

	<b>SCOPE OF WORK</b>
	Project Name: OWFN P-1#3 Renovation Project - Additional Work in Phase #3 and additional work in adjacent P-1 areas to form a complete project
	Date: February 14, 2011 /REVISED March 15, 2011
	Project Officer: Jack L. Finglass, ADSC/SDB, Senior Architect
	Approver: Pete Rabideau, ADM/ADSC Associate Director
Approver's Signature:	

**PROJECT OBJECTIVES**

The NRC has a need to add work items to Phase #3 of the renovation of the P-1 level of OWFN located at 11555 Rockville Pike, Rockville, Maryland. (GSA owned building). The objective is to make minor additional alterations to the project to meet aesthetic, safety, security, and efficiency requirements. The work will include additional VCT placement in and around the print shop area; painting of additional wall and ceiling surfaces in the print shop & adjacent areas; and the complete renovation of all hallways and the elevator lobby on the P-1 level, not previously included. The intent of this SOW is not to provide all the details of design and installation, but general guidelines to show locations, functional requirements and basic design needs.

The General Contractor for the P-1#3 DAS/SEC Renovation Project is Capital Building, Inc. (CB), an '8a. set-aside'.

The contractor will be issued two tasks.

- (1) The first task shall include: studying existing conditions; provide NRC with a design proposal; providing NRC with a cost proposal (to be split into sections: one for additions to the current contract work area; and the second for additional work in the hallways and elevator lobby around the P-1#3 Project). The contractor's task shall consist of creating construction documents (CDs) and specifications for this additional work. The contractor shall use his previously developed designs for the Phase #3 footprint plans along with input from the project manager and end user(s) to develop final CDs.
- (2) The second task shall be to perform the additional construction work in the two designated areas.

**TASK 1: DESIGN**

**1.1 Study and Document Existing Conditions**

Contractor shall utilize the previously developed plans along with surveying existing areas of the OWFN P-1 level to establish a basis for all necessary work in this industrial area of OWFN. The Contractors/Architects' observations and recommendations shall be discussed at meetings between the NRC Project Manager, the Space Design Branch (SDB) Interior Designer, Associate Directorate for Space Design and Consolidation (ADSC) management and, for the new work, the National Treasury Employees Union (NTEU). It is anticipated that meetings will be held at least weekly throughout the project period.

**1.2 Design Development**

Contractor will utilize information from Task 1.1 along with input and NRC comments received by email, written hard copy, and gathered by Contractor in meetings with the NRC project manager and end user(s) to develop

B-5

a reconfiguration design, construction schedule, and cost proposal to be submitted to the NRC for review and approval. The contractor shall provide NRC with CDs at 85%. NRC and the General Contractor will meet to review and finalize the CDs. NRC will provide comments at the 85% stage within fourteen (14) days of receipt from the Contractor.

### 1.3 Final Construction Documents

The final 100% CDs shall incorporate/resolve all NRC comments and include all necessary provisions and specifications for demolition and construction. All materials and finish selections shall be made available for NRC's review and acceptance. Within fourteen (14) business days after NRC's final approval, the General Contractor shall provide NRC with one hard copy and one electronic copy (pdf file) of the 100% CDs.

## TASK 2: CONSTRUCTION

### 2.1 Schedules and Work Plan

Upon approval of the design by NRC, the General Contractor shall provide a detailed construction schedule for NRC's review and acceptance. The proposed schedule shall identify all material and equipment delivery schedules (specifically identifying long lead time items), installation schedules and testing and commissioning periods. A plan of work shall also be submitted for approval identifying hours of work, access requirements and staging areas. All required building systems interruptions shall clearly be identified and be kept to a minimum. These interruptions shall be planned for evening and weekend work and must be approved at least three business days in advance, with proper documentation, by the NRC Facilities Management Branch (FMB) in the Division of Facilities and Security.

### 2.2 Construction

Construction and installation shall be accomplished in a seamless manner, according to current industry codes, NRC requirements, and approved schedules and plans of work. Special attention shall be paid to minimize interruptions of operations. All work shall follow industry standard practices and shall not create a hazardous environment for the building and its occupants.

## SPECIAL REQUIREMENTS

- Existing Site Conditions and Restrictions: All site visits and work must be coordinated through the NRC Associate Directorate for Space Planning and Consolidation (ADSC), Space Acquisition and Consolidation Branch (SACB) or Space Design Branch (SDB). Contacts: Primary: Jack L. Finglass, Project Manager [Jack.Finglass@nrc.gov](mailto:Jack.Finglass@nrc.gov), or 301-492-3662; Alternate: Bill Harris, [William.Harris@nrc.gov](mailto:William.Harris@nrc.gov) or 301 492-3651.
- (If required) NRC Furnished and installed items: Certain security equipment and locking systems.
- Pre-Construction Conference: To be coordinated by the ADSC/SDB office with attendance by NRC; the Contractor; and Contractor's architect, engineers, contractor, and major subcontractors.
- Progress Meetings: Once a week; attendance by NRC, Contractor, and applicable subcontractors.
- The working hours for demolition and construction of walls, doors, and flooring, etc. are after 6:00 p.m. before 6:00 a.m. (and all weekend).
- Any work which would create loud noises, require bypass of fire alarm system, or potentially create a hazardous condition shall be coordinated with NRC at least three business days in advance.
- Material and Payment Bond: AIA A311-1970, Performance Bond and Labor and Material Payment Bond.
- Contractor shall recycle all removed items to the maximum extent reasonable.
- General Conditions, contract forms, and project specific requirements shall be provided by NRC.

## **GENERAL CONDITIONS**

### **Proposed Work Schedule:**

The Contractor shall submit a work schedule to the NRC Project Manager which provides a detailed sequence of the overall project operations, including a proposed start-up date for the project and a projected completion date for all work. In order to allow for project coordination, this report shall be provided to the Government at least 72 hours prior to commencing any work on this project and NRC approval obtained prior to starting work. The NRC must be notified immediately if any usage of certain substances will impact the project schedule. Changes to the schedule must be made accordingly.

### **Period of Performance:**

The period of performance will commence on the effective date of this contract and will continue for a four and one-half month period (until August 15, 2011).

### **Standards of Conduct:**

The Contractor shall be responsible for maintaining satisfactory standards of employee conduct and integrity during the performance of this contract.

### **Accessibility and Recording Presence:**

The facility will be occupied during the performance of the work. The Contractor shall be expected to coordinate his work with others using the premises and other contractors.

The Contractor shall submit in writing, all names, date of birth, and social security numbers of personnel scheduled to work on the site prior to gaining access to the WFC. Each contract employee shall sign in when reporting for work each day and when leaving at the end of the day. The NRC Form 205 will be used for this period and is located at the Security Station in the lobby of One and/or Two White Flint North. Contractor access badges shall be worn in such a manner that is clearly visible at all times when workers are within the building. Badges cannot be taken from the building when leaving for any reason. The Government reserves the right to deny access to the building and terminate access to Contractor employees, as it deems appropriate, which would be in the best interest of the Government.

### **Site Investigation and Conditions at the Work Site:**

It shall be the responsibility of the Contractor to inspect the site, determine the quantity of work involved, and compare the specifications with the work to be done. The Contractor shall verify all information shown on the drawings (if applicable) at no additional cost to the Government. Failure to do so will in no way relieve the Contractor from furnishing any materials or performing any work that may be required to carry out the work in accordance with the SOW.

### **Liability:**

The Contractor shall, without additional cost to the Government, be responsible for obtaining insurance that is currently in force throughout the duration of this contract. The insurer and Contractor shall save, keep harmless and indemnify the Government against any and all liability claims and/or loss of any kind and nature for injury or death to a person or persons, loss or damage to property, Government or otherwise, occurring in connection with or incidental to, or arising out of the occupancy, use, service, operation of equipment, etc., or performance of work in connection with this contract from the omissions or from negligent acts of the Contractor.

### **Contractor Inspection:**

The Contractor shall inspect the quality of work being performed to assure that the scope of services requested in the contract is being accomplished in the manner as described in the SOW of the contract/individual task order.

**Government Inspection and Acceptance of Services:**

The Government will inspect all services requested in the contract at various times. These inspections will be performed in such a manner that will not unduly interfere or delay the work that is being performed by the Contractor. If any of the requirements of the contract do not conform to the terms and conditions, the Government may require the Contractor to correct such deficiencies at no additional cost to the Government. If such deficiencies cannot be corrected by the Contractor, the Government may correct the deficiencies and deduct the costs from the amount of the contract and/or terminate the contract for default.

**Housekeeping:**

The Contractor and its workers shall clean up after themselves each night, dispose of any trash and leave the work site in a safe condition in the same overall condition that Contractor found it at the beginning of the work period. All debris and dirt shall be removed from the work area daily and disposed of off-site in the Contractor's furnished containers. Upon completion of work, the Contractor shall leave the premises in a clean condition. Unless otherwise specified, all materials and equipment removed shall remain the property of the Government. When the removed materials and equipment are specified as Contractor property, the Contractor shall remove them from the job site. The Contractor is not allowed to use Government trash dumpsters or compactors.

**Contractor Supervision:**

The Contractor shall arrange for satisfactory supervision of the work described in this contract. The Contractor or supervisor shall be available at all times when the contract work is in progress, to receive notices, reports, or requests from the Contracting Officer or his or her representatives. It is the policy of the NRC not to directly or indirectly exercise direction or supervision of the Contractor's employees and/or subcontractors.

**The NRC is not responsible for tools or equipment left on the job site after the end of a work period.**

**Workmanship:**

The Contractor shall furnish all supplies, materials, and equipment necessary for the performance of the work described in the Statement of Work unless otherwise specified. Materials and supplies to be used shall be commercially available products from reputable manufacturers or suppliers. Upon request, the Contractor shall submit to the Project Officer a list giving the name of the manufacturer, the brand name, and the intended use of each of the materials that is being proposed to be used in the performance of the work. The Contractor shall not use any material which the Project Officer determines would be unsuitable for this purpose, or harmful to the surfaces to which applied or to any other part of the building, its contents, or equipment.

All work under this contract shall be performed in a skillful and professional manner and shall be in compliance with all laws, ordinances and regulations (Federal, State, County, City or otherwise).

Except as otherwise provided in the SOW, no charge for extra work or materials will be allowed unless ordered, in writing by the Contracting Officer, and the price stated in such modification.

Unless otherwise specified in the SOW, the Contractor guarantees all work to be in accordance with contract requirements and free from defective or inferior materials, equipment and workmanship.

The Contracting Officer may require, in writing, that the Contractor remove from the project any employee the Contracting Officer deems incompetent, careless or otherwise objectionable. The Contractor shall promptly repair all damages caused to adjacent areas which resulted from negligence on the part of the Contractor.

**Safety and Hazardous Material Handling:**

The delivery and storage of materials and equipment and accomplishment of all work shall be made with a minimum of interference to Government operations and personnel.

The Contractor shall take every precaution to prevent fires during the performance of this work. Smoking in the buildings and/or at the loading docks is prohibited.

The Contractor shall exercise every precaution to prevent accidents of all kinds from occurring during the performance of all work specified in this contract. The Contractor shall also comply with all OSHA and EPA regulations as they may apply to all the work requested by the Government.

**Parking:**

The contractor may use the loading docks located at the rear of One White Flint North and Two White Flint North, which are accessible by a service drive, when unloading materials/equipment. No vehicles shall be left parked at the loading dock after loading or unloading. Limited parking on site may be available for contractors between the hours of 6:00 p.m. and 2:00 a.m., Monday through Friday, and 7:00 a.m. through 7:00 p.m. on weekends.

**Government Furnished Property:**

The Contractor may have use of the freight elevator on specific times which shall be coordinated with the NRC Project Officer.

**DELIVERABLES**

**TASK #1 Design Drawings/Sketches for existing and new work areas:**

The contractor (design build architect/engineer shall provide the following to the NRC Project Officer:

Print Shop phased floor plan showing removal of printing equipment in three stages by others; laying of floor tile; painting of walls and ceiling for all areas of this new work; and special finishes schedules.

Adjacent bindery and storage room (same deliverables)

All hallways on the OWFN P-1 level (same deliverables)

The elevator lobby (same deliverables)

**Material Safety Data Sheets:**

The Contractor shall provide material safety data sheets to the NRC Project Officer for review and approval by NRC's Safety and Health Representatives prior to starting any work on this project. The contractor shall be aware that use of certain substances may require the ventilation of areas, which may impact the schedule.

**TASK #2 Construction**

The contractor shall construct the work outlined under TASK #1.

**As-Built Construction Documents:**

The Contractor shall provide three complete sets of final As-built Construction Documents, two electronic copies (dwg and pdf file) to NRC within 30 days of project completion.

END OF SECTION