

Scope of Work for Construction
Building 145 Library Renovation for Fort Meade, SD
Project Number: 568-22-101

A. GENERAL INTENTIONS:

Construction activities shall include, but are not limited to, build three 1-hour door-fire barriers, for construction, remove and replace large HVAC diffusers, PVC fire sprinkler lines, wallpaper where applicable, sand and stain the window trim, demo the carpet, demo the ceiling grid and tiles. The finished project will provide 11 touchdown spaces, a sitting area, updated storage room, and two updated training areas for employees. This is an operational Veterans Affairs (VA) hospital, and all construction work will be planned and executed to minimize impacts to daily operations.

- Building 145 2nd floor Library room 228 is an administrative area with exam rooms and treatment rooms in the surrounding hallway.
- The Contractors bid shall include- Demolition and removal of existing large HVAC diffusers, PVC fire sprinkler lines, wallpaper, and carpet. Building and removing, at the end of the project, three temporary 1-hour fire rated doors, for construction. Replace the fire sprinkler lines with black schedule 40 steel pipe, replace the ceiling grid and new tiles, build metal framed wall 6" above the suspended ceiling (tape/texture/paint). Install floor cove moldings, light drywall compound skim coat over tile walls with a level 5 drywall finish, and install LVT.

B. GENERAL BUILD REQUIREMENTS:

1. Contractor shall provide all supervision, labor, materials, equipment, and incidentals necessary to accomplish Work Elements and requirements outlined in this Scope of Work (SOW).
2. Contractor shall comply with the VA Fire Protection Manual, the National Fire Protection Association (NFPA 13) and (NFPA 101) as outlined in the SOW and all specifications attached to this solicitation. The most stringent specification requirements shall apply.
3. Tobacco use of any kind is not permitted on the campus grounds of VA Black Hills Health Care System (BHHCS) by Veterans, family and visitors, volunteers, contractors, and sub-contractors.
4. Where equipment, temporary installations, ingress/egress restrictions or any other consideration is necessary signage in such areas shall be provided by Contractor.
5. The Contractor shall visit the project site to investigate and field-verify all information shown on VA-provided material (As-Builts, etc).
6. The Contractor shall confine all staging, stockpiling and construction activities within the anticipated construction area. Contractor shall coordinate proposed staging and stockpiling areas with the COR for approval.
7. 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.
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 Fort Meade

guidance for protecting sensitive, proprietary information, classified, and controlled unclassified information.

9. 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.
10. Fort Meade 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 Fort Meade 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.
11. Contractor shall read and sign TMS 20939 VA Privacy training, which is attached to this SOW.

C. **WORK ELEMENTS** The Contractor shall provide Construction services for all requirements, which include, but are not limited to:

1. **Demolition-** See drawings
 - i. Contractor shall remove, from Ft Meade property, each large, oversized diffusors and replaced with 2 smaller diffusors.
 1. The oversized diffusors will be disposed of by the contractor.
 - ii. Contractor shall remove existing ceiling grid, support, and replace equipment items located in the ceiling, as needed during construction i.e., lights, speakers, and wireless access point.
 - iii. Contractor shall remove existing Fire sprinkler PVC lines, from Ft Meade property, and replace with black schedule 40 steel pipe with the same ID as the PVC pipe being replaced. The lines shall be changed from the main trunk line located in the hallway in accordance with the NFPA 13 and 101.
 1. The fire sprinkler work shall be conducted by a certified/ licensed contractor.
 - iv. Contractor shall remove existing wallpaper and cove base on the walls, from Ft Meade property.
 - v. Contractor shall remove existing carpet; razor scrap the existing glue and prep the floor as stated below from Ft Meade property. Glue may contain black mastic material, no Asbestos abatement needed as seen at this time.
2. **Construction-** See drawings:
 - i. Contractor shall install 1 hour fire rated barrier doors:
 1. The Chiro room door (228B) will need a, temporary, 5/8" sheet rock, type X or equivalent, mounted to the outside of the door and sealed with a fire-retardant sealer to maintain the 1-hour fire barrier. Once the construction is completed the door frame shall be touched up, cleaned, and painted once the sheet rock is removed.
 2. The Touchdown room door (228E) will need a, temporary, 5/8" sheet rock, type X or equivalent, mounted to the outside of the door and sealed with a fire-retardant sealer to maintain the 1-hour fire barrier. Once the construction is completed the door frame shall be touched up, cleaned, and painted once the sheet rock is removed.
 3. The main door (227) by the elevator shall be constructed from metal framing and sealed with a fire-retardant sealer, to include a fire rated door and frame, supplied by the VA. 5/8" sheet rock, type X or equivalent, shall be placed on both sides of the metal framing to create the fire barrier. Once the construction is completed

the metal framed wall and door frame shall be removed, touched up, cleaned, and painted.

- ii. Contractor shall install new 2' x 2' ceiling grid, and all new tiles throughout the project. Tiles shall be Armstrong-Optima Tegular 2'x2' tiles or approved equal.
- iii. Contractor shall install new Diffusors as shown in the drawings, connected with a 6" flexible pipe. The Diffusors shall be manufacturer- Titus, 2'x2' Helios Solar powered variable air volume diffuser or approved equal.
- iv. Contractor shall install new fire sprinklers (TYCO 3131 Quick Response Head, or approved equal), replacing the PVC lines with black schedule 40 steel pipe and supports as needed, from the main trunk line located in the hallway, in accordance with the NFPA 13 through the project area as shown on the drawings. Contractor shall run the new lines next to the old lines while they are still in service. The final connection and running the lines through the wall need to be completed in coordination with the VA fire department with at least a 2-day notice. Contractor shall tie into the trunk line, secure the area around the tie in, in the middle of the hallway, and ensure the system is operational before the end of each day. The work shall be performed as to reduce the down time of the main sprinkler line for the building.
 - 1. The fire sprinkler work shall be conducted by a certified/ licensed contractor.
 - 2. The transitions through the block wall into the hallways shall be sealed with a 1-hour fire-retardant sealer.
- v. Contractor shall install new metal framed walls, with 5/8" sheet rock, type X or equivalent, as shown on the drawings.
 - 1. Contractor shall coordinate with the VA electricians, who will run the new power and data through the new walls.
 - 2. The contractor will be required to finish the walls to a level 4 drywall finish, after the power and data has been ran and tied in.
 - o The contractor shall provide and install the outlet covers on the finished walls.
- vi. Contractor shall apply a thin layer skim coat of drywall compound to cover the existing tile and provide a level 5 drywall finish as shown on the drawings.
 - 1. There will be some minor wall repairs such as anchor and screw holes, throughout the project.
- vii. Contractor shall install new base cove material, 6" traditional charcoal cove rubber base by Tarkett, or approved equal.
- viii. Contractor shall provide, prepare, primer and paint with, P1 (Sherwin Williams Kilim Beige SW 6106) and P2 (Sherwin Williams Refuge SW 6228), (or approved equal) as shown on drawings.
- ix. Contractor shall sand, prep, and stain (Minwax-English Chestnut 233 Wood Finish Oil Stain, or approved equal), the windows as shown on the drawings.
- x. Contractor shall provide and install new LVT flooring; LVT-1 Mohawk Explorer's Forest New Silhouette, Tile size 7"x 48", wear layer 20 mil, (or approved equal) as shown on the drawings.
 - 1. Before the installation of the new LVT the contractor shall prepare the floor to manufacturer's recommendations.

D. POST AWARD REQUIREMENTS:

- 1. Project kick-off meeting: The Contractor shall plan for an on-site project kick-off meeting with VA staff to walk the site, review drawings.

E. PROPOSED SCHEDULE (CALENDAR DAYS):

1. From Notice to Proceed the Period of Performance is 90 days.

End of SOW

TMS 20939 - VA Privacy Training for Personnel without Access to VA Computer Systems or Direct Access to or the Use of VA Sensitive Information Training

The Department of Veterans Affairs, VA must comply with all applicable privacy and confidentiality statutes and regulations. One of the requirements in VA is to have all personnel trained annually on privacy requirements. “Privacy” represents what must be protected by VA in the collection, use, and disclosure of personal information whether the medium is electronic, paper or verbal.

This document satisfies the “basic” privacy training requirement for a contractor, volunteer, or other personnel **only if** the individual does not use VA sensitive information or protected health information (PHI) in any form such as electronic or paper or have access to any VA computer system such as VA Time and Attendance System (VATAS), Computerized Patient Record System (CPRS), Joint Legacy Viewer (JLV), Veterans Health Information Exchange (VHIE), Compensation and Pension Record Interchange (CAPRI).

You will find this training outlines your role and responsibility for protecting VA sensitive information (medical, financial, or educational) that you may incidentally or accidentally see or overhear.

If you have direct access to VA sensitive information or access to a VA computer system where there is protected health information such as VATAS, CPRS, JLV, VHIE or CAPRI you must take Privacy and HIPAA Focused Training (TMS 10203).

VA Privacy and Information Security Awareness and Rules of Behavior (TMS 10176) is always required to use or gain access to a VA computer system or VA sensitive information, whether or not protected health information is included. Both trainings are located within the VA Talent Management System (TMS): <https://www.tms.va.gov>

What is VA Sensitive Information/Data?

All Department information and/or data on any storage media or in any form or format, which requires protection due to the risk of harm that could result from inadvertent or deliberate disclosure, alteration, or destruction of the information. The term includes not only information that identifies an individual but also other information whose improper use or disclosure could adversely affect the ability of an agency to accomplish its mission, proprietary information, and records about individuals requiring protection under applicable confidentiality provisions.

What is Protected Health Information?

The HIPAA Privacy Rule defines protected health information as Individually Identifiable Health Information transmitted or maintained in any form or medium by a covered entity, such as VHA.

What is an “Incidental” Disclosure?

An incidental disclosure is one where an individual’s information may be disclosed incidentally even though appropriate safeguards are in place. Due to the nature of VA communications and practices, as well as the various environments in which Veterans receive healthcare or other services from VA, the potential exists for a Veteran’s protected health information or VA sensitive information to be disclosed incidentally.

For example:

- You overhear a healthcare provider's conversation with another provider or patient even when the conversation is taking place appropriately.
- You may see limited Veteran information on sign-in sheets or white boards within a treating area of the facility.
- You may hear a Veteran's name being called out for an appointment or when the Veteran is being transported/escorted to and from an appointment

Safeguards You Must Follow To Secure VA Sensitive Information:

- Secure any VA sensitive information found in unsecured public areas (parking lot, trash can, or vacated area) until information can be given to your supervisor or Privacy Officer. You must report such incidents to your Privacy Officer timely.
- Don't take VA sensitive information off facilities grounds without VA permission unless the VA information is general public information, i.e., brochures/pamphlets.
- Don't take pictures using a personal camera without the permission from the Medical Center Director.
- Any protected health information overheard or seen in VA should not be discussed or shared with anyone who does not have a need to know the information in the performance of their official job duties, this includes spouses, employers or colleagues.
- Do not share VA access cards, keys, or codes to enter the facility.
- Immediately report lost or stolen Personal Identity Verification (PIV) or Veteran Health Identification Cards (VHIC), VA keys or keypad lock codes to your supervisor or VA police.
- Do not use a VA computer using another VA employee's access and password.
- Do not ask another VA employee to access your own protected health information. You must request this information in writing from the Release of Information section at your facility

What are the Six Privacy Laws and Statutes Governing VA?

1. Freedom of Information Act (FOIA) compels disclosure of reasonably described VA records or a reasonably segregated portion of the records to any person upon written request unless one or more of the nine exemptions apply.
2. Privacy Act of 1974 provides for the confidentiality of personal information about a living individual who is a United States citizen, or an alien lawfully admitted to U.S. and whose information is retrieved by the individual's name or other unique identifier, e.g. Social Security Number.
3. Health Insurance Portability and Accountability Act (HIPAA) provides for the improvement of the efficiency and effectiveness of health care systems by encouraging the development of health information systems through the establishment of standards and requirements for the electronic transmission, privacy, and security of certain health information.
4. 38 U.S.C. 5701 provides for the confidentiality of all VA patient and claimant information, with special protection for their names and home addresses.
5. 38 U.S.C. 7332 provides for the confidentiality of drug abuse, alcoholism and alcohol abuse, infection with the human immunodeficiency virus (HIV) and sickle cell anemia medical records and health information.
6. 38 U.S.C. 5705 provides for the confidentiality of designated medical-quality assurance documents.

What are the Privacy Rules Concerning Use and Disclosure?

You are not authorized to use or disclose protected health information. In general, VHA personnel may only use information for purposes of treatment, payment or healthcare operations when they have a need-to-know in the course of their official job duties. VHA may only disclose protected health information upon written request by the individual who is the subject of the information or as authorized by law.

How is Privacy Enforced?

There are both civil and criminal penalties, including monetary penalties that may be imposed if a privacy violation has taken place. Any willful negligent or intentional violation of an individual's privacy by VA personnel, contract staff, volunteers, or others may result in such corrective action as deemed appropriate by VA including the potential loss of employment, contract, or volunteer status. Know your VA/VHA Privacy Officer and Information Systems Security Officer. These are the individuals to whom you can report any potential violation of protected health information or VA sensitive information, or any other concerns regarding privacy of VA sensitive information.

YOU ARE RESPONSIBLE FOR PROTECTING THE CONFIDENTIAL INFORMATION OF OUR VETERANS

Employee (Print Name) Date

Employee Signature

Print Name of Contract Agency, if contractor

Print Name of VHA Department/Supervisor/Contracting Officer

PROVIDE A COPY OF THIS FORM TO YOUR SUPERVISOR/CONTRACTING OFFICER FOR DATA ENTRY INTO TALENT MANAGEMENT SYSTEM