CONSTRUCTION SCOPE OF WORK
402-23-794 Modernize Campus Corridors - TOGUS, ME

Project Number: 402-23-794

Project Title: Modernize Campus Corridors

1. Overview:

The project includes a 15,600 SF interior renovation to the existing Main Street Corridor that runs from building B209 to building B221 at the VA Togus Medical Center. The project includes the renovation of certain connecting corridors roofs per the drawings along this route, totaling 12,900 SF. New finishes will be provided to help create a more durable, welcoming, and inclusive corridor.

This Scope of Work is for the performance of work associated with construction documents for the project designed by **402-23-794 Modernize Campus Corridors - TOGUS, ME** at the Togus VA Medical Center, located at 1 VA Center, Augusta, ME, 04330. See attachments:

- 402-23-794 Togus Modernize Campus Corridors – Final Bid Drawings
- 402-23-794 Togus Modernize Campus Corridors – Final Specifications
- 100% CD Structural Calculations

The contractor shall provide all services, materials, labor, supervision, safety, certification, and expertise for items described in the A/E provided Construction Documents; drawings, narrative, calculations, and specifications. Work shall be phased in a manner that is not disruptive to Medical Center Operations, and the contractor will be responsible for submitting an extensively detailed construction schedule and phasing plan for review and approval, prior to the start of construction.

2. Execution

The Contractor will perform all work and provide the labor, materials, and equipment needed to meet this Statement of Work and the following Construction Documents. The government shall not loan or provide any labor or equipment. The government is not responsible for costs incurred due to mismanagement of labor or lack of proper equipment.

3. Quality of Work

The contractor shall provide new work related to new construction and renovation. The contractor shall validate all field conditions. The contractor is responsible for site dewatering where required. The contractor shall provide all labor and equipment to fulfill construction document deliverables and commissioning of systems related to disciples of work; demolition, abatement, civil, structural, architectural, fire protection, plumbing, mechanical, electrical, and information technology. The contractor shall provide opportunities for inspection of each discipline.

The contractor shall provide the Togus VA Medical Center with the proper skilled labor, equipment, materials, supplies, and supervision for performance of all work indicated or referenced within this

Statement of Work and by the corresponding Construction Documents (plans, specifications, VA TIL publications and other provided documents) for a 100% functional and certified product upon completion.

The Site Safety and Health Officer (SSHO), Quality Assurance/Quality Control (QA/QC) Manager, and Superintendent shall each perform distinct and independent duties. These positions must be filled by separate individuals, QA/QC Manager and Superintendent, possessing a minimum of five (5) years of experience in healthcare mechanical system installation. SSHO shall have a minimum of five (5) years of construction industry safety experience, while this requirement may be reduced to three (3) years if the individual holds a Certified Safety Professional (CSP) certification, a Certified Construction Safety and Health Technician (CSHT) certification, or possesses a safety and health degree from an accredited college or university. The Site Superintendent and the QA/QC manager shall be dedicated to this project alone and not share duties of concurrent or future projects. These incumbents shall have OSHA 30 Hour Certification, minimum. All other incumbents shall have OSHA 10 Hour Certification.

The contractor is required to demolish/remove abandoned infrastructure (empty conduits, abandoned piping, etc.) as necessary to facilitate the work. No infrastructure shall be abandoned in place. Work that is installed without proper coordination of existing utilities or poor workmanship will be rejected and reinstalled at no additional cost to the Government.

All new work shall be neat, co-located, and organized. Coordinate MEP work with maintenance access, existing systems, and new work. All work shall be parallel and perpendicular to building components and structures.

The contractor shall provide administrative requirements including insurance, bonding, Infection Control Risk Assessment permit, all required safety documentation, participate in construction progress meetings, submittals, close-out documentation, warranty, as-built drawings, and all other documentation specified.

The result and deliverable of this project is a fully functional, compliant, VA Network with new infrastructure.

4. Code Compliance

All NEC/NFPA and other applicable healthcare facility codes referred to in specification or VHA Publications such as VHA Directive 1028 and Electrical Design Manual are applicable to this project and will be strictly enforced. Seismic requirements published on the VA Technical Information Library (TIL) are applicable. Any deviations or work that is non-conformant to standards, regulations, or specification shall be removed and corrected at no cost to the Government. The VA adopts the most current versions of the NFPA and other applicable publications. The contractor shall provide an arc flash and coordination study shall performed, stamped, and field adjusted by a Professional Electrical Engineer and technician.

Installation of electrical systems shall be performed by licensed or journeymen electrician; provide documentation via submittal.

5. Existing Conditions

The Contractor is expected to be familiar with the existing conditions and the work to be performed. The Contractor shall verify all areas requiring work as stated in the Overview portion of this Statement of Work prior to the commencement of work.

6. Location of Work

All work associated with this project will be completed at the Togus VA Medical Center, located at 1 VA Center, Augusta, ME, 04330.

7. Pre-Bid Walkthrough

A pre-bid walkthrough will be held on site and scheduled by the Contracting Officer. Questions may not be asked on site or directed to individuals. All questions shall be in writing and submitted to the Contracting Officer by the specified deadline. An attempt to provide responses for questions that do not make the deadline will be made, but there is no guarantee that they will be answered.

8. Period of Performance

This contract is expected to start upon Notice to Proceed (NTP) and be completed within 548 calendar days of issuance. It is expected that the contractor will work on administrative submittals and long lead time items during the first part of the NTP. No work, including administrative, will begin prior to the NTP.

9. Phasing of Work to Limit Operational Impacts

The contractor shall reduce facility impact and plan accordingly. The contractor shall work and coordinate with the VA to schedule "cut over" times for new utilities and infrastructure. The contractor shall give 30 calendar days of notice for interruption of any service/utility. The contractor shall phase, and plan work accordingly, including but not limited to performing work outside of normal operating hours, weekends, holidays, and shift work. Specific working hours for the project areas are assigned in the ICRA Classification Table, which is located in Specification Section 01 35 26 VA Safety Requirements. Normal working hours for this contract will be from 7:00AM to 4:00PM (local time) Monday through Friday except for weekends and established Federal Holidays.

The contractor shall phase work appropriately so that medical center operations and network utilities are not impacted adversely and are operational throughout the construction sequence. Any construction impacts that will include excessive noises or smells in clinical areas will need to be performed after hours or on weekends.

10. Construction Schedule

The Contractor shall provide to the VA an extensively detailed Gantt Chart construction schedule indicating workflow and impact in a "three-week look ahead" format which shows last week, this week, and next week. Work progress shall be discussed weekly at construction progress meetings. This schedule must be updated every week, prior to the construction progress meeting.

Any impacts to VA operations must clearly be identified on the construction schedule.

The Contractor shall attend weekly meetings. The Contractor shall provide a meeting agenda prior to each meeting. The contractor shall provide meeting minutes to the VA within one week of the meeting occurrence. The contractor shall provide a three week look ahead schedule prior to each meeting.

11. Working Hours

The Contractor shall discuss work hours with the Contracting Officer's Representative prior to the commencement of work. To avoid operation impact, much of this work will be required to be performed

after hours. Specific working hours for the project areas are assigned in the ICRA Classification Table, which is located in Specification Section 01 35 26 VA Safety Requirements. The Contractor and Contracting Officer's Representative will agree on the hours of operations for each portion of work. The Contractor is responsible for notifying the VA of the time, location, and work to be performed during off-hour engagement. Any construction impacts that will include excessive noises or smells in clinical areas will need to be performed after hours or on weekends.

12. Daily Work Reports

The Contractor shall complete and submit Daily Work Reports to the VA. The daily reports shall be completed on forms prepared by the Contractor, acceptable to the COR, and shall be submitted to the COR at the conclusion of each workday.

Daily reports should include photographs of existing conditions, work in progress, and the finished conditions.

13. Hazardous Materials and Recycling

The contractor shall remove all hazardous materials as necessary to fulfill the demolition and construction requirements of this project. The contractor shall prepare an abatement plan in accordance with the requirements of the Maine Department of Environmental Protection.

All recyclable materials shall be recycled at appropriate facilities. Invoices or receipts related to the recycling of construction waste shall be sent to the Contracting Officer's Representative. Demolition management plans for recycled items shall be submitted to the COR. Items with scrap value such as engine generators, transfer switches, copper conductions, and other valued items shall have scrap tickets submitted to the COR. The Government has first right of refusal on all items. The contractor is responsible to move retained items into storage on site and protect during demolition and transportation.

14. Request for Information

Any deviations in required work items from the Construction Documents and this SOW shall come in the form of an RFI through an electronic submittal software. The contractor must use a construction management software that is accessible by VA personnel using the VA network. The A/E shall provide the first response and the VA shall provide the Final Response. The Contracting Officer is the only entity that can approve changes that impact the Scope of Work and Contract Cost. Any contractual changes will come in writing from the CO.

The contractor shall maintain an RFI Log throughout the duration of the project and update it weekly to reflect the most current RFIs being tracked.

15. Submittals, Inspection, and Acceptance

The contractor will not be able to mobilize onsite until all critical submittals have been approved by the VA COR.

The contractor shall use an electronic submittal tracking system for management of submittal status. An initial submittal register will be provided to the contractor. Within one week of NTP, the contractor shall provide to the VA a complete electronic submittal register for review and acceptance. All submittals for each item must be approved prior to purchase and/or installation per the specifications. The contractor

will be required for all tracking and updating of the submittal register throughout the life of the project. The contractor must provide the updated submittal register prior to the weekly construction progress meeting, and with all progress payment requests.

The submittal register must include the following:

- Project Safety Plan
- OSHA Certifications
- Letter of Superintendence
- Quality Assurance/Quality Control (QAQC) Plan
- Demolition Debris Management Plan
- Asbestos and Lead Based Paint Abatement Plan, per Maine DEP requirements.
- Radon Mitigation Plan, prepared by a State of Maine certified mitigation contractor
- Environmental Protection Plan
- Infection Control Plan
- Project Schedule
- Coordination planning before each "feature/division" of work
- All Submittals/Samples required by Project Specifications and Project Drawings including but not limited to:
    - Description of each product
    - Submittal Drawings and/or Manufacturer's literature/data as required by the specifications
    - Samples as required by the specifications
    - Test reports as required by the specifications
    - Material Certificates of compliance
    - Buy American Act Compliance
    - Contractor certification
    - Recycled Content of sustainable materials specified
    - Installer qualifications
    - Warranties
    - Operations and Maintenance Manuals
    - Training Documentation
- Additional submittals may be required at the request of the Contracting Officer or COR. A comparison of products for QA/QC may be requested by the COR and CO.

The A/E and COR will approve/disapprove Contractor submittals. Any submittal that is disapproved shall be addressed by the Contractor in a timely manner. If more time is needed to address disapproved submittals, the Contractor may ask, in writing, for additional time from the COR. The VA has a pre-determined number of working days to review submittals once the A/E has provided comment. Information regarding number of days for the submittal process can be found in the project specifications.

The COR will accomplish inspection and acceptance of the work on behalf of the Contracting Officer. Any work that is to be enclosed (earth, concrete, etc.) shall be inspected by the COR prior to covering. All work must be accepted by the COR on behalf of the Contracting Officer. Any work that is found to be

unacceptable by the COR shall be removed and replaced at no cost to the Government. All workmanship/quality of work is subject to acceptance.

16. Safety / Security

The Contractor is wholly responsible for work site safety. The Contractor shall implement a safety program that protects the lives and health of personnel inside and immediately surrounding the work area, prevents damage to property, and avoids normal work or patient flow interruptions. To accomplish this end, the Contractor shall provide an OSHA certified Competent Person to be onsite at all times while work is being performed, erect appropriate safety barricades, signs, signal lights, etc. as well as comply with the requirements of all Federal, State, and Local safety laws, rules, and regulations. The Contractor must submit copies of certifications for safety training of the Competent Person stationed onsite to the COR before work begins.

Contractor shall follow the following items related to record security:

1. Citations to pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1222 and Part 1228.

2. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.

3. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.

4. Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.

5. Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.

6. The Government Agency owns the rights to all data/records produced as part of this contract.

7. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.

8. Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or

received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].

9. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

10. Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, this contract. The Contractor (and any sub-contractor) is required to abide by Government and Agency guidance for protecting sensitive and proprietary information.

17. Parking

Due to limited parking, campus size, and multiple ongoing construction projects, the contractor shall limit the number of contractor vehicles on site to an appropriate level.

18. Interim Life Safety Measures During Construction

The contractor shall provide all required Interim Life Safety Measures (ILSM), as necessary, to provide temporary compensation for hazards when NFPA 101 Life Safety Code deficiencies cannot be immediately corrected, or during periods of construction and maintenance activities. The contractor shall coordinate with the VA Safety Department for all ILSM related work.

The contractor must comply with the requirements of NFPA 241 Standard for Safeguarding Construction, Alteration, and Demolition Operations. These may include fire watch, signage for alternate exits, temporary fire alarm and detection systems, additional firefighting equipment, temporary construction partitions that are smoke tight, and additional training.

The contractor shall notify the VA of any required Hot Work at least two weeks in advance.

19. Relocation of Equipment and Furniture as Necessary to Complete the Work

The Contractor is required to relocate furniture, wall hangings and artwork as necessary to complete the work. The Contractor can move furniture and equipment within a space for construction purposes, but if furniture will be removed from the space and OIT equipment will need to be unplugged and moved, coordination with the Interior Designer and OIT, respectively, will be paramount and a two week notice will need to be provided.

20. Infection Control Risk Assessment

The Infection Control procedures and requirements for this project are extensive. The contractor must adhere to the ICRA classifications assigned throughout the design documents. The contractor must adhere

to the mitigation requirements of the associated ICRA classifications. The contractor shall identify their mitigation procedures as part of their daily reporting.

The VA will perform regular walkthroughs and audits of the contractor's compliance with the requirements. Stated ICRA classifications are per the direction of the VA and are non-negotiable.

21. Test and Performance

The Contractor shall notify the Contracting Officer's Representative two (2) weeks in advance of any performance, inspection, or acceptance tests that are to be conducted. The tests shall be performed in the presence of the Contracting Officer's Representative. If a VA representative is not present during the time of any performance, inspection, or testing, the procedure may be required to be performed again, at no cost to the Government.

22. Liability of Contractor

Any damage to government property caused by the Contractor shall be repaired or replaced by the Contractor at no cost to the government.

The Contractor shall not disconnect any service or utilities without prior approval of the COR. No less than a 30 day notice shall be given to the COR if interruption is needed. The government will not be held liable for any costs incurred due to time constraints needed for service or utility interruptions.

23. Certification and Accreditation

****The Certification and Accreditation (C&A) does not apply, a Security Accreditation Package is not required****

In accordance with the Contract Security Checklist required by VA Directives 6500 and 6500.6. Contractor owned laptop computers or remote connections from a contractor system to a VA internal trusted (i.e., non-public) network will not be required or involved in this project. As a result, C&A (Certification and Accreditation) requirements do not apply, and a Security Accreditation Package is not required.

24. Site Cleanup and Restoration

The Contractor shall remove waste generated from the worksite on a scheduled basis. Waste shall be deposited in an appropriate dumpster provided by the Contractor, located in an area approved by the COR and removed from the grounds weekly or when full. The Contractor is responsible for the procurement of waste services, and no government leased, or owned dumpster shall be used to dispose of construction waste.

Damage of interior and exterior items such as lawns, walls, ceiling tile, and any other Government owned equipment shall be repaired/replaced at no cost to the Government.

Upon completion of work, the Contractor is responsible for any punch list items accrued during the final walkthrough by the Contracting Officer's Representative. This contract will not be fulfilled until all items are addressed in a timely manner, inspected by the Contracting Officer's Representative, and have written approval.

25. Training

The contractor shall provide training, as required by specification, to VA maintenance and operation staff. The contractor shall provide a preventative maintenance document to the VA that indicates manufacturer recommendations for all items within the scope of work. The contractor shall perform all system commissioning and acceptance, prior to any training. Commissioning and/or certification of components and functional testing shall be completed thoroughly and witnessed by the COR.

26. Spare Parts

The contractor shall supply one additional set of all preventative maintenance items such as lubricants, fuses, filters, valves, and other required spare parts to the VA Facilities Department.

27. Closeout

The contractor shall provide a two week notice to the COR for the onsite Final Walkthrough and Punch List for Acceptance as well as other planned milestones.

The contractor shall provide a 1-year warranty on all items within the Scope of this Project, subject to latent defects, per 52.246-21 Warranty of Construction.

28. Redline

During the construction period, the contractor shall maintain a set of redline prints of the Construction Documents and Shop Drawings for project record document purposes. The contractor shall track the redlines as the construction progresses. The Project Manager will certify that these documents are up to date when the contractor submits a pay application. The closeout procedure cannot commence until the redlines have been submitted to the VA for approval.

29. Progress Payments

In order to invoice requests to be approved for payment, the following must be up to date and provided:

- Certification that says Redlines for the work has been completed
- Submittal Log
- RFI Log
- Change Order Log
- Critical Path Method Schedule