



Washington DC VAMC
50 Irving ST NW
Washington DC 20422

**STATEMENT OF WORK (SOW)
HALLS AND WALLS PHASE 3
PROJECT # 688-17-008
JUNE 16, 2017**

Contract Number:	<i>(completed by the CO at time of award)</i>
Task Order Number:	Not Applicable
IFCAP/Transaction Number:	688-16-1-428-0003
Follow-on to Contract and Task Order Number:	Not Applicable

1. CONTRACTING OFFICER'S REPRESENTATIVE (COR).

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2. CONTRACT TITLE.

Halls and Walls Phase 3

3. DEFINITIONS:

- a. VA: Veterans Affairs.
- b. COR: Contracting Officers Representative. VA employee of VAMC Facilities and Engineering Service officially assigned to act as a Project Manager and Inspector on behalf of VAMC and the Contracting Officer. COR shall be "First Point of Contact" on all matters concerning contract work for subject Project.

- c. DCMR: District of Columbia Municipal Regulations
- d. DOEE: Washington, D.C.'s Department of Energy and Environment
- 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 COR.
- 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. NEPA; National Environmental Protection Act. An environmental law that requires all federal agencies to prepare environmental assessments (EAs) and environmental impacts statements (EISs) on any major construction project.
- i. NEC: National Electrical Code, NFPA – NFC Standard 70
- j. SDS: Safety Data Sheets.
- k. SWMP: Storm Water Management Plan.
- l. PROVIDE: Whenever used throughout the 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.
- m. CONTRACT DOCUMENTS: Construction Drawings and Specifications distributed to bidders in hard copy or electronic format.

4. SCOPE.

The contractor is responsible to provide all necessary materials, labor, and equipment to perform construction/renovation work as specified in the contract drawings and specifications. Work to include but is not limited to: removal and installation of floor and wall finishes, removal of the existing ceiling tiles and grid and installation of new ceiling grid and tiles. Removal and installation of existing and any new sprinkler heads and air vents so that they are located to the center of ceiling tiles in their new locations.

Provide new wainscoting, handrails and bumper rails, paint walls and fit new LED light fittings to the new ceiling layout. The work also includes any related Mechanical, Electrical and Plumbing work necessary for a complete renovation.

The project is located in Building 1 of the Veteran's Affairs Medical Center in Washington DC (VAMCDC).

The area shall be constructed per the Construction Drawings and Specifications dated 06/16/2017. The project will consist in the renovation of approximately 5,900 SF.

The Physical Access Control System and Security shall be an extension of the existing Johnson Controls system. This system is under service contract with Johnson Controls (POC: Mark Bradford. Tel: 571-287-1333. Email: Mark.K.Bradford@jci.com). Direct Digital Control for the HVAC System and the Fire Detection and Alarm System shall be an extension of the existing SIEMENS system and is under service contract with SIEMENS Industries. (POC: Kevin Kidwell Tel: 301 837-2828. Email: kevinkidwell@siemens.com).

The existing warranty and service contract in-place, for the above described systems, shall be maintained and not voided by work performed under this project.

Contractor to provide a proposal to include all the necessary materials, labor and equipment to complete all required construction work within all documented.

Construction phasing is required. Final phasing to be coordinated and approval must be provided by the Contracting Officer.

The Medical center will be operational during construction work and the Contractor shall provide a Safety/Infection Control Plan in the Final Proposal for approval.

Construction work may be performed, if required, during non-clinical hours and to include evening and weekends to minimize impact to patients.

It is the responsibility of the Contractor to conduct site visits, verify existing conditions, quantities of materials, installation instructions of materials to be used, and discrepancies or conflicting requirements in the Statement of Work and/or Contract Documents before preparing the Final Proposal. Contract Documents (Construction Drawings and Specifications) take precedence and will govern over other distributed documents if any conflicts arise. Notify COR immediately for such discrepancies and/or conflicts.

The Construction Progress Schedule/CPM schedule, Submittal Schedule (associated with Product Data, Shop Drawings and Samples), Cost Progress Schedule, Life Safety Plan, QC Plan, ICRA, Preconstruction Checklist and approved Badging shall be submitted for evaluation/approval prior the receipt of Notice to Proceed. The starting date of the schedule shall be the date the contractor receives the "Notice to Proceed". The ending date shall be the original contract completion date. At a minimum, both dates shall be indicated on this

schedule. The Construction Progress Schedule/ CPM schedule must include vendor lead times and all schedules to be updated when changes occur.

The Contractor shall also provide a Cost Progress Schedule that indicates the anticipated installation of work versus the elapsed contract time, for the approval of the contracting officer. The actual percent completion will be based on the value of installed work divided by the current contract amount. The actual completion percentage will be indicated on the monthly progress report.

5. PERFORMANCE MONITORING

The contractor's performance will be monitored by the Contracting Officer, Infection Control Risk Assessment Office, as well as the Safety Office during the contract period. The Contracting Officer will review the materials, workmanship, certification and expertise of the contractor and their sub-contractors to verify they are in compliance with the drawings/specifications of the contract documents and Construction Schedule. Non-compliance with specifications and drawings without prior written approval will require replacement to meet the contract documents at the contractor's expense. . There shall be \$861.93 per day Liquidated Damages cost to the contractor based on labor hours required in the LD Calculation Sheet, if the schedule is not honored. There shall also be 10% retainage amount from payment request

Coordinate all administrative and construction requirements exclusively with or through assigned Contracting Officer Representative (COR).

The Safety Office will review the operations and site construction conditions of the project to confirm that all Safety regulations relating to construction and healthcare facilities are being adhered to. Non-compliance may result in job-site shut down until compliance is met at the contractor's expense.

The contractor shall furnish to the COR each day a consolidated report for the preceding work day in which is shown the number of laborers, mechanics, foremen/forewomen and pieces of heavy equipment used or employed by the contractor and subcontractors. The report shall bear the name of the firm, the branch of work which they perform such as concrete, plastering, masonry, plumbing, sheet metal work, etc. The report shall give a breakdown of employees by crafts, location where employed, and work performed. The report shall also list materials delivered to the site on the date covered by the report.

Contractor will submit their Daily Report form to the COR with an electronic copy to the Contracting Officer for approval, prior to construction beginning.

6. SECURITY REQUIREMENTS

The contractor will not require access to confidential systems. The security requirements and impact for this project have been identified in VA Handbook 6500.6 Appendix A. The C&A

(Certification and Accreditation) requirements do not apply, and that a Security Accreditation Package is not required.

Upon receipt of Notice of Award and prior to attending the pre-construction conference where NTP will be issued, the successful bidder shall have submitted the attached Security Requirements documents. This process includes completion and submission of Background Investigation Request Worksheet to the VHA Service Center Personnel Security Office. Each contract employee is required to undergo a Special Agreement Check (SAC) background investigation which equates to being fingerprinted.

Upon successful completion of fingerprinting, all contract employees will be required to obtain a non-Personal Identity Verification (non-PIV) badge. Contractor staff working on site will be required to wear the badges at all times while on site. Contractor will be required to immediately notify the Contracting Officer of any changes in staff performing work on site. Upon completion of the contract all identification badges must be returned to the Contracting Officer before final payment can be made. See attached Security Package for more information.

7. FUNDING AND PERIOD OF PERFORMANCE.

The magnitude of projected construction costs is from \$250,000 to \$500,000. The construction period for this project is 90 calendar days from Notice to Proceed (NTP)

8. DELIVERY SCHEDULE.

SOW Task #	Deliverable Title	Format	Number	Calendar Days After CO Start
1	Daily Reports	Contractor-Determined Format/COR Approved	1 copy	Daily
2	Status Report/Meeting	Contractor-Determined Format/COR Approved	1 Copy to COR; 1 copy	Bi-Weekly

			to CO	
3	Project Schedules	Contractor-Determined Format/COR Approved	1 Copy	Monthly
3	Submittals/Samples	Per Specifications	Per Specifications	Per Specifications
3	Construction Photos	Contractor-Determined Format/COR Approved	1 copy	Monthly
4	As-Built Drawings	Per Specifications	Per Specifications	14 Days after Completion

9. SUBMITTAL REQUIREMENTS.

The Contractor shall furnish to the Contracting Officer, for his/her approval, an electronic, PDF version of all shop drawings, product data, Safety Data Sheets (SDS), and catalogue cuts, of all equipment furnished under this contract, before purchase, manufacture or construction. The Contracting Officer will examine these submittals and one copy will be returned to the Contractor if approved or require correction. .

The Contracting Officer shall return the submittals approved or disapproved within 10 days after receipt.

Warranties and operating instructions are required at the completion of the Contract work per Specifications.

10. 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) statutes and regulation, such as applicable provision of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926. Contractor is solely responsible for following/complying with 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 fires and/or explosion and to protect Government Property, reference NFPA 241 and 29 CFR 1926.
- c. Follow Interim Life Safety Measures (ILSM). 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 (ILSM) where fire protection, fire suppression or smoke/fire partitions will be shut down or rendered ineffective during construction. Coordinate with VA safety office through COR.

ILSM must be posted outside work area at all times.

- d. 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.
- e. No flammable liquids shall be stored or used in the Medical Center without prior approval.
- f. The necessary number and appropriate types of portable fire extinguishers are required per National Fire Protection Association (NFPA) 10 and NFPA 41 must be provided and be operational.
- g. The Contractor must obtain a burn permit from VA Safety Office prior to any cutting, welding and soldering. All permits shall be prominently displayed during all construction.
- h. All necessary precautions shall be taken by the contractor to prevent activation of any existing smoke detectors or sprinkler heads.

11. INFECTION CONTROL RISK ASSESSMENT.

- a. 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 Personnel. Temporary “dust” barriers will be installed based on this assessment. Bi-weekly inspections of barriers and work areas will be conducted by Infection Control Personnel, Safety Manager, and COR to enforce implementation of risk assessment.
- b. Contractor shall provide negative air pressure controlled with digital manometer and dust partitions in all areas of work to prevent dust from getting into patient and employee occupied areas..

12. HAZARDOUS MATERIAL REPORTING.

- a. The Contractor shall maintain hazardous inventories and safety data sheets (SDS) for all hazardous materials (as defined in CFR 1910.120, 40 CFR’s 355, 370, & 372) to be stored on the construction site, and used at this Medical Center. Hazardous materials must be inventoried when received and when the project is completed.
- b. Hazardous Materials Inventories, Safety Data Sheets and Material Quantities used shall be submitted to the Contracting Officer for approval.
- c. In the event of a spill, Contractor shall immediately notify the COR as well as the Contracting Officer. The Contractor shall be solely responsible for the expense of

any cleanup of such spill, and the cleanup shall be in accordance with the applicable provision of 40 CFR Part 761.

- d. Comply with Environmental Protection Agency (EPA) and Department of Energy & Environment (DOEE) requirements for demolition of structures containing lead paint, lead piping, or soldering. Comply with EPA and DOEE requirements for proper handling (such as bagging, sealing and recycling) of mercury-containing devices (including but not limited to thermometers, manometers, pressure stats, gauges, float or level controls, load meters, supply relays, phase splitters, and sink traps) per 40 CFR 273 and 20 DCMR or per latest requirements.
- e. All hazardous waste expected as a result of renovation, demolition or construction activities (including but not limited to mercury-containing fluorescent bulbs and electrical devices that contain PCBs) must be properly managed and disposed in accordance with EPA and DOEE's 20 DCMR requirements or per latest requirements.
- f. In a hospital setting, mercury is commonly found in sink traps. Proper caution and use of Personal Protective Equipment (PPE) should be practiced when dismantling sinks which may contain mercury. Material should be collected and properly disposed of or recycled at the expense of the contractor. Records of proper disposal should be submitted to the COR and maintained in the projects file.
- g. In accordance with EPA's 40 CFR and DOEE's 20 DCMR, the contractor as the generator of the waste is responsible for filling out, and signing any hazardous or non-hazardous waste manifests, and they will use their own EPA ID number. Copies of waste manifest shall be submitted to the COR.
- h. All hazardous chemicals that need to remain at the job site must be stored and handled from VA in accordance with EPA and DOEE requirements.

13. ENVIRONMENTAL PROTECTION.

- a. 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.
- b. All hazardous and universal waste resulting from contractor demolition and construction shall be removed and properly disposed in accordance with 40 CFR 261 through 265, 40 CFR 273 and 40 CFR 279. Also, 20 DCMR 261 through 265, 273, and 279 by the contractor at no additional cost to the VA. This will include the disposal of ballasts, fluorescent bulbs, used oil, mercury switches and any hazardous material.
- c. Copies of disposal manifests must be provided to the COR with an electronic copy to Contracting Officer.

- d. Contractor must comply with Federal Executive Order 13514 and VA specifications by developing a waste management plan to divert demolition debris from the solid waste stream. See Specifications.

14. CONSTRUCTION REQUIREMENTS.

- a. Complete a Pre-Construction Checklist with Safety, Infection Control, and COR.
- b. Provide daily on-site Superintendent or General Foreman to coordinate all building trades and provide liaison for the COR and Contracting Officer. General Foreman will be designated and be on-site at all times.
- c. All equipment and materials shall be approved by the COR or Contracting Officer prior to being brought on job site.
- d. Daily logs are required the following date of each day worked.
- e. When using special keys for access to roof, mechanical and electrical areas, doors must be kept closed and locked while in such spaces.
- f. OSHA and VA CONSTRUCTION SAFETY STANDARDS will be enforced. Contractor must have completed the 30 hour OSHA Construction Safety course.
- g. The Contractor, subcontractors, suppliers, or anyone else employed by the contractor cannot park in the VA garage.
- h. Contractor will maintain their own dumpster at an approved location for removal of waste materials.
- i. Utility services will not be disrupted without prior approval. It is anticipated that the existing utilities will be adequate for any new service, addition and/or remediation of the areas is not included unless otherwise specified in this Scope of Work or Contract Documents.
- j. Where cutting of existing surfaces or removal of existing finishes is required to perform the work under this contract, fill resulting openings, patch the surface and finish to match the adjacent existing surfaces. Holes, penetrations and other openings caused by the demolition or new construction shall be filled with an approved fire stopping material. Catalog data on all fire stopping material to be used shall be submitted to the Contracting Officer Representative (COR) for review and approval prior to installation.
- k. Do not disturb any wiring whose origin, function or utility are unknown without prior approval from the Contracting Officer Representative (COR).
- l. The contractor shall protect and maintain all items indicated to be reused.
- m. The Contractor shall repair or replace any damage to the existing conditions caused by his actions. Repair and replacement of damaged conditions shall match the integrity of the adjacent area. All required work shall be provided at no additional cost to the Government.
- n. The Contractor shall be responsible for all final paint and touch-up work which shall be completed after the installation of all systems and components. .
- o. The medical center facility (VAMCDC) will be occupied and functioning operational during construction. Each phase of construction will need to be coordinated with the COR to determine the acceptable hours of construction. Protect patients, government property, personnel and visitors at all times.

- p. Work is to be performed as to not interfere with patient access at any time.
Coordination of work hours shall be coordinated with the COR.
- q. All construction work and installed equipment and any Installation shall be warranted for a period of at least one (1) year from Substantial Completion approved date unless noted otherwise in individual Specification Sections. Substantial Completion shall be identified at such time that all Close Out deliverables (as described in Specifications) are provided and accepted by the COR or Contracting Officer.

- End -