SECTION 01 10 00

STATEMENT OF WORK

PART 1 GENERAL

* 1. PROJECT DESCRIPTION
     1. General

The Contractor shall retrofit the selected space into an Alternate Care Facility (ACF) to serve [ambulatory, non-critical] [, and] [critical-care (COVID)] patients. This effort is to provide an Alternate Care Facility meeting basic healthcare functions with an emphasis on patient care, infection control, fire protection, and life safety. The ACF shall serve as a satellite patient ward supported by a nearby full service hospital. The full service hospital would provide the logistics, materials and waste management support, nutrition care etc.

1.1.2 Project Title

[PROJECT\_NAME]

1.1.3 Project Location

[PROJECT\_LOCATION\_LAT/LON]

1.1.4 Project Type

The Project delivery type is a [Design-Build] [Services] contract for a usable facility.

1.2 Applicable Building Codes

Unless otherwise noted, work/construction will meet all state and local health and building codes, as determined by the Authority Having Jurisdiction[, and further defined in XXX].

1.3 ADMINISTRATIVE REQUIREMENTS

1.3.1 Minimum Insurance Requirements

Provide the minimum insurance coverage required by FAR 28.307-2 Liability, during the entire period of performance under this contract. Provide other insurance coverage as required by [State].

1.3.2 Project Manager and Minimum Communication Requirements

Assign a Project Manager with the responsibility for the overall management of the project. The [Contracting Officer Representative (COR)/owner/facility staff] may request proof of the Project Manager's qualifications at any point in the project if the performance of the Project Manager is in question. The Project Manager must be capable of reading, writing, and conversing fluently in the English language, on the job-site at all times during the performance of contract work.

1.3.3 Post Award Conference

The [COR/owner/facility staff] will conduct a post award conference at the project site, as soon as possible after Contract award, coordinated with issuance of the notice to proceed (NTP). Participation by the Contractor and major subcontractor representatives is mandatory. The [COR/owner/facility staff] will provide an agenda, meeting goals, meeting place, and meeting time to participants prior to the meeting.

As a minimum the following will be addressed during the conference: determination and introduction of contact person and their authorities; contract administration requirements; discussion of expected project progress processes; and coordination of subsequent meetings.

a. The [COR/owner/facility staff] will introduce the [COR/owner/facility staff] project delivery team members, facility users, facility command representatives, and installation representatives.

b. Introduce key personnel and major subcontractors.

c. Define expectations and duties of each participant.

d. Develop a meeting roster with complete contact information including name, office, project role, phone, mailing and physical address, and e-mail address for distribution to all participants. Also, provide minutes of the meeting to all participants.

1.3.4 Payment

Payment items for the work of this contract for which contract job payments will be made are listed in the [BIDDING] [PRICING] PROPOSAL SCHEDULE and described below. All costs for items of work, which are not specifically mentioned to be included in a particular job or unit price payment item, are included in the listed job item most closely associated with the work involved. The job price and payment made for each item listed constitutes full compensation for furnishing all labor, materials, and equipment, and performing any associated Contractor quality control, environmental protection, meeting safety requirements, tests and reports, and for performing all work required for which separate payment is not otherwise provided.

1.4 OCCUPANCY OF PREMISES

1.4.1 Continued Occupancy

Schedule all work at such time and in such a manner to minimize interference and inconvenience to any on site staff and Operations.

The Contractor must obtain authorization from the [COR/owner/facility staff] before starting any work within any existing area of building or site perimeter. The area immediately surrounding all areas of Work must be protected from danger of materials being dropped or dislodged.

Prior to the commencement of work, the Contractor and [COR/owner/facility staff] will jointly survey the construction site and surrounding areas, making permanent record of existing damage such as cracks, malfunctioning utility equipment and fixtures, or other similar damage. This record serves as a basis for determination of subsequent damage to these structures and adjacent areas due to Contractor's operations. Damage of any nature to these structures and adjacent areas not noted in original survey but subsequently noted is reported immediately to the COR.

Occupant safety and comfort should be stressed as important requirements.

1.4.2 Disruption of Existing Services

Disruption of utility service is not permitted outside of the construction work area without prior approval of the COR.

Work is to be planned so as to minimize shutdown time of any service or operations. Request approval of a utility or equipment shutdown to the [COR/owner/facility staff] not less than (1) calendar day(s) before time shutdown is desired. Provide the COR with an estimate of the duration of shutdown and how the facility is going to be affected.

Begin work only after COR, facility staff, and utility provider is fully informed and has agreed to the schedule of shut offs.

Do not cut into existing services without first verifying with the [COR/owner/facility staff] that service has been correctly identified and shut off.

Operation of existing valves, switches, etc., to affect service shutdown will be completed by [COR/owner/facility staff] unless arranged otherwise.

Limit duration of each such disruption of service to maximum of 4 hours or as approved by the [COR/owner/facility staff].

Fabricate and install interconnecting portions of these systems prior to shut down for final connections.

Maintain utilities or other service, indicated to be abandoned, in service or provide alternate means of service until new facilities are provided, tested, and put in operation.

Maintain fire protection and fire alarm systems at all times within existing facilities.

Review all existing conditions, drawings and other documents for proper coordination between new and existing construction.

Active utilities whose locations are unknown to the [COR/owner/facility staff] are suspected to exist. Contractor is cautious of their existence. If they are encountered, immediately report to the [COR/owner/facility staff] for direction.

Damages to existing structures, utilities and other items which are caused by Contractor's operations are repaired or replaced to their original conditions.

1.4.3 Use of Project Site

Limit use and operation at site to "Limits of Construction," indicated and required to perform Work. Portions of site beyond area of required Work is not disturbed without written approval of the [COR/owner/facility staff].

Obtain written approval from the [COR/owner/facility staff] at least (1) calendar day(s) in advance when scheduling Work outside limits of construction. Provide the COR an estimate of time needed to perform Work outside the limits of construction.

Cutting, capping, and reconnecting utility systems outside of the limits of construction is to be performed by Contractor, unless otherwise noted.

Conform to all laws, ordinances, permits and regulations affecting Work on site.

Existing roads, streets, drives, parking lots, entrances and required fire exit ways are kept clear and available at all times for their intended use. Do not use these areas for parking, staging or storage without [COR/owner/facility staff] written approval. Coordinate with [COR/owner/facility staff], and provide alternate routes for public access if normal routes are affected.

Do not unreasonably encumber site with equipment, materials or vehicles.

Coordinate with [COR/owner/facility staff] for contractor parking. Construction personnel must park only within designated areas or spaces and will not park on adjacent residential streets.

1.4.4 Use of Facilities

Limit use and operation within existing facilities to areas indicated for construction Work and as required to perform Work. Other areas within facility are not to be disturbed or disrupted.

Maintain and keep clear all required fire exit ways throughout facility within and in vicinity of construction areas. Coordinate alternate temporary egress routes with [COR/owner/facility staff] and Authority Having Jurisdiction.

Do not load structure with weights that will endanger structure.

Smoking is prohibited inside the Limits of Construction.

Use of toilet facilities, washrooms, and telephones within existing facility or occupied areas is not allowed [without COR/owner/facility staff consent].

Kitchen/dining areas may not be used by construction personnel [without COR/owner/facility staff consent].

Maintain existing building in a weather-tight condition throughout the construction period. Repair damage and leaks caused by construction operations. Take all precautions necessary to protect building and its occupants during construction period.

Make every effort to keep noise to a minimum in construction operation. Use of jack hammers will be permitted for use only with prior approval by the [COR/owner/facility staff].

PART 2 PRODUCTS

2.1 CONTRACT DELIVERABLES

2.1.1 Design/Design Analysis

Prepare, organize, and present a design analysis that will document the general parameters, functional and technical requirements, design objectives, design assumptions, and applicable criteria and the project description for the project.

2.1.2 Design Drawings

Any necessary design drawings may be prepared similar to shop drawings to minimize submittals. Prepare and submit with the appropriate connection, fabrication, layout, and product specific drawings.

2.1.3 Product Data Used as Specifications

Provide complete and legible catalog cut sheets, product data, installation instructions, operation and maintenance instructions, warranty, and certifications for products and equipment for which final material and equipment choices have been made. Indicate, by prominent notation, each product that is being submitted including optional manufacturer's features, and indicate where the product data shows compliance with the Contract requirements

2.1.4 Over The Shoulder Design Review

To facilitate a streamlined design-build process, the [COR/owner/facility staff] and the Contractor may agree to one-on-one review or small group reviews, on-line, or at the Contractor's design offices or other agreed location, when practicable to the parties. Coordinate such reviews to minimize or eliminate disruptions to the design process. Due to limits on project time, utilize the maximum virtual teaming methods.

2.1.5 Design Complete Submittals

After the final design submission and review conference for a design package, revise the design package to incorporate the comments generated and resolved in the final review conferences, perform and document a back-check review and submit the final, design complete documents, which represents released for construction documents.

2.1.6 Design Documents

[Add Required Design Documents here]

2.1.7 Warranty Management Plan

Develop a warranty management plan which contains information relevant to FAR 52.246-21 Warranty of Construction. At least [5] days before the planned pre-warranty conference, submit [one set] of the warranty management plan. Include within the warranty management plan all required actions and documents to assure that the Government receives all warranties to which it is entitled. The plan narrative must contain sufficient detail to render it suitable for use by future maintenance and repair personnel, whether tradesmen, or of engineering background, not necessarily familiar with this contract. The term "status" as indicated below must include due date and whether item has been submitted or was accomplished. Submit warranty information, made available during the construction phase, to the Contracting Officer for approval prior to each [monthly] pay estimate. Assemble approved information [in a binder] and turn over to the Government upon acceptance of the work. The construction warranty period must begin on the date of project acceptance and continue for the full product warranty period. [Conduct a joint 4 and 9 [week] [month] warranty inspection, measured from time of acceptance; with the Contractor, Contracting Officer and the Customer Representative.] The warranty management plan must include, but is not limited to, the following:

a. Roles and responsibilities of personnel associated with the warranty process, including points of contact and telephone numbers within the organizations of the Contractors, subcontractors, manufacturers or suppliers involved.

b. For each warranty, the name, address, telephone number, and e-mail of each of the guarantor's representatives nearest to the project location.

c. A list and status of delivery of Certificates of Warranty for extended warranty items, including roofs, HVAC balancing, pumps, motors, transformers, and for commissioned systems, such as fire protection and alarm systems, sprinkler systems, and lightning protection systems.

d. As-Built Record of Equipment and Materials list for each warranted equipment, item, feature of construction or system indicating:

(1) Name of item.

(2) Model and serial numbers.

(3) Location where installed.

(4) Name and phone numbers of manufacturers or suppliers.

(5) Names, addresses and telephone numbers of sources of spare parts.

(6) Warranties and terms of warranty. Include one-year overall warranty of construction, including the starting date of warranty of construction. Items which have warranties longer than one year must be indicated with separate warranty expiration dates.

(7) Cross-reference to warranty certificates as applicable.

(8) Starting point and duration of warranty period.

(9) Summary of maintenance procedures required to continue the warranty in force.

(10) Cross-reference to specific pertinent Operation and Maintenance manuals.

(11) Organization, names and phone numbers of persons to call for warranty service.

(12) Typical response time and repair time expected for various warranted equipment.

e. The plans for attendance at the 4 and 9 [week] [month] post-construction warranty inspections conducted by the Government.

f. Procedure and status of tagging of equipment covered by warranties longer than one year.

g. Copies of instructions to be posted near selected pieces of equipment where operation is critical for warranty or safety reasons.

2.1.8 Pre-Warranty Conference

Prior to contract completion, and at a time designated by the Contracting Officer, meet with the Contracting Officer to develop a mutual understanding with respect to the requirements of this section. At this meeting, establish and review communication procedures for Contractor notification of construction warranty defects, priorities with respect to the type of defect, reasonable time required for Contractor response, and other details deemed necessary by the Contracting Officer for the execution of the construction warranty In connection with these requirements and at the time of the Contractor's quality control completion inspection, furnish the name, telephone number and address of a licensed and bonded company which is authorized to initiate and pursue construction warranty work action on behalf of the Contractor. This point of contact must be located within the local service area of the warranted construction, be continuously available, and be responsive to Government inquiry on warranty work action and status. This requirement does not relieve the Contractor of any of its responsibilities in connection with other portions of this provision.

2.1.8 As-Built Drawing

As-built drawings are the marked-up drawings, maintained by the Contractor on-site, that depict actual conditions and deviations from the Contract Documents. These deviations and additions may result from coordination required by, but not limited to: contract modifications; official responses to submitted Requests for Information (RFI's); direction from the Contracting Officer; design that is the responsibility of the Contractor, and differing site conditions. Maintain the as-builts throughout construction as [red-lined hard copies on site] [and] [or] [red-lined PDF files].

PART 3 EXECUTION

3.1 SITE REQUIREMENTS

[Add requirements here]

3.2 TECHNICAL REQUIREMENTS

Reference Appendix [X] for project technical requirements. Appendices dictating concept of operations and similar facility layouts are provided for reference only.

3.3 PROJECT SPECIFIC REQUIREMENTS

[Add additional technical or project specific requirements not included in referenced standards at 3.2]

End of Section 01 10 00