

ARCHITECT-ENGINEER DESIGN SCOPE OF WORK EHRM TRAINING AND ADMIN SUPPORT SPACE – RENOVATION

PROJECT NO: 550-22-703

PROJECT NAME: EHRM Training and Admin Space Support - Altoona, PA

ESTIMATED CONSTRUCTION COST: The magnitude of the construction cost is estimated between \$1,000,000 and \$2,000,000

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 James E Van Zandt VA Medical Center (JEVZ) 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 renovate Building 1 to provide Electronic Health Record Modernization (EHRM) training and administrative support spaces.

Prepare construction bid documents (Plans and Specifications) to provide training and administrative space to support the Electronic Health Record Modernization (EHRM) program. This design will define the renovation of existing campus Building 1 to provide spaces defined later in this SOW.

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 post-award and commissioning kick off construction project conferences, review of construction material submittals and shop drawings, approximately one site visits per month during construction (both scheduled and emergent) to ensure compliance with the design drawings and specifications, preparation of site visit reports, coordination with project commissioning requirements, review of any construction project modifications for cost and technical acceptability, attendance in 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 which includes the atrium. 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 JEVZ 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 08 – JEVZ Campus Map** will give AE firm a basic understanding of the JEVZ campus.

The specific space to be renovated is defined in the below table:

Summary of Space Requirements (refer to Attachment 9 for more detailed design information)			
Space Description	Amount	Date of Event	Ready and Available
Integration Validation Testing Events			
Large Auditorium (Room 2C04)	50 seats	7 months prior to go-live	(Event-3 months)
Super User and End User Training Space			
Classrooms (Rooms BB11, 1F101, 2B30, 7A02, 7B05)	3,611 sq ft	6 months prior to go-live	(Event-3 months)
Process Education Room (Room 2C04)	820 sq ft	6 months prior to go-live	(Event-3 months)
Command Center			
Command Center (Room 7B05)	343 sq ft	1 month prior to go-live	(Event-2 weeks)
Briefing Ctr. (Leadership) (Room 7A02)	772 sq ft	1 month prior to go-live	(Event-2 weeks)
Cerner Solutions Architects (Room 2B30)	1,464 sq ft	1 month prior to go-live	(Event-2 weeks)
Visitor Lounge (Room 2C04)	820 sq ft	1 month prior to go-live	(Event-2 weeks)

The project will be renovating the above spaces for the above purposes. Some spaces may be utilized for multiple purposes. Total of 6 spaces to be renovated, totaling approximately 4,431 SF.

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 James E Van Zandt VA Medical Center 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 performing work on Altoona VA campus
8. Contractor badge must be obtained and worn by contractor or representative at all times while on campus
9. The temperature checks are performed on the James E Van Zandt VA Medical Center campus and must be performed immediately when the contractor arrives on site. Temperature checks are currently performed in Building 1. 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 James E Van Zandt VA Medical Center patients. Any further questions please refence the below documents
10. Seasonal influenza with Vaccines (**SOW Attachment 07**)

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 \$1 million - \$2 million.

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 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 in the 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 Affairs References:

PG-18-1	Master Construction Specifications
SOW Attachment 01	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
PG-18-5	Equipment Guide List
H-18-8	Seismic Design Handbook
PG-18-9	Space Planning Criteria
PG-18-10	Design Manuals (by discipline)
PG-18-12	Design Guides (graphical, by function)
PG-18-13	Barrier Free Design Guide
PG-18-14	Room Finishes, Door, and Hardware Schedules
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:

- **Specification 013123 Project Website**
- **Water Safety Specifications**

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 4 and the Independent Life Safety Review Agent (LS Agent) for the project. Design submittal comments from these contractors, if concurred with by VA, shall be incorporated into the design. HEFP/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 FIRE AND LIFE SAFETY REVIEW: The A/E shall incorporate any comments from the A/E's 3rd party fire and 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 JEVZ. 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* dated November 2008. 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 JEVZ VAMC does not anticipate any asbestos abatement with this project.

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 (DD) – 65%
- Construction Documents (CD)- 95%
- Final Bid Documents (Bid) – 100%

11. **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 2020 or the latest version available to JEVZ VAMC.//

The A/E shall provide a computer 3D model and prepare various 3D renderings to present to VA throughout the design phase to adequately represent architectural, mechanical/electrical/plumbing (MEP), site conditions and other items in the design to aide with facility visualization and contractor coordination.

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 conditions (possibly incorporating into the JEVZ Master Record Drawing – pending facility expertise). 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.

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Architectural/Interior Design▪ Square Footage/Volume▪ Room Names and Numbers▪ Architectural Schedules▪ Architectural Specialties and Woodwork▪ Doors▪ Windows▪ Roof▪ Floors▪ Ceilings▪ Walls/Curtain Wall Sizes, Shapes, & Material Data▪ General Signage▪ Schedules▪ Furniture▪ Equipment▪ Structural | <ul style="list-style-type: none">▪ Foundations▪ Mechanical▪ HVAC▪ Plumbing▪ Electrical/Telecommunications▪ Power and Lighting▪ Other Engineering Data as Required▪ Security System Information (Access Control, Security Cameras, Panic Alarms, Overhead Paging)▪ Life Safety Information (Fire Extinguishers, Wall Ratings, Door Ratings, Fire Protection/Alarms)▪ Departmental Ownership (By Common Name, Capital Asset Inventory Department Definition and Strategic Capital Investment Program Department Definition) |
|---|---|

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

Meeting minutes for all formal meetings and conferences held with the VA; including weekly construction meetings. Meeting minutes shall be submitted within seven 5 calendar days of the meeting or conference. All documents in any of the electronic formats listed above.

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.
- 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 the narrative and cost estimate - 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
- One (1) full-size paper bond sets of drawings – 1 to VA
- Two (2) paper bond sets of specifications table of contents – 2 to VA
- Two (2) paper bond sets of investigation reports, narrative, 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

- Two (2) paper bond sets of A/E's Third Party Fire and Life Safety Review comments and A/E responses (one each at the 50% and 95% design phases) – 2 to VA
- Two (2) paper bond sets of submittal register – 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

Solicitation Period Services (SPS) (This will be an optional line item on the pricing schedule)

- Answer any technical questions/requests for information (RFIs) received from contractors over the duration of the solicitation, including questions asked during the site visit. Questions from contractors may come at multiple times and cover several or a few questions over the course of the solicitation period. Technical question responses will be provided to the Contracting Officer who will distribute the information via amendment to the solicitation.
- Answers to RFIs will be required from the A/E within five calendar days of the date the questions are sent to the A/E from either the project COR or CO. An alternate response period may be submitted for review, however, unless approved by the CO and COR, the A/E is required to comply with the five-calendar-day requirement.
- Throughout the solicitation period, the A/E shall provide addenda as necessary if required to revise specs and drawings.
- In response to any technical questions and/or addenda issued during the solicitation period, the A/E shall provide any final revisions to the 100% FC CD as part of the construction contract. These documents shall be labeled Final Construction.

Construction Period Services (CPS) (This will be an optional line item on the pricing schedule)

- 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.

The A/E shall review the Contractor's requests for information and cost proposals for construction change orders when requested by the COR. 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.

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 05 - 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	7 calendar days after end of Administrative Time
QA/QC and BD 10% Submittal Review Meeting	10 calendar days after VA receipt of QA/QC & BD 10% Submittals
35% SD Submittal	45 calendar days after acceptance of QA/QC & BD 10% Submittals
35% SD Review Meeting	14 calendar days after VA receipt of 35% SD Submittal

60% DD Submittal	30 calendar days after VA acceptance of 35% SD Submittal
60% DD Review Meeting	14 calendar days after VA receipt of 60% DD Submittal
95% CD Submittal	30 calendar days after VA acceptance of 60% DD Submittal
95% CD Review Meeting	14 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
PCAC internal transfer	14 Calendar days after acceptance of Final Bid Documents
Total Part One Services/Design Phase Schedule	212 calendar days *Note: This needs to meet timeline provided by HEFP SEP for construction.

The 212 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 VA 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 JEVZ VAMC Facilities Service Project Section and have the technical knowledge required to monitor and oversee the project.

A COR from the JEVZ VAMC Facilities Service Project Section 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) (<https://www.cfm.va.gov/til/dguide/OIT-InfrastrucStdTelecomSpaces.pdf>). The design for this project at JEVZ VAMC Facilities Service Project Section must meet the Campus Support Center (CSC) requirements of the Infrastructure Standard for Telecommunications Spaces.

The Infrastructure Standard for Telecommunications Spaces (The Standards) serves as the master reference document of criteria for Department of Veterans Affairs (VA) facility Information Technology (IT) support infrastructure. It defines the technical requirements necessary to maintain optimum reliability and efficiency within VA facilities and computing centers. IT Support Infrastructure is defined as all passive telecommunications and information technology equipment and supporting physical space and equipment.

Users must ensure their use of this technology/standard is consistent with VA policies and standards, including, but not limited to, VA Handbooks 6102 and 6500; VA Directives 6004, 6513, and 6517; and National Institute of Standards and Technology (NIST) standards, including Federal Information Processing Standards (FIPS). Users must ensure sensitive data is properly protected in compliance with all VA regulations. Prior to use of this technology, users should check with their supervisor, Information Security Officer (ISO), Facility Chief Information Officer (CIO), or local Office of Information and Technology (OI&T) representative to ensure that all actions are consistent with current VA policies and procedures prior to implementation.

17. REPORTING REQUIREMENTS:

The Contractor shall be required to report to the VA Police Service (Building 1) to log in during normal working hours as well as after normal working hours. This check-in is mandatory. VA Police Service will issue a badge that will expire after 12 hours. The Contractor is now cleared to report to Engineering Project Section, Facility Management Service, BLDG. 2 RM 121 to log in during normal working hours. This check-in is mandatory. When the service is completed, the Contractor shall document services rendered on a legible field service report due within seven (7) calendar days after the field work is completed.

18. SOW and ATTACHMENTS:

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

- VHA Required Div 01 Specification Sections (See **SOW Attachment 01**)
- 00 VA OEHRM Site Infrastructure Requirements 3.1 (See **SOW Attachment 02**)
- VHA Directive 1061 Prevention of Healthcare Associated Legionella Disease (See **SOW Attachment 03**)
- Sensitive Infrastructure Data Classification FOUO (See **SOW Attachment 04**)
- 01 32 16.01 EHRM Architecture and Engineering CPM Schedule (See **SOW Attachment 05**)
- Program guide, PG-18-15 Volume C – A/E Submission Instructions for Minor and NRM Construction program dates November 2008 (See **SOW Attachment 06**)
- Seasonal influenza with vaccines (See **SOW Attachment 07**)
- Campus Map (See **SOW Attachment 08**)
- Training and Admin Support Space Planning Guide (See **SOW Attachment 09**)
- Specification 013123 Project Website (See **SOW Attachment 10**)

- Water Safety Specifications (See **SOW Attachment 11**)
- TP01 Fire Protection Outline (See **SOW Attachment 12**)
- HEFP SEP Design Alerts 1-8 (**See SOW Attachment 13**)
- VHA COVID-19 Supplemental Contract Reqs (**See SOW Attachment 14**)

End of SOW