

Exterior Signage Upgrades (405-12-105)
Statement of Work (SOW)
VA Medical Center, White River Junction, Vermont

BACKGROUND:

Upgrades are needed for current exterior signage, both illuminated and non-illuminated.

STATEMENT OF WORK:

Provide services to accomplish the following tasks, assuring compliance with all OSHA and VA guidelines. Provide all labor, equipment and material, to complete the following:

- A. Veterans Drive Sign:
 - 1) Remove and dispose of existing campus sign, base foundation to be restored and reused for new vertical monument sign.
 - 2) Replace with new 5' x 15' Vertical Site Monument Sign, based on VA Signage Specification (EI-16.01). Sign shall be backlit with LED lighting,
 - 3) Site work includes: Install of 2 2" conduits and a 12"x18" hand hole within about 20 feet from the sign base. Install 2 2" conduits from a hand hole adjacent to building 44 and terminate inside building 44. Home run electrical cable to building 44 electrical room and terminate on a new circuit, run to be in conduit. Home run fiber optic cable to ground floor data room, terminate and test.
 - 4) Include double sided electronic message board based on Grandwell InfoMax 1620-3280. Include LAN Server Software, capable of linking via fiber optic cable. Provide all connections and interfaces to connect to campus LAN via ethernet connection.
 - 5) Final color, copy, and message board to be approved by COTR.
- B. Campus Information Center Sign:
 - 1) Reuse existing posts, replace entire light box (sign structure; glass, acrylic sign board, and internal electrical components). Demolish transformer if not required.
 - 2) Replace light box with new LED backlighting. Refeed from new site lighting loop if necessary, hand hole in vicinity.
 - 3) Prepare and repaint remaining structure.
 - 4) Replace acrylic sign board with new graphics, of similar information, to be approved by COTR.
- C. Building 28 Monument Sign:
 - 1) Remove and Dispose of existing sign, base foundation to be restored and reused for new vertical monument sign.
 - 2) Replace with new sign to match existing sign dimensions, based on VA Signage Specification. Sign shall be backlit with LED lighting, to be approved by COTR.
Refeed from B28 basement electrical room, if necessary and provide for new circuit.
 - 3) Final copy to be approved by COTR.
- D. Building 31 Illuminated Post and Panel Sign:

- 1) Remove and Dispose of existing light box, reuse posts.
 - 2) Replace with new sign to match existing sign dimensions, based on VA Signage Specification. Sign shall be backlit with LED lighting, to be approved by COTR. Refeed from new site lighting loop if necessary, hand hole in vicinity.
 - 3) Final copy to be approved by COTR.
- E. Building 1 Illuminated Post and Panel Sign:
- 1) Remove and Dispose of existing light box, reuse posts.
 - 2) Replace with new sign to match existing sign dimensions, based on VA Signage Specification. Sign shall be backlit with LED lighting, to be approved by COTR. Refeed from new site lighting loop if necessary, hand hole in vicinity.
 - 3) Final copy to be approved by COTR.
- F. Building 39 Exterior Building Sign:
- 1) Provide and install lettering on existing exterior metal building panel of approximately 4'x 8', provide for copy similar to:
'Building 39:
Primary and Specialty Care Clinics
Emergency Department'
 - 2) Final copy to be approved by COTR.
 - 3) Remove lettering above vehicle canopy; replace damaged metal roof edge flashing.
- G. Various Post and Panel Signs
- 1) Post and Panel Signs (1 Double Sided, 3 Single Sided), 3'x 5', Copy to match existing 'Service and Delivery Signage'
 - 2) Post and Panel Signs (4 Double Sided), 3'x 3', Copy and style to match existing 'Pedestrian Crossing Signage'.
 - 3) Post and Panel Signs (4 Single Sided), 3'x 3', Parking Lot Identification, copy and style similar to Lot 4 identification.
 - 4) Remove and dispose where existing signs are present, install all at locations to be approved by COTR.

OTHER CONSIDERATIONS FOR PROPOSAL

1. Perform work in compliance with Specifications:
 - 01 00 00 - General Requirements
 - Signage Design Guide: <http://www.cfm.va.gov/til/spclRqmts.asp#SIGN>
 - LED lighting is based on GE Tetra LED (100-277 Volt Input).
2. The Contractor shall arrange for all waste to be recycled or disposed of in accordance with all Federal, State, or local laws and regulations.
3. Additionally, the following must be submitted and approved by the VA before the contractor begins work on site:
 - Activity Hazard Analysis (AHA). A blank AHA form is available at http://www.swf.usace.army.mil/pubdata/safety/PDF/blank_AHA_Form.pdf.
 - Schedule.

- Material Safety Data Sheets (MSDS) for any hazardous materials to be brought on site.
 - Shop Drawings
4. The provisions of all applicable NFPA, OSHA, EPA, and VA codes, Federal, State, and local regulations shall be followed throughout the course of this project. Applicable VA publications and design manuals are available to the successful bidder at www.va.gov/facmgt.
 5. The provisions of Specification 01 00 00, General Requirements, shall be followed at all times.

REQUIREMENTS:

1. Submit the following for approval, prior to start of construction:
 - Schedule
 - Shop Drawings
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2. All the work shall be performed to industry standard, or better, by qualified personnel and in conformance with VA standards and Vermont requirements.
3. Personnel shall be fully licensed or certified for the trades being performed where these trades are licensed by the Vermont or by the governing association for that trade or specialty. Submit documentation on licenses or certifications on request.
4. Safety and Health:
 - All project personnel working on site are required to have safety training appropriate to their work. A minimum of the ten hour (10 hour) OSHA class is required for all construction personnel working on site.
 - The Contractor is required to have a Competent Person, as defined by OSHA, on site at all times while any work is in progress.
 - Contractor and all Subcontractors shall comply with all VA safety and health Policies, including but not limited to:
 - a. Personal Protective Equipment
 - b. Fire Safety and Hot Work permits
 - c. Lock Out/Tag Out
 - d. Confined Space Entry
 - e. Fall Protection
 - f. Electrical Safety
 - g. Trenching and excavation safety, OSHA 1926
 - h. Hazardous Materials/Workers Right to Know Act
 - i. Penetration Permits, assuming FRR separation may be in place prior to this work
 - j. Security - including badges, keys, and parking.
 - Documentation of compliance, including Daily Reports, will be required.
 - Submit training and other advance documentation before start of work and prepare other reports daily for each day that work is underway.
5. Personal Identity Verification of Contractor Personnel (October 2006)
 - A. The Contractor shall comply with agency personal identity verification (PIV) procedures identified in the contract that implemented Homeland Security Presidential Verification Directive-12 (HSPD-12), Office of

Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

- B. The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.
 - C. This PIV process typically requires all workers to complete forms in advance of entering the VA Medical Center, to present two official forms of identification, to submit finger prints and background checks, etc depending on the nature of the project and the length of construction. The approval process typically requires five business days before access can be approved.
6. Waste Disposal/Recycling:
- All metal suitable for recycling shall be placed in the metal trailer by the loading dock of B-31.
 - Hazardous waste resulting from the demolition, if any, shall be delivered to VA building 46 under the supervision of the COTR or GEMS coordinator.
 - Other Hazardous waste, if any, shall be correctly disposed of by the Contractor at no additional cost to the VA (provide a copy of the manifest, and other documentation to COTR).
 - Other waste including rubbish and C&D - The Contractor, at no cost to the VA, shall properly dispose of (construction and demolition) debris off site.
 - Store, label waste and containers and dispose of waste in full compliance with EPA, NFPA and VT AEC requirements.
7. An MSDS shall be maintained at the work site for all chemicals and hazardous materials brought onto the VA property. Employees using such materials shall use required PPE and shall be familiar with the hazards, disposal, storage and emergency response including spill and fire procedures, etc. Contractor is responsible for compliance with EPA and VT requirements related to use, storage, disposal and emergency response including spill and fire procedures, etc. for all hazardous materials utilized in this project.
8. Work is to be done during normal working hours. Weekend and Night work may be allowed with advance written request, subject to availability of VA staff to observe operations.
9. Contractor is responsible for providing and installing all required system components, fastening, miscellaneous hardware and construction materials, including any building materials required for patching/painting/touch up/restoration.
10. Where applicable, in advance of construction, submit shop drawings, catalog cuts, manufacturer's literature, installation instructions, wiring and piping diagrams, control prints, recommended spare parts lists and O&M manuals for equipment and materials to be incorporated into the work for approval. At the completion of the work and before acceptance, Contractor is to submit three (3) sets of all of the above plus any as-built changes, as applicable, in three (3) ring binders.
11. Cleanup & protection:
- Work sites to be protected during construction to minimize damage to VA property, furnishings, etc.
 - Work sites to be regularly cleaned and kept free of waste and hazards
 - At completion of work, and prior to acceptance, the interior and exterior of equipment, panels, etc. and the work site shall be thoroughly cleaned of all construction scraps, dirt, dust, etc.
12. Restoration - Cleanup & protection:

- Any damage to finished surfaces shall be replaced or repaired to a condition equal, or better than current conditions.

13. Warranty:

- Work is to be guaranteed for 100% of all labor and materials for a period of one (1) year from the date of completion or acceptance, whichever is later. Contractor shall promptly repair or replace any portion of the work or equipment which fails within this time period, except in the case of VA abuse, VA failure to follow minimum operations and maintenance requirements that have been specifically outlined by the contractor and conveyed in the documentation at acceptance, or by acts of God.
- If manufacturer's warranty exceeds one year then contractor shall extend guarantee for the same period for only that equipment or materials.

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SECTION 01 00 00
GENERAL REQUIREMENTS

1.1 GENERAL INTENTION

Refer to Section 00 11 21

1.2 STATEMENT OF BID ITEM(S)

Refer to Section 00 11 21

1.3 CONSTRUCTION SECURITY REQUIREMENTS

A. Security Plan:

1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
2. The General 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. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. For working outside the "regular hours" as defined in the contract, The General Contractor shall give 3 days notice to the Contracting Officer so that security arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

C. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the COTR for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
2. The General Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation.

D. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "sensitive information".
2. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
4. 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 the access to only those who will need it for the project. Return the information to the Contracting Officer upon request.
5. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
6. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
7. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".
8. All electronic information shall be stored in specified location following VA standards and procedures.
 - a. Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked.
 - b. "Sensitive information" including drawings and other documents may be attached to e-mail provided all VA encryption procedures are followed.

E. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle entering the site and such request 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.
2. Separate permits shall be issued for General Contractor and its employees for parking in designated areas only.

1.4 FIRE SAFETY

- A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.
1. American Society for Testing and Materials (ASTM):
E84-2008.....Surface Burning Characteristics of Building Materials
 2. National Fire Protection Association (NFPA):
10-2006.....Standard for Portable Fire Extinguishers
30-2007.....Flammable and Combustible Liquids Code
51B-2003.....Standard for Fire Prevention During Welding, Cutting and Other Hot Work
70-2007.....National Electrical Code
241-2004.....Standard for Safeguarding Construction, Alteration, and Demolition Operations
 3. Occupational Safety and Health Administration (OSHA):
29 CFR 1926.....Safety and Health Regulations for Construction
- B. Fire Safety Plan: Establish and maintain a fire protection program in accordance 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 COTR for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES Prior to any worker for the contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. Documentation shall be provided to the COTR Engineer that individuals have undergone contractor's safety briefing.
- C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).
- E. Temporary Construction Partitions:

1. Install and maintain temporary construction partitions to provide smoke-tight separations between construction areas and adjoining areas. Construct partitions of gypsum board or treated plywood (flame spread rating of 25 or less in accordance with ASTM E84) on both sides of fire retardant treated wood or metal steel studs. Extend the partitions through suspended ceilings to floor slab deck or roof. Seal joints and penetrations. At door openings, install Class C, ¾ hour fire/smoke rated doors with self-closing devices.
2. Install one-hour fire-rated temporary construction partitions to maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures.
3. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed penetration fire stop materials in accordance with Section 07 84

00, FIRESTOPPING.

- F. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.
- G. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with COTR.
- H. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to COTR.
- I. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- J. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- K. Sprinklers: Install, test and activate new automatic sprinklers prior to removing existing sprinklers.
- L. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with COTR. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall

be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the COTR.

- M. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COTR.
- N. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with COTR. Obtain permits from Safety Manager at least 24 hours in advance. Designate contractor's responsible project-site fire prevention program manager to permit hot work.
- O. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to COTR.
- P. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. In separate and detached buildings under construction, smoking is prohibited except in designated smoking rest areas.
- Q. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- R. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.
- S. If required, submit documentation to the COTR that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.

1.5 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. 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 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 its expense upon completion of the work. With the written consent of the Contracting

Officer, the buildings and utilities may be abandoned and need not be removed.

- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. 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 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 COTR.
- E. Workmen are subject to rules of Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by COTR where required by limited working space.
 - 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 Department of Veterans Affairs in quantities sufficient for not more than two work days. Provide unobstructed access to Medical Center areas required to remain in operation.
 - 3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.
- I. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire

protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by COTR.

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 COTR. 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 Medical Center Director's prior knowledge and written approval.
 2. Contractor shall submit a request to interrupt any such services to COTR, in writing, 48 hours 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 Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.
 4. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the COTR.
 5. In case of a contract construction emergency, service will be interrupted on approval of COTR. 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 Government and not the Contractor.
- J. 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. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.

- K. To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:
 - 1. 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 utility lines cross 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 COTR.
- L. Coordinate the work for this contract with other construction operations as directed by COTR. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

1.6 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 and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
- B. 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 may have the necessary work performed and charge the cost to the Contractor.

(FAR 52.236-9)

- C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and

"Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

1.7 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 ducts, plumbing, steam, gas, or electric work without approval of the COTR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COTR 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) which are indicated on drawings and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by 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).

1.8 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by the COTR, 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 bridges.

1.9 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

- A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to compliance with the following provisions:
1. Permission to use each unit or system must be given by COTR. If the equipment is not installed and maintained in accordance with the following provisions, the COTR 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. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
 3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
 4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage.
 5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
 6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government. Boilers, pumps, feedwater heaters and auxiliary equipment must be operated as a complete system and be fully maintained by operating personnel. Boiler water must be given complete and continuous chemical treatment.

- B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.
- C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.

1.10 TEMPORARY TOILETS

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

1.11 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. 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, shall install and maintain all necessary temporary connections and distribution lines, 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 paraphernalia.
- C. Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity as hereinafter specified.
- D. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:
 - 1. Obtain heat by connecting to Medical Center heating distribution system.
 - a. Steam is available at no cost to Contractor.

E. Electricity (for Construction and Testing): Furnish all temporary electric services.

1. Obtain electricity by connecting to the Medical Center electrical distribution system. The Contractor shall 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 is available at no cost to the Contractor.

F. Water (for Construction and Testing): Furnish temporary water service.

1. Obtain water by connecting to the Medical Center 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 COTR's discretion) of use of water from Medical Center's system.

G. Steam: Furnish steam system for testing required in various sections of specifications.

1. Obtain steam for testing by connecting to the Medical Center steam distribution system. Steam is available at no cost to the Contractor.
2. Maintain connections, pipe, fittings and fixtures and conserve steam-use so none is wasted. Failure to stop leakage or other waste will be cause for revocation (at COTR's discretion), of use of steam from the Medical Center's system.

1.12 NEW TELEPHONE EQUIPMENT

- A. The contractor shall coordinate with the work of installation of telephone equipment by others. This work shall be completed before the building is turned over to VA.

1.13 TESTS

- A. Pre-test mechanical and electrical equipment and systems and make corrections 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 an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.

- 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 as defined above 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.

1.14 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 (four copies each) for each separate piece of equipment shall be delivered to the COTR 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 manufacturers' representatives to give detailed instructions to assigned Department of Veterans Affairs 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 COTR and shall be considered concluded only when the COTR is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the COTR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

1.15 HISTORIC PRESERVATION

- A. Where the Contractor or any of the Contractor's employees, prior to, or during the construction work, are advised of or discover any possible archeological, historical and/or cultural resources, the Contractor shall immediately notify the COTR verbally, and then with a written follow up.

1.16 SCHEDULES FOR CONSTRUCTION CONTRACTS

- A. In addition to any other schedules required by this contract, the Contractor shall, within ten days after issuance of the Notice to Proceed or another period of time determined by the Contracting Officer, prepare and submit to the Contracting Officer for approval three copies of a practicable schedule showing the order in which the Contractor proposes to perform the work, and the dates on which the Contractor contemplates starting and completing the several salient features of the work (including acquiring materials, plant, and

equipment). The schedule shall be in the form of a progress chart of suitable scale to indicate appropriately the percentage of work scheduled for completion by any given date during the period. If the Contractor fails to submit a schedule within the time prescribed, the Contracting Officer may withhold approval of progress payments until the Contractor submits the required schedule.

- B. If, in the opinion of the Contracting Officer, the Contractor falls behind the approved schedule, the Contractor shall take steps necessary to improve its progress without additional cost to the Government including but not limited to increasing the number of shifts, overtime operations, days of work, and/or the amount of construction plant, and submitting for approval any supplementary schedule or schedules in chart form as the Contracting Officer deems necessary to demonstrate how the approved rate of progress will be regained. No additional general conditions shall be allowed if contractor has fallen behind schedule.
- C. Failure of the Contractor to proceed in accordance with the approved schedule shall be grounds for a determination by the Contracting Officer that the Contractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the contract. Upon making this determination, the Contracting Officer may terminate the Contractor's right to proceed with the work, or any separable part of it, in accordance with the default terms of this contract.

1.17 ASBESTOS MATERIALS

Pursuant to Clause 52.236-2 Differing Site Conditions, it is the responsibility of the contractor to notify the Contracting Officer and COTR promptly and before conditions are disturbed of the possible presence of asbestos in areas other than those so designated in this contract. The Government shall collect a sample of suspected asbestos and obtain laboratory testing. If asbestos is not detected, the contractor will be notified in writing of the negative test results and will be directed to proceed with the performance of the contract. It is anticipated that the only asbestos materials in the area of this project will be certain floor tile mastic, certain window glazing, and certain duct joint compound. Removal of these items shall be accomplished in strict compliance with state and federal and VA requirements.

1.18 FALL PROTECTION DURING CONSTRUCTION

Fall protection shall be required during all work operations in accordance with OSHA Article 1926.500, 29 CFR Ch. XVII (7-1-92 Edition).

- A. In general for areas greater than 6 ft. in height above the adjacent grade and/or level, persons shall be protected from fall by one or a combination of the following:
 - 1. Motion Stopping System
 - 2. Warning Line System, and/or
 - 3. Safety Monitoring System
- B. A Motion Stopping System will be employed at edges where material handling and material storage occurs.

1.19 HAZARD COMMUNICATION

- A. The Medical Center advises the Contractor of the following potential hazards in accordance with OSHA Article 1926.59. The Contractor is completely responsible for the health and safety of himself, his employees, agents, subcontractors, and others that may be performing, testing, or reviewing his work under his direction, request, or otherwise during the period of execution of work under this contract.
- B. Lead Based Paint - Exposure is through inhalation and ingestion. Contractor shall wear proper respiratory protection when preparing lead based paint surfaces as required in State Regulations.
- C. Infectious Diseases - The contractor shall be thoroughly familiar with the VA signage for universal precautions. The Contractor will be advised of using proper hygiene techniques (washing hands regularly etc.)

1.20 HAZARDOUS MATERIALS NOTIFICATION

An official Material Safety Data Sheet (MSDS) shall be approved in advance by COTR of any chemical brought onto the Medical Center premises. Contractor shall maintain a file on the job site of all such MSDS sheets. The copy shall be annotated with 1) the specific job related use of the product, 2) the contractor, subcontractor or person using the chemical, 3) the maximum quantity of the chemical on site or expected to be on site at any given time, 4) the estimated date when

this chemical will no longer be stored or housed on the Medical Center premises.

1.21 DAILY LOGS

Contractor shall complete a daily log in a format prescribed by the Medical Center and submit a completed, signed copy to the COTR following each day or maintain such copies in a binder at the job site. See the attached form on the following page. The form shall indicate the type of work completed, the number of workers on site, and a brief description of the work and issues addressed each day. Indicate any penetration or hot work permits obtained and whether such work was completed.

- A. The template of the Daily Log form is available from COTR in Microsoft Excel worksheet format (*.xls).

DAILY LOG - FORMAL CONTRACT						STATION	DIVISION
PROJECT TITLE						NAME OF CONTRACTOR	
WEATHER							
DATE			8 A.M.			CONTRACT NO.	
	TEMPERATURE		NOON			, PO #:	
DAY			4 P.M.			PROJECT	
BRANCH OF WORK		SKILLED WORKERS AND HELPERS	UNSKILLED WORKERS		LOCATION AND DESCRIPTION OF WORK		
(For additional notes, see back)							
TOTAL							
FIRE/SAFETY INSPECTION:				Ok/Not Ok	Action Taken		
Temporary fire/smoke barrier tight, door lock							
Fire alarm, exit lights, smoke detector functional							
Contractor's fire extinguisher present							
Dust partition secured							
Dust mat present/clean							
Construction dust minimize							
Negative air system functional (if apply)							
Burning permit displayed							
Means of egress unobstructed							
SATISFACTORY	EQUIPMENT	FORCE	PROGRESS	DELIVERY OF MATERIALS			
UNSATISFACTORY							
REMARKS (Continue on blank page, if necessary) 							
SIGNATURE OF CONTRACTOR COMPETENT PERSON _____							
SIGNATURE OF PROJECT ENGINEER or COTR _____							

To be used in lieu of VA Form 6131-1290

1.22 KEYS

The COTR will issue keys as required, to the Contractor to access certain rooms on the Medical Center property. Keys shall be returned when no longer needed or upon completion of construction. A \$100 fine per key shall apply to Contractor for all keys not returned at the completion of construction.

1.23 CELL PHONES

Cell phones must be turned OFF when inside Building #31. The Contractor shall communicate this restriction to all Contractor employees and subcontractors. "OFF" shall not be confused with "mute".

1.24 LOCKOUT/TAGOUT PROCEDURE:

A lockout/tagout procedure shall be required to be performed by the Contractor on this contract. The contractor may follow his own procedure if approved in advance by the COTR or the VA policy shall be followed. Copies of the VA policy are available at the Facilities Management Office in Building 37.

1. Purpose: This procedure establishes the minimum requirements for the lockout of energy isolating devices. It shall be used to ensure that the machine or equipment are isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.
2. Responsibility: The Contractor's supervisor shall instruct appropriate employees in the safety significance of the lockout procedure. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout procedure.

1.25 LICENSING

Contractor is required to insure that all trades workers hold proper State or Federal licenses for the work they are to perform. Such licenses shall be submitted to the COTR upon request.

1.26 MERCURY FREE FACILITY

The VA Medical Center desires to be a mercury free facility. Contractor shall take all necessary means and good faith to insure that no mercury containing devices are introduced to this campus as a result of this project.

1.27 SOLID WASTE DISPOSAL

Contractor shall not dispose of solid or liquid waste on the VA Campus. This shall include the wash down of concrete at any place on campus without the specific approval of the COTR, such approval is not likely to be given. Refer to Division 02, Section DEMOLITION for additional specific requirements.

1.28 BUY RECYCLED

This facility is required to buy recycled products and materials whenever possible. Contractor shall take all necessary means and good faith to insure that recycled materials are considered and/or used on this project.

1.29 LISTING OF SUBCONTRACTORS

Upon beginning the project, contractor shall furnish to the CO and COTR a complete contact listing of all subcontractors, to include name, address, phone, cell phone, fax, e-mail of the responsible parties.

1.30 SUBMITTALS

Prior to installing any new equipment, hardware, building service equipment, etc contractor shall deliver submittals on the equipment proposed. No items shall be installed without proper approval of submittals in advance. Submittals shall be delivered electronically as prescribed by the Contracting Officer at the notice to proceed meeting.

1.31 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2006)

- A. The contractor shall comply with agency personal identity verification procedures identified in the contract that implemented Homeland Security Presidential Verification Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.
- B. The contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

- C. This PIV process typically requires all workers to complete forms in advance of entering the VA Medical Center, to present two official forms of identification, to submit finger prints and background checks, etc depending on the nature of the project and the length of construction. The approval process typically requires a minimum of five business days before access can be approved.

1.32 ENERGY EFFICIENCY

All AC motors shall be premium efficient and meet the performance requirements and incentive eligibility established by Efficiency Vermont.

All lighting shall be high efficiency and meet the performance requirements and incentive eligibility established by Efficiency Vermont.

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SECTION 01 33 23
SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

- 1.1 Refer to Articles titled SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FAR 52.236-21) and, SPECIAL NOTES (VAAR 852.236-91), in GENERAL CONDITIONS.
- 1.2 For the purposes of this contract, samples (including laboratory samples to be tested), test reports, certificates, and manufacturers' literature and data shall also be subject to the previously referenced requirements. The following text refers to all items collectively as SUBMITTALS.
- 1.3 Make all submittals in accordance with VAMC local standard described in APPENDIX IX below. Procedure A shall be the default standard for compliance in electronic formats whenever practicable.
Procedure B may be followed when necessary for physical samples and other objects that cannot be handled according to Procedure A.
 - A. Address and password of A/E FTP site will be notified at Notice to Proceed meeting.
 - B. Other general requirements for submittals shall be as outlined in the body of this Section.
 - C. Contractor, having assigned each submittal a file number, shall refer to said file and identification number in subsequent correspondence to expedite replies relative to previously approved or disapproved submittals.
- 1.4 Submit for approval, all of the items specifically mentioned under the separate sections of the specification, with information sufficient to evidence full compliance with contract requirements. Materials, fabricated articles and the like to be installed in permanent work shall equal those of approved submittals. After an item has been approved, no change in brand or make will be permitted unless:
 - A. Satisfactory written evidence is presented to, and approved by COTR, that manufacturer cannot make scheduled delivery of approved item or;
 - B. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;

- C. Other conditions become apparent which indicates approval of such substitute item to be in best interest of the Government.
- 1.5 Forward submittals in sufficient time to permit proper consideration and approval action by Government. Time submission to assure adequate lead time for procurement of contract - required items. Delays attributable to untimely and rejected submittals (including any laboratory samples to be tested) will not serve as a basis for extending contract time for completion.
 - 1.6 Submittals will be reviewed for compliance with contract requirements by Architect-Engineer, and action thereon will be taken by COTR.
 - 1.7 The Government reserves the right to require additional submittals, whether or not particularly mentioned in this contract, without adjustment in contract price and time.
 - 1.8 Schedules called for in specifications and shown on shop drawings shall be submitted for use and information of Department of Veterans Affairs and Architect-Engineer. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The COTR and Architect-Engineer assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.
 - 1.9 Submittals must be submitted by Contractor only. Physical submittals shall be shipped prepaid. COTR assumes no responsibility for checking quantities or exact numbers included in such submittals.
- A. Submit sufficient numbers of physical submittals, taking into account the number of copies to be retained by Government, A-E, and sub-consultant(s) where applicable.
1. Submit materials samples for color and finish verification required by Division 09 and other Divisions in quadruplicate.
 2. Submit other samples in single units unless otherwise specified. Submit shop drawings, schedules, manufacturers' literature and data, and certificates in quadruplicate, except where a greater number is specified or necessary.
- B. Submittals will receive consideration only when accompanied by an attached electronic transmittal signed by Contractor, or paper letter in the case of Procedure B. Transmittal shall contain the list of items, name of Medical Center, name of Contractor, contract number, applicable specification paragraph numbers, applicable drawing numbers (and other information required for exact identification of location

for each item), manufacturer and brand, ASTM or Federal Specification Number (if any) and such additional information as may be required by specifications for particular item being furnished. In addition, catalogs shall be marked to indicate specific items submitted for approval.

1. Any items received without identification letter will be considered "unclaimed goods" and held for a limited time only.
 2. Each sample, certificate, manufacturers' literature and data shall be labeled to indicate the name and location of the Medical Center , name of Contractor, manufacturer, brand, contract number and ASTM or Federal Specification Number as applicable and location(s) on project.
 3. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material, and by Contractor.
- C. In addition to complying with the applicable requirements specified in preceding Article 1.9, samples which are required to have Laboratory Tests (those preceded by symbol "LT" under the separate sections of the specification shall be tested, at the expense of Contractor, in a commercial laboratory approved by COTR.
1. Laboratory shall furnish COTR with a certificate stating that it is fully equipped and qualified to perform intended work, is fully acquainted with specification requirements and intended use of materials and is an independent establishment in no way connected with organization of Contractor or with manufacturer or supplier of materials to be tested.
 2. Certificates shall also set forth a list of comparable projects upon which laboratory has performed similar functions during past five years.
 3. Samples and laboratory tests shall be sent directly to approved commercial testing laboratory.
 4. Contractor shall send a copy of transmittal letter to both COTR and to Architect-Engineer simultaneously with submission of material to a commercial testing laboratory.
 5. Laboratory test reports shall be sent directly to COTR for appropriate action, with copy to A-E.
 6. Laboratory reports shall list contract specification test requirements and a comparative list of the laboratory test results.

- When tests show that the material meets specification requirements, the laboratory shall so certify on test report.
7. Laboratory test reports shall also include a recommendation for approval or disapproval of tested item.
- D. If submittal samples have been disapproved or recommended for disapproval by laboratory, resubmit new samples as soon as possible after notification. Such new samples shall be marked "Resubmitted Sample" in addition to containing other previously specified information required on label and in transmittal letter.
- E. Approved samples will be kept on file by the COTR at the site until completion of contract, at which time such samples will be delivered to Contractor as Contractor's property. Where noted in technical sections of specifications, approved samples in good condition may be used in their proper locations in contract work. At completion of contract, samples that are not approved will be returned to Contractor only upon request and at Contractor's expense. Such request should be made prior to completion of the contract. Disapproved samples that are not requested for return by Contractor will be discarded after completion of contract.
- F. Submittal drawings (shop, erection or setting drawings) and schedules, required for work of various trades, shall be checked before submission by technically qualified employees of Contractor for accuracy, completeness and compliance with contract requirements. These drawings and schedules shall be stamped and signed by Contractor certifying to such check.

APPENDIX: ELECTRONIC SUBMITTAL PROCEDURES DECEMBER 28, 2010.

A. FOR ITEMS IN 8.5 X 11 FORMAT OR OTHERWISE EASILY SCANNED and less than 9 MB in size:

1. General contractor (GC) prepares submittal in electronic format. Official numbering scheme to be as submitted by the GC. To include:
 - a. VA Electronic cover document (see attachment)
 - b. GC submittal cover document combined with submittal documents, usually to include a sub contractor cover document.
 - c. These two items may be submitted as two documents or one.
2. GC scans submittal, uploads to A/E's FTP site, and sends complete electronic submittal by e-mail to all parties as agreed in the Notice to Proceed Meeting (NTP). Typically include VA Contracting Officer (CO), CO Technical Representative (COTR); VA Construction Clerk; and the A/E (and including engineer subs to the A/E where applicable).
3. A/E (including his sub-consultants) begins immediate review of the electronic submittal.
4. Upon A/E completion of review - A/E returns complete electronic submittal package to the COTR with electronic signature and any comments entered ON the electronic cover document.
5. COTR reviews the A/E comments and adds any VA specific comments; then signs COTR electronic signature. COTR forwards electronic submittal to the CO for final approval with copy to GC and VA Construction Clerk, (and others if determined at the NTP meeting). CO issues final signed approval with copy to GC and VA Construction Clerk, (and others if determined at the NTP meeting). The date of this e-mail becomes the official date for return of submittal. CO will post the return of submittal date on the official submittal log .
6. VA Construction Clerk to make one complete copy of the final reviewed (approved or resubmit) submittal package with all cover docs and files in the VA FMS project folder. Plus one copy of the Return of Submittal electronic signature document and sends this by VA internal mail to the CO.

B. FOR ITEMS NOT IN 8.5 X 11 FORMAT OR OTHERWISE EASILY SCANNED (i.e. Shop Drawings) OR SCANNED BUT LARGER THAN 9 MB:

Option 1(preferred):

1. A/E shall provide a folder on A/E's ftp site and shall manage all submittals (small and large) through an approved process using the ftp site which can handle large submittals. Process similar to that above.

Option 2:

1. GC prepares submittal. Official numbering scheme to be as submitted by the GC. To include:
 - a. Paper version of the VA Electronic cover document
 - b. GC submittal cover document
 - c. Submittal documents (shop drawings, etc.) usually to include a sub contractor cover document.
 - d. The number of copies will be as agreed at the Notice to Proceed meeting. Typically the number required is the number desired back by the GC plus four (consider if there is an outside engineer sub to the A/E who may want a copy).
2. GC sends copies of the submittal by Fed Ex Next Day (or equal) to all parties as agreed in the NTP meeting. Typically to include One for VA CO; One for VA COTR; multiple to cover A/E and subs.

The date RECEIVED starts the clock on the date of submittal.

3. A/E (including sub-consultants) begins immediate review of the paper submittal upon receipt.
4. Upon A/E completion of review - A/E returns (by Fed Ex Next Day (or equal) complete submittal package to the COTR with stamp or signature on EACH hard copy of the cover document and any comments entered ON each hard copy cover document OR directly on each copy of the shop drawings. If comments are located on the submittal drawings - an A/E stamp is also required thereon. All copies of the submittal must be marked up with all comments and signatures/stamps. Mark ups to be in RED. A/E will keep one copy (plus if agreed in advance, engineer sub to A/E may also keep one copy) and return the remaining copies (By Fed Ex Next Day or equal) to COTR.
5. COTR reviews the comments from A/E and adds any VA specific comments; then stamps and signs the hard copy of each cover document. COTR returns all copies to VA Construction Clerk.
6. VA Construction Clerk will file one copy for the VA FMS file. One copy is sent by internal mail to the CO; all other copies will be returned to the General Contractor by Fed Ex Next Day or equal. Date of mailing by Fed Ex (before 3pm) plus one calendar day will be logged as the date for submittal returned. CO will post the return of submittal date on the official submittal log .

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