



## Statement of Work

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Project Number: 600-22-703  
Project Name: EHRM Training and Admin Space Support  
Tibor Rubin VA Medical Center,  
Long Beach, CA

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### I. INTRODUCTION:

- A. This requirement is for EHRM Training and Admin Space Support, located at the Tibor Rubin VA Medical Center, Long Beach, CA. This requirement is classified under construction as it calls for the alteration of real property.
- B. This requirement is for EHRM Training and Admin Space Support, located at the Tibor Rubin VA Medical Center, Long Beach, CA. The intent of this project will create a ~3000 SF multiple purpose conference/training/briefing center in support of the EHRM training program. The project will renovate the southern half of B46, former daycare center, to build out a multi-purpose conference rooms with modular partitions for multiple purposes from classroom to briefings. The center will include an administrator office, reception/waiting and bathroom facilities. Renovation of the existing space will include but not limited to the following: modification and installation of ceiling and walls, patching and painting, installation of doors and frames, electrical, plumbing, HVAC work, data, lighting, flooring, countertop, cabinetry, fire alarm, and fire sprinklers. The renovation will also require MEP modification and/or replacement if required, as well as possible structural support for the conference center systems and folding walls. The front exterior will be modified to reflect a better customer experience than the current enclosed courtyard doesn't support. Updates to the center will be required to meet all L/S, security, connectivity and VA Standards. The contractor shall utilize the construction documents and specifications as prepared by NPD Architects

### II. CONSTRUCTION DOCUMENT:

- A. Contractor shall furnish all labor, equipment, certification, supervision, and materials necessary to perform all operations in connections with this order. Contractor shall perform work in strict accordance with the General Specifications, Statement of Work, schedule, and all other supporting

documents for this contract to include, but not limited to the following documents

### III. Attachments

Attachment #	Document Title	Document Date	Number of Pages
1	SPECIFICATIONS  EHRM Training & Admin Space Support Department of Veterans Affairs Long Beach Veterans Affairs Healthcare System 5901 East 7th Street, Long Beach, CA 90822	01/06/2023	677
2	IMS SOP 07-013 Cable Installation Labeling and Testing Ver. 2	OCTOBER 31, 2019	15
3	DRAWINGS  VA Project No. 601-22-703   EHRM Training & Admin Space Support DEPARTMENT OF VETERANS AFFAIRS VA Long Beach Healthcare System 5901 E. 7th Street, Long Beach, CA 90822  FINAL CONSTRUCTION DOCUMENTS	Varies	Multiple

### IV. SPECIFICATIONS:

- A. The VA Master Construction Specifications contain work procedures and material requirements designed to meet regulatory compliance requirements. Whenever possible, the Master Construction Specifications shall be used as the basis for project designs.
- B. A complete list of these specifications will be provided with the construction documents. Specifications which address EOSH requirements include, but are not limited to, the following:
  1. SECTION 01 00 00 – General Requirements
  2. SECTION 01 33 23 - Shop Drawings, Product Data, and Samples
  3. SECTION 01 35 26 – Safety Requirements

4. SECTION 01 57 19 – Temporary Environmental Controls
5. SECTION 01 74 19 – Construction Waste Management
6. SECTION 02 82 11 – Traditional Asbestos Abatement
7. SECTION 02 82 13.13 – Glovebag Asbestos Abatement
8. SECTION 02 82 13.19 – Asbestos Floor Tile and Mastic Abatement

#### V. CONFORMANCE STANDARDS:

- A. All design and construction accomplished pursuant to this contract shall comply with the latest edition of the following documents unless the contractor is directed otherwise by the Contracting Officer. Any exceptions shall be approved in writing by the Contracting Officer prior to construction startup.
  1. VA Master Construction Specifications – VA Technical Information Library link: <https://www.cfm.va.gov/til/spec.asp#01>
  2. VA Construction Standards
  3. VA Seismic Design Handbook
  4. VA Space Planning Criteria
  5. VA Design Manuals
  6. VA CADD Standards
  7. NFPA 101, Life Safety Code
  8. NFPA 70, National Electric Code
  9. NFPA 99, Health Care Facilities
  10. NFPA 12, Installation of Sprinkler Systems
  11. Accessibility Standards (ADAAG, ABAAS, Barrier Free Design Guide)
  12. AIA Guidelines for Construction and Equipment of Hospital and Medical Facilities
  13. International Building Codes
  14. State and Local codes and guidelines (as applicable)

#### VI. HOURS OF COVERAGE:

- A. Normal hours of operation are Monday through Friday from 7:30 am to 4:00 pm Pacific Daylight Time (PDT). All work is expected to be performed generally during normal hours of coverage unless requested or approved by the COR or his/her designee. Some work may be required to be conducted on weekends or after normal business hours. This includes, but is not limited to, utility shutdowns and noisy work.

- B. Noise decibels exceeding 85 decibels (dBA) are restricted to the following hours 0530- 0930 for operations in the hospital buildings per OSHA 1910.95, unless otherwise approved by VA COR
- C. Before commencement of work, the Contractor shall confer with the VA COR and Contracting Office to agree on a sequence of procedures; means of access to premises and building. All work performed, to include delivery of materials and equipment, shall be made with minimal interference to Government operations and personnel.
- D. Federal Holidays observed by Veterans Health Administration are:
  - 1. Federal Holidays are as follows:
 

New Years' Day	Labor Day
Martin Luther King Day	Columbus Day
Washington's Birthday	Veterans Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	
  - 2. For actual dates observed, see the following link:

<https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>

## VII. IDENTIFICATION, PARKING, NO SMOKING, & VA REGULATIONS:

- A. The Contractor's personnel shall wear visible identification issued by VAHCS Police Section at all times while on the premises of VAHCS. Temporary badges can only be used for one day. Contractors on site longer than 13 days annually will require the contractor to go through the formal badging process, which can take up to 4-6 weeks. It is the responsibility of the Contractor to park in the appropriate designated parking areas. Information on parking is available from the VA Police Section. VAHCS shall not invalidate or make reimbursement for parking violations of the Contractor under any conditions. Smoking is strictly prohibited anywhere on the Veterans Affairs Health Care Facilities, to include main facility, and any other buildings at or on the premises. Possession of weapons is prohibited. Enclosed containers, including tool kits, shall be subject to search. Violations of VA regulations may result in citation answerable in the United States (Federal) District Court, not a local district, state, or municipal court.
- B. **TB testing and screening** shall be performed for all Contractor personnel visiting the VALB site, if required per ICRA assessment. Testing and screening shall have been accomplished a maximum of 90-days prior to issuance of NTP date. Submit TB testing and screening records for VALBHS Infection Control approval.
- C. **COVID-19 testing and screening:** At the present time, the following are the screening procedures. Note that this is an evolving situation and actual requirements may vary. Screening requirements shall be followed. Verify with COR for latest guidelines.

- i. Administrative and Low Risk Patient Areas: Daily screening at defined entry/exit points.
- ii. High risk patient areas: In addition to the requirements of Administrative and Low Risk Patient Areas, additional PPE may be required.
- iii. Highest Risk Patient Areas: In addition to the requirements of High-Risk Patient Areas, documentation showing all contractor employees or subcontractor employees have tested negative for COVID-19 48 hours prior to start of work. Documentation of negative retesting is required every 7 days.
  - A. Currently only Building 150 & Building 128 meets this requirement.
- iv. **All areas: Surgical or N95 masks are required at all times. Proof of vaccination is required.**

- D. All visitors of indoor inpatient units (including CLC and SCI) AND all vendors entering the facility indoors regardless of location must provide the following upon entry into the facility:
- i. Valid Government issued Photo ID

#### VIII. INFORMATION SECURITY:

- A. In accordance with Appendix A, Handbook 6500.6 Checklist blocks 7, the C&A requirements do not apply to this requirement, and Security Accreditation Package is not required. The nature of this requirement is technical; however, there is no information to be protected.

#### IX. POINTS OF CONTACT AND PHYSICAL LOCATION:

- A. Access to worksite shall be coordinated through:
1. Point of Contact – Calvin Lam  
o: (562) 826-8000 ext. 14605  
m: (562) 503-7112
  2. LONG BEACH VA HEALTH CARE SYSTEM (LBVAHCS):  
5901 East 7<sup>th</sup> Street,  
Long Beach, CA 90822

#### X. PERIOD OF PERFORMANCE:

- A. Commencement of work shall begin within 10 days after receipt of written Notice to Proceed (NTP) and should last no longer than a duration of 365 Calendar Days after date NTP is issued.

#### XI. SUBMITTALS:

- A. All submittals shall meet the requirements set forth by 365 Calendar Days

- B. Contractor shall submit all required material/shop drawing submittals to the Contracting Officer within 10 calendar days of award, or as agreed to by the Contracting Officer for approval. No materials shall be installed prior to approval.
- C. All material submittals and shop drawings shall contain, and have the Project Title, Project Number, and Contract number clearly indicated.
- D. Material submittals and shop drawings shall be checked and signed by the Contractors Quality Control Manager prior to submission to the Government.
- E. Submittals shall be legible and shall include all technical data needed to verify that the item meets requirements of listed specifications, and applicable codes.
- F. Contractors shall utilize *Material Approval Submittal* for use as cover sheet when submitting to Government for approval. Forms shall be provided to contractor at post-award, pre-construction conference

## XII. COMMENCEMENT, COMPLETION, AND PAYMENT FOR WORK:

- A. The Contractor shall be required to commence work required at the time specified on the Notice to Proceed (NTP), execute the work, and complete the entire work not later than the completion time specified on the NTP. The time stated for completion shall include final cleanup of the premises. At the government's option, it may choose to specify a two-stage performance period. For example, separating material lead-time from construction days can considerably decrease the length of time occupied buildings are inconvenienced by construction.
- B. Before commencement of work, the Contractor shall confer with the VA COR and Contracting Officer (CO) to agree on a sequence of procedures; means of access to premises and building; space for storage of materials and equipment; delivery of materials and use of approaches; use of corridors, stairways, elevators, and similar means of communications; location of partitions, eating spaces, and restrooms for the Contractor employees; and the like. Delivery of materials and equipment shall be made with minimal interference to Government operations and personnel.
- C. The Contractor shall be paid monthly upon submission of proper invoices for work completed. If the performance period exceeds 30 days and a progress schedule (approved by the Government) has been submitted, partial payment(s) may be authorized. Final payment shall be withheld until all discrepancies are corrected and as-built drawings are approved by the Government.
- D. The contractor shall attend no less than monthly progress meetings with the COR and/or Contracting Officer to discuss at a minimum; progression of work, projected progress versus actual progress, action items due from the contractor, action items due from the government, and any other significant issues that require attention. The contractor also shall document the meeting

minutes and forward a signed copy to the COR for concurrence of the documentation. Copies of all minutes shall be forwarded to the Contracting Officer. In the event of any discrepancies the Contracting Officer shall be notified immediately for clarification. Contractor shall use the *Meeting Minutes* form provided for use at the post-award, pre-construction conference.

### XIII. MODIFICATIONS:

- A. Modifications for this project shall be submitted to the assigned COR who shall then submit a formal request to the Contracting Officer. New work is not allowed to commence prior to Contracting Officer's signed and written approval via fully executed Standard Form (SF) 30 modification.

### XIV. ACRONYMS:

- A. ABAAS - Architectural Barriers Act Accessibility Standard
- B. ADAAG - Americans with Disabilities Act Accessibility Guidelines.
- C. AIA - American Institute of Architects' AIA
- D. CAC - Certified Asbestos Consultant
- E. CADD - Computer Aided Design and Drawing
- F. CO - Contracting Officer. The Federal employee who is warranted by the Government to enter into contracts on behalf of the Government and is the only person authorized to make changes to those contracts
- G. COR - Contracting Officer's Representative. Individual designated by the CO to place orders, furnish technical guidance, advice, certify invoices, and provide general supervision of the work performed under the executed contract
- H. EOSH - Environmental and Occupational Safety and Health
- I. EPA - Environmental Protection Agency
- J. FSE - Field Service Engineer
- K. HIPAA - Health Insurance Portability and Accountability Act of 1996
- L. ICRA - Infection Control Risk Assessment
- M. ILSM - Interim Life Safety Measures
- N. ISO - International Standards Organization
- O. LBVAHCS - Long Beach VA Health Care System
- P. NFPA - National Fire Protection Association
- Q. NTP - Notice to Proceed
- R. OEM - Original Equipment Manufacturer
- S. OSHA - Occupational Safety and Health Administration
- T. SF - Standard Form

- U. SME - Subject Matter Expert
- V. SOW – Statement of Work
- W. TIL – Technical Information Library
- X. VA – Veteran Affairs
- Y. VAHCS – Veteran Affairs Health Care System
- Z. VHA - Veterans Health Administration

## XV. PERMITS

- A. ILSM Checklist Permit
- B. ILSM Map of Construction Areas
- C. (AHA) Activity Hazard Analysis
- D. Safety, Lockout – Tagout of Equipment – Electric Shop
- E. Electric Work Permit
- F. Contractor Laydown Areas
- G. Laydown Areas Request
- H. VA Electric Shop Electrical Work Permit
- I. VALBMC – Above the Ceiling & Penetration Permit
- J. ILSM & Hot Work Permit
- K. Utility and Service Impact Permit (Shutdown Permit, 21-day notice required)
- L. VALBHS Utility and Service Impact Process
- M. VA Long Beach ACM Survey Report

## XVI. FACILITY SPECIFIC REQUIREMENTS

- A. Sole Source – Door Hardware
- B. Sole Source - Edwards EST3 Life Safety System
- C. Sole Source - METASYS DDC Control System
- D. Sole Source - HIRSCH Security Access Control System
- E. Sole Source - Rauland Responder
- F. IT IMS SOP 07-13 - Cable Installation and Labeling Version 2
- G. Ceiling Lift Checklist for Installation

(END OF SOW)

