

## STATEMENT OF WORK

### A. GENERAL INFORMATION

1. Project Number and Title: **438-15-201, Renovate 5th Floor Surgery**

2. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this statement of work (SOW), except as may otherwise be specified. The C&A requirements do not apply and a Security Accreditation Package is not required.

All work shall be completed in compliance with the most current version of all applicable codes including, but not limited to 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 per the construction documents and specifications dated October 11, 2017 and March 28, 2017, respectively. See section J for additional information.

3. Background: The project is located at the Sioux Falls VA Health Care System (SFVAHCS) campus located at 2501 West 22<sup>nd</sup> Street, Sioux Falls, SD.

The Renovate 5th Floor Surgery project involves working in Building 5, mainly on the 5th floor, but also includes some minor alterations on the 4th floor and the 6th floor mechanical penthouse. Work includes general construction, alterations, mechanical and electrical work, utility systems, sprinkler system work, interior demolition, asbestos abatement, and necessary work as described in the construction documents.

This project is for the demolition and renovation of approximately 10,000 square feet of existing space on the fifth floor. The space to be renovated takes up most of the area on the 5th floor and includes some finishing of area on the south side of the east wing which is within an existing, unfinished, attic space. The existing fifth floor formerly housed the SFVAHCS's surgery department as well as offices for physicians and support staff.

This project will include demolition of the existing partitions, finishes, mechanical and electrical items and other built-in fixtures throughout 5th floor as indicated on the drawings. Minor asbestos abatement will also be part of the project. The renovated space will include two small minor procedure rooms and other minor surgery auxiliary spaces, 18 private offices, men's and women's locker rooms, reception and waiting space, a conference room, and associated storage and utility spaces.

The project will be completed in one phase, as outlined in the specifications and Drawing Sheet 5-GI001 – Phasing Plans.

The interior of the space is designed to be compatible with other newly finished spaces throughout the hospital. All color choices have been selected and coordinated in conjunction with VA standards and with the SFVAHCS interior designer.

The existing roof framing system at the north and south attic areas will have some minor framing modifications made to account for the new spatial layouts. Refer to Structural Drawing 5-S1 for these modifications. A new permanent concrete ramp will be added for transitioning between the finished floor at the new attic space on the south side and the existing finished fifth floor.

An existing automatic fire sprinkler system shall be designed and retrofitted to accommodate the remodeled building plans for the portions of the building defined by the construction documents. Portions of the existing system shall be demolished and removed based on the scope of the work outlined by the fire protection plans. Systems components shall be designed per NFPA 13 (2013 ed.), VA Fire Protection Design Manual (6th edition), and local building codes. The system will be a wet fire sprinkler system installed entirely in spaces that will be maintained at a temperature greater than 40 degrees Fahrenheit. The existing system is supplied by an 8" underground water service line and is supplemented by an existing electric fire pump.

The 5th Floor remodel for plumbing services includes demolition of all current plumbing fixtures and the majority of the plumbing piping on the 5th floor. The design of the plumbing is based on the Department of Veterans Affairs Plumbing Design manual. The new layout includes new bathrooms, locker rooms, soiled room plumbing fixtures, 2 procedure room fixtures, and sinks in multiple locations. The cold, hot water systems and domestic waste and vent systems are an extension of the existing building systems. There is also work requiring rough-ins for future sinks.

The 5th floor remodel includes medical gas system upgrades. The medical gas includes demolition of VAC, AIR, and OXYGEN systems, including demolition of zone valve boxes, alarm panels, etc. Installation of new medical gas stations for procedure rooms and exam rooms is also included. Installation of new medical gas alarms panels and zone valve boxes is part of the project. Medical gas systems shall be designed and installed per Standard Operating Procedures as required by the Department of Veteran Affairs and as per NFPA 99. The design of the Medical gas system is based on the Department of Veteran Affairs Plumbing Design manual.

The Heating and Air Conditioning system for the existing area is a variable volume air handling unit with steam heating, and chilled water coils that was installed in 2012. The VAV boxes are currently steam in the main area (east wing), and electric above the auditorium area (west wing). The demolition includes all of the distribution ductwork and all the diffusers on the 5th floor, and select ductwork and VAV boxes in the penthouse. The scope of design was to reuse the existing VAV air handling unit, modify the existing air distribution layout, and add VAV boxes as required for zoning to accommodate the remodel. The design is based on the Department of Veterans Affairs HVAC Design Manual (PG-18-12), ASHRAE STANDARD 170- 2008, ASHRAE 62.1-2004 Ventilation for Acceptable Indoor Air Quality, ANSI/ASHRAE/IESNA 90.1-2007 Energy Standard for Buildings except Low-Rise Residential Buildings, ASHRAE 55-2004 Thermal Environment Conditions for Human Occupancy, and ASHRAE "Fundamentals", "HVAC Applications", and "HVAC Systems and Equipment" Manuals.

The ventilation system consists of one central air handling unit and an existing exhaust fan to provide required outside ventilation air to the remodeled area. The heating for the

air handling unit comes from the heating plant. The cooling for the air handling unit comes from the cooling plant. The existing cooling piping system is available in the 6th floor equipment room. Minimum ventilation rates will meet the requirements of ASHRAE 62-2007 Ventilation for Acceptable Indoor Air Quality and the VA HVAC Design Guidelines. Air Filtration: MERV 8 minimum ASHRAE 52.2 as pre-filters for all air systems. There is an existing final filter after the air handling unit. VAV boxes in the main area will have steam reheat coils. A number of convectors will be removed during demolition. The control system will be a direct digital control BACNET system for the new air handling unit and room controls. All system graphics and points will be contained on the existing Johnson Controls, Inc. front end workstation.

The main electrical services to the building are existing and will be reused for the reconnection to the new panels on 5th floor that are being replaced. The existing feeders to the panels are to be reused. The existing lighting, receptacle and special systems are removed and replaced with new through-out the occupied areas of 5th floor. The reconnected KVA peak demands on the systems are estimated to be less than the existing and are as follows: The lighting system load is estimated at 6.8KVA. The general receptacle loads with diversification is estimated at 20KVA, the small motor loads and the replacement of the Air Handling Unit keeps the load to that system approximately the same.

The lighting renovation is to be based on using LED light fixtures in combinations of 2' X 4' and 2' X 2' lay-in and down light fixtures. The down lights will use a sealed lamp with open bottom fixture housing. The lighting will be controlled by local manual switch control and occupancy sensors. The lights in the toilet rooms will be linear wall mount and have a Prismatic lens in combination with down lights.

The motors will be controlled by motor starter switches with overload fuses for the 120V fractional horse power motors, and full voltage non-reversing starter for the Air Handling Unit on the mezzanine that is poly-phased. Motors requiring VFDs will have the VFDs furnished by the Mechanical Contractor and wired by the Electrical Contractor.

The communications systems shall be designed in accordance with the VAMC Standards, EIA/TIA 568A, 569 & 607 and consist of Cat 6 cabling to work stations and telephone outlets from the LAN room. The routing of the cables shall be accomplished using conduit in the walls and all exposed areas and open air with rings and saddles, for support in accessible ceilings. The system shall be installed and final design accomplished by an RCDD certified contractor. The owner will be providing new servers and giga-hub on 5th floor in the LAN closet/room, and will be used and connected to for this project. The TV system is to be interactive using Cat 6 Cable.

The existing Emergency Power Systems presently designed into this facility will be used for the egress lighting systems, the emergency receptacles, and power needs as required. The Fire Alarm and Mass Notification System will be an extension from the existing and will be interfaced with the existing to have one complete system. The access control, security, and camera systems shall be relocated and reconnected as required, and coordinated with the owner for locations.

During the project, the contractor shall follow all VA rules and regulations concerning infection control and patient safety as outlined in the general requirements.

Several areas within the construction boundary are anticipated to have asbestos which will require abatement. Removal, clean-up and disposal of asbestos containing materials (ACM) and asbestos/waste contaminated elements in an appropriate regulated area is required for the following approximate quantities: 244 linear feet of (2"-10") diameter pipe insulation, 51 pipe fittings (2"-6") in diameter, 700 square feet of plaster ceiling/wall texture in Room 443, and 600 square feet of transite at approximately 50 radiators on both the fourth and fifth floors.

Each radiator is anticipated to have about 12 square feet of transite insulation. New insulation which matches the original thickness and rated for the application shall be provided and installed. Refer to Construction documents for additional asbestos abatement locations and specification section 02 82 11, Traditional Asbestos Abatement, for approved abatement means and methods. Asbestos abatement is the responsibility of the contractor.

Equipment damaged during construction shall be repaired and/or replaced at no additional cost to the VA.

Work Hours: Standard work hours for the Sioux Falls VA medical center are Monday–Friday, 7:00 a.m. to 4:30 p.m. Work at the project site shall not take place on Federal holidays or weekends unless approved/directed by the CO. **After hours work may be required by the contractor pending noise, vibration, or other construction activities that would limit care to or negatively impact patients.** After hours work can start no earlier than 4:30 p.m. and must minimize disruption to staff and patients adjacent to the construction boundaries. All after hours work shall be coordinated at least 7 days prior to commencement of work and shall be approved by the VA. **Any associated costs for after-hours work shall be incidental to the contract.**

For work shown on the 5th and 6th floors, the Contractor shall observe the work schedules outlined in the Construction documents. For work shown on the 4th floor, the Contractor shall observe the work schedules in those areas and be prepared to complete work after hours, on weekends, or during timeframes listed on the drawings and mentioned in the specifications.

Coordination will be necessary with the SFVAHCS Contracting Officer's Representative (COR) to minimize utility disruptions during business hours. The contractor is required to give a 7-day notice prior to interrupting utilities, whether the interruption occurs during normal duty hours or after hours. Contractors are required to examine the areas affected by the utility interruption prior to starting the work and will be required to post signage in those areas affected by the planned utility outage.

Contractors are only allowed to access the 4th and 5th floors through the central Building 5 stairwell or main Elevator A (western-most elevator). Access to the 6th floor penthouse is only via the stairwell.

All improvements to the 4th and 5th floors shall be made with minimal interruption to medical center functions.

Contractor shall field verify all materials to insure proper size and type prior to installation.

5. Performance Period: The contractor shall complete the work required under all three phases of this SOW in 365 calendar days or less after the date of Notice to Proceed, 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.

6. Type of Contract: Firm-Fixed-Price technically acceptable.

## **B. CONTRACT AWARD MEETING**

The contractor shall not commence performance on the tasks in this SOW until the CO has conducted a pre-construction meeting, or has advised the contractor that a kick off meeting is waived.

## **C. GENERAL REQUIREMENTS**

1. 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.

2. All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.

3. 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.

## **D. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES**

Description of Tasks and Associated Deliverables: The contractor shall provide the specific deliverables described below within the performance period stated in Section A.5 of this SOW.

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.

Deliverable One: A detailed work plan and briefing. Shop drawings fully describing all components and work products.

Task Two: Renovate 5<sup>th</sup> Floor Surgery Project per plans & specifications.

Deliverable Two: A completed project per the plans and specifications.

Task Three: Provide two hard copies of each As-built drawing. In red ink record all items that are different or do not match the project plan set.

Deliverable Three: Two copies of As-built drawings.

## **E. EVALUATED OPTIONAL TASKS AND ASSOCIATED DELIVERABLES [Not applicable]**

## **F. SCHEDULE FOR DELIVERABLES**

1. The contractor shall complete the Delivery Date column in Attachment A for each deliverable specified.

2. Unless otherwise specified, the number of draft copies and the number of final copies shall be the same.

3. If for any reason any deliverable cannot be delivered within the scheduled time frame, the contractor is required to explain why in writing to the CO, including a firm commitment of when the work shall be completed. This notice to the CO shall cite the reasons for the delay, and the impact on the overall project. The CO will then review the facts and issue a response, in accordance with applicable regulations.

## **G. CHANGES TO STATEMENT OF WORK**

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.

## **H. REPORTING REQUIREMENTS**

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. The COR is required to provide daily progress reports to the Contracting Officer's Representative (COR) by the fifth workday of the new calendar month.

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.

## **I. CONFIDENTIALITY AND NONDISCLOSURE**

It is agreed that:

1. The preliminary and final deliverables, and all associated working papers, application source code, and other material deemed relevant by VA which have been 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.

2. 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.

3. 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.

## **J. ATTACHMENTS**

1. Construction Drawings.
2. Construction Specifications.
3. Asbestos Report for 4th Floor, 5th Floor, and Penthouse.

### **Attachment A to the Statement of Work**

#### **Schedule of Deliverables**

<u>Deliverable No.</u>	<u>Item</u>	<u>Quantity</u>	<u>Delivery Date</u>
One	A detailed work plan and briefing. Shop drawings fully describing all components and work products. Detailed Schedule of Values	3	Within <u>21</u> calendar days after notice to proceed.

Two	5 <sup>th</sup> Floor Surgery Renovation per the attached plans and specifications	1	Within <u>351</u> calendar days after notice to proceed.
Three	As-Built drawings per the attached plans and specifications.	2	Within <u>14</u> calendar days of project completion.