

**SECTION 01 00 00
GENERAL REQUIREMENTS**

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**SECTION 01 00 00
GENERAL REQUIREMENTS**

1.1 SAFETY REQUIREMENTS

- A. Refer to Section 01 35 26, SAFETY REQUIREMENTS for safety and infection control requirements.

1.2 GENERAL INTENTION

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work for **Renovation of B 500, 1st Floor Canteen at the West Los Angeles VA Medical Center located at 11301 Wilshire Boulevard, West Los Angeles, CA 90073** as required by drawings and specifications.
- B. Visits to the site by Bidders will be conducted on time and date as specified in the solicitation and provided in the Instructions for Bidders.
- C. Offices of **KAL Architects, Inc.**, as Architect-Engineers, will render certain technical services during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or implying a Contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.
- D. Before placement and installation of work subject to tests by testing laboratory retained by the Contractor, the Contractor shall notify the Project Engineer in sufficient time to enable testing laboratory personnel to be present at the site in time for proper taking and testing of specimens and field inspection. Such prior notice shall be not less than three work days unless otherwise designated by the Project Engineer.
- E. All employees of General Contractor and Subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access. All employees of the Contractor, irrespective of the duration of work performed on site, must obtain photo ID badge from VA's Human Resources Department. Contact the COR for sponsor. The Contractor and all of his employees must wear the photo ID badge on their person at all times they are on the construction site.

1.3 STATEMENT OF BID ITEM(S)

- A. ITEM I, GENERAL CONSTRUCTION: Work includes general construction, selective demolition, alterations, canteen equipment installation, mechanical, plumbing, electrical, fire protection, and certain other items.

1. For funding source allocation. Provide a separate cost breakdown for the following items:

a. Material only costs for the following items:

- 1) Resin Accent and Divider Panels (W-6, W-7)
- 2) Resin Chair Rail (CH-1)
- 3) Side-folding Grilles – Open Design (Section 08 35 00)
- 4) Floor Finish Resilient Flooring: Luxury Vinyl Tile (F-2, F-3)
- 5) Floor Finish and Integral Cove: Resinous Flooring (F-1, B-2)
- 6) Wall Base: Solid Vinyl (B-1)
- 7) Wall Base: Resilient Base (B-3)
- 8) Wall Finish: Painted Gypsum Board (Impact Resistant and/or Type X) (W-1, W-2, W-3)
- 9) Wall Finish: Gyp. Board Accessories (Basis of Design: Fry Reglet (R-1, R-2)
- 10) Wall Finish: Textured Wall (Basis of Design: 3-Form 'Carve' (W-8))
- 11) Wall Finish: Ceramic/Porcelain Tile (W-4, W-5) and Grout (GR-1)
- 12) Ceiling Finish: Acoustical Ceiling Tile and Grid (C-1)
- 13) Ceiling Finish: Acoustical Ceiling Tile and Grid (C-5; Kitchen, Room #1459 only)
- 14) Ceiling Finish: Painted Impact Resistant Type X Gypsum Board (C-2, C-3, C-4)
- 15) Ceiling and Wall Light Fixtures (A, A1, B, C, C1, D, F, X)
- 16) Corner Guards (CG-1, CG-2)
- 17) Column Cover (COL-1)
- 18) Door Paint (DR-1)
- 19) Door Frame Paint (HMF-1)
- 20) Wall Murals: HD Vinyl – Texture Wall Covering (M-1)
- 21) Solid Surface (SS-1, SS-3)
- 22) Wall Reveal and Trim: (R-1, R-2)
- 23) Upholstery for fixed benches (U-1, U-2)

b. Design Build the following:

- 1) Design and replace existing exhaust duct at hoods X1 and X2 with new stainless-steel exhaust duct with 3M fire wrap. The new duct shall be designed to have minimum velocity for grease exhaust (1800-2500 FPM) and slope down for grease collection and be accessible for duct cleaning and maintenance. Design and replace hood exhaust fans to accommodate the new hood CFM. Provide structural anchorage and bracing for all new work.
 - 2) Utilize AH-16 for the air distribution as part of the make-up system for the kitchen hood. Design and upgrade AH-16 to accommodate the make-up air for the kitchen exhaust including increased CFM. Replace fan motors and VFD as required. Provide power for kitchen exhaust fans. Design and modify existing AH-16 supply air duct and its air distribution to accommodate the make-up air for exhaust hoods. Provide power to AH-16 to accommodate fan motor upgrades. Provide DDC controls which are compatible with existing Hospital DDC control system. Controls shall interlock between exhaust fan and make-up air system, sequence of operation and fire alarm shutdown. Provide power to control panels.
 - 3) Conduct pre-read of the inlet/outlet and AHU system serving the entire Canteen/Cafeteria. Balance the air at conclusion of the construction.
 - 4) Conduct Electrical Panel reading to verify capacity.
2. The Canteen Equipment will be furnished by the Government (Contractor to provide installation including all anchorage, utilities, and accessories as applicable for a fully functional facility).
 3. Casework at the Food Court and Starbucks area will be furnished by the Government (Contractor to provide installation including all anchorage, utilities, and accessories as applicable for a fully functional facility).
 4. Movable furniture shall be furnished by the Government.
 5. Built-in furniture (except items noted above, i.e. Canteen and Food Court casework) shall be furnished and installed by the Contractor (Contractor to coordinate the color and finishes with the Government-furnished movable furniture).
 6. Contract completion time shall be:
 - a. Construction: 270 calendar days
- B. ITEM 2, ALTERNATE NO.1: Same as ITEM 1, except omit ceiling finishes in Kitchen, Room #1459.

- C. ITEM 3, ALTERNATE NO.3: Same as ITEM 2, except omit flooring and base finishes in Staff Dining Room and Conference Room.
- D. ITEM 4, ALTERNATE NO.4: Same as ITEM 3, except the project will be executed in one (1) phase. Construction completion time:200 days.

1.4 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. Drawings and Contract documents may be obtained from the website where the solicitation is posted. Additional copies will be at Contractor's expense.

1.5 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 Subcontractors 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. Before starting work the General Contractor shall give four (4) weeks' notice to the Contracting Officer so that security arrangements can be provided for the employees or a sponsor for security badge can be identified to obtain security clearance and identification badge for all the construction workers who will be working at the site. 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 Contracting Officer's representative and Project Engineer/COR 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. See Section 08 71 00, DOOR HARDWARE and coordinate.
3. VA may provide construction lock cylinders and keys to be used by the Contractor during construction to secure construction site, with a written agreement for safety and return of keys. Contractor to coordinate with COR to obtain lock cylinders and keys.
 - a. Alternately, VA may require the Contractor to install combination lock to secure construction site and provide the combination to VA.

D. Document Control:

1. 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.
2. 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.
3. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
4. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
5. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".

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. A limited number of (2 to 5) permits shall be issued for General Contractor and its employees for parking in designated areas only.

F. Contractor shall initiate and maintain a digital Submittal, RFI and other construction period document management program and provide access to owner and architects and their consultants. The program will provide security of VA documents against unauthorized access and shall be approved by VA.

1.6 OPERATIONS AND STORAGE AREAS

A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. 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.

(FAR 52.236-10)

D. Working space and space available for storing materials shall be as determined by the Project Engineer/COR.

E. Workmen are subject to rules of the Medical Center at all times.

F. Phasing:

The Medical Center must maintain its operation 24 hours a day 7 days a week. Therefore, any interruption in service must be scheduled and coordinated with the COR to ensure that no lapses in operation occur. It is the Contractor's responsibility to develop a work plan and schedule detailing, at a minimum, the procedures to be employed, the equipment and materials to be used, the interim life safety measure to be used during the work, and a schedule defining the duration of the work with milestone subtasks. The work to be outlined shall include, but not be limited to:

To ensure such executions, Contractor shall furnish the Project Engineer/COR with a schedule of approximate dates on which the Contractor intends to accomplish work in each specific area of building or portion thereof. In addition, Contractor shall notify the Project Engineer/COR two (2) weeks in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such schedule to insure accomplishment of this work in successive phases mutually agreeable to Medical Center Director, Project Engineer/COR, and Contractor, as follows:

Phase I: Food Court Area and Kitchen

Phase II: Starbucks Area

- G. Part of Canteen area in Bldg. 500 will be vacated by Government in accordance with above phasing beginning immediately after date of receipt of Notice to Proceed and turned over to Contractor. Rest of the building will be occupied during performance of work; only the immediate areas of alterations will be vacated.
1. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Center's operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. These routes, whether access or egress, shall be isolated from the construction area by temporary partitions and have walking surfaces, lighting, etc., complying with applicable regulations, to facilitate patient and staff access. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.
 2. Immediate areas of alterations not mentioned in preceding Subparagraph 1 will be temporarily vacated while alterations are performed.

- H. 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 Project Engineer/COR.
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 Project Engineer/COR. 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 a detailed work plan and the Medical Center Director's prior knowledge and written approval. See specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS for additional requirements.
 2. Contractor shall submit a request to interrupt any such services to Project Engineer/COR, in writing, seven (7) days in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
 3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of 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 fifteen (15) calendar days prior to the desired time and shall be performed as directed by the Project Engineer/COR.
 5. In case of a Contract construction emergency, service will be interrupted on approval of Project Engineer/COR. 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.
- I. 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 at the main, branch or panel they originate from. 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.

- J. 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.
 - 2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the Project Engineer/COR.
- K. Coordinate the work for this Contract with other construction operations as directed by Project Engineer/COR. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

1.7 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the Project Engineer/COR and a representative of VA Supply Service, of areas of building in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by all three, to the Contracting Officer. This report shall list by rooms and spaces:
 - 1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of building.
 - 2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, Venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
 - 3. Shall note any discrepancies between drawings and existing conditions at site.
 - 4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and Project Engineer/COR.
- B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of Project Engineer/COR and/or Supply Representative, to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government.

Provided the Contract work is changed by reason of this subparagraph B, the Contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).

- C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and Project Engineer/COR together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls, and other surfaces as compared with conditions of same as noted in first condition survey report:
1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures, and will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this Contract.
- D. Protection: Provide the following protective measures:
1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
 2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
 3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.8 DISPOSAL AND RETENTION

- A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:
1. Reserved items (e.g. kitchen equipment) which are to remain property of the Government are noted on drawings or in specifications as items to be stored. Reserved items may also be tagged in the field to remain property of the Government, prior to start of construction. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by Project Engineer/COR.

2. Items not reserved shall become property of the Contractor and be promptly removed by the Contractor from the Medical Center.
3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this Contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operations.

1.9 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, or access to the area of work, 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.

1.10 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 Project Engineer/COR. Existing work to be altered or extended and that is found to be defective in any way shall be reported to the Project Engineer/COR 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 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).

1.11 AS-BUILT DRAWINGS

- A. The Contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all Contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the Contract drawings. To insure compliance, as-built drawings shall be made available for the Project Engineer's/COR review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings in the electronic version (scanned PDF) to the Project Engineer/COR within 15 calendar days after each completed phase and after the acceptance of the project by the Project Engineer.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.12 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by the Project Engineer/COR. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.

1.13 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 written approval and compliance with the following provisions:
 - 1. Permission to use each unit or system must be given by Project Engineer/COR in writing. If the equipment is not installed and maintained in accordance with the written agreement and following provisions, the Project Engineer/COR may 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, and shall be properly sized, coordinated and adjusted. Installation of temporary electrical equipment or devices shall be in accordance with NFPA 70, National Electrical Code, (2014 Edition), Article 590, *Temporary Installations*. 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.

- 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.
- D. Any damage to the equipment or excessive wear due to prolonged use will be repaired replaced by the Contractor at the Contractor's expense.

1.14 TEMPORARY USE OF EXISTING ELEVATORS

- A. Use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
 - 1. Contractor makes all arrangements with the Project Engineer/COR for use of elevators. The Project Engineer/COR will ascertain that elevators are in proper condition. Contractor may use designated freight elevators in building for daily use between the designated hours and for special nonrecurring time intervals when permission is granted. Personnel for operating elevators will not be provided by the Department of Veterans Affairs.
 - 2. Contractor covers and provides maximum protection of following elevator components:
 - a. Entrance jambs, heads, soffits and threshold plates.
 - b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
 - c. Finish flooring.
 - 3. Government will accept hoisting ropes of elevator and rope of each speed governor if they are worn under normal operation. However, if these ropes are damaged by action of foreign matter such as sand, lime, grit, stones, etc., during temporary use, they shall be removed and replaced by new hoisting ropes at the Contractor's expense.
 - 4. If brake lining of elevators are excessively worn or damaged during temporary use, they shall be removed and replaced by new brake lining at the Contractor's expense.
 - 5. All parts of main controller, starter, relay panel, selector, etc., worn or damaged during temporary use shall be removed and replaced with new parts at the Contractor's expense, if recommended by elevator inspector after elevator is released by Contractor.

6. Place elevator in condition equal, less normal wear, to that existing at time it was placed in service of Contractor as approved by Contracting Officer.

1.15 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 Project Engineer/COR, provide suitable dry closets where directed; keep such places clean and free from flies. All connections and appliances connected therewith are to be removed prior to completion of Contract, and premises left perfectly clean.
 1. Contractor and his workers are allowed to use public toilets inside the Medical Center.

1.16 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, in compliance with code, and as 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 and repair or restore the infrastructure as required.
- C. 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.
- D. 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.

- E. 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 as per code. 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 waste will be cause for revocation (at Project Engineer's discretion) of use of water from Medical Center's system.

1.17 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.

1.18 TESTS

- A. As per specification Section 23 05 93, TESTING, ADJUSTING, AND BALANCING FOR HVAC, the Contractor shall provide a written testing and commissioning plan complete with component level, equipment level, sub-system level and system level breakdowns. The plan will provide a schedule and a written sequence of what will be tested, how and what the expected outcome will be. This document will be submitted for approval prior to commencing work. The Contractor shall document the results of the approved plan and submit for approval with the as built documentation.
- B. 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.
- C. 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.
- D. Mechanical and electrical systems shall be balanced, controlled, and coordinated. A system is defined as the entire system 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.

- E. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonable period of time during which operating and environmental conditions remain reasonably constant and are typical of the design conditions.
- F. 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.

1.19 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals (hard copies and electronic) and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals and one compact disc (four (4) hard copies and one (1) electronic copy each) for each separate piece of equipment shall be delivered to the Project Engineer/COR coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time, and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style, and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.
- C. Instructions: Contractor shall provide qualified, factory-trained manufacturer's representatives to give detailed training 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 Project Engineer/COR and shall be considered concluded only when the Project Engineer/COR is satisfied in regard to complete and thorough coverage. The Contractor shall submit a course outline with associated material to the COR for review and approval prior to scheduling training to ensure the subject matter covers the expectations of the VA and the Contractual requirements. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Project Engineer/COR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

1.20 GOVERNMENT-FURNISHED PROPERTY

- A. The Government shall deliver to the Contractor, the Government-furnished property shown on the drawings.
- B. Equipment provided by Government (VCS – Veterans Canteen Service), to be installed by the Contractor, shall be delivered on site when ready to be assembled and set in place. The Contractor, on taking possession, shall provide a receipt and shall be responsible for its safekeeping as needed, until installed in place. Any defective material received shall be brought to the attention of the COR immediately at delivery.
 - 1. Building materials paid for by VCS will be under a separate contract; Contractor shall be responsible for storing and receiving these materials.
- C. Storage space for equipment will be provided by the Government and the Contractor shall unload all government furnished equipment and store such equipment upon its receipt at the Medical Center.
- D. Notify Contracting Officer in writing, a minimum of sixty (60) days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.
 - 1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with a representative of the Government. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Government representative with a written statement as to its condition or shortages.
 - 2. Contractor thereafter is responsible for such equipment until such time as acceptance of Contract work is made by the Government.

- E. Equipment furnished by the Government will be delivered in a partially assembled (knock-down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to respective services installed under Contract. All fittings and appliances (i.e., couplings, ells, tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and the utility stub-up shall be furnished and installed by the Contractor at no additional cost to the Government.
- F. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.
- G. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

1.21 RELOCATED EQUIPMENT AND ITEMS

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated by symbol "R" or otherwise shown to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the Project Engineer/COR.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, at the main whenever such lines are disconnected from equipment to be relocated. Remove abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".
- D. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment and leave such equipment in proper operating condition.
- E. Contractor shall employ services of an installation engineer, who is an authorized representative of the manufacturer of this equipment, to supervise assembly and installation of existing equipment required to be relocated.
- F. All service lines such as noted above for relocated equipment shall be in place at point of relocation, ready for use, before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

1.22 PHOTOGRAPHIC DOCUMENTATION

- A. Before start of construction, Contractor to document as-built condition and provide to COR. During the construction period through completion, provide photographic documentation of construction progress and at selected milestones.
1. Each digital image shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) capable of producing 200 x 250 mm (8 x 10-inch) prints with a minimum of 2272 x 1704 pixels and 400 x 500 mm (16 x 20-inch) prints with a minimum 2592 x 1944 pixels.
 2. As-built conditions of mechanical, electrical, plumbing, and all other systems shall be documented post-inspection and pre-insulation, sheet rock, or dry wall installation. This process shall include all finished systems located in the walls and ceilings of all buildings at the Project. Overlapping photographic techniques shall be used to ensure maximum coverage.
 3. As-built finished conditions of the interior of each building including floors, ceilings, and walls shall be documented at certificate of occupancy or equivalent, or just prior to occupancy, or both, as directed by the Project Engineer/COR.
 4. Regular (8 max) interior progressions of all walls of the entire project to begin at time of substantial framing completion or as directed by the Project Engineer/COR through to completion.

1.23 FINAL DIGITAL IMAGES

- A. A minimum of two (2) images of each area (Kitchen, Food Court, and Starbucks) shall be taken with a minimum 6 MP camera, by a professional photographer with different settings. All images are to be provided to the Project Engineer/COR on a CD.

1.24. SAFETY POLICIES

For VA greater Los Angeles policies on safety requirements during construction, and for all the forms and permits required during construction refer to GLA Safety Policies and Permits provided with bid package.

1.25 VOILATIONS

- A. Any Contractor found in violation of any applicable regulation, shall be subject to the appropriate fines.
1. Contractor may appeal violations in writing to the Facilities Project Manager.

2. Note fines listed below:

Construction Barricade	1st Offence	2nd Offence	3rd Offence
Temporary walls sealed, no penetrations	Warning	\$250.00	\$750.00
Temporary doors have closers	Warning	\$250.00	\$750.00
Door frames have gasket, doors close and seal properly	Warning	\$250.00	\$750.00
Construction site door locked from unauthorized entry	Warning	\$250.00	\$750.00
Interstitial properly sealed and maintained to prevent dust travel	Warning	\$250.00	\$750.00
Negative Air If Required (Class 3 and 4)	1st Offence	2nd Offence	3rd Offence
All windows and doors not properly closed in construction area	Warning	\$250.00	\$750.00
Negative air machine(s) not running (24/7)	Warning	\$250.00	\$750.00
Negative air machines filters not clean	Warning	\$250.00	\$750.00
Negative air discharge hoses not intact	Warning	\$250.00	\$750.00
Negative air discharge hose not properly vented	Warning	\$250.00	\$750.00

Fire Safety (Fire Protection)	1st Offence	2nd Offence	3rd Offence
Fire sprinkler heads are obstructed	Warning	\$500.00	\$1000.00
Fire sprinkler heads not protected from damage during construction	Warning	\$500.00	\$1000.00
Fire extinguisher missing	Warning	\$250.00	\$500.00
Fire extinguishers not properly mounted	Warning	\$250.00	\$500.00
Fire extinguishers not checked monthly	Warning	\$250.00	\$500.00
Fire extinguishers annual service not done	Warning	\$250.00	\$500.00
Blocked fire exits	Warning	\$2,500	\$5,000

Fire Safety (Fire Protection)	1st Offence	2nd Offence	3rd Offence
Failure to maintain fire watch during hot work with appropriately trained staff	Warning	\$2,500	\$5,000
Propped open or tied open fire or smoke doors	\$2,500	\$3,500	\$5,000
Failure to obtain a hot work permit prior to work	\$2,500 plus expenses	\$3,500 plus expenses	\$5,000 plus expenses
Setting off fire alarm system without prior written COR approval	\$2,500 plus expenses	\$3,500 plus expenses	\$5,000 plus expenses
Setting off a fire sprinkler without prior written COR approval	\$2,500 plus expenses	\$5,000 plus expenses	\$10,000 plus expenses