



---

**Construction of Swimming Pool Shade Sail  
At American Center Compound  
in Vientiane, Laos**

---

## **1.0 INTRODUCTION**

The U.S. Embassy requires the services of a qualified contractor to furnish and install the shade sail over the swimming pool at the American Center Compound (AMC) Vientiane, Laos. The contractor will carry out the activities described as follow.

## **2.0 GENERAL CONDITIONS**

### **A. Fixed-Price Proposal:**

The Contractor shall provide one fixed-priced Proposal for the complete project that includes every aspect of the Work, as described in Section 4.0 “Scope of Work”.

### **B. Specifications:**

1. The Work shall be governed by the following:
  - a. Architect & Engineering Design of Shade Sail Drawing, dated 5 March 2021.
  - b. 2015 International Building Code.
2. Should there be a discrepancy between any of the items noted above, the more stringent shall govern.
3. The Contractor shall be responsible for compliance with all Building Codes; work not in compliance with the Codes shall be deemed to be unacceptable. Contractor shall submit product data for all the materials the contractor shall buy for this project to the COR for review and acceptance. The contractor shall not be authorized to start buying the materials until the product data is fully accepted by the COR.

### **C. 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, Codes and references noted above, and the laws of the City of Vientiane.

### **D. Work-Hour:**

Unless agreed upon by the contracting officers representative (COR), the work shall be executed during normal Embassy work hours, which are 8AM to five 5PM. Night, weekend, or holiday work shall not be permitted except as arranged in advance with the COR. U.S. Embassy Vientiane observes both U.S. holidays and local holidays. The Contractor shall not be permitted to do on-site construction work during these observed holidays. The Embassy holiday schedule is available from Facilities Management upon request.

### **E. Safety:**

1. The Contractor shall be responsible for conducting the work in a manner that ensures the safety of employees and visitors to the American Center, as well as the Contractor’s employees.
2. The Contractor is required to comply with the construction safety and occupational health requirements per the US Army Corps of Engineers Safety and Health Requirements Manual, (EM385-1-1), latest edition.



---

**Construction of Swimming Pool Shade Sail  
At American Center Compound  
in Vientiane, Laos**

---

3. The Contractor is required to provide a Site Safety and Health Officer (SSHO). The SSHO is a person designated in writing, who, through training, knowledge and experience, is capable of identifying, evaluating, and addressing existing and predictable hazards in the working environment or working conditions that are dangerous to personnel, and who has authorization to take prompt corrective measures with regards to such hazards.
4. The SSHO shall prepare the written site-specific Accident Prevention Plan (APP) in accordance with the format and requirements of EM 385-1-1.

**F. Workforce:**

1. The contractor shall provide all supervision and skilled and unskilled labor needed to perform the work.
2. For any potential work inside the American Center compound, the Contractor shall comply with the Embassy's minimum escort ratio requirement of one (1) escort to four (4) workers, the Contractor shall have on his staff an employee(s) with an RSO vetted "Escort" Badge.
3. If the Contractor has no staff with an Escort Badge the Contractor shall submit the required paperwork within 10 days after contract award. Note that the RSO vetting process could take up to 30 days and must be shown on the Contractors Project Schedule.
4. Information for all non-badged staff shall be submitted to the COR for processing to allow the workers access to the AMC. This list shall be resubmitted every 30 days or when modified.
5. If escorts are needed prior to being vetted by the RSO, the Contractor may submit a request to the COR for government furnished escorts. The COR will schedule temporary escorts ONLY if they are available and if the request has been submitted at least 48 hours in advance of the preferred date.

**G. 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.

**H. 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.

**I. 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.



---

**Construction of Swimming Pool Shade Sail  
At American Center Compound  
in Vientiane, Laos**

---

**J. Construction Cost Breakdown:**

The Contractor shall submit its cost proposal following the table format in Section 3.0, "Bid Form - Construction Cost Breakdown". The contractor shall also provide any additional information it considers necessary to validate its pricing.

**K. Submittals:**

The contractor is responsible to submit the following submittals:

1. Preconstruction Submittal:

- Cast-In-Place concrete products and equipment for piling work.
- Accident Prevention Plan, to include scaffolding plan.
- Site Security Plan.
- Materials Submittals per sheet no. MS-101, Architect & Engineering Design of Shade Sail Drawing.
- Quality Control Plan.
- Project Schedule.

2. Construction Submittals:

- Daily Reports and any other reports agreed to by the Contractor and COR

3. Close-Out Submittal, (Substantial Completion):

- Operations and Maintenance Data
- Manufacturer's Warranty
- Contractor's One-Year Warranty
- As-Built Drawings, Photos, and Report

**L. Close-out:**

Prior to final acceptance, the Contractor shall 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.

**M. Housekeeping:**

The Contractor shall be responsible for cleaning up daily after working hours. The Contractor shall also be responsible for Final Cleaning of the area, ready for use by the Government.

**N. Construction Coordination:**

The Contractor shall submit a Pre-Construction submittal package detailing the construction program. Based upon U.S. Government review, the COR shall schedule a Pre-Construction meeting to discuss and outline construction coordination requirements. Coordination requirements include:

1. Weekly meetings to coordinate safety, security schedule, and quality control.
2. Communication methods via, emails, telephones, and letters.
3. Pre-construction meeting to discuss details of work preparations, and Final Report format.
4. Other meetings as requested by the COR or Contracting Officer.



**Construction of Swimming Pool Shade Sail  
At American Center Compound  
in Vientiane, Laos**

**O. Quality Control:**

The Contractor shall outline a quality control plan. This plan shall identify the quality control manager, proposed reports, installation standards, methods to repair poor quality installation, and reports to verify proper installation.

**P. Warranty:**

At project completion, Contractor shall submit written certification that it will provide a one-year warranty for this work, with contact information. The warranty period shall start the day after final acceptance of the completed work.

**Q. Embassy Operations:**

The work to be completed inside the swimming pool area is at an active American Center Compound. The Contractor shall be responsible for developing a site utilization plan that will provide safety barriers, signs, and flagmen to reroute pedestrian and vehicle traffic. This plan shall also address operational needs of the emergency services for the Embassy. The Contractor’s site utilization plan and schedule is subject to review by and may require adjustments based upon the operational needs of, the Regional Security Office.

**R. Management and Quality Assurance:**

The contractor shall be required to maintain current and complete records of QC program operations and activities. Reports are required for each day work is performed. The reporting of work shall be identified by terminology consistent with the construction schedule.

**3.0 BID FORM – CONSTRUCTION COST BREAKDOWN:**

The bid form below is only for reference only, the Contractor may use their own form based on the actual construction cost breakdown of this project.

No	Descriptions	Unit	Qty	Unit Price \$	Total Price \$
1	<b>Site Preparation</b>				
	Earthwork	LS	1		
	Relocate the existing trees, sprinkler system, Barrier, etc.	LS	1		
	Floor demolition work	LS	1		
2	<b>Reinforcement Concrete Work</b>				



**Construction of Swimming Pool Shade Sail  
At American Center Compound  
in Vientiane, Laos**

	Concrete plies 60cm x 1400cm	LS	1		
	Reinforced concrete footing	LS	1		
	Top footing Steel Plates and retention cables	LS	1		
3	<b>Shade Sail Roofing Work</b>				
	Prefabricated Steel structure	LS	1		
	Membrane Roofing	LS	1		
	Installation Works	LS	1		
4	<b>DBA Insurance</b>				
	Contractor shall cover each of its workers at the site with DBA Workers' Compensation coverage and require its subcontractors to do the same. Contractor shall furnish certificate evidencing this coverage to Engineer prior to starting work.	LS	1		
	<b>Items 1 and 2</b>			<b>Sub-Total</b>	
	General Overhead & Administration			15% G & A	
				<b>Sub-Total</b>	
				10% Profit	
5	<b>Basic Bid-</b>			<b>Contract cost</b>	
A	<b>Bid-</b>			<b>Contract cost</b>	



---

**Construction of Swimming Pool Shade Sail  
At American Center Compound  
in Vientiane, Laos**

---

#### **4.0 SCOPE OF WORK**

##### **A. General Requirements:**

1. The Contractor shall provide all labor, logistics, equipment and material for the Work requested based on:
  - the attached and referenced drawings and specifications, and
  - the specific instructions noted in this Statement of Work.
2. Comments below supplement the referenced specifications shall be incorporated into the Work. If there are any conflicts, the most stringent standard applies.
3. Except as noted, within 5 days of Notice to Proceed (NTP), the Contractor shall provide to the COR a project schedule showing start to completion.
4. Except as noted, within 10 days of NTP, the Contractor shall provide to the COR details of the proposed site utilization plan, surface preparation plan, and application plan, utilizing written description and/or sketches.
5. The Contractor shall dispose of the construction debris to a location outside of the American Center Compound, including, but not limited to general trash; spalling concrete; containers; and packing materials from the fabric, cable, etc.
6. The Contractor is responsible to minimize its footprint within the American Compound and clean up at the end of each work day.
7. When executing the work, the Contractor shall take extra care not to damage existing structure; any damage from the Contractor's work shall be restored to original condition. Surrounded areas must be protected from damage during the work.

##### **B. All construction work shall be in conformance with the following Codes:**

The Codes and Standards in sheet no. S-103 of the attachment shall apply to construction quality control and safety of all work performed on this project.

##### **C. Site Preparation**

1. Leveling and disposal of debris.
2. Excavation for footing, including cleaning.
3. Sand back filling for footing, including compaction.
4. Moving the existing tree out of construction area.
5. Removing piping and sprinkler out of bounds.
6. Floor demolition work.

##### **D. Reinforced Concrete Work**

1. Concrete pile 60cm x 1400cm, 20 piles. Installation to follow method detailed in the Method Statement for Bored Pile Installation.
2. Lean concrete for footing 8 cm thick with cement component 150 Kg/m<sup>3</sup>.
3. Reinforced concrete for footing with cement Component 350Kg/m<sup>3</sup>, including formwork and SD30 steel bars.
4. Include and Installation Steel plate with bolts.
5. Wire back stay Cable clip at F3.



---

**Construction of Swimming Pool Shade Sail  
At American Center Compound  
in Vientiane, Laos**

---

**E. Shade Sail Roofing Work**

1. Prefabricated Steel structure.
  - Steel Structures with bolts and nuts: High strength, galvanized (steel d-300mm) & (steel d-355mm).
  - Hot dip galvanized coating of steel frame with epoxy base paint and PU top coating.
  - Pre-install anchor bolts with lock plate.
  - Post-install chemical anchor bolts.
2. Membrane Roofing.
  - Membrane: Synthesis Commercial 95 White color.
  - Fabric cables 10mm: Stainless steel 316.
  - Back stay Cable 15mm.
  - SST 316 corner plate: Steel galvanized.
3. Installation Works.
  - Installation Steel structure and Membrane roofing tile.

**5.0 CLOSEOUT**

- A. At completion of work, **substantial completion**, the Contractor shall:
  1. Clean and restore all impacted areas and finishes to a condition equal to original condition. This includes landscaping, patio tiles, pool fencing, and anything else affected by construction.
  2. All materials and construction debris are to be removed from the Embassy Compound in accordance with local laws.
  3. Submit as-built drawings, warranty certificate, and excess materials.
- B. The COR shall conduct a joint inspection with the Contractor and identify any punch list items with the installation or submittals that require corrections.
- C. Contractor shall have five days to correct any of these punch list items.
- D. Upon successful correction of the punch list items, the COR shall recommend issuance of final acceptance of the repair works to the Contracting Officer.
- E. The Contracting Officer will issue final acceptance to the Contracting Officer with appropriate date.

**6.0 DELIVERABLES**

**1. With Cost Proposal:**

1. DBA Insurance.
2. Bank Guarantee.
3. Construction Management Organization Chart.
4. Projected on-site workforce:
  - List with Embassy Clearance (MRPT/Yellow Badge)
  - List without Embassy Clearance
5. Initial Project Execution

**2. After Award:**

1. Pre-Construction Submittal Package.



**Construction of Swimming Pool Shade Sail  
At American Center Compound  
in Vientiane, Laos**

2. Construction:

- Meeting Minutes, Progress reports.
- Updated Schedule.
- Safety Incidents.

3. Close-out:

1. As-Built Drawings, (repair works shall be referenced with completed work location photos).
2. Warranty Certificate.

**7.0 PROJECT SCHEDULE**

**A. Approximate dates of pre-award activities:**

1. Pre-Bid Site Survey	o/a	TBD
2. Bids Due	o/a	TBD
3. Contract Award	o/a	TBD
4. Notice to Proceed (NTP)	o/a	TBD

**B. Construction Milestones:**

Below is a table showing the major activities / milestones with the timeline to complete after Notice to Proceed (NTP) is issued by the Contracting Officer.

<u>Milestone</u>	<u>Days from NTP</u>
1. Notice to Proceed (NTP)	0
2. Project Schedule to COR	5
3. On Site Survey	10
4. Pre-Construction Submittal Package	20
5. Site Mobilization Area preparation	30
6. Reinforcement Concrete Work (Piles)	75
7. Pre-fabricated Steel Structure & Membrane Roofing	60
8. Shipping & Installation	90
9. Restoration of Landscape	90
10. As-Built, Warranties	95
11. Project Acceptance	100

**C. Commencement, execution, and Completion of Work:**

The Contractor shall be required to (a) commence work under 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 the time frame noted above. The time stated for completion shall include final cleanup of the premises.





---

**Construction of Swimming Pool Shade Sail  
At American Center Compound  
in Vientiane, Laos**

---

**8.0 RESPONSIBILITIES AND PROJECT MANAGEMENT**

- A. **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.
- B. **Point of Contact (POC).** 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.
- C. **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.
- D. **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. Items to be documented shall including but not limited to, total amount of work progress per day, pictures before and after of each task, and at the end of the job.
- E. **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 that happens due to a lack of security shall be the responsibility of the Contractor to correct.
- F. **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 shall be 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.
- G. **Health and Safety.**
  - 2. The Contractor shall be solely responsible for risk assessments, managing health, and safety issues associated with this project. The Contractor shall 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.
  - 3. If the workers arrive on-site with sandals or athletic shoes, the Contractor is expected to provide construction boots for them to wear or send them home. All construction workers and management personnel shall wear hard hats at all times on the construction sites. Other personal protective equipment (PPE) such as gloves, dust masks, air respirators are also the responsibility of the Contractor to provide its workforce.



Statement of Work

---

**Construction of Swimming Pool Shade Sail  
At American Center Compound  
in Vientiane, Laos**

---

**H. Progress Payments.** If the contract awardee expects to receive more than one (1) progress payment, the Contractor shall submit a broken-out Cost Proposal with a Schedule of Values in order to properly calculate the percentage of contract completion.

**9.0 ATTCHMENTS**

1. Architect & Engineering Design of Shade Sail Drawing, dated March 5, 2021.

END OF STATEMENT OF WORK