STATEMENT OF WORK
SUNSHADE FOR WATER TANK
(CG RESIDENCES)

GENERAL CONSTRUCTION SERVICES
For
PROVIDE AND INSTALL SUNSHADE FOR WATER TANKS

U.S. CONSULATE
Erbil, IRAQ

JULY 8, 2014
## TABLE OF CONTENTS

1.0 Project Description........................................................................................................ 3

2.0 General Conditions......................................................................................................... 4-5

3.0 Bid Form.......................................................................................................................... 6

4.0 Scope of Work.................................................................................................................. 7-19

5.0 Project Schedule............................................................................................................ 20-21

6.0 Responsibilities & Project Management.......................................................................... 21-22
1.0 PROJECT DESCRIPTION

1. PROJECT SYNOPSIS

The project is described as Provide and install sunshade for water tanks in 26 residences at the US Consulate, Erbil, Iraq.

The Contractor should furnish all necessary materials, labor, transportation, equipment’s, investigation and supervision, etc. Work will performed within in fixed-price contract.

2. BACKGROUND

At present there are no shades and due this season “Extremely Hot” the CG employees are not able to take showers or use the laundry at noon or early evening.

3. SOLUTION

We shall install a sandwich panel 5cm thick of shade with metal frame 4inches.
2.0 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 US Consulate, Erbil, Iraq. International Codes, which includes the National Fire Prevention Association (NFPA), International Building Code, International Mechanical Code, International Plumbing Code, and National Electric Code (NEC), also are applicable. Should there be a discrepancy between the US Consulate 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 Erbil where applicable.

4. **Work Hours.** Unless otherwise agreed with COR or the Facility Manager, 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 and COR. Embassy holiday schedule is available from Facilities Management or COR.

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 supervision, skilled and unskilled labor needed to perform the work. The contractor shall comply with embassy security policy by providing embassy approved escorts. Contractor provided escorts shall be in quantity sufficient to comply with RSO escort ratios for number of workers on the project. The contractor shall prepare requests to RSO for vetting of employees to get escort badges. 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 Consulate 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 Consulate.
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. **Submittals.** The contractor is responsible to submit shop drawings prior to fabrication and release of any materials for the Facility Manager and COR Review and approval. The Facility Manager review, however, does not relieve of the contractor’s responsibility for the engineering work as to provide a complete working system.

11. **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.

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

13. **Housekeeping.** The contractor is responsible to clean up daily after working hours.
### 3.0 BID FORM

**Construction Cost Breakdown: Sunshade for CG Residences Water Tanks**

Building Number; Listed below

**US CONSULATE ERBIL**

<table>
<thead>
<tr>
<th>No</th>
<th>Descriptions</th>
<th>Unit</th>
<th>Qty</th>
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<tr>
<td>A</td>
<td>Mobilization / Demobilization</td>
<td>LS</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>B</td>
<td>Submittals - product data &amp; shop drawings</td>
<td>LS</td>
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<td>LS</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>D</td>
<td>Voice and Data Cabling</td>
<td>LS</td>
<td>1</td>
<td></td>
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<td>E</td>
<td>Close-out</td>
<td>LS</td>
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<td></td>
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<td><strong>Construction</strong></td>
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<td><strong>Sub-Total</strong></td>
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<td><strong>DBA Insurance</strong></td>
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<tr>
<td>A</td>
<td>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.</td>
<td>LS</td>
<td>1</td>
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<td><strong>Contract Cost</strong></td>
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4.0 SCOPE OF WORK:

Provide and install sunshade for 58 water tanks the contractor shall be providing all materials, tools and equipment’s, labors, transportation, and supervision.

1. General Requirements

a. Within 2 days of Notice to Proceed, the contractor shall provide to the COR a project schedule showing start to completion including significant milestones.

b. Within 2 days of Notice to Proceed “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 Consulate Compound. Include, but not limited to soils, rock excavation, packing materials and scrap steel.

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

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

f. All construction work will be in conformance with the following Codes:

   F7) National Fire Protection Association, NFPA 101 & NFPA 58
   F8) ICC/ANSI A117.1-98 Accessible and Usable Buildings and Facilities
   F9) NECA 90 Recommended Practice for Commissioning Building Electrical Systems (ANSI)
   F10) NECA 1-2010 Standard Practice of Good Workmanship in Electrical Construction (ANSI)
   F11) IEEE C2-2012 National Electrical Safety Code (NESC)
C: **STRUCTURAL WORK:**

**General**

1. Provide and install sunshade using Sandwich panel 5cm and metal frame of 4 inches square column.

2. Installation: Contractor is responsible to provide solid concrete blocks to be used as a base of the sunshade. Concrete blocks needs to be attached to the roof floor using cement with glue materials. The contractor is responsible to installed 13cm of 2mm metal sheet as a base of the 4inch metal square column and use 4 of 6inch of screws to attach the metal to the concrete blocks. Sandwich panel may install on the side of the water tanks too; this will be determined by the COR during the walk thru “for limit tanks”.

3. Contractor has to clear the edges of the frame. Patch and paint using the correct type of paint. Provide sample for COR approval.

4. Contractor is responsible to install sunshade within the specification listed above for each tank in the 26 buildings listed below. All measurements have to be taken by the contractor during the walk thru. COR is not responsible for any measurements. The Consulate has different size of tanks and different way of installation.

5. Contractor is responsible to clean the work area on daily bases and discard all garbage to outside the compound.

6. Contractor is responsible to patch and paint all wall/doors/parapet get damage during the work.

7. Contractor is responsible to provide all tools, labors, trucks and any other materials and equipment’s to get the work done.

8. Contractor is responsible to follow all safety and healthy requirements. Each person has to use the PPE. COR has to brief the contractor on Safety requirements “SHEM”.

9. Contractor is responsible to provide sample and/or catalog of each material including the welding wire for COR approval. COR has the authority to remove any materials installed without his approval or not followed the standard/safety requirements.

10. Contractor has to finish the work in 10 working days.

11. Buildings Numbers are listed below:

F. Closeout

1. At completion of work, the Contractor shall clean any impacted areas to a condition equal to original condition.

2. All shipping materials and construction debris are to be disposed of in a legal manner outside of the Compound.

3. Prior to Final Acceptance the Contractor shall submit to the Contracting Officer Representative marked up drawings (As-Built) reflect the work as constructed.

SAFETY (FAR 52.236-13 Accident Prevention.)

1. The Contractor shall provide and maintain work environments and procedures which will:
   (a) Safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities.
   (b) Avoid interruptions of Government operations and delays in project completion dates.
   (c) Control costs in the performance of this contract.

2. For these purposes on contracts for construction or dismantling, demolition, or removal of improvements, the Contractor shall:
   (a) Provide appropriate safety barricades, signs, and signal lights
   (b) Comply with the standards issued by the Secretary of Labor at 29 CFR part 1926 and 29 CFR part 1910
   (c) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for the purposes are taken.

3. Contractor shall comply with all pertinent provisions of the latest version of U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, in effect on the date of the solicitation.

4. Whenever the Contracting Officer becomes aware of any noncompliance with these requirements or any condition which poses a serious or imminent danger to the health or safety of the public or Government personnel, the Contracting Officer shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action.

   This notice, when delivered to the Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required. After receiving the notice, the Contractor shall immediately take corrective action.

   If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

5. The Contractor shall insert this clause, including this paragraph (e), with appropriate changes in the designation of the parties, in subcontracts.
5.0 PROJECT SCHEDULE

1. Approximate dates of pre-award activities

   Pre-Bid Site Survey                   o/a
   Bids Due                            o/a
   Contract Award                      o/a
   Notice to Proceed (NTP)             o/a

2. Construction Milestones, from Notice to Proceed

   Notice to Proceed (NTP)             0 Days from NTP
   Project Schedule to OBO             2
   Project Design Notes / Sketches     2
   FAC Review                          10
   Procurement, Shipping               1
   Fabrication                         5
   Construction Completion             14
   Project Acceptance                  14

3. Deliverables

   Construction Schedule               2 Days from NTP
   Project Design Notes / Sketches     2
   Submittals for Major Equipment      1
   Manufacturer's Literature           14
   As-Built, Warranties                14

4. Commencement, Prosecution, and Completion of Work

   The Contractor shall be required to (a) commence work under this contract within two (2) 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 “Completion Date Including punch list” not later than fourteen (14) calendar days after NTP. The time stated for completion shall include final cleanup of the premises.
6.0 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. 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.

4. 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.

5. 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.

6. 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.

7. **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.