

**STATEMENT OF WORK
FOR CONSTRUCTION SERVICES:
STAY IN PLACE IMPROVEMENT MOSTAR
PHASE 1**

1.0 INTRODUCTION

1.1 The Embassy of the U.S.A. in Bosnia and Herzegovina wants to **improve security systems in Mostar Branch Office.**

1.2 The facility location is in Mostar, the Branch Office of American Embassy Sarajevo, and all inspections shall be requested through the Embassy's Facility Manager [FM] or Contracting Officer Representative [COR].

Building was built in 2008 as five level Office building. Main structure of the building is reinforced concrete columns and slabs, filling between them is performed with thermal blocks with adequate finish processing. External walls have sufficient thermal insulation. Branch office rented area is 103m² and consist of office space, Conference room, IT room, Guard booth, kitchenette and rest room.

1.3 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 commencement and completion of each 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 in multiple units with the approval of the Contracting Officer [CO].

2.0 GENERAL REQUIREMENTS

2.1 The Contractor shall provide as much/many surveyors, construction 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 completed in **60 calendar** days from Notice to Proceed.

***First phase will be completed in 30 calendar days after Notice of Proceed.**

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 office space 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.

2.5 The Contractor shall offer high-quality materials and equipment with local support and parts by official manufacturers' representatives.

2.6 The Contractor shall provide maintenance access to all systems and sub-systems without modification to new or existing systems. Do not install a system that will obstruct access to its own required maintenance ports, doors, etc. or to those of an adjacent new or existing system.

2.7 The Contractor will remove installations and equipment slated for demolition with minimal to no damage or exposure to USG staff. COR will decide disposition of removed materials.

3.0 GOVERNMENT MATERIAL (GM)

3.1 Contractor shall provide adequate quantities of materials in addition to the inventory of materials currently stored at the site to provide a complete the project as specified. Detailed List of Items will be provided at the site.

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 Provide a statement that the Contractor's company and all personnel are experienced in installation of ***Removal of existing and installation of new elements and systems described in this SOW*** or based on similar type and scopes of work.

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 BOMs 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 at the site during the Embassy's normal workday hours, unless agreed upon with the COR.

7.9 The Contractor shall be responsible for connection of temporary utilities to existing utilities including water and power lines. All temporary connections to local water and power lines shall be coordinated with the COR. The Contractor shall pay all costs incurred in connecting, converting, and transferring the utilities to the work. The Contractor shall be responsible for making connections including providing back flow preventer devices on connections to domestic water lines, providing transformers, and for disconnections.

7.10 At the end of each workday, or notification of a temporary stop order, the Contractor shall lower and secure 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 Storm Protection - Should warnings of wind of gale force or stronger be issued, the Contractor shall take every practicable precaution to minimize danger to person, the work and adjacent property. Precautions shall include, but not be limited to, closing all openings, removing all loose materials, tools and equipment from exposed locations, and other temporary work.

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.

7.13 Landscape Restoration - The surfaces of all unpaved areas disturbed by construction activities shall be sodded with an approved grass native to the sodded area as approved by the COR. These shall include areas which existing pavement is removed, areas where excavation

takes place, and areas where existing sod is killed or compacted by construction activities. Landscape shrubs killed or damaged by construction activities shall be replaced with same species and size.

8.0 CRITERIA

8.1 The Contractor work shall 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,
2018 International Building Code
2018 International Mechanical Code
2018 International Plumbing Code
2018 National Electrical Code (NFPA)
Statement of Work for Construction Services

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) - March 3, 2023 at 11:00 a.m.
Award of Contract & Notice to Proceed – o/a March 31, 2023
Pre-Construction Submittals Within - 10 days after award
Embassy Submittal Review - 10 days after receipt
Construction Begins Within - 10 days of NTP
Construction - 30 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.
Note: Delaying days caused by waiting GF materials will be excused from Construction 30 calendar days.

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.

12.0 SCOPE OF WORK – *STAY IN PLACE IMPROVEMENT MOSTAR*

12.1 STAY IN PLACE IMPROVEMENT

American Embassy Sarajevo wants to improve Security Systems in Mostar Branch with replacement of existing and installation of new Security Systems. The facility location is in Mostar, the Branch Office of American Embassy Sarajevo, and all inspections shall be requested through the Embassy's Facility Manager [FM] or Contracting Officer Representative [COR]. Building was built in 2008 as five level Office building. Main structure of the building is reinforced concrete columns and slabs, filling between them is performed with thermal blocks with adequate finish processing. External walls have sufficient thermal insulation. Branch office rented area is 103m² and consist of Office space, Conference room, IT room, Guard booth, Kitchen and Rest room.

On the basis of the architectural project, a safety assessment was made. Based on the results of the calculations, the below quoted equipment and its components were sized.

The project defined upgrade and adaptation of the facility. The space has been adjusted to the needs of improving the safety of the premises.

The Contractor will move the existing door to the position so that it can be accessed from the workspace. Since the wall that divides the meeting room and the checking room is not exactly defined by what material it was made, it is necessary to protect according to details 0B0/SEB Security Details 5 MINUTE FE STEEL UPGRADE OF CONC OR REINF MASONRY WALL GPS-05N-D0S-01. All reference documentation (drawings) shall be provided during the Site Visit.

On the all windows, replace grills by new and in each room one window grill will be equipped with 5 MINUTE FE GRILL that can be opened in case of emergency. (See file 20-21G - Stay in

Place Improvement Mostar, sheet 2.3.20 and s2.3.21 which shall be provided during the Site-Visit). FE grills will be installed according as soon as possible after Notice to proceed. Indoor work will start after receiving Government furnished materials and information about it from COR.

Contractor will instal SRWF on external side of windows by Shatter Resistant Window Film based on COR instruction . SRWF will be furnished by USA Government.

All Contractors masonry work must be reported solidly and professionally according to the applicable regulations and rules of good craft.

The Contractor will build or repair walls according prior approved procedures and materials by COR of the contractor must adhere to the following measures:

- masonry must be performed with proper masonry connections, and the overlap must be at least one quarter of the length of the wall element,
- the thickness of the bearings must not exceed 15 mm and the width of the collisions must not be less than 10 mm nor more than 15 mm,
- any subsequent drilling or making of grooves in the walls of the building that was not foreseen by the project, can be performed only if the previous static calculation determined that the load-bearing capacity of the wall after drilling or grooving is not less than the prescribed load-bearing capacity.
- the transverse and longitudinal walls must be interconnected at the joint by a masonry connection, ie for partition walls the teeth in the solid wall should be dropped on every other row for 1/2 brick.
- during masonry, leave openings in time according to masonry measures, take care of masonry of individual building elements, leaving gutters for sewerage, central heating if they are drawn (not paid separately, included in the unit price).

Closing (plastering of slots, grooves, etc.) behind the laid installation is not charged separately.

Steel construction is prefabricate in Contractor workshop, based on architectural design, static calculation and workshop drawings of rolled steel profiles, welded and seamless (drawn) pipes, cold-formed profiles and sheet metal.

Quality and dimension of used steels have to comply required. Before installation need to submit materials cerificates to COR for approval.

Elements of steel construction must be protected against corrosion.

Before applying corrosion protection, all steel elements are sandblasted or precleaned on acceptable level.

Corrosion protection can be performed:

- organic coatings (basic and final),
- metal coatings (galvanizing, galvanizing, metallization)

-inorganic coatings (enamelling, phosphating, bromination),

Joints in steel structures are made workshop or assembly, as provided by the project.

Workshop fasteners are different types of welds with the prescribed thickness of the weld, the quality of workmanship, the method of welding and the method of quality control of the weld.

Mounting joints are made according file : „Wall and Grill Details“ see details 05-N-DOS-01. This file s part of SOW.

Screws in steel construction are marked according to the strength class from M-12 to M-30

Prestressed bolts are made of special steels and are used for joints of dynamically loaded structures. By tightening the screw nut, a large force occurs in the body of the screw and a compressive force transverse to the sheets in the joint, which prevents deformation, and it is necessary to control the tightening of the screws. The moment with the key.

According to the weight of the structure, the load capacity of the crane and the method of assembly are provided, which is specified by the design of the steel structure for the order of assembly.

Mounting extensions, structural bearings on substructure heads and steel column feet are provided by workshop drawings.

The assembly sequence predicts the global stability of the structure at all stages of assembly.

Plastering works must be reported solidly and professionally according to the valid regulations and rules of good craft.

They include the production of light prefabricated and prefabricated ceilings, the production of partition walls and floating floors from building boards, the main component of which is gypsum.

Gypsum boards are produced as smooth or perforated in thicknesses of 1.5 to 4 cm and dimensions of 40 x 40 cm to 60 x 60 cm and are placed on a metal substructure.

Gypsum plasterboard consists of gypsum 9, 12.5, 15 mm thick, protected / reinforced with cardboard on both sides.

They are performed as:

- standard (GK) - for dry areas,
- moisture resistant (GKI) - for damp rooms,
- fireproof (GKF) - for fireplace linings and the formation of fire walls.

They are produced in dimensions of 122 x 244 to 366 cm, and can be formed into compact solid smooth surfaces by placing them on a galvanized metal construction and by adequate processing of joints (special putties and adhesives).

Existing suspended ceiling should be partially, or depending on real needs, fully dismantled in the screening rooms and guard booths and preserved.

All material to be used, as well as auxiliary material, work and auxiliary work must in all respects comply with the standards, regulations and technical conditions and rules of good craftsmanship.

During the execution of works, attention should be paid to atmospheric conditions and possible .

Outdoor work must not be carried out in case of precipitation, fog, air saturated with moisture, and strong wind and temperatures below + 5 ° C.

Coatings and paints must be light-resistant and water-resistant, and weather-resistant on external surfaces. All painting works must be reported according to the selected samples.

The contractor is obliged to inspect the substrates before starting work and determine whether they are capable of the intended processing. If there are any defects on the substrate that may affect the quality of the work, the contractor is obliged to warn the client because subsequent reference to a poor substrate will not be considered.

The contractor can start work only when all debris and other things that could interfere with the performance have been removed from the room.

For all types of painting work, the substrate must be clean of dust and other dirt such as: resins, oils, greases, soot, charcoal, bitumen, cement, mortar, etc. Painting or grinding is allowed only on dry and prepared substrate.

The interior walls of the room are first leveled, smoothed with special linings that must adhere well to the substrate and, after drying, form a very solid substrate for painting with dispersive paints.

Outdoor painting work must not be performed in bad weather, which could damage the quality of work (eg cold, precipitation, fog, strong wind, etc.).

Before start, the contractor shall submit Dynamic Work Plan which has to be approved by the COR.

12.2 ELECTRICAL -TECHNICAL DESCRIPTION

Complete installation must be performed to standards/code with appropriate accessories, joints, connection boxes, etc. Connection points of cable conduits need to be adequately sealed. The use any other material except galvanized steel, especially plastic, is prohibited. Cable pipes will go through the existing openings in ceiling towards the roof. Exact locations for installation of cable conduits, together with cables required, are given in the drawing part of the design.

END OF STATEMENT OF WORK