

**STATEMENT OF WORK
EHRM INFRASTRUCTURE UPGRADES – FORT MEADE SD
PROJECT #568-21-701
FORT MEADE VA MEDICAL CENTER**

PART I – GENERAL OVERVIEW

STATEMENT OF WORK (SOW) – All parameters presented in this summary (SOW) document are meant to accentuate and amplify prioritized elements as specifically referenced in the contract, project specifications, and drawings. *Any apparent conflict/discrepancies between these documents should be conveyed to the Contracting Officer Representative (COR) for a determination.*

A. **Base Bid:** The Contractor shall provide all labor, materials, and equipment to accomplish the “EHRM Infrastructure Upgrade - FM” project. The project shall be accomplished per contract drawings and specifications, all numbered with Project # 568-21-701. This work includes but is not limited to the following categories.

1. Scope Adjustment Addendum for Building 148 Mental Health (Ward D)
 - a. This addendum section confirms the Volume 2 Construction Drawings **#148-TD-014** and **148-TN-014** have a revision note placed. This note references addendum drawings **#148-TD-014A** and **148-TN-014A** to confirm the construction project includes installation of new CAT 6a cabling for all Ward D Wireless Access Points (WAP's), Security Cameras, and Digital Data Drops (DDD) as outlined therein.
 - b. This includes new cable routing to new TR C106A, demolition/removal of old cable from old TR (room CTC1), and new terminations for data drops/security cameras/WAP's at point of use and new TR C106A.
 - c. Cable routing scope additions do not exceed 250 ft. in radial length each.

Building 148 Mental Health (Ward D) Addendum Table:

Room #	Digital Data Drops	Cameras	WAPs
DC100	-	1	-
DC101	-	3	3
D112	-	1	-
D110	2	2	1
D122	-	1	-
D124	-	1	-
D126	-	1	-
D126A	-	1	-
D127	-	1	-
D127A	-	1	-
D128	-	1	-
D128A	-	1	-
D129	-	1	-
D129A	-	1	-
D130	-	-	1
D109	43 (*)	-	1
D109A	6 (*)	-	-
D106	6 (*)	-	1
D108	5 (*)	-	-
D107	5 (*)	-	-
D105	5 (*)	1	-
D104	5 (*)	-	-
D100	5 (*)	-	1
CC105	-	1	-
C105	1	2	1
C104	5 (*)	-	-
CM100	1	-	-
Outside Courtyard	-	2	-
Totals	89	23	9

**Consult with COR. This is max # drops & can be likely reduced at installation.*

2. General Demolition:

- a. Sequenced/selected demolition of the existing telecommunication rooms/enclosures and new TR locations as indicated in the construction documents.
- b. Construction/Demolition of TR's / TE's that serve the current non-clinical areas/outbuildings should be initiated earliest in the project.
- c. Contractor shall remove from the VA site and dispose of all equipment and materials not scheduled to be reused. Owner retains right of first refusal on all items to be removed. Verify with owner prior to disposal.
- d. Work must be performed in a careful manner protecting from damage those items not to be removed.
- e. Careful coordination of all demolition work in adjacent Surgery, OR, ICU, PACU, offices and associated corridors shall be completed with COR prior to beginning work.

3. New construction consists of but is not limited to the following telecommunication discipline items in buildings 40, 46, 50, 53, 72, 85, 88, 89, 90, 103, 110, 113, 137, 144, 145, 146, 147, 148, T171, T296, and throughout campus. The general scope includes New Telecommunication Rooms (TR's) / equipment, relocation of existing TR infrastructure to new TR, reconfiguration of existing spaces where new TR's will be located, new redundant fiber and data infrastructure for the internal network, new fiber backbone external communication ring around campus, new Main Computer Room (MCR), relocation of existing IT office space, and new centralized UPS system.

The new construction scope includes all civil, structural, architectural, mechanical, electrical, and fire protection upgrades to support the above.

- 1. Demolition: As required to accomplish the new construction tasks cited above.

2. Contractor shall remove from the VA site and dispose of all equipment and materials not scheduled to be reused.
3. Given the impact to Medical Center operations, this project will require a high level of coordination through the COR.
4. As a fully functioning ambulatory medical center, this project will require off hours, weekend, and holiday work schedules; particularly regarding service outages and to limit the construction impact related to the operating priorities for the facility.
5. Specialized work rules will be required for any construction work in Building 148 Ward D (mental health lock ward). This will include specialized escorting, tool inventory audits, and limited access times. Therefore, strategic construction planning is required to limit all direct labor work in this area as much as possible.
6. All construction workers are required to adhere to the VA specifications and standards with a prioritized emphasis to VA Construction Safety (VA Directive 7715 & 01-35-26), VA Pre-Construction Risk Assessment (PCRA), VA Infection Control Risk Assessment (ICRA), and Information Security (TMS 20939 VA Privacy Training for Personnel without Access to VA Computer Systems or Direct Access to or the Use of VA Sensitive Information).
 - a. The attached PCRA and ICRA Permit Forms must be filled out for each distinct work area throughout the medical center campus on a regular basis throughout the entire period of performance (POP). Due to the varied assortment of the construction tasks involved with the EHRM Infrastructure Upgrades, these forms must be filled out and fully approved after the Notice to Proceed and the initial Construction “kick-off” meeting. The sample forms are to be utilized in combination with the specific tasks

detailed in the drawings and the work area classifications delineated in the ICRA color-coded maps.

Part II - General Requirements

A. Tentative Schedule:

1. Early Pre-Bid Preparation: Assess the resources required to initiate the background security check of potential employees.
2. Identify long lead time material items, specialized labor, and the mitigation strategy for the project deliverables.
3. Notice to Proceed (NTP) = T (date)
4. Submittals = T+30 days
5. Mobilize on site = T+45 days
6. Punchlist complete = T+1,095 days [a full three-year (3) period of performance]

**** Schedule Objectives** - The anticipated substantial completion of this project is 1,095 days after "Notice to Proceed" (NTP).

B. Security/Background Investigation/ Facility On-Boarding

1. Upon contract award, all contracted and all sub-contracted personnel shall be subject to the appropriate type of background investigation or screening per VA/VHA directive 0710. All Contracted and Sub-contracted personal must receive a favorable adjudication from CCA Personnel Security Specialist or VA Security and Investigations Center (SIC). Without a favorable adjudication contractors and sub-contractors may not be allowed to work on site.
 - i. The contractor must ensure that all necessary forms for themselves and their subcontractors are accurately completed, with both digital typing and hand signatures. The contractor holds responsibility for the actions of any individuals they provide to work on government property for the VA.
 - ii. Contract personnel who previously received a favorable adjudication because of a government background investigation or screening may be exempt from this contract

requirement. They must provide documentation to support the previous adjudication. Proof of previous adjudication must be submitted by the Contractor to the VA Contracting Officer. Proof of previous adjudication is subject to verification.

- iii. Special Agreement Check (SAC) is performed on all new contract personnel, including those exempt from the requirement to have a TIER-1 investigation. The SAC must be initiated and adjudicated prior to the contractor beginning work.
 - 1. Forms that need to be filled out are: OF306 Fillable, Self-Certification Form, Form FM3. Contractor needs to bring form FM 2 when fingerprinted, keep a record.

C. File Exchange Tool for Submittals

- a. Contractor shall provide Procore, Submittal Exchange, or equivalent product to manage the project submittals. The required parameters are as follows:
 - i. Must cover the project for the duration of the project NTP to the final VA project closeout,
 - ii. Include ability to upload all submittal documents to platform without exceeding anticipated file limit.
 - iii. Include ability to download and save the documents from the platform from VA computers.
 - iv. Include ability to log/track RFI's, RFP's, ASI's, meeting minutes, submittals, daily logs, contact information, and other standard items that Procore and Submittal Exchange can track.
 - v. Include ability to have notifications sent to the VA, contracting staff, and the AE when items are uploaded or review status changes.
 - vi. Include ability to facilitate/track AE construction period service reviews, commissioning agent reviews, and VA reviews within the provided platform.
 - vii. Include ability to return documents with the standard VA options: Approved, Approved as Noted, Revise and Resubmit, Resubmit, No Action, and No Action Resubmit.

D. SUBMITTAL FORMAT AND TRANSMISSION

- 1. Provide submittals in an electronic format, with exception for material samples. Use PDF as the electronic format, unless otherwise specified or directed by the Contracting Officer.
- 2. Compile the electronic submittal file as a single, complete document. Name the electronic submittal file specifically according to its contents.

3. Electronic files must be of sufficient quality that all information is legible. Generate PDF files from original documents so that the text included in the PDF file is both searchable and can be copied. If documents are scanned, Optical Character Resolution (OCR) routines are required.
4. Selective electronic submittal of documents smaller than 5MB in size may be sent to email addresses as directed by the Contracting Officer.
5. General submittal of electronic documents, especially those over 10 MB in size, must be through an electronic FTP file sharing system. Confirm that the electronic FTP file sharing system can be accessed from the VA computer network. The Contractor is responsible for setting up, providing, and maintaining the electronic FTP file sharing system for the construction contract period of performance (POP).
6. Provide hard copies of submittals when requested by the Contracting Officer. Up to 3 additional hard copies of any submittal may be requested at the discretion of the Contracting Officer, at no additional cost to the VA.

E. VA REVIEW OF SUBMITTALS AND RFI'S

1. The VA will review all submittals for compliance with the technical requirements of the contract documents. The Architect-Engineer (A/E) for this project will assist the VA in reviewing all submittals and determining contractual compliance. This review will focus on conformance with the applicable codes, standards, specifications, and contract requirements.
2. Period of review for submittals begins when the VA COR receives submittal from the Contractor.
3. Period of review for each resubmittal is the same as for initial submittal.
4. VA review period is 15 business days for submittals.
5. VA review period is 10 business days for RFIs.
6. The VA will return submittals to the Contractor with the following notations:
 - i. "Approved": authorizes the Contractor to proceed with the work covered.
 - ii. "Approved as noted": authorizes the Contractor to proceed with the work covered provided the Contractor incorporates the noted comments and makes the noted corrections.

- iii. "Disapproved, revise and resubmit": indicates noncompliance with the contract requirements or that submittal is incomplete. Resubmit with appropriate changes and corrections. No work shall proceed for this item until resubmittal is approved.
- iv. "Not reviewed": indicates submittal does not have evidence of being reviewed and approved by Contractor or is not complete. A submittal marked "not reviewed" will be returned with an explanation of the reason it is not reviewed. Resubmit submittals after taking appropriate action.

Part III – Important Considerations for Project Scope and the VA Construction Specifications

1. Contractor shall provide all labor, materials, equipment, and incidentals necessary to provide construction services to accomplish Work Elements and requirements outlined in the Specifications, Drawings, and SOW.
2. Normal working hours are from 7:00am- 4:30 pm (Mountain Time) Monday-Friday. No routine off-hours (nights, weekends, etc.) are anticipated or allowed without pre-approval of the COR. Moreover, if some specialized work tasks require off-hours scheduling, the Sleep lab operates from about 8:00pm to 9:00am each night (except Monday & Thursday nights). Contractor shall plan activities to avoid loud activities and activities that cause vibration through the building during sleep lab hours. Moreover, work in most parts of the Building 113 Surgery area will require night work scheduling normally from 6:00 pm through to 2:00 am. Additionally, only a maximum of two operating rooms can be worked, or be out of service, at the same time.
3. Contractor will be required to comply with badging as necessary. Currently, badging requirements are a local visitor pass but this is subject to change with a more robust Account Provisioning Deprovisioning Deployment System (APDS).
4. Contractor will be required to comply with any training requirements as necessary. Currently, course number TMS 20939—VA Privacy Training for Personnel without Access to VA Computer Systems or Direct Access to or the Use of VA Sensitive Information is required.
5. 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.
6. Normal construction methods should be assumed to be applicable for this project and used for bidding purposes. VA does not anticipate archeological or historic properties issues.
7. As is typical for an intricate ambulatory health care campus, construction work for this EHRM project will involve a potential for a significant amount (20%-30%) of off-hours (2nd & 3rd shifts), weekend, and Holiday work to minimize operational impacts to the facility. The contractor should account for this requirement as all

work plans for each distinct campus location must be pre-approved by the VA (COR).

8. During construction, Contractor shall complete a detailed analysis and provide plans for tying into, or relocating, any utility and/or communication service lines. Contractor shall provide detailed written plans for VA (COR) approval and notify the VA at least 15 days prior to any required electric power, natural gas, communication (phone, internet, nurse call, fire alarm), medical gas, drinking water, steam sterilization, hydronic heating, Wi-Fi, and HVAC disruptions / outages.
 1. The contractor must provide an “*actionable service outage*” request to the VA (COR) for any scheduled utility or operational service outage.
 - a) An “*actionable service outage request*” must be provided to the VA (COR) in written detail with the applicable facility drawing. An *actionable* request must include the type of system, work task, date, start time, duration, restoration time, and isolation points (lock-out / tag-out), as well as all rooms/areas that would be affected.
 - b) The outage request must be formally approved by VA (COR) at least 3 days prior to the scheduled utility or operational service outage outlined in #7.
 - c) The written VA approval or rejection may designate special off-hours operations, time-limits, or temporary service provisions that are required to minimize the operating impact to the healthcare facility.
9. AWWA C651 testing, chlorination, and flushing requirements shall apply to all domestic water lines regardless of size. Contractor shall submit tie over plans to the VA for COR and industrial hygienist approval prior to any tie overs.
10. The Contractor shall coordinate proposed access routes, staging, storage, and stockpiling areas with the COR for approval.
11. Where turf in the project area is disturbed, damaged or otherwise negatively impacted; provide seed with the following mixture.
 1. 30% Baron Kentucky bluegrass,
 2. 30% Phenom Perennial Ryegrass,
 3. 20% NuBlue Plus Kentucky bluegrass and
 4. 20% Cindy Lou Creeping Red Fescue
12. As referenced in Specification 01-91-00 (General Commissioning Requirements), as well as the references in other Divisions, the Contractor must retain a fully independent third-party Commissioning Agent that is pre-approved by the VA (COR). The contractor must provide appropriate commissioning agent coordination for all disciplines covered in this project and will coordinate with a designated VA Construction Inspector to witness the completion of all testing and/or determinations related to the commissioning endeavor.

PART IV - NARA - RECORDS MANAGEMENT OBLIGATIONS

A. *Applicability*

This clause applies to all Contractors whose employees create, work with, or otherwise handle Federal records, as defined in Section B, regardless of the medium in which the record exists.

B. *Definitions*

“Federal record” as defined in 44 U.S.C. § 3301, includes all recorded information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them.

The term Federal record:

1. includes VHA records.
2. does not include personal materials.
3. applies to records created, received, or maintained by Contractors pursuant to their VHA contract.
4. may include deliverables and documentation associated with deliverables.

C. *Requirements*

1. In accordance with 36 CFR 1222.32, the Contractor shall maintain all records created for Government use or created while performing the contract and/or delivered to, or under the legal control of the Government and must be managed in accordance with Federal law. Electronic records and associated metadata must be accompanied by sufficient technical documentation to permit understanding and use of the records and data.
2. The Contractor shall immediately notify the appropriate Contracting Officer upon discovery of any inadvertent or unauthorized disclosures of information, data, documentary materials, records, or equipment. Disclosure of non-public information is limited to authorized personnel with a need-to-know as described in the contract. The Contractor shall ensure that the appropriate personnel, administrative, technical, and physical safeguards are established to ensure the security and confidentiality of this information, data, documentary material, records, and/or equipment is properly protected. The Contractor shall not remove material from Government facilities or systems, or facilities or systems operated or maintained on the Government's behalf, without the express written permission of the Head of the Contracting Activity. When information, data, documentary material, records, and/or equipment is no longer required, it shall be returned to VHA control, or the Contractor must hold it until otherwise directed. Items returned to the Government shall be hand-carried, mailed, emailed, or securely electronically transmitted to the Contracting Officer or

address prescribed in the contract. Destruction of records is EXPRESSLY PROHIBITED unless in accordance with Paragraph (4).

3. 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 VHA guidance for protecting sensitive, proprietary information, classified, and controlled unclassified information.
4. The Contractor shall not create or maintain any records containing any non-public VHA information that is not specifically tied to or authorized by the contract.
5. 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.
6. The VHA 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 VHA 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.
7. **Training.** All Contractor employees assigned to this contract who create, work with, or otherwise handle records are required to take VHA-provided records management training. The Contractor is responsible for confirming training has been completed according to agency policies, including **initial** training and **annual/refresher** training.

D. Associated requirements to Subcontractors.

1. The Contractor shall incorporate the substance of this clause, its terms, and requirements including this paragraph, in all subcontracts under this contract, and require written subcontractor acknowledgment of same.
2. Violation by a subcontractor of any provision set forth in this clause will be attributed to the Contractor.

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