

**Statement of Work (SOW)**  
**Upgrades to VHSO Flag Avenue**  
**564-18-150**  
**Veterans' Health Care System of the Ozarks (VHSO)**  
**Fayetteville, Arkansas**

The Contractor must furnish all management, supervision, labor, material, equipment, tools, supplies, parts, and related services, in accordance with the SOW, drawings, and specifications to be complete and working system(s). Electronic copies of drawings and specifications to this work must be furnished by VA upon Contractor's written request to the Contracting Officer (CO). Hard copies of SOW, Drawings, and Specifications must be the Contractor's responsibility and expense. Contractor is responsible to verify existing and new dimensions, locations, measurements, and quantities. The work is located on the lawn inside the circle drive immediately south of Building One, near the existing permanent flag pole and sidewalk to the permanent flag pole (commonly referred to as the "Flag Avenue"). The work includes demolition of approximately one hundred and one (101) existing flag pole bases and sleeves, construction of new cast-in-place flag pole bases with new sleeves, electrical upgrades for the permanent flag lighting, installation of approximately four (4) new flag lighting, electrical for new flag lighting, repairs to the main flag pole base, and rope pulley system for flags. All work as described herein must work seamlessly with current VA healthcare facility fixtures and utilities.

1. General

- a. Any provision or partial provision of the Contract drawings, specifications, documents or requirements that is not consistent with this SOW, Drawings, and Specifications is null and void only to the extent of the inconsistency. All other provisions or partial provisions of the Contract drawings, specifications, documents, or requirements must remain in full force and effect.
- b. Information Technology (IT) security requirements Certification and Accreditation (authorization) (C&A) of the contractor system: The C & A requirements do not apply and a Security Accreditation Package is not required.
- c. Safety must be the Contractor's highest priority.
- d. This project must be a turn-key operation for the work as described in this SOW, Drawings, and Specifications to be a complete and working system(s).
- e. VHSO facility must continue to operate during the period of performance of this contract to include but not limited to the mechanical and electrical systems.
- f. Contractor is responsible to develop a project schedule (including phasing control plan if applicable) that incorporates requirements set forth in this SOW, Drawings, and Specifications and meets the requirements of the VHSO. The Project Schedule and or Phasing plan must contain provisions to include but not limited to staging all equipment and materials ahead of closing the affected patient care areas and working extended hours to meet the requirement.
- g. Contractor's work must be conducted in a manner and at times which would

- present the least amount of disruption to the VHSO facility.
- h. Prior to the start of job site activities, the contractor and Contracting Officer Representative (COR) will conduct a site survey to identify and review specific work and differing site conditions.
  - i. Period of Performance: Ninety (90) Calendar days.
  - j. Project submittals must be submitted for approval no later than ten (10) Calendar days after Notice to Proceed.
  - k. VHSO utilities and work areas may not be immediately available and the Contractor must be flexible in the project schedule at no additional cost to VHSO.
  - l. Building materials, equipment, tools, and supplies must not be left unattended within the work area. When working in common areas, there must be a minimum of 2 individuals in proximity of the job site to ensure that building materials, equipment, tools, and supplies are not accessible to patients or others.
  - m. Warranty: Contractor must guarantee workmanship for a period of one (1) year after COR written acceptance of work. Contractor must furnish a minimum 1-year parts and labor warranty on equipment, components, and materials furnished and any manufacturer's warranty greater than one (1) year.

## 2. Specifications and Drawings:

- a. Contractor must verify dimensions, locations, measurements, and quantities. Contractor to notify COR of verification and differing site conditions.
- b. Contractor must furnish "As Built" drawings to include but not limited to electrical, mechanical, and architectural prior to closeout. Drawings must be in electronic form in no older than AutoCAD 2017 (.dwg) and stored on cd(s).

## 3. Upgrades to VHSO Flag Avenue:

- a. New Flag Pole Bases and Sleeves:
  - 1) Remove and properly dispose of existing flag poles and sleeves as shown in accompanying drawing C-1 titled "Flag Pole Base Detail" dated 15 Aug 2017.
  - 2) Construct new cast-in-place concrete base with flag pole sleeve at each existing base location. Each new base must contain PVC sleeves that do not require shims for flag pole installation and must have a durable sleeve cap. Concrete bases and sleeves must be in accordance to drawing C-1, "Flag Pole Base Detail" dated 15 Aug 2017.
  - 3) Contractor must notify COR in writing for COR approval a minimum of three (3) days prior to starting any digging, excavation, or ground work.

b. New Flag Poles and New Flags:

- 1) New Flag Poles must be 20' Satin Lustre finish flagpoles with a 3" base tapered and a 3" gold ball on top, external halyard with zinc flag-snaps and covers and in ground PVC sleeve.
- 2) New in-ground PVC sleeve that include press fit covers for sleeves when flag poles are not installed.
- 3) Contract must supply an additional twenty-four (24) extra flag poles to the VHSO prior to close of the contract to become VHSO property.
- 4) Furnish and install approximately 101 new 5' x 9.5' size, 100% cotton with embroidered stars US American Flags.
- 5) Contract must supply an additional twenty-four (24) US American Flags to the VHSO prior to close of the contract to become VHSO property.

c. Lighting Upgrades:

- 1) Demo, remove, and dispose of existing lighting equipment as shown on accompanying drawing E-1 titled "Electrical Demo" dated 15 Aug 2017. Make safe and protect the existing wiring raceways for re-use.
- 2) Construct new cast-in-place concrete bases for equipment mounting as shown on accompanying drawing E-2 titled New Electrical Work," dated 15 Aug 2017. Provide and install new in slab pull box for making up and or extending existing wiring. New box must be flush to top of pad with water tight, removable cover (Quasite or equal). Connect existing conduits to new in slab pull box and make safe existing wiring for connections to new equipment.
- 3) Furnish and install new NEMA 3R circuit breaker panel. New circuit breaker panel must be a minimum of twenty-four (24) space, fully populated and rated for 125A while supplying power to all items needed for a complete and working system. Furnish and install new rigid conduit raceway from new in slab pull box to new circuit breaker panel.
- 4) Install new lighting control equipment, new lights and associated components as shown on accompanying drawing E-2 titled New Electrical Work," dated 15 Aug 2017. New electrical enclosure must be Hoffman NEMA 3R and must house the new lighting contactor (30A, 120V, DP/NO). New lighting contactor must be controlled by new photovoltaic sensor and relay. Install new or extend existing wiring as shown in drawings E-2 titled New Electrical Work," dated 15 Aug 2017 to connect to new equipment. New wiring must be installed in rigid conduit except for connections to new LED flood lights (flexible exterior "seal tight" allowed).
- 5) Furnish and install quantity of nine (9) new LED flood lights for illumination of the permanent flag. New flood lights must be GE EFH1 or equal and meet or exceed existing flood lights with respect to performance (lumens and beam spread). Match existing voltage and phase. Furnish lighting fixture manufacturer's mounting kit for

attachment to unistrut frame and install in accordance with manufacturer's instructions.

- 6) Adjust flood light illumination aim and angle to match previous or as directed by COR.

d. Main Flag Pole:

- 1) Furnish and install new stainless-steel cleat to allow space for rope to lift flag.
- 2) Repair existing Main Flag Pole using concrete and maintaining the same cast. Base must maintain same shape and cast as seen in drawing S-1 titled "Site Plan, Flag Pole Bases," dated 15 Aug 2017 and in accordance with Historical drawing titled "1934-Misc Exterior Details," dated 14 May 1932.
- 3) After base repairs are completed and approved by COR for Historical Places, base must be painted using Sherman-Williams Dover White (SW 6385) per specification 09 91 00 Painting.

e. Grounds

- 1) Contractor must replace all areas affected by project and ground work with Hybrid Bermuda sod.

4. Wiring must be installed in accordance to the latest edition of the National Electric Code (NEC), drawings, and specifications at time of installation.

5. Contractor Access and Activities

- a. Contractor must comply with the VHSO security management program.
- b. Contractor must not enter the work site without VHSO issued identity Badge. Contractor can be subject to inspection of personal effects when entering or leaving the project site and VHSO property. Contractor superintendent must escort Contractor employees to Engineering (Building 7-A) to obtain badge(s). The Contractor must maintain a log of Employee Names, Badge ID Numbers, Start Date(s), Departure Date(s), ID Lost Date(s), and ID Return Date(s). Updated Badge log must be given to the COR weekly or as directed by COR. Contractor's superintendent must return all badges on day of departure of employee from project to COR. Contractor's superintendent must return all remaining badges at project closeout to COR. Lost Badges must be reported immediately to the COR and documented on badge log. Contractor is responsible for a \$100.00 fee for each lost or unreturned badge to VHSO.
- c. The Contractor's superintendent may check out a key to access mechanical and electrical room as project requires. Contractor superintendent must check out and return a key at Engineering (Building 7-A) on a daily basis and the key must not leave VHSO property. The Contractor's superintendent must notify the COR when a key is lost. The Contractor is responsible for a \$3,500.00 fee for each lost or unreturned key.
- d. Supervision: Contractor must provide qualified supervisor(s), on site during work activities to supervise continuously. Contractor supervisor must not engage in any direct trades' labor. The Contractors' supervision must be responsible for quality control and ensure the systems are complete and

working.

- e. (VHSO) Property Access Regular Business Hours: Work by the Contractor must be completed as specified in the SOW under General, except work that will interfere with normal operations must be coordinated and approved prior to or ahead of designated time by the COR with affected VHSO departments and accomplished during designated maintenance times, as noted otherwise herein, as requested and approved by the COR for special circumstances.
- f. Work Hours: The Contractor must sequence work plan to coordinate with VHSO hours of operations. Hours of Operations is Monday thru Friday 0800 to 1630. Any work performed by the Contractor, at the Contractor's own volition outside specified working hours, will need written authorization by the COR and at no additional cost to the VHSO.
- g. Safety: Safety must be the Contractor's highest priority. The Contractor must be solely responsible for compliance with Federal, State, Local OSHA regulations, latest edition of NEC, latest edition of NFPA 70E, and 01 35 26 Safety Requirements specification. The Contractor must furnish and have in place Personal Protective Equipment (PPE), safety signage, cones, barricades etc., to protect the safety of VHSO patients, employees, visitors, volunteers, tenants and others. Contractor must not be permitted to work without proper PPE and can be asked to leave job site. Contractor must furnish required safety items. Work must be conducted in a manner and at times which would present the least amount of disruption to the VA healthcare facility.
- h. Contractor must not leave or unattended out-of-service any utility, fire protection, or security system without written permission of the COR. If a utility, fire protection, or security system is not functioning at the end of a work period without written permission of the COR, if then the Contractor must restore the system(s) to working order prior to leaving the job site or must furnish an around-the-clock watch until the system is functioning properly. If the Contractor fails to do so, the Contractor must be liable for any costs incurred by the VHSO to provide around-the-clock watch and or repair the system.
- i. Vehicles and Construction equipment: Contractors' keys to unattended vehicles and equipment must be removed and vehicles locked.
- j. Material Storage and Staging: The Contractor must submit in writing a request for storage or staging of materials, equipment, tools, and supplies. The Contractor's written request must be submitted to the COR for approval a minimum of seven (7) business days prior to the storage or staging so there is time to review and notify the impacted parties. Contractor must have prior written authorization by the VHSO for storage or staging of Contractor supplied materials and equipment. No storage must commence until written approval and authorization of the Contractor's request is provided by the COR. Contractor stored materials may need to be relocated because of interference with VHSO scheduled activities. Relocation will be at Contractor's expense.
- k. Tools: Contractor must furnish materials, equipment, tools to include

but not limited to ladders and supplies to complete Contractor's work.

- l. Unloading and Parking: No materials or equipment are permitted through the front entry. Use Employee entrance – only for loading and unloading, do not leave vehicle(s) unattended. Contractor parking on VHSO property is limited to availability of designated Contractor parking. Contractor must have prior written approval of on-site Contractor parking from COR.
- m. Elevators: Contractor must use COR designated elevators and must protect elevator cabs and controls during periods of use. Contractor must not exceed elevator weight limits. Designated elevator(s) and usage times are not to interfere with VHSO activities.
- n. Radios and Mobile Devices: Contractor must use mobile devices at low volume or outside. Contractor must not carry on conversations in hallways or near any patient areas. AM/FM radios and other media producing devices must not be used in the VHSO buildings.
- o. Noise: Contractor must coordinate and schedule construction noise making activities with the COR. For any noise making work activities, the Contractor must furnish a written request to the COR for COR approval a minimum of seven (7) business days prior to construction noise making activities. The COR will schedule and provide written authorization to proceed three (3) business days in advance of the proposed activity.
- p. Infection Control:
  - i. (NOT APPLICABLE) Contractor must be responsible to develop a phasing and Infection Control Risk Assessment (ICRA) that incorporates requirements of 01 00 00 General Requirements specification to meet the requirements of the VHSO. Contractor must install and create temporary dust barriers with the follow products: ZipWall® ZIP POLES FOUR PACK (Includes 4 Spring Loaded Steel Zip Poles, 4 GripDisk™ Slide Stoppers, 2 standard zippers, 1 carry bag) or equal, construction film must be white, fire retardant polyethylene, antistatic, 12 x 100 Ft x minimum 6 mil thickness, imprinted with fire retardant labeling. Zippers must be straight or curved heavy duty ZipWall® Zippers or equal. Sticky mat must be STICKY MAT Flat Store Clean Mat or equal, tacky mat, white, 24 x 45-inch minimum. Construction traffic through the facility must be coordinated with the COR. Construction workers, materials, and clothing must be transported through the hospital dust free. Any dusty, dirty, odorous or wet materials must be transported in sealed clean bags. Traffic routes will be at the discretion of the COR.
  - ii. (NOT APPLICABLE) Contractor must be responsible to develop a phasing and ICRA that incorporates requirements of 01 00 00 General Requirements and meets the requirements of the VHSO and VHSO ICRA. Contractor must furnish and install a temporary dust barriers with the following products: Edge-Guard Panel Transparent Infection Control Wall Partitions with a 42 inch door and associated components or equal to the entrance of the OR; Edge-Guard Panel Transportation Cart(s) or equal; STICKY MAT Flat Store Clean Mat or equal, tacky mat,

24 x 45 inch minimum, ZipWall® (construction film must be white, fire retardant polyethylene, antistatic, 6 mil thickness, imprinted with fire retardant labeling) or equal for entrance to sterile room and each OR must maintain negative air pressure when job site activities are in progress. Ball-in-the-Wall or equal must be installed for each OR when job site activities are in progress. Construction traffic through the facility must be coordinated with the COR. Construction works, materials, and clothing must be transported through the hospital dust free. Any dust, dirty, odorous, or wet materials must be transported in sealed clean bags or in clean sealed containers. Traffic routes will be at the discretion of the COR.

- q. Dust Proofing and Cleaning: Contractor must cover furnishings and equipment with plastic or clean drop cloth. Contractor(s) must furnish HEPA vacuum cleaner(s), cleaning tools, and tacky mats at both sides of entrance of the work zone. Contractor must not use any broom(s).
- r. Personnel Protective Equipment (PPE): Contractor must furnish required PPE. Contractor is not permitted to work without proper PPE. Contractor may be asked to leave job site if the proper PPE is missing or not in use.
- s. Fire Alarm: Dust and smoke producing activities will activate the buildings fire alarm. In Contractor planned work activities, an evaluation must be made to determine if the fire alarm system has to be bypassed. Contractor must be responsible for fire watch in the areas where coverage is removed or disabled. Contractor must be responsible to coordinate with the COR and Electronic Technician for the removal and restoration of fire protection coverage. After hours supervision of the fire alarm panel is required at the contractors expense. The Contractor must be responsible for completion and submission of a written *Fire Alarm Bypass Request*. The Contractors' written request must be submitted for COR approval and if approved by COR, then the COR must furnish a written authorization to proceed three (3) business days in *advance* of any proposed work activity. If the fire alarm system requires any deactivation, it must be reactivated the same day before the Contractor leaves the job site to ensure that the fire alarm system is functioning properly. If the fire alarm system is not functioning properly, the Contractor must restore the fire alarm system to working order prior to leaving the site or must furnish an around-the-clock fire watch until the fire alarm system is functioning properly. The Contractor must be liable for any costs incurred by the VHSO to furnish the fire watch and or to repair the fire alarm system.
- t. Hot Work: Contractor must perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Contractor must coordinate with the COR. Contractor must obtain Hot Work permits from COR at least forty-eight (48) hours in advance for any work or operation involving open flame or producing heat or sparks, burning, welding, or a similar operation that is capable of initiating fires or explosions. This work includes but is not limited to processes such as arc welding, oxygen-fuel gas welding, open-flame soldering, brazing, thermal spraying, oxygen cutting, arc cutting, chipping, grinding, heat

- treating, sand blasting, torch-applied roofing, and chemical welding.
- u. Fire and Smoke Barrier Penetration: Contractor must perform, maintain, and safeguard the integrity of smoke and fire barriers in accordance with NFPA 101, NFPA 80, and NFPA 90A. Contractor penetrations in barriers must be repaired in an approved manner (filled with the designated and approved flame retardant filler) as soon as feasible after the work has been completed. Contractor must obtain Hot Work permit(s) from the COR.
  - v. Energized Circuit Work: Contractor must coordinate with the COR. Contractor must obtain Energized Circuit Work permit from COR at least seven (7) work days in advance when an electrical shut down is required. Contractor must perform, maintain, and safeguard the integrity of the VHSO electrical systems and must follow procedures around energized equipment in accordance with NFPA 70E standards including proper PPE. VHSO electrician or electrical engineer must monitor work. Contractor must use safety equipment to include but not be limited to 12 calorie arc flash suits with hoods and 5KV gloves. No exits will be blocked. Personnel without proper PPE will not be allowed within the working area around live panels with the cover removed.
  - w. Utility interruption: Contractor must submit in writing Utility Interruption Request(s) in advance to the COR. The Contractor's written utility interruption request must be submitted to the COR for written approval a minimum of seven (7) business days prior to the work activity. Work must be planned in advance to give as much time as possible to schedule a utility interruption. Work activity must not commence until written approval and authorization of the Contractor's request is provided by the COR seventy-two (72) hours prior to the utility interruption. There may be times when a utility interruption request is denied because of insufficient lead-time or interference with ongoing VHSO activities and must be rescheduled at the Contractor's expense.
  - x. Disposal: The Contractor must submit a written request(s) for disposal of any government owned materials, equipment, or property in advance to the COR for COR approval. Contractor must remove and properly dispose construction debris, materials, equipment, and substances from this project and the VHSO property daily into the contractor supplied containers. Construction debris created from the project must not be disposed of at the job site, in VHSO dumpsters, or on VHSO property. Disposal of construction debris, materials, equipment, and substances from the project must be in accordance with applicable Federal, State, Local and environmental laws, rules or regulations. The Contractor must ensure and furnish appropriate documentation to the CO that all hazardous waste handlers, haulers, and disposal facilities are properly licensed. The Contractor must furnish shipping manifest and documentation of proper disposal of any construction debris, materials, equipment, and substances from the project prior to final payment. Contractor must return the work site to the condition in which it was found at the Contractor's expense.
  - y. Fumes: The Contractor must schedule fume producing work activities including but not limited to painting or heat produced fumes after regular



business hours and request written approval by the COR prior to the work activity. Contractor must be responsible for ventilation necessary to exhaust and prevent fumes from entering adjoining areas, outside air intake ductwork, and re-entering the VHSO healthcare facilities at the Contractor's expense.

- z. Training: (NOT APPLICABLE) Training must be included to applicable VHSO personnel. The Contractor must provide training for users of installed system(s). Training must include an agenda and instruction manual in electronic form. Contractor must provide user and administrator training to VHSO officials and VHSO Engineering personnel, with four (4) to eight (8) hours of on-site training. Coordination and scheduling for the training must be determined after contract award. Training must cover the following topics - Hands-on must include demonstrations.
- aa. Photography: Contractor must not photograph any patients, personnel, visitors, and others on VHSO property. Contractor must be escorted by VHSO personnel to take job site related photos and be coordinated by COR.
- bb. Other requirements:
  - 1) Structural members must not be cut or altered, without CO written authorization.
  - 2) Contractor must make every reasonable effort to protect VHSO property from damage.
  - 3) Anything remaining in place that is damaged or defaced by the Contractor must be restored by the Contractor to the existing condition at the Contractor's expense.
  - 4) The Contractor must provide adequate protection for VHSO property before any construction activities occur. Contractor moved items must be put back by the Contractor to original locations and conditions as work is completed at the Contractor's expense.
  - 5) The Contractor must coordinate work of different trades so that interference between mechanical, electrical, architectural, and structural work including existing services must be avoided and, within limits indicated the required space for operation, repair, removal, maintenance, and testing of equipment. Utilities including but not limited to conduit, ducts, and pipes must be arranged to ceiling slab, walls, and columns to take up a minimum footprint of space. Conduit, ducts, pipes, and equipment must not interfere with intended use of eyebolts and other lifting devices.
  - 6) Contractor must locate existing utilities in area(s) of work. Utilities that remain in place, Contractor must furnish adequate means of support and protection. Any property including but not limited to electrical, natural gas, medical gas, communication and utility lines, landscaping, walkways, roads, and curbs damaged during the project due to carelessness or negligence of Contractor must be repaired or replaced at the Contractor's expense. Walls, ceilings, floors, furniture, etc., will be protected from damage from water, staining, or falling debris created during any construction activities of the project including but not limited to coring and sawing process(es) at the Contractor's expense. Areas must be cleaned after coring, sawing, and other

construction activities by the Contractor at the Contractor's expense.

- 7) No unauthorized work to be initiated without the prior written approval of the COR. The CO must approve any request, or proposal for changes in project scope or additional requirements, in writing prior to the Contractor proceeding with any work. Any contractor changes accomplished without prior written approval by the CO, must be done at the Contractor's risk and at the Contractor's expense. Contractors must visit the job site and visit the facility in order to determine if it's reasonable or necessary to ascertain the nature and location of the work to be performed in general and the local conditions which can affect the work. Failure to do so shall not relieve the Contractor of responsibility for estimating properly the difficulty or cost of successfully performing the work. Contractor is responsible for complying with applicable Federal, State, Local laws, codes, regulations, and ordinances. Additionally, the Contractor is responsible for obtaining permits, licenses, etc. that are required by applicable Federal, State, Local law, code, regulation, and ordinance.
- 8) Work required for the project must be in accordance with the best practices of the building trades involved and in accordance with the intent of the SOW, Drawings, and Specifications.