

Embassy Djibouti - Scope of Work
Cubicle Revision – Electrical/Phone/Data
05-25-2015

1. Project Description

- 1.1. This project work is to relocate existing and install new electrical/phone/data circuits at the U.S. Embassy in Djibouti per this Scope of Work.
- 1.2. Electrical
 - 1.2.1. Install new circuits for cubicle clusters on the west side of the project area (column line A4 to column line A6) per scope of work and drawings.
 - 1.2.2. Relocate existing circuits from existing cube clusters along column line 7 to new cube clusters per scope of work and drawings.
 - 1.2.3. Install new circuits for cubicle clusters along column line 7 per scope of work and drawings.
 - 1.2.4. Install new circuits for cubicle clusters on the east side of the project area (column line A4.5 to column line A7) per scope of work and drawings.
- 1.3. Phone/Data
 - 1.3.1. Pull back all phone/data and fiber optic cable to the cable trays.
 - 1.3.2. Redistribute existing phone/data per scope of work and drawings to include reconnection of terminal ports by reconnecting blocks or by punch-down to terminal ports (as applicable).

2. General Requirements

- 2.1. All contract related issues and change orders must be approved by the Contracting Officer (CO) prior to commencing work.
- 2.2. Contracting Officer (CO) is Griffin LeNoir (LenoirGP@state.gov).
- 2.3. All scheduling and technical approvals will be through the Contracting Officer's Representative (COR).
- 2.4. Contracting Officer's Representative (COR) is Mike Wilson (WilsonMR4@state.gov).
- 2.5. Material shipped into Djibouti for this project may be brought in duty free.
- 2.6. The Contractor must pay for transportation of all Contractor purchased material to the site and the U.S. Embassy will provide a tax exoneration certificate for customs.
- 2.7. Packaging and Marking

U.S. Embassy Djibouti
Lot 350 - B Haramous
B.P. 185
Republic of Djibouti
- 2.8. Contractor will provide airway and shipping bills to the Department of State Procurement and Shipping group for exoneration of duty on material used on this project.

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- 2.9. All costs associated with shipping, transportation to the Embassy, and movement through customs is the responsibility of this contractor.
- 2.10. This will be a phased installation.
- 2.10.1. The furniture (cubicle assembly) contractor will take approximately sixteen (16) days to convert from the existing layout to the new layout.
- 2.10.2. Work will be by area and access for furniture conversion will be approximately 25% of the complete job at each phase to allow relocation of Embassy staff during the work.
- 2.10.3. The furniture contractor anticipates completion of 1 cubicle cluster per day or 3-4 per phase.
- 2.10.4. It is critical to get electrical/phone/data operational quickly after the cubicle revisions are completed at each phase.
- 2.10.5. The electrical/phone/data contractor will be required to install new conduit and electrical wire as well as new phone/data cable in the ceilings from electrical room-2133 and telecom room-2132 ready for drops to the new cubicles prior to the start of the furniture contractor.
- 2.10.6. The contractor will develop a time plan in coordination with furniture contractor.
- 2.11. Security
- 2.11.1. A list of employees who will work on this project, to include names (as shown on ID), and ID numbers must be submitted to the COR within one (1) week of the Notice to Proceed (NTP).
- 2.11.2. Information on any vehicles which must come onto the Embassy Compound as part of this work must be submitted to the COR. This information is to include VIN number, license plate number, vehicle description, and color and must be submitted to the COR within one (1) week of the NTP.
- 2.12. Tools
- 2.12.1. All tools must be provided by the contractor.
- 2.12.2. All tools must be taken off-site every day or stored in a container at the end of the work day.
- 2.13. Contractor Supplied Personnel Technical Qualifications
- 2.13.1. Qualified Electrical And Phone/Data Labor
- 2.13.2. Contractor shall have a Building Industry Consulting Service International (BICSI) certified technician for installation of the phone/data work and this technician must be on site during all phone/data work.
- 2.13.3. Contractor shall have a U.S. Journeyman electrical certification for installation of all electrical work.

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- 2.13.3.1. The name and validation of the active certificate must be submitted with the bid proposal for consideration.
- 2.13.3.2. The journeyman electrician must be on the job site at all times when electrical work is being performed.
- 2.13.4. Contractor's journeyman electrician must have a current OSHA 30 hour training certification and must be submitted with the bid proposal for consideration.
 - 2.13.4.1. All personnel used in the performance of the electrical work shall be licensed and qualified electricians or electrical professionals as recognized by at least one U.S. State jurisdiction.
 - 2.13.4.2. At least one team member must have 10 or more years of applicable electrical experience in the United States.
 - 2.13.4.3. Resumes for all proposed team personnel detailing their experience **MUST** be submitted with the Cost Proposal or it will not be considered.
 - 2.13.4.4. Similar installation experience must be clearly shown on all resumes submitted.
 - 2.13.4.5. Equipment manufacturer technicians (factory representatives) are exempt from this requirement and may supplement but not replace the U.S. staff.
- 2.13.5. Electrical Installation Labor
 - 2.13.5.1. All contractor-provided electrical installation labor furnished under this task order and the electrical tasks to be completed thereto shall be executed only by journeyman and master level tradespersons, licensed to the trade which he/she practices.
 - 2.13.5.2. Equipment manufacturer technicians (factory representatives) are exempt from this requirement and may supplement but not replace the U.S. staff and must be under constant direction and supervision from licensed personnel.
- 2.13.6. Trade Licenses
 - 2.13.6.1. All professional tradesmen licenses for Contractor personnel shall be current and valid at the time of COR review and shall be maintained and remain current and valid for the complete duration of the project execution.
- 2.13.7. Use of Non-Licensed Labor
 - 2.13.7.1. Contractor use of non-licensed electrical laborers, helpers, etc. to execute, plan, lay out, or otherwise direct the execution of the electrical work activities under this task order is not allowed.
 - 2.13.7.2. Local hired labor shall not perform functions beyond manual labor such as debris removal and must be directly managed and supervised by the contractor.

3. Safety

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- 3.1. Contractor must submit with the bid, a Company Safety Plan including a specific Safety Plan tailored to this project to include an Activity Hazard Analysis (AHA).
- 3.2. All safety plans must conform to USACE (Army Corps of Engineers) Safety and Health Manual EM-385.
- 3.3. General. The contractor shall provide and maintain work environments and procedures which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and, control costs in the performance of this contract. For these purposes, the contractor shall:
 - 3.3.1. Provide appropriate safety barricades, signs and signal lights;
 - 3.3.2. Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and,
 - 3.3.3. Ensure that any additional measures the contracting officer determines to be reasonably necessary for this purpose are taken.
 - 3.3.4. For overseas construction projects, the contracting officer shall specify in writing additional requirements regarding safety if the work involves:
 - 3.3.4.1. Scaffolding;
 - 3.3.4.2. Work at heights above two (2) meters;
 - 3.3.4.3. Trenching or other excavation greater than one (1) meter in depth;
 - 3.3.4.4. Earth moving equipment;
 - 3.3.4.5. Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI;
 - 3.3.4.6. Work in confined spaces (limited exits, potential for oxygen less than 19.5 percent or combustible atmosphere, potential for solid or liquid engulfment, or other hazards considered to be immediately dangerous to life or health such as water tanks, transformer vaults, sewers, cisterns, etc.);
 - 3.3.4.7. Hazardous materials—a material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive or unstable, or any operations which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc.; or
 - 3.3.4.8. Hazardous noise levels.

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- 3.4. Records. The contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The contractor shall report this data in the manner prescribed by the contracting officer.
- 3.5. Subcontracts. The contractor shall be responsible for its subcontractors' compliance with this clause.
- 3.6. Written program. Before commencing work, the contractor shall:
- 3.6.1. Submit a written plan to the contracting officer for implementing this clause. The plan shall include specific management or technical procedures for effectively controlling hazards associated with the project; and,
 - 3.6.2. Meet with the contracting officer to discuss and develop a mutual understanding relative to administration of the overall safety program.
- 3.7. Notification. The contracting officer shall notify the contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the contractor or the contractor's representative on site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the contractor shall immediately take corrective action. If the contractor fails or refuses to promptly take corrective action, the contracting officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any suspension of work order issued under this clause.

4. Scope of Work

- 4.1. This is a phased project. Services (electrical/phone/data) may only be disrupted in the cubicles which are being modified during that phase. Coordination with the cubical installers and the Embassy is critical to the success of this project.
- 4.2. General Scope will be to expand the number of cubical offices on the 2nd floor from fifty-four (54) to seventy-six (76).
- 4.2.1. This will require installation of additional electrical circuits and redistribution of existing circuits.
 - 4.2.2. This will require installation of additional phone data circuits and redistribution of existing circuits.
 - 4.2.3. Contractor is responsible for a complete job, regardless of whether specifics are noted in this scope of work.
 - 4.2.4. All wiring will be per SED specifications (THHN AWG #12 minimum and ¾" conduit minimum).
 - 4.2.5. Contractor will provide all wire/cable for this project.

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4.2.6. Contractor will provide all electrical metal boxes, EMTs & fittings, and all installation materials for this project as per SED specification.

4.2.7. Contractor will provide any breakers needed but may use panel spares if available.

4.3. Contractor will develop a plan and proposed re-cabling drawing for both power and phone/data.

4.3.1. Plan must include a matrix to note the electrical and phone/data circuits assigned to each cubical.

4.3.2. Submit plan to the COR for approval.

4.3.3. Existing as-built drawings may be used as reference but may NOT/NOT be transmitted over commercial internet.

4.4. Electrical revisions – General

4.4.1. Wall outlets will not be modified.

4.4.1.1. When existing wall outlets are on the same circuit as existing cubicles, the circuit will be disconnected from the existing cubicle and remain connected to the existing wall outlet.

4.4.1.2. When existing wall outlets become blocked behind the new furniture layout, the wall outlets needs to be relocated to the closest common space between the two clusters.

4.4.1.3. A new circuit will then be pulled in for the cubicle circuit (see circuit matrix attached).

4.4.1.4. Wall mounted single duplex outlets which are connected to the circuit feeding cubicles will be reconnected to the existing wall outlet circuits per U.S. NEC.

4.4.2. Any additions/modifications to electrical circuits will only be done to feeds to cubicles.

4.4.3. Each circuit will feed no more than 3 cubicles.

4.4.4. Each cubicle has two sources for power.

4.4.5. Each outlet will be labeled with the panel and circuit number.

4.4.6. Refer to cubical layout drawings for number of circuits and locations.

4.4.7. Routing for new cabling must be done per U.S. National Electric Code.

4.4.8. Each new conduit must be drawn into the as-built.

4.5. Phone/Data – General

4.5.1. Contractor will be responsible for the completion of all work associated with this scope of work.

4.5.2. Contractor will work with the IRM team to run new cabling and/or adjust existing cabling from room TR2132 on the 2nd floor to and throughout the designated cubicles.

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- 4.5.3. The task includes pulling the existing cabling back to the cable tray, pulling cable in to the cubicles, terminating, testing and an overall professional appearance within each cubicle.
- 4.5.4. Each individual work space will be configured to hold 4 network cables (CAT 6),
 - 4.5.4.1. One (1) blue (telephone),
 - 4.5.4.2. One (1) orange (Open-Net)
 - 4.5.4.3. Two (2) green (spare).

4.6. Sequence for installation:

- 4.6.1. Coordinate with Embassy personnel and cubical installation contractor to determine starting point.
- 4.6.2. Un-terminate and pull back both phone/data and electrical circuits.
 - 4.6.2.1. Phone/data must be pulled back to the cable tray and coiled.
 - 4.6.2.2. The conduit routing from the cable tray to the wall must be relocated in most instances.
 - 4.6.2.3. Contractor may reuse existing conduit for phone/data but must relocate to appropriate locations to allow installation.
 - 4.6.2.4. Pull electrical circuits back to junction box above the ceiling.
 - 4.6.2.5. Install new conduit to wall box locations required for new/redistributed cubicles.
 - 4.6.2.5.1. Flex may be used to run conduit down the walls.
 - 4.6.2.5.2. A junction box or drywall box must be used at both ends of the flex and supported per U.S. NEC.
- 4.6.3. Coordinate with cubical installer to locate wall boxes for phone/data and electrical circuits.
 - 4.6.3.1. Install flex drops for phone/data and electrical circuits.
 - 4.6.3.2. Install new circuit runs according to layout plan submitted and approved by COR.
 - 4.6.3.3. Circuits are to be left above the ceiling until the cubical has been repositioned.
- 4.6.4. As each section of cubicles is completed, this contractor will pull in and terminate phone/data and electrical circuits.
- 4.6.5. Cubicle sections must be completed as soon as possible to minimize the disruption to Embassy operations.
- 4.6.6. Verify phase/neutral location and grounding on each outlet prior to completion.

END SCOPE OF WORK