Statement of Work (SOW)

Southern Nevada VA Medical Center

Exterior Signage & Wayfinding Project

Revision History

Version	Date	Description
1.0	2026-02-11	Initial Draft
1.1	2026-02-18	First revision
1.2	2026-02-19	Comments added
1.3	2026-05-19	Added LED SIgn

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Statement of Work (SOW)

Upgrade Exterior Campus Signage & Wayfinding

1. Purpose

This Statement of Work (SOW) establishes the requirements for the design, fabrication, delivery, and installation of new exterior signage and wayfinding elements throughout the Southern Nevada VA Medical Center (VAMC) campus. The objective is to implement a cohesive signage system that enhances navigation, visibility, and compliance with all applicable standards. Contractor is to analyze the proposed layout and make any recommendations to add additional signs as necessary.

All signage shall:

- Align with VA design standards and branding guidelines.
- Comply with federal codes and regulations.
- Be fabricated and installed to ensure durability, safety, and accessibility.

This project encompasses the full scope of work necessary to achieve a unified and professional signage solution across the VAMC campus.

2. Scope of Work

The Contractor shall provide all labor, materials, equipment, and supervision necessary to complete the following tasks in accordance with the highest quality and safety standards:

- Fabrication and Installation
  Supply and install all new exterior signage in accordance with the project specifications and mapped locations provided in the Attachments (Campus Maps). Installation shall meet all applicable building codes, ADA accessibility requirements, and VA design standards.
- Sign Assemblies
  Deliver complete sign assemblies—including directional, informational, and logo signage in various sizes (small, medium, and large)—fully prepared for installation. Off-site assembly shall be maximized to minimize on-site disruption and ensure consistent quality control.
- Material and Durability Standards
  All signage shall be fabricated using high-quality, weather-resistant materials suitable for the extreme climate conditions of Southern Nevada, including UV exposure, high temperatures, and wind loads. Materials shall meet or exceed industry standards for outdoor signage longevity and performance.
- Quality Assurance and Coordination
  Prior to fabrication, the Contractor shall submit shop drawings and material samples for Government approval. Mock-up of each signpost type to be provided prior to full fabrication. Coordinate sign locations, messages, colors, and mounting details with the Government to ensure compliance with VA branding guidelines and project specifications.

- Worksite Safety and Cleanliness
  Maintain clean, safe, and unobstructed work areas throughout the project. Contractor shall submit a detailed work plan for the installation of signage located at elevated heights for VA review and approval. All work shall comply with OSHA safety standards. Contractor shall install temporary signage as need to ensure safe traffic flow throughout the project. The VA reserves the right to require additional temporary signage at any time to address safety or operational concerns. Upon completion, remove all packaging and debris and dispose of them in accordance with legal and environmental requirements.
- Performance Standards
  All signage shall be installed plumb, level, and securely anchored. Graphics and lettering shall be clear, legible, and free of defects. The Contractor shall guarantee workmanship and materials for a minimum of one year following installation.

3. Magnitude of Construction

The estimated construction contract value for this project is between $250,000 and $500,000. In accordance with VAAR 836.204. This estimate and range are provided for informational purposes only and do not constitute a guarantee of actual contract pricing.

4. Period of Performance (PoP)

The Contractor shall adhere to the following schedule requirements to ensure timely completion of the project:

4.1 Period of Performance

- Start Date
  Installation shall commence within 45 working days (approximately 6 weeks) of contract award, following the project kick-off meeting or upon written waiver by the Contracting Officer (CO).
- Duration
  Installation must be completed within 20 calendar days from the start of on-site work.

4.2 Work Hours

- All installation activities shall occur during normal business hours:
  7:30 AM – 4:30 PM, Monday through Friday.
- Blackout Dates
  No on-site work shall be performed on Federal Holidays or weekends unless specifically authorized in writing by the Contracting Officer's Representative (COR).

4.3 Schedule Submission

- The Contractor shall submit a detailed installation schedule to the CO for review and approval prior to mobilization.
- The schedule shall include:
  - Mobilization date
  - Installation start and completion dates
  - Key milestones (e.g., delivery of sign assemblies, site preparation, installation phases)
  - Inspection and acceptance checkpoints

4.4 Milestones

- Kick-off Meeting: Within 10 business days of award.
- Schedule Approval: Prior to mobilization.
- Fabrication of sign approval: Prior to mobilization.
- Fabrication Completion: Prior to on-site installation start date.
- Installation Completion: Within 10 calendar days of installation start.
- Final Inspection and Acceptance: Within 5 business days after installation completion.

4.5 Compliance

- Any deviation from the approved schedule must be communicated in writing and approved by the CO.
- Failure to meet schedule requirements may result in corrective actions as outlined in the contract terms.

5. Type of Contract

This acquisition will be awarded as a Firm Fixed Price (FFP) contract. Under this contract type, the Contractor shall deliver all specified work for a fixed total price and assumes full responsibility for costs and performance within the agreed scope.

6. Place of Performance

All delivery and installation work shall be performed at the following location:
Southern Nevada VA Medical Center (SNVAMC)
6900 N. Pecos Road
North Las Vegas, NV 89086

Detailed maps and designated sign placement locations are provided in the Attached drawings.
Note: The sign layout shown in the attachments is for estimation purposes only. Additional signage requirements may be identified during final coordination and approval.

7. Contract Award Meeting (Kick-off)

The Contractor shall not commence any work until the Veterans Health Administration (VHA) Contracting Officer (CO) has conducted a formal kick-off meeting or provided written confirmation that the meeting is waived.

The purpose of the kick-off meeting is to review and confirm all critical project elements, including:

- Project Schedule and Milestones
- Required Submittals and Approval Process
- Site Logistics and Access Requirements
- Safety Protocols and Compliance
- Quality Control (QC) Procedures
- Communication and Reporting Protocols

Meeting Documentation

- The CO or COR will prepare and distribute meeting minutes summarizing key decisions, action items, and responsibilities within five (5) business days of the meeting.
- The Contractor shall review the minutes and provide any corrections or clarifications within three (3) business days of receipt.
- Finalized meeting documentation will serve as the baseline for project execution and

compliance.

Attendance by key Contractor personnel responsible for project execution is mandatory unless waived by the CO.

8. General Requirements

The Contractor shall comply with the following general requirements throughout the performance of this contract:

- Delivery and Installation Schedule
  Provide a written delivery and installation schedule for Government review and approval prior to mobilization. The schedule shall include key milestones, sequencing of work, and anticipated completion dates.
- Provision of Equipment and Materials
  Furnish all necessary equipment, hardware, tools, and incidentals required to complete the project in accordance with the specifications and approved schedule.
- Site Maintenance and Housekeeping
  Maintain clean, safe, and unobstructed work areas at all times. Remove all debris, cartons, and waste materials daily and upon project completion. Disposal shall comply with all applicable environmental and legal requirements.
- Safety and Compliance
  Ensure all work is performed in compliance with OSHA standards, VA safety protocols, and any site-specific requirements provided by the Government.
- Quality Control
  Implement and maintain a quality control process to verify that all work meets the specifications, approved submittals, and applicable codes.

9. Specific Tasks & Deliverables

The Contractor shall perform the following tasks and provide all required deliverables in accordance with VA standards and project specifications:

9.1 Sign Types

The signage system shall include the following types:

Sign Type	Description
BL	Large backlit 3D building sign
BM	Medium 3D building sign
BS	Small 3D building sign
FS	VA logo for prominent exterior signage
LO	Monument facility Location Sign
SS	Offsite signage
DS	Directional signage
PS	Parking signage
LS	Lighted signage
DS	Digital LED Outdoor Signage

9.1.1 Digital LED Signage Requirements

The Contractor shall furnish and install three (3) digital outdoor LED signs meeting the following minimum requirements:

- Minimum display size per sign: **66 inches by 40 inches (nominal).**
- Outdoor-rated, weatherproof LED display panels (**IP65 or better**).
- High-brightness display suitable for full-sun conditions with **automatic brightness control**.
- Ground-mounted installation including **header and sidewalls** matching architectural standards.
- Provide dedicated **electrical power circuits**, conduit, grounding, and surge protection.
- Provide **network connectivity** via approved wireless bridge.
- Integrated **Content Management System (CMS)** supporting remote updates, scheduling, and diagnostics.
- Minimum **5-year warranty** on LED display and components, with field-serviceable modules.

9.2 Installation Requirements

- Install all signage per approved Specifications and shop drawings.
- Pre-assemble sign components off-site to the maximum feasible extent to minimize on-site disruption.
- Provide all necessary tools, lifts, and equipment required for installation.
- Ensure all signs are level, plumb, and securely anchored at approved locations and heights.
- Surfaces shall be free from defects, scratches, or blemishes.
- Conduct a final clean-up, removing all unused materials, containers, and debris from the site.

9.2.1 Digital LED Sign Installation Requirements

- Provide engineered concrete footings sized for LED display weight and wind loads.
- Install all conduit, wiring, and trenching necessary for power and data connections.
- Perform data testing, and certification to support LED CMS connectivity.
- Install photocell or programmable brightness control system integrated with CMS.
- Coordinate sign placement with VA Facilities, IT, and Safety to avoid line-of-sight obstructions.
- Perform full system testing including display performance, CMS connectivity, and brightness control.

9.3 Standards and Compliance

- All signage shall comply with VA Signage Design Guide PG-18-10 (February 19, 2025) and applicable codes.
- Materials shall meet durability standards for Southern Nevada climate conditions (UV resistance, wind load, temperature extremes).

9.4 Existing Sign Samples

The Contractor shall review existing sign samples provided by the Government for reference to ensure consistency in design and quality.

9.5 Existing sign samples (for reference)

10. Schedule for Deliverables

The Contractor shall meet all dates established in Section 4 – Schedule and Milestones.

- If any deliverable cannot be completed as scheduled, the Contractor shall provide a written explanation to the Contracting Officer (CO), including:
  - A firm revised completion date
  - The reason for delay
- Any schedule changes require CO approval prior to implementation.

11. Submittals & Samples

- Samples with Bid
  Submit samples for all sign types with the bid to verify materials, color, pattern, and quality.
  Production shall not commence until signed approvals are received from the Government.
- Submittals for Review
  The Contractor shall provide the following for Government review and approval prior to **fabrication:**

- Signage schedule
- Approval drawings (including layouts and dimensions)
- Engineering drawings
- Testing documentation (environmental and mechanical performance data)

12. Compliance, Testing, and Performance

- Regulatory Compliance
  All signs and installation shall comply with:
  - ADA Accessibility Guidelines (ADAAG)
  - ICC/ANSI A117.1
  - VA Signage Design Manual PG-18-10
  - All applicable local, state, and federal codes
- Testing Requirements
  The signage system shall undergo environmental and mechanical testing to ensure durability and performance under Southern Nevada conditions.
  - Testing shall include UV resistance, wind load, and structural integrity.
  - Include all test data and certifications in submittals for Government review.

13. Materials, Construction & Appearance

- Directional and directory signs shall have a matching appearance and be produced using consistent manufacturing processes.
- Construction shall be balanced, with a melamine core sandwiched between metal plates to prevent warping and ensure durability.
- All materials shall meet VA standards and be suitable for outdoor use in Southern Nevada's climate.

14. Graphics, Artwork & Resolution

- The Contractor shall create and provide a graphics package for all graphic panel murals, organized by theme.
- All graphics are subject to Government review and approval prior to production.
- Minimum image resolution shall be 300 dpi at 25% of the final enlarged size to ensure clarity and quality.

15. Site Visits (Required)

The Contractor shall attend the following mandatory site visits:

1. Pre-bid site assessment and evaluation
2. Post-award coordination meeting
3. Final walk-through and punch list review

16. Installation Requirements

- Install all signage in accordance with ADA requirements and approved location plans.
- Coordinate installation schedules with the Owner to minimize disruption.
- Installation shall be performed by manufacturer-trained personnel.
- Submit CAD-generated location plans for Government approval prior to installation.

- Conduct a pre-installation survey using full-size mockups for verification.
- Ensure all signs are level, plumb, and securely anchored.
- Perform a final site clean-up upon completion.

17. Protection, Delivery & Storage

- Deliver all products in their original protective packaging.
- Store materials indoors in dry conditions until installation to prevent damage.
- Protect all components from moisture, dirt, and physical damage during handling and storage.
-

18. Color Specifications (Wayfinding & Destination Signs)

Wayfinding signs shall be colored according to location in the Medical Center. Pantone Color Reference table below.

Color Code	Pantone Reference
A	Dark Red (PMS 188 C)
B	Grey (PMS Cool Gray 3 C)
C	Light Blue (PMS 7461 C)
D	Green (PMS 575 C)
AA	Gold (PMS 129 C)
BB	Purple (PMS 518 C)
DD	Orange (PMS 1575 C)
E	Sand (PMS 4525 C)
F	Olive (PMS 577 C)
G	Blue Gray (PMS 7544 C)
J	Brown (PMS 1405 C)

19. Government Responsibilities

- Provide site access for Contractor personnel.
- Furnish a base plan for Contractor to develop location plans.
- Review and approve all submittals and samples in a timely manner to avoid delays.

20. Quote / Proposal Format

Contractor shall submit a detailed quote or proposal with separate line items for:

- Sign types
- Shipping and delivery
- Installation
- Mockups
- Project management
- Site visits
- Warranty
- Closeout documents

Acceptable formats: PDF or Excel.

21. Quality Assurance, Acceptance & Closeout

- Contractor shall perform 100% quality control (QC) on all fabrication and installation activities.
- The Contracting Officer's Representative (COR) will conduct a final review and punch list.
- Contractor shall correct all punch list items within 10 business days at no additional cost.
- Closeout deliverables shall include:
    - As-built sign location plan
    - Message schedule
    - Maintenance instructions
    - Warranty certificates

22. Risk & Issue Management

Contractor shall notify the CO/COR within one (1) business day of any issue that may affect schedule, safety, or quality.

23. Safety

- Comply with all OSHA requirements and site-specific safety protocols.
- Maintain appropriate barricades and warning signage during installation to protect staff and visitors.

24. Changes

No changes to scope, schedule, or deliverables shall be made without prior written approval from the Contracting Officer (CO).

25. Points of Contact

Government POC:
Daniel Hammond
Engineering Technician
Phone: (702) 321-8186
Southern Nevada VA Medical Center
6900 N. Pecos Rd., North Las Vegas, NV 89086
Building 6, Room 1H112

CO and COR: To be provided upon award.

Appendix A: Quality Control (QC) Checklist

- Confirm color accuracy against approved Pantone references.
- Ensure correct sign type and message per approved schedule.
- Check mounting hardware integrity and secure installation.
- Verify alignment: signs must be level and plumb (±1° tolerance).
- Inspect for surface defects: scratches, dents, or finish inconsistencies.
- Confirm legibility of text and graphics at normal viewing distance.
- Validate insert capability and template availability for future updates.
- Ensure environmental and mechanical test documentation is included.

- Perform final site cleanup and removal of all debris and packaging.
- Document all QC checks and provide signed QC report to COR.

Appendix B: Campus Map
See 593-26-101 Upgrade Exterior Campus Signage & Wayfinding

9.1.1 Digital LED Signage Requirements

The Contractor shall furnish and install three (3) digital outdoor LED signs meeting the following minimum requirements:

- Minimum display size per sign: 66 inches by 40 inches (nominal).
- Outdoor-rated, weatherproof LED display panels (IP65 or better).
- High-brightness display suitable for full-sun conditions with automatic brightness control.
- Ground-mounted installation including header and sidewalls matching architectural standards.
- Provide dedicated electrical power circuits, conduit, grounding, and surge protection.
- Provide network connectivity via fiber, CAT6, or approved wireless bridge.
- Integrated Content Management System (CMS) supporting remote updates, scheduling, and diagnostics.
- Minimum 5-year warranty on LED display and components, with field-serviceable modules.

9.2.1 Digital LED Sign Installation Requirements

- Provide engineered concrete footings sized for LED display weight and wind loads.
- Install all conduit, wiring, and trenching necessary for power and data connections.
- Perform data cable termination, testing, and certification to support LED CMS connectivity.
- Install photocell or programmable brightness control system integrated with CMS.

- Coordinate sign placement with VA Facilities, IT, and Safety to avoid line-of-sight obstructions.

- Perform full system testing including display performance, CMS connectivity, and brightness control.