

STATEMENT OF WORK
Construct EHRM Infrastructure Upgrades-Wagner CBOC-Sioux Falls, SD
Project # 438-21-100WAG

A. PROJECT INFORMATION

Background

In May 2018, the Department of Veteran's Affairs awarded Cerner a contract to take over the management of Veteran healthcare records, merging the patient records system with that of the Department of Defense. Cerner has published a guideline (adopted by National OIT and attached) that details cabling and data throughput requirements that the facility is physically not capable of meeting without a full fiber and copper overhaul, as well as a power upgrade.

An assessment team was put together to evaluate the telecom rooms throughout all of the Sioux Falls VA Medical Center (SFVAMC) facilities according to the Cerner published guidelines, and several major issues were found that would have prevented the adoption of the Cerner software. These issues were in the areas of HVAC, power, physical security, and structured cabling.

1. In nearly all cases, the structured cabling was determined to need replacement.
2. In all telecom rooms there was a lack of independent power circuits to provide redundancy to network equipment.
3. Most telecom rooms in the main facilities required HVAC testing and balancing to meet Cerner temperature requirements.
4. No telecom rooms performed temperature/humidity monitoring and or reporting.

These issues need to be remediated, under this project and contract, to facilitate the Cerner upgrade, which is a National initiative.

B. 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 Wagner Community Based Outpatient Clinic (CBOC) 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 plan accordingly for any work that may be outdoors during the winter months of the contract.
4. The contractor shall be responsible for maintaining operation of the existing Cooling and Heating units which serve the CBOC throughout the construction. Interruptions to the HVAC system shall be coordinated with the COR a minimum of 15 days prior to the outage.
5. 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.
6. The contractor shall give a minimum of a 7-day notice prior to interrupting utilities. All utility outages shall be conducted during non-business hours to the maximum extent possible. All utility outages must be coordinated through the COR.
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. 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
8. The contractor is expected to provide all goods and services bid on, according to the VA provided drawings, specs, and all safety standards therein.
9. 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. Additionally, work will not be allowed to begin until 80% of the required construction materials have been delivered to the site. The VA does not want the facility to be hindered by periods of unproductivity due to lack of materials.
10. Field changes shall not be conducted without prior approval by the CO.
11. The CO 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 CO's modification process are not authorized and will be completed at the contractor's risk.
12. The contractor is expected to follow all safety requirements required by code. The following items have historically been issues in the past 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. Keys are available to be checked out, contact the COR for availability.
 - c. Fencing- this project will require work outdoors. This creates a safety risk for veterans, employees, or visitors wandering into the construction zone. To provide a safety barrier, a fence will be constructed around the construction area. The fence will be installed and approved by the COR prior to construction work beginning.
13. The CBOC is a non-smoking facility in its entirety to include parking lot, grounds and building. Anyone found smoking on site will be requested to leave the campus.
14. All work is to be conducted in accordance with local, state and federal codes. Specific areas include the following, but are not limited to:
- a. Mechanical – HVAC
 - b. Electrical
 - c. Fire/Sprinkler
 - d. Plumbing
15. The contractor shall coordinate with the COR, 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.
16. The contractor is required to provide proof of safety and privacy training for all personnel that will be on site. The following are additional requirements:
- a. TMS 10176 Infosec/ROB (Attachment #1)
 - b. TMS 10203 HIPAA (Attachment #2)
17. Due to the extreme sensitivity of this project, the contractor will be observed by personnel from the Office of Information & Technologies (OI&T). The contractor will be expected to follow directives and instruction that may be provided by this individual.
18. Contractors and all their subs shall not use VA parking lots as contractor parking. This includes storage of containers, trailers or equipment.
19. 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.
20. 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.

21. The contractor is to provide the COR an updated schedule review letter monthly. 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
22. The contractor shall provide the COR with progress reports with each submission of pay requests, or at least bimonthly. 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.
23. The contractor shall provide a detailed work plan and briefing for the VA project team, which represents the contractor's plan for completing Bid Item #1. The contractor's plan shall be in keeping with this SOW and describe in detail, the approach to be used for each element of the construction of this project. Shop drawings fully describing components to be installed shall be submitted for review and approval.
24. The contractor is to provide some form of submittal platform, similar to Submittal Exchange or approved equal, for use by all team members including (but not limited to): Contractor, Sub-Contractor(s), Supplier(s), A/E and VA team members. It should be provided for the duration of the project.
25. When work is completed for the day, weekend or any other extended period, the job site will be kept clean and organized.
26. It is agreed that 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.
27. Prior to the start of any work on this project, all contractor and subcontractor personnel are to complete a VA background investigation and acquire a VA issued PIV badge. Finger printing is required for background checks to occur and shall be conducted at the Sioux Falls VA PIV Office, located in the basement of Building 1, Room 029. Background checks may take up to 3 weeks to complete, so it is recommended that employees of the general contractor complete this task immediately upon project award and once the notice to proceed is issued.
28. 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
29. Construction keys will be provided on an as needed basis. The COR 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 contact the COR and fill out a key request card. 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.

30. The contractor shall not commence performance on the tasks in this SOW until the CO has conducted a kick off meeting or has advised the contractor that a kick off meeting is waived. This meeting shall be held virtually.

C. Proposed Schedule (calendar days):

The Period of Performance (POP) shall be 180 calendar days from NTP.

VHA Supplemental Contract Requirements for Combatting COVID-19

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

a. Documentation requirements:

- 1) If fully vaccinated, contractors 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, contractors 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 that includes an affiliated telehealth service.
- 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.

2. 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.
- 3. Contractor must immediately notify their COR or Contracting Officer if contract performance is jeopardized due to contractor employees being denied entry into VA Facilities.**