

US Department of State – Overseas Buildings Operations (OBO) Sana'a

**SPECIFICATIONS
STATEMENT OF WORK**
for
Security Bunkers
20 February 2013

1. GENERAL REQUIREMENTS

- 1.1. The Contractor shall provide all equipment, material, tools, personnel and supervision to complete this project according to the requirements outlined in the Statement of Work.
- 1.2. The work shall be executed in a diligent manner in accordance with the negotiated firm fixed price and performance period. The period of performance from notice to proceed to completing final punch list items is 45 calendar days.
- 1.3. If any of the Contractor performed services do not conform to the contract requirements, the Contracting Officer will require the Contractor to perform the services again until the final product conforms to the contract requirements.
- 1.4. Contractors interested in bidding on this project are strongly encouraged to attend the site briefing to examine the elements required by this Statement of Work. There will only be one opportunity for a briefing concerning this contract.
- 1.5. Questions related to this Statement of Work shall be directed to the Contracting Officer, in writing.

2. FABRICATION

- 2.1. Fabrication of the products required must be conducted in an outdoor area that is easily accessible for inspection by the Contracting Officer.
- 2.2. The contractor must use concrete spacers between all rebar and form work.
- 2.3. The contractor must use a specific strength of concrete – 25 Mpa.

3. INSPECTIONS

- 3.1. The Contracting Officer's Representative **MUST** inspect all concrete form work prior to any concrete being placed into any form work. Failure to follow

this requirement and all costs for remaking any product will be borne by the contractor.

- 3.2. The contractor MUST give the Contracting Officer's Representative 24hr notice prior to a requested inspection.

4. DELIVERY LOCATION

- 4.1. The delivery location will be the Diplomatic Transit Facility property (formerly Sheraton Hotel).
- 4.2. The contractor must deliver all products to the location and provide any/all support necessary; manpower, cranes to off-load and place the product into their required and correct locations.

5. RESPONSIBILITY OF THE CONTRACTOR

- 5.1. The contractor will be required to furnish/ provide a list of all workers, with ID numbers, as well as any vehicles and their make, model type and color in writing via e-mail to the U.S. Embassy 48hrs in advance prior to delivery operations. After obtaining permission from the General Services and Regional Security Offices, all contracted employees will be given a visitor badge to wear while at the delivery location. Additionally, the contractor will furnish their own food and water (drink) for their workers. The U.S. Embassy is not required to provide these items for workers.
- 5.2. Every contractor working at the Diplomatic Transit Facility will advise all of their workers that they are to remain at the designated work area and are not to wander around. All contractors will have U.S. Embassy escorts while they perform their work at the Diplomatic Transit Facility. Failure to follow this procedure will result in the violators being banned from working on a U.S. Embassy project again.
- 5.3. The Contractor shall be responsible for the professional quality, technical accuracy, and coordination of all construction activities and/or other services furnished under this contract. Omitting any part of this statement of work from the contractor's proposal will result with the contractor incurring all extra costs in order to complete this statement of work as it is written. The Contractor shall, without additional compensation from the U.S. Embassy, correct any errors or deficiencies in its construction and/or other provided services. The Contractor shall make these corrections within 72 hours after being notified of such errors or deficiencies.
- 5.4. The Contractor shall identify a Project Site Manager who shall be responsible for the overall project management during execution of this contract. The

- Project Site Manager shall represent the Contractor during construction and impromptu site meetings. The Project Site Manager shall speak and understand English and be authorized to receive and act upon verbal and written instructions provided by the Contracting Officer or his representative, provided these instructions don't alter the material make up of this Statement of Work.
- 5.5. All documents produced for this project and provided to the Contractor by the U.S. Embassy, and/or Contractor-produced documents related to this project are the sole property of the U.S. Embassy and shall be returned to the Contracting Officer at the completion of the project.
 - 5.6. All materials installed on this project shall be new. Installation of used materials is prohibited. All design, shop drawings, and material shall be presented to the Contracting Officer's Representative for approval.
 - 5.7. The Contractor is responsible for job site safety throughout the duration of this project. Appropriate measures shall be implemented to protect employees at the Diplomatic Transit Facility and Contractor personnel from accidents. The Contractor must provide his/her employees with the proper personal protective equipment (PPE) to minimize accidents. Typical PPE includes hard-hats, safety glasses, and any other PPE that may be appropriate. The Contractor shall promptly report all lost time accidents to the Contracting Officers or his Representative, including disabling or fatal injuries.
 - 5.8. The Contractor shall be and remain liable to the U.S. Embassy, in accordance with applicable laws, for all damages caused by the Contractor's negligence to U.S. Embassy property, whether leased or owned. The rights and remedies for the U.S. Embassy provided for under this contract are in addition to any other rights and remedies provided by law.
 - 5.9. The Contractor shall maintain an active liability insurance policy, with the appropriate level of coverage, for the duration of this project. The Contractor shall provide the Contracting Officer with proof of insurance coverage either via a Certificate of Insurance, a Surety Bond, or some other means recognized by the construction industry in Yemen.
 - 5.10. The Contractor shall keep the work site free of accumulation of waste material and other debris at all times. Disposal of excess material, waste material and other debris shall be the sole responsibility of the Contractor. Upon completing delivery, the Contractor shall remove all temporary facilities, construction barriers, excess material and rubbish, and shall thoroughly clean the construction areas.
 - 5.11. The Contractor shall warranty all material, equipment and workmanship for one full year after completion of the project. The warranty period will begin when the Contracting Officer accepts the project as being complete.

- 5.12. Contractor's employees and its subcontractor's employees shall abide by U.S. Embassy security regulations and procedures. Security personnel are authorized to search vehicles, lunch boxes, toolboxes, and persons without prior notification.
- 5.13. Construction activities resulting in overtime which is necessary to protect or complete the work will be at Contractor's expense.
- 5.14. The Contracting Officer has the authority to issue a temporary stop work order during the execution of this project. The Contractor shall be compensated with a time extension only if a stop work order is issued, and only for the hours that the Contractor was forced to stop work.

6. PROPOSAL AND PAYMENTS

- 6.1. The Contractor shall provide a firm fixed-price proposal to the Contracting Officer covering all elements of this project. Failure on the part of the Contractor to understand the full scope of this project, or omissions in their proposal, will not constitute grounds for additional payments or contract changes. This Statement of Work is the guideline for the Contractor's proposal. The Contractor is expected to provide a proposal that addresses every line in this Statement of Work. Failure to include every aspect of this statement of work in the contractor's proposal will not absolve the contractor from performing the work required at the contractor's own expense.
- 6.2. The Contractor shall submit one copy of all payment invoices with the appropriate supporting documents to the Contracting Officer or his Representative. The Contracting Officer or his Representative will determine if the invoice is complete and proper, and if billed services have been satisfactorily performed. If it is determined that the amount billed is correct, the Contracting Officer or his Representative will submit the invoice for payment. Payment will be made within 30 days after submission of a proper invoice. Prepayment for services will not be authorized. If it is determined that the amount billed is incorrect, the invoice will be returned to the Contractor for correction. The Prompt Payment Act only applies once a proper invoice has been received and accepted by the Contracting Officer.
- 6.3. The Contractor shall submit to the Contracting Officer's Representative a detailed plan to include a scheduled time frame from beginning of construction until delivery of the products, to include expected delivery date and any foreseeable delays.
- 6.4. All bids will be submitted with detailed description of work to be performed with drawings of fabrications.

7. DESCRIPTION OF WORK

- 7.1. Construct six (6) sets of Reinforced Concrete Bunkers with size of 1.8 x 1.7 x 2 m. The bunkers and end caps shall be constructed using reinforced steel concrete. A concept photo of the final configuration is included with this Statement of Work.

1 Set includes – Two (2) steel reinforced end caps and two (2) 1.8 x 1.7 x 2 m bunkers, with sandbag and plastic cover protection, and benches for seating.

- 7.2. Reinforcing steel shall comprise 14 mm bars placed at the configuration shown on the attached drawing.
- 7.3. After concrete has achieved the designed compressive strength, transport all bunkers and end caps with trucks and crane.
- 7.4. Place each set into its required location at the delivery site.
- 7.5. Install sandbags around bunker configuration as shown on the attached drawing.
- 7.6. Place bench seating along the interior side of each length of the bunkers (four benches total).
- 7.7. Install thick plastic covers for all sandbags. Cover material must be approved by the Contracting Officer or his representative.

8. CLEAN UP

- 8.1. Contractor will clean up all excess materials and trash around the delivery site upon completion.
- 8.2. Contractor is responsible for any damage incurred during work operations.
- 8.3. Contractor will take commands for all material movements from Regional Security Office personnel.

-----End of Statement of Work-----