

SECTION 01 00 00
GENERAL REQUIREMENTS

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SECTION 01 00 00
GENERAL REQUIREMENTS

1.1 GENERAL INTENTION

- A. Contractor shall completely prepare site for construction operations, and furnish all labor, equipment and materials and perform work to repair broken utilities, stabilize soils, and replace damaged roadway at the Menlo Park campus, as required by the scope of work and specifications.
- B. Visits to the VA Campus site by Bidders may be made only by appointment with the Contracting Officer's Representative.
- C. Office of Facility Planning and Development will render certain technical services during construction.
- D. Before placement and installation of work subject to tests by a testing laboratory approved by the Contracting Officer's Representative and retained by the contractor, the Contractor shall notify the Contracting Officer's Representative and the testing laboratory in sufficient time to enable the Contracting Officer's Representative and the testing laboratory personnel to be present at the site in time for proper taking and testing of specimens and field inspection. Such prior notice shall be not less than three work days unless otherwise designated by the Contracting Officer's Representative.
- E. All employees of the Contractor and subcontractors shall comply with the VA security management program and obtain permission for site entry from the VA police, be identified by project and employer, and be restricted from unauthorized access.
- F. The Contracting Officer's Representative will assign specific routes and times for pathways, for transportation of personnel, materials and equipment. The Contractor will continually clean-up any dust, dirt or debris caused by their jobsite Ingress/egress.
- G. Dust and fume control will be exercised during all construction operations. Workers will be careful not to operate any vehicles, gas or diesel engines, or to perform any fume or dust generating process near a building air intake system. Noise will be held to a minimum at all times. Jack-hammering, drilling and other noisy or disturbing operations may have to be rescheduled or accomplished after hours to avoid interfering with surgery or patient care services. No work shall be performed before 8:00 am.

- H. General contractor shall have a designated superintendent available on site all the time during work hours. The project superintendent shall not have any other roles on different projects and shall solely be responsible for this project. Prior to commencing work, the general contractor shall send a letter to the COR indicate the designated project superintendent.
- I. The Contractor will continually clean-up any dust, dirt or debris caused by their jobsite Ingress/egress. The contractor will not be allowed to use the existing lobby, stairwells, and elevators for construction activities. Contractor at his own expense shall install temporary measures as required for construction office space, pathways, and transportation of personnel, materials, and equipment.

1.2 STATEMENT OF BID ITEM(S)

- A. GENERAL CONSTRUCTION: See Scope of Work
- B. Period of Performance (POP): the period of performance includes all preconstruction activities from date of 'Notice to Proceed' (NTP) through all construction activities till project acceptance by the Contracting Officer, but does not include days for contracting administrative close out, contractor submittal of close-out documents, and other misc. activities not directly related to construction all of which are at the contractor's own expense if not completed by the date of contractor demobilization / construction site turn over to the VA.

I. Total Period of Performance: (150 days)

- a. Pre-Construction POP (30 Days) from NTP to Mobilization
 - 1. From NTP to approval by the COR to mobilize contractor shall prepare, submit for review, make corrections as necessary till accepted by the COR in writing all product data, design, and shop drawings for the following specifications:
 - 2. Coordinate material procurement / fabrication with approved project schedule. Contract payment for fabrication and storage will not be authorized except for work scheduled in the approved project schedule time frame and the associated cost loaded schedule. All items fabricated and or procured and stored off-site are not subject to payment unless previous arrangements are made with the contracting officer and are IAW VAAR Clause 852.236-82.

- 01 00 00 General Requirements
 - 01 32 16.15 Project Schedules
 - 01 35 26 Safety Requirements
 - 01 45 29 Testing Laboratory Services
 - 01 57 19 Temporary Environmental Controls
 - 01 74 19 Construction Waste Management
 - 02 41 00 Demolition
 - 03 30 00 Cast-in-Place Concrete
 - 31 20 00 Earthwork
 - 32 05 23 Cement and Concrete for Exterior Improvements
 - 32 12 16 Asphalt Paving
 - 32 17 23 Paving Markings
 - 33 10 00 Water Utilities
 - 33 30 00 Sanitary Sewer Utilities
 - 33 40 00 Storm Sewer Utilities
3. Contractor shall not be authorized to mobilize for construction activities till all the listed specifications submittals in this section have been accepted in writing by the COR. Contractor may mobilize sooner than the specified 30 days dependent on COR approval of all submittals listed in this section.
 4. Failure of contractor to provide & receive COR acceptance for the submittals in the specified POP timeframe will be considered by the CO a contractor delay to the project and will be enforced per the liquidated damages clause of the contract if the project extends beyond the total project period of performance specified. Contractor shall allow for 15 calendar days for each submittal & resubmittal reviewed by the VA / AE team.
- II. Construction POP (120 days)- from date of Mobilization till project acceptance by the Contracting Officer. (120 days) includes (15 working days) lost due to inclement weather where work on the critical path is not possible. Critical Path shall be determined by the COR approved base line schedule required in specification 01 32 16.15. (15 working days) are not subject to request for equitable adjustment - project schedule shall use the 15 working days as float during the inclement weather during the Construction project duration.

1.3 SPECIFICATIONS AND DRAWINGS

- A. The Contractor shall maintain on the job site one (1) printed set of specifications, one (1) printed set of drawings, one (1) printed copy of all RFI's and any documents that modify the original specifications and drawings.

1.4 ACCIDENT PREVENTION

- A. The Contractor shall provide and maintain work environments and procedures which will:
1. Safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities;
 2. Avoid interruptions of Government operations and delays in project completion dates;
 3. Control costs in the performance of this contract; and
 4. Maintain a safe and healthy worksite to prevent adverse impacts to Contractor and subcontractor employees.
- B. The Contractor shall:
1. Before commencing the work, submit a written Safety Plan and Traffic Control Plan for implementing actions to prevent accidents. The plan shall include an analysis of significant hazards to life, limb and property inherent in contract work performance and measures for controlling these hazards and avoiding personnel exposure. Meet with the Contracting Officer's Representative to discuss and develop a mutual understanding relative to administration of the overall safety program and obtain approval for the Contractor's Safety Plan from the Contracting Officer's Representative before work start.
 2. Comply with the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910 (OSHA); and Title 8, California Administrative Code - Construction Standards (CAL OSHA)
 3. Prior to commencing work, provide proof that an OSHA designated competent person (CP) per 29 CFR 1926.20(b)/ 1926.32(f)(2) will maintain a presence at the work site whenever the Contractor or subcontractors are present.
 4. Provide appropriate safety barricades, signs, signal lights and personal protective equipment (hard hats, goggles, protective shoes, gloves, masks or breathing apparatus, etc.).
 5. Ensure all Contractor and subcontractor employees have the 10-hour or 30-hour OSHA Construction Safety course and other relevant competency

training, as determined by Contracting Officer's Representative.

General Contractor shall maintain at least one person on site at all times who has completed the 30 hours OSHA Construction Safety Course (submittal of 30 hour training certificate required prior to start of work). Submit training certificates of all such employees for approval before the start of work.

6. Ensure that any additional measures the Contracting Officer's Representative determines to be reasonably necessary for accident protection and safety of personnel are taken.
- C. Whenever the Contracting Officer's Representative becomes aware of any noncompliance with safety requirements or any condition which poses a serious or imminent danger to the health or safety of personnel, the Contracting Officer's Representative shall notify the Contractor orally, with written confirmation, and request immediate initiation of Contracting Officer's Representative directive action. After receiving the notice, the Contractor shall immediately take Contracting Officer's Representative directive action. If the Contractor fails or refuses to promptly take Contracting Officer's Representative directive action, the Contracting Officer's Representative may issue an order stopping all or part of the work until satisfactory Contracting Officer's Representative directive action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.
- D. The Contractor shall insert the above clause with appropriate changes in the designation of the parties in subcontracts.

1.5 CONSTRUCTION SECURITY REQUIREMENTS

- A. Security Plan (Submittal of Security Plan is required prior to mobilization):
 1. The Security Plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
 2. The 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. Contractor and subcontractor employees shall not enter the project site without an appropriate badge. They will be subject to

- inspection of their personal effects when entering or leaving the project site.
2. The Contractor shall create an Employee Daily Log of all personnel working on the site. The Employee Daily Log shall contain the employee's (a) Full Name, (b) Employer/Company Name and (c) Occupation/Trade. The Employee Daily Log shall be submitted with the Contractor's Daily Work Report.
 3. Contractor's normal working hours shall be 8am to 4:30pm Monday through Friday excluding federally observed holidays. Necessary utility shutdowns will be arranged 45 days in advance and will be performed on weekends as approved by the Contracting Officer's Representative (COR).
 - I. Contractor must observe Federal Holidays with no work allowed on such days. Refer to the OPM website www.opm.gov for the observed Federal Holidays and their dates for the applicable year.
 - a. Contractor must obtain written prior approval by the CONTRACTING OFFICER'S REPRESENTATIVE to work outside of normal working hours and weekends. This notice is separate from any notices required for utility shutdown described later in this specification.
 4. No photography of VA premises is allowed without written permission of the VA Public Affairs Officer.
 5. The VA Police are Federal Police Officers with full authority to make arrests, investigate crimes and issue traffic citations. Citations issued require an appearance in the Federal District Court and/or payment of a fine. Speed limits and other driving and parking codes are strictly enforced. Any vehicle left unattended for more than a few minutes may be cited by the VA Police.
 6. Sexual harassment is strictly prohibited. This includes deliberate or unsolicited verbal comments or gestures of a sexual nature, unwelcome sexual advances, requests for sexual favors and/or other unwelcome verbal or physical conduct of a sexual nature.
 7. Possession or use of non-prescription drugs or alcohol, including beer and wine, on the Health Care System grounds is strictly prohibited. Possession of firearms, knives with blades over 4", ammunition, explosive devices and any item that may be considered an offensive weapon is strictly prohibited. This includes carrying such items in vehicles.
 8. The Health Care System does not have the equipment, facilities, or personnel trained to handle serious injuries. Call 911 for emergency

- medical assistance and notify the Contracting Officer's Representative and the VA Police.
9. Vehicle authorization requests shall be required for any contractor vehicle entering the site and such requests shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies.
 10. VA reserves the right to shut down the project site and order Contractor's employees and subcontractors off the premises in the event of a national emergency or local disaster. The Contractor may return to the site only with the written approval of the Contracting Officer's Representative.
- C. Guards: NOT USED
- D. Key Control:
1. The Contractor shall provide duplicate keys and lock combinations to the Contracting Officer's Representative for the purpose of security inspections and emergency actions for every area of the project site including tool boxes and parked machines.
 2. The Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation.
- E. Document Control:
1. Before mobilization, the Contractor shall submit to and receive acceptance by the Contracting Officer's Representative, an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "Sensitive Information".
 2. The Contractor is responsible for safekeeping of all drawings, project manuals 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 access to only those who will need it for the project. Return the information to the Contracting Officer's Representative upon request.
 4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer's Representative.
 5. All paper waste or electronic media shall be shredded, destroyed or erased in a manner acceptable to the VA.

6. Notify Contracting Officer's Representative 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.

1.5 FIRE SAFETY

A. Applicable Publications: Publications listed below form part of this Article.

1. American Society for Testing and Materials (ASTM):
E84-13a.....Surface Burning Characteristics of Building
Materials
2. National Fire Protection Association (NFPA):
NFPA 10.....Standard for Portable Fire Extinguishers
NFPA 30.....Flammable and Combustible Liquids Code
NFPA 51.....Standard for Fire Prevention During Welding,
Cutting and Other Hot Work
NFPA 70/NEC.....National Electrical Code
NFPA 241.....Standard for Safeguarding Construction,
Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):
29 CFR 1910/1926.....Safety and Health Regulations for Construction

B. Fire Safety Plan (Contractor shall meet with VA safety to determine the plan requirements prior submitting to COR for approval. Submittal acceptance by Contracting Officer's Representative of Fire Safety Plan is required prior to mobilization):

Establish and maintain a fire protection program in advance 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 Contracting Officer's Representative for review for compliance with contract requirements. Prior to any worker for the Contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the Contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VA safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VA equipment, etc. Documentation shall be provided to the Contracting Officer's Representative that individuals have undergone Contractor's safety briefings.

- C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and fire, police and other emergency response forces in advance with NFPA 241. In the event of a fire or during a fire drill, the Contractor must vacate the construction site if within the zone affected.
- D. Separate temporary facilities such as trailers, storage sheds and dumpsters from existing buildings and new construction by distances in advance with NFPA 241. For small facilities with less than 20 feet exposed overall length, separate by 10 feet.
- E. Temporary Heating and Electrical: Install, use and maintain installations in advance with 29 CFR 1926, NFPA 241 and NFPA 70.
- F. Means of Egress: Do not block exiting for occupied buildings including paths from exits to roads. Minimize disruptions and coordinate with Contracting Officer's Representative.
- G. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily and report findings and Contracting Officer's Representative accordance actions weekly to Contracting Officer's Representative.
- H. NOT USED.
- I. NOT USED.
- J. NOT USED.
- K. NOT USED.
- L. NOT USED.
- M. NOTE USED.
- N. Hot Work: Perform and safeguard hot work operations in advance with NFPA 241 and NFPA 51. Any welding, cutting metal or other burning or spark producing operations require a hot work permit. Welding and/or burning operations are allowed only during normal working hours. Coordinate with Contracting Officer's Representative to obtain permits from the Facility Safety Officer at least 24 hours in advance. Evidence of training of all personnel assigned to be a fire watch shall be provided before Hot Work Permits will be issued. A fire watch is required for all hot work unless specified differently on the permit. The fire watch shall have fire extinguishing equipment readily available and be trained in its use and be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish then otherwise sound the alarm. A fire watch shall be maintained for at least 30 minutes after completion of hot work.

- O. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with and report findings and accordance actions weekly to Contracting Officer's Representative.
- P. Smoking: Smoking is prohibited in all buildings and adjacent construction areas. Smoking is prohibited except in designated smoking areas.
- Q. Dispose of waste and debris in advance with NFPA 241. Remove from buildings daily. Waste and debris will not be disposed of on station or in VA trash containers or dumpsters. The Contractor shall provide their own bin or dumpster; however, the use and location of such must be approved in writing by the Contracting Officer's Representative. Construction waste and debris will not be accumulated in areas where it might cause a fire or safety hazard. Contractor shall provide a monthly summary of construction and demolition debris diversion and disposal, quantifying all materials generated at the work site and disposed of or diverted from disposal through recycling per SECTION 01 74 19 CONSTRUCTION WASTE MANAGEMENT.
- R. NOT USED.
- S. NOT USED.
- S. If required, submit documentation to the Contracting Officer's Representative that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.

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's Representative. 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's Representative 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 their expense upon completion of the work. With the written consent of the Contracting Officer's Representative, the buildings and utilities may be abandoned and need not be removed.

- C. The Contractor shall, as prescribed by the Contracting Officer's Representative, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer's Representative. 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, code 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 Contracting Officer's Representative.
- E. Workmen are subject to rules of the VA Campus applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of the VA Campus as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others.
 - 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 the VA in quantities sufficient for not more than two work days. Provide unobstructed access to VA Campus areas required to remain in operation.
- G. Utilities Services: Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems, they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Contracting Officer's Representative. All such actions shall be coordinated with any Utility Company involved:
- H. Construction Fence: Before construction operations begin, Contractor shall provide a chain link construction fence, six-foot minimum height, around the construction area, material storage areas and dumpsters/waste locations. All fence posts shall be driven to ground securely to prevent from being blown over. Contractor shall provide and maintain visual screening fabric for all fencing. Contractor shall provide gates as

required for access with necessary hardware including hasps and locks. All gates shall be locked when no workers are present. Contractor shall provide LED string lights with timer along construction fence. Contractor shall coordinate with the Contracting Officer's Representative to assure VA access at any time. Contractor shall remove the fence when directed by Contracting Officer's Representative. Contractor shall place all applicable safety signs as required by 29 CFR 1926, securely attached to fence or approved surface. Contractor shall also place construction area signs on the exterior of the construction fence alerting campus and contractor personnel that the fence is enclosing a construction area. Sign shall indicate Construction Area, Authorized Personnel Only, Hard Hats and safety shoes required - Spacing of signs shall not exceed 50' on center, with a minimum of one safety sign on each direction of fence.

- I. Work areas will be vacated by Government and turned over to Contractor after date of Notice to Proceed and all pre-construction activities and submittals have been accepted by the Contracting Officer's Representative.
- J. When an area is turned over to Contractor, Contractor shall accept entire responsibility therefore.
- K. Utilities Services: Maintain existing utility services for the VA Campus at all times.
 - 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 Contracting Officer's Representative. 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 Contracting Officer's Representative prior knowledge and written approval.
 - 2. Contractor shall submit a request to interrupt any such services to Contracting Officer's Representative, in writing, 30 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. Interruption time approved by

Contracting Officer's Representative may occur at other than Contractor's normal working hours.

4. Major interruptions of any system must be requested, in writing, at least 45 calendar days prior to the desired time and shall be performed as directed by the Contracting Officer's Representative.
 5. In case of a contract construction emergency, service will be interrupted on approval of Contracting Officer's Representative. 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 Contractor.
- L. 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.
- M. To minimize interference of construction activities with flow of VA Campus traffic, comply with the following:
1. The Contractor shall not block any road or street, walkway or building egress without requesting in writing for approval from the Contracting Officer's Representative. Written requests shall be made at least 21 days prior to proposed interruption. 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. Wherever excavation for new work crosses existing roads, at least one lane must be open to traffic at all times.
 2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the Contracting Officer's Representative.
- N. Coordinate this contract with other construction operations as directed by Contracting Officer's Representative. This includes the scheduling of traffic and the use of roadways.

1.7 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the Contracting Officer's Representative, of areas in which alterations occur and areas which are anticipated routes of access, and

furnish a signed report, to the Contracting Officer's Representative.

This report shall list by rooms and spaces:

1. Existing condition and types of surfaces not required to be altered throughout affected areas.
 2. NOT USED.
 3. Shall note any discrepancies between drawings and existing conditions at site.
 4. Shall designate areas for working space, materials storage and routes of access to areas within areas where alterations occur and which have been agreed upon by Contracting Officer's Representative.
- B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of Contracting Officer's Representative to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).
- C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and Contracting Officer's Representative together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of surfaces as compared with conditions of same as noted in first condition survey report:
1. Re-survey report shall also list any damage caused by Contractor to 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.
- D. Protection: Provide the following protective measures:
1. Wherever existing surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
 2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
 3. Protection of interior of existing structures at all times, from damage, dust and weather. Wherever work is performed, floor surfaces

that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.8 INFECTION PREVENTION MEASURES

- A. Implement the requirements of VA'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 accordance action immediately if safe levels are exceeded.
- B. Establish and maintain a dust control program as part of the Contractor's infection preventive measures in advance 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 Contracting Officer's Representative and Facility ICRA team for review for compliance with contract requirements.
 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. VA Infection Control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the Contracting Officer's Representative prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition in patient-care areas:
 1. The Contractor, Contracting Officer's Representative and VA Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone and in patient-care areas 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 accordance measures to restore proper pressure differentials as needed. The contractor shall install negative air machines as directed by the Contracting Officer's Representative and shall be required to add machines as directed.
 2. In case of a problem - the VA, with assistance from the contractor, shall conduct an environmental assessment to find and eliminate the source.

D. NOT USED.

E. Final Cleanup:

1. Upon completion of project, or as work progresses, remove all construction debris from site that have been part of the construction.

1.9 DISPOSAL AND RETENTION

A. Materials and equipment accruing from work removed 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 as items to be stored. Items that remain property of the Government shall be removed from present locations in such a manner as to prevent damage. Store such items where directed by Contracting Officer's Representative.
2. Items not reserved shall become property of the Contractor and be removed by Contractor.
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 VA 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.
4. The Contractor is required to alert the VA immediately in the event any known or suspected hazardous materials are disturbed or will need to be disturbed before proceeding with work. Hazardous materials, such as PCB's, asbestos, lead paint, cleaning solutions and other harmful chemicals shall be disposed of in accordance with federal, state and local laws and regulations. In case of an accidental spill of hazardous materials, the Contractor shall take immediate action to contain the spill and notify the Contracting Officer's Representative. Washing cement, plaster, paint, oil or grease, solvents, etc. into any drains is strictly prohibited. **REPORT ANY ACCIDENTAL SPILLS THAT MAY RUN INTO STORM DRAINS IMMEDIATELY TO ENGINEERING SERVICE AT 650-493-5000 EXTENSION 62468.**

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 as directed by the Contracting Officer's Representative.
- B. Contractor shall protect all irrigation equipment designated to remain within the limit of work and ensure the continued irrigation of all existing planting areas to remain in place.
- C. *The project construction may affect irrigation operations beyond the limit of work.* It shall be the responsibility of the Contractor to ensure the irrigation operations beyond the limit of work, affected by the project construction, remain operational during construction.
- D. The Contractor shall protect existing trees to remain by placing temporary fencing at the drip line of the trees. Provide 6' high tree protection fencing completely enclosing the tree(s). Avoid driving major fence posts or stakes into major roots.
 - 1. Treatment of roots exposed during construction. For roots over 1 inch in diameter damaged during construction, make a clean straight cut to remove damaged portion of the root. All exposed roots should be temporary covered with damp burlap and covered with soil or mulch as soon as possible to prevent drying.
 - 2. No equipment or machinery shall be used within the tree protection zone. Work within the protection zone shall be done manually.
 - 3. No stockpiling of materials, vehicular traffic, or storage is allowed within the tree protection zone.
- E. 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's Representative may have the necessary work performed and charge the cost to the Contractor.

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 plumbing, steam, gas, or electric work without approval of the Contracting Officer's Representative. Existing work to be altered or extended and that which is found to be defective in any way, shall be reported to the Contracting Officer's Representative 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, computer network, etc.) which are indicated on drawings or reasonably discovered during execution of the work and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings for which locations are unknown and not reasonably discovered will be considered for adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

1.12 PHYSICAL DATA

- A. Data and information (test borings, hydrographic data, test pits, weather conditions, etc.) furnished or referred to is for the Contractor's information. The Government shall not be responsible for

any interpretation of or conclusion drawn from the data or information by the Contractor. (FAR 52.236-4)

1.13 LAYOUT OF WORK

- A. The Contractor shall lay out the work and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all templates, equipment, tools, materials, and labor required to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines that may be established or indicated by the Contracting Officer's Representative. The Contractor shall also be responsible for maintaining and preserving all marks established by the Contracting Officer's Representative until authorized to remove them. If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the Contracting Officer's Representative may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor. (FAR 52.236-17)

1.14 AS-BUILT DRAWINGS

- A. The Contractor shall maintain one full size set 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 Contracting Officer's Representative's review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings to the Contracting Officer's Representative within 15 calendar days after each completed phase and after the acceptance of the project by the Contracting Officer's Representative.
- Contractor shall provide all final as-built drawings prepared in CAD software. An electronic copy shall be delivered to the Contracting Officer's Representative in both DWG format and PDF along with the two hard copy sets. Drawing size, style, and fonts shall match construction drawings provided to the contractor by the Contracting Officer's Representative. Coordinate with Contracting Officer's Representative for allowable version of DWG files.

1.15 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on the VA Campus and, when authorized by the Contracting Officer's Representative,

such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed transitions.

1.16 TEMPORARY USE OF ELECTRICAL EQUIPMENT

- A. Use of new installed electrical equipment to provide light and power will be permitted subject to compliance with the following provisions:
 - 1. Permission to use each system must be given by Contracting Officer's Representative. If the equipment is not installed and maintained in accordance with the following provisions, the Contracting Officer's Representative will withdraw permission for use of the equipment.
 - 2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted.
 - 3. NOT USED.
 - 4. NOT USED.
 - 5. NOT USED.
 - 6. NOT USED.
- B. NOT USED.
- C. This paragraph shall not reduce the requirements of the electrical specifications sections.

1.17 EXCLUSIVE TEMPORARY USE OF EXISTING ELEVATORS - NOT USED

1.18 TEMPORARY TOILETS

- A. Provide where directed, (for use of all Contractor and subcontractor employees) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by Contracting Officer's Representative, provide suitable dry closets where directed. Keep such places clean and free from odor or flying insects, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

1.19 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. If applicable, 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's Representative, shall install and maintain all necessary temporary connections and distribution lines, transformers and electrical panels, 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 equipment at contractor's own expense.
- C. Contractor shall install meters at Contractor's expense and furnish the Contracting Officer's Representative a monthly read of the Contractor's usage of electricity as required.
- D. NOT USED.
- E. Electricity (for Construction and Testing): Furnish all temporary electric services.
 - 1. Obtain electricity by connecting to the VA Campus electrical distribution system where practical or available; contractor shall install a meter to record all power usage. The Contractor shall separately meter and pay for electricity required for electric cranes and hoisting devices, electrical welding devices, and any electrical heating devices providing temporary heat. Electricity for all other uses, where practical or available, is provided at no cost to the Contractor.
 - 2. Where Campus power is not practical or available for project power requirements, contractor shall provide portable power generators at contractor's own expense.
- F. Water (for Construction and Testing): Furnish temporary water service.
 - 1. Obtain water by connecting to the VA Campus 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 Contracting Officer's Representative's discretion) of use of water from VA Campus system at no cost.
 - 3. Provide drinking water for construction personnel at all times.
- G. NOT USED.

1.20 NEW TELEPHONE EQUIPMENT - NOT USED

1.21 TESTS

- A. Pre-test electrical equipment and systems and make directions required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- B. Conduct final tests required in various sections of specifications in presence of the Contracting Officer's Representative. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and reactivate such tests, and re-tests as required.
- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc. Another example of a complex which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.
- D. 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.
- E. 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.

1.22 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 (two copies each plus pdf file) for each separate piece of equipment shall be delivered to the Contracting Officer's Representative 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. Instructions: Contractor shall provide qualified, factory-trained manufacturer representatives to give detailed instructions to assigned VA 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 Contracting Officer's Representative and shall be considered concluded only when the Contracting Officer's Representative is satisfied in regard to complete and thorough coverage. The VA reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Contracting Officer's Representative, does not demonstrate sufficient qualifications in accordance with requirements for the above.

1.23 GOVERNMENT-FURNISHED PROPERTY

- A. The Government shall deliver to the Contractor, the Government-furnished property shown on the drawings.
- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the building.

- C. Storage space for equipment will be provided by the Government and the Contractor shall be prepared to unload and store such equipment therein upon its receipt at the building.
- D. Notify Contracting Officer's Representative in writing, 60 days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.
 - 1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with the Contracting Officer's Representative. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Contracting Officer's Representative with a written statement as to its condition or shortages.
 - 2. Contractor thereafter is responsible for such equipment until such time as acceptance of contract work is made by the Contracting Officer's Representative.
- E. Equipment furnished by the Government will be delivered in a partially assembled (knock down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to respective services installed under contract. All fittings and appliances (i.e., couplings, ells, tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and the utility stub-up shall be furnished and installed by the Contractor at no additional cost to the Government.
- F. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.
- G. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

1.24 RELOCATED EQUIPMENT ITEMS

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated by symbol "R" or otherwise shown to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the Contracting Officer's Representative.

- C. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.

1.25 CONSTRUCTION SIGN

- A. Provide a Construction Sign where directed by the Contracting Officer's Representative. All wood members shall be of framing lumber. Cover sign frame with 24 gage galvanized sheet steel nailed securely around edges and on all bearings. Provide three 4 inch by 4 inch posts or equivalent round posts set four feet into ground. Set bottom of sign level at three feet above ground and secure to posts with through bolts. Make posts full height of sign. Brace posts with two by four inch material. Minimum sign size shall be 48"x48".
- B. Paint all surfaces of sign and posts two coats of white gloss paint. Border and letters shall be of black gloss paint, except project title which shall be blue gloss paint.
- C. Maintain sign and remove it when directed by the Contracting Officer's Representative.
- D. Provide detailed drawing of proposed construction sign showing required legend and other characteristics of sign for approval by the Contracting Officer's Representative - Contracting Officer's Representative can provide examples of previously approved signs.

1.26 SAFETY SIGN

- A. Provide a Safety Sign where directed by Contracting Officer's Representative. Face of sign shall be 3/4 inch thick exterior grade plywood. Provide two four by four inch posts extending full height of sign and three feet into ground. Set bottom of sign level at four feet above ground. Minimum sign size shall be 48"x48".
- B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted and approved by Contracting Officer's Representative.
- C. Maintain sign and remove it when directed by Contracting Officer's Representative.
- D. Provide detailed drawing of proposed sign showing required legend and other characteristics of sign for approval by the Contracting Officer's Representative. Contracting Officer's Representative can provide examples of previously approved signs.

E. Post the number of accident free days on a daily basis.

1.27 PHOTOGRAPHIC DOCUMENTATION

- A. Contractor to provide digital photographic exhibit of existing site and work performed. Digital color photos shall be taken from a digital camera with a minimum of 7.0 megapixels. Photos shall be transmitted to the CONTRACTING OFFICER'S REPRESENTATIVE by DVD in jpeg or tiff, and PDF formats. Each photo's electronic file size shall be a minimum of 300k with a maximum file size of 1.5meg.
- B. Photos shall document all phases of construction and shall be updated weekly until the project has been completed. Photos shall be submitted each month along with the project invoice for monthly payment.

1.28 FINAL ELEVATION DIGITAL IMAGES - NOT USED

1.29 HISTORIC PRESERVATION -NOT USED

1.30 Contractor Quality Control

- A. The Contractor is responsible for quality control and shall establish and maintain an effective quality control system in compliance with the Contract Clauses, Terms, Conditions, Drawings, and Technical Specification Sections. The quality control system shall consist of plans, procedures, and organization necessary to produce an end product which complies with the contract requirements. The system shall cover all construction operations, both onsite and offsite, and shall be keyed to the proposed construction sequence.
- B. The Site Project Superintendent (SPS) will be held responsible for the quality of work on the job and is subject to removal by the Contracting Officer for non-compliance with the quality requirements specified in the contract. The Site Project Superintendent in this context shall be the highest-level manager responsible for the overall construction activities at the site, including quality and production. The Site Project Superintendent (SPS) shall maintain a physical presence at the site, at all times, except as otherwise acceptable to the Contracting Officer, and shall be responsible for all construction and construction related activities at the site.

1.30.1 QUALITY CONTROL ORGANIZATION

A. Personnel Requirements

The requirements for the CQC organization are a CQC System Manager, and sufficient number of additional qualified personnel to ensure quality, safety, and contract compliance. Personnel identified in the technical provisions as requiring specialized skills to assure the required work is

being performed properly will also be included as part of the CQC organization. The Contractor's CQC staff shall maintain a presence at the site at all times during progress of the work and have complete authority and responsibility to take any action necessary to ensure contract compliance. The CQC staff shall be subject to acceptance by the Contracting Officer.

B. CQC System Manager

This individual is subject to the review and approval of the Contracting Officer.

The Contractor shall identify an individual within his organization at the site of the work who shall be responsible for overall management of the CQC and have the authority to act in all CQC matters for the Contractor.

The CQC system manager shall be a graduate engineer, graduate architect, or a graduate construction manager, with experience on construction projects similar in size, scope, and complexity to this contract, OR, a construction person with a minimum of three (03) years quality control experience on construction projects similar in size, scope, and complexity to this contract.

1.30.2 CONTROL: Contractor Quality Control is the means by which the Contractor ensures that the construction, to include that of subcontractors and suppliers, complies with the requirements of the contract. At least three phases of control shall be conducted by the CQC System Manager for each definable feature of the construction work. The three phases are the Preparatory Phase, the Initial Phase, and the Follow-Up Phase.

A. Preparatory Phase

This phase shall be performed prior to beginning work on each definable feature of work. After all required documents and materials are reviewed, approved, and accepted by the Contracting Officer and AE firm, and after copies are at the work site, work may begin on that feature of work. This phase shall include:

- 1) Review of each paragraph of applicable specifications, reference codes, and standards. A copy of those sections of referenced codes and standards, in the English language unless specifically approved otherwise by the Contracting Officer, applicable to that portion of the work to be accomplished in the field shall be made available by the Contractor at the preparatory inspection. These copies shall be maintained in the field and available for use by Government personnel until final acceptance of the work.
- 2) Review of the contract drawings.
- 3) Review all materials and/or equipment to ensure that they have been tested, submitted, and approved.

- 4) Review to ensure that provisions have been made to provide required control inspection and testing.
- 5) Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the contract.
- 6) Physical examination of required materials, equipment, and sample work to verify that they are on hand, conform to approved shop drawings or submitted data, and are properly stored.
- 7) Reviews of the appropriate activity hazard analysis to ensure safety requirements are met.
- 8) Discussion of procedures for constructing the work including repetitive deficiencies, construction tolerances and workmanship standards for that feature of work.
- 9) Review to ensure that the Contracting Officer has accepted the portion of the plan for the work to be performed.
- 10) Discussion of the initial control phase.

B. The Contracting Officer's Representative shall be notified at least 24 hours in advance of beginning any of the required action of the preparatory phase. This phase shall include a meeting conducted by the CQC system manager, PM, SPS, and other CQC personnel as applicable for the definable feature.

C. The results of the preparatory phase actions shall be documented by separate minutes prepared by the CQC system manager and attached to the daily QC report. The Contractor shall instruct applicable workers as to the acceptable level of workmanship required in order to meet contract specifications.

B. Initial Phase.

I. This phase shall be accomplished at the beginning of a definable feature of work. The following shall be accomplished:

- 1) Review of preliminary work to ensure that it is in compliance with contract requirements. Review minutes of the preparatory meeting.
- 2) Verification of full contract compliance and verification of required control inspection and testing requirements.
- 3) Establishment of level of workmanship. Verification that the work completed meets minimum acceptable workmanship standards. Compare with sample panels as appropriate.

4) Resolution of all differences.

5) Review of safety to include; compliance with and upgrading of the safety plan as necessary, and an activity hazard analysis. Review the activity analysis with each worker.

II. The Contracting Officer's Representative shall be notified at least 24 hours in advance of beginning the initial phase. Separate minutes of this phase shall be prepared by the CQC system manager and attached to the daily QC report. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.

III. Initial phase should be repeated for each new crew to work on-site, or any time acceptable specified quality standards are not being met.

C. Follow-up Phase: Daily checks shall be performed to assure continuing compliance with contract requirements, including control testing, until completion of the particular feature of work. The checks shall be made a matter of record in the CQC documentation. Final follow-up checks shall be conducted, and all noted deficiencies corrected, prior to the start of additional features of work that may be affected by the deficient work. The Contractor shall not build upon nor conceal non-conforming work.

D. Additional Preparatory and Initial Phases: Additional preparatory and initial phases may be required by the Contracting Officer on the same definable features of work if the quality of ongoing work is unacceptable; if there are changes in the applicable QC staff or in the on-site production supervision or work crew; if work on a definable feature is resumed after a substantial period of inactivity; or if other problems develop.

1.30.3 TESTS

1. Testing Procedure

A. The Contractor shall perform all tests specified or required to verify that control measures are adequate to provide a product that conforms to contract requirements. Upon request, the Contractor shall furnish to the Contracting Officer duplicate samples of test specimens for possible testing by the Government. Costs incidental to the transportation of samples or materials shall be borne by the Contractor.

B. Testing includes operational and/or acceptance tests when specified. A list of tests to be performed shall be furnished as a part of the CQC plan. The list shall give the test name, frequency, specification paragraph containing the test requirements, the personnel and laboratory responsible for each type of test, and an estimate of the number of tests required. The Contractor shall perform the following activities, and provide a record of the following data:

1) Verification that testing procedures comply with contract requirements.

- 2) Verification that facilities and testing equipment are available and comply with testing standards.
- 3) Verification that test instrument calibration data meet certified standards.
- 4) Verification that recording forms and test identification control number system, including all of the test documentation requirements, have been prepared.
- 5) Results of all tests taken, both passing and failing tests, shall be recorded on the Quality Control report for the date taken. Specification paragraph/item reference, location where tests were taken, and the sequential control number identifying the test will be given.
- 6) Actual test reports may be submitted later, if approved by the Contracting Officer, with a reference to the test number and date taken. An information copy of tests performed by an off-site or commercial test facility will be provided directly to the COR.
- 7) Failure to submit timely test reports, as stated, may result in nonpayment for related work performed and disapproval of the test facility for this contract.

1.30.4 COMPLETION INSPECTION

I. Punch-Out Inspection

A. Near the end of the work, or any increment of the work established by a time stated in the SPECIAL CONTRACT REQUIREMENTS Clause, "Commencement, Prosecution, and Completion of Work", or by the specifications, the CQC Manager shall conduct an inspection of the work. A punch list of items which do not conform to the approved drawings and specifications shall be prepared and included in the CQC documentation, as required by paragraph DOCUMENTATION.

B. The list of deficiencies shall include the estimated date by which the deficiencies will be corrected. The CQC System Manager or staff shall make a second inspection to ascertain that all deficiencies have been corrected. Once this is accomplished, the Contractor shall notify the COR that the facility is ready for the Government's Pre- Final inspection.

II. Pre-Final Inspection

A. The Government will perform the pre-final inspection to verify that the facility is complete. A Government Pre-Final Punch List may be developed as a result of this inspection. The Contractor's CQC System Manager shall ensure that all items on this list have been corrected before notifying the Government, so that a Final inspection with the customer can be scheduled. Any items noted on the Pre-Final inspection shall be corrected in a timely manner. This inspection will include the AE firm on record.

B. These inspections and any deficiency corrections required by this paragraph shall be accomplished within the time slated for completion of the entire work or any particular increment of the work if the project is divided into increments by separate completion dates.

III. Final Acceptance Inspection

A. The Contractor's Quality Control Manager, the SPS, and the COR shall be in attendance at the final acceptance inspection. Additional Government personnel including, but not limited to, those Medical and Engineer leadership, AE firm of record, and customer groups, may also be in attendance.

B. The final acceptance inspection will be formally scheduled by the Contracting Officer based upon results of the Pre-Final inspection. Notice shall be given to the Contracting Officer at least fourteen (14) calendar days prior to the final acceptance inspection and shall include the Contractor's assurance that all specific items previously identified to the Contractor as being unacceptable, along with all remaining work performed under the contract, will be complete and acceptable by the date scheduled for the final acceptance inspection.

C. Failure of the Contractor to have all contract work acceptably complete for this inspection will be cause for the Contracting Officer to bill the Contractor for the Government's additional inspection cost in accordance with the contract clause titled "Inspection of Construction".

1.30.5 DOCUMENTATION

A. The Contractor shall maintain current records providing factual evidence that required quality control activities and/or tests have been performed. These records shall include the work of subcontractors and suppliers and shall be on an acceptable form that includes, as a minimum, the following information:

- 1) Contractor/subcontractor and their area of responsibility.
- 2) Operating plant/equipment with hours worked, idle, or down for repair.
- 3) Work performed each day, giving location, description, and by whom.
- 4) Test and/or control activities performed with results and references to specifications / drawings requirements. The control phase shall be identified (Preparatory, Initial, Follow-up). List of deficiencies noted, along with corrective action.
- 5) Quantity of materials received at the site with statement as to acceptability, storage, and reference to specifications/drawings requirements.

- 6) Submittals and deliverables reviewed, with contract reference, by whom, and action taken.
- 7) Offsite surveillance activities, if any, including actions taken.
- 8) Job safety evaluations stating what was checked, results, and instructions or corrective actions.
- 9) Instructions given/received and conflicts in plans and/or specifications.
- 10) Contractor's verification statement.

B. These records shall indicate a description of trades working on the project; the number of personnel working; weather conditions encountered; and any delays encountered. These records shall cover both conforming and deficient features and shall include a statement that equipment and materials incorporated in the work and workmanship comply with the contract.

C. The original and one copy of these records in report form shall be furnished to the Government daily within forty-eight (48) hours after the date covered by the report, except that reports need not be submitted for days on which no work is performed, or unless weekly submission was established during the Pre-construction meeting.

D. As a minimum, one report shall be prepared and submitted for every 7 days of no work and on the last day of a no work period. All calendar days shall be accounted for throughout the life of the contract.

E. The first report following a day of no work shall be for that day only. Reports shall be signed and dated by the CQC System Manager. The report from the CQC System Manager shall include copies of test reports and copies of reports prepared by all subordinate quality control personnel.

1.30.6 SAMPLE FORMS: In accordance with VA Master Specs, subject RFP, and any resultant Contract.

1.30.7 NOTIFICATION OF NON-COMPLIANCE

A. The Contracting Officer will notify the Contractor of any detected noncompliance with the foregoing requirements.

B. The Contractor shall take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, shall be deemed sufficient for the purpose of notification.

C. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue a suspension of work (See RFP / Contract Clause FAR 52.242-14 -- Suspension of Work (Apr 1984)) halting all or part of the work until satisfactory corrective action has been taken by the Contractor and completed by the Contractor to the complete satisfaction of the Government.

D. No part of the time lost due to such suspension of work shall be made the subject of claim for extension of time or for excess costs or damages by the Contractor.

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