

## APPENDIX A TO SECTION 01 00 00

### INSTRUCTIONS TO CONTRACTORS

*The information in this addendum summarizes key requirements necessary for successful project completion, and clarifies the government's expectation on when such requirements must be provided. This addendum provides supplemental information and does replace or supersede the requirements in the specifications.*

In accordance with the requirements of these specifications, the contractor shall provide the following documents, documentation, and services to the government by the time indicated:

- A. **Required Before Notice to Proceed:** Issuance of a Notice to Proceed by the government is conditioned on the receipt, review, and acceptance of the following.
  1. **Safety Plan:** The contractor shall provide a written safety plan designating a Safety Manager for the work, along with their qualifications. The plan shall include, but is not limited to, the frequency and format of regular Safety Meetings, the identification of risks specific to the work being performed, and a risk mitigation plan for all identified risks. The safety plan shall include measures that will be taken by the contractor to ensure the safety of VA staff, patients, and members of the public.
  2. **Security Plan:** The contractor shall provide a written plan for safeguarding the informational and physical security of government assets. The plan shall include a list of individuals that will require government keys during the performance of work, the secured areas of the Medical Center (e.g., mechanical rooms) that the contractor will need to access during work, and the method the contractor will employ to ensure that all government keys are returned to the COR when they are no longer needed or at the completion of work. The security plan shall also address the security of the work site, government owned equipment in areas under the contractor's control, and of contractor owned material, supplies, tools, and equipment.
  3. **Infectious Control Plan:** In accordance with the Infectious Control Risk Assessment conducted by the government and provided to the contractor, the contractor shall provide a written plan of the methods that will be used

to ensure effective infectious control processes at all times during the performance of work.

4. **Material and Debris Management Plan:** In accordance with these specifications, the contractor is required to maintain a work site that is free of debris and clutter. The contractor shall provide a written plan for the delivery and storage of material required for the performance of work. Additionally, the contractor shall provide a written Debris Management Plan providing the method and frequency that debris will be removed from the work site, whether an on-site dumpster will be required, method for preventing blowing debris for any debris temporarily placed in a dumpster, and the estimated schedule for removing debris from government property.

*Note: The Safety Plan, Security Plan, Infectious Control Plan, and Material and Debris Management Plan may be submitted as a single document.*

5. **Key Personnel Contact Information for the Contractor and Subcontractors:** The contractor shall provide a list of key contacts for the project, and shall include office numbers for the contractor and all subcontractors, as well as names, mobile phone numbers, and e-mail addresses for all supervisory contractor and sub-contractor personnel (Project Managers and Site Superintendents).
6. **Cost Loaded Critical Path Method (CPM) Construction Schedule:** The contractor shall provide a construction schedule in accordance with the specification requirements. The schedule will be developed using CPM software (e.g., Microsoft Project) and identify links of dependency between work tasks (i.e., tasks that must be completed before follow-on tasks can be accomplished) so that the critical path for project execution is clearly identified and actual progress against the schedule can be evaluated. The schedule shall correlate line item values in the Schedule of Values to the project schedule.

An acceptable CPM schedule will:

- a. Organize the schedule into tasks and sub-tasks for clarity.
- b. Avoid combining multiple tasks into a single task, especially when dependencies exist between tasks that the contractor is considering combining into a single task. In general, tasks which are scheduled for

one or more days, or which combine multiple trades or subcontractors, should be divided into separate tasks in the schedule.

c. Include sub-contractor work as separate tasks or sub-tasks in the schedule.

d. Identify float associated with the performance of schedule tasks (i.e., early/late start and finish).

7. **Approved Submittals:** The contractor shall have approved submittals for all material, installation methods, shop drawings, etc., required for the first 30 days of the contract performance period before the government will issue a Notice to Proceed. Additionally, the contractor shall provide submittals required for the first 60 days of the contract performance period and provide a schedule for all future submittals before the government will issue a notice to proceed.

8. **Employee IDs:** In accordance with the requirements of the specifications, the contractor shall obtain appropriate VA IDs for all employees before the government will issue a Notice to Proceed. Additionally, the contractor shall provide the information required by the specifications to the COR not less than 2 weeks prior to new employees or sub-contractor employees starting work on site, and shall obtain appropriate IDs prior to those employees being permitted to work on VA property.

**B. Required Before Starting Work on Site:**

1. **Permits:** When permits are required by the specifications, the contractor shall obtain such permits and provide a copy to the COR prior to starting work on site.

2. **Inspect Area of Work:** When work will be conducted in the proximity of existing structures or installations, the contractor shall conduct a thorough survey of the area with the COR and document any existing damage prior to starting work on site.

3. **Key Issue:** Responsible personnel identified by the contractor shall obtain a Non-PIV ID and government-issued keys before the contractor starts work on-site. Keys shall be requested through the COR not less than 72 hours prior to starting work.

4. **Equipment and Material Storage:** With the COR, the contractor shall identify an appropriate on-site storage location for material, tools, and equipment prior to starting work on site.

- 5. OSHA Construction Safety Certificates:** The contractor shall provide documentation that all personnel working on-site have OSHA safety certifications, as required by the specifications, before starting work on site.

**C. Required Before Starting General Construction and Demolition Activities:**

1. **Construction Barrier:** The contractor shall fully install a construction fire/smoke/dust barrier (as required by the specifications) and have it approved by the COR prior to starting general construction activities. In general, construction barriers shall be modular or constructed on-site using appropriate rigid material. Poly construction barriers will only be permitted in limited situations, as described in the specifications.
2. **Work Area Secured:** The contractor shall install a contractor provided door and hardware, rated per the specification requirements, and have a government provided construction lock core installed prior to starting general construction and demolition activities. The work area shall be secured against unauthorized access at all times during construction.
3. **Negative Air:** For all work in existing facilities and as required by the specifications, the contractor shall establish and demonstrate a negative air-pressure environment in the work area to the COR and/or VA Infectious Control or Safety personnel, prior to starting general construction and demolition activities.
4. **Safety and Information Signs:** All construction signs required by the specifications shall be installed before the contractor begins general construction and demolition activities.
5. **Noise and Vibration:** Any activities generating noise outside of the work area in excess of the contract limits and/or work generating vibration through existing building structures shall be coordinated through and approved by the COR not less than 72 hours prior to conducting the work.

**D. Required During Construction:**

1. **Progress Meetings:** Progress meetings, run by the contractor, shall be held weekly at a time and location agreed to with the CO and COR, unless a different progress meeting schedule is agreed to by all parties.
2. **Daily Logs:** The contractor shall maintain daily logs and activity reports of all work conducted during the performance period. Copies of these logs/reports shall be provided to the COR weekly.

3. **Revised Construction Schedule:** The contractor shall provide a revised construction schedule showing current progress and potential delays to the CO and COR as necessary during construction, but not less than monthly with the submission of invoices.
4. **Updated Shop Drawings:** The contractor shall provide updated shop drawings not later than 30 days following the completion of construction phases.
5. **Two-Week Look Ahead:** The contractor shall provide a two-week, detailed schedule of upcoming work to the CO and COR at the weekly progress meeting.