

**STATEMENT OF WORK  
REPLACEMENT OF ROOFING STRUCTURE  
FAC SHOPS FACILITY BUILDING**

**1.0 STATEMENT OF WORK**

**1.1 INTRODUCTION**

The United States Embassy, Lima, Peru has a requirement to obtain Construction Services and install metal roofing along of FAC shops Facility Building. The work includes the structural design and the furnishing of all labor, equipment and tools to accomplish the job without problems and delays.

**1.2 SCOPE OF WORK**

The purpose of this SOW is to secure the materials and qualified labor required to successfully accomplish the following tasks.

- a) Site Visit: Visit the space and verify the conditions of the existing installation. This means the Contractor shall inspect visually the space to determine any problem to perform the job. Discuss with the customer to ensure no other information useful for the assessment is missing.
- b) Field Measurements: The Contractor shall be required to make his own field investigation to verify dimensions and any information needed to perform the design.
- c) For the quotation proposal, Contractor must submit a preliminary design.
- d) Final design: Once the project is awarded and prior to the construction, Contractor must submit detailed shop drawings provided by the Company PRECOR. This one shall be reviewed by Embassy. Then, Contractor shall incorporate the comments from Embassy reviewers, and shall submit again the final corrected drawings for construction.
- e) Any job shall begin until approval of the Final Design Submittal. The Contractor will be informed by Contracting Officer Representative (COR) to start the construction.
- f) The roof framing shall be structural steel ASTM A-36 (Fy 2500 Kg/cm<sup>2</sup>). Those one include rods, shapes and angles.
- g) All welding according to AWS D1.1. Welding procedure SMAW. Welding Rods: E-6011 according to AWS for each case.
- h) All structural pieces shall be sandblasted and applied two coats of rust primer immediately after. Once finished steel structure shall be painted with two coats of enamel, grey color.
- i) Paint shall be done with fine brushes or rollers. Avoid air compressed painting to eliminate contaminations on adjacent surfaces.
- j) The contractor shall include steel zinc alum ASTM A792 laminated sheets and accessories, PRECOR TR4, 0,50mm thickness, steel gray color with resistance against UV rays.
- k) PRECOR TR-4 sheets should be installed on top of the structures as well on all the sides to hide the structure.
- l) Contractor shall take the caution to remove the protection plastic film on the PRECOR TR-4 sheets once finishing the installation.
- m) Contractor must follow all instructions given by the steel zinc alum sheets manufacturer regarding installation and supports.
- n) Embassy only provides water and electrical power for this work. Embassy may provide power at: 115 Volts/1 phase/60 Hz, 208 Volts/3 phase/60 Hz, 480 Volts/3

- o) phase/60 Hz. Contractor must provide all equipment and materials.
- o) The Contractor will be responsible for providing tools, equipment and enough trained personnel to accomplish the construction without problems and delays.
- p) The Contractor must follow all working safety regulations and provide their personnel with appropriate safety equipment like gloves, security shoes, ocular protection, etc.
- q) Contractor must remove and dispose all exceeding material daily.
- r) The area shall be kept clean and organized all time.
- s) The work could be performed according to the following schedule:  
Monday through Sunday: 8:00 to 17:00Hrs

1.3 The Facility, Chancery Building, is located in the Compound of the U.S. American Embassy in Encalada Avenue Block 17, Surco - Lima. All inspections shall be requested through the Embassy's Facility Manager [FM] or Contracting Officer Representative [COR]

1.4 Work shall be completed as expeditiously as possible. The structure shall be occupied during the execution of this contract. Contractor shall coordinate with Contracting Officer for work phasing and job sequencing with work commencing and completing in each apartment unit in a sequential manner. Contractor to submit a phasing plan with construction schedule for review and approval prior to commencement of work at the site.

Contractor may be allowed to overlap phases upon exhibition of sufficient capability to execute the project simultaneously at multiple apartment units with the approval of the Contracting Officer [CO].

## **2.0 GENERAL REQUIREMENTS**

2.1 The Contractor shall provide personnel, equipment, materials, tools and supervision as needed to complete the services that meet the technical requirements in this Statement of Work [SOW]. It is expected that the Contractor shall partner closely with Embassy personnel.

2.2 The work shall be executed in a diligent manner in accordance with a negotiated firm fixed price and performance period. The period of performance for all Phases of the project shall be according to item 9 of this document.

2.3 The Contractor shall have limited access to or be admitted into any structure outside the areas designated for the project except with permission by the Embassy. The Contractor shall address the impact of the consequent disruption and provide for a continuing level of operation for continuous occupation of the residence during construction.

2.4 The Contractor shall be required to prepare and submit reports, bill of materials, product literature, drawings, specifications, quality control schedules, safety plan and construction costs. These documents shall provide the necessary interfaces, coordination, and communication between the Embassy and Contractor for the delivery of a completed project.

## **4.0 CONTRACT ADMINISTRATION**

4.1 The Contractor shall not conduct any work that is beyond this Statement of Work and accompanying specifications unless directed in writing by the Contracting Officer [CO]. Any work done by the Contractor beyond this SOW and accompanying specifications without direction from the CO will be at the Contractor's own risk and at no cost to the Embassy.

- 4.2 The Contracting Officer shall provide a Notice to Proceed [NTP] to the Contractor. No work shall be initiated until the NTP is issued by the CO.
- 4.3 The Contracting Officer may designate more than one individual to serve as the Contracting Officer's Representative [COR]. The Contractor will be furnished evidence of COR appointments, including explicit authority delegated to each COR and their responsibilities.
- 4.4 The Embassy does not make representations or warranties of whatsoever kind or nature, either expressed or implied, as to the quality, level of completion, accuracy, extent of compliance with the standards, codes and requirements described or referred to in this SOW, or the extent of coordination between or among the documents provided to the Contractor.
- 4.5 The Embassy's review, approval, or acceptance of, nor payment for the services required under this contract 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.
- 4.6 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. The Office of Overseas Buildings may perform quality assurance inspections [QAI] and tests during construction to confirm the work is installed according to the SOW.
- 4.7 The Contracting Officer 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 Contractor shall promptly notify the CO that work has been stopped.
- 4.8 If any of the Contractor's services do not conform to the contract requirements, the COR may require the Contractor to perform the services again in conformity with the contract requirements. The Embassy may by contract or otherwise, perform the services and charge the Contractor any cost incurred by the Embassy that is directly related to the performance of such service or terminate the contract for default.
- 4.9 The Embassy has the right to terminate this contract of convenience at any time in whole, or from time to time, if the Contracting Officer determines it is in the interest of the Embassy.

## **5.0 RESPONSIBILITY OF THE CONTRACTOR**

- 5.1 The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all construction and other services furnished under this contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its construction and other services.
- 5.2 The Contractor shall identify a Project Site Manager who shall be responsible for the overall management of the project and shall represent the Contractor on the site during construction. The Project Site Manager shall be approved by the COR.
- 5.3 The Project Site Manager shall attend all project meetings, prepare Status Reports on the project and submit them to the COR. Status Reports shall contain meeting minutes, accomplishments, arising concerns and proposed solutions, any proposed changed orders, and any other pertinent information required to report the progress of performance.

- 5.4 All documentation produced for this project will become the ownership of the Embassy at the completion of this project.
- 5.5 The Contractor shall verify that all materials, equipment, and systems provide operational dependability. The Contractor assures the completed construction shall be easily maintained or replaced with readily available materials and services.
- 5.6 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.
- 5.7 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.
- 5.8 The Contractor shall be and remain liable to the Embassy in accordance with applicable 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 Embassy provided for under this contract are in addition to any other rights and remedies provided by law.

## **6.0 PRE-CONSTRUCTION REQUIREMENTS**

- 6.1 The Contractor shall examine all the documents and visit the site to fully inform themselves of all the conditions and limitations applied to the work and submit a firm fixed price cost proposal for all the work. No subsequent cost allowance will be made to the Contractor for neglect of the existing conditions.
- 6.2 All personnel used in the performance of this work shall be qualified personnel experienced in installing structural steel Roofing systems.
- 6.3 The Contractor shall prepare and submit a Quality Control Schedule [QCS] and Project Safety Plan [PSP] to address the project. The QCS and PSP are intended to document the entire project from beginning to end.
- 6.4 Submit a copy of a Contractor's Installation Guarantee covering the work, labor and equipment for a period of ONE [1] year at no cost to the Embassy signed by the Contractor.
- 6.5 Submit a Bill of Materials [BOM], product literature, samples and standard specification submittals of all materials to be used in the project provided by the contractor. The BOM's shall list the equipment and materials in sufficient detail that a purchase order for the materials and equipment can be executed without further elaboration or specifications. These documents will be used by the Embassy to approve all equipment and materials.

## **7.0 CONSTRUCTION REQUIREMENTS**

- 7.1 No construction shall begin until approvals of the Pre-Construction Submittals are accepted by the COR.
- 7.2 The Contractor shall be responsible for all required materials not provided by the Embassy, equipment and personnel to manage, administer, and supervise the project. All workmanship shall be of good quality and performed in a skillful manner as determined by the COR.

- 7.3 All materials and equipment incorporated into the project shall be new unless noted otherwise. The Contractor shall transport and safeguard all materials and equipment required for construction.
- 7.4 Equipment and materials shall be carefully handled, properly stored, and adequately protected to prevent damage before and during installation, in accordance with the manufacturer's recommendations. Damaged or defective items shall be replaced. The contractor will be responsible for security of all materials and equipment.
- 7.5 Receipt Of Materials - Shipment of equipment, materials, and supplies shall be addressed to the Contractor - not the Embassy. The Contractor must be on hand to accept shipments; the Embassy will not accept shipments.
- 7.6 The Contractor will be provided with a storage and staging area as determined by the COR. The Contractor shall be responsible for restoring the area to its original condition at the completion of the work. The Contractor shall be responsible for repair of any damage incurred to buildings or pavement as a result of storage activities. The Contractor is responsible for obtaining any additional off compound storage areas as required.
- 7.7 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 the COR.
- 7.8 The Contractor shall perform the work according to the timeframe specified in this documents and coordinated with the COR without additional expense to the government.
- 7.9 The Embassy is providing in **Attachment 2:Contractor Safety Policy**.
- 7.10 At the end of each work day, or notification of a temporary stop order, the Contractor shall lower and fixed all temporary work platforms and/or harnesses. Contractor shall notify the COR of the temporary barricade locations. Beginning the next workday, the contractor shall remove the temporary barricades before continuing the project.
- 7.11 Permits and responsibilities: The Contractor shall, without additional expense to the Government, be responsible for obtaining any licenses, fees, inspections, permits, and for complying with any federal, and municipal laws, codes, and regulations applicable to the performance of the work. The Contractor shall also be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take proper safety and health precautions to protect the work, workers, the public, and the property of others. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work which may have been accepted under the contract
- 7.12 Cleanup - The Contractor shall keep the work area, including storage areas, free from accumulations of waste materials on a daily basis and comply with all federal, state and local regulations pertaining to the storage, transport and disposal of wastes. The Contractor shall not use Embassy waste disposal facilities including garbage cans, trash piles or dumpsters.

## **8.0 CRITERIA**

- 8.1 The Contractor work shall be in accordance with U.S. codes and standards. The COR will review and comment on the Contractor's submissions using the following codes and standards:  
American Society for Testing & Materials,

2003 International Building Code  
2003 International Mechanical Code  
2003 International Plumbing Code  
2002 National Electrical Code (NFPA)

Statement of Work for Construction Services and the following accompanying attachments:

**ATTACHMENTS**

- Attachment 2: Contractor Safety Policy
- Attachment 3: Daily Construction Report
- Attachment 4: Breakdown of Price by Divisions of Specifications
- Attachment 5: Project Process Chart
- Attachment 6: Project Progress Payment
- Attachment 7: Project Submittal Form
- Attachment 8: Bank Letter
- Attachment 9: Specification of Precor of TR-4

**9.0 DELIVERABLE SCHEDULE**

- 9.1 The Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within the period specified.
- 9.2 Milestones:

Contractor Pre-Proposal Site Visit	June 21 <sup>st</sup> , 2013
Proposal Submittance	June 27 <sup>th</sup> , 2013
Construction Begins	Within 30 days of NTP and/or when personnel is cleared by Embassy Security.
Construction	20 calendar days
- 9.3 Project Completion: Furnish one copy of maintenance and operating information, Contractor's one year workmanship guarantee and product literature of all items installed.

**10.0 PROJECT SECURITY**

- 10.1 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.
- 10.2 The Contractor shall submit this information including construction vehicle requirements within 10 days of the Notice to Proceed.

**11.0 PAYMENTS**

- 11.1 The Contractor shall provide a fixed priced lump sum proposal to the Contracting Officer. The Contractor may submit requests for progress payments at monthly intervals to cover the value of labor and materials completed to date. In making progress payments, there shall be retained 10% of the amount due until final completion.
- 11.2 The Contractor shall submit one copy of all payment 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.

- 11.3 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 have the Contractor's Release of Claims Certificate attached.

**END OF STATEMENT OF WORK**