

## STATEMENT OF WORK

**Project Number** 550-18-106  
**Project Name** Update Asbestos Baseline Survey

### I General Description

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Provide professional architectural-engineering services for project **550-18-106, Update Asbestos Baseline Survey**. The Architect-Engineer (A-E) shall complete the following in accordance with professional standard practices and U.S. Department of Veterans Affairs (VA) standards.

### II Project Scope

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#### A-E Services

The A-E shall complete a baseline asbestos management survey for the Veterans Affairs Illiana Health Care System (VAIHCS) facility in Danville, IL. Services include, but are not limited to the following:

- 1. Review of previous Asbestos Survey and other Asbestos Documentation:**
  - a. The previous asbestos survey and other asbestos documentation shall be used as a *reference only* to locate and identify all previously discovered or presumed ACM.
  - b. It shall be verified through site inspection that each homogeneous area where ACM has been identified as being removed, has been removed completely.
  - c. Any presumed ACM (PACM) that has not been properly tested positive for ACM and there is a reasonable chance that it may contain asbestos, shall have a sample taken in accordance with ASHARA sampling criteria for verification.
  - d. Consolidate all information from prior survey, inspection/re-inspection, and six-month surveillance reports to be included in the new report.
- 2. Investigation:** Verify on-site conditions, as-built documents, and all asbestos-related documentation used by VAIHCS.
- 3. Survey Narrative:** Based on the A-E site investigations, a narrative report defining the proposed survey approach, options and recommendations will be provided for COR approval.
  - a. Once submitted, a meeting will be held to discuss preliminary schedule and sampling method review and coordination plan with VAIHCS staff for access to each location.
  - b. Once coordination is confirmed, a second meeting will be held to review the final schedule and sampling method review.
  - c. Survey narrative must be approved by the COR before the survey begins.

#### 4. Asbestos Management Survey

- a. Scope of survey shall encompass each of the below permanent buildings owned and maintained by Veterans Affairs Illiana Health Care System (VAIHCS):

Building Number	Function	Number of Floors	Estimated Total Area (Ft <sup>2</sup> )
14*	Medical Administration	2 <sub>A, B</sub>	27,600
19*	Warehouse	1 <sub>A, B</sub>	25,340
22	Engineering Storage	1 <sub>B</sub>	6,155
25*	Greenhouse	1	4,897
49*	Chapel	1 <sub>A, C</sub>	16,621
58	Inpatient Services	5 <sub>A, B, C</sub>	101,515
64	Maintenance	1	8,172
69	Laundry	1	8,270
72	Maintenance	1	9,741
98	Outpatient Services	3 <sub>A, B, C</sub>	120,237
101	NHCU	1	85,832
102	Administrative	1	82,422
103	Psychiatric Services	1	82,687
104	Special Activities	1	61,288

Notes: A: Building has an attic, B: Building has a basement, C: Building has a crawlspace, \*: Not in previous Asbestos Survey

- b. Verify the results from lab analysis a sample is taken.
- c. All demolition, if required and approved by the COR, shall be coordinated through the COR in advance and kept to the minimum required level to identify and if necessary, sample each Asbestos-Containing Material (ACM)/Asbestos-Containing Building Material (ACBM)/presumed Asbestos-Containing Material (PACM) homogeneous area.
- d. All demolition required for bulk sample collection shall be done in an inconspicuous location approved and coordinated by the COR in advance and per 40 CFR 763.86.
- e. Any demolition that is not in an inconspicuous location, or approved by the COR shall be repaired to match original condition immediately after all survey work (Inspection, sampling, etc.) in that area is complete.
- f. Areas of inspection include all areas where ACM may likely be present, including, but not limited to the following:
- i. floor tile and mastic
  - ii. ventilation ducts (both inside and outside the ductwork)
  - iii. plumbing insulation, fixtures and piping
  - iv. electrical equipment
  - v. roofing
  - vi. walls, ceilings, and other building components and millwork
  - vii. equipment within utility rooms, generator rooms, elevator rooms, etc.
  - viii. areas containing debris likely to contain asbestos such as crawlspaces, basements, above ceilings, etc.
  - ix. window caulking
  - x. fire doors and any fire-protection building components

- g.* Survey procedures, demolition, report of findings, or any other related task as part of this project shall be in accordance with all Federal, State, and local laws, regulations and procedures, including, but not limited to:
  - i.* The Asbestos Hazard Emergency Response Act (AHERA)
  - ii.* The Asbestos School Hazard Abatement Reauthorization Act (ASHARA)
  - iii.* 40 Code of Federal Regulations (CFR) 763 ASBESTOS, Subpart E: 'Asbestos Containing Materials in Schools'
  - iv.* 40 CFR Subpart M: 'The National Emission Standard for Hazardous Air Pollutants (NESHAP)'
  - v.* Illinois Title 77; Chapter I; Subchapter p; Part 855
- h.* All existing, exposed, and accessible thermal system insulation (TSI) that contains asbestos to receive a proper label per Federal and VA regulations. The label shall be of such quality that they can be expected to remain adhered for 20 years. Label shall be approved by the COR in advance.
- i.* A physical assessment shall be performed per 40 CFR 763.88 and documented in the report to validate completion by an Illinois-licensed Asbestos Building Inspector
- j.* Inspection to be performed per 40 CFR 763.85 by an Illinois-licensed Asbestos Building Inspector.
- k.* A-E shall be responsible to clean any areas that become contaminated during investigative work, sampling, etc.
- l.* The A-E is responsible for properly disposing of all generated ACM waste at an authorized disposal site in accordance with federal, state, and local laws. An authorized site must be approved by the COR in advance.
- m.* Re-test areas that the Contracting Officer Representative (COR) determines need further verification.
- n.* Inform the COR as early as possible if there are any mechanical rooms/spaces that do not have proper signage regarding the presence of ACM per Federal regulations.
- o.* Show which homogeneous areas are tested positive

## **5. Report:**

- a.* Physical Assessment Details.
  - i.* Documentation method to include spreadsheets using Microsoft © Excel allowing VAIHCS staff to update as ACM/ACBM is abated in the future.
    - 1. Clearly show, and separate, those areas which are tested positive and those which are tested negative.
  - ii.* Identifies all areas that were not accessible during the survey. Any inaccessible areas to be verified through COR.
  - iii.* Specify the types of ACM and approximate amounts present for each homogeneous area with detail sufficient to the COR to easily identify in the future.
  - iv.* Specify whether each homogeneous area of ACM is 'Friable' or 'Non-friable'.
  - v.* Specify the condition of all friable ACM as 'Good', 'Damaged', or 'Significantly Damaged'.
  - vi.* Specify the condition as Distributed Damage, Localized Damage, or Salient Area.
  - vii.* To include a Hazard Assessment.
    - 1. Prioritize by risk of occupant exposure and level of potential disturbance.

2. Specify Potential for Damage due to Contact, Vibration, and Air Erosion.
  3. Assign a Hazard Rank to each homogeneous area.
- b. Drawing sheets.
- i. Drawings to be created using standard CAD software, such as *Autodesk® AutoCAD®*, or *BIM® Revit®* or another equivalent CAD software once approved by the COR. If software other than *Autodesk® AutoCAD®* is used, the files must be converted for use with *Autodesk® AutoCAD®*.
  - ii. Drawing sheets shall be provided to COR as '.pdf' files for the report and separate '.dwg' files.
  - iii. Testing locations to be identified on drawing sheets and detailed with positive or negative ACM result. Attach the corresponding lab results.
  - iv. Details on drawings to be drawn using standard industry CAD images per the National CAD Standards (NCS).
  - v. Drawings shall contain sufficient detail as determined by COR, to properly understand and identify area detail, type of material sampled, and exact location where samples were taken.
  - vi. CAD files for each floor layout will be provided by the VA COR.
- c. Testing-Laboratory.
- i. Shall be a NVLAP-accredited lab per 40 CFR 763.87. A lab meeting appropriate accreditation as required by asbestos laboratory regulations that are not NVLAP-accredited shall be approved by the COR in advance.
  - ii. Include all analysis certificates of each test of each sample taken.
- d. Methods and Strategies.
- i. A strategy for bulk sampling shall be used that minimizes sampling costs. The method shall be approved by the COR in advance.
  - ii. Identifies disposal procedures as necessary for proper disposal of any waste. Identifies authorized disposal site for hazardous waste.
  - iii. Include demolition methods and strategies used.
- e. Photographs.
- i. Photographs shall be taken of each location identified to be asbestos-containing, each location where samples were taken, and clearly show the location where each of those samples were taken. Each photo shall be labeled in a manner to be easily identified on the drawings and report documents.
  - ii. Photos shall be retaken if further verification is needed by the COR.
- f. Cost Estimate.
- i. The A-E shall include a cost estimate for the removal of all homogeneous areas that are identified as Significantly Damaged, Damaged, or ACM is recommended to be abated.
- g. Recommendations for Compliance.
- i. The A-E shall include recommendations for maintaining all ACM/ACBM within compliance with VA Design Manual '*Asbestos Abatement Design Manual for New Hospitals, Replacement Hospitals, Ambulatory Care, Clinical Additions, Energy Centers, Outpatient*

*Clinics, Animal Research Facilities, Laboratory Buildings'* (July 2011), the VAIHCS Operations and Maintenance (O&M) Plan, and all state and federal regulations.

### III Overall Survey Process

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The Asbestos Surveyor shall develop a formal schedule and establish the sampling-methods to complete a full asbestos baseline survey for all identified VAIHCS owned and maintained property. These submissions shall be based on all documentation and material furnished by the VA, all informal survey reviews/discussions, and all applicable VA Design Criteria, Design Guides, Design Standards, etc. The following formal reviews and meetings with the COR will be completed:

1. Kick-off meeting to discuss project goals, criteria, Asbestos survey design quality control, and to establish the protocol and agenda for the survey. This is also when all certification documentation for all employees working on this project shall be submitted.
2. One review session for the preliminary schedule and sampling-method review.
3. One review session for the final schedule and sampling-method review.

**VA Design Guide and Codes:** All components of the survey shall comply with this Statement of Work and the current editions of all applicable VA Program Guides, VA Handbooks, and VA Master Specifications.

### IV General Design Services and Requirements

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**Existing Site conditions** - The A-E must analyze and verify existing site conditions.

1. **Design Standards and Manuals** - The A-E to follow applicable VA Design Manuals, VA Standards, VA Design Guides, VA Handbooks, local, state and Federal codes and regulations. VA standards can be located at <http://www.cfm.va.gov/TIL/>.
2. **Project Management and Quality Control** - The A-E awarded the project as either prime or subcontractor shall lead the project and act as the primary quality control architect and final binder of contract documents.

## V A-E Services (General)

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Specific to this contract, the A-E will provide:

1. **Professional and Technical Accuracy** - The A-E shall be responsible for the professional and technical accuracy of all work and material furnished as well as the coordination of all data, reports and other items that are required. Members of the survey project team shall meet the professional requirements identified by the State of Illinois. In addition;
  - a. The A-E shall correct any errors and deficiencies in their performance without additional cost to the Government.
  - b. Immediately upon award, the A-E shall apply for all the necessary passes for A-E personnel to enter VA in accordance with the latest applicable requirements.
2. **Survey Schedule** - The Government review time will be 14 calendar days after submittals are received. However, on projects with urgent completion dates, "over the shoulder" review meetings may be scheduled to accelerate the Government review process at the Government's discretion.
3. **Reproduction Requirements** - Provide reproduction of survey documents required during the survey stages.
4. **Available Data** - Pertinent VA data and files will be made available to the A-E. The A-E shall be responsible for checking the accuracy of all data used and payment of all applicable costs and/or fees. Any reports and/or data information is only for the A-E's information and is not guaranteed to fully represent all conditions. The Government shall not be responsible for any interpretation or conclusion by the A-E's drawn from the data or information.
5. **Field Investigations/Site Visits** - Prior to each field investigation performed under this contract, the A-E shall prepare and submit an "A-E Site Visit Request" for VA approval. As a minimum, the A-E Site Visit Request shall include the following -
  - a. Name(s) of the A-E firm(s) making the request;
  - b. Date of the A-E Site Visit Request;
  - c. Date(s) and time(s) of the field investigation;
  - d. Purpose of field investigation/site visit and brief description of what the A-E will be doing;
  - e. List of equipment and vehicles that will be utilized by the A-E during the field investigation;
  - f. Name and phone number of the A-E's POC;
  - g. Other pertinent information and/or requests that the Government needs to be aware of.

## VI A-E Service Deliverables

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1. **Asbestos Hazard Prevention Plan:** To be submitted no later than 15 days after receiving Notice To Proceed for VA approval before on-site work begins.
  - a. To include methods for controlling potential hazards during all work operations, including, but not limited to sampling and waste disposal.
2. **Survey Narrative:** To be submitted no later than 60 days after receiving Notice To Proceed for VA approval before on-site work begins. See Section II; 3 for details on Survey Narrative requirements.
3. **Report:** Draft report to be submitted for approval no later than 135 days after receiving Notice To Proceed for VA approval. Final Report to be submitted for approval no later than 165 after receiving Notice To Proceed for VA approval.
  - a. Drawings: For specific requirements, refer to VA Standards, Design Guides and VA Manuals located at website identified in section 'IV; a'.
    - i. Computer Graphics: All drawings to be provided under this contract shall be accomplished and developed (or converted for submission) using computer-aided design and drafting (CAD) software.
    - ii. Reference Drawings: May be required to provide information on existing conditions. As-built drawings may be available for reference only. These are not the same as hazardous demolition drawings. All drawings provided by the VA to the A-E are for informational only, and are not guaranteed to fully represent all conditions. A-E shall perform, at their expense, such subsurface exploration, investigation, testing, and analysis as necessary.
  - b. See Section II; 5 for details on other Report requirements.
4. **Meeting/Conference/Conference Call Minutes** - The A-E shall record all meeting/conference/conference call minutes and provide an electronic copy of these minutes in Adobe PDF format to the VA FM within two (2) working days after each meeting.
  - a. Action Item List: As part of the meeting/conference call minutes, the A-E shall maintain a formal "living" action item list containing, as a minimum, the following information:
    1. Action Item Number
    2. Date Identified
    3. Complete Description of the Action Item
    4. Name of person and organization responsible for resolution of the Action Item
    5. Final Resolution and Date of Resolution for each Action Item
    6. The Action Item List shall be specifically addressed at the start of each meeting.

## VII Performance Period

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The Performance Period shall be 180 days after Notice To Proceed.

End of SOW