

U.S. Consulate General
Karachi, Pakistan
Date: **July 12th, 2021**

To: Offeror Page 1 of 4

Request Number: **PR10041618**
From: Procurement & Contracting Department
U.S. Consulate General
Plot No- 3, 4, 5, New TPX, Area
Mai Kolachi Road
Karachi, Pakistan.
E-mail: KRCProcurementContracting@state.gov
POC: Azmat Khan Phone: 92-21-320 110 2218

RFQ-PR10041618 -KHI-FM Services for Concrete Driveway & Canopy Installation

The U.S. Consulate Karachi requires following items for FM, section and requests your participation in quoting for the said **item(s) and/or services per attached SOW**. Please provide us cost, delivery charges and estimated delivery period of the following item and services to **U.S. Consulate General Plot number 3, 4, 5- New TPX Area, Mai Kolachi Road, Karachi.**

RFQ-PR10041618 -KHI-FM Services for Concrete Driveway & Canopy Installation

GENERAL REQUIREMENTS



US CONSULATE KARACHI, PAKISTAN

STATEMENT OF WORK

For

**2-Golf Concrete driveway & Cantilever Canopy
Installation**

JULY-2021

Concrete driveway & Cantilever Canopy Installation

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GENERAL REQUIREMENTS

The project is described as “Concrete driveway & Cantilever Canopy Installation”. The Contractor shall complete all work including furnishing all necessary skilled labor, transportation, materials and equipment, investigation, design, and supervision. All work will be performed within in firm fixed-price contract.

BACKGROUND

US Consulate has two parking lot cantilever canopy assemblies that require proper installation as per manufacturer guideline and drawings. Build a concrete driveway as per drawing.

SOLUTION

Services of local contractor to build a concrete driveway as per drawings. Contractor will provide footing design drawings USG provided materials and plans to install these two cantilever canopy assemblies. Contractor shall provide all materials for the concrete & rebar for driveway & footing works needed.

GENERAL CONDITIONS

CO: Contracting Officer

COR: Contracting Officer’s Representative

FM: Facility Manager

RSO: Regional Security Officer

POSHO: Post Occupational Safety and Health Officer

APOSHO: Assistant Post Occupational Safety and Health Officer

1. COR:

A Contracting Officer’s Representative (COR) will be assigned to ensure quality assurance goals are met.

2. Fixed-Price Proposal:

The Contractor shall provide one fixed-priced Proposal for the complete Project that includes every aspect of the Work. Contractor will be measure and verify quantities needed to complete this project prior to bid submission.

GENERAL REQUIREMENTS

3. Services and Deliverables

Provide the following services and deliverables:

- Direct the scope of the field investigation to validate existing conditions.
- Provide construction documents (shop drawings) for all work.
 - Provide for COR technical review and comment.
 - Address all COR comments from the prior submittal.
 - Provide Job Hazard Analysis

- 10 days after award, provide a submittal schedule to the COR for review and approval.
- Contractor Engineers will modify the manufacturer recommendations for footings as needed for structural integrity at our site. Contractor will provide footing design drawings for COR approval.
- Complete foundation information depth of footing (coordinate with calculations where 4.814 ft. in shown. Reflect metric on drawings), verify transverse reinforcement meets site seismic design category.
- Contractor will utilize USG provided materials and plans to install these two cantilever canopy assemblies. Contractor shall provide all materials for the concrete/rebar works needed.
- Contractor will be built concrete driveway as per giving drawings with all respect.
- Works will be per International Building Codes.
- Contractor will replace soil if needed to ensure that the footings shall bear on firm, undisturbed soil at recommended depth.
- Contractor shall be responsible to apply two coats primer base paint on canopy structures.
- Contractor shall provide all materials for the concrete works (3000 psi) needed.
- Contractor is responsible to provide PPEs to their staff including Hard Hats, Safety Goggles, Gloves, Ear Plugs, Face shields, and other related PPE identified in Job Hazard Analysis by A/POSHO.

4. Design Criteria:

The Work shall be governed by referenced standards and drawings contained within this Scope of Work.

Notify the COR in the event of conflicting design criteria. In general, the more stringent criteria shall be applied, subject to COR approval.

The Contractor is responsible for compliance with all design criteria; Work not in compliance shall be deemed unacceptable.

The Contracting Officer's Representative shall inspect and approve or reject all materials and equipment prior to their use.

GENERAL REQUIREMENTS

5. Execution:

The Work shall be executed in a diligent and workmanlike manner in accordance with the negotiated fixed-price, this Scope of Work, the Project Schedule.

When pursuing the work, the contractor is to take extra care as not to damage existing structures. The Contractor is responsible for preventing any damage to surrounding properties arising from the Contractor's performance of the work.

Contractor shall be responsible for repairing any damage to adjacent properties as a result of its activities on the Project Site. If the damage is not repairable, the cost will be calculated by the Facility Manager and deducted from the payment of the final invoice.

6. Work Hours:

The contractor shall work 6 days a week between the hours of 8:00 AM and 5:00 PM.

- Designated labors must be at consulate compound at 0800hrs
- Must carry original NICs
- Contractors to check-in for clearance at US Consulate Karachi at 0800hrs (8am) and commence work at 0900hrs (9am) each day until the project reaches final completion.
- Break Hour for Friday – 1200-1400hrs
- Break Hour for Monday to Thursday – 1200-1300hrs

If any aspect of this work is deemed by the COR, the FM, the RSO or the POSHO/APOSHO to be interruptive of normal US Consulate operations, the Consulate security or safety, the contractor shall be required to perform that portion of the work on Saturdays and Sundays.

7. Safety:

The Contractor shall be responsible for conducting the work in a manner that ensures the safety of employees and visitors at the US Consulate, and the Contractor's employees. Safety standards must meet or exceed current EM 385 US Corps of Engineers Safety and Health Requirements Manual requirements available online.

The Contractor shall be solely responsible for risk assessments, managing health, and safety issues associated with this project. Based on hazard assessments, Contractors shall provide or afford each affected employee personal protective equipment (PPE) that will protect the employee from hazards. At a minimum PPE shall consist of eye protection, hard hats, and closed toe shoes. Sandals or athletic shoes are not acceptable. PPE such as gloves, dust masks, are recommended. These items must be provided at the Contractor's expense.

GENERAL REQUIREMENTS

Workers may use discretion if they feel unsafe in using the equipment in a hostile environment.

Any worker at an elevated location above 1.8 meters, with the exception of a portable ladder, will be provided a safety harness for their use.

The contractor must document in the bid for work how the hazard controls will be implemented and maintained during the project.

The Contractor shall prepare and implement an Activity Hazard Analysis (AHA) prior to the start of work.

The Contractor must have a competent person on-site for inspection of equipment, training workers in the safe use of equipment and the recognition of hazards related to their use, supervision, and identifying and correcting unsafe work practices for high hazard work.

All contractor personnel shall wear hard hats, safety glasses, ear plugs, gloves, close-toes safety shoes and any other Personal Protection Equipment deemed necessary by the Facility Manager.

Safety Training:

- Provide specific training to supervisory personnel and all craft workers of the Contractor and subcontractors in proper use and care of specific personal protective gear, equipment, and clothing.
- Contractor and subcontractor employees shall be trained and supervised by qualified persons to perform, safely and confidently, recognized hazardous work operations and work performed with hazardous conditions to which they have been assigned.

If lifting activity is involved

- Barricade the working area by using warning tapes/ safety cones
- Mobile crane must have valid fitness certificate (Third Party Certified)
- Operator should have a valid certificate for crane operation
- Inspect and fully extend outriggers of mobile crane
- No one should be standing underneath the suspended load
- Check for overhead electrical power lines
- Be sure that the crane is on a firm/stable surface level
- Don't exceed the load chart capacity while making lifts

8. Workforce:

The contractor shall provide all supervision, skilled and unskilled labor needed to perform the work.

The Contractor shall be responsible for total integration of effort and control of the works. The Contractor shall be responsible for planning, monitoring, coordinating, and controlling the works.

GENERAL REQUIREMENTS

The Contractor shall provide a Project Superintendent with a minimum of 5 years professional employment record of demonstrated performance in comparable work. Project Superintendent shall have experience in all aspects of work execution.

The contractor shall provide Foremen and other supplemental staff as necessary to perform the work within the timelines and quality standards specified. Staff shall demonstrate knowledge, skill, and experience with the construction methods, techniques, and standards required by the contract. Contractor employees shall have access to the equipment and equipment areas and will be escorted by US Consulate personnel.

The Contractor's employees shall wear clean, neat and complete uniforms when on duty. All employees shall wear uniforms approved by the Contracting Officer's Representative (COR). The Contractor shall provide, to each employee and supervisor, uniforms and personal equipment. The Contractor shall be responsible for the cost of purchasing, cleaning, and repair of the uniforms.

Neglect of duties shall not be condoned. This includes sleeping while on duty, unreasonable delays, or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

The Contractor shall not condone disorderly conduct, use of abusive or offensive language, quarreling, and intimidation by words, actions, or fighting. Also included is participation in disruptive activities that interfere with normal and efficient Government operations.

The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.

The performance standard is that the Government receives no more than one (1) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action if any of the services exceed the standard. The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

9. Accommodations:

Toilets: The contractor shall utilize toilets on the US Consulate Compound. The Contractor shall ensure they stay clean and usable.

Drinking water: The contractor shall also provide an adequate number of drinking water dispensers, distributed for convenience and efficiency-of-use around the construction areas. Always maintain supply of disposable paper cups at each dispenser.

GENERAL REQUIREMENTS

10.Subcontractors:

Contractor shall be responsible for the conduct and workmanship of Subcontractors engaged in the Project, and for Subcontractor's compliance with the terms of this Statement of Work. The Contractor is responsible for the behavior and workmanship of Subcontractors while on US Government property.

11.Modification to Contract:

The Contractor shall not incur any costs beyond those described in this SOW unless directed otherwise in writing by the Contracting Officer.

Any work performed by the Contractor beyond this SOW without written direction from the Contracting Officer will be at the Contractor's own risk and at no cost to the US Consulate.

12.Stop Work:

At any time during the Project, the Contracting Officer (CO) reserves the right to Stop Work for protection of employees or visitors, security, or any other reason at his/her discretion.

13.General Submittals:

The contractor is responsible to submit a hazard control measure plan for the work.

The contractor is also responsible to submit a detailed construction schedule indicating when the various portions of the work will be commenced and completed within the required schedule in the form of a bar chart. This bar chart shall be in sufficient detail to include all significant milestones.

The contractor shall provide the detailed qualification of all the key personnel.

The contractor shall provide product data and shop drawing for every portion of the project. This includes but is not limited to: Details on pipes and fitting to be used, Aggregate gradations, Concrete Mix Design, Steel Reinforcement Specification and Source, Joint Filler, and mechanical works.

14.Close-out:

Prior to final acceptance, the COR will conduct a QA/QC inspection to check compliance with the SOW.

GENERAL REQUIREMENTS

15. Housekeeping:

The contractor is responsible to clean up daily. The contractor is responsible to dispose of all dirt, concrete, stone, and construction debris outside of the property before the close of business each day. Any dirt, concrete, stone, and other construction debris may not be piled on the ground. Immediately upon removal, it must be loaded into a truck and disposed of immediately once the vehicle is full. At the end of the day even partially loaded trucks must be removed from the US Consulate compound and the contents disposed of properly at authorized dump sites.

The Contractor shall coordinate and supervise the protection, cleaning, and maintenance work at the Project Site during receipt, handling, storage, installation, curing, and similar stages of construction execution to affect minimum exposure to hazards by personnel and minimum deterioration to the US Consulate compound.

16. Notification to proceed:

The contractor shall start the work within 30 days of Notice to Proceed. However, prior to the commencement of any excavation, the contractor and the COR shall locate and mark any underground water or electric utilities or other lines which may be present. The contractor is required to provide orange spray paint to mark the ground.

17. Point of Contact:

The COR shall be the main point of contact for this Project. The Contractor shall report to the COR on (a) status of the Project, (b) changes in Schedule, (c) accidents and safety issues, (d) disruptions to the property accessibility; and all other important information pertaining to the Project

18. Contractor's Representative:

The Contractor shall provide a representative on-site during all working hours with the authority to make all decisions on behalf of the Contractor and subcontractors.

19. Site Security:

The contractor shall comply with US Consulate Karachi security policy.

The contractor shall prepare list of all the names of personnel working for the contractor and any subcontractors, with national ID numbers and submit the list to the Facility Manager for vetting of employees by the RSO at least 30 days prior to commencement of work.

GENERAL REQUIREMENTS

The contractor shall also provide a list of all equipment, listing the manufacturer, model, serial number of all equipment to be used on this project at least 30 days prior to the commencement of any work. Any vehicles utilized by the contractor are also considered equipment. The contractor must provide make, year, model number and license plate number. All vehicles will be inspected prior to entering and prior to leaving the premises.

The COR will assign a holding area for the equipment. Equipment, other than vehicles, should remain on site for the duration of the project to avoid having to have a security screening of it each time it enters the compound.

Any vehicle that is leaking oil will be immediately removed from the US Consulate compound.

The contractor must notify the COR in writing at least 24 hours in advance of the pending removal of any contractor owned equipment.

The contractor is 100% responsible for securing their working materials and equipment. Any damage to facilities or infrastructure, which happens due to a lack of security, will be the responsibility of the Contractor to correct at no cost to the U.S. Government.

20. Coordination meetings:

Pre-Construction Conference: The COR shall conduct an initial construction conference on or near the date of Notification to proceed. Agenda items shall include a review of the general plans, conditions, procedures, and requirements as shall be necessary for the effective scheduling and prosecution of the construction work. Further, all parties shall review security and material delivery requirements, personnel assigned, and contract communication procedures as have been established for the Project. This meeting shall be scheduled and conducted at the place agreed to by the COR and the Contractor.

Construction Coordination Meetings: The Contractor and COR will hold weekly construction coordination meetings to discuss schedule and status of outstanding issues. Weekly coordination meetings shall commence immediately upon mobilization to the Project Site. All parties shall seek the expeditious resolution of issues before they become problems. Progress of the work shall be reviewed. Contractor shall revise, balance, and submit an updated project execution. This review shall be based upon a subset report of the Project Execution Schedule in which all project execution activities have been entered. This review shall include:

- Status of continuing activities.
- New activity starts since last meeting.
- Activity planned completion dates.
- Activity interruptions.
- Activity completions.

Activity interruptions should include the reason for the interruption.

An activity will be considered complete only when it has been approved by the COR.

Meeting Minutes: The Contractor shall provide minutes of each meeting held under this contract the next working day after each construction coordination meeting. The COR will sign the meeting

GENERAL REQUIREMENTS

minutes upon agreeing to their accuracy. Final minutes signed by the COR and the Contractor will be submitted to the COR no later than two working days after the coordination meeting and shall become part of the final project record set.

21. Defects in Work:

Where the Contractor's QC procedures, or those undertaken by or for the USG, disclose patent or latent defects in the works, the Contractor shall provide corrective actions. The contractor shall seek to repair, restore, reconstruct, replace, or otherwise correct defects in the works to comply with Contract Document requirements and criteria. The corrective action shall be acceptable to the COR.

Provide re-inspection or re-testing of corrected work, repeat until compliance is achieved.

Neither the required quality control procedure, nor detection of defects, nor correction of defects, nor the re-inspection or re-testing of corrected work, provides a basis for Contractor's claim for Contract Modification/Additional Compensation, or request for extension of Contract Time.

22. Delays:

Delays that are found to be caused by the Contractor's actions or inactions shall not be a cause for a time extension to the contract completion date.

If the Contractor's execution of the works falls behind the accepted Project Execution Schedule, the Contractor shall take all steps necessary within the agreed work period parameters to improve progress. These attempts at recovery shall incur no additional cost to the USG. The Contractor shall execute the works diligently and shall seek to complete all works at or before the agreed upon contract completion date.

23. Site Organization:

The contractor shall have at least one safety monitor / traffic flagman to keep pedestrians out of the work area.

Install new barricades to delineate the project area.

24. Work execution:

Coordinate all phases and aspects of the works carefully to achieve intended results, including best overall visual effect. Remove and replace workmanship and/or material that are found to be not in compliance.

GENERAL REQUIREMENTS

In all aspects of the work, fully comply with construction safety and occupational health requirements.

Explosive Actuated Tools are not permitted.

Install each element of project only during weather conditions that will contribute to successful workmanship and allow for proper curing, protection, and concealment.

The Contractor shall schedule and perform Quality Control services during the work progress.

Upon completion of the work, return all disturbed area (to include lawn) to original conditions.

25. Attachments

Drawings

Prices:

Firm Fixed Price.

TAX: Your prices shall be duty/tax free. U.S. Consulate General Karachi will neither deduct nor pay any tax for this service.

Inspection & Acceptance:

A Government representative will inspect the service(s) delivered to determine the quality and acceptability. Substandard services/products shall be unacceptable at vendor's expense.

Payment Terms:

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon complete delivery to the US Consulate General, Karachi and submission of legitimate invoice to Financial Section after delivery, and submission of receipt.

SUBMISSION OF INVOICE:

Each invoice shall include vendor invoice number, purchase order/contract number, date issued, brief description of supplies/services provided, quantities, unit and total price, and signed by the signing authority.

Invoices must be routed to:

1. One original invoice in pdf format to the Financial Management Center to KarachiFMCInvoices@state.gov
2. One copy clearly marked "DUPLICATE Copy for Proc & Contracting." Krcproc@state.gov

Although email is the preferred method, invoices may also be submitted by mail (do not send electronically if you mail the invoice to the following address to avoid duplication):

Karachi Fiscal Office
U.S. Consulate General
Plot No- 3, 4, 5, New TPX Are
Mai Kolachi Road
Karachi

For payment related queries contractor will contact Karachi Fiscal Office KarachiFMCInquiries@state.gov. Contracting Officer takes no responsibility for payment and/or associated queries.

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Contract Clauses:

FAR & DOSAR (attached) clauses will apply to this purchase order. These clauses can be accessed through following link:

http://aoepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx

52.249-2 Termination for Convenience of the Government (Fixed-Price)

(MAY 2004) Alternate I (APR 1984)

52.212-4 Contract Terms and Conditions--Commercial Items (May 2015)

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Feb 2016)

Offer Due Date:

1. Please submit your quote on or before **July 31th, 2021** to **Procurement Contracting Officer, U.S. Consulate General Karachi**, or via Email to following email addresses:

KRCProc@state.gov

No quote will be acceptable after the due date.

2. Please prepare a quotation on your company letterhead in accordance with the requested details of this RFQ.
3. Please provide reference of our Request Number **PR10041618**, in all your correspondence regarding this request for price quotation

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