



STATEMENT of WORK

**General Construction SERVICES
For
EXTERIOR METAL STAIRWELL**

**U.S. EMBASSY
BAGHDAD, IRAQ**

March 9, 2011

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DoS/OBO New Embassy Compound Specifications

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PROJECT DESCRIPTION

Chapter 6 PROJECT SYNOPSIS

The project will provide one (1) exterior stair case each at Rec Center and Utility Building (Power Plant) to improve the roof access.

Chapter 7 BACKGROUND

The chase way roof access door/hatch at the Rec Center and the Utility Building is difficult and dangerous for climbers to open while balancing on the ladder. Also, the safety cage for the ladders inside going up two stories to the roof does not follow any safety specifications or a benefit for climbers.

Chapter 8 SOLUTION

Obtain the services of a contractor to provide exterior stair case at each building to enable for easier access to roof. The stair case would make it easier to carry working tools and repair materials as well.

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 *United States Department of State Overseas Buildings Operations New Embassy Compound, Baghdad, Iraq Master Specifications*. International Codes, which includes the International Building Code, International Mechanical Code, International Plumbing Code, and National Electric Code, also are applicable. Should there be a discrepancy between the NEC 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 Baghdad where applicable.
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.
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 skilled and unskilled labor needed to perform the Work. In order to comply with the Embassy's escort ratio requirement of one (1) escort to four (4) workers, the Contractor shall be responsible to submit a request to the Government for a number of government furnished escorts at least 48 hours prior. The Contractor or government may request for workers to be badged for unescorted Embassy access by going through RSO vetting process.
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.
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.
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. **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.

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.

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 Engineer.

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.

14. **Housekeeping.** The contractor is responsible to clean up daily after working hours.

BID FORM

Construction Cost Breakdown

To xxxxxx

At the U.S. Embassy, Baghdad, Iraq

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	Power plant stairwell with concrete foundation and safety fence	EA	1		
B	Rec Center stairwell with concrete foundation and safety fence	EA	1		
C	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	

statement of work:

The Contractor is to provide two (2) stairwells per attached drawings and specifications:

1. General Requirements

- a. Within 5 days of Notice to Proceed, the contractor shall provide to the COR a project schedule showing start to completion.
- b. Within 10 days of NTP, the Contractor shall provide to the COR details of the proposed installation utilizing written description or sketches or both.
- c. The contractor is responsible to dispose of the construction debris outside of the IZ. Include, but not limited to soils, construction debris, packing materials, and scrap steel.
- d. The contractor is responsible to properly layout and prepare for the mechanical plumbing line installation based on the locations provided by the FAC.
- e. When pursuing the work, the contractor is to take extra care as not to damage existing structure. It is responsibility of the contractor to repair any damages done during construction.
- f. The contractor is responsible to relocate T-walls, Duck & Cover bunkers and any objects within the construction area to as to complete the required SOW.

**2. Section 02833 – Ornamental Metal Security Fences
Section 02843 – Perimeter Gate Facilities**

- a. Provide metal security fence and gate at each of the stairwell locations as per attached details. The Contractor shall provide a proposed layout of the stairwell location to minimize the underground utility disturbance (i.e. manhole, MDP conduits, etc.).
- b. Provide concrete foundation for the security fences.
- c. The fence is to be wrapped around the concrete pad and stairwell to limit the roof access.

3. Section 03300 – Cast in place Concrete

- a. For concrete landing pad on both buildings, excavate 350mm deep over the area in which the new 3m x 5m concrete pad is to be located. Existing gravels, pavers, concrete curbs and pavement are to be removed as a part of this excavation. When removing the existing concrete structure, provide a saw cutting machine for the demolition process.
- b. The new concrete pad is to be leveled flat, and the finished surface elevation is to 100mm above to the adjacent pavement.
- c. Compact the sub-grade, using proper compaction methods, after removal of gravels, topsoil, debris, obstructions, pavers, concrete curbs, pavement and deleterious materials from ground surface.
- d. Provide a Sub-base course 150 mm compacted thickness in a single layer, compacted by hand-operated tampers. Compact sub-base course at optimum moisture content to required grades, lines, cross sections, and thickness to not less than 95 percent of maximum dry unit weight according to ASTM D 698.
Sub-base Material: Naturally or artificially graded mixture of natural or crushed gravel, crushed stone, and natural or crushed sand; ASTM D 2940; with at least 90 percent passing a 1-1/2-inch sieve and not more than 12 percent passing a No. 200 sieve.
- e. The contractor is responsible to provide form works as to properly layout and prepare for the concrete pour.
- f. Provide 250mm thick concrete with 28MPa (4,000 psi) 28-day compressive strength, maximum slump: 125 mm, sulphate resisting cement Type 5 and and 16mm reinforcing steel at 250mm each direction with a 300mm overlap minimum on crushed gravel base provided for in item above.
- g. All concrete is to be from a nearby IZ batch plant. No hand mix concrete will be accepted.
- h. When laying out the rebars, provide proper support spacers to obtain 100 mm rebar space to ground level.
- i. Concrete is to be poured monolithically. Therefore, no expansion joints are to be installed. However, the control joints are to be installed in every 2.5 m x 2 m grid with 13 mm joint wide.
- j. All concrete pad edges are to receive champered finishing.
- k. Provide curing of concrete pad with wet burlaps for minimum seven (7) days.
- l. The concrete surface is to receive smooth float finish.

4. Section 05511 Metal Stairs

- a. Furnish and install metal pan steel staircase with a metal platform at the head of each stair (see attached drawings).

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- b. Each platform is level.
 - c. The stair construction is to include stringers, headers, treads, risers, railings, clips, hangers, struts, braces and other supports and related members necessary to complete the installation. Wherever practicable concealed supporting members, braces etc. are to be used.
 - d. All structural steel members are to be connected by steel bolts. Welding shall not be used in lieu of steel bolt connection. The bolts shall meet SAE-6r.5 standard.
 - e. Provide metal pan type stairs as to safely support a minimum live load of 100 psf and dead load of 60 psf for tread and platform surfaces.
 - f. Provide necessary concrete footing at the stair landing. Include, but not limited to, structural calculation for the footing requirement, form work with champered edges, 95% modified proctor compaction on sub-base and sub-grade prior to concrete placement of the footing.
 - g. Each stair is to have minimum 36" wide clearance, a platform at each level and 42" high handrails on each side of the stairwell.
 - h. The contractor is responsible to provide mid rail on each handrails to meet OSHA standards.
 - i. Railing members are to be made with 1-1/4" steel pipe with intermediate posts welded to railings.
 - j. Provide ratio of stairwell as shown on the details. The ratio shall not exceed 4:5.
 - k. The stairs are to include metal risers and treads.
 - l. The treads is to have diamond plate finish.
 - m. All structural members are to be made of ASTM A36 steel.
 - n. The contractor is responsible to use continuous welding. No tac welding will be accepted for this project. Make joints true and tight, and make connections between parts light-proof and tight. Provide continuous welds, ground smooth where exposed.
 - o. **The height of the stairs at each location shall be adjusted to meet the building parapet height.**
 - p. **Provide safety reflection tapes to meet the safety standards.**

5. Section 09912 – Painting

- a. All field welds are to be wire brushed, primed and painted.
- b. All areas of exposed metal are to have one coat primer and two coats final paint.
- c. Provide an additional top coat of paint following welding operation to provide a clean finished product.
- d. Beams and columns are to be cleaned prior to acceptance.

- e. Contractor to provide 5 gallons (20 liters) of paint as attic stock upon completion.

6. 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.

PROJECT SCHEDULE

1. Approximate dates of pre-award activities

Pre-Bid Site Survey	o/a	March 25, 2011
Bids Due	o/a	April 2, 2011
Contract Award	o/a	April 15, 2011
Notice to Proceed (NTP)	o/a	April 20, 2010

2. Construction Milestones, from Notice to Proceed

Notice to Proceed (NTP)	0	Days from NTP
Project Schedule to OBO	5	
Project Design Notes / Sketches	10	
FAC Review	13	
Procurement, Shipping	N/A	
Fabrication	25	
Construction Completion	40	
Project Acceptance	45	

3. Deliverables

Construction Schedule	5	Days from NTP
Project Design Notes / Sketches	10	
Submittals for Major Equipment	10	
Manufacturer's Literature	40	
As-Builts, Warranties	40	

4. Commencement, Prosecution, and Completion of Work

The Contractor : ll be required to (a) commence wo: nder 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 forty-five (45) calendar days after NTP. The time stated for completion shall include final cleanup of the premises.

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 awardee 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.

ATTACHMENT # 3
PROTOCOL FOR CONCRETE CASTING PROCEDURE

Protocol for Concrete Casting Procedure

1. Review the protocol set forth in the Mission Access Policy as it relates to Deliveries:

“4. Deliveries to the NEC

All delivery vehicles must be on the “NEC delivery list” (see paragraph 5c for details on coordinating a delivery). If the receiving office wishes to coordinate a delivery, they will need to fill out the “NEC Delivery Notification” form (see paragraph 5c for details). Delivery vehicles will fall into two main categories; those which are allowed access to the NEC, and those that are not. The receiving office can use the same delivery notification form to request escorted access for the delivery vehicle and the delivery driver.

5. Coordinating visitor/vehicle/delivery access

Requests for adding visitors or vehicles to the NEC access lists, or for providing delivery notifications can be sent to BaghdadNECaccess@state.gov.

- a. To coordinate a visitor for official or work related access to the NEC, fill out the attached spreadsheet and send it to the NEC access email address at least 24 hours in advance.
 - b. To coordinate vehicle access for official or work related access to the NEC, fill out the attached spreadsheet and send it to the NEC access email address at least 24 hours in advance.
 - c. To coordinate a delivery to the NEC, fill out the attached spreadsheet and send it to the NEC access email address at least 48 hours in advance.”
2. Provide concrete pour information to include:
 - a. Name and location of the batch plant
 - b. Time and date of mixing
 - c. Number of mixing trucks to be used
 - d. Vehicle information for the mixing trucks
 - e. Point of contact name and contact number for the contractor and Facilities Management employee arranging the delivery.
 3. Notification of concrete pour is to be made at least 48 hours in advance.
 4. Confirm the RSO availability from the FAC engineer 24 hours prior to the concrete pour.
 5. After RSO staff designates a representative, coordinate transportation from the embassy to the batch plant for the involved personnel.

Note: Ensure the concrete truck mixing unit is empty prior to an inspection of the truck by the RSO representative at the batch plant. All requests to RSO/Contingency Planning, the RSO/TOC and the PAE are made at least 48 hours ahead of the pour schedule. Requests for inspections occurring before 0830 hours will be limited to the summer months and on a case by case basis.

Spreadsheet form (Double click on the table to access the form in excel format):

Driver Name		ID		Organization	Vehicle				
Last	First	Type	Number		Make	Model	Color	Registration	Description

ATTACHMENT # 4
DRAWINGS

THIS ATTACHMENT WILL BE ISSUED AT THE SITE VISIT

DEFENSE BASE ACT INSURANCE RATES & CONTACT INFORMATION**Contract Information**

Contract number: S-AQMMA-08-C-0204
 Contractor: Continental Insurance Company

Contact Information

Agent: Rutherford International
 5500 Cherokee Avenue, Suite 300
 Alexandria, VA 22312

Primary Contact: Delia Shontere
 Phone: (800) 274-0268 or (703) 813-6507
 FAX: (703)354-0370
 E-mail: delia.shontere@rutherford.com
 Secondary Contact: Sara Payne
 Phone: (703) 813-6503
 E-mail: sara.payne@rutherford.com

Rates July 22, 2010 through July 21, 2011:

Description	Rate
Services	\$3.60 per \$100 of employee compensation
Construction	\$4.95 per \$100 of employee compensation
Security Contractor/Guards without Aviation Exposure within Global War on Terrorism designated areas (currently designated areas are Iraq and Afghanistan)	\$9.45 per \$100 of employee compensation
Aviation Related Services with Aviation Exposure within Global War on Terrorism designated areas (currently designated areas are Iraq and Afghanistan)	\$18.00 per \$100 of employee compensation

For the purposes of this contract, employee remuneration is defined as salary plus post differential, but excludes per diem, housing allowance, travel expenses, temporary quarters allowance, education allowance and other miscellaneous post allowances.

Please note if a contractor is self-insured they are not required to utilize this contract. The following link provides a list of contractors approved by the Department of Labor as authorized self-insured employers to provide DBA insurance: <http://www.dol.gov/esa/owcp/dlhwc/lscarrrier.htm#authorized%20self-insured%20employers>. Contractors not on this list are not self-insured and are required to use the DoS DBA contract, except for the INL Air Wing contract.

DEFINITION OF LABOR CATEGORIES**SERVICE:**

\$3.60/\$100

“White collar” workers such as IT Consultants, Engineers, Administrative-type Office workers, Translators, Instructors, Restaurant type services. Security Consultants could be included as long as they are just assessing risk and not providing armed protection.

CONSTRUCTION:

\$4.95/\$100 "Blue collar" workers providing Construction services such as Laundry Services, Janitorial Services, Installation of Cable, Security Systems, Testing/Maintaining of Equipment, Carpentry, Electrical, Plumbing, HVAC, Elevator installation and maintenance, Concrete, Asphalt, Day Laborers, Operation, Maintenance and Repair of Heavy/Light Equipment, Mechanics, Drivers, Skilled/Unskilled Manual Labor.

SECURITY:

\$9.45/\$100 Personal Security Detail (PSD) and Static or Convoy Guarding property of Personnel (Iraq/Afghanistan)

AVIATION:

\$18.00/\$100 Pilot and Crew of any aircraft excluding ground personnel who provide maintenance or services but stay on the ground

The labor category for this acquisition is CONSTRUCTION.

SAMPLE LETTER OF BANK GUARANTY

Place []]

Date []]

Contracting Officer
U.S. Embassy, Baghdad

Letter of Guaranty No. _____

SUBJECT: Performance and Guaranty

The Undersigned, acting as the duly authorized representative of the bank, declares that the bank hereby guarantees to make payment to the Contracting Officer by check made payable to the Treasurer of the United States, immediately upon notice, after receipt of a simple written request from the Contracting Officer, immediately and entirely without any need for the Contracting Officer to protest or take any legal action or obtain the prior consent of the Contractor to show any other proof, action, or decision by an other authority, up to the sum of [Amount equal to 20% of the contract price in U.S. dollars during the period ending with the date of final acceptance and 10% of the contract price during contract guaranty period], which represents the deposit required of the contractor to guarantee fulfillment of his obligations for the satisfactory, complete, and timely performance of the said contract [contract number] for [description of work] at [location of work] in strict compliance with the terms, conditions and specifications of said contract, entered into between the Government and [name of contractor] of [address of contractor] on [contract date], plus legal charges of 10% per annum on the amount called due, calculated on the sixth day following receipt of the Contracting Officer's written request until the date of payment.

The undersigned agrees and consents that said contract may be modified by Change Order or Supplemental Agreement affecting the validity of the guaranty provided, however, that the amount of this guaranty shall remain unchanged.

The undersigned agrees and consents that the Contracting Officer may make repeated partial demands on the guaranty up to the total amount of this guaranty, and the bank will promptly honor each individual demand.

This letter of guaranty shall remain in effect until 3 months after completion of the guaranty period of Contract requirement.

Depository Institution: [Name]
Address: _____ Location: _____
Representative(s): _____ State of Inc.: _____
_____ Corporate Seal:

Certificate of Authority is attached evidencing authority of the signer to bind the bank to this document.