

Construction Scope of Work

Dietary Walk-in Coolers and Freezers

Project 528-16-104

17 Jul 2018

1 General Information

1.1 Location

Work performed under this scope will be for and conducted within VA Western New York Healthcare System (VAWNYHS) at the Buffalo VA Medical Center (VAMC) located at 3495 Bailey Avenue Buffalo, NY 14215 under VA Project Number 528-16-104.

1.2 Background

Buffalo VAMC was built in 1949. The dietary coolers have been largely unchanged since the initial construction and have reached the end of their useful life. Ceiling and floor surfaces are deteriorating and causing a sanitation/infection control issue. Existing walls are damaged from cart movement in high traffic areas. Existing doors are at the end of their useful life and are a recurring maintenance issue. Original insulation is significantly less than required by modern standards. The refrigeration equipment was last renovated in 1990, is antiquating, and extremely inefficient by current standards. Condensing units are cooled by potable water resulting in very high water use.

In September 2016, a design contract (VA242-16-C-0067) was awarded to RJR Engineering to design the replacement the walk-in cooler/freezers and associated systems.

1.3 Purpose

The purpose of this effort is to fully renovate the existing walk-in coolers and freezers at the Buffalo VAMC in accordance with the construction documents developed under contract VA242-16-C-0067.

The Buffalo VAMC requires a Contractor to perform construction work necessary to accomplish this goal.

1.4 Scope

The scope of construction work is fully described in the construction documents (drawings and specifications). Additional administrative and management related requirements are described in Section 3: Requirements. A brief overview of the construction work is included below:

- Site work to prepare area for:
 - Permanent refrigeration unit installation

- Temporary coolers and freezers installation
- Lease of temporary coolers and freezers for use during construction process
- Relocation of several pieces of equipment to enable demolition and construction while maintaining kitchen operations.
- Full demolition and abatement of existing walk-in coolers and freezers.
- Installation of new walk-in coolers and freezers, including all associated sub systems (plumbing, mechanical, HVAC, insulation, electrical, etc...).
- Demolition of old equipment that was incorporated into the new walk-in coolers and freezers.
- Site restoration as required for the various work areas.

1.4.1 Site Conditions, As-Built and Record Documents

Although the VA makes every effort to keep drawings current to existing conditions, changes and updates are sometimes not recorded. It is therefore the Contractor's responsibility to perform field investigation and verify of the accuracy of the drawings with the actual conditions.

The contractor shall check existing conditions at the project site prior to bidding.

1.4.2 Quality Assurance/Quality Control Plan

The Contractor is responsible for reviewing the work done by any subcontractors that the Contractor has hired to assist with the completion of this SOW. The Contractor must provide the Government with a Quality Assurance/Quality Control (QA/QC) Plan that documents the methods, processes, procedures that are going to be implemented by the Contractor to validate the work their subcontractors perform.

1.4.3 Hazardous Materials

Hazardous material removal is required for this project. See abatement drawings and specification for more details.

1.4.4 Personal Protective Equipment (PPE)

The Contractor is responsible for obtaining/providing, inspecting, and maintaining any required Personal Protective Equipment (PPE) and access equipment (lifts, scaffolding, etc...) necessary to perform services identified in this SOW.

1.5 Approach

1.5.1 General

This Scope of Work has been broken down into general requirements that are applicable to the entire contract and the specific construction effort:

- General (Section 3.1)
- Construction (Section 3.2)

The bidding Contractor(s) will have to conduct a brief pre award site survey of the campus. This will be arranged through the contracting officer and conducted as a group or individually as per the contracting officer.

1.5.2 Phasing

This is a phased project. See phasing drawings and PG-18-1: MASTER CONSTRUCTION SPECIFICATIONS, SECTION 01 00 00 GENERAL REQUIREMENTS - 528-16-104 for phasing requirements.

1.6 Site Information

1.6.1 Safety

All Contractor personnel working onsite at the Medical Center will be required to attend a 1 hour Buffalo VAMC site specific safety training class. This class will be held on site and will be taught by a member of the Buffalo VAMC safety office. Attendance to this class and proof of the 10 hour OSHA requirement will allow Contractor personnel to obtain a photo ID badge from the Buffalo VAMC Police. All Contractor personnel shall wear this badge above the waist at all time while on the Buffalo VAMC campus. Participation in this class is mandatory and must be done prior to the commencement of work on-site. The training and the badge will be valid for 3 years from the date of issue.

If this training has been completed previously (as evidenced by a valid Buffalo VAMC Contractor Photo ID) then no repeat training will be required until the printed expiration date. Personnel must attend the safety training class to renew an existing badge.

1.6.2 Access

Although the VAWNYHS campuses are public facilities, access to facility maintenance areas, electrical areas, mechanical areas, roof access, and certain other portions of the medical facility are restricted from the general public. Accessing these areas may require advance notice, pre-approval, and scheduling to gain entry.

All visits and access requests to the VAWNYHS under this scope of work shall be coordinated through the Contracting Officer Representative (COR).

1.6.3 Photography

PG-18-1: MASTER CONSTRUCTION SPECIFICATIONS, Section 01 00 00 (General Requirements - 528-16-104), Article 1.31 **requires** the contractor to obtain the services of a professional photographer to document the entire construction process.

As a reminder, it is VHA policy to respect the privacy of all persons (e.g., Veterans, patients, residents, members of the VHA workforce, and visitors) consistent with the needs of operating a national health care system. Privacy protections on VHA premises vary according to the needs and purposes of different types of areas, the persons included, and the purpose of the

production and use of photographs, digital images, and video or audio recordings (excerpt from VHA Directive 1078).

The Contractor shall ensure that any photographs taken do NOT include any VHA patients, members of the VHA workforce, or visitors to the VAMC facility.

2 Applicable Documents

The following documents are applicable to this Scope of Work (SOW) to the extent specified herein. While every effort has been made to ensure the completeness of this list, document users are cautioned that they must meet all specified requirements of documents cited in sections 3 of this SOW, whether or not they are listed here.

2.1 Government Documents

The following directives, guides, handbooks, and drawings form a part of this document to the extent specified herein. Unless otherwise specified, the latest revisions available shall be used.

Copies of construction related Department of Veterans Affairs directives, guides, and handbooks are available from the Office of Construction and Facilities Management website:

<http://www.cfm.va.gov/til/index.asp>

DEPARTMENT OF VETERANS AFFAIRS

DIRECTIVES

1078	PRIVACY OF PERSONS REGARDING PHOTOGRAPHS, DIGITAL IMAGES, AND VIDEO OR AUDIO RECORDINGS
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2.2 Veterans Health Administration Western New York Documents

The following drawings and documents form a part of this document to the extent specified herein.

Documents identified as “AS MODIFIED FOR VA PROJECT 528-16-104” are base VA documents that have been tailored to the needs of this specific effort. While the base VA documents are available on the Office of Construction and Facilities Management website listed above, **the Contractor shall use the modified version listed below, NOT the base document.** Copies of these documents are available from the KO, COR, or Technical POC.

VA WESTERN NEW YORK HEALTHCARE SYSTEM, BUFFALO VA MEDICAL CENTER

DRAWINGS

PG-18-1: MASTER CONSTRUCTION SPECIFICATIONS, SECTION 00 01 15 LIST OF DRAWING SHEETS (AS MODIFIED FOR VA PROJECT 528-16-104) lists all drawings for this construction effort.

SPECIFICATIONS (AS MODIFIED FOR VA PROJECT 528-16-104)

PG-18-1: MASTER CONSTRUCTION SPECIFICATIONS, SECTION 00 01 10 TABLE OF CONTENTS (AS MODIFIED FOR VA PROJECT 528-16-104) lists all relevant and modified construction specifications for this construction effort.

2.3 Non-Government Publications

All work shall be accomplished in strict accordance with the latest codes and standards. The Contractor shall follow any/all applicable standards and codes, including, but not limited to applicable NFPA standards, NEC, JCAHO, OSHA, ANSI, ASHRAE, and any other codes.

2.4 Order of Precedence

In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

3 Requirements

The Contractor shall provide personnel, material, services, and facilities to perform, accomplish, and deliver the required services detailed in this scope of work.

3.1 General

This section contains general information that is applicable for the duration of the contract (i.e. applies to all Parts of this effort).

3.1.1 Status Updates

The Contractor shall prepare and submit periodic status reports throughout the duration of the contract. The reporting period will begin at Notice to Proceed. The contents of status reports shall include but is not limited to the following information/topics:

- Summary and Current Status of Project
- Progress Accomplished (for the previous month)
- Progress Anticipated (for the next three months)
- Updated Schedule
- Problems Encountered and Anticipated
- Technical, Schedule, and Cost Risk Assessment
- Risk Mitigation Strategy
- Financial Data (i.e. allocated funding, obligations, expenditures, etc.)

Status reports may be organized in Contractor specified format. Status reports will be supplied as a digital product to the Government in a Microsoft Word compatible format (*.DOC, *.DOCX) or Portable Document Format (*.PDF). Status reports shall be submitted via email to the KO and COR by the 5th business day of every month.

3.1.2 Meetings

Several different meeting are identified under this contract. Information contained within this section is relevant to all meetings identified in this contract. Any meeting specific details can be located in its respective section of this SOW.

3.1.2.1 Meeting Scheduling

All meetings identified within this SOW are to be coordinated and scheduled with the COR. See Section 1.6.2 and Section 5.1 for more details.

3.1.2.2 Meeting Agenda

The Contractor shall provide a meeting agenda 5 business days prior to the scheduled date of the meeting.

Meeting agendas may be organized in Contractor specified format. Meeting agendas will be supplied as a digital product to the Government in a Microsoft Word compatible format (*.DOC,

.DOCX) or Portable Document Format (.PDF). Meeting agendas shall be submitted via email to the COR.

3.1.2.3 Meeting Presentation Materials

Any required presentation materials (e.g. handouts, slide presentation, design information, drawings, schedules, cut sheets, etc...) shall be provided to the Government at the same time as the meeting agenda.

Meeting presentation materials may be organized in Contractor specified format. Meeting presentation materials will be supplied as a digital product to the Government in a Microsoft Office compatible format (*.DOC, *.DOCX, *.PPT, *.PPTX), Portable Document Format (*.PDF), or AutoCAD (*.DWG, *.DXF) as applicable to the specific document and meeting.

While email is acceptable method to receive this information, note that the VA has a size restriction for attachments on email. **No email can be sent or received by the VA that is larger than 5MB.** If meeting presentation materials are larger than this size, the Contractor must determine an alternate method to submit the required materials by the due date (e.g. FTP website, optical digital media, etc...).

3.1.2.4 Meeting Minutes

The Contractor shall provide meeting minutes to document the discussion had during the meeting. The contents of meeting minutes shall include but is not limited to the following information/topics:

- Meeting attendees
- Narrative to describe contents of meeting (will likely mirror the meeting agenda)
- List of action items (for both the Government and the Contractor)
- Presentation materials used during the meeting should be included as enclosures

Meeting minutes may be organized in Contractor specified format. Meeting minutes will be supplied as a digital product to the Government in a Microsoft Word compatible format (*.DOC, *.DOCX) or Portable Document Format (*.PDF).

The Contractor shall provide draft meeting minutes within 5 business days of the meeting. The Government will review and provide comments back to the Contractor within 3 business days of receipt of the draft meeting minutes. The Contractor shall finalize the meeting minutes and submit the final meeting minutes to the Government within 3 business days of receipt of Government comments.

3.2 Construction

The Contractors scope of work for Construction shall include, but is not limited to the following:

3.2.1 Kick-off Meeting and Site Survey

The Contractor shall conduct a kick-off meeting at the VAMC. During the kick-off meeting the Contractor shall address their plan to meet the design intent, review the schedule, and review their plan to address any risks associated with the effort.

This meeting shall comply with the terms of Section 3.1.2 of this SOW.

See section 5.2 for the timing of this meeting.

In conjunction with the Kick-off Meeting, the Contractor shall survey the existing test panels and boiler plant area to assess current site conditions and assemble existing as-built documents.

Site surveys shall be conducted in accordance with Section 1.6.2.

3.2.2 Submittals

In accordance with the terms of PG-18-1 MASTER CONSTRUCTION SPECIFICATIONS; SECTION 01 33 23 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES (528-16-104), the contractor shall provide submittals and shop drawings for review prior to starting work.

A submittal log has been generated for this effort and represents a list of the minimum required submittals based upon the current construction documents. Although every attempt has been made to ensure that this list is complete, additional submittals not listed may be required.

3.2.3 Preconstruction Conference

Once the submittals have been approved, the Contractor shall attend a Preconstruction Conference. This meeting will be a follow-up to the Kick-off Meeting and Site Survey. In preparation for this meeting the Contractor shall submit:

- An updated work plan that adds additional details based upon approved submittal information.
- Revised or new Activity Hazard Analysis (AHA) based on approved submittals
- Any additional clarifying details about the work to be performed that have been updated bases upon the approved submittals.

Any action items resulting from this meeting shall be addressed prior to ordering any materials or beginning the actual construction work.

This meeting shall comply with the terms of Section 3.1.2 of this SOW and the terms of PG-18-1 MASTER CONSTRUCTION SPECIFICATIONS; SECTION 01 35 26 SAFETY REQUIREMENTS (528-16-104); Article 1.6 Preconstruction Conference.

See section 5.2 for the timing of this meeting.

3.2.4 General Construction

The Contractors scope of work for General Construction shall include, but is not limited to, the procedures outlined in PG-18-1: MASTER CONSTRUCTION SPECIFICATIONS (528-16-104).

Work includes, but not limited to, all labor, material, equipment and supervision to perform the required demolition, modification, construction, and/or installation of the walk-in coolers and freezers and their subsystems as described in the drawings, specifications, and this SOW.

3.2.5 Status Meetings

The Contractor shall attend periodic status meetings with the VA to discuss construction progress, submittals, and RFIs during the course of the project. The construction phase is anticipated to be no longer than 8 months. This time estimate excludes the time required to perform the preparatory administrative work (e.g. plans, schedules, submittals, etc...)

Status meetings will commence after the Preconstruction Conference is held (section 3.2.3). Status meetings shall be held every two weeks for the remainder of the effort. At a minimum, status meeting attendees shall be the VAMC COR and one person from the prime Contractor. Additional personnel may be invited to the meeting as required.

As part of the last status meeting the resurvey of the site will be conducted (see PG-18-1: MASTER CONSTRUCTION SPECIFICATIONS, Section 01 00 00 (General Requirements - 528-16-104), Article 1.8, Paragraph C).

The Contractor and/or Sub Contractor shall provide meeting minutes in accordance with the terms of Section 3.1.2.

4 Verification

Final functional verification of the installed equipment shall be conducted jointly before final acceptance of the constructed product. The groups that will participate in the verification process include:

- Prime Contractor
- Subcontractor (as applicable)
- VA Engineering

These functional tests will be based upon manufacturer data and will be checked against VA regulatory requirements as applicable.

All equipment installed will be subject to these tests. For any equipment that does not pass the functional verification test, the Contractor shall troubleshoot the issue and determine if the root cause of the problem.

If the root cause is the result of the construction work, the Contractor shall repair and/or replace the faulty construction work and any subsequently damaged equipment at no additional cost to the Government.

If the root cause is the result of faulty equipment (manufacturer defect), the Contractor shall coordinate with the fabricator to repair and/or replace the faulty equipment and any subsequently damaged equipment at no additional cost to the Government.

5 Delivery

5.1 Technical POC

The Contractor shall coordinate all visits and meetings with and provide the required quantity of submittals to

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5.2 Schedule and Submittals

The Period of Performance for the total effort will not exceed 360 calendar days.

Independent of the not to exceed period of performance, the Contractor shall comply with the individual relative and absolute timelines identified in this SOW.

The Contractor is responsible for submitting a detailed schedule in accordance with PG-18-1 MASTER CONSTRUCTION SPECIFICATIONS; SECTION 01 32 16.15, PROJECT SCHEDULES (528-16-104). This schedule must include all administrative work (preparatory as well as any permitting or shutdown requests), and must also show associated predecessor and successor logic associated with all tasks performed under this contract.

6 Government Furnished Information, Materials, & Equipment

The government shall supply the following information:

- All Buffalo VAMC drawings and modified program guides and specifications from section 2.2.

Government Furnished Materials (GFM) and Government Furnished Equipment (GFE) are not required and will not be provided for this effort.