



SCOPE OF WORK MEMORANDUM

1) Project Data:

Title: **Upgrade B-23 (Construction)**

Location: **VA Medical Center, Tomah, Wisconsin**

Project #: **676-19-108**

COR: **James Conn**

Contractor: **IFB**

Time requirement: **180 days from Notice to Proceed**

2) Provide work per Scope of Work, Drawings, and Specifications.

3) Description of work to be performed: Renovate B-23 2nd floor area for administrative space and prevent water intrusion to walls on South West and North West corners of building and roof area. Provide work in accordance with federal, state, and local authorities.

4) Project conditions: Building contains lead paint and mold in various locations of this project. ACM Mastic is located below floor layers and will not be disturbed during this project. Only a small electrical chase (2' x 3' on 3 floors) will require ACM abatement in this project.

5) Approximately 8,500 square feet will be under construction. Majority of work will be on second floor of B-23.

6) **Contractor to provide:**

a) Exterior Work:

- i) Spray roofing sealer on flat roof sections and up parapet walls and provide 10-year warranty of roof. Color to be **white**.
- ii) Cap top of parapet walls with white colored aluminum cap and waterproof to prevent water infiltration.
- iii) Remove lead-based paint, clean, tuck point bricks, and repaint to match existing color on drawing depicted walls 12 feet down from top of building (field verify locations with COR).
- iv) Remove all exterior fire escape ladder systems, remove mounting devices, waterproof mounting holes, repair, prepare and paint with 2 coats of latex paint to match existing color.
- v) Remove and infill middle section Western fire exit door and frame and replace with **removable** 30' x 6'8" (field verify) lockable window to allow crane-in capability for large

furniture. New windows to match existing windows and match existing brick, prepare and paint surface to match existing color and aesthetics.

- vi) Remove North Western fire escape door and frame. Infill with brick and new window to match existing structure and aesthetic features.
- vii) Remove concrete from South East entry door (lower area) stoop and replace with 4' deep concrete footers and 4" fiber reinforced slab to prevent heaving. Replace hollow metal door frame, slab, and reuse existing hardware.
- viii) Patch with mortar and seal crack on center portion of South and West side of building extending to roof.

b) Split Unit Air conditioner units (3) **Cooling Only:**

- i.) Provide and install three *Energy Star Rated* (60K BTU/HR) outdoor variable refrigeration condensing units (units shall utilize a non-ozone depleting refrigerant). Provide 208-volt, 3 phase power, service disconnect, wire, circuit breaker(s), conduit pathway, and outdoor general use 110-volt outlet at each added condensing unit.
 - a) Install condensing units on the roof of the third-floor flat roof area. Coordinate approximate location with COR.
 - b) Condensing units shall be rack mounted, anchored, and waterproofed per manufacturer's instructions.
 - c) Field assembled and/or factory line sets shall be sized appropriate for the length of run, insulated, and pressure tested prior to charging with refrigerant. Pressurize and test line sets IAW (in accordance with) ASHRAE requirements and rated pressure(s) of the condensing unit.
 - d) Provide necessary through exterior wall cores to get line sets into the interior of the building. Fill annular space around line set and wall cores with insulation and exterior rated caulking. Caulking shall match exterior paint color.

c.) Provide and install 18 wall mounted evaporator units in rooms specified in drawings with code reference letter "M". Units shall have wall mounted thermostats, condensate lift pumps, and shall have multiple speed fans.

- i.) Install evaporators on interior walls only
- ii.) Provide condensate drain piping above ceilings and in interior walls (horizontal and vertical). Insulate condensate drain piping per specifications. Horizontal condensate piping may be PCV piping. Vertical piping passing through floors shall be cast iron pipe. Pitch piping to allow for proper draining.
- iii.) Route condensate drain piping through interior walls into the basement. Discharge drain piping at existing floor drains and/or through exterior wall.
- iv.) All through floor penetrations shall be constructed to a 2-hour rated penetration.
- v.) Provide all necessary refrigeration valve blocks, power, line sets, etc. to provide a complete and operable system. (No BAS system integration required).

d.) Interior 1st Floor:

- i.) Refresh stairwells from 1st to 2nd floor in 3 areas
 - ii.) New stair treads
 - iii.) Repaint all walls and ceilings
 - iv.) Replace lighting, switches, outlets, and all switch plates
 - v.) Install 2 x 2 tegular ceiling tile and grid in all 3 stairwells
 - vi.) Remove damaged plaster, clean, tuckpoint, and provide new surface-mount electrical service to existing controls and accessories. Return stairwell exterior wall to brick faced
 - vii.) Provide electrical chase and 3 phase service from Basement panel to 3rd floor for new 208V service for air conditioning units. Refer to drawings for chase location. Power transfer will occur during weekend or night work.
 - viii.) Remove existing and provide new signage for all first-floor offices. See drawings and specifications for details.
- e.) Interior 2nd Floor:
- i.) Corridors:
 - i.) Remove carpeting and pad (to linoleum level), wallpaper, ceiling grid, and tiles
 - ii.) Install 1/4" wood subflooring and leveling compound to accept new specified LVT flooring and cove base throughout second floor.
 - iii.) Fireproof above new ceiling and mark according to NFPA
 - iv.) Mud walls, patch, texture spray, and paint 2 coats of specified paint
 - v.) Replace all light switches and outlets and associated covers
 - vi.) Add new 2 x 2 tegular ceiling tile and grid as specified in drawings
 - vii.) Refer to drawings for door and wall changes
 - viii.) Install new LED lighting 2 x 2 grid lighting
 - ix.) Install new PA speaker grids and noise generation grids as specified in drawings.
 - x.) Purchase and install specified room numbering plates at each room on first and second floor. See Specifications for details.
 - xi.) Remove all overhead outlets and switches for fans and clocks, make safe, patch, prepare locations for paint. Change lower outlets from 2 gang to 4 gang outlets when available.
 - xii.) Paint all window sills, walls, doors, and door frames with 2 coats of semigloss latex paint.
 - xiii.) Reuse all door handles and locksets.
 - xiv.) Replace electrical panels doors with lockable style access panels.
 - xv.) Pull all IT connections from old location to new IT room as depicted in drawings.
 - xvi.) Install new window treatments in **all** windows with micro-mesh style blinds
 - a. 30 windows at 2'7" x 6'
 - b. 2 windows at 2' x 6'
 - c. 14 windows at 2'5" x 5'3"
 - d. 29 windows at 2'10" x 6'
 - e. Filed verify all windows
 - xvii.) Provide new janitorial room fixtures and mop sink and ceiling mounted LED lighting. Patch, prepare, and paint walls and ceiling.
 - xviii.) Add 6 new recessed fire extinguisher boxes to corridor at existing locations
 - xix.) Reuse existing fire alarms.

- xx.) Remove all existing telephone boxes and wiring.
- xxi.) Rooms 232, 233, 234, 213, 214, 215, and 216 will have plaster removed to exterior walls, clean, tuck point, install vapor barrier, construct 2x4 steel stud framed-out wall, insulate, run electrical in wall, construct 5/8" gypsum walls, extend window ledges, prepare for paint, prime and coat with 2 coats of latex paint.
- xxii.) Remove existing water fountain and replace with new combination water fountain and bottle filling station and single ADA Cooler non-filtered 8 GPH Stainless type fountain.
- xxiii.) Rooms 202, 202A, 214, 215, 234, and 233 will need 110V power and HDMI (dual) cabling installed for overhead projectors. COR will verify locations for HDMI and power connections.
- xxiv.) Provide data/power boxes and centered in each wall not containing a door in all occupied rooms (normally 3 boxes / room.) For walls longer than 15', additional boxes will be located no greater than 15' apart. Data/power boxes will also be installed on any wall containing a door with 8' or more of free wall space. See drawings for details.
- xxv.) Data boxes will consist of four RJ45 ports.
- xxvi.) All data jacks will be wired back to the Telecommunications Room via Cat 6A cables.
- xxvii.) CAT3/6A Patch Panel Specifications- Patch panels will be 48 port/connector angled devices, 2RUs in height
- xxviii.) Patch Panel and Room Wall Jack Labeling Standards: 48 Port RJ-45 Patch Panel will be mounted starting at the top of the 19" Rack. The top/1st Patch Panel will be marked as "A", then each Patch Panel installed under it will continue with markings: B, C, D... Additionally, patch panel ports will be labeled with the room number or other identifying information to indicate where the patched cable originates. Room Wall RJ-45 Jacks will correspond with the Rack RJ-45 Jack Plates (i.e. A-1, A-2, B-1, B-2...). During installation the Technician will terminate the Room Wall RJ-45 Jacks in a Left to Right, Top to Bottom configuration.
- xxix.) Public Address system to be amp in rack type.
- xxx.) Contractor shall provide and install new LED exit lights, with all related assemblies, as required. All new exit lights shall have battery back-up capability.

f.) IT Rooms:

- i.) All locations on second floor with current IT service will need cable removed from current IT room 236 and new service pulled and terminated with service loop at new IT room location room 210.
- ii.) All indicated locations that require new IT service and 6 gang boxes will have cable pulled and terminated at room 210.
- iii.) Rooms that require new IT 6 gang filled boxes will have 3 locations per room.
- iv.) Room 210 will need the following:
 - a. New steel hollow core frame and solid core door required

- b. Security hinges required
- c. Intrusion detection
- d. PACS system
- e. 120V and 208V service
- f. Fire rated, unpainted $\frac{3}{4}$ " plywood mounted on all walls
- g. Cable trays and floor mounted H racking
- h. Air-conditioned space required
- i. Each Telecommunication Room shall be equipped with a minimum of two racks. Racks will be open floor-mount, two-post systems that will support 19" rack-mountable equipment. The racks will be approximately 7 feet tall and will have both horizontal and vertical wire management.
- j. Power management will be included in each rack with two power supplies and associated, separate power distribution strips.
- k. Provide UPS's to all communications rooms with the following standards for full rated output for 4 hours of service.
- l. Racks will be located perpendicular to the door entrance with them centered in the room between the door and the back wall and shifted to the side away from the door.
- m. All walls shall be lined with $\frac{3}{4}$ " thick **fire-rated** plywood backboards, 4' high, with the bottom located 3' above the finished floor, un-painted, (4' x 8' sheets hung horizontally.)
- n. Room shall be enclosed with fire-rated construction IAW NFPA 75.
- o. Rooms shall be provided with temperature and humidity monitoring and alarms.
- p. Rooms shall be provided with one dedicated 208v circuit terminated at and grounded to each equipment rack. A minimum of four dedicated 120v circuits will be spaced on the walls around the room and terminated in four gang boxes. A minimum of two 120v four gang box circuits will be placed (spaced out) on any wall longer than 10'.
- q. Cable Colors
 - i. Cables from room data jacks to the patch panel will be BLUE.
 - ii. PC, Phone, and VTC patch panel cables will be YELLOW.
 - iii. Electronics patch panel cables will be BLUE.
 - iv. Johnson Controls / HVAC patch panel cables will be PINK.
 - v. VA Wireless patch panel cables will be ORANGE
 - vi. Guest Wireless patch panel cables will be PURPLE
- r. Contractor will provide "As Built" drawings for all IT installed cabling and equipment. Drawings will include, as a minimum, digital floorplans with data jack locations and identifications annotated.
- s. Contractor will provide results of all fiber/copper cable and port testing.
- t. All racks will be grounded / bonded IAW ANSI/TIA-607-C.

- u. IT room door will be furnished with Hotel Function, mortised, with deadbolt and latch, and fail secure PACS system to meet ANSI S-15 Function.
- v. Telephone Cross Connection in new IT Closet:
 - i. Terminate new cable in communication rack with CAT 3 telephone patch panel.
- w. Fiber Run:
 - i. Run 48 strand Single Mode fiber from building 32 server room to building 23
 - ii. Terminate 24 strands in the communications rack on the **1st floor** room 12335A in existing communications rack. (Top of rack)
 - iii. Terminate 24 strands in the communications rack on the **2nd floor** in new communications rack. (Top of rack)
 - iv. Terminate 48 strands in existing Bldg. 32 server room fiber patch panel
 - v. All terminations will be LC/LC
 - vi. Label patch panels with terminal location
- x. See drawings for new VA supplied, contractor installed Wireless Access Points for VA wireless and Guest wireless access points.

g.) Bathrooms - Provide the following:

- i.) All new tile floors
- ii.) Walls to be waterproof, mold and mildew resistant, lightweight, rigid PVC tile panels or similar. Verify with COR.
- iii.) Manual operation brushed nickel faucet fixtures
- iv.) Solid surface counters with integral bowl sinks with vanity cabinets.
- v.) Individual commercial grade glass mirrors with stainless steel edging,
- vi.) 2x2 tegular LED lighting grid
- vii.) Provide new toilets and urinals as specified in drawings and specifications.
- viii.) New vent systems in all bathrooms routed to existing external ducting.
- ix.) See drawings for details
- x.) Install new metal privacy panels and toilet partitions - Color to match Steely Gray color.
- xi.) Standard toilet accessories.
- xii.) VA to provide toilet paper, soap, sanitary napkin, and paper towel dispensers and contractor install.

h.) Rooms:

- i.) See drawings and annotated **keynote codes** for work to be completed in each room:
 - a. **A** – Asbestos abatement (See report of locations)
 - b. **B** – Lead Paint Abatement (any dust creation from painted areas)

- c. **C** – Ceiling tile and grid remove and replace with 2 x 2 tegular style frame and panels
 - d. **D** – Reuse Door Hardware
 - e. **E** – Install new Public Address speaker grid as indicated in drawings
 - f. **F** – New LVT flooring – see schedule of finishes specification
 - g. **G** – Install new Noise generator grid as indicated in drawings
 - h. **H** – New hydronic heat register covers (painted) and clean and straighten fins.
 - i. **K** – Remove carpet and pad to linoleum level, install subflooring, and leveling compound to accommodate new LVT flooring.
 - j. **L** – Install new 2 x 2 LED type troffer lighting – See drawings for locations
 - k. **M** – Split Unit A/C cooled rooms
 - l. **NS** – New Code Compliant steps with vinyl finish
 - m. **O** – Window Air Conditioning dedicated unit outlet
 - n. **P** – Prepare, texture, prime and paint 2 coats of latex
 - o. **PW** – Plywood (Fire rated) new install
 - p. **S** – Sprinkler head move to meet NFPA code requirements
 - q. **T** – Stair tread remove and replace
 - r. **W** - Remove wall
 - s. **W+** - New wall, with new electrical and computer connections where specified.
 - t. **X** – Remove plaster on exterior wall (lead paint), clean tuck point, construct new gypsum wall, run electric/computer connections, prepare, prime, texture, and paint.
 - u. **Y** – Remove exterior lead-based paint, tuck point, repaint latex upper 12 feet of wall.
 - v. **Z** – Waterproof and cap roof parapet wall with white prefinished galvanized steel flashing
- 7) All disposable materials from project will be recycled according to specifications. Waste tickets will be sent to COR throughout project.
- 8) Normal working hours are from 7:00 A.M. to 4:30 P.M. Space will be unoccupied on second floor, but noise should be minimized for first floor employees.
- 9) The Contractor will site verify all existing conditions and dimensions.
- 10) The Contractor will provide labor, material, and equipment necessary to accomplish the following work in Building 23 in accordance with drawings and specifications.

11) Base Bid is all-inclusive of items listed in SOW. Please include pricing for Base Bid and for the bid alternate listed below.

Bid Alternate:

- a) Bid Alternate 1:
 - i) Remove all interior work for “Section B” from bid (Refer to drawing G4)

- b) ~~Bid Alternate 3:~~ **BID ALTERNATE 2:**
 - i) Remove all interior work for “Section B” from bid
 - ii) Remove all work and materials for split unit air conditioner systems to include new electrical service.