

RENOVATE PRIME CARE CLINICS WAITING AREAS

PROJECT# 580-12-420

Michael E. DeBakey VA Medical Center

Houston, Texas

1. GENERAL

- 1.1. The intent of this scope is to refurbish all the prime care clinic waiting areas to reflect the evidence-based design. The scope of the work will include the following new finishes: paint, handrail, paint, ceiling tile, and laminate on existing doors, architectural lighting, decorative lighting, wall covering, flooring, cove base and refinishing the existing reception counters in each area totaling approximately 25,000 sq ft of space. Bathrooms noted below will also be included in the scope of work.
- 1.2. Finish and equipment specifications for the work below are found on the finish list and equipment list:
 - 1.2.1. Replace glass in existing sliding doors with laminated panels
 - 1.2.2. Refurbish existing receptionist/check in counter; removing grab bars, replacing counters and relaminating face of the units. Additionally, lighting and laminated panels will be applied to the front of the station as per drawings.
 - 1.2.3. Order and install luminous lighting ceiling panel in waiting area.
 - 1.2.4. Create wall soffit over reception counter per drawings. From the soffit will hang five (5) pendants over the worksurface per specs.
 - 1.2.5. Drinking water fountains, where shown on plans, must be replaced to accommodate ADA requirements.
 - 1.2.6. Move fire strobes, alarms, etc. (behind reception counter walls) from current location in the center of the wall to the side by a door.
 - 1.2.7. Re-hang any signage or fixtures that are removed during remodeling, provided they are compliant. Any new signage must be ordered and installed to meet ADA requirements.
- 1.3 Room 1A-220, 1A-220A, 1A-224, 1A-224A, 1A-300A, 1A-255, 1A-255A, 1A-257, 1A257A are the toilets included in the scope of this project. The remodel of these will include the following new finishes/appliances: porcelain floor tile, porcelain wainscot, solid surface counter, toilet partitions and plumbing fixtures.
- 1.4 Work will be completed in four (4) phases, starting in Clinic One and then moving to the adjacent waiting area. The majority of the clinic areas shall remain open from 0800-1600 Monday through Friday; a contingency for after hours and weekend work needs to be considered in the proposal. Work shall be coordinated between awarded contractor and the VA staff so as to be as unobtrusive as possible to Veterans and their guests. Any work done in exam rooms must be completed during the hours that the clinic is closed. Contractor must clean up areas after each work day.
- 1.5 Before any work is to begin, contractor shall field verify all working conditions and routes to minimize the effect on daily operations.
- 1.6 Before any work is to begin, all employees of the contractor shall attend a brief safety training review conducted by the VA Safety service in the Engineering department.
- 1.7 The contractor is responsible for supplying all MSDS documentation for associated materials used on the project prior to work commencing.
- 1.8 Contractor shall not interrupt any utility service or fire alarm service during the process of this job.

- 1.9 Contractor shall cover and/or move any furniture or equipment during painting, etc. to protect from damage.
- 1.10 Contractor is responsible for replacing any items damaged by contractor, subcontractors, his employees or equipment.
- 1.11 Contractor shall coordinate his work with VA personnel and other contractors-electrical, plumbing, IRM and P & H if necessary.
- 1.12 Scheduling for the work to begin shall be determined by VA personnel and relayed to the contractor prior to start date.

2. **DEFINITIONS AND ACRONYMS:** The definitions and acronyms used throughout this Statement Of Work are as follows:

- 2.1. Contracting Officer (CO): The person with the authority to enter into, administer, and or terminate contracts and make related determinations on behalf of the Government.
- 2.2. Contracting Officer's Representative (COR): The Contracting Officer's Representative responsible for monitoring Contractor's performance to ensure adequate performance for the Government.
- 2.3. Michael E. DeBakey VA Medical Center (VA): contracting facility.

3. **GENERAL REQUIREMENTS – all VA Master Specifications can be found at www.ccb.org.**

3.1. PLUMBING

- 3.1.1. Provide sinks were required of sufficient type and quantity for work being performed.
- 3.1.2. No jack hammers or hammer type equipment allowed to be used on the interstitial floor.
Only hole sawing is allowed to make holes in the interstitial floor.
- 3.1.3. Wrap any uncovered P-traps/pipes in exam rooms.

3.2. MECHANICAL

- 3.2.1. Provide new HVAC (supply, return and exhaust) grills for area, with sufficient air flow (CFM) and air changes.
- 3.2.2. Negative air flow shall be maintained into entire area.
- 3.2.3. Terminal units and associated valves shall be replaced with new. Existing controls to remain.
- 3.2.4. Temperature shall be controlled between 68-78 degrees F.
- 3.2.5. Relative humidity 30% - 55%.
- 3.2.6. Any new duct work shall be 22 gauge for straight duct and 20 gauge fittings.
- 3.2.7. All HVAC Devices must be compatible with existing devices used in the VA Medical Center.
- 3.2.8. All new and existing devices (dampers, terminal units, vav's etc.) in this area must be connected to the Energy Control System for monitoring.

3.3. ELECTRICAL

- 3.3.1. Provide or relocate power for all equipment as per manufacturer requirements to include all equipment associated with area 1.
- 3.3.2. Replace any non-compliant duplex with GFI as required.
- 3.3.3. Any new conduit shall be minimum ¾".

3.4. ARCHITECTURAL

- 3.4.1. Any new construction of walls are to be 4" 20 gauge galvanized studs with 5/8" fire rated sheetrock on each side.
- 3.4.2. Studs are to be continuous from floor to interstitial deck (not ceiling) with no splices.
- 3.4.3. Provide 9' high, suspended type ceiling w/2'x2 tegular type ceiling tiles (Armstrong 3252PB) for all areas. The grid shall be at the appropriate height so the fire sprinklers are at the correct drop.
- 3.4.4. Existing doors to be replaced or relaminated with Wilsonart "Amber Cherry" 7919-38. Any damaged or not functioning hardware shall be replaced. Any new doors to have same finish as above.
- 3.4.5. Supply and install handrail (InPro 800 series) to replace any existing.
- 3.4.6. Strip existing counter, handrails, grab bars and base off of existing (4) reception counters. Reface with laminates in specs, install new counters, apply 3Form panels to façade and new lighting integrated into the millwork.
- 3.4.7. Purchase and install light box in waiting area ceilings as indicated in plans.
- 3.4.8. Provide wall finish that is smooth and able to withstand frequent cleaning. Wall to ceiling junction shall be coved and flush. Paint shall be one primer and two finish coats, unless otherwise noted.
 - 3.4.8.1. Paint Specs for lobby and corridor: MDC Wallcovering Microtex
 - 3.4.8.2. Paint Specs for Storefront glazing: MDC Wallcovering LiquaPearl

3.5 TOILET RENOVATIONS:

- 3.5.1 Contractor shall demo/ remove old finishes, wall tile, floor tile, ceiling, toilet partitions, mirrors, grab bars, lighting etc.
- 3.5.2 Contractor shall remediate any mold occurring on sheetrock walls and replace rusted metal studs and track.
- 3.5.3 Contractor shall furnish and install a new solid surface counter top prepped for drop-in sinks, waste receptacle opening and faucets.
- 3.5.4 Please see finish list for plumbing and finish specs.
- 3.5.5 Above the counter, a new mirror will be added to replace the old one.
- 3.5.6 All urinals and water closets with multiple fixtures shall have new stainless steel partitions, except as noted in 1a-257a, of heavy duty gauge to insure privacy in the water closets and urinals. Partitions will be ceiling mounted and wall braced.
- 3.5.7 All other bathroom accessories shall match existing as close as possible.
- 3.5.8 The contractor shall prep floor, install ceramic tile of the entire area (floor to ceiling height) and replace ceiling grid, ceiling tiles, and lighting.
- 3.5.9 Surface mount paper towel, soap and toilet paper dispensers will be owner furnished and contractor installed.
- 3.5.10 Remove and re mount baby changing tables or add as needed.

3.6 DAILY CLEANUP AND RECYCLING REQUIREMENTS

- 3.6.1 Contractor shall be responsible for daily cleanup of job site. The VA may issue space for a dumpster at the convenience of the contractor; however, the contractor is 100% responsible for securing such dumpster.
- 3.6.2 Contractor shall follow VA Master Spec 01 74 19 Construction Waste Management.

4. SECURITY

- 4.1. Contract workers who require access to a federal building under this project shall be required to obtain an identification badge from the VA before being granted access per the local facility policy. Contracted employees working less than 180 total days under this project will be required to obtain a flash badge. There is no charge for flash badges. If flash badges are deemed necessary, contract workers shall contact the COR who will assist in obtaining a flash badge. If your contracted employee has acquired a flash badge within the last year and it is expired, AND will be working less than 180 total days under this project, that employee will be required to obtain a Special Agreement Clearance (SAC) badge. The cost for one SAC badge is \$40. If your contracted employee will be working more than 180 total days under this project, they will be required to obtain a national agency check with inquiries (NACI) clearance; see next paragraph for those costs. The CO will provide written instructions after award on how to obtain the SAC and NACI badges. Please note: to obtain any type of badge, the VA will require a minimum of two trips to the facility per contract employee. Contract employees shall not begin work until they have obtained a VA badge.
- 4.2. Superintendent(s) will be required to obtain a NACI clearance from the office of personal management (OPM). This clearance will cost \$279 for each person. If this person or persons have a NACI clearance within the past two years and have not had a break in federal service (as a contractor), then the cost of reciprocity is \$27. Contractor shall be responsible for payment for all background investigations within 30 days of receiving notification from the Contracting Officer.
- 4.3. The Project Manager shall be escorted by the COR at all times. If not, the Project Manager shall have the same requirement as the Superintendent (paragraph 4.2).
- 4.4. The Certifications and Accreditation requirements do not apply and the Security Accreditation Package is not required.
- 4.5. The COR for this contract will notify clinic management of the days/hours when contractor staff will be accessing the clinic. It is the responsibility of clinic staff to follow privacy and cyber security policies by assuring sensitive information is protected by restricting access to areas containing PII and PHI and assuring documents containing PII and PHI are kept in locked file cabinets and computers are logged off.

5. SUBMITTALS, SITE VISITS, INSPECTIONS, AND MEETINGS

- 5.1. Every two weeks, the contractor shall hold a progress meeting to review progress to date and to resolve all questions for the upcoming week. The progress meeting shall include at a minimum, the project manager and the superintendent representing the contractor, the COR and the CO representing the government. Technical supervisor (foreman), sub-contractors, suppliers, etc. shall attend when requested by the CO. The meeting shall be same day, time, and place every two weeks.
- 5.2. Meeting minutes - the contractor shall take minutes of all meetings held relative to this project. The format must be acceptable to the CO. Minutes shall include the meeting date and time; agenda; meeting location; list of participants with their affiliations, and telephone numbers; be fully descriptive of issues, problems and decisions made; and action items with names of responsible parties and deadlines. In addition, the minutes must include, as attachments, all exhibits and references distributed as handout materials, unless the materials are part of a formal submission. The contractor shall provide, via e-mail, complete copies of all minutes to all attendees within 72 hours of the meeting. All challenges to the minutes will be reflected in a revised version prepared by the contractor and co along with the contractor and COR shall initial the minutes. In the event of any disputes or challenges that can't be resolved, the CO shall render a final decision. Copies of updated minutes shall be distributed to the all attendees within 48 hours after change notice.

- 5.3. During the construction period, the general contractor's project manager shall make visits to the project site when requested by the COR at critical phases of the project. The general contractor shall have a supervisor on site at all times. The COR may also request visits for special purposes. The COR has the prerogative to determine the professional discipline(s) required for any visit. The general contractor shall observe the construction, advise the COR of any deviations or deficiencies or solutions to issues discussed. A site inspection report which includes the purpose of the inspection, items reviewed, deficiencies observed, recommendations and additional actions required, shall be furnished to the COR within three business days following the site visit date.
- 5.4. The following milestone dates shall be incorporated into the contractor's schedule.
- 5.4.1. All Shop Drawings, Product Data and Samples shall be submitted and approved by the VA within forty-five (45) calendar days after Notice to Proceed. The VA will provide the Contractor with written comments within five (5) calendar days after receiving each submittal.
- 5.4.1.1. Submittals for approval shall include the name of the manufacturer, the product name and model number. Other identification as appropriate to clearly identify the product that will be used in the construction of the project shall be included. VA will determine if substitutions are appropriate.
- 5.4.1.2. Other data as appropriate to clearly identify the product that will be used in the construction of the project i.e. shop drawings, product data, and samples as required by the VA RFP document.
- 5.4.2. Submittal Schedule shall be provided within ten (10) calendar days after Notice to Proceed. The contractor shall provide it to the COR for approval, and shall include the dates for submission of Shop Drawings, Product Data, and Samples.
- 5.4.3. The Contractor shall submit a construction schedule within ten (10) calendar days after Notice to Proceed. The construction schedule shall be prepared in terms of calendar days (not working days). Once the construction schedule is submitted by the Contractor and approved by the CO, no lateness in the schedule shall be tolerated without the CO's approval.
- 5.4.4. A pre-construction meeting shall be held within ten (10) calendar days after award of Contract. During the construction, the Contractor shall attend all bi-weekly construction progress meetings. The meeting schedule and place will be discussed in the pre-construction meeting.
- 5.4.5. Contractor shall provide a list of all subcontractors (all tiers) with the names of all the contract staff within ten (10) days of receiving the Notice to Proceed. The listing shall also include the approximate number of work days each employee will be on-site. This list shall be maintained by the Superintendent/Project Manager at all times and be provided to the government upon request from the CO or COR.

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