

STATEMENT OF WORK  
PROJECT NO. 573A4-18-606  
DESIGN “RENOVATE COMMON AREA RESTROOMS”  
AT LAKE CITY VA MEDICAL CENTER  
LAKE CITY, FLORIDA

**1.1 Scope**

The following Statement of Work is an overview of the Veterans Affairs, North Florida/ South Georgia Veterans Health System, Lake City VA Medical Center Project No. 573A4-18-606, “Renovate Common Area Restrooms”.

An Architectural Engineering (A/E) contract for the development of a complete set of construction documents to bid the renovation of common area restrooms, MEP deficiencies as described for Renovate Common Area Restrooms, and all necessary support equipment at the Medical Center in Lake City, Florida. The Complete Construction Documents will include, but not be limited to Construction Drawings, Technical Specifications, Reports, and Independent Government Estimates. In addition, the A/E shall provide bidding Assistance and Construction Period Services. The following overview highlights the key aspects of the project:

1.1.1 Design restrooms as per VA Design Guide requirements to create a welcoming and compliant space for veterans, and their families.

1.1.2 The Construction Drawings will address necessary disciplines including but not limited to; Site, Landscaping, Structural, Civil, Architectural, Mechanical, Plumbing, Life Safety, Signage, Electrical, Communication, Security, and Demolition.

1.1.3 Due to a portion of the project being the removal of existing material, the Design will include Asbestos/ Lead Testing and Reports. The Construction Documents will include a Remediation Plan should one be required. The A/E will retain the services of a Certified Industrial Hygienist (CIH) to provide expertise in all aspects of identifying, assessing, and making recommendations concerning the management of asbestos and/or lead.

1.1.4 A/E will be permitted to research the existing VA drawing files, but shall field verify all information gathered from the existing drawings. In addition, A/E will perform adequate utility verification to determine the horizontal and vertical location of existing utilities within the construction area.

1.1.5 A/E shall provide a Certified Independent Third Party (CITP) Safety Professional or Professional Credentialed to provide the necessary design reviews for compliance with national and local codes, standards, and federal and state regulations; including Life Safety issues.

1.1.6 Design package will include multiple phasing plans to minimize the impact of the project on the regular operation of the medical facility including impacts by utility shut downs, and interference with pedestrian, passenger vehicle, and delivery truck circulation.

1.1.7 Submissions shall be in accordance with the A/E Submission Instructions for Project No. 573-18-602.

**1.2 Construction Period Services:**

1.2.1 Review of Submittals: A/E shall review all material submittals, shop drawings and test reports that are required, etc. A/E shall maintain submittals utilizing an electronic submittal service similar to “Submittal Exchange” or “Procore”. Reviews shall be completed and submittals returned to Engineering Service within 5 working days. The A/E shall maintain a submittal register as work progresses; design omissions are subject to a 72-hour turnaround from omission notification.

1.2.2 Review Analysis of Change Orders and Costs: A/E shall provide prompt response when contacted by the Contracting Officers Representative (COR) to review and provide detailed analysis of Change Orders and Costs. Written response will be received by the VA within 5 working days of the request. Analysis will include as a minimum a determination if Change Order is legitimate and necessary, if any additional costs should be borne by the government and independent estimate of the costs.

1.2.3 Site Visits: A/E shall provide site visits including the pre-bid conference, preconstruction conference, and final inspection when requested by Engineering Service. Include price for additional site visits during site investigation process by discipline limited to a maximum of 10 including all disciplines. The A/E will also provide conference minutes and make written inspection report within two (2) workdays after each meeting and/or site inspection including the final inspection punch list.

1.2.4 Construction Administration: A/E shall provide approximately 2080 hours of onsite construction administration services which include but not limited to performing surveillance & inspection of assigned construction projects; reviewing plans & specifications, shop drawings & requests for changes to determine site compatibility, applicability of terrain, soils, feasibility of structure to anticipate problems; performing inspections of construction, deviations from schedules, substitution of materials and resolution of disputes; monitors contractor's quality control measure and safety practices.

1.2.5 Record Drawing Requirements: A/E shall provide three (3) complete finished set of AS-BUILT drawing reflecting all changes incorporated during the actual construction. These AS-Built are to be drawn and provided in a REVIT and exported and provided in AutoCAD, with all changes highlighted. The complete set will all be dated the same with "RECORD AS-BUILT DRAWINGS" on each page's title block. The A/E shall include a requirement note for the contractor to provide marked up prints directed to the A/E showing actual construction and any changes, which occurred during construction; these shall be verified by the A/E. A/E shall also provide a complete updated set of record as-built drawing files as produced on (CAD) system compatible with REVIT and AutoCAD on CD-ROM. A/E shall update drawings such that they shall meet the complete approval of the Engineering Service.

### **1.3 Certified Independent Third- Party Design Reviews (CITP)**

1.3.1 The design Architect/ Engineering (A/E) will hire a Certified Independent Third-Party (CITP) Safety Professional or Professional Credential to provide the necessary design reviews for compliance with national and local codes, standards, and federal and state regulations included but not limited to:

- ▶ OSHA Standards
- ▶ JCAHO Standards
- ▶ Handicap Accessibility Standards
- ▶ NFPA Codes
- ▶ National and Local Building Codes
- ▶ EPA Regulations
- ▶ Emergency Preparedness infrastructure vulnerabilities
- ▶ Security infrastructure vulnerabilities
- ▶ Others as applicable

Requirement for acquiring and incorporating a Certified Independent Third-Party (CITP) Safety Professional or Professional Credential review of design documents.

1.3.2 VA must comply with national and local codes, standards and regulatory requirements in order to comply with Public Law 100-678, Public Buildings Amendment Act of 1988 and Public Law 102-522, Federal

Fire Safety Act of 1992. Like other federal agencies with real property and construction authority, VA acts as its own building and code enforcing official or as the "Authority Having Jurisdiction" (AHJ) for meeting code requirements. As such, the VA has overall responsibility of ensuring compliance with codes.

1.3.3 The design A/E will hire a CITP consultant(s) as necessary for the review of design documents for compliance with applicable national and local codes, standards, federal and state regulations. The Design A/E will take into consideration and incorporate all third-party consultant comments/recommendations into the design documents prior to advertising for a construction contract award.

1.3.4 Certified Independent Third-Party Professional or Professional Credential Review and Approval.

1.3.5 Project plans must have a signature block or a letter on third-party Company's letterhead, a third party certified safety professional or professional credentials as applicable to the nature of review certifying and verifying the plans and specifications have been reviewed for compliance with applicable codes, standards and regulatory requirements. At the time of review, the CITP should identify all corrections necessary for the A/E to bring the design into compliance. The A/E is required to incorporate and make necessary corrections to the design to bring the design into compliance prior to the final design documents being issued for a construction contract award.

#### **1.4 Certified Industrial Hygienist (CIH)**

1.4.1 The A/E shall retain the services of a Certified Industrial Hygienist (CIH) to provide expertise in all aspects of identifying, assessing, and making recommendations concerning the management of asbestos and/or lead. Recommendations will be based on, but not limited to; field investigations, sampling, monitoring, laboratory analysis, review of specifications, drawings, etc. The CIH shall be a current member of the American Industrial Hygiene Association and maintain current certification on comprehensive practice. In addition, the CIH shall possess current licensure as asbestos / lead consultant as stipulated in Chapter 469 of Florida Statutes. Results obtained from these findings will be used by the A/E and CIH to finalize / complete drawings, phasing schedules and specifications which will specify the location and proper procedures for the removal, storage, transportation, disposal, and/or safety precautions to be used when working with asbestos / lead substances. The CIH will coordinate his/her work with the A/E. The CIH's professional judgment and expertise will provide for a complete, thorough and safe construction contract.

1.4.2 This project has the potential to impact asbestos-containing materials (ACM) and/or lead. The area covered by the CIH investigation shall cover the affected area per the project description, as defined in section I of this A/E Statement of Tasks.

1.4.3 Furnish all necessary equipment, material and labor to obtain the services of a Certified Industrial Hygienist (CIH) to review A/E construction drawings and specifications for the subject project, to become familiar with specific work to be accomplished by contractor personnel and the locations of the work that may require asbestos / lead removal and disposal, etc. In reviewing these documents, the CIH will look closely at work which involves the removal or disturbance of asbestos and/or lead. Methods of identification of these materials shall consist of visual inspections of all areas, verifying all existing drawings and original construction specification and taking air and bulk samples of suspected asbestos and lead containing materials.

1.4.4 The A/E and CIH shall visit the project site to verify all information shown on plans and specifications prepared by the A/E and any other construction planning documents, which may form a part of a construction project. Those requirements indicated in the A/E Submission Instructions form a part of the A/E's and CIH's

responsibilities. For the purpose of this task, an Industrial Hygienist is an individual meeting the requirements of a professional Hygienist as defined by the American Industrial Hygienist Association, certified by the AIHA and has demonstrated three years of successfully working on monitoring asbestos /lead removal projects and writing and/or revising contracts dealing with asbestos /lead abatement. Also, the CIH should be a member of a professional organization, such as the National Asbestos Council, and have recently attended a short course in asbestos /lead contract work. The CIH's investigation of field conditions shall be determined with the aid of existing drawings, if necessary, with follow up and verification information with a survey.

1.4.5 The CIH will conduct investigate work to determine if asbestos / lead materials are present in the affected areas. Work shall be coordinated at least 7 days in advance, with the VA Industrial Hygienist.

Task 1: Visually inspect areas impacted by the project in order to identify ACM, PCB and/or lead. This will include the sampling of suspected ACM, PCB and/or lead in accordance with AHERA protocols for sampling and number of samples. Conduct interviews with station personnel and review building records available (Drawings and Specification) to assist in identifying of asbestos / lead containing material.

Task 2: Based on the results of Task 1, Develop a sampling strategy to:

Sample suspect ACM / lead using AHERA sampling protocols (i.e., develop homogeneous areas) and analyze for potential ACM by approved identification methods at a laboratory participating in the EPA Asbestos Bulk Sample Quality Assurance Program. Although asbestos fibers can be recognized through optical microscopy, precise identification of the type asbestos (e.g. –crocidolite, amosite and chrysotile) requires three additional methods of asbestos fiber identification, namely:

- Polarized Light Microscopy, as performed by a laboratory of recognized competence.
- X-ray Diffraction, if necessary, as a supplement to the polarized light microscopy.
- Electron Microscopy, if doubt persists following analysis by polarized light microscopy and x-ray diffraction.

A complete, written, signed and dated report of the results must be provided by the laboratory. The laboratory must report the following information for each sample submitted.

- Facility Identification
- Sample Identification
- Percentage of Asbestos Present
- Type of Asbestos Present
- Methods used to analyze the Sample
- Type of Other Fibrous Materials Present in the Sample

Analysis of samples will follow the AHERA requirements for analyzing samples of ACM / Lead from the same homogeneous area.

Task 3: After reviewing the sampling test analyses for asbestos / lead determine the most appropriate approach (removal, transportation or disposal) for managing ACM / PCB / Lead identified. If available data is not adequate, perform more sampling and testing and then proceed as above. The CIH will be required to provide professional judgment as to the number of additional samples required if any and this should be contained in the CIH's proposal.

Task 4: Prepare an exposure report reflecting the results of Tasks 1, 2, and 3. Detail in a report which areas are deemed "hazardous" requiring full protective measures during abatement. For each location include information of specific abatement action, cost of abatement and schedule for completion. Submit this document certified, signed and dated with a cover statement that reflects your findings and recommendations on the project and is in accordance with VA policy and best abatement practice of asbestos abatement is required.

Concurrently with the completion of Task 4 the A/E shall submit a CIH furnished detailed cost proposal to do Tasks 5 through 10 below.

Task 5: Design and specify appropriate techniques and approaches for the execution of work. This submission shall be thorough enough to provide a contractor clear and specific instruction for locations, removing, transporting, disposing, phasing of work, work area preparation and insure maximum protection measures for himself/herself, visitors, patients, employees, or other personnel in or around the work site during the construction phase.

Determine for each typical case how the abatement will be accomplished including entry and exit facilities if required, toilet facilities and other measures that may be required. The CIH will insure that the Federal Register, OSHA, EPA, State of Florida and VA Standards are complied with in the removal, storage, transportation and disposal of asbestos and that the strictest requirements take precedence. The VA will provide the CIH with existing VA Circulars and specifications on asbestos removal. The CIH shall use his/her professional judgment in applying that appropriate warnings and the asbestos locations are identified for A/E inclusion drawings and develop the necessary specifications and certify both.

Task 6: Assist VA to evaluate qualifications of asbestos abatement contractor and personnel by establishing minimum qualifications requirements for specialized experience, key personnel, standard operating procedures, etc.

Task 7: Based upon professional judgment monitor continuously performance of contractor during abatement work to insure adherence to abatement design. Monitor air quality in and around workspace, worker exposure, operating procedures, respiratory protection systems, the abatement process and the packing, transportation and disposal of asbestos debris. Secure the services of a qualified analytical laboratory, to turn over sample results within 24 hours.

Task 8: At the end of abatement and after final cleaning, inspect the workspace and perform the required testing to establish decontamination level achieved.

Task 9: Provide a certificate to the Contracting Officer certifying that the abatement process was performed in accordance with the best practice; the maximum feasible protection of people and the environment has been achieved during the abatement process; and that the impacted space has achieved the VA required decontamination levels. The CIH shall be responsible for coordinating and reviewing all work with the local facility employee union through Engineering Service. Engineering Service will be responsible for arranging the time.

Task 10: The CIH is responsible for the preparation of all notification requests for the Department of Veterans Affairs by preparing same for the VA to submit officially e.g. 40 CFR part 61 sections 61.140, 61.141, 61.145, 61.146, 61.147 and 61.152. In addition, no later than 30 days prior to the beginning of asbestos / PCB / lead abatement, in the form titled "Notice of Asbestos / Lead Renovation or Demolition" shall be completed by the CIH or an agent working under his/her direction. The completed form shall be mailed to:

Florida Department of Environmental Protection  
Attn: Asbestos / Lead Contact  
7825 Bay Meadows Way, Suite B-200  
Jacksonville, FL 32256-7590

The notification form shall be completed and submitted in accordance with the provisions of Rule 62-257, Florida Administrative Court.

The scope of work for the A/E as related to the Asbestos Abatement work consists of the following:

- Review abatement design Certified Industrial Hygienist.
- Prepare contract documents (plans and specifications) in conjunction with the Asbestos Abatement work developed by the CIH. These documents shall be prepared for inclusion into the construction contract.
- Ensure that the phasing of this project is coordinated with the CIH for asbestos and lead removal. Any conflicts and modifications from the planned phasing must be properly identified.

The schedule of completion or work for the Certified Industrial Hygienist Consultant is as follows:

Tasks 1, 2, 3, and 4 at the 30% Design Development submittal plus the CIH's detailed cost proposal for Tasks 5 through 10.

Task 5 at the 95% Construction Documents Submittal plus detailed cost estimates for contractor asbestos removal.

Task 6, 7, 8, and 9 during construction.

Task 10 before construction.

## **1.5 Estimated Construction Cost:**

## **1.6 Schedule (Calendar Days):**

1.6.1	Schematic Design (30%)	60 days
1.6.2	VA 30% Review	14 days
1.6.3	Design Development (65%)	60 days
1.6.4	VA 65% Review	14 days
1.6.5	Construction Documents (95%)	45 days
1.6.6	VA 95% Review	14 days
1.6.7	Bid Documents (FOR CONSTRUCTION)	30 days
1.6.8	Total Design Time	237 days