

**VETERANS HEALTH ADMINISTRATION
FOXCROFT OFFICE BUILDING UPGRADE
STATEMENT OF WORK**

1. **TITLE OF CONTRACT:** Veterans Health Administration (VHA) Foxcroft Office Building upgrade.
2. **BACKGROUND:** Veterans Health Administration Office of Emergency Management (OEM) has a requirement to upgrade the office space and building features at 400 Foxcroft Ave, Martinsburg, WV to prepare for personnel to perform daily operations in support of the program office.
3. **STATEMENT OF WORK:** VHA OEM currently has a requirement to upgrade the office layout of the second floor of the Foxcroft building with the need to add 17 additional office spaces and reconfigure existing cubicle spaces to maximize the floor plan layout. OEM will also need to have the breakroom layout modified, the IT closet upgraded and the entrance to the building upgraded with a FOB type entry-controlled device.
4. **OBJECTIVES:** The building owner will validate the concept OEM has developed and convert the existing floor plan into a functional and working environment that meets all local, state, and federal building codes. OEM will require a keyless secured entry system to be installed on the front entrance. The IT closet on the second floor will need to have an upgraded controlled entry system that will limit access to the space. All lighting on the second floor will be upgraded to LED lighting and fixtures. The owner of the Foxcroft building shall provide specific deliverables as described below within this Statement of Work (SOW).

4.1 Additional office spaces - 17 office spaces to be added per approved designs

- 4.1.1 Walls will extend from floor to ceiling.
- 4.1.2 Doors will be solid wooden doors and can be locked.
- 4.1.3 Lights (on/off) must be controlled from inside each office.
- 4.1.4 Any exterior window in an office will have blinds mounted that can be opened and closed.
- 4.1.5 Each office area will have a placard on the outside wall that identifies the room number and the person occupying the office.
- 4.1.6 Ring and string to outlet box from 2' above ceiling tile to 18" above the finished floor, 3/4" conduit to the outlet box.
- 4.1.7 Four (4) electric (110v) receptacles will be positioned on three of the walls
- 4.1.8 Each office will have two data ports for connecting to a hardline connection for OIT services. Ports should be next to electrical outlets.

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4.1.9 Install new carpeting in the office and the surrounding area.

4.1.10 All environmental, fire, and ADA compliance controls will be the responsibility of the building owner to ensure all new construction maintains a comfortable and safe working environment.

4.1.11 13 of the offices will be approximately 125 sq ft in area, 2 of the offices will be approximately 95 sq ft in area and 2 of the offices will be approximately 225 sq ft in area per approved drawings.

4.2 Breakroom – wall install

4.2.1 Install a wall dividing the room per the approved diagram and create an office/small conference room (considered one of the new 17 offices/small conference rooms).

4.2.2 Install new carpeting in the room and the surrounding area.

4.2.3 Install a solid wooden door that can be locked.

4.2.4 Install separate light switches (dimming and on/off) for the new room.

4.2.5 Ring and string to outlet box from 2' above ceiling tile to 18" above the finished floor, ¾" conduit to the outlet box.

4.2.6 Four (4) electric (110v) receptacles will be positioned on three of the walls.

4.2.7 There will be four data ports for connecting to a hardline connection for OIT services. Ports should be next to electrical outlets.

4.2.8 All environmental, fire, and ADA compliance controls will be the responsibility of the building owner to ensure all new construction maintains a comfortable and safe working environment.

4.3 Main entry into the building

4.3.1 The main entry into the building will be equipped with a security entry control system that is activated by a FOB type of device to allow entry into the building.

4.4 IT closet on the second floor – Access control

4.4.1 The IT closet will have an upgraded access control system that will allow the monitoring of anyone that enters the room via a badge reader.

4.4.2 IT closet needs to have an independent climate control system to protect the network equipment.

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4.5 Cubicle arrangement – per approved designs, place (30) cubicles

- 4.5.1 Existing cubicles will be reutilized for placement.
- 4.5.2 Carpet will be replaced with new throughout the floor.
- 4.5.3 Four (4) electric (110v) receptacles will be positioned on three of the walls.
- 4.5.4 Ring and string to outlet box from 2' above ceiling tile to 18" above the finished floor, ¾" conduit to the outlet box.
- 4.5.5 Each cubicle will have two data ports for connecting to a hardline connection for OIT services. Ports will be placed next to electrical outlets.
- 4.5.6 All environmental, fire, and ADA compliance controls will be the responsibility of the building owner to ensure all new construction/cubicle movement maintains a comfortable and safe working environment.

4.6 Overhead light replacement

- 4.6.1 Replace all overhead incandescent lights or install new fixtures in the working and common areas with LED lighting, this will include restrooms, offices, areas above cubicles, hallways, or any other area where workers will be located or pass through.

- 5. **FINAL INSPECTION** – Upon notification from the owner that all work is completed, and the building is ready for move-in, a final inspection will be scheduled to verify all considerations have been met.

END OF STATEMENT OF WORK (SOW)