

Scope of Work for Construct Renovate Research Building HVAC

Sioux Falls, SD

Project #: 438-20-600

1. Background:

- 1.1. The Sioux Falls VA Health Care System (SFVAHCS) requires the replacement of the Research Building HVAC system. The existing HVAC system will be removed and replaced with a new system adequate to the requirements of the spaces being served.

2. General

- 2.1. Title of Project: Renovate Research HVAC
- 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.

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 replace the HVAC system of the Research Building located on the SFVAHCS campus. 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: Replace Research Building HVAC system.
- 2.4. Performance Period: The contractor shall complete the work required under this SOW in 240 calendar days or less from date of award, unless otherwise directed by the Contracting Officer Representative (COR). 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 COR. Night hours can start no earlier than 4:30 PM and must minimize disruption to staff and patients adjacent to the construction boundaries.

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 record 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. 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 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, hotwork, etc.
- 5.5. The contractor is to provide the COR an updated gphant 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 protecting from damage and construction debris existing equipment that is to remain in the building.
- 5.7. The contractor is to provide a bid on all materials, labor, testing, disposal, and means and methods 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 shall include the following items in their bids:
- After hour/weekend work as required for utility outages or loud, interrupting work.
- 5.8. Deliverable One: A detailed work plan and briefing. Shop drawings fully describing all components and work products. All shop drawings shall be completely submitted no later than 3 months following notice to proceed.
- 5.9. Task One: Construct Research Building HVAC project 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.
- 6.3. All refrigerants shall be recovered per SD EPA and Federal EPA regulations and shall be reported to the COR on the Refrigerant Removal Verification Statement form.

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.

10. COVID-19 Safety Protocols

- 10.1. FAR Clause 52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors. (OCT 2021) (DEVIATION) is hereby incorporated into this solicitation. The complete text is as follows:

**52.223-99 ENSURING ADEQUATE COVID-19 SAFETY
PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)
(DEVIATION)**

(a) Definition. As used in this clause -
United States or its outlying areas means—

(1) The fifty States;

(2) The District of Columbia;

(3) The commonwealths of Puerto Rico and the Northern Mariana Islands;

(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and

(5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) Authority. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Compliance. The Contractor shall comply with all guidance, including guidance conveyed through Frequently Asked Questions, as amended during the performance of this contract, for contractor workplace locations published by the Safer Federal Workforce Task Force (Task Force Guidance) at <https://www.saferfederalworkforce.gov/contractors/>.

(d) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts at any tier that exceed the simplified acquisition threshold, as defined in Federal Acquisition Regulation 2.101 on the date of subcontract award, and are for services, including construction, performed in whole or in part within the United States or its outlying areas.

(End of clause)

10.2. VHA Supplemental Contract Requirements for Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors as shown below is hereby incorporated into the scope of work.

10.2.1. VHA Supplemental Contract Requirements for Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors

10.2.1.1. Contractor employees who work in or travel to VHA locations must comply with the following:

- a. Documentation requirements:
 - 1) If fully vaccinated, shall show proof of vaccination.
 - i. **NOTE:** *Acceptable proof of vaccination includes a signed record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813_r, published on September 3, 2020), or a copy of medical records documenting the vaccination.*
 - 2) If unvaccinated and granted a medical or religious exception, shall show negative COVID-19 test results dated within three calendar days prior to desired entry date. Test must be approved by the Food and Drug Administration (FDA) for emergency use or full approval. This includes tests available by a doctor's order or an FDA approved over-the-counter test.
 - 3) Documentation cited in this section shall be digitally or physically maintained on each contractor employee while in a VA facility and is subject to inspection prior to entry to VA facilities and after entry for spot inspections by Contracting Officer Representatives (CORs) or other hospital personnel.
 - 4) Documentation will not be collected by the VA; contractors shall, at all times, adhere to and ensure compliance with federal laws designed to protect contractor employee health information and personally identifiable information.
- 1. **Contractor employees are subject to daily screening for COVID-19 and may be denied entry to VA facilities if they fail to pass screening protocols. As part of the screening process contractors may be asked screening questions found on the [COVID-19 Screening Tool](#). Check regularly for updates.**
 - a. Contractor employees who work away from VA locations, but who will have direct contact with VA patients shall self-screen utilizing the [COVID-19 Screening Tool](#), in advance, each day that they will have direct patient contact and in accordance with their person or persons who coordinate COVID-19 workplace safety efforts at covered contractor workplaces. Contractors shall, at all times, adhere to and ensure compliance with federal laws designed to protect contractor employee health information and personally identifiable information.
- 2. **Contractor must immediately notify their COR or Contracting Officer if contract performance is jeopardized due to contractor employees being denied entry into VA Facilities.**

10.3. All other terms and conditions remain unchanged.