

STATEMENT OF WORK
FOR OFFICE SPACE REMODELING
AT CHANCERY LL
US EMBASSY SOFIA

Revision 4

May 2024

1. SITE ADDRESS:

U.S. Embassy

16 Kozyak Street

Sofia 1408, Bulgaria

2. BACKGROUND

By redesigning the space, Post will provide opportunities to accommodate increased growth within the embassy, allow for effective space utilization, and increase the number of workspaces available.

The work shall include relocation and resizing of offices that leads to demolition and construction work, modification on the fire alarm system, electrical and HVAC modifications.

3. SCOPE OF WORK

This document is being issued by the US Department of State with the purpose to enter into a contract the following works:

3.1. Demolition work

- 3.1.1. Remove carpet tiles at the entire Information Recourses Management area, IRM, 230 m2 and Facilities Management area, FAC, 300 m2, including the vinyl baseboards – refer drawing sheets A1.01 and A1.02
- 3.1.2. Remove 7 door sets total and keep them for further installation.
- 3.1.3. Remove and dispose the teller window and glazing illumination at offices (250) and (260) – ref drawing sheets A1.01
- 3.1.4. Demolish and dispose the partition walls type <1> of room (0260) and partition between corridor (0200) and (0205) – ref drawing sheets A1.01
- 3.1.5. Demolish and dispose partition walls type <1> of office (0124) and partition walls type <7> of the workroom (0125) up to BOS– ref drawing sheet A1.02
- 3.1.6. Make an opening for doorway between storages (0140) and (0150) into wall type <7>, size w/h_2500x2100 mm. Bypass the power supply cables through opening. Refer floor plan A2.02

- 3.1.7. Make openings for installation of interior glazed partition in private offices at FAC area as per refer floor plan A2.02 and glazed partition detail A3.02. Ensure 5 cm gap for easy installation
- 3.1.8. Remove the suspended ceiling type 'Armstrong' prior to wall demolition at IRM office (0260), hallway (0200) and part of the corridor. Remove part of the suspended ceiling at (0470) where the new private office partitions are to be installed. Refer drawing sheet A1.03
- 3.1.9. Remove the suspended ceiling type 'Armstrong', (prior to walls demolition) in the entire FAC open space area, including suspended ceiling frame and hangers - shaded area on the drawing A1.04. Sprinkler heads shall remain at their positions. Remove light fixtures and motion sensors and keep them for further installation. Fire alarm devices shall remain connected and shall be attached temporary to the BOS.

3.2. Construction work

3.2.1. Construction work at IRM office space, refer drawing sheet A2.01

- Wall up new private offices (0260), (0261) and (0471), wall type <15>. Leave openings for installation of the glazed partitions as per glazed partition schedule A3.02. Ensure 50mm gap for installation.
- Seal the interior glazing opening in offices (0250) and (0261). Upgrade the interior partitions to wall type <15> .
- Installation (only) of glazed partitions for the new offices (0260), (0261) and (0471)- double glass pane in aluminium frame as per building standards, ref glazed partition schedule A3.02. The glazed partitions prefabrication shall be subject to another contract and shall be available by the time of construction work.

3.2.2. Construction work at FAC office space, refer drawing sheet A2.02:

- Wall up new private offices (0107), (0111), (0112), (0113), (0114) and new conference room (0108), wall type <15>. Leave openings for

installation of the glazed partitions as per glazed partition schedule A3.02. Ensure 50mm gap for installation.

- Fix gypsum board around the walkway opening between (0140) and (0150), patch and prepare for latex painting.
 - Installation (only) of glazed partitions for the new offices (0107), (0111), (0112), (0113), (0114), new conference room (0108) and existing offices (0110), (0120) and (0130)- double glass pane in aluminium frame as per building standards, ref glazed partition schedule A3.02. The glazed partitions prefabrication shall be subject to another contract and shall be available by the time of construction work.
- 3.2.3. Restore the removed suspended ceiling at IRM office space as per drawing sheet A3.03, suspended ceiling type Armstrong, Cirrus Beveled Tegular #589M 600x600x19mm, white. The tiles shall be provided by the Embassy.
- 3.2.4. Restore the suspended ceiling type 'Armstrong' at new offices (0107), (0111), (0112), (0113), (0114) and at new conference room (0108). Cirrus Beveled Tegular #589M 600x600x19mm, white. The tiles shall be provided by the Embassy. Refer drawing sheet A2.04.
- 3.2.5. The provision and installation of new suspended ceiling at the entire open office space of the FAC area (101), (103), (104), (105) and (106) shall not be subject to this Scope of Work (SOW).
- 3.2.6. The entire area subject to this project shall be latex painted, color - as per building standards, latex paint and primer - OIKOS or similar.
- 3.2.7. New carpet tiles and vinyl baseboards provided by the Embassy shall be installed over the entire area that is subject to this project except for the workrooms and storage space.

-

3.3. Fire Alarm systems modification, ref. OBC OBC FP.01 to FP.06

- 3.3.1. Empty the sprinkler system at Level LL (the Embassy staff shall assist)
- 3.3.2. Install a new sprinkler head at the new office (0261) at IRM and 2 new sprinkler heads in the corridor between new offices (0111-0112) – (0113-0114). Refer FP.01 and FP.02. The sprinkler head and pipes / fittings shall be provided by the Embassy
- 3.3.3. Move 5 sprinkler heads to new position in offices (0260-0261) and corridor (0200) at IRM and 2 sprinkler heads to new position at (0111) and (0112) at FAC. Extend / shorten the horizontal feeding pipe (goose neck connection) and rotating accordingly. All materials shall be provided by the Embassy. Refer FP.01 tom FP.04
- 3.3.4. Eliminate a sprinkler head in the open office space (0104) at FAC. Remove the horizontal feeding pipes up to main branch an tap the opening on the T-connection.
- 3.3.5. Re-fill the sprinkler system. Make 24 hours test for leakage.
- 3.3.6. Install new strobe light in the new conference room (0108) at FAC area – refer the reflected plan FP.06

3.4. Electrical work - power.

All materials like cables, junction boxes and conduits shall be provided by the Embassy.

- 3.4.1. Lighting: Modify the lighting in the new private offices at IRM and FAC office space including:
 - rewiring the light fixtures to separate them from the open office space,
 - installation of new light switch provided by the Embassy: Pass & Seymour – Legrand, Industrial Extra Heavy Duty Single Pole Switch, White. Cat No PS20AC1-W, Wall plate: Chrome.
 - Installation of motion sensors provided by the Embassy. Specs: Adaptive Dual-Technology Ceiling Sensor by Hubbell Wiring Device-

Kellems, Coverage 1000 sq. ft. (180°) with photocell and isolated relay, low voltage sensor, Catalogue ID: ATD1000CRP

- The new linear type light fixtures 1200x300 mm and 600x300 mm at FAC open office space shall be specified in a final design that shall be developed by a specialized A&E firm.
- The new linear type light fixtures should have 'air return' function to pass the exhausted air into the plenum above suspended ceiling.

3.4.2. Power distribution and power outlets modifications at IRM:

- Eliminate power outlets on the walls for demolition and pull-out cables to the closest junction box in the chain.
- Move power feed junction box NOB-PLD-43,45,47 to the exterior wall. the power cables shall be run under the floor grout in EMT conduits.
- Restore the interrupted circuits PLD-45,47 – cables to be placed in horizontal EMT conduits between the outlets.
- Clone 3 quad power outlets from power feed junction box of circuit NOB-PLD-79 in office (0260) and open office space (0205).
- Clone a quad power outlet in office (0261) from power feed junction box, circuit NOB-PLD-43

3.4.3. Power distribution and power outlets modifications at FAC:

- Move power feed junction box NOB-PLD-15,17,19 to the closest column in in open space (0100) at 350mm AFF. The power cables shall be run under the floor grout in EMT conduits. Eliminate all power outlets on circuit PLD-15,17,19. Install a junction box for furniture power supply on the column and distribute circuits 15,17&19 to feed 3 new cubicles.
- Eliminate all power outlets on circuits PLD-34,36 and PLD-1,3,5 from office (0120) to the end of corridor (0103). Restore the interrupted circuits PLD 34,36,3,5 in offices (0112-0114) and conference room (0108) by running bypass cables in EMT conduits above suspended ceiling (dashed magenta line on the drawing) E3.02

- Clone 2 new quad outlets in new offices (0111) and (0113) on circuit NOB-PL-31
- Convert 2 junction box for furniture power supply at new conference room (0108) into quad power outlets.

REMARK

All new power outlets shall conform the building standards: Eaton-Arrow Hart, catalog number: AH5462W, extra heavy-duty industrial specification grade, duplex or quad receptacle, #14-10 AWG, 20a, flush type, 250V, , glass-filled nylon base, 6-20R, wall plate finish: chrome.

3.4.4. Telecommunications at IRM office space

- Move data/voice outlets on the walls for demolition to new locations in offices (260), (261) and open space (0200-0205) including running new FTP and optical cables from the IDF room.
- Eliminate data/voice outlet on the wall for demolition. keep the FTP and optical cables above suspended ceiling for further modifications.

3.4.5. Telecommunications at FAC office space

- Convert 3 data/voice outlets on the walls for demolition into a modular data/voice wall feed outlet – open office space (0100).
- Move data/voice outlet c11040 from the wall for demolition to the closest column. no need of cable extension – open office space (0100). Refer to drawing sheet E3.04
- Eliminate data/voice outlet on the wall for demolition. keep the ftp and optical cables above suspended ceiling for future modifications – open office space (0100).

REMARK

- All new data/voice outlets shall be situated at 350mm AFF. The new cables from the IDF room shall be placed in existing cable trays and in new EMT conduits from the tray to the wall plate.
- Ensure that any newly installed or relocated metallic pathway elements are properly bonded to an OBO-approved grounding system for telecommunications.

3.5. Mechanical

Install 15 ea junction boxes for thermostats that control VAVs – flushed junction box at 104 cm AFF and EMT conduit from the junction box to the VAV control panel. Materials shall be provided by the Embassy.

3.6. FURNITURE

The furniture modifications are not subject to this SOW.

4. GENERAL CONDITIONS – Materials, Tool, & Codes

4.1 All materials to be used shall be indicated in the quote and approved by the COR.

4.2 All work must be executed strictly in accordance with the current Codes of Practice.

4.3 All works to be completed in accordance with the relevant and current Bulgarian Standards.

4.4 The contractor is responsible for all the contractor-owned tools and equipment at all times and shall provide a lockable tool and material box for their operatives if required.

5. PARTICULAR CONDITIONS

5.1. Function of works and cleaning requirements.

The Contractor is required to keep the work site neat and in presentable condition at all times and, at his own cost.

The Contractor will visit the site personally, and prepare technical specifications and drawings for all works that are included in the project.

The Contractor shall verify all measurements, surface areas, and material specifications prior to providing a proposed work schedule and time line to the Embassy for approval.

The Contractor shall be responsible for removal and disposal of all construction debris by providing adequate number and size of waste receptacles and other cleaning supplies.

The Contractor will be responsible for site restoration and damages due to work.

The Contract personnel will only use restrooms and break areas identified and assigned to them by embassy personnel.

A full time technical supervisor will be assigned, who will be available on project site during the working hours. The technical supervisor will have working knowledge of written and spoken English and will be capable of interpreting drawings and specifications.

Work hours will be from 08:30 to 17:00 including weekends. Requests to do work outside of these hours must be approved in advance by the Embassy, and shall be detailed in the Contractor's proposal.

All off-hour work not identified in proposal must be scheduled in advance and require embassy approval.

The Embassy reserves the right to stop contractor work due to Embassy business and special events. All effort will be made to provide advance warning and minimize contractor losses.

The project shall be completed within 10 working days of the scheduled start date.

The start date will be determined by the Embassy and communicated to the Contractor a minimum of 10 working days before work is scheduled to begin.

5.2. Safety

Contractor shall comply with safety standards found in the Army Corps of Engineers publication EM3851-1 which can be found at <http://www.usace.army.mil/Safety-and-Occupational-Health/Safety-and-Health-Requirements-Manual/>

The COR will ensure that all equipment used during the project is in safe operating condition.

All personnel on the job site shall have the appropriate job safety equipment and Personal Protective Equipment (PPE).

COR reserves the right to stop the work if any unsafe contractor conditions are observed or encountered.

All equipment must be free from any defects.

5.3. Warranty of Construction

The warranty of contractor work shall continue for a period of five years from the date of customer final acceptance of the work.

Contractor shall be responsible to correct any and all faults or defects which may occur within 5 years from the date of final acceptance of the work.

Contractor shall repair or replace low quality work that does not meet industry standards.

The contractor shall bear all the cost to fix the repairing work during the warranty period.