



**STATEMENT OF WORK
FOR
REPLACEMENT OF STEEL DOORS
FOR
RESIDENCES**

GENERAL CONSTRUCTION SERVICES

For

**U.S. CONSULATE
Erbil, IRAQ**

MARCH 15, 2016

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1.0 PROJECT DESCRIPTION

1. PROJECT SYNOPSIS

The project is described as “Replacement of Doors for Residence” at the US Consulate Erbil, Iraq for all U.S Consulate residences only.

The Contractor should furnish all necessary materials, labor, transportation, equipment’s, investigation and supervision, etc. Work will performed within a fixed-price contract.

2. BACKGROUND

At present the doors are not meet the security standards at post. The doors listed in list attached are either PVC (plastic) or hallow wooden doors.

3. SOLUTION

Improve security conditions by replacing existing doors with new steel doors matching the security requirements as listed below in scope of work. This is not limited to install new combination locks (KABA brand, Simplex L1000 model).

2.0 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 Compound, Erbil, Iraq. 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 RRT 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 Embassy work hours. Night, weekend or holiday work shall not be permitted except as arranged in advance with Facilities Management and COR. Embassy holiday schedule is available from Facilities Management or 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 Embassy, 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 embassy security policy by providing embassy approved escorts. Contractor provided escorts shall be in quantity sufficient to comply with RSO escort ratios for number of workers on the project. The contractor shall prepare requests to RSO for vetting of employees to get escort badges. The Contractor or government may request for workers to be badge for unescorted Embassy access by going through RSO vetting process. The contractor shall submit all vetting packages (for escorts, ten days or more and ten days or less) not later than 14days from the date of the award.
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 RRT 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 RRT.
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 shop drawings prior to fabrication and release of any materials for the Facility Manager and COR Review and approval. The Facility

Manager review, however, does not relieve of the contractor's responsibility for the engineering work as to provide a complete working system.

11. **Excavation and Utilities.** The contractor is responsible to locate all existing utility lines prior to any excavation. Prior to disconnecting any existing utility services, the contractor is responsible to provide 48-hour advance notice to the COR.
12. **Close-out.** Prior to final acceptance, the contractor is to submit to the COR marked up drawings (As-Built) reflecting the work as constructed? The drawings shall be digitally submitted on a CD-ROM in both AutoCAD and PDF format.
13. **Housekeeping.** The contractor is responsible to clean up daily after working hours.

3.0 BID FORM

Construction Cost Breakdown: Replacement of Doors

Building Number; U.S CONSULATE RESIDENCES

No	Descriptions	Unit	Qty	Unit Price \$	Total Price \$
1	Administration				
A	Mobilization / Demobilization	LS	1		
B	Submittals - product data & shop drawings	LS	1		
	Administration			Sub-Total	
2	Construction Work				
A	Architectural	LS	1		
B	Close-out	LS	1		
	Construction			Sub-Total	
3	DBA Insurance				
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		
	DBA Insurance			Sub-Total	
	Items 1 thru 3			Sub-Total	
				G & A	
				Sub-Total	
				Profit	
4	Basic Bid -			Contract Cost	
A	Bid -			Contract Cost	

4.0 STATEMENT OF WORK:

The contractor shall be providing all materials, tools and equipment's, labors, transportation, and supervision.

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 provide to the COR details of the proposed installation utilizing written description.
- c. The contractor is responsible to properly layout and prepare for the renovation based on locations provided by FAC.
- d. When pursuing the work, the contractor is to take extra care as not to damage existing structure.
- e. 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 Fire Code, 2009 Edition plus the 2011 OBO International Code Supplement.
 - F3) National Electric Code, 2008 Edition plus the 2011 OBO International Code Supplement.
 - F4) International Residential Code 2009 Edition plus the 2011 OBO International Code Supplement.
 - F5) National Fire Protection Association, NFPA 101 & NFPA 58
 - F6) ICC/ANSI A117.1-98 Accessible and Usable Buildings and Facilities

A. ARCHITECTURAL

General Notes for the Building:

1. Contractor is responsible to remove and discard the existing exterior doors listed in the list attached and replace them with steel doors matching the security specifications. New door specifications is listed below:
 - One 6mm metal sheet on each side.
 - The doors is going to swing outward/Indoor (Up to COR Call), the hinges must be made non-removable.
 - Doors should not have glass openings.
 - Provide and install door viewer on each new door. Provide sample for COR approval.
 - The locks (3locks) should be sliding bolt locks: upper part of the frame, middle part below or above the door handle; and lower part of the frame
 - The frame of the door should be substantial and secured with screws penetrating 6". One screws every 30cm.
 - The doors should be at 4cm thick. Provide sample for COR approval.
 - The door frame color should be matching the new door color. Provide one sample metal piece to COR for approval.
 - The doors and frames shall be paint hammer paint (like S-072 doors). Install the locks (all) and then paint the door (Locks are not to be painted).
 - Provide and install Isolation materials between the sheets of each door to reduce the heat temperature. This is not limited to install 4 inch of metal column every 25cm inside the door.
 - Provide and install a high quality Automatic Hydraulic Door closer for each exterior door. Door closer must carry the weight of the door.
 - Contractor is responsible to provide and install combination locks (KABA L1000), one for each door. Provide catalog for COR approval
2. Contractor is responsible to submit a time schedule per house for COR approval within 2 days from the NTP.
3. Contractor is responsible to do deep cleaning for each room or any other area on daily basis.
4. Contractor is responsible to patch and paint the walls after the new doors installed to match the existing walls (interior and exterior).
5. Contractor is responsible to provide sample for COR approval of each material, such as; hinges, welding wires, square rebar and metal mesh.
6. Contractor is responsible to provide S&G slide deadbolt lock or other matching the same specifications. Shall be approved by security and COR. Provide sample with date sheet for COR and RSO approval.
7. Contractor is responsible to replace the existing locks with key or others as listed in list attached with combination lock KABA Simplex L1000 to meet the security standards.
8. Contractor shall follow the numbers shows in both scope of work and list attached. Coordinate with COR if there is any different or for any questions.

E. Closeout

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

SAFETY (FAR 52.236-13 Accident Prevention)

1. The Contractor shall provide and maintain work environments 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, including this paragraph (e), with appropriate changes in the designation of the parties, in subcontracts

5.0 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	1	
Fabrication	45	
Construction Completion	60	
Project Acceptance	60	

3. Deliverables

Construction Schedule	2	Days from NTP
Project Design Notes / Sketches	3	
Submittals for Major Equipment	7	
Manufacturer's Literature	60	
As-Built, Warranties	60	

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 sixty (60) calendar days after NTP. The time stated for completion shall include final cleanup of the premises.

6.0 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. **Progress Payments.** If the contract awarder expects to receive more than one (1) progress payment, the Contractor must submit a broken out Cost Proposal with a Schedule of Values in order to properly calculate the percentage of contract completion.