



## **STATEMENT OF WORK**

### **REMODELING OF S-023 AND S-047 Kitchens**

**U.S. CONSULATE GENERAL  
ERBIL**

*June 16, 2015*

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## **1.1 PROJECT DESCRIPTION**

### **1. PROJECT SYNOPSIS**

The project is described as “Remodeling the old Kitchens in S-023 and S- 047 property at the US Consulate Erbil”. The Contractor shall furnish all necessary materials, labor, transportation, equipment, investigation and supervision, etc. Work will be performed within in a fixed-price contract.

### **2. BACKGROUND AND EXISTING CONDITIONS**

At present, the kitchens are old and having broken and mechanical problems.

### **3. SOLUTION**

The Kitchens will be repaired and maintained and built with a proper drainage and correct type of tiles (non-slip).

## 2.1 GENERAL CONDITIONS

1. **Fixed-Price Proposal.** The Contractor shall provide one fixed-priced Proposal for the complete Project that includes every aspect of the Work.
2. **Specifications.** The Work shall be governed by the US Consulate General Erbil. International Codes, which includes the National Fire Prevention Association (NFPA), International Building Code, International Mechanical Code, International Plumbing Code, and National Electric Code (NEC), also are applicable. Should there be a discrepancy between the US Consulate Specifications and the applicable Building Code, the more stringent of the two shall govern.

The Contractor is responsible for compliance with all Building Codes; Work not in compliance with the Codes shall be deemed to be unacceptable.

3. **Execution.** The Work shall be executed in a diligent and workmanlike manner in accordance with the negotiated fixed-price, this Scope of Work, the Project Schedule, International Building Codes, and the laws of the City of Erbil where applicable.
4. **Work Hours.** Unless otherwise agreed with COR or the Facility Manager, the Work shall be executed during normal Consulate work hours (0800 – 1700). Night, weekend or holiday work shall not be permitted except as arranged in advance with Facilities Management and COR. Consulate holiday schedule is available from Facilities Management and COR.
5. **Safety.** The Contractor shall be responsible for conducting the work in a manner that ensures the safety of residents, employees and visitors to the Consulate, and the Contractor's employees.
6. **Workforce.** The contractor shall provide all supervision, skilled and unskilled labor needed to perform the work. The contractor shall comply with Consulate security policy. The Contractor or government may request for workers to be badged for unescorted Consulate access by going through RSO vetting process. All workers must submit vetting paperwork. Contractor shall fill all required vetting documents and submit them to COR week after the award or sooner because vetting procedures may take a month or more to processed.
7. **Subcontractors.** Contractor shall be responsible for the conduct and workmanship of Subcontractors engaged in the Project, and for Subcontractors compliance with the terms of this Statement of Work. The Contractor is responsible for the behavior and workmanship of Subcontractors while on Consulate property.
8. **Modification to Contract.** The Contractor shall not incur any costs beyond those described in this SOW unless directed otherwise in writing by the Contracting Officer. Any work performed by the Contractor beyond this SOW without written direction from the Contracting Officer will be at the Contractor's own risk and at no cost to the Consulate.
9. **Stop Work.** At any time during the Project, the Contracting Officer reserves the right to Stop Work for protection of employees or visitors, security, or any other reason at his/her discretion.

10. **Submittals.** The contractor is responsible to submit:

- Material and Equipment Lists:  
Submit material lists as follows:  
Furnish complete Material Lists. Include only information on exact material installed; not complete "line" of manufacturer. Where catalog sheets show proposed material as well as other materials or equipment, identify proposed material with rubber stamp arrow or similar concise method.
- Hazard control measures plan  
The contractor must document in the bid for work how the hazard controls will be implemented and maintained during the project.

11. **Close-out.**

- a. At completion of work, the Contractor shall clean any impacted areas to a condition equal to original condition.
- b. All shipping materials and construction debris are to be disposed of in a legal manner outside of the Compound.

12. **Housekeeping.** The contractor is responsible to clean up daily at the end of each work day.

**BID FORM**

**Construction Cost Breakdown  
To S-023 and S-047 - Remolding Kitchens  
At the U.S. Consulate General Erbil, Iraq**

No	Descriptions	Unit	Qty	Unit Price \$	Total Price \$
<b>1</b>	<b>Administration</b>				
A	Mobilization / Demobilization	LS	1		
B	Submittals - product data & shop drawings	LS	1		
	<b>Administration</b>			<b>Sub-Total</b>	
<b>2</b>	<b>Construction Work</b>				
A	Architectural	LS	1		
B	Mechanical	LS	1		
C	Electrical	LS	1		
D	Close-out	LS	1		
	<b>Construction</b>			<b>Sub-Total</b>	
<b>3</b>	<b>DBA Insurance</b>				
A	Contractor shall cover each of its workers at the site with DBA Workers' Compensation coverage, and require its subcontractors to do the same. Contractor must furnish certificate evidencing this coverage to Engineer prior to starting work.	LS	1		
	<b>DBA Insurance</b>			<b>Sub-Total</b>	
	<b>Items 1 thru 3</b>			<b>Sub-Total</b>	
				G & A	
				Sub-Total	
				Profit	
<b>4</b>	<b>Basic Bid -</b>			<b>Contract Cost</b>	
A	<b>Bid -</b>			<b>Contract Cost</b>	

### **3.0 SCOPE OF WORK:**

“U.S. Consulate Remodeling Old Kitchens for the above properties” the Contractor shall provide all materials, tools and equipment, labor, transportation, and supervision. The contractor is to provide a construction proposal to repair and maintain the Two Kitchens that meets the following requirements as stated in the following paragraphs. The construction proposal is to also include a detailed description of the construction process including a bar chart schedule.

#### **1. General Requirements**

- a. Within 2 days of Notice to Proceed, the contractor shall provide to the COR a project schedule showing start to completion including significant milestones.
- b. Within 3 days of Notice to Proceed “NTP”, the Contractor shall start the work.
- c. The contractor is responsible to dispose of the construction debris outside of the Consulate Compound. Include, but not limited to soils, rock excavation, packing materials and scrap steel.
- d. The contractor is responsible to properly layout and prepare for the construction based on location provided by COR.
- e. When pursuing the work, the contractor is to take extra care as not to damage existing structure.
- f. All construction work will be in conformance with the following Codes:
  - f1) International Building Code, 2009 Edition plus the 2011 OBO International Code Supplement.
  - f2) International Plumbing Code, 2009 Edition plus the 2011 OBO International Code Supplement
  - f3) International Mechanical Code, 2009 Edition plus the 2011 OBO International Code Supplement
  - f4) International Fire Code, 2009 Edition plus the 2011 OBO International Code Supplement.
  - f5) National Electric Code, 2011 Edition plus the 2011 OBO International Code Supplement.
  - f6) International Residential Code 2009 Edition plus the 2011 OBO International Code Supplement.
  - f7) National Fire Protection Association, NFPA 101 & NFPA 58
  - f8) ICC/ANSI A117.1-98 Accessible and Usable Buildings and Facilities
  - f9) NECA 90 Recommended Practice for Commissioning Building Electrical Systems (ANSI)
  - f10) NECA 1-2010 Standard Practice of Good Workmanship in Electrical Construction (ANSI)
  - f11) IEEE C2-2012 National Electrical Safety Code (NESC)

## **2. Repair and Maintenance S-023 and S-047 Kitchens**

### **Remodeling kitchen in S-047**

- 1- Remove and discard the existing wires, outlets, window, window frame, water pipes.
- 2- Remove all kitchen accessories and equipment in storage area designed by the COR inside the compound. Contractor is responsible to re-install all equipment after the kitchen remodeling finished.
- 3- Provide and install new tiles for wall. Provide sample for COR approval.
- 4- Increase wide of existing north window (150cmx150cm).
- 5- Provide and install new PVC window brown color.
- 6- Provide and install exhaust fan with hose. Size shall be 90x90cm.
  
- 7- Provide and install drop ceiling. Provide sample for COR approval.
- 8- Provide and install three (3) waterproof florescent light fixtures. Provide sample for COR approval.
- 9- Provide and install new electric wiring for the kitchen. The size of the wires shall be provided per OBO standard. All wires shall be installed in a Panduit. Provide sample for COR approval.
- 10- Provide and install six (6) waterproof outlets (13amp). More details about the location will be determined during the installation by the COR.
- 11- Increase the height of the door opening between the kitchen and the hallway for safety purpose. Patch and paint the wall from the hallway side.
- 12- Clean the work area and take all debris to outside the compound on daily bases.

### **Remodeling kitchen in S-023**

- 1- Remove and discard wires, outlets, door, window, window frame, water pipes.
- 2- Remove all kitchen accessories and equipment in storage area designed by the COR inside the compound. Contractor is responsible to re-install all equipment after the kitchen remodeling finished.
- 3- Provide and install new tiles for wall. Provide sample for COR approval.
- 4- Provide and install two new PVC windows white color. Provide sample for COR approval.
- 5- Provide and install PVC door/frame. Provide sample for COR approval.
  
- 6- Provide and install drop ceiling. Provide sample for COR approval.
- 7- Provide and install three (3) waterproof florescent light fixtures. Provide sample for COR approval.
- 8- Provide and install new electric wiring for the kitchen. The size of the wires shall be provided per OBO standard. All wires shall be installed in a Panduit. Provide sample for COR approval.
- 9- Provide and install six (6) waterproof outlets (13amp). More details about the location will be determined during the installation by the COR.
- 10- Clean the work area and take all debris to outside the compound on daily bases.

## **SAFETY (FAR 52.236-13 Accident Prevention)**

1. The Contractor shall provide and maintain work environment and procedures which will:
  - (a) Safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities.
  - (b) Avoid interruptions of Government operations and delays in project completion dates.
  - (c) Control costs in the performance of this contract.
2. For these purposes on contracts for construction or dismantling, demolition, or removal of improvements, the Contractor shall-
  - (a) Provide appropriate safety barricades, signs, and signal lights.
  - (b) Comply with the standards issued by the Secretary of Labor at 29 CFR part 1926 and 29 CFR part 1910
  - (c) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for the purposes are taken.
3. Contractor shall comply with all pertinent provisions of the latest version of U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, in effect on the date of the solicitation.
4. Whenever the Contracting Officer becomes aware of any noncompliance with these requirements or any condition which poses a serious or imminent danger to the health or safety of the public or Government personnel, the Contracting Officer shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action.

This notice, when delivered to the Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is 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 stopping 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 stop work order issued under this clause.

5. The Contractor shall insert this clause with appropriate changes in the designation of the parties, in subcontracts.
6. The Contractor is responsible for initiating and maintaining a safety and health program that complies with the safety regulations of the Embassy, as well as those established by ANSI, and OSHA. Each employee is responsible for complying with applicable safety and occupational health requirements, wearing prescribed safety and health equipment, reporting unsafe conditions/activities, preventing avoidable accidents, and working in a safe manner. Safety and health programs, documents, signs, and tags shall be communicated to employees in a language that they understand. The Contractor shall prepare and implement an Activity Hazard Analysis (AHA) prior to the start of work. The Contractor must have a competent person on-site for inspection of equipment, training workers in the safe use of equipment and the recognition of hazards related to their use, supervision, and identifying and correcting unsafe work practices for high hazard work, such as working at heights that require fall protection.

## PROJECT SCHEDULE

### 1. Approximate dates of pre-award activities

Pre-Bid Site Survey	o/a
Bids Due	o/a
Contract Award	o/a
Notice to Proceed (NTP)	o/a

### 2. Construction Milestones, from Notice to Proceed

Notice to Proceed (NTP)	0	Days from NTP
Project Schedule to OBO	2	
Project Design Notes / Sketches	3	
FAC Review	2	
Procurement, Shipping	2	
Fabrication	4	
Construction Completion	14	
Project Acceptance	14	

### 3. Deliverables

Construction Schedule	2	Days from NTP
Project Design Notes / Sketches	3	
Submittals for Major Equipment	2	
Manufacturer's Literature	14	
As-Built, Warranties	14	

### 4. Commencement, Prosecution, and Completion of Work

The Contractor shall be required to (a) commence work under this contract within two (2) calendar days after the date the Contractor receives the Notice to Proceed, (b) prosecute the work diligently, and (c) complete the entire work ready for use not later than Twelve (12) calendar days after NTP. The time stated for completion shall include final cleanup of the premises.

#### 4.1 RESPONSIBILITIES AND PROJECT MANAGEMENT

1. **COR.** A Contracting Officers Representative (COR) will be assigned to ensure quality assurance goals are met. The Contractor shall provide the COR access to the site at all times.
2. **Point of Contact.** The COR shall be the main point of contact for this Project. The Contractor shall report to the COR on (a) status of the Project, (b) changes in Schedule, (c) accidents and safety issues, (d) disruptions to elevator or utility services; and all other important information pertaining to the Project
3. **English Speaking Representative.** The Contractor shall provide an English-speaking representative on-site during all working hours with the authority to make all decisions on behalf of the Contractor and subcontractors.
4. **Management Personnel.** The Contractor shall staff the site, full-time, with a competent senior manager who shall perform project management. Remote project management is not an option. This individual shall keep a detailed photographic and written history of the project and shall update the Government weekly.
5. **Site Security.** The Contractor is responsible for on-site security as necessary to ensure no unauthorized access to their work sites. The Contractor is 100% responsible for securing their working materials and equipment. Any damage to facilities or infrastructure, which happens due to a lack of security, will be the responsibility of the Contractor to correct.
6. **Contractor's Temporary Work Center.** The Contractor will be permitted to use a designated area within the contract limits for operation of his construction equipment and office if warranted. If directed by the Contracting Officer, the Contractor shall not receive additional compensation to relocate his operations. The Contractor is responsible for obtaining any required additional mobilization area above that designated. On completion of the contract, all facilities shall be removed from the mobilization area within 5 days of final acceptance by the Contractor and shall be disposed of in accordance with applicable host government laws and regulations. The site shall be cleared of construction debris and other materials and the area restored to its final grade. The Contractor is responsible for maintaining this area in a clear orderly manner.
7. **Health and Safety.** The Contractor shall be solely responsible for risk assessments, managing health, and safety issues associated with this project. The Contractor must provide cold water to all workers at the job sites. Based on hazard assessments, Contractors shall provide or afford each affected employee personal protective equipment (PPE) that will protect the employee from hazards. At a minimum PPE shall consist of eye protection, hard hats, and closed toe shoes. If the workers arrive on-site with sandals or athletic shoes, the Contractor is expected to provide rubber boots to them or send them home. All construction workers and management personnel must wear hard hats at all times on the construction sites. Contractor provided rubber boots and rubber gloves shall be worn when working around concrete placement. Other PPE such as gloves, dust masks, air respirators (sewage work) are also recommended. These items must be provided at the Contractor's expense. Workers may use discretion if they feel unsafe in using the equipment in a hostile environment. Any worker at an elevated location above 4 meters, with the exception of a portable ladder, must be provided and utilize a safety harness.

**8. Vendor License, Registration and Experience:**

The Vendor must be licensed and registered to conduct business in the Kurdistan Region, in accordance with all local laws and requirements. Vendor shall submit copy of current registration documents with proposal. The Vendor shall be an ongoing business specializing in the supply and installation of furniture, with minimum five years of regional experience. Proposal shall include documentation demonstrating conformance with this requirement. The Vendor shall have an established local or regional presence, with a permanent location containing examples of the proposed construction. Proposal shall include address, hours of operation, phone number, and email address. Proposal shall include detailed descriptions. Proposal shall be in English language. Failure to include these documents with the proposal will disqualify the Vendor from consideration for this work.