

**STATEMENT OF WORK  
for  
Remodel of MH3, Building 1  
VA Health Care System Sioux Falls, SD**

**A. GENERAL INFORMATION**

1. Title of Project: Remodel of MH3, Building 1
2. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this statement of work (SOW), except as may otherwise be specified. The performance of this project may be coordinated with the Building 1 air conditioning project.
3. Background: This building was built in the early 1900s and has not been renovated in quite some time. The project is primarily for aesthetic (floors and finishes) updates, but also includes some minor carpentry.
4. Period of Performance: The contractor shall complete the work required for this project in 340 calendar days from the date of the notice to proceed.
5. Type of Contract: Firm-Fixed-Price Contract

**B. CONTRACT AWARD MEETING**

The contractor shall not commence performance on the tasks in this project until the contracting officer has conducted a pre-construction kick off meeting, or has advised the contractor that a kick off meeting is waived.

**C. GENERAL REQUIREMENTS**

1. For every task, the contractor shall identify in writing all necessary subtasks (if any), associated costs by task, along with associated sub-milestone dates.
2. All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.
3. Where a written milestone deliverable is required in draft form, the VA will complete their review of the draft deliverable within 14 calendar days from the date of receipt. The contractor shall have 14 calendar days to deliver the final deliverable from date of receipt of the VA project engineer's comments.

#### D. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverables: The contractor shall provide the specific deliverables described below within the performance period stated in Section A.4 of this SOW.

Task One: The contractor shall provide a detailed work plan and briefing for the VA project team, which presents the contractor's plan for completing the contract. The contractor's plan shall be responsive with this SOW and describe, in further detail, the approach to be used for each aspect of the contract.

Deliverable One: A detailed work plan and briefing.

Task Two: Coordinate phasing for the project with the VA project engineer. Four separate phases are anticipated for this project.

1. Remove, store, and re-position existing furniture and equipment within the project area.
2. Remove existing carpet in hallways, front waiting/reception, and all adjacent offices.
3. Abate all asbestos floor tile and mastic within the defined area of the project except for the floor area within the existing restrooms. This floor does not contain asbestos.
4. Remove various walls around and adjacent to the front waiting/reception area.
5. Remove existing wall covering in various locations defined in the construction documents.
6. Remove existing laundry chute frame and cover and patch wall surface.
7. Remove existing wall tile in hallway alcoves. Cap existing plumbing behind wall and patch wall surface.
8. Prepare all walls as necessary to receive new paint finish (patching and application of texture). Actual painting of walls is not part of this project; painting will be provided by the Owner.
9. Provide new suspended acoustical ceiling tile within the hallway and front waiting/reception. Note: Due to the amount of distribution systems above the existing ceiling, contractor may need to provide additional wire-tie support prior to installation of new ceiling system. (Note: New ceiling within the adjacent offices to be provided in Alternate No. 2.)
10. Remove and dispose of existing lighting within the hallway and front waiting area. New wall-mounted lighting will be provided in the hallway. Existing lighting within the reception area to be reinstalled after new ceiling installation. (Note: Work involved with existing lighting within the adjacent offices is provided in Alternate No. 2.)
11. Provide new wall base and sheet vinyl throughout the hallway, front waiting/reception, and adjacent offices. Schedule for installation of new base and flooring to be coordinated with Owner.
12. Provide new casework (base cabinets and countertop) at front reception area.
13. Provide new corner guards at all exterior wall corners within the hallway and front waiting area.

Deliverable Two: Completed project, including project redlines.

**E. EVALUATED ALTERNATES AND ASSOCIATED DELIVERABLES**

**Optional Bid Alternate Number 1, Priority Number 1 (Restroom Renovation)**

1. Remove and temporarily store existing plumbing fixtures, all restroom wall-mounted accessories, and existing toilet partitions.
2. Remove and dispose of existing bath tub and miscellaneous soffits as defined in the documents.
3. Replace existing door and frame and provide new door hardware at the women's restroom entrance.
4. Remove existing wall tile. Prepare substrate as required for new finishes.
5. Patch existing walls and ceilings as necessary and paint all areas not receiving new wall tile.
6. Provide new wall tile in locations shown on drawings.
7. Provide new solid-surface sills at exterior windows.
8. Provide new epoxy floor topping with integral cove base on top of existing mosaic floor tile.
9. Reinstall all plumbing fixtures, wall-mounted accessories, and toilet partitions.
10. Provide toilet partitions with new paint finish. (Note: Partition adjacent to men's urinal shall receive new stainless steel sheet to conceal existing corrosion.)
11. Remove existing light fixtures prior to new ceiling paint and reinstall.

Optional Deliverable One: Completed Bid Alternate One construction.

**Optional Bid Alternate Number 2, Priority 2 (New ceiling tile in adjacent offices)**

1. Remove and replace existing ceiling in most adjacent offices (see floor plan for location clarification). Note: The ceiling within the front reception and waiting area shall be included in the Base Bid for the project.
2. The existing lighting shall be removed and reinstalled within those office spaces receiving new ceiling tile.

Optional Deliverable Two: Completed Bid Alternate Two construction.

## **F. SCHEDULE FOR DELIVERABLES**

1. Unless otherwise specified, the number of draft copies and the number of final copies shall be the same.

2. If for any reason any deliverable cannot be delivered within the scheduled time frame, the contractor is required to explain why in writing to the CO, including a firm commitment of when the work shall be completed. This notice to the CO shall cite the reasons for the delay, and the impact on the overall project. The CO will then review the facts and issue a response, in accordance with applicable regulations.

## **G. CHANGES TO THE STATEMENT OF WORK**

Any changes to this SOW shall be authorized and approved only through written correspondence from the CO. A copy of each change will be kept in the contract file along with all other products of the project. Costs incurred by the contractor through the actions of parties other than the CO shall be borne by the contractor.

## **H. REPORTING REQUIREMENTS**

1. The contractor shall provide the project manager with weekly electronically written progress reports. These are due to the project manager by the second workday following the end of each calendar week, throughout the project's duration

2. The progress report shall cover all work completed during the preceding week. This report shall also identify any problems that arose, along with a statement explaining how the problem was resolved. This report shall also identify any problems that have arisen but have not been completely resolved, with an explanation.

## **I. TRAVEL [Not applicable]**

## **J. GOVERNMENT RESPONSIBILITIES**

Government will provide project coordination from phase to phase. However, moving and storage of equipment will be the responsibility of the contractor.

## **K. CONTRACTOR EXPERIENCE**

The contractor shall identify, by name, the key management and technical personnel who will work under this contract. The contractor must notify VA in advance and VA will approve or reject proposed contractor key personnel for the performance of this contract. If a key person becomes unavailable to complete the contract, the proposed substitutions of key personnel shall be made only as approved and directed by the contracting officer's technical representative. All contractor employees will be approved by the COTR prior to bringing on duty. If, at any time from date of award to the end of the contract, contractor personnel are no longer available, VA reserves the right to review the qualifications of the proposed replacement personnel and to reject individuals who do not meet the qualifications. The contractor must inform the VA COTR and project manager when personnel are removed from the contract for any reason. The Contractor shall remove any employee from the performance of this contract within five (5) workdays of

receiving notice from the contracting officer that the employee's performance is unsatisfactory. All contractor employees are subject to immediate removal from performance of this contract when they are involved in a violation of the law, VA security, confidentiality requirements, and/or other disciplinary reasons.

**L. CONFIDENTIALITY AND NONDISCLOSURE**

It is agreed that:

1. The preliminary and final deliverables, and all associated working papers, application source code, and other material deemed relevant by VA which have been generated by the contractor in the performance of this contract, are the exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the contract.

2. The CO will be the sole authorized official to release, verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. No information shall be released by the contractor. Any request for information relating to this contract, presented to the contractor, shall be submitted to the CO for response.

3. Press releases, marketing material, or any other printed or electronic documentation related to this contract, shall not be publicized without the written approval of the CO.

**M. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS [Not Applicable]**