

Site Prep Replace MRI Room BA118E-163-T
Project # 674-22-210
STATEMENT OF WORK

1. PROJECT OVERVIEW

1.1 PURPOSE: The Contractor shall provide all labor, material, equipment, knowledge, and testing services required to construct project Site Prep Replace MRI Room BA118E-163-T in accordance with all Contract Documents. Project will be located at the Olin E. Teague Veterans' Medical Center located at 1901 Veterans Memorial Drive, Temple, Texas 76504.

2. SCOPE OF WORK

2.1 GENERAL: This project will renovate the MRI room in Building 163 at the Olin E. Teague Veterans Medical Center.

The project will include the renovation and addition of the electrical, mechanical, IT, and other systems as called for in the Construction Documents. Since this is a 24-hour healthcare facility, some elements of the work shall require after-hour and weekend work. The work will need to be phased and completed one wing at a time.

Work shall include:

The base portion of the project will include all labor, material, equipment and supervision to perform the task described in the construction documents. A site visit is highly encouraged prior to bidding.

Normal hours of operation for VA sites are 8:00AM to 4:00 PM Monday through Friday except for Federal Holidays. If the Contractor desires to work on Saturday, Sunday, holidays, or outside the project site's normal working hours the contractor must submit a written request for approval to the VA-COR at least five (5) working days prior to the proposed start of such work.

2.2 DESCRIPTION OF WORK

A. Existing Conditions

- a. Before disabling any of the following systems, the contractor needs to coordinate with COR at least 10 working days in advance. Contractor shall be responsible for relocating and temporary installing all utilities and controls, including, but not limited to, telephone, data, electrical, med/gas, emergency power, AV alarms, smoke detectors, sprinklers heads, speakers, nurse call, card readers, isolation monitor, phone booster, Wi-Fi boosters, pull stations, etc. It is the contractor's responsibility to immediately repair any tampered with system at no additional cost to the government.
- b. Contractor will coordinate all work with existing work to remain and existing conditions.

- c. Contractor shall be responsible for complying with all the construction documents and applicable Department of Veterans Affairs Master Specifications as part of this project.
- d. Contractor must also comply with all applicable city, county, state, and federal regulations / codes and applicable OSHA standards project. Construction shall also comply with Infection Control Risk Assessment (ICRA), attached, and IC standards delineated in the specifications.
- e. Demolition and renovation shall take place with minimal disruption to adjacent workspaces.
- f. Demolition debris shall be recycled to the best ability of the contractor. Reports of weight and deposition of all waste are to accompany the monthly progress payments (C&D Waste Form attached). Form also included in corresponding specification.
- g. Any item damage during removal is the contractor's responsibility to replace with no additional cost to the government.
- h. All work shall be in accordance with VA specifications. All costs shall be included in the base bid. All work shall be coordinated with the VA prior to any demolition work being performed.
- i. There will be no contractor parking allowed outside of designated areas and the contractor's limits of construction.
- j. All work shall be in accordance with VA specifications. All costs shall be included in the base bid. All work shall be coordinated with the VA prior to any demolition work being performed.

B. Additional Requirements

- a. **Housekeeping** - Accumulation of trash, paper, wood shavings, sawdust, excelsior, boxes and other packing materials will be cleaned up as often as necessary and at the end of each work day.
- b. **False Alarms** – Fire Department response fees for false alarms caused by the contractor will be paid by the contractor. To avoid this, dust covers for smoke detectors and alarms are required to be used while construction work is ongoing. These covers shall be removed at the end of the construction work shift to keep them operational.
- c. **Fire Watch** - Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with COR and facility safety officer. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the COR.
- d. **Smoking** is strictly prohibited in all facilities, near flammable liquids, highly combustible materials. Smoking is only authorized in designated smoking areas.
- e. **Security** – Contractors will wear security badge in plain sight above the waist at all times. Contractors found without a badge will be immediately removed from VA property by VA Police.

- k. **Parking** - There will be no contractor parking allowed outside of designated areas and the contractor's limits of construction.
- f. **Tuberculosis (TB)** – Contractor is responsible for ensuring that if contracted construction worker(s) have been determined to be at risk for transmission of TB based upon the TB pre-construction risk assessment. The contractor must provide written certification, **within 24 hours** upon request, to the COR that all contract employees assigned to the work site have had a pre-placement tuberculin screening within 90 days prior to assignment to the work site and been found to be free of active TB. Refer to the contract documents for this requirement.
- g. Construction sign and copy of IC permit shall be posted in the project site at all times. All IC and dust control measures shall be implemented at all times. All construction workers shall have a current IC training sticker attached to their badges at all times. If this requirement is not met, workers will be removed from construction site. Refer to construction documents for additional information.

All fire and smoke wall penetrations shall be fireproofed according to corresponding wall rating. These shall be through a sleeve and sealed with fire barrier compound to be approved by VA.

- j. All construction and installation work shall comply with VA specifications for material and workmanship, NEC, NFPA and all applicable city, county, state, and federal regulations and codes and OSHA standards. Refer construction drawings and specs for requirements.
- k. All incidental work associated with the installation and construction works in the exterior and interior of the building shall be included in the base bid.
- l. Conduct work as to interfere as least as possible with facility operations. All coordination for utilities shutdown shall be coordinated at least 72 hours prior to event with COR. For major utility system shutdowns, coordination shall be done at least 2 weeks in advance.

2.3 OTHER DELIVERABLES

- A. Period of Performance: 365 Calendar days after Notice to Proceed
- B. Performance and Payment bonds: Due 10 Calendar days after Notice of Award
- C. Proof of Insurance: Due 10 Calendar days after Notice of Award
- D. Contractor Quality Control Plan (CQCP): The contractor shall develop a quality control plan and *shall furnish to VA for review no later than 30 calendar days after the receipt of notice to proceed*. The plan shall identify personnel, procedures, control, instructions, tests, records, and forms to be used. VA will consider an interim plan for the first 45 calendar days of operation. *Installation will be allowed to begin only after acceptance of the CQCP or acceptance of an interim plan applicable to the particular feature of the work to be started*. Work outside of the features of the work included in an accepted interim plan will not be permitted to begin until acceptance of a CQCP or another interim plan containing the additional features of the work to be started. After acceptance of the CQCP, the Contractor shall notify the Contracting Officer Representative (COR) in writing of any proposed change. Proposed changes are subject to acceptance by the Contracting Officer. Please see Appendix H for additional details.

- E. Safety Plan:** Contractor shall develop and implement a Comprehensive safety plan to eliminate injuries occurring relative to providing the design and installation services for this project. Contractor *shall furnish to VA for review no later than 15 calendar days after the receipt of notice to proceed.* The plan shall also describe how final system installation will meet all applicable requirements of NFPA30 and NFPA30A. *Construction/Renovation work will be allowed to begin only after VA's acceptance of the Safety Plan.* Contractor is responsible for providing enough project lead time to allow for VA review of Safety Plan before acceptance. The Department of Labor OSHA requires that all Contractors involved in installation on VA owned or leased property comply with the Incorporation of General Industry Safety and Health Standards applicable to Installation Work and Technical Amendments, Final Rule 29 CFR Parts 1910 and 1926 as published in the Federal Register Volume 58, No. 124, June 30, 1993. In addition, any Contractor that performs construction type work on any VA project as defined by the Scope of the referenced regulation is required to; (1) Provide and maintain his own protective equipment and devices, etc; and (2) Require all sub-contractors used on site to follow these same provisions in the regulation.
- F. Submittals CD:** As part of the closeout documentation, the contractor shall provide the COR, 3 CDs containing all the approved submittals.
- G. Operations and Maintenance Manuals (O&M):** The Contractor shall provide three (3) complete sets of O&M manuals including a recommended spare parts list identifying components adequate for competitive supply procurement for operation and maintenance of the system. The O&M Manuals shall include maintenance and inspection for all equipment. A three-ring binder containing all of the O&M and electronic files on CD-ROM shall be provided within the binder.
- H. Submittals CD:** As part of the closeout documentation, the contractor shall provide the COR, 4 CDs containing all the approved submittals.
- I. Operations and Maintenance Training:** The Contractor shall provide on-site O&M training for the location which will consist of two (2) formal on-site training sessions during a 30 day period to including but not limited to system operation, corrective and preventive maintenance and inspections.
- The contractor shall provide training manuals that include the hands-on exercises, O&M data and troubleshooting guides necessary for personnel to assume full O&M responsibility for the system after completion of the training. *The contractor shall provide a written training syllabus for the topics and detailed training content for review and approval by the COR at least 30 days prior to the scheduled training.* The contractor will coordinate with the COR the scheduling of any training classes in advance. The COR may require the classes to be provided on non-consecutive days at the convenience of the VA Staff. The Contractor shall video tape this training for official use and forward CD (3 copies) including those training videos.
- O. Warranty:** Contractor shall provide a minimum three (3) year warranty, unless specified otherwise in the specs, from both the manufacturer and installer including parts and labor to include normal, premium or holidays hours. The Warranty period shall start on the date of Substantial Completion.

2.4 ACCEPTANCE

- A.** For the purposes of Warranty and payment for the work performed at a location, government "Acceptance" will be provided by the VA upon the completion of all of the following:

- a. The Contractor has demonstrated/ verified that the implemented ECMs function as intended at commissioning. All punch list items identified during the commissioning have been resolved.
- b. The Contractor has provided O&M manuals.
- c. The Contractor has provided Record drawings to include a CD with all as builds CAD files, one full set, one half set and one Mylar full set.

2.5 CONFIDENTIALITY AND NONDISCLOSURE

- A. The preliminary and final deliverables and all associated working papers, application source code, and other material deemed relevant by the VA which has been generated by the contractor in the performance of this Order are the exclusive property of the U.S. Government and shall be submitted to the VA-COR at the conclusion of the contract.
- B. The Contracting Officer will be the sole authorized official to release verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this contract. No information shall be released by the contractor. Any request for information relating to this contract presented to the contractor shall be submitted to the CO for response.
- C. Press releases, marketing material or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.
- D. To the extent that the work under this contract requires that the contractor be given access to proprietary business, technical or financial information belonging to the Government or other companies, the contractor shall treat such information as proprietary business sensitive and agrees not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the CO in writing. A mutually agreed to agreement for exchange of sensitive information or nondisclosure agreement may be required.
- E. **General Requirements for Privacy Information:**
 - Information Systems Officer, Information Protection: The contractor will not have access to VA Desktop computers nor will they have access to online resources belonging to the government while conducting services.
 - Privacy Officer: The contractor will not have access to Patient Health Information (PHI) nor will they have the capability of accessing patient information during the services provided to the VA.
 - Records Manager: There will be no federal records created, maintained, used or dispositioned with this contract; regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.].