US Department of Agriculture (USDA)

Statement of Work

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Project

Administration Building Roof Replacement

General Information

1.0 Scope of Work

Project Location: 444 E. Bonita Ave, San Dimas, CA 91773

The Contractor shall furnish all labor, supervision, transportation, equipment, tools, materials, testing, disposal, engineering, electrical work, and expertise necessary to accomplish the Administration Building Roof Replacement Project.

The Contractor shall furnish and install California Building Code-compliant, commercial-grade flashing, pitch pockets, counter-flashing, and waterproofing measures at all new and existing penetrations associated with roofing, electrical, lighting, mechanical, and related work to maintain complete watertight integrity and compatibility with the roofing system warranty.

The Contractor shall replace deteriorated pitch pockets, flashing assemblies, sealants, and waterproofing components where necessary.

The Contractor shall verify rooftop curb heights comply with roofing manufacturer requirements and provide modifications where required to maintain warranty compliance and proper waterproofing performance.

The Contractor shall evaluate and implement high-visibility markings, including yellow striping or equivalent warning markings, at identified trip hazards, elevation transitions, ladder access points, and other safety-sensitive areas where appropriate to improve visibility and occupant safety.

The project consists of the removal and replacement of the existing Administration Building roofing system and all associated roofing components. Work includes, but is not limited to:

- Removal and disposal of the existing roofing system.
- Installation of a new white reflective PVC roofing system, minimum 60-mil thickness, equal to or better than the Duro-Last DL60 basis-of-design roofing system.
- Installation of insulation, coverboard, drainage improvements, crickets, saddles, and related components where necessary to meet warranty requirements and eliminate localized ponding.
- Removal and replacement of flashing and re-flashing at roof penetrations, transitions, curbs, and roof interfaces.
- Removal and replacement of the existing gutter and downspout system.
- Removal of existing exterior roof-mounted lighting and associated conduit, and installation of new LED perimeter lighting.
- Painting and restoration of disturbed exterior surfaces.
- Installation of rooftop walk pads.
- Installation of rooftop conduit and pipe support systems.
- Refurbishment of the existing roof hatch.
- Refurbishment of the existing roof access ladder.
- Replacement of the existing roof hatch guardrail assembly.
- Modification of roof curbs and associated appurtenances where necessary to accommodate the new roofing system.
- Required asbestos testing and sampling.
- Optional asbestos abatement and disposal, if asbestos-containing materials are identified.
- Optional installation of roof perimeter guardrails.
- Optional installation of roof anchor points.
- Restoration of all disturbed areas.

The roofing system identified in the attached Duro-Last specifications and product data sheets is provided as the Basis of Design. Alternate roofing systems may be proposed provided they meet or exceed the performance, durability, warranty, fire resistance, wind uplift resistance, solar reflectance, membrane thickness, and accessory requirements of the specified system.

The Contractor shall perform all work necessary to provide a complete, watertight, California Building Code-compliant roofing system and shall field verify all existing conditions prior to commencement of work.

2.0 Background

The Administration Building is an approximately 12,636 square foot, two-story, concrete tilt-up structure originally constructed in 1964. The building primarily consists of offices, conference rooms, support spaces and an elevator addition. The roof slope for the building is approximately 3/8" from the center ridgeline to the edge. The building has a roof area of approximately 7,500 square feet, contractor shall verify actual square footage for their quote.

The existing roofing system has experienced deterioration including ponding water, failed flashing conditions, leaking roof penetrations, deterioration at equipment curbs, and leaking at the junction between the original roof and elevator addition roof.

The existing gutter system has deteriorated and exhibits corrosion and separation at seams. Existing roof access components and fall protection systems are non-compliant with current safety standards.

The US Forest Service intends to replace the existing roofing system with a highly reflective white PVC roofing system designed to improve long-term performance, energy efficiency, drainage characteristics and maintainability. The Basis-of-Design roofing system is the Duro-Last DL60 60-mil PVC roofing system or approved equal.

The Contractor shall evaluate existing roof elevations, drainage patterns and roof conditions and incorporate drainage improvements necessary to minimize localized ponding and provide positive drainage.

During previous roofing activities at an adjacent facility, asbestos-containing materials were discovered at roof penetrations and associated roofing components. Due to the age of the building and the potential for concealed hazardous materials, this project includes asbestos testing and sampling prior to demolition activities. Optional asbestos abatement services may be authorized if asbestos-containing materials are identified.

The completed roofing system shall be installed by a manufacturer-certified installer and shall qualify for a minimum twenty (20) year No Dollar Limit (NDL) manufacturer warranty.

Contractor Requirements

3.0 Contractor Requirements

The Contractor shall visit the job site and thoroughly familiarize themselves with all existing conditions, dimensions, access limitations, phasing requirements, safety concerns, and operational constraints.

The Contractor shall verify all dimensions and existing conditions in the field prior to commencing work.

The Contractor shall coordinate all work activities with the COR while maintaining safe access to the facility and minimizing disruptions to Government operations.

The Contractor shall provide all required notifications, licenses and certifications necessary to perform the work.

The Contractor shall always maintain the project site in a clean and orderly condition.

The Contractor shall perform daily cleanup activities including removal of roofing debris, nails, fasteners, and loose materials. The Contractor shall conduct magnetic sweeps in all work areas, parking areas, sidewalks, access routes, and adjacent occupied areas on a daily basis and as necessary to maintain safe conditions.

All debris, waste materials, roofing materials, hazardous materials, and demolition materials shall be removed from the site and disposed of in accordance with applicable federal, state, and local regulations.

The Contractor shall protect adjacent building systems, landscaping, vehicles, walkways, occupied areas, HVAC systems, and air intakes from damage, dust, debris, odors, fibers, and contaminants during construction.

The Contractor shall coordinate work activities to minimize impacts to building occupants and building ventilation systems. Temporary protection measures for HVAC equipment and outdoor air intakes shall be implemented as necessary during roofing operations, demolition activities, and any hazardous material related work.

The Administration Building is intended to remain occupied during construction activities. The Contractor shall perform and phase work in a manner that minimizes disruption to Government operations, employees, visitors, building systems, and occupied office spaces.

The Contractor shall propose a phased construction approach for Government review and approval prior to commencement of work. Due to the rectangular configuration of the building, phased work sequencing shall, where practical, limit active roofing operations to approximately one-half of the roof area at a time in order to reduce operational impacts and maintain building protection.

The Contractor shall ONLY access the roof from the exterior of the Administration Building to minimize disturbance to building occupants. Routine Contractor access through occupied office areas shall not be permitted unless specifically approved by the Government.

If interior access is required, the Contractor shall:

- Coordinate access with the COR.
- Protect floors, carpeting, walls, furniture, office equipment, and occupied areas.
- Document existing conditions through photographs prior to commencing work.
- Utilize protective coverings and containment measures.
- Immediately repair or replace damaged carpet, flooring, furniture, finishes, equipment, or other Government property damaged by construction activities at no additional cost to the Government.

The Contractor shall protect occupied office areas and concealed building infrastructure located above suspended (T-bar) ceilings and beneath the roof deck during all demolition and roofing operations.

Areas above ceilings contain critical network infrastructure, conduits, electrical systems, communications cabling, and associated building systems which shall remain protected and operational throughout construction.

The Contractor shall implement dust containment, debris protection, temporary barriers, protective coverings, and containment measures necessary to prevent dust, debris, water intrusion, or construction impacts from entering occupied office areas or damaging concealed building systems.

Any damaged network infrastructure, cabling, conduit, electrical systems, ceiling systems, or associated building components damaged during construction shall be immediately repaired or replaced by the Contractor at no additional cost to the Government.

The Contractor shall conduct daily inspections of occupied areas located beneath active roofing work to verify that dust, debris, water intrusion, and construction impacts have not entered office spaces or damaged Government property or infrastructure.

Any debris intrusion, contamination, ceiling damage, or property damage identified during inspections shall be immediately cleaned, repaired, or corrected by the Contractor at no additional cost to the Government.

The Contractor shall maintain occupied building protection measures throughout construction including:

- Dust control.
- Debris containment.
- Noise minimization.

- Water intrusion prevention.
- Protection of indoor air quality.
- Protection of occupied office areas.
- Protection of network and communications infrastructure.
- Daily housekeeping and cleanup.
- Immediate correction of unsafe or contaminated conditions.
- Replacement of stained or damaged ceiling tiles.

The Contractor shall provide immediate emergency response to active leaks, water intrusion events or weather-related roofing failures occurring during construction activities.

The Contractor shall implement odor control measures necessary to minimize intrusion of roofing odors, asphalt fumes, adhesives, sealants, and related construction odors into occupied building areas.

The Contractor shall provide pedestrian protection measures, barricades, signage and debris protection in areas adjacent to the building where construction activities or falling debris may create hazards to employees or visitors.

Temporary weatherproofing and watertight protection shall be maintained throughout construction.

The Contractor shall immediately notify the Government of any concealed, hazardous, deteriorated or unforeseen conditions.

3.0.1 Contractor Licensing Requirements

The Contractor shall possess and maintain a valid California Contractor State License Board (CSLB) C-39 Roofing Contractor License throughout the duration of the contract.

The Contractor shall provide proof of current licensure with its offer and shall maintain the license in good standing for the duration of the project.

Any subcontractor performing roofing work shall also possess any licenses required by the State of California for the work being performed.

The Contractor shall comply with all applicable federal, state and local licensing requirements.

3.1 Technical Requirements / Tasks

3.1.1 Existing Roof Removal

The Contractor shall remove and properly dispose of the existing roofing system, including all associated roofing materials necessary to facilitate installation of the new roofing system.

The Contractor shall be responsible for disconnecting, temporarily supporting, protecting, relocating as necessary, and reconnecting rooftop equipment, conduit, lighting, and associated appurtenances required to complete the roofing work. Coordination shall include maintaining functionality of building systems where required.

The Contractor shall protect and coordinate condensate lines, rooftop equipment supports, rooftop electrical systems, and associated utilities during construction.

Temporary or noncompliant rooftop equipment supports and blocking shall be removed and replaced with engineered support systems compatible with the roofing warranty.

The Contractor shall inspect rooftop ventilation equipment, vent bases, and associated curbs for corrosion, deterioration, and watertight integrity and replace deteriorated flashing, hardware, and associated waterproofing materials where necessary.

The Contractor shall provide pest-resistant screening or replacement screening where existing rooftop vents or openings have deteriorated, missing, or damaged protective screening.

Demolition shall include, but not be limited to:

- Existing roofing membrane.
- Existing flashing.
- Existing deteriorated sealants.
- Existing insulation and coverboard as required.
- Existing roof accessories necessary for replacement.
- Existing gutters and downspouts.
- Existing deteriorated roof curbs where required.
- Existing roof hatch railing.
- Abandoned rooftop equipment, conduit, supports, penetrations, and miscellaneous rooftop components not required to remain.
- Deteriorated pitch pockets.
- Deteriorated edge metal, counterflashing, coping, and fascia trim where necessary.

The Contractor shall perform complete tear-off of the existing roofing system down to the structural deck unless otherwise approved in writing by the Government.

Following removal of the existing roofing system, the Contractor shall inspect the exposed structural roof deck and immediately notify the COR of any deteriorated, cracked, delaminated, spalled, or otherwise deficient structural deck conditions requiring repair.

The Contractor shall document deficiencies with photographs and written recommendations. Roof deck repairs beyond incidental surface preparation shall not proceed without Government authorization.

The Contractor shall protect the building interior from water intrusion at all times.

The Contractor shall provide reinforced waterproof tarping, temporary membrane systems, weighted securement methods, temporary dry-in materials, and other weather protection measures necessary to maintain a watertight building envelope during all phases of construction.

The Contractor shall protect interior occupied areas using temporary containment, water diversion methods, protective coverings, and immediate response procedures in the event of water intrusion or leaks.

No exposed roof areas shall be left open overnight or during forecasted rain events unless specifically approved in writing by the COR. The Contractor shall provide temporary dry-in, waterproofing, coverings, and weather protection measures necessary to maintain a watertight building envelope throughout construction.

The Contractor shall ensure the roof remains watertight at the end of each workday.

3.1.1.1 Roof Deck and Substrate Assessment Allowance

Following removal of the existing roofing system, the Contractor shall assess the condition of the exposed roof deck, concrete roof panels, substrate materials and associated roofing base materials and report any deficiencies to the Contracting Officer's Representative.

The Schedule of Items shall include a Roof Deck and Substrate Repair Allowance equal to twenty-five percent (25%) of the total roof area for potential repairs associated with deteriorated, cracked, spalled, delaminated, moisture-damaged or otherwise deficient roof deck, substrate, insulation or associated roofing base materials discovered during demolition.

The allowance quantity is an estimate only and does not represent actual anticipated repairs.

The Contractor shall document all deficient conditions with photographs and written recommendations and obtain Government approval prior to performing corrective work under this allowance.

Payment for repair work performed under this allowance shall be based upon actual approved quantities and documented costs.

Any unused allowance funds shall remain Government property and shall not be paid to the Contractor.

3.1.2 New Roofing System

The Contractor shall furnish and install a complete roofing system equal to or better than the attached Duro-Last Basis-of-Design roofing assembly.

The roofing system shall include:

- White reflective PVC roofing membrane, minimum 60-mil thickness.
- Insulation and coverboard systems required to meet manufacturer warranty requirements.
- High-density coverboard equal to or better than DensDeck Prime.
- White walkway pads equal to or better than Roof Trak III.
- Manufacturer-approved flashings, accessories, edge metal, sealants, supports and terminations.
- Manufacturer-approved rooftop conduit support systems.

The roofing system identified in the attached Duro-Last specifications is provided as the Basis of Design. Alternate roofing systems may be proposed provided they meet or exceed the performance, durability, warranty, fire resistance, wind uplift resistance, solar reflectance, membrane thickness and accessory requirements of the specified system.

Roofing membrane, flashing membrane, walkway pad skirts, and exposed roofing accessories shall be white unless otherwise approved by the Government.

The Contractor shall remove and replace deteriorated rooftop conduit supports and eliminate wood blocking or other noncompliant support methods.

All rooftop conduit and piping systems shall be elevated above the roof surface utilizing manufacturer-approved support systems compatible with the roofing warranty and designed to allow proper drainage, cleaning access, and maintenance.

The Contractor shall provide continuous designated walk pad pathways from the roof hatch to all serviceable rooftop equipment and maintenance areas.

Walk pads shall also be installed along rooftop perimeter maintenance paths necessary for safe inspection, cleaning, and servicing of gutters and drainage systems.

The roofing system shall be designed and installed to provide positive drainage and eliminate or minimize ponding water conditions.

The Contractor shall install crickets, saddles, tapered edge strips, and other drainage accessories where necessary at curbs, penetrations, roof transitions, rooftop equipment, and drainage paths to facilitate proper drainage and prevent standing water.

The Contractor shall provide crickets and water diverters around rooftop equipment, supports, curbs, and penetrations where necessary to prevent ponding and interruption of drainage flow.

The Contractor shall verify existing roof elevations, slope conditions, and drainage flow patterns prior to installation of tapered insulation systems.

The Contractor shall provide tapered insulation shop drawings and drainage plans for Government review and approval prior to installation.

The completed roofing system shall comply with applicable wind uplift requirements and manufacturer requirements.

The roofing system shall be installed by a manufacturer-certified installer and shall qualify for issuance of at least a twenty (20) year No Dollar Limit (NDL) manufacturer warranty. The warranty shall be a manufacturer-issued No Dollar Limit warranty covering labor, materials, flashing, insulation, and watertight integrity.

The roofing system shall be designed and installed to prevent ponding water and improve drainage conditions.

The Contractor shall provide manufacturer-recommended assemblies and details.

The Contractor shall conduct adhesion testing and pull testing as required by the roofing manufacturer and applicable industry standards to verify compatibility and performance of the proposed roofing system with existing conditions and substrates. Testing shall include all required documentation and manufacturer review necessary to support issuance of the roofing warranty.

The Contractor shall include in the Base Bid all labor, materials, equipment, supervision, and incidentals necessary to address unforeseen deteriorated roof decking, deteriorated substrate conditions, concealed water-damaged materials, and associated unforeseen roofing deficiencies encountered during demolition and replacement activities as directed by the Government.

Replacement materials and repairs shall be compatible with the existing structure, and the completed roofing system shall comply with applicable California Building Code requirements, manufacturer requirements and ASCE 7 wind uplift requirements.

The Contractor shall provide all manufacturer inspections, testing, and documentation required to obtain the specified warranty.

The Contractor shall perform final water testing, flood testing, or equivalent manufacturer-approved testing methods at gutters, roof transitions, curb interfaces, penetrations, and other critical waterproofing locations to verify watertight integrity and proper drainage prior to final acceptance.

Final payment shall not be made until warranty eligibility documentation has been provided to the Government.

3.1.3 Gutters and Downspouts

The Contractor shall remove and replace the existing gutter and downspout system.

The Contractor shall clean, clear, and restore the existing concrete drainage channel and associated drain system located along the north side of the building where downspouts discharge.

Work shall include:

- Removal of debris, sediment, vegetation, and obstructions.
- Cleaning and flushing of drainage components.
- Snaking and clearing drain lines to verify proper drainage.
- Removal and replacement of corroded drain grates.
- Installation of new stainless steel or other approved corrosion-resistant drain grates.
- Verification that drainage systems are functioning properly and free-flowing.

The new gutter system shall:

- Include Kynar finish.

- Include leaf guards.
- Include protection measures designed to minimize accumulation of debris and pine needles.
- Be designed and installed to promote proper drainage and minimize standing water and ponding conditions.
- Include properly sealed transitions, joints, interfaces, and terminations to prevent water intrusion into the building envelope.
- Match existing dimensions unless otherwise approved.
- Be fully sealed and watertight.
- Properly discharge away from the building.

The Contractor shall verify drainage performance prior to final acceptance.

3.1.4 Roof Access Components

The existing roof hatch and interior access ladder shall remain in place and be fully refurbished.

The Contractor shall refurbish the existing ladder leading to the roof hatch including:

- Removal of deteriorated coatings and loose paint.
- Surface preparation and repair of imperfections.
- Corrosion treatment where required.
- Application of industrial-grade coatings.
- Application of non-slip/slip-resistant coating systems or equivalent treatments to improve climbing safety.
- Replacement of deteriorated hardware where necessary.
- Compliance with applicable Cal-OSHA requirements.

The Contractor shall remove and replace the existing railing system surrounding the roof hatch. The new railing system shall:

- Be Cal-OSHA and California Building Code-compliant.
- Be UV-resistant.
- Be exterior-rated and corrosion-resistant.
- Be suitable for long-term outdoor exposure.
- Include all required anchorage and hardware.
- Be compatible with the roofing system and warranty requirements.

The Contractor shall provide:

- Refurbished roof hatch.
- Refurbished compliant ladder.

3.1.5 Painting and Restoration

The Contractor shall restore and paint all disturbed surfaces to match existing adjacent finishes.

Painting shall include:

- Roof access components.
- Gutters and downspouts.
- Disturbed building exterior finishes.
- Modified metal surfaces.
- Exposed repair areas.
- Areas impacted by demolition or installation activities.
- Fascia surfaces around the building.

The Contractor shall prepare, repair, replace where necessary, and repaint fascia components around the building. Work shall include:

- Surface preparation.
- Removal of deteriorated coatings.
- Repair or replacement of deteriorated fascia materials.
- Caulking and sealing.
- Priming.
- Finish painting to match adjacent finishes.

3.1.6 Electrical Systems

The project shall also include decommissioning and replacement of exterior lighting infrastructure located along the entire perimeter of the building on all sides to improve exterior illumination, pedestrian visibility, and site safety.

The Contractor shall isolate and lockout/tagout (LOTO) existing electrical circuits associated with exterior lighting systems. The Contractor shall disconnect, remove, and legally dispose of four (4) existing roof-mounted high-pressure sodium (HPS) fixtures, lamps, and ballasts.

The Contractor shall safely terminate, seal, and abandon unused peripheral electrical equipment where necessary.

The Contractor shall furnish and install a new branch circuit network utilizing EMT conduit with raintight compression fittings and wet-location copper conductors (THWN-2).

The Contractor shall install high-visibility safety markings and protective shielding over conduit runs located within maintenance pathways or areas subject to physical contact.

The Contractor shall procure, furnish, and install twelve (12) commercial-grade, wet-listed LED floodlights rated between 4000K and 5000K color temperature, minimum IP65 rating, and minimum 15,000 lumens per fixture.

Lighting distribution shall include:

- Four (4) fixtures on the North elevation.
- Four (4) fixtures on the South elevation.
- Two (2) fixtures on the East elevation.
- Two (2) fixtures on the West elevation.

Fixtures shall be structurally anchored, sealed, and integrated into the roofing and building systems.

Lighting fixtures shall be selected and installed to direct illumination downward toward walking surfaces and building perimeter areas while minimizing glare, off-site light spill, and illumination extending onto adjacent streets or neighboring properties.

Exterior lighting shall safely illuminate building entrances, pathways, and perimeter walking areas while minimizing nuisance lighting conditions.

The Contractor shall integrate lighting controls including dusk-to-dawn controls and perform nighttime fixture aiming and adjustment to eliminate dark spots and verify proper illumination coverage.

The Contractor shall verify final installation complies with all applicable codes and standards.

The Contractor shall coordinate grounding, bonding, and associated electrical protection requirements for new lighting and rooftop electrical installations.

The Contractor shall perform nighttime lighting adjustments, aiming, and photometric verification as necessary to confirm adequate illumination coverage, elimination of dark spots, and minimization of glare and off-site light spill.

Existing exterior conduit systems associated with replaced lighting shall be removed and replaced with exterior-rated conduit systems, including EMT conduit where applicable and suitable for the installation environment.

3.1.7 Hazardous Materials and Asbestos Requirements

The Contractor shall comply with all applicable federal, state, and local hazardous material regulations. Prior to demolition activities, the Contractor shall perform asbestos testing and sampling.

Testing and sampling shall:

- Be performed by a California OSHA Certified Asbestos Consultant (CAC).
- Include all suspect roofing materials and penetrations.
- Include laboratory analysis by an accredited laboratory.
- Include written reporting of results.
- Be coordinated with the COR.

Testing and sampling shall comply with:

- OSHA requirements.
- EPA requirements.
- South Coast AQMD requirements.
- Applicable asbestos regulations.
- Applicable hazardous material handling regulations.

The Contractor shall provide the asbestos survey and laboratory results to the Government prior to disturbance of suspect materials.

3.1.8 Optional: Asbestos Abatement and Disposal

If asbestos-containing materials are identified, the Government may authorize asbestos abatement and disposal work. Asbestos abatement work shall:

- Be performed by a properly licensed asbestos abatement contractor.
- Be performed in accordance with all applicable regulations.
- Include required notifications and permits.
- Include containment and engineering controls.
- Include worker protection measures.
- Include air monitoring where required.
- Include proper transportation and disposal.
- Include clearance documentation.
- Include final waste manifests.

All offerors shall propose pricing on option item A.1 Asbestos Abatement and Disposal for entirety of roof materials. A modification to contract award can be addressed after testing results are provided and verified by the Government.

The Contractor shall assume worst-case conditions associated with roofing-related asbestos-containing materials.

No asbestos abatement work shall proceed without written Government authorization.

If asbestos-containing materials are identified requiring abatement activities that may impact occupied areas or indoor air quality, asbestos abatement operations shall be scheduled during weekends or other Government-approved periods when the building is unoccupied in order to reduce potential health and operational impacts to building occupants.

3.1.9 Optional: Roof Perimeter Guardrails

The Contractor shall furnish and install code-compliant roof perimeter guardrail systems if authorized by the Government. Guardrails shall:

- Meet Cal-OSHA requirements.

- Meet applicable fall protection standards.
- Be properly anchored.
- Be compatible with the roofing system.
- Include all required components.
- The Contractor shall coordinate attachment methods to maintain roofing warranty requirements.
- No fastener penetrations through completed waterproofing assemblies shall be permitted except where specifically approved and detailed in accordance with manufacturer requirements.

3.1.10 Optional: Anchor Points

The Contractor shall provide and install the minimum number of Cal-OSHA and California Building Code-compliant roof anchor points necessary to provide safe tie-off locations and fall protection coverage for rooftop access, perimeter gutter servicing, and rooftop maintenance activities.

Anchor point locations shall be coordinated to provide practical access to rooftop equipment, maintenance pathways, and perimeter gutter systems.

Anchor systems shall:

- Comply with applicable OSHA and Cal-OSHA requirements.
- Be compatible with the roofing system.
- Maintain roofing warranty requirements.
- Be properly flashed and waterproofed.
- Be permanently labeled where required.
- Be suitable for long-term rooftop maintenance operations.
- Include all required anchorage and structural attachments.

4.0 Government Furnished

Government-furnished utilities shall be limited to water provided from an exterior spigot location designated by the COR.

The Contractor shall provide all temporary construction power necessary for performance of the work.

The Contractor shall not utilize gasoline-powered generators on the roof due to concerns associated with exhaust intrusion into building HVAC systems, noise, occupied areas and vibration impacts to the structure.

Allowable construction hours are Monday through Friday, from 7:30 am to 4:30 pm. Construction is not allowed during any federal holiday. Exception to working hours may be granted upon submitting a written request and obtaining approval from Project Management.

The Contractor will allow the COR to inspect the work at any time during the project to ensure that it is being completed to the required standards.

Submittal documents will be reviewed to ensure all work is being performed according to project specifications. The Contractor will be notified as to whether the documents have been approved.

The Contractor shall coordinate staging locations, material storage areas, crane operations, dumpsters and temporary facilities with the COR.

The Government will coordinate site access with the Contractor.

The Contractor shall provide and maintain temporary restroom facilities for Contractor personnel throughout the duration of the project. Contractor personnel shall not utilize Government restroom facilities unless specifically approved by the Government.

5.0 Deliverables / Schedule

1. General Submittal Procedure Requirements: Every effort shall be made to submit all deliverables electronically. If electronic delivery is not possible, two (2) written copies shall be submitted instead.

2. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
   - 2.1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
   - 2.2. Mark each copy of each submittal to show which products and options are applicable.
   - 2.3. Include the following information, as applicable:
     - 2.3.1.Manufacturer's catalog cuts.
     - 2.3.2.Green Globe sustainability requirements.
     - 2.3.3.Manufacturer's product specifications.
     - 2.3.4.Standard color charts.
     - 2.3.5.Statement of compliance with specified referenced standards.
     - 2.3.6.Testing by recognized testing agency.
     - 2.3.7.Application of testing agency labels and seals.
     - 2.3.8.Notation of coordination requirements.
     - 2.3.9.Availability and delivery time information.
   - 2.4. For equipment, include the following in addition to the above, as applicable:
     - 2.4.1.Wiring diagrams showing factory-installed wiring.
     - 2.4.2.Printed performance curves.
     - 2.4.3.Operational range diagrams.
     - 2.4.4.Clearances required to other construction, if not indicated on accompanying Shop Drawings.
   - 2.5. Submit Product Data before or concurrent with Samples.
   - 2.6. Submit Product Data in the following format:
     - 2.6.1.PDF electronic file.

3. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based upon Contracting Officer's digital data drawing files is otherwise permitted.
   - 3.1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
     - 3.1.1.Identification of products.
     - 3.1.2.Schedules.
     - 3.1.3.Compliance with specified standards.
     - 3.1.4.Notation of coordination requirements.
     - 3.1.5.Notation of dimensions established by field measurement.
     - 3.1.6.Relationship and attachment to adjoining construction clearly indicated.
     - 3.1.7.Seal and signature of professional engineer if specified.
   - 3.2. Submit Shop Drawings in the following format:
     - 3.2.1.PDF electronic file.
     - 3.2.2.Two opaque (bond) copies of each submittal. Contracting Officer will return one copy.

4. Contractor's Construction Schedule: Prepare a construction schedule to illustrate the project timeline determining the order and duration of construction activities.
   - 4.1. Submit product schedule in the following format:
     - 4.1.1.PDF electronic file.

5. Subcontract List: Submit list in accordance with requirements stated elsewhere and below.

   - 5.1. Submit subcontract list in the following format:
     - 5.1.1.PDF electronic file.

6. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents, as applicable.

7. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents, as applicable.

8. Tasks and Associated Deliverables: Timely submission of deliverables is essential to successful completing this requirement. All deliverables shall be prepared and submitted according to format, content, and schedule described in the SOW. All "hard copy" deliverables will be submitted on recycled content paper and printed double-sided. Schedules for key deliverables are specified in Table 1, shown below.

Item No.	Deliverable	Objective	Due
1	Proposed Project Plan	Defining the responsibilities, timeline, risks and milestones of contract objectives.	No later than five (5) business days after contract award
2	Construction Schedule	Develop a detailed scheduled outlining key milestone, activities and deadlines for the project.	No later than five (5) business days after contract award
3	Safety Plan	Develop a comprehensive safety plan outlining procedures, protocols and training for workers.	No later than five (5) business days after contract award
4	Quality Control Plan	Develop a plan to ensure quality control during the Roof Replacement Project, including inspections and testing.	No later than five (5) business days after contract award
5	Key Personnel and Subcontractor List	Provide a list describing key personnel in accordance with Section 7.0, as well as subcontractors that will be performing work under the contract	No later than five (5) business days after contract award
6	Material Selection and Procurement	Provide submittals for appropriate materials based on project requirement as well as appliable certificates.	As per project timeline
7	As-Built Drawings	Develop drawings describing what was installed.	Upon project completion

Table 1. Deliverables. Required deliverables for the Administration Building Roof Replacement Project.

Any known services/systems interruption, not included in the Construction Schedule, regardless of the time of day or day of the week, due to the Work of this Contract shall be delivered in writing to the Contracting Officer a minimum five (5) workdays in advance of interruptions. The notice allows the Owner and building occupants to schedule work accordingly and avoid any inconvenience prior to minor interruptions.

Pre-construction documents will be reviewed to ensure all necessary licenses and permits are in place, as well as the completion of all pertinent pre-construction-related tasks, prior to work being performed. The Contractor will be notified as to whether the documents have been approved.

Period of Performance: 90 Calendar Days

Contract Awardee shall expect to begin performance within 14 days of contract award.

The Administration Roof Replacement Project shall be completed no later than October 30, 2026.

A Notice to Proceed will be issued after project award and approval of Proposed Project Plan deliverable will be required showing that work will be completed as soon as possible.

6.0 Travel

The Contractor shall be responsible for all travel expenses associated with performance of the work.

No separate reimbursement for travel, lodging, meals, transportation, mobilization, or related expenses shall be provided unless specifically authorized elsewhere in the contract.

7.0 Contractor's Key Personnel

There are several contractor key personnel, described below, that are crucial to the successful performance of the contract. The Contractor is to ensure each of the described positions will be successfully performed. One person may take on multiple key personnel roles.

- Project Manager: The Project Manager is responsible for overseeing the entire project, including planning, execution, monitoring, and control. The Project Manager must have at least fifteen years (15) of project management experience relative to this scope of work. They should have extensive experience in managing similar large roof replacement projects and possess excellent organizational and leadership skills.
- Roofing Estimator: The Roofing Estimator is responsible for accurately estimating the materials, labor, and costs required for the project. They should have in-depth knowledge of large roofing systems and be skilled in estimating techniques.
- Site Superintendent: The Site Superintendent is responsible for overseeing the day-to-day operations at the project site, including managing labor, materials, and subcontractors. The Site Superintendent must have at least fifteen years (15) of hands-on field experience removing and constructing roofing systems. They should have a strong understanding of large roofing construction processes and safety regulations.
- Roofing Foreman: The Roofing Foreman is responsible for supervising the roofing crew and ensuring that the work is done according to the project plans and specifications. They should have extensive experience in large roofing installation techniques and be skilled in managing a team of roofers.
- Quality Control Inspector: The Quality Control Inspector is responsible for ensuring that the roofing work meets the required quality standards and specifications. They should have a keen eye for detail and a thorough understanding of large roofing systems and installation techniques.

Overall, the Contractor positions key to the successful performance of the Roof Replacements Project should have relevant experience, education, and past performance on similar projects.

8.0 Security Requirements

As the Roof Replacements Project will take place on a secured government facility, the Contractor and its personnel will need to comply with specific security requirements. These include:

- Daily Sign-In: All on-site staff of the Contractor will be required to sign in daily at a designated location on the government site. This sign-in process will include providing identification, stating the purpose of the visit, and recording the time of arrival and departure.
- Access Control: Access to the government facility will be restricted and controlled through a security gate. The Contractor's personnel shall utilize an intercom or other designated communication system to request access and provide appropriate identification or credentials. Only authorized personnel will be allowed entry, and they will need to follow specific protocols or procedures for gaining access.
- Compliance with Facility Security Policies: The Contractor and its personnel shall comply with the security policies and procedures of the government facility. This will include restrictions on bringing in certain items, following specific safety protocols, and adhering to any other security measures in place at the facility.

It's important for the Contractor and its personnel to fully understand and comply with the security requirements of the government facility to ensure smooth access to the site and successful completion of the project while maintaining the security and confidentiality of the facility. Failure to comply with these security requirements may result in denial of access or other consequences, including legal or contractual penalties.

9.0 Data Rights

N/A

10.0 Section 508 – Electronic and Information Technology Standards

N/A

11.0 Organized FS Led Site Visit

A Forest Service led site visit is highly encouraged for all prospective Contractors. This will be the only opportunity to physically see the site as it is a secure facility.

Organized Site Visit Details:

- Date / Time:
- Meeting Location: US Forest Service, National Technology and Development Program: 444 E Bonita Ave, San Dimas, CA 91773

FS personnel leading Site Visit Contact Info

- Title: Civil Engineer, COR
- Name: Kenneth Bailey
- Email: kenneth.bailey@usda.gov

****NOTE** - COR shall not be contacted outside of information pertaining to the site visit. Emailing or calling COR outside of the site visit may result in your firm being removed from eligibility.**

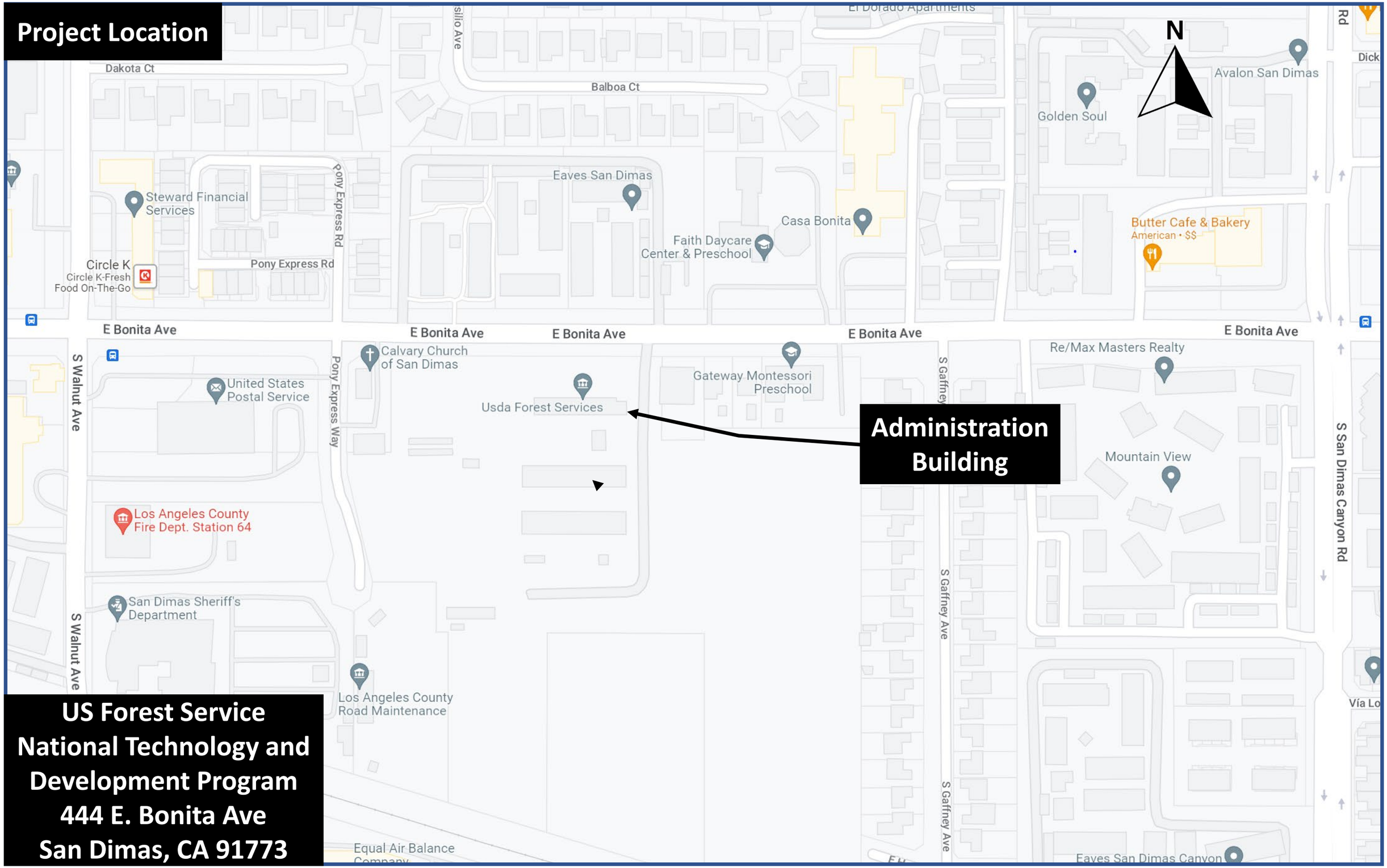
It is the responsibility of the contractor to inspect the site to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance. Please be advised that failure to inspect the site will not constitute grounds for any claims after the contract award.

12.0 Attachments

Appendix A- Administration Building Roof Photographs

CINTAS
First Aid Center

Project Location



US Forest Service
National Technology and Development Program
444 E. Bonita Ave
San Dimas, CA 91773