

SCOPE OF WORK

FOR

G3 leakage

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

April 2020

**Excavation Works and Hydro Insulation of a Leaking Area of the US
Embassy Sofia Office Building
Scope of Work**

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**Excavation Works and Hydro Insulation of a Leaking Area of the US
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I. INTRODUCTION

1. The United States Department of State (DOS) requires Excavation work and hydro insulation of the G3 area in the US Embassy in Sofia, Bulgaria.
2. The existing G3 area is located at Kozyak Street 16 in the City of Sofia.
3. The excavation and the hydro insulation 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 excavation and hydro insulation 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 hydro insulation of the area 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, insulation and the sealing shall efficiently cover the G3 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, excavation and insulation 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 excavating work and electrical work if needed.

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- 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 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 excavation and insulation work should follow the steps listed below:

I. Excavation work:

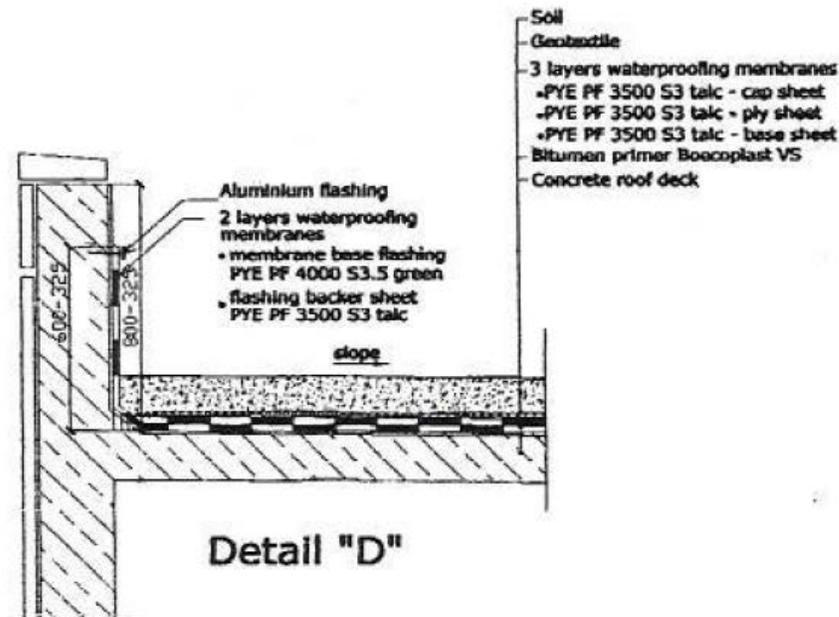
- 1.1. Discover the waterproof membrane over the Gen3 area, 3.0 meters from the facade of the Chancery along the entire length of the joint.
- 1.2. Remove 50 m² grass turf and keep it for restoration work.
- 1.3. Excavate 20 m³ soil and put it on depot close to the site, apart from the Gen 3 area.
- 1.4. Remove 2 rows of tiles on the façade of the building.
- 1.5. Rinse the existing water proofing and inspect for damages.

II. Repair work

- 2.1. Apply asphalt-based primer on the discovered existing water proofing
- 2.2. Apply a new layer of waterproof membrane as follows:
 - Butulina Prima PG 300 over the existing membrane along the entire length of the Gen3 room up to 200 cm from the façade wall horizontal and 100 cm vertical on the façade as a protective board, total 45 m²
 - Butuline Extra EP 400 roots protection
 - Gravel 10 cm
 - Geotextile

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- 2.3. Make a water test with a hose for an hour. Make the water leaking along the facade.
- 2.4. Restore the ground on the new membrane including backfill the 20 m³ soil plus 50 m² grass turf
- 2.5. Restore the facade tiles

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.

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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 excavation 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
- b. The hydro insulation warranty will include but not limited to the following specific items in addition to the normal warranty coverage
 - Repair any sealing, which have been found during subsequent construction to be installed with insufficient cover
 - Repair and/or replace materials which do not meet the Specifications and whose substitution was not approved by COR
 - Repair any leakage, which have been found in the warranty period
 - 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

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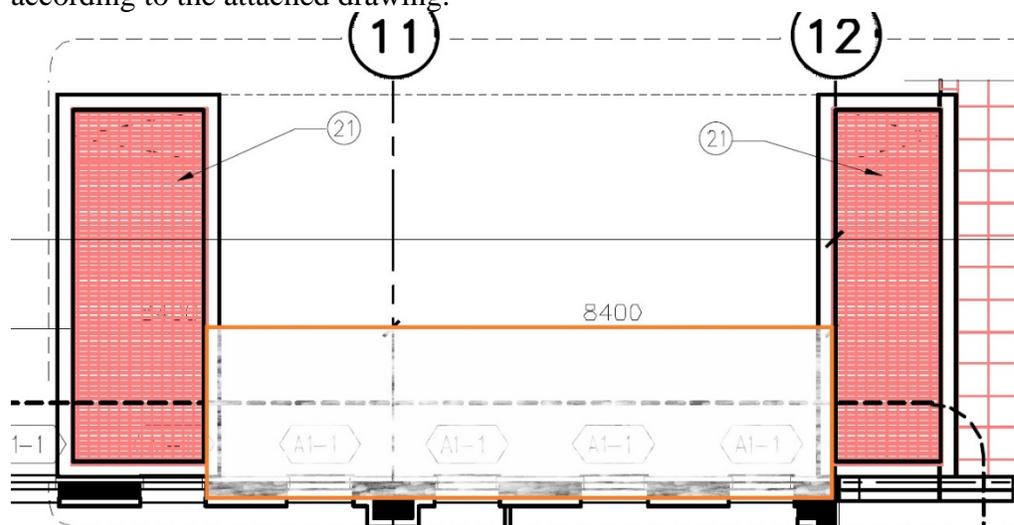
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9. Repair and instruction obligations

- 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. Stacking and layout

- a. The Contractor shall be responsible to determine and stake the location of all leaks by removing the first two rows of marble, and excavation of the area according to the attached drawing.



- b. The COR will check the locations before actual construction begins, however, this shall not relieve the Contractor of his responsibility to construct the works as directed by the COR.

11. 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
- b. EM 385-1-1 Safety & Health requirements manual.
- c. Appropriate PPE

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- d. NFPA 70 E Standard for Electrical Safety

12. 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

13. 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 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
Pavel Chergov
ChergovPP@state.gov
Telephone # +35929395674

END OF SCOPE OF WORK