

## **SCOPE OF WORK**

### **1. PROJECT DATA:**

TITLE: Renovate Village House 1150

PROJECT No: 512A5-18-006

FACILITY: Perry Point VA Campus

COTR: Alexander Bhadurihauck, Facilities & Engineering (ext. 5342)

### **CONSTRUCTION**

DURATION: 180 Days after Receipt of Notice to Proceed.

**2. GENERAL SCOPE:** The Contractor shall provide all supervision, labor, materials and equipment to perform general renovation of village house 1150 at the Perry Point VA Medical Center. Work items include, but are not limited to:

- Prepare and paint all interior walls and ceilings.
- Prepare and refinish wood floors.
- Replace front door to match existing wood panel door and frame
- Perform all necessary plaster patching and refinishing.
- Install new attic door on second floor.
- Wash/clean exterior of the building.
- Remove any remaining carpeting.
- Replace approximately 50 square feet of wood flooring on porches as required.
- Replace approximately 500 square feet of wood flooring inside the house as required.
- Remove all tiles on floor and walls in both bathrooms.
- Install new tile floor and backsplash in both bathrooms.
- Remove all fixtures in both bathrooms.
- Install new fixtures in both bathrooms.
- Install new bathroom cabinets and countertops.
- Install new kitchen cabinets and countertops.
- Install new fixtures in kitchen.
- Install new tile floor in kitchen
- Pressure test hydronic heating system.
- Replace all hot water baseboards, about 200 feet of baseboards.
- Perform termite treatment.
- Sister 10 floor joists in basement as required.
- Replace all 7 exterior basement windows.

- Replace 6 exterior windows on the first and second floors as required.
- Perform final cleaning upon completion of renovation.
- Replace tile ceiling in dining room and two of the second floor bedrooms with hard ceiling.
- Refinish all trim and banister.
- Refinish all stairs and landings.
- Remove any remaining cabinetry.
- Replace two unit heaters, one in kitchen, one in second floor bathroom.
- Remove carpet tack strips throughout house.
- Replace all receptacles, light fixtures, and switches.
- Install handrail on stairs leading to basement.
- Sprinkler system, with quick response heads on the sprinklers, to be designed and installed by contractor.
- Smoke detectors to be installed in each room and tied together.
- Carbon Dioxide detectors to be installed.
- Remove padlock hasps from doors.

**3. GENERAL CONDITIONS AND DEFINITIONS:**

A. VAMHCS: Veterans Affairs Maryland Health Care System.

B. VA: Veterans Affairs.

C. CO: V.A. employee of the VA Contracting Service officially assigned to act as Contract Officer in the behalf Veterans Health Administration. The services performed are that of general supervision, direction, control and approval of the contract.

D. COTR: Contracting Officers Technical Representative. V.A. employee of VAMC Facilities and Engineering Service officially assigned to act as Project Manager and Inspector on behalf of VAMC and Contracting Officer. COTR shall be “First Point of Contact” on all matters concerning contract work for subject project.

E. ICRA: Infection Control Risk Assessment. An ICRA form must be filled out and signed by Infection Control personnel prior to any work—coordinate with COTR.

F. ILSM: Interim Life Safety Measures: Any series of Operational Actions taken to temporarily reduce Hazards posed by Life Safety deficiencies which have been created by demolition, renovation, or construction works, and which are to remain in place and in effect for duration of Contract work.

G. NFPA – NFC: National Fire Protection Association – National Fire Codes.

H. NEC: National Electrical Code, NFPA – NFC Standard 70.

I. **PROVIDE:** Whenever used throughout Scope of Work, term “Provide” is to be understood to mean -Purchase newly manufactured; Furnish delivered to VAMC work site in protective containers; Secure from tampering or theft; and Install in accordance with Contract Scope of Work, Drawings, Specifications, and Manufacturer’s Instructions all required items of administrative submittals, labor, demolition, construction, equipment items, and installation works for entirety of Contract.

1. Provide daily on-site project management to coordinate all building trades and provide liaison for construction and VA Project Engineering. General Foreman will be designated and be on-site at all times with authority to act on behalf of the Contracting firm.
2. Follow all Infection Control Risk Assessment (ICRA) guidelines for dust control during all construction work. A construction dust “Risk Assessment” will be conducted by the Medical Center’s Infection Control Nurse. Temporary “dust” barriers may be installed based on this assessment. Bi-weekly inspections of barriers and work areas will be conducted by Infection Control Nurse, Safety Manager, and COTR to enforce implementation of risk assessment.
3. Follow Interim Life Safety Measures. Any series of Operational Actions taken to temporarily reduce hazards posed by Life Safety deficiencies which have been created by demolition, renovation, or construction works, and which are to remain in place and in effect for duration of Contract work. Provide interim life safety measures (ILSM) where fire protection, fire suppression or smoke/fire partitions will be shutdown or rendered ineffective during construction. Coordinate with VA safety office through VA COTR. ILSM must be posted outside work area at all times.
4. All equipment and materials shall be approved through submittal prior to being brought on job site.
5. Daily logs are required the following date of each day worked. Daily logs can be submitted at the end of each work week, combined into a weekly submission.
6. When using special keys for access to roof, mechanical and electrical areas, doors must be kept closed and locked while in such spaces.
7. Contractor must obtain a burn permit from VA Safety Office prior to any welding, soldering work and burning.
8. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access. VA issued ID Badges shall be worn by all workers.
9. The work is in a professional environment, employees must conduct themselves accordingly. Employees shall not use abusive language, carry firearms, or bring alcoholic beverages on site. Employee's dress code shall consist of normal work uniform. Shirts must be worn at all times.
10. Contractor shall provide general clean up to construction area daily to the satisfaction of the COTR.
11. Hospital smoking policy (NO SMOKING IN THE BUILDING), smoking must be done in approved smoke shelters or at least 35 feet from any building. No smoking within 50 feet of any fuel tank.

12. OSHA and VA CONSTRUCTION SAFETY STANDARDS will be enforced.  
Contractor superintendent must have 30 hour OSHA Construction Safety course.

**4. DETAILED REQUIREMENTS:**

Furnish all supervision, labor, materials (except as noted), and equipment necessary to perform repair and replacement of architectural elements, mechanical heating systems, electrical systems, and life safety systems as specified in the construction drawings, specifications and this scope of work.

- See General Requirements specification 01 00 00 for information regarding site access and other work requirements unique to the VA.
- Reference scope of work section 5, project specifications, and drawings for specific locations and quantities of work involved.

**Base Bid**

All work related to drawings 1-11, dated 11-21-2017 and Specifications dated 11-30-2017.

**Base Bid minus Bid Deducts**

All work included in base bid.

**5. DETAILED EXTENT OF WORK:**

Following is the locations and extent of work in those specific locations. When the word “remove” is used, contractor shall take possession of the item in question and dispose of according to all applicable laws and regulations. Following work in an area contractor shall remove all debris related to construction and restore area to at least that prior to work.

**6. SUBMITTAL REQUIREMENTS:**

Provide submittals as indicated in the “Schedule of Contractor’s Submittals” listed at the end of this section.

Furnish to the Contracting Officer, for approval, four (4) prints of all shop drawings, product data, material safety data sheets, and catalogue cuts, of all equipment and materials furnished or used under this contract, before purchase, manufacturer or construction. No work can proceed without approved submittals. The Contracting Officer and Contracting Officer Technical Representative will examine these submittals and one copy will be returned to the Contractor for correction, if necessary. CO or COTR may require additional submittals for different items not mentioned in this scope of work.

Itemized below is a list of materials requiring drawings, certifications, manufacturer’s literature, data brochures, Material Safety Data Sheets, technical data, and samples. These materials as noted shall be submitted to the Contracting Officer by the Contractor for approval using the appropriate form approved by the Contracting Officer.

All submittals, except warranties and operating instructions, as noted below, shall be submitted

not later than 21 days after receipt of the Notice to Proceed or as specified by the Contracting Officer.

The Contracting Officer shall return the submittals approved or disapproved within 7 business days after receipt, by VA Form 08-6225. If submittals cannot be made within 7 days after Notice to proceed or as specified by the Contracting Officer, the Contracting Officer shall be advised of the difficulty and an extension of time requested.

Warranties and operating instructions are required prior to the completion of the Contract work. Three copies of all warranties and operating manuals shall be provided unless otherwise specified.

**Schedule of Contractor's Submitted Information and Submittals:**

Company name, address, phone: List of all subcontractors, project superintendent, all work site employees	Employee name, Company name, trade address, phone. (all employees that will be on site of make site visits MUST get security back ground check and ID Badge)
Finishes (Paint colors, wall coverings, floor & wall tiles, handrails, sealants, etc.)	Samples
Utility Outage Request	Request with at least 72 hours notice and written approval obtained.

**7. SAFETY PRECAUTIONS:**

A. The Contractor shall comply with all applicable Federal, State and local legal requirements regarding workers health and safety. The requirements include but are not limited to, those found in Federal and State Occupational Safety and Health Act (OSHA and MOSHA) statutes and regulations, such as applicable provisions of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926. Contractor is solely responsible for determining the legal requirements that apply to activities, and shall ensure safe and healthful working conditions for its employees.

B. Contractor shall assume the responsibility to guard against causing of fires and/or explosions and to protect Government Property, reference NFPA 241 and 29 CFR 1926.

C. The Contractor shall perform the work in a manner consistent with the area security and fire safety regulations especially with regard to exits and exit way access. Utility shutdowns shall not compromise security, communication or fire safety for occupants.

D. No flammable liquids shall be stored or used in the medical center.

E. The necessary number and appropriate types of portable fire extinguishers are required per National Fire Protection Association (NFPA) 10 and NFPA 241.

F. The Contractor shall request, from the COTR a permit for all cutting, welding, and soldering. All permits shall be prominently displayed during all construction.

G. All necessary precautions shall be taken by the contractor to prevent accidental activation of

any existing smoke detectors or sprinkler heads.

**8. HAZARDOUS MATERIAL REPORTING:**

A. The Contractor shall maintain hazardous material inventories and material safety data sheets (MSDS) for all hazardous materials (as defined in CFR 1910.120, 40 CFR's 355, 370, & 372) to be stored and used on this Medical Center. Hazardous materials must be inventoried when received and at the project's completion. The amounts used shall be maintained for the project duration.

B. Hazardous Materials Inventories, Material Safety Data Sheets and material quantities used shall be submitted to the Contracting Officer for approval and copies furnished to the Contracting Officers Technical Representative.

C. In the event of a spill, Contractor shall immediately notify the Contracting Officer's Technical Representative as well as the Contracting Officer. The Contractor shall be solely responsible for the expense of any cleanup and / or damage resulting of such spill, and the cleanup shall be in accordance with the applicable provisions of 40 CFR Part 761.

**9. ENVIRONMENTAL PROTECTION:**

In order to provide for abatement and control of all environmentally hazardous materials arising from demolition and/or construction activities, the Contractor shall comply with all applicable environmentally hazardous material control and abatement and all applicable provisions of the Corps of Engineers' Manual EM 385-1-1, "General Safety Requirements" as well as the specific requirements stated elsewhere in the Contract Documents.

**10. INTERIM LIFE SAFETY MEASURES:**

A series of operational actions taken to temporarily reduce the hazard posed by life safety deficiencies created during and until completion of construction.

**11. APPLICABLE SPECIFICATIONS:**

Specifications applicable to this project listed on the following pages.

**DEPARTMENT OF VETERANS AFFAIRS  
VHA MASTER SPECIFICATIONS**

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