

SECTION 00 04 00  
ENGINEERING SERVICE PROJECT GUIDELINES AND REQUIREMENTS

Date:

Construction Co:

Address:

Phone No.:

Re: Project 796-10-002/796-11-004/796-12-017; Replace/Upgrade HVAC Units,  
Phases 1, 2 & 3 to Hines Building 37

ENGINEERING SERVICE PROJECT GUIDELINES AND REQUIREMENTS:

**a. Address & Phone:**

COTR Name: Eric Tharp  
COTR Backup: Donald Bavaro  
COTR Address: VA Service and Distribution Center (SDC)  
P.O. Box 27  
Hines, IL 60141-0027

COTR Phone Number: (708) 786-7502

COTR Fax Number: (708) 786-7836

**b. Submittals:** All submittals must be submitted to the VA and A/E prior to commencing work. One courtesy copy shall be sent to the VA while five copies are simultaneously sent to the A/E. The submittal log shall be submitted to the VA with a list of submittals required per the specifications within ten calendar days of this Pre-construction Meeting.

**c. Schedule of Values/Progress Chart:** Schedule of Values, broken down into labor and material for each geographical areas and trades, along with the Progress Chart must be submitted to the VA within ten calendar days of this Pre-construction Meeting. The schedule of values must be approved by the COTR and the Contracting Officer before work commences. Prior to commencing work, the contractor shall submit a detailed schedule of work (including phasing, if any) from the starting day to the day of completion prior to commencing work. The Schedule of Values and updated Progress Chart will then be used for all progress payment requests. Payment requests will not be processed until the Schedule of Values and Progress Chart are submitted for the month.

**d. Subcontractor List:** Within ten calendar days of this Pre-construction Meeting, submit to the VA a sub-contracting plan with a list of all subcontractors including the company name, address, phone number and contact person. The sub-contracting plan must be approved by the Contracting Officer.

- e. **On/Off Jobsite:** The Superintendent on the job should sign the Log book in Engineering Office at the beginning of each workday. The VA must be made aware of when the contractor is on or off the Job site.
- f. **Daily Logs:** All contractors shall submit to the VA a completed Daily Log to the COTR no later than the working day following the subject day. The daily log shall be on the form provided by the COTR at the Pre-construction Meeting. Payment applications will not be processed until the Daily Logs are up to date for that month.
- g. **Bi-monthly Meeting:** The contractor shall attend bi-monthly construction review meetings on the second and fourth Thursdays of the month at 9:00 a.m. to be held in Room 147, Bldg. 37.
- h. **Work Hours:** The tour of duty for the COTR on this project is 7:00 a.m. to 4:30 p.m. If the contractor would like to work hours other than that, he/she shall request permission to do so from the COTR as per specifications. The contractor cannot work on national holidays, when the building is closed for business.
- i. **Payment Applications:** Payment Applications must be into the VA at the start of each month for the month prior. A pencil copy could be submitted prior to final copy for COTR preliminary review.
- j. **Emergency Number:** In case of emergency contact  
 Person Name: \_\_\_\_\_  
 Phone/Pager #: \_\_\_\_\_
- k. **Bond:** The contractor should request payment for their performance bond immediately. This will initiate the payment process.
- l. **Payrolls:** On all contracts over \$25,000, certified payrolls must be submitted weekly. Payments will not be processed until all payrolls are into the VA.
- m. **Storage/Field Office:** No on-site storage or field office will be provided. If a trailer will be brought on site, request a location for it and get approvals as early as possible.
- n. **Dumpster:** Will a dumpster be required? If so, notify the COTR of such and request a location for it.
- o. **Keys:** The COTR will need two copies of keys for any locks in temporary partitions or construction entrances. One key for COTR and one key for fire department.
- p. **Barricades:** All construction areas are to be barricaded off from non-construction personnel. This is especially critical near all patient care buildings.
- q. **VA Equipment:** The use of VA equipment (i.e.: carts, towels, etc.) is strictly forbidden unless approved by the VA.

- r. **Hard-hats:** Hard-hats shall be worn by all personnel on a construction Jobsite during all demolition and activities requiring overhead work.
- s. **Badges:** Badges shall be worn at all times by construction personnel while on VA property.
- t. **Burn Permits:** A burn permit shall be obtained for all cutting with a torch, welding and smoldering operations.
- u. **Fire Stopping:** Any penetrations through all new and existing walls shall be sealed with a fire-rated sealant before leaving that area of work.
- v. **Clean Up:** All debris will be removed daily from the work area at the close of each workday. Contain debris before transport in tightly covered containers. Place dust mat at entrance and exit of work area.
- w. **No Smoking:** No smoking is allowed in the building including construction areas. Violation of this rule will result in work stoppage by COTR and Contracting Officer. Only designated smoking areas shall be used by the contractors.
- x. **Asbestos Abatement:** All asbestos abatement shall be done according to VA regulations. The contractor shall obtain the permission of Project Engineer prior to commencing the abatement. No abatement work will be started without approved asbestos submittals.

Contractor Signature:

COTR's Signature:

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