

PERFORMANCE WORK STATEMENT

HOME MODIFICATIONS, LADUE MISSOURI
[REDACTED]

PROJECT NARRATIVE

The Veteran and his family live in a suburban ranch house with a finished basement constructed the 1980's in Ladue, Missouri. He is confined to a scooter or wheel chair. He does not presently have access to the basement level. In anticipation of a future elevator, the recent addition to the house includes an elevator area with a machine room area in the basement.

This project is intended to provide some modifications to the existing elevator area and a two-stop automatic elevator to allow the veteran access to the basement level.

CONSTRUCTION RISK AREAS

The location is accessible from the outside of the house via the driveway, down to the basement level. Landscaping and turf must be protected from material movement over the lawn. The house will remain occupied during the course of this project and all care is to be taken to avoid disruption of the veteran's normal living environment. Work is to be sealed from the rest of the house. A sub panel which needs to be relocated was intended to provide power to the elevator but will need to be accessed for adequacy.

REPAIRS PRIOR TO CONSTRUCTION

No repairs are anticipated prior to construction. Care should be taken during the work to avoid disruption of utility lines behind the house and any plumbing runs or power circuits within the house.

STATEMENT OF OBJECTIVES

The contractor shall provide all tools, equipment and material to carry out and complete this project in its entirety, and leave the premise in full occupied condition. The contractor is to repair and replace any disturbed areas, vents, ducts, wiring or equipment affected by the work.

The Contractor must provide structural engineering and architectural design, and all required engineering, and provide supervision throughout the entire project. The contractor is responsible for all applications to all local authorities having jurisdiction over the site, and for all permits, approvals and fees required to carry out the project. The contractor is also responsible for all required drawings, documents and licenses required, including stamped architectural/structural permit drawings. The work is to be carried out according to the local residential construction code currently in use. The contractor is to provide copies of all permits and approved design and structural plans with fee receipts to the Home Owner Veteran and to The Department of Veterans Affairs.

GENERAL INFORMATION AND REQUIREMENTS TO CONSTRUCTION CONTRACTORS

All access pathways, material storage locations and parking intentions are to be approved by the home owner prior to commencement of construction. The work is to be carried out in a professional manner and daily operations are to be cleaned up every work day. Work is to be cordoned off at the end of

every work day in order that the occupants are safely protected from any hazards. Tools and equipment shall be stored out of the way of the homeowner's normal use of the house every day after work.

All materials are to be classified as environmentally compatible whenever possible and all new work is to be energy efficient, or classified as environmentally compatible when possible.

All debris is to be separated and recycled when possible and removed from the site on a daily basis.

All elevations, dimensions and areas noted in this document are approximate, and the contractor shall be responsible for all measurements, dimensions and quantities needed to carry out the work in the manner intended by these documents.

Project Management Plan (PMP): The Contractor shall submit one electronic copy of the PMP in PDF format to the Contracting Officer for review and approval within ten calendar days after receipt of award. The Government will approve or provide comments why the PMP was not approved within five business days after receiving the PMP. If required, the Contractor shall submit the revised PMP within two business days of receiving the PMP comments. The Contractor shall submit updates to the PMP within three business days of any changes. Maintain copies of all PMP documents at the project site throughout the project.

Components included in the PMP are:

- **Contractor Approach:** Contractor shall provide a narrative description of the contractor's plan for accomplishing the project. Narrative shall describe the contractor's plan for the project including methodologies and material descriptions for major elements of the work (framing, roofing, flooring, HVAC, electrical, plumbing, etc.). The approach should reflect sufficient detail to demonstrate the contractor understands the project and their evaluation and mitigation of any potential risk areas. Contractor shall also provide sketches and/or shop drawings as necessary to communicate the contractor's planned approach.
- **Project Schedule:** Submit proposed Project Schedule showing all project milestones and dates for Government reviews and inspections.
- **Project directory:** Submit a list identifying key participants including the Contractor's Project Manager, Superintendent, and primary subcontractors. Directory shall include personnel title, address, telephone number, cell phone number, and email address.
- **Quality Control Plan:** Submit a viable, documented plan for self-monitoring of the project process quality. VA will perform random Quality Assurance inspections throughout the duration of the project to assure quality throughout all aspects of construction.
- **Site Specific Safety Plan:** Submit safety plan relevant to the project particularly with regards to keeping the occupants of the house safe.
- **Waste Management Plan (WMP):** Submit a plan for disposal or recycling of demolition materials. Recycle and/or salvage at least 50% of construction and demolition materials. Calculations can be done by weight or volume, but must be consistent throughout the project. NOTE: Contractor shall not use the Veteran's building waste removal system for any debris associated with the project.

Submittals: The contractor shall provide all submittals in electronic form directly to the Contracting Officer. No work shall begin onsite until all submittals are received and approved by the VA.

Submit two (2) copies of all product materials. Submittals must be accompanied by a letter of transmittal from the Contractor to the Government. One set of approved submittals shall be retained at the job site until the project is complete. Final payment will not be made until all close out submittals are complete.

Closeout Documents: The following documentation must be submitted by the Contractor prior to final payment.

- A Release of Claims (ROC) must be completed by the prime contractor and all first tier subcontractors. Submit one electronic copy of each release to the Contracting Officer. The Government will withhold a minimum of 10% of the contract amount until all releases are completed. The prime contractor may list the outstanding contract balance on the release. Subcontractors may have no claims listed.
- One year warranty letter covering contractor's materials and workmanship for the entire project. Contractor shall provide VA with all manufacturer or labor warranties that cover periods exceeding the 1-year warranty period, one (1) electronic and one (1) paper copy of each warranty.
- Operation and Maintenance (O&M) Manuals. The Contractor shall provide one electronic and one paper copy of O&M manuals within five days of project completion.
- Copy of all permits/permissions obtained for the work as mandated by local/state agencies. Contractor shall provide one electronic and one paper copy of all permits/permissions.
- Waste Management Report. The contractor shall provide a report detailing the amount and types of materials recycled during the project. The report should detail actual activities against planned activities in the Waste Management Plan.

Security: The contractor shall ensure that all personnel (including subcontractors) assigned to perform work associated with the tasks described in this PWS have been screened through standard employment background checks. The contractor shall provide proof of these screenings upon request by the Contracting Officer. All contractor personnel must be identified with a picture ID provided by the employer and must prominently display said ID at all times while on-site. Contractor provided ID shall include, at a minimum, the employer name, employee name, and employee picture.

Photography: Any photos taken by the contractor of the Veteran's home shall not include the Veteran or any occupants of the home. Photographs shall not include any information that could be considered Personally Identifiable Information (PII) including license plates, addresses, names, telephone numbers or other information that might identify the Veteran or any occupants of the home. Contractor shall treat photographs related to this project as sensitive information. All photos shall be destroyed at the end of the project and a memo confirming this shall be required prior to final payment. If the security photos are compromised in any way the contractor is required to notify the VA immediately.

Building Access: Contain activities to affected spaces around and within the house. The Contractor's personnel shall not enter any part of the house which is not included in the work.

Disruptions: Minimize disruptions to home occupants to the maximum extent practicable. This includes no loud radios playing, courteous language and professional demeanor, and appropriately ventilating space for noxious odors.

Low Pollutant Emitting Materials: The following shall be low-emitting materials for this project: adhesives, sealants, cleaners, paints, stains, coatings, composite wood products, and furnishings.

Minimize Toxic and Hazardous Materials: Minimize use and release of toxic and hazardous chemicals and materials, including toxic chemicals, hazardous substances, ozone-depleting substances, and other pollutants that may result in significant harm to human health or the environment.

Recycled Content: Any products being installed or used that are listed on EPA's designated list must meet or exceed EPA's recycled content recommendations when the products meet VA's performance requirements are available at a reasonable cost.

Utilities: Usual water and electric service will be provided to the Contractor at no cost. Contractor shall take all necessary steps to ensure that energy and water conservation policies and practices are in use. Contractor shall be responsible for excessive use of utilities and shall reimburse the Veteran for any excessive use e.g. water left on, broken pipes, etc.

Protection of Existing: The Contractor shall provide all engineering controls to protect all areas being worked on from migration of dirt, dust, over spray and over brushing, and shall return all areas (including existing HVAC ductwork) to the original condition. The Contractor shall provide all labor, material, and equipment necessary for the protection of personnel, furnishings, equipment, or building structure from damage. The Contractor shall replace or repair to the original condition any items damaged due to work performed under this contract, at no additional cost to the Government.

Demolition Salvage: Removed items not indicated to be reused or retained by the Government become the property of the Contractor and shall be removed from the site. Salvage value, if any, of removed items shall be reflected in the bid. The Government is not responsible for any loss or damage to materials, supplies, tools, or equipment on the site, including materials in which salvage value may have been reflected in bid. Storage or sale of excess salvable material on the site is prohibited.

Meetings: The Contractor is required to attend and participate in the following meetings during the course of the work:

- **Pre-Construction Meeting:** VA will host a meeting to review contractual, technical issues, objectives of the project, and communication protocols. This meeting will include discussions of schedules, submittal dates, and establish all further points of contact prior to commencement of work. This meeting will be scheduled within ten working days from the award date of the contract.
- **Progress Meetings:** The Contractor shall be available to meet with the Contracting Officer, Contracting Officer's Representative (COR) and/or Construction Manager (CM) upon request to present deliverables, discuss progress, exchange information and resolve emergent technical problems and issues. The Contractor shall keep VA informed, through regular meetings or reports, onsite discussions and/or emails of progress and potential problems concerning the project. The Contractor is required to keep an open dialog with the CM, particularly in areas relating to schedule slippage or any potential conflicts regarding project standards. The Contractor is required to bring such matters to the attention of the CM as soon as he/she is aware of the issues.

Final Payment: All items under this paragraph must be completed prior to submitting the final invoice for payment.

- Clean each surface or unit to the condition expected in a normal, commercial cleaning and maintenance program. Comply with manufacturer's instructions.

- All debris, tools, equipment, and materials shall be removed from the jobsite.
- Contractor shall submit punch list to CM at least five business days prior to scheduled completion of project. Upon receipt of the punch list, VA will inspect the jobsite. Based on the Contractor's punch list and VA's inspection, VA will provide the Contractor with any additions or comments within two business days.
- 100% Completion of all punch list items.
- Submission of all required close-out submittals as referenced in Section 3.3 of this PWS.

DETAILED WORK

DEMOLITION

Verify the location of any underground utilities and plumbing lines and lawn sprinklers in the path of material transporting.

In the basement hatchway and machine room, remove access doors, front wall, dividing wall and hatchway ceiling and floor structure above. Verify the removal of the floor structure does not affect the adjacent floor structure. Remove plywood floor in the hatchway to expose the existing pit. Remove the ceiling light, switch and wiring.

In the machine room, remove the concrete floor area required to support the machine, approximately 24 square feet, to take new reinforced concrete slab.

Remove electrical sub panel and relocate it to the side wall of the machine room.

In the main floor hatchway, remove the door and front wall to allow for the repositioning of a new door. Remove side wall closet shelving.

NEW WORK

Pour a new machine room concrete floor, 6" deep with #4 bars at 12" centers each way. Fill in the existing hatchway concrete floor at the entry wall with new concrete to match the dimensions of the new hatchway wall, doveled into the existing concrete floor.

Build new hatchway walls (2x4 studs at 26" centers, and 1/2" gypsum board) to the dimensions shown, which will match manufacturer's dimensions and requirements. Hatchway will have finished dimensions of 52" wide by 57" deep. Build door frames and 36" doors in locations shown on the front wall on both basement and main floor levels. Doors are to match those removed in demolition. The existing basement hatchway door can be reused.

Supply and install a new 2-stop, 1,000lb capacity cable drum residential passenger elevator with a cab of 42"x 54" complete with back-up power, telephone and emergency stopping/lowering to basement level, all to the selected manufacturer's requirements. Include all other features to provide a complete installation and compliance with all related local building and elevator codes, such as stabilizer, rail and support, dedicated 20A service outlet, controller, disconnect switch, call stations and safety gates.

Provide complete standard finishes to be selected by the owner inside the cab.

Add new floor tile to match the existing tile in the basement where the elevator room walls have been relocated.

Finish paint new walls and new doors, frames and trim throughout the work, and match hardware to that removed from the existing doors. The owner will determine if the existing hardware can be reused.

Prior to final completion test all elevator systems to verify the work is in proper working order. Provide a 2-year full service, labor and parts warranty for the project and hand over all warranty information to the owner, with copies to the VA project representative.

MATERIALS

All materials are to be reviewed and approved by the owner. The following list is a suggested level of quality as similar or equal to those selected.

Concrete	Reinforced structural concrete with #4 reinforcing bars at 12" centers both ways, according to local code requirements, 3000 psi or greater.
Walls	2x4 studs at 16" centers, with ½" taped gypsum board both sides. Exposed sides two coat painted to match adjacent existing walls. Base trim is to match existing in profile and finish.
Doors	3630 six panel solid wood doors, frames and trim, finished to match existing finishes.
Floor Tile	Ceramic tile matching existing basement floor tile.
Elevator	42x54 cab, 2-stop, 1,000lb cable drum residential elevator, with emergency stop, emergency backup power, telephone connection, finished cab with a two year warranty.

CONCEPT SKETCHES ATTACHED

- SK-1 Existing Plans
- SK-2 Basement Hatchway Plan
- SK-3 Main Floor Hatchway Plan
- SK-4 Hatchway Section
- Representative elevator plan and section

PROJECT SCHEDULE ATTACHED

LOCAL AUTHORITIES

Ladue City Building Department
9345 Clayton Road
St. Louis, Missouri 63124
(314) 997 6308

State of Missouri Elevator Inspection (If applicable)
Division of Fire Safety
Elevator Safety Unit
205 Jefferson Street, 13th Floor
Jefferson City, Missouri 65101-4421
(573) 525-3660
elevator@dfs.dps.mo.gov