

Statement of Work (SOW)

Project Title: VISN 8 CBOC Emergency Generator Quick-Connect Study

Type of Contract: The government intends to award a Firm-Fixed Priced Contract to perform a study of multiple building sites as to assess their capability and feasibility of installing an emergency generator quick connection. Offerors will submit a quote based on the requirement of this Statement of Work.

Period of Performance: The period of performance for this one-time service contract is estimated to begin October 1, 2018 thru May 31, 2019. The study shall be completed within 6 months or before contract expiration.

Contracting Officer Representative (COR):

James Carter
VISN 8 Dep CAM | Engineer
Sunshine Healthcare Network
Saint Petersburg, FL 33716
Phone: (727) 575-8015
E-mail: James.CarterJr@va.gov

COR DUTIES AND Responsibilities:

The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions:

- assure that the Contractor performs the technical requirements of the contract
- perform inspections necessary in connection with contract performance
- maintain written and oral communications with the Contractor concerning technical aspects of the contract
- issue written interpretations of technical requirements, including Government drawings, designs, specifications
- monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies
- coordinate availability of government furnished property, if required and provide site entry of Contractor personnel.

The COR contact information is listed above. As indicated in this section, all services will be coordinated with the COR.

1. Statement of Work (SOW)

The purpose of this study is based on an After-Action Review by VISN 8's Emergency Management Committee which identified an opportunity to review VISN 8's ability to reopen outlying outpatient clinic sites as soon as feasibly possible to provide a more sustainable continuity of care immediately following a natural disaster or hazard event. VISN 8's inventory of outlying sites of care are strategically located to ensure timely access to care for veterans.

The Architect/Engineer (A/E) shall provide highly qualified, licensed, experienced professional architectural and engineering personnel to perform a study of multiple building sites to assess their capability and feasibility of installing an emergency generator quick connection.

Sites to be studied are all located within the State of Florida and are listed in **Table 1** provided in this document. A map view of the site locations is also provided at the end of this document. Each site is to have an independent assessment.

2. Specific Tasks:

A. Task #1: Site/Building Investigation / Assessment:

- 1) Assess if the existing electrical system and heating, ventilation and air conditioning (HVAC) system provides for a separation of service for each tenant. If shared, determine if a separation of the electrical system can be established for setting up a quick connect for the VA tenant space only.
- 2) Assess the existing electrical/mechanical room space to determine the feasibility of establishing a quick connect capability.
- 3) Based on the recommended size of the generator and mobile transport, determine accessibility of bringing onto the site a mobile generator for connecting to a quick connect source.
 - a. Assess vehicle access, parking and setup.
 - b. Assess and identify any necessary exterior site modifications.

B. Task #2: Assess and Develop Mobile Generator specifications:

- 1) Determine the appropriate generator size to support each VA tenant site's electrical load at 100% full load, inclusive of the following:
 - a. All electrical circuits
 - b. Normal and emergency lighting
 - c. All available Life safety/protection systems
 - d. Communication and security systems
 - e. Heating, ventilation and air conditioning systems (If shared tenant space, assume the emergency generator is to support the entire HVAC system load.)

C. Task #3: Assess and Develop Manual Transfer Switch (MTS) specifications:

- 1) Generator Connection Point: Consider a MTS equipped with color-coded, cam-style connectors to enable users to easily make these electrical connections in a quick and safe manner.
- 2) Switchboard: Consider the MTS to be interlocked. It is understood that there are several types of interlocking options. A lever system with circuit breakers may be a preferred option, as it is fail-safe in preventing cross connections. This type of interlock also eliminates the chance of losing or duplicating keys. Other factors

include ease of use, safety features, and the MTS is industry-tested and has UL certification.

- 3) Building inspectors typically require new equipment to be listed, tested and certified. As part of the assessment, identify product listings disseminated by nationally recognized testing laboratories and the appropriate category for the specific application. For example, UL 1008: Transfer Switch Equipment is set aside for transfer switch equipment and certifies that the complete assembly has passed a rigorous testing procedure, including short circuit, temperature, hi-pot, and structural, to ensure safety. In contrast, UL 50: Enclosures for Electrical Equipment, Non-Environmental Considerations only certifies that the actual box housing the equipment meets the minimum requirements for structural and environmental integrity.
- 4) Assess each site to determine if MTSs are to be service-entrance rated (suitable for use as service equipment, or SUSE), which is an important consideration for equipment being installed at the building's utility service entrance.

D. Task #4: Recommended Solutions - Develop Preliminary Design Documents: Develop preliminary design documents that include the following at a minimum:

- 1) Existing Site and Building layout with site and building electrical distribution
- 2) General floor plan(s) showing VA tenant space (if lessor or VA does not have floor plans available to provide, the contractor must measure and create the plans).
- 3) Blow-up scaled schematic plan of the electrical room with as-is electrical distribution information.
- 4) Recommended solution based on assessment
 - a. Provide schematic drawings and general specification requirements for modifying the site, building, electrical distribution equipment, and interior modifications to provide for MTS and mobile generator setup and connection capability.
 - b. Site Cost Estimates: Develop a detailed cost estimate for each site assessed based on recommended design solutions. The cost estimate should be broken down by discipline to include, required site work, demolition and rework costs, equipment, materials and labor costs.

3. Contractor Qualifications (E03 Electrical Studies and Design)

- A. The A/E team assigned to this contract must meet the following criteria:
- 1) Must have at least 10 years in performing electrical systems studies and design related to commercial buildings and healthcare clinics or hospitals.
 - 2) Must present at least five (5) examples of conducting feasibility studies and providing design construction documents, specifications and cost estimate for

modifying buildings for the purpose of the installation of mobile emergency generator systems for the above noted type properties.

- 3) All team members conducting the assessments must be licensed in the State of Florida.
- 4) Design team membership must include a licensed electrical engineer in the State of Florida.

4. Deliverables

A. An initial submission review:

- 1) An initial submission review of the first two completed assessments is to be conducted with the VISN Engineer. This submission review will be considered a “draft” to ascertain how well developed the assessment is and whether or not it meets the contract requirements.

B. Final product:

- 1) A complete assessment by site with solution recommendations; i.e., each site is to have an independent assessment.
- 2) Electronic Copy: 1 CD of all deliverable documents provided in digital format (Microsoft Word, current version), or downloadable from a sharepoint site.
- 3) Hard Copies: Two (2) sets of each assessment.
- 4) An exit meeting will be conducted providing an oral report to the VISN office to discuss the completed assessment.

5. General Information

The A/E shall base their assessments on all applicable national, state and local regulations and building codes.

All A/E personnel supporting this study shall be licensed in the State of Florida, with primary office or a branch office (of at least one year residence) located in the state of Florida.

When assessing electrical equipment or systems, Personal Protective Equipment (PPE) must be worn in accordance with the National Electric Code, current edition.

Access to site locations must be coordinated with the Parent Site’s assigned Point of Contact (POC).

VA INFORMATION AND INFORMATION SYSTEM SECURITY/PRIVACY LANGUAGE

VA INFORMATION CUSTODIAL LANGUAGE:

a. Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, and VA Directives and

Handbooks as VA and VA personnel regarding information and information system security.

b. If VA determines that the contractor has violated any of the information confidentiality, privacy, and security provisions of the contract, it shall be sufficient grounds for VA to withhold payment to the contractor or third party or terminate the contract for default or terminate for cause under Federal Acquisition Regulation (FAR) part 12.

c. A contractor/subcontractor shall request logical (technical) or physical access to VA information and VA information systems for their employees, subcontractors, and affiliates only to the extent necessary to perform the services specified in the contract, agreement, or task order.

d. All contractors, subcontractors, and third-party servicers and associates working with VA information are subject to the same investigative requirements as those of VA appointees or employees who have access to the same types of information. The level and process of background security investigations for contractors must be in accordance with VA Directive and Handbook 0710, *Personnel Suitability and Security Program*. The Office for Operations, Security, and Preparedness is responsible for these policies and procedures.

SECURITY INCIDENT INVESTIGATION:

a. The term “security incident” means an event that has, or could have, resulted in unauthorized access to, loss or damage to VA assets, or sensitive information, or an action that breaches VA security procedures. The contractor/subcontractor shall immediately notify the COR and simultaneously, the designated ISO and Privacy Officer for the contract of any known or suspected security/privacy incidents, or any unauthorized disclosure of sensitive information, including that contained in system(s) to which the contractor/subcontractor has access.

b. To the extent known by the contractor/subcontractor, the contractor/subcontractor’s notice to VA shall identify the information involved, the circumstances surrounding the incident (including to whom, how, when, and where the VA information or assets were placed at risk or compromised), and any other information that the contractor/subcontractor considers relevant.

c. With respect to unsecured protected health information, the business associate is deemed to have discovered a data breach when the business associate knew or should have known of a breach of such information. Upon discovery, the business associate must notify the covered entity of the breach. Notifications need to be made in accordance with the executed business associate agreement.

d. In instances of theft or break-in or other criminal activity, the contractor/subcontractor must concurrently report the incident to the appropriate law enforcement entity (or entities) of jurisdiction, including the VA OIG and Security and Law Enforcement. The contractor, its employees, and its subcontractors and their employees shall cooperate with VA and any law enforcement authority responsible for the investigation and prosecution of any possible criminal law violation(s) associated with any incident. The contractor/subcontractor shall cooperate with VA in any civil litigation to recover VA information, obtain monetary or other compensation from a third party for damages arising from any incident, or obtain injunctive relief against any third party arising from, or related to, the incident.

LIQUIDATED DAMAGES FOR DATA BREACH:

a. Consistent with the requirements of 38 U.S.C. §5725, a contract may require access to sensitive personal information. If so, the contractor is liable to VA for liquidated damages in the event of a data

breach or privacy incident involving any SPI the contractor/subcontractor processes or maintains under this contract.

b. The contractor/subcontractor shall provide notice to VA of a “security incident” as set forth in the Security Incident Investigation section above. Upon such notification, VA must secure from a non-Department entity or the VA Office of Inspector General an independent risk analysis of the data breach to determine the level of risk associated with the data breach for the potential misuse of any sensitive personal information involved in the data breach. The term 'data breach' means the loss, theft, or other unauthorized access, or any access other than that incidental to the scope of employment, to data containing sensitive personal information, in electronic or printed form, that results in the potential compromise of the confidentiality or integrity of the data. Contractor shall fully cooperate with the entity performing the risk analysis. Failure to cooperate may be deemed a material breach and grounds for contract termination.

SECURITY CONTROLS COMPLIANCE TESTING:

On a periodic basis, VA, including the Office of Inspector General, reserves the right to evaluate any or all of the security controls and privacy practices implemented by the contractor under the clauses contained within the contract. With 10 working-days’ notice, at the request of the government, the contractor must fully cooperate and assist in a government-sponsored security controls assessment at each location wherein VA information is processed or stored, or information systems are developed, operated, maintained, or used on behalf of VA, including those initiated by the Office of Inspector General. The government may conduct a security control assessment on shorter notice (to include unannounced assessments) as determined by VA in the event of a security incident or at any other time.

TRAINING:

a. All contractor employees and subcontractor employees requiring access to VA information and VA information systems shall complete VA Privacy and Information Security Awareness and Rules of Behavior Training.

(1) Sign and acknowledge (either manually or electronically) understanding of and responsibilities for compliance with the *Rules of Behavior*.

b. The contractor shall provide to the contracting officer and/or the COR a copy of the training certificates and certification of signing the Rules of Behavior for each applicable employee within 1 week of the initiation of the contract and annually thereafter, as required.

c. Failure to complete the mandatory annual training and sign the Rules of Behavior annually, within the timeframe required, is grounds for suspension or termination of all physical or electronic access privileges and removal from work on the contract until such time as the training and documents are complete.

The Certification and Accreditation (C&A) requirements do not apply and a Security Accreditation Package is not required for this SOW.

TABLE 1

Assigned Parent Facility		Off Site Location	Function (Clinical or Non-Clinical or Both)?	EPSS already exists	Shared tenant site?	If Leased; Hard Termination Date
1	BAY PINES	Bradenton CBOC	Clinical	No	No	4/5/2020
2	BAY PINES	Port Charlette CBOC	Clinical	No	No	3/31/2024
3	BAY PINES	Sarasota CBOC	Clinical	No	No	7/31/2025
4	BAY PINES	Sebring CBOC	Clinical	No	No	10/17/2022
5	BAY PINES	St Petersburg CBOC	Clinical	No	No	12/31/2019
6	MIAMI	Deerfield Beach CBOC	Clinical	No	Yes	1/17/2024
7	MIAMI	Hollywood CBOC	Clinical	No	Yes	9/30/2023
8	MIAMI	Homestead CBOC	Clinical	No	Yes	8/14/2018
9	MIAMI	Key Largo CBOC	Clinical	No	Yes	9/30/2020
10	MIAMI	Key West OPC	Clinical	No	Yes	N/A
11	MIAMI	Pembroke Pines CBOC	Clinical	No	Yes	9/30/2022
12	NFSG	Consolidated Southpoint Lease	Clinical	No	Yes	2/28/2028
13	NFSG	Gainesville Comp. & Pension	Clinical	No	No	4/13/2018
14	NFSG	Gainesville Dermatology Clinic	Clinical	No	No	4/30/2021
15	NFSG	Gainesville Domiciliary	Clinical	No	No	12/31/2029
16	NFSG	Gainesville Optometry Clinic	Clinical	No	No	3/8/2018
17	NFSG	Gainesville Pain Clinic	Clinical	No	No	5/31/2026
18	NFSG	Lecanto Combined Lease (CBOC/MHC)	Clinical	No	Yes	9/30/2026
19	NFSG	Marianna CBOC	Clinical	No	No	6/30/2018
20	NFSG	Palatka CBOC	Clinical	No	Yes	9/19/2020
21	NFSG	St. Mary's CBOC	Clinical	No	Yes	9/30/2027
22	NFSG	Waycross CBOC	Clinical	No	No	8/1/2020
23	ORLANDO	Kissimmee CBOC	Clinical	No	No	2/27/2020
24	ORLANDO	Tavares OPC	Clinical	No	No	1/25/2025
25	TAMPA	Brooksville CBOC	Clinical	No	Yes	4/22/2021
26	TAMPA	Lakeland CBOC	Clinical	No	No	9/29/2018
27	TAMPA	New Port Richey OPC	Clinical	Yes	No	9/30/2018
28	TAMPA	Tampa Domiciliary	Clinical	No	No	1/27/2021
29	TAMPA	Tampa Primary Care Annex (PCA)	Clinical	Yes	No	2/20/2034
30	TAMPA	Zephyrhills CBOC	Clinical	No	No	3/31/2019

VISN 8 SERVICE MAP

