STATEMENT of WORK

Chief of Mission Residence
Accessibility Upgrades
American with Disabilities Act Project
Mbabane, Eswatini

Construction Services

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Statement of Work

Construction Services for Accessibility Upgrade to Chief of Mission Residence, US Embassy, Mbabane

REQUIREMENT

The US Embassy, Mbabane requires a qualified contractor to provide all phases of construction services to accomplish and accessibility upgrade project at the Chief of Mission Residence, also known as the CMR or Ambassador’s Residence.

All work will be completed in accordance with the design and construction drawings provided separately by the embassy and must be strictly adhered to and will be subject to construction phase monitoring for compliance with the approved design.

The contractor is required to provide all labor, supervision, materials, equipment, transportation, and supplies to accomplish the project in accordance with the approved design.

A construction schedule must be provided at the time of submitting a bid for the project. The contractor must provide all resources to meet the construction timeline provided.

Notes:

The contractor will adhere to construction site safety requirements at all times while on the job site. This includes, but is not limited to, the use personal protective equipment for all employees appropriate to the job, all tools in good working order, proper electrical extensions and plugs, and fall protection as necessary.

Work must be guaranteed for one full year from completion, and this must be mentioned in your bid.

The job site must be kept neat and clean at all times so as not to impact daily residential operations or create a safety hazard.

An English-speaking supervisor or foreman must be on site at all times during the work to provide proper supervision and quality control.

All debris must be removed from the site upon completion of the work, at the end of each work day.

The US Embassy will provide water, electricity, toilets for the workers, and sufficient lay-down area for materials.

All personnel working on the job site will be subject to a criminal history check as required by the Embassy Security Officer.

Working hours are 0730-1700 Monday - Friday. Additional work outside of these hours may be agreed upon mutually by the contractor and the representative of the US Embassy.
PART ONE – GENERAL

C.1.1 SUMMARY:
A. The US Embassy, Mbabane requires a qualified contractor to provide all phases of construction services to accomplish and accessibility upgrade project at the Chief of Mission Residence, also known as the CMR or Ambassador’s Residence.
B. All work will be completed in accordance with the design and construction drawings provided separately by the embassy and must be strictly adhered to and will be subject to construction phase monitoring for compliance with the approved design.
C. The contractor is required to provide all labor, supervision, materials, equipment, transportation, and supplies to accomplish the project in accordance with the approved design.
D. A construction schedule must be provided at the time of submitting a bid for the project. The contractor must provide all resources to meet the construction timeline provided.

C.1.2 BACKGROUND:
A. Scope of Construction:
   a. Instillation of a passenger drop off area on Dinabantu Street that is in compliance with ADA guidelines;
   b. Instillation of a pedestrian entrance gate at the passenger drop off area. The gate must meet security regulations while being large enough to allow access to people using wheelchairs;
   c. Widening, extending, and smoothing the current walkway from the pedestrian entrance to the kitchen door and the front door;
   d. Instillation of a ramp at the front door for wheelchair access;
   e. Alterations to change the existing external bathroom with shower into an ADA compliant restroom without a shower;
   f. Instillation of an outdoor pool shower with the pool area;
   g. Construction of a new garden ramp adjacent to the existing stairs in compliance with ADA accessibility guidelines;
   h. Alterations to the existing stair adjacent to the amphitheater to meet ADA accessibility guidelines;
B. Reference Documents:
   a. Contract through Post
   b. Scope of Work
   c. Contractor’s product data
C. Period of Performance:
   a. On-site: 60 Working Days
   b. Start: Tentatively in July 2022 for construction
   c. Working hours: 0730-1700 Monday - Friday.
   d. Additional work outside of these hours may be agreed upon mutually by the contractor and the representative of the US Embassy.

C.1.3 QUALITY CONTROL:
A. Contractor shall be broadly responsible for overall monitoring and reporting on the technical accuracy, quality of work, quality of materials, and adherence to approved design.

C.1.4 SECURITY REQUIREMENTS:
A. This is a non-classified project. All documentation submissions shall be marked Unclassified.
B. Access to Site: Contractor shall have full access to the construction site in order to perform scheduled and unscheduled visits for quality control.
PART TWO - SERVICES

C.2.1 QUALITY ASSURANCE INSPECTION (QAI) SERVICES

A. Provide broad quality assurance inspections (QAI) for the duration of the CMR accessibility upgrade construction project.

B. Be present during pre-bid meetings to answer technical questions about the design specifications asked by potential bidders.

C. Assist the Embassy in evaluating the technical acceptability of any proposals and accuracy of cost estimates.

D. Attend the pre-construction conference with the construction contractor awardee and Post staff.

E. Provide a quality assurance inspector (QAI) to ensure that all specifications and drawings are adhered to during construction. The Inspector shall have specific knowledge and familiarity with the design. The QAI will inspect the project during all identified critical steps in the project and will report to the Embassy on observations before the construction contractor proceeds to the next step.

F. The QAI shall visit the site regularly, (nominally a minimum of 3 times per week and more often when necessary). The QAI must also perform random and unannounced visits at least weekly to ensure proper performance of the construction contractor.

G. Prepare and submit a weekly observation report for review by the CO and the COR.

H. Notify the US Embassy immediately by phone, email, or telephone if any deviation from the approved design is observed at any time in the process.

I. The Contractor shall not have authority to make changes to the design or specifications, nor to obligate the government for any additional cost or time extension to the construction contract.

J. The QAI will perform a final inspection of the completed project with the construction contractor and US Embassy designated persons.
PART THREE - EXECUTION

C.3.2 SUBMITTALS
A. Use of Documents:
   1. All documentation provided by the government to the Contractor for use in developing this project shall be returned to the government.
   2. All documentation produced by the Contractor for this project will become the ownership of the government at the completion of this project.
   3. Contractor may retain documentation copies for their records.
   4. The Contractor must share documents to the Embassy, either by email or in hard copy.

C.3.3 QA INSPECTION DELIVERABLES
A. Contractor's Quality Assurance Inspector shall submit a weekly progress/adherence report to the COR. The reports should be in brief narrative format and refer the drawings. Photographs showing the progress of the work or adherence to the design are encouraged when useful.
B. Contractor QA Inspector shall immediately contact the COR in case of deviations from design, safety or security violation, accident or emergency noticed by the QAI during the execution of the project.
C. Inspection Report submissions shall be in .PDF format electronic version sent via email or delivered in hard copy to the COR or GTM, Government Technical Monitor.

PART FOUR - SCHEDULE

C.4.1 PERIOD OF PERFORMANCE:
This is a firm, fixed price contract. The period of performance of this contract is for the duration of the construction contract, beginning with the pre-bid meeting and ending at until final acceptance. The construction phase is expected to have a duration of 60 work days, but may vary due to local conditions, supply chain of materials and other unforeseen factors.