ATTACHMENT #3

CONTRACT DOCUMENTS
For

2012 Camp Olympia Range Waiting Room

U.S. EMBASSY BAGHDAD, IRAQ

31 July 2012

Statement of Work

Specification Sections
01521 Construction Safety and Occupational Health
07920 Joint Sealants
15738 Metal Fabrications
16050 Basic Electrical Materials
16060 Grounding and Bonding
16075 Electrical Identification
16120 Conductors and Cables
16511 Interior Lighting
16442 Panelboards

Drawings
N/A

STATEMENT of WORK

GENERAL CONSTRUCTION SERVICES

2012 Camp Olympia Range Waiting Room

U.S. EMBASSY
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TABLE OF CONTENTS

1. Project Description …….. 4

2. General Conditions ……. 5

3. Bid Form ……..…… 8

4. Scope of Work …….. 9

5. Deliverables ……. 12

6. Project Schedule …… 13

7. Responsibilities & Project Management …… 14

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Drawings
N/A

1. Project Description

1.1 Project Synopsis

A. The project will provide the installation of a climate conditioned controlled access area for those entering the Camp Olympia range.

1.2 BACKGROUND

A. At present there is no climate conditioned control access area for those at the Camp Olympia range. The range is used frequently during the day. A controlled access area will be utilized to check-in individuals entering the Camp Olympia range.

1.3 SOLUTION

A. Obtain the services of a contractor to install the Government furnished 40 feet trailer with two separate rooms unit.

2. GENERAL CONDITIONS

2.1 Fixed-Price Proposal. The Contractor shall provide one fixed-priced Proposal for the complete Project that includes every aspect of the Work.

2.2 Specifications.

A. The Work shall be governed by the latest edition of the following:
   1. Attached specification sections
   2. United States Department of State Overseas Buildings Operations New Embassy Compound, Baghdad, Iraq Master Specifications
   3. International Building Code
   4. International Mechanical Code
   5. International Plumbing Code
   6. National Electric Code

B. Should there be a discrepancy between any of the items noted above, the more stringent shall govern.

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

2.3 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, Codes and references noted above, and the laws of the City of Baghdad.

2.4 Work Hours. Unless otherwise agreed with Facilities Management, 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. Embassy holiday schedule is available from Facilities Management.

2.5 Safety.

A. 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.

B. The Contractor is required to comply with the Construction Safety and Occupational Health Regulations of OBO Specification Section 01521 and the US Army Corps of

Engineers Safety and Health requirements Manual. (EM385).

2.6 Workforce.

A. The contractor shall provide all supervision, skilled and unskilled labor needed to perform the work. The Contractor shall provide all skilled and unskilled labor needed to perform the Work.

B. In order to comply with the Embassy's minimum escort ratio requirement of one (1) escort to four (4) workers, the Contractor will have on his staff an employee(s) with an RSO vetted "Escort" Badge.

C. If the Contractor has no staff with an Escort Badge the Contractor will have 10 days from award to submit the required paperwork. The RSO vetting process could take up to 30 days and must be shown on the Contractors Project Schedule.

D. Information for all non-badged staff must be submitted to the COR for processing to allow the workers access to the NEC. This list must be resubmitted every 30 days or when modified.

E. If escorts are needed prior to being vetted by the RSO the Contractor may submit a request to the COR for government furnished escorts. The COR will schedule temporary escorts ONLY if they are available and the request must be submitted at least 48 hours in advance of the preferred date.

2.7 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 Embassy property.

2.8 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 Embassy.

2.9 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.

2.10 Construction Cost Breakdown. The Government provided "Construction Cost Breakdown" is for bid comparison only, and the contractor is responsible to field measure and to quantify the required materials and tasks as to complete the job.

2.11 Submittals. The contractor is responsible to submit shop drawings prior to fabrication and release of any materials for the FAC Engineer's review and approval. The Engineer's review, however, does not relieve of the contractor's responsibility for the engineering work as to provide a complete working system.

2.12 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.

2.13 Close-out. Prior to final acceptance, the contractor is to submit to the Engineer marked up drawings (As-Builts) reflecting the work as constructed. The drawings shall be digitally submitted on a CD-ROM in both AutoCAD and PDF format.

2.14 Housekeeping. The contractor is responsible to clean up daily after working hours. The Contractor is also responsible for Final Cleaning of the area, ready for use by the Government.

3. BID FORM - CONSTRUCTION COST BREAKDOWN

No	Descriptions	Unit	Qty	Unit Price IQD	Total Price IQD
1	Administration				
A	Mobilization / Demobilization	LS	1		
B	Submittals – product data & shop drawings	LS	1		
	Administration			Sub-Total	
2	Construction Work				
A	Relocation of Site Structures (40 feet trailer unit and D&C bunkers with two end caps)	LS	1		
B	Refurbish 40 feet trailer Unit	LS	1		
C	Add stairs for both doors of the trailer	EA	2		
D	2 ton window type A/C Units	EA	2		
E	Electrical Wiring	LS	1		
F	Clean-up	LS	1		
G	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 IQD**	

4. SCOPE OF WORK

4.1 General Requirements

A. The Contractor is to provide all labor, logistics, equipment and material for the Work requested based on the attached and referenced drawings and specifications, and the specific instructions noted in this Statement of Work.

B. Comments below supplement the referenced specifications and are to be incorporated into the Work. If there are any conflicts, the most stringent standard applies.

C. Except as noted, within 5 days of Notice to Proceed, the contractor shall provide to the COR a project schedule showing start to completion.

D. Except as noted, within 10 days of NTP, the Contractor shall provide to the COR details of the proposed installation utilizing written description or sketches or both.

E. The contractor is responsible to dispose of the construction debris outside of the IZ. Include, but not limited to soils, rock excavation, packing materials, scrap steel, and debris generated by project.

F. The contractor is responsible to properly layout and prepare for the installation based on locations provided by FAC.

G. When pursuing the work, the contractor is to take extra care as not to damage existing structure.

H. All construction work shall be in conformance with the following Codes:

1. International Building Code, 2009 Edition plus the 2011 OBO International Code Supplement (ISC).
2. International Mechanical Code, 2009 Edition plus the 2011 OBO International Code Supplement (ISC).
3. International Fire Code, 2009 Edition plus the 2011 OBO International Code Supplement (ISC).
4. National Electric Code, 2011 Edition plus the 2012 OBO International Code Supplement (ISC).
5. National Fire Protection Association, NFPA 101, NECA 1-2010 Standard Practice of Good Workmanship in

Electrical Construction (ANSI), NFPA 33, National Electrical Safety Code, and NFPA13.

4.2 Specification

A. All work is to comply with the attached specifications. If work items are not specified, the applicable standard specifications noted above will apply. FAC will provide applicable specification sections to the contractor on request.

4.3 Construction Work

A. Install one (1) Government Furnished 40 feet trailer having two separate rooms in Camp Olympia Range.
B. Provide relocation of the 40 feet trailer unit and Duck & Cover bunkers with two end caps within Camp Olympia site.
C. Refurbish the GFE 40 feet trailer unit as necessary to make it weatherproof.
D. Provide electrical connection from the 40 feet trailer unit to the existing 250A MDP inside of the range.
E. The distance between the 40 feet trailer to the MDP shall be within 40 meters. All electrical wiring shall be done in accordance with latest National Electric Code. The underground conduit shall be buried with concrete encasement per the NEC.
F. Provide a new 60A circuit breaker in the MDP.
G. Provide 2 new 20A circuit breakers inside the existing subpanel in 40 feet trailer unit.
H. Provide individual circuit breakers for lights, outlets, and A/C unit.
I. Provide three (3) duplex outlets for each room as needed.
J. Provide two (1) 4' strip fluorescent lights with on/off switch for each room as needed.
K. Provide two (2) 2 ton window type A/C units one for each room.
L. Provide stairs for both doors of the trailers

4.4 Closeout

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 IZ.

C. Prior to Final Acceptance the Contractor shall submit to the Contracting Officer Representative marked up drawings (As-Builts) reflecting the work as constructed. The drawings shall be digitally submitted on a CD-ROM in both AutoCAD and PDF format.

5. DELIVERABLES

5.1 Pre-Construction:

A. Drawings and specifications issued by licensed Fire Protection engineer.
B. Safety, Security Plan
C. DBA Insurance
D. Bank Guarantee
E. Schedule

5.2 Construction:

A. Meeting Minutes, Progress reports
B. Updated Schedule
C. Safety Incidents

5.3 Close-out

A. As-built Drawings
B. O&M Manuals
C. Standard Operating Procedure(s)

6. PROJECT SCHEDULE

6.1 Approximate dates of pre-award activities-RESERVED

6.2 Construction Milestones, from Notice to Proceed
(All time periods in calendar days)

A.	Notice to Proceed (NTP)	0	Days from NTP
B.	Project Schedule to FAC	5	
C.	Alternate Materials/Questions	5	
D.	Submittals for Major Equipment	5	
E.	FAC Review	7	
F.	Procurement, Shipping	N/A	
G.	Fabrication	N/A	
H.	Construction Completion	28	
I.	As-Builts, Warranties	28	
J.	Project Acceptance	30	

6.3 Commencement, Prosecution, and Completion of Work

A. The Contractor shall be required to (a) commence work under this contract within five (5) 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 the time frame noted above. The time stated for completion shall include final cleanup of the premises.

7. RESPONSIBILITIES AND PROJECT MANAGEMENT

7.1 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.

7.2 Point of Contact (POC). 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

7.3 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.

7.4 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.

7.5 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.

7.6 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.

7.7 Health and Safety.

A. 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.

B. 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.

C. The Contractor must adhere to the Construction Safety and Occupational Health Regulations of OBO Specification Section 01521.

7.8 The Contractor must adhere to OSHA 3120, Control of Hazardous Energy (Lockout/Tagout)

7.9 Confined Spaces.

A. Work conducted in confined spaces must have a written permit issued by the POSHO. Confined space is any area limited in dimension or ventilation with restricted means of entry or exit. Identify with the COR any spaces which may be subject to permit.

B. Permit-required confined spaces include sewers, electrical vaults, utility tunnels, sump pits, mechanical rooms, tanks,

pits, excavations deeper than 1200 mm, as well as other types of enclosures. Any space that is accessed by lifting a manhole cover is a permit-required confined space. COR will provide forms for the permit. Contractor is responsible to identify activity in confined space and to apply for the POSHO permit prior to initiating work.

7.10 Progress Payments. If the contract awarded 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.