

SCOPE OF WORK

FOR

Renovation of a Residential Property

**U.S. EMBASSY
Sofia, Bulgaria**

December 2024

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Scope of Work

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I. INTRODUCTION

The United States Department of State (DOS) requires renovation of a residential property located on the U.S. Embassy, Sofia compound. The existing building is located at Kozyak Street 16 in the City of Sofia. The upgrade 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 renovation 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 the 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 tasks shall efficiently cover the residential property 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, construction and electrical 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 electrical work and shall be monitored by the POST.
- 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 relating to environmental pollution control.

3. Quantities

The Contractor should perform the work by the Code requirements for construction

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and electrical safety and following COR instructions. The project work should follow the steps listed below:

- I. Patch and paint
 - 1.1. Dismantle and take away the existing furniture inside the house. Work could be done by stages for easier management.
 - 1.2. Cover working area, so during the next stage we can preserve the existing look of the interior.
 - 1.3. Patch (whenever is needed) and paint the interior walls with Super Mat high color class paint or similar (main color – CW 519 MONTAGNANA, Accent color CW 701 AMALFI, and accent color 2 CW 410 CERTALDO)– 1850 m² dry wall (this quantity is approximate, only real one will be invoiced).
 - 1.4. Remove the existing carpet tiles, including the cupboard around the walls – 160 m²
 - 1.5. Clean the surface, remove any debris, prepare, and inspect the concrete foundation.
 - 1.6. Level and lay off new carpet tiles (the carpet tiles will be provided by the Embassy) – 160 m²
 - 1.7. Install new cupboards – approximately 600 linear meters (this quantity is approximate, only real one will be invoiced).
 - 1.8. Remove, clean and return back the curtains around the house.
 - 1.9. Replace the existing stairs carpet with new one, carpet will be provided by US Embassy – 40 stairs between 1st and 2nd floor (120 sq meters - this quantity is approximate, only real one will be invoiced) .
 - 1.10. Minor repairs if needed during the renovation, final touches
 - 1.11. Return back the furniture inside the rooms

4. Working conditions
 - a. All losses or damage to equipment (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 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.

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- 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 ONE year against defective workmanship and handling.
7. Warranty
- a. Warranties shall become effective from the date of the Completion Certificate and cover period of one year
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 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:
- a. 15 FAM 957.7 Electrical safety work practice requirements

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- b. EM 385-1-1 Safety & Health requirements manual.
- c. Appropriate PPE

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, unnecessary excess material shall not be stockpiled on the work site and shall be disposed of property 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