



STATEMENT OF WORK PHASE 2 – RENOVATIONS

OBO PROJECT XJ-EB-0005

Location: 1000, 615 Macleod Trail S.E.
Calgary, AB, T2G 4T8

Billing address: U.S. Consulate General
1000, 615 Macleod Trail S.E.
Calgary, AB, T2G 4T8

Scope of Work:

The United States Consulate General in Calgary is looking to upgrade and renovate some of its existing office space on the 10th floor of the Rocky Mountain Plaza. This is to increase office space to accommodate new staff and TDY personnel and to create a disability complaint bathroom.

IT Workspace

Renovate existing IT Office workspace to create a new office space for the IPO (Information Programs Officer). See A&E design. The doors should have a Medico key push pin locking mechanism. All electrical, data, telephone, lighting, HVAC and sprinkler system must meet local code and match the A&E design.

MPR

Remove existing storage area. All existing furniture and items in the room are to be moved to the main floor storage area. Existing electrical, data and telephone connections are to be utilised as much as possible. Build out two offices on the North side wall and two on the East wall as per A&E design. All doors are to have medico key push pin locks installed. All electrical, data, telephone, lighting, HVAC, and sprinkler system must meet local code and match the A&E design.

Existing PA&POL/ECON assistants office space

Existing office space is currently all separate offices. Create one open plan concept. See A&E Design. All electrical, data, telephone, lighting, HVAC, and sprinkler system must meet local code and match the A&E design.

EXEC office space

Redesign existing office space to increase office workspace to accommodate another 3 positions. Consul General's office to be redesigned and upgraded. See A&E design. All electrical, data, telephone, lighting, HVAC, and sprinkler system must meet local code and match the A&E design.

Painting

Remove wallpaper, sand, mud, etc. and prepare for painting for interior hallways, existing offices, and new spaces renovated as part of current A&E design. One undercoat and two coats of commercial grade paint. Paint trim on door and window frames. See A&E design for all office

space being renovated. Coordinate for carpet tile removal and movers to move furniture and office materials.

Flooring

Replace carpeting in hallways, existing office spaces, and install new carpeting in new spaces renovated as part of current A&E design.

New ADAD Compliant bathroom and lactation room

Renovate existing old kitchen near the Commercial section office space as per A&E design. Build an ADAD compliant bathroom and maternity room as per the A&E design. Bathroom should include a sink, vanity, mirror, toilet, toilet roll dispenser, hand sanitizer dispenser, electric hand dryer, support rails for ADAD bathrooms to meet local disability code, new door, new pot lights, new mirror lighting, new floor tile and wall tiles, new wall and ceiling paint, and paint doors & frames. Lactation room should include sink, vanity, mirror, hand sanitizer dispenser, electric hand dryer, new door, new floor tile and wall tiles, new wall and ceiling paint, and paint doors & frames. Signs on doors for both disability bathroom and maternity room respectively. All colours and fixtures to be approved by the contracting officer or in his absence the COR. All electrical, lighting, HVAC, and sprinkler system must meet local code and match the A&E design.

Update existing bathrooms near large kitchen

Replace urinals, toilets & flush valves

Replace sinks & faucets

Replace mirrors

Retile floor

New pot lights and mirror lighting

Update soap dispenser, paper towel holder, waste container, toilet partitions, toilet paper dispenser, and sanitary napkin disposal.

Post One Entry

Replace carpeting

Replace wall coverings with new paint

Repaint trim

Replace pot lights

Coordinate for carpet tile removal and movers to move furniture and office materials.

The Contractor must remove all spoiled materials from the work site daily and keep the work site neat and clean throughout the construction process. The Contractor will work with building management company to coordinate all elements of the project and coordinating the use of elevator access. Upon receiving the 'Notice to Proceed' letter, the contractor can proceed with the work. All existing areas surrounding the site will be protected from damage and dirt throughout the construction phase. Any damage will be restored to its original position and condition at the cost of the contractor.

The U.S. Government's Contracting Officer (CO) or the Contracting Officer's Representative (COR) shall approve, in writing, any changes to this Scope of Work.

Personnel:

The Contractor shall furnish sufficient personnel, certified safety equipment and the technical knowledge and experience necessary to complete the work. The Contractor shall obtain, maintain and pay all national, provincial and local insurance, licenses, permits, fees and

certifications needed/required to perform the work prior to commencement and for the duration of the work. All work shall be accomplished according to all national, provincial, and local building, fire, safety, environmental, health codes. All contractors working on site must complete the DS-7673 Consent to Release Information form, which will be provided by the Consulate Security office.

Performance of Work

Work will be performed during regular business hours (e.g., Monday – Friday, 8:30 am to 4:30 pm) and all contractor personnel will be escorted by post security personnel when in the office space. No work will be performed on statutory holidays or outside of regular business hours. Work staging will need to be coordinated with post management to ensure continuity of Consulate General operations. MPR space renovations should be prioritized to create swing space to allow for other office renovations. All contractor personnel agree to follow post instructions regarding masks and other COVID-19 precautions.

Payment:

The Contractor shall provide a fixed priced lump sum proposal in CANADIAN DOLLARS to the Contracting Officer. ***Please note that advance payments are not permitted and will not be granted.*** The contract will be a **FIRM FIXED PRICE** contract. No additional sums will be payable on account of any escalation in the cost of materials, equipment, or labor, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required by this contract. The contractor should carefully review this document including all attachments. If a requirement is in one, it is considered to be in all and shall be priced accordingly. Nor will the contract price be adjusted on account of fluctuations in the currency exchange rates. Changes in the contract duration and/or cost will be made only due to changes made by the Government in the work to be performed, or by delays caused by the Government.

Liquidated Damages: The Contracting Officer shall withhold from the final payment liquidated damages in the amount of CAD 1% of the overall cost per day for each day of delay beyond the project completion date.

The Contractor shall submit one copy of all payment invoices, with the appropriate backup documents to the Contracting Officer's Representative (COR). The COR will determine if the invoice is complete and correct as submitted. The COR will also determine if billed services have been satisfactorily performed and if expenses billed are correct. If it is determined that the amount billed is incorrect, the COR will, within seven days, request that the Contractor submit a revised invoice.

The Contractor shall specifically identify its last invoice as "FINAL INVOICE." The final invoice shall include the remaining payment due under the basic contract and all modifications issued, if any.

U.S. Government supplied equipment: NONE

Specifications:

- See approved A&E design (SENSITIVE BUT UNCLASSIFIED)
- The Contractor is required to submit completed security forms DS7673 Consent to Release of Information for release of for all workers and sub-contractors assigned to the project must have a security check performed.

The U. S. Government request a fixed price quotation in Canadian Dollars or US Dollars for US Companies

All proposals must be received by the U.S. Consulate, Calgary by 4:00pm MDT, September 2, 2021. A pre-quotation site visit will occur on August 11, 2021 at 9:00 am MDT.

All quotations must be broken down between the costs of supplies and materials and a separated cost for labour.

The quotation can be emailed to CalgaryGSO@state.gov or mail to:

U. S. Consulate, Calgary
1000, 615 Macleod Trail S.E.
Calgary, Alberta
T2G 4T8

For any questions, please contact Management Specialist Robert Ursell at (403)-444-5219