STATEMENT OF WORK

FOR

CMR Electrical Replacement Services

At

US Embassy Helsinki

4/05/2013

Rev 1 4/8/2013

Project 2013-004

1.0 INTRODUCTION

1.1 Overview:

The U.S. Embassy Helsinki has a requirement for a contractor to perform replacement of the electrical system in the Chief of Mission Residence at the Embassy. The work will consist of:

- Installation of new conduit and wiring for the first, second, third floors, and a portion of the basement as shown in the attached drawings. Contractor to reuse existing conduit where practical to achieve proper circuiting.
- All plans show schematic wiring layout. Contractor is responsible for verifying all locations on site and including them in bid. Submission of bid will assume all existing locations are a part of the work regardless of if they are shown on the plan.
- Installation and final routing of all circuits will be done in conjunction with, and be approved by the Contracting Officer Representative (COR) prior to installation.
- Contractor shall remove all existing wiring, including all surface mounted wiring.
- New surface mounted wiring shall not be allowed without permission of the Contracting Officer Representative (COR) except in basement. Surface mounted wiring should be considered only when there is no other alternative.
- Contractor shall be responsible for proper grounding of all wiring.
- Contractor shall be responsible for ensuring all circuits are installed with proper gauge wire and breakers for application.
- Panel sizing is for schematic design. Contractor shall be responsible for final panel sizing appropriate to final layout.
- Replacement of all power receptacles and switches except in library and dining room. All new fixtures to be equal to Schneider Electric Arctic Décor series. Color to be determined by Owner.
- Opening walls as needed for new wiring installation.
- Repair of walls, including plaster work, painting and wallpaper work as needed for a complete project.
- Installation of new sub-panels on every floor, new kitchen sub-panel and new primary panel in basement. Include temporary connections needed as wiring is switched over. The third floor will have to be fully operational no later than May 25, 2013. Include connections to existing primary panel.
- New feeds from each sub-panel directly to new primary panel in basement. New feeds to be in metal conduit where exposed.
- All third floor circuits will need to be re-routed to new third floor sub-panel. All kitchen circuits not currently on the kitchen panel will need to be re-routed to the kitchen panel. All existing circuits shall be confirmed and re-routed as needed to the appropriate sub-panel for their location of needed.
- All exterior circuits and interior circuits in garage, restrooms, bathrooms and near water sources in kitchen and laundry room shall be on GFCI breakers.
- Hard-wired smoke detectors shall be furnished and installed as part of project. Smoke detectors will not be a part of an alarm system. Removal of existing smoke detectors that are a part of an alarm system is a part of the scope of work.

- Carbon monoxide detectors, alarm systems phone lines and internet lines are not a part of this project.
- All panels shall be labeled in English and Finnish with a label writer. A diagram of house with circuits identified shall be on inside door of each panel.
- Maintain and submit as-built plans showing final wiring at end of project.

1.2 The project location is:

U.S. Embassy Helsinki
Itainen Puistotie 14
00140 Helsinki

1.3 The Contracting Officer Representative (COR) shall be:

Kato Smith, Facility Manager
Phone 358 9 6162 5647
Cell 358 40 674 4062
Email SmithKD@State.gov

1.4 All inspections will be requested through the COR.

2.0 GENERAL REQUIREMENTS

2.1 The Contractor shall provide a quantity of construction personnel, equipment, materials, tools and supervision as needed to complete the services and technical requirements in the Statement of Work (SOW). It is expected that the Contractor shall partner closely with Embassy personnel.

2.2 The Contractor shall designate and make available a representative to meet with the Contracting Officer's Representative (COR) weekly to discuss the Progress of the Project or other matters pertaining to the Project. The contractor shall follow up all telephone conversations affecting the scope of work with an email summary of the conversation sent to the COR.

2.3 All work shall be executed in a diligent manner in accordance with a negotiated firm fixed price and performance period.

2.4 Normal Embassy work week is from Monday through Friday from 08:30 to 17:00.

3.0 CONTRACT ADMINISTRATION

3.1 The Contractor shall NOT conduct any work that is beyond this Statement of Work unless directed in writing by the CO. Any work done by the Contractor beyond this SOW without direction from the Contracting Officer (CO) will be at the Contractor's own risk and at no cost to the U.S. Government.

3.2 Neither payment, or approval, nor acceptance of Contractor's services under this contract by the Embassy shall be construed to operate as a waiver of any rights under this contract or any cause of action against the Contractor arising out of the performance of this contract.

3.3 The Embassy has the right to inspect and test all services called for by the contract, to the extent practicable, at all times and places during the term of the contract.

3.4 The COR, on behalf of the CO, has the authority to issue a temporary stop order during the execution of any particular phase of this SOW. This authority may be executed when the Embassy requires time for official functions or is in possession of specific credible information indicating that the lives of Embassy personnel are immediately threatened and that the execution of the project will increase the Embassy's vulnerability. The COR shall promptly notify the CO that work has been stopped. The Embassy may stop work on up to 10 occasions for full workdays during the project with 24 hours notice to the Contractor. The Embassy shall fund work stoppage for mission critical operations beyond 10 days.

3.5 The CO has the right to terminate this contract for convenience at any Phase in whole, or from time to time, if the CO determines it is in the interest of the U.S. Government.

4.0 RESPONSIBILITY OF THE CONTRACTOR

4.1 The Contractor shall prepare and maintain a Project Schedule to address the cost and schedule for the project. The Project Schedule is intended to document the entire project from beginning to end.

4.2 Any cost associated with services subcontracted by the Contractor shall be borne by and be the complete responsibility of the Contractor under the fixed price of this contract.

4.3 The Contractor shall be and remain liable to the USG in accordance with applicable US law for all damages to the Embassy caused by the Contractor's negligent performance of any of the services furnished under this contract. The rights and remedies for the USG provided for under this contract are in addition to any other rights and remedies provided by US law.

4.4 The Contractor's senior representative shall be responsible for briefing COR on the status of the Work. The Contractor shall have all the means to communicate with on-site personnel using state-of-the-art technologies for the industry including, but not limited to, electronic mail, World Wide Web, digitizing equipment, wireless phone or other means.

4.5 The Contractor shall ensure that the overall program is executed smoothly, delivered on schedule, and within the project budget. The Contractor shall coordinate the efforts of all sub-contractors to ensure successful completion of this program within schedule and cost.

4.6 All unclassified drawings and unclassified documents must be returned to the COR at completion of the task order. In addition, all documentation produced for this project

shall become the property of the USG at the completion of the project.

4.7 The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety and similar matters. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the COR

5.0 CONSTRUCTION SERVICES

5.1 The Contractor shall survey the area where construction will take place and become thoroughly familiarized with the existing conditions and conditions that will affect the construction. The Contractor shall be responsible for all permit requirements, licensing requirements, and the quality and availability of materials, sub-contractors, and equipment that may be needed to execute the contract.

5.2 The Contractor shall inspect and evaluate all available drawings and specifications pertaining to the project. The Contractor shall field verify all dimensions for construction relevant to the project.

5.3 All materials and equipment incorporated into the project shall be brand new. The Contractor shall transport and safeguard all materials and equipment required for construction as instructed by the manufacturer's instructions. Materials and equipment needed for a complete installation shall be the responsibility of the Contractor.

5.4 The Contractor shall at all times keep the work area free from accumulation of waste materials. Upon completing construction, the Contractor shall remove all temporary facilities and leave the project site in a clean and orderly condition acceptable to Post. Any repair of damage caused as a result of this project will be the responsibility of the Contractor.

5.5 The Contractor shall maintain continuous usage of existing systems during construction.

5.6 <u>Deliverables to Accompany Completion of Construction:</u> The Contractor shall provide one copy of the following to the COR:

A. Contractor & Manufacturer's Contact List. The Contractor shall provide a list containing contractor's & manufacturers' contact information for future repair and maintenance.
B. Maintenance Instructions. Provide two copies to Embassy only.
C. Manufacturers' Equipment Warranties and Identification of Warranty Items
D. Two-year workmanship guarantee in writing covering all equipment, materials and labor in the event any workmanship or equipment items are found defective

6.0 PROJECT SCHEDULE

6.1 The Contractor shall commence work under this contract promptly upon Notice to Proceed, execute the work diligently, and achieve final completion and acceptance of the project, including final cleanup of the premises, within the contract period specified.

6.2 Milestones:

• Bidding Phase	April 5, 2013 to April 18, 2013
• Pre-Bid Meeting at site	April 10, 2013 at 9:00
• Bid Due Date	April 18, 2013 before 12:00
• Notification of Award of Contract	April 18, 2013
• Security Access Information	April 18, 2013 by 16:00
• Construction Work	
3rd Floor	April 22 to May 17, 2013
Sub-Panel System	May 20, 2013 to May 31, 2013
2nd Floor	June 3, 2013 to June 28, 2013
1st Floor	July 1, 2013 to August 10, 2013
• Completion of Project	August 10, 2013

6.3 Notification of intent to attend pre-bid meeting must be submitted to SoderlinVA@state.gov more than 24 hours in advance for security clearances.

6.4 Bids must be submitted in English and are due April 18, 2013 no later than 12:00. All bids to be submitted by email to SoderlinVA@state.gov.

7.0 SECURITY CLEARANCES

7.1 All people on site are required to have a security clearance from the Regional Security Officer (RSO) prior to being allowed on site. Because of this requirement, the work to be performed under this contract requires that the Contractor, its employees and sub-contractors submit corporate, financial and personnel information for review by the Embassy. Information submitted by the Contractor will not be disclosed beyond the Embassy.

7.2 The contractor shall submit this information including vehicle requirements within 10 days of the Award of Contract.

8.0 PAYMENTS

8.1 The Contractor shall provide a fixed fee, lump sum proposal to the CO for the work.

8.2 The Contractor shall submit monthly invoices, with the appropriate backup documents to the COR. The COR will determine if the invoice is complete and proper as submitted. The COR also will determine if billed services have been satisfactorily performed and if expenses billed are correct. If it is determined that the amount billed is incorrect, the COR will within seven days, request the Contractor to submit a revised invoice.

8.3 Payment terms are 30 days.

8.4 The Contractor shall specifically identify his last invoice "Final Invoice". The Final invoice shall include the remaining payment claimed to be due under the basic contract and all modifications issued, if any. The final invoice shall also include the Contractor's Release of Claims Certificate and a one-year Workmanship Guarantee attached.

9.0 SAFETY REQUIREMENTS

9.1 The Contractor shall have all electricians wear approved non-conductive safety footwear meeting the requirements of ANSI Z41 including the EH (Electrical Hazard) rating.

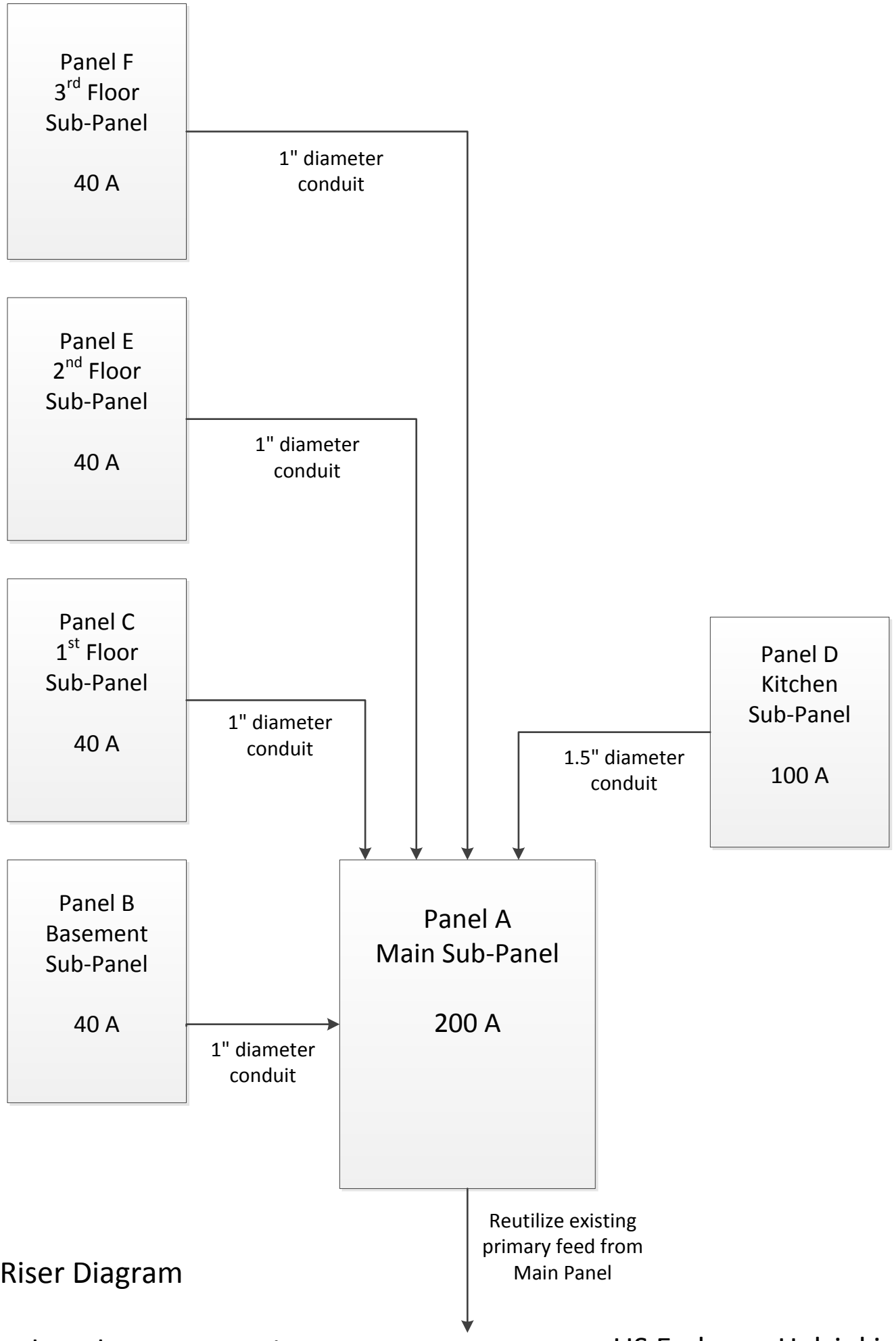
9.2 The Contractor shall ensure that electricians and other exposed staff are provide and use ANSI approved non-conductive hard hats (ANSI Z89.1, Class G) and safety glasses (ANSI Z87.1) when conducting electrical work.

9.3 The Contractor shall ensure that the maintenance electricians have access to Flame Resistant (FR) clothing (such as overalls) and face protection rated for the appropriate hazard classification listed in NFPA 70E. One possible supplier of FR clothing may be found at www.whsalisbury.com though many other suppliers exist.

9.4 The Contractor shall ensure that maintenance staff has access to ANSI approved voltage-rated (VR) gloves including the leather protectors. Staff must be trained in the care and inspection of VR gloves including field testing to detect leaks or breaks.

9.5 The use of aluminum and other metal ladders when working near electrical systems or with AC-powered tools is prohibited. Only fiberglass ladders shall be used for electrical work.

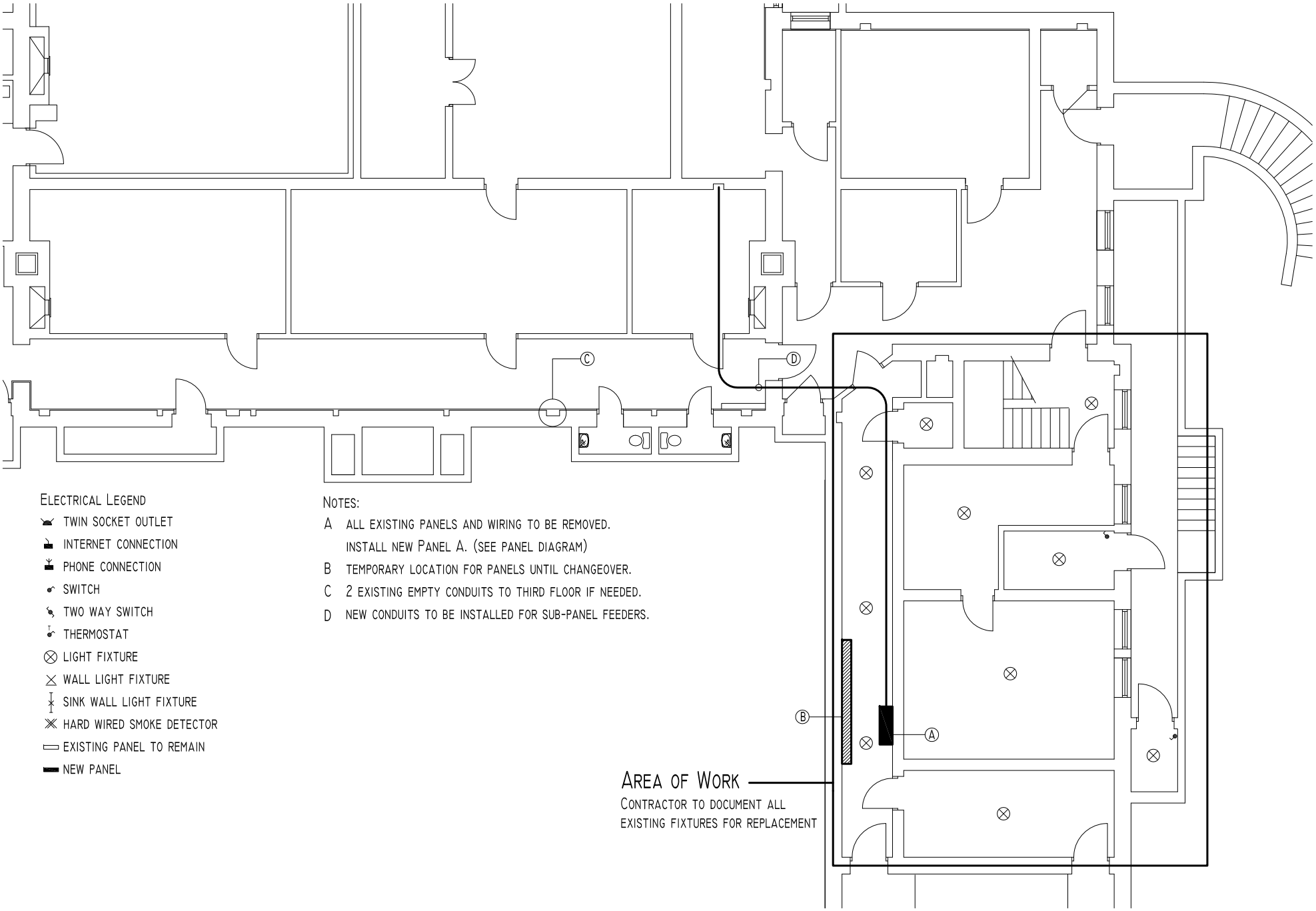
END OF STATEMENT OF WORK



Panel Riser Diagram

Electrical Replacement Project

US Embassy Helsinki



ELECTRICAL LEGEND

- TWIN SOCKET OUTLET
- INTERNET CONNECTION
- PHONE CONNECTION
- SWITCH
- TWO WAY SWITCH
- THERMOSTAT
- LIGHT FIXTURE
- WALL LIGHT FIXTURE
- SINK WALL LIGHT FIXTURE
- HARD WIRED SMOKE DETECTOR
- EXISTING PANEL TO REMAIN
- NEW PANEL

NOTES:

A ALL EXISTING PANELS AND WIRING TO BE REMOVED.
INSTALL NEW PANEL A. (SEE PANEL DIAGRAM)

B TEMPORARY LOCATION FOR PANELS UNTIL CHANGEOVER.

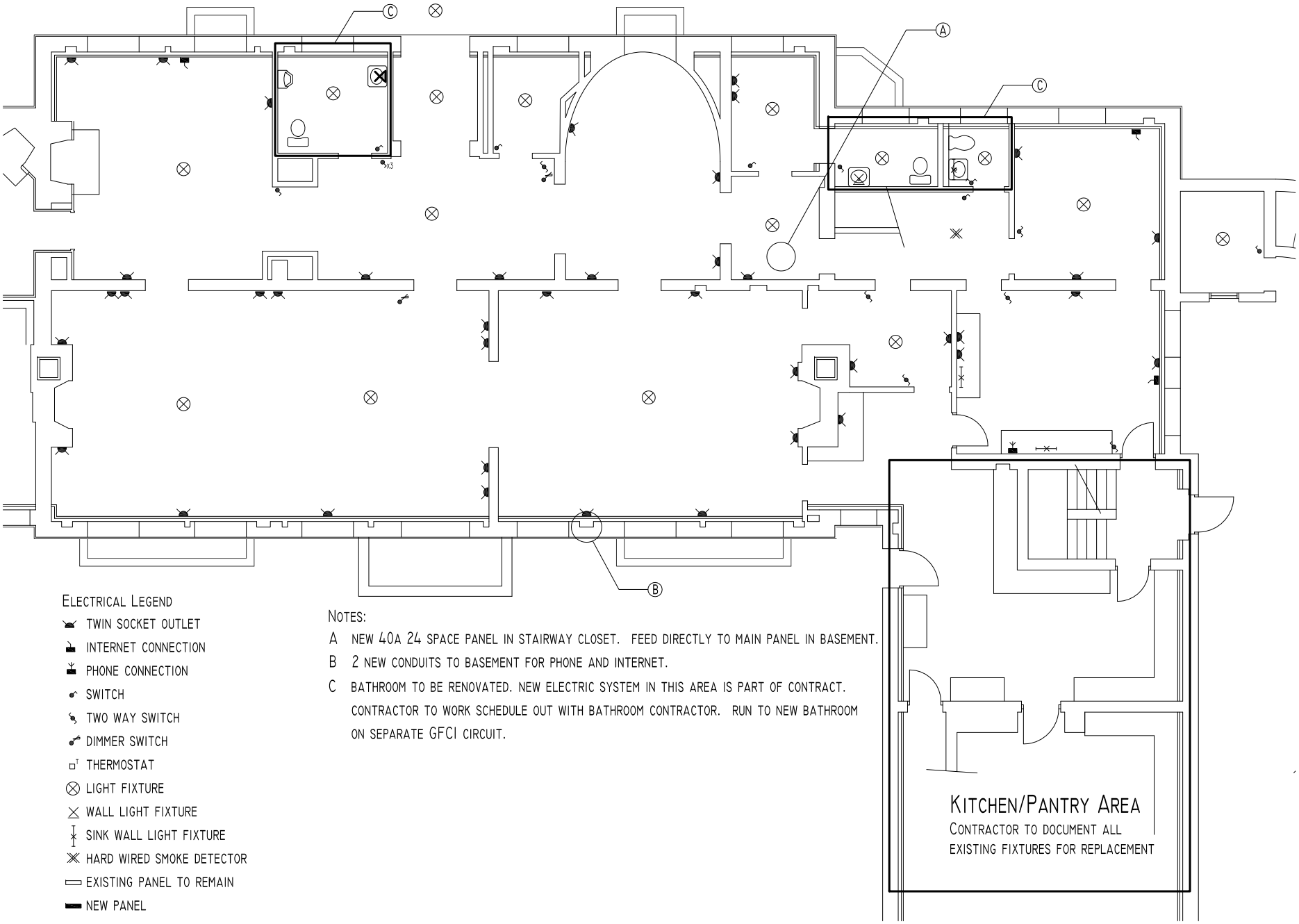
C 2 EXISTING EMPTY CONDUITS TO THIRD FLOOR IF NEEDED.

D NEW CONDUITS TO BE INSTALLED FOR SUB-PANEL FEEDERS.

ELECTRICAL REPLACEMENT PROJECT - BASEMENT

US EMBASSY HELSINKI

04-05-13



ELECTRICAL LEGEND

- TWIN SOCKET OUTLET
- INTERNET CONNECTION
- PHONE CONNECTION
- SWITCH
- TWO WAY SWITCH
- DIMMER SWITCH
- THERMOSTAT
- LIGHT FIXTURE
- WALL LIGHT FIXTURE
- SINK WALL LIGHT FIXTURE
- HARD WIRED SMOKE DETECTOR
- EXISTING PANEL TO REMAIN
- NEW PANEL

NOTES:

A NEW 40A 24 SPACE PANEL IN STAIRWAY CLOSET. FEED DIRECTLY TO MAIN PANEL IN BASEMENT.

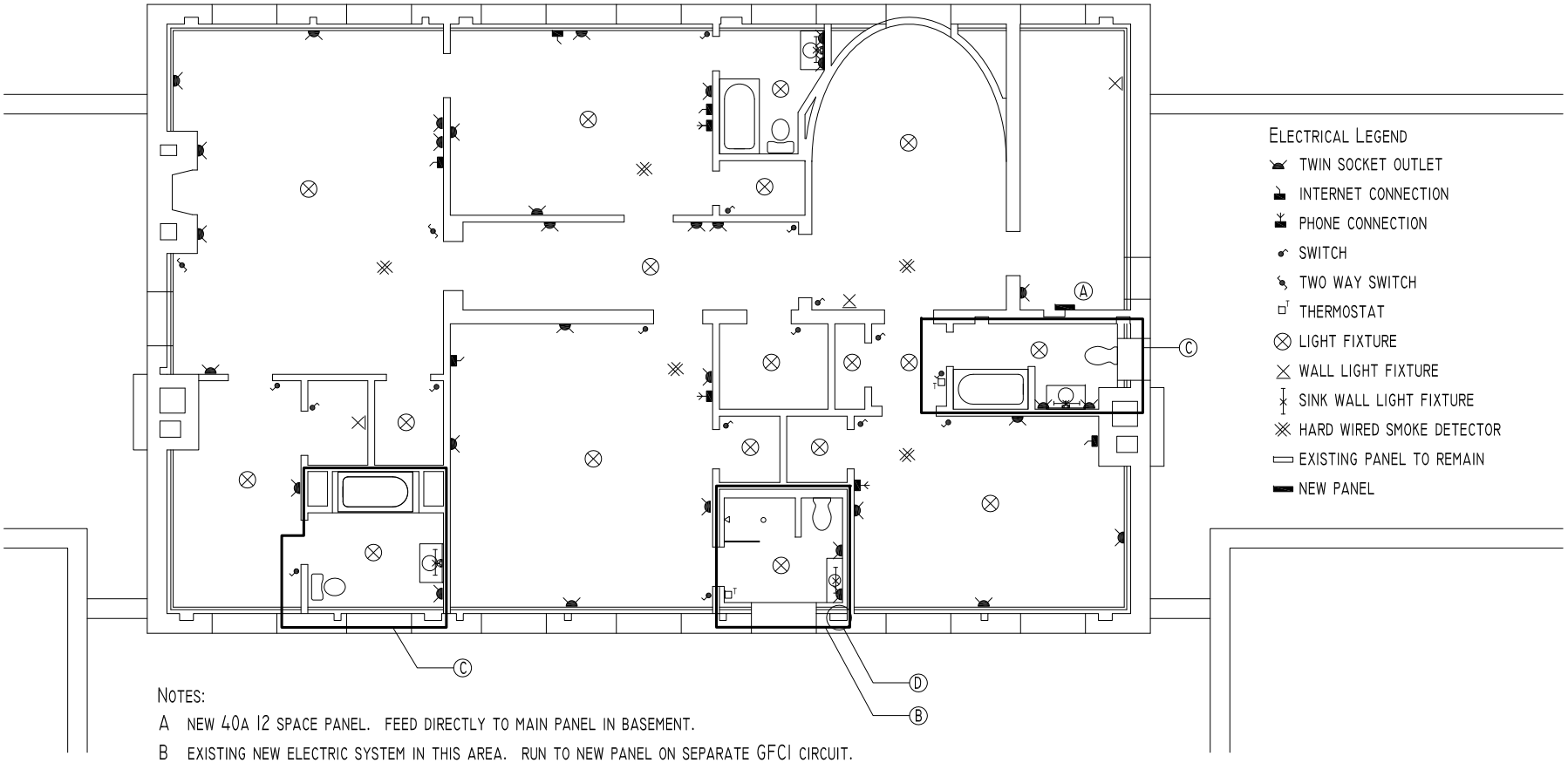
B 2 NEW CONDUITS TO BASEMENT FOR PHONE AND INTERNET.

C BATHROOM TO BE RENOVATED. NEW ELECTRIC SYSTEM IN THIS AREA IS PART OF CONTRACT. CONTRACTOR TO WORK SCHEDULE OUT WITH BATHROOM CONTRACTOR. RUN TO NEW BATHROOM ON SEPARATE GFCI CIRCUIT.

ELECTRICAL REPLACEMENT PROJECT - FIRST FLOOR

US EMBASSY HELSINKI

04-05-13



Notes:

A New 40A 12 space panel. Feed directly to main panel in basement.

B Existing new electric system in this area. Run to new panel on separate GFCI circuit.

C Bathroom to be renovated. New electric system in this area is part of contract. Contractor to work schedule out with bathroom contractor. Run to new bathroom on separate GFCI circuit.

D 2 new conduits to basement if needed.

Electrical Replacement Project - Second Floor

US Embassy Helsinki

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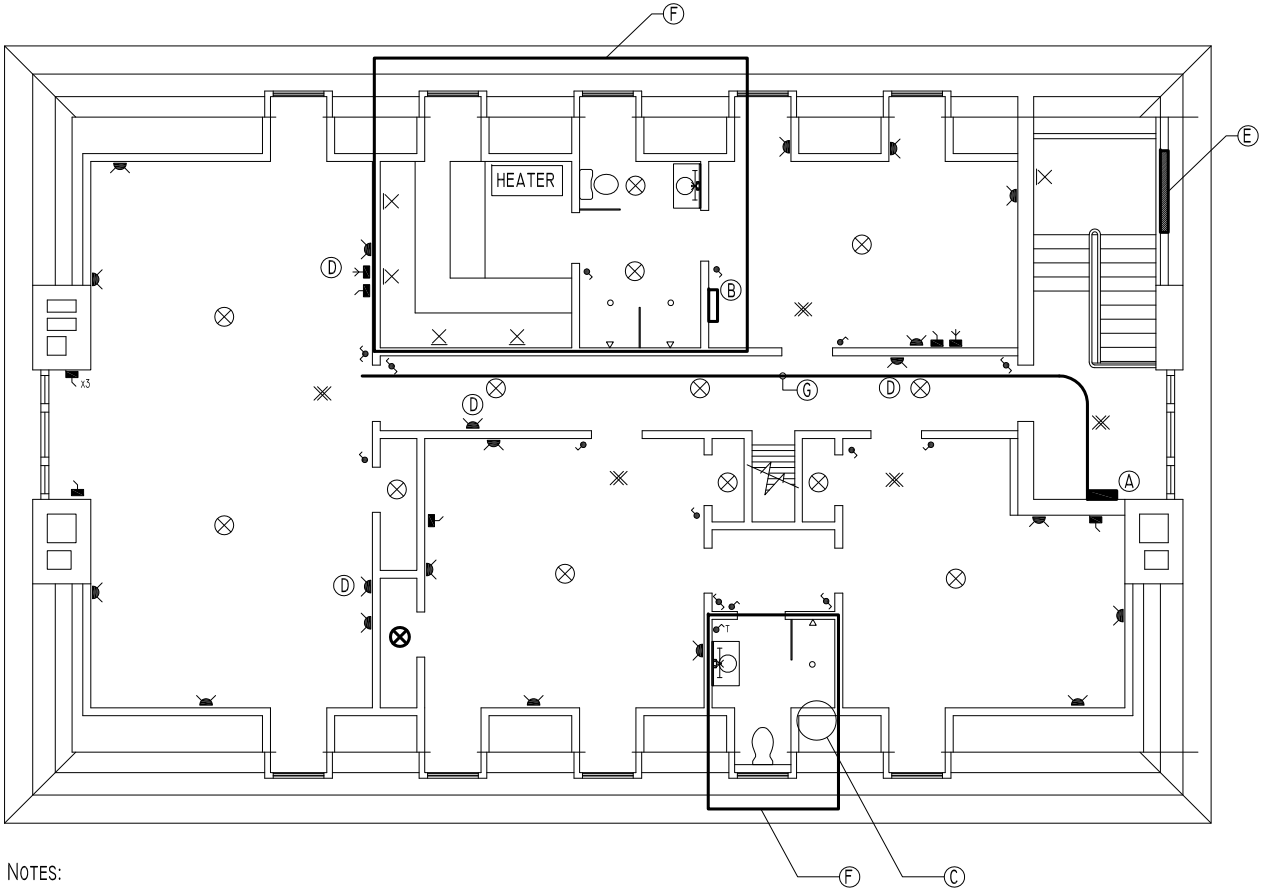

Electrical Legend

- Twin socket outlet
- Internet connection
- Phone connection
- Switch
- Two way switch
- Thermostat
- Light fixture
- Wall light fixture
- Sink wall light fixture
- Hard wired smoke detector
- Existing panel to remain
- New panel

Notes:

A New 40a 12 space panel. Feed directly to main panel in basement.

B Existing panel for sauna/shower. Tie into new 3rd floor panel.

C 2 new conduits to basement if needed.

D New fixture.

E Existing electric heating cable. Provide separate circuit.

F New electric system in this area. Run to new panel on separate GFCI circuit.

G New conduit in attic as needed to route new circuits to new sub-panel.

Electrical Replacement Project - Third Floor

US Embassy Helsinki

04-05-13