

SECTION 01 00 00  
GENERAL REQUIREMENTS

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**SECTION 01 00 00  
GENERAL REQUIREMENTS**

**1.1 GENERAL INTENTION**

- A. Contractor shall completely prepare site for SITE DEVELOPEMENT operations, including demolition and removal of existing structures, and furnish labor and materials and perform work for milling of existing roads, repair curb, elevation repair for drainage elements, and replace mechanical as noted on the drawings, and application of Asphalt as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment and will be conducted only on the designed day as directed by Government.
- C. Before placement and installation of work subject to tests by testing laboratory retained by the Contractor shall notify the COR in sufficient time to enable testing laboratory personnel to be present at the site in time for proper taking and testing of specimens and field inspection. Such prior notice shall be not less than three work days unless otherwise designated by the COR.
- E. 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.
- F. Prior to commencing work, general contractor shall provide proof that a OSHA certified "competent person" (CP) (29 CFR 1926.20(b)(2) will maintain a presence at the work site whenever the general or subcontractors are present.
- E. Training:
  - 1. All employees of general contractor or subcontractors shall have the 10-hour OSHA certified Construction Safety course and /or other relevant competency training, as determined by VA COR with input from the ICRA team. On site superintendent shall have the 30-hour OSHA certified Construction safety course.

2. Submit training records of all such employees for approval before the start of work. No contractor or subcontractor employee will be permitted to work until the required documents have been submitted and approved.

#### **1.2 STATEMENT OF BID ITEM(S)**

**BID ITEM I (Base):** The work covered by these specifications consists of furnishing all labor, equipment, appliances, devices and materials, and performing all operations necessary in connection with REPLACE BOILER TUBES & REFRACTORY in Boiler #2, including removals and miscellaneous work as herein specified and as shown, indicated, or noted on the drawings. Remove and dismantle all items which are shown to be removed or which must be removed to complete the work. All materials, equipment, and debris resulting from this work and not designated for reuse in new work nor designated to be salvaged for the Government, will become the property of the contractor and shall be removed from the work site as it accumulates. The contractor shall properly dispose of removed materials. The Contractor shall also possess and provide documentation that they hold an ASME "R" stamp certification to repair industrial boilers. All work, including final cleanup and completion of any punch list items, shall be performed within one hundred and twenty (120) calendar days of receipt of the Notice to Proceed. Work shall be performed in strict accordance with specifications and drawings.

**BID ITEM II (DEDUCT ALTERNATE NO. 1)** - Perform all work described in BID Item I, above except **DELETE** work associated painting overhead structure, electrical conduit, and miscellaneous items from the Floor level to the ceiling level of the Boiler room. All work, including final cleanup and completion of any punch list items, shall be performed within one hundred and ten (110) calendar days of receipt of the Notice to Proceed. Work shall be performed in strict accordance with specifications and drawings.

**BID ITEM III (DEDUCT ALTERNATE NO. 2)** - Perform all work described in BID Item II, above except **DELETE** work associated with new epoxy coat finish for boiler room. All work, including final cleanup and completion of any punch list items, shall be performed within ninety (90) calendar days of receipt of the Notice to Proceed. Work shall be performed in strict accordance with specifications and drawings.

### 1.3 CONSTRUCTION SECURITY REQUIREMENTS

#### A. Security Plan:

1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.

#### B. 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. For working outside the "regular hours" as defined in the contract, The General Contractor shall give 3 days notice to the Contracting Officer so that security arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
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.

#### C. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the COR for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
2. The General Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation. See Section 08 71 00, DOOR HARDWARE and coordinate.

D. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "sensitive information".
2. 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.
4. Certain documents, sketches, videos or photographs and drawings may be marked "Law Enforcement Sensitive" or "Sensitive Unclassified". Secure such information in separate containers and limit the access to only those who will need it for the project. Return the information to the Contracting Officer upon request.
5. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
6. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
7. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".
8. All electronic information shall be stored in specified location following VA standards and procedures using an Engineering Document Management Software (EDMS).
  - a. Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked through the EDMS system.
  - b. "Sensitive information" including drawings and other documents may be attached to e-mail provided all VA encryption procedures are followed.

E. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle entering the site and such request shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies.
2. Separate permits shall be issued for General Contractor and its employees for parking in designated areas only.

#### **1.4 FIRE SAFETY**

A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.

1. American Society for Testing and Materials (ASTM):

E84-2008.....Surface Burning Characteristics of Building  
Materials

2. National Fire Protection Association (NFPA):

10-2006.....Standard for Portable Fire Extinguishers

30-2007.....Flammable and Combustible Liquids Code

51B-2003.....Standard for Fire Prevention During Welding,  
Cutting and Other Hot Work

70-2007.....National Electrical Code

241-2004.....Standard for Safeguarding Construction,  
Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

29 CFR 1926.....Safety and Health Regulations for Construction

B. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.

C. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).

- D. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.
- E. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with COR (CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE).
- F. Egress Routes for Construction Workers: Maintain free and unobstructed egress.
- G. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- H. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- I. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with COR. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the COR.
- J. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COR.
- K. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with COR and inform COR each day hot work is being performed.
- L. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly, to COR.
- M. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. In separate

and detached buildings under construction, smoking is prohibited except in designated smoking rest areas.

- N. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- O. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

#### **1.5 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.
- D. Working space and space available for storing materials shall be as determined by the COR.



- E. Workmen 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.
  - 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.
- G. Utilities Services: Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems (except telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by COR. All such actions shall be coordinated with the Utility Company involved:
- H. Phasing: To insure such executions, Contractor shall furnish the COR with a schedule of approximate phasing with dates on which the Contractor intends to accomplish work in each specific area of site, 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 or portion thereof. Arrange such phasing with dates to insure accomplishment of this work in successive phases mutually agreeable to Medical Center Director, COR and Contractor, as follows:
- I. Construction Fence: Before construction operations begin, Contractor shall provide a chain link construction fence, 2.1m (seven feet) minimum height, around the construction area indicated on the drawings. Provide gates as required for access with necessary hardware, including

hasps and padlocks. Fasten fence fabric to terminal posts with tension bands and to line posts and top and bottom rails with tie wires spaced at maximum 375mm (15 inches). Bottom of fences shall extend to 25mm (one inch) above grade. Remove the fence when directed by COR.

J. When a storage or work area is turned over to Contractor, Contractor shall accept entire responsibility therefore.

1. 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.

K. 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 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 11, REQUIREMENTS FOR ELECTRONIC SAFETY AND SECURITY INSTALLATIONS for additional requirements.

2. Contractor shall submit a request to interrupt any such services to COR, in writing, 48 hours 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 15 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.
- L. 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. 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.
- M. 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. Wherever excavation for new utility lines cross existing roads, at least one lane must be open to traffic at all times.
  2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the COR.

- N. 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.

#### 1.6 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 to the Contracting Officer. This report shall noted on red line drawing:
1. Existence and conditions of items such as mechanical, electrical, and equipment, etc., required by drawings to be either reused or relocated, or both.
  2. Shall note any discrepancies between drawings and existing conditions at site.
  3. 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 the 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" and "CHANGES" and VAAR 852.236-88).
- C. Re-Survey: Fifteen 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 workmen 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.

#### **1.7 INFECTION PREVENTION MEASURES**

- A. Implement the requirements of VAMC's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.
- B. Establish and maintain a dust control program as part of the contractor's infection preventive measures. Prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to COR.
  1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center. They are to attend a viewing of the infection control measures video in building as directed by COR.
- C. Medical Center Infection Control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the medical center prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition:

1. The COR and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone. The requirement for negative air pressure in the construction zone shall depend on the location and type of activity. Most of the work areas will not need negative pressure because they are Site Development works, but some occupied areas may need negative pressure construction areas as deemed necessary by the COR. Upon notification, the contractor shall implement corrective measures to restore proper pressure differentials as needed.
  2. In case of any problem, the medical center, along with assistance from the contractor, shall conduct an environmental assessment to find and eliminate the source.
- D. In general, the following preventive measures shall be adopted during construction to keep down dust and prevent mold.
1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by COR. Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.
  2. Do not perform dust producing tasks within occupied areas without the approval of the COR.
    - a. Adhesive Walk-off/Carpet Walk-off Mats, minimum 600mm x 900mm (24" x 36"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.
    - b. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.
    - c. At completion, remove construction barriers and ceiling protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.

E. Final Cleanup:

1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.
2. Perform HEPA vacuum cleaning of all surfaces in the construction area. This includes walls, ceilings, cabinets, furniture (built-in or free standing), partitions, flooring, etc.
3. All new air ducts shall be cleaned prior to final inspection.

**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 identified by attached tags or 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, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.

**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 workmen, 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.
- 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.
- D. "Permits and Responsibilities," which is included in General Conditions. A National Pollutant Discharge Elimination System (NPDES) permit is required for this project. The Contractor is considered an "operator" under the permit and has extensive responsibility for compliance with permit requirements. VA will make the permit application available at the (appropriate medical center) office. The apparent low bidder, contractor and affected subcontractors shall furnish all information and certifications that are required to comply with the permit process and permit requirements. Many of the permit requirements will be satisfied by completing construction as shown and specified. Some requirements involve the Contractor's method of operations and operations planning and the Contractor is responsible for employing best management practices. The affected activities often include, but are not limited to the following:
  - Designating areas for equipment maintenance and repair;



- Providing waste receptacles at convenient locations and provide regular collection of wastes;
- Locating equipment wash down areas on site, and provide appropriate control of wash-waters;
- Providing protected storage areas for chemicals, paints, solvents, fertilizers, and other potentially toxic materials; and
- Providing adequately maintained sanitary facilities.

#### **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 workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are indicated on drawings and 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" and "DIFFERING SITE CONDITIONS".

**1.11 PROFESSIONAL SURVEYING SERVICES**

A registered professional land surveyor or registered civil engineer whose services are retained and paid for by the Contractor shall perform services specified herein and in other specification sections. The Contractor shall certify that the land surveyor or civil engineer is not one who is a regular employee of the Contractor, and that the land surveyor or civil engineer has no financial interest in this contract.

**1.12 LAYOUT OF WORK**

- A. The Contractor shall lay out the work from Government established base lines and bench marks, indicated on the drawings or located by professional land surveyor, and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all stakes, templates, platforms, equipment, tools, materials, and labor required to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines and grades that may be established or indicated by the Contracting Officer. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the Contracting Officer until authorized to remove them. If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the Contracting Officer may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor.
- B. Establish and plainly mark roads, parking lots, and are to be verify with lines and elevations shown on contract drawings.
- C. Following completion of general mass excavation and before any other permanent work is performed, establish and plainly mark (through use of appropriate batter boards or other means) sufficient additional survey control points or system of points as may be necessary to assure proper alignment, orientation, and grade of all major features of work. Survey shall include, but not be limited to, location of lines and grades of footings, exterior walls, center lines of columns in both directions, major utilities and elevations of floor slabs:

1. Such additional survey control points or system of points thus established shall be checked and certified by a registered land surveyor or registered civil engineer. Furnish such certification to the COR before any work (such as footings, floor slabs, columns, walls, utilities and other major controlling features) is placed.

D. During progress of work, and particularly as work progresses, Contractor shall have line grades and plumbness of all major form work checked and certified by a registered land surveyor or registered civil engineer as meeting requirements of contract drawings. Furnish such certification to the COR before any major items of concrete and Asphalt work are placed. In addition, Contractor shall also furnish to the COR certificates from a registered land surveyor or registered civil engineer that the following work is complete in every respect as required by contract drawings.

1. Lines and elevations of sewers and of all outside distribution systems.

2. Lines and elevations of roads, streets and parking lots.

E. Whenever changes from contract drawings are made in line or grading requiring certificates, record such changes on a reproducible drawing bearing the registered land surveyor or registered civil engineer seal, and forward these drawings upon completion of work to COR.

E'. Upon completion of the work, the Contractor shall furnish the COR, reproducible drawings at the scale of the contract drawings, showing the finished grade on the grid developed for constructing the work, including burial monuments and fifty foot stationing along new road centerlines. These drawings shall bear the seal of the registered land surveyor or registered civil engineer.

F. The Contractor shall perform the surveying and layout work of this and other articles and specifications in accordance with the provisions of Article "Professional Surveying Services".

#### **1.13 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 insure compliance, as-built drawings shall be made available for the COR's review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings to the COR within 15 calendar days after each completed phase and after the acceptance of the project by the COR that show position of the three Boilers and all items associated, such as valves, piping, conduit of existing and new system that have been installed during this project.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

#### **1.14 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 by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.
- B. When new permanent roads are to be a part of this contract, Contractor may construct them immediately for use to facilitate building operations. These roads may be used by all who have business thereon within zone of building operations.
- C. When certain buildings (or parts of certain buildings) are required to be completed in advance of general date of completion, all roads leading thereto must be completed and available for use at time set for completion of such buildings or parts thereof.

#### **1.15 TEMPORARY TOILETS**

- A. Provide where directed, (for use of all Contractor's workmen) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by COR, provide suitable dry closets where directed. Keep such places clean and free from flies, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

- A'. Contractor may have for use of Contractor's workmen, such toilet accommodations as may be assigned to Contractor by Medical Center. Contractor shall keep such places clean and be responsible for any damage done thereto by Contractor's workmen. Failure to maintain satisfactory condition in toilets will deprive Contractor of the privilege to use such toilets.

#### **1.16 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 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.
- C. Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity as hereinafter specified.
- D. 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. Maintain minimum temperatures as specified for various materials:
1. Obtain heat by connecting to Medical Center heating distribution system.
    - a. Steam is available at no cost to Contractor.
- E. Electricity (for Construction and Testing): Furnish all temporary electric services.

1. Obtain electricity by connecting to the Medical Center electrical distribution system. The Contractor shall meter and pay for electricity required for electric cranes and hoisting devices, electrical welding devices and any electrical heating devices providing temporary heat. Electricity for all other uses is available at no cost to the Contractor.

F. 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. 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's discretion) of use of water from Medical Center's system.

G. Steam: Furnish steam system for testing required in various sections of specifications.

1. Obtain steam for testing by connecting to the Medical Center steam distribution system. Steam is available at no cost to the Contractor.
2. Maintain connections, pipe, fittings and fixtures and conserve steam-use so none is wasted. Failure to stop leakage or other waste will be cause for revocation (at COR's discretion), of use of steam from the Medical Center's system.

H. Fuel: Natural and LP gas and burner fuel oil required for boiler cleaning, normal initial boiler-burner setup and adjusting, and for performing the specified boiler tests will be furnished by the Government. Fuel required for prolonged boiler-burner setup, adjustments, or modifications due to improper design or operation of boiler, burner, or control devices shall be furnished by the Contractor at Contractor's expense.

#### **1.17 THREE PHASE CONSTRUCTION:**

A. PREPARATORY PHASE

Notify the COR at least 72 hours in advance of each preparatory phase meeting. The meeting will be conducted by the QC Specialists and/or the Project Superintendent, and the foreman responsible for the work. COR can attend only to ensure contractor has submitted all submittals and approved is following specifications and contract/documents.

1. Review each paragraph of the applicable specification sections.
2. Review the Contract drawings.
3. Verify that field measurements are as indicated on construction and/or shop drawings before confirming product orders, in order to minimize waste due to excessive materials.
4. Verify that appropriate shop drawings and submittals for materials and equipment have been submitted and approved. Verify receipt of approved factory test results, when required.
5. Review the testing plan and ensure that provisions have been made to provide the required QC testing.
6. Examine the work area to ensure that the required preliminary work has been completed.
7. Coordinate the schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
8. Examine the required materials, equipment and sample work to ensure that they are on hand and conform to the approved shop drawings and submitted data.
9. Discuss specific controls used and construction methods, construction tolerances, workmanship standards, and the approach that will be used to provide quality construction by planning ahead and identifying potential problems for each DFOV.
10. Review the OSHA regulations and develop an Activity Hazard Analysis to ensure that applicable safety requirements are met, and that required Material Safety Data Sheets (MSDS) are submitted.

#### B. INITIAL PHASE

Notify the COR at least 24 hours in advance of each initial phase. When construction crews are ready to start work, conduct the initial phase with the QC Specialists and/or the Project Superintendent, and the foreman responsible for that work. Observe the initial segment of the work to

ensure that the work complies with Contract requirements. Document the results of the initial phase in the daily Report. Repeat the initial phase for each new crew to work on-site, or when acceptable levels of specified quality are not being met. Daily Reports shall be prepared and submitted to COR for Quality Assurance documentations. The following issues shall be addressed:

1. Establish the quality of workmanship required.
2. Resolve conflicts.
3. Ensure that testing is performed by the approved laboratory.
4. Check work procedures for compliance with the safety and health requirements are met working in a hospital environment.

#### C. Follow-Up Phase

Perform the following for on-going work daily, or more frequently as necessary, until the completion of each work and documents in the daily Reports:

1. Ensure the work is in compliance with Contract requirements.
2. Maintain the quality of workmanship required.
3. Ensure that testing is performed by the approved laboratory.
4. Ensure that rework items are being corrected.
5. Assure manufacturers representatives have performed necessary inspections if required and perform safety inspections.

### 1.18 TESTS

A. 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.

B. 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.

### 1.19 PHOTOGRAPHIC DOCUMENTATION

A. During the construction period through completion, provide photographic documentation of construction progress and at selected milestones including electronic indexing, navigation, storage and remote access to



the documentation, as per these specifications. The commercial photographer or the subcontractor used for this work shall meet the following qualifications:

1. Demonstrable minimum experience of three (3) years in operation providing documentation and advanced indexing/navigation systems including a representative portfolio of construction projects of similar type, size, duration and complexity as the Project.
2. Demonstrable ability to service projects throughout North America, which shall be demonstrated by a representative portfolio of active projects of similar type, size, duration and complexity as the Project.

B. Photographic documentation elements:

1. Each digital image shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) capable of producing 200x250mm (8 x 10 inch) prints with a minimum of 2272 x 1704 pixels and 400x500mm (16 x 20 inch) prints with a minimum 2592 x 1944 pixels.
2. Indexing and navigation system shall utilize actual AUTOCAD construction drawings, making such drawings interactive on an on-line interface. For all documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the project.
3. Documentation shall combine indexing and navigation system with inspection-grade digital photography designed to capture actual conditions throughout construction and at critical milestones. Documentation shall be accessible on-line through use of an internet connection. Documentation shall allow for secure multiple-user access, simultaneously, on-line.
4. Before construction, the building pad, adjacent streets, roadways, parkways, driveways, curbs, sidewalks, landscaping, adjacent utilities and adjacent structures surrounding the building pad and site shall be documented. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings. If site

- work or pad preparation is extensive, this documentation may be required immediately before construction and at several pre-determined intervals before building work commences.
5. Construction progress for all trades shall be tracked at pre-determined intervals, but not less than once every thirty (30) calendar days ("Progressions"). Progression documentation shall track both the exterior and interior construction of the building. Exterior Progressions shall track 360 degrees around the site and each building. Interior Progressions shall track interior improvements beginning when stud work commences and continuing until Project completion.
  6. As-built condition of pre-slab utilities and site utilities shall be documented prior to pouring slabs, placing concrete and/or backfilling. This process shall include all underground and in-slab utilities within the building(s) envelope(s) and utility runs in the immediate vicinity of the building(s) envelope(s). This may also include utilities enclosed in slab-on-deck in multi-story buildings. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive site utility plans.
  7. As-built conditions of mechanical, electrical, plumbing and all other systems shall be documented post-inspection and pre-insulation, sheet rock or dry wall installation. This process shall include all finished systems located in the walls and ceilings of all buildings at the Project. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.
  8. As-built conditions of exterior skin and elevations shall be documented with an increased concentration of digital photographs as directed by the COR in order to capture pre-determined focal points, such as waterproofing, window flashing, radiused steel work, architectural or Exterior Insulation and Finish Systems (EIFS) detailing. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive elevations or elevation details.

9. As-built finished conditions of the interior of each building including floors, ceilings and walls shall be documented at certificate of occupancy or equivalent, or just prior to occupancy, or both, as directed by the COR. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.
10. Miscellaneous events that occur during any Contractor site visit, or events captured by the Department of Veterans Affairs independently, shall be dated, labeled and inserted into a Section in the navigation structure entitled "Slideshows," allowing this information to be stored in the same "place" as the formal scope.
11. Customizable project-specific digital photographic documentation of other details or milestones. Indexing and navigation accomplished through interactive architectural plans.
12. Monthly (29 max) exterior progressions (360 degrees around the project) and slideshows (all elevations and building envelope). The slideshows allow for the inclusion of Department of Veterans Affairs pictures, aerial photographs, and timely images which do not fit into any regular monthly photopath.
13. Weekly (21 Max) Site Progressions - Photographic documentation capturing the project at different stages of construction. These progressions shall capture underground utilities, excavation, grading, backfill, landscaping and road construction throughout the duration of the project.
14. Regular (8 max) interior progressions of all walls of the entire project to begin at time of substantial framed or as directed by the COR through to completion.
15. Detailed Exact-Built of all Slabs for all project slab pours just prior to placing concrete or as directed by the COR.
16. Detailed Interior exact built overlapping photos of the entire building to include documentation of all mechanical, electrical and plumbing systems in every wall and ceiling, to be conducted after rough-ins are complete, just prior to insulation and or drywall, or as directed by COR.

17. Finished detailed Interior exact built overlapping photos of all walls, ceilings, and floors to be scheduled by COR prior to occupancy.
  18. In event a greater or lesser number of images than specified above are required by the COR, adjustment in contract price will be made in accordance with clause entitled "CHANGES" VAAR 852.236-88).
- C. Images shall be taken by a commercial photographer and must show distinctly, at as large a scale as possible, all parts of work embraced in the picture.
  - D. Coordination of photo shoots is accomplished through COR. Contractor shall also attend construction team meetings as necessary. Contractor's operations team shall provide regular updates regarding the status of the documentation, including photo shoots concluded, the availability of new Progressions or Exact-Built's viewable on-line and anticipated future shoot dates.
  - E. Contractor shall provide all on-line domain/web hosting, security measures, and redundant server back-up of the documentation.
  - F. Contractor shall provide technical support related to using the system or service.
  - G. Upon completion of the project, final copies of the documentation (the "Permanent Record") with the indexing and navigation system embedded (and active) shall be provided in an electronic media format, typically a DVD or external hard-drive. Permanent Record shall have Building Information Modeling (BIM) interface capabilities. On-line access terminates upon delivery of the Permanent Record.

#### **1.20 FINAL ELEVATION DIGITAL IMAGES**

- A. A minimum of four (4) images of each elevation shall be taken with a minimum 6 MP camera, by a professional photographer with different settings to allow the COR to select the image to be printed. All images are provided to the RE on a CD.
- B. Photographs shall be taken upon completion, including landscaping. They shall be taken on a clear sunny day to obtain sufficient detail to show depth and to provide clear, sharp pictures. Pictures shall be

400 mm x 500 mm (16 by 20 inches), printed on regular weight paper, matte finish archival grade photographic paper and produced by a RA4 process from the digital image with a minimum 300 PPI. Identifying data shall be carried on label affixed to back of photograph without damage to photograph and shall be similar to that provided for final construction photographs.

## 1.21 MINIMUM ENERGY CODE REQUIREMENTS FOR FACILITIES CONSTRUCTION VISN 6

Minimum Energy Code Requirements for Facilities Constructed within VISN 6

Source: ASHRAE Standard 90.1 2010

Insulation Values							
Station	Climate Zone	Roof Insulation	Wall Insulation	Floor Insulation	Door Max overall U	Windows Max U	Windows Max SHGC
Beckley	5A	For All: R-20 ci; Metal R-13 + R-13, Attic R38	R-13, 7.5ci; Metal R-19; Mass 9.5 ci, except 11.4 ci Beckley	R-30, Slab R- 15 for 24"	0.7	0.45	0.4
Salisbury & Fayetteville	3A					0.6	0.25
All others	4A					0.5	0.4

Notes:

1. ci continuous insulation minimum (overlapping the studs).
2. Door overall U-Value includes any glass.
3. Any glazing within an exterior door shall have a minimum U value = 0.8, except for Salisbury & Fayetteville = 0.9.
4. Provide Shading for all E, W & S window if possible, overhangs or other permanent shading.

Lighting W/SF	
Office	1.11
Wtg/Lobby	0.90
Rest Rm	0.98
Corridor	0.66
Multi Purpose	1.23
Conf. Rm	1.23
Operating Rm	1.89
Emergency	2.26
Patient Rm	0.62
Recovery	1.15
Nurse Station	0.87
Exam Rm	1.66

Lighting Notes:

1. Provide combined infra-red/motion occupancy sensors (set for 30 min).
2. Provide Bldg Auto control to turn off all nonsafety lighting.
3. Provide daylighting control for spaces with windows or skylights.
4. VA Required FootCandle lighting levels shall be maintained within the lighting densities listed. See Chapter 6 2008 Electrical Design Guide.
5. Provide Exterior Lighting Densities as required in ASHRAE Standard 90.1-2010, and utilize LED exterior fixtures. Generally Parking Areas are 0.1W/SF
6. Consider LED Interior Fixtures, especially for corridors.

### Receptacles (15 & 20 Amp): 50% Shall have Automatic Control, unless critical

HVAC (Heat Pump)				VRF System or GSPH preferred HVAC System s Min SEER = 22 Min COP = 4.5
Size	Min Clg	Min Htg	Test	
< 5 Tons	13 SEER	7.7 HSPF	ARI 210/240	
5 to 11 Tons	11 EER	3.3 COP	ARI 340/360	
> 11 Tons	10.6 EER	3.2 COP	ARI 340/360	

Notes: 1. Any HVAC > 4.5 tons shall be provided with economizer control.

2. In order to meet the 20% "better than" for renovation & 30% "better than" for new work, HVAC Min SEER & EER shall be increased to 18 when equipment is available.

### Domestic Water Heater <= 12KW

Min EF = 0.97 - (0.00132)(Volume) Test:




DOE 10 CFR Part 430

Min Tank Insulation: R-12.5

DWH can be instantaneous (steam conversion), or instantaneous under sink as the application allows. If steam is to be in the bldg, then use steam instantaneous.

Notes: 1. For bldgs not occupied 24/7, provide DHW pump controls to start & stop pump according to occupancy schedule.

2. For all new bldgs & additions, solar thermal DHW shall be Life Cycle Cost evaluated for installation. Solar Thermal Evaluation shall be a part of the project file and installed if life cycle cost effective.

 <h2 style="display: inline;">Water Requirements</h2> 			
Plumbing Fixtures: <div style="float: right;">  </div> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <b>EPA Water Sense</b> </div>			
Fixture	Existing	New	How
Toilet	1.6 - 6 gpf	1 - 1.6 gpf	Location
Urinal	1 - 4 gpf	0 - 1pt/f	40 to 70k Gal
Faucet	2 - 5 gpm	1.5 gpm	25 Min/Dy
Shower Head	2 - 3 gpm	1.5 gpm	15 Min/Prsn/Dy

1. Leases: there are some exemptions.
2. Construction: Handout and code explanation, handout "Notice to Employees"

### 1.22 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.

### 1.23 TESTS

- A. 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.
- B. 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.

- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex 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 complex 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.
- D. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.
- E. 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 and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (four copies each) for each separate piece of equipment shall be delivered to the Project Engineer coincidental with the delivery of the equipment to the job site. 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 instructions 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 Project Engineer and shall be considered concluded only when the Project Engineer is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Project Engineer, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

#### **1.25 CONSTRUCTION SIGN**

- A. Provide a Construction Sign where directed by the Project Engineer. All wood members shall be of framing lumber. Cover sign frame with 0.7 mm (24 gage) galvanized sheet steel nailed securely around edges and on all bearings. Provide three 100 by 100 mm (4 inch by 4 inch) posts (or equivalent round posts) set 1200 mm (four feet) into ground. Set bottom of sign level at 900 mm (three feet) above ground and secure to posts with through bolts. Make posts full height of sign. Brace posts with 50 x 100 mm (two by four inch) material as directed.

- B. Paint all surfaces of sign and posts two coats of white gloss paint. Border and letters shall be of black gloss paint, except project title which shall be blue gloss paint.
- C. Maintain sign and remove it when directed by the Project Engineer.
- D. Detail Drawing of construction sign showing required legend and other characteristics of sign is attached hereto and made a part of this specification.

#### **1.26 INSTRUCTIONS**

- A. Contractor shall furnish Maintenance and Operating manuals and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (four copies each) for each separate piece of equipment shall be delivered to the Resident Engineer coincidental with the delivery of the equipment to the job site. 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. Operation and Maintenance Manuals must be consistent with the manufacturer's standard brochures, schematics, printed instructions, general operating procedures, and safety precautions. Bind information in manual format and grouped by technical sections. Test data must be legible and of good quality. Light-sensitive reproduction techniques are acceptable provided

finished pages are clear, legible, and not subject to fading. Pages for vendor data and manuals must have 0.3937-inch holes and be bound in 3-ring, loose-leaf binders. Organize data by separate index and tabbed sheets, in a loose-leaf binder. Binder must lie flat with printed sheets that are easy to read. Caution and warning indications must be clearly labeled.

- C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed instructions 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 Resident Engineer and shall be considered concluded only when the Resident Engineer is satisfied in regard to complete and thorough coverage. 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.
- Q. Contractor to return to the site at 10 months into the 12 month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal Systems Functional Performance Testing. Also interview facility staff and identify problems or concerns they have operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction

contract. Assist facility staff in developing reports, documents and requests for services to remedy outstanding problems.

- R. Assemble the final commissioning documentation, including the Final Commissioning Report and Addendum to the Final Commissioning Report.

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