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IMPORTANT: Mark all packages and papers with contract and/or order numbers.							BPA NO.							2	
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SUNSI REVIEW COMPLETE

Contracting Officer

TITLE: CONTRACTING/ORDERING OFFICER

# DELIVERY ORDER TERMS AND CONDITIONS NOT SPECIFIED IN THE CONTRACT

# A.1 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

#### STATEMENT OF WORK

### BACKGROUND

The Nuclear Regulatory Commission (NRC) has a need to design and build space on the 3<sup>rd</sup> floor of the Two White Flint North building to support the consolidation of existing Organization. Staff will be relocated from various floors into the 3<sup>rd</sup> Floor of Two White Flint North., 11545 Rockville Pike, Rockville, Maryland. The renovation consist of approximately 10,000 square feet. The third floor of TWFN requires demolition and construction of approximately 10,000 square feet to restore existing space into general office space consisting.

### REQUIREMENT - DESIGN

#### General:

Based on design-intent drawings furnished by the NRC, the contractor shall prepare construction drawings and specifications that meet the requirements to build out general office space. The work shall also include any required demolition of the existing training center, e.g. HVAC distribution and electrical service. All existing building items identified by the NRC are to be salvaged for future use, e.g. ceiling tile, electrical fixtures, switches and outlets, VAV boxes and so forth. All salvaged items are to be sorted and boxed where practical and moved to NRC on site storage.

### Electrical:

The general office space shall accommodate the electrical and lighting requirements which will be furnished to the contractor. Basically, the office space will accommodate approximate 70-80 workstations, comprised of Haworth systems furniture components and de-mountable partitions. Space will also include areas for a copier and LAN printers. Typically, the workstations are powered by a 60 amp service from a single "whip". Electrical power is then distributed within the base of the workstation. Approximately 6-8 workstations are fed from a 60 amp service. The de-mountable partitions have access channels to support indivdual wiring for enclosed offices.

# Heating Ventilation and Air Conditioning (HVAC):

The 3<sup>rd</sup> floor has an existing HVAC system that services this zone in building. The contractor shall evaluate the projected heat loads in the room and modify the existing HVAC system as necessary to accommodate the need. The new HVAC configuration must be connected to and controlled by the NRC Emergency Management System. Any new components must be compatible with the current equipment and systems.

# **REQUIREMENT - CONSTRUCTION**

After the construction drawings and specifications have been reviewed and approved by the Government, the contractor shall construct the General office space in an expeditious manner. The contractor is cautioned for the following: MSDS sheets must be submitted to and approved by the Government prior to beginning work; a NRC building permit must be submitted to NRC 48 hours prior to performing painting, welding, soldering, or any work that will affect building utilities and HVAC system. Furthermore, any painting, welding, soldering or work that will affect the building's utilities or HVAC must occur after normal business hours and all services affected must be back in service by 5:00 a.m. the next business day.

### SECURITY

The contractor must complete the NRC security forms and receive clearance prior to beginning work. After preliminary review by NRC, the contractor may be given access while escorted by an NRC employee.

### NRC FURNISHED MATERIAL

The contractor will be provided design intent drawings of the General office space and will have access to all existing TWFN construction drawings. The contractor will also have access to electrical power and water from the nearest service point.

### **PARKING**

Limited on-site parking is available for meetings but not for the duration of the construction portion of the project. On-site parking may be available after normal work hours and on weekends. All requests for parking shall be made to the NRC Project Manager.

### NORMAL BUSINESS HOURS

Normal business hours are Monday - Friday 6:00 a.m. to 6:00 p.m.

## **SCHEDULE**

Construction of the General office space on the 3<sup>rd</sup> floor must be completed by the December 2006. The contractor has access to the site 24X7, except as noted in "Requirement - Construction", above.