SECTION C
STATEMENT OF WORK FOR
DESIGN AND CONSTRUCTION SERVICES

# Vienna Existing Mail Screening Facility
# Minor Construction Improvements
# Design Build with Criteria

## Vienna, Austria

Solitication #:
**19AU9026Q0008**

**June 18, 2026**

**C.1 ADMINISTRATIVE ..... 3**
C.1.1 PROJECT OVERVIEW ..... 3
C.1.2 DESIGN EXPERTISE ..... 4
C.1.3 ORDER OF PRECEDENCE ..... 5
C.1.4 DOCUMENTS PROVIDED FOR INFORMATIONAL PURPOSES ONLY ..... 5
**C.2 REQUIREMENTS ..... 5**
C.2.1 ADMINISTRATIVE SECURITY REQUIREMENTS ..... 5
C.2.2 OBO PROJECT STANDARD REQUIREMENTS (OPSR) DOCUMENTS ..... 6
C.2.3 PROJECT SPECIFIC REQUIREMENTS ..... 8
**C.3 TASKS AND DELIVERABLES ..... 17**
C.3.1 DESIGN - SUBMITTAL REQUIREMENTS ..... 18
**C.4 SCHEDULE ..... 19**

# C.1 ADMINISTRATIVE

## C.1.1 PROJECT OVERVIEW

The United States Government (USG), Department of State (DOS), Bureau of Overseas Buildings Operations (OBO) requires Design and Construction Services for an Existing Mail Screening Facility in Vienna Embassy- Vienna, Austria. This Statement of Work (SOW) defines the services to be performed by the project development Design Build (DB) Contractor, hereafter referred to as the Contractor. Refer to section C.2.3 for project-specific programs.

The project involves the renovation and upgrade of the mail screening facility at the U.S. Embassy in Vienna. The scope includes demolition of select interior elements, construction of new partitions and openings, installation of new mechanical and electrical systems, and the addition of specialized safety equipment. Key improvements include expanding and creating wall openings for improved workflow, upgrading ventilation and installing new equipment. The renovation aims to bring the facility into compliance with current safety and operational standards, improve package handling efficiency, and ensure a safe working environment for personnel.

### C.1.1.1 Project Location and Description

The project is located in the Alsergrund District. The official project address is Boltzmanngasse 16, 1090 Vienna, Austria.

### C.1.1.2 Project Objective – Design Build Project Delivery

The Contractor shall provide complete design and construction services, contract coordination, and supervision, including but not limited to the management, professional design services, and construction necessary to meet the requirements of this contract within the established schedules. Construction documents shall be developed in accordance with the RFP (Request for Proposal) Contract Documents and referenced requirements. The Contractor shall execute the project consistent with the OBO mission to provide the most effective facilities for United States diplomacy abroad.

### C.1.1.3 Reserved

### C.1.1.4 Limit of Design and Construction

Contractor shall work within the USG property line and as required outside the property line to complete the requirements of the contract. Contractor shall be responsible for coordination with local utility permit providers and costs related to connections to local services outside the USG property line. Work on property and outside the property line may include but is not limited to driveway connections, grading, drainage, temporary construction access, erosion control during construction and final stabilization. Repair of disturbed areas outside the USG property line shall meet or exceed the pre-contract condition.

### C.1.1.5 Permits and License

Contractor is responsible for obtaining permits and associated fees (e.g., zoning, building approvals, utility, construction, and occupancy permits) and licenses required to execute the work.

During the onsite visit, the Contractor shall assess the scope of work and determine if any additional permits from local authorities are required. Any necessary permits shall be obtained before commencing the work. The Contractor shall ensure compliance with all applicable regulations and obtain approval before proceeding with the work.

- Contractor shall provide drawings and other design documents needed to obtain those or any other permits and licenses for which they are responsible, and official translations as required to execute those permit actions.
- Contractor shall submit drawings to the Contracting Officer Representative (COR) for approval prior to releasing drawings to local permitting and licensing agencies for permits.
- Permit drawings shall be labeled by generic terminology (e.g., office, restroom, mechanical space).
- Permit documents, drawings, specifications, and calculations shall be sealed and signed by the architect and engineers of record, or other professionals as required.

### C.1.1.6 Work by Others

No additional work by other parties is required for this project, as all necessary renovation tasks fall within the contractor's scope of work.

### C.1.1.7 Reserved

### C.1.1.8 Materials Shipping Address

Shipments shall be consigned to the current embassy at:

U.S. Vienna Embassy- Vienna, Austria.
Boltzmanngasse 16
1090 Wien
Austria
Attn: Ms. Beate Lechner
Tel: +43 1 31339 6705

## C.1.2 DESIGN EXPERTISE

### C.1.2.1 Reserved through C.1.2.2

### C.1.2.3 Host Country Professionals

If host country professionals are used, e.g., local AE, local subcontractor, local broker, local counsel, and local surveyor, qualifications shall include:

- Proficiency in English, particularly with respect to architectural and engineering technical language
- Licensed or otherwise qualified professional services including, either on-staff or through contractual resources: Zoning and Landscaping expertise, Interior and Exterior architecture, Engineering (PE) (electrical, telecom, civil, structural, mechanical, plumbing, geotechnical), Fire Protection, Cost Estimating or Quantity Surveyors, Preservationist, Urban Planner, Transportation Planner, Sustainability Consultant, and Operations and Maintenance (expertise in local market conditions)

- Demonstrated prior experience with host country codes, standards, and practices
- Demonstrated prior expertise with other host country project development and permitting authorities
- Demonstrated prior experience with local project(s) of comparable scope, scale, and quality of the required tasks
- Demonstrated ability to coordinate with local and U.S. professionals engaged under separate agreements to provide other services (e.g., boundary, topographical surveys, material, and methods testing, geotechnical investigations)
- Subject to background checks, as required for visits to US diplomatic facilities

### C.1.3 ORDER OF PRECEDENCE

This order of precedence section applies when there is a "true conflict." A "true conflict" exists when two contract provisions contradict one another, such that it is impossible to comply with both provisions. For example, if one provision requires the contractor to meet certain minimum requirements, whereas another provision prohibits the contractor from meeting these requirements, there is a "true conflict." By contrast, if one provision requires a contractor to meet certain minimum requirements, and second provision requires the contractor to exceed these requirements, there is no "true conflict", and the second provision will govern. The order of precedence for Section C and Section J is listed below, ranked from highest to lowest. Where disparities between requirements exist that are not "true conflicts", the Contractor shall seek COR direction. This is a conflict resolution tool; refer to contract Section J for the definitive list of applicable documents that apply to this effort. This order of precedence shall be used to address conflicts within Section C and Section J. OPSR denotes OBO Project Standard Requirements.

- Section C
- J.2.1 OPSR 1 OBO Codes

### C.1.4 DOCUMENTS PROVIDED FOR INFORMATIONAL PURPOSES ONLY

The Contractor may refer to documents provided for informational purposes only, at the Contractor's own risk and discretion. The Contractor shall verify the data contained in the document upon receipt.

- Reference: Attachment '19AU9026Q0008_SOW_Project Plans'

## C.2 REQUIREMENTS

The Contractor shall execute in accordance with the technical requirements identified and referenced herein.

### C.2.1 ADMINISTRATIVE SECURITY REQUIREMENTS

This SOW requires that the Contractor perform only unclassified work. BUT: The SOW requires personnel with security clearances. The Contractor shall mark, handle, and store documents with classification and sensitivity in accordance with the Security Classification Guide (SCG) and associated Bulletins as referenced below.

- Reference: Attachment '19AU9026Q0008_Attachment J_1_1a.pdf': Security Classification Guide (SCG) for Design and Construction of Overseas Facilities July 2018
- Reference: Attachment '19AU9026Q0008_J_1_1b.pdf': Security Classification Guide (SCG) for Design and Construction of Overseas Facilities Bulletin, July 2020
- Reference: Attachment '19AU9026Q0008_J_1_1c.pdf': Security Classification Guide (SCG) for Design and Construction of Overseas Facilities Bulletin, December 2024

## C.2.2 OBO PROJECT STANDARD REQUIREMENTS (OPSR) DOCUMENTS

The Contractor shall use the 2025 Edition of OPSR 1-4 (OBO Design Standards & Criteria) and OPSR 5-8 (OBO Deliverable Resources) and applicable bulletins in the execution of this contract. In addition, applicable editions and supplements of the Host Country's local building codes, including zoning requirements and product standards, as of the contract date shall be used for the project. Where a conflict arises between the OPSR and host country requirements, the Contractor shall seek direction or clarification from the COR or CO on which standard shall apply.

- Reference:Attachment '19AU9026Q0008_J_2_1.pdf': OPSR 1 OBO Code
- Reference: Attachment '19AU9026Q0008_J_2_2.pdf': OPSR 2 OBO Guide Specifications

### C.2.2.1 General Requirements

The Contractor shall use the following guidelines for the execution of the project.

#### C.2.2.1.1 Work Schedule

The Contractor shall provide a detailed project schedule that allows if needed to work Monday through Friday 08:00AM and 05:00PM. It is preferred that loud work tasks be scheduled within this timeframe

#### C.2.2.1.2 Safe Work

The Contractor shall train its employees on safe work practices for tasks they perform. The Contractor shall monitor their employees to assure they work safely. Workers found to be performing their work in an unsafe manner shall be retrained or coached as needed. If the Contractor's employee continues to work unsafely, they shall be removed from the contract.

Work must comply with US Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1) and local requirements when more restrictive.

- https://www.usace.army.mil/Missions/Safety-and-Occupational-Health/Safety-and-Health-Requirements-Manual/

#### C.2.2.1.3 Use of Personal Protective Equipment (PPE)

The Contractor shall provide to and require that their employees wear Personal Protective Equipment appropriate for the task they are performing. This may include, but not be limited to proper footwear, respiration protection, hearing protection, eye protection, hand protection, and sun protection. If the equipment is damaged or worn out, it must be properly

disposed of and replaced. PPE shall be approved by the COR and the COR will stop work until employees have proper PPE.

#### C.2.2.1.4 Material Safety

The Contractor shall ensure the safe handling, application, removal and environmentally sound disposal of all hazardous or potentially hazardous materials and chemicals. The use of any chemical in the building along with a safety data sheet in English must be submitted to the COR for approval before using.

#### C.2.2.1.5 Incident Reporting

The Contractor shall immediately report to the COR any injuries to a contractor's employee, requiring more than first aid while working on this project.

#### C.2.2.1.6 Tools

The Contractor shall provide all tools, equipment, supplies and fuel to fulfill the requirements of this scope of work. The Contractor shall only use tools and equipment for their intended purpose. Tools and equipment must be maintained in good working order. All guards and safety protections must remain in place and be used on powered equipment. Broken and less than optimally functional tools should be repaired or replaced. The Contractor shall train their employees on the safe and proper use of tools and equipment.

#### C.2.2.1.7. Protecting Work Areas and Equipment

The Contractor shall cover and protect existing fittings, work areas, and flooring with special consideration to covering and protecting smoke detectors and sprinklers to prevent inadvertent activation of these systems. The Contractor is responsible for repairing damage caused by their negligence at their cost.

#### C.2.2.1.8 Trash Disposal

The Contractor shall be responsible for disposing of all debris. They may not use the embassy dumpsters and must provide their own dumpster or vehicles to dispose of debris. The Contractor shall recycle old materials where possible and feasible.

#### C.2.2.1.9 Cleaning

The Contractor shall maintain a neat and clean work area throughout the duration of the project. The Contractor shall, at the completion of the project, clean all areas affected by the project. All surfaces shall be clear of dust, marks, or stains.

#### C.2.2.1.10 Product Samples

The Contractor shall submit a physical material sample or product spec sheet for all materials to the COR for approval before ordering and installation. Failure to do so may result in the material or installation being rejected at the Contractor's cost.

#### C.2.2.1.11 Incident Reporting

The Contractor shall immediately report to the COR any injuries to a contractor's employee, requiring more than first aid while working on this project.

## C.2.3 PROJECT SPECIFIC REQUIREMENTS

The Contractor shall use project-specific requirements identified in C.2.3 for the execution of the Contract. The Criteria are intended to provide guidance for the conceptual design and project-specific design elements, and are not intended, nor are they adequate for actual construction. The Criteria are not fully developed and do not describe the entire scope of work required for the full performance and completion of the project.

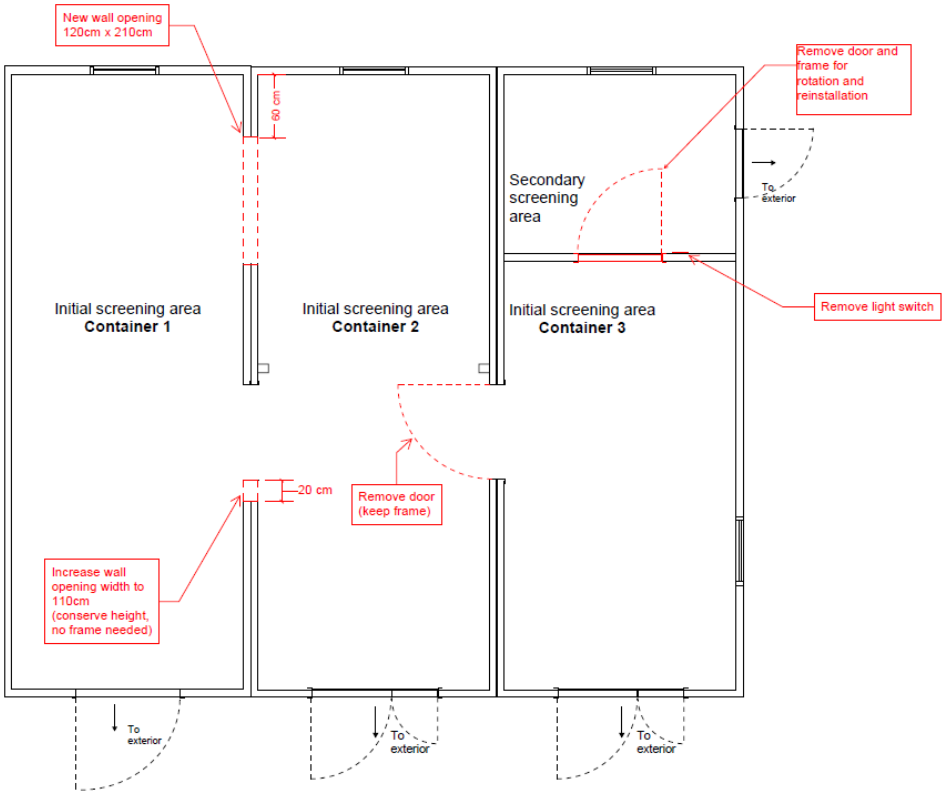
The project involves the renovation and upgrade of the mail screening facility. The scope includes demolition of select interior elements, construction of new partitions and openings, installation of new mechanical and electrical systems, and the addition of specialized safety equipment.

When replacing products or materials, the Contractor shall ensure that all replacements are of similar quality to the original, meeting the existing standards in durability, performance, and aesthetics.

The Contractor shall use the following requirements for the execution of the contract. The attached illustrations and diagrams are included in the SOW to indicate the exact locations for the installation of new equipment and systems. The Contractor is required to review these images carefully and ensure that all new equipment is installed in accordance with the positions and layouts shown.

### C.2.3.1 Demolition Scope

The Contractor shall provide general review of structural stability of individual containers in their proposed configuration (with new door openings) for both gravity and lateral loads. Provide supplemental structural posts or bracing if necessary.




a) Temporary Construction site facilities, including installation of the building site, such as Team container, sanitary container, chemical toilet (and it's regular exchange),

b) Remove the door and frame between Secondary and Initial screening area in Container 3.

c) Remove the door (keep the frame) between Container 2 and Container 3.

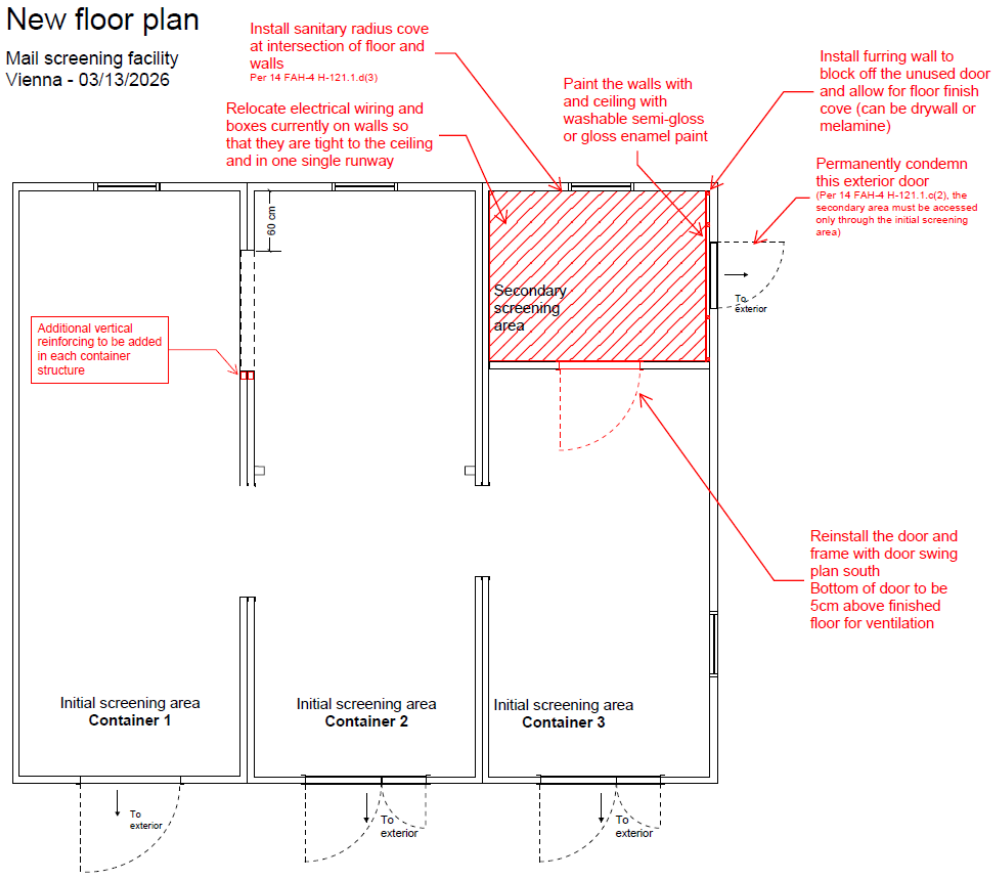
d) Increase the wall opening width between Container 1 and Container 2 to 110 cm. Remove the additional 20 cm from the side of the opening that is closest to the exterior doors.

e) Create a new wall opening between Container 1 and Container 2, 120 cm wide by 120 cm high, with the edge of the opening 60 cm from the wall.

1 Flat rate Price per Unit/EP …… Price per Item/PP ……

| | | |
|---|---|---|
| **C.2.3.1 Demolition Scope** | **C.2.3.1 Abbrucharbeiten** | **SUM EUR** |
| **EUR Subtotal excl. VAT** | **Zwischensumme ohne UST** | |

### C.2.3.2 New Construction Scope – Secondary Screening Area




a) Install a sanitary radius cove at the intersection of the floor and walls (per 14 FAH-4 H-121.1.d(3)).

b) Paint walls and ceiling with washable semi-gloss or gloss enamel paint.

c) Install a furring wall to block off the unused exterior door and allow for floor finish cove (drywall or melamine).

d) Permanently condemn the exterior door to ensure access to the secondary area is only through the initial screening area (per 14 FAH-4 H-121.1.c(2)).

e) Reinstall the door and frame between the initial screening area and the secondary screening area in Container 3. Install the new door so that it swings open to the south, with the bottom of the door set 5 cm above the finished floor to allow for ventilation.

1 Flat rate Price per Unit/EP ..... Price per Item/PP .....

| **C.2.3.2 New Construction Scope – Secondary Screening Area** | **C.2.3.2 Bauarbeiten - Zweite Sicherheitskontrolle** | **SUM EUR** |
|---|---|---|
| **EUR Subtotal excl. VAT** | **Zwischensumme ohne UST** | |

### C.2.3.3 Electrical Work

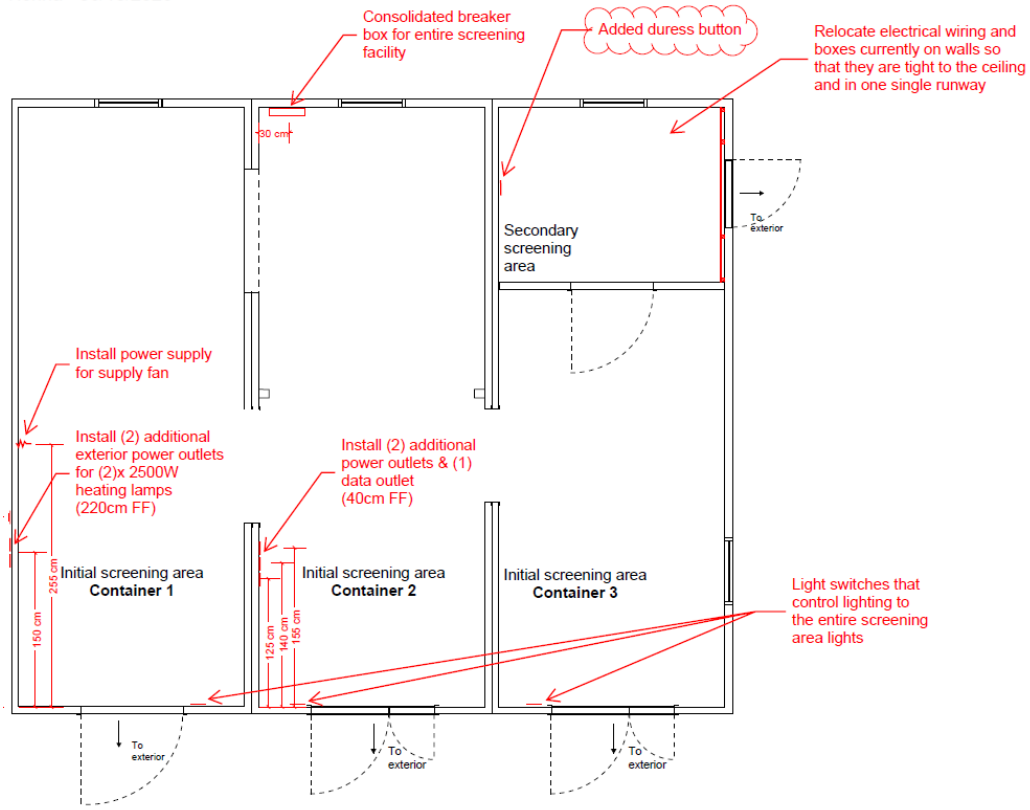
The Contractor shall anticipate that, due to upcoming perimeter fence modifications project, the containers will need to be temporarily moved away from the wall and then returned to their current location and shall design and install all cables and connections to accommodate this temporary relocation and reinstallation, taking into account the current/existing situation.

Electrical Plan

- Existing conditions and proposed circuiting will be addressed and reviewed during the site visit.

New electrical plan

Mail screening facility
Vienna - 06/10/2026




a) Wiring and Box Relocation

a. Relocate all electrical wiring and boxes currently on the walls so that they are tight to the ceiling and consolidated into a single surface raceway.
b. Raceway to be mounted 5–10 cm below the finished ceiling, supported per manufacturer requirements, and fastened to container structural members.
c. All cables and junction boxes must remain visible and fully accessible with removable covers.
d. Remove all abandoned wiring. Where removal is not feasible, disconnect conductors at the source, cap, secure, and clearly label as abandoned.

e. Seal all penetrations weather-tight and fire-resistant after relocation.

1 Flat rate Price per Unit/EP …… Price per Item/PP …….

b) Lighting and Fan Control

a. Relocate the light switch from the initial screening area to the secondary screening area.
b. Consolidate all lighting controls so that lighting is either on or off in the entire space (all rooms), using 4-way switches with one switch placed near each exterior door.
c. All switches must control all lighting in all rooms.
d. Interlock supply and exhaust fans with lighting; fans run when lights are on and continue for 30 seconds after lights are turned off, to allow for personnel to exit the space while it is still negatively pressured.
e. Use a relay to prevent direct switching of motor loads by lighting switches.

1 Flat rate Price per Unit/EP …… Price per Item/PP …….

c) Supply Fan and Damper Power Supply (Container 1)

a. Provide 230V single-phase power supply for the new supply fan.
b. Assume 1/4 hp for supply fan and 1/2 hp for exhaust fan.
c. Use NYM-J 3x1.5mm² (or 14 AWG, THHN/THWN-2 for dry and wet locations) for branch circuit wiring, in accordance with local code.
d. The estimated electrical load for the supply fan is approximately 320 W.
e. Provide overcurrent protection with a CB-6A, 2-pole circuit breaker (e.g., Eaton FAZ-C6/1N), or as required by local code, to safely protect the wiring and motor.
f. Provide local disconnect/isolator on or near each fan.
g. Ensure standard bonding and grounding.
h. Damper to be fail-closed and powered, controlled by fan run status; damper remains closed during power outage.

1 Flat rate Price per Unit/EP …… Price per Position/PP …….

d) Exterior Heating Lamp Installation (Container 1)

a. Install two (2) wall-mounted exterior heating lamps (each 2500W, mounted at 220 cm above finished floor).
b. Install two (2) exterior power outlets, one dedicated for each heating lamp.
c. Each lamp to be on a dedicated circuit with protective device sized for actual supply voltage.
d. Consolidate all heating lamp circuits in a new breaker box with code required protection.
e. Provide RCD/GFCI protection for exterior/damp locations.
f. Local isolator/disconnect is not needed; disconnect will be at the breaker box.

g. Lamps must be weatherproof and rated for outdoor use.
h. Control via weatherproofed/IP-rated exterior switch, located opposite the shower head.

1 Flat rate Price per Unit/EP …… Price per Item/PP …….

e) Additional Outlets and Data (Container 2)

a. Install two additional power outlets and one data outlet at 40 cm above finished floor (see electrical plan).
b. Outlets to be Type F, 230V, interior rated, for general use. No dedicated circuits required.
c. Data pathway and separation from power per local code.
d. Label all outlets per local code.
e. Locations to be coordinated with the process layout and shown on the electrical plan.

1 Flat rate Price per Unit/EP …… Price per Item/PP …….

f) Panel Capacity and Documentation

a. Verify spare capacity at serving panel(s) for added loads.
b. Update panel schedule/circuit directory for all modified or added circuits.

1 Flat rate Price per Unit/EP …… Price per Item/PP …….

g) Bonding, Grounding, and Labeling

a. Ensure bonding/grounding continuity for all new metallic raceways/runways per local code.
b. Label all new circuits, disconnects, and equipment feeds per local code.

1 Flat rate Price per Unit/EP …… Price per Item/PP …….

h) Duress Button Installation

a. Provide and install a duress button in accordance with OBO MSF 133435 Specifications (Section 133435_2.4.H, attached).
b. The duress button will be installed on the plan west interior wall inside the secondary screening room, so that it can be easily reached by anyone using the biosafety cabinet.

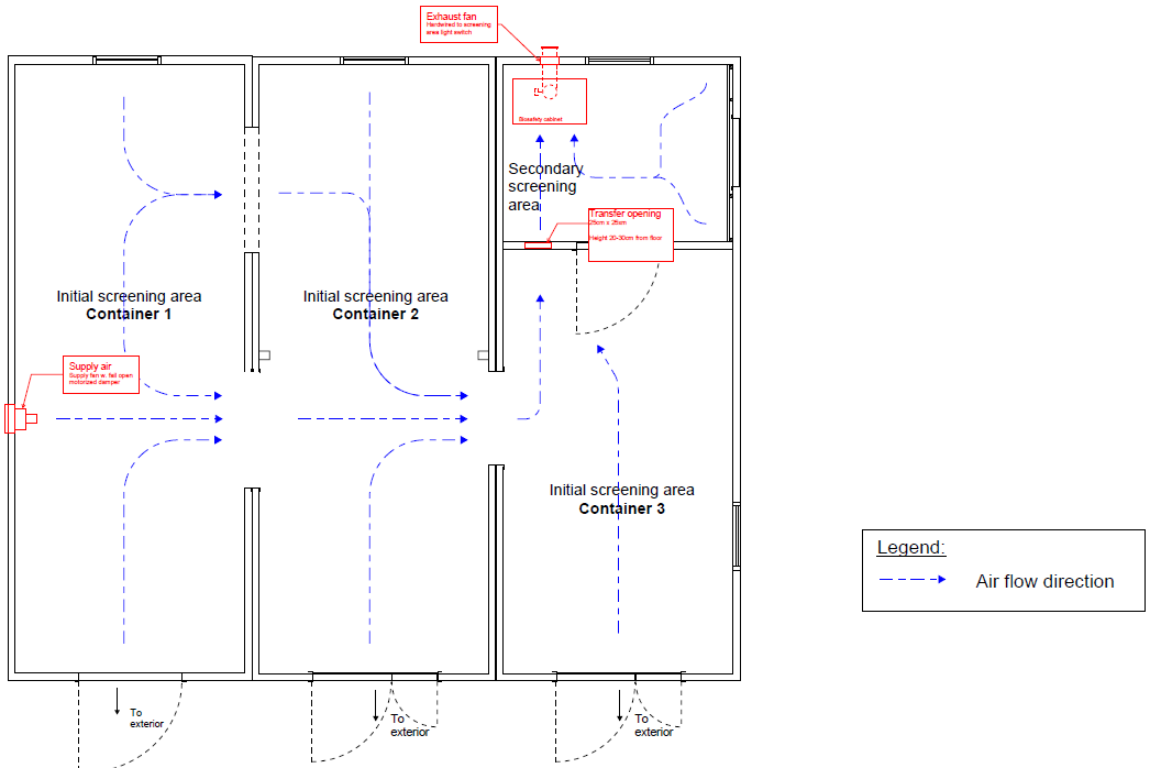
   The contractor will provide the pathway (in-wall conduit) and receptacle for the duress button. The button cabling, installation and termination will be by Owner.
c. Acceptable manufacturers include, but are not limited to:
   i. a. GE Security 3045-W Panic switch with terminals or approved equal.

d. All work shall comply with the requirements of the attached OBO MSF 133435 Specifications.

1 Flat rate Price per Unit/EP ..... Price per Item/PP .....

| C.2.3.3 Electrical Work | C.2.3.3 Elektro-Installationsarbeiten | SUM EUR |
|---|---|---|
| EUR Subtotal excl. VAT | Zwischensumme ohne UST | |

## C.2.3.4 Mechanical Work (HVAC+ Sanitary Installation)




a) Install supply air fan with a 'fail open' motorized damper in Container 1.
b) Install exhaust fan in the secondary screening area. Exhaust fan and any additional fans/dampers to be hardwired to light switches at the exterior door.
c) Install a transfer opening (25 cm x 25 cm) between the initial and the secondary screening area in Container 3.
d) Install an additional wall-mounted exterior shower head with a temporary hose connection on the exterior wall of Container 1, mounted at 145 cm above finished floor. The shower head should be similar in type and function to the example shown in the equipment plan in section C.2.3.5.
e) Install a self-contained eyewash station in the secondary screening area.

1 Flat rate Price per Unit/EP ..... Price per Item/PP .....

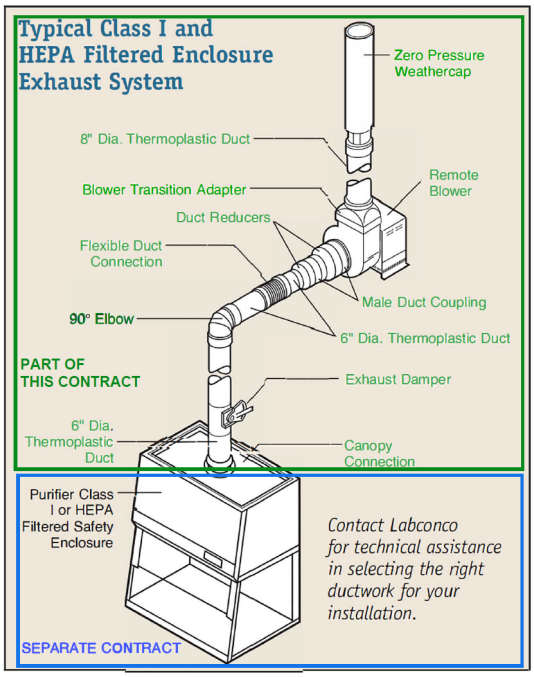
### f) Exhaust and Pressure Control Requirements:

The typical exhaust flow should be 165–235 CFM. The contractor shall confirm that the existing exhaust system meets this requirement. If the exhaust flow is insufficient, the contractor shall inspect and seal leaks in the system to achieve the required performance. Additionally, the contractor shall ensure that the supply fan airflow is offset from the exhaust airflow by 25 L/s, maintaining appropriate pressure differentials between spaces.

1 Flat rate Price per Unit/EP …… Price per Item/PP …….

### g) HEPA Filter Protection and Supply Air Filtration:

To extend the life of the biosafety hood's HEPA filter, the contractor shall implement filtration of the supply air. This includes, delivery and installing an MV8 disposable pre-filter at the intake of the retrofitted container. The contractor shall coordinate the selected filtration approach with the Contracting Officer Representative (COR) and ensure compliance with manufacturer recommendations and all applicable standards.
The purifier workbench (separate contract) is provided by the client. Price per unit is for the HEPA filter delivery, implementation, installation, operation and commissioning in cooperation with the supplier who delivers the purifier workbench.
Generic detail:




1 Flat rate Price per Unit/EP …… Price per Item/PP …….

| C.2.3.4 Mechanical Work HVAC+Sanitary Installation | C.2.3.4 Heizung-, Klima-, Lüftung-, Sanitaerinstallationen | SUM EUR |
|---|---|---|
| EUR Subtotal excl. VAT | Zwischensumme ohne UST | |

### C.2.3.5 Time-based Services

Unless otherwise stated in the preliminary comments or item texts, the following regulations apply to all services in this group.

1. General information:

In this sub-service group, only attached direct services in accordance with ÖNORM B 2110 are included.
Directed services are only carried out if they are ordered by the client in advance bevor execution, in individual cases, even if they are provided for in the contract (specifications).
The hours spent, equipment used, transportation services and materials consumed shall be entered daily in the control sheets and submitted to the client for approval.

2. Quantity changes:

The provisions according to which the re-agreement of unit prices can be demanded in the event of changes in quantity are not applicable to services provided by a director.

3. Employment groups:

The employment groups listed correspond to the collective agreement regulations. The hourly rates also include pro rata travel allowances, travel expenses and expense allowances (release). The working time actually worked on site is charged; the smallest unit is half an hour or part thereof.

4. Included services:

- The unit prices for materials apply carriage paid to the construction site, including unloading.
- Supervisors are included in the unit prices and are not remunerated separately.

5. Measurement and billing rules:

The hourly rates of the employment group that is sufficient for the respective time-based service are charged, irrespective of the qualifications of the personnel actually deployed.

C.2.3.5.A Extra Hour Skilled worker

20 Hours Price per Unit/EP…… Price per Item/PP……

C.2.3.5.B Extra Hour Unskilled worker

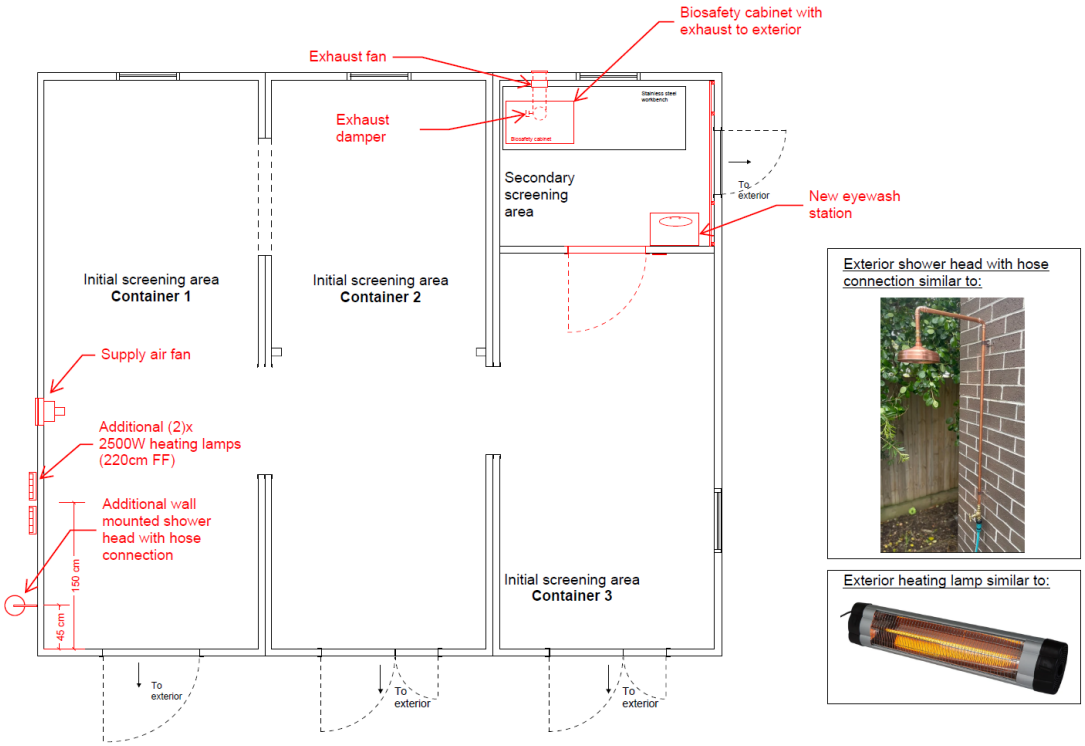
20 Hours Price per Unit/EP…… Price per Item/PP……

C.2.3.5.C Extra Hour Apprentice

20 Hours Price per Unit/EP…… Price per Item/PP……

| C.2.3.5 Time-based Services | C.2.3.5 Regieleistungen | SUM EUR |
|---|---|---|
| EUR Subtotal excl. VAT | Zwischensumme ohne UST | |

### C.2.3.6 Illustration of New Equipment plan




### C.2.3.7 General Notes

a) After the removal of any doors, frames, equipment, or other building elements, the Contractor shall properly seal and restore all affected areas. All openings or penetrations created by demolition must be closed using materials and methods that restore the original fire, acoustic, thermal, and weatherproofing performance of the structure. The finished surface shall be flush and ready for subsequent finishes as required.

b) All modifications must be coordinated with the Contracting Officer Representative (COR) for approval prior to execution.

c) All new installations and modifications must be reflected in as-built documentation and submitted per the deliverable requirements.

## C.3 TASKS AND DELIVERABLES

The Contractor shall develop deliverables in accordance with J.2.5 ODR 01 General Conventions. The Contractor shall utilize the project-specific three-letter airport code, and two-digit post code for file naming purposes for all design deliverables. The project-specific codes are **Vienna, Austria: VIE-6Q.** The general file naming is as follows:

XXX – XX – Deliverable Type (e.g., drawings, specifications, reports) – Deliverable Phase (e.g., design intent, construction documents, design issued for construction (DIFC) – YYYY (Year) – MM (Month) – DD (Day). *Example: XXX-XX-Drawings-DIFC-2024-05-15.*

The Contractor shall provide a table of contents of deliverables for each submission that contains the title and file name. Two (2) separate versions of deliverables are required, a source file and a record .pdf deliverable at each submission. The record .pdf version and the source files shall be submitted to the COR.

Digital data software versions change frequently, confer with USG in advance of the submission to confirm compatibility of a particular software application so that the digital files can be opened, read, and processed without the need for translation or pre-processing. Create .pdf directly from the authoring software with quality consistent with the source file format and optimize and purge unnecessary metadata to minimize file size. Hard metric expression shall be used for the preparation of drawings, reports, and specifications.

OBO owns, reuses, and manages information throughout the entire facility lifecycle, and places significant importance on the accurate creation, management, and stewardship of information associated with the project. Hard copies, digital files, models, and data developed for the project are the property of the USG. All submissions shall contain the following:

WARNING
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Further reproduction and distribution are prohibited without the express
written approval of: U. S. Department of State,
Bureau of Overseas Buildings Operations,
ATTN: Contracting Officer, Washington, D.C., 20520

## C.3.1 DESIGN - SUBMITTAL REQUIREMENTS

The OBO Building Permit was issued May 11, 2026. Therefore, the Design Part starts with standard Workshop drawings.

### Workshop Drawings- Final Construction Documents

For the execution of the project, the Contractor shall provide the following documents:
A complete, detailed design package, including all final drawings, specifications, and calculations, shall be submitted. The set of drawings may include, but is not limited to:

a) Complete construction drawings for electrical installation and HVAC installation and construction work (fully detailed and coordinated)
b) Final specifications (full technical specifications for all materials, products, and systems)
c) Final equipment schedules (complete and coordinated list of all equipment)
d) Final calculations (complete and signed for all systems)
e) Code compliance certification (final statement or checklist)
f) Construction schedule (detailed schedule for all phases)
g) Draft operation and maintenance manuals (for all installed equipment and systems)
h) Final cost estimate

i) Final commissioning and certificates of devices after completion

The design should address all comments received from the client's submittal review and include any necessary revisions to ensure compliance with the project requirements.

All documents should be submitted digitally via e-mail to the client, plus 2 sets in hard copy. For additional information on deliverables and timelines, please refer to Section C.4 of the original Scope of Work.

1 Flat rate Price per Unit/EP …… Price per Item/PP …….

| **C.3.1 Design** | **C.3.1 Planung** | **SUM EUR** |
|---|---|---|
| **Workshop Drawings, Final Construction Documents** | **Werkplanung** | |
| **EUR Subtotal excl. VAT** | **Zwischensumme ohne UST** | |

## C.4 SCHEDULE

The Contractor shall deliver the scope items in accordance with the following schedule milestones. A weekly report shall be submitted detailing the progress of the works, including completed tasks, ongoing activities, and any deviations from the schedule.

Days indicated are calendar days. Dates are maximum, not to exceed (NTE) beyond the notice to proceed (NTP). Deliverable Types are Digital, Hard Copy, or other identified Media Methods include Virtual or identified Location, digital platform, via overnight mail.

| # | DESCRIPTION | DAYS |
|---|---|---|
| 1 | Kick-Off meeting | 1 |
| 2 | Site visit | 2 |
| | DESIGN STAGE | |
| 3 | Site Assessment and Cost Estimate | 15 |
| 4 | Proposal Submission | 5 |
| 5 | OBO technical review and comments | 10 |
| 6 | Comment Resolution | 10 |
| 7 | Final OBO Review | 10 |
| 8 | Issue Construction Documents | 10 |
| | CONSTRUCTION STAGE | |
| 9 | Full schedule approval | 5 |
| 10 | Kick-off meeting | 1 |
| 11 | Order materials/products | 5 |
| 12 | Construction | 30 |
| 13 | Project Handover | 5 |
| 14 | Submit As-Builts | 5 |

*List of Attachments*

- 19AU9026Q0008_SOW_Project Plans
- 19AU9026Q0008_Attachment J.1.1a: Security Classification Guide (SCG) for Design and Construction of Overseas Facilities July 2018
- 19AU9026Q0008_Attachment J.1.1b: Security Classification Guide (SCG) for Design and Construction of Overseas Facilities Bulletin, July 2020
- 19AU9026Q0008_Attachment J.1.1c: Security Classification Guide (SCG) for Design and Construction of Overseas Facilities Bulletin, December 2024
- 19AU9026Q0008_Attachment J.2.1: OPSR 1 OBO Code
- 19AU9026Q0008_Attachment J.2.2: OPSR 2 OBO Guide Specifications

***END OF STATEMENT OF WORK***

v9.1 2025-01-15

| SUMMARY Design & Build | SUMME Planung & Bau | SUM EUR |
|---|---|---|
| C.2.3.1 Demolition Scope | C.2.3.1 Abbrucharbeiten | |
| C.2.3.2<br>New Construction Scope – Secondary Screening Area | C.2.3.2<br>Bauarbeiten -<br>Zweite Sicherheitskontrolle | |
| C.2.3.3 Electrical Work | C.2.3.3 Elektro-Installationsarbeiten | |
| C.2.3.4 Mechanical Work HVAC+ Sanitary Installation | C.2.3.4<br>Heizung-, Klima-, Lüftung-, Sanitaerinstallationen | |
| C.2.3.5 Time-based Services | C.2.3.5 Regieleistungen | |
| C.3.1 Design | C.3.1 Planung | |
| EUR total excl. VAT | Summe ohne UST | |
| EUR (VAT) 20% | 20% Umsatzsteuer | |
| EUR total incl. VAT | Gesamtpreis inkl. UST | |
| Legally valid Signature | Rechtsgültige Unterschrift | |