

Appendix A

RFP VA BUTLER DOMICILIARY FACILITY

SECTION 00 11 21
REQUEST FOR PROPOSAL TO DESIGN BUILD
DOMICILIARY EXTENDED STAY-IN UNIT
529-311
VAMC, BUTLER, PA

A. PART I - GENERAL

A1. Scope of Contract

Contractor shall provide all labor, materials, tools and equipment, supervision and design-build services necessary for design and construction of Project #529-311, Domiciliary Extended Stay-In Unit and other specific tasks as further defined by this request for proposal (RFP). The contract resulting from this RFP is to provide required design completion for the referenced project and perform construction of completed design. Refer to this specification and attached Design Build/Architect Engineer Scope of Work. (DB/AE SOW)

A2. Definitions

- A. Design-Build (DB) as defined by the Department of Veterans Affairs (VA) is the procurement by the Government, under one contract, with one firm or joint venture (JV) for both design and construction services for a specific project.
1. Contracting Officer: The services to be performed under this contract are subject to the general supervision, direction, control and approval of the Contracting Officer.
 2. Project Manager: The Contracting Officer's representative responsible for administering contracts under the immediate direction of the Contracting Officer.
 3. Resident Engineer: The Contracting Officer's authorized representative at the construction site. When more than one Resident Engineer is assigned to a construction project one is designated as being in-charge and is called the "Senior Resident Engineer". The Resident Engineer is responsible for protecting the Government's interest in the execution of the construction contract work. His duties include surveillance of all construction work to assure compliance with the contract documents, interpretation of the contract documents, approval of changed work, approval of all submittals, samples, shop drawings, etc. The Resident Engineer may issue change orders to the Contractor within the limitations set forth in his delegation of authority from the Contracting Officer.

4. Design Build Contract: This term, as used herein, refers to the Contract(s) to perform the design and construction of the project.
5. Contractor: This term, as used herein, refers to the contractor under this contract or the DB team.
6. AE: This term, as used herein, refers to the Architect-Engineer firm(s) that are a part of the DB team, also referred to as DB/AE.
7. RFP/AE: The firm(s) directly hired by the VA for the preparation of the RFP Documents and to provide other technical assistance to the VA.

B. Selection Procedure - During the review of offers the VA may ask for additional information. The VA may initiate action to award a contract at any point after review of the offers. Therefore, offers should reflect the offeror's best terms both from a technical and cost standpoint. See **FAR 52. 215-1, Instructions to Offerors - Competitive Acquisition (Jan 2004)**.

C. Tentative Schedule:

Request for proposal issued	on/about 2/15/11
Pre-proposal conference	2/10/11
Proposal submitted	3/15/11
Contract award	4/1/11
Notice to proceed	4/8/11
Construction completion/final inspection/ custody receipt	4/2/12

D. Schedule Objectives - The anticipated completion of this project is 360 days after "Notice to Proceed" (NTP). The proposed schedule may be shorter than this, see Part III, C3, 3c.

A3. Cost Range

The anticipated cost range for this project is between 1,000,000 and \$5,000,000.

A4. Pre-Proposal Conference

A pre-proposal conference will be held on (INSERT DATE, TIME, AND PLACE). All offerors, consultants, subcontractors, manufacturers and suppliers are invited to attend. The following agenda is furnished for this meeting:

1. Open meeting;
2. Review of project and design build method for construction contracting;
3. Specifications, Network analysis system and project phasing;
4. General requirements, Solicitation Documents and Offer Submission Procedure;
5. Review of "Buy American Act";
6. Questions and answers;
7. Close; and
8. Site walk through - attendance is optional.

A5. Small Business Conference - N/A

A6. Selection Criteria

- A. General proposals will be evaluated and award will be made on the basis of both cost and technical considerations most advantageous to the government as per FAR Part 15. The following non-price factors shall be used to evaluate offers: Technical Capability; Experience; Past Performance; Management Capability. All four (4) factors are equal in importance. When combined, all non-price factors are significantly more important than price. Responsibility determination will be made in accordance with FAR 9.1, Responsible Prospective Contractors.
- B. Technical Evaluations - The following non-price factors shall be used to evaluate offers: Technical Capability; Experience; Past Performance; Management Capability. All four (4) factors are equal in importance. When combined, all non-price factors are significantly more important than price.
- C. Cost Proposal - Offerors are advised that if the technical proposals are essentially equal, award will be made on the basis of the lowest cost.

B. PART II - RESPONSIBILITIES

B1. VA Team

- B. The VA team is comprised of VA Project Manager/COTR who will be located at the job site, the Chief Engineer and the Contracting Officer. The coordinator/manager of the VA team will be the Contracting Officer and the Project Manager/COTR, who will have Contracting Officer authority.

B2. Design-Build Team:

- A. The DB team includes all J/V partners, Team members, consultants and/or sub contractors to the one SDVOSB firm submitting a proposal. The DB team shall provide Architectural and Engineering disciplines for the preparation of construction documents, and construction contractor capabilities for construction of the project. The prime contractoar must be a SDVOSB.
- B. If the DB Team A/E and contractor are a J/V (not one and the same firm) engineering and other technical consultants shall be subcontractors of the J/V Architect - not the Design-Build construction contractor or sub contractors. If the DB Team A/E and contractor are one and the same firm (not a J/V) those consultants shall be subcontractors of DB firm not the construction subcontractors.
- C. The RFP documents are intended to define existing conditions, certain required items, and design parameters to be included in the project. It is the DB Team's responsibility to complete the documents and construction in a manner consistent with the intent of the RFP documents within the required time period (contract length).

C. PART III - PROPOSAL REQUIREMENTS

C1. General

- A. Proposals shall be based on solicitation documents issued for RFP Solicitation Number VA244-11-RP-0037. Proposals will be in the format stipulated elsewhere in this section.

B. Proposals shall be received before due date SF1442. There will be no public opening of the proposals.

C. Submit sealed offers to:

1. US Postal Service Deliveries:

Department of Veterans Affairs
Butler VA Healthcare System
Attn: Paul Sims/101, Contracting Officer
325 New Castle Road
Butler, PA 16001

2. Commercial Delivery Services / Hand Carry (Monday- Friday, 8:00 am to 4:30 PM):

Department of Veterans Affairs
Butler VA Healthcare System
Attn: Paul Sims/101, Contracting Officer
325 New Castle Road
Butler, PA 16001

D. Technical and Cost sections of the Offers proposals will be evaluated independently. Offeror shall separately bind each section. Each section must therefore be labeled with the Offeror's organization, business address, and VA Project Number. Offerors shall affix their names and return addresses on their envelope/packaging.

E. Carefully follow the SF1442 and section entitled "PRICING". Submit original, three copies, and on a compact disk (CD) to the Contracting Officer of the proposal with a bid guarantee as stipulated in the RFP:

1. Offeror shall submit separate prices as requested in PRICING portion of the RFP
2. Offeror shall include all required Representations and Certifications; and acknowledge receiving amendments by number.

C2. Proposal Revisions (FAR 52.215-1)

A. If determined to be necessary, proposal revisions will be requested from the proposals received. The Contracting Officer will identify those offerors, whose proposals are within the competitive range, considering the selection criteria identified in this section. Negotiations may be conducted with those offerors falling within the competitive range, after which proposal revisions will be requested. Those selected as within the competitive range will be given a reasonable number of days to prepare their proposal revisions. Sealed proposal revisions will be submitted as per Part III.C1.C, above, except as noted below and will be due at a time and place to be determined.

- B. Offerors submitting proposal revisions will not be requested to re-submit any documents which are unchanged from their initial proposals. They should provide necessary changes to individual paragraphs, as briefly as possible, together with a table of contents that clarifies where within the initial proposal the additional information or changed documents would be placed. Proposal revisions shall acknowledge receiving all amendments, by number. A new bid bond shall be submitted only if the final proposal revisions offeror's price proposal is greater than the offeror's initial price proposal.

C3. Technical Proposal Requirements

- A. The proposal shall address the following evaluation factors. Evaluation scores will be based, in order of importance, upon the criteria in Part I, A6:

1. Factor 1 - Technical Capability

a. Submission Requirements

A. Design Drawings.

Submit in 1/8 Scale. The proposal design drawings shall provide the information as follows: proposed Resident Apartment Buildings and location of critical elements indicating general scheme such as tie into existing utility systems and adjacent (existing) buildings. Plan shall be at least 11" x 17".

B. Design Narrative

Provide a clear, concise narrative (not to exceed 2) describing the following building design features: The narrative shall address key design features the DB/AE contractor will address in all areas outlined in SOW and how the (new) buildings will interrelate with the existing buildings. Also note any improvements exceeding the RFP requirements or betterments provided, including an explanation of proposed building systems, as outlined in SOW.

b. Evaluation Criteria

A. Design Drawings

Drawings will be reviewed for Code compliance, thoroughness, functionality, quality of materials, and an understanding of the project requirements. Drawings that exceed the minimum requirements or offer building system preferences listed SOW may receive additional consideration.

B. Design Narrative

The Design Narrative will be evaluated for completeness and thoroughness, by including the building design features of the

RFP as outlined in SOW. Proposals that offer building system preferences and demonstrate a complete understanding of the project requirements in SOW may receive additional consideration. Pages beyond the limited specified in paragraph 5.1.1 B, will not be read or evaluated.

2. Factor 2 -Experience

a. Submission Requirements

A. Prime Contractor Experience

Provide descriptions of up to three recent and relevant contract efforts, including design builds, that are substantially complete or complete within the last 5-10 years, which are similar to this project in size and scope and dollar value. Forms for Prime Contractor Experience are included for your use

and must be typed. Use as many forms as necessary to meet the criteria. Failure to use these forms will result in submission not being evaluated and may result in the offeror's disqualification from award. If the offeror represents the combining of two or more companies for the purpose of this RFP, each company will list project examples. The total submitted by the construction team will not exceed three (3).

B. A/E Design Team Experience

Provide descriptions of up to three recent and relevant contract efforts, including design/build projects, within the past 5-10 years, which are similar to this project in scope and size and complexity. Forms for Design Team Experience are included for your use and must be typed. Use as many forms as necessary to meet the criteria. Failure to use these forms will result in submission not being evaluated and may result in the offeror's disqualification from award. If the design team represents the combining of two or more companies for the purpose of this RFP, each company will list project examples, but the total submitted by the construction team will not exceed three (3). Identify any projects that the prime contractor and proposed design team have accomplished together, either by indicating which of the similar projects identified in response to this submission criterion were completed together or by providing a separate list of projects completed together.

b. Evaluation Criteria

A. Prime Contractor Experience

The SSEB will evaluate both the extent and quality of recent and relevant experience identified in the proposal. Documentation of completion of projects similar in size, scope and dollar value to this project will be considered to have met the minimum requirements of the RFP. Conversely, proposals that do not include substantial evidence that the offeror has experience, qualifications and production capability to successfully prosecute the proposed project will be considered to not meet the

minimum requirements of the RFP. Projects that are not similar in size, scope, and dollar value will not be considered. Previous experiences with design-build projects, previous working relationships with the proposed design team, are not necessary to qualify for award; however, successful recent and relevant experiences in the past 5 years in these areas may receive additional consideration.

B. A/E Design Team Experience

The SSEB will evaluate both the extent and quality of recent and relevant experience as identified in the proposal. Documentation of completion of projects similar in scope, size and complexity to this project will be considered to have met the minimum requirements of the RFP. Conversely, proposals that do not include substantial evidence that the offeror has experience, qualifications and production capability to successfully prosecute the proposed project will be considered to not meet the minimum requirements of the RFP. Projects that are not similar in size, scope, and complexity will not be considered. Previous experiences with contractor and proposed design-build team are not necessary to qualify for award; however, successful experiences in the past 5 years in these areas may receive additional consideration.

3. Factor 3 - Past Performance

a. Submission Requirements

A. Prime Contractor Past Performance

Provide three references for the past performance identified in 5.2.2 A. Reference information should include project name, location, owner's name, point of contact and telephone number. Also include any ratings, letters, awards, etc which support past performance on these projects. The Government may also use other tools such as CCR, Vet Biz, and Dunn & Bradstreet, etc. to gather documentation on past performance. Forms for Prime Contractor Performance are included for your use and must be typed. Use as many forms as necessary to meet the criteria. Failure to use these forms will result in submission not being evaluated and may result in the offeror's disqualification from award.

B. A/E Design Team Past Performance

Provide three references for the past performance identified in 5.2.2.B. Reference information should include project name, location, owner's name, point of contact and telephone number. Also include any ratings, letters, awards, etc which support past performance on these projects. The Government may also use other tools such as CCR, Vet Biz, and Dunn & Bradstreet, etc. to gather documentation on past performance. Forms for Design Team Past Performance are included for your use and must be typed. Use as many forms as necessary to meet the criteria. Failure to use these forms will result in submission not being evaluated and may result in the offeror's disqualification from award.

b. Evaluation Criteria

A. Prime Contractor Past Performance

The SSEB will evaluate the degree of successful completion of the recent and relevant experience identified in the proposal in response to Section 2A, Prime Contractor Experience. Documentation of satisfactory performance of projects similar in size, scope, and dollar value will be considered to have met the minimum requirements of the RFP. Conversely, offers which do not achieve satisfactory performance of projects similar in size, scope and dollar value will not be considered to have met the minimum requirements of the RFP. Projects that are not determined similar in size, scope and dollar value will not be considered. The Government reserves the right to check any or all cited references to verify supplied information and to assess owner satisfaction. The Government may also use other tools such as CCR, Vet Biz, and Dunn & Bradstreet, etc. to gather documentation on past performance. Past Performance will be evaluated in accordance with FAR 15.305(a)(2). Offerors may submit past performance information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant procurement. Offerors without a record of relevant past performance or for whom information on past performance is not available may not be evaluated favorably or unfavorably on past performance and shall receive a neutral rating for Past Performance. Offerors may provide information on problems encountered on the identified contracts and the corrective action taken, if desired.

B. A/E Design Team Past Performance

The SSEB will evaluate the degree of successful completion of the similar experience identified in the proposal in response to Section 2B, Design Team Experience and Past Performance. Documentation of satisfactory performance of projects similar in size, scope, and complexity will be considered to have met the minimum requirements of the RFP. Conversely, offers which do not achieve satisfactory performance of projects similar in size, scope and complexity will not be considered to have met the minimum requirements of the RFP. Projects that are not determined similar in size, scope and dollar value will not be considered. The Government reserves the right to check any or all cited references to verify supplied information and to assess user satisfaction. The Government may also use other tools such as CCR, Vet Biz, and Dunn & Bradstreet, etc. to gather documentation on past performance. Past Performance will be evaluated in accordance with FAR 15.305(a)(2). Offerors may submit past performance information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement when

such information is relevant to the instant procurement. Offerors without a record of relevant past performance or for whom information on past performance is not available may not be evaluated favorably or unfavorably on past performance and shall receive a neutral rating for Past Performance. Offerors may provide information on problems encountered on the identified contracts and the corrective action taken, if desired.

4. Factor 4- Management Capability -

a. Submission Requirements

A. Management Plan

Provide a management plan for the project, not to exceed 2 pages, typed, that describes how your labor, resources, designers, subcontractors and material suppliers will be coordinated and used to ensure successful completion of the project. Describe how you will manage, supervise and coordinate the subcontractors' work and who in the organization will be responsible for this management and coordination. Discuss which resources are available but will not be present at the site. Provide an organizational chart for this project showing home office support, on-site management and the responsible chain of command. Include names of assigned personnel and proposed subcontractors and their areas of responsibility. Joint venture offerors must show the respective areas of responsibility for each partner. Clearly delineate on-site from off-site personnel. Quality Control and Safety should be included in the chart.

B. Schedule/Phasing

Contractor shall furnish a schedule of approximate phasing dates on which the Contractor intends to accomplish the work in each of the specific areas. Arrange such phasing dates as specified in General Requirements Specifications 010000. Phasing/Schedule shall be depicted on a simplified Gantt chart.

C. Evidence of Bonding Capability

Submit information showing offeror's bond ability for this project. Include the name, address and telephone number of the firm's bonding company.

D. Proof of Financial Ability.

Submit Proof of Financial Ability by providing Dunn & Bradstreet's Supplier Qualifier Report.

b. Evaluation Criteria

A. Management Plan

Comprehensive plans that demonstrate a clear understanding of the work and ability to coordinate resources to ensure

successful pursuit of the work will be considered to meet the RFP requirements. Plans that do not demonstrate a clear understanding of the work, that do not demonstrate a capability to coordinate resources, or that do not demonstrate appropriate excess capacity will be considered to not meet the RFP requirements. The SSEB will evaluate the clarity, adequacy, capabilities and strengths of the offeror's organizational chart or managing a successful project. An organizational chart that clearly depicts a highly qualified on-site team supported by appropriate resources off-site and that clearly defines responsibilities will be considered to meet the RFP requirements. Charts that are confusing, cluttered with duplicative entries, or that do not clearly define responsibilities will be considered to not meet the RFP requirements.

B. Schedule/Phasing

Schedule that follows phasing parameters as specified in General Requirements Specifications 01 00 00, 1.6 H and reduces downtime of indicated areas will be considered to meet the RFP requirements.

C. Evidence of Bonding Capability

Bonding information will be reviewed to determine the offeror's ability to obtain the required Performance and Payment Bonds. Ability to obtain the level of bonding required by the solicitation from an acceptable surety is required for a satisfactory rating.

D. Proof of Financial Ability.

The offer shall have a Dunn and Bradstreet Supplier Qualifier score between one and six.

D. PART IV - POST AWARD REQUIREMENTS

D1. Construction Document Preparation:

A. Design Review Submissions:

1. The Design-Build Team A/E (DB A/E) shall prepare and submit complete construction documents for review and approval by the VA in accordance with standard professional practice, the Department of Veterans Affairs RFP (VA RFP), and prevailing codes.
2. The documents may be divided into multiple review submission packages. The VA will review as many as six (6) package submissions (examples: demolition, civil, architectural, structural, mechanical, Electrical, plumbing etc.) to facilitate the start of construction.
3. The attached (DB/AE SOW) shall be utilized as a basis to develop specifications and drawings. All design performed under this

contract shall build upon those documents. All submission packages will be reviewed at Schematic, 50%, 75% and 100%. The 100% review submission packages will incorporate the final review comments from the 75% review. If any package is not complete for the required stage a post review may be required the cost of which will be borne by the DB Team.

4. Each review submission package shall include 3 hard copy sets and 1 set on CD-ROM. The package will include an index of drawings (by sheet number and title) and specifications (by section number and title) submitted. The packages will be distributed to the VA Project Manager/COTR, and others as determined to be appropriate by the VA Project Manager.

B. Design Review Meetings:

1. A review meeting to resolve design issues will be held for each design review package submitted. The meeting will include discussion of VA comments on functional relationships and technical peer review comments (by others).
2. Participants will include RFP A/E, VA Staff and DB team members as appropriate for the specific package to be reviewed and others. The DB team members will each allow for (1) full day for each discipline/package design review meeting. DB team management will be present at each review meeting.
3. The DB team shall allow a minimum of ten (10) working days for each review cycle. A cycle includes:
 - a. The VA's receipt of the design review submission package.
 - b. The review meeting.
 - c. DB teams receipt of comments from the VA, either electronically, by fax, or by hard copy delivery.
4. Coordination of the review meeting schedules will be the responsibility of the VA Project Manager (for the VA and RFP AE) and the DB Team Project Manager (for the DB Team). See section H. Quality Assurance/Quality Control.

C. Electronic Media:

1. Design review submission drawings and final Construction Document submission drawings will be executed in electronic format AutoCAD version 2009.
2. The drawings included in the VA RFP will be available to the DB team in electronic format in AutoCAD version 2009 for use in preparing

the construction drawings. Since data stored on electronic media can deteriorate undetected or be modified without the RFP Architect/Engineer's knowledge, the CADD drawing files are provided without warranty or obligation on the part of the RFP Architect/Engineer as to accuracy or information contained in the files. The user shall independently verify all information in the files. Any user shall agree to indemnify and hold the RFP Architect Engineer harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the CADD drawing files.

3. Design review submission specifications and other 8 1/2 by 11 formatted material and final Construction Document submission specifications and other 8 1/2 by 11 formatted material will be executed in electronic format Microsoft Office Word, latest edition.
4. The specifications included in the VA RFP shall be available to the DB team in electronic format in Microsoft Word, latest edition for use in preparing the construction specifications. Since data stored on electronic media can deteriorate undetected or be modified without the RFP Architect/Engineer's knowledge, the CADD version 2009 drawing files are provided without warranty or obligation on the part of the RFP Architect/Engineer as to accuracy or information contained in the files. The design builder shall independently verify all information in the files and shall agree to indemnify and hold the RFP Architect Engineer harmless from any and all claims, damages, losses, and expenses including, but not limited to, attorney's fee arising out of the use of the electronic files.
5. The construction record drawings shall be completed in AutoCAD version 2009.
6. Construction shop drawings are not required to be completed in AutoCAD version 2009.

D. Professional Licensing:

1. The DB A/E who prepares the construction documents shall be a professional architect or engineer licensed in the state in which the design work is completed.
2. The professional seal indicating such license by the state shall appear on the final construction documents. The architect whose seal is shown will be known as the Architect of Record. The DB A/E shall certify compliance with the VA RFP and all applicable codes.

E. Approved Construction Documents:

1. The final construction document submission package will be submitted by the DB team for approval by the VA after completion of the 100% review cycle for the final package to be submitted by the DB team. The VA will have 5 days to take approval action.
2. The final construction documents submission package will include a full set of construction documents including all disciplines/packages.
3. The final construction documents submission package will incorporate all VA supplied comments from the earlier 50%, 75% and 100% submission package reviews and will comply with the VA RFP.
4. If the final construction documents submission package is not complete a post submittal may be required the cost of which will be borne by the DB Team.
5. The approved final construction documents include such details that the project can be constructed and will be used for construction of the project.
6. See PART IV, D2 CONSTRUCTION PERIOD SUBMITTALS for Approved Construction Document distribution.

F. Construction Drawing Preparation - Mandatory material and equipment schedules and details may be indicated either on the drawings or in the specifications, at the option of the DB team. The construction drawings shall include a coordinated set of the following *:

1. Civil engineering drawings including demolition plans, grading and drainage plans, paving plans, utility plans, schedules calculations and details.
2. Landscape drawings including demolition plans, landscape plans, plant schedule and list, special landscape elements, proposed materials to be used for each special landscape element, calculations and details.
3. Structural drawings including foundation plans, framing plans, schedules, and details, including general notes and all calculations.
4. Architectural drawings including floor plans, building elevations, building sections, wall sections, reflected ceiling plans, stair details, toilet and bath details, door schedules and details, window schedules and details, room finish schedules, auto transport and other details.

5. Fire protection drawings including floor and roof plans, riser diagrams, equipment schedules, and details, including general notes calculations and all related calculations.
 6. Plumbing drawings including floor and roof plans, riser diagrams equipment schedules, plumbing fixture schedules, and details, including general notes, and all related calculations.
 7. HVAC drawings including floor and roof plans, one-line flow diagrams, equipment schedules, and details, including general notes and all related calculations. Also provide sections for mechanical equipment rooms and sequence of operation for all HVAC equipment.
 8. Electrical drawings including site demolition plans, site, floor and roof plans (power, lighting, and other systems), one-line diagrams, panel schedules, equipment schedules, light fixture schedules calculations and details.
- F. Construction Specifications - Project specifications shall include specifications for all products, materials, equipment, methods, and systems shown on the construction drawings in accordance with standard professional practice and the VA RFP. The specification submitted for review shall include:
1. The name of the manufacturer, the product name, model number, or other identification as appropriate to clearly identify the product that will be used in the construction of the project;
 2. Other data as appropriate to clearly identify the product that will be used in the construction of the project i.e. shop drawings, product data, and samples as required by the VA RFP documents; and
 3. The required stamp of the licensed architect or engineer of record will be considered as certification of compliance with the RFP requirements.
- G. Design Requirements - Compliance with codes and standards.
1. Project design shall be in compliance with applicable standards and codes described in VA Program Guides and design materials included or referenced in the solicitation materials.
 2. See Section E. Approved Construction documents, above, for required inclusion of design review comments.
 3. In the design of new building and alteration work under this contract, the DB team shall consider all requirements (other than procedural requirements) of:
 - 1) Zoning laws:

- 2) Environmental and erosion control regulations; and
 - 3) Laws relating to landscaping, open space, minimum distance of a building from the property line, maximum height of a building, historic preservation, and esthetic qualities of a building. Also similar laws, of the State and local political division, which would apply to the building if it were not to be constructed or altered by the U.S. Government.
 4. The DB team shall consult with appropriate officials of the Federal, state, and political subdivision, and submit plans under the rules prescribed by those reviewing authorities. The A/E and VA shall give due consideration to the recommendations of the referenced building officials. VA will also permit inspection by the officials described above during the construction period in accordance with the customary schedule of inspections in the locality of the building construction. Such officials shall provide VA with a copy of the schedule before construction begins or give reasonable notice of their intention to inspect before conducting an inspection.
 5. The DB team shall provide prompt, written notification to the Contracting Officer concerning conflicts with, or recommended deviations from codes, laws, regulations, standards, and opinions of review officials as described above. No work altering the scope of this contract shall be undertaken prior to receipt of written approval from the Contracting Officer.
 6. No action may be brought against the DB Team or VA and no fine or penalty may be imposed for failure to carry out any of the previously described recommendations of Federal, state, or local officials. VA and its contractors, including RFP A/E, shall not be required to pay any amount for any action taken by a state or political division of a state in carrying out functions described in this article, including reviewing plans, carrying out on-site inspections, issuing permits, and making recommendations.
 7. The DB team shall advise the Contracting Officer of any variances with the applicable Department of Labor, Occupational Safety and Health Standards, for occupancy requirements.
- H. Quality Assurance/Quality Control:
1. To reduce design errors and omissions, the DB team shall develop and execute a QA/QC plan that demonstrates the project plans and

specifications have gone through a rigorous, thorough review and coordination effort.

2. Within 2 weeks of receipt of Notice to Proceed, the DB Team will submit a detailed QA/QC plan describing each QA/QC task that will be taken during the development of the various design submission packages and the name of the DB Team member responsible for QA/QC.
 - a. Upon its completion each task shall be initialed and dated by the responsible DB Team member.
 - b. A 100% completed QA/QC plan shall be submitted with the final construction document submission package.

D2. Construction Period Submittals

- A. The DB contractor shall distribute a total of 3 sets of the approved construction documents prepared by the DB Team to the VA, as directed by the VA Project Manager/COTR.
- B. Other submittals - The DB team shall submit test results, certificates, manufacturer's instructions, manufacturers field reports, etc. as required by the VA RFP specifications, to the VA R/E.
- C. Project record drawings - The DB team will maintain a set of construction documents (field as-built drawings) to record actual construction changes during the construction process as required by the RFP specifications. The project record drawings will be available for review by the VA Resident Engineer at all times.
- D. Shop drawings and submittals - The DB A/E shall check government furnished and/or the DB construction contractor's shop drawings, detail drawings, schedules, descriptive literature and samples, testing labor-laboratory reports, field test data and review the color, texture and suitability of materials for conformity with the RFP Documents and construction documents. The DB A/E shall recommend approval, disapproval, or other suitable disposition to the VA RE. The VA RE will have final approval authority. The DB AE shall evaluate the submittals with reference to any companion submittals that constitute a system. When necessary, the DB A/E will request the DB Construction Contractor to submit related components of a system before acting on a single component. Should this procedure be inappropriate, the DB A/E shall review all prior submittals for related components of the system before acting on a single component. The DB A/E may be required to hold joint reviews with the VA technical staff and /or the RFP AE on complicated system submittals. The DB A/E shall notify the VA Resident Engineer

(RE) in writing of any and all deviations from the requirements of the construction documents that he has found in the submittals.

D3. Project Close-Out

The DB team shall comply with the requirements in the "General Conditions", Section 01001, and "General Requirements", Section 01010, for submission of final RFP as built drawings, manuals, and other documents as noted. Required as built drawings and specifications will be submitted in the same format required for the construction documents.

D4. Site Visits and Inspections

During the construction period the DB A/E shall make weekly visits to the project site when requested by the Resident Engineer (RE). The Resident Engineer (RE) may also request visits for special purposes. Only registered architects and engineers thoroughly familiar with the project may make these site visits. The Resident Engineer (RE) has the prerogative to determine the professional discipline(s) required for any visit. The DB A/E shall observe the construction, advise the Resident Engineer of any deviations or deficiencies or solutions to issues discussed. A site inspection report which includes the purpose of the inspection, items reviewed, deficiencies observed, recommendations and additional actions required, shall be furnished to the Project Manager/COTR within three work days following the site visit date.

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Appendix B

DESIGN BUILD ARCHITECT ENGINEER SCOPE OF WORK

VA Medical Center
Butler, PA 16001

Design Build/Architect Engineer Scope of Work for Project # 529 -311

Domiciliary Extended Stay-In Unit Replacement

Construction Budget: Cost Range - \$2,000,000 to \$5,000,000
Construction Bid Documents: 55 DAYS AFTER NTP
Construction Completed: 305 DAYS AFTER NTP
Contracting Officer: PAUL SIMS

-- Services --

Provide professional Design Build/Architect Engineer (DB/AE) services to include:

- Site Investigation-architectural, structural, mechanical, plumbing, electrical and environmental
- Preliminary plan for area shown on **Attachment A**
- Working drawings and modify specifications
- Construction period services - review of submissions, provide recommendations regarding contractor change proposals, visit site per Veteran's Administration (VA)'s request and add to drawings as-built conditions from contractor's record drawings. DB/AE will respond on site within a two-hour period when requested. Geo-Technical company shall monitor daily during excavation.
- All labor, materials, equipment and supervision to perform site preparation work for new Domiciliary(DOM) Treatment Program Residential Apartment Buildings at the Butler VA Healthcare System.
- A/E contractor to provide F.T.P. site for use throughout duration of project. Site must remain open until final payment. This site is intended for DB/AE contractor for all submittals including shop drawings and as-builts. DB/AE contractor must also submit hard copies to VA for Design Review Drawings & Construction Documents.
- The DB/AE Contractor must comply with VA Green Energy Management System (GEMS) program as per specifications 017419 & 01001.
- The DB/AE Contractor must submit and comply with VHA(Veterans Health Administration) Safety & Fire Protection Program to have drawings submittals reviewed by VA at 50% & 100% submissions Reviews based on VA standards, codes and regulations

-- Project Scope --

GENERAL

The project type is Design Build (utilizing the "Procedures for submittal of offers and proposal evaluation criteria") where the contractor is the contracting entity supported by architectural and engineering services (DB/AE). The DB/AE will provide professional architectural and

engineering and construction services for the project including general construction, earth moving, concrete and asphalt paving, planting, HVAC(Heating, Ventilation, Air Conditioning), Plumbing, Fire Protection, Electrical, Communications, Electronic safety and security, storm drainage, sanitary sewer, water service, natural gas service, exterior electrical work, removal of certain existing site improvements & tie in to existing utilities of certain mechanical, electrical, plumbing.

The purpose of the project is to provide two (2) two story (4 units each, 6,700 square feet each) to accommodate and consolidate the Domiciliary Treatment program, and to match the existing structures, at the location of the site of construction, as shown in this document. Tie into existing utility systems as shown. **See Attachment A.** This will consolidate the 56 bed domiciliary program into one contiguous treatment area and will provide for more efficient coordination of the Veterans health services.

SPECIFIC

The project design and construction area shall include, but not be limited to, design and construction for two- two story 4 units each with 16 beds (total) domiciliary residence apartment buildings. All work will include specifications and working drawings, structural, mechanical, electrical, plumbing, architectural drawings and site modifications, to comply with all **Americans with Disabilities Act (ADA)** & Uniform Federal Accessibility Standards (UFAS) requirements, and all applicable standards. All utility systems will tie into the utility systems currently being installed under a separate project. All exterior finishes to match existing buildings adjacent to site location.

Itemized Summary of Work

ARCHITECTURAL:

- Two (2) two story building with 2 (residential type) apartments on each floor, all 4 apartments accessed from a common stairway. Gross area approx. 6,700 SF on two floors each building. Each apartment provides 4 beds. Building construction will be Type V 000 per National Fire Protection Association (NFPA)5000 requirements.
- Mechanical rooms off great rooms
- Laundry closet between kitchen and entry in all units.
- Room at center of building: First Floor: fire protection / domestic water service entrance and twin gas-fired domestic water heaters to serve entire building; Second Floor: Four furnaces, one for each unit.
- Electrical closet under stair.
- Building construction will be Type V 000 per NFPA 5000 (2006) requirements. This generally includes wood stud wall framing for exterior walls with masonry veneer or exterior panels. Roof framing will be pre-engineered wood trusses with a plywood roof deck.
- Second floor framing will be wood joists.

- Building foundations will be concrete spread footings with masonry foundation walls. Where subsurface conditions require, depth of footing will extend to levels of competent bearing.
- At exterior walls, masonry areas will be face brick with red/brown range to be compatible with other campus buildings.
- Exterior wall panels will be fiber-cement composition. Windows to be aluminum clad wood windows (metal on exterior, wood on interior).
- Roofs are asphalt shingle.
- The floor structure for the (2) two story buildings will be comprised of wood I-Joists with a plywood floor decking.
- Door hardware – At building entrances and bedrooms supply network switches and programming and electrical to support VA supplied access control and alarm management system.

HVAC:

- The design will incorporate constant volume furnaces for the two (2) apartment buildings. The system will have a split system Gas furnace with DX(Direct Expansion) cooling coil with a remote condenser. Independent toilet ceiling exhaust fans are used for each apartment.
- All systems shall be DDC (Direct Digital Control) based and be connected to the campus control system. The furnaces, condensers, and apartment temperatures shall be connected to the DDC for start/stop status, failures, and space temperature adjustability and monitor reading.

ELECTRICAL:

- An existing 208/120 volt service is provided in Building D via a 500 KVA (Kilovolt Ampere) pad mounted transformer. Each of the two (2) Apartment buildings will be served by 208/120 volt feeder, originating from the existing Building (D). Each Apartment suite will have its own 150 ampere, 208/120 volt panelboard for lighting, receptacles, kitchenette equipment, and HVAC equipment. New distribution panels shall be sized to meet the anticipated loads with approximately 25% spare capacity
- All new mechanical equipment, fans, AHU (air handling units), pumps, domestic water heaters, etc. will be 208 volt and feeders shall be extended from new 208 volt, 3 phase distribution panels.
- New 120 volt lighting and controls will be installed throughout. Controls will be a combination of local switches and occupancy sensors with override switches.
- Exterior lighting shall be installed for building egress at exit doors and wall mounted fixtures will be located around the perimeter of the building for security and safety. Exterior lighting shall be controlled by photocells with a timer override.
- New hospital grade duplex receptacles will be installed. Devices near sinks or damp areas will be ground-fault type. Devices in the bedroom areas shall have arc-fault protection via panelboard mounted branch circuit breakers. Dedicated power

outlets shall be provided for equipment as necessary. All devices will be flush mounted where possible. Normal/emergency receptacles will be provided where required by the VA or applicable codes.

- In keeping with the "Residential" nature of the apartments wiring in these buildings will be mostly MC (Metal Clad) cable with some EMT(Electrical metallic tubing) conduit used as needed. Where applicable wiring will be installed below the concrete ground floors using PVC(Polyvinyl chloride) conduit filled with copper wiring as per all NEC(National Electric Code) and VA criteria, and all applicable code requirements.
- The existing campus telephone/data system will be extended to the new buildings as necessary. All apartment bedrooms shall have data outlets and wiring. All apartment living rooms shall be provided with one (1) voice and one (1) data drop. All cabling shall be Category 5E installed concealed and all outlets shall be flush mounted. All cables shall be terminated on punch down blocks by the Electrical sub-contractor in the telephone/data closets. All work shall be coordinated with the facility Office of Information and Technology(OI&T) department.
- The Apartments will be served by signal loops from Building D. Fire detection and notification devices will be installed in Building D and the Apartments as required by the appropriate NFPA standards. Tie into existing Simplex fire alarm panel located in existing Building D; Supply and install new NAC(Network Access Control) panel in each apartment; Supply and install new strobes, speakers, tamper switch, water flow switch, smoke alarms, pull stations, all in accordance with NFPA and VA codes and requirements; Install twisted shielded cable/wiring to each building for pull stations located inside entrances.
- "Hotel" type access controls will be installed at the entrance to each apartment suite. Video cameras shall be provided in all buildings at entrance doors, corridors, common areas and building perimeters. Provisions for future security cameras will be installed in each apartment bedroom. Locations for security devices, cameras, inside and outside the apartments will be as directed by the VA. Install fiber optic cable between buildings.
- Lightning Protection System will be provided at the perimeter of the roof of all the new buildings.
- Each apartment suite shall have a TV(Television) cable outlet in the great room and provisions for future TV cabling in each bedroom.
- A building grounding system shall be provided around the perimeter of each building.
- Ground rods shall be installed as required.

PLUMBING:

- The apartments are being developed as gravity sanitary sewer systems. All systems will be collected into the existing manhole. Tie into existing water line. This will enable to tap the new line twice at each apartment. (Separate water and fire entrance at each building).
- Natural gas will be run at high pressure around the project. At each entrance the gas will rise above grade with a gas cock and pressure regulator. The pressure will be reduced down to 14" w.c. All water heaters and HVAC equipment will be gas fired.

- Domestic hot water in each type building will be provided by Duplex underfired high efficiency heaters. All systems will be provided with a pumped recirculated system.

FIRE PROTECTION:

- A separate fire water entrance will be provided to each building. Final building layouts will determine the number of sprinkler zones per building that will be required.

INTERIOR FINISHES (matching existing buildings)

- Walls – Paint
- Flooring -
 - carpet tiles in bedrooms
 - wood plank vinyl in great room/kitchen/laundry/closet
 - paint in mechanical closet
 - ceramic tile in bathrooms
- Vinyl baseboard
- Kitchen millwork – plastic laminate
- Ceiling tiles - acoustical

SITE: See attached Geo-Technical report completed by Garvin Boward Engineering, Inc.



Domiciliary Geo Tech
Reports - Reduced Fil

STATEMENT OF UNIT PRICES: The Government is aware of a condition of expanding soil material. The Government intends to establish a fixed unit price for each of the items listed below. The actual cubic yard or square foot will be determined in conjunction with the geotechnical engineer post-award. The following prices are to be included within the bidders line item pricing. The unit pricing will be used for modification purposes (if applicable) when more than the allowed quantities are discovered. This modification must be authorized by the Contracting Officer prior to any additional removal.

PRINT OR TYPE WRITTEN AMOUNT FOLLOWED BY NUMERICAL AMOUNT. THE AMOUNTS STATED MUST BE A TOTAL PRICE FOR THAT ITEM. DO NOT STATE THE DEDUCT AMOUNT.

UNIT PRICE NO. 1: Lean, Sulfate-Resistant, Concrete Fill. Provide excavation and lean, sulfate-resistant, concrete fill below footings as indicated in structural foundation details and as recommended, on-site, by the geotechnical engineer. Allowance quantity to be included in Base Bid 375 cubic yards. **Unit of Measurement: Cubic Yard.** **UNIT: CUBIC YARD** **UNIT PRICE NO.1: __**

UNIT PRICE NO. 2: Footing Trench Seal. Provide excavation and the sulfate-resistant concrete footing trench seal as indicated in the detail on Drawing S-5.1R. Allowance quantity to be included in: Base Bid: 300 square feet: **Square Foot of Concrete Seal surface Area.**

UNIT: SQUARE FOOT **UNIT PRICE NO.2: _____**

UNIT PRICE NO. 3: Utility Trench Floor Seal. Provide excavation and the sulfate-resistant concrete utility trench floor seal as indicated in detail on Drawing L-7.1R. Allowance quantity to be included in: Base Bid: 1,575 square feet; **Unit of Measurement: Square Foot of 3" Concrete Mudmat Floor surface Area** **UNIT: SQUARE FOOT** **UNIT PRICE NO.3: _____**

UNIT PRICE NO. 4: Utility Trench Wall Seal. Description: Provide excavation and the sulfate-resistant concrete utility trench side wall seal as indicated in detail on Drawing L-7.1R. Allowance quantity to be included in: Base Bid: 8,400 square feet; **Unit of Measurement: Square Foot of 8" Concrete Wall surface Area**

UNIT: SQUARE FOOT **UNIT PRICE NO.4: _____**

UNIT PRICE NO. 5: Existing Unsuitable Fill. Remove, dispose, and replace existing unsuitable fill located in the planned building footprint as specified in Section 31 20 00 Earth Moving. (Unsuitable fill is that which is determined by the geotechnical engineer). The replacement material shall consist of suitable fill material placed and compacted as described for fill beneath the building. Allowance quantity to be included in: Base Bid: 600 cubic yards. **Unit of Measurement: Cubic Yard**

UNIT: CUBIC YARD **UNIT PRICE NO.5: _____**

--Site Investigations --

EXPECTATION: *DB/AE team will make site visits as necessary to survey existing conditions.*

Make site visits as required to determine existing as-built conditions affecting this project. **Note:** Information including drawings and other documentation provided to the DB/AE team is used as reference only. All additional references and specifications are available on the internet at address www.cfm.va.gov/CFM/TIL . The DB/AE team shall field verify every aspect that relates to the project. **Coordinate** visits with the Program Manager/COTR, Jude Spurdute.

-- Design Review Schedule --

EXPECTATION: Submit review package so they are received on the noted day.
Notice to Proceed (NTP)

All times
after NTP

Project Design Team (PDT) meeting	at NTP meeting	
Schematic Submission	on or before	10 days
Construction Documents/50% design	on or before	20 days
Construction Documents/75% design	on or before	35 days
Construction Documents/100% design	on or before	50 days
Final Construction Bid documents	on or before	55 days

Note: A/E will be required to attend Project Design Team (PDT) Meetings. The PDT meeting will be considered the return of the review.

-- Design Requirements/Submissions --

EXPECTATIONS: *Submit complete review package.*

Deliver all design packages directly to Facility Management, Bldg. 46 on the established dates to allow the VA Project Development Teams to meet as scheduled.

Include all information as follows and as outlined in the attachments for each submission.

Depending upon the complexity of the design, COTR(Contracting Officers Technical Representative) may elect to delete design submissions and add gained time to the construction the process.

Schematic Submission: See Attachment B Schematic Submission Requirements

- Provide proposed layout for areas shown in Attachment A and as outlined at the initial PDT meeting.
- Achieve a consensus on design approach and Phasing Plan.

50% : Submission Requirements See Attachment - C

- Define the design elements based on selected option
- Identify Working Drawings scope within the construction budget .
- Modify existing plans and modify existing specifications to meet all applicable federal and state codes/requirements, i.e. OSHA (Occupational Safety and Health Agency), DER (Department of Environment Resources, State of Pennsylvania), EPA(Environmental Protection Agency), NEC, NFPA 101 Life Safety Code and other standards/requirements listed in **Attachment - G** and use other VA guidance in **Attachment - H** and **Engineering Guide for Fire Protection Design, Attachment - G**.
- Identify any phasing which is required during construction.
- Prepare design calculations.

Construction Documents Submission (CD)/75%: See Attachment - D

- Submit a complete document of all contract requirements.
- Address and correct all discrepancies found during 50% PDT meeting into plans and specifications.

Construction Documents Submission (CD)/100%: See Attachment – E

- Submit a final document of all contract requirements.
- Address and correct all discrepancies found during 50% PDT meeting into plans and specifications.
- Address all comments from the VISN (Veterans Integrated Service Networks), Safety & Fire Protection Review.
- Finalize phasing plans for construction.

Final Construction Bid Documents Submission (CD)/100%: See Attachment F

Submit a complete document of all contract requirements (both hard copies and on CD disk)for approval signature.

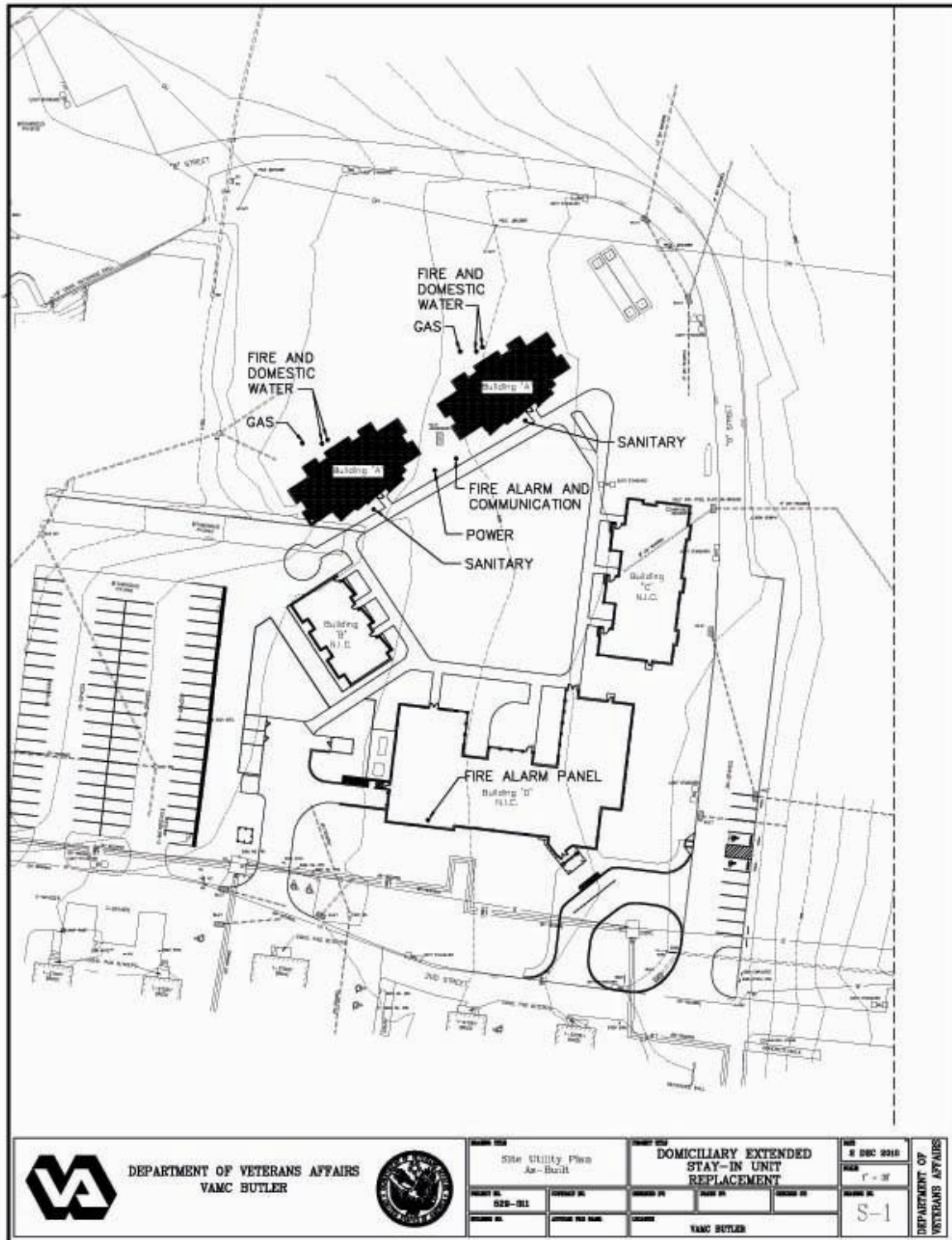
Construction Period Services

Expectations: *Respond to submittals and other requests in a timely manner.*

Design &Construction work shall not exceed 360 calendar days after the notice to proceed date.
Follow all VA regulations and the attached 01 00 00 and 0010 11 specifications.

ATTACHMENT A

Footprint of Renovated Space



Attachment B

Schematic Design Requirements

Deliver the following and include this attachment as a checklist with your submission:

(All submissions to be uploaded to the contractor FTP site on the same day.)

- 1 copy of narrative report forwarding the schematic submission addressing items listed in the design requirements and any additional DB/AE recommendations.
- 1 copy of preliminary cost estimate for each option being considered.
- 1 copy of schematic design.
- 1 copy of drawings in AutoCAD 2009 and Portable Document Format(PDF) format on Compact Disk (CD).

Attachment C

50% Submission Requirements

Deliver the following (labeled with 50% submission) and **include** this attachment as a checklist with your submission: *(All submissions to be uploaded to the contractor FTP site on the same day.)*

- **1 copy** of a narrative report forwarding the schematic submission 50% submission addressing items listed in the design requirements and any additional DB/AE recommendations. The report should include recommended construction phasing based upon discussions with the program manager, and any design calculations or analysis.
- **1 set** of drawings updating all previous comments required by project, produced on Auto CAD 2007 software.
- **1 copy** of custom edited VA Master Specifications of sections to be used for this project and a master submittal list identifying all the submittals required to be submitted by the contractor for review.
- **1 copy** of drawings in AutoCAD 2009 and PDF Format and specifications in latest version of Microsoft Word on (CD).

Attachment D

75% Construction Documents Submission Requirements

Expectation: *Submit complete bid document package ready for solicitation.*

Deliver the following (labeled with 75% submission) and **include** this Attachment as a checklist with your submission: *(All submissions to be uploaded to the contractor FTP site on the same day.)*

- **1 copy** of a narrative report forwarding the 50% submission addressing items listed in the design requirements and any additional DB/AE recommendations. The report should include recommended construction phasing based upon discussions with the program manager, and any design calculations or analysis.
- **1 set** of drawings updating all previous comments required by project, produced on AutoCAD 2009 software.
- **1 copy** of custom edited VA Master Specifications of sections to be used for this project and a master submittal list identifying all the submittals required to be submitted by the contractor for review.
- **1 copy** of drawings in AutoCAD 2009 and PDF Format and specifications in latest version of Microsoft Word on (CD).

Attachment E

100% Construction Documents Submission Requirements

Expectation: *Submit complete bid document package ready for solicitation.*

Deliver the following (labeled with 100% submission) and **include** this Attachment as a checklist with your submission: *(All submissions to be uploaded to the contractor FTP site on the same day.)*

- **1 copy** of a narrative report forwarding the 75% submission addressing items listed in the design requirements and any additional DB/AE recommendations. The report should include recommended construction phasing based upon discussions with the program manager, and any design calculations or analysis.
- **1 set** of drawings updating all previous comments required by project, produced on AutoCAD 2009 software.
- **1 copy** of custom edited VA Master Specifications of sections to be used for this project and a master submittal list identifying all the submittals required to be submitted by the contractor for review.
- **1 copy** of drawings in AutoCAD 2009 and PDF Format and specifications in latest version of Microsoft Word on (CD).

Attachment F

Final Construction Documents Submission Requirements

Expectation: Continue to submit until all changes are incorporated by the DB/AE for final signature. Upon approval duplicate copies as required

Deliver the following and include this attachment as a checklist with your submission:
(All submissions to be uploaded to the contractor FTP site on the same day.)

- **1 set** of all drawings required by project, produced on AutoCad 2009, for signature. VA will return the signed Cover Sheet (CS) to contractor. Contractor will scan CS and resubmit to VA electronically.
- **1 copy** of final project specifications prepared on Microsoft Word software. Include a master submittal list in the specifications.
- **Upon signature approval, provide 2 sets of final project drawings (set =1 full size, 1 half size).**
- Including signed CS.
- **2 CD's containing:**
- All drawings in AutoCAD 2009.
- All drawings in PDF.
- All specifications in Microsoft Word.
- All specifications in PDF.

Attachment G

Standards/Codes/Requirements/Regulations

Meet all applicable and most current federal and state codes/requirements, i.e.:

OSHA - Occupational Safety and Health Agency

EPA - Environmental Protection Agency

DER - Department of Environment Resources, State of Pennsylvania

NFPA 101, Life Safety Code

JCAHO - Joint Commission of Accreditation of Healthcare Organizations/and or TJC – The Joint Commission.

AHERA - Asbestos Hazard Emergency Response Act

NESHAPS - National Emissions Standards for Hazardous Air Pollutants Asbestos Standards

NFPA - Applicable codes published by the National Fire Protection Association

Design using the following VA publications (copies are available upon request from VA Engineering Service, VAMC, Butler or on the internet address

www.va.gov/facmgt/standard/va_stds.htm):

[PG-18-1](#) Master Construction Specifications

[PG-18-3](#) Design and Construction Procedures

[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 Guides

[PG-18-14](#) Room Finishes, Door, and Hardware Schedules

[PG-18-15](#) A/E Design Submission Requirements

[PG-18-17](#) Environmental Compliance Manual

[H-7545](#) VA Cultural Resource Management

Attachment H

Other VA Requirements

Site Investigation:

Prearrange site investigations so VA personnel most familiar with the area involved can be made available.

Design:

Use VA furnished AUTOCADD 2009, to develop title blocked drawings 30" X 42".

Project will have a cover sheet. Use VA furnished layout for the project cover sheet. DB/AE will fill in the items on the cover sheet accordingly.

Design around American products per the "Buy American Act".

Make floor plans a minimum scale 1/8" = 1'-0" and details 1/4" = 1'-0".

Develop project specifications based on PG-18-1, VA Master Construction Specifications, which are available on the Internet.

Edit Master Specifications to include only items that pertain to this project.

Identify specifications with a footer on every page that includes the project number and the specification page number.

Develop specification index, which lists all sections including the number of pages in each section.

General

Record drawings must be provided and be signed and stamped by the A/E.

Keep minutes of all meetings attended concerning this project and distribute to meeting attendees within 3 days of the meeting.

All direction for the project will be received through the Project Manager or the Contracting Officer.

PROCEDURES FOR SUBMITTAL OF OFFERS AND PROPOSAL EVALUATION CRITERIA

1. Overview.

1.1 The intent of this solicitation is to select one contractor to provide professional Design Build /Architect Engineer (DB/AE) services per attached Scope of Work (SOW) for: Project #529-311, Domiciliary Extended Stay In Unit Replacement.

1.2 The Government intends to use the “Best Value” tradeoff process source selection approach in accordance with FAR 15.101-1. Award will be made to the responsive responsible offeror whose offer in conformance with this solicitation, results in the best value to the Government, price plus other factors considered. Award of this contract is subject to the availability of funds in accordance with FAR 52.232-18, “Availability of Funds.” The Contracting Officer will award a firm fixed price contract to the responsive responsible offeror whom the Source Selection Authority determines conforms to the solicitation, is fair and reasonable and offers the best overall value to the Government, all factors considered. The Government reserves the right to accept other than the lowest priced offer or to reject all offers.

2. Submittal of offers.

2.1 Offerors submitting proposals for this project should limit submissions to data essential for evaluation of proposals so that a minimum of time and monies will have been expended in preparing information required herein. However, in order to be effectively and equitably evaluated, the proposals must include information sufficiently detailed to clearly describe the offeror's experience, technical approach, and management capabilities to successfully complete the project. Proposals should follow in the order of sequence set forth in the Request For Proposal (RFP). Information provided out of sequence may not be evaluated and may result in the offeror's disqualification from award. Requirements stated in this RFP are minimums. Innovative, creative or cost-saving proposals that meet or exceed the requirements are encouraged and will be rated accordingly. Any betterments and/or deviations from requirements should be clearly noted and justified in the proposal.

2.2 Offerors must comply with the detailed instructions for the format and content of the proposal; proposals that do not comply with the detailed instructions for the format and content of the proposal may be considered non-responsive and may render the Offeror ineligible for award.

2.3 Offerors shall submit their Technical and Price proposals in two separate envelopes to the **Contracting Office** at the VA Butler Healthcare System 325 New Castle Road, Butler, PA 16001, Building 1, 3rd floor, Paul Sims, Chief, Contracting, Room 333W.

2.4 Offerors are required to submit a proposal made up of a Technical Proposal and a Price Proposal. All proposal materials shall be submitted in binders with a table of contents and tabbed section dividers. The sections should parallel the submission requirements identified below.

Volume I: Sections 1 – 4

Volume I: Sections 1-4 shall be submitted in original, three copies, and on a compact disk (CD) to the Contracting Officer. Forms for “Prime Contractor Experience”, A/E Team Experience”, “Prime Contractor Past Performance”, and “A/E Team Past Performance” are included in this

document. Offerors must use these forms as part of the submission. Forms must be typed. Forms that are handwritten will not be evaluated and will result in a lower rating. Proposed innovative suggestions that would be a cost saving are to be indicated in a separate section of the proposal and tabbed "Innovative Suggestions". These "Innovative Suggestions" must be typed. Failure to place the required submission information under the appropriate tab (factor or sub factor) and format may result in a lower rating if the evaluators cannot readily find the appropriate information.

Volume II: Section 5

Volume II: Section 5 shall be submitted as an original only, and shall be placed in a separate envelope mailed to the Contracting Officer only.

2.5 The construction cost range for this project is \$2,000,000.00 to \$5,000,000.00. The Government cannot guarantee that additional funds can be made available for award. Offerors are under no obligation to approach this cost range.

3. Proposal Evaluation Process.

3.1 A Source Selection Evaluation Board (SSEB) comprised of representatives of the Department of Veterans Affairs will evaluate the proposals. **The identities of the SSEB personnel are confidential, and any attempt by the offerors to contact these individuals is prohibited.** The evaluation will be based on the content of the proposal and any subsequent discussions required, as well as information obtained from other sources, e.g. past performance information. Offerors are advised that the technical evaluation and rating of proposals will be conducted in strict confidence in that technical/quality proposals are reviewed and rated without knowledge of the price offered. The number and identities of offerors are not revealed to anyone who is not involved in the evaluation and award process or to other offerors. Proposals will be evaluated based on the factors described herein, and award will be made to the responsive responsible offeror whose offer in conformance with this solicitation, results in the best value to the Government, price and other factors considered.

3.2 The evaluation process essentially consists of four parts: Proposal Compliance Review with Responsibility Determination, Technical/Quality Evaluation, Price Evaluation and Cost/Technical Trade-off Analysis.

3.2.1 Proposal Compliance Review: This is an initial review to ensure that all required forms and certifications are complete and that both a technical and price proposal were received.

3.2.2 Technical/Quality Evaluation: The SSEB will evaluate and rate those proposals passing the first review, above. Proposals will be evaluated against the Evaluation Factors and Criteria identified in Attachment A.

3.2.3 Price Evaluation: The CO will evaluate price proposals independent of the technical/quality evaluation. The SSEB will not have access to price information until completion of the technical/quality evaluation.

3.2.4 Cost/Technical Trade-off Analysis: After all above evaluations are complete, the SSEB will compare the relative advantages and disadvantages of technical proposals and weigh against the prices. Note – Statement of Work (SOW) identifies design requirements and project scope. The SSEB will then consider all factors to select the proposal offering the best value to the Government

4.0 Evaluation Factors

4.1.1 Proposals will be evaluated in accordance with the Evaluation Factors and Sub factors identified below. Evaluation Factors are listed in descending order of importance with Factor 1 being the most important and Factor 5 being the least important. Technical and Past Performance, when combined, are significantly more important than price.

Evaluation Factor 1 – Technical Capability

Sub factor A. Design Drawings
Sub factor B. Design Narrative

Evaluation Factor 2 – Experience

Sub factor A. Prime Contractor Experience
Sub factor B. A/E Design Team Experience

Evaluation Factor 3 – Past Performance

Sub factor A. Prime Contractor Past Performance
Sub factor B. A/E Design Team Past Performance

Evaluation Factor 4 – Management Capability

Sub factor A. Management Plan
Sub factor B. Schedule/Phasing
Sub factor C. Evidence of Bonding Capability
Sub factor D. Proof of Financial Ability

Evaluation Factor 5 – Price

4.1.2. As demonstrated in their proposals, Offerors shall be evaluated in terms of the Offeror's ability to meet or exceed the project's requirements as identified in the SOW, and those proposals demonstrating an ability to exceed specified requirements may be rated higher in those areas than proposals demonstrating only the ability to meet requirements. Offerors are reminded to include their best technical and price terms in their initial offer and not automatically assume that they will have an opportunity to participate in discussions or be asked to submit a revised offer. The Government intends to make award to an Offeror submitting a conforming proposal without discussions, if deemed to be in the best interest of the Government.

4.2 Volume I - Technical Proposal (Three-Ring Binder)

	A. A/E Design Drawings B. Design Narrative	
Section 2	Experience A. Prime Contractor Experience B. A/E Design Team Experience	2nd
Section 3	Past Performance A. Prime Contractor Past Performance B. A/E Design Team Past Performance	3rd
Section 4	Management Capability A. Management Plan B. Schedule/Phasing C. Evidence of Bonding Capability D. Proof of Financial Ability	4th

4.3 Volume II - Price Proposal (Sealed Envelope)

Section 5	Standard Form 1442, Proposal Bid Schedule on Page 3 of 130, Offer Guarantee, and Representations and Certifications per FAR 52.204-8 – Annual Representations and Certifications (Feb 2009)
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5.0 Volume I - Technical Proposal

5.1 Section 1 – Technical Capability

5.1.1 Submission Requirements

A. Design Drawings.

Submit in 1/8 Scale. The proposal design drawings shall provide the information as follows: proposed Resident Apartment Buildings and location of critical elements indicating general scheme such as tie into existing utility systems and adjacent (existing) buildings. Plan shall be at least 11" x 17".

B. Design Narrative

Provide a clear, concise narrative (not to exceed 2) describing the following building design features: The narrative shall address key design features the DB/AE contractor will address in all areas outlined in SOW and how the (new) buildings will interrelate with the existing buildings . Also note any improvements exceeding the RFP requirements or betterments provided, including an explanation of proposed building systems, as outlined in SOW.

5.1.2 Evaluation Criteria

A. Design Drawings

Drawings will be reviewed for Code compliance, thoroughness, functionality, quality of materials, and an understanding of the project requirements. Drawings

that exceed the minimum requirements or offer building system preferences listed SOW may receive additional consideration.

B. Design Narrative

The Design Narrative will be evaluated for completeness and thoroughness, by including the building design features of the RFP as outlined in SOW. Proposals that offer building system preferences and demonstrate a complete understanding of the project requirements in SOW may receive additional consideration. Pages beyond the limited specified in paragraph 5.1.1 B, will not be read or evaluated.

5.2 Section 2 - Experience

5.2.1 Submission Requirements

A. Prime Contractor Experience

Provide descriptions of up to three recent and relevant contract efforts, including design builds, that are substantially complete or complete within the last 5-10 years, which are similar to this project in size and scope and dollar value. Forms for Prime Contractor Experience are included for your use

and must be typed. Use as many forms as necessary to meet the criteria. Failure to use these forms will result in submission not being evaluated and may result in the offeror's disqualification from award. If the offeror represents the combining of two or more companies for the purpose of this RFP, each company will list project examples. The total submitted by the construction team will not exceed three (3).

B. A/E Design Team Experience

Provide descriptions of up to three recent and relevant contract efforts, including design/build projects, within the past 5-10 years, which are similar to this project in scope and size and complexity. Forms for Design Team Experience are included for your use and must be typed. Use as many forms as necessary to meet the criteria. Failure to use these forms will result in submission not being evaluated and may result in the offeror's disqualification from award. If the design team represents the combining of two or more companies for the purpose of this RFP, each company will list project examples, but the total submitted by the construction team will not exceed three (3). Identify any projects that the prime contractor and proposed design team have accomplished together, either by indicating which of the similar projects identified in response to this submission criterion were completed together or by providing a separate list of projects completed together.

5.2.2 Evaluation Criteria

A. Prime Contractor Experience

The SSEB will evaluate both the extent and quality of recent and relevant experience identified in the proposal. Documentation of completion of projects similar in size, scope and dollar value to this project will be considered to have met the minimum requirements of the RFP. Conversely, proposals that do not

include substantial evidence that the offeror has experience, qualifications and production capability to successfully prosecute the proposed project will be considered to not meet the minimum requirements of the RFP. Projects that are not similar in size, scope, and dollar value will not be considered. Previous experiences with design-build projects, previous working relationships with the proposed design team, are not necessary to qualify for award; however, successful recent and relevant experiences in the past 5 years in these areas may receive additional consideration.

B. A/E Design Team Experience

The SSEB will evaluate both the extent and quality of recent and relevant experience as identified in the proposal. Documentation of completion of projects similar in scope, size and complexity to this project will be considered to have met the minimum requirements of the RFP. Conversely, proposals that do not include substantial evidence that the offeror has experience, qualifications and production capability to successfully prosecute the proposed project will be considered to not meet the minimum requirements of the RFP. Projects that are not similar in size, scope, and complexity will not be considered. Previous experiences with contractor and proposed design-build team are not necessary to qualify for award; however, successful experiences in the past 5 years in these areas may receive additional consideration.

5.3 Section 3 – Past Performance

5.3.1 Submission Requirements

A. Prime Contractor Past Performance

Provide three references for the past performance identified in 5.2.2 A. Reference information should include project name, location, owner's name, point of contact and telephone number. Also include any ratings, letters, awards, etc which support past performance on these projects. The Government may also use other tools such as CCR, Vet Biz, and Dunn & Bradstreet, etc. to gather documentation on past performance. Forms for Prime Contractor Performance are included for your use and must be typed. Use as many forms as necessary to meet the criteria. Failure to use these forms will result in submission not being evaluated and may result in the offeror's disqualification from award.

B. A/E Design Team Past Performance

Provide three references for the past performance identified in 5.2.2.B. Reference information should include project name, location, owner's name, point of contact and telephone number. Also include any ratings, letters, awards, etc which support past performance on these projects. The Government may also use other tools such as CCR, Vet Biz, and Dunn & Bradstreet, etc. to gather documentation on past performance. Forms for Design Team Past Performance are included for your use and must be typed. Use as many forms as necessary to meet the criteria. Failure to use these forms will result in submission not being evaluated and may result in the offeror's disqualification from award.

5.3.2 Evaluation Criteria

A. Prime Contractor Past Performance

The SSEB will evaluate the degree of successful completion of the recent and relevant experience identified in the proposal in response to Section 2A, Prime

Contractor Experience. Documentation of satisfactory performance of projects similar in size, scope, and dollar value will be considered to have met the minimum requirements of the RFP. Conversely, offers which do not achieve satisfactory performance of projects similar in size, scope and dollar value will not be considered to have met the minimum requirements of the RFP. Projects that are not determined similar in size, scope and dollar value will not be considered. The Government reserves the right to check any or all cited references to verify supplied information and to assess owner satisfaction. The Government may also use other tools such as CCR, Vet Biz, and Dunn & Bradstreet, etc. to gather documentation on past performance. Past Performance will be evaluated in accordance with FAR 15.305(a)(2). Offerors may submit past performance information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant procurement. Offerors without a record of relevant past performance or for whom information on past performance is not available may not be evaluated favorably or unfavorably on past performance and shall receive a neutral rating for Past Performance. Offerors may provide information on problems encountered on the identified contracts and the corrective action taken, if desired.

B. A/E Design Team Past Performance

The SSEB will evaluate the degree of successful completion of the similar experience identified in the proposal in response to Section 2B, Design Team Experience and Past Performance. Documentation of satisfactory performance of projects similar in size, scope, and complexity will be considered to have met the minimum requirements of the RFP. Conversely, offers which do not achieve satisfactory performance of projects similar in size, scope and complexity will not be considered to have met the minimum requirements of the RFP. Projects that are not determined similar in size, scope and dollar value will not be considered. The Government reserves the right to check any or all cited references to verify supplied information and to assess user satisfaction. The Government may also use other tools such as CCR, Vet Biz, and Dunn & Bradstreet, etc. to gather documentation on past performance. Past Performance will be evaluated in accordance with FAR 15.305(a)(2).

Offerors may submit past performance information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant procurement. Offerors without a record of relevant past performance or for whom information on past performance is not available may not be evaluated favorably or unfavorably on past performance and shall receive a neutral rating for Past Performance. Offerors may provide information on problems encountered on the identified contracts and the corrective action taken, if desired.

5.4 Section 4 – Management Capability

5.4.1 Submission Requirements

A. Management Plan

Provide a management plan for the project, not to exceed 2 pages, typed, that describes how your labor, resources, designers, subcontractors and material

suppliers will be coordinated and used to ensure successful completion of the project. Describe how you will manage, supervise and coordinate the subcontractors' work and who in the organization will be responsible for this management and coordination. Discuss which resources are available but will not be present at the site. Provide an organizational chart for this project showing home office support, on-site management and the responsible chain of command. Include names of assigned personnel and proposed subcontractors and their areas of responsibility. Joint venture offerors must show the respective areas of responsibility for each partner. Clearly delineate on-site from off-site personnel. Quality Control and Safety should be included in the chart.

B. Schedule/Phasing

Contractor shall furnish a schedule of approximate phasing dates on which the Contractor intends to accomplish the work in each of the specific areas. Arrange such phasing dates as specified in General Requirements Specifications 010000. Phasing/Schedule shall be depicted on a simplified Gantt chart.

C. Evidence of Bonding Capability

Submit information showing offeror's bond ability for this project. Include the name, address and telephone number of the firm's bonding company.

D. Proof of Financial Ability.

Submit Proof of Financial Ability by providing Dunn & Bradstreet's Supplier Qualifier Report.

5.4.2 Evaluation Criteria

A. Management Plan

Comprehensive plans that demonstrate a clear understanding of the work and ability to coordinate resources to ensure successful pursuit of the work will be considered to meet the RFP requirements. Plans that do not demonstrate a clear understanding of the work, that do not demonstrate a capability to coordinate resources, or that do not demonstrate appropriate excess capacity will be considered to not meet the RFP requirements. The SSEB will evaluate the clarity, adequacy, capabilities and strengths of the offeror's organizational chart or managing a successful project. An organizational chart that clearly depicts a highly qualified on-site team supported by appropriate resources off-site and that clearly defines responsibilities will be considered to meet the RFP requirements. Charts that are confusing, cluttered with duplicative entries, or that do not clearly define responsibilities will be considered to not meet the RFP requirements.

B. Schedule/Phasing

Schedule that follows phasing parameters as specified in General Requirements Specifications 01 00 00, 1.6 H and reduces downtime of indicated areas will be considered to meet the RFP requirements.

C. Evidence of Bonding Capability

Bonding information will be reviewed to determine the offeror's ability to obtain the required Performance and Payment Bonds. Ability to obtain the level of

bonding required by the solicitation from an acceptable surety is required for a satisfactory rating.

D. Proof of Financial Ability.

The offer shall have a Dunn and Bradstreet Supplier Qualifier score between one and six.

6.0 Volume II - Price Information - Submit in original only in a separate, sealed envelope.

6.1 Section 5: Price

6.1.1 Submission Requirements

The offeror shall complete and submit Standard Form 1442, Proposal Bid Schedule, Schedule of Values per Master Specification Divisions, Offer Guarantee, and Representations and Certifications per FAR 52.204-8 – Annual Representations and Certifications (Feb 2009).

Any proposed innovative suggestions identified in the proposal are to be listed with a separate price for each idea under a separate tab called “Innovative Suggestions”.

Schedule of values must be submitted on spreadsheet -typed. Any proposed betterments identified in the proposal are to be listed with a separate price for each betterment under a separate tab called betterments

6.1.2 Evaluation Criteria

The price will be evaluated by the Contracting Officer for reasonableness and realism through the use of cost/price analysis.

PRIME CONTRACTOR EXPERIENCE

Your firm's name

Name of Project/Location

General Scope of Project

Your role (prime, joint venture, subcontractor) and work your company self-performed

Construction Cost: At Award: \$ _____ Final Cost \$ _____
Reason for the cost growth:

Award Date: _____ Scheduled Completion: _____ Actual Completion: _____

Reason for the time growth:

Extent and type of work you subcontracted out :

A/E DESIGN TEAM EXPERIENCE

Design Team

Name of Project/Location

General Scope of Project

Construction Cost: At Award: \$ _____
Reason for the cost growth:

Final Cost \$ _____

Award Date: _____ Scheduled Completion: _____ Actual Completion: _____

Reason for the time growth:

PRIME CONTRACTOR PAST PERFORMANCE

Your firm's name

Name of Project/Location

General Scope of Project

Owner's Point of Contact (POC) for reference (name and company and telephone number)

Ratings, Letters, Awards (If needed, attach documents to this sheet)

A/E DESIGN TEAM PAST PERFORMANCE

Name of Project/Location

General Scope of Project

Owner's Point of Contact (POC) for reference (name and company and telephone number)

Ratings, Letters, Awards (If needed, attach documents to this sheet)

ATTACHMENT A

EVALUATION MATRIX: DESIGN AND PERFORMANCE CAPABILITY - VOLUME I

FACTOR NO.	FACTORS				FAIL	PASS
1. Proposal Compliance						
1.i.	All forms and certifications complete: Technical and price proposal received					
FACTOR NO.	FACTORS & SUBFACTORS	UNSATISFACTORY	MARGINAL	SATISFACTORY	GOOD	EXCELLENT
2. TECHNICAL EVALUATION FACTORS						
2.i.	Technical					
2.i.ib	Design Drawings					
2.i.ic.	Design Narrative					
2.i.i.	Experience					
2.i.i.a.	Contractor					
2.i.i.b.	Design Team					
2.i.i.i.	Past Performance					

2.i.i.ia.	Contractor					
2.i.i.b.	Design Team					
2.i.v.	Management Capability					
2.i.v.a.	Management Plan					
2.i.v.b.	Schedule and Phasing					
2.i.v.c	Bonding Capability					
2.i.v.d	Financial Ability					

RATING	EVALUATION CRITERIA DEFINITION
Excellent	Proposal meets or exceeds all solicitation requirements, demonstrates an excellent understanding of the requirements and has salient features that offer significant advantage to the Government. Excellent in all respects. Advantages/strengths not offset by disadvantages/weaknesses. Excellent probability of success with overall very low degree of risk in meeting Government's requirements.
Good	Proposal meets all and exceeds some solicitation requirements and demonstrates a good understanding of the requirements. While it offers some advantages over the basic RFP and sample Task Order requirements, they are not significant in nature. Advantages/strengths are minor and disadvantages/weaknesses are insignificant. Disadvantages/weaknesses provide minimal offset if any. Where there were areas of concern, clarifications given by contractor fostered confidence in the contractor's ability. Very good probability of success with overall low degree of risk in meeting the Government's requirements.
Satisfactory	Proposal meets all solicitation requirements and demonstrates an adequate understanding of the requirements. No real advantages were offered. Advantages/strengths are insignificant and disadvantages/weaknesses are minor. Offset of advantages/strengths is minor. Where there were areas of concern, clarifications given by contractor were acceptable. Good probability of success with overall low degree of risk in meeting the Government's requirements.
Marginal	Proposal meets some, but not all solicitation requirements. There is evidence of marginal understanding of the requirements. No advantages were offered. There are no advantages/strengths and disadvantages/weaknesses are present. Offset of advantages/strengths is present. Where there were areas of concern, clarifications given by contractor provided little additional confidence if any. Probability of success is poor and the overall degree if risk in meeting the Government's requirements is moderate. Cannot award without discussions.
Unsatisfactory	Proposal meets few, if any, solicitation requirements. There is evidence of inadequate understanding of the requirements. No advantages were offered. There are no advantages/strengths and disadvantages/weaknesses are significant. Offset of advantages/strengths is significant. Where there were areas of concern, clarifications given by contractor provided no confidence. Probability of success is very poor and the overall degree if risk in meeting the Government's requirements is high. Cannot award without discussions

FACTOR NO.	FACTORS	FAIL	PASS
1. Proposal Compliance			
1.i.	Standard Form 1442 and Schedule of Values		
1.i.i.	Proposal Offer (pages XX)		
1.ii.i.	Offer Guarantee (Bid Bond)		
1.i.v.	Representations and Certificates per FAR 52.204-8- Completed/Updates		

SECTION 01 00 00

GENERAL REQUIREMENTS

1.1 GENERAL INTENTION

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work for Project #529-311, Domiciliary Extended Stay-In Unit Replacement, at the Veterans Administration (VA) Medical Center, 325 New Castle Road, Butler, PA, 16001, as required by drawings and specifications. DB/AE to provide ALL required, necessary and applicable specifications, based from the VA Master Specifications. All work to be performed using the VA specifications. Any referenced specifications listed in the documents shall be provided by the DB/AE.
- B. Visits to the site by Bidders may be made only by appointment with the Medical Center Project Manager.
- C. Design Build/Architect Engineer (DB/AE), will render certain technical services during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or

implying a contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.

- D. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.
- E. Prior to commencing work, general contractor shall provide proof that a OSHA certified "competent person" (CP), 29 Code of Federal Regulations (CFR) 1926.20(b)(2) will maintain a presence at the work site whenever the general or subcontractors are present.
- F. Training:
 - 1. Beginning July 31, 2005, all employees of general contractor or subcontractors shall have the 10-hour OSHA certified Construction Safety course and /or other relevant competency training, as determined by VA CP with input from the Infection Control Risk Assessment (ICRA) team.
 - 2. Submit training records of all such employees for approval before the start of work.

1.2 STATEMENT OF BID ITEM(S)

- A. ITEM I, BASE BID: Work includes but is not limited to: the construction of two (2) separate apartments (A, A- represents the two apartment buildings as shown on "Footprint of Renovated Space" drawing) as well as site work. General construction includes, but is not limited to, general construction, earth moving, concrete and asphalt paving, planting, HVAC, Plumbing, Fire Protection, Electrical, Communications, Electronic safety and security, storm drainage (including detention), sanitary sewer, water service, natural gas service, exterior electrical work, removal of certain existing site improvements.

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

- A. Sets of drawings will be provided by the DB/AE.

1.4 CONSTRUCTION SECURITY REQUIREMENTS

- A. Security Plan:
 - 1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.

2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.

B. Contractor Personnel

1. Upon receipt of the Notice to Proceed, the General Contractor shall provide information about every employee including that of all sub-contractors who will need access to construction site.
2. This information shall include employee's full name, social security number, date and place of birth, citizenship and visa status where applicable.
3. Every employee of the General Contractor or sub-contractor shall have to go through a security screening to determine their suitability for access to VA facilities. VA will use two different screening processes.
4. Those requiring access to VA-designated sensitive information and management responsibilities will have a more strict background check including their credit check. A general police check will be required for all other employees:
 - a. Conviction of tax evasion may disqualify any one for working in sensitive position.
 - b. Act of violence; arrest for firearms; illegal alien status or any felony conviction or possession of explosives will disqualify any person for working on any VA construction project.
5. Each employee shall be furnished with a badge by VA for access to construction site. This badge must be worn so as to be clearly visible at all times while on the work site.
6. Access to other parts of the VA property will be subject to the screening procedures applicable to visitors under the Alert Level in effect as determined by the Department of Homeland Security.
7. All employees working on the construction project shall be required to execute a Department of Veterans Affairs Confidentiality Non-Disclosure Certification, copies of which may be obtained from Security Department.

B. Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. For working outside the "regular hours" as defined in the contract, The General Contractor shall give 3 days notice to the Project Manager so that security arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

C. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the Project Manager for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
2. The General Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation per VA specification. [Section 08 71 00, DOOR HARDWARE](#) and coordinate.

D. Document Control:

1. Before starting any work, the General Contractor/subcontractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "sensitive information".
2. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
4. Certain documents, sketches, videos or photographs and drawings may be marked "Law Enforcement Sensitive" or "Sensitive Unclassified". Secure such information in separate containers and limit the access

to only those who will need it for the project. Return the information to the Contracting Officer upon request.

5. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
6. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
7. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".
8. All electronic information shall be stored in specified location following VA standards and procedures using an Engineering Document Management Software (EDMS).
 - a. Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked through the EDMS system.
 - b. "Sensitive information" including drawings and other documents may be attached to e-mail provided all VA encryption procedures are followed.

E. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle entering the site and such request shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies.
2. Separate permits shall be issued for General Contractor and its employees for parking in designated areas only.

1.5 FIRE SAFETY

A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.

1. American Society for Testing and Materials (ASTM):

E84-2007.....Surface Burning Characteristics of Building
Materials

2. National Fire Protection Association (NFPA):

- 10-2006.....Standard for Portable Fire Extinguishers
- 30-2003.....Flammable and Combustible Liquids Code
- 51B-2003.....Standard for Fire Prevention During Welding,
Cutting and Other Hot Work
- 70-2005.....National Electrical Code
- 241-2004.....Standard for Safeguarding Construction,
Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

- 29 CFR 1926.....Safety and Health Regulations for Construction

B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to start of work, prepare a plan detailing project-specific fire safety measures, including periodic status reports, and submit to Project Manager for review for compliance with contract requirements in accordance with specification [section 01 33 23, SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES](#). Prior to any worker for the contractor or subcontractors beginning work, they shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. Documentation shall be provided to the Project Manager that individuals have undergone contractor's safety briefing.

C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.

D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).

E. Temporary Construction Partitions:

- 1. Install and maintain temporary construction partitions to provide smoke-tight separations between construction areas and adjoining

- areas. Construct partitions of gypsum board or treated plywood (flame spread rating of 25 or less in accordance with ASTM E84) on both sides of fire retardant treated wood or metal steel studs. Extend the partitions through suspended ceilings to floor slab deck or roof. Seal joints and penetrations. At door openings, install Class C, $\frac{3}{4}$ hour fire/smoke rated doors with self-closing devices.
2. Install fire-rated temporary construction partitions as shown on drawings to maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures.
 3. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration firestop materials in accordance with specification [section 07 84 00, FIRESTOPPING](#).
- F. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.
- G. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with Project Manager.
- H. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to Project Manager.
- I. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- J. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- K. Sprinklers: Install, test and activate new automatic sprinklers prior to removing existing sprinklers.
- L. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS,

and coordinate with Project Manager. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center.

Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the Project Manager.

- M. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with Project Manager.
- N. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with Project Manager. Obtain permits from facility Fire Station the morning of attended work. Designate contractor's responsible project-site fire prevention program manager to permit hot work.
- O. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to Project Manager.
- P. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction. In separate and detached buildings under construction, smoking is prohibited except in designated smoking rest areas.
- Q. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- R. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.
- S. If required, submit documentation to the Project Manager that personnel have been trained in the fire safety aspects of working in areas with impaired structural or compartmentalization features.

1.6 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the

Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.

- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

(FAR 52.236-10)

- D. Working space and space available for storing materials shall be as determined by the Project Manager.
- E. Workmen are subject to rules of Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by Project Manager where required by limited working space.
1. Do not store materials and equipment in other than assigned areas.
 2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than two work

days. Provide unobstructed access to Medical Center areas required to remain in operation.

3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.

G. Utilities Services: Where necessary to cut existing pipes, electrical wires, conduits, cables, etc., of utility services, or of fire protection systems or communications systems (except telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Project Manager. All such actions shall be coordinated with the Utility Company involved:

1. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.

H. Phasing: To insure such executions, Contractor shall furnish the Project Manager with a schedule of approximate phasing dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the Project Manager two weeks in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such phasing dates to insure accomplishment of this work in successive phases mutually agreeable to Project Manager and Contracting Officer, as follows:

Note: Completion Time - Total time for completion for the Construction Bid Documents is 55 day; Construction completion is 305 calendar days. These include the forty five (45) calendar day submittal period. Provide all submittals within forty five (45) calendar days from the date of receipt of the notice to proceed. Upon submission, review, and approval of all submittals, the contractor will immediately begin construction, unless approved otherwise by the Contracting Officer. Construction must start immediately after the 45 calendar day submittal period.

- I. The immediate areas of construction may be occupied during performance of work. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and

affected areas to be used in the Medical Centers operations will not be hindered. Contractor shall permit access to Department of Veterans Affairs personnel and patients through other construction areas which serve as routes of access to such affected areas and equipment. Coordinate alteration work in areas occupied by Department of Veterans Affairs so that Medical Center operations will continue during the construction period.

J. When an area is turned over to Contractor, Contractor shall accept entire responsibility therefore.

1. Contractor shall maintain a minimum temperature of 4 degrees C (40 degrees F) at all times, except as otherwise specified.
2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre-inspection of site with Fire Department or Company (Department of Veterans Affairs or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.

K. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Project Manager.

1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of Project Manager. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without the Medical Center Director's prior knowledge and written approval. Utilize specification [Section 26 05 11 REQUIREMENTS FOR ELECTRICAL INSTALLATIONS](#) for additional requirements.
2. Contractor shall submit a request to interrupt any such services to Project Manager, in writing, 48 hours in advance of proposed

interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.

3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.
 4. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the Project Manager.
 5. In case of a contract construction emergency, service will be interrupted on approval of Project Manager. Such approval will be confirmed in writing as soon as practical.
 6. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.
- L. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.
- M. To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:
1. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles. Wherever excavation for new utility lines cross existing roads, at least one lane must be open to traffic at all times. Contractor to monitor all roadways per OSHA and PennDot regulations. Install and maintain traffic control devices as indicated on the Traffic Control Plan to be submitted by the contractor at the pre-construction meeting.

2. Method and scheduling of required cutting, altering and removal of existing roads; walks and entrances must be approved by the Project Manager.

N. Coordinate the work for this contract with other construction operations as directed by Project Manager. This includes the scheduling of traffic and the use of roadways, as specified in Article, USE OF ROADWAYS.

O. Construction Fence: Before construction operations begin, Contractor shall provide a chain link construction fence, 2100 mm (seven feet) minimum height, around the construction area indicated on the drawings. Provide gates as required for access with necessary hardware, including hasps and padlocks. Fasten fence fabric to terminal posts with tension bands and to line posts and top and bottom rails with tie wires spaced at maximum 15 inches. Bottom of fences shall extend to one inch above grade. Remove the fence when directed by Project Manager.

1.7 ALTERATIONS

A. Survey: Before any work is started, the Contractor shall make a thorough survey with the Project Manager, of areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both, to the Contracting Officer. This report shall list by rooms and spaces:

1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of building.
2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
3. Shall note any discrepancies between drawings and existing conditions at site.
4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and Project Manager.

B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of

Project Manager to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS" (FAR 52.236-2) and "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) of **the GENERAL CONDITIONS**.

C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and Project Manager together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:

1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.

D. Protection: Provide the following protective measures:

1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.8 INFECTION PREVENTION MEASURES

- A. Implement the requirements of VAMC's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.

- B. Establish and maintain a dust control program as part of the contractor's infection preventive measures in accordance with the guidelines provided by ICRA Group.
- C. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to Project Manager and Facility ICRA team for review for compliance with contract requirements in accordance with specification [section 01 33 23, SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES](#).
 - 1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center.
- D. Medical center Infection Control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the medical center prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition:
 - 1. The Project Manager/COTR and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone are appropriate for their settings. The requirement for negative air pressure in the construction zone shall depend on the location and type of activity. Upon notification, the contractor shall implement corrective measures to restore proper pressure differentials as needed.
 - 2. In case of any problem, the medical center, along with assistance from the contractor, shall conduct an environmental assessment to find and eliminate the source.
- E. In general, following preventive measures shall be adopted during construction to keep down dust and prevent mold.
 - 1. Dampen debris to keep down dust and provide temporary construction partitions in work area where directed by Project Manager.
 - 2. Do not perform dust producing tasks without the approval of the Project Manager. For construction in any areas that will remain jointly occupied by the medical Center and Contractor's workers, the Contractor shall:

- a. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust is not reintroduced to the medical center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Accumulator) filter vacuum system rated at 95% capture of 0.3 microns including pollen, mold spores and dust particles. Insure continuous negative air pressures occurring within the work area. HEPA filters should have ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) 85 or other prefilter to extend the useful life of the HEPA. Provide both primary and secondary filtrations units. Exhaust hoses shall be heavy duty, flexible steel reinforced and exhausted so that dust is not reintroduced to the medical center.
- b. The contractor shall not haul debris through the front of the Medical Center. All hauling, deliveries, etc. shall be through the back entrance along Route 68. Debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.

F. Final Cleanup:

1. Upon completion of project, or as work progresses, remove all construction debris from area of construction, and roadways that have been part of the construction.
2. Perform HEPA vacuum cleaning of all surfaces in the construction area.

1.9 DISPOSAL AND RETENTION

- A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:
 1. Reserved items which are to remain property of the Government are identified by attached tags as items to be stored. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would

be detrimental to re-installation and reuse. Store such items where directed by Project Manager.

2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.
3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.

1.10 PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- A. The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work sites, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so, and shall avoid damaging vegetation that will remain in place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.
- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

(FAR 52.236-9)

- C. Utilize section 01 57 19, [TEMPORARY ENVIRONMENTAL CONTROLS](#), for additional requirements on protecting vegetation, soils and the environment. Refer to Articles, "Alterations", "Restoration", and

"Operations and Storage Areas" for additional instructions concerning repair of damage to structures and site improvements.

1.11 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the Project Manager. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the Project Manager before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are indicated on drawings and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities, systems and roadways not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with clause entitled "CHANGES" (FAR 52.243-4 and VAAR 852.236-88) and "DIFFERING SITE CONDITIONS" (FAR 52.236-2) of the GENERAL CONDITIONS.

1.12 NOT USED

1.13 NOT USED

1.14 NOT USED

1.15 AS-BUILT DRAWINGS

- A. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.

- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the Project Manager's review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings to the Project Manager within 15 calendar days after each completed phase and after the acceptance of the project by the Project Manager.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.16 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by the Project Manager, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.
- B. When new permanent roads are to be a part of this contract, Contractor may construct them immediately for use to facilitate building operations. These roads may be used by all who have business thereon within zone of building operations.
- C. When certain buildings (or parts of certain buildings) are required to be completed in advance of general date of completion, all roads leading thereto must be completed and available for use at time set for completion of such buildings or parts thereof.
- D. Contractor to comply with American Association of State Highway and Transportation Officials (AASHTO) for hauling of debris. Roadways on the Medical Center are to be protected and all trucks must not be over the weight limit that can cause damage to the existing and new roadways. Contractor must be bonded to protect roadways.
- E. Provide continuous and effective work with adequate equipment and forces to keep roadway or structures in satisfactory condition at all times.

1.17 NOT USED

1.18 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power will be permitted subject to compliance with the following provisions:

1. Permission to use each unit or system must be given by Project Manager. If the equipment is not installed and maintained in accordance with the following provisions, the Project Manager will withdraw permission for use of the equipment.
2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage.
5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government. Boilers, pumps, feedwater heaters and auxiliary equipment must be operated as a complete system and be fully maintained by operating personnel. Boiler water must be given complete and continuous chemical treatment.

B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.

C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.

1.19 NOT USED

1.20 NOT USED

1.21 TEMPORARY TOILETS

A. Provide where directed, (for use of all Contractor's workmen) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by Project Manager, provide suitable dry closets where directed. Keep such places clean and free from flies, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

1.22 AVAILABILITY AND USE OF UTILITY SERVICES

A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.

B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.

C. Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity as hereinafter specified.

D. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and

damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:

1. Obtain heat by connecting to Medical Center heating distribution system.

- a. Steam is available at no cost to Contractor.

E. Electricity (for Construction and Testing): Furnish all temporary electric services.

1. Obtain electricity by connecting to the Medical Center electrical distribution system. The Contractor shall meter and pay for electricity required for electric cranes and hoisting devices, electrical welding devices and any electrical heating devices providing temporary heat. Electricity for all other uses is available at no cost to the Contractor.

F. Water (for Construction and Testing): Furnish temporary water service.

1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer at each connection. Water is available at no cost to the Contractor.
2. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at Project Manager's discretion) of use of water from Medical Center's system.

G. Steam: Furnish steam system for testing required in various sections of specifications.

1. Obtain steam for testing by connecting to the Medical Center steam distribution system. Steam is available at no cost to the Contractor.
2. Maintain connections, pipe, fittings and fixtures and conserve steam-use so none is wasted. Failure to stop leakage or other waste will be cause for revocation (at Project Manager's discretion), of use of steam from the Medical Center's system.

H. Fuel: Natural and LP gas and burner fuel oil required for boiler cleaning, normal initial boiler-burner setup and adjusting, and for performing the specified boiler tests will be furnished by the Government. Fuel required for prolonged boiler-burner setup,

adjustments, or modifications due to improper design or operation of boiler, burner, or control devices shall be furnished by the Contractor at Contractor's expense.

1.23 NOT USED

1.24 TESTS

- A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- B. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc. Another example of a complex which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.
- D. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.
- E. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

1.25 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals and verbal instructions when required by the various sections of the specifications and as hereinafter specified.

- B. Manuals: Maintenance and operating manuals (four copies each) for each separate piece of equipment shall be delivered to the Project Manager coincidental with the delivery of the equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.
- C. Instructions: Contractor shall provide qualified, factory-trained manufacturers' representatives to give detailed instructions to assigned Department of Veterans Affairs personnel in the operation and complete maintenance for each piece of equipment. All such training will be at the job site. These requirements are more specifically detailed in the various technical sections. Instructions for different items of equipment that are component parts of a complete system, shall be given in an integrated, progressive manner. All instructors for every piece of component equipment in a system shall be available until instructions for all items included in the system have been completed. This is to assure proper instruction in the operation of inter-related systems. All instruction periods shall be at such times as scheduled by the Project Manager and shall be considered concluded only when the Project Manager is satisfied in regard to complete and thorough coverage. The Department of Veterans Affairs reserves the right to request the removal of, and substitution for, any instructor who, in the opinion of the Project Manager, does not demonstrate sufficient qualifications in accordance with requirements for instructors above.

1.26 NOT USED

1.27 RELOCATED EQUIPMENT / ITEMS

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated by symbol "R" or otherwise shown to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the Project Manager.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, whenever such lines are disconnected from equipment to be relocated. Remove abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".
- D. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.
- E. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

1.28 NOT USED

1.29 NOT USED

1.30 NOT USED

1.31 CONSTRUCTION DIGITAL IMAGES

- A. During the construction period through completion, furnish Department of Veterans Affairs with views of digital images Digital views shall be taken of exterior and/or interior as selected and directed by Project Manager

1.32 HISTORIC PRESERVATION

Where the Contractor or any of the Contractor's employees, prior to, or during the construction work, are advised of or discover any possible archeological, historical and/or cultural resources, the Contractor shall immediately notify the Project Manager verbally, and then with a written follow up.

1.33 GENERAL CONTRACTOR CONSTRUCTION REQUIREMENTS

- Contractors, as well as their employees, sub-contractors, affiliates, and visitors, are expected to fully comply with OSHA requirements (29 CFR), NFPA regulations, and Joint Commission standards for accreditation while working on federal property or representing VA Butler Healthcare in any way. In many cases, this includes developing and maintaining relevant written programs, ensuring the completion of appropriate training, and presenting evidence of these materials to the VA project COTR for approval prior to commencing work. For example, documentation that the OSHA 10 hour course has been completed by all employees.
- Contractors are expected to independently provide properly trained personnel and all safety equipment necessary for the contracted work including, but not limited to, personal protective equipment (i.e., safety glasses, face shields, ear plugs, hard hats, steel-toed footwear, flame-retardant clothing, gloves, etc.), atmospheric testing devices (such as "four-gas" monitors), confined space retrieval or extraction gear (harnesses, tripods, etc.), fall prevention/protection devices, lockout locks/tags/devices, excavation shoring or "trench boxes," etc. Please note that lockout locks and tags use by the contractor must comply with VA Butler Healthcare requirements; your COTR can provide specific details.
- The contractor will notify the Fire Department (Building 48, phone number 724-477-5055) 24 hours in advance (except for hot work permits) before conducting confined space entries, sprinkler/fire alarm modifications, or creating opening or holes in floors, walls, ceilings, or roofs of VA Butler Healthcare structures. Except for hot work operations or actual emergencies, these tasks require a 24-hour advanced notice to allow for proper planning and adequate task review. Work will NOT commence for any of these tasks until Fire Department approval is received. Hot work permits can be obtained at the Fire Department after 7 a.m. on the day the work will take place. If a contractor enters a confined space, the contractor is responsible to provide a copy of their confined space permit to the Fire Department when they return the portable radio to the fire station.
- Good communication is critical to maintaining a safe work environment for all parties of this contract. To that end, the contractor and COTR are expected to communicate progress, project needs, changes, and problems on a daily basis. For consistency in communicating, the contractor shall designate a *single person* to serve as the point of contact and "competent person" for the job (as defined in relevant OSHA standards). The point of contact shall be properly trained for the assigned work and is responsible for channeling pertinent information to the VA COTR and disseminating information back to relevant parties under their direction.
- VA Butler Healthcare reserves the right to temporarily terminate contractor operations, without financial penalty or other negative contract implications, if instances of non-compliance with safety regulations or generally accepted safe work practices are observed. Operations will not resume until all safety issues have been resolved to the satisfaction of VA Butler Healthcare management.

1.34 EXCAVATION SAFETY

Contractor to comply with all excavation safety requirements as defined in 29 CFR 1926 and all applicable VA Guidelines:

- 19-1** **PURPOSE:** To establish safe operating procedures for Contractors working in and around excavations.
- 19-2** **POLICY:** Excavations deeper than 15 inches require some or all of the following precautions prior to the initiation of work, depending upon the depth and specific circumstances:
- Determining the dimensions and soil classification of the excavation
 - Performing a hazard analysis
 - Locating all underground utilities through use of a digging permit (a digging permit is **ALWAYS** required for excavations)
 - Lockout/tagout of associated utility hazards, as required
 - Completing a confined space entry permit
 - Determining if other protective systems are necessary, and providing these systems as required

Excavation Safety Inspection Checklist

To be completed by the Competent Person

Competent Person: _____ Time: _____

Excavation Width: _____

General Worksite Inspection

A.Surface encumbrances removed or supported Yes___ No___

B. Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation.
Yes___ No___

C. Hardhats worn by all employees. Yes___ No___

D.Spoils, materials, and equipment set back at least 25 feet from the edge of the excavation.

Yes_____ No_____

E.Barriers provided at all excavations, wells, pits, shafts, etc. Yes___ No___

F.Warning vests or other highly visible clothing provided and worn by employees *directly* exposed to vehicular traffic.
Yes___ No___

G.Employees required to stand away from vehicles while loading/unloading. Yes___ No___

H.Warning system established and used when mobile equipment is operating near the edge of the excavation.
Yes___ No___

I.Employees prohibited from passing beneath suspended loads. Yes___ No___

J.Employees prohibited from working on the faces of sloped or benched excavations above other employees.
Yes___ No___

Utilities:

A. Exact location of utilities marked. Yes___ No___

B. Underground installations protected, supported, or removed when excavation is open. Yes___ No___

DIGGING/DRILLING PERMIT				
NOTE: PA One Call System, Inc. MUST be contacted 72 business hours prior to excavating deeper than 15 inches anywhere on the campus that public utilities could exist. The 72-hour period must NOT include weekends and holidays. PA One Call will gather relevant information and mark the <i>general</i> locations of gas, electric, cable and telephone lines, CALL 1-800-242-1776 BEFORE YOU DIG.				
NOTE: When excavation operations approach the estimated location of underground installations, hand digging is required until it is certain that the installation will not be damaged by earth moving equipment.				
NOTE: Lockout/tagout must be used with this permit when utility isolation is required.				
Start date	From:	AM PM	To:	AM PM
Specific location and nature of work:				
Contractors competent person (Printed name):				
Qualifications:				
Signature:				
Is soil or concrete removal required? ___Yes ___No				

B. Waste disposal in landfills shall be minimized to the greatest extent possible.

1. Waste Diversion Goals.

- a. New Construction: Minimum 5 of total project waste shall be diverted from landfill.
- b. Demolition, Major Remodeling: Minimum 5 of total project waste shall be diverted from landfill.
- c. Interior Remodeling: Minimum 5 of total project waste shall be diverted from landfill.

2. The following waste categories, at a minimum, shall be diverted from landfill if economically feasible:

- a. Green waste (biodegradable landscaping materials).
- b. Soil.
- c. Inerts (concrete, asphalt, masonry).
- d. Clean dimensional wood, palette wood.
- e. Engineered wood products: plywood, particle board, I-joists, etc.
- f. Cardboard, paper, packaging.
- g. Asphalt roofing materials.
- h. Insulation.
- i. Gypsum board.
- j. Carpet and pad.
- k. Paint.
- l. Plastics: ABS, PVC.
- m. Beverage containers

C. Submittals:

1. Waste Management Plan. Prior to any waste removal, the Contractor shall submit their Waste Management Plan to the Medical Center. The Plan shall contain the following:

- a. Analysis of the estimated job site waste to be generated, including types and quantities.
- b. Proposed alternatives to land filling. Contractor shall prepare a list of each material proposed to be salvaged, re-used, or recycled during the course of the project.
- c. Methods handling of materials to be recycled.

2. On site:

- a. Materials separation
- b. Materials storage
- c. Materials protection, where applicable

3. Off site: Provide name of mixed debris recycling facility; include list of materials to be recycled.

- a. Procedures. A description of the means to be employed in recycling the above materials consistent with requirements for acceptance by designated facilities.

- b. Landfill Options. The name of the landfill(s) where trash will be disposed of.
 - c. Meetings. Contractor shall conduct Construction Waste Management meetings. Meetings shall include the Subcontractor, the Project Manager and representatives as designated by the Chief Engineer. At a minimum, waste management goals and issues shall be discussed at pre-bid meetings, pre-construction meetings and regular job-site meetings.
 - d. Transportation. A description of the means of transportation of the recyclable materials (whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler and removed from the site) and destination of materials.
 - e. Waste Management Plan Implementation.
 - f. Manager. The Subcontractor shall designate an on-site party (or parties) responsible for instructing workers and subcontractors and overseeing and documenting results of the Waste Management Plan for the project.
 - g. Distribution. The Subcontractor shall distribute copies of the Waste Management Plan to the Medical Center Chief Engineer.
 - h. Instruction. The Subcontractor shall provide on-site instruction of appropriate separation, handling, recycling, salvage, reuse and return methods to be used by all parties at appropriate stages of the project.
 - i. Separation Facilities. The Subcontractor shall lay out and label a specific area to facilitate separation of materials for reuse, salvage, recycling, and return. Recycling and waste bin areas are to be kept neat and clean and clearly marked in order to avoid contamination or mixing of materials.
 - j. Hazardous Wastes. Hazardous wastes shall be separated, stored, and disposed of according to local, state and federal regulations.
4. Reports:
- a. The Contractor shall submit (monthly, quarterly, at end of job) a Waste Management Progress Report. The report shall contain the amount (in tons or cubic yards) of material land filled from the project, the identity of the landfill, the total amount of tipping fees paid at the landfill and the total disposal cost. Include legible copies of manifests, weight tickets, receipts and invoices. Manifests shall be from recycle and/or disposal site operators that can legally accept the materials for the purpose of reuse, recycling or disposal. For each material recycled, reused or salvaged from the project, provide the following:
 - (1) Amount (in tons or cubic yards).
 - (2) removed from the job site.
 - (3) Receiving party.
 - (4) Transportation cost.
 - (5) Amount of any money paid or received for the recycled or salvaged material. Net total cost or savings of salvage or recycling each material. Attach manifests, weight tickets, receipts, and/or invoices. Indicate the project information,

including project title, name of company completing form, and beginning and ending dates of period covered by summary form.

5. The contractor shall employ processes that ensure the generation of as little waste as possible and shall avoid the generation of waste due to the following:

- a. Over-packaging.
- b. Error.
- c. Poor planning, layout.
- d. Over ordering.
- e. Breakage
- f. Mishandling.
- g. Contamination.
- h. Damage from weather.

6. Description of Work.

1. Includes:

- a. Waste Management Plan development and implementation.
- b. Meetings to discuss goals, issues and training for the Waste Management Plan.
- c. Techniques to minimize waste generation.
- d. Sorting and separation of waste materials.
- e. Reuse of salvaged materials on site.
- f. Salvage of existing materials and items for reuse or resale.
- g. Recycling of materials that cannot be reused or sold.
- h. Record keeping of receipts and records of salvaged, recycled or land filled materials.

2. Related Elements:

- a. Alternates.
- b. Construction Waste Management.
- c. Site Demolition.
- d. Site Clearing.
- e. Slope Protection/Erosion Control.
- f. Asphalt Concrete.
- g. Crushed Stone Paving.
- h. Portland Cement Concrete Paving.
- i. Valve Boxes.
- j. Storm Sewers.
- k. Chain Link Fences and Gates.
- l. Walk, Road and Parking Appurtenances.
- m. Miscellaneous Landscaping Materials.
- n. Concrete, Concrete Formwork, and Concrete Reinforcement.
- o. Cast-in-Place Concrete.
- p. Unit Masonry.
- q. Structural Steel.
- r. Steel Roof Deck/Steel Floor Deck.

s.	Cold Formed Metal Framing.
t.	Metal Fabrications.
u.	Rough and Finish Carpentry.
v.	Engineered Structural Wood.
w.	Plastic Lumber.
x.	Building Insulation.
y.	Modified Bitumen Roofing.
z.	Metal Doors.
aa.	Wood and Plastic Doors and Frames.
bb.	Metal Support Systems.
cc.	Gypsum Wallboard.
dd.	Acoustical Treatment.
ee.	Resilient Flooring.
ff.	Tile and Carpet.
gg.	Painting.
hh.	Toilet Compartments.
ii.	Louvers and Vents.
jj.	Signage and Graphics.
kk.	Ductwork and Ductwork Accessories

V. DEFINITIONS:

- A. Class III Landfill: A landfill that accepts non-hazardous resources such as household, commercial and industrial waste resulting from construction, remodeling, repair and demolition operations.
- B. Clean: Untreated and unpainted; uncontaminated with adhesives, oils, solvents, mastics and like products.
- C. Construction and Demolition Waste: Includes all non-hazardous resources resulting from construction, remodeling, alterations, repair and demolition operations.
- D. Dismantle: The process of parting out a building in such a way as to preserve the usefulness of its materials and components.
- E. Disposal: Acceptance of solid wastes at a legally operating facility for the purpose of land filling (includes Class III landfills and inert fills).
- F. Inert Backfill Site: A location, other than inert fill or other disposal facility, to which inert materials are taken for the purpose of filling an excavation, shoring or other soil engineering operation.
- G. Inert Fill: A facility that can legally accept inert waste, such as asphalt and concrete exclusively for the purpose of disposal.
- H. Inert Solids/Inert Waste: Non-liquid solid resources including, but not limited to, soil and concrete that does not contain hazardous waste or soluble pollutants at concentrations in excess of water-quality objectives established by a regional water board, and does not contain significant quantities of decomposable solid resources.
- I. Mixed Debris: Loads that include commingled recyclable and non-recyclable materials generated at the construction site.
- J. Mixed Debris Recycling Facility: A solid resource processing facility that accepts loads of mixed construction and demolition debris for the purpose of recovering re-usable and recyclable materials and disposing non-recyclable materials.

- K. Permitted Waste Hauler: A company that holds a valid permit to collect and transport solid wastes from individuals or businesses for the purpose of recycling or disposal.
- L. Recycling: The process of sorting, cleansing, treating, and reconstituting materials for the purpose of using the altered form in the manufacture of a new product. Recycling does not include burning, incinerating or thermally destroying solid waste.
- M. On-site Recycling. Materials that are sorted and processed on site for use in an altered state in the work, i.e. concrete crushed for use as a sub-base in paving.
- N. Off-site Recycling. Materials hauled to a location and used in an altered form in the manufacture of new products.
- O. Recycling Facility: An operation that can legally accept materials for the purpose of processing the materials into an altered form for the manufacture of new products. Depending on the types of materials accepted and operating procedures, a recycling facility may or may not be required to have a solid waste facilities permit or be regulated by the local enforcement agency.
- P. Re-Use: Materials that are recovered for use in the same form, on-site or off-site.
- Q. Return: To give back reusable items or unused products to vendors for credit.
- R. Salvage: To remove waste materials from the site for resale or re-use by a third party.
- S. Source-Separated Materials: Materials that are sorted by type at the site for the purpose of reuse and recycling.
- T. Solid Waste: Materials that have been designated as non-recyclable and are discarded for the purposes of disposal.
- U. Transfer Station: A facility that can legally accept solid waste for the purpose of temporarily storing the materials for re-loading onto other trucks and transporting them to a landfill for disposal, or recovering some materials for re-use or recycling.

VI. REFERENCES:

Guides. No preference is given to the recycles listed below; they are listed for the convenience of the contractor.

Dirt/clean fill.

Green/landscaping waste.

Concrete, asphaltic concrete.

Cardboard, paper, packaging.

Clean dimensional wood, palette wood.

Usable palettes.

Metals from banding, ductwork, piping, rebar, roofing, other trim, steel, iron, galvanized Carpet and pad.

Gypsum board.

Paint.

Insulation.

Asphalt shingles.

Beverage containers.

1.37 PROCEDURES REGARDING PROCESSING INVOICES

All payments are now processed through the On Line Certification System in Austin, Texas. You are required to reference the purchase order number as well as the contract number on the first page of the invoice. You are required to submit a draft copy to the COTR for approval. Once a draft is approved by the COTR at the VA Butler, you are required to fax a copy of your invoice to 512-460-5545 for payment. Be absolutely sure the purchase order number is on the invoice.

- 1) A draft (pencil) copy of the invoice shall be e-mailed to the COTR for approval and cc Contracting Officer.
- 2) If the invoice **is** approved by the COTR “as is”, the contractor will be notified via email to submit the invoice to the Dept of Vet Affairs, Financial Svc Ctr, PO Box 149971, Austin TX 78714-8971, or by fax to 512-460-5545. **The purchase order number and project name MUST be on the invoice.** If the invoice is **not** approved as submitted to the COTR, the contractor will be notified via e-mail of required changes and will re-submit pencil copy to reflect said changes for approval. Upon approval by the COTR of the corrected invoice, the contractor shall either fax to 512-460-5545 or mail the invoice to the Financial Svc Center at the address provided above.

SECTION 01 01 11
MEDICAL CENTER REQUIREMENTS

PART 1 GENERAL

- 1.0 GENERAL INTENTION: This section pertains to station policy for construction projects performed at the Veterans Affairs Medical Center, Butler, Pennsylvania. Safety and health concerns are taken seriously at this facility. Both our staff and yours are expected to strictly adhere to the regulations and requirements. This is exceedingly important, since we must be primarily concerned for the safety of our patients. In this regard, OSHA Standards may protect worker safety and health, but they have minimal benefit for protecting the safety and health of our patients, due primarily to their differing medical conditions. Review this information as orientation with your personnel performing work on site. Where the requirements as outlined in this and section 01 00 00 are differing, the more stringent shall apply.

2.0 REQUIREMENTS

- A. Security:

1. Secure all construction areas, especially mechanical and electrical rooms against entry of unauthorized individuals including patients.
2. Notify the COTR for permission to work after hours and weekends. Standard work hours for the medical center are Monday - Friday, 8:00 a.m. to 4:30 p.m. The ten (10) holidays observed by the Federal Government are:
 - New Years Day
 - Martin Luther Kings Birthday
 - Presidents Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas

*** and any other day specifically declared by the President of the United States to be a national holiday.

B. Key Security:

1. Only a limited number of keys will be issued to the contractor.
2. If the Contractor loses a key, all areas that are keyed to that key will be rekeyed at the Contractor's expense at a charge of \$50 per key and \$50 per change, and all new keys required to be issued will be completed at the Contractor's expense.
3. Ensure all doors leading to and from construction are either monitored or locked to prevent access to the area from unauthorized persons.

C. General Safety:

1. Follow all federal, state and local safety and health regulations.
2. Maintain safety in the construction site/area in accordance with the provisions of the contract which includes the OSHA Regulations, National Electrical Codes. NFPA 70, National Electric Code and NFPA 101, Life Safety Code. Work in a safe manner and take all proper precautions while performing your work. Extra precautions shall be taken when working around persons occupying the building during construction.
3. Provide Personal Preventive Equipment (PPE) for your employees.
4. Post appropriate signs in specific hazardous areas.
5. Keep tools, ladders, etc. away from patients to prevent injuries.

D. Safety Inspections: the professional Occupational Safety & Health staff at this facility will perform Safety inspections of all contract operations. Written reports of unsafe practices or conditions will be reported to the Contracting Officers Technical Representative (COTR) and Contracting Officer for immediate attention and resolution.

E. Fire Alarms:

1. The fire alarm system connects all buildings at this facility, and is activated by various heat, duct, manual pull stations, and

smoke sensors. Manual pull stations are provided at each entrance. Please survey the area in which you are working to locate the manual pull stations.

2. If in the event of a fire alarm sounding, you are to remain in your area, unless medical center personnel (Safety, Nursing or Engineering) instruct otherwise or unless a fire situation is in your area, in which case you should immediately evacuate.
3. Any work involving the fire protection systems will require written permission to proceed from the COTR and Fire Department. **DO NOT tamper with or otherwise disturb any fire alarm system components without prior written permission. To do so without written permission will result in an adverse action.**

F. Hazardous Materials:

1. Many of the operations you are scheduled to perform may involve the use of hazardous materials. Prior to locating hazardous materials on site, all Material Safety Data Sheets will be submitted through the COTR for evaluation by the Environmental Protection Specialist.
2. Storage of hazardous materials within buildings will be minimal with only enough on hand to perform daily work tasks. Flammable materials will either be removed from buildings at the end of the workshift or stored in approved flammable storage containers.
3. Care must be taken to assure adequate ventilation to remove vapors of hazardous materials in use. Many of the patients being cared for in the facility are susceptible to environmental contaminants, even when odors seem minimal. You will isolate those areas where vapors are produced and ventilate the most extent possible to reduce the number of complaints.

G. Airborne Dust Control During Construction:

1. Generation of dust is of major concern within staff and especially in patient occupied buildings. Where operations involve the generation of dust, all efforts will be directed at reducing airborne generated dust to the lowest level feasible. This may be accomplished by a number of methods. These include misting the area with water, or use of tools attached to high efficiency particulate air high efficiency particulate air (HEPA) filtering vacuums. Where large amounts of materials may be disturbed, resulting in airborne dust, establishment of full ceiling to floor plastic barriers may be required.
2. Classification of Jobs
 - a. CLASS I - Includes but is not limited to minor disturbances involving plumbing, electrical, carpentry, and ductwork, and minor aesthetic improvements.
 - b. CLASS II - (projects require barrier precautions) - Includes but is not limited to construction of new walls, construction of new rooms, major utility changes, major equipment installation, demolition of wallboards, plaster, ceramic tiles or ceiling and floor tiles, removal of windows, removal of casework, etc.

H. Class I Procedures

1. CLASS I: Mist (with water) work surfaces to control dust while cutting. Alternatively a high efficiency particulate air vacuum (HEPA) can be used by positioning the vacuum next to the equipment at the use site.

2. Tape doors for activities that produce large amounts of dust and block off and seal air vents.
3. Cover holes/openings (penetrations), in walls, ceiling, floors or door, which can not be patched or fixed within 4 hours. Only approved fire rated materials will be used to fill holes in fire/smoke walls.
4. Comply with the OSHA regulations regarding noise and vapor containment.
5. Cleanup and disposal: Construction waste must be contained before transport using plastic bags and/or covered transport receptacle and/or cart and tape covering.
6. Wet mop and/or HEPA vacuum before leaving work area.
7. Place dust mats at entrance and exit of work area and clean or change daily to prevent tracking of dust into occupied areas.
8. After work completion, remove covering from air vents.

I. CLASS II (Post Construction Warning Signs)

1. Same procedures as Class I - however, use of a HEPA vacuum is mandatory.
2. Construct all dust barriers before construction begins per the following instructions: For single rooms, seal door/frame with tape and plastic. The sheet should be divided vertically with a knife. Flaps should be taped on either side of the single sheet to create a flapped entrance.
3. For larger areas, install an airtight (fire retardant) plastic barrier that extends from floor to ceiling or sealed to prevent dust and debris from escaping. Seal all seams with duct tape. install barrier partitions to stop movement of air and debris penetrating ceiling envelopes, chases and/or ceiling spaces. Construct entrance with a double flap of plastic to prevent escape of debris; or, if elevator shafts or stairways are within the field of construction, install solid barriers.

J. Contact with Asbestos Containing Materials

1. Due to the age of our buildings, many contain asbestos containing materials (ACM). Primary ACM uses in the medical center includes floor tile, mastic, piping and HVAC insulation. The medical center has performed a comprehensive asbestos survey and has identified accessible ACM. Some areas contain damaged asbestos and should not be accessed without prior abatement.
2. The most common type of ACM insulation you may encounter includes thermal system insulation (TSI) and floor tile. ACM TSI is generally covered with a cloth wrap or lagging and the asbestos substrate generally appear white in color. **DO NOT SAND, DRILL, GOUGE, OR OTHERWISE DISTURB THIS TYPE OF INSULATION.** Contractors disturbing or releasing asbestos containing materials will be liable for all damages and cleanup costs.
3. Where disturbance of asbestos is likely, it has been addressed in the contract for removal. If contact with the presence of asbestos is presented, stop all work in the immediate area and immediately contact the COTR or Environmental Protection Specialist to make necessary arrangements for removal.
4. In some areas, asbestos insulation has been identified on elbows between fiberglass piping insulation as patching materials among the fiberglass insulation. Fiberglass insulation used in this facility is usually yellow or pink in color, wrapped either by cloth or paper lagging.
5. To protect and ensure all your employees are aware that asbestos containing materials have been used in the construction of this

facility, you are required to have them review this section and complete the awareness statement included as Attachment A. Once this documentation has been signed by all employees, forward to the COTR for documentation.

6. A complete assessment of asbestos materials and conditions are available for viewing by contacting the Facility Environmental Protection Specialist. Contact the Project Manager/COTR for the assessment. Prior to performing work above any ceiling or starting in a new area, consult with the COTR concerning existing conditions of ACM.
7. Some of the areas in the facility are identified as restricted areas due to condition of ACM. These are readily labeled. **DO NOT ENTER THESE AREAS** unless first contacting the COTR. Entry requirements to these areas are awareness of the hazards, proper protective clothing (coveralls and respirators), and personal monitoring in accordance with OSHA requirements.
8. Submit contractor asbestos awareness statements for all persons working on the site prior to commencing work.

K. Environmental Protection:

1. It may help you to be aware of the seriousness which the environmental protection requirements of each contract are regarded. Adherence to these requirements is subject to continuing scrutiny from the community and backed by severe penalties, such as fines and incarceration. These environmental requirements will be strictly enforced.
2. **NO** hazardous materials will be disposed of on Government property. All waste will be hauled off-site or disposed in contractor owned and operated waste removal containers.
3. A copy of all waste manifests for special or hazardous wastes will be forwarded to the COTR. Environmental requirements will be strictly enforced.

L. Permit Required Confined Spaces:

1. Contractors performing work on this facility will follow all requirements outlined in OSHA Standards, 29 CFR 1910.146 for working in confined spaces. There are numerous permit required confined spaces on this facility. These spaces have been identified. Some spaces have been posted, but the majority have not due to their configuration. A complete listing of these areas is located in the Fire Department.
2. Confined spaces are areas which are large enough to be entered, have limited egress/exit potential, and are not designed for permanent human occupancy. If you encounter any space which meets this definition, if it is a suspected confined space, please contact the COTR for a listing of these spaces.
3. Contractors performing work in confined spaces are responsible for compliance with all applicable standards and regulations.

M. Housekeeping:

1. Protect patients and VA personnel in occupied areas from the hazards of dust, noise, construction debris and material associated with a construction environment. Keep work area clear, clean and free of loose debris, construction materials and partially installed work which would create a safety hazard or interfere with VA personnel duties and traffic.
2. Wet mop occupied areas clean and remove any accumulation of dust/debris from cutting or drilling from any surface at the end

of each workday.

3. Make every effort to keep dust and noise to a minimum at all times. Take special precautions to protect VA equipment from damage including excessive dust.
4. Maintain clear access to mechanical, electrical devices, equipment and main corridors. This will ensure access to existing systems in the event of an emergency.
5. Clean area of all construction debris and dust upon completion of demolition and/or renovation.
6. During construction operations, keep existing finishes protected from damage. Cover and protect all carpets during construction. Any carpets or surfaces damaged as a result of construction activities will be replaced at the contractor expense.

N. Hot Work Permits:

1. Any hot work operations including cutting, welding, thermal welding, brazing, soldering, grinding, thermal spraying, thawing pipes or any other similar activity, will require a Hot Work Permit to be obtained by the Contractor from the Fire Department. The Contractor will be responsible for conforming to all Medical Center regulations, policies and procedures concerning Hot Work Permits as outlined below:
 - a. Prior to the performance of hot work in patient-occupied buildings, a request for a Hot Work Permit will be made to the Fire Department.
 - b. The COTR will inspect the area and ensure that the requirements of NFPA 241 and OSHA standards have been satisfied. The Hot Work Permit will be granted and will be posted in the immediate area of the work.
 - c. The Hot Work Permit will apply only to the location identified on the permit. If additional areas involve hot work, additional permits must be requested.
 - d. Upon completion of all hot work, the COTR will be notified by the responsible individual to perform a re-inspection of the area.
2. Do not use any of the extinguishers in the medical center for standby purpose while conducting hot work. Contractors are required to supply their own Class ABC extinguishers. Medical center extinguishers are only to be used in the event of a fire.

O. Emergency Medical Services: Emergency medical services for stabilization purposes are available for contractors at this facility. For medical emergencies, dial 255 when inside any building. Report the nature of the emergency and location. The operator will dispatch in-house personnel or coordinate an outside emergency assistance based on the nature of the emergency.

P. Use of Government Owned Material and Equipment:: Use of Government owned material and equipment is PROHIBITED.

Q. Superintendent Communications: At all times during the performance of this contract, the Contractors Superintendent is to be available by portable cellular phone. At the beginning of the contract and prior to beginning any construction, supply the COTR with the telephone number for the superintendent.

R. Parking: Contractor employees shall be assigned a parking area during the preconstruction meeting.

S. Traffic:

1. Traffic hazards are minimal at this facility. Drivers should be particularly concerned with pedestrian traffic.
 2. Seat belt use is mandatory on the station.
 3. Federal police officers maintain a 24-hour patrol of the area.
- T. Contractor's Trailers: Contractor's trailers shall be located at the area assigned. All utility connections to the trailer shall be installed at the contractor expense. Their removal is required upon completion of the contract, unless approved by the COTR to leave in place.
- U. Smoking: No smoking is permitted in buildings or around hazardous areas. Any smoking inside a government building is subject to a fine without warning.
- W. Fluorescent (PCB Containing) Fixtures: All fluorescent lighting fixtures being removed as part of this project are to have their ballasts removed and turned over to the VAMC Environmental Protection Specialist for disposal. All other components of the lighting fixture are to be disposed of by the Contractor.
- X. Road Closures: For any work requiring closure of a road or parking lot, a request for closure will be made in writing at least 5 days in advance for approval by the COTR and Fire Department. Contractor requiring road closures will complete a permit and forward to the COTR for authorization by the Fire Department. Permits will be issued for no longer than 1 week. Work lasting longer than 1 week will be authorized by multiple permits.
- Y. Water Source Connection: Contractors shall supply and install a backflow prevention device at all connection points to a VA supplied water source. Backflow prevention device shall be a Reduce Pressure Watts Series 009 or approved equivalent.

---END---

CONTRACTOR/SUBCONTRACTOR/EMPLOYEE NOTIFICATION OF ASBESTOS

THE DEPARTMENT OF VETERANS AFFAIRS MEDICAL CENTER LOCATED IN BUTLER PENNSYLVANIA, WAS CONSTRUCTED DURING A PERIOD WHEN ASBESTOS WAS COMMONLY USED IN BUILDING MATERIALS.

THE MEDICAL CENTER HAS COMPLETED A SURVEY FOR ASBESTOS. ALL BUILDINGS CONTAIN SOME TYPE OF ASBESTOS (I.E., STEAM LINES, FLOOR TILES, CRAWLSPACES, ETC.).

IF YOU OR YOUR EMPLOYEE ENCOUNTERS SUSPECTED FRIABLE ASBESTOS OR CONDITIONS THAT MAY CAUSE SUSPECTED ASBESTOS TO BECOME FRIABLE, NOTIFY THE COTR IMMEDIATELY.

WHEN WORKING IN AREAS THAT ARE SUSPECTED OF HAVING ASBESTOS, RELOCATE EMPLOYEES AND PATIENTS FROM THE AREA UNTIL WORK IS COMPLETED.

IF THERE ARE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT THE COTR AT EXT. 5059.

THANK YOU FOR YOUR ASSISTANCE.

PLEASE SIGN AND DATE AS ACKNOWLEDGEMENT OF THE ABOVE INFORMATION.

CONTRACTOR/SUBCONTRACTOR EMPLOYEE SIGNATURE:

Employee Name

Contractor/Subcontractor

Date _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

**PERMIT
FOR CUTTING AND WELDING
WITH PORTABLE GAS OR ARC EQUIPMENT**

VA Project No: _____

Name of Contractor's Firm: _____

Date: _____

Building/Location: _____

Work To Be Done: _____

Any Special Precautions:

Fire Watch Required: ____ Yes ____ No

The location where the work is to be performed has been examined, necessary precautions have been taken, and permission is granted for this work.

Signed _____
(Fire Department Official Authorizing Hot Work)

Permit Expires: _____ (Date)

Time Hot Work Started: _____ Time Hot Work Completed: _____

FINAL CHECK-UP

Work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on opposite sides of walls) were inspected 30 minutes after the work was completed and were found firesafe.

Signed _____
(Contractor's Fire Watch)

ATTENTION

Before approving any cutting and welding permit, the contractor's authorized representative or their appointee shall inspect the work area and confirm that precautions have been taken to prevent fire in accordance with NFPA Standard No. 51B.

Interim Life Safety Measures/Precautions

- Sprinklers are in service where installed
- Cutting and welding equipment in good repair
- Within 10 meters (30 feet); floors swept clean of combustible, no combustible material or flammable liquids, all wall and floor openings covered, and covers suspended beneath work to collect sparks
- When working on enclosed equipment and in confined space, equipment and area is free of flammable vapors
- Fire watch provided during and 30 minutes after operation (60 minutes for torch applied roofing operations)
- Portable fire extinguisher with adequate rating available in the immediate vicinity
- Standpipe system in service where installed
- Protection of any sprinkler heads when hot work is in close proximity
- Smoking prohibited in immediate vicinity
- Non-combustible shields provided when hot work is done near combustible walls, partitions, floors, roofs
- Prohibition of hot work on pipes contacting combustible walls
- Personnel trained in use of equipment including portable fire extinguishers and sounding a fire alarm
- Final check-up conducted after 30 minutes

**PERMIT
FOR ROAD CLOSURE**

VA Project No: _____ Date of Request: _____

Name of Contractor's Firm: _____

Date(s) of Requested Closure _____ Time(s) of Requested Closure: _____

Location Description: _____

Work To Be Done: _____

Protection Required: (To be completed by COTR)

- ☐ Solid barricade with flashing lights to guard excavation site
- ☐ Warning cones and/or construction barrier tape
- ☐ Construction fencing
- ☐ Flag/attendant for directing traffic
- ☐ Cover excavation site with steel sheet to permit traffic flow after administrative work hours.
- ☐ Other (Describe)

COTR CONCURRENCE: _____ DATE _____

FIRE DEPARTMENT APPROVAL: _____ DATE _____

(Fire Department Officer approving permit will contact on duty Police Officer to inform of closure)

Original copy to be maintained in the Fire Department until completion of work. Once completed, return original to Planning & Development for filing.

VAMC BUTLER, PA 16001 ENVIRONMENTAL REQUIREMENTS CHECKLIST

Instructions: The Contracting Officer/Facilities Management Officer will provide this list to applicable A/E Firms and on- site contractors.

The A/E firm and the contractor must complete this checklist for any work applicable to the project scope of work.

Any checks below will require remediation and appropriate work plans prior to start of construction work and activities.

A/E Firm and Contractor will ensure all PA DEP(Requests for Determination Form) and permits and fees are properly filed prior to start of work operations

The contracting officer will review the applicable subsections checked and ensure contractors' scope of work includes the checked items.

Contracting and Facilities Management Staff will ensure program requirement are met prior release of contract.

The contracting officer/Facilities Management Staff will consult the Environmental Protection Specialist with any specific program requirements.

Project Name: _____

Work Activity	
	Constructing or Modifying Facilities, Equipment or Processes
3.2	Const. or Mod. Facilities, Structures, Equipment, or Processes - General
3.3	Const. or Mod. Stationary Air Emission Sources
3.4	Relocating Portable Air Emission Sources, or Bringing Portable or Stationary Air Emission Sources onto the Site
3.5	Const. or Mod. Drinking Water Systems & Controlling Cross Connections at the Site
3.6	Const. or Mod. Drinking Water Sys. & Controlling Cross Connections
3.7	Const. or Mod. Facilities that Store Oil in Containers or Tanks
3.8	Const. or Mod. AST(ABOVE GROUND STORAGE TANK) & UST (UNDERGROUND STORAGE TANK) not Regulated under 40 CFR 280
3.9	Const. or Mod. UST Systems Regulated under 40 CFR 280
3.10	Changing Use or Reactivating ASTs & USTs not Regulated under 40 CFR 280
3.11	Changing Use or Reactivating USTs Regulated under 40 CFR 280
3.12	Const. or Mod. Septic Tanks or Systems
3.13	Const. or Mod. Sewage & Other Wastewater Systems
3.14	Discharge. New Wastewaters or Changing Discharge. to the City of Butler Sewer System
3.15	Discharging New Wastewaters at the Site
3.16	Const. or Mod. Potable Water, Production, Monitoring, & Obs. Wells
3.17	Const. or Mod. Injection Wells
3.18	Reactivating Buildings or Facilities from Standby (Inactive) Status
	Operating (oper)Facilities, Equipment, or Processes
3.19	Oper. Facilities, Equipment or Processes - General
3.20	Oper. & Sampling Drink. Water Sys. & Controlling Cross Connections at the Site
3.21	Oper. Stationary Air Emission Sources
3.22	Oper. Stat., Portable or Mobile Oil Tanks & Oil Container Storage Facilities
3.23	Oper. ASTs & USTs not Regulated under 40 CFR 280
3.24	Operating Volatile Organic Liquid Storage Tanks
3.25	Oper., Discharging to & Monitoring Permitted Injection Wells
3.26	Oper. & Discharging to Shallow Injection Wells not Requiring a Permit
3.27	Discharging to Septic Tanks or Systems
3.28	Discharging Wastewaters to the City of Butler Sewer System
3.29	
3.30	Oper. Potable Water, Production, Monitoring, & Observation Wells
3.31	Using, Storing & Dispositioning Chemical Products/Chemicals/Hazardous Agents
3.32	Using Drinking Water Sys. & Controlling Cross Connections at the Site
3.34	Managing Storm Water Discharges at the Site
3.35	Performance. Activities with the Potential for Fugitive Dust or Fugitive Emissions
3.36	Conducting Open Burning
3.37	Responding to Regulatory Inspections
	Maintaining(Maint) or Repairing Facilities, Equipment, or Processes
3.38	Maint. & Repairing Facilities, Structures, Equipment or Processes - General
3.39	Starting Up, Shutting Down, or Performing Scheduled Maint. on Stationary Air Emissions Sources
3.40	Maint., Repairing or Altering Drinking Water Sys. at the Site
3.41	Repairing Drinking Water Sys. & Controlling Cross Connections
3.42	Repairing ASTs & USTs not Regulated under 40 CFR 280
3.43	Repairing USTs Regulated under 40 CFR 280

	WORK ACTIVITY
3.44	Planning Activities that may Break Up, Dislodge, Disturb or Block Access to Asbestos-Containing Material
3.45	Removing Asbestos-Containing Material
3.46	Maint. Equipment Containing or Contaminated with PCBs
3.47	Decontaminating Equipment Containing or Contaminated with PCBs
3.48	Maint., Testing & Disposing of Halon-Containing Equipment & Halon
3.49	Maint., Serv., or Repairing Stationary HVAC & Refrigeration Equipment
3.50	Maintaining, Servicing or Repairing Motor Vehicle Air Conditioners (MVACs)
3.51	Removing Lead from Service or from a Structure, or Classifying Newly Discovered Lead
3.52	Applying & Storing Pesticides
3.53	Applying Fertilizers
3.54	Maint. & Repairing Septic Tanks or Systems
3.55	Pumping Septic Tanks & Septic Systems
	Discontinuing Use Of, or Closing Facilities, Equipment or Processes
3.56	Deactivating, Decontaminating, Dismantling, or Closing Facilities (including trailers), Structures, Equipment, or Processes - General
3.57	Permanently Discont. Use of, or Closing, USTs Reg. under 40 CFR 280
3.58	Abandoning or Closing Septic Tanks
3.59	Abandoning Potable Water, Production, Monitoring, and Observation Wells
3.60	Abandoning Injection Wells
	Disturbing Soils
3.61	Disturbing Soils
	Purchasing(Purch) of Goods and Services
3.62	Procuring Goods or Services
3.63	Purchasing Diesel Fuel
3.64	Purch. Refrigerants, Appliances Containing Refrigerants, Sys. Components that Operate Using Refrigerants, or Refrigerant Recovery or Recycling Equip.
3.65	Procuring Pesticides
	Spills/Rele., Fires, and Explosions; and Permit or Reg. Exceedances
3.66	Reporting and Cleaning Up Spills & Releases
3.67	Cleaning Up Spills and Releases of PCBs
3.68	Exceeding Permitted or Reg. Limits from Stationary Air Emission Sources
3.69	Exceeding WW Discharge Limits to the City of Butler Sewer System
	Generating Waste
3.70	Generating Waste (Content Weights for recovery, recycling Required)
	Receiving Off-site Waste, Disposing of Waste & Recycling or Reusing Materials
3.71	Distributing, Excessing or disposing of Appliances Containing Refrigerants
3.72	Dispositioning Excess Materials
3.73	Disposing of Asbestos-Containing Material
	Sample Collection and Monitoring
3.74	Monitor Wastewater Discharge to the City of Butler Sewer System
3.75	Preparing to collect and collecting samples (CERCLA or D&D&D)
3.76	Preparing to collect and collecting samples (NON-CERCLA or NON-D&D&D)
3.77	Packaging and Temporarily Storing Samples
3.78	Transferring Samples to a Laboratory
3.79	Storing and Maintaining Samples
3.80	Disposing of samples
3.81	Report. Env. Characterization Data collected to support FFA/CO Activities
3.82	Report Disturbances to CERCLA or Inactive Waste Sites and Identifying of Suspected Inactive Waste Sites
3.83	Developing and Maintaining an EMS
3.84	Performing CERCLA Remedial Activities

Appendix C

1998 COMMITTEE REPORT

BED CAPACITY--ADDITIONAL VETERAN'S NURSING HOME

The subcommittee studying the possible bed capacity for an additional Veterans Nursing Home, has determined that approximately 280 beds should be considered. It is recommended that these beds be composed into six (6) forty-four bed units or four (4) fifty four bed units with a 60 bed domiciliary.

Even though there is no formula to use to predict the number of beds needed for another nursing home for Veterans, the following facts were reviewed:

1. As of July 1, 1997 the number of Veterans in South Carolina was about 380, 000.
2. The proportion of South Carolina's population classified as elderly (65 and over) is expected to increase from 12 percent in 1995 to 20.7 percent in 2025, which would indicate that the number of elderly Veterans in South Carolina would steadily increase also.
3. According to national statistics, between 1995 and 2010, veterans age 55 and over will increase from the current 8.8 million to a peak of 9.3 million in 200 (when two-thirds of the male population in this age group will be veterans).

The veteran population aged 85 and older will increase from 154,000 in 1990 to 1.26 million in the year 2010. This 720 percent increase is expected to increase utilization of VA health care by nearly 400 percent for this group in the same 20-year period. During the period 1995 to 2010 when the total veteran population may decrease by 23 percent, it is projected the number of veteran users of VA health care services will increase by 17 percent, based on the facts that 59.3 percent of veterans using the VA system have no private or Medigap insurance and 21 percent have no health care coverage. Also, it is expected that the number of female veterans will increase by an additional 7 percent to 1.3 million, representing 6.4 percent of all veterans by 2010.

4. Current South Carolina figures state that of the 380,000 Veterans, 92,000 of these are World War II veterans, 63,000 are from the Korean Conflict, 130,000 are from the Vietnam era, and 31,000 are from the Persian Gulf War. Approximately 150,000 of these Veterans are over the age of 60. The current waiting list for Richard Campbell Veterans home has over 450 names with a waiting period of 15-18 months from the time a veteran's name is placed on the waiting list. A majority of these veterans are from the WWII era and Korean Conflict.

The Richard M. Campbell Veterans Nursing Home in Anderson, with a capacity of 220 beds, serves the population in the upstate as evidenced by the facts that 90% of the current veterans are from that area and 16% of the veterans on the waiting list from that area.

Columbia offers two primary options for veterans needing long term care. There are 90 beds allotted within the C.M. Tucker/Dowdy Gardner Nursing Care Center. The Dorn VA Hospital has 120 long term beds. Service connected veterans are given top priority for admission to the beds at the VAH and these admissions do not have to be SC residents.

When considering a location for an additional Veterans Nursing Home, the coastal section of the state should be closely reviewed. The Charleston VA Hospital is currently has 10 long term care beds and is projected to increase to 28 by the end of the year. Other veterans are served within the community. According to latest figures, 27 veterans are residing in community nursing homes under VA contract, which lasts only three months. The veteran must then return home or, if eligible, be converted to Medicaid for financial coverage. There are approximately 130 veterans being served in the community in this area, either by Home Health, Homemaker services or Day Care.

The following statistics are being provided for information regarding this area:

County	Population (1996)	Veterans	Veterans (>50)*	Dementia persons**
Berkeley	132,000	15,875	32.2%	786
Charleston	277,700	34,702	28.9%	3361
Dorchester	84,900	10,390	28.5%	694

* Percentage of total population of county over age of 50.

**One way of estimating the number of persons with dementia is to take 10% of the total age 65+ population in the county. These figures are calculated as such.

***Numbers and statistics are quoted from reports from the State Department of Veteran Affairs, Federal Department of Veteran Affairs, S. C. Census Report and the Mature Adult Count from the S. C. Department of Health and Human Services.

10/02/98

file

**A PROPOSAL FOR THE
CONSTRUCTION AND OPERATION OF A
STATE VETERANS NURSING HOME FACILITY**

737-7023

Veterans Nursing Home Study Committee
South Carolina Department of Mental Health
November 2, 1998

VETERANS NURSING HOME STUDY COMMITTEE REPORT

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EXECUTIVE SUMMARY

As directed by a joint resolution of the General Assembly dated June 4, 1998, and approved by the Governor on June 8, 1998, the South Carolina Department of Mental Health has developed a proposal for the construction and operation of a nursing home facility for state veterans. A committee of representatives of the American Legion, Disabled Veterans, Veterans of Foreign Wars, the Governor's Office - Division of Veterans Affairs, Health and Human Services, Campbell Veterans Nursing Home, and DMH staff from the Division of Long Term Care/Elderly, Clinical Services, and Physical Plant Services was appointed by Dr. Jaime Condom, SCDMH Deputy Director for Clinical Services. The report was presented to Dr Condom on November 2, 1998, to the South Carolina Department of Mental Health Commission on December 1, 1998, and forwarded to the General Assembly.

The committee met in various locations from August through October to develop the proposal. The veterans population of the state by county was reviewed, along with formulas used by the state and federal agencies to determine the number of nursing home beds needed. Facility size was also discussed with officials responsible for state nursing home construction grants, who referenced states that have only VA funding, no state appropriations, and must make up the difference with patient generated revenues. A minimum of 220 beds was suggested to be fiscally sound. The subcommittee on bed capacity proposed 220 nursing home beds and 60 domiciliary, for a total of 280 beds. Location needs to be determined by serving the greatest need, although building one additional facility will still leave some areas of the state without available local support. The areas within 45 minutes of the VA Hospital in Charleston toward the Pee Dee and/or Horry county would serve the largest current population of state veterans.

Several sites were evaluated for possible use for this facility in the Lowcountry area. A minimum of twenty acres with access to major highway arteries, proper zoning, utilities, environmentally sound and aesthetically pleasing, would be desirable. The positive economic impact of such a facility has made donation of the property a realistic expectation, with offers already being proposed.

Construction of the facility would need to meet both South Carolina and Veterans Administration requirements to be licensed and certified to operate in this state with VA funding. Property value can be included in the state's 35% match for Federal funds. Donation of property would be beneficial in keeping cost to the state as minimal as possible. Renovation of existing facilities in most cases would be more costly than new construction because of the cost of retrofitting to meet building codes and requirements. One story facilities with adequate green space for a home are limited in availability. Should such a facility become available, it could be considered.

The construction and furnishing completed in 1991 of Campbell Veterans Nursing Home with 220 beds in Anderson was \$110 per square foot, or \$11,572,669, of which the Federal grant was \$7,516,395. Current construction costs would indicate a 4 percent per year increase to build a similar facility or approximately \$17,129,865, or \$163 per square foot. The additional 60 beds for domiciliary care would cost approximately \$5,900,000.

Operation of the facility, if funded similarly to the current facilities would cost the state the difference between the VA reimbursement rate of \$43.92 per day and the cost of care at approximately \$127.80 per day in Stone Pavilion and \$101.11 per day for the management contract with PHP for Campbell.

Consideration should be given to the long range needs of the veterans population and services currently provided on the local level. Additional support will be needed across the state, but not necessarily for just skilled nursing home beds. Domiciliary beds and adult day care services (provided privately in the community) are also currently funded at a rate of \$17.78 and \$45 respectively. Construction of a facility that addresses current needs and trends identified by the nursing home industry is encouraged by the U.S. Department of Veterans Affairs State Home Construction Grant staff, including such initiatives as the Eden Alternative, as supported by the SC Department of Health and Human Services, and special care units for dementia patients. Facilities should reflect the philosophy of family involvement with adequate space for visiting, dining, and well lighted adjacent parking for visitors. Consultants are available for each phase of such a project from the national level.

Management and oversight of the state veterans homes by SCDMH should be weighed against other alternatives such as the State Office of Veterans Affairs, or Aging, and management by contract or a state agency should also be considered for the most efficient use of resources with the best quality of needed services. Local care with support for maintenance of aging veterans in their homes should be available whenever possible with primary care and adult day care.

An additional state nursing home facility for South Carolina's veterans will provide much needed services to a portion of that population, and would be a positive step toward comprehensive care of our aging veterans. It will not solve the problem of waiting lists for current facilities, or address the needs of the entire state, but will help relieve the pressing problem of one segment, wherever it is located. Other services will be needed in the future. This report will reflect the best efforts to address these needs with limited resources.

POPULATION OF VETERANS IN SOUTH CAROLINA

As of July 1, 1997, the population of veterans in South Carolina was about 380,000, of which approximately 150,000 are over the age of sixty. 92,000 veterans served in World War II, 63,000 in the Korean Conflict, 130,000 were in Vietnam, and 31,000 were in the Persian Gulf War. A map of the population by county in 1996 shows concentrations of veterans around the metropolitan areas of the state: Greenville, Spartanburg, Lexington, Richland, Charleston, and Horry counties all have over 20,000 veterans. Anderson, York, Aiken, Sumter, Florence, Beaufort, Dorchester, and Berkeley counties all have veteran populations of over 10,000. (See Appendix C).

Nationally, the veteran population age 55 and older will peak in the year 2000 at 9.3 million, when two-thirds of the male population in this age group will be veterans. Those over age 85 are expected

to increase 720%, from 154,000 in 1990 to 1.26 million in 2010. The need for health care services will increase 400% during this same twenty year period, in part because almost sixty percent of veterans do not have private or Medigap insurance, and 21 percent have no health care coverage. In South Carolina, the proportion of elderly (over 65) will increase from twelve percent of the population in 1995 to 20.7 percent in 2025. The number of elderly veterans in need of health care services should follow a similar growth pattern.

The Department of Veterans Affairs recommends 2.5 nursing home beds per 1,000 veterans. With the 1997 population of 380,000 veterans, South Carolina should have 962.5 beds. Currently, the Richard Michael Campbell Veterans Nursing Home in Anderson has 220 beds, and the Stone Pavilion in Columbia at C.M. Tucker, Jr./Dowdy Gardner Nursing Care Center has 90 beds. There are 120 long term beds at Dorn VA Hospital in Columbia, and 28 at the VA Hospital in Charleston, where service connected veterans are given top priority and admissions do not have to be South Carolina residents. This total of 458 beds is less than half of the projected number needed now. The current waiting list at Campbell has over 450 names with a waiting period of 15-18 months. South Carolina has approximately 18,000 nursing home beds with waiting lists of 800 to 1100 on any given day.

Other services, such as assisted living, adult day care, and home care services can decrease, but not negate, the need for nursing home beds. As the population of veterans ages and increases, all options available need to be considered. (See Appendix H).

NURSING HOME CAPACITY

There are 93 State Veterans Homes in 42 states, with six new facilities and four new states with pending recognition this year. These homes range from 38 to 690 beds for nursing home care. 44 percent have between 100 and 200 beds, and 45 percent have domiciliary beds. New homes on the pending recognition list range from 80 to 225 beds for nursing home care. 220 beds is considered a minimum to cover the costs of overhead and provide efficient, quality care in newly constructed homes, according to consultants recommended by the Department of Veterans Affairs Construction Grant Program.

The capacity census at Campbell Veterans Nursing Home in Anderson includes the majority of residents from the upstate counties (90 %), including 76% from Anderson and the immediately adjacent counties of Greenville, Laurens, Abbeville, Oconee, and Pickens, and less than ten percent from the Midlands, Pee Dee and Coastal areas. Families generally prefer local care and only use a veterans facility outside of their area as a last resort. The current waiting list of over 450 applicants for Campbell includes seven percent from coastal counties, where 27 veterans are residing in community nursing homes, and 130 are being served through home health, homemaker, or day care services (July, 1998). A home built in this area should readily support 220 residents, and negate the waiting list for that area's population. Domiciliary or assisted living beds should also be considered for approximately 60 residents.

Campbell Veterans Nursing Home has approximately 477 square feet per resident. With the advent of programming like the Eden Alternative, encouraging more family involvement, and special units for dementia patients, at least 600 square feet per resident is needed to provide adequate support space.

SITE REQUIREMENTS

In reviewing potential sites, touring nursing care facilities, and discussing requirements with consultants and nursing home industry staff, criteria for an optimum site for a new State Veterans Nursing Home should include the following:

- A minimum of twenty acres.
- Good accessibility to major highway arteries in the area.
- Convenient to a Veterans Administration Hospital for acute care and clinic services.
- Location should be properly zoned and have existing facilities (water, sewer, electricity, etc.)
- Should be aesthetically pleasing with trees, views, and adequate green space for outdoor activities.
- Single story construction for accessibility and safety.
- Should be visible and located in a neighborhood where adjacent properties do not detract from the VA mission.
- Should be free of environmental hazards.
- Cost of the land must be within the means of existing financial resources and must be consistent with its appraised value.

Approximately twenty sites in three counties have been reviewed, with others available for future consideration. Early study reveals several potentially acceptable sites that meet most of the established requirements. Additionally, it appears that there is considerable interest in donation of a site, because of the positive economic impact such a facility would generate. Letters of interest and support can be found in Appendix G.

Renovation of an existing facility would require meeting state and federal requirements for nursing homes. Adequate green space, square footage, and single story construction requirements make most existing structures unacceptable for residential sites. The cost of retrofitting usually matches or exceeds new construction costs to yield a facility that is adequate, but not ideal.

CONSTRUCTION COSTS AND FURNISHINGS

Construction and furnishing of the Richard Michael Campbell Veterans Nursing Home in Anderson, South Carolina, was completed in 1991 for a cost of \$11,572,669.46. The federal grant amount was \$7,516,395. The cost per square foot was \$110, with 477 square feet per resident. Bringing those figures forward to year 2000, allowing a four percent per year increase, results in a total cost of \$17,129,865 and \$163 per square foot. (See Appendix D).

Discussions with staff of the Campbell Nursing Home indicate a need for larger dining areas, patient rooms, and more adequate nurse's stations. Newly constructed private nursing homes visited by the committee had as much as 630 square feet per resident. Conversations with consultants recommended by the Department of Veterans Affairs suggest a move toward more privacy for the individual resident and support space for specialty units like Alzheimer's and dementia, for a minimum of 600 square feet per resident.

Year 2000 cost estimates, based on 600 square feet per bed are:

	<u>220 beds</u>	<u>60 beds</u>
Construction Costs	\$17,700,000	\$4,860,000
Furnish/Equipment	2,250,000	616,000
Professional Services	1,460,000	400,000
Misc./Insurance/Etc.	<u>90,000</u>	<u>24,000</u>
TOTAL COSTS*	\$21,500,000	\$5,900,000

*The estimates are based on utilities being available and normal site improvement costs. No land purchase costs are included because, as previously stated, a suitable site should be available for donation.

OPERATION OF THE FACILITY

Currently, SCDMH houses 90 veterans in Stone Pavilion by memorandum of agreement with C.M. Tucker, Jr./Dowdy Gardner Nursing Care Center at a cost of \$127.80 per day. The average occupancy is 94%. By contract, the Department oversees the care of 220 veterans at Campbell Veterans Nursing Home in Anderson at a cost of \$101.11 per day (including SCDMH overhead) with an average occupancy of 97%. As reported by the consultants, smaller facilities must provide the same services, and at least 200 beds is a minimum to cover costs efficiently. Although the occupancy rates are similar, the services are provided to more than twice as many residents at Campbell. The VA reimbursement rate is \$43.92 per day. Veterans are expected to pay the \$17.08 difference for the \$60 per day charge at both Campbell and Stone. The State would have to make up the difference in the per day cost, which at current rates, would range from \$41.11 to 67.80 per day, or an annual budget of \$3,301,133 to \$5,444,340. This does not include any Medicaid or other revenue. It should be noted that Medicare and private pay funds such as the \$17.08 per day paid by veterans goes to the patient fee account of the General Fund, and cannot be accessed by the facility, as legislated approximately thirty years ago.

Management and oversight of the State Veterans Homes by SCDMH should be weighed against other alternatives such as the State Office of Veterans Affairs, or Aging, and management by contract or a state agency should also be considered for the most effective, efficient use of resources with the best quality of needed services. The construction of an additional facility will alleviate the critical need for nursing home beds in whatever area it is constructed, but is only one step further down the road of providing continuing care to South Carolina's aging veterans. Other projects must be pursued to address the care needs of those who need assistance at home or in the community, but

do not need skilled nursing care. Ideally, a system of home care services, adult day care, assisted living, and nursing home care within a community could support the state's veterans as they age, along with clinics to provide primary care.

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Appendix D

SOUTH CAROLINA HOMELESS POINT IN TIME COUNT 2013 RESULTS



South Carolina Coalition
for the Homeless

South Carolina Homeless Point in Time Count 2013 Results

Acknowledgements

This challenging effort would not have been possible without the efforts of the individuals willing to go above and beyond what their responsibilities demanded. This is largely made possible by the citizens of South Carolina willing to give time, energy and their gifts to the process. To those homeless persons who offered their expertise and insight as well as their time to make this possible, thank you. We would like to extend gratitude to the following: Rachel Reed (Upstate Coalition Level Coordinator), Talae Tuitele (Midlands Coalition Level Coordinator), Anthony Haro (Lowcountry Coalition Level Coordinator), Charles Gray and David King (Eastern Carolina Homelessness Organization Coalition Level Coordinators). To Newberry County DSS for their first time participation in the count as well as Edgefield, Dorchester and Darlington for the directed efforts aimed at improving our rural counts. To Mike Chesser (Executive Director of the Upstate Homeless Coalition) and Anita Floyd (Vice President, Community Impact, United Way of the Midlands) for exemplifying leadership at all levels of this process. Lynn Shirley and Kevin Remington (University of South Carolina Department of Geography) for helping introduce innovative technology into our process and the University Of South Carolina Department Of Psychology. David Asiamah coordinated the statewide effort and it is thanks to his commitment that 2013 point in time was so successful. Finally, a big thanks to all of those who supported the PIT financially. Funders include the SC Department of Mental Health, the Emergency Shelter Grant Program administered by the Office of Economic Opportunity in the Governor's Office and each of the four continuums of care. Your commitment to this research and to ending the problem is deeply appreciated!

For more information about this study contact Anita Floyd at afloyd@uway.org.

Comments (or volunteers) are welcome at schomeless@uway.org.

Introduction

On January 24, 2013, a homeless Point-in-Time (PIT) Count, was conducted across the 46 counties in South Carolina. A Point in Time Count is a single day census of people experiencing homelessness. The SC count was directed by the South Carolina Coalition for the Homeless (SCCH) and implemented by the four regional homeless continuums of care. This is the fifth, statewide biennial point in time count of people who are homeless. The SCCH is an education, advocacy and networking organization for the four regional continuums of care: the Eastern Carolina Homelessness Organization (ECHO), Lowcountry Continuum of Care Partnership, Midlands Area Consortium for the Homeless (MACH), and the Upstate Homeless Coalition of South Carolina. Local continuums serve as planning, data management, advocacy and grant development and monitoring organizations for housing and homeless services in each region.

The U.S. Department of Housing and Urban Development (HUD) mandates that all homeless continuums of care conduct a count of all sheltered and unsheltered homeless. The PIT is a requirement for CoC applications to HUD for Continuum of Care homeless housing and service agencies receiving HUD funds. The data helps the federal government as well as local communities better understand the nature and prevalence of homelessness. The data presented in this report represent a snapshot estimate of the population of homeless persons in the State of South Carolina.

HUD Homelessness Definition

“An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

Methodology

The 2013 Point in Time (PIT) Count was conducted using strategies highlighted by HUD as best practices for conducting point in time counts. The basic requirements of a PIT are to identify everyone who is experiencing homelessness which includes those who are in temporary housing for people who are homeless (those who are “sheltered”) and those who are not housed and living in places not fit for habitation (cars, campsites, parks, parking garages, etc.).

There were two sources of data for the PIT: homeless management information systems (HMIS) and surveys. Most shelters and transitional housing programs in the state participate in an HMIS system, which is a web-based client data management system. HMIS systems from each continuum provided data on people who were sheltered on January 24th.

Each continuum also used paper surveys to interview people who were in shelters that do not participate in HMIS and to collect data on those people who were unsheltered or on the street. (see Appendix I & II).

To implement this ambitious research effort, each continuum identified a coalition level coordinator to manage the regional PIT effort. Coalition level coordinators also recruited, trained and supported county level coordinators who organized the survey strategy in each county. County level coordinators recruited over 700 trained volunteers, government staff, and university students. Volunteers provided over 3500 volunteer hours to make the 2013 PIT count a reality. Each county coordinator was provided with a PIT Count manual that detailed best practices as well as instructions for key strategies (e.g. media advertising, local government support, involving people who are homeless, etc.). Based on local geography, the local nature of their homeless population and volunteer capacities, local coordinators selected strategies to make the 2013 South Carolina PIT Count a success in their respective counties.

Survey Strategies

As noted, surveys were used to collect information on some of the people living in shelters and most of the people who were found to be unsheltered on January 24th. Three strategies were used.

1. Surveys were delivered to shelter providers that do not participate in HMIS (such as some rescue missions, faith-based shelters and domestic violence shelters) before the count and staff was trained to interview residents of the program on January 24th. For large shelters, volunteers were sent to assist staff.
2. Some communities, especially in the larger metropolitan areas, conducted a “blitz” search on January 24th. Trained volunteers were sent out in groups of two-four at sunset and concluded the unsheltered count the following morning at sunrise. These teams were sent to mapped locations and interviewed people who appeared to be homeless and who were willing to participate. County level coordinators were encouraged to include currently and formerly homeless persons as part of their count process to help identify known locations prior to the count and also to assist the street count teams in approaching and engaging homeless persons living on the streets. Homeless persons who assisted count teams and who helped identify known locations were provided gift cards for their time. Volunteers in counties with major urban city centers did block by block canvassing, searched known locations, and targeted non-shelter services such as soup kitchens, libraries and day labor offices.
3. Given the difficulty associated with identifying and locating homeless people, especially in rural areas, coalitions also implemented “service” counts across the state. This approach allows volunteers to interview people in either service offices (e.g. Department of Social Services, food pantries, soup kitchens, housing authority offices) or in unsheltered locations for up to six days after the count date. All interviewees engaged after January 24th had to indicate where they spent the night on the 24th. Those meeting the HUD definition for homelessness were surveyed. County level coordinators were tasked with identifying service-based organizations where unsheltered homeless are likely to seek assistance as part of this strategy.

Each homeless person encountered during the process was offered a personal care/hygiene kit even if they refused to participate. They were also informed of homeless services available to them in their particular locale.

There was a special effort aimed at improving our rural counts with the goal of building capacity to support extrapolation studies in the future.

As noted, each coalition also provided data on clients who were known to be homeless on January 24th from their Homelessness Management Information System (HMIS) database. Because the survey instrument collected identifying information, data could be unduplicated when all sources were combined.

At best, the strategy to count South Carolina's homeless population provides an snapshot of families and individuals. It also provides some detailed information about the characteristics of the population including the number of homeless households, children, causes and recurrence of homelessness as well as access to homeless services and utilization.

2013 Homeless Point-In-Time Count Survey Results

The PIT identified 6,035 homeless people living in South Carolina at the end of January 2013. This marked a 28.3% increase compared to last count in 2011.

Between 2011 and 2013, the total number of homeless persons in the state increased by 1331 from a previous total of 4701. The most dramatic increase was among those who were found to be unsheltered. The 2013 PIT identified 3116 people living on the streets or in a place not suitable for human habitation such as cars, encampments or woods. This is a 72% increase in the number counted in 2011 (1813). The count found 2919 people in shelters such as emergency shelters, temporary winter shelters and domestic violence shelters as well as transitional housing units. The state total of sheltered people did not change significantly between 2011 and 2013 indicating that the overall capacity to temporarily house people in the state has not changed though there were increases or losses of capacity in some local communities.

2013 SC Point in Time: Total People Distributed by Housing Status

Emergency Shelter	Transitional Housing	Unsheltered
1535	1384	3116

Table 1: 2013 SC Point in Time: Total People Distributed by Housing Status and County

County	Emergency Shelter	Transitional Housing	Unsheltered	Total
Abbeville	.	.	15	15
Aiken	29	14	13	56
Allendale	1	.	2	3
Anderson	26	59	46	131
Bamberg	.	.	4	4
Barnwell
Beaufort	9	.	127	136
Berkeley	.	.	25	25
Calhoun	.	.	5	5
Charleston	121	77	205	403
Cherokee	35	26	23	84
Chester	.	6	14	20
Chesterfield	3	.	14	17
Clarendon	.	.	28	28
Colleton	1	.	.	1
Darlington	.	.	22	22
Dillon	11	.	.	11
Dorchester	20	21	8	49
Edgefield	.	.	4	4
Fairfield	.	18	.	18
Florence	11	80	137	228
Georgetown	.	.	49	49
Greenville	363	388	145	896
Greenwood	6	60	172	238
Hampton	.	.	17	17
Horry	109	88	642	839
Jasper	.	.	19	19
Kershaw	.	9	45	54
Lancaster	7	.	2	9
Laurens	34	.	21	55
Lee	.	.	51	51
Lexington	31	63	27	121
Marion	.	13	.	13
Marlboro	10	.	6	16
McCormick	.	.	15	15

Newberry	.	.	13	13
Oconee	1	.	33	34
Orangeburg	18	29	16	63
Pickens	11	37	44	92
Richland	433	278	807	1518
Saluda	.	2	10	12
Spartanburg	131	43	167	341
Sumter	22	7	39	68
Union	.	.	12	12
Williamsburg	.	20	20	40
York	90	46	51	187
	1533	1384	3115	6032

Overall, 13 counties reported fewer numbers of homeless people; two reported no change and 31 reported an increase though for some the increase was negligible.

Counties with the highest increases in homelessness since 2011 were those that have more urban areas especially, Richland County (453); Horry County (296); Greenwood (187); Greenville (185).

Counties reporting the greatest decrease in homelessness were Sumter (83), Charleston (46) and Kershaw (41). Some smaller counties reported a high rate of increase in part due to very small numbers reported in 2011. Four counties reported less than five people. In 2011, 13 counties reported finding less than five homeless persons. The improved reporting suggests the increased attention and effort to the PIT in rural counties was successful. The PIT, however, remains a poor strategy for understanding the particular experience of rural homelessness, which is very different than in urban areas.

The 72% increase since 2011 in the number of people who were found to be unsheltered is troubling. Because of the difficulty of conducting PIT homeless research and reliance on volunteers, comparison of data from different counts is not entirely reliable. However, the increase showed up in too many counties including those with consistent records of strong PIT counts to be dismissed as improved effort or poor baselines. While Richland County had the largest increase in two years—other counties also experienced high increases in the number of unsheltered counted. The following eight counties (see Table 2 below) account for 1201 (92%) of the 1303 increase in unsheltered people since 2011. The in-

crease is likely due to both new people becoming homeless and people with long term or repeat episodes having a difficult time emerging from homelessness.

There are no local studies to support a specific correlation with the job and housing markets, but national data suggest persistent unemployment and pressure (increased competition) on the rental housing market have contributed to both new and persistent homelessness.

..these [teddy] bears have been through so much just like I have and since they came through I know that I'm going to come through. They come through abuse, neglects (sic), they come from being treated unfairly." - Child at children's emergency shelter

Table 2: Counties with the Highest Increase in Unsheltered Homelessness

Richland County	Horry County	Charleston County	Greenwood County	Spartanburg County	Greenville County	Florence County	Beaufort County
341	278	50	172	151	87	38	84

Homeless Families

People (adults and children) living in families represent 27% of the total number of homeless people identified on the single night. Of those in families, there were 1026 children: 405 of them were age five and under. Children under the age of 18 represent 17% of South Carolina's total homeless population. Most of the adults in families (489 or 81% of total) were female. These data were reinforced by data collected by school districts across the state. During the 2010-2011 academic year, federally supported McKinney-Vento programs managed by the SC Department of Education in South Carolina served 6,296 students. The McKinney-Vento Act provides access and educational stability for homeless students across the country. The annual number reflects students identified at some point during the school year though it may not reflect a persistent state of homelessness. That is, once identified, students remain McKinney-Vento students for the year even if their homeless status changes. It does not include children who are younger than school age.

Domestic violence contributes to homelessness. Nine hundred sixty one people reported that they had been victims of domestic violence in the past. Of these, 341 were identified in domestic violence shelters the night of January 24th and of these, 182 were children.

Table 3: Age Distribution of Total Homeless Population

Year	17 and Under	18-32	33-52	53-62	63 and over	Unknown
2013	1044	1271	2453	1123	237	39

**Total includes individuals appearing in multiple counties*

As noted, youth under age 18 represent 17% of the total people reporting their age. People age 63 and older continue to represent a small (less than 4%) of the total. The number of adults age 33-52 decreased as a percentage of the total from 41% (2011) to 40%. The percentage of younger adults (ages 18-32) increased from less than 18% to almost 21%.

Conditions of Homelessness

Poor health can contribute to homelessness and also be an outcome of homelessness. People who live on the streets or in shelters tend to age prematurely and have higher rates of chronic health conditions including hypertension, diabetes and heart disease. While the survey does not track a full range of health conditions, HUD requires CoCs to report on the number of people who have mental health or substance abuse conditions and also the number of people who would be considered "chronically homeless."

"Close your eyes and sit for a moment. Now imagine. Could you survive losing everything in one swoop?"

Table 4: Conditions of Homelessness

Substance Abuse Disorder	Mental Illness Diagnosis	Chronic Homeless	HIV
589(12%)	782 (16%)	485 (10%)	57(1%)

Only 12% of homeless adults identified on January 24th reported a substance abuse disorder (alcohol or drug dependence). This is a slight increase from the 2011 count where they accounted for 11% of the homeless population. Sixteen percent reported having a mental illness. In 2011 13% of the population report-

ed having a mental illness diagnosis. These numbers likely underestimate the number of people with mental illness diagnoses and substance use disorders, perhaps because people are asked to self-report the condition in a survey and the considerable stigma associated with substance dependence and mental illness. Nationally, 34.7% homeless persons report substance dependence and abuse and 26.2% report mental health difficulties (SAMHSA, 2011).

The number of adults who reported repeated episodes of homelessness and disabling conditions increased by 21% since 2011 from 400 to 485 people.

History of Homelessness

Thirty one percent (31%) (of those responding) reported that they were experiencing their first episode of homelessness. Providing assistance to people in crisis while they are still in housing would reduce homelessness in the long run because once

HUD Chronic Homelessness Definition

Either (1) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, OR (2) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years.

people experience homelessness, the likelihood of them having additional episodes increases. More than a fifth or 22% of those surveyed reported they had been homeless three or more times. Unfortunately, it is more difficult to support someone out of long-term homelessness than to prevent it. It is also usually more expensive for them to remain homeless than it is for them to live in subsidized or supportive housing because they tend to consume higher rates of acute care services (e.g. emergency health care, law enforcement and jail expenses) while they are homeless. It is difficult to compare these incidence data across counties because of the low numbers reported in many counties but among the counties with higher numbers of people who are homeless; those reporting high rates of first time homeless were,

Anderson County	Beaufort County	Charleston County	Richland County	Lexington County	York County
53%	73%	50%	48%	73%	58%

Counties with relatively low rates included: Florence (20%); Greenville (39%); Horry (35%) and Spartanburg (22%). Counties reporting high numbers of those experiencing homelessness 3 or more times are,

*"It's a terrible feeling, real terrible feeling.
I hate it. I'm 55 years old and it's embarrassing, it's depressing, and I absolutely hate it." - Homeless veteran*

Greenville County	Charleston County	Horry County	Richland County
113	115	206	409

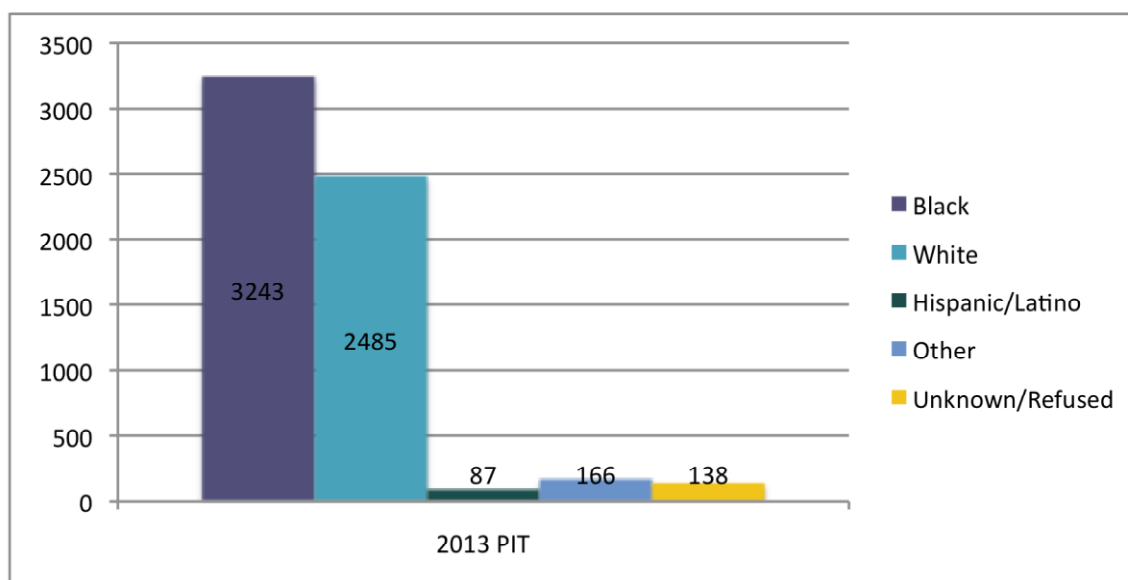
* *Total does not include totals of individuals stating they did not know how many times they have been homeless*

Homeless Veterans

Of the 5005 adults identified on the single night —596 (12%) reported that they were veterans. Of those identifying as veterans, about 9% (51) were female.

Race and Ethnicity

African Americans are disproportionately represented among the homeless in SC. Almost 53% of those identified on January 24th were African American. Only 28% of the total population in SC identifies themselves as African American according to 2012 census data.

Figure 1: Race and Ethnicity of Homeless Individuals

*The total exceeds 100% because one can be Black and Hispanic or White and Hispanic

Annual Estimates of Homelessness in South Carolina

The greatest limitation of the PIT is that it provides only a snapshot of homelessness. Point-in-time counts tend to over count people who have long histories of homelessness (people who are homeless for long periods of time are more likely to be homeless on a given day). Because families tend to experience briefer episodes of homelessness and also are less likely to experience unsheltered homelessness, a PIT undercounts homeless families. Finally, the PIT relies on housing programs and services to identify people who are homeless so finding people who are homeless in rural areas where there are fewer services is very difficult.

To expand the understanding of the extent of homelessness in South Carolina, the coalition has provided annual estimates of the number of homeless people calculated using the number of people living in poverty. Researchers have calculated that 6.3% of the population living in poverty would experience homelessness in a year's time. In South Carolina, based on 2011 US census poverty 53,403 would be homeless in a year. Researchers have also calculated that these annual rates can be used to estimate the number of people who experienced homeless-

ness on a given day. Using the annual estimate 53,403, the PIT would range between 8900 and 17,800 in SC. In the metropolitan areas of Greenville and Horry counties, the 2013 PIT census falls within the high and low range of single homelessness estimated from poverty (in Horry 2013 count was 840; the estimated range was 539-1078. In Greenville, the 2013 count was 896 and the estimated range was 747-1495.) The count in Greenwood (238) also fell within estimated range of 143-286. In Richland County, the PIT census of 1598 exceeded the high range estimate of 1397. The 2013 count was less than estimated in all other counties, suggesting that given the high rate of poverty in SC, the Coalition's PIT count underreports the number of homeless on a given night in SC.

Future Analysis

The SCCH will repeat the point in time study in January 2014. Annual point in time counts (rather than biennial) should provide more consistent data for purposes of comparison. The SCCH is engaging in additional research using HMIS data. The first priority will be an analysis of the use and cost of services consumed by people while they are homeless.

Referenced Tables

Table 5: Adults; Gender and Disability by County

County	Female Mental Illness	Male Mental Illness	Female Substance Abuse	Male Substance Abuse	Female HIV	Male HIV	Female Chronic	Male Chronic
Abbeville	1	2	.	1
Aiken	3	2	3	.	1	.	2	.
Allendale
Anderson	11	7	16	4	.	.	3	3
Bamberg	.	.	.	2
Barnwell
Beaufort	1	2	.	1	.	.	1	1
Berkeley	5	4	1	2	.	1	5	2
Calhoun	1
Charleston	29	108	13	94	1	2	14	69
Cherokee	3	5	.	1	.	.	1	1
Chester	.	2	1	11	.	1	.	3
Chesterfield	2
Clarendon
Colleton
Darlington	1	1
Dillon	1
Dorchester	5	11	3	11	.	.	2	2
Edgefield
Fairfield	4	.	1	3	.	.	2	1
Florence	6	11	2	14	1	3	2	7
Georgetown	1	1	.
Greenville	9	29	5	30	.	2	5	23
Greenwood	17	13	7	8	2	.	7	9
Hampton	1	.	.
Horry	21	74	8	60	1	2	25	59
Jasper	1
Kershaw	8	5	1	3	.	1	1	4
Lancaster	2	.	2
Laurens	2	4	1	18	.	.	.	4
Lee
Lexington	5	6	6	2	.	1	1	6
Marion	2	2	1

Marlboro	2	2
McCormick	3	1	.
Newberry	1	1	1
Oconee	2	1	1
Orangeburg	6	1	3	1	1	.	5	3
Pickens	12	5	6	3	1	1	1	.
Richland	122	142	91	107	9	21	66	94
Saluda	.	.	1
Spartanburg	18	15	.	17	.	2	11	13
Sumter	1	2	.	3	.	.	1	6
Union
Williamsburg	1
York	10	7	7	13	.	2	7	9
	318	464	180	409	17	40	164	321

Table 6: Households with Children By County

County	Number of Families	Boys in Families	Girls in Families	Total Children	Males in Families	Females in Families	Total Adults	Total People in Families
Abbeville	5	1	4	6	1	2	3	9
Aiken	16	11	6	17	1	9	10	27
Allendale
Anderson	14	9	13	22	2	13	15	37
Bamberg
Barnwell
Beaufort	3	5	.	5	.	3	3	8
Berkeley
Calhoun
Charleston	13	5	11	16	.	13	13	29
Cherokee	10	8	7	15	1	8	9	24
Chester
Chesterfield
Clarendon	9	5	4	9	2	5	7	16
Colleton
Darlington	4	2	7	9	.	4	4	13
Dillon	2	1	1	2	.	.	.	2
Dorchester	5	4	4	8	.	5	5	13
Edgefield	2	2	1	3	.	1	1	4
Fairfield
Florence	17	9	14	25	3	14	17	42
Georgetown	2	2	2	4	1	2	3	7
Greenville	93	77	83	161	11	71	82	243
Greenwood	46	48	40	90	13	46	59	149
Hampton
Horry	86	80	78	158	35	78	113	271
Jasper
Kershaw	4	4	3	7	1	3	4	11
Lancaster	2	1	2	3	2	2	4	7
Laurens	11	13	9	22	.	8	8	30
Lee	20	11	9	20	2	12	14	34
Lexington	21	20	17	37	4	18	22	59
Marion
Marlboro	4	5	.	5	.	4	4	9

McCormick	5	3	5	8	.	4	4	12
Newberry
Oconee	6	2	6	8	3	3	6	14
Orangeburg	13	14	10	24	3	9	12	36
Pickens	14	17	14	31	4	13	17	48
Richland	132	84	93	177	18	88	106	283
Saluda	5	3	4	7	1	1	2	9
Spartanburg	46	40	29	69	8	24	32	101
Sumter	4	1	6	7	.	4	4	11
Union	8	6	4	10	.	1	1	11
Williamsburg	3	2	3	5	.	2	2	7
York	22	17	19	36	.	19	19	55
	647	512	508	1026	116	489	605	1631

Table 7: Households without Children by County and Housing Type

County	Households Without Children	Household Male Adults	Household Female Adults	Emergency Shelter	Transitional Housing	Unsheltered	Household Adults Total
Abbeville	6	3	3	.	.	6	6
Aiken	29	17	11	19	.	10	29
Allendale	3	2	1	1	.	2	3
Anderson	92	45	49	24	31	39	94
Bamberg	2	4	.	.	.	4	4
Barnwell
Beaufort	128	81	35	1	.	127	128
Berkeley	25	14	11	.	.	25	25
Calhoun	4	3	2	.	.	5	5
Charleston	373	295	57	116	53	205	374
Cherokee	60	38	22	32	5	23	60
Chester	20	16	4	.	6	14	20
Chesterfield	14	9	8	3	.	14	17
Clarendon	12	10	2	.	.	12	12
Colleton	1	.	1	1	.	.	1
Darlington	7	7	2	.	.	9	9
Dillon	9	4	5	9	.	.	9
Dorchester	35	20	14	10	18	8	36
Edgefield
Fairfield	18	9	9	.	18	.	18
Florence	181	125	59	9	60	117	186
Georgetown	42	22	20	.	.	42	42
Greenville	647	501	151	330	195	128	653
Greenwood	80	45	42	2	15	72	89
Hampton	17	3	14	.	.	17	17
Horry	555	411	150	99	78	387	564
Jasper	19	18	1	.	.	19	19
Kershaw	42	28	15	.	3	40	43
Lancaster	2	.	2	.	.	2	2
Laurens	24	19	6	19	.	6	25
Lee	17	14	3	.	.	17	17
Lexington	61	34	28	4	38	20	62
Marion	13	10	3	.	13	.	13
Marlboro	7	4	3	1	.	6	7

McCormick	2	2	1	.	.	3	3
Newberry	13	9	3	.	.	13	13
Oconee	20	14	6	1	.	19	20
Orangeburg	26	13	14	3	13	11	27
Pickens	44	15	29	1	12	31	44
Richland	1214	855	375	379	190	666	1235
Saluda	3	1	2	.	.	3	3
Spartanburg	240	168	71	85	10	145	240
Sumter	57	46	10	17	1	39	57
Union	1	.	1	.	.	1	1
Williams- burg	33	12	21	.	14	19	33
York	131	66	66	72	9	51	132
	4329	3012	1332	1238	782	2377	4397

Table 8: Experience of Domestic Violence: Adults and Children

County	Total Adults	Total Children
Abbeville	3	2
Aiken	10	6
Allendale	.	.
Anderson	24	6
Bamberg	2	.
Barnwell	.	.
Beaufort	5	5
Berkeley	6	.
Calhoun	.	.
Charleston	61	.
Cherokee	13	1
Chester	2	.
Chesterfield	6	.
Clarendon	.	.
Colleton	.	.
Darlington	5	2
Dillon	.	.
Dorchester	6	4
Edgefield	.	.
Fairfield	3	.
Florence	33	5
Georgetown	2	.
Greenville	73	17
Greenwood	40	20
Hampton	1	.
Horry	79	7
Jasper	.	.
Kershaw	7	.
Lancaster	2	.
Laurens	11	11
Lee	.	1
Lexington	23	17
Marion	13	.
Marlboro	6	5
McCormick	3	2

Newberry	.	.
Oconee	6	.
Orangeburg	10	8
Pickens	21	9
Richland	186	25
Saluda	1	.
Spartanburg	62	7
Sumter	9	4
Union	1	3
Williamsburg	3	.
York	41	15
	779	182

Table 9: Homeless Individuals: Age by County

County	Under 1	1 to 5	6 to 17	18 to 32	33 to 52	53 to 62	Over 62	Unknown
Abbeville	1	1	4	6	3	.	.	.
Aiken	5	2	10	15	18	5	1	.
Allendale	2	1	.	.
Anderson	1	9	10	23	66	19	1	2
Bamberg	1	3	.	.
Barnwell
Beaufort	.	4	1	90	27	6	8	.
Berkeley	.	.	.	1	11	11	2	.
Calhoun	.	.	.	1	2	2	.	.
Charleston	.	12	4	95	159	109	24	.
Cherokee	.	10	5	18	39	12	.	.
Chester	.	.	.	10	5	5	.	.
Chesterfield	.	.	.	3	7	4	3	.
Clarendon	.	.	9	10	7	1	1	.
Colleton	1	.	.	.
Darlington	.	2	7	4	5	3	1	.
Dillon	.	1	1	3	2	4	.	.
Dorchester	1	1	6	6	16	18	1	.
Edgefield	.	2	.	1	.	.	.	1
Fairfield	.	.	.	4	6	7	1	.
Florence	4	9	12	41	92	52	18	.
Georgetown	.	1	3	11	19	6	9	.
Greenville	6	47	103	166	383	172	14	5
Greenwood	8	32	47	53	61	28	6	3
Hampton	.	.	.	7	8	2	.	.
Horry	2	31	129	166	350	124	37	.
Jasper	.	.	.	17	2	.	.	.
Kershaw	1	3	3	15	15	15	2	.
Lancaster	.	1	2	1	4	1	.	.
Laurens	1	9	10	12	15	5	1	2
Lee	.	.	20	19	8	3	1	.
Lexington	4	14	19	31	33	20	.	.
Marion	3	9	1	.
Marlboro	3	.	2	5	4	1	1	.
McCormick	1	3	4	5	2	.	.	.
Newberry	.	.	.	8	3	1	1	.

Oconee	.	3	4	8	11	5	2	1
Orangeburg	3	11	10	12	15	10	2	.
Pickens	3	7	21	15	33	10	3	.
Richland	3	49	125	222	710	340	69	.
Saluda	1	1	3	3	2	.	.	2
Spartanburg	4	19	30	63	146	50	13	16
Sumter	1	3	3	10	30	19	2	.
Union	.	2	1	1	.	1	.	7
Williamsburg	.	1	4	12	9	6	8	.
York	3	13	20	43	77	27	4	.
	56	303	632	1236	2412	1117	237	39

Table 10: Individuals by Race, Ethnicity and County

County	Black	White	Other	Refused Unknown Race	Hispanic Latino	Non- Hispanic Non- Latino	Refused Unknown Ethnicity	Total Persons
Abbeville	10	4	1	.	.	15	.	15
Aiken	25	29	2	.	.	52	2	56
Allendale	2	.	.	1	.	3	.	3
Anderson	32	96	3	.	3	115	13	131
Bamberg	4	4	.	4
Barnwell
Beaufort	37	25	.	74	18	43	75	136
Berkeley	6	15	3	1	.	21	4	25
Calhoun	5	5	.	5
Charleston	219	161	15	8	13	345	45	403
Cherokee	35	45	3	1	2	81	1	84
Chester	14	5	1	.	.	20	.	20
Chesterfield	12	5	.	.	.	16	.	17
Clarendon	23	5	.	.	.	28	.	28
Colleton	1	1	.	1
Darlington	18	4	.	.	.	21	1	22
Dillon	7	4	.	.	.	11	.	11
Dorchester	29	19	1	.	.	48	1	49
Edgefield	4	3	1	4
Fairfield	5	13	.	.	.	18	.	18
Florence	154	58	4	12	.	209	16	228
Georgetown	44	3	2	.	.	49	.	49
Greenville	486	397	12	1	23	869	4	896
Greenwood	164	56	8	10	10	222	6	238
Hampton	17	15	2	17
Horry	234	560	31	14	.	765	52	839
Jasper	7	8	1	3	1	9	9	19
Kershaw	26	27	1	.	.	53	.	54
Lancaster	4	5	.	.	.	9	.	9
Laurens	25	29	1	.	1	50	4	55
Lee	41	10	.	.	.	51	.	51
Lexington	76	43	2	.	.	119	.	121
Marion	7	4	.	2	.	13	.	13
Marlboro	9	7	.	.	.	16	.	16

McCormick	12	3	.	.	.	15	.	15
Newberry	9	4	.	.	.	11	2	13
Oconee	10	22	2	.	1	33	.	34
Orangeburg	50	7	6	.	.	63	.	63
Pickens	26	61	5	.	.	87	5	92
Richland	1010	462	39	7	8	1437	39	1518
Saluda	4	3	5	.	3	9	.	12
Spartanburg	153	182	5	1	1	330	10	341
Sumter	50	17	1	.	.	45	23	68
Union	3	9	.	.	.	12	.	12
Williamsburg	37	3	.	.	.	30	10	40
York	97	75	12	3	3	176	3	187
	3243	2485	166	138	87	5547	328	6032

Table 11: History of Homelessness by County

County	First Time	Second Time	Three or More Times	Unknown	Total Persons
Abbeville	7	7	1	.	15
Aiken	25	11	13	7	56
Allendale	3	.	.	.	3
Anderson	63	33	22	13	131
Bamberg	.	.	2	2	4
Barnwell
Beaufort	30	6	5	95	136
Berkeley	16	.	3	6	25
Calhoun	.	1	1	3	5
Charleston	178	64	115	46	403
Cherokee	25	11	11	37	84
Chester	5	3	6	6	20
Chesterfield	.	9	5	3	17
Clarendon	.	.	.	28	28
Colleton	1	.	.	.	1
Darlington	.	5	12	5	22
Dillon	4	2	4	1	11
Dorchester	16	13	9	11	49
Edgefield	1	.	3	.	4
Fairfield	4	4	8	2	18
Florence	27	37	72	92	228
Georgetown	5	1	6	37	49
Greenville	205	206	113	372	896
Greenwood	30	130	61	17	238
Hampton	14	2	.	1	17
Horry	175	127	206	331	839
Jasper	1	.	.	18	19
Kershaw	34	2	13	5	54
Lancaster	7	.	.	2	9
Laurens	14	25	13	3	55
Lee	.	1	.	50	51
Lexington	85	11	21	4	121
Marion	.	6	5	2	13
Marlboro	.	1	6	9	16
McCormick	.	11	3	1	15

Newberry	3	.	6	4	13
Oconee	21	8	4	1	34
Orangeburg	34	3	25	1	63
Pickens	15	49	10	18	92
Richland	643	279	409	187	1518
Saluda	5	1	5	1	12
Spartanburg	47	96	73	125	341
Sumter	32	7	14	15	68
Union	.	11	.	1	12
Williamsburg	9	.	7	24	40
York	94	22	46	25	187
	1878	1205	1338	1611	6032

Table 12: SC Continuums of Care

Continuum of Care	Regional Continuum of Care	Continuum of Care	Member counties	Total
	Midlands Area Consortium for the Homeless (MACH)		Richland, Lexington, Fairfield, Kershaw, Chester, Lancaster, Newberry, York, Calhoun, Orangeburg, Bamberg, Allendale, Barnwell, Aiken	
	Lowcountry Continuum of Care Partnership		Berkeley, Dorchester, Charleston, Beaufort, Jasper, Hampton, Colleton	
	Eastern Carolina Homelessness Organization (ECHO)		Chesterfield, Clarendon, Darlington, Dillon, Florence, Georgetown, Horry, Lee, Marion, Marlboro, Sumter and Williamsburg	
	Upstate Homeless Coalition of S.C.		Greenwood, Abbeville, McCormick, Edgefield, Saluda, Pickens, Union, Laurens, Spartanburg, Cherokee, Anderson, Oconee, Greenville	

Table 13: Totals by Housing Type and Continuum of Care

Continuum of Care	Emergency	Transitional	Unsheltered	Total
ECHO	166	208	1009	1383
Lowcountry	151	98	401	650
MACH	609	463	998	2070
Upstate	607	615	707	1929
	1533	1384	3115	6032

Table 14: Estimates Based on 2011 Poverty by Census

County	PIT Count	2011 Pop in Poverty	Pop in Poverty .063	PIT Based on 3 Times Estimate	PIT Based on 6 Times Estimate
Abbeville	15	4986	314.118	104.706	52.353
Aiken	57	31892	2009.196	669.732	334.866
Allendale	3	3539	222.957	74.319	37.1595
Anderson	131	29142	1835.946	611.982	305.991
Bamberg	4	4428	278.964	92.988	46.494
Beaufort	136	20549	1294.587	431.529	215.7645
Berkeley	25	27721	1746.423	582.141	291.0705
Calhoun	5	3003	189.189	63.063	31.5315
Charleston	403	66260	4174.38	1391.46	695.73
Cherokee	84	12346	777.798	259.266	129.633
Chester	20	9597	604.611	201.537	100.7685
Chesterfield	17	11585	729.855	243.285	121.6425
Clarendon	28	7569	476.847	158.949	79.4745
Colleton	1	10743	676.809	225.603	112.8015
Darlington	22	15988	1007.244	335.748	167.874
Dillon	11	10286	648.018	216.006	108.003
Dorchester	49	17843	1124.109	374.703	187.3515
Edgefield	4	4657	293.391	97.797	48.8985
Fairfield	18	5295	333.585	111.195	55.5975
Florence	228	28655	1805.265	601.755	300.8775
Georgetown	49	13289	837.207	279.069	139.5345
Greenville	896	71212	4486.356	1495.452	747.726
Greenwood	238	13633	858.879	286.293	143.1465
Hampton	17	5458	343.854	114.618	57.309
Horry	840	51367	3236.121	1078.707	539.3535
Jasper	19	6105	384.615	128.205	64.1025
Kershaw	54	11407	718.641	239.547	119.7735
Lancaster	9	13988	881.244	293.748	146.874
Laurens	56	14819	933.597	311.199	155.5995
Lee	51	5186	326.718	108.906	54.453
Lexington	121	38243	2409.309	803.103	401.5515
Marion	13	10295	648.585	216.195	108.0975
Marlboro	16	8191	516.033	172.011	86.0055
McCormick	15	1710	107.73	35.91	17.955

County	PIT Count	2011 Pop in Poverty	Pop in Poverty .063	PIT Based on 3 Times Estimate	PIT Based on 6 Times Estimate
Newberry	13	7317	460.971	153.657	76.8285
Oconee	34	13953	879.039	293.013	146.5065
Orangeburg	63	21439	1350.657	450.219	225.1095
Pickens	92	22193	1398.159	466.053	233.0265
Richland	1518	66542	4192.146	1397.382	698.691
Saluda	12	3709	233.667	77.889	38.9445
Spartanburg	341	53098	3345.174	1115.058	557.529
Sumter	68	18429	1161.027	387.009	193.5045
Union	12	5730	360.99	120.33	60.165
Williamsburg	40	10062	633.906	211.302	105.651
York	187	34223	2156.049	718.683	359.3415
	6035	847682	53403.966	17801.322	8900.661

One common methodology to derive additional point-in-time (PIT) estimates is to base the annualized estimate on the latest poverty estimates. Literature suggests that people who are homeless represent approximately 6.3% of the persons considered to be below poverty. Using the 2011 Census Bureau's estimates by county (latest available), annualized estimates were first derived by multiplying 6.3% to the Census Bureau's poverty estimate. Literature suggests that the homeless annualized estimate ranges from 3 to 6 times higher than a point-in-time. Therefore, the annualized homeless estimate derived from the poverty estimate was converted to a PIT by dividing the estimate either by 3 or 6. (Both estimated PITs were calculated.) Because poverty estimates were available by counties, additional estimates were calculated at the county level.

Appendix I: Form A, Sheltered Count

Form A: South Carolina Sheltered 2013 Count Form

☐ Individual ☐ Household ☐ PLEASE PRINT! ☐ FORM NUMBER: ☐ (if only 4)

Shelter/Agency: _____ Date: _____
 County: _____ Contact Person: _____ Shelter type: ☐ ES ☐ TH ☐ PH

Is this a domestic violence shelter? ☐ Yes ☐ No ☐ ES ☐ TH ☐ PH
 Please complete our survey for each individual that stayed in your shelter on the night of January 24, 2013. If the individual is accompanied by another adult or children, please complete a separate form for each child or additional adult and using the same household number to group the households.

1. First name:

2. Middle initial:

3. Last name:

4. SSN: / /

5. Date of birth (MM/DD/YYYY): / /

6. Gender: ☐ Male ☐ Female ☐ Transgender

7. Race: ☐ White ☐ Black/African American ☐ Asian ☐ American Indian or Alaskan Native ☐ RDK

☐ Native Hawaiian or Other Pacific Islander ☐ Other ☐ RDK

8. Do you consider yourself to be Hispanic/Latino? ☐ Yes ☐ No ☐ RDK

9. What was your living situation prior to coming to the shelter? (street, shelter, friends/family, hotel/motel, apartment, ...)

10. How long have you been without a home this time?

☐ One week or less ☐ More than one week but less than one month ☐ 1-3 Months
☐ More than 3 months but less than 1 year ☐ One year or longer ☐ RDK

11. Including this time, how many times have you been homeless in the past three years?

☐ One time ☐ Two times ☐ Three times ☐ Four or more times ☐ RDK

12. Where was your last PERMANENT address? City State Zip

OR

13. City of birth? State of birth?

County of birth (if in SC)? ☐ RDK

Form A: South Carolina Sheltered 2013 Count Form

14. Have you ever received, or are you currently receiving, treatment services for any of the conditions below? ☐ Yes ☐ No ☐ RDK
 If yes, which ones? (Check all that apply.)
☐ Mental illness ☐ Substance Abuse ☐ HIV/AIDS ☐ Long-Term Physical Disability ☐ RDK

15. Have you ever been a victim of domestic violence? ☐ Yes ☐ No ☐ RDK
 16. Have you ever served in the U.S. Military? ☐ Yes ☐ No ☐ RDK (N/A for under 18)

(If necessary, please tick the address question. How you ever served in active duty in the U.S. Armed Forces (e.g. full time in the Army, Navy, Marine Corps or Coast Guard) or been called to active duty in a National or National Guard?)

Household: One or more persons together including families or couples.
 Individual: One adult or unaccompanied youth under the age of 18.
 RDK: Refuse to Answer

PRIVACY STATEMENT

I interviewed _____ (name) as a part of the HUD January 24, 2013 point-in-time homeless count. Although the interviewee(s) did not sign a release form, I explained the following:

- That I am collecting information needed for the biennial HUD point-in-time homeless count.
- That I will ask only the questions on the form(s) provided and will document their responses only on these forms.
- That this process should in no way interfere, inconvenience, or put at risk the person or persons being interviewed.
- That this study will benefit the homeless population by identifying characteristics of this population.
- That the respondent can agree or refuse to participate in this interview, or place any restrictions whatsoever on both the procedures and the disposition of the material collected.
- That this material will be retained by the Budget and Control Bureau's Office of Research and Statistics in a secure and confidential manner and will be used for statistical purposes only. After two (2) years, all data will be destroyed.
- The interviewee(s) consented to these actions and conditions, except for:
 - any restrictions that may be listed below.

Interviewer's signature: _____ (Date) _____ (Phone number)
 Restrictions: _____

RETURN FORMS TO COUNT COORDINATOR
 DEADLINE IS:
 February 8, 2013

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ADDITIONAL QUESTIONS ON BACK OR SECOND PAGE

Appendix II: Form B, Unsheltered Count

Form B: South Carolina Unsheltered 2013 Count Form									
<p>PLEASE PRINT: <input type="checkbox"/> Individual <input type="checkbox"/> Household <input type="checkbox"/> Other <input type="checkbox"/> RDK</p> <p>Household: <input type="checkbox"/> More than one week but less than one month <input type="checkbox"/> One year or longer <input type="checkbox"/> RDK</p>									
<p>Agency: _____ Date: _____</p> <p>County: _____ Contact Person: _____</p> <p>Where was the survey completed? <input type="checkbox"/> Agency <input type="checkbox"/> Street <input type="checkbox"/> Other</p>									
<p>Please complete one survey for each individual in the household, and if they are accompanied by children, please complete a separate form for each child using the same household number to group the households. Before beginning interview, explain purpose of the survey and obtain consent for participation. All interviewers must sign that they have obtained informed consent from participants.</p>									
<p>1. Where did you spend the night on January 24, 2013?</p> <p>_____ Outdoors (street, park, woods, under a bridge, camping, etc.)</p> <p>_____ Car/trailer vehicle</p> <p>_____ Structure/house that is lacking any of the following: working ability to cook food; drinking water; heat; restroom or place to bathe</p> <p>_____ Abandoned building</p> <p>_____ Emergency Shelter (facility or voucher)</p> <p>_____ Transitional housing program (in program where I can stay for up to 2 years and where I receive services)</p> <p>_____ Jail and no home to return to</p> <p>_____ Hospital/Emergency/Short term Treatment and no home to return to _____ (ID facility if possible)</p> <p>_____ With friends or family on a temporary basis and no home of my own</p> <p>_____ At a hotel or motel I paid for and I do not have the resources to rent or own a home at this time</p> <p>_____ None of the above</p>									
<p>2. In what SC county did you spend the night?</p> <p>If "None of the above" is checked, please STOP. No additional information is required.</p>									
<p>3. First name: _____</p> <p>4. Middle Initial: _____</p> <p>5. Last name: _____</p> <p>6. SSN: _____ / _____ / _____</p> <p>7. What is your date of birth? (MM/DD/YYYY) _____ / _____ / _____</p> <p>8. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender</p> <p>9. Race: <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/> RDK</p> <p>10. Do you consider yourself to be Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> RDK</p>									
<p>ADDITIONAL QUESTIONS ON BACK OR SECOND PAGE</p>									

Form B: South Carolina Unsheltered 2013 Count Form									
<p>11. How long have you been without housing this time?</p> <p><input type="checkbox"/> One week or less <input type="checkbox"/> More than one week but less than one month <input type="checkbox"/> 1-3 Months</p> <p><input type="checkbox"/> More than 3 months, but less than 1 year <input type="checkbox"/> One year or longer <input type="checkbox"/> RDK</p>									
<p>12. Including this time, how many times have you been homeless in the past three years?</p> <p><input type="checkbox"/> One time <input type="checkbox"/> Two times <input type="checkbox"/> Three times <input type="checkbox"/> Four or more times <input type="checkbox"/> RDK</p>									
<p>13. Where was your last PERMANENT address? City: _____ State: _____ Zip: _____ RDK</p>									
<p>14. City of Birth: _____ State of Birth: _____ RDK</p>									
<p>15. Have you ever received, or are you currently receiving, treatment services for any of the conditions below? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which ones? (Check all that apply.)</p> <p><input type="checkbox"/> Mental Illness <input type="checkbox"/> Substance Abuse <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Long-Term Physical Disability</p> <p><input type="checkbox"/> Developmentally Disabled <input type="checkbox"/> RDK</p>									
<p>16. Have you ever been a victim of domestic violence? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> RDK</p>									
<p>17. Have you ever served in the U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> RDK (only if under 18)</p>									
<p><small>If necessary, print on the additional portion. Please print your name on the top left of the U.S. Armed Forces (e.g., full name in the Army, Navy, Marine Corps or Coast Guard) or been called into active duty as a Reserve or National Guard.</small></p> <p>Individual: One adult or minor respondent, youth under the age of 18. Household: One or more persons together including families or couples. RDK: Refused Don't Know.</p>									
<p>PRIVACY STATEMENT</p> <p>This document is part of the HUD January 2013 point-in-time homelessness count. Although the interviewers do not save a permanent record, I understand the following:</p> <ul style="list-style-type: none"> I will not collect information used for the federal HUD point-in-time homelessness count. The information collected on this form will be kept confidential and will be shared only with those who need it to conduct the count. This process should be as quick as possible, and I will not ask for more information than is needed to complete the count. This study will benefit the homeless population by identifying characteristics of this population. The information collected on this form will be used to develop policies, programs, and services to help homeless individuals achieve self-sufficiency and prevent future homelessness. This information will be reviewed by the Budget and Control Board's Office of Research and Statistics in a secure and confidential manner and will be used for statistical purposes only. After two (2) years, all identifying information will be destroyed. The information provided is voluntary and confidential, except for any information that may be listed below. <p>(Interviewer's signature) _____ (Date) _____ (Phone number) _____</p> <p>Refusals: _____</p>									
<p>Mailing Address: _____ MAIL FORMS TO: Your County Coordinator MAILING DEADLINE IS: FEBRUARY 8, 2013</p>									