

## **CONSTRUCTION STATEMENT OF WORK (SOW)**

### **LIGHTING CONTROL SYSTEM REPAIR AND CONVERSION**

Revision: 06/29/2018

#### **1.0 SPECIFIC REQUIREMENTS**

1.1 Location of Work: The work will be performed at the VA Regional Office at 444 W Fort St, Boise, Idaho.

1.2 Period of Performance: The period of performance is 30 calendar days from receipt of Notice to Proceed (NTP). This includes the submittal review process, ordering and receiving materials, working time, and project closeout.

1.3 Work Hours: Work must not impact business operations of the Regional Office and is therefore to be performed only between the hours of 6:00PM and 6:00AM, Monday through Friday, excluding Federal Holidays, and not to exceed 8.5 continuous hours per day. Weekend work may be supported when arranged with the COR at least 48 hours in advance. Work schedules must be coordinated with and approved by the COR in advance. Changes to the schedule must be presented to the COR at least 48 hours in advance. Exceptions must be requested in writing and may only be approved by the Contracting Officer or COR.

#### **2.0 SCOPE OF WORK**

The Contractor shall provide all labor, tools, equipment, materials and supervision to perform the work indicated in this Statement of Work (SOW). The tasks provided under this contract consist of, but are not limited to the tasks listed. The Contractor shall provide all ancillary tasks and materials necessary to provide a complete and functional lighting control system.

2.1 Background: Automatic shutoff capability for all interior building lighting (with exceptions) is required by ANSI/ASHRAE/IESNA Standard 90.1-2007 (as well as previous versions back to 1999) and the 2009 International Energy Conservation Code (IECC) (including versions back to 2003) for buildings over 5,000 square feet. The energy-saving intent of the requirement is to be sure that unnecessary lights are turned off, such as those not needed after the end of the business day. The requirement itself ensures that the control is available so that occupants can set up automatic shutoff of lighting.

The purpose of this project is to repair the building's lighting control system, and in doing so, convert it from an analog to a digital system. Completion of this project ensures compliance with applicable codes and is necessary to maintain the current LEED Gold certification. This project involves removal, demo, and replacement of components and hardware of the existing analog lighting control system with components and hardware (including, but not limited to, relay panel, digital controller, lighting control system switches, and cabling) necessary to commission a fully operational digital lighting control system. The project will also include initial programming, training, technical support, and applicable warranty. System requirements include:

- System must be digitally controlled, not analog.

- System must support and sustain the current LEED Gold certification of the Regional Office.
- IAW IECC 2015, repairs shall comply with the codes in effect at the time of original building design.
- Manufacturer of system components must have robust support capability, to include availability of repair parts.
- System must be user programmable and may not be integrated with the building's computer network. Programming must not affect or be accomplished on a computer network. Local programming is therefore a requirement.

2.2 General Construction Activities: Repair and convert existing inoperable analog lighting control system to an operational digital system.

2.3 Specific Construction Activities:

- The Contractor is responsible for acquiring any permits from government agencies, if required, prior to initiating repairs.
- The Contractor shall uninstall and remove from site all unusable/obsolete components of the current analog lighting control system and replace with new components compatible with a digital system, e.g., controller, switches.
- The Contractor will procure all required components for installation of digital Lighting Control System.
- Install and connect digital Lighting Control System with astronomic functionality and associated hardware required to ensure a fully functional system.
- Existing Lighting Control Panel enclosure, hinged door, and relays may be retained and re-used. Inside of enclosure may be modified as necessary to accommodate digital panel; e.g., filler plates, additional mounting hardware, etc.
- Twenty-eight (28) existing low voltage switching wall stations will be replaced with new low voltage switching wall stations that are compatible with the new digital Lighting Control Panel. Current configuration is: eight (8) single button, seventeen (17) double button, one (1) triple button, and two (2) quadruple button wall stations. These counts are based on electrical drawings provided by the Government.
- Digital Lighting Control System will include timer capability for all interior and exterior lights, including but not limited to: parking lot lights, exterior wall mounted lights, and ground mount light fixtures. Photo-sensor capability is not required for the exterior lights and will be eliminated from the existing analog system.
- The Contractor will perform initial programming of the lighting control system to the parameters specified by the Government.
- The Contractor will perform a post-installation operational test of the system to ensure proper functioning of all modes and features of the system. The Contractor will provide a written report confirming operability post-installation.
- The Contractor will provide training on system operation and programming as specified by the Government, and will provide three (3) months of technical follow-up support on an as-needed basis.

### **3.0 SUBMITTALS**

The contractor shall provide all submittals directly to the Contracting Officer. All submittals shall be electronic where possible. Product submittals shall be sent to the Contracting Officer or Contracting Officer's Representative as noted at [kevin.searles2@va.gov](mailto:kevin.searles2@va.gov) or

[raymond.bales@va.gov](mailto:raymond.bales@va.gov), respectively. No work shall begin onsite until all submittals are received and approved by the VA.

**3.1 Project Management Plan (PMP):** The Contractor shall submit one electronic copy of the PMP in PDF format to the Contracting Officer for review and approval within ten calendar days after receipt of award. The Government will approve or provide comments why the PMP was not approved within five business days after receiving the PMP. If required, the Contractor shall submit the revised PMP within two business days of receiving the PMP comments. The Contractor shall submit updates to the PMP within three business days of any changes. Maintain copies of all PMP documents at the project site throughout the project.

Components included in the PMP are:

- 3.1.1 **Contractor Approach:** Contractor shall provide a narrative description of the contractor's plan for accomplishing the project. Narrative shall describe the contractor's plan for the project including methodologies and material descriptions for major elements of the work. The approach should reflect sufficient detail to demonstrate the contractor's understanding of the project and their evaluation and mitigation of any potential risk areas. Contractor shall also provide sketches and/or shop drawings as necessary to communicate the contractor's planned approach.
- 3.1.2 **Project Schedule:** Submit proposed Project Schedule showing all project milestones and dates for Government reviews and inspections.
- 3.1.3 **Project directory:** Submit a list identifying key participants including the Contractor's Project Manager, Superintendent, and subcontractors. Directory shall include personnel title, address, telephone number, cell phone number, and email address.
- 3.1.4 **Quality Control Plan:** Submit a viable, documented plan for self-monitoring of the project process quality. VA will perform random Quality Assurance inspections throughout the duration of the project to assure quality throughout all aspects of the project.
- 3.1.5 **Site Specific Safety Plan:** Submit safety plan relevant to the project.

**3.2 Product Submittals:** The Contractor shall submit for VA approval product submittals prior to use of any of the below materials on the jobsite:

- Lighting control panel
- Cabling
- Controllers and time clocks
- Photo cells, switches, relays, or other associated electronic components
- Paints, sealants, or solvents

Submit two (2) copies of all product materials. Submittals must be accompanied by a letter of transmittal from the Contractor to the Government. One set of approved submittals shall be retained at the job site until the project is complete.

3.3 Project Close Out Submittals: Final payment will not be made until all close out submittals are complete.

- 3.3.1 A Release of Claims (ROC) must be completed by the prime contractor and all first tier subcontractors. Submit one electronic copy of each release to the Contracting Officer. The Government will withhold a minimum of 10% of the contract amount until all releases are completed. The prime contractor may list the outstanding contract balance on the release. Subcontractors may have no claims listed.
- 3.3.2 One year warranty letter covering contractor's materials and workmanship for the entire project. Contractor shall provide VA with all manufacturer or labor warranties that cover periods exceeding the 1-year warranty period, one (1) electronic and one (1) paper copy of each warranty.
- 3.3.3 Operation and Maintenance (O&M) Manuals. The Contractor shall provide one electronic and one paper copy of O&M manuals within five days of project completion.

#### **4.0 GENERAL REQUIREMENTS.**

4.1 Security – All employees of General Contractor and subcontractors shall comply with Veterans Affairs (VA) security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.

- 4.1.1 All general contractor's employees, subcontractors, and material suppliers entering the VBA consent to search by VA police at any time. The areas of search shall be all encompassing including but not limited to: their person; their personal effects; personal vehicles, as well as any and all contractor vehicles, equipment, trailers, offices, storage shed, tool boxes an any and all containers.
- 4.1.2 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 a VBA escort can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
- 4.1.3 No photography of VA premises is allowed without written permission of the Contracting Officer.
- 4.1.4 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.
- 4.1.5 The Contractor shall initiate an identification program for each of its employees, subcontractors, and subcontractor employees when on the VBA Regional Office property. Each person will be identified with a unique readily visible badge identifying the person and that the person is under the direction of the General Contractor. Every employee or subcontractor shall wear the badge displayed

prominently at all times when on site. The government will not issue visitor badges.

4.2 Personal Conduct - Every person who enters the VBA Regional Office's grounds is expected to conduct themselves in a professional responsible manner without the need to enumerate every expected or prohibited behavior.

4.2.1 Weapons, ammunition, explosives, and alcoholic beverages are prohibited on the VBA Regional Office's grounds.

4.2.2 There shall be no solicitations or sales of any kind on the VBA Regional Office's grounds.

4.2.3 The Government reserves the right to refuse to permit employment on the Work or require dismissal from the Work of any subcontractor who, by reason of previous unsatisfactory work on Department of Veterans Affairs projects or for any other reason, is considered by the Contracting Officer to be incompetent or otherwise objectionable.

4.3 Building Access: Contain activities to affected spaces within the Regional Office. Contractor personnel shall not access portions of the Regional Office not directly involved or necessary to the work at hand.

4.4 Disruptions. To minimize disruptions to employees to the maximum extent practicable, the Contractor will complete all work outside of the Government's regular business hours. This includes no loud radios playing, courteous language and professional demeanor, and appropriately ventilating space for noxious odors.

4.5 Daily Cleanup. Contractor personnel shall clean the area and remove dirt and debris from worksite, at a minimum, at the end of each work period. The Contractor shall provide waste removal for all construction debris.

4.6 Parking: Contractor may park up to 2 vehicles on site.

4.7 Deliveries: Deliveries made to the work site must be received by contractor personnel.

4.8 Storage and Staging of Materials: Limited area for interior storage and staging of materials is available to the Contractor on-site. The Government is not liable for Contractor materials stored on-site during this project.

4.13 Minimize Toxic and Hazardous Materials: Minimize use and release of toxic and hazardous chemicals and materials, including toxic chemicals, hazardous substances, ozone-depleting substances, and other pollutants that may result in significant harm to human health or the environment.

4.15 Utilities. Usual water and electric service will be provided to the Contractor at no cost. Contractor shall take all necessary steps to ensure that energy and water conservation policies and practices are in use.

4.16 Protection of Existing: The Contractor shall provide all engineering controls to protect all areas being worked on and shall return all areas to the original condition. The Contractor shall

provide all labor, material, and equipment necessary for the protection of personnel, furnishings, equipment, or building structure from damage. The Contractor shall replace or repair to the original condition any items damaged due to work performed under this contract, at no additional cost to the Government.

#### 4.17 Demolition Salvage.

4.17.1 Removed items not indicated to be reused or retained by the Government become the property of the Contractor and shall be removed from the site.

4.17.2 Salvage value, if any, of removed items shall be reflected in the bid.

4.17.3 The Government is not responsible for any loss or damage to materials, supplies, tools, or equipment on the site, including materials in which salvage value may have been reflected in bid.

4.17.4 Storage or sale of excess salvageable material on the site is prohibited.

#### 4.18 Meetings:

4.18.1 Pre-Construction Meeting: VA will host a meeting to review contractual, technical issues, objectives of the project, and communication protocols. This meeting will include discussions of schedules, submittal dates, and establish all further points of contact prior to commencement of work. This meeting will be scheduled within ten working days from the award date of the contract.

4.18.2 Progress Meetings: The Contractor shall be available to meet with the Contracting Officer or Contracting Officer's Representative (COR) upon request to present deliverables, discuss progress, exchange information and resolve emergent technical problems and issues. The Contractor shall keep VA informed, through regular meetings or reports, onsite discussions and/or emails of progress and potential problems concerning the project. The Contractor is required to keep an open dialog with the COR, particularly in areas relating to schedule slippage or any potential conflicts regarding project standards. The Contractor is required to bring such matters to the attention of the COR as soon as he/she is aware of the issues.

4.19 Close Out Requirements: All items under this paragraph must be completed prior to submitting the final invoice for payment.

4.19.1 Final Cleaning: Clean project area to the condition expected in a normal, commercial cleaning and maintenance program. Comply with manufacturer's instructions.

4.19.2 Construction Debris, Contractor Tools, Equipment, and Materials: All debris, tools, equipment, and materials shall be removed from the jobsite.

4.19.3 Punch list: Contractor shall submit punch list to COR at least two business days prior to scheduled completion of project. Upon receipt of the punch list, VA will inspect the jobsite. Based on the Contractor's punch list and VA's inspection, VA

will provide the Contractor with any additions or comments within two business days.

4.19.4 100% Completion of all punch list items.

4.19.5 Submission of all required close-out submittals as referenced in Section 3.3 of this SOW.

## **5.0 APPLICABLE REGULATIONS, CODES, MANUALS, ETC.**

The contractor must comply with local and state licensing requirements for residential construction contractors. Contractor must produce evidence of appropriate license at the request of the Contracting Officer.

The contractor is solely responsible for obtaining all required permits and permissions from the local and/or state agencies as required by local codes/regulations. Any required drawings, plans, specifications, or paperwork required by the local codes/regulations shall be the responsibility of the contractor. The contractor shall perform the work in accordance with the following:

5.1 International Building Code, Current Version.

5.2 Uniform Mechanical Code, Current Version.

5.3 National Electrical Code, NFPA 70, Current Versions.

5.4 National Fire Protection Association 101 (NFPA) Life Safety Code, 1991, Current Version.

5.5 Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines, Current Versions.

5.6 Occupational Health and Safety Administration (OSHA) Part 1926