATES OF WAGES

The wage determination decision of the Secretary of Labor which is attached to these specifications shall be applicable to this project in accordance with Davis-Bacon Act.

1.41 FIELD QUALITY CONTROL

NOTE: The following clause will be strictly enforced:

SUPERINTENDENT BY CONTRACTOR: The Contractor, at all times during the performance and until the work is completed and accepted, shall give his personal superintendent to the work or have on the work site a competent superintendent, satisfactory to the Contracting Officer, and with authority to act for the Contractor. If at any time the job is without a superintendent, the Project Manager may stop work and dismiss the workers from the job site without incurring any cost to the Government.

1.42 KEYS AND BADGES

The General Contractor will be issued all keys and badges. The General Contractor will be responsible for issuing keys to his

subcontractors. Failing to return badges and keys will result in a reduction of the contract in the dollar amounts as follows:

Badges - \$200.00 for each badge not returned.

Keys - \$200.00 for each key not returned.

The total dollar amount of all keys and badges issued to the General Contractor will be retained until all keys and badges have been returned. If any keys or badges are not returned a permanent reduction in the contract dollar amount will occur.

All staff who will work on site for this project must be badged before the start of work. To obtain a badge, staff must come to the VA to show original, current identification (must be government issued), fill out all required paperwork, and be fingerprinted. A background check will also be initiated at this time. This process takes several hours and must be done by appointment.

1.43 **MSDS BOOK**

The General Contractor shall keep an MSDS book on-site at all times for all hazardous materials used during work at the VA Medical Center. Upon request by the COTR, the General Contractor shall immediately provide the MSDS book. The MSDS book shall be submitted by the General Contractor at project close out and maintained with the COTR's project file.

1.44 **LOCKOUT / TAGOUT**

The Contractor shall follow OSHA and Minneapolis VA Medical Center lockout/tagout procedures.

1.45 CONFINED SPACE ENTRY

- A. The VA Medical Center Property has been surveyed for Permit Required Confined Spaces. An inventory of the spaces including the hazards and entry procedures are available from the Safety Manager. All contractors and contractor employees entering a confined space shall follow OSHA and Minneapolis VA Medical Center Confined Space Entry procedures. Contractor shall obtain information regarding permit space hazards and coordinate entry operations with the Medical Center.

- B. Contractor shall inform the Medical Center of the permit space program that the contractor will follow and any hazards confronted or created in permit spaces during the entry operation.

1.46 PROHIBITION ON ASBESTOS-CONTAINING MATERIALS

The Contractor is prohibited from using any asbestos-containing materials on Mpls VA Medical Center property.