

**Scope of Work**  
**Project Number 438-19-301**  
**Renovate Auditorium for Prosthetics- Sioux Falls, SD**

The Sioux Falls VA Regional Office requires extensive interior remodeling and renovation. The spaces to be remodeled/renovated are in Building 1 and 5 on the VA Healthcare System campus located at 2501 W. 22<sup>nd</sup> Street, Sioux Falls, South Dakota.

In Building 5, the current auditorium is located on 4<sup>th</sup> floor and is approximately 7,080 ft<sup>2</sup>. The space is currently being used as temporary office space and is mostly filled with cubicles on the east end. Also, on the east end are 2 small offices that will be removed. There are also 2 existing public restrooms just outside the auditorium area that will be remodeled to bring them both into ADA compliance. On the west end of the space there is a theatre stage that is raised approximately 3.5 feet. Behind the stage are several offices, also elevated to the same height as the stage.

This auditorium is to be demolished and rebuilt as a modern prosthetics department to include clinical space, storage space, a prosthetists room capable of telehealth, labs and administrative offices.

The entire auditorium area is known to have asbestos and/or lead containing material. Full mitigation is required as directed in the construction plans.

To accommodate the new prosthetics department, the service elevator will be updated and extended up to reach the 4<sup>th</sup> floor prosthetics department. While replacing the elevator and extending the shaft, five doors on the 3<sup>rd</sup> floor are to be widened to 42". The doors are 351E, 351F, 351G, 346B, 346C.

In Building 1, the west wing corridor leading to the tower section is to be renovated. The area is approximately 6,470 ft<sup>2</sup> and is currently being used as office space, restrooms, and a computer lab/meeting room.

The area to be renovated in Building 1 is known to have asbestos and/or lead containing materials. Full abatement as directed by the construction documents shall be completed prior to general construction.

The entire area is to be demolished and restored as nearly as possible to the original 1920's architecture. Special care should be taken to preserve the original 1920's architecture during demolition. The intent of the area is to create an anteroom/ restroom on the far east side. The main renovation space is intended to be an auditorium on the west end with the east end to be a gathering space for veterans, employees, and visitors.

The area to the far west of the construction area currently identified as Vestibule 122 will be remodeled as a vestibule to the outside. The original door exiting to the north has been taken out of service and bricked in as part of the 1976 office remodel. This door will be reestablished as an exit door leading to the new patio area.

Also, in building 1, the training center adjoining the auditorium space to the north has no sprinkler installed at this time. This project will provide full sprinkler coverage of the entire training center and entry hallway.

Lastly, a new patio will be built to the north side of the auditorium. The new patio is to be approximately 2,120 ft<sup>2</sup>. The patio is to be used by veterans, employees, and visitors as a gathering place with the intent of providing a quiet, calm area to rest. Landscaping will be required as directed in the construction documents.

**A. General Contractor Requirements:**

1. The contractor shall work Monday through Friday except on federal holidays unless approved in advance by the COR. Weekend work is appropriate and will be approved for work with special requirements or extended durations, such as HVAC or electrical outages.
2. All work shall be done between 8AM and 5PM unless otherwise approved in advance by the COR. Only work that does not impact normal daily operations including dust, noise, and staff operations will be allowed during working hours. Work that disrupts normal operations of the hospital will be completed during off hours. The contractor should plan, bid and be ready to do interrupting work during non-business hours.
3. The contractor shall be responsible for maintaining operation of the existing Cooling and Heating units which serve Building 38 (Regional Office Building) throughout the construction. Installation of the cooling coil associated installation of new ductwork and transitions and the rerouting of associated refrigerant and condensate lines shall be conducted during non-business hours to the greatest extent possible. Interruptions to the HVAC system shall be coordinated with the COR a minimum of 7 days prior to the outage.
4. The contractor shall follow all VA rules and regulations concerning infection control and staff safety as outlined by the general requirements during the project. Equipment damaged during construction shall be repaired and/or replaced at no additional cost to the VA.
5. The contractor shall give a minimum of 14 days notice prior to interrupting utilities. All utility outages shall be conducted during non-business hours to maximum extent possible. All utility outages must be coordinated through the COR.
6. The contractor is to provide a bid on all materials, labor, testing, disposal, and means and methods in order to provide the VA with a complete and operational facility described within the drawing set and specs provided. Prices shall be fair and reasonable, and within the value of the current market. Contractors are strongly advised to consider, when bidding, the need for the following:
  - a. Site security-Full fenced in construction area and secure inside space
  - b. Fire/Smoke barrier installation
  - c. After hour/weekend work as required for utility outages or loud, interrupting work.
  - d. Commissioning
7. The contractor is expected to provide all goods and services bid on, according to the VA provided drawings, specs, and all safety standards therein.

8. The contractor is not to construct any item or install any material/equipment prior to having submittal approval from the project COR. Any item constructed or installed, by the contractor or sub-contractor, without prior approval, via the submittal process, does so at their own risk. Any unapproved/unauthorized work requiring change, prior to approval, shall be done at no cost to the government.
9. Field changes shall not be conducted without prior approval by the Contracting Officer.
10. The Contracting Officer is the only person with authority to authorize any changes that will impact the cost of the project or the overall schedule. Any communication from sources other than through the Contracting Officer's modification process are not authorized and will be completed at the Contractor's risk.
11. The contractor is expected to follow all safety requirements required by code. The following items have been historical issues on campus and will be closely monitored for compliance:
  - a. Fire/Smoke barriers- All smoke and fire barriers required by the project shall be erected prior to general demolition/construction beginning
  - b. Security- All areas of the construction area are to be kept secure at all times. All locks are to be keyed to the general construction key. Key's are available to be checked out on an individual basis at the Engineering Building 17. See section 23 of this document for the key checkout procedure.
  - c. Fencing- This project will require extensive work outside. This creates a safety risk of veterans, employees, or visitor wandering into the construction zone. To provide a safety barrier, a fence will be constructed around the construction area. The fence will comply with the Construction Fence specs found in 01 00 00 section 1.6.I. The fence will be installed and approved by the COR prior to construction work beginning. The fencing map is included as Attachment 5.
12. The Sioux Falls VA Medical Center is a non-smoking campus in its entirety to include parking lots, grounds, and buildings. Anybody found smoking on site will be requested to leave the campus.
13. All work is to be conducted in accordance with local, state, and federal codes. Specific areas are the following, but not limited to:
  - a. Mechanical – HVAC
  - b. Electrical
  - c. Fire/Sprinkler
  - d. Plumbing
14. The Contractor shall coordinate with the COR and station multi-disciplinary committee and infection control prevention staff when infection control measures are required. A local interim life safety measure may be required before work into adjacent areas can begin.
15. The contractor is required to provide proof of safety training for all personnel that will be on site.

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- a. Site Supervisor is to possess and provide proof of 30 hr. OSHA training.
  - b. Each person employed by the contractor, including sub-contractors, is to possess and provide proof of 10 hr. OSHA training, at a minimum.
16. Contractors and all their subs shall not use VA parking lots as contractor parking. This includes storage of containers, trailers, or equipment.
17. The contractor is expected to keep a complete set of official drawings on the construction site where any/all red lines are recorded. This official red lined drawing set is to be handed in at the completion of the project in order for the A/E to provide a complete set of as-built drawings.
18. The contractor is expected to attend weekly project update meetings as scheduled by the COR. It is the contractor's responsibility to prepare an agenda for each meeting and come prepared to discuss the current disposition of the project to include:
- a. Safety
  - b. Schedule- Planned vs Actual progress
  - c. Outstanding requests made to the Government
  - d. Current status of project
  - e. Near future plans and scheduling
  - f. Upcoming events such as utility interruption, excavation, hotwork, etc.
19. The contractor is to provide the COR a schedule update every 2 weeks and a monthly schedule review letter. Key points of this letter are to provide the COR with the following:
- a. What contract progress has actually occurred
  - b. What contract progress should have occurred
  - c. Why the actual and planned progress differ
  - d. The impact to overall schedule and suggested ways to remedy the situation
20. When work is completed for the day, weekend, or any other extended period, the job site will be kept clean and organized.
21. Security to the construction area will be enforced at all times. Such security measures include, but are not limited to:
- a. Locked doors
  - b. Shut and/or locked exterior gates
  - c. Secured material trailers
  - d. Barricades/fences/signal cones
  - e. Area indicating signs
22. Construction keys will be provided on an as needed basis. The Engineering tech located in building 17 has ultimate authority on who and how many keys will be provided for a project. To obtain construction keys the individual requesting the key must go to building 17 and fill out a

key request card provided by the Construction Tech. Only one key per person will be assigned. The individual requesting the key must physically be present and sign the key checkout document prior to receiving a key. All keys must be checked back before the end of the project is closed out.

**B. Asbestos and Lead Abatement**

1. All abatement operations shall comply with Technical Specification 02 82 13.19 and shall be coordinated with the Site COR and GEMS coordinator.
2. The following documentation is required by 02 82 13.19 prior to beginning abatement operations:
  - i. Certificate of Workers Acknowledgment for all employees providing abatement service (Attachment 2)
  - ii. Affidavit of Medical Surveillance, Respiratory Protection, and Training/Accreditation for all employees providing abatement service (Attachment 3)
  - iii. Abatement Contractor/Competent Person(s) Review and Acceptance of the VA's Asbestos Specification (Attachment 4)
3. Prior to closing the abatement operations, the Contractor shall submit a Certificate of Completion as required by 02 82 13.19 (Attachment 1)

**C. Phasing**

1. This project is to be phased as detailed in the construction documents.
  - i. Phase 1 must be complete prior to beginning phase 2. This is a hard-critical path that cannot be changed due to VA staffing and workspace needs.
  - ii. The contractor shall allow the VA up to 3 weeks between Phase 1 and Phase 2 to relocate all personnel from the Building 5 auditorium to the newly renovated space in Building 1. This 3-week relocation period is already included in the POP of 395 days from NTP.

**D. Period of Performance Schedule (calendar days):**

The Period of Performance (POP) shall be 395 days from issuance of NTP.

**E. Attachments:**

SOW Attachment 1 – Certificate of Completion  
SOW Attachment 2 – Certificate of Workers Acknowledgement  
SOW Attachment 3 – Affidavit of Medical Surveillance  
SOW Attachment 4 – Review and Acceptance of VAs Asbestos Specification  
SOW Attachment 5 – Fence Drawing