

January 19, 2023
Bronx VAMC
130 West Kingsbridge Rd, Bronx NY 10468-3904

ARCHITECT-ENGINEER DESIGN SCOPE OF WORK EHRM TRAINING AND ADMIN SUPPORT SPACE – MODULAR TRAILER SITE PREP

PROJECT NO: 526-22-703

PROJECT NAME: EHRM – Training and Admin Support Space

1. GENERAL INTENT:

The Contractor (herein referred to as “A/E”) shall provide Architect/Engineer (A/E) services to design a construction project at the Bronx VAMC in accordance with this design scope of work.

2. STATEMENT OF WORK:

A/E Part One Services (also known as Design Phase) for this design project includes site visits, field investigation, studies and user interviews to prepare drawings, specifications and cost estimates for all facets of work and disciplines/trades to facilitate a construction project to prepare a site and provide utilities to support modular trailer installation to provide Electronic Health Record Modernization (EHRM) training and administrative support spaces.

The project shall include design services to prepare the site for placement of the modular trailers including earthwork, pavements and a parking area. A/E shall include design services to provide and install power, water, sewer, and telecommunication utilities for **6 double wide modular buildings** that will be located on or near the old basketball courts on the NE corner of the Bronx VAMC campus. The project scope does not include any work inside the modular buildings and ends where the utility services connect to the modular buildings. Coordination with Cerner Corporation will be required to assure the site and utilities are “plug and play” when trailers are delivered.

A/E Part Two Services of this design project (also known as Construction Period Services) includes responding to construction contractor Requests For Information (RFIs) during the solicitation (solicitation support) and construction phases of the construction project, attendance at pre-bid, post-award and kick off construction project conferences, review of construction material submittals and shop drawings, approximately **2 site visits** during construction (before and after modular trailer placement) to ensure compliance with the design drawings and specifications, review of any construction project modifications for cost and technical acceptability, attendance and participation during the final acceptance inspection, preparation of the punch list and preparation of record drawings of the completed construction project based on the construction contractor’s as-built drawings. The A/E shall prepare a submittal log to be utilized by the VA during construction period services, maintain RFI

log and provide meeting minutes for weekly construction meetings throughout the duration of construction. Additionally, the AE shall include commissioning services for all new equipment, specifically MEP, HVAC, door/security, life safety requirements, amongst others. The HVAC commissioning shall oversee and verify balancing of the entire construction area. The AE shall develop a commissioning plan and provide as part of the construction solicitation. All Part Two Services are optional line items and will not be exercised at the time of award.

The above paragraphs constitute a basic outline of the work to be accomplished and in no way comprises all the details for design of this project. The A/E shall initiate detailed inspection of the project site to determine the needs and conditions for the design of this project. Copies of Bronx VAMC record drawings and the EHRM infrastructure readiness assessment documents will be made available to the highest rated A/E firm; the A/E will verify the validity of the record drawings prior to the start of design work and conduct site investigations as necessary throughout the design.

SOW Attachment 1 – Bronx VAMC Campus Map will give AE firm a basic understanding of the VA campus.

The A/E shall be solely responsible for the management, including all associated labor, equipment, materials, mailing costs, and inspection, to meet the requirements of the design project. The A/E shall further provide meeting minutes for all meetings held under this design project.

The A/E firms' representatives performing site investigations on the Bronx VAMC campus must have the following additional requirements before starting site investigations on campus:

1. Negative TB Test, within the past calendar year
2. N95 fit tested and documented
3. Clear Face Shield
4. N95 mask with no vent. Must be replaced when damaged or soiled
5. Pre and weekly negative COVID test while working in patient care areas
6. Daily visit at check-in station for COVID and temperature screening a. Sticker/device must be worn visibly
7. Annual influenza shot is required for all staff
8. Contractor badge must be obtained and worn by contractor or representative at all times while on campus

If at any time an employee of the A/E firm is found in deficiency of the listed a stop work order will be issued for safety of Bronx VAMC patients.

3. DESIGN WITHIN FUNDING LIMITATIONS:

The design shall be prepared by the A/E to permit the award of a construction contract, using Federal Acquisition Regulation procedures for the construction of the facilities, at a cost that does not exceed the project's estimated construction contract price of \$970,221.00.

4. DESIGN INDEPENDENCE, FURNITURE AND EQUIPMENT: Designs for construction must produce a "complete and usable" facility or improvement when constructed. VA policy (VHA Office of Capital Assets Management, Engineering and Support memo *Updated Construction Guidance and Expectations* dated Sep 12, 2016) requires the A/E to certify that their design (including all bid alternates/bid deducts) is independent of any future construction project. In addition, the A/E must certify that it has produced

a design that does not include furniture and equipment that will be procured separately. Equipment that can be part of the design includes those items to meet code requirements for building occupancy, items covered in the VA's Master Construction Specifications (PG-18-1) Divisions 1 through 10, 13 through 26 or 28 through 48, non-IT equipment items covered by Division 27 and items covered by Division Numbers 12 31 00, 12 32 00, 12 34 00 and 12 36 00.

The A/E shall submit as part of the Final Bid Documents submittal a signed letter on company letterhead stating the design's independence.

5. DESIGN CRITERIA: The VA Technical Information Library (TIL) available at <http://www.cfm.va.gov/til/index.asp> is managed by the VA Office of Construction and Facility Management and is the master repository for all VA Numbered Standards for Construction to include design and construction specifications, procedures, standard details, BIM/CAD standards, equipment guides, space planning and design guides. The documents of the TIL shall be the minimum design criteria for all VA projects performed in the construction of new facilities and the modernization, alteration, addition, or improvement of its real property. All design documents shall be developed in accordance with the VA TIL, including (but not limited to) the following listed Department of Veterans References:

PG-18-1 SOW Attachment 2	Master Construction Specifications VHA Required Division 01 Specification Section List
PG-18-3	Design and Construction Procedures [<i>Including but not limited to: Codes, Standards, and Executive Orders</i>]
PG-18-4	Standard Details and CAD Standards
H-18-8	Seismic Design Handbook
PG-18-10	Design Manuals (by discipline)
PG-18-12	Design Guides (graphical, by function)
PG-18-13	Barrier Free Design Guides
PG-18-15	Minimum Requirements for A/E Submissions
PG-18-17	Environmental Compliance Manual
H-7545	VA Cultural Resource Management Procedures
OIT Infrastructure Standard for Telecommunications Spaces v3.0 (21 August 2020)	

The following references should also be used to complete the design documents:

- ✦ VA Standards Alert 017 – Infrastructure Standards for Telecommunications Spaces and all standards, guides, and manuals incorporated by reference (<https://www.cfm.va.gov/til/sAlert/sAlert017.pdf>)
- ✦ SOW Attachments 1 - 11

Where conflicts exist between VA adopted codes and standards and the documents on the TIL, the A/E shall bring this to the attention of the VA. The resolution of the conflict shall be made by the authority having jurisdiction for VA to ensure consistency department wide.

6. DESIGN COLLABORATION:

The A/E during this design project shall collaborate with the VHA Office of Healthcare Environment and Facilities Programs Special Engineering Program (HEFP/SEP) staff, VISN 2 and the Independent Life Safety Review Agent (LS Agent) for the project. Design submittal comments from these contractors, if

concurrent with by VA, shall be incorporated into the design. HEPF/SEP and/or VISN deliverables shall be coordinated with the A/E's design submittals to ensure compliance with all requirements are met. The A/E is required to ensure all elements of the design adhere to the Life Safety Code, including recommendations for temporary construction barriers, prior to the Independent Life Safety review.

7. INDEPENDENT LIFE SAFETY REVIEW:

The A/E shall incorporate any comments from the VA 3rd party life safety review.

8. ENVIRONMENTAL PROTECTION:

The A/E shall assist the VA with completion of a National Environmental Policy Act (NEPA) assessment as required by the Bronx VAMC. If the NEPA assessment results in potential environmental impacts, the A/E shall be responsible for completing any auxiliary documentation required per PG-18-17 NEPA Interim Guidance for Projects located on the TIL (<http://www.cfm.va.gov/til/etc/NEPAGuidance.pdf>). Additional requirements may include, but are not limited to, Environmental Assessment, Environmental Impact Statement, and Record of Decision. The NEPA analysis and concluding documentation must be completed by the Final Bid Documents submittal.

9. PHYSICAL SECURITY:

The A/E must include a certified physical security specialist. The specialists must be involved with the design beginning with the concept phase and the qualifications must be submitted to the COR for review and approval prior to the concept/basis of design phase. The specialists shall meet the specific requirements listed in the Physical Security Design Manual for Mission Critical Facilities located on the TIL (<http://www.cfm.va.gov/til/PhysicalSecurity/dmPhySecMC.pdf>). The A/E shall ensure that all aspects of the applicable VA Physical Security Design Manual (either Life-Safety Protected or Mission Critical Facilities; both will be applicable depending on the area the work is taking place) are incorporated into the design and shall prepare a written report acknowledging compliance as required by the VAMC. The A/E must inform the COR of any physical security items that will be difficult to achieve during the concept/basis of design phase of the design and assist the VA with waiver requests as necessary.

10. TELECOMMUNICATIONS DESIGN:

In accordance with "Telecommunications and Special Telecommunications Systems Design Manual," (<https://www.cfm.va.gov/til/dManual/dmTelecomm.pdf>), paragraph 1.2 (d), Telecommunications design must be performed and stamped by a BICSI Registered Communications Distribution Designer (RCDD) for all projects.

11. SUBMITTAL REQUIREMENTS:

Design submittals shall follow the requirements of Program Guide, PG-18-15, Volume C - A/E Submission Instructions for Minor and NRM Construction Program (latest version). This document is included as SOW Attachment 6. Submittal documents shall be prominently marked "For Official Use Only (FOUO)" if they contain qualifying data as defined in VHA Memorandum 2019-11-13 Sensitive Infrastructure Data Classification – For Official Use Only (FOUO). This memo is included as SOW Attachment 4, as it is hosted on a non-public VHA site (https://vaww.va.gov/vhapublications/ViewPublication.asp?pub_ID=8949).

The A/E shall deliver design submittal documents that follow the iterative phase breakdown for design work in PG-18-15 and as additionally specified below. Specific requirements for each discipline/work product listed under each phase can be found in PG-18-15; it is expected for the phase of design that each of the checked items in the SD/DD/CD columns will be completed for the submittal. The A/E shall

attend a review meeting following each design submittal as indicated under the Project Schedule section of this Scope of Work. Each new submittal will incorporate all VA comments from the previous submittal.

The following submittals will be required for this project:

- Quality Assurance/Quality Control (QA/QC) Plan
- Basis of Design (BD) - 10% - In addition to the requirements in PG-18-15, a Basis of Design is required. Basis of Design is a narrative presentation of facts, sufficiently complete, to demonstrate that the project concept is fully understood, and that subsequent design details, and their ultimate presentation in the final drawings and specifications, will be based on sound architectural and engineering decisions. Conceptual drawings of the planned design and the initial cost estimate will additionally be included.
- Schematic Design (SD)- 35%
- Design Development One (DD) – 65%
- Construction Documents (CD)- 95%
- Final Bid Documents (Bid) – 100%

12. DRAWING FORMAT:

All drawings shall adhere to VA project software requirements for Building Information Modeling (BIM) and Computer Aided Design (CAD) available at <http://www.cfm.va.gov/til/projReq.asp>. BIM software shall be Revit 2019 or the latest version available. The project BIM model minimum requirements shall be developed to include the systems described below as they would be built, the processes of installing them and to reflect record drawing. The deliverable model at the SD, DD and CD design phases shall be developed to include as many of the systems described below (but not limited to) as are necessary and appropriate at that design phase.

- Mechanical
- Plumbing
- Electrical/Telecommunications
- Power and Lighting
- Other Engineering Data as Required

13. SUBMITTAL FORMATS:

Submittals shall be submitted in electronic format and hard copy formats as listed below. Portable Document Format (.pdf), Microsoft Office Suite formats (.doc, .xls, and .ppt), Microsoft Project (.mpp) and Autodesk Revit Project (.rvt) files are acceptable. Submittals shall additionally be compliant with Section 508 of the Rehabilitation Act (29 U.S.C. '794 d); information on the requirements for accessible media can be found at <http://www.section508.gov/>. The A/E shall be responsible for providing: Meeting/Conference Minutes A/E shall provide meeting minutes for all formal meetings and conferences held with the VA. Meeting minutes shall be submitted within seven (7) calendar days of the meeting or conference. All documents shall be provided in word format.

Minimum meeting minutes requirements

- Project name, number, meeting host, Meeting Name
- Date, Time, meeting ID, call in number, Duration, and consecutive number of total related meetings
- Participant list (Name, Title, Phone number (office and Mobile), Email, Attended Meeting (yes/no Check box)
- Meeting purpose, Roll call, COVID-19, and Additional Items
- Agenda items (Decisions, action items, and fixes or next steps)
- Next meeting date and time

- Detailed attachment list

Construction Cost Estimates Construction cost estimates shall comply with Manual for Preparation of Cost Estimates & Related Documents for VA Facilities (latest version). This document is available on the TIL at <http://www.cfm.va.gov/cost/index.asp>. All estimates in any of the electronic formats listed above.

Quality Assurance/Quality Control (QA/QC) Plan

- All documents in any of the electronic formats listed above.

Basis of Design (BD)

- All documents in any of the electronic formats listed above.
- Two (2) half-size paper bond sets of drawings – 2 to VA

Schematic Design (SD)

- All documents in any of the electronic formats listed above.
- Two (2) half-size paper bond sets of drawings – 2 to VA
- Two (2) paper bond sets of specifications – 2 to VA
- Two (2) paper bond sets of investigation reports, design calculations, space planning data and cost estimate - 2 to VA

Design Development (DD), and Construction Documents (CD)

- All documents in any of the electronic formats listed above.
- Memo annotating what was not upgraded and corresponding justifications.
- One (1) full size paper bond sets of drawings - 1 to VA
- Two (2) half-size paper bond sets of drawings – 2 to VA
- Two (2) paper bond sets of specifications – 2 to VA
- Two (2) paper bond sets of investigation reports, design calculations, space planning data, construction schedule, construction statement of work (SOW) and cost estimate - 2 to VA

Final Bid Documents (Bid)

- PDF files of drawings, specifications, and any miscellaneous design analysis documents such as submittal log and physical security compliance report.
- Certified memo annotating what areas/times were not upgraded and the corresponding justifications.
- Certified memo that the A/E design is independent of future projects and includes all equipment required for the project to be activated/full functional.
- Word files of specifications.
- Revit and AutoCAD files of drawings.
- One (1) full size paper bond sets of drawings - 1 to VA
- Two (2) half-size paper bond sets of drawings – 2 to VA
- Two (2) paper bond sets of specifications – 2 to VA
- One (1) paper bond sets of investigation reports, design calculations, space planning data, construction schedule, construction SOW and cost estimate - 1 to VA

Construction Period Services (CPS)

Requests for Information (RFI)

Requests for Information shall be submitted within three (3) calendar days of submittal to the A/E.

Submittal Reviews Submittal reviews shall be submitted within seven (7) calendar days of submittal to the A/E.

Site Visit Reports

Site visit reports shall be submitted within seven (7) calendar days of the visit. All documents in any of the electronic formats listed above.

Modification/Change Order Requests

Modification requests shall be submitted within seven (7) calendar days of submittal to the A/E. This includes the review of the contractor's change order/modification proposal for construction change orders, as well as the formulation of an IGCE for the modification, as requested. The A/E's reply regarding his/her review of cost proposals and his/her recommendations shall include an independent breakdown of costs in detail, quantities, and unit prices and shall cover both additions and deductions of labor, materials, and equipment. The A/E shall also supply cost estimates as requested by the COR for Request for Proposals for anticipated changes." All documents in any of the electronic formats listed above. Note - If major modification, VA will provide additional time and document format guidance.

Punch List

Punch list shall be submitted within seven (7) calendar days of the final acceptance inspection. All documents in any of the electronic formats listed above.

Record Drawings

Record drawings shall be delivered to the VA within thirty (30) calendar days after VA acceptance of the construction project. Autodesk Revit Project (.rvt) format and AutoCAD (.dwg) format.

14. PROJECT SCHEDULE/PERIOD OF PERFORMANCE:

The A/E shall perform Part One Services/Design Phase work according to the schedule shown below.

The A/E is also responsible for following specification Section 01 32 16.10 Architectural and Engineering CPM Schedules, which is located in SOW Attachment 4 - 01 32 16.01 EHRM Architectural and Engineering CPM Schedule. If a due date on the timeline below falls on a Holiday or Weekend, the submittal shall be due the following business day. The remaining timeline will not be shifted to accommodate Holidays or Weekends.

QA/QC Submittal & Basis of Design (BD) 10% Submittal	21 calendar days after receipt of Notice of Award
QA/QC and BD 10% Submittal Review Meeting	10 calendar days after VA receipt of QA/QC & BD 10% Submittals
35% SD Submittal	21 calendar days after acceptance of QA/QC & BD 10% Submittals
35% SD Review Meeting	10 calendar days after VA receipt of 35% SD Submittal
65% DD Submittal	21 calendar days after VA acceptance of 35% SD Submittal
65% DD Review Meeting	10 calendar days after VA receipt of 65% DD Submittal

95% CD Submittal	21 calendar days after VA acceptance of 65% DD Submittal
95% CD Review Meeting	10 calendar days after VA receipt of 95% CD Submittal
Final Bid Documents Submittal	10 calendar days after VA acceptance of 95% CD Submittal
Final Bid Documents Acceptance Meeting	10 calendar days after VA receipt of Final Bid Documents Submittal
Total Part One Services/Design Phase Schedule	144 calendar days

The 144 calendar days listed in part one project schedule may fluctuate based on when 95% CD submittal meets all VA guidelines and acceptance is issued. If 95% CD submittal is not accepted due to insufficient design requirements throughout the design period and additional time is deemed necessary. It is the responsibility of the AE firm to cover all costs associated with such delays.

Part Two Services/Construction Period Services (optional Line Items) shall be performed for the length of time between the time the option(s) are exercised and acceptance of Construction Completion. The Bronx VAMC has 365 calendar days from final acceptance of the design to exercise the option(s) for Construction Period Services.

15. CONTRACT OVERSIGHT: All contracts for this project shall be awarded by the Program Contracting Activity Central (PCAC); only a warranted VA Contracting Officer shall have authority to change the terms and conditions of a contract. These changes may involve the contract award amount, contract period of performance, issuance of stop work orders and changes to the statement of work. PCAC shall designate a Contracting Officer's Representative (COR) to monitor and manage the A/E's performance under the design project contract. The COR shall be a representative of the Bronx VAMC Engineering Service Project Section and have the technical knowledge required to monitor and oversee the project.

A COR from the Bronx VAMC shall also be designated for the construction project contract to monitor and manage the construction contractor's performance under the construction project contract. This designation under the construction contract shall be considered equivalent to the industry standard of "Owner's Representative" and does not supersede or eliminate the A/E's responsibility for Part Two Services/Construction Period Services. The A/E ultimately shall be responsible for any errors and omissions with the design discovered during and after the construction phase.

16. OI&T INFRASTRUCTURE STANDARD FOR TELECOMMUNICATION SPACE:

The latest version of *Infrastructure Standard for Telecommunications Spaces* is located on VA's Technical Information Library (TIL). The design for this project at the Bronx VAMC must meet fiber requirements of the *Infrastructure Standard for Telecommunications Spaces* (<https://www.cfm.va.gov/til/dguide/OIT-InfrastrucStdTelecomSpaces.pdf>). The design for this project at the Bronx VAMC must meet fiber requirements of the *Infrastructure Standard for Telecommunications Spaces*.

17. EXEMPTIONS TO VA OEHRM SITE INFRASTRUCTURE REQUIREMENTS:

Any variances or exemptions to SOW Attachment 5, most recent version, must be referenced, documented and discussed with CO, COR and HEFP SEP. Following approval of variance or exemption, AE shall submit documentation describing variance or exemption, indicating reference in VA

documentation, describe any mitigating measures, and include an attachment with documentation of discussion with CO, COR and HEFP SEP.

18. VA SECURITY & GENERAL OIT:

Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, and VA Directives and Handbooks as VA and VA personnel regarding information and information system security.

Access to VA Information and VA Information Systems:

1. A contractor/subcontractor shall request logical (technical) or physical access to VA information and VA information systems for their employees, subcontractors, and affiliates only to the extent necessary to perform the services specified in the contract, agreement, or task order.
2. All contractors, subcontractors, and third-party servicers and associates working with VA information are subject to the same investigative requirements as those of VA appointees or employees who have access to the same types of information. The level and process of background security investigations for contractors must be in accordance with VA Directive and Handbook 0710, Personnel Suitability and Security Program. The Office for Operations, Security, and Preparedness is responsible for these policies and procedures.
3. Contract personnel who require access to national security programs must have a valid security clearance. National Industrial Security Program (NISP) was established by Executive Order 12829 to ensure that cleared U.S. defense industry contract personnel safeguard the classified information in their possession while performing work on contracts, programs, bids, or research and development efforts. The Department of Veterans Affairs does not have a Memorandum of Agreement with Defense Security Service (DSS). Verification of a Security Clearance must be processed through the Special Security Officer located in the Planning and National Security Service within the Office of Operations, Security, and Preparedness.
4. The contractor or subcontractor must notify the Contracting Officer immediately when an employee working on a VA system or with access to VA information is reassigned or leaves the contractor or subcontractor's employ. The Contracting Officer must also be notified immediately by the contractor or subcontractor prior to an unfriendly termination.

VA Information Custodial Language:

- a. Information made available to the contractor or subcontractor by VA for the performance or administration of this contract or information developed by the contractor/subcontractor in performance or administration of the contract shall be used only for those purposes and shall not be used in any other way without the prior written agreement of the VA. This clause expressly limits the contractor/subcontractor's rights to use data as described in Rights in Data - General, FAR 52.227-14(d) (1).
- b. The contractor/subcontractor shall not make copies of VA information except as authorized and necessary to perform the terms of the agreement or to preserve electronic information stored on

contractor/subcontractor electronic storage media for restoration in case any electronic equipment or data used by the contractor/subcontractor needs to be restored to an operating state. If copies are made for restoration purposes, after the restoration is complete, the copies must be appropriately destroyed.

c. If VA determines that the contractor has violated any of the information confidentiality, privacy, and security provisions of the contract, it shall be sufficient grounds for VA to withhold payment to the contractor or third party or terminate the contract for default or terminate for cause under Federal Acquisition Regulation (FAR) part 12.

d. If a VHA contract is terminated for cause, the associated BAA must also be terminated and appropriate actions taken in accordance with VHA Handbook 1600.01, Business Associate Agreements. Absent an agreement to use or disclose protected health information, there is no business associate relationship.

The contractor/subcontractor must store, transport, or transmit VA sensitive information in an encrypted form, using VA-approved encryption tools that are, at a minimum, FIPS 140-2 validated.

a. Except for uses and disclosures of VA information authorized by this contract for performance of the contract, the contractor/subcontractor may use and disclose VA information only in two other situations: (i) in response to a qualifying order of a court of competent jurisdiction, or (ii) with VA's prior written approval. The contractor/subcontractor must refer all requests for, demands for production of, or inquiries about, VA information and information systems to the VA contracting officer for response.

b. Notwithstanding the provision above, the contractor/subcontractor shall not release VA records protected by Title 38 U.S.C. 5705, confidentiality of medical quality assurance records and/or Title 38 U.S.C. 7332, confidentiality of certain health records pertaining to drug addiction, sickle cell anemia, alcoholism or alcohol abuse, or infection with human immunodeficiency virus. If the contractor/subcontractor is in receipt of a court order or other requests for the above mentioned information, that contractor/subcontractor shall immediately refer such court orders or other requests to the VA contracting officer for response.

Training:

c. All contractor employees and subcontractor employees requiring access to VA information and VA information systems shall complete the following before being granted access to VA information and its systems:

(1) Sign and acknowledge (either manually or electronically) understanding of and responsibilities for compliance with the Contractor Rules of Behavior, Appendix E relating to access to VA information and information systems.

(2) Successfully complete the VA Cyber Security Awareness and Rules of Behavior training and annually complete required security training.

(3) Successfully complete the appropriate VA privacy training and annually complete required privacy training; and

(4) Successfully complete any additional cyber security or privacy training, as required for VA personnel with equivalent information system access [to be defined by the VA program official and provided to the contracting officer for inclusion in the solicitation document – e.g., any role-based information security training required in accordance with NIST Special Publication 800-16, Information Technology Security Training Requirements.]

d. The contractor shall provide to the contracting officer and/or the COTR a copy of the training certificates and certification of signing the Contractor Rules of Behavior for each applicable employee within 1 week of the initiation of the contract and annually thereafter, as required.

e. Failure to complete the mandatory annual training and sign the Rules of Behavior annually, within the timeframe required, is grounds for suspension or termination of all physical or electronic access privileges and removal from work on the contract until such time as the training and documents are complete.

19. SOW and ATTACHMENTS:

The following list of documents are attached to this SOW for A/E use and incorporation into the project documents:

- **SOW Attachment 1 - Bronx VAMC Campus Map**
- **SOW Attachment 2 - VHA Required Div 01 Spec Sections**
- **SOW Attachment 3 - PG 18-15 AE Submission Reqs Vol C**
- **SOW Attachment 4 - 01 32 16-01 EHRM Arch and Eng CPM Schedule Spec**
- **SOW Attachment 5 - OEHRM Site Infrastructure Requirements - 2.0**
- **SOW Attachment 6 - Sensitive Infrastructure Data Classification Memo**
- **SOW Attachment 7 - VHA Directive 1061 Prevention of Legionella**
- **SOW Attachment 8 - Seasonal Influenza with Vaccines**
- **SOW Attachment 9 - Example Modular Layout 1**
- **SOW Attachment 10 - HEFP SEP Design Alerts 1-9**
- **SOW Attachment 11 - VHA COVID-19 Supp Contract Reqs 12-14-21**