

**Department of Veterans Affairs
Southeast Louisiana Veterans Health Care System
Provide Canteen Storage
in the Diagnostic & Testing Building
2400 Canal St. New Orleans, LA**

**Firm Fixed Price Contract
Scope of Work
November 27, 2017**

1 GENERAL INFORMATION

- 1.1 Title of Project: Canteen Storage in the Diagnostic & Testing Building at the Southeast Louisiana Veterans Health Care System (SLVHCS) Facility in New Orleans, LA.
- 1.2 Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this statement of work (SOW), except as may otherwise be specified. This includes but is not limited to: providing and installing all structural steel, wire fencing, fence doors and hardware, steel joists framing and bar grating to be used as a mezzanine access platform above the storage area, and an access connector with handrails from the mezzanine to the intermediate landing of the existing stairway.
- 1.3 Background: The Canteen Storage Area will provide secured storage for merchandise sold in the Canteen Retail Store. Currently the merchandise is stored in the room where the caged area will be constructed. However, there are numerous service lines that have access to this area and cannot provide exclusive secured storage. The caged storage area will provide exclusive secured storage for the Canteen Retail Store and provide equipment access for SLVHCS maintenance personnel via the mezzanine located directly above the Canteen Storage area. Access to the maintenance mezzanine will be provided by a connector stairway from the mezzanine to the intermediate landing of the existing stairway. The goal of the project is for exclusive secured storage for the Canteen Storage and to provide a maintenance mezzanine for the SLVHCS maintenance personnel.

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1.4 Performance Period: The contractor shall complete all work noted within this statement of work, issued drawings and specifications forty-five (45) calendar days from issuance of notice to proceed, unless otherwise directed by the Contracting Officer (CO). Work shall begin no more than fourteen (14) calendar days after issuance of notice to proceed. Work at the Government site is permissible Monday through Friday from 7:00 am – 4:00 pm, and expected, on Federal holidays or weekends, but subject to approval by the CO.

1.4.1 Recognized Federal Holidays:

1.4.1.1 New Year's Day, January 1*

1.4.1.2 Martin Luther King Jr. Day, Third Monday in January

1.4.1.3 Washington's Birthday (President's Day), Third Monday in February

1.4.1.4 Memorial Day, Fourth Monday in May

1.4.1.5 Independence Day, July 4*

1.4.1.6 Labor Day, First Monday in September

1.4.1.7 Columbus Day, October 12*

1.4.1.8 Veterans Day, November 11*

1.4.1.9 Thanksgiving, Fourth Thursday in November

1.4.1.10 Christmas, December 25*

1.4.2 *Note: Federal Holidays that fall on a Saturday will be observed the Friday prior. Holidays that fall on a Sunday will be observed the Monday following.

1.5 Type of Contract: Firm Fixed Price Contract

1.6 Cost Range: The anticipated total cost for this project is between \$25,000 and \$100,000.

2 CONTRACT AWARD MEETING

2.1 The contractor shall not commence performance on the tasks in this SOW until the Contracting Officer (CO) has conducted a preconstruction conference, or has advised the contractor that a preconstruction conference is waived.

3 DEFINITIONS:

3.1 Contracting Officer: The services to be performed under this contract are subject to the general supervision, direction, control and approval of the Contracting Officer.

3.2 VA Project Engineer/Contracting Officer's Representative (COR): The Contracting Officer's authorized representative at the construction site. The COR is responsible for

protecting the Government's interest in the execution of the construction contract work. His duties include surveillance of all construction work to assure compliance with the contract documents, approval of changed work, approval of all submittals, samples, shop drawings, etc.

- 3.3 Firm-Fixed Price (FFP) Contract: This term, as used herein, refers to the Contract(s) to perform all provisions and implementation of the project.
- 3.4 Contractor: This term, as used herein, refers to the Contractor under this contract or the FFP team.
- 3.5 National Electric Code (NEC)
- 3.6 National Fire Protection Association (NFPA)
- 3.7 American Society of Safety Engineers (ASSE)
- 3.8 Occupational Safety and Health Administration (OSHA)
- 3.9 American Society for Testing and Materials (ASTM)
- 3.10 Veterans Affairs (VA)
- 3.11 The Joint Commission (TJC)
- 3.12 Experience Modification Rating (EMR)

4 GENERAL REQUIREMENTS

- 4.1 For every task, the contractor shall identify in writing all necessary subtasks (if any), and associated costs by task.
- 4.2 All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.
- 4.3 The Government shall complete their review of deliverables within five (5) business days from date of receipt. The Contractor shall have ten (10) business days to deliver the final deliverable from date of receipt of the government's comments.
- 4.4 The Contractor shall provide daily logs reporting on the following items: risk review, planned work for the day, tasks accomplished. Logs shall be created for each day work occurs.
- 4.5 The Contractor shall meet with CO and the Contracting Officer's Representative (COR) on a weekly basis to report on topics such as: schedule review, risk review, tasks accomplished in the past week, explanation of tasks not accomplished as expected; tasks to be accomplished in the upcoming week.
- 4.6 Invoicing paperwork, reports and certifications shall be submitted and received by government prior to payment of each line item.
- 4.7 The contractor should have an Experience Modification Rating (EMR) less than 1.0 at the time of proposal submission. The contractor must provide proof of this rating to the Contracting Officer with their proposal.
- 4.8 **Work to be completed:**
 - 4.8.1 Architectural
 - 4.8.1.1 Demolition
 - 4.8.1.1.1 Selective demolition of a portion of the existing stairway handrail to provide an access to the mezzanine platform.
 - 4.8.1.2 Installation
 - 4.8.1.2.1 Install new structural steel components to provide framing for the maintenance mezzanine and supports for the cage fencing.
 - 4.8.1.2.2 The caged fencing and structural steel shall be painted with a black gloss finish and comply with the attached specifications.
 - 4.8.1.2.3 All anchor bolts shall be drilled and fastened to the concrete slab.
 - 4.8.1.2.4 Structural
 - 4.8.1.2.4.1 Install new 3/4" tongue and groove decking as shown on attached Sketch 3, PIV Office Framing Plan.
 - 4.8.1.2.4.2 Install new ceiling joists as shown on attached Sketch 3, PIV Office Framing Plan.
 - 4.8.1.2.5 *Door*

Statement of Work

4.8.1.2.5.1 Install one (2) 84" x 30" doors as shown on attached Sketch A-1, Proposed Canteen Storage – Floor Plan.

4.8.1.2.5.2 All hardware shall comply with UFAS, (Uniform Federal Accessible Standards) and VA Barrier. Provide rated door hardware assemblies where required by 2006 NFPA 101 (Life Safety Code) and 2006 version of the International Building Code (IBC). Free Design Guidelines, unless specified otherwise.

4.8.1.2.5.3 Hinges. Minimum of three. Base metal for hinges shall be stainless steel. Provide with non-removable pin. Where thru-wire power transfers are integral to the hinge, provide hinge with easily removable portion to allow easy access to wiring connections. Provide Continuous, Barrel-Type Hinges: Hinge with knuckles formed around a 6.35mm (0.25-inch). Finish shall be 630 – Stainless Steel.

4.8.1.2.5.4 Lockset. Conform to ANSI/BHMA A156.13. Mortise locksets shall be series 1000, minimum Grade 2. Lockset shall have lever handles fabricated from cast stainless steel. Provide sectional (lever x rose) lever design matching CORBIN RUSSWIN Museo 128. No substitute lever material shall be accepted. Lockset shall be furnished with 122.55 mm (4-7/8-inch) curved lip strike and wrought box. Lockset shall be installed at centerline of strike. Provided electrified Mortise lock series 1000 (E06) (ML20905 25 MT C C7 CMK). Door Assembly, provide the following at a minimum:

4.8.1.2.6 Flooring

4.8.1.2.6.1 No flooring included in the Statement of Work.

4.8.1.2.7 Paint

4.8.1.2.7.1 No painting included in the Statement of Work.

4.8.2 Electrical

4.8.2.1 Power

4.8.2.1.1 No electrical work included in the Statement of Work.

4.8.2.2 Telecommunication

4.8.2.2.1 No telecommunication wiring or outlets is included in the Statement of Work.

4.8.2.3 Fire Alarm

4.8.2.3.1 No modifications will be done to the fire alarm system.

4.8.2.4 Physical Access Security

4.8.2.4.1 No card readers or additional sensors or strikes are included in the Statement of Work.

4.8.2.5 Lighting

4.8.2.5.1 No changes will be made to the existing lighting. It is anticipated that all work will be performed without modifying the existing lighting.

4.8.3 Mechanical

4.8.3.1 HVAC

4.8.3.1.1 No HVAC modifications are included in the Statement of Work.

4.8.3.2 Fire Suppression

4.8.3.2.1 No modifications to the Fire Suppression System is included in the Statement of Work

4.9 The Contractor shall provide all labor, equipment and tools necessary to accomplish these tasks.

4.10 All work shall be completed between the hours of 7:00 am Monday morning through 4:00 pm Friday afternoon excluding Federal Holidays and weekends (unless approved in advance by the Contracting Officer).

4.11 Access to the space shall be granted by the VA.

4.12 The contractor shall field verify all dimensions prior to construction. Any differences in field measurement shall be presented to the COR prior to the commencement of work.

5 SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

5.1 The Contractor shall submit the following preconstruction documentation for approval prior to issuance of notice to proceed (NTP):

5.1.1 Submittal Register

5.1.1.1 Log shall contain a listing of all deliverables noted herein as well as noted within the specifications.

5.1.1.2 The Contractor shall submit one (1) hard copy and one (1) electronic copy

5.1.1.2.1 The Contractor shall be responsible for furnishing updated copies of the Submittal log as changes are made within five (5) days of any changes.

5.1.2 Site Specific Safety Plan

5.1.2.1 This plan shall include at a minimum

5.1.2.1.1 List of key personnel and points of contact from the Contractor

5.1.2.1.2 Reporting

5.1.2.1.3 Construction Barriers

5.1.2.1.4 Housekeeping

5.1.2.1.5 Maintenance

5.1.2.1.6 Hazards that may be present during construction, either as part of the construction or in the vicinity of the construction

5.1.2.1.7 Smoking

5.1.2.1.7.1 There is no smoking allowed on site. Contractors will be instructed by COR on designated smoking facilities and alternate sites

5.1.2.1.8 Fire Protection

5.1.2.1.8.1 Fire Safety Plan

5.1.2.1.8.1.1 It shall include at a minimum:

5.1.2.1.8.1.1.1 Specifics pertaining directly to the Construction Site

5.1.2.1.8.1.1.2 The Contractor shall provide a general risk prevention checklist

5.1.2.1.8.1.1.3 Flammable and Combustible Material checklist

5.1.2.1.8.1.1.4 Proof of employee safety orientation

5.1.2.1.8.1.2 The Contractor shall provide one electronic and one hard copy to the CO and COR for review and approval.

5.1.2.1.9 Emergency Management Plan

5.1.2.1.9.1 Emergency Evacuation

5.1.2.1.9.2 Emergency Room/ Hospital Identified

5.1.2.1.9.2.1 Note, while the facility where work shall occur is a healthcare facility, it is not an emergency care facility. The facility will be in the process of opening and clinical and healthcare services will not be available. Emergency services cannot be provided at this location and must be sought at another facility. If medical staff are on site, they may be able to provide humanitarian aid by way of stabilization.

5.1.2.2 The Contractor shall deliver one (1) hard copy and one (1) electronic copy to VA for review.

5.1.2.3 Due date for initial review by VA staff: 10 calendar days after award notice issuance

5.1.3 Employee OSHA Certifications

5.1.3.1 The Superintendent/onsite manager (OSHA “Competent Person”) – 30-Hour or higher

5.1.3.2 All other construction staff – 10-Hour or higher certification

5.1.3.3 Submissions of OSHA Certifications can be made via electronic submission.

5.1.3.4 All OSHA certifications must be received by the Government prior to commencement of work.

5.1.4 Schedule of Values

5.1.4.1 Shall be submitted electronically (one copy).

5.1.4.2 Subject to approval by VA COR prior to acceptance.

5.1.4.3 Schedule of Values shall clearly outline each major activity associated with this project including but not limited to:

5.1.4.3.1 Demolition and Construction, by phase, by trade, by activity

5.1.4.3.2 Submittal submission

5.1.4.3.3 Anticipated equipment and material delivery times

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5.1.5 Construction Schedule

5.1.5.1 One (1) hard copy and one (1) electronic copy in MS projects format

5.1.6 Demolition/Installation Phasing Plan

5.1.6.1 Shall be submitted to CO and COR within 10 calendar days of award.

5.1.6.2 Phasing plan is subject to approval of CO and COR prior to implementation. The contractor shall, at no cost to the Government, perform the necessary revisions to the phasing plan as needed.

5.1.7 Proof of EMR rating less than 1.00. Ratings above 1.00 may be grounds for proposal rejection as being non-responsive.

5.2 The Contractor shall submit the following construction documentation for approval prior to implementation:

5.2.1 Hot Work Permit

5.2.1.1 All hot work must be requested by the contractor for approval prior to the commencements of any potential hot work.

5.2.1.2 Hot work includes, but is not limited: any tasks that may produce a spark, involve grinding, burning, welding

5.2.1.3 A fire watch log must accompany all executed hot work permits

5.2.1.3.1 *Note: a fire watch log is mandatory for any work that may negatively impact the fire suppression or warning systems.*

5.2.1.3.2 *Entries must be made in instances of no more than once every 60 minutes.*

5.3 The Contractor shall submit the following construction documentation for approval during Construction:

5.3.1 OSHA 300 Logs

5.3.1.1 Submitted electronically to CO and COR

5.3.1.2 Submissions shall be made monthly. See SAFETY REQUIREMENTS specification for more details.

5.3.2 Pay Applications

5.3.2.1 Submitted electronically to CO and COR prior to submission for payment

5.3.2.2 Pay applications must be approved by CO or COR prior to payment submissions.

5.3.2.3 Pay applications shall be subject to rejection or delay if contractor fails to submit all documents required within the affected time frames.

5.3.3 Construction Waste Tonnage Report

5.3.3.1 Submitted electronically to CO and COR

5.3.3.2 Submissions shall be made monthly.

5.3.3.3 Report shall include, at a minimum the following

5.3.3.3.1 *Total tonnage collected for the reporting period*

5.3.3.3.2 *Total tonnage collected for the project to date*

5.3.3.3.3 *Disposal method*

5.3.3.3.4 *Contractor personnel certifying the report submitted*

Statement of Work

5.4 The Contractor shall submit the following construction documentation for approval post Construction:

5.4.1 As Builts

5.4.1.1 The contractor shall submit one (1) electronic and one (1) hard copy.

5.4.1.2 As Builts shall be submitted to the VA no later than fourteen (14) calendar days after substantial completion for the project.

5.4.1.3 Hard copies of As Builts sheet size shall be 30"x42", shall be "to scale" and legible when printed at that size

5.4.1.4 Electronic copies of As Builts shall be completed via CAD (AutoCAD 2015 or later) file.

5.4.2 Warranty Information

5.4.2.1 Warranty information shall be received from the contractor no later than seven (7) calendar days after total acceptance of work.

5.4.2.2 Warranty period shall be either one (1) year from date of acceptance or shall adhere to manufacturer's warranty, whichever is greater.

5.4.2.3 Warranty shall cover all materials used and installed during the project and shall also cover all workmanship.

5.4.2.4 All warranty information shall be signed by the Contractor and submitted (one hard copy and one electronic copy) to the COR.

5.4.2.5 All warranty information shall be submitted via one (1) hard copy and one (1) electronic copy. The hard copy submission shall be bounded, 8 ½" by 11" submission.

5.5 The contractor shall perform all work as cited in the General Requirements pertaining to the complete removal of the signage noted and repair of surrounding areas associated with the removal of the noted signage.

6 EVALUATED OPTIONAL TASKS AND ASSOCIATED DELIVERABLES

6.1 N/A

7 SCHEDULE FOR DELIVERABLES

- 7.1 The contractor shall complete the Delivery Date column in Attachment A for each deliverable specified. All deliverables, unless otherwise noted within the SOW, construction documents or specifications, shall adhere to the schedule described in Attachment A.
- 7.2 Unless otherwise specified, the number of draft copies and the number of final copies shall be the same.
- 7.3 If for any reason any deliverable cannot be delivered within the scheduled time frame, the contractor is required to explain why in writing to the CO, including a firm commitment of when the work shall be completed. This notice to the CO shall cite the reasons for the delay, and the impact on the overall project. The CO will then review the facts and issue a response, in accordance with applicable regulations.

8 CHANGES TO STATEMENT OF WORK

- 8.1 Any changes to this SOW shall be authorized and approved only through written correspondence from the CO. A copy of each change will be kept in a project folder along with all other products of the project. Costs incurred by the contractor through the actions of parties other than the CO shall be borne by the contractor.

9 REPORTING REQUIREMENTS

- 9.1 During the service, the contractor shall report any changes in delivery requirements/problems to the COR.
- 9.2 Upon final delivery of services, for each service, the contractor will notify the COR.

10 TRAVEL

- 10.1 The contractor is responsible for providing transportation/travel for all materials, supplies, personnel and all items needed to complete this work. Parking will not be provided on site.

11 GOVERNMENT RESPONSIBILITIES

- 11.1 The government shall provide, at the contractor's request, access to all relevant areas associated with the completion of this project. Requests for access shall be made to the government in writing no fewer than two (2) business days in advance.
- 11.2 Removing Employees for Misconduct or Security Reasons. The Government may, at its sole discretion, direct the contractor to remove any contractor employee from U.S. VA/VHA facilities for misconduct or security reasons. Removal does not relieve the

Contractor of the responsibility to continue providing the services required under any Contract awarded. The Contracting Officer will provide the contractor with a written explanation to support any request to remove an employee.

12 CONTRACTOR EXPERIENCE REQUIREMENTS

12.1 All qualified, experience, and license personnel for the service will be provided for by the contractor.

12.1 Qualifications of Key Personnel

12.1.1 The Contractor shall provide, at minimum, a listing of the following key personnel who will work on this project:

12.1.1.1 Project Manager/Team Lead

12.1.1.2 Superintendent

12.1.1.3 The Contractor shall identify, by name, the key management and technical personnel who will work under this project. If a key person becomes unavailable to complete the request, the proposed substitutions of key personnel shall be made only as approved directed by the Contracting Officer and the COR. The Government will not dictate specific experience and education requirements of the employees initially proposed to perform the work stated herein. The Contractor shall submit a resume of qualifications to the COR for key personnel and all other direct employees proposed for the project. All Contractor employees will be approved by the COR prior to bringing on duty. If, at any time from date of award to the end of the contract, non-key Contractor personnel are no longer available, the VA reserves the right to review qualifications of proposed replacement personnel and to reject individuals who do not meet the qualifications set forth. Team personnel proposed by the Contractor should possess some of the following knowledge and/or skills.

12.1.1.4 The Contractor must notify VHA in advance and VHA will approve or reject proposed contractor key personnel for the performance of this contract.

12.1.1.5 The Contractor shall submit a resume of qualifications to the COR and CO for key personnel and all other direct employees proposed for the project. All Contractor employees will be approved by the COR and CO prior to bringing on duty. If, at any time from date of award to the end of the contract, Contractor personnel are no longer available, the VHA will approve the qualifications of proposed replacement personnel and will reject individuals who do not meet the qualifications set forth herein. The Contractor must inform the COR and CO when personnel are removed from the contract for any reason. The Contractor shall remove any employee from the performance of this contract immediately after receiving notice from the Contracting Officer that the employee's performance is unsatisfactory. All Contractor employees are subject to immediate removal from performance of this contract when they are involved in a violation of the law, VA security, confidentiality requirements and/or other disciplinary reasons.

13 CONTRACTOR PERSONEL SECURITY REQUIREMENTS

- 13.1 All contractor personnel will be required to sign in/sign out with VA Police Services prior to entering/existing the premises. A visitor's badge will be issued by VA Police; this badge must be worn at all times while on the premises.
- 13.2 Contractor personnel shall, at no point, be unescorted on VA property. The contractor shall be responsible for coordinating necessary escort needs with the government no fewer than two (2) business days in advance. The contractor may have designated personal act as escorts on the contractor's behalf by undergoing a background check and receiving VA badging and access. Arrangements can be made with the COR. Access and badging is subject to approval.

14 PROTECTION OF PERSON AND PROPERTY

- 14.1 The contractor expressly undertakes, both directly and through its subcontractor(s), to take every precaution at all times for the protection of persons and property, including Medical Center employees and property and its own.
- 14.2 The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.
- 14.3 The contractor shall continuously maintain adequate protection of all work from damage and shall protect the Medical Center property from injury of loss arising in connection with this contract. The contractor shall make good any such damage, injury or loss, except as may be by agents or employees of the Medical Center.
- 14.4 In an emergency affecting the safety or life of individuals, or of the work, or of adjoining property, the contractor, without special instruction or authorization from the Medical Center, is hereby permitted to act, at the contractor's discretion, to prevent such threatened loss or injury. Also, should the contractor, in order to prevent threatened loss or injury, be instructed or authorized to act by the Medical Center, he shall so act, without appeal. Any additional compensation or extension of time claimed by the contractor on account of any emergency work shall be determined by mutual agreement.

629-16-S03
Statement of Work

14.4.1.1 Attachment A to the Statement of Work

DELIVERABLE	DELIVERABLE DATE
Proof of EMR below 1.00	With proposal
Key Personnel Listing	Within 5 Calendar Days After Award
Site Specific Safety Plan	Within 10 Calendar Days After Award
Submittal Register	Within 10 Calendar Days After Award
Phasing Plan	Within 10 Calendar Days After Award
Copies of OSHA Certification	Within 10 Calendar Days After Award
Construction Schedule	Within 15 Calendar Days After Award
Schedule of Values	Within 15 Calendar Days After Award
Completion of All Work	Within 45 Calendar Days After Notice To Proceed
OSHA 300 Logs	Monthly, By The 30 th Of Each Month
Monthly Pay Application	Monthly, By The 30 th Of Each Month
Construction Waste Tonnage Report	Monthly, By The 30 th Of Each Month
As Builts	Within 14 Calendar Days After Substantial Completion
Project Warranty Information	Within 10 Calendar Days After Completion Of Construction