

## **ATTACHMENT #1 SCOPE OF WORK**

### **REPAIR DAMAGED OVERHANG ROOF AT THE BRONX**

#### **I. INTRODUCCION**

The American Embassy Accra, Ghana is seeking the services of a local construction firm with extensive construction experience, to repair damaged overhang roof at a residence located within cantonment, Accra, Ghana.

The principal objective of this request is to provide recommended repair on a damaged roof in compliance with the US Embassy housing safety and security standards. All offers are required to provide line item priced bill of quantities (BOQs) in response to this Request for Quotation (RFQ). Site visit will be scheduled prior to submitting the BOQs.

The delivery of these services is time sensitive and will require the selected offer's full attention to complete all repair in a timely manner and within contract stipulations.

Contractor shall provide all labor, material, and supervisor required to accomplish this task. Proposed staff must be available immediately upon contract signature to commence work. (40feet X 20feet)

#### **II. OBJECTIVES**

To provide the proper security, technicality and to accommodate the needs to repair damaged overhang roof. These include but not limited to:

1. All dimensions mentioned are just estimated, contractor shall take accurate measurement during site survey before submitting of quotation.
2. Provide approved hardwood (termite free) for this project
3. Replace all facial board with approved termite free wood to ensure durability
4. Replace old damaged roofing sheet with 0.5 thick self-lock aluminum sheet.
5. Redo ceiling with the approved PVC plastic T&G.
6. Color of roofing sheet and ceiling will be approved FM
7. Re-arrange all electrical cabling, lighten, outdoor air-conditioning unit, and conduiting
8. Paint area same color to ensure beatification after repair works
9. Dispose of all debris for compound

### **III. DETAILED WORK REQUIREMENTS**

#### **1) Convert storage room to toilet at Staff Quarters**

This space is adjacent to the existing staff bathroom. Perform the necessary prep work to ready the space to be outfitted with bathroom fixtures. Ensure acceptable door and ceiling are installed to match existing adjacent washroom. The floor and wall shall be tiled and fitted with a water closet, hand washing basin, toilet paper holder, and light fixtures. Work shall be accomplished as follows:

#### **IV. General Instruction for Finishing and Site Clearing:**

- i. Roof must be clean and conform to USG Standard
- ii. All electrical installations must be clearly labeled and must conform to an appropriately wiring code and standard.
- iii. All stains and other defect arising as a result this works must be properly corrected.
- iv. Walls shall have a coat of primer and painted with two coats of high quality to meet requirement for interior or exterior finishing (or as specified).
- v. All debris/old material, garbage, spare material, and tools must be removed from the work site at the completion of each stage of the project and properly disposed of from the compound.

#### **V. MEETINGS**

##### **a) Post-Award Implementation Meeting**

The vendor must attend a post-award implementation meeting with the Contracting Officer (CO) to agree on the terms of reference (TOR) including terms of payment and timetable of work objectives and deliverables.

This meeting will be used to clarify the USG expectations, requirements of the contract and the nature of collaboration required of USG during the performance of the contract.

##### **b) Pre-renovation Meeting**

Prior to initiating renovation works, USG representatives (CO) will conduct a meeting with the contractor to discuss the elements of the contract, expectations of all stakeholders, roles, chain of command and reporting protocol, quality control and assurance requirements, reporting requirements, submittal of vouchers, work site safety, number of working days, and other related topics.

Table 1: Proposed Meeting Schedule

Meetings	Timeframe
Post-Award Implementation Meeting	Within 5 business days of receiving the award
Progress Meeting with Client	Weekly
Close-out Meeting	Within 30 business days after completion of renovations and acceptance by USG

**VI. PERIOD OF PERFORMANCE**

All work must be completed **no later than 60 days** after Notice to proceed (NTP). Work must not be commenced until a Notice to Proceed (via e-mail or letter) is issued to the contractor by the Contracting Officer.

**VI. SPECIAL CONSIDERATIONS/REQUIREMENTS**

**1) Safety Program and Safety Plan**

- i. The Contractor’s responsibilities will include all life support, transportation of materials, personnel, and equipment to work sites unless otherwise specified in the contract. The Contractor may be required to provide similar services to USG personnel when so specified in the contract. In addition, the Contractor must be responsible for maintaining the security of its personnel, materials, and equipment.
- ii. The Contractor must be prepared to take appropriate actions to provide for its own safety and security and that of its employees. The Contractor must avail itself of authorized safety and security protections and services.
- iii. The Contractor must implement safety measures to accomplish the Work in the safest manner possible at the Site. Contractor’s safety program must define roles,

responsibilities, programs, policies, and procedures to accomplish the goal of achieving superior safety performance during all phases of the Project.

iv. Provisions for medical services and first aid, including emergency procedures.

In addition, Contractor must provide specific instructions to each employee regarding hazards unique to his or her job assignment, to the extent that such information was not already covered in other training.

Contractor must establish written safe Work practices covering all phases of the Work. Safety, Quality and all other project programs and requirements that are placed upon the Prime Contractor must all be required of all subcontractors.

## **2). Inspection and Final Acceptance**

**Notice and Inspection:** The Contractor must provide Notice to the USG rep when all the following have occurred:

a) Contractor has completed all Works required.

b) Contractor has ensured that all such Work has been performed in accordance with the requirements of the Contract has been achieved.

c) Final Section Clean-Up: As a prerequisite to Project Acceptance, Contractor must clean the entire Site. The Contractor must remove and dispose of all debris, excess materials, temporary structures, equipment, and all parts of the Project in a neat and presentable condition.

Project Acceptance will not prevent USG from correcting any measurement, estimate, or certificate made before or after completion of the Work, nor must it prevent USG from recovering from Contractor, its Surety (ies), or other provider of performance security or any combination of the foregoing, overpayment sustained for failure of Contractor to fulfill the obligations under the Contract. Project Acceptance must not relieve Contractor from any of its continuing obligations hereunder, including any warranty obligations

## **3) Failure to Complete the Work on Schedule**

It is mutually agreed by and between the parties hereto that time is of the essence and that in the case of the Contractor's failure to complete the contract within the time specified and agreed upon, the Contracting Officer (CO) will assess damages thereby; and because it is difficult to definitely ascertain and prove the amount of said damages, inclusive of expenses for inspection, superintendence, and necessary traveling expenses, it is hereby agreed that the amount of such damages must be the liquidated sum of Three Hundred U.S. Dollars (\$300.00) per calendar day for every day's delay in finishing the Work in excess of the number of working days prescribed;

and the Contractor hereby agrees that said sum must be deducted from monies due the contractor under the contract or if no money is due the Contractor, the Contractor hereby agrees to pay to the Owner (USAID) as liquidated damages, and not by way of penalty, such total sum as must be due for such delay, computed as aforesaid.

## **VII. Evaluation Factors for Award**

The US Government may award a contract, without discussion with the Offers should the quotation conform to this RFQ and offers a 'lowest cost' to the Government. However, the Government reserves the right to conduct discussions, if later determined by the Contracting Officer, as necessary.