

**Renovate PC Blue for PACT-Women's Health Clinic**  
**G.V. (Sonny) Montgomery Veterans Affairs Medical Center**  
**Jackson, MS**

Project No: 586-22-102

Statement of Work

**1. Foreword**

- 1.1. The G.V. (Sonny) Montgomery VA Medical Center located at 1500 East Woodrow Wilson Drive, Jackson, MS, has a requirement to completely renovate approximately 6,850 square feet of the Primary Care Blue Clinic. The area will be renovated to serve as the new PACT Women's Health Clinic. The scope is defined in the VA provided plans along with spec and SOW.
- 1.2. Contractor shall provide all labor, materials, tools, equipment, expertise, administration, supervision, and transportation as necessary to perform all work in accordance with provided construction specifications, drawings, all documents attached to this contract, all terms and conditions of this contract, and this statement of work.
- 1.3. This document does not relieve the contractor of their professional responsibility to comply with all local and federal construction and environmental codes and to perform and complete a fully coordinated job.

**2. Design Criteria**

Contractors shall adhere to the following, but not limited to, standard, codes, and regulations during the contract period with the Department of Veterans Affairs.

- 2.1. NFPA 101: Life Safety Code 2015 Ed
- 2.2. IBC (International Building Code) 2015 Ed
- 2.3. ANSI A17.1 2016 Safety Code for Elevators and Escalators
- 2.4. ADA 2010
- 2.5. NEC (National Electric Code)
- 2.6. VA Standards for Construction TIL
- 2.7. Code of Federal Regulations
- 2.8. International Plumbing Code
- 2.9. Mississippi Department of Environmental Quality (MDEQ)
- 2.10. Mississippi Department of Health

**3. Scope of Work**

- 3.1. This project will include a complete renovation of the existing PC Blue Women's Clinic within the Jackson VA Medical Center which includes approximately 6,850 square feet of area. The improvements will modernize and enhance the efficiency of the clinic by improving access, quality of care and staff environments. The existing air handling equipment servicing the clinic and portions of the basement area beneath shall be removed and consolidated into a single air handling unit with upgraded HVAC controls. Heating and domestic hot water distribution systems shall be replaced. Hydronic lines

and pumps shall be upsized to support the new Blue Clinic/ Basement Radiation Oncology Air Handling Unit as well as the first floor Radiation Oncology and second floor Yellow Clinic chilled water air handling units and provide flanged connection points for future connections. A small penthouse located above Radiology/ Oncology will be provided to house the relocated equipment. The work generally includes but is not limited to:

- Installation of temporary partitions, door and other protective measures to isolate the construction area. Provide negative pressure for dust control and acoustical separation so as not to disrupt the ongoing activities in the hospital.
  - Temporary modifications or relocation of existing systems to preserve existing life safety features such as exits, sprinkler systems, alarm systems and other special systems.
  - Demolition of the existing construction in the footprint of the project site and safe removal and disposal of debris.
  - Installation of new partition system, ceiling system and all plumbing, mechanical and electrical systems as defined in the documents to interface with existing systems.
  - Phasing of the work such that the above ceiling work outside of the project site and similar work outside of the project area be scheduled to minimize disruption and down-time to areas outside of the project site.
  - Installation of all architectural finishes and built-in equipment.
  - Final cleaning and removal of all temporary partition systems and protective measures. Repair or restoration of any existing finishes or construction damaged during the construction process.
  - Final testing of new systems, training and demonstration of new systems and submission of close-out documents. Close-out documents shall be submitted to the owner no later than 30 days following the final acceptance of the project.
  - Modifications to existing HVAC, plumbing, electrical, fire protection and special systems.
- 3.2. The A/E will provide complete, 3rd party, (Association of Energy Engineers) AEE-accredited Certified Building Commissioning Professional (CBCP) mechanical system design and construction energy commissioning (Cx) services. The CBCP shall prepare a Cx plan in close collaboration with the A/E team that coordinates all Cx and TAB activities. Deliverables include: 1) an issues log detailing all deficiencies discovered during the entire Cx process, and 2) intermediate and final Cx reports describing all operational sequences. The project construction period of performance is 540 days from the issuance of a notice to proceed. All work is to be placed in compliance with current VA Guidelines. Reference specification section 01 91 00.
- 3.3. Due to the age of the facility, Contractor shall also be aware of the potential for the existence of asbestos containing materials in the construction area. The facility has completed an asbestos assessment to EPA AHERA Standards and determined that ALL exposed surfaces and insulation are non-asbestos. IN ADDITION, separate surveys did NOT find asbestos materials underneath the flooring in this area. The VA does not anticipate any Asbestos within the space and will handle it as a change order, if encountered.
- 3.4. However, the Assessment did not look behind walls or plaster OR above suspended ceilings or underneath ceramic floors (underneath vinyl flooring or carpeting WAS surveyed). Therefore, contractor will use caution especially when breaching walls, hard OR suspended ceilings, sealed chases, ceramic flooring, or other “hidden” areas which are not surveyed during an AHERA Assessment. Removal of any asbestos encountered will be handled as a change order(s) or supplemental agreement to the existing contract or separate contract and the cost of such work is NOT to be included in the initial

contract bid price. Disturbance or removal of any asbestos containing material shall also be in accordance with Federal AND State of Mississippi regulations and Contractor shall not proceed until the proper Contract modification(s) is in place and he or she has been advised to proceed by the VA.

Construction duration: 18 months/540 days

#### **4. Observed Holidays**

New Year's Day	January 1st
Martin Luther King's Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May01
Juneteenth Independence Day	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25 <sup>th</sup>

and any day declared by the federal government as holiday.

#### **5. Project Meetings**

- 5.1. At a minimum, every two weeks the contractor shall hold a progress meeting to review progress to date and to resolve all questions for the upcoming week. The progress meeting shall include at a minimum, the Project Manager and the Superintendent representing the Contractor, the COR and the CO representing the Government. Technical supervisor (foreman), sub-contractors, suppliers, etc. shall attend when requested by the Contracting Officer. Meetings shall be same day, time, and place each week.
- 5.2. Meeting Minutes - The contractor shall take minutes of all meetings held relative to this project. The format must be acceptable to the Contracting Officer (CO). Minutes must include the meeting date and time; agenda; meeting location; list of participants with their affiliations, and telephone numbers; be fully descriptive of issues, problems and decisions made; and action items with names of responsible parties and deadlines. In addition, the minutes must include, as attachments, all exhibits, and references distributed as handout materials, unless the materials are part of a formal submission. The contractor shall provide, via e-mail, complete copies of all minutes to all attendees within 72 hours of the meeting. All challenges to the minutes will be reflected in a revised version prepared by the contractor and CO along with the contractor and COR shall sign/initial the minutes. In the event of any disputes or challenges that can't be resolved, the Contracting Officer shall render a final decision. Copies of updated minutes shall be distributed to all attendees within 48 hours after change notice.

## **6. ID Badge/Records Requirement**

- 6.1. Contract workers under this project may require a VA issued identification card before the start of construction work at the Jackson VAMC. There is no charge for the badges; however, multiple trips to GVSMVAMC facility may be required.
- 6.2. After award, the contractor shall provide a letter to the CO stating that all workers, including subcontractors' employees, are TB negative.
- 6.3. Contractor shall comply with all applicable records management laws and regulations, as well as National Archives and Records Administration (NARA) records policies, including but not limited to the Federal Records Act (44 U.S.C. chs. 21, 29, 31, 33), NARA regulations at 36 CFR Chapter XII Subchapter B, and those policies associated with the safeguarding of records covered by the Privacy Act of 1974 (5 U.S.C. 552a). These policies include the preservation of all records, regardless of form or characteristics, mode of transmission, or state of completion.
- 6.4. In accordance with 36 CFR 1222.32, all data created for Government use and delivered to, or falling under the legal control of, the Government are Federal records subject to the provisions of 44 U.S.C. chapters 21, 29, 31, and 33, the Freedom of Information Act (FOIA) (5 U.S.C. 552), as amended, and the Privacy Act of 1974 (5 U.S.C. 552a), as amended and must be managed and scheduled for disposition only as permitted by statute or regulation.
- 6.5. In accordance with 36 CFR 1222.32, Contractor shall maintain all records created for Government use or created while performing the contract and/or delivered to, or under the legal control of the Government and must be managed in accordance with Federal law. Electronic records and associated metadata must be accompanied by sufficient technical documentation to permit understanding and use of the records and data.
- 6.6. G.V. Sonny Montgomery VAMC (GVSMVAMC) and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Records may not be removed from the legal custody of [Agency] or destroyed except for in accordance with the provisions of the agency records schedules and with the written concurrence of the Head of the Contracting Activity. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. In the event of any unlawful or accidental removal, defacing, alteration, or destruction of records, Contractor must report to [Agency]. The agency must report promptly to NARA in accordance with 36 CFR 1230.
- 6.7. The Contractor shall immediately notify the appropriate Contracting Officer upon discovery of any inadvertent or unauthorized disclosures of information, data, documentary materials, records or equipment. Disclosure of non-public information is limited to authorized personnel with a need-to-know as described in the [contract vehicle]. The Contractor shall ensure that the appropriate personnel, administrative, technical, and physical safeguards are established to ensure the security and confidentiality of this information, data, documentary material, records and/or equipment is properly protected. The Contractor shall not remove material from Government facilities or systems, or facilities or systems operated or maintained on the Government's behalf, without the express written permission of the Head of the Contracting Activity. Contractor personnel shall sign VA Form 10-0708 "Employee Clearance from Indebtedness" before resigning or termination from Contractor working for GVSMVAMC and Facility Records Officer must sign form. A copy of completed signed VA Form 10- 0708 (Contractor personnel and Facility Records Officer signatures) shall be place in each competency folder. When information, data, documentary material, records and/or equipment is no longer required,

it shall be returned to [Agency] control or the Contractor must hold it until otherwise directed. Items returned to the Government shall be hand carried, mailed, emailed, or securely electronically transmitted to the Contracting Officer or address prescribed in the [contract vehicle]. Destruction of records is EXPRESSLY PROHIBITED unless in accordance with Paragraph (4).

- 6.8. The 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, contracts. The Contractor (and any sub- contractor) is required to abide by Government and [Agency] guidance for protecting sensitive, proprietary information, classified, and controlled unclassified information.
- 6.9. The Contractor shall only use Government IT equipment for purposes specifically tied to or authorized by the contract and in accordance with GVSMVAMC policy.
- 6.10. The Contractor shall not create or maintain any records containing any non- public GVSMVAMC information that are not specifically tied to or authorized by the contract.
- 6.11. The 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 from public disclosure by an exemption to the Freedom of Information Act.
- 6.12. The GVSMVAMC owns the rights to all data and records produced as part of this contract. All deliverables under the contract are the property of the U.S. Government for which GVSMVAC shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest. Any Contractor rights in the data or deliverables must be identified as required by FAR 52.227-11 through FAR 52.227-20.
- 6.13. Training. All Contractor employees assigned to this contract who create, work with, or otherwise handle records are required to take [Agency]-provided records management training. The Contractor is responsible for confirming training has been completed according to agency policies, including initial training and any annual or refresher training. TMS (Talent Management System) course VA 4192704: "Records Management for Everyone" [Note: To the extent an agency requires contractors to complete records management training, the agency must provide the training to the contractor.]
- 6.14. Flow-down of requirements to subcontractors:
  - 6.14.1. The Contractor shall incorporate the substance of this clause, its terms and requirements including this paragraph, in all subcontracts under this [contract vehicle], and require written subcontractor acknowledgment of same.
  - 6.14.2. Violation by a subcontractor of any provision set forth in this clause will be attributed to the Contractor.

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