

**Statement of Work (SOW)**

**Room 215 & Atrium Audio-Visual**

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## **Statement of Work (SOW)**

### **Room 215 & Atrium Updates**

#### **1 Goal**

The goal of the St Petersburg Regional Office is to create a modern multi-purpose room in room 215 that is also inter-operational with the Atrium using the latest technology to meet the needs of the St Petersburg VA Regional Office.

#### **1.1 Background**

The Department of Veterans Affairs needs additional audio/visual equipment to provide a more user-friendly system. The new system is essential in meeting the needs of the fast expanding telework environment. The Department of Veterans Affairs is requesting the original contractor purchase and install the equipment necessary as well as all other associated components to provide full functionality of the system.

#### **1.2 Scope**

The contractor shall provide, install, and fully integrate all audio/visual components, associated cabling, and electrical wiring necessary to complete the project. A list of equipment currently being utilized is in the equipment list below. Contractor shall validate that equipment being installed is compatible with existing.

This will be a multi zoned bi-directional AV system as room 215 can be one large room or divided into any combination of rooms and when needed connect to the Atrium and include incorporated computer based video conferencing ability. The system shall be controlled by a state of the art mounted touch screen and wireless touchscreen controller (Ipad) to facilitate ease of use and management of complex environments.

The ceilings of the room 215 are 9' acoustical ceiling tile (ACT) and the floors are raised approximately 18" allowing access/cable runs as required. The Atrium is a very large open area that the contractor will be required to provide an acoustical analysis and a structural analysis prior to installation of equipment.

It is intended that the system be turn-key. All components, wire, interfaces, patch cables, hardware, labor to install, programming, electrical work, structural work, testing and training needed to create a working system are to be provided whether listed in this document or not.

The Atrium is a large room that is broken into (1) front and (2) rear seating locations. Its primary purpose is for presentations. Room 215 is a large room capable of being divided into 3 separate individual rooms. The contractor shall purchase and install all

equipment and components necessary to complete this project within 120 days of award.

VA will provide 2 additional computers in 215 for Rooms A/B and C/D and the contractor shall ensure that the audio/visual system they are installing will work in unison with VA imaged workstations running Win 7, Win 10, office 365, Adobe Connect, and Skype for Business. Video and audio programs from the computers (i.e. Youtube etc.) shall also be viewable on the displays. Contractor shall provide operational specifications of computer requirements of the equipment.

Contractor Shall provide Cat6e cabling from the computer to the patch panel. VA network employees shall make the connections in the panels.

Contractor shall replace existing interior window blinds and allow for operation of the blinds from the existing touchscreen and Ipad devices.

Contractor shall provide all schematics and drawings for all the equipment.

## **ROOM 215**

### **Add Bi-Directional Overflow between Room 215 and the Atrium**

Contractor shall provide the equipment and programming to allow the atrium to be used as overflow from room 215 or room 215 to be used as overflow from the atrium. When presenting in the atrium then 215 shall be the subordinate and when 215 is presenting the atrium shall be the subordinate.

### **Projector Screens**

Each room includes an existing associated projector with newly contractor purchased and installed, electrically controlled screens that must have the ability to be controlled from each of the four associated Ipads. In addition to various source inputs such as computer, satellite feed, etc., the projection system shall be capable of displaying the camera feed from a camera located inside room 215 and the Atrium.

### **Main Camera Tracking without IR Lanyard**

Contractor shall remove the existing tracking camera and add 3 tracking cameras (Vaddio ROBO Track, Vaddio ROBO Shot, Vaddio Matrix Pro or equal) to provide tracking of the presenter without the need to wear the IR lanyard. Contractor shall move existing audience cameras and install a third audience camera to allow for one audience camera per room. Any unused cameras will remain in possession of the government.

### **Switch to Ceiling Microphones from Goosenecks**

Contractor shall provide the equipment and programming to remove the gooseneck mics and provide best sound quality by using either ceiling mounted mic arrays (Element Ceiling mounted array or equal), or drop-down mics. The programming will

also allow for the front cameras to show the audience speaker during discussions the muting and activation of the microphones from the Ipads. The gooseneck mics will remain in possession of the government.

### **Separate A/V equipment for A/B and C/D when they are split**

Contractor shall provide the additional equipment and programming necessary so that rooms A/B and C/D will have the same functionality, when used individually, as the combined room does. This will include computer-based video conferencing, microphones, camera tracking of the presenter (without IR Lanyard), and camera views of the audience. Equipment currently being utilized includes Matrix Switcher (Crestron, AMX, Extron or equal), Amplification (QSC CX204v or equal), Mixing and Processing (Biamp Tesira or equal), and must inter face with each other. The programming will include features to prevent accidentally combining with an in-use space.

### **Monitor at the back for presenter**

Contractor shall provide the equipment and programming to add a confidence monitor (Samsung 65" or equal) at the back of each of the 3 rooms in room 215 for the presenter. Monitor shall have the capability to display picture-in a picture in conjunction with the displays on the computer monitors.

### **Display Cameras on the screen**

Contractor shall provide the hardware and programming needed to show the camera view on the displays. This would also be viewable in the atrium if that space is being used as overflow. Video and audio programs from the computers (i.e. Youtube etc.) shall also be viewable on the displays.

## **ATRIUM**

### **Acoustical Analysis of the Atrium**

Contractor shall utilize a licensed certified sound engineer to provide an acoustical measurement of reflected and reverberant sound levels in the atrium in order to create an area that effectively eliminates echoing during live presentations being conducted and shown in the atrium from Room 215.

Contractor shall conduct an acoustical analysis of the data using a 3D computer model of the Atrium; and provide a written acoustical design that is ascetically pleasing and provide recommendations for the locations, types and amounts of sound absorbing materials to be added to the atrium with sketches of the solutions and manufacturers' cut sheets of recommended products. Contractor shall also provide pricing for the recommended solution.

### **Replace existing front display with a 12'W x 6.75'H LED Video Wall**

Contractor shall relocate the existing display at the "front" of the atrium to Catwalk to provide the presenter with a confidence monitor. Contractor shall install power to this location to accommodate the re-located display. Contractor shall install a widescreen aspect ratio of 16:9, implying a resolution of 2.1 megapixels LED Video Wall. The bottom of the LED Wall will be placed above the air vents in accordance with the manufacturers specifications.

Contractor shall install dedicated electrical circuits to provide power the LED wall.

### **Change existing Camera to PTZ**

Contractor shall replace the existing camera with a PTZ camera and add programming to the system to provide manual PTZ controls on the touch panel.

### **Add Monitor speaker for Rm 204**

Contractor shall install a speaker in Rm 204 that will allow audio being broadcast in the Atrium to be heard. Contractor shall also provide an intercom system that will allow connectivity between Room 215, Room 204, and the Atrium that utilizes headsets with built in microphones.

### **Add PTZ Camera to view audience**

Contractor shall provide the equipment and programming to add an additional PTZ camera (Vaddio ROBO Track, Vaddio ROBO Shot, Vaddio Matrix Pro or equal) at the front of the Atrium that will view the audience. Manual PTZ controls for this camera will be programmed into the atrium touch panel and Ipad.

### **Increase number of wireless Mics**

Contractor shall provide the equipment and programming to increase the number of wireless mic channels to 10. Contractor shall also provide 1 additional lavalier mic Shure QLXD14/93 and 9 Shure QLXD24/SM58 additional handheld mics with desk stands. This will give the ability to use 10 handheld mics and the option to swap a lavalier mic for up to 2 of the 10.

### **Display Cameras on the screen**

Contractor shall provide the hardware and programming needed to show the camera view on the displays in room 215.

## **2. Non-Personal Services**

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer (CO) immediately.

### **2.1 Business Relations**

The contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The contractor shall manage the timeliness, completeness, and quality of problem identification. The contractor shall provide corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

### **2.2 Contract Administration and Management**

The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contracts or task orders. The contractor shall assign work effort and maintaining proper and accurate time keeping records of personnel assigned to work on the requirement.

### **2.3 Subcontract Management**

The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractors may add subcontractors to their team after notification to the Contracting Officer (CO) or Contracting Officer Representative (COR).

### **2.4 Location and Hours of Work**

Accomplishment of the results contained in this SOW requires work at the St Petersburg VA Regional Office, 9500 Bay Pines Blvd., St Petersburg, FL 33708. Normal workdays will be Monday through Friday except US Federal Holidays from 7:30am until 6:00 pm. The contractor may work on Saturday and/or Sunday's with prior coordination with the

Contracting Officer Representative (COR). Work cannot be started before 6:00 am and areas of work will be cleaned and secured prior to the end of the workday.

## **2.5 Travel / Temporary Duty (TDY)**

Travel will not be paid by the government.

## **3 Safety**

Equipment - The Contractor shall provide all safety equipment/devices, MSDS, personal protective equipment and clothing as required for its employees. Copies of all MSDS shall be provided to the COR.

OSHA - Prior to commencing work the Contractor shall provide proof that an OSHA designated "competent person (CP) (29 CFR 1926.20(b)(2) will maintain a presence at the work site whenever the general or subcontractors are not present. The Contractor's on-site supervisor will have completed no less than 30 hours of OSHA approved safety training. All other Contractor employees will have no less than 10 hours of OSHA approved safety training.

Safety Plan - Contractor will provide a site-specific safety plan.

Compliance - The Contractor shall comply with all applicable Federal, State and local legal requirements regarding workers health and safety. The requirements include but are not limited to, those found in Federal and State Occupational Safety and Health Act (OSHA) statutes and regulations, such as applicable provisions of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926. Contractor is solely responsible for determining the legal requirements that apply to activities, and shall ensure safe and healthful working conditions for its employees.

## **4 Special Requirements**

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

### **4.1 Security**

The Contractor is required to enter and exit the St Petersburg VARO through the front entrance. Entering or exiting the building through any other door will require VARO approval and an escort will be required. Upon entering the building, the contractor and/or contractor employees will be required to show proof of identity (must have a valid photo ID) as well as pass through a security screening. Due to the sensitivity and personal information processed at the VARO the Contractor as well as the Contractors employees will be required to complete VA Privacy, Information Security and Rules of Behavior training. COR will conduct and certify training. In addition, a VA Form 20-0334

must be completed by the Contractor, contractor employees, and sub-contractors and original copies turned in to the COR prior beginning construction.

## **4.2 Mishaps**

Mishap Notification and Investigation: The contractor and its subcontractors (if applicable) shall promptly report pertinent facts regarding mishaps involving Government property damage or injury to Government personnel and to cooperate in any resulting safety investigation. The contractor shall notify (via telephone) the cognizant contracting officer, the contracting officers' representative, and/or other applicable members within four (4) hours of all mishaps or incidents. The Government person notified by the contractor will in-turn notify the Safety office. Contractor notifications made after duty hours shall be reported to the appropriate installation Command Post. If requested by the cognizant contracting officer, the contracting officer's representative, and/or the cognizant program manager, the contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records until released by the investigating safety office. If the Government investigates the mishap, the contractor and the subcontractors shall cooperate fully and assist the Government personnel until the investigation is completed.

## **4.3 Government Furnished Materials**

The government shall provide at no cost parking space, use of restrooms, use of elevators, use of canteen and retail store, and access to the VARO loading docks as necessary.

## **4.4 Environmental Requirements**

Non-Hazardous waste disposal

Demolition - The Construction Contractor shall provide all demolition, removal and legal disposal of materials. The Construction Contractor shall ensure that facilities used for recycling, reuse and disposal shall be permitted for the intended use to the extent required by local, state, federal regulations.

Disposal vendors - The Whole Building Design Guide website <http://www.wbdg.org> provides a Construction Waste Management Database that contains information on companies that haul, collect, and process recyclable debris from construction projects.

#### 4.5 Applicable Directives

The contractor shall comply with all documents listed below as mandatory and referenced under paragraph 3.0, Performance Requirements. Compliance with documents listed as non-mandatory is the contractors' option.

Mandatory compliance (list)

29 CFR 1926.20

#### 5 Related Documents

The following Documents are related to this project

Florida Building Codes - <https://floridabuilding.org/c/default.aspx>

VHA Directive 7715, Safety and Health During Construction - <https://www.va.gov/vhapublications/publications.cfm?pub=1>

29 CFR 1926.20 - Application of the multi-employer policy to particular installation standards.

Found at:

[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10606](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10606)

### Existing Equipment List

<b>ROOM 215</b>	
<b><u>Item Description</u></b>	<b><u>Make/Model</u></b>
Wireless Beltpack	Shure QLXD14/93
Handheld microphone	Shure QLXD24/SM58
Earset microphone	Countryman E6XOW6T2SL
Transmitters	To accommodate Shure QLXD14/93 and QLXD24/SM58

Attendee microphone	Gooseneck delegate station w/speaker and push-to-talk & controller
Wireless Mouse and Keyboard	Suitable for use with VA supplied Dell computer
Speakers	Extron CS 26T, QSC AD-6T
Amplification	QSC CX204v
Mixing and Processing	Biamp Tesira
Projection	Sony VPLFHZ65 and appropriate lens
Rack mount Blu-ray Player	DN-500BDMKII
Wireless Mouse and Keyboard	Suitable for use with VA supplied Dell computer
Matrix Switcher	Crestron, AMX, Extron
Camera (auto-tracking)	Vaddio ROBO Track, Vaddio ROBO Shot, Vaddio Matrix Pro
Camera (auto-controlled)	Vaddio ROBO Track, Vaddio ROBO Shot, Vaddio Matrix Pro
Control System	AMX, Crestron
Battery Back-Up UPS	Statco Energy SCV-20001
Remote power on/off and distribution	SurgeX, Lowell
Surge protection and Power Filtration	SurgeX, Juice Goose
<b>ATRIUM</b>	
<b><u>Item Description</u></b>	<b><u>Make/Model (or equal)</u></b>
Wireless Beltpack	Shure QLXD14/93
Handheld microphone	Shure QLXD24/SM58

Earset microphone	Countryman E6XOW6T2SL
Transmitters	To accommodate Shure QLXD14/93 and QLXD24/SM58
Wireless Mouse and Keyboard	Suitable for use with VA supplied Dell computer
Speakers	JBL CBT 200LA-1 (Fronts), JBL CBT 100LA-1 (Delays)
Amplification	QSC CXD4.5
Mixing and Processing	Biamp Tesira
84" TV/Monitor	Any make that meets the requirements as outlined in the SOW
Rack mount Blu-ray Player	DN-500BDMKII
Matrix Switcher	Crestron, AMX, Extron
Camera	Vaddio ZOOM Shot
Camera Switcher	Vaddio Martix Pro
Control System	AMX, Crestron
Battery Back-Up UPS	Statco Energy SCV-20001
Remote power on/off and distribution	SurgeX, Lowell
Surge protection and Power Filtration	SurgeX, Juice Goose