

SCOPE OF WORK
FOR
Gneiss tiles replacement

U.S. EMBASSY
Sofia, Bulgaria

October 2023

Embassy Gneiss Tiles Replacement Scope of Work

I. INTRODUCTION

II. SCOPE

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I. INTRODUCTION

1. The United States Department of State (DOS) requires replacement of gneiss tiles in the US Embassy Sofia, Bulgaria.
2. The existing pathway is located at Kozyak Street 16 in the City of Sofia.
3. The replacement must be completed in accordance with the following, as described below in detail in the SCOPE.

II. SCOPE: The purpose of this scope of work (SOW) is to define the requirements for the construction work procedures. Work shall be done in accordance with this SOW, and with referenced codes. The work shall consist of the furnishing of all materials and labor, necessary for the complete tiles replacement and landscape rehabilitation work in accordance with the following scope of work and specifications. It is the intent of these SOW, to form a guide for the construction work that needs to be performed. Therefore, any minor items not specifically noted, but reasonably necessary for a complete maintenance and repair shall be furnished under this Contract and included in the unit prices, no separate payment will be made for any minor items. The construction, replacement and the sealing shall efficiently cover the area and perform, as required by this scope of work.

1. Conduct preliminary coordination with the post via telephone and e-mail, to accomplish, as minimum, the following:
 - a. Obtain from Sofia Embassy Facility Management Section technical documentation for the existing location that will facilitate accomplishment of project required under this SOW.
 - b. Advise post on what preparations will need to be made for the project and what data the post should collect and make available to the contractors.
 - c. The Contractor will be allowed a site visit during the pre-bid meeting to obtain an overview of the project and site conditions to allow for proper cost estimating, and scheduling of work.
2. Codes, permits, and licenses.
 - a. Materials, leveling and landscaping procedures shall conform to all Codes and Regulations governing the trades included in this work. The Contractor shall obtain and pay for all necessary permits required for this work if required. Permits are required for hot work and electrical work if needed.
 - b. Contractor shall be licensed for work to be performed. The Contractor shall carry out the work in accordance with all applicable statutes and regulations

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relating to pollution control of water and air.

3. Quantities

The Contractor should perform the work by the Code requirements for construction safety and following COR instructions. The tile replacement work should follow the steps listed below:

- I. Pre-Construction Phase
 - 1.1. Meet with the contractor to discuss project requirements.
 - 1.2. Inspect the site to assess the condition of the pathways.
 - 1.3. Obtain necessary permits and approvals from local POSHO/APOSHO.

- II. Construction phase **MCAC** site
Removal of the existing tiles and prepare the foundation:
 - 2.1. Remove 33 linear meter of existing tiles (300x400mm) and dispose them.
 - 2.2. Clean the surface and scrape off the earth moist putty (10 cm depth).
 - 2.3. Remove any debris, prepare, clean, and inspect the concrete foundation.
 - 2.4. Install a new layer of mortar for architectonic stone flooring with high compressive strength.
 - 2.5. Lay out the new thermally polished colored granite tiles (dark notes like dark blue, dark green) with dimensions 300 x 400 x 40 mm.
 - 2.6. Apply filling joint ready-mixed grout for architectural slab and block-paved road surfaces.
 - 2.7. Replace the existing broken curbs (2pcs with dimension 1m x 150 mm) with new ones. Levelled to the main tiles.
 - 2.10. Observe the slope and keep it the same

- III. Construction phase **Chancery** site
This phase should be performed on stages, only during the weekends.
Removal of the existing tiles and prepare the foundation:
 - 3.1. Remove 142 linear meter of existing tiles (300x400mm) and dispose them.
 - 3.2. Clean the surface and scrape off the earth moist putty (10 cm depth).
 - 3.3. Remove any debris, prepare, clean, and inspect the concrete foundation.
 - 3.4. Install a new layer of mortar for architectonic stone flooring with high compressive strength.
 - 3.5. Lay out the new thermally polished colored granite tiles (dark notes like dark blue, dark green) with dimensions 300 x 400 x 40 mm.
 - 3.6. Apply filling joint ready-mixed grout for architectural slab and block-paved road surfaces.
 - 3.7. Replace the existing broken curbs (2pcs with dimension 1m x 150 mm) with new ones. Levelled to the main tiles.
 - 2.10. Observe the slope and keep it the same.

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- IV. Construction phase **Flag pole** site
 - 4.1. Install new curb near the flagpole (red colored).
 - 4.2. Rearranging of pavers near the flagpole.
 - 4.3. Repair 9m² wall near the parking lot, patch and use weather resistant paint.
- V. Final Phase
 - 5.1. Clean the pathway surface to remove any dust, debris, or excess grout.
 - 5.2. Dispose of all waste materials in accordance with local regulations.
 - 5.3. Inspect the pathways to ensure it meets the COR expectations and requirements.
 - 3.3. Obtain final approval from COR.
- 4. Working conditions
 - a. All losses or damage to landscape, equipment, to the Government property, while in the possession of or being used by the Contractor, shall be the responsibility of the Contractor, and he shall repair, replace, or otherwise compensate for any such loss. The Contractor always at his own expense shall provide adequate security of materials and work on site. The working area shall be kept clean of all debris, rock, waste or dirt. Clean-up and removal of all equipment, excess materials, etc., shall be completed before acceptance will be approved by the client.
 - b. Overtime work will be at the Contractor's option and expense, unless requested in writing by the COR.
- 5. Workmanship
 - a. The Contractor shall have had considerable experience and demonstrated ability in the construction maintenance and repair activities of this type.
 - b. All work shall be performed by skilled persons proficient in the trades required, in a neat, orderly, and responsible manner, with recognized standards of workmanship.
- 6. Quality assurance
 - a. All work shall be inspected and approved by the COR, for correctness and completeness which includes permission and safety plan.
 - b. The Contractor shall guarantee all materials, equipment, and installation work, for a period of TWO years against defective workmanship and handling.
- 7. Warranty

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- a. Warranties shall become effective from the date of the Completion Certificate and cover period of two years.
 - b. The warranty will include but not limited to the following specific items in addition to the normal warranty coverage.
 - Repair any damaged joint sealing, which have been found during subsequent construction.
 - Repair any cracked tiles, which have been found in the warranty period.
 - Repair and/or replace materials which do not meet the Specifications and whose substitution was not approved by COR.
 - Correct any works not in accordance with the SOW unless specifically authorized by the COR, which may be discovered during the warranty period.
8. When on site, the Contractor shall do following:
- a. **Personnel Qualifications:** The contractor will employ only qualified, experienced and well-trained workers who are skilled in performing the requirements of this service contract. They will be physically able to perform the assigned work.
 - b. **De-energizing/Energizing Equipment:** The contractor shall not turn off or on any Embassy-owned equipment. All de-energizing/energizing equipment will be coordinated through Embassy on-site personnel.
 - c. **Environmental Health & Safety Requirements:** The contractor shall designate a Safety Officer, who is familiar with the latest edition of the OHSAS regulations
9. Repair and instruction obligations
- a. During the execution of this Contract, the Contractor shall keep a technically qualified person on the job full time and maintain adequate labor and equipment at the site to immediately repair the system or components in the event of any leak of failure.
 - b. Prior to completion of the job, the Contractor shall thoroughly instruct the Owner's personnel in the proper operation, maintenance and repair of the system.
10. Site safety – Contractor shall designate a Safety Officer, who is familiar with the latest edition of the following safety standards:

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- a. 15 FAM 957.7 Electrical safety work practice requirements
- b. EM 385-1-1 Safety & Health requirements manual.
- c. Appropriate PPE
- d. NFPA 70 E Standard for Electrical Safety
- e. Construction safety T XMF 7 > 8 KW 6 > 65 4 si 6 > 7 ;

11. Construction meetings

- a. Construction meetings shall be held regularly on site
- b. Contractor shall have an authorized representative attend these meetings.
- c. Time and frequency of these meetings will typically be determined at the construction start-up meeting by the COR

12. Maintenance and clean-up of work site

- a. The Contractor shall be responsible to maintain and cleanup the work site on an ongoing basis from the commencement of construction to the completion of the project.
- b. The work site shall be maintained in an orderly manner and shall not be used to store the Contractor's equipment and materials, which are not used for this project.
- c. Waste, debris, unnecessary excess material shall not be stockpiled on the work site and shall be disposed of properly by the Contractor.

III. POC AT POST

All questions concerning the scope and requirements of the U.S. Embassy, shall be directed to the POC (see below):

ACOR
Georgi Penev

Telephone # +35929395674

END OF SCOPE OF WORK