

## Scope of Work for Upgrade Pharmacy 797

Sioux Falls, SD

Project #: 438-20-109

2237: 438-21-4-353-0021

### 1. Background:

- 1.1. The Sioux Falls VA Health Care System (SFVAHCS) requires the renovation of a space for the Pharmacy Compounding Rooms referred to as Pharmacy 797. The space is a suite inside of the existing pharmacy space in Building 5. Construction includes automated controls to maintain proper pressure profiles within the compounding rooms. The project also updates several electrical circuits in the existing pharmacy space to be powered by emergency power circuits.

### 2. General

- 2.1. Title of Project: Upgrade Pharmacy 797
- 2.2. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this scope of work (SOW), except as may otherwise be specified.

All work shall be completed in compliance with the most current version of all applicable codes including, but not limited to, OSHA, the International Plumbing Code, NFPA 101, International Building code, VA Barrier Free Design Guide and VA guidelines for patient safety and infection control. Construction shall be completed according to the construction documents and specifications. See section J for additional information.

The C&A requirements do not apply, and that a Security Accreditation Package is not required.

Background: The project is located at the SFVAHCS campus. The address for the facility is 2501 West 22nd Street Sioux Falls, SD 57105.

The purpose of this project is to remodel and update existing Pharmacy Compounding rooms for the SFVAHCS. The construction shall build per the design completed by the Architect and Engineer of record.

The contractor shall follow all VA rules and regulations concerning infection control and patient safety as outlined in the general requirements during the project. The VA requires the contractor to give notice of upcoming hot work. A permit will be issued by engineering service to the contractor upon request prior to any hot work. Working hours shall be during normal VA working hours, however, any work activities that could disrupt the daily functions of the hospital shall occur during night hours as outlined in the period of performance.

The contractor is required to give a twenty (20) day notice prior to interrupting utilities. Contractors are required to examine the areas affected by the interruption prior to starting the work and post signage within the affected areas.

- 2.3. Scope of Construction: Remodel Existing Pharmacy Compounding Suite
- 2.4. Performance Period: The contractor shall complete the work required under this SOW in 270 calendar days from Notice To Proceed (NTP), unless otherwise directed by the Contracting Officer (CO). If the contractor proposes an earlier completion date, and the Government accepts the contractor's proposal, the contractor's proposed completion date shall prevail. Work at the Government site shall not take place on Federal holidays or weekends unless directed by the CO. Night hours can start no earlier than 4:30 PM and must minimize disruption to staff and patients adjacent to the construction boundaries.
- 2.5. Type of Contract: Firm-Fixed-Price Lowest Bid

### **3. Contract Award Meeting**

- 3.1. The contractor shall not commence performance on the tasks in this SOW until the Contracting Officer (CO) has conducted a pre-construction meeting or has advised the contractor that a kickoff meeting is waived.

### **4. General Requirements**

- 4.1. Project shall have dedicated on site superintendent managing the construction effort.
- 4.2. For every task, the contractor shall identify in writing all necessary subtasks (if any), associated costs by task, and along with associated sub-milestone dates. The contractor's subtask structure shall be reflected in the technical proposal and detailed work plan.
- 4.3. All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.
- 4.4. Where a written milestone deliverable is required in draft form, the VA will complete their review of the draft deliverable within 14 calendar days from the date of receipt. The contractor shall have 14 calendar days to deliver the final deliverable from date of receipt of the Government's comments unless specifically outlined.

### **5. Specific Mandatory Tasks and Associated Deliverables**

- 5.1. Task One: The contractor shall provide a detailed work plan and briefing for the VA project team, which presents the contractor's plan for completing the task order. The contractor's plan shall be responsive with this SOW and describe, in further detail, the approach to be used for each aspect of the task order as defined here. Shop drawings fully describing components to be installed shall be submitted for review and acceptance.

- 5.2. 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 for the A/E to provide a complete set of as-built drawings.
- 5.3. Contractor to provide Submittal Exchange for use of all team members including (but not limited to): Contractor, Sub-Contractor, Supplier, AE, and VA team members (CO, CS and COR). Submittal Exchange shall be provided for entire duration of project.
- 5.4. The contractor is expected to attend weekly project update meetings as scheduled by the Contracting Officer Representative (COR). It is the contractor's responsibility to prepare an agenda and distribute minutes for each meeting and come prepared to discuss the current disposition of the project to include:
  - Safety
  - Schedule- planned vs actual progress
  - Outstanding requests made to the Government
  - Current status of project
  - Future plans and scheduling
  - Upcoming events such as utility interruption, excavation, hot work, etc.
  - Current status of all RFIs and Submittals in each meeting agenda
- 5.5. The contractor is to provide the CO, Contracting Specialist (CS) and COR an updated gantt chart schedule every month. Schedules shall be provided regardless of outstanding RFI, RFP, change orders, etc. A current schedule of tasks is required for any contractor(s) working on campus.
- 5.6. The contractor shall be responsible for maintaining operation of the existing cooling and heating units which serve the pharmacy adjacent to the construction area throughout the construction process. See drawings Key Note 14 on page MDH101 and Key Note 15 and Key note 16 for temporary ductworks installation and removal during the project.
- 5.7. 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 EXCEPT that what will be provided as Government Provided Equipment (GPE) and Contractor installed. See Specification page 358 in section 11-53-53 for the hood equipment. All prices shall be fair and reasonable and within the value of the current market. Contractors shall include the following items in their bids:
  - Site security- secure inside space to meet pharmacy regulations as per design and specifications. See drawings for specific instructions for materials needed for phasing operations during lifespan of the project.

- After hour/weekend work as required for utility outages or loud, interrupting work.
  - Staging onsite is limited and offsite material staging may be required. Contractor must provide their own staging area as needed.
- 5.8. Deliverable One: A detailed work plan and briefing. Shop drawings fully describing all components and work products.
- 5.9. Task One: Remodel Pharmacy 797 Compounding Suite per plans & specifications.
- 5.10. Deliverable Two: A completed project per the plans and specifications.
- 5.11. Task Two: Provide two hard copies of each as-built drawings to AE firm. In red ink record all items that are different or do not match the project plan set.

## **6. Environmental**

- 6.1. Wherever feasible, the design will incorporate “green” environmental principles. These include recycling of materials and design of systems for energy conservation.
- 6.2. All materials that are recycled shall be logged and the log shall be provided to the COR.

## **7. Changes to Scope of Work**

- 7.1. Any changes to this SOW shall be authorized and approved only through written correspondence from the CO. A copy of each change will be kept in a project folder along with all other products of the project. Costs incurred by the contractor through the actions of parties other than the CO shall be borne by the contractor.

## **8. Reporting Requirements**

- 8.1. The contractor shall provide the COR with monthly written progress reports submitted electronically. These are due to the COR by the second workday following the end of each calendar month, throughout the project's duration.
- 8.2. The progress report shall cover all work completed during the preceding month and shall present the work to be accomplished during the subsequent month. This report shall also identify any problems that arose, along with a statement explaining how the problem was resolved. This report shall also identify any problems that have arisen but have not been completely resolved, with an explanation.

## **9. Confidentiality and Nondisclosure**

- 9.1. It is agreed that:
- The preliminary and final deliverables, all associated working papers, application source code, and other material deemed relevant by VA and generated by the contractor in the performance of this task order, are the

exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the task order.

- The CO will be the sole authorized official to release, verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this task order. No information shall be released by the contractor. Any request for information relating to this task order, presented to the contractor, shall be submitted to the CO for response.
- 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.