

**US EMBASSY
VIENTIANE, LAOS**



STATEMENT OF WORK

**PARKING GARAGE
MAINTENANCE REPAIRS TO
INFILL OF CRACKS ON TOP
ELEVATION CONCRETE SLAB**

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Statement of Work

I. Background:

The current multi-story parking garage at the U.S. Embassy Vientiane compound has deteriorated to a point where excessive cracking exists in the concrete slab for the upper-most parking level. These cracks are on both the parking surface and the underside of the slab, in what is the ceiling for the next lower level.

This work is considered to be a maintenance contract, as the cracks are not yet degrading the structural integrity of the parking garage. However, if not properly infilled per the procedures and materials described in this statement of work, further cracking will lead to potential compromises in the overall strength and safety of the parking garage.

The Facility Manager at U.S. Embassy Vientiane is responsible for the overall maintenance and safety of the parking garage, and will be designated as the Contracting Officer's Representative (COR) for this project.

II. 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 IV, "Scope of Work".

B. Specifications:

1. The Work shall be governed by the following:
 - a. Structural Engineering Investigation & Repair Recommendation drawings, dated 14 February 2019.
 - b. The IFC specifications, dated 14 February 2019 from ZGF Architects, LLP and KPFF Consulting Engineers.
 - c. 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 Hours :

Unless otherwise agreed with Facilities Manager, the work shall be executed during normal Embassy work hours, which are eight (8) a.m. to five (5) p.m. Night, weekend, or holiday work shall not be permitted except as arranged in advance with Facilities Management. 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. Embassy holiday schedule is available from Facilities Management.

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 Embassy, 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.
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 have completed the OSHA 30 hour online safety training course for construction. If the SSHO does not have a current certification, certification shall be obtained 10 days prior to commencement of work on site.
5. 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 Embassy 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 NEC. 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.

J. Construction Cost Breakdown:

The Contractor shall submit its cost proposal following the table format in Section III, 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:

- Maintenance Cast-In-Place Action Submittals per specification 030130
- Accident Prevention Plan, to include scaffolding plan
- Site Security Plan
- Traffic Coating Submittals per paragraph 1.2, specification 071800
- Pavement markings
- Quality Control Plan
- Products and Equipment for Preparing Surfaces
- 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 repair procedures, work preparations, and Final Report format.
4. Other meetings as requested by the COR or Contracting Officer.

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 parking garage is at an active Embassy. 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. Contract completion date: 6 months after Notice to Proceed**S. Management and Quality Assurance:**

1. 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.

III. Bid Form – Construction Cost Breakdown:

No	Descriptions	Unit	Qty	Unit Price \$	Total Price \$
1	General Conditions				
	Mobilization/Demobilization.	LS	1		
	Administration			Sub-Total	
2	Site Work & Demolition				
	Surface Preparation & Debris Disposal	LS	1		
3	Concrete				
	Crack Repairs, Application of Epoxy, Flexible Sealant	LS	1		
4	Exterior Improvements				
	Application of Traffic Coating, Pavement markings & Paint	LS	1		
5	DBA Insurance				
	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.		1		
	Items 1 and 2			Sub-Total	
	General Overhead & Administration			15% G & A	
				Sub-Total	
				10% Profit	
6	Basic Bid-			Contract cost	
A	Bid-			Contract cost	

IV. 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, 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 Embassy Compound, including, but not limited to general trash; spalling concrete; containers; and packing materials from the epoxy, coating, and cleaning solutions.
6. The Contractor is responsible to minimize its footprint within the Embassy 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:

1. International Building Code, and the 2018 OBO International Code Supplement (ICS).

C. Concrete Works Repair and Exterior Improvements:

1. Prior to start of repair works, the Contractor shall submit its Pre-Construction submittal package. This package shall include the following:
 - a. Accident Prevention Plan (APP)
 - b. Activity Hazard Analysis
 - c. Site security plan with updated on-site workforce
 - i. Diagram Showing Laydown Area, Work Area, Debris / Trash Collection Area, etc.
 - ii. List of Personnel with Embassy Clearance
 - iii. List of Personnel without Embassy Clearance
 - iv. List of Vehicles and Equipment
 - d. Updated project execution schedule
 - e. Quality Control Plan
2. After review of the Pre-Construction submittal package, the COR may provide comments to the Contractor and ask for resubmission, or schedule the Pre-Construction Conference. The

Contracting Officer will issue full notice to proceed for the installation after all construction and Embassy operational matters are addressed.

3. Upon issuance of notice to proceed, the Contractor shall place a protective perimeter line around the work area(s) to ensure the surrounding areas not covered in the contract are not damaged during repair works.
4. The Contractor shall complete an on-site survey and perform the following:
 - Verify actual locations of the concrete cracks at top & bottom surfaces
 - Document existing conditions of the parking garage via photos and document pavement markings.
 - Identify areas that need to be protected during repair works
5. In addition to the requirements described in the attached drawings, clean and prepare surfaces for crack repairs and traffic coating as detailed below.
 - Preparation of Concrete Cracks: The Contractor shall first use a pressure washer device to remove all dirt and debris within the cracks. The length of the crack shall be carefully inspected to identify any small and loose portions of concrete that could not be removed by the pressure washer. These small and loose portions shall be chipped out by hand and not with electric devices such as a jack hammer. Upon completion of this chipping operation, the Contractor shall wash the crack with an industrial grade disinfectant to remove any stains of oil, dirt, and mold. Next the contractor shall rinse the crack with the pressure washer to remove the residue of the disinfectant and any remaining concrete debris. The Contractor shall then wet the crack with an industrial grade cleaning solution specially formulated for concrete use for a minimum of ten minutes to kill any fungus, mold and mildew within the concrete. Finally, the Contractor shall rinse with water and use forced air to dry the cracks before applying the epoxy filling per specification 030130.
 - Preparation of Concrete Surface for Traffic Coating: The Contractor shall first remove all existing concrete end curbs, if feasible, and properly store them to ensure they are not damaged and can be washed as per the procedures outlined in this paragraph. Next the Contractor shall sweep and remove all materials on this parking level where this traffic coating shall be applied. Upon removal of this material, the Contractor shall wash the surface with an industrial grade disinfectant removing any stains of oil, dirt, and mold. Next the Contractor shall rinse the surface with the pressure washer to remove the residue of the disinfectant. The Contractor shall then wet the surface with an industrial grade cleaning solution specially formulated for concrete use for a minimum of ten minutes to kill any mold and mildew within the concrete. Finally, the Contractor shall rinse with water and may use forced air to dry the surface before applying the epoxy filling per specification 071800 Traffic Coatings.
 - Preparation Areas for Traffic Coating: The Contractor shall follow the preparation techniques in the paragraph above "Preparation of Concrete Surface for Traffic

Coating", for the entire top of the parking slab, to include the entrance and exit ways by the guard booth. This preparation technique shall also be applied to the interior portion of the exterior walls, and concrete curbs removed as per paragraph 2 above "Preparation of Concrete Surface for Traffic Coating".

- Areas to Apply the Traffic Coating: The traffic coating shall be applied to the entire top surface of the parking slab, to include the entrance and exit way by the guard booth. The Contractor shall also apply a four inches (4") / 100 mm height strip along the prepared wall terminations and vertical surfaces, as per specification 071800, paragraph 3.5.B, page 7.
 - Use of Local Materials: The Contractor may use local disinfectant and ~~bleach~~ cleaning solution specially formulated for concrete use as part of the preparation process, based upon prior approval by the COR.
6. Apply structural epoxy sealant and traffic coating as shown in the detail drawings. The traffic coating shall also be applied to the entrance and exit ways by the guard booth. The specifications also identify the requirement to apply traffic coating four inches (4") / 100 mm up along vertical surfaces.
 7. All other concrete repairs shall be in accordance with attached specifications. Should there be a discrepancy between any of the items noted above, the more stringent shall govern.
 8. Paint permanent markings to match existing layout. (IFC drawings PKG A7-101 dated 21 July 2014 have been provided as a reference) All the work shall be performed as per attached OBO specifications and regulation.

V. Closeout:

- A.** At completion of work, **substantial completion**, the Contractor shall:
 1. Clean any impacted areas to a condition equal to original condition.
 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.

VI. Deliverables:

A. 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

B. After Award:

1. Pre-Construction Submittal Package
2. Construction:
 - Meeting Minutes, Progress reports
 - Updated Schedule
 - Safety Incidents

C. Close-out:

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

VII. 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. Materials Ordering & Delivery	140
6. Site Mobilization Area preparation	140

<u>Milestone</u>	<u>Days from NTP</u>
6. Surface and Crack Preparation	145
7. Crack Repairs	150
8. Application of Traffic Coating	160
9. Substantial Completion	170
10. As-Builts, Warranties	175
11. Project Acceptance	180

C. Commencement, execution, and Completion of Work:

1. 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.

VIII. 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 cracks repaired per day, crack widths before the repair, depth of crack, pictures before the start of repair, after epoxy, 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.

1. 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.

2. 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.

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.

IX. Attachments:

A. Drawings Titled: "Structural Engineering Investigation & Repair Recommendation"

Dated: February 14, 2019

Location: U.S. Embassy Vientiane, Laos

B. Specifications:

030130 "Maintenance of Cast-In-Place Concrete"

071800 "Traffic Coatings"

C. Reference Drawings:

IFC drawings PKG A7-101 dated 21 July 2014

END OF SCOPE OF WORK