

SECTION 01 00 00
GENERAL REQUIREMENTS

TABLE OF CONTENTS

1.1 SAFETY REQUIREMENTS.....	1
1.2 GENERAL INTENTION.....	1
1.3 STATEMENT OF BID ITEM(S)- See Bid Schedule.....	1
1.4 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR.....	1
1.5 CONSTRUCTION SECURITY REQUIREMENTS.....	1
1.6 OPERATIONS AND STORAGE AREAS.....	2
1.7 ALTERATIONS.....	7
1.8 DISPOSAL AND RETENTION.....	8
1.9 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS.....	9
1.10 RESTORATION.....	9
1.11 PHYSICAL DATA - NOT USED.....	10
1.12 PROFESSIONAL SURVEYING SERVICES - NOT USED.....	10
1.13 LAYOUT OF WORK - NOT USED.....	10
1.14 AS-BUILT DRAWINGS.....	10
1.15 USE OF ROADWAYS.....	12
1.16 Contractor's FIELD OFFICE - NOT USED.....	12
1.17 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT.....	12
1.18 TEMPORARY USE OF EXISTING ELEVATORS.....	14
1.19 TEMPORARY USE OF NEW ELEVATORS - NOT USED.....	14
1.20 TEMPORARY TOILETS - NOT USED.....	14
1.21 AVAILABILITY AND USE OF UTILITY SERVICES.....	14
1.22 NEW TELEPHONE EQUIPMENT - NOT USED.....	15
1.23 TESTS.....	15
1.24 INSTRUCTIONS.....	17
1.25 GOVERNMENT-FURNISHED PROPERTY - NOT USED.....	18
1.26 RELOCATED EQUIPMENT - NOT USED.....	18

1.27 STORAGE SPACE FOR DEPARTMENT OF VETERANS AFFAIRS EQUIPMENT - NOT USED.....	18
1.28 CONSTRUCTION SIGN - NOT USED.....	18
1.29 SAFETY SIGN - NOT USED.....	18
1.30 PHOTOGRAPHIC DOCUMENTATION.....	18
1.31 FINAL ELEVATION Digital Images - NOT USED.....	19
1.32 HISTORIC PRESERVATION.....	19

SECTION 01 00 00
GENERAL REQUIREMENTS

1.1 SAFETY REQUIREMENTS

Refer to section 01 35 26, SAFETY REQUIREMENTS for safety and infection control requirements.

1.2 GENERAL INTENTION

- A. See attached Scope of Work.
- B. Visits to the site by Bidders may be made only as described in the solicitation in accordance with FAR 52.236-27 Site Visit (Construction).
- C. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access. Refer to Section 01 01 10-SN SPECIAL NOTES for fingerprint, badging, construction door access and parking requirements.

1.3 STATEMENT OF BID ITEM(S)- SEE BID SCHEDULE

1.4 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. Drawings and specifications (contract documents) may be obtained from the FedBizOps website where the solicitation is posted. Hard copies will be the responsibility and expense of the contractor(s).

1.5 CONSTRUCTION SECURITY REQUIREMENTS

- A. Security Procedures:
 - 1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
 - 2. A Special Agreement SAC form is required for every contract employee. See the SPECIAL NOTES specification for an example of this SAC form. This needs to be supplied to the COR for every contract employee on the jobsite. Even if the contractor has an active badge, a SAC form is needed for the COR's records.
 - 3. No photography of VA premises is allowed without written permission of the Contracting Officer.

4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

B. Document Control:

1. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
2. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
3. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
4. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".

C. Motor Vehicle Restrictions

1. Permits shall be issued for General Contractor and its employees for parking in designated areas only. See the SPECIAL NOTES Specification.

1.6 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting

Officer, the buildings and utilities may be abandoned and need not be removed.

- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

(FAR 52.236-10)

- D. Working space and space available for storing materials shall be as determined by the COR.
- E. Workers are subject to rules of Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by COR where required by limited working space.
1. Do not store materials and equipment in other than assigned areas.
 2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than two work days. Provide unobstructed access to Medical Center areas required to remain in operation.
 3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and

equipment will be permitted subject to fire and safety requirements upon approval from COR.

G. Phasing:

The Medical Center must maintain its operation 24 hours a day 7 days a week. Therefore, any interruption in service must be scheduled and coordinated with the COR to ensure that no lapses in operation occur. It is the CONTRACTOR'S responsibility to develop a work plan and schedule detailing, at a minimum, the procedures to be employed, the equipment and materials to be used, the interim life safety measure to be used during the work, and a schedule defining the duration of the work with milestone subtasks. The work to be outlined shall include, but not be limited to:

To ensure such executions, Contractor shall furnish the COR with a schedule of approximate dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the COR two weeks in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such dates to ensure accomplishment of this work in successive phases mutually agreeable to COR and Contractor.

See Drawings for Phasing

H. Building No. 43 will be occupied during performance of work.

1. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. These routes whether access or egress shall be isolated from the construction area by temporary partitions and have walking surfaces, lighting etc to facilitate patient and staff access. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.

- I. When a building and/or construction site is turned over to Contractor, Contractor shall accept entire responsibility including upkeep and maintenance therefore:
1. Contractor shall maintain a minimum temperature of 40 degrees F at all times, except as otherwise specified.
 2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre-inspection of site with Fire Department or Company (Department of Veterans Affairs or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.
- J. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by COR.
1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of COR. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without a detailed work plan, the Medical Center Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS, 27 05 11 REQUIREMENTS FOR COMMUNICATIONS INSTALLATIONS and 28 05 00, COMMON WORK RESULTS FOR ELECTRONIC SAFETY AND SECURITY for additional requirements.
 2. Contractor shall submit a request to interrupt any such services to COR, in writing, 14 days in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.

3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.
 4. Major interruptions of any system must be requested, in writing, at least 21 calendar days prior to the desired time and shall be performed as directed by the COR.
 5. In case of a contract construction emergency, service will be interrupted on approval of COR. Such approval will be confirmed in writing as soon as practical.
 6. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.
- K. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged at the main, branch or panel they originate from. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.
- L. To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:
1. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles.
 2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the COR.
- M. Coordinate the work for this contract with other construction operations as directed by COR. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

1.7 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COR in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by the Contractor to the Contracting Officer. This report shall list by rooms and spaces:
1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of the building.
 2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
 3. Shall note any discrepancies between drawings and existing conditions at site.
 4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and COR.
- B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of COR, to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.243-70).
- C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and COR together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:

1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workers in executing work of this contract.

D. Protection: Provide the following protective measures:

1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.8 DISPOSAL AND RETENTION

A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:

1. Reserved items which are to remain property of the Government are noted on drawings or in specifications as items to be stored. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by COR.
2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.
3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period,

3

such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Contractor.

1.9 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workers, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

(FAR 52.236-9)

- C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

1.10 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the

COR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.

- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workers to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.243-70) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

1.11 PHYSICAL DATA - NOT USED

1.12 PROFESSIONAL SURVEYING SERVICES - NOT USED

1.13 LAYOUT OF WORK - NOT USED

1.14 AS-BUILT DRAWINGS

- A. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the contract drawings. To ensure compliance, as-built drawings shall be made available for the COR's review, as often as requested.
- C. Contractor shall deliver set of as-built drawings in the electronic version (scanned PDF) to the COR within 30 calendar days after each completed phase and after the acceptance of the project by the COR.

D. Paragraphs A, B, & C shall also apply to all shop drawings.

E. Contractors shall update (as work is completed) the VA electrical, medical gas, domestic plumbing and mechanical piping master schematic books. These books are located in the FM office.

F. MEP Coordination Drawings:

1. Prepare and provide coordination drawings showing the location of openings through slabs, the pipe sleeves/anchors and hanger inserts, as well as the location and elevation of utility lines, including, but not limited to, conveyor systems, pneumatic tubes, ducts, all existing utilities, and conduits and pipes 2 inches and larger in diameter. Drawings required for all areas being remodeled or new and ancillary areas required by such utility runs. Ancillary area drawings to include equal space on each side of main runs from main source to final location. These drawings, including plans, elevations, and sections as appropriate shall clearly show the manner in which the utilities fit into the available space and how they relate to each other and to existing building elements and controls for maintenance operations. Drawings shall be of appropriate scale to satisfy the previously stated purposes, but not smaller than 3/8-inch scale.
2. Drawings must be composite (with distinctive colors for the various trades) including but not limited to HVAC equipment, HVAC ductwork, mechanical piping, plumbing, fire protection, electrical, medical gases, telecommunications, etc. The submitted drawings for a given area of the project shall show the work of all trades which will be involved in that particular area. A complete composite drawing set or complete sets of separate reproducible drawings and AutoCAD files shall be received by the Government not less than 20 days prior to the scheduled start of the work in the area illustrated by the drawings, for the purpose of showing the contractor's planned method of installation.
3. The objectives of such drawings are to promote carefully planned work sequence and proper trade coordination, in order to assure the expeditious solutions of problems and the installation of

lines and equipment as contemplated by the contract documents while avoiding or minimizing additional costs to the contractor and to the Government. In the event the contractor, in coordinating the various installations and in planning the method of installation, finds a conflict in location or elevation of any of the utilities with themselves, with structural items or with other construction items, the contractor shall bring this conflict to the attention of the contracting officer immediately. In doing so, the contractor shall explain the proposed method of solving the problem or shall request instructions as to how to proceed if adjustments beyond those of usual trades coordination are necessary.

4. Contractor to include initial and two revisions as part of original contract. Utilities installation work will not proceed in any area prior to the submission and completion of the Government review of the coordinated drawings for that area, nor in any area in which conflicts are disclosed by the coordination drawings until the conflicts have been corrected to the satisfaction of the contracting officer. It is the responsibility of the contractor to submit the required drawings in a timely manner consistent with the requirements to complete the work covered by this contract within the prescribed contract time.

1.15 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by the COR, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed and restoration performed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.

1.16 CONTRACTOR'S FIELD OFFICE - NOT USED

1.17 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

- A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to written approval and compliance with the following provisions:

1. Permission to use each unit or system must be given by COR in writing. If the equipment is not installed and maintained in accordance with the written agreement and following provisions, the COR will withdraw permission for use of the equipment.
 2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Installation of temporary electrical equipment or devices shall be in accordance with NFPA 70, National Electrical Code, (2014 Edition), Article 590, *Temporary Installations*. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
 3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
 4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage.
 5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
 6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government.
- B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.

- C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.
- D. Any damage to the equipment or excessive wear due to prolonged use will be repaired replaced by the contractor at the contractor's expense.

1.18 TEMPORARY USE OF EXISTING ELEVATORS

- A. Use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
 - 1. Contractor makes all arrangements with the COR for use of elevators. The COR will ascertain that elevators are in proper condition. Contractor may use elevators in Building 43 for special nonrecurring time intervals when permission is granted. Personnel for operating elevators will not be provided by the Department of Veterans Affairs.
 - 2. Contractor covers and provides maximum protection of following elevator components:
 - a. Entrance jambs, heads soffits and threshold plates.
 - b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
 - c. Finish flooring.
 - 3. Government will accept hoisting ropes of elevator and rope of each speed governor if they are worn under normal operation. However, if these ropes are damaged by action of foreign matter such as sand, lime, grit, stones, etc., during temporary use, they shall be removed and replaced by new hoisting ropes at the contractors expense.

1.19 TEMPORARY USE OF NEW ELEVATORS - NOT USED

1.20 TEMPORARY TOILETS - NOT USED

1.21 AVAILABILITY AND USE OF UTILITY SERVICES

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to

the Government. The Contractor shall carefully conserve any utilities furnished without charge.

- B. The Contractor, at Contractor's expense and in a workmanlike manner, in compliance with code and as satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia and repair restore the infrastructure as required.
- C. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted.
- D. Electricity (for Construction and Testing): Furnish all temporary electric services.
 - 1. Obtain electricity by connecting to the Medical Center electrical distribution system. Electricity for all other uses is available at no cost to the Contractor.
- E. Water (for Construction and Testing): Furnish temporary water service.
 - 1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer at each connection as per code. Water is available at no cost to the Contractor.
 - 2. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at COR discretion) of use of water from Medical Center's system.

1.22 NEW TELEPHONE EQUIPMENT - NOT USED

1.23 TESTS

- A. As per specification section 23 05 93 the contractor shall provide a written testing and commissioning plan complete with component level, equipment level, sub-system level and system level breakdowns. The

plan will provide a schedule and a written sequence of what will be tested, how and what the expected outcome will be. This document will be submitted for approval prior to commencing work. The contractor shall document the results of the approved plan and submit for approval with the as built documentation.

- B. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- C. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- D. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire system which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc. Another example of a system which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.
- E. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonable period of time during which operating and environmental conditions remain reasonably constant and are typical of the design conditions.
- F. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

1.24 INSTRUCTIONS

A. Contractor shall furnish Maintenance and Operating manuals (hard copies and electronic) and verbal instructions when required by the various sections of the specifications and as hereinafter specified.

B. Operations & Maintenance Manuals:

1. Hard copy O&M manuals shall be delivered to the COR coincidental with the delivery of the equipment to the job site. This hardcopy submission shall include model and serial number information for the equipment.

2. At the conclusion of the contract, one PDF and one hardcopy (revised if necessary) O&M manual shall be provided for COR review and approval as a record document. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.

C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed training to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system, shall be given in an integrated, progressive manner. All instructors for every piece

of component equipment in a system shall be available until instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the COR and shall be considered concluded only when the COR is satisfied in regard to complete and thorough coverage. The contractor shall submit a course outline with associated material to the COR for review and approval prior to scheduling training to ensure the subject matter covers the expectations of the VA and the contractual requirements. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the COR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

1.25 GOVERNMENT-FURNISHED PROPERTY - NOT USED

1.26 RELOCATED EQUIPMENT - NOT USED

1.27 STORAGE SPACE FOR DEPARTMENT OF VETERANS AFFAIRS EQUIPMENT - NOT USED

1.28 CONSTRUCTION SIGN - NOT USED

1.29 SAFETY SIGN - NOT USED

1.30 PHOTOGRAPHIC DOCUMENTATION

A. During the construction period through completion, provide photographic documentation of construction progress and at appropriate milestones.

B. Photographic documentation elements:

1. Each digital image shall be minimum size of 4 megapixels (MP).
2. Before construction, the construction area, adjacent utilities and adjacent structures surrounding the site shall be documented.
3. Construction progress both inside and outside shall be reasonably documented by photos throughout construction.
4. As-built condition of new utilities shall be documented prior to placing concrete and/or backfilling. This process shall include all underground utilities at the site.
5. As-built conditions of electrical systems shall be documented. As-built conditions of exterior grade elevations shall be documented specifically to capture the waterproofing work.

6. As-built finished conditions of the interior of the basement electrical room shall be documented at certificate of occupancy or equivalent.
7. Upload photos weekly with daily logs capturing the project at different stages of construction.

1.31 FINAL ELEVATION DIGITAL IMAGES - NOT USED

1.32 HISTORIC PRESERVATION

Where the Contractor or any of the Contractor's employees, prior to, or during the construction work, are advised of or discover any possible archeological, historical and/or cultural resources, the Contractor shall immediately notify the COR verbally, and then with a written follow up.

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