

**JESSE BROWN MEDICAL CENTER
CONSTRUCTION OF A CONTRACTOR LAYDOWN
AREA AND SECURITY UPGRADES**

Statement of Work



US Department of Veterans Affairs

Jesse Brown Medical Center

820 S. Damen Ave

Chicago, IL 60612

STATEMENT OF WORK

Prepared by:

Facility Management Division

Date: 7/10/2026

CONSTRUCTION STATEMENT OF WORK FOR

Project Name: Create a Contractor Lie-Down Zone

Project Number: 537-24-106

Place of Performance: Building 1A, Eastern Exterior Grounds.

Jesse Brown VA Medical Center

820 S. Damen Ave

Chicago IL 60612

Part 1: Project Scope of Work Overview

- Prepare the ground in the designated zone.
- Extend Electric Power to designated Containers' locations.
- Place Containers in designated locations.
- Fence and gate the designated zone.
- Ramp the curb to give easy access to vehicles entering/exiting the zone.
- Install Cameras and systems for area security.

Part 2: Period of Performance (POP) and Project Construction Cost Magnitude

Complete all work including submittals and quality control reviews within the calendar days from Notice to Proceed (NTP) as shown below.

537-24-106 Construction Period of Performance (PoP)			
Level Complete	Calendar Days for the Work	VA Review	Total days after NTP

Task 1 – Project Kick-off submittals	7	14	21
Task 2 – Coordination	14	14	49
Task 3 – Pre-Construction submittals	45	14	108
Task 4 – Mobilizations and Performance of Work	145	14	267
Task 5 – Closeout Submittals	14	14	295

Part 3: Detailed Project Scope of Work

GENERAL PROJECT GOALS

The goal of this project is to create a “Lie-Down” Zone for temporary construction/utility activities.

The Contractor/Builder is required to:

1. Design and Provide all Permits, Plans, Tools, Materials, Components, Labor, and Supervision for Creating a Contractor Lie-Down Zone.
2. Earthwork:
 - a. Scan and mark all underground utilities within the designated plot.
 - b. Clear the designated plot of trees, roots, and any large debris that may obstruct the scope of work. Properly dispose of all waste materials. Refer to Exhibit B – Site Pictures.
 - c. A licensed Geotechnical Engineer (hired by the General Contractor) shall assess the soil type and make recommendations of what footings to use.
 - d. Excavate and dispose of soil to the depth specified by the licensed Geotechnical Engineer to ensure proper drainage and achieve the required bearing pressure rating.
 - e. Compact the ground, install a weed barrier fabric, and fill to level with heavy-duty gravel. Utilize a heavy-duty gravel grid and sand as specified. The final surface must provide efficient drainage and meet a minimum bearing pressure rating of 8,000 PSF, with no mud, pooling, or settling. Refer to VA Specifications Section 31 20 00 (Earthwork).
 - f. The contractor shall supply and install Geotechnical Engineer recommended footings for on-ground containers, ensuring they extend below the frost line to a

depth of 42 inches.

3. Containers:

- a. Furnish and install eight (8) Marine Grade, 20 feet Long by 8 feet Wide Containers. The Containers shall be brand new.
 - i. Four containers shall be High-Cube Storage Units.
 - ii. Four containers shall be Office-suited Units.
- b. The containers shall be double stacked, Storage units on the bottom, and Offices above.
- c. Each of The Storage units shall:
 - i. Rest on continuous concrete footings, raised eight (8) inches from the ground.
 - ii. Have locking double swing doors on the short side.
- d. Each of the Office units shall:
 - i. Have a 36-inch personnel door on the long side, close to the short side. Doors shall be fitted with a 7" x 22" Lite Kit with $\frac{3}{4}$ " x $\frac{3}{4}$ " Diamond wire mesh, a Best 7-pin Mortise Office Lock (F-Keyway) – VA will provide cores, a Self-Adhesive Seal, a Storm Door Chain and Spring Assembly and a drip edge.
 - ii. Have two 2-ft H x 3-ft L sliding windows with steel security bars and a drip edge. Windows shall have a U-value of 0.30 or lower, Air Leakage shall not exceed 0.3 CFM per Square foot of window area at 75 Pa Pressure. The Window Frames shall be Vinyl; frame color shall match the Container paint. The Windows shall have double panes with Argon insulation and Low-E Coating.
 - iii. Have Wood-framed interior walls and ceiling.
 - iv. Have R-13 insulated walls, ceiling and floor.
 - v. Have 5/16" Hardie Paneling interior finish on walls and ceiling.
 - vi. Have 1/8" VCT flooring with a 0.06" wear layer.
 - vii. Have an Energy Star rated 230V Heating and Cooling Window unit to be installed on the short side, with minimum:
 - 6,000 BTUs Heating Capacity.
 - 4,000 BTUs Cooling Capacity.
- e. Each stack of Containers shall:
 - i. Have a 30-inch-wide Steel Stair to the upper Container, leading to a 30-inch-wide by 48-inch-long landing intercepting the Personnel Door to the Upper Container. The Stair and the Landing shall be railed.
 - ii. Be secured by Twist Locks on all corners.
- f. Paint: Containers and Stairs shall be:
 - i. Properly cleaned and primed with metal rust-inhibitor primer on all sides of container.
 - ii. Painted with Exterior-grade Alkyd Paint – Color to be specified by the station.

4. Fence:

- a. Furnish and permanently install a 9 Gauge, 7-feet high Chain Link Fence around the Designated Plot, install a 20-Ft Gate as noted in Exhibit A – Plot Layout, and per VA Specifications Section 32 31 13 (Chain Link Fences and Gates). Provide a Sliding Gate lock with a Best 7-pin Mortise – Contractor to provide temporary cores for VA to replace.
- b. Remove any existing fencing that may obstruct scope of work.

5. Power Distribution:

- a. Furnish and install One (1), 200A, 30 space Breaker Panel to feed the Contractor Lay-Down Zone. Contractor shall physically investigate and collaborate with COR and appropriate station personnel to determine which existing panel shall feed the new panel. VA will provide the name for the new panel. Refer to VA Specifications Section 26 05 11 (REQUIREMENTS FOR ELECTRICAL INSTALLATIONS) and Section 26 24 13 (Distribution Switchboards).

Breaker #	Load	Breaker Size (A)	Voltage
1	Flood Lights	20	120
2	Office 1 Lights (Interior and Exterior)	20	120
3	Storage 1 Lights	20	120
4 & 6	AC Unit 1	20	240
5	Office 1 Outlets	20	120
7	Storage 1 Outlets -1	20	120
8	Storage 1 Outlets - 2	20	120
9	Office 2 Lights (Interior and Exterior)	20	120
10	Storage 2 Lights	20	120
11 & 13	AC Unit 2	20	240
12	Office 2 Outlets	20	120
14	Storage 2 Outlets - 1	20	120
15	Storage 2 Outlets - 2	20	120

16	Office 3 Lights (Interior and Exterior)	20	120
17	Storage 3 Lights	20	120
18 & 20	AC Unit 3	20	240
19	Office 3 Outlets	20	120
21	Storage 3 Outlets - 1	20	120
22	Storage 3 Outlets - 2	20	120
23	Office 4 Lights (Interior and Exterior)	20	120
24	Storage 4 Lights	20	120
25 & 27	AC Unit 4	20	240
26	Office 4 Outlets	20	120
28	Storage 4 Outlets - 1	20	120
29	Storage 4 Outlets - 2	20	120

- b. Furnish and install four (4) Energy Meters, one meter to feed and monitor energy usage for every container stack.
- c. Feed Power from the subpanels to the Containers via the Energy Meters. Conductors shall exit the building via a Weather Head. Use Outdoor-rated Armored Cable to feed each Container. Connect each cable to a Container via a Weather Head according to VA Specifications Sections 26 27 26 (Wiring Devices) and Section 26 05 19 (Low-Voltage Electrical Power Conductors and Cables).

6. Power Outlets and Lights:

- a. Outlets:
 - i. Offices:
 - Furnish and install a dedicated outlet for each AC Unit.
 - Furnish and install six (6) 20A GFCI outlets. Outlets shall be distributed evenly along the Office space 12 inches from the floor.
 - Each Office shall have a dedicated breaker to control its outlets.
 - ii. Storage Units:
 - Furnish and install four (4) 20A GFCI outlets. Outlets shall be distributed evenly along both sides of the container. Outlets shall be 12 inches from the floor.

- Each Storage Unit shall have 2 dedicated breakers to control its outlets.

b. Lights:

i. Offices:

- Furnish and install LED Diffusible Shop Light Fixtures inside each Office. Light Fixtures shall be centered along the ceiling. Illumination level shall be a minimum of 400 Lux. Lights inside each office shall be controlled by one switch within eight inches of the entrance.
- Furnish and install a minimum 700 Lumens, Photocell LED IP65 bulkhead light outside the Office Door to illuminate the landing and stairs. The bulkhead light shall be controlled by a switch adjacent to the office lights switch.
- Each Office shall have a dedicated breaker to control its lights.
- Furnish and install occupancy sensors in each office.

ii. Storage Units:

- Furnish and install LED Diffusible Shop Light Fixtures inside each Container. Light Fixtures shall be centered along the ceiling. Illumination level shall be a minimum of 200 Lux. Lights inside each office shall be controlled by two switches in a three-pole fashion. Switches shall be on each side of the container within eight inches of the entrance.
- Each Storage Unit shall have a dedicated breaker to control its lights.
- Furnish and install occupancy sensors in each storage unit.

iii. Flood Lights:

- Furnish and install Photocell Light Fixtures. Position the light fixtures to achieve full illumination of the Contractor Lay-Down Zone. Illumination level shall be a minimum of 300 Lux.

iv. Existing Pole Lights

- Contractor to safely disconnect and remove any existing exterior pole lights that obstruct scope of work.

- c. Refer to VA Specifications Section 26 56 00 (EXTERIOR LIGHTING), Section 26 09 23 (LIGHTING CONTROLS), Section 26 27 26 (Wiring Devices) and Section 26 29 21 (Enclosed Switches And Circuit Breakers).

7. Ramp:

- a. Refinish/demolish and reconstruct sidewalk and curb to fit a ramp to ease vehicles access to the gated zone. Refer to SECTION 32 05 23 (CEMENT AND CONCRETE FOR EXTERIOR IMPROVEMENTS)

8. Video Surveillance:

- a. Contractor shall furnish and Install camera(s) to achieve full coverage of the Contractor Lie-Down Zone. Layout to maximize use of 360-degree camera(s) where appropriate and eliminate blind spots.
- b. The camera(s) shall be installed and integrated into the VA Police ACM at Damen Dispatch by a certified Avigilon Distributor.

- c. The camera(s) must have the ability to connect to Avigilon Control Center/Access Control Center. Choice of camera(s) manufacturer cannot cause loss of advanced features of the Avigilon system. Each camera must have Appearance Search Capability built directly into the camera.
- d. Each 360-degree camera shall receive (1) ACC 7 Enterprise License and (1) Avigilon ACC 7 ENT failover channel License per entire 360-degree camera, not lens (as 360-deg. cameras have 4 lenses per 360-camera).
- e. Contractor to provide plan set showing locations of proposed camera(s), their views, and pixel/foot data. Contractor to field verify locations of camera(s). Approval from VA COR and VA Police needed.

List of Exhibits included for reference:

- a. Plot Layout
- b. Site Pictures
- c. Specifications

Record Documents: Recording as-built drawings is the responsibility of the general contractor during the construction process.

Construction Progress Meetings: The Contractor's Superintendent and Project Manager must provide weekly teleconference construction progress meetings via Microsoft Teams with the COR for the period of Construction. Attendees list will be modified based on the phase needs.

- a. Submit construction progress meeting minutes issued not later than one day after the meeting using Jesse Brown Construction Project Tracker. Meetings minutes must contain:
 - a. List of attendees
 - b. Contract Status: percentage of completion, days remaining per contract, original contract amount, modifications to date, payment amount to date.
 - c. List any issues or concerns.
 - d. Safety incidents.
 - e. RFI Log.
 - f. Submittal Log.
 - g. Detailed 2-week look ahead and shutdown schedule.
- b. Field crews must collect data and information as job progresses capturing all changes and modifications during construction on red line drawing plan set. Red-line drawings will be reviewed by the COR during each progress meeting.

Task 1 – Project Kick-off: Contractor’s Quality Control Manager and Superintendent must attend an on-site kick-off meeting, to discuss the project details.

- a. Submit construction baseline schedule fulfilling the requirements of the contract.
- b. Submit a schedule of values matching the format of VA Form 10-6001a. The schedule of value must match construction activities shown on the baseline schedule.
- c. Submit VA Great Lakes Acquisition Center Subcontractor Payment Summary Form.
- d. Submit a list of all contractors and subcontractors: company names, office address and main point of contact name with telephone number.
- e. Submit all required key field staff Resumes for VA approval.
- f. Provide a comprehensive submittal and RFI logs.
- g. Submit scanned copy of all workers OSHA construction safety training certificates.
- h. Submit copies of all required state license and registrations. See Requirements on Project Specifications and Part 6.

Task 2 – Coordination: Contractor must make all necessary field measurements and investigations to create work zones to minimize shutdowns.

1. Submit comprehensive site visit schedule. The VA will provide escorts and provide access to the areas as shown on the approved site visit schedule.
2. Submit shop drawing identifying work zones. Provide a table with rooms numbers per zone.
3. Submit a detailed construction schedule showing specific work zones and the proposed work zone sequence.
 - a. Show all anticipated system shutdowns. See Part 6 for system shutdown requirements.
 - b. Show VA inspection schedule per work zone.

Task 3 – Pre-Construction: Contractor must not mobilize on site until all Pre-Construction requirements are met.

1. Submit product data, shop drawings, finishes samples and all other required documentation. See project constructing drawings and specification manual for all requirements. See Part 4 for submittal procedures.

All construction submittals must be reviewed and approved by the VA prior to issuance of the Mobilization Authorization Letter. Contractor must not begin Task 4 until all the requirements of tasks 1, 2 and 3 have been fulfilled.

Task 4 – Mobilization and Performance of the Work: Contractor must meet all the requirements of the construction documents. See Part 3 for construction documents list.

1. The Contractor must not start the work in any area of the campus without VA COR approval.
2. At entry points to the work zone, post and maintain emergency contact information, VA Project Risk Assessment, and any other information required by the COR.
3. The Contractor must furnish to the COR, for each workday, a consolidated report for the preceding workday. Reporting must begin from date of contractor mobilization until the date of final acceptance. VA Form 10101, Contractor Production Report must be signed, dated, and submitted by the Contractor's Superintendent. Each report must include and specifically identify at least one safety topic germane to the jobsite that day.
4. VA will perform site inspections. The Contractor must address deficiencies or policies violations identified the same day the deficiency notice is issued. The Contracting Officer may issue and order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop order is acceptable as the subject for claim for extension of time, for excess cost or damages by the Contractor.
5. Prior to each inspection and at date of demobilization, the Contractor must deep clean all disturbed areas to a condition equal to or better than original condition.

Task 5 – Closeout: Provide three printed sets and upload each closeout submittal. See project specification manual for all other Close Out requirements.

1. As-built Drawings must be in PDF and .DWG file formats. As-built drawings must show the tag number for all shutoff valves installed and identify the isolation zone for each shut-off valve. As-built drawings must also include a campus wide drawing with the inclusion of the project area.
2. The Contractor must provide an itemized table with all installed equipment and parts. The table must include but not to be limited to manufacturer, model number, serial, number, location (building and room number), tag number, capacity, setting, pressure, flow, voltage, amperage, etc. PDF and excel spreadsheet are required.
3. Operations and Maintenance Manuals (all cut sheets must have the installed product highlighted)

All construction submittals must be reviewed and approved by the VA prior to issuing the Acceptance Letter.

Part 4: Procedures

Submittals: The Contractor must provide all shop drawings and product submittals. Contractor shall provide project management tool for all document submissions. All submittals' deadlines per Part 2 Period of Performance. Allow 14 calendar days for VA review of each submittal.

Work Zone Acceptance: The Contractor must schedule walk through inspection with the VA COR for each work zone (Inpatient Room). The VA COR will coordinate with the VA Maintenance and Operations team and all VA staff required to attend the inspection.

1. Submit work zone substantial completion letter certifying the Contractor has completed their quality control measures.
2. Room final cleanup as described in Section 01 35 26 must be completed by the Contractor prior to pre-final inspection.
3. Schedule work zone pre-final inspection at 8:00am on a Weekday.
 - a. Contractor must demonstrate the operation of the existing system(s). One demonstration of the correct operation of the system is required. If the demonstration does not show expected operation, the Contractor must make required system adjustments and schedule a retest.
 - b. Submit construction inspection findings and identified deficiencies ("Punchlist") for COR review.
4. Punchlist items must be addressed before the final inspection can be scheduled.
5. Work Zone must be accepted prior to beginning work on next work zone as identified in the approved construction scheduled, work zone sequence.
6. All work will be provided with, at minimum, 1-year parts and labor warranty from date of acceptance by the VA.

Part 5: Applicable Performance Standards

Contractor must comply with all applicable federal, state, and local codes and regulations, and VA Codes, Standards and Executive Orders including but not limited to:

1. PG-18-3 Design and Construction Procedures
 - a. Local Code: VA must function as the Authority Having Jurisdiction (AHJ) and thus has the responsibility to guard public health and safety through enforcing its adopted codes. VA will adopt the following: Department of Labor Occupational Safety and Health Administration, City of Chicago Building Code, Illinois Plumbing Code, and Illinois Professions, Occupations, and Business Operations.
2. Jesse Brown VAMC Construction Safety Policy including but not limited to:

- a. Key Contractor and Subcontractor Staff shall have completed the 30 Hour OSHA Construction Safety Training program.
 - b. The Prime Contractor must always have a Competent Site Safety and Health Officer on site when any worker(s) or sub-contractors are present.
 - c. Individuals working on any electrical systems rated 50 volts or more must have the minimum qualification as a State Licensed Master Electrician or Registered Journeyman Electrician, all activities must follow the safe work practices in compliance with NFPA 70E Electrical Safety in the Workplace.
3. Jesse Brown VAMC site-specific requirements and Standard Operation Procedures, including but not limited to: Key Policy, Badging Policy, Rules of Behavior, and Smoking Policy. Use clip on badge holders so the adhesive sign-in badges do not fall off and are in view.
 4. All work will be provided with one-year parts and labor warranty from date of acceptance by VA.

Part 6: Jesse Brown VAMC Requirements

1. General Requirements
 - a. Approval to mobilize must be in writing by the VA.
 - b. Project number and contract number must be in the subject line of all emails.
 - c. Recycling and receiving receipts from the salvage / disposal service in compliance with VA's GEMS must be provided with every payment request.
 - d. No speakers or radios for the playing of music must be allowed on the job site. Two-way communications radios are allowed where broadcast frequency is approved by COR.
2. Work Hours Restrictions
 - a. Normal construction hours are flexible and can be planned with the COR. Weekend work can be planned if deemed necessary.
 - b. No work by the Contractor on Federal Holidays, and no work on the associated weekend when the Federal Holiday is on the respective Monday or Friday unless otherwise specified by COR.
 - c. Any work including, but not limited to: Noise, vibration, dust, odors, core drilling, hammer-drilling, saw-cutting, equipment moving in public corridors, or similar noise-producing activities adjacent to a patient room (floor above and below included) must be performed when such room is unoccupied.
3. Site Access

- a. Before starting work at each work zone, the Contractor must post signs on all doors within the zone no later than 7 calendar days in advance to notify users. See project specification manual for sign template. This notice is separate from any notices required for utility shutdown described later in this section.
- b. For work taking place inside the Hospital, the Contractor must check in (in person) with the Ogden Security Desk, which is located on the Ogden Entrance main lobby for any work and site visit. Contractors must present their ID to get a Vendor's Day Pass. Vendors that have a VA issued ID are still required to get a Day Pass.
- c. For work taking place inside the Hospital, the Contractor must check in (in person) with the Administrative Officer of the Day (AOD), who is in Patient Admitting for any work between 5:00 PM to 6:00 AM, Monday through Friday and any time on weekends. Provide the name and cell number of the on-site supervisor to the AOD. At the completion of the workday, check out with the AOD.

4. Shutdowns

- a. All building systems will always be maintained in full operation.
- b. Request system shutdowns in writing not less than 14 calendar days in advance.
- c. System shutdown work must be during low patient demand times performed starting Saturday 10PM to Sunday 3AM unless otherwise authorized in writing by the COR.

5. Safety and Security

- a. The Contractor must submit a project specific Safety Plan per Project Specification Manual. Contractor must provide mitigating activities as outlined in the Project Risk Assessment for Safety and Interim Life Safety Measures including but not least than the following:
 - Fire extinguishers, pedestal mounted in the area of work.
 - Provide uniform heat detection in the area of work, connected to the existing supervised building master fire alarm system, for the duration of the work whenever the: Ceiling tiles are removed, or sprinkler system is disabled.
 - Fire-seal all penetrations through any wall or floor with UL Listed fire-rated materials or assemblies manufactured for the purpose.
- b. No on-site office is allowed. No on-site storage of tools or material is allowed. Provide 'just-in-time delivery and pickup'. Coordinate with COR for staging within the work zone 4 days prior to the beginning of the work.
- c. The floor slabs are not water-tight and will leak to the floor below. Provide precautions to prevent spills.
- d. No photography of VA premises is allowed without written permission of COR.
- e. VA reserves the right to close or shut down the project site and ask Contractor's employees to leave the premises in the event of an emergency, or operational requirement. The Contractor may return to the site only with the written approval of the CO.
- f. Immediately stop work and notify the CO/COR if asbestos is noticed or suspected in the area of work.

6. Deliveries, Parking, Elevators

- a. Deliveries are to be coordinated with COR. Use only the Polk Street dock. Coordinate with the COR minimum 4 days prior to the delivery date.
- b. At time of delivery: provide vehicle information to the COR and remove the vehicle as soon as delivery is complete.
- c. Delivered materials cannot be staged longer than 7 calendar days. Do not move materials in public corridors between 7:00AM and 6:00PM.
- d. Vendors are not allowed to park anywhere on-site or in the VA garage. Utilize street parking or other parking facilities such as the Cook County Juvenile Parking Garage at their daily rate. It is the General Contractor's responsibility to ensure that all project workers are aware and follow this requirement.
- e. Contractors must only use Freight Elevators. Do not move materials and employees in passenger elevators unless written approval by COR.

7. Infection Control

- a. Risk classification of this project is Class II.
- b. Provide mitigation activities as outlined in the Project Specifications.
- c. Walk-off dust mats, inside and outside all entry / exit points to the workspace, changed not less than daily or more as required by the construction or COR.
- d. Contractor must clean and disinfect all rooms and corridors before removing infection control barriers. Cleaning, sanitizing, and disinfecting procedures with written narrative and product data sheets must be included in the infection control plan for VA review and acceptance.
 - Cleaning: Remove debris, organic substances, and other visible soil directly from surfaces and objects. A mixture of soap or detergent with water must be used to scrub and wipe down surfaces.
 - Disinfecting: A hospital-grade disinfectant must be used. Disinfectant products must not leave a residue behind and must not require any further rinsing or wiping after it has been applied. Remove and disinfect every detachable item in the room and then properly disinfect air ducts, light fixtures, and all surfaces from the ceiling down to the floor. Thoroughly wipe down doorknobs and railings using a disposable wipe soaked in disinfectant cleaner. High-touch areas must also be wiped down.
- e. The entire work zone must be vacuum cleaned with HEPA filtered vacuums and wet mop with disinfectants every workday before the end of the workday. See Part 6 Item 2 for workday hours.
- f. Infection control barriers in areas impeding VA staff from performing their duties must be removed every day before the end of the workday and reinstall at the beginning of the following workday if work within that area has not been completed.
- g. No trash, used packaging, or construction debris must be stored on site. Remove trash and construction debris each day using covered gondolas. No dumpster will be allowed onsite.
- h. See project specification manual for all other infection control requirements.

8. Compatible System procurements must be as follows:

- a. Security Camera: provide a complete and fully functional extension of the existing card access control system including card access readers and electric door strikes. Include programming, licenses, and startup. The existing system is compatible with the VA identification cards is Avigilon Security System.

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