Federal Emergency Management Agency

STATEMENT OF WORK (SOW) FOR:

Region 1 – Maynard FRC – Inner Perimeter Fence Expansion

DEPARTMENT OF HOMELAND SECURITY (DHS)

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1.0 GENERAL

1.1 BACKGROUND

1.1.1 The installation of a high-security perimeter fence is required to enhance the safety and control access to critical infrastructure at the site. The project consists of constructing a 10-foot-high chain link fence, incorporating high-security features and a cantilever gate system, all adhering to relevant ASTM standards.

1.2 SCOPE

1.2.1 The project includes installation of approximately 1,600 linear feet of 10-foot-high galvanized or stainless-steel chain-link fencing, inclusive of buried fabric, barbed wire, top and bottom rails, posts set in concrete, and 6 manually operated cantilever gates. All work shall adhere to ASTM standards. The area shall be cleared of debris post-installation. In addition, this project will include modifications to the existing inner perimeter fence and repairs to the existing outer perimeter fence.

1.3 OBJECTIVE

1.3.1 To secure the perimeter of the property with a robust, ASTM-compliant fence system that includes manual and potentially automated access gates, while ensuring safety, durability, and alignment with security protocols.

1.4 APPLICABLE DOCUMENTS

1.4.1 COMPLIANCE DOCUMENTS

1.4.1.1 Includes but is not limited to: ASTM A392, A824, F567, F900, F1083, F1043, F626, F668, F1910, F1184, F2200, UL 325.

1.4.2 REFERENCE DOCUMENTS

1.4.2.1 Includes but is not limited to: ASTM A392, A824, F567, F900, F1083, F1043, F626, F668, F1910, F1184, F2200, UL 325.

2.0 SPECIFIC REQUIREMENTS/TASKS

2.1 Site Preparation and Fence Installation

2.1.1 SITE PREPERATION

2.1.1.1 The contractor shall clear the fence line a minimum of 15 feet from the woods line.

2.1.1.1.1 In areas where the 15-foot set back is not possible, variations less than 3 feet may be made without approval. Variations over 3 feet must seek approval from the Contracting Officer's Representative.

2.1.1.2 Areas of excavation must be marked utilizing DigSafe standard colors.

2.1.1.3 DigSafe survey, FEMA Infrastructure Survey, must be completed and underground utilities will be marked.

2.1.1.3.1 If there is an area of concern of what may be under the ground and cannot be marked with the sources above, the contractor will be required to use ground penetrating radar to confirm. If ground penetrating radar services are used, the contractor must provide a digital copy of any underground utilities for our records as an PDF and ArcGIS compatible file with GPS coordinates and what the utility is, if known.

2.1.1.4 The area shall be surveyed and graded as necessary.

2.1.1.5 Some areas of this project are not easily accessible. FEMA does maintain access roads around our facility but there is no guarantee that all are accessible in Section 2.1.4. Use of contractor owned all terrain utility vehicles will be permitted and encouraged to access these areas. Some sections may not be accessible by ATV and would require walking in and using hand carts to move materials where required. Employees working on site are recommended to be physically fit to complete this job safely.

2.1.2 FENCE CONSTRUCTION

2.1.2.1 The Contractor shall install approximately 1600 linear feet of 10' high, chain link fence with:

2.1.2.1.1 6-gauge with 1" mesh **or** 9-gauge with ½" mesh.

2.1.2.1.2 Chain link fabric buried a minimum of 12".

2.1.2.1.3 Galvanized **or** Stainless Steel Material.

2.1.2.1.4 Top and bottom tension wire.

2.1.2.1.5 Top and bottom rails.

2.1.2.1.6 Posts buried 3 feet deep and set in 2500psi concrete.

2.1.2.2 The Contractor shall install barbed wire with:

2.1.2.2.1 12 ½ gauge, double strans, double barb, reverse twist barbed wire

2.1.2.2.2 Installation of “V” Bracing to secure barbed wire along the entirety of the fence line

2.1.2.2.2.1 Exception: Gates will not have V-Brace. Vertical straight braces shall be used on all gates.

2.1.2.2.2.2 Exception: Area where cantilever gate will roll will need to transition to a 45 degree outward facing brace to allow the gate to open and close.

2.1.2.2.2.3 3-barbed wire strands shall be hung on each side of the “V” Brace for a total of 6 strands.

2.1.2.3 Other Construction Requirements:

2.1.2.3.1 All bolts shall be peened.

2.1.2.3.2 Screws shall have security heads to prevent easy tampering.

2.1.2.3.3 Entirety of fence line shall be properly grounded.

2.1.2.3.4 All debris shall be removed from site post-construction. Use of government dumpsters is prohibited.

2.1.2.3.5 All rocks, dirt, clay etc, that is dug up does not need to be trucked out of the site, but must be regraded back into the landscape. Piles of dirt are not acceptable.

2.1.3 MANUAL GATE INSTALLATION

2.1.3.1 (New gates) The contractor shall install (2) 12-foot wide opening, manually operated, cantilever gate matching the mesh and barbed wire requirements (with exception of the “V” Brace; a vertical straight brace shall be used on all gates. This location shall be approved by the COR to access the land between the inner perimeter and outer perimeter fence.

2.1.3.2 Remove (2) existing swing gates from the existing inner perimeter fence to accommodate a 12-foot opening manually operated cantilever gate. Modification to the existing fence may be required to accommodate the change from swing gates to cantilever gates.

2.1.3.3 Remove (1) existing swing gate from the existing inner perimeter fence to accommodate a 24-foot opening manually operated cantilever gate. Modification to the existing fence may be required to accommodate the change from swing gates to cantilever gates.

2.1.3.4 Modify the existing fence to remove the appropriate amount of section to install (1) 12-foot opening manually operated cantilever gate.

2.1.3.5 All gates must match the mesh and barbed wire requirements (with exception of the “V” Brace; a vertical straight brace shall be used on all gates.

2.1.3.6 Heavy-duty wheels, rollers, and brackets to be used when available.

2.1.3.7 Gate shall have bracket to allow installation of a padlock to prevent gate from being opened.

2.1.3.8 Installation should account for and mitigate unauthorized entry under, through, or over the gate.

2.1.3.8.1 Large gaps under the gate may need to mitigated in various ways such as cold top build up, rip rap with gravel build up, etc. Solutions will need to be discussed and approved by the COR. Modifications needed to mitigate these measures shall included in the vender technical proposal as part of the final bid.

2.1.3.9 Final location of all gates shall be approved by the COR in order to access the land between the inner perimeter and outer perimeter fence.

2.1.4 EXISTING "OUTTER PERIMETER" FENCE REPAIRS

2.1.4.1 This site has approximately 3600 feet of a 4' tall farmers fence with 3 strand barbed wire. Minor repairs of this fence are required due to trees falling or something similar. It is estimated that approximately 500-1000 linear feet of fence and 1500-2500 linear feet of barbed wire, divided into multiple smaller sections over the entire length, may require various repair listed below.

2.1.4.1.2 Some sections of this fence traverse through a shallow swamp. Contractor will be required to make repairs in this area as well. The contractor will be responsible for figuring out to make these repairs; it may be possible with high wasted water waders but the contractor shall assess this during the site walk and then provide their plan to repair within the technical proposal.

2.1.4.2 Most sections appear easily repairable by pulling up the fence and then reattaching it to post with new ties. When this is not possible, replacement of the immediate section only would be required and reconnected and secured using an industry standard to the non-damaged section on either side.

2.1.4.2.1 Fence section repairs shall be of similar, shape, size, and gauge if a section needs to be replaced.

2.1.4.3 Barbed wire strings have either dropped in sections over time due to normal weather conditions or trees falling onto it. Barbed wire shall be restrung when possible. Areas of damaged barbed wire will require replacement for the immediate section needing repair.

2.1.4.3.1 Barbed wire shall meet the existing strand type or use the newer scoped style listed in the previous section.

2.1.4.4 There is the possibility of post needing to be reset or replaced. Post for the outer perimeter fence do not require the same footing requirements as required in Section 2.1.2. Post driven into the earth will be acceptable, assuming the material it is driven into is sturdy. If it is not sturdy, contractors will be required to set the post using an industry driven standard.

2.1.4.5 Contractor will be required to complete a site walk and measure any and all of the items listed above in the SOW. All estimates are provided at the best of our ability using site knowledge and/or satellite

imagery. These numbers are not exact and are estimated only. It is recommended the contractor brings a measuring wheel and proper attire; the estimated entire walk through is just over 1 mile. Individuals attending the site visit are recommended to be physically fit and able to traverse light to moderate inclines in wooded areas with potential of trip hazards.

2.2 Documentation and Photography

2.2.1 PHOTOGRAPHY

2.2.1 Photography shall be permitted on the property to properly document all phases of the installation.

2.2.2 Photographs should be captured to document each of the tasks listed above in sections 2.1.

2.2.3 No photographs shall be taken of anything outside of the scope of this project.

2.2.4 Photographs shall not be used on any public websites, fliers, or disseminated to anyone other than the Contracting Officer and the COR.

2.2.5 Within 5 days after final acceptance, Contractor must delete or destroy all electronic and digital photos captured during the project. All photos must be submitted to the COR before final acceptance.

2.2.6 A final document shall be provided to the Contracting Officer and COR at the completion of the project. The document shall include but is not limited to:

2.2.6.1 Photos and short description of each task listed in sections 2.1 to show progress and completion of each task as defined in this SOW.

2.3 Final Inspection, Documentation, and Warranty

2.3.1 FINAL INSPECTION

2.3.1.1 Upon completion of all work, the Contractor shall notify the Contracting Officer's Representative (COR) in writing to schedule a final inspection.

2.3.1.2 The final inspection shall be conducted jointly by the Contractor, the COR, and any other designated Government representatives. The inspection will verify that all work has been completed in accordance with the SOW, applicable standards, and the approved project plan.

2.3.1.3 Any deficiencies identified during the final inspection shall be documented by the COR. The Contractor shall correct all deficiencies at no additional cost to the Government within 15 business days of notification, unless otherwise agreed upon in writing.

2.3.1.4 Final acceptance will be granted in writing by the COR upon satisfactory completion of all work and correction of any deficiencies.

2.3.2 DOCUMENTATION

2.3.2.1 The Contractor shall submit a comprehensive final documentation package to the COR and Contracting Officer within 5 business days of final acceptance. The package shall include:

2.3.2.1.1 As-built drawings and site plans reflecting all modifications and final installation details.

2.3.2.1.2 Photographic documentation of the completed work, including all gates, fence lines, and repairs, as required in Section 2.2.

2.3.2.1.3 A summary of all materials used, including manufacturer data sheets and certificates of compliance with applicable ASTM standards.

2.3.2.1.4 A copy of all inspection reports, including the final inspection checklist and deficiency resolution records.

2.3.2.1.5 Warranty certificates for all materials and labor as described in Section 2.3.3.

2.3.2.2 All documentation shall be provided in electronic format compatible with DHS workstations (Windows 11 and Microsoft Office Applications).

2.3.3 WARRANTY

2.3.3.1 The Contractor shall provide a comprehensive warranty covering both materials and labor for a period of no less than three (3) years, commencing on the date of final acceptance by the Government.

2.3.3.2 Material Warranty:

2.3.3.2.1 All materials, including but not limited to fencing, gates, posts, hardware, and concrete, shall be warranted to be free from defects in material and workmanship for the duration of the warranty period. The Contractor shall provide manufacturer’s warranties where applicable.

2.3.3.3 Labor Warranty:

2.3.3.3.1 All installation and repair work performed under this contract shall be warranted against defects in workmanship for the duration of the warranty period. The labor warranty shall also include all labor required to repair or replace materials covered under the material warranty, ensuring that any material warranty claims are resolved at no additional cost to the Government.

2.3.3.4 Warranty Coverage:

2.3.3.4.1 The warranty shall cover defects or failures resulting from normal environmental exposure and weather conditions, including damage caused by wind. The warranty shall also cover any failure of materials or workmanship not attributable to misuse, abuse, or unauthorized modification by the Government.

2.3.3.4.2 The warranty does not cover damage resulting from falling trees, extreme acts of nature (such as floods, earthquakes, or other natural disasters), or vehicular impact.

2.3.3.5 Warranty Response:

2.3.3.5.1 The Contractor shall respond to warranty claims within 5 business days of written notification by the Government. All repairs or replacements under warranty shall be completed at no additional cost to the Government within 15 business days of notification, unless otherwise agreed upon in writing.

2.3.3.5.2 The Contractor shall provide a single point of contact for all warranty claims and shall maintain records of all warranty service performed.

2.3.3.5.3 The warranty shall not limit any other rights or remedies available to the Government under this contract or applicable law.

2.3.3.6 Other Requirements Related to this Section

2.3.3.6.1 Warranty Transferability

2.3.3.6.1.1 Warranty shall be transferable to any successor or assignee of the Government, should the facility or contract change hands during the warranty period.

2.3.3.6.2 Emergency Repairs

2.3.3.6.2.1 If the Government determines that a warranty issue constitutes an emergency and is critical to site security, the Contractor shall respond within 24 hours of notification. The Contractor shall promptly initiate repairs or, if parts are required, order the necessary parts within 24 hours. Upon receipt of the parts, the Contractor shall return to the site and complete the repairs within 24 hours.

3.0 CONTRACTOR PERSONNEL

3.1 Qualified Personnel

The Contractor shall provide qualified personnel to perform all requirements specified in this SOW.

3.2 Continuity of Support

The Contractor shall ensure that the contractually required level of support for this requirement is maintained at all times. The Contractor shall ensure that all contract support personnel are present for all hours of the workday. If for any reason the Contractor staffing levels are not maintained due to vacation, leave, appointments, etc., and replacement personnel will not be provided, the Contractor shall provide e-mail notification to the Contracting Officer's Representative (COR) prior to employee absence. Otherwise, the Contractor shall provide a fully qualified replacement.

3.3 *Section is Reserved*

3.4 Project Manager

3.4.0 The Contractor shall provide a Project Manager who shall be responsible for all Contractor work performed under this SOW. The Project Manager shall be a single point of contact for the Contracting Officer and the COR. It is anticipated that the Project Manager shall be one of the senior level employees provided by the Contractor for this work effort. The name of the Project Manager, and the name(s) of any alternate(s) who shall act for the Contractor in the absence of the Project Manager, shall be provided to the Government as part of the Contractor's proposal. The Project Manager is further designated as Key by the Government. During any absence of the Project Manager, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this contract. The Project Manager and all designated alternates shall be able to read, write, speak and understand English. Additionally, the Contractor shall not replace the Project Manager without notification the Contracting Officer.

3.4.1 THE PROJECT MANAGER SHALL BE AVAILABLE TO THE COR VIA TELEPHONE BETWEEN THE HOURS OF 0800 AND 1400 EST, MONDAY THROUGH FRIDAY, AND SHALL RESPOND TO A REQUEST FOR DISCUSSION OR RESOLUTION OF TECHNICAL PROBLEMS WITHIN 24 HOURS OF NOTIFICATION.

3.5 Employee Identification and Citizenship

3.5.1 CONTRACTOR EMPLOYEES VISITING GOVERNMENT FACILITIES SHALL WEAR AN IDENTIFICATION BADGE THAT IS STANDARD FOR VISITORS AT THE SITE.

3.5.1.1 Visiting Contractor employees shall comply with all Government escort rules and requirements. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.

3.5.2 CONTRACTOR EMPLOYEES WORKING ON-SITE AT GOVERNMENT FACILITIES SHALL WEAR A GOVERNMENT ISSUED IDENTIFICATION BADGE. ALL CONTRACTOR EMPLOYEES SHALL IDENTIFY THEMSELVES AS CONTRACTORS WHEN THEIR STATUS IS NOT READILY APPARENT (IN MEETINGS, WHEN ANSWERING GOVERNMENT TELEPHONES, IN E-MAIL MESSAGES, ETC.) AND DISPLAY THE GOVERNMENT ISSUED BADGE IN PLAIN VIEW ABOVE THE WAIST AT ALL TIMES.

3.5.3 ALL PERSONS WORKING ON SITE FOR THIS CONTRACT MUST BE IN POSSESSION OF A REAL-ID OR US PASSPORT, OR OTHER REALID ALTERNATIVE DOCUMENT. FAILURE TO POSSESS PROPER IDENTIFICATION WILL RESULT IN DENIAL TO ENTER THE FACILITY.

3.5.4 ALL PERSONS WORKING ON SITE FOR THIS CONTRACT MUST BE A US CITIZEN OR LEGAL PERMANENT RESIDENT*.

3.5.4.1 *Legal permanent residents may require additional screening by DHS, ICE, USCIS, and FEMA. If additional screening is deemed required, it may take up to 60 days to receive approval for the individual(s).

3.6 Employee Conduct

3.6.1 Contractor's employees shall comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of DHS uniforms, and possession of weapons) when visiting or working at Government facilities. The Contractor shall ensure Contractor employees present a professional appearance at all times and that their conduct shall not reflect discredit on the United States or the Department of Homeland Security. The Project Manager shall ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

3.7 Removing Employees for Misconduct or Security Reasons

3.7.1 The Government may, at its sole discretion (via the Contracting Officer or Contracting Officer's Representative), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

4.0 Other Applicable Conditions

4.1 Security

4.1.1 All persons accessing the site must be in possession of a Real-ID, Passport, or approved Real-ID Alternative Document. Failure to have Real-ID or approved alternative will result in denial to enter facility.

4.1.2 All persons working on site must pass a National Crime Information Center (NCIC) Check. Any person with an incomplete or denied NCIC check will not be permitted to work on site at the facility.

4.1.3 All persons entering the facility are required to undergo an administrative inspection which may include inspection of vehicles, persons, and belongings. Failure to submit to an administrative inspection will result in denial to enter facility.

4.1.4 Firearms, weapons, and other prohibited items will be prohibited from entering the facility.

4.1.5 Photography and video recording are prohibited in the facility outside of the scope requirements listed in this project.

4.2 Period of Performance

4.2.1 The period of performance for this contract is 180 days from the date of award.

4.3 Place of Performance

4.3.1 The primary place of performance will be 63 Old Marlboro Road, Maynard, MA. 01754.

4.4 Hours of Operation

4.4.1 Contractor employees shall generally perform all work between the hours of 0700 and 1500 EST, Monday through Friday (except Federal holidays). However, there may be occasions when Contractor employees shall be required to work other than normal business hours, this must be approved by the CO or the COR and hours outside of the "normal" business hours shall not incur overtime, differential, etc. rates billable to the government.

4.5 Travel

4.5.1 Contractor travel shall not be required for this requirement.

4.6 Post Award Conference

4.6.1 The Contractor shall attend a Post Award Conference with the Contracting Officer and the COR no later than 5 business days after the date of award. The purpose of the Post Award Conference, which will be chaired by the Contracting Officer, is to discuss technical and contracting objectives of this contract and review the Contractor's draft project plan. The Post Award Conference will be held at the Government's facility, located at 63 Old Marlboro Road, Maynard, MA. 01754 or via teleconference.

4.7 Project Plan

4.7.1 The Contractor shall provide a draft Project Plan at the Post Award Conference for Government review and comment. The Contractor shall provide a final Project Plan to the COR not later than 5 business days after the Post Award Conference.

4.8 *Section is Reserved*

4.9 Progress Reports

4.9.1 The Project Manager shall provide an informal progress report to the COR daily via face-to-face at the end of each working daily. This report shall include a summary of all Contractor work performed and plan for the next day and projected plan for the following 2-3 days.

4.10 *This section is reserved*

4.11 *This section is reserved*

4.12 *This section is reserved*

4.13 Protection of Information

4.13.1 Contractor access to proprietary information is required under this SOW. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination in accordance with the law and Government policy and regulation.

4.14 Section 508 Compliance

4.14.1 Pursuant to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended by P.L. 105-220 under Title IV (Rehabilitation Act Amendments of 1998) all Electronic and Information Technology (EIT) developed, procured, maintained and/or used under this contract shall be in compliance with the "Electronic and Information Technology Accessibility Standards" set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the "Access Board") in 36 CFR Part 1194. The complete text of Section 508 Standards can be accessed at http://www.access-board.gov/ or at http://www.section508.gov.

5.0 Government Terms & Definitions

5.1 COR – Contracting Officer's Representative
5.2 DHS - Department of Homeland Security
5.3 ASTM – American Society for Testing and Materials

6.0 Government Furnished Resources

6.0.1 The Government will not furnish any resources to the Contractor in support of this contract; this includes use of government restroom facilities.

7.0 Contractor Furnished Property

7.0.1 The Contractor shall furnish all facilities, materials, equipment and services necessary to fulfill the requirements of this contract. Contractor is expected to provide sanitation unit such as a porta-potty. Location of the porta-potty must be approved by the COR.

8.0 Government Acceptance Period

8.0.1 The COR will review deliverables prior to acceptance and provide the contractor with an e-mail that provides documented reasons for non-acceptance. If the deliverable is acceptable, the COR will send an e-mail to the Contractor notifying it that the deliverable has been accepted.

8.1 The COR will have the right to reject or require correction of any deficiencies found that are contrary to the information contained in the Contractor's accepted proposal.

8.1.1 In the event of a rejection, the Contractor will be notified in writing by the COR of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejection to meet the requirements listed in section 2.

8.2 The COR will have 15 business days to review all work once notified in writing that it is complete and make comments. The Contractor shall have 15 business days to make corrections.

8.3 All other review times and schedules for deliverables shall be agreed upon by the parties based on the final approved Project Plan.

8.3.1 The Contractor shall be responsible for timely delivery to Government personnel in the agreed upon review chain, at each stage of the review. The Contractor shall work with personnel reviewing the deliverables to assure that the established schedule is maintained.