STATEMENT OF WORK FOR
CONSTRUCTION SERVICES

Choose a Post City Newly Acquired Building - Staff Diplomatic Housing Selective Improvements Construction Phase Services

Choose Post City, Country

Solitication #:
XXX

May 26, 2026

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B.1 ADMINISTRATIVE

B.1.1 PROJECT OVERVIEW

The United States Government (USG), Department of State (DOS), Bureau of Overseas Buildings Operations (OBO) requires Construction Services for a Newly Acquired Building Staff Housing- Single Family in Johannesburg Consulate General- Johannesburg, South Africa. This Statement of Work (SOW) defines the services to be performed by the project development Construction Contractor, hereafter referred to as the Contractor. Refer to section 2.3 for project-specific programs.

B.1.1.1 Project Location and Description

The project is located on 0.2464 hectares (0.6089 acres) in the Edenburg Area. The official project address is 7 Trebyam Avenue, Edenburg, Sandton, Johannesburg, 2128, South Africa. The site is well developed. The structures that can be found on the site include a main residence, attached utility room and staff accommodation, a tool shed, car port and a swimming pool can be found on the site. The site is bounded along its perimeter by Trebyam Avenue to the north and residential properties to the South, East, and West.

B.1.1.2 Project Objective – Construction

The Contractor shall provide complete construction services, contract coordination, and supervision, including but not limited to the management, and construction necessary to meet the requirements of this contract within the established schedules. Construction documents shall be developed in accordance with the RFP 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. Construction shall be completed within the contract award amount and construction shall be performed within the period of performance.

B.1.1.3 Contract Line-Item Numbers (CLIN)

Tasks and Deliverables not identified with a CLIN designation fall under CLIN 001.
The Contractor shall provide separately priced fee options for:

- CLIN 001 – Base Scope
- CLIN 002 – VAT

B.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.

- Reference: Attachment J.3.2 Project Specific Drawings

B.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.

- Contractor shall provide drawings and other design documents needed to obtain those permits and licenses for which they are responsible, and official translations as required to execute those permit actions.
- Contractor shall submit drawings to the 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.

B.1.1.6 Work by Others

The Government may undertake or award other contracts for additional work at or near the site of the work under this contract. The Contractor shall fully cooperate with the other contractors and with Government employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The Contractor shall afford other entities reasonable opportunity for access to the site, introduction and storage of their materials and equipment, and performance of their activities, including USG required compliance inspections. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by Government employees. Separate contractors working for the Government will accomplish the following work as part of this project:

- Inspections: USG compliance inspections
- Other contractors as required by the USG

B.1.1.7 Reserved

B.1.1.8 Reserved

B.1.1.9 Government Furnished Equipment (GFE)

The Contractor shall coordinate and install government provided equipment identified in the J.2 and J.3 documents as Government-Furnished Contractor-Installed (GFCI).

B.1.2 RESERVED

B.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. For order of precedence in other Contract sections, refer to Section H Special Contract Requirements

- Section B
- J.3.7 Reserved
- J.3.5 Reserved
- J.2.1 Reserved
- J.3.2 Project-Specific Specifications
- J.3.2 Project-Specific Drawings
- J.3.1 Reserved
- J.2.2 Reserved
- J.2.3 Reserved
- J.2.4 Reserved
- J.3.2 Reserved
- J.2.5 OPSR 5 OBO Deliverable Requirements (ODR)

B.2 REQUIREMENTS

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

B.2.1 ADMINISTRATIVE SECURITY REQUIREMENTS

This SOW requires that the Contractor perform only unclassified work. The SOW does not require 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. The Contractor shall comply with security procedures during construction as described in Section G and other sections of the contract.

B.2.2 OBO PROJECT STANDARD REQUIREMENTS (OPSR) DOCUMENTS

The Contractor shall use the 2025 Edition of OPSR 5 (OBO Deliverable Requirements) 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 J.2 OBO Project Standard Requirements 5 (OPSR) and applicable bulletins

B.2.3 PROJECT SPECIFIC REQUIREMENTS

The Contractor shall use the project-specific documents described in B.2.3 and attached in J.3.2 for the execution of the Contract.

- Reference: Attachment J.3.2 Project-Specific Design Drawings & Specifications.

B.2.3.1 Project-Specific Criteria Requirements

The selective improvement project includes exterior and interior security, and accessibility feature improvements to 7 Trebyam.
This project does not require the use of BIM. If models are produced and submitted, they shall comply with file source file requirements identified in the OBO Deliverable Requirements (ODR 1). This project does not require Cultural Heritage requirements. Projects with a cultural heritage designation shall confirm the preservation/conservation approach of the host nation regulations. In the absence of conservation regulations of heritage sites, the contractor shall use the U.S. Secretary of Interior Standards. The Contractor shall use the Project-Specific Criteria Requirements in the referenced attachment for the execution of the purchase order.

B 2.4 PROJECT SAFETY REQUIREMENTS

The Contractor shall compliance with US Army Corps of Engineers (ACOE) Safety and Health Requirements Manual (EM 385-1-1) and local labor codes, whichever is more stringent. The contractor shall also comply with DOSAR 652.236-70 – additional safety measures. Available at https://www.acquisition.gov/dosar/652.236-70-additional-safety-measures.

The contractor shall immediately inform the CO or the COR if they have identified asbestos on site. The FAC/PS Asbestos Management program is responsible for the identification, documentation, management, and remediation of Asbestos-Containing Building Materials (ACBMs) located in Department of State properties worldwide. Post Asbestos Management Plans are developed and provided to every Post via the OBO FAC Apps Environmental database. FAC/PS also provides asbestos inspector training to Post personnel (Facility Managers, Maintenance Supervisors, A/POSHO) which includes training on the use of the FAC Apps Asbestos Management database. The FAC/PS Asbestos program also is responsible for the review of all Department and OBO building renovation plans to determine the potential impact on ACBMs present and designs and supervises remediation of the ACBMs in accordance with U.S. and local host-nation regulations.

Point of contact: Mike Riggs for oversight.

B.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 Johannesburg, South Africa: JNB-W8. The general file naming is as follows:

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 uploaded to an approved OBO approved digital platform, (i.e., Projnet or Kahua). 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 process 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 submittals.

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

This document is the property of the U.S. Government.
Further reproduction and distribution are prohibited without the express written approval of U.S. Department of State, Consulate General Johannesburg, 1 Sandton Drive, Sandhurst, Johannesburg, 2146, South Africa.
ATTN: Contracting Officer

- Reference: Attachment J.2.5 ODR 01 General Conventions

B.3.1 PROJECT MANAGEMENT AND EXECUTION PLANS

The Contractor shall develop and maintain project management and execution. The Contractor shall develop final as-constructed as-built documents in accordance with ODR 05 BIM and CAD standards.

- Reference: Attachment J.2.5 ODR 05 – BIM and CAD Standards

The Contractor shall develop, update and submit project management and execution plans identified with each milestone design submittal. All project management and execution plans shall be submitted in both PDF format and the source file (e.g., excel).

- Project Management Plan (PMP). The Contractor shall establish and maintain a project specific PMP. This plan identifies the Contractor key team members and consultants participating in the project. The Contractor shall provide names, job titles, and contact information for each team member. The Contractor shall develop in coordination with the COR a comprehensive task outline identifying project milestones, meetings, presentations, submissions, and reviews with specific calendar dates in accordance with the Notice to Proceed (NTP) schedule.
- Quality Management Plan (QMP). The Contractor shall establish and maintain a project specific QMP to review and coordinate drawings, specifications, and other project documents before submittal. This includes identifying all interface points and controls between drawings and documents. Deficiencies, ambiguities, conflicts, and inconsistencies shall be rectified prior to the submittal of documents, or they will be rejected by the Contracting Officer. The letter of transmittal shall certify that all documents have been reviewed and coordinated prior to the submittal. The certification shall be signed by a principal of the Contractor's firm. The Contracting Officer's

Representative (COR) will review and approve the Quality Assurance/Quality Control (QA/QC) program proposed by the Contractor. This program shall indicate the method of controlling the quality of all work produced by the Contractor and consultants. Refer to FAR Clause 52.236-23, "Responsibility of the Architect/Engineer Contractor." This plan establishes procedures for submittal and evaluation quality.

- Construction Safety Management System (CSMS). The Contractor shall establish and maintain a project specific Construction Safety Management System that includes but is not limited to a Site-Specific Safety Plan, Construction Safety Program, and Health and Safety Plan. The Contractor shall make use of the U.S. Army Corps of Engineers Safety and Health manual EM 385-1-1 when establishing and maintaining the Construction Safety Management System. The contractor and all subcontractors shall comply with the latest edition of the U.S. Army Corps of Engineers Safety and Health manual EM 385-1-1, or OSHA 29 CFR parts 1910 or 1926 if no EM 385-1-1 requirements are applicable, and the accepted contractor's written Construction Safety Management System. The contractor shall ensure proper waste disposal and site cleanliness, implement erosion control measures during construction and final stabilization, apply dust suppression for earthworks activities, and take necessary precautions to protect neighboring properties and structures.

B.3.2 MEETINGS

The Contractor shall participate in the post-RFP Award project partnering agreement. The USG believes that the performance of this project will be enhanced by the creation and implementation of a formal Partnering Agreement. 30 days after contract award the USG project team led by the CO and COR and the contractor's project team will begin talks to develop and formalize a mutually agreed formal process for developing a collaborative environment for the project so that trust, communication, and cooperation are the norm. The inclusion of the Partnering Process is intended to foster an effective working environment within and between our project teams.

Contractor attendees shall include professionals as required to support the meeting efforts listed below. The contactor shall prepare meeting agendas advance and coordinated with the COR prior to distribution. The Contractor is required to document in writing, meeting notes, as a record of decisions and submit to the Contracting Officer Representative (COR) within seven days of the meeting. Meeting notes shall conclude with the following statement: *"The matters reported in this document are considered by the Contractor to be within the scope of this contract as presently priced, except for items **[Note to Contractor: identify items or state "none"]** as further described below."*

- Kick-Off Meeting. The Contractor shall coordinate a post award kick-off meeting with the Contracting Officer Representative (COR) to introduce the team, review of the available project information, the scope of work that relate to this effort, deliverables, project history, risk management, goals, and visioning session for the project.
- Coordination Conference Calls. The Contractor shall organize, participate and document in conference calls or virtual meetings with the COR regularly throughout the period of performance. The purpose of these conference calls is to discuss project progress, address design and technical issues, and discuss other project issues requiring immediate resolution. Please refer to the COR for frequency of Coordination Conference calls, Bi-weekly or monthly is recommended.

B.3.3 RESERVED

B.3.4 ASSESSMENTS AND SURVEYS

The Contractor shall provide surveys and assessments as required by the execution of the contract. The Contractor shall use the referenced OBO Deliverable Requirements by type of assessment or survey for the execution of the contract.

- Reference: Attachment J.2.5 ODR 11 Survey Standards

B.3.5 STUDIES, STRATEGIES AND DESIGN

The Contractor shall generate As-Constructed As-Built Documents complying with ODR 5-BIM and CAD Standards. The Contractor shall use field surveys to ascertain and accurately depict the location of installed structural, architectural, mechanical, electrical, and plumbing/fire protection elements. Confirm and locate the size of mechanical, electrical, telecommunication, TSS, and plumbing/fire protection riser chases. Separate drawing sets shall be created for each discipline. Drawings shall be submitted in Archival and Source Files formats. The USG shall be the exclusive owner of this documentation.

B.3.6 REPORTS AND SPECIFICATIONS

The Contractor shall provide reports and specifications as required by the execution of the contract. The Contractor shall use the referenced OBO Deliverable Requirements for specific by type of report for the execution of the contract.

- Reference: Attachment J.2.5 ODR 06 Reports and Specifications Standards

B.3.7 SUBMITTALS

The Contractor shall provide all required submittals in accordance with the following guidelines to ensure proper review and approval before execution of the work:

- Submission Timelines: All submittals, including but not limited to shop drawings, material certifications, and welding documentation, must be submitted to the Contracting Officer's Representative (COR) for review and approval at least 10 working days prior to the commencement of related work.
- Shop Drawings: Detailed shop drawings must include dimensions, connections, anchorage details, and any other relevant technical specifications. Drawings must be signed and stamped by a licensed professional where applicable.
- Material Certifications: Certifications for all structural steel, concrete, protective coatings, and other materials must be submitted to verify compliance with project specifications.
- Approval Process: The Contractor shall not proceed with procurement or installation of materials or execution of work until the COR has provided written approval of the submittals. Any revisions required by the COR must be addressed and resubmitted within 5 working days of receiving comments.
- Record Submittals: Upon project completion, the Contractor shall provide "as-built" drawings and final material certifications reflecting the actual construction.

B.4 RESERVED

B.5 ATTACHMENTS

J.1 RESERVED

J.2 OBO PROJECT STANDARD REQUIREMENTS (OPSR)

J.2.1 Reserved

J.2.2 Reserved

J.2.3 Reserved

J.2.4 Reserved

J.2.5 OPSR 5 OBO Deliverable Requirements (ODR) 2026 (Unclassified)

- J.2.5 ODR 01 General Conventions
- J.2.5 ODR 05 – BIM and CAD Standards
- J.2.5 ODR 06 Reports and Specifications Standards
- J.2.5 ODR 11 Survey Standards

J.2.6 Reserved

J.2.7 OPSR 7 OBO Standard Templates (OST) 2026 (Unclassified)

J.2.7-OPSR7-OST01-PMP.xlsx

J.3 OBO PROJECT-SPECIFIC REQUIREMENTS DOCUMENTS

J.3.1 Reserved

J.3.2 Project-Specific Documents (Unclassified)

- J.3.2.1- JNB-W8_ Architectural Drawings-2025-12-11(Unclassified).pdf
- J.3.2.2- JNB-W8_ Structural Drawings-2025-10-23(Unclassified).pdf
- J.3.2.3- JNB-W8_Electrical Drawings-2025-12-11(Unclassified).pdf
- J.3.2.3- JNB-W8_Unpriced BoQ-2025-12-11(Unclassified).pdf

END OF STATEMENT OF WORK

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