SUPPLEMENT TO 01 00 00 GENERAL REQUIREMENTS

I. PROJECT OVERVIEW

a. BACKGROUND

Several of the fourteen existing elevators at the Garland VAMC are nonfunctional, and several require constant repairs and maintenance. This project shall replace, modernize, and/or repair ten (10) electric elevators and four (4) hydraulic elevators to correct all functional deficiencies and bring all elevators up to current codes, ADA standards, and VA TIL design guidelines.

b. CONTRACTOR WORK HOURS

Normal working hours for this contract will be from 7:00AM to 4:30PM (local time) Monday through Friday, except for weekends and established Federal Holidays. Performing on-site work outside normal working hours will require approval from the Contracting Officer and the COR. Requests shall be submitted via email at least 72 hours prior to the requested date and at no additional cost to the Government. Approvals are subject to the availability of on-site staff.

II. SCOPE OF WORK

a. GENERAL

The Contractor shall provide all resources, materials, labor, equipment, and supervision necessary to accomplish the deliverables and requirements described in this supplement and all combined issued for construction (IFC) documents and specifications. All work shall be performed in accordance with the requirements of current building codes; Federal codes, regulations, standards, directives, procedures, and contract specifications.

b. EXISTING CONDITIONS

All existing conditions shall be verified by the Contractor prior to bid by conducting a site visit.

c. APPLICABLE CODES & REGULATIONS

The Contractor and their Subcontractors shall abide by all current, applicable federal, state, and local regulations, codes, publications, standards, directives, manuals, policies, and procedures.

d. ARCHITECTURAL

Modernize, repair, and replace elevators in accordance with the design drawings and specifications.

Address architectural deficiencies in elevator pits, machine rooms, and cab interiors.

e. MECHANICAL

Remove and replace air handling units, associated equipment, ductwork, and piping where indicated in the design drawings.

All new equipment, ductwork, and piping must seamlessly integrate into the existing building systems and infrastructure.

Provide new sump pumps with oil miser alarm systems in hydraulic elevator pits and tie the alarm systems into the existing building automation system.

Provide all associated equipment, ductwork, insulation, hangers, supports, controls, piping, fan coil units, dampers, grilles, condensate drain traps, variable air volume terminals, pumps, and penetrations in accordance with the design drawings and specifications.

f. ELECTRICAL

Provide new lighting and switches within elevator shafts and tie into existing lighting circuits. The Contractor shall coordinate exact location of new light fixtures, switches, and receptacles.

Provide new receptacles within the hydraulic elevator pits for sump pumps.

Provide new equipment panel served from existing main distribution board to serve new HVAC equipment.

Ensure all elevators serving patient care areas are fed by emergency equipment panels.

The Contractor shall coordinate with the elevator installer the quantity and location of conduit required for new elevator wiring interlocks; location and size of conduit and boxes for new hall lights and buttons.

Any existing conduit and lighting systems that interfere with new shaft separation walls shall be relocated; new conduit location shall be coordinated by the Contractor.

Provide new disconnect switches, circuit breakers, outlets, boxes, receptacles, raceways, conductors, surge protection devices, grounding, lighting systems and controls, connections, etc. in accordance with the design drawings and specifications.

g. PLUMBING

Relocate existing domestic water piping and sanitary piping that interferes with new locations of elevator equipment rooms or existing elevator equipment rooms outside the footprint of the elevator room.

Extend sanitary piping to existing sanitary mains as required.

h. FIRE PROTECTION & FIRE ALARM

Provide all necessary offsets, piping rises or drops, and auxiliary drains as required by building conditions.

Provide new sprinkler branch lines or outlets as required.

Provide all required conduit, backboxes, and fittings for fire alarm system cabling, and install all hangers, clamps, conduit, and backboxes prior to application of fireproofing.

Any existing fire alarm devices, conduit, or cabling interfering with new shaft separation walls shall be relocated by the Contractor.

Verify functionality of any existing-to-remain fire alarm equipment.

i. TELECOMMUNICATIONS

Provide new communications cabling infrastructure and pathway support from elevator controllers to the nearest existing communications room. All new communications systems shall be integrated into the existing building infrastructure and building management system for monitoring and control.

Provide, install, terminate, patch, cross-connect, label, and document all communications cabling systems as designated in the design drawings and specifications.

j. ADDITIONAL CONSTRUCTION RESPONSIBILITIES

The Contractor shall:

- Comply with all applicable federal, state, and local laws.

- Provide daily logs that include man hours, sign-in sheets, and description of work performed each day.
- Adhere to all safety control measures while performing the work.
- Provide all necessary barricades and signage where needed.
- Provide any interim life safety measure (ILSMs) required to ensure the safety of patients, staff, and Contractor personnel.
- Coordinate utility shutdowns with the COR. Provide a 14-day notice prior to disrupting utilities. Examine the areas affected by utility interruption prior to starting the work and post any required signage on the affected areas.
- Minimize disruption to facility operations wherever possible.
- Use environmentally friendly products along with each invoice.
- Use only products suitable for the job conditions. Manufacturers' instructions and recommendations shall be followed for all products used.
- Ensure employees have the proper PPE for the job.
- Be responsible for maintaining and upkeeping their staging area.
- Repair any damage caused by their work or any Subcontractor's work.
- Provide their own dumpster and dispose of all damaged items, removed items, and debris created from the construction and demolition in every aspect of this project.
- Submit to the COR a report for each shipment of construction debris, the weight by type, shipment date, destination, and whether or not the debris is to be recycled/reclaimed or disposed of.

k. OTHER DELIVERABLES

The Contractor shall provide the following deliverables prior to starting the work. All deliverables must be reviewed and approved in writing by the Government.

- Project Schedule: The Contractor shall provide the VA with a detailed schedule in MS Project or equivalent that conveys their plan for completing the work required by this supplement, with clear visualization of tasks, dependencies, durations, milestones, and resource allocation in accordance with specification section 01 32 16.15. The schedule shall highlight the critical path activities and show float where applicable for non-critical tasks. The schedule shall be a living document, wherein all changes to the schedule are reflected as soon as they occur.

- Project Management Plan (PMP): The Contractor shall develop a PMP that addresses scope; project objectives; proposed schedule; cost, change, and risk management strategies; process improvement; staff roles and responsibilities; and key personnel contact information. The PMP shall serve as a living document throughout construction, wherein all changes to objectives, project scope, and staffing shall be reflected.

- Quality Control/Control Assurance (QA/QC) Plan: The Contractor shall develop a QA/QC plan that identifies key personnel responsible for quality control; procedures for document review, submittal, approval, distribution, and revision; framework for inspections, testing, and commissioning; procedures for approval, verification, handling, and storage of materials and equipment; a sample of the Contractor's daily log form; communication procedures for reporting; criteria for acceptance of work; and procedures for recordkeeping and distribution of Contractor daily logs and inspection reports.

- Risk Management Plan: The Contractor shall develop a risk management plan that identifies key personnel responsible for risk management; methods for risk identification, analysis, evaluation, and control; proof of a performed risk assessment; risk response plans for risks identified in the assessment; contingency plans for critical risks; procedures for risk monitoring and tracking the effectiveness of risk response plans; and communication procedures for reporting.

- Life Safety/Infection Control (LS/IC) Plan: The Contractor shall develop an LS/IC plan that identifies key personnel; applicable industry, federal, state, and local standards; Contractor safety policies and procedures; procedures for corrective and preventative actions for maintaining operational safety and compliance for all potential hazards; procedures for cleanliness and housekeeping; procedures for incident reporting and documentation; description of Contractor's fire protection program; and an Accident Prevention Plan, which shall be described below.

- Accident Prevention Plan (APP): The APP in the LS/IC plan shall include site monitoring procedures (frequency, duration, location, what is being monitored and by whom); list of documents to be maintained by the Contractor and their procedures for recordkeeping; hazard identification procedures; demolition procedures; confined space entry procedures; lockout/tagout procedures; hot work procedures; material and equipment handling procedures; fire prevention, protection, and response plans; communication procedures for accident reporting; and samples of the Contractor's construction safety daily checklist and Activity Hazard Analysis (AHA) form.

III. CONSTRUCTION CONTRACTOR PERSONNEL

The Contractor shall be responsible for employing qualified personnel to perform the work specified for this project. The Contractor shall ensure that subcontractors and

employees have proper documentation to authorize them to work in the United States of America.

The work history of each Contractor employee must contain experience directly related to the functions he/she is intended to perform under this contract in relation to construction. The Government reserves the right to, during the life of the resulting contract, to request work histories on any Contractor employee for the purposes of verifying compliance with the requirements herein. The Government reserves the right to review resumes of Contractor personnel proposed to be assigned to the construction project. Personnel assigned to, or utilized by, the Contractor shall be fully capable of performing the requirements of this project in an efficient, reliable, and professional manner.

The Contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the contract specifications and requirements.

The Contractor shall provide a supervisor who speaks English on-site at all times.

Appropriate safety equipment shall be furnished by the Contractor to Contractor and subcontractor employees, and safety equipment shall be used as prescribed by OSHA standards.

IV. SAFETY & SECURITY

All Contractor personnel are required to wear a VA-furnished badge while performing services under this contract.

While on-site at the Garland VAMC, Contractor personnel must not be allowed access to any VA personnel or VA patient's personal health information (PHI), personally identifiable information (PII), or VA sensitive information in the performance of this contract. Contractor personnel must not connect Contractor-owned IT devices (laptop computer or remote connection from a Contractor system) to a VA internal trusted (i.e. non-public) network. Computer certification and accreditation requirements do not apply, and a security accreditation package is not required. Contractor personnel are subject to the same Federal laws, regulations, standards, and VA Directives as VA and VA personnel regarding information and information system security.

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in this supplement. Contractor employees will perform their duties independent of, and without the supervision of, any Government official. The tasks, duties, and responsibilities set forth in the contract may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal

services to any Federal employee, or otherwise violating the prohibitions set forth in subparts 7.5 and 37.3 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

V. DAMAGES

The Contractor is liable for all damages to Government equipment, property, utilities, etc. located at the site (e.g. sprinkler heads, ceiling tiles, manholes, fire hydrants, vehicles, windows, etc.) caused by the Contractor, its employees, or Subcontractors. The Contractor shall immediately report all damages to the COR and shall provide the CO and COR with a written report within 24 hours. The report shall include what occurred, who was involved, when it occurred, where it occurred, how it occurred, and the proposed means to repair or replace.

VI. CONFIDENTIALITY & NONDISCLOSURE

All preliminary and final deliverables, and all associated working papers, application source code, and other materials deemed relevant by the Government which have been generated by the Contractor in the performance of his contract are the exclusive property of the Government and shall be submitted to the CO at the conclusion of the contract.

The CO will be the sole authorized official to release, verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. No information shall be released by the Contractor. Any request for information related to this contract, presented to the Contractor, shall be submitted to the CO for response.

Press releases, marketing material, or any other printed or electronic documentation related to the project shall not be publicized without the written approval of the CO, per VAAR Clause 852.203-70.