

**STATEMENT OF WORK**  
**FOR**  
**Wood Restoration/Conservation Services**  
**At**  
**US Embassy Helsinki**

5/24/2013

Project 2013-006

## 1.0 INTRODUCTION

### 1.1 Overview:

The U.S. Embassy Helsinki has a requirement for a contractor to perform wood restoration services in the Entry Foyer & Elliptical Stairway of the Embassy. The work will consist of:

- Scope of work for each area is to include all wood surfaces originally not painted when building was constructed. This includes all wall panels and trim, all doors and door casings/pediments, windows and window trim, radiator enclosures, chair rails, base moldings and cornice/crown moldings
- Hand stripping all wood surfaces without damage to wood. No chemical strippers are allowed to be used. Only heat gun stripping will be allowed.
- Repair of damaged areas in wood as needed. No repair work shall be done without consultation with COR in advance.
- Finish to be applied to wood shall be specified by OBO in consultation with Post. Contractor shall use a wax consisting of beeswax and carnauba wax on all restored surfaces.
- Coordination of work with other construction as needed.
- Contractor shall be responsible for sealing off areas of work from the rest of the residence while work is in progress.

### 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 5239  
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 CONTRACTOR QUALIFICATIONS**

3.1 The Contractor shall provide proof of experience in conservation/restoration of historic wood finishes. Contractor shall be able to provide a walk-through of a restoration project comparable to project for evaluation of workmanship.

### **4.0 CONTRACT ADMINISTRATION**

4.1 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.

4.2 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.

4.3 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.

4.4 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.

4.5 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.

### **5.0 RESPONSIBILITY OF THE CONTRACTOR**

5.1 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.

- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 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

## **6.0 CONSTRUCTION SERVICES**

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.

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

6.6 Deliverables to Accompany Completion of Construction: The Contractor shall provide 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.

## 7.0 PROJECT SCHEDULE

7.1 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.

7.2 Milestones:

- Bidding Phase May 24, 2013 to May 7, 2013
- Pre-Bid Meeting at site June 3, 2013 at 09:00
- Bid Due Date June 7, 2013 before 12:00 (noon)
- Notification of Award of Contract June 11, 2013
- Construction Work Work to begin no later than July 1, 2013
- Completion of Project See section 7.6

7.3 Notification of intent to attend pre-bid meeting must be submitted to SoderlinVA@state.gov more than 24 hours in advance for security clearances. Presence at Pre-Bid Meeting is encouraged, but not required.

7.4 Bids shall be submitted broken down into the phases listed in section 7.6.

7.5 All bids to be submitted by email to SoderlinVA@state.gov.

7.6 Project Phasing:

Phase	Scope of Work	Begin (no later than)	Duration
1	Stairway Hall – Walls, Doors & Trim/Pediments	July 1, 2013	60 days
2	Entry Hall – Walls, Doors & Trim/Pediments	August 1, 2013	60 days

## **8.0 SECURITY CLEARANCES**

- 8.1 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 personnel information for review by the Embassy. Information submitted by the Contractor will not be disclosed beyond the Embassy.
- 8.2 The contractor shall submit this information including vehicle requirements within 10 days of the Award of Contract.

## **9.0 PAYMENTS**

- 9.1 The Contractor shall provide a fixed fee, lump sum proposal to the CO for the work.
- 9.2 Invoices shall be submitted on a monthly basis. Invoices shall be based on percentage of work complete for the phase of work under construction. (see section 7.6 for project phasing) All invoices shall be reviewed on-site with COR. No work shall be paid for in advance of completion.
- 9.3 When the work is complete, the Contractor shall submit the invoice, with the appropriate backup documents to the COR. Backup documents to be submitted with the invoice include a Contractor's Release of Claims Certificate and a two-year Workmanship Guarantee.
- 9.4 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.

**END OF STATEMENT OF WORK**