



## **SCOPE OF WORKS**

### **RENOVATION OF OFFICES (United States Consulate General, Perth)**

#### **OVERVIEW**

The United States Government (USG), Department of State (DOS), has a requirement to renovate and modify specific offices at the U.S. Consulate General, Perth, located at 16 St. Georges Terrace, Perth. To this end, the USG requires quotations for a contractor to complete the proposed modifications.

#### **INTENT**

Requirements in this SOW serve as a direction to the Contractor for the renovation and modification of the offices at the U.S. Consulate General. The Contractor shall perform all services in accordance with international professional standards of skill, care and diligence adhered to by reputable, first class international firms and shall conform to generally accepted professional practices.

#### **PROJECT DESCRIPTION**

The USG intends to: renovate and modify specific offices at the U.S. Consulate General, Perth, located at 16 St. Georges Terrace, Perth. The requirements below are the basis for the modifications. The renovations shall use only high quality, first class materials and fittings.

A site visit can be scheduled upon request.

#### **SCOPE OF WORK**

- 1) Cashier Office:
  - a) Cut hole in wall for new position of existing door;
  - b) Relocate existing door into new door frame - Reuse existing handles, lock and striker plate;
  - c) Enclose existing doorway openings;
  - d) Install reinforced 300 mm (w) x 450 mm (h) cashier's window - Clear glass opening to be 570 W X 850 H with a deal tray. Glass to be 8-10mm laminated with 10 X 8mm holes so that voices can pass through. (Drawings available upon request);
  - e) Install 1200 mm (w) x 1200 mm (h) laminated 8-10mm window in wall;
  - f) Remove existing 3 meter wall - repair skirting as required;
  - g) Patch and repaint approximately 60sqm of walls;

- h) Relocate light fitting with A/C boots attached into cashier's office;
- i) Install QTY (3) Cat 6 data lines back to server room;
- j) Install QTY (2) triple outlet to match existing;
- k) Install QTY (2) double power outlets to match existing;
- l) Install carpet tiles to gap in floor where the wall was removed and new door installed (to be provided by Consulate).

2) New Offices in Conference Room:

- a) Construct new 7 meter long, slab to slab construction, 10mm plasterboard wall with 20 mm plywood on both sides, steel studs, and top and bottom rails (Drawings available on request);
- b) Construct new 2 meter long plasterboard wall to separate new offices with skirting to match existing;
- c) Cut QTY (2) doorways in existing Class 5 wall;
- d) Install QTY (2) new 50mm solid core timber veneer doors to match existing (handles and locks to match door furniture within the Consulate);
- e) Install QTY (6) Cat 6 data lines back to server room;
- f) Install QTY (1) triple outlet in each office to match existing;
- g) Install QTY (2) double power outlets in each office to match existing;
- h) Relocate lights to suit and switch separately;
- i) Shift lights with A/C boots to suite new lighting;
- j) Paint walls and doors to match existing.

3) New office in Executive Section:

- a) Create new opening for door into Office 29 (ref: floor plan);
- b) Construct new full height solid wall to form new corridor;
- c) Construct new  $\frac{3}{4}$  wall to form Office 30;
- d) Modify and finish half glass main corridor wall to form new corridor opening;
- e) Modify and install new 10.38mm clear laminated glass  $\frac{3}{4}$  wall separating Offices 28 & 29;
- f) Supply and install new solid core timber veneer door into Office 30 (Handles and locks to match door furniture within the Consulate);
- g) Install approximately 7 meters of baffle block to ceiling cavity;
- h) Seal gaps around windows and linear A/C diffusers;
- i) Repaint all internal walls to offices 28, 29 & 30 to match existing;
- j) Install QTY (3) power outlets to match existing;
- k) Install QTY (3) Cat 6 data lines back to server room;
- l) Install QTY (1) triple outlet in each office to match existing;
- m) Individually switch office lighting;
- n) Shift lights with A/C boots to suite new lighting.

**General**

1. All work is to comply with the local WA building regulations.
2. The contractor will rectify any damage to all areas on completion of the works.

3. The contractor shall supply all materials and labour in order to complete the works.
4. All waste material to be taken from site and disposed of by the contractor.
5. Site is to remain tidy at all times and cleaned up on completion of works.
6. All work to be carried out in a workmanship like manner.
7. All Documentation regarding warranties, guarantees and instructional literature are to be handed to your GSO representative.
8. All care must be taken to protect the carpet and furnishings within the property and drop sheets to be used at all times where necessary.
9. Any variations are to be priced and approved in writing by GSO before proceeding with the work.
10. All measurements are to be confirmed by the contractor on site.

**NOTE: Any damage caused by the Contractor or his contractors is to be made good at the Contractor's expense.**

### **CONTRACTOR PROVISIONS**

The Contractor shall supply everything necessary for the execution and completion of the work including paint, brushes, rollers, drop sheets, sandpaper, fillers, sealants, scrapers, thinners, tints, colour charts, masking tape and material, ladders and scaffolding. Site preparation and installation performance shall be in accordance with Australian and ACT building codes and standards

### **WORKING HOURS**

Working hours are to be 0800 to 1700.

### **SITE PREPARATION AND CLEANING UP**

The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Contractor shall remove the work and premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the Government. Unsightly materials and debris including excess soil, garbage, and equipment should be removed as required; while materials should be scheduled for delivery only as required for immediate use.

### **CONTACT INFORMATION**

Inquiries can be directed to Seth Cornell, Management Officer, or Anoutchka Payet, Management Assistant, at:

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