SECTION 01 00 00
GENERAL REQUIREMENTS

SPEC WRITER NOTES:
1. Delete between // //if not applicable to project. Include following Notice on 8a contracts only.
2. //NOTICE: The provisions of this Section, GENERAL REQUIREMENTS, pertain only to the contract between the Small Business Administration and its selected subcontractor(s).//
3. Verify identification requirements for all construction workers required by the medical center. ADD a statement concerning Photo ID requirements.
4. Provide general description of the project in 1.2.A.
5. "COR" is the term typically utilized in most paragraphs. "COR" is utilized on major and CFM-managed projects.

GENERAL

1.1 SAFETY REQUIREMENTS

A. Refer to section 01 35 26, SAFETY REQUIREMENTS for safety and infection control requirements.

1.2 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 for

_____

_____

as required by drawings and specifications.

SPEC WRITER NOTE: Following paragraph is applicable for construction at existing hospitals.

B. Visits to the site by Bidders may be made only by appointment with the //Medical Center Engineering Officer.// Cemetery Director //.

SPEC WRITER NOTE: Include following paragraph only on A/E projects.

C. Offices of

_____, as Architect-Engineers, will render certain technical services during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or implying a contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.

SPEC WRITER NOTE: The following paragraph is intended for use on Central Office projects and A/E projects where certain tests are to be performed by a VA retained Testing Laboratory.

D. Before placement and installation of work subject to tests by testing laboratory retained by Department of Veterans Affairs, the Contractor shall notify the COR in sufficient time to enable testing laboratory personnel to be present at the site in time for proper taking and testing of specimens and field inspection. Such prior notice shall be not less than three workdays unless otherwise designated by the COR.

E. 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.

SPEC WRITER NOTES:
1. In paragraph below change title, "GENERAL CONSTRUCTION" as necessary to reflect project title, such as A/C, Sewers, etc.
2. Unit-price items will only be used when their use is directed by the Project Manager. When using unit-price items insert FAR clause 52.215-26 in the contract specifications.

1.3 STATEMENT OF BID ITEM(S)

A. ITEM I, //GENERAL CONSTRUCTION: //BASE BID //_____:// Work includes general construction, alterations, roads, walks, grading, drainage, //_____// necessary removal of existing structures and construction and certain other items.

SPEC WRITER NOTE:
1. AE should define the specific scope of the project in the bid items to provide a project overview. A breakdown of additional items should be added to cover the work as required.
2. If prices are needed for Alternate Bid Items, describe Alternate Items below and show items on SOLICITAION, OFFER AND AWARD (SF 1442). Coordinate with Project Manager. Alternates should be deductive, ordered from largest to smallest, and be cumulative in nature to address the requirements of 10-20% deduct requirements based on project type. Multiple small deducts are not desirable and only degrade project quality.

B. ALTERNATE NO.1: BASE BID except delete_____

_____

C. ALTERNATE NO.1: ALTERNATE 1 except delete

_____

_____

1.4 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

A. Drawings and contract documents may be obtained from the website where the solicitation is posted. Additional copies will be at Contractor's expense.

SPEC WRITER NOTE: Modify following article to suit the project. Coordinate with Medical Center.

1.5 CONSTRUCTION SECURITY REQUIREMENTS

A. Security Plan:

1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.

B. Security Procedures:

1. 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.
2. Before starting work the General Contractor shall give one week’s notice to the Contracting Officer so that security //escort// arrangements// can be provided for the employees. 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. Patients and staff are not to be photographed at any time.
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.

C. Guards:

1. The General Contractor shall provide unarmed guards at the project site // 24 hours a days, 7 days a week// // after construction hours//.
2. The Contractor shall provide the guards and VA police with communication devices as directed.
3. The general Contractor shall install equipment for recording guard rounds to ensure systematic checking of the premises.

D. Key Control:

SPEC WRITER NOTE: Modify following article to suit the project. Coordinate with Medical Center.

1. The General Contractor shall provide duplicate keys and lock combinations to the Contracting officers representative (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 //install all permanent cores at completion of the work// turn over all permanent lock cylinders to the VA locksmith for permanent installation //. See Section 08 71 00, DOOR HARDWARE and coordinate.

E. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of “sensitive information”.
2. 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.
3. Certain documents, sketches, videos or photographs and drawings may be marked “Law Enforcement Sensitive” or “Sensitive Unclassified”. Secure such information in separate containers and limit the access to only those who will need it for the project. Return the information to the Contracting Officer upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
5. All paper waste or electronic media such as CD’s and diskettes shall be shredded and destroyed in a manner acceptable to the VA.

6. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".
7. All electronic information shall be stored in specified location following VA standards and procedures using an Engineering Document Management Software (EDMS).
   a) Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked through the EDMS system.
   b) "Sensitive information" including drawings and other documents may be attached to e-mail provided all VA encryption procedures are followed.

F. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle entering the site and such request shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies.
2. //An unlimited//A limited// number of //(2 to 5)// permits shall be issued for General Contractor and its employees for parking in designated areas only. Contractor to coordinate with VA Medical Center Facility Manager.

SPEC WRITER NOTE: Coordinate editing with facility Safety Manager/Officer at VA medical facilities. Edit subparagraphs C, E, G, H, M, P and Q carefully as they directly relate to interim life safety measures required in or adjacent to construction affecting occupied buildings by the Joint Commission on Accreditation of Healthcare Organizations. At other sites, edit for project and delete // and facility Safety // Manager // Officer// provisions.

1.6 OPERATIONS AND STORAGE AREAS (FAR 52.236-10)

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.

SPEC WRITER NOTES:
1. Use Paragraphs D through O for projects at existing sites and Paragraphs E* through F* for projects at new stations.
2. If construction fences are required, and if there are any requirements or limitations on workers’ parking and access by VA or Contractor, they should be so stated in this article.
3. Check with requirements of Network Analysis System when that Section is included on project, because the Project Analysis Group generally composes the following

subparagraphs G through H' to supplement the NAS section.

4. On large projects, the drawings should indicate the space available to the Contractor. On small projects the COR may determine what space may be made available.

D. Working space and space available for storing materials shall be // as shown on the drawings. // as determined by the // COR .

E. Workers are subject to rules of // Medical Center // Cemetery // 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 // Medical Center // Cemetery // 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 COR where required by limited working space. //

1. Do not store materials and equipment in other than assigned areas.
2. // Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than two work days. // Provide unobstructed access to // Medical Center // Cemetery // areas required to remain in operation.
3. Where access by // Medical Center // Cemetery // personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.

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 COR . All such actions shall be coordinated with the COR or Utility Company involved:

1. 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. //

I. Phasing:

1. The Medical Center must maintain its operation 24 hours a day 7 days a week. Therefore, any interruption in service must be scheduled and coordinated with the COR to ensure that no lapses in operation occur. It is the CONTRACTOR'S responsibility to develop a work plan and schedule detailing, at a minimum, the procedures to be employed, the equipment and materials to be used, the interim life safety measure to be used during the work, and a schedule defining the duration of the work with milestone subtasks. The work to be outlined shall include, but not be limited to:
2. To ensure such executions, Contractor shall furnish the COR 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 COR 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 ensure accomplishment of this work in successive phases mutually agreeable to // Medical Center Director, // Cemetery Director, // COR // and Contractor, as follows:

SPEC WRITER NOTE: Set up phasing by buildings, wings, floors, or areas in

accordance with information received from Medical Center through Project Director.

Phase I:

Phase II:

SPEC WRITER NOTE: Following paragraphs J and K shall be used where entire buildings are vacated. Coordinate with preceding phasing paragraph. Edit and use paragraphs J and K as indicated by project requirements. If the project includes NAS, the Project Analysis Group should furnish information about which buildings or areas that cannot be vacated during construction.

J. //Building (s) No. (s) // Part of Bldg.// _____will be vacated by Government in accordance with above phasing beginning immediately after date of receipt of Notice to Proceed and turned over to Contractor.

SPEC WRITER NOTE: Use the first sentence of Paragraph K, including material enclosed within " // ," only if all areas will be vacated by VA during the periods of alterations. Delete material within " // " from first sentence and include subparagraph 1 and 2 if one or more areas will be occupied by VA during the periods of alterations.

K. //Building(s) No.(s) _____ will be occupied during performance of work // . // ; but immediate areas of alterations will be vacated. //

1. //Certain areas of Building(s) No. (s) _____ will be occupied by Medical Center personnel for various periods as listed below:

AREA	**PERIOD**
(a)	_____
(b)	_____
(c)	_____
(d)	_____

2. 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. These routes whether access or egress shall be isolated from the construction area by temporary partitions and have walking surfaces, lighting etc. to facilitate patient and staff access. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.
3. Immediate areas of alterations not mentioned in preceding Subparagraph 1 will be temporarily vacated while alterations are performed. //

L. //Construction Fence: Before construction operations begin, Contractor shall provide a chain link construction fence, 2.1m (seven feet) minimum height, around the construction area indicated on the drawings. Provide gates as required for access with necessary hardware, including hasps and padlocks. Fasten fence fabric to terminal posts with tension bands and to line posts and top and bottom rails with tie wires spaced at maximum 375mm (15 inches). Bottom of fences shall extend to 25mm (one inch) above grade. Remove the fence when directed by COR.

M. When a building and/or construction site is turned over to Contractor, Contractor shall accept entire responsibility including upkeep and maintenance therefore:
1. Contractor shall maintain a minimum temperature of 4 degrees C (40 degrees F) at all times, except as otherwise specified.
2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre-inspection of site with Fire Department or Company

(Department of Veterans Affairs or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.

SPEC WRITER NOTE: If anticipated work involves a serious disruption of services, the permitted down time and other limitations should be mentioned in the specification.

N. Utilities Services: Maintain existing utility services for // Medical Center // Cemetery // at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. 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 COR.

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 // COR // [Chief Engineer] [Chief of Facilities Management]. 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 a detailed work plan, 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 00, COMMON WORK RESULTS FOR ELECTRONIC SAFETY AND SECURITY for additional requirements.
2. Contractor shall submit a request to interrupt any such services to COR, in writing, 7 days 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 // Cemetery //. 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 COR.
5. In case of a contract construction emergency, service will be interrupted on approval of COR. 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.

O. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, shall be removed back to their source. Those which are indicated to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged at the main, branch or panel they originate from. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.

P. 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. // Wherever excavation for new utility lines cross existing roads, at least one lane must be open to traffic at all times with approval. //

2. Method and scheduling of required cutting, altering and removal of existing roads, walks and entrances must be approved by the COR.

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

SPEC WRITER NOTE: Use following Subparagraph O on existing cemetery projects only.

R. Coordination of Construction with Cemetery Director: The burial activities at a National Cemetery shall take precedence over construction activities. The Contractor must cooperate and coordinate with the Cemetery Director, through the COR, in arranging construction schedule to cause the least possible interference with cemetery activities in actual burial areas. Construction noise during the interment services shall not disturb the service. Trucks and workers shall not pass through the service area during this period:

1. The Contractor is required to discontinue his work sufficiently in advance of Easter Sunday, Mother's Day, Father's Day, Memorial Day, Veteran's Day and/or Federal holidays, to permit him to clean up all areas of operation adjacent to existing burial plots before these dates.
2. Cleaning up shall include the removal of all equipment, tools, materials and debris and leaving the areas in a clean, neat condition.

SPEC WRITER NOTE: Include the following references to Supply Representative only on STATION LEVEL PROJECTS.

1.7 ALTERATIONS

A. Survey: Before any work is started, the Contractor shall make a thorough survey with the COR and a representative of VA Supply Service, of // buildings // areas of buildings // in which

alterations occur and areas which are anticipated routes of access, and furnish a report, signed by // both, // all three, // 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. // buildings. //
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 COR.

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 // COR // and/or Supply Representative //, 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).

C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and COR 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 workers 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 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 // Cemetery //.
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.

SPEC WRITER NOTE: Use the following subparagraph only when there are existing PCB transformers or capacitors to be removed and disposed of by the Contractor. Verify the need for this subparagraph with the Team Electrical Engineer.

4. //PCB Transformers // and Capacitors // : The Contractor shall be responsible for disposal of the Polychlorinated Biphenyl (PCB) transformers // and capacitors // . The transformers // and capacitors // shall be taken out of service and handled in accordance with the procedures of the Environmental Protection Agency (EPA) and the Department of Transportation (DOT) as outlined in Code of Federal Regulation (CFR), Titled 40 and 49 respectively. The EPA's Toxic Substance Control Act (TSCA) Compliance Program Policy Nos. 6-PCB-6 and 6-PCB-7 also apply. Upon removal of PCB transformers // and capacitors // for disposal, the "originator" copy of the Uniform Hazardous Waste Manifest (EPA Form 8700-22), along with the Uniform Hazardous Waste Manifest Continuation Sheet (EPA Form 8700-22A) shall be returned to the Contracting Officer who will annotate the contract file and transmit the Manifest to the Medical Center's // Cemetery's // Chief.

   a) Copies of the following listed CFR titles may be obtained from the Government Printing Office:

      40 CFR 261.....Identification and Listing of Hazardous Waste

      40 CFR 262.....Standards Applicable to Generators of Hazardous Waste

      40 CFR 263.....Standards Applicable to Transporters of Hazardous Waste

40 CFR 761.....PCB Manufacturing, Processing, Distribution in Commerce, and use Prohibitions
49 CFR 172.....Hazardous Material tables and Hazardous Material Communications Regulations
49 CFR 173.....Shippers - General Requirements for Shipments and Packaging
49 CRR 173.....Subpart A General
49 CFR 173.....Subpart B Preparation of Hazardous Material for Transportation
49 CFR 173.....Subpart J Other Regulated Material; Definitions and Preparation
TSCA.....Compliance Program Policy Nos. 6-PCB-6 and 6-PCB-7//

SPEC WRITER NOTE: Tailor or delete the following Article and paragraphs if the scope of work encompasses only interior work.

1.9 //PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS (FAR 52.236-9)

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, which are not to be removed 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 workers, 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.

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:

1. Designating areas for equipment maintenance and repair;
2. Providing waste receptacles at convenient locations and provide regular collection of wastes;

3. Locating equipment wash down areas on site, and provide appropriate control of wash-waters;
4. Providing protected storage areas for chemicals, paints, solvents, fertilizers, and other potentially toxic materials; and
5. Providing adequately maintained sanitary facilities. //

1.10 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 COR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the COR 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 workers to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) 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 "DIFFERING SITE CONDITIONS" (FAR 52.236-2).

SPEC WRITER NOTE: Check with Project Director to determine if soil report is available at the Medical Center. Delete if not exterior work.

1.11 //PHYSICAL DATA – SOIL CONDITIONS

A. Data and information furnished or referred to below is for the Contractor's information. The Government shall not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor.

SPEC WRITER NOTE: Insert name and address of testing facility performing the soils investigation work.

1. The indications of physical conditions on the drawings and in the specifications are the result of site investigations by _____.

(FAR 52.236-4)

B. Subsurface conditions have been developed by core borings and test pits. Logs of subsurface exploration are shown diagrammatically on drawings.

C. A copy of the soil report will be made available for inspection by bidders upon request to the Engineering Officer at the VA Medical Center, _____ and shall be considered part of the contract documents.

D. Government does not guarantee that other materials will not be encountered nor that proportions, conditions or character of several materials will not vary from those indicated by explorations. Bidders are expected to examine site of work and logs of borings; and, after investigation, decide for themselves character of materials and make their bids accordingly. Upon proper application to Department of Veterans Affairs, bidders will be permitted to make subsurface explorations of their own at site. //

1.12 //PROFESSIONAL SURVEYING SERVICES

A. A registered professional land surveyor or registered civil engineer whose services are retained and paid for by the Contractor shall perform services specified herein and in other

specification sections. The Contractor shall certify that the land surveyor or civil engineer is not one who is a regular employee of the Contractor, and that the land surveyor or civil engineer has no financial interest in this contract. //

SPEC WRITER NOTE: Delete inapplicable portions of above and following article. Do not include for small additions to buildings, such as stairways, etc. For one story construction omit the words enclosed in paragraph 1.14, D, by // ---- //.

1.13 //LAYOUT OF WORK

A. The Contractor shall lay out the work from Government established base lines and bench marks, indicated on the drawings, and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at Contractor's own expense, all stakes, templates, platforms, equipment, tools, materials, and labor required to lay out any part of the work. The Contractor shall be responsible for executing the work to the lines and grades that may be established or indicated by the Contracting Officer. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the Contracting Officer until authorized to remove them. If such marks are destroyed by the Contractor or through Contractor's negligence before their removal is authorized, the Contracting Officer may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor.

(FAR 52.236-17)

B. Establish and plainly mark // center lines for each building and corner of column lines and/or addition to each existing building, // lines for each gravesite control monument, // and such other lines and grades that are reasonably necessary to properly assure that location, orientation, and elevations established for // each such structure and/or addition, // roads, // parking lots,

// gravesite control monuments, // are in accordance with lines and elevations shown on contract drawings.

C. Following completion of general mass excavation and before any other permanent work is performed, establish and plainly mark (through use of appropriate batter boards or other means) sufficient additional survey control points or system of points as may be necessary to assure proper alignment, orientation, and grade of all major features of work. Survey shall include, but not be limited to, location of lines and grades of footings, exterior walls, center lines of columns in both directions, major utilities and elevations of floor slabs:

1. Such additional survey control points or system of points thus established shall be checked and certified by a registered land surveyor or registered civil engineer. Furnish such certification to the COR before any work (such as footings, floor slabs, columns, walls, utilities and other major controlling features) is placed.

D. //During progress of work, and particularly as work progresses from floor to floor, Contractor shall have line grades and plumbness of all major form work checked and certified by a registered land surveyor or registered civil engineer as meeting requirements of contract drawings. Furnish such certification to the COR before any major items of concrete work are placed. In addition, // Contractor shall // also // furnish to the COR certificates from a registered land surveyor or registered civil engineer that the following work is complete in every respect as required by contract drawings.

1. Lines of each building and/or addition.
2. Elevations of bottoms of footings and tops of floors of each building and/or addition.
3. Lines and elevations of sewers and of all outside distribution systems.

SPEC WRITER NOTE: Use following for cemetery projects as required.

4. //Lines of grave plot documentation. //

5. Lines of elevations of all swales and interment areas.
6. Lines and elevations of roads, streets // and parking lots. //

SPEC WRITER NOTE: Use following Paragraph E on non-cemetery projects and use Paragraph E* on cemetery projects.

E. Whenever changes from contract drawings are made in line or grading requiring certificates, record such changes on a reproducible drawing bearing the registered land surveyor or registered civil engineer seal, and forward these drawings upon completion of work to COR.

F. Upon completion of the work, the Contractor shall furnish the COR one electronic copy and reproducible drawings at the scale of the contract drawings, showing the finished grade on the grid developed for constructing the work, including burial monuments and fifty foot stationing along new road centerlines. These drawings shall bear the seal of the registered land surveyor or registered civil engineer.

G. The Contractor shall perform the surveying and layout work of this and other articles and specifications in accordance with the provisions of Article "Professional Surveying Services". //

1.14 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 ensure compliance, as-built drawings shall be made available for the COR review, as often as requested.

C. Contractor shall deliver two approved completed sets of as-built drawings in the electronic version (scanned PDF) to the // COR // [Chief Engineer][Chief of Facilities Management] within 15

calendar days after each completed phase and after the acceptance of the project by the COR.

D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.15 WARRANTY MANAGEMENT

A. Warranty Management Plan: Develop a warranty management plan which contains information relevant to FAR 52.246-21 Warranty of Construction in // // at least 30 days before the planned pre-warranty conference, submit //one set// // // //four sets// of the warranty management plan. Include within the warranty management plan all required actions and documents to assure that the Government receives all warranties to which it is entitled. The plan must be in narrative form and contain sufficient detail to render it suitable for use by future maintenance and repair personnel, whether tradesman, or of engineering background, not necessarily familiar with this contract. The term "status" as indicated below must include due date and whether item has been submitted or was approved. Warranty information made available during the construction phase must be submitted to the Contracting Officer for approval prior to each monthly invoice for payment. Assemble approved information in a binder and turn over to the Government upon acceptance of the work. The construction warranty period will begin on the date of the project acceptance and continue for the product warranty period. A joint 4 month and 9 month warranty inspection will be conducted, measured from time of acceptance, by the Contactor and the Contracting Officer. Include in the warranty management plan, but not limited to, the following:

1. Roles and responsibilities of all personnel associated with the warranty process, including points of contact and telephone numbers within the company of the Contractor, subcontractors, manufacturers or suppliers involved.
2. Furnish with each warranty the name, address and telephone number of each of the guarantor's representatives nearest project location.

3. Listing and status of delivery of all Certificates of Warranty for extended warranty items, to include roofs, HVAC balancing, pumps, motors, transformers and for all commissioned systems such as fire protection and alarm systems, sprinkler systems and lightning protection systems, etc.
4. A list for each warranted equipment item, feature of construction or system indicating:
   a. Name of item.
   b. Model and serial numbers.
   c. Location where installed.
   d. Name and phone numbers of manufacturers and suppliers.
   e. Name and phone numbers of manufacturers or suppliers.
   f. Names, addresses and phone numbers of sources of spare parts.
   g. Warranties and terms of warranty. Include one-year overall warranty of construction, including the starting date of warranty of construction. Items which have extended warranties must be indicated with separate warranty expiration dates.
   h. Starting point and duration of warranty period.
   i. Summary of maintenance procedures required to continue the warranty in force.
   j. Cross-reference to specific pertinent Operation and Maintenance manuals.
   k. Organizations, names and phone numbers of persons to call for warranty service.
   l. Typical response time and repair time expected for various warranted equipment.
5. The plans for attendance at the 4 and 9-month post construction warranty inspections conducted by the government.
6. Procedure and status of tagging of all equipment covered by extended warranties.
7. Copies of instructions to be posted near selected pieces of equipment where operation is critical for warranty and/or safety reasons.

B. Performance & Payment Bonds: The Performance & Payment Bonds //must remain effective throughout the construction period// // //

1. In the event the Contractor fails to commence and diligently pursue any construction warranty work required, the Contracting Officer will have the work performed by others, and after completion of the work, will charge the remaining construction warranty funds of expenses incurred by the Government while performing the work, including, but not limited to administrative expenses.
2. In the event sufficient funds are not available to cover the construction warranty work performed by the Government at the contractor's expenses, the Contracting Officer will have the right to recoup expenses from the bonding company.
3. Following oral or written notification of required construction warranty repair work, the Contractor shall respond in a timely manner. Written verification will follow oral instructions. Failure to respond will be cause for the Contracting Officer to proceed against the Contractor.

C. Pre-Warranty Conference: Prior to contract completion, and at a time designated by the Contracting Officer, the Contractor shall meet with the Contracting Officer to develop a mutual understanding with respect to the requirements of this section. Communication procedures for Contractor notification of construction warranty defects, priorities with respect to the type of defect, reasonable time required for Contractor response, and other details deemed necessary by the Contracting Officer for the execution of the construction warranty will be established/ reviewed at this meeting. In connection with these requirements and at the time of the Contractor's quality control completion inspection, furnish the name, telephone number and address of a licensed and bonded company which is authorized to initiate and pursue construction warranty work action on behalf of the Contractor. This point of contract will be located within the local service area of the warranted construction, be continuously

available and be responsive to Government inquiry on warranty work action and status. This requirement does not relieve the Contractor of any of its responsibilities in conjunction with other portions of this provision.

D. Contractor's Response to Construction Warranty Service Requirements:

E. Following oral or written notification by the Contracting Officer, the Contractor shall respond to construction warranty service requirements in accordance with the "Construction Warranty Service Priority List" and the three categories of priorities listed below. Submit a report on any warranty item that has been repaired during the warranty period. Include within the report the cause of the problem, date reported, corrective action taken, and when the repair was completed. If the Contractor does not perform the construction warranty within the timeframe specified, the Government will perform the work and back charge the construction warranty payment item established.

1. First Priority Code 1. Perform onsite inspection to evaluate situation, and determine course of action within 4 hours, initiate work within 6 hours and work continuously to completion or relief.
2. Second Priority Code 2. Perform onsite inspection to evaluate situation, and determine course of action within 8 hours, initiate work within 24 hours and work continuously to completion or relief.
3. Third Priority Code 3. All other work to be initiated within 3 work days and work continuously to completion or relief.
4. The "Construction Warranty Service Priority List" is as follows:

SPEC WRITER NOTE: List below is not intended to be all inclusive of areas requiring attention for warranty services. List shall serve as a template only. Spec writer shall edit and alter list as needed to have Contractor to address warranty services per facility needs.

a) Code 1-Life Safety Systems
   1) Fire suppression systems.
   2) Fire alarm system(s).

b) Code 1-Air Conditioning Systems
   1) Air conditioning leak in part of the building, if causing damage.
   2) Air conditioning system not cooling properly.

c) Code 1 Doors
   1) Overhead doors not operational, causing a security, fire or safety problem.
   1) Interior, exterior personnel doors or hardware, not functioning properly, causing security, fire or safety problem.

d) Code 3-Doors
   1) Overhead doors not operational.
   2) Interior/exterior personnel doors or hardware not functioning properly.

e) Code 1-Electrical
   1) Power failure (entire area or any building operational after 1600 hours).
   2) Security lights.
   3) Smoke detectors.

f) Code 2-Electrical
   1) Power failure (no power to a room or part of building). Receptacle and lights not operational (in a room or part of building).

g) Code 3-Electrical
   1) Exterior lights not operational.

h) Code 1-Gas
   1) Leaks and pipeline breaks.

i) Code 1-Heat
   1) Power failure affecting heat.

j) Code 1-Plumbing
   1) Hot water heater failure.

2) Leaking water supply pipes

k) Code 2-Plumbing

1) Flush valves not operating properly

2) Fixture drain, supply line or any water pipe leaking.

3) Toilet leaking at base.

l) Code 3- Plumbing

1) Leaky faucets.

m) Code 3-Interior

1) Floors damaged.

2) Paint chipping or peeling.

3) Casework damaged.

n) Code 1-Roof Leaks

1) Damage to property is occurring.

o) Code 2-Water (Exterior)

1) No water to facility.

p) Code 2-Water (Hot)

1) No hot water in portion of building listed.

q) Code 3

1) All work not listed above.

F. Warranty Tags: At the time of installation, tag each warranted item with a durable, oil and water-resistant tag approved by the Contracting Officer. Attach each tag with a copper wire and spray with a silicone waterproof coating. Also submit //two// // // record copies of the warranty tags showing the layout and design. The date of acceptance and the QC signature must remain blank until the project is accepted for beneficial occupancy. Show the following information on the tag.

Warranty Tags
Type of product/material
Model number
Serial number
Contract number
Warranty period from/to

Warranty Tags
Inspector’s signature
Construction Contractor
Address
Telephone number
Warranty Contact
Address
Telephone number
Warranty response time priority code

SPEC WRITER NOTE: Determine necessary paragraphs from below and delete non-applicable portions.

1.16 USE OF ROADWAYS

A. For hauling, use only established public roads and roads on // Medical Center // Cemetery // property and, when authorized by the COR, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed and restoration performed 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. //

SPEC WRITER NOTE: Before including COR Field Office, check with Project Director to determine if Medical Center can provide office space for the COR in an existing building. Note

these facilities are typically only required for major projects or others as authorized by CFM.

1.17 //RESIDENT ENGINEER'S FIELD OFFICE

A. The Contractor shall, within fifteen (15) days after receipt of Notice to Proceed, provide where shown on the drawings a temporary field office, furniture, and two inch deep gravel surfaced area for use of the COR. Office and furniture shall be new.

B. The field office shall provide not less than // 67 square meters (720 gross square feet) // 134 square meters (1440 gross square feet) // of floor area in one unit. Installation of the office shall meet all local codes.

C. Provide office with two, 900 mm (three foot) wide exterior doors, including hardware and OSHA approved platform and stairs leading to grade.

D. Enclose the entire perimeter of the office from the floor to the ground and finish to match exterior. Provide R7 insulation and seal tight to ground with a painted 19 mm (3/4 inch) exterior grade plywood skirt.

E. Exterior finishes shall be manufacturer's standards.

F. Provide floor, wall, and roof with not less than R5 insulation.

G. Interior finishes shall consist of resilient flooring, plywood paneling or painted wallboard on walls, and acoustical tile ceilings. Interior doors may be either painted or stained.

H. Interior shall be subdivided with full height partitions to provide // one office, // two offices, // one sample room, // one toilet // two separate toilets //. Provide each space with 900 mm (three foot) wide door with master keyed locks. Section off an area with a low partition and counter for the secretary's desk // s //.

I. Provide 750 mm (2-1/2 feet) wide by 900 mm (3 feet) high operable windows; two in each room (none required in sample room), except provide only one 600 mm (2 foot) high window in toilet room(s). Window openings shall be fitted with security bars to prevent any

forced entry. The door//s// of field office shall have a hasp and padlock and also deadbolts keyed from both sides.

J. Provide sufficient fluorescent lighting in each room to deliver 750 lux (70 foot-candles) of light at desk top height without the aid of daylight. Provide one light switch in each room.

K. Provide one duplex receptacle in each wall of each room. If a wall is 3.0 m (10 feet) long or more, provide two receptacles for each 3.0 m (10 feet), or portion thereof, of wall. Provide two duplex receptacles in low partition at secretary's desk.

L. The Contractor shall provide the following:

1. Electricity, hot and cold water, and necessary utility services (except telephone).
2. All necessary piping, power circuits network cabling, cat 5e or better cabling for phones and computers, electrical fixtures, lighting, and other items necessary to provide a habitable structure for the purpose intended. The number of network and electrical receptacles will be as per attached drawing of the field office.
3. Thermostatically controlled, centralized heating and air conditioning system designed to maintain the temperature between 21 and 27 degrees C (70 and 80 degrees F) with 50 percent relative humidity maintained during the air conditioning season.
4. One water closet, lavatory, mirror, toilet paper dispenser, paper towel dispenser, soap dispenser, towel bar, and two-prong coat hooks for each toilet room.

SPEC WRITER NOTE: Verify with Project Manager.

5. //The contractor to install a suitable alarm system for the field office //.

M. Contractor shall, for the duration of the COR occupancy, provide the following:

1. Satisfactory conditions in and around the field office and parking area.

2. Maintenance of gravel surfaced area, including the area for parking, in an acceptable condition for vehicle and foot traffic at all times.

SPEC WRITER NOTE: Confirm with Project Manager as to who pays for utilities.

3. Maintenance of utility services.

SPEC WRITER NOTE: Delete following subparagraph 4 unless specifically instructed by the Project Manager to leave it in.

4. // Daily janitorial services and supplies (toilet paper, soap, etc.). //

5. Potable water, fuel and electric power for normal office uses, including lights, heating and air conditioning.

N. The Contractor shall provide the following new items:

SPEC WRITER NOTE: Use first list of furniture 67 square meters for 720 square foot office. Second list for 134 square meters (1440 square foot) office.

QUANTITY REQUIRED

//1 workstation with adjustable keying desk or drawer 738 mm H x 1.5 m W x 760 mm D (size 29-1/2" H x 60" W x 30" D)

1 Printer stand 663 mm H x 1.5 m W x 750 mm D (size 26-1/2" H x 60" W x 30" D)

3 Office desks, double pedestal

1 Conference table 900 mm x 1.8 m (size 3' x 6')

1 Plan table 1.2 m x 2.1 m (4' x 7')

3 Work tables 750 mm x 1.8 m (folding 30" x 72")

1 Office chair

4 Swivel chairs with arms

6 Conference chairs (armless & folding)

2 Arm Chairs

4 Lockable 5 drawer file cabinets, letter size

1 Drawing rack, with 12-750 mm (12-30 inch) "Plan Hold" drawing holders, freestanding

1 Shelves for sample room, 7 adjustable Shelves, 305 mm W x 900 mm L (12" W x 3' L)
3 Bookcases
1 Electric water cooler
1 Metal storage cabinet, 900 mm x 450 mm x 1.8 m (36" x 18" x 72") with six shelves
2 workstations with adjustable keying desk or drawer 738 mm H x 1.5 m W 750 mm D (size 29-1/2" H x 60" W x 30" D)
2 Printer stands 738 mm H x 1500 mm W x 750 mm D (size 29-1/2" H x 60" H x 30" D)
7 Office desks, double pedestal
2 Conference tables 900 mm x 1800 mm (size 3' x 6')
1 Plan table 1200 mm x 6 meters (4' x 20')
7 Work tables 750 mm x 1800 mm (folding 30" x 72")
2 Office chairs
7 Swivel chairs with arms
12 Conference chairs (armless and folding)
7 Arm chairs
8 Lockable 5 drawer file cabinets, letter-size
2 Drawing racks, each with 12-750 mm (12-30 inch) "Plan Hold" drawing holders, freestanding
7 Bookcases
1 Electric water cooler
4 Shelves for sample 900 mm x 450 mm x 1.8 m (36" x 18" x 72") high, 7 adjustable shelves//

SPEC WRITER NOTE: Delete following paragraph 0 if COR field office will not require relocating during the tenure of this contract.

o. COR field office and facilities shall be relocated once after its initial installation at the Contractor's expense. Relocation consists of moving the field office and facilities to a location within the VA site designated by the COR together with providing and maintaining utilities, parking area, sanitary facilities and

janitorial service in new location until completion and final acceptance of project.

SPEC WRITER NOTE: Check with the Project Manager to determine if field office (trailer) is to become property of the Government. This condition will usually occur on phased projects (projects involving more than one construction contract).

P. At the completion of all work, including the punch list, the COR field office and facilities shall become the property of the // Contractor and Contractor shall remove same, including utility connections, from the // Medical Center // Cemetery//. The site shall be restored to original condition and finished in accordance with contract requirements. // Government and be left intact, including utility connections, for future use by Department of Veterans Affairs. // All 5 drawer file cabinets provided shall become the property of the Government.

Q. The Contractor shall furnish floor plans for approval by the COR prior to furnishing the field office. //

1.18 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to written approval and compliance with the following provisions:

1. Permission to use each unit or system must be given by COR in writing. If the equipment is not installed and maintained in accordance with the written agreement and following provisions, the COR will withdraw permission for use of the equipment.
2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted.

Installation of temporary electrical equipment or devices shall be in accordance with NFPA 70, National Electrical Code, (2014 Edition), Article 590, *Temporary Installations.* Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.

3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage.
5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government. // Boilers, pumps, feedwater heaters and auxiliary equipment must be operated as a complete system and be fully maintained by operating personnel. Boiler water must be given complete and continuous chemical treatment. //

B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.

C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.

D. Any damage to the equipment or excessive wear due to prolonged use will be repaired replaced by the contractor at the contractor's expense.

SPEC WRITER NOTE: Use following Article whenever Contractor may or may not use existing elevators. Information must be secured from Medical Center as to whether elevator is for exclusive or temporary use of Contractor and between what hours it may be used by Contractor.

1.19 //TEMPORARY USE OF EXISTING ELEVATORS

A. Contractor will not be allowed the use of existing elevators. Outside type hoist shall be used by Contractor for transporting materials and equipment.

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

1. Contractor makes all arrangements with the COR for use of elevators. The COR will ascertain that elevators are in proper condition. Contractor may use elevators Nos. _____ in Building Nos. _____ // for exclusive use // for daily use between the hours of _____. // and for special nonrecurring time intervals when permission is granted. Personnel for operating elevators will not be provided by the Department of Veterans Affairs.
2. Contractor covers and provides maximum protection of following elevator components:
   a) Entrance jambs, heads soffits and threshold plates.
   b) Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.
   c) Finish flooring.

SPEC WRITER NOTE: Omit Paragraphs 1.18, A*, 4, 5, and 6 unless elevator is for exclusive use of Contractor and for not less than thirty days duration.

3. Government will accept hoisting ropes of elevator and rope of each speed governor if they are worn under normal operation. However, if these ropes are damaged by action of foreign matter such as sand, lime, grit, stones, etc., during temporary use, they shall be removed and replaced by new hoisting ropes at the contractors expense.
4. If brake lining of elevators are excessively worn or damaged during temporary use, they shall be removed and replaced by new brake lining at the contractors expense.
5. All parts of main controller, starter, relay panel, selector, etc., worn or damaged during temporary use shall be removed and replaced with new parts at the contractors expense, if recommended by elevator inspector after elevator is released by Contractor.
6. Place elevator in condition equal, less normal wear, to that existing at time it was placed in service of Contractor as approved by Contracting Officer. //

SPEC WRITER NOTE: Following Article 1.19 should be used when Contractor is permitted to use new elevators.

1.20 //TEMPORARY USE OF NEW ELEVATORS

A. The Contractor and his personnel shall be permitted use of new elevator(s) subject to the following provisions:
   1. Contractor shall make arrangements with the COR for use of elevator(s). Contractor may obtain elevator(s) for exclusive use.
   2. Prior to the use of elevator(s), the Contractor shall have the elevator(s) inspected and accepted by an ASME accredited, certified elevator safety inspector. The acceptance report shall be submitted to the COR.
   3. Submit to the COR the schedule and procedures for maintaining equipment. Indicate the day or days of the week and total hours required for maintenance. A report shall be submitted to the COR monthly indicating the type of maintenance conducted, hours used, and any repairs made to the elevator(s).

4. The Contractor shall be responsible for enforcing the maintenance procedures as per VA and manufacturers recommendations and requirements.
5. During temporary use of elevator(s) all repairs, equipment replacement and cost of maintenance shall be the responsibility of the Contractor.
6. Personnel for operating elevator(s) shall not be provided by the Department of Veterans Affairs.
7. Contractor shall cover and provide maximum protection of the entire elevator(s) installation.
8. The Contractor shall arrange for the elevator company to perform operation of the elevator(s) so that an ASME accredited, certified elevator safety inspector can evaluate the equipment. The Contractor shall be responsible for any costs of the elevator company.
9. All elevator(s) parts worn or damaged during temporary use shall be removed and replaced with new parts at the contractor’s expense. This shall be determined by an ASME accredited certified elevator safety inspector after temporary use and before acceptance by the Government. Submit report to the COR for approval.
10. Elevator shall be tested as required by the testing section of the elevator(s) specifications before acceptance by the Department of Veterans Affairs. The Contractor shall be responsible for all cost associated with testing and inspection. //

1.21 TEMPORARY TOILETS

SPEC WRITER NOTE: Check with the Project Manager to verify if any existing toilets can be used by contractor's workers.

A. Provide where directed, (for use of all Contractor's workers) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by COR, provide suitable dry closets where directed. Keep such places clean and

free from flies and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

1. *Contractor may have for use of Contractor's workers, such toilet accommodations as may be assigned to Contractor by // Medical Center // Cemetery //. Contractor shall keep such places clean and be responsible for any damage done thereto by Contractor's workers. Failure to maintain satisfactory condition in toilets will deprive Contractor of the privilege to use such toilets.

SPEC WRITER NOTE: Consult Project Manager for use of paragraph 1.21. Contractor shall furnish utilities from commercial sources for construction on new sites. When practical, Contractor shall furnish utilities from commercial sources for new buildings and large additions on existing sites. Otherwise Medical Center will furnish utilities to Contractor at no cost for alterations and remodeling. Check with Project Manager concerning practical use of meters.

1.22 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. The amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.

B. The Contractor, at Contractor's expense and in a workmanlike manner, in compliance with code and as satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the

temporary connections, distribution lines, meters, and associated paraphernalia and repair restore the infrastructure as required.

C. Contractor shall install meters at Contractor's expense and furnish the // Medical Center // Cemetery // a monthly record of the Contractor's usage of electricity as hereinafter specified.

D. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:

1. Obtain heat by connecting to // Medical Center // Cemetery // heating distribution system.

SPEC WRITER NOTE: Coordinate with Project Manager to confirm the following:

a) //Steam is available at no cost to Contractor. //

SPEC WRITER NOTE: Use sub-paragraph 1 in connection with existing projects only. Omit inappropriate sub-paragraphs.

E. Electricity (for Construction and Testing): Furnish all temporary electric services.

1. Obtain electricity by connecting to the // Medical Center // Cemetery // electrical distribution system. The Contractor shall meter and pay for electricity required for electric cranes and hoisting devices, electrical welding devices and any electrical heating devices providing temporary heat. Electricity for all other uses is available at no cost to the Contractor.

F. Water (for Construction and Testing): Furnish temporary water service.

1. Obtain water by connecting to the // Medical Center // Cemetery // water distribution system. Provide reduced pressure backflow preventer at each connection as per code. Water is available at no cost to the Contractor.

2. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at COR discretion) of use of water from // Medical Center's // Cemetery's // system.

G. Fuel: Natural and LP gas and burner fuel oil required for boiler cleaning, normal initial boiler-burner setup and adjusting, and for performing the specified boiler tests will be furnished by the Government. Fuel required for prolonged boiler-burner setup, adjustments, or modifications due to improper design or operation of boiler, burner, or control devices shall be furnished and paid by the Contractor at Contractor's expense.

1.23 //NEW TELEPHONE EQUIPMENT

A. The contractor shall coordinate with the work of installation of telephone equipment by others. This work shall be completed before the building is turned over to VA. //

SPEC WRITER NOTE: Delete TESTS when not applicable to project. Check with Team Mechanical and Electrical Engineers.

1.24 //TESTS

A. As per specification section 23 05 93 the contractor shall provide a written testing //and commissioning// plan complete with component level, equipment level, sub-system level and system level breakdowns. The plan will provide a schedule and a written sequence of what will be tested, how and what the expected outcome will be. This document will be submitted for approval prior to commencing work. The contractor shall document the results of the approved plan and submit for approval with the as built documentation.

B. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.

C. Conduct final tests required in various sections of specifications in presence of an authorized representative of the

Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.

D. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire system which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc. Another example of a system which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.

E. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably period of time during which operating and environmental conditions remain reasonably constant and are typical of the design conditions.

F. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system. //

1.25 INSTRUCTIONS

A. Contractor shall furnish Maintenance and Operating manuals (hard copies and electronic) and verbal instructions when required by the various sections of the specifications and as hereinafter specified.

B. Manuals: Maintenance and operating manuals and one compact disc (four hard copies and one electronic copy each) for each separate piece of equipment shall be delivered to the COR coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for

starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.

C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed training 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 COR and shall be considered concluded only when the COR is satisfied in regard to complete and thorough coverage. The contractor shall submit a course outline with associated material to the COR for review and approval prior to scheduling training to ensure the subject matter covers the expectations of the VA and the contractual requirements. The Department of Veterans Affairs reserves the right to request the removal of,

and substitution for, any instructor who, in the opinion of the COR, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

1.26 GOVERNMENT-FURNISHED PROPERTY

A. The Government shall deliver to the Contractor, the Government-furnished property shown on the // Schedule // drawings //.

B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the // Medical Center // Cemetery //.

C. //Contractor shall be prepared to receive this equipment from Government and store or place such equipment not less than 90 days before Completion Date of project. //

1. //*Storage space for equipment will be provided by the Government and the Contractor shall be prepared to unload and store such equipment therein upon its receipt at the // Medical Center // Cemetery. //

D. Notify Contracting Officer in writing, 60 days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.

1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with a representative of the Government. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Government representative with a written statement as to its condition or shortages.
2. Contractor thereafter is responsible for such equipment until such time as acceptance of contract work is made by the Government.

E. Equipment furnished by the Government will be delivered in a partially assembled (knock down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to

respective services installed under contract. All fittings and appliances (i.e., couplings, ells, tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and the utility stub-up shall be furnished and installed by the contractor at no additional cost to the Government.

F. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.

G. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

SPEC WRITER NOTE: Check with Equipment Specification Writer concerning what equipment is scheduled to be relocated before using or omitting this article.

1.27 RELOCATED // EQUIPMENT // ITEMS //

A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment // and items // indicated //by symbol "R"// or otherwise shown to be relocated by the Contractor.

B. Perform relocation of such equipment or items at such times and in such a manner as directed by the COR.

C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, at the main whenever such lines are disconnected from equipment to be relocated. Remove abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".

D. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.

E. // Contractor shall employ services of an installation engineer, who is an authorized representative of the manufacturer of this equipment to supervise assembly and installation of existing //

remote dictating machine, // X-ray, // dental // and // laundry // equipment, required to be relocated. //

F. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

SPEC WRITER NOTE: Following paragraph is to be used only in connection with bed producing projects. Allow 630 square meters (7,000 square feet up to 300 beds; 930 square meters (10,000 square feet) over 300 beds and up to 500 beds; 1860 square meters (20,000 square feet) over 500 beds.

1.28 STORAGE SPACE FOR DEPARTMENT OF VETERANS AFFAIRS EQUIPMENT

A. Contractor shall complete approximately _____ square meters _____ (square feet) of space in building accessible from ground level without use of elevators for storage of certain materials and equipment by Department of Veterans Affairs.

SPEC WRITER NOTE: Omit subparagraph 4 below when utilities are furnished by Government.

1. Provide such space with adequate light, ventilation and heat in season and lock for adequate security. Contractor shall also install and connect portion of nearest specified fire protection system including all apparatus for instant use to provide water for adequate fire protection of storage space.
2. Storage space shall be turned over to Contracting Officer ninety days prior to Completion Date of the buildings involved.
3. Forward two sets of drawings to Contracting Officer through the COR 120 days prior to Completion Date of building; drawings shall indicate those areas which will be made available to Department of Veterans Affairs for temporary storage.

4. All cost for utility services for such storage space shall be borne by Contractor until entire building is turned over for occupancy.

B. "Completion Date" shall mean that date as established by Contracting Officer upon which Contractor will turn over entire project or portions thereof to the Government.

SPEC WRITER NOTE: Use construction sign when construction cost estimate is and over $2,000,000. Note construction sign is not required for interior projects.

1.29 //CONSTRUCTION SIGN

A. Provide a Construction Sign where directed by the COR. All wood members shall be of framing lumber. Cover sign frame with 0.7 mm (24 gage) galvanized sheet steel nailed securely around edges and on all bearings. Provide three 100 by 100 mm (4 inch by 4 inch) posts (or equivalent round posts) set 1200 mm (four feet) into ground. Set bottom of sign level at 900 mm (three feet) above ground and secure to posts with through bolts. Make posts full height of sign. Brace posts with 50 x 100 mm (two by four inch) material as directed.

B. Paint all surfaces of sign and posts two coats of white gloss paint. Border and letters shall be of black gloss paint, except project title which shall be blue gloss paint.

C. Maintain sign and remove it when directed by the COR.

D. Detail Drawing of construction sign showing required legend and other characteristics of sign is // attached hereto and made a part of this specification. // shown on the drawings. // //

SPEC WRITER NOTE: Specify safety sign for all projects when construction cost estimate is over $2,000,000, except where the work is such that a sign cannot be observed by the Contractor's personnel sometime during the working day. //

1.30 SAFETY SIGN

A. Provide a Safety Sign where directed by COR. Face of sign shall be 19 mm (3/4 inch) thick exterior grade plywood. Provide two 100 mm by 100 mm (four by four inch) posts extending full height of sign and 900 mm (three feet) into ground. Set bottom of sign level at 1200 mm (four feet) above ground.

B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted.

C. Maintain sign and remove it when directed by COR.

D. Drawing details in VA Signage Design Manual, Section 11 Specialty Signs (found on VA TIL) show required legend and other characteristics of sign and are // attached hereto and is made a part of this specification. // shown on the drawings. //

E. Post the number of accident free days on a daily basis.

SPEC WRITER NOTE: Photographs are not required for Station Level projects. Insert total number of photos in second line below. Number of photographs required shall be within limits included in following table:

Number of photographs	
Estimated Cost	No. of Photographs
Up to $250,000	50 to 100
Up to $500,000	100 to 150
Up to $1,000,000	150 to 200
Up to $2,000,000	200 to 250
Up to $5,000,000	250 to 300
Up to $10,000,000	300 to 400
More than $10,000,000	400 to 500

SPEC WRITER NOTE: Use the following paragraph for new buildings and major building additions only. Edit quantities and types as applicable. Indexing system is also optional.

1.31 //PHOTOGRAPHIC DOCUMENTATION

A. During the construction period through completion, provide photographic documentation of construction progress and at selected milestones including electronic indexing, navigation, storage and remote access to the documentation, as per these specifications. The commercial photographer or the subcontractor used for this work shall meet the following qualifications:

1. Demonstrable minimum experience of three (3) years in operation providing documentation and advanced indexing/navigation systems including a representative portfolio of construction projects of similar type, size, duration and complexity as the Project.
2. Demonstrable ability to service projects throughout North America, which shall be demonstrated by a representative portfolio of active projects of similar type, size, duration and complexity as the Project.

B. Photographic documentation elements:

1. Each digital image shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) capable of producing 200x250mm (8 x 10 inch) prints with a minimum of 2272 x 1704 pixels and 400x500mm (16 x 20 inch) prints with a minimum 2592 x 1944 pixels.
2. Indexing and navigation system shall utilize actual AUTOCAD construction drawings, making such drawings interactive on an on-line interface. For all documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the project.
3. Documentation shall combine indexing and navigation system with inspection-grade digital photography designed to capture actual conditions throughout construction and at critical milestones. Documentation shall be accessible on-line through use of an internet connection. Documentation shall allow for secure multiple-user access, simultaneously, on-line.
4. Before construction, the building pad, adjacent streets, roadways, parkways, driveways, curbs, sidewalks, landscaping,

adjacent utilities and adjacent structures surrounding the building pad and site shall be documented. Overlapping photographic techniques shall be used to ensure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings. If site work or pad preparation is extensive, this documentation may be required immediately before construction and at several pre-determined intervals before building work commences.

5. Construction progress for all trades shall be tracked at pre-determined intervals, but not less than once every thirty (30) calendar days ("Progressions"). Progression documentation shall track both the exterior and interior construction of the building. Exterior Progressions shall track 360 degrees around the site and each building. Interior Progressions shall track interior improvements beginning when stud work commences and continuing until Project completion.
6. As-built condition of pre-foundation utilities and site utilities shall be documented prior to pouring footers, placing concrete and/or backfilling. This process shall include all underground and in-slab utilities within the building(s) envelope(s) and utility runs in the immediate vicinity of the building(s) envelope(s). This may also include utilities enclosed in slab-on-deck in multi-story buildings. Overlapping photographic techniques shall be used to ensure maximum coverage. Indexing and navigation accomplished through interactive site utility plans.
7. As-built conditions of mechanical, electrical, plumbing and all other systems shall be documented post-inspection and pre-insulation, sheet rock or dry wall installation. This process shall include all finished systems located in the walls and ceilings of all buildings at the Project. Overlapping photographic techniques shall be used to ensure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.

8. As-built conditions of exterior skin and elevations shall be documented with an increased concentration of digital photographs as directed by the COR in order to capture pre-determined focal points, such as waterproofing, window flashing, radiused steel work, architectural or Exterior Insulation and Finish Systems (EIFS) detailing. Overlapping photographic techniques shall be used to ensure maximum coverage. Indexing and navigation accomplished through interactive elevations or elevation details.
9. As-built finished conditions of the interior of each building including floors, ceilings and walls shall be documented at certificate of occupancy or equivalent, or just prior to occupancy, or both, as directed by the COR. Overlapping photographic techniques shall be used to ensure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.
10. Miscellaneous events that occur during any Contractor site visit, or events captured by the Department of Veterans Affairs independently, shall be dated, labeled and inserted into a Section in the navigation structure entitled "Slideshows," allowing this information to be stored in the same "place" as the formal scope.
11. Customizable project-specific digital photographic documentation of other details or milestones. Indexing and navigation accomplished through interactive architectural plans.
12. Monthly (29 max) exterior progressions (360 degrees around the project) and slideshows (all elevations and building envelope). The slideshows allow for the inclusion of Department of Veterans Affairs pictures, aerial photographs, and timely images which do not fit into any regular monthly photopath.
13. Weekly (21 Max) Site Progressions - Photographic documentation capturing the project at different stages of construction. These progressions shall capture underground utilities,

excavation, grading, backfill, landscaping and road construction throughout the duration of the project.

14. Regular (8 max) interior progressions of all walls of the entire project to begin at time of substantial framed or as directed by the COR through to completion.
15. Detailed Exact-Built of all Slabs for all project slab pours just prior to placing concrete or as directed by the COR.
16. Detailed Interior exact built overlapping photos of the entire building to include documentation of all mechanical, electrical and plumbing systems in every wall and ceiling, to be conducted after rough-ins are complete, just prior to insulation and or drywall, or as directed by COR.
17. Finished detailed Interior exact built overlapping photos of all walls, ceilings, and floors to be scheduled by COR prior to occupancy.
18. In event a greater or lesser number of images than specified above are required by the COR, adjustment in contract price will be made in accordance with clause entitled "CHANGES" (FAR 52.243-4).

C. Images shall be taken by a commercial photographer and must show distinctly, at as large a scale as possible, all parts of work embraced in the picture.

D. Coordination of photo shoots is accomplished through COR. Contractor shall also attend construction team meetings as necessary. Contractor’s operations team shall provide regular updates regarding the status of the documentation, including photo shoots concluded, the availability of new Progressions or Exact-Builts viewable on-line and anticipated future shoot dates.

E. Contractor shall provide all on-line domain/web hosting, security measures, and redundant server back-up of the documentation.

F. Contractor shall provide technical support related to using the system or service.

G. Upon completion of the project, final copies of the documentation (the “Permanent Record”) with the indexing and navigation system embedded (and active) shall be provided in an electronic media

format, typically a DVD or external hard-drive. Permanent Record shall have Building Information Modeling (BIM) interface capabilities. On-line access terminates upon delivery of the Permanent Record.

1.32 FINAL ELEVATION DIGITAL IMAGES

A. A minimum of four (4) images of each elevation shall be taken with a minimum 6 MP camera, by a professional photographer with different settings to allow the COR to select the image to be printed. All images are provided to the RE on a CD.

B. Photographs shall be taken upon completion, including landscaping. They shall be taken on a clear sunny day to obtain sufficient detail to show depth and to provide clear, sharp pictures. Pictures shall be 400 mm x 500 mm (16 by 20 inches), printed on regular weight paper, matte finish archival grade photographic paper and produced by a RA4 process from the digital image with a minimum 300 PPI. Identifying data shall be carried on label affixed to back of photograph without damage to photograph and shall be similar to that provided for final construction photographs.

C. Furnish six (6) 400 mm x 500 mm (16 by 20 inch) color prints of the following buildings constructed under this project (elevations as selected by the RE from the images taken above). Photographs shall be artistically composed showing full front elevations. All images shall become property of the Government. Each of the selected six prints shall be place in a frame with a minimum of 2 inches of appropriate matting as a border. Provide a selection of a minimum of 3 different frames from which the SRE will select one style to frame all six prints. Photographs with frames shall be delivered to the COR in boxes suitable for shipping.

1. Hospital Building No. ____.
2. Clinical Building No. ____.
3. Nursing Home Care Building No. _____.
4. Chapel Building No. _____.
5. Boiler Plant Building No. _____.

1.33 //HISTORIC PRESERVATION

A. 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 COR verbally, and then with a written follow up. //

1.34 //VA KAHUA PMIS

SPEC WRITER NOTE: Delete or include and edit the following article after consulting with the Project Manager. This requirement, at present, is only for major projects. The term "major medical facility project" means a project for the construction, alteration, or acquisition of a medical facility involving a total expenditure of more than $30,000,000, but such term does not include an acquisition by exchange. "

A. Obtaining Access:

1. VA contractors, selected by award to perform work, are required to get access to the VA KAHUA Project Management Information System (PMIS). KAHUA PMIS is the management and collaborative environment that the VA uses for projects within the Office of Construction & Facilities Management (CFM) and National Cemetery Administration (NCA).
2. The contractor is solely responsible for acquiring access to VA KAHUA PMIS.
3. The Contractor shall ensure all designated personnel obtain necessary credentials and complete VA-provided onboarding and training prior to initiating work.
4. Access to the system shall comply with VA and Federal security protocols, including multi-factor authentication and user identity verification.

5. To gain access to the VA KAHUA PMIS the contractor must follow the licensing process as specified in Appendix A

B. Onboarding to Kahua:

1. Within ten (10) days calendar days after award, the Contractor shall initiate the Kahua onboarding process in coordination with the VA Project Team. The onboarding process shall include the following steps:
   a. User Identification and Account Request
      1) Contractor shall submit a list of all project team members requiring Kahua access, including role, email address, and organization.
      2) VA PMIS Administrator will review and approve user access requests and assign appropriate permissions.
   b. System Access and Security Compliance
2. Each user shall receive an email invitation to access Kahua through the VA's secure single sign-on process.
   a. Each user shall receive an email invitation to access Kahua through the VA's secure single sign-on process.
   b. Users must complete multi-factor authentication setup and comply with VA cybersecurity requirements before accessing the platform.
3. Initial Configuration and Workflow Validation
   a. Contractors shall coordinate with the COR and VA PMIS Support Team to confirm active workflows (RFIs, Submittals, Daily Reports, etc.) are functioning correctly.
   b. Contractor shall upload an initial project directory, schedule of values, and project contacts within Kahua as part of system validation.
4. Training:
   a. The VA will provide training and reference materials for the use of Kahua (including Quick Reference Guides and VA-specific process training).
   b. The Contractor shall ensure that all personnel responsible for data entry or workflow actions complete the required training prior to using the system.

c. Training completion must be documented prior to system use.

5. Confirmation of Readiness:
   a. Upon completion of onboarding, the Contractor shall submit a "Kahua Readiness Certification" to the COR confirming that all required users are active, trained, and capable of performing required tasks in the system.

C. Requirement: KAHUA is the management and collaborative environment that VA CFM uses for all construction projects. VA requires its contractors to utilize KAHUA as part of the performance for a VA construction-related contract. There is no cost for KAHUA licenses to the contractors.

1. The Contractor shall utilize Kahua for, the following project management functions:
   a. Request for Information (RFI)
   b. Submittals
   c. Design Review
   d. Daily construction reports
   e. Meeting minutes and agendas
   f. Schedule updates and milestone tracking
   g. Punchlist and closeout documentation
   h. Correspondence and transmittals
   i. Change management (PCOs, CORs, Cos)
2. The Contractor shall not use external systems or email as substitutes for the required Kahua workflows unless specifically authorized in writing by the CO or COR.
3. All documentation uploaded into Kahua shall become part of the official contract record.
4. Contractors shall enter, update, and maintain all required information in Kahua in real time, or as otherwise specified in VA workflow requirements.
5. Delays in data entry or failure to maintain required documentation in Kahua may be considered non-compliance with contract requirements and may affect payment.
6. The Contractor shall not delete or alter records within the platform except as permitted by VA administrative procedures.

D. Inquiries or to request additional services, contact the following:

Craig Alsheimer, Federal Account Manager
Computerized Facility Integrations, LLC
18000 West Nine Mile Road
Suite 700
Southfield, MI 48075
Email: calsheimer@gocfi.com
Phone: 248-557-4234 Extension 6010; 410-292-7006

E. Process:

1. Once the contractor has been notified by VA of the award and a unique contract number, the contractor can enter a request for access to KAHUA at URL https://valicensing.oncfi.com/
2. CFI will process the request for access and payment. CFI will create a USER ID and a password. Security provisions required to align the contractor to the Contract Number will be entered and an email will be generated and submitted to the requestor.
3. CFM will also provide standard terms and conditions related to the transaction and use agreement. //

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