

Louis A. Johnson VA Medical Center  
Clarksburg, West Virginia

**SCOPE OF WORK**  
**For**  
**Replace Overhead Paging System**  
**Project # 540-15-109**

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**-- Project Goals --**

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**Project Goals:** Acquisition construction services that will:

- Replace Overhead Paging system throughout entire Clarksburg VAMC campus with security improvements in accordance with the attached drawings and specifications.

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**-- Project Scope --**

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**GENERAL:**

This project is for the acquisition of construction services to replace the overhead paging system throughout the Clarksburg VAMC campus as identified in the attached drawings and specifications. This project will improve patient care, communication, and provider response to emergencies through improved overhead paging and physical security at the Louis A. Johnson VA Medical center.

**SPECIFICS:**

Key Milestones:

- Perform thorough site survey prior to offer; review phasing schedules and submit solicitation RFI's as necessary.
- Contract Award and Notice to Proceed.
- Conduct an NTP and deliver submittals for review and approval.
- Perform demolition and construction based on a cost loaded project schedule.
- Conduct training and submit O&M's, completed as-builts and final deliverables.

**Timeline Focus Points:**

- Safety Program
- Cost Loaded Project Schedule
- Submittals
- Phasing plan

- Coordination drawings

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## **-- Site Investigation --**

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**EXPECTATION:** *Execute a site analysis of the areas directly and indirectly affected by construction activities..*

**Investigate** and review the project requirements:

- It is highly recommended that contractors perform a thorough site investigation prior to offer.
- Within five days after NTP, the contractor shall perform a secondary site walkthrough with Clarksburg Maintenance Staff, Infection Control, Fire Safety Officer, Safety Manager, Contracting officer, and COR to review project planning, ICRA, and project safety.

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## **-- Program Development --**

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**EXPECTATION:** *Produce a schedule and project construction program in accordance with specifications and requirements.*

**Develop** the project construction program and **Maintain** a schedule: Project Calendar Days = 270

The contractor shall submit a schedule not to exceed the total number of performance days identified in the contract. Particular attention should be the preparation and submission of a cost loaded project schedule and project submittals. All submittals should be submitted within 60 days of NTP.

Execution: Execution of work shall not begin until submittals have been approved.

Submittals shall be sent via an Electronic Document Management System that the contractor maintains. Physical samples shall be mailed to the following:  
Louis A Johnson VAMC Attn: Ron Mansfield (138) 1 Med Center Drive, Clarksburg,  
WV 26301 and AE Works LTD, 6587 Hamilton Ave, Pittsburgh, PA 152064147.

(Coordination drawings must be developed, submitted and approved by the A&E prior to performing any work)

- Drawings and Specifications:
  1. Performance is based on the attached drawings and specifications.
  2. All local, state and federal codes apply. When there is a conflict, the more stringent code will apply.
- Project Schedule: The goal of the project schedule is to monitor performance and payment.

The goal is to have a finalized cost loaded schedule within 30 days of NTP. Contractors are expected to conduct a thorough field assessment as well as submission of any necessary RFI's related to design documents and/or field conditions prior to offer.

Safety:

Special emphasis shall be placed on the contractors submission of a project specific safety plan that includes a fire prevention program, environmental plan and lift plan for any crane activities.

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## -- Execution of Work --

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**EXPECTATION:** *Implement construction services in accordance with specifications, codes and requirements. .*

**Provide services:**

- The vendor will begin execution of work upon approval of submittals.
- The contractors work shall be expected to follow a detailed cost loaded project schedule as identified above. All progress payments shall be based on inspections of completed work. Payments requested for work that is not complete or does not meet design requirements will be rejected. If applicable, the contractor shall submit any requests for anticipated stored materials at the NTP meeting. There are specific requirements and documentation to invoice for stored materials.
- Additional notable deliverables:
  1. The contractor shall complete Coordination drawings in AutoCAD format and PDF showing all proposed layouts prior to performing work. The VA shall have 14 days to review coordination drawings. No work shall proceed until coordination drawings for all disciplines are approved.
  2. All components used in this project shall meet specifications and code.
  3. The contractor shall submit red line copies of field as-builts on a monthly basis in PDF format.
  4. The contractor shall provide O&M manuals that include warranties for all modified systems.
  5. The contractor shall establish a training plan for VA staff that addresses all installed systems. Note: Many VA departments work on 24/7 schedules, so a single training session may not be beneficial to include all staff. The contractor will have a choice of multiple training sessions or submitting a professionally recorded DVD of the first training session for staff to review.