



STATEMENT OF WORK
FOR
WETLAND REHABILITATION / MULCH AND PLANTS
AT
U. S. EMBASSY, ABU DHABI, U.A.E.

AUGUST 2014

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FACILITY MANAGEMENT
AMERICAN EMBASSY, ABU DHABI, UAE

1.0 INTRODUCTION

- a) Embassy of the United States of America, Abu Dhabi (Embassy) has a requirement to obtain services of a gardening contractor to perform wetland rehabilitation works inside the Embassy compound.
- b) The requirement consists of supplying of mulch and plants as described in specifications.
- c) Estimated total area to be rehabilitated is 600 Square meters (sqm). The Contractor shall be paid on the basis of supplied quantities. Area to be rehabilitated will be identified during site visit.

2.0 GENERAL REQUIREMENTS

- a) The Contractor shall provide material, labor and tools equipment needed to complete the work described in this statement of work (SOW).
- b) The Contractor shall have all relevant permits to supply and complete the above mentioned works.
- c) The Contractor shall carry out activities in a manner that will allow access to the Embassy facilities at all times.
- d) The Contractor shall perform work in a manner that will allow conduct of business of the Embassy without discomfort to the occupants. Work may be scheduled on weekends / holidays and outside the normal business hours on work days. Normal business hours of the Embassy are 8:30 AM to 5:00 PM Sunday through Thursday.
- e) The Contractor shall survey site during solicitation phase and submit technical proposal with method statement covering sequencing, materials, quality control, safety management and past performance. The past performance shall include list of similar work done.
- f) The Contractor shall perform work in diligent manner and achieve completion within the specified performance period.

3.0 CONTRACT ADMINISTRATION

- a) The Contractor shall not perform work that is outside the SOW unless directed in writing by the Contracting Officer (CO). Any work done by the Contractor outside the SOW without direction from the CO will be at the Contractor's own risk and at no cost to the Embassy.
- b) The CO shall provide a Notice to Proceed (NTP) to begin performance of work after the contract award. A separate NTP shall be provided for the optional

requirement.

- c) Facility Manager at the Embassy of his nominee shall be designated as Contracting Officer's Representative (COR) for administration of this contract. The COR shall coordinate schedule for each phase, approve technical submittals, inspect work, monitor progress, accept completed work, review invoices, review change orders, and issue/receive Government Furnished Items. The COR has the authority to direct the Contractor to stop performance of work if unsafe work conditions are observed.

4.0 RESPONSIBILITY OF THE CONTRACTOR

- a) The Contractor shall bear complete responsibility for management of the works at site. The Contractor shall assign a Project Coordinator (PC) to represent the Contractor at site and to manage the performance of work during currency of the contract. The PC shall have adequate English language skills to be able to communicate with CO and COR.
- b) The Contractor shall bear complete responsibility and management control for the sub-contracted services and shall not depute the sub-contractor to represent the Contractor in dealings with the Embassy.
- c) The Contractor shall bear complete responsibility for safe performance of work at site and comply with all local laws pertaining to construction labor and safety. In addition, the safety requirements relative to this SOW as contained in the USACE Manual EM 385-1-1 shall apply. In case of a conflict between the local laws and the requirements of EM 385-1-1, the stringent of the two shall apply. A soft copy of the USACE Manual EM 385-1-1 is available in the following link:
http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM_385-1-1_English_2003.pdf
- d) The Contractor shall prepare and implement a safety management plan specific to the SOW based on hazards analyses of the activities. A copy of the safety management plan shall be provided to the COR for reference. The Contractor shall promptly report all mishaps / accidents at site to the COR.
- e) The Contractor shall prepare and institute a quality management plan specific to the SOW. The plan shall describe the standard operating procedures for technical approvals, procurement actions, site inspections, testing and corrective actions. The A copy of the quality management plan shall be provided to the COR for reference.
- f) The Contractor shall comply with security requirements and be responsible for conduct of employees and subcontractors at work site.
- g) The Contractor shall be liable for the damages caused by the Contractor's

negligent performance of any of the services furnished under this contract.

- h) The Contractor shall be responsible for establishment of plants and provide warranty for workmanship and materials for 12 months from the date of final completion.

5.0 EXECUTION OF WORK AT SITE

- a) The COR and the Contractor shall review the method statement submitted with the technical proposal, before the contract award, and agree to a sequencing and phasing plan. The Contractor shall begin activities in a phase after ensuring availability of material, tools and machinery.
- b) The Contractor shall neatly stage materials and tools in a designated location. No tools and materials shall be left in work area at the end of work-day. Keep the work areas clear of hindrances, trip hazards, and unused materials at all times. The Contractor shall be responsible for safe-keeping of materials and tools equipment at site. Store materials under conditions recommended by manufacturer.
- c) The Contractor shall not damage any fixed property (including light fixtures, floors, windows, or metal/wood surfaces) and provide temporary protective covers in a manner acceptable to COR. The Contractor shall, prior to starting the works shall ensure that lawns, trees, shrubs, fences are protected. If the contractor requires trim some branches or to remove a tree or a hedge he shall take prior permission from the COR or his representative before proceeding. Once the job is complete the Contractor shall restore the affected areas to its original condition.
- d) The Contractor shall remove temporary covers, barricades and clean the work site as acceptable to the COR after completion of each phase of work.
- e) The contractor shall lay mulch sandwiched between coir blankets over the gravel. The thickness of the mulch shall be 50mm. Overlap adjacent roles at least 250mm in all directions.
- f) The contractor shall also supply and plant for use on wetlands.
- g) Plant materials shall be from a nursery specializing in plants for ponds, gardens and water features. All plants shall be locally available in the United Arab Emirates.
- h) If not planted immediately after being delivered to the job site, root stock and potted plants shall be stored out of direct exposure to sun.
- i) Plant stock shall be kept moist through periodic watering until the time of planting.

- j) Maintain areas after planting for 12 months after the date of Final Completion
- k) If required temporary power and water shall be provided by the Embassy.

6.0 SPECIFICATIONS

6.1 COIR MULCH

- A. Coir fibers from ripe coconut (*Cocus nucifera*) husks, freshwater cured for at least 6 months.
- B. Fibers shall have an average length between 10 and 20 mm. “Dust” or particles smaller than 1 mm shall be screened and removed prior to placement in the wetland treatment cell.
- C. At the time of delivery, the mulch shall be in an air-dried condition. For payment purposes, quantity shall be expressed as a loose (non-compacted) volume after placement on wetland cell..

6.2 COIR BLANKET

- A. Coir fibers from ripe coconut (*Cocus nucifera*) husks, freshwater cured for at least 6 months.
- B. Blanket shall be woven from machine-spun bristle coir twines meeting the following requirements:

Property	Test Method	Requirement
Weight	ASTM D 3776	460 g/square meter
Wet Tensile Strength	ASTM D 4595	
Machine Direction		9.8 kN/m
Cross Direction		9.4 kN/m
% Open Area	Calculated	65%
Thickness	ASTM D 1777	9 mm

6.3 PLANTS

- A. Provide ornamental wetland plants as listed below:

Common Name	Scientific Name
Umbrella Plant	<i>Cyperus alterniflorus</i>
Egyptian Paper Plant	<i>Cyperus papyrus</i>
Canna Lily	<i>Canna indica</i>
Banana Plant	<i>Musa paradisiaca</i>
Sea Grape	<i>Cocoloba uvifera</i>

- B. Plant spacing shall 700 mm by 700 mm
- C. Container stock shall be provided in 100 mm containers. Upon removal from the container, the soil/root mass shall be the same size as the container. If the soil/root mass is substantially smaller than the specified container size and loose soil is present in the bottom of the containers, the plants shall be rejected by the COR
- D. If peat pots are used, plants in peat pots shall be well rooted through the sides and bottom of the pot and firmly contained therein.
- E. If growing, plants shall appear healthy with no leaf spots, damage, wilting, discoloration, or evidence of insect damage.

7.0 DELIVERABLE SCHEDULE

- a) 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 contract period specified.
- b) Total period of performance shall be 2 weeks from the date of NTP.

8.0 SECURITY REQUIREMENTS

- a) The Contractor shall, after award of the contract, provide information on each employee who will be working at the Embassy site under the contract. Contractor shall include a list of workers and supervisors assigned to this project. Furnish passport copy, residence visa / work visa copy, and completed Form DS-174 for each of the personnel to facilitate clearance by Embassy security office. Security office will run background checks on these individuals. It is anticipated that it will take four (4) weeks to perform the background checks. Each of the personnel will be required to obtain local police clearance certificate as part of the background checks. The Embassy shall provide necessary request letter addressed to the police department.
- b) Certain work areas in the Embassy will require a security escort and can only be entered during scheduled times. The Contractor shall coordinate with COR for

work schedule in these areas. The security office will provide the security requirements. The Contractor shall provide workers general work instructions to avoid accidental security violations.

- c) The Contractor shall coordinate material and equipment deliveries with the COR who in turn will coordinate it with the Embassy security office for access approval. The Contractor shall provide vehicle and delivery personnel information in advance.

9.0 PAYMENTS

- a) This is fixed unit rate and measurable quantity based contract. The Contractor shall submit one payment request after completion of the work. The COR will review and recommend the invoice for payment.
- b) The Contractor shall specifically identify the last invoice as "Final Invoice." The final invoice shall include the remaining payment claimed to be due under the base contract and all modifications issued, if any. The final invoice shall also have the Contractor's Release of Claims Certificate and the Workmanship Warranty attached.

END OF STATEMENT OF WORK