FEDERAL HALL NATIONAL MEMORIAL
26 Wall Street, Manhattan, New York

Carpet Replacement in Federal Hall

Statement of Work (SOW)

NATIONAL PARK SERVICE (NPS)

1.0 PROJECT INTRODUCTION

Project Title: Carpet Replacement in Federal Hall National Memorial

In accordance with terms and conditions of the Contract, the Contractor shall perform the work of this Statement of Work (SOW) for the National Park Service (NPS) as described below.

1.1 LOCATION

This project is located at Federal Hall National Memorial, 26 Wall Street, in the financial district of New York City.

1.2 BACKGROUND

Federal Hall National Memorial is a historic structure

1.3 DESCRIPTION OF WORK

Remove and replace carpet tile on all four floors of the historic building.

2.0 PROJECT REQUIREMENTS

2.1 SCOPE OF WORK

The contractor shall provide all labor, materials, equipment, and supervision necessary to perform the following:

1. SITE PREPARATION
   - Verify all dimensions and existing site conditions prior to commencement of work
   - Protect adjacent finishes, walls, doors, historic features, furnishings, and building systems from damage during removal and installation
   - Remove and reinstall moveable furniture as necessary for carpet tile removal and installation.
   - Remove and reinstall vinyl base where existing in limited areas.
   - Coordinate work to minimize disruption to building occupants and visitor operations. Work may require phased installation, after-hours access, or weekend work depending on operational requirements.

2. REMOVAL AND DISPOSAL OF EXISTING CARPET
   - Remove and dispose of approximately 15,450 square feet of existing carpet tile, adhesive revenue, damaged transition strips, and associated flooring materials in accordance with applicable federal, state, and local regulations.
   - Protect marble base during demolition.
   - Remove and reinstall vinyl base where existing in limited areas.

3. PREPARATION FOR NEW CARPET TILE INSTALLATION
   - Prepare concrete floor surface for new carpet, which may include scraping, cleaning, leveling , minor patching, and adhesive removal to provide a smooth and stable surface.
   - Remove and dispose of approximately 15,450 square feet of existing carpet tile.
   - Protect marble base during demolition.

4. PURCHASE AND INSTALL NEW 24” x 24” CARPET TILES
   - Furnish and install approximately 15,450 square feet of commercial-grade 24” x 24” carpet tiles in accordance with manufacturer specifications and industry standards. Carpet tile shall meet or exceed the following minimum requirements:
     - Highest commercial wear class, suitable for heavy commercial use and high-traffic areas
     - Low VOC emissions
     - Manufacturer-approved backing system
     - Color and pattern to be selected by the National Park Service. Carpet tile samples shall be furnished before removal and installation work commences, to be approved by the COR
     - ADA-compliant transitions and edge conditions
   - Furnish and install new transition strips, reducers, edge trims, and accessories required for a complete installation.
   - Conduct final cleaning of all work areas and remove all debris from the site upon completion.

2.2 MATERIAL LISTS

Submittals are required for all materials and equipment intended for use in this Contract.

Provide manufacturers samples to Park for color and pattern selection.

2.3 BUILDING CODES

Work shall conform to the 2024 International Building Code.

4.4 DEFINITION OF CONTRACT LINE ITEMS

CLIN 1 First Floor Carpet Replacement

CLIN 2 Second Floor Carpet Replacement

CLIN 3 Third Floor Carpet Replacement

CLIN 4 - OPTION Basement Carpet Replacement

3.0 RESOURCE PROTECTION

- **Visitor Experience**: Provide the Park with the project schedule as soon as it is known and provide periodic updates of project work.

  Closure or rerouting of visitor areas should be avoided. Any necessary closures would be for the minimal time required to complete the work activity and must be approved by the Park. Federal Hall is closed to the public on Mondays and Tuesdays so contractors shall focus work in visitor areas on those days.

- **Air and Water Pollution Control**:
  Minimize tailpipe emissions, do not leave construction equipment idling longer than necessary for safety and mechanical reasons. Vehicle idling shall comply with New York City and New York State anti-idling laws.

  Take necessary reasonable measures to reduce air and water pollution with material or equipment used during construction. Keep volatile wastes in covered containers.

- **Construction Debris:**
  Construction debris shall be collected in appropriate containers and removed through the employee entrance. Visitor areas will remain free of any construction equipment, materials or debris.

  All construction debris and removed material shall be transported outside the park and properly disposed of at an approved off-site location(s) in accordance with federal, state, and local regulations.

  Noise, dust, and odor-producing activities shall be controlled and minimized.

4.0 CONTRACT ADMINISTRATION

4.1 PROGRESS PAYMENTS

Progress payments will be based on percentage of work completed on items listed in approved schedule of values. Actual construction is completed and in place will form basis for payment. The Contractor shall verify percent complete under direction of the Contracting Officer Representative unless Contracting Officer waives this requirement in a specific instance. Contractor shall make computations for payment based on Government's verification of work completed and in place for periods which progress payments are requested. Update currently accepted construction schedule monthly. If the Contractor fails to provide monthly updates or revisions to currently accepted construction schedule, a portion of monthly payment may be retained until updates/revisions made.

4.2 PROJECT SCHEDULE

General Requirements:

- Project schedule shall cover entire contract period. Late finish date is same as contract's established completion date.
- A two-week lookahead schedule shall be submitted weekly and discussed at the Bi-Weekly virtual conference call. Update the project schedule monthly throughout contract period until project substantial completion. The period of performance can only be changed with a contract modification issued by the Contracting Officer. Status date of each schedule update shall be 10 days before progress payment request date.
- Construction work cannot begin until Government approval is obtained for the work plan for each building, schedule, safety plan, materials and/or any Contractor certifications to be utilized for the work involved in this Contract.
- The Contractor shall ensure project schedule includes own work and Subcontractor work.

Schedule Development

The Contractor shall use Critical Path Method (CPM) with limited use of lead or lag durations between schedule activities. The Contractor's project schedule shall consist of procurement activities (including mobilization, submittal, and fabrication and delivery of key and long-lead procurement items) and construction activities.

Project Schedule Updates

Weekly updates of project schedule shall be an integral part and basic element of estimate upon which progress payments shall be made under this contract. If, in judgment of Contracting Officer, the Contractor fails or refuses to provide schedule of values and complete schedule update or revision as specified hereinafter, the Contractor shall be deemed to have not provided required information upon which progress payment may be made and shall be subject to retainage of a portion of the payment.

As work progresses, indicate Actual Completion percentage for each activity. If schedule update shows late finish date after contract completion date, at a minimum, include the following in narrative with submission:

- Known delays.

- Actions taken to get back on schedule.
- Impediments or constraints affecting progress.

4.4 TIME IMPACT ANALYSIS REQUIREMENTS FOR CONTRACT MODIFICATIONS, CHANGES, DELAYS, AND CONTRACTOR REQUESTS

When contract modifications or changes are initiated, delays are experienced, or the Contractor revises project schedule, the Contractor shall submit to Contracting Officer a written time impact analysis illustrating influence of each modification, change, delay, or Contractor's request on the contract time.

Time Extensions

Activity delays shall not automatically mean an extension of contract time is warranted or due to the Contractor. It is possible that modification, change, or delay will not affect existing critical activities or cause non-critical activities to become critical. A modification, change, or delay may result in only absorbing a part of available total float that may exist within an activity chain of the project schedule, thereby not affecting the contract time. Time extensions will be granted according with terms of contract.

Float

Float is not for exclusive use or benefit for NPS or Contractor. Extension of contract time is granted only to extent the equitable time adjustments to activity or activities affected by modification, change, or delay exceeds total (positive or zero) float available on a particular activity.

4.5 CONSTRUCTION SUPPORT

Staging Areas

Limit construction storage to smallest feasible area that is not visible to visitors. Staging areas should be coordinated and approved by the park prior to any mobilization.

Construction Zones

Before construction activity, use construction plastic barriers, approved by Contracting Officer, to define construction zone/minimum area required for construction. Clearly state protection measures in the staging plan and instruct workers to avoid conducting activities beyond construction zone.

Protection of Public

Use freestanding fence, barricade, or other means to block immediate work area and prevent unauthorized entry.

4.6 SUBMITTAL TYPES

There are two primary types of submittals. *Action Submittals* require Government approval prior to construction. *Informational Submittals* are either accepted or rejected.

Action Submittals

Written, graphic information, and physical samples that require Government's responsive action.

- **Product Data**: Collect information in single submittal for each element of construction and type of product or equipment.
- **Samples**: Submit Samples of kind, color, pattern, and texture for reviewing characteristics with other elements and comparing between submittal and actual component as delivered and installed.
- **Construction Materials**: The Contractor is encouraged to submit, for approval, products made of recycled or environmentally responsible material. NPS will make every effort to approve these materials.

Informational Submittals

Written information does not require Government's responsive action. Submittals may be rejected for not complying with requirements.

- Key Personnel
- Insurance and Bonds
- Project Schedule
- Submittal List
- List of Subcontractors
- Accident Prevention Program
- Quality Control Management Plan
- Site and Staging Plan
- Waste Management Plan

Contractor's Review

Review each submittal for coordination with other work of contract and compliance Contract Documents. Note corrections to field dimensions and actual conditions.

- Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities requiring sequential activity.
- Partial submittals are not acceptable, will be considered non-responsive, and will be returned without review.

Processing Time

1. **Action Submittals:** Allow 15 days for initial review of each submittal. Allow 10 days if coordination with subsequent submittals is required. Allow 15 days for review of submittal resubmission.
2. **Informational Submittals:** Allow 15 days for review of each submittal.

Contracting Officer's (CO) Review

Contracting Officer will review each submittal, generate comments on corrections or modifications required, and indicate appropriate action:

Action Submittals

1. **Approved:** Acceptable with no corrections required.
2. **Approved with Notations:** Minor corrections or clarifications required. Comments are clear and no further review required. The Contractor shall address review comments when proceeding with work.
3. **Disapproved – Resubmit:** Rejected for not according with contract or requiring major corrections or clarifications. Contracting Officer will identify reasons for disapproval. The Contractor shall revise and resubmit with changes clearly identified.

Informational Submittals

4. **Accepted**
5. **Rejected**

Use for Construction

Use only final submittals marked with Approved or Approved with Notations. Ensure notations are incorporated and, at a minimum, keep one copy of final approved submittal on site during construction.

4.7 CONSTRUCTION COORDINATION

The Contractor shall work with Park Project Team and develop communication plan. Contractor shall coordinate all material deliveries, staging, and disposal activities with facility management.

Notifications

Contracting Officer provides necessary written notification and/or direction to the Contractor. On-site Contracting Officer's Representative from the Park coordinates the Contractor's construction efforts with daily operations and transmits/receives correspondence.

4.8 QUALITY CONTROL

The Contractor is responsible for quality of work. Independent testing laboratory is responsible for testing. Inspect and test work as needed to ensure quality of materials, workmanship, construction, and finish, and to ensure functional performance is in compliance with applicable scope of work.

The Contractor accepts ultimate responsibility, liability and duty to control quality of services provided to the Government as stipulated in FAR Part 36.609-2. Contractor shall be responsible for professional quality, technical accuracy and other services furnished by the Contractor, their Employees, Agents, Assignees, and Subcontractors under the contract. Contractor shall, without additional compensation, correct or revise any errors or deficiencies.

The Contractor shall demonstrate existence of a Quality Control (QC) system used for work submitted to NPS. Contractor and Subcontractors shall use this QC system and, at a minimum, include:

- Coordination of all construction work required for each building.
- Verification that documents to be submitted are accurate and correct.
- Checklists for internal review of construction work, and cost estimates.
    - Required documents for each submission are included and complete per contract requirements.

    - Required documents have been through a QC review. NPS requires documentation and submittal of QC work performed.
- CQC Supervisor will complete CQC Daily Reports.

Testing Laboratory and Equipment:

- Person performing tests will complete test reports.
- Contracting Officer may designate test locations.

Quality Control Staff Requirements

- CQC Manager, designated by the Contractor, shall be on project site whenever contract work is in progress.
- Contractor's job supervisory staff may assist CQC Manager, as necessary, by adding certified testing technicians.

Testing Laboratory and Equipment:

- Employ certified independent laboratories to perform sampling and testing. Testing laboratory organization shall be certified for type of testing work.
- Calibrate measuring devices, laboratory equipment, and instruments at established intervals against certified standards according to National Bureau of Standards (NBS) requirements.

Quality Control Submittals:

Quality Control Plan

Prior to Preconstruction meeting, submit written CQC plan for approval.

If plan requires revisions or corrections, the Contractor shall resubmit plan within 10 days.

Government reserves right to require changes to the plan during contract period as necessary to obtain quality specified.

No change in the approved plan may be made without written concurrence by Contracting Officer.

The plan shall include:

- A list of personnel responsible for quality control and assigned duties. Include each person's qualifications.
- A copy of a letter of direction to CQC Manager outlining assigned duties.
- Names, qualifications, and descriptions of laboratories to perform sampling and testing, and samples of proposed report forms.
- Methods of performing, documenting, and enforcing quality control of work.
- Methods of monitoring and controlling environmental pollution and contamination as required by regulations and laws.

Execution of Quality Control

Notify Contracting Officer at least 24 hours in advance of initial and follow-up phases.

Off-Site-Control

Items fabricated or assembled off-site shall be inspected for quality control at the place of fabrication.

On-Site Control

Notify Contracting Officer at least 48 hours in advance of preparatory phase meeting.

Quality Control Phases

Preparatory Phase: Perform before beginning each feature of work.

- Review control submittal requirements with personnel directly responsible for quality control work. At a minimum, CQC Manager and Superintendent responsible for the feature of work shall attend.
- Ensure copies of referenced standards, related to sampling, testing, and execution for the feature of work, are available on site.
- Ensure provisions were made for field control testing.
- Examine work area to ensure preliminary work is completed.
- Verify field dimensions and advise Contracting Officer of discrepancies with contract documents.
- Ensure necessary equipment and materials are at project site and comply with approved shop drawings and submittals.
- Document preparatory phase activities and discussions on CQC Daily Report.

Initial Phase: As soon as work begins, inspect and test a representative portion of a particular feature of work for quality of workmanship.

- Review control testing procedures to ensure compliance with contract requirements.
- Document initial phase activities and discussions on CQC Daily Report. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.

Follow-Up Phase: Inspect and test as work progresses to ensure compliance with contract requirements until completion of work.

Additional Preparatory and Initial Phases: May be required on the same feature of work for the following reasons:

- Quality of on-going work is unacceptable.
- Changes occurred in applicable quality control staff, on-site production supervision, or work crew.
- Work on a particular feature of work is resumed after a substantial period of inactivity.

Enforcement

Contractor shall stop work on any item or feature pending satisfactory correction of any deficiency noted by quality control staff or Contracting Officer.

4.9 WORKING HOURS

Limit work and deliveries to weekday hours of 7:00 AM to 5:00 PM unless otherwise approved by Contracting Officer. Any requested work on holidays or weekends requires approval from the Contracting Officer.

4.10 TEMPORARY SERVICES

Temporary materials may be new or used but must be adequate in capacity for required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.

- **Fire Protection Equipment:** Observe and enforce standards of fire prevention. No open fires are allowed.

- **Vehicles and Equipment:** Provide one fire extinguisher on each vehicle or piece of equipment. Extinguishers shall have a minimum UL (Underwriters Laboratory) rating of 2-A:10-B: C. A capable and qualified person shall be placed in charge of fire protection. Responsibilities shall include locating and maintaining fire protective equipment and establishing and maintaining safe torch cutting and welding procedures.

- **Hazard Control:** Take necessary precautions to prevent fire during construction. Do not store flammable or combustible liquids in existing structures. Provide adequate ventilation during use of volatile or noxious substances.

- **Spark Arresters:** Equip gasoline or diesel-powered equipment, used in potential forest or grass fire locations, with spark arresters approved by U. S. Forest Service. Contracting Officer will issue written determinations of areas and periods of potential fire hazard. Locate internal combustion equipment so exhausts discharge well away from combustible materials. Locate service areas are a minimum of 50 feet from buildings. Shut down equipment before refueling.

- **Smoking and Tobacco Use**: Smoking inside or outside the building is prohibited. Tobacco use including vaping, is prohibited.

- **Welding:** Cutting by torch or welding shall be performed only when adequate fire protection is provided. Submit a Hot Work Permit to Park Law Enforcement and Contracting Officer for approval.

- **Electricity and Lighting:** Make arrangements with utility company for metered connection to existing utility and pay costs. Coordinate work with Contracting Officer. Temporary electrical work shall meet requirements of current version of NFPA 70 NEC Article 590 (National Fire Protection Association (NFPA), National Electrical Code (NEC)). When temporary connections are removed, restore existing utility services to original condition.

- **Telephone:** Contractor shall make arrangements with local telephone company and pay costs for job-site telephone service.

4.11 ACCESS

Coordinate construction efforts with Contracting Officer towards minimal impact to the work of NPS personnel and to the visiting public.

4.12 PRESERVATION OF ADJACENT FEATURES

Confine operations to work limits of project. Prevent damage to surroundings. Restore damaged areas outside work limits, repair or replace damage at no additional expense to NPS.

4.13 EXISTING UTILITIES

Construction procedures shall include preventing accidental disruptions to facilities outside project limits by investigating existing utilities and protection during construction. Accidental disruptions shall be remedied at no cost to NPS.

4.14 HAULING RESTRICTIONS

Comply with legal and local load restrictions. For delivery material and equipment coordinate with NPS and Park for routes, access, and escort to delivery site. Arrange delivery at least 48 hours in advance with NPS and get approval from Contracting Officer.

4.15 ACCIDENT PREVENTION

Accident Prevention Program

Prior to Preconstruction Meeting, submit accident prevention program. Program must be accepted by NPS before work on site begins and shall comply with Occupational Safety and Health Administration (OSHA) and project requirements. Include:

- Name of responsible Safety Manager to carry out the program. Submit a complete resume.
- Monthly safety meetings.
- First aid procedures.
- Outline of each phase of work, hazards associated with each phase, and methods proposed to ensure property protection and safety of the public, NPS staff, and DB Construction Contractor employees.
- Training
- Planning for possible emergency situations.
- Housekeeping and fire protection.

Accident Reporting: Report incidents to the Park

- Any accident resulting in injury to contractor's personnel, NPS employees, or the public regardless of severity
- Any incident that causes damage to property or equipment
- Fires shall be reported immediately.

Quality Assurance

Ensure employees are physically qualified to perform assigned duties safely. Do not allow employees to work if their abilities are impaired. Operators of equipment shall be able to understand signs, signals and operating instructions, and capable of operating such equipment.

Accident Prevention Products

- First aid facilities.
- Personnel protective equipment shall meet requirements of NIOSH and MSHA (National Institute for Occupational Safety and Health and Mine Safety and Health Administration).
- Emergency instructions including telephone numbers and reporting instructions for ambulance, physician, hospital, fire department, and park police. Place in conspicuous locations at work site.
- Adequate egress at all times according to Standard for Safeguarding Construction, Alteration, and Demolition Operations (NFPA 241).
- Hard hats for employees and for up to six visitors.
- Designate and post signs in hard hat areas.

4.16 CONTRACTOR PROVIDES EQUIPMENT AND SERVICES

The contractor shall provide all personnel, services, vehicles, transportation, tools, equipment, materials, supplies, facility supervision, administration supervision and any other item(s) necessary to perform and accomplish this service. The contractor shall be familiar with all the terms, conditions, and requirements herein contained. All work must comply with federal, state and local regulations.

4.17 TEMPORARY CONTROLS

- **Housekeeping:** Keep project neat, orderly, and in safe conditions at all times.

4.18 PROJECT CLOSE-OUT

Project Record Documentation

Maintain one complete record of all construction documentation. Clearly mark changes, deletions and additions, using NPS standards to show actual constructed conditions. Certification of accuracy and completeness are required for monthly payment requisitions. On completion of total project, submit complete project documentation.

Cleaning

Before scheduling final inspection, remove tools, equipment, surplus materials, and rubbish. For surfaces damaged due to work performed under this contract, restore or refinish to original condition. Remove grease, dirt, stains, foreign materials, and labels from finished surfaces. Remove construction debris from site. At time of final inspection, project shall be thoroughly clean, and all construction debris disposed outside of the park.

Before submitting request for final inspection, submit:

- Project Documentation: As specified above.
- Guarantees and Bonds: As specified in Performance Requirements.
- Operation and Maintenance (O&M) Data: As specified below

Operation and Maintenance (O&M) Data

Prior to final inspection, provide one three-ringed binder with O&M data to Contracting Officer for review. Data shall include manufacturer's standard literature, vendor-furnished as-built drawings, custom written data not included in manufacturer's standard literature, schedules, warranties, parts lists, test results, and Subcontractor list.

After NPS completes review, incorporate comments. Submit three final sets of O&M data to Contracting Officer.

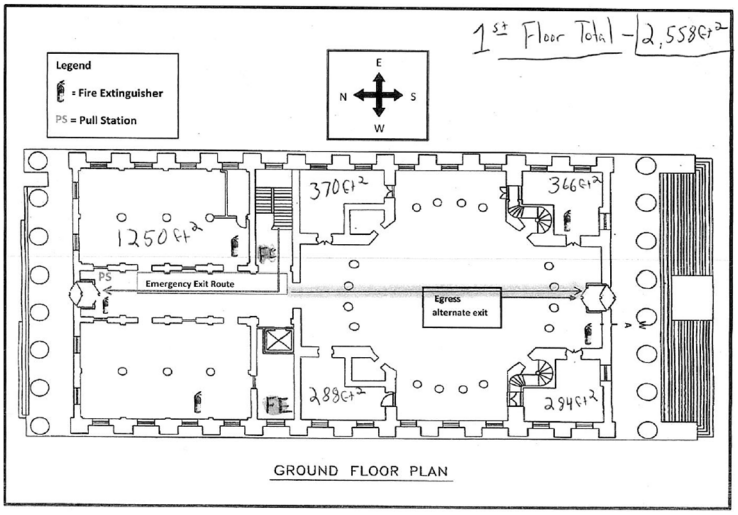
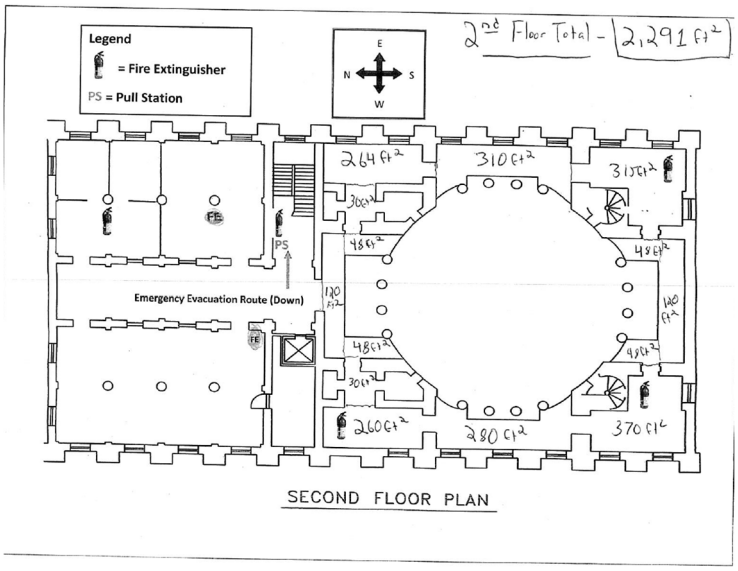
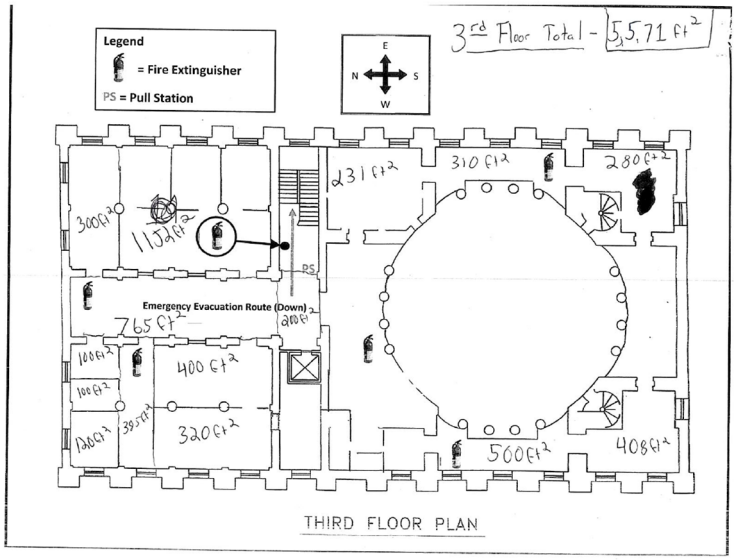
4.19 SUBSTANTIAL COMPLETION

Submit written certification to Contracting Officer indicating project, or designated portion of project, is substantially complete, and request inspection. Upon receiving certification, Contracting Officer and Contracting Officer's Representative will proceed with inspection within 10 days or advise the Contractor of items preventing project from being designated as substantially complete.

When work is determined substantially complete, Contracting Officer will prepare a list of deficiencies (Punch List) for corrections before final acceptance and issue a Letter of Substantial Completion. If work is not determined substantially complete, Contracting Officer will notify the Contractor in writing. After completing work, the Contractor shall resubmit certification and request new final inspection.

Following final inspection, if work is determined substantially complete, Contracting Officer will prepare list of deficiencies for corrections before final acceptance and issue a Letter of Substantial Completion. Contractor shall complete work described on list of deficiencies within 30 calendar days, as weather permits. If the Contractor fails to complete the work within this time frame, Contracting Officer may either replace or correct the work with an appropriate reduction in contract price or charge for re-inspection costs according to the contract's Inspection of Construction clause.

Acceptance of the work: After deficiencies are corrected, Contracting Officer will issue a Letter of Final Acceptance.

APPENDIX

The graphics below are for informational purposes only and represent floor plans for the first, second, and third floors of Federal Hall.