

SECTION 01 00 00
GENERAL REQUIREMENTS

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GENERAL REQUIREMENTS****1.1 GENERAL INTENTION**

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work at the Omaha VAMC, 4101 Woolworth Avenue, Omaha, NE, for Project 636-13-125, Renovate Restrooms - Omaha as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the Contracting Officer's Representative (hereafter, COR).
- C. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.
- D. 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 other relevant competency training. All employees of the contractor or subcontractors acting in a supervisory capacity 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.

1.2 STATEMENT OF BID ITEM(S)

- A. BID ITEM I, GENERAL CONSTRUCTION: RENOVATE ORANGE CLINIC RESTROOMS, ROOMS 1226 AND 1228: Work includes general construction, alterations, mechanical, plumbing and electrical work, finishes, fixtures, and fittings, necessary removal of existing structures, utilities and construction and certain other items.
- B. BID ITEM II, GENERAL CONSTRUCTION: RENOVATE LOBBY RESTROOMS, ROOMS 1331 AND 1332: Work includes general construction, alterations, mechanical, plumbing and electrical work, finishes, fixtures, and

fittings, necessary removal of existing structures, utilities and construction and certain other items.

- C. BID ITEM III, GENERAL CONSTRUCTION: RENOVATE EMPLOYEE RESTROOMS AND LOCKER ROOMS (BASEMENT), ROOMS B710, B712, AND B719: Work includes general construction, alterations, mechanical, plumbing and electrical work, finishes, fixtures, and fittings, necessary removal of existing structures, utilities and construction and certain other items.
- D. BID ALTERNATE NO. 1, GENERAL CONSTRUCTION: As an alternate to BID ITEM I, above: Convert existing Orange Clinic restrooms (Rooms 1226 and 1228) to a single, multiple stall Women's restroom. Convert existing janitorial closet (Room 1258) into a multiple stall Men's restroom. Convert existing storage room (Room 1250) for janitorial storage. Convert existing smoking area (Room 1205B) for janitorial storage. Work includes general construction, alterations, mechanical, plumbing and electrical work, finishes, fixtures, and fittings, necessary removal of existing structures, utilities and construction and certain other items.

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. AFTER AWARD OF CONTRACT, specifications and drawings will be furnished to the contractor in electronic PDF format. Up to three printed sets of the drawings and specifications will be provided if requested by the contractor. Drawings will be provided in AUTOCAD DWG format if requested by the contractor.
- B. Additional sets of drawings may be made by the Contractor, at Contractor's expense, from the electronic files provided.

1.4 CONSTRUCTION SECURITY REQUIREMENTS

A. Security Procedures:

1. **Badge Requirements:** 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.

- a. **Local ID (Minimum ID Requirement for All Employees Performing Work Under this Contract):** All employees of the contractor and subcontractor(s) must display a VA issued badge (Local ID), with photograph, at all times on Medical Center property. Local IDs allow employees access to public areas of the Medical Center and the construction area, only. Local IDs are issued on a walk-in basis by the VA Police PIV Office (Room B804). Employees must

provide a government furnished photo ID to the PIV Office to be issued a local ID.

- (1) All employees of the contractor and subcontractor(s) shall be fingerprinted by the VA NWIHCS Police Service. Fingerprints shall be forwarded to and kept on file by the VA Office of Personnel Management in Washington, D.C.

b. Non-PIV Identity Card (Required for Employees Acting in a Supervisory Capacity and/or Requiring a VA Issued Key): Employees of the contractor and subcontractors acting in a supervisory capacity and maintaining a sustained presence on site shall be designated "responsible persons" and shall require a VA issued Non-PIV Identity Card, which shall be displayed at all times when on Medical Center property. Additionally, this job may require access to secure areas within the Medical Center. Contractor shall submit the name(s) of responsible person(s) who shall be issued government key(s).

- (1) Employee(s) of the contractor or subcontractor(s) designated as responsible person(s) shall provide two forms of identification (see Appendix C, this section) and a completed VA NWIHCS Police Service Fingerprint Request form (See Appendix A, this section) to the COR, who will initiate a request for a VA identification for the designated employee(s). Documents shall be submitted to the COR and designated employees shall be fingerprinted by the VA NWIHCS Police Service not less than 15 calendar days prior to designated employees starting work at the Medical Center.
- (2) Designated employee(s) requiring a VA issued Non-PIV Identity Card shall agree to be fingerprinted by the VA NWIHCS Police Service, have their fingerprints forwarded to and maintained on file by the VA Office of Personnel Management, have their name and fingerprints shared with local law enforcement agencies, and undergo a background investigation ("Special Agreement Check") conducted by the VA Human Resources department. The Special Agreement Check shall be completed and VA identifications shall be issued to designated employee(s) before designated employee(s) will be allowed to work on Medical Center property.

(3) At least one responsible person designated by the contractor and approved by the COR or CO shall be present at all times when employees of the contractor or subcontractor(s) are working on Medical Center property.

c. Local IDs and Non-PIV Identity Cards shall be valid for six months from the date of issue. The contractor shall be responsible for ensuring all employees requiring access beyond the six month period renew badges and identification cards before they expire. Badge/ID card renewal shall be scheduled with the VA NWIHCS Police Service through the COR not less than 15 calendar days prior to the ID card expiration. Failure to renew badges/ID cards before the end of their valid period may result in employees losing access to the Medical Center until a new badge/ID card application has been completed and approved, and a new badge/ID card issued. Costs and liabilities associated with delays caused by failure of the contractor's and subcontractor(s)' employees to maintain a current badge/ID card shall be born solely by the contractor.

d. All employee information provided to the VA to meet the requirements of this section is protected by the Privacy Act of 1974. The VA follows the requirements of the Privacy Act, which protects personal information that the VA maintains in "systems of records". Information provided to the VA may not be disclosed unless permitted pursuant to 38 CFR 1.500 - 1.599. Records provided to and maintained by the VA may not be altered or destroyed, except as authorized by 38 CFR 1.579.

e. Keys and identification cards shall remain the property of the government, and shall be returned to the government at contract completion, when the employee's presence is no longer required at the Medical Center, or when requested by the COR or CO. Contractor shall reimburse the government for the replacement cost of any keys or government issued identification cards lost or damaged as a result of negligence or malicious act by employees of the contractor or subcontractor(s).

2. For working outside the "regular hours" as defined in the contract, The General Contractor shall give not less than 3 days' notice to the COR or Contracting Officer. 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.

B. 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.

C. Document Control:

1. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.

D. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle entering the site and such request shall be submitted to the COR (verbally, via e-mail, or in writing) 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. Parking for this contract shall be limited to the gravel "Contractors Lot" east of Lot 2-South, or leased parking (blue striped) on the east end of the Center Mall Parking Lot.

1.5 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):
 - a. E84-2008.....Surface Burning Characteristics of Building Materials
 2. National Fire Protection Association (NFPA):
 - a. 10-2006.....Standard for Portable Fire Extinguishers
 - b. 30-2007.....Flammable and Combustible Liquids Code
 - c. 51B-2003.....Standard for Fire Prevention During Welding, Cutting and Other Hot Work
 - d. 70-2007.....National Electrical Code
 - e. 241-2004.....Standard for Safeguarding Construction, Alteration, and Demolition Operations
 3. Occupational Safety and Health Administration (OSHA):
 - a. 29 CFR 1926.....Safety and Health Regulations for Construction
- B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to start of work, prepare a written plan detailing project-specific fire safety measures, including periodic status reports, and submit to the COR for review in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES. All employees of the contractor and subcontractor(s) shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements prior to performing any work on Medical Center property. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. The contractor shall document this training for all contractor and subcontractor employees, and provide documentation to the COR or CO if requested.
- C. 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.
- D. 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).
- E. Temporary Construction Partitions:
1. Install and maintain temporary construction partitions as shown on the construction drawings to provide smoke-tight separations between construction areas and adjoining areas. Construct partitions shall

be constructed of 5/8" Type X gypsum board on both sides of galvanized steel studs. Extend the partitions through suspended ceilings to floor slab deck or roof. Seal joints and penetrations. At door openings, install Class C, ¾ hour fire/smoke rated doors with self-closing devices.

2. Install one-hour temporary construction partitions as shown on drawings to maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures.
3. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration firestop materials in accordance with Section 07 84 00, FIRESTOPPING.

- F. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.
- G. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with the COR.
- H. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to COR.
- I. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- J. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- K. Sprinklers: Install, test and activate new automatic sprinklers prior to removing existing sprinklers.
- L. 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 the 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 Resident Engineer.

- M. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COR.
- N. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with and obtain permits from the COR at least 24 hours prior to commencing hot work operations. Hot work permits are valid for 24 hours only; separate permits shall be required for each day of hot work operations. Hot work permits shall be maintained and kept on file by the contractor for the duration of the project.
- O. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to the COR.
- P. Smoking: Smoking is prohibited in all buildings and within 30 feet of any facility entrance on Medical Center property.
- Q. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- R. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

1.6 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the

Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

- D. Working space and space available for storing materials shall be as determined by the COR.
- E. Workmen are subject to rules of the Medical Center applicable to their conduct.
- F. Execute work in such a manner as to interfere as little as possible with work being done by others. Keep roads clear of construction materials, debris, standing construction equipment and vehicles at all times.
- G. Execute work so as to interfere as little as possible with normal functioning of the Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by the COR.
 - 1. Do not store materials and equipment in other than assigned areas.
 - 2. Provide unobstructed access to the Medical Center areas required to remain in operation.
- H. 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 Resident Engineer. All such actions shall be coordinated with the Utility Company involved:
- I. Phasing: To insure such executions, Contractor shall furnish the Resident Engineer with a schedule of approximate phasing dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the Resident Engineer two weeks in advance of the proposed date of starting work in each specific area of site, building or portion

thereof. Arrange such phasing dates to insure accomplishment of this work in successive phases mutually agreeable to Contracting Officer/COR and Contractor, as follows:

1. **Phase I: Bid Item I (or Bid Alternate 1, if used)**
2. **Phase II: Bid Item II**
3. **Phase III: Bid Item III**

K. Building will be occupied during the performance of work. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.

L. Utilities Services: Maintain existing utility services for Medical Center at all times. 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 Resident Engineer.

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 Resident Engineer. 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 Resident Engineer, 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 Resident Engineer.
5. In case of a contract construction emergency, service will be interrupted on approval of Resident Engineer. 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.

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.

N. Coordinate the work for this contract with other construction operations as directed by the COR. This includes the scheduling of traffic and the use of roadways, as specified in Article 1.16, USE OF ROADWAYS.

1.7 ALTERATIONS

A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COR of areas of the building in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both to the Contracting Officer. This report shall list by rooms and spaces:

1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of building.
2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds,

shades, etc., required by drawings to be either reused or relocated, or both.

3. Shall note any discrepancies between drawings and existing conditions at site.
4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and Resident Engineer.

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 the COR, to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88).

C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and Resident Engineer 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.

1.8 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 in accordance with the guidelines provided by ICRA Group. Not less than 30 days prior to the start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to the COR for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.
 - 1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center.
- 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 RE and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone and in the patient-care rooms are appropriate for their settings. The requirement for negative air pressure in the construction zone shall depend on the location and type of activity. 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, 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 Resident Engineer. 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. For construction in any areas that will remain jointly occupied by the medical Center and Contractor's workers, the Contractor shall:
 - a. Provide dust proof one-hour temporary drywall construction barriers to completely separate construction from the operational areas of the hospital in order to contain dirt debris and dust. Barriers shall be sealed and made presentable on hospital occupied side. Install a self-closing rated door in a metal frame, commensurate with the partition, to allow worker access. Maintain negative air at all times. A fire retardant polystyrene, 6-mil thick or greater plastic barrier meeting local fire codes may be used where dust control is the only hazard, and an agreement is reached with the Resident Engineer and Medical Center.
 - b. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust to exterior is not reintroduced to the medical center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Accumulator) filter vacuum system rated at 95% capture of 0.3 microns including pollen, mold spores and dust particles. Insure continuous negative air pressures occurring within the work area. HEPA filters should have ASHRAE 85 or other prefilter to extend the useful life of the HEPA. Provide both primary and secondary filtrations units. Exhaust hoses shall be heavy duty, flexible steel reinforced and exhausted so that dust is not reintroduced to the medical center.
 - c. 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.
 - d. 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.

- e. The contractor shall not haul debris through patient-care areas without prior approval of the Resident Engineer and the Medical Center. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.
- f. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.
- g. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must be cleaned up and dried within 12 hours. Remove and dispose of porous materials that remain damp for more than 72 hours.
- h. 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.

1.9 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 property.
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.

1.10 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 scheduled to remain 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.

(FAR 52.236-9)

- C. Refer to Section 01 57 19, TEMPORARY ENVIRONMENTAL CONTROLS, for additional requirements on protecting vegetation, soils and the

environment. Refer to Articles, "Alterations", "Restoration", and "Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

SPEC WRITER NOTE: Use following paragraph when the disturbed area on the site exceeds one acre.
Confirm with the Project Manager.

D. Refer to FAR clause 52.236-7, "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.

1.11 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 Resident Engineer. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the Resident Engineer 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" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

1.12 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 Resident Engineer's review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings to the Resident Engineer within 15 calendar days after each completed phase and after the acceptance of the project by the Resident Engineer.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.13 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by the Resident Engineer, 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.

1.14 TEMPORARY USE OF EXISTING ELEVATORS

A. Use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:

1. Freight Elevators 5 or 6 shall be used for moving material, tools, and supplies.
2. Personnel elevators may be used by contractor personnel. Contractor personnel shall exit elevator if its use is required for patient movement.

1.15 TEMPORARY TOILETS

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.

1.17 INSTRUCTIONS

A. 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 Resident Engineer, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

1.18 PROJECT CLOSEOUT – CONTRACTOR SUBMITTALS:

A. Phased Projects: Within 30 calendar days of the completion (beneficial occupancy by the Government) of each project phase, and prior to requesting final payment for that contract phase, the Contractor shall submit a single printed copy of all installation, equipment, material, system, warranty, testing, and certification documents as required by the various sections of these specifications.

1. Each phase submittal shall be organized into three major divisions
 - a. Manufacturer Data and O&M Manuals
 - b. Test and Certification Reports
 - c. Warranties

Documents in each division shall be collated by specification section (Master Format 2004 (MF04)).

2. In addition, the contractor shall provide a comprehensive list, in table form, of all installed equipment and controls, that shall include the following information for each piece of installed equipment:

- a. Equipment Category
- b. Equipment Name
- c. Equipment Manufacturer
- d. Date of Manufacture
- e. Date of Installation
- f. Model Number
- g. Serial Number

h. Location Installed (e.g., room number (or closest room number for equipment installed in corridors), floor mounted, wall mounted, ceiling mounted, above ceiling, etc.)

3. The phase submittal shall also include a comprehensive list of all sub-contractors involved in that phase of the project, a summary of the work each sub-contractor completed, and a contact name, phone number, e-mail, and street address for the contractor and each sub-contractor.

4. Each phase submittal shall be provided in indexed (with index tab dividers) three-ring binders. Binders shall be white, not less than 1" and not greater than 3" spine width, appropriately sized for the documents provided, and labeled with the VA Project Number and Name, Contract Number, Phase Number, and Date on the front cover and spine.

B. Electronic Submittal: Within 30 calendar days of project completion (beneficial occupancy by the Government of all contract phases) and prior to requesting final payment, the Contractor shall provide to the COR two (2) copies of a single, indexed (by specification section, Master Format 2004 (MF04)), searchable, electronic PDF document containing all installation, equipment, material, system, warranty, testing, and certification documents as required by the various sections of these specifications.

1. Electronic document shall be organized into three major divisions:

- a. Manufacturer Data and O&M Manuals
- b. Test and Certification Reports
- c. Warranties

Information in each division shall be collated and indexed by specification section (Master Format 2004 (MF04)).

2. The electronic submittal shall include a comprehensive list, in table form, of all installed equipment and controls, that shall include the following information for each piece of installed equipment:

- a. Equipment Category
- b. Equipment Name
- c. Equipment Manufacturer
- d. Date of Manufacture
- e. Date of Installation
- f. Model Number
- g. Serial Number

- h. Location Installed (e.g., room number (or closest room number for equipment installed in corridors), floor mounted, wall mounted, ceiling mounted, above ceiling, etc.)
- 3. Electronic submittal shall include PDF //and AUTOCAD DWG// floor plans with annotated locations of all installed equipment and controls.
- 4. Electronic submittal shall include a list of all sub-contractors involved in the project, a summary of the work completed by each sub-contractor, and a contact name, phone number, e-mail, and street address for the contractor and each sub-contractor.
- 5. Electronic submittal shall include a list of training required by the various specification sections, the date training was provided, the name of the company employing the trainer, and the trainer's name and position title.
 - a. Training certificates shall be provided for all training provided by the Contractor and Subcontractors and shall include:
 - (1) A brief description of training provided, including the equipment or system that was the subject of training.
 - (2) The name of the company //companies// employing individual//s// providing training.
 - (3) The name and position title of the individual//s// providing training.
 - (4) A list of training attendees.

All training certificates shall be signed by the Contractor's Representative (Project Superintendent or Project Manager) and the COR prior to submittal.
- 6. Electronic submittal shall be provide on CD or DVD media, with case, and labeled with the VA Project Number and Title, Contractor Business Name, and Address.
- C. Printed Submittal: Within 30 calendar days of project completion (beneficial occupancy by the Government) the contractor shall provide three (3) printed copies of all the information provided in the electronic submittal. Printed copies shall be provided in indexed (with index tab dividers) three-ring binder, and shall be organized in the same manner as the electronic submittal. Binders shall be white, not less than 1" and not greater than 3" spine width, appropriately sized for the documents provided, and labeled with the VA Project Number and Name, Contract Number, Phase Number, and Date on the front

cover and spine. Previously submitted information in the Phase Submittals need not be submitted with the Final Submittal.

1.19 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 Resident Engineer verbally, and then with a written follow up.



NWIHCS VA POLICE SERVICE

FINGERPRINT REQUEST FORM



NAME (Last, First, Middle):	
SOCIAL SECURITY NUMBER:	
DATE OF BIRTH (YEAR/MONTH/DAY):	
ALIAS (MAIDEN NAME):	
GENDER:	RACE/ETHNIC BACKGROUND:
EYE COLOR:	HAIR COLOR:
HEIGHT: Feet: Inch:	WEIGHT: Lbs:
PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)	
CURRENT STREET ADDRESS:	
CITY, STATE, POSTAL CODE:	
CITIZENSHIP:	
OCCUPATION:	
EMPLOYER / SCHOOL AFFILIATION	

AGENCY USE ONLY BELOW THIS LINE

TO BE COMPLETED BY HUMAN RESOURCES OR SPONSORING SERVICE

INDIVIDUAL'S VA STATUS:

FULL TIME VA EMPLOYEE	<input type="checkbox"/>	PART TIME VA EMPLOYEE	<input type="checkbox"/>	WITH OUT COMPENSATION (WOC)	<input type="checkbox"/>
AFFILIATING TRAINEE (STUDENT)	<input type="checkbox"/>	AFFILIATING FACULTY	<input type="checkbox"/>	CONTRACT EMPLOYEE	<input type="checkbox"/>
ASSIGNMENT OVER 120 DAYS	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
PROVIDES DIRECT PATIENT CARE	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
COMPUTER ACCESS REQUIRED	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	

VA POLICE USE ONLY

IDENTITY VERIFICATION	
DRIVERS LICENSE NUMBER:	STATE OF ISSUE:
OR	
PASSPORT NUMBER:	COUNTRY OF ORIGIN:
FINGERPRINTS CONDUCTED BY:	DATE COMPLETED:

The VA Police conducts fingerprinting in Omaha and Lincoln. Fingerprinting in Omaha is on a walk in basis Mondays-Fridays from 8:00 – 11:30 a.m. and Noon – 4:00 p.m. in the Main Hospital Room B804. For assistance or questions please call 995-5818. In Lincoln fingerprinting must be scheduled with Sgt. Mike Kardell at 402-489-3802 Extension 6641. In Grand Island fingerprinting is conducted by Human Resources, to schedule

CONTRACTOR PERSONNEL: FOR THE OMAHA AND LINCOLN FACILITIES SEND THE COMPLETED FORM TO CONTRACTING AT Building C, Room 101. FOR THE GRAND ISLAND FACILITY SEND THE COMPLETED FORM TO HR.

NOTICE: Access to this information is limited to AUTHORIZED PERSONS ONLY. Information may not be disclosed from this document unless permitted pursuant to 38 CFR 1.500 – 1.599. These records may not be altered or destroyed except as authorized by 38 CFR 1.579. This transmission is intended only for the use of the person or office to whom it is addressed and may contain information that is privileged, confidential, or protected by law. All others are hereby notified that receipt of this message does not waive any applicable privilege or exemption from disclosure and that any dissemination, distribution, or copying of this communication is prohibited. VA follows the requirements of the Privacy Act, which protects your personal information that VA maintains in "systems of records". If you have received this communication in error, please notify us immediately at the telephone number shown above. Thank you.

BACKGROUND INVESTIGATION REQUEST FORM- CONTRACT PERSONNEL

Type of Investigation Request: Low Risk (NACI)

(Position Description Record located in Master File in Contracting)

Fingerprints Completed: _____ (VA Police Staff Initials)

Location of VA where applicant will work: ☐ Omaha ☐ Lincoln ☐ GI

APPLICANT INFORMATION	
First Name	
Middle Name/Initial (if none, identify NMN)	
Last Name	
Phone Number	
Title	
Department	
Social Security Number	
Date of Birth (MM/DD/YYYY)	
Place of Birth (city, state, country)	
U.S. Citizen (Yes/No)	
E-mail address	
COMPANY INFORMATION	
Contracting Company Name	
Contracting Company POC (HR or Security Ofc)	
POC Phone Number	
POC E-mail	
Street Address	
City	
State, Zip Code	
CONTRACT INFORMATION	
COTR	
Contract Number	

***Please fax completed form to the VA Nebraska-Western Iowa Health Care System,
Omaha Division, Contracting Office at 402-449-0612, or hand carry to Bldg. C, Room 101***

If you have any questions, please contact the Contracting Office at 402-995-4780

**NOTE: PLEASE COMPLETE THIS FORM ASAP –
COMPLETION REQUIRED PRIOR TO START OF CONTRACT**

NOTICE: Access to this information is limited to AUTHORIZED PERSONS ONLY. Information may not be disclosed from this document unless permitted pursuant to 38 CFR1.500 – 1.599. These records may not be altered or destroyed except as authorized by 38 CFR 1.579. This transmission is intended only for the use of the person or office to whom it is addressed and may contain information that is privileged, confidential, or protected by law. All others are hereby notified that receipt of this message does not waive any applicable privilege or exemption from disclosure and that any dissemination, distribution, or copying of this communication is prohibited. VA follows the requirements of the Privacy Act, which protects your personal information that VA maintains in “systems of records”. If you have received this communication in error, please notify us immediately at the telephone number shown above. Thank you.

February, 2011

PIV IDENTITY DOCUMENTATION CRITERIA

The following criteria must be met by all VA employees, contractors, and affiliates prior to being issued a PIV card, or Non-PIV Card.

FIPS 201-1, Section 2.2 states the applicant shall be required to provide two original forms of identity source documents. The identity source documents must come from the list of acceptable documents included in *Form I-9, OMB No. 1115-0136, Employment Eligibility Verification*. At least one document shall be a valid State or Federal government-issued picture identification (ID).

Table of Accepted Identification (From Form I-9)
Last Update: January 7, 2008

Picture ID From Federal or State Government	Non-Picture ID or Acceptable Picture ID not issued by Federal or State Government
<ul style="list-style-type: none"> • State-Issued Drivers License • State DMV-Issued ID Card • U.S. Passport (unexpired or expired) • Military ID Card • Military Dependent's card • US Coast Guard Merchant Mariner card • Foreign Passport with appropriate stamps • Permanent Resident Card or Alien Registration Card with a photograph (INS Form I-151 or I-551) • ID Card issued by federal or state government agencies provided it includes a photograph. 	<ul style="list-style-type: none"> • Social Security Card • Certified Birth Certificate • State Voter Registration Card • Native American Tribal Document • Certificate of U.S. Citizenship (INS Form N-560 or N-561) • Certificate of Naturalization (INS Form N-550 or N-570) • Certification of Birth Abroad Issued by the Department of State (Form FS-545 or Form DS-1350) • Permanent or Temporary resident card. • ID Card issued by local government agencies provided it includes a photograph or includes the following information: name, date of birth, gender, height, eye color, and address • Non-photo ID Card issued by federal or state government agencies provided it includes the following information: name, date of birth, gender, height, eye color, and address • School ID with photograph • Canadian Drivers License • US Citizen ID Card (Form I-179)

PIV IDENTITY DOCUMENTATION CRITERIA

1. Two forms of identification are required from the above list of acceptable documents. Either of the following is accepted:
 - a. Two forms of identification from the left column (Federal or State Government issued picture ID).
 - b. One form of identification from the left column (Federal or State Government issued picture ID) and one form from the right column (Non-Picture ID or Acceptable Picture ID not issued by Federal or State Government).

2. The following rules apply for form identification:
 - a. Any form of identification used for ID proofing may not be expired (except U.S. Passport)
 - b. VA PIV Cards are federally issued ID cards and can be used as a valid form of identification.
 - c. Handwritten or photocopied documents are not accepted.
 - d. An ID issued before a legal name change (e.g. birth certificate or driver's license) can be presented as one form of ID if a legal document (e.g. marriage certificate/license or a court order) is also presented linking the previous name to the current legal name. The linking document has to display both the former and current legal names. Both documents must be valid and not expired (except U.S. Passport). For example, a married woman may use both a certified copy of her birth certificate displaying her maiden name and a driver's license displaying her married name as the 2 forms of ID compliant with PIV Guidelines, as long as she provides a marriage license displaying both her maiden name and married name.
 - e. The Applicant's name listed on the VA PIV Registration Portal, Request for One-VA Identification Card, must match the name on one of the IDs presented by the Applicant.

- - - END OF SECTION 01 00 00 - - -