OMB APPROVAL NO. 2700-0042

SOLICITATION, OFFER, AND AWARD (Construction, Alteration, or Repair)	1. SOLICITATION NO.	2. TYPE OF SOLICITATION	3. DATE ISSUED	PAGE OF PAGES
	19C02026Q0025	☐ SEALED BID (IFB) [X] NEGOTIATED (RFQ)	**08/10/2026**	**1** of **158**

IMPORTANT - The "offer" section on the reverse must be fully completed by offeror.

4. CONTRACT NO.	5. REQUISITION/PURCHASE REQUEST NO.	6. PROJECT NO.
	PR16179021	

7. ISSUED BY CODE **19C020**	8. ADDRESS OFFER TO
EMBASSY OF THE UNITED STATES OF AMERICA GSO-PROCUREMENT & CONTRACTING UNIT CRA 45 NO. 24B – 27 BOGOTA, COLOMBIA	**EMBASSY OF THE UNITED STATES OF AMERICA** BOGOTAGSOCOMPRAS@STATE.GOV GSO-PROCUREMENT & CONTRACTING UNIT CRA 45 NO. 24B – 27 BOGOTA, COLOMBIA

9. FOR INFORMATION CALL:	A. NAME	B. TELEPHONE NO. *(Include area code)* ***(NO COLLECT CALLS)***
	Yuliana Balanta / Jack Parker	+601 275 2000

SOLICITATION

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder."

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS *(Title, identifying no., date):*

DESIGN KITCHEN MODERNIZATION PROJECT

11. The Contractor shall begin performance within **10** calendar days and complete it within **150** calendar days after receiving ☐ award, ☑ notice to proceed. This performance period is ☐ mandatory, ☐ negotiable. *(See _____.)*

12A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS? *(If "YES," indicate within how many calendar days after award in Item 12B.)*	12B. CALENDAR DAYS
☐ YES ☑ NO	

13. ADDITIONAL SOLICITATION REQUIREMENTS:

A. Sealed offers in original and **0** copies to perform the work required are due at the place specified in Item 8 by **16:00** *(hour)* local time **08/31/2026** *(date)*. If this is a sealed bid solicitation, offers must be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.

B. An offer guarantee ☒ is, ☐ is not required.

C. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.

D. Offers providing less than **180** calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

OFFER *(Must be fully completed by offeror)*

14. NAME AND ADDRESS OF OFFEROR *(Include ZIP Code)*	15. TELEPHONE NO. *(Include area code)*
	16. REMITTANCE ADDRESS *(Include only if different than Item 14)*
CODE FACILITY CODE	

17. The offeror agrees to perform the work at the prices specified below in strict accordance with the terms of this solicitation, if this offer is accepted by the Government within _____ calendar days after the date offers are due. *(Insert any number equal to or greater than the minimum requirement stated in Item 13D. Failure to insert any number means the offeror accepts the minimum in Item 13D.*

AMOUNTS ➔

18. The offeror agrees to furnish any required performance and payment bonds.

19. ACKNOWLEDGMENT OF AMENDMENTS

The offeror acknowledges receipt of amendments to the solicitation -- give number and date of each

AMENDMENT NO.										
DATE										

20A. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER *(Type or print)*	20B. SIGNATURE	20C. OFFER DATE

AWARD *(To be completed by Government)*

21. ITEMS ACCEPTED:

22. AMOUNT	23. ACCOUNTING AND APPROPRIATION DATA	
24. SUBMIT INVOICES TO ADDRESS SHOWN IN *(4 copies unless otherwise specified)* ➔	ITEM	25. OTHER THAN FULL AND OPEN COMPETITION PURSUANT TO ☐ 10 U.S.C. 2304(c)( ) ☐ 41 U.S.C. 253(c)( )
26. ADMINISTERED BY CODE		27. PAYMENT WILL BE MADE BY

CONTRACTING OFFICER WILL COMPLETE ITEM 28 OR 29 AS APPLICABLE

☐ 28. NEGOTIATED AGREEMENT *(Contractor is required to sign this document and return ____ copies to issuing office.)* Contractor agrees to furnish and deliver all items or perform all work, requisitions identified on this form and any continuation sheets for the consideration slated in this contract. The rights and obligations of the parties to this contract shall be governed by (a) this contract award, (b) the solicitation, and (c) the clauses, representations, certifications, and specifications or incorporated by reference in or attached to this contract.	☐ 29. AWARD *(Contractor is not required to sign this document.)* Your offer on this solicitation is hereby accepted as to the items listed. This award consummates the contract, which consists of (a) the Government solicitation and your offer, and (b) this contract award. No further contractual document is necessary.
30A. NAME AND TITLE OF CONTRACTOR OR PERSON AUTHORIZED TO SIGN *(Type or print)*	31A. NAME OF CONTRACTING OFFICER *(Type or print)* **Jack L. Parker**

30B. SIGNATURE	30C. DATE	31B. UNITED STATES OF AMERICA BY	31C. AWARD DATE

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SECTION A – PRICING

A.1. The Contractor shall perform all work necessary to produce a complete set of construction plans and technical specifications sufficient for the construction of the facility described in this contract. This shall include, but is not limited to, any architectural and engineering design and analysis, construction cost estimates, renderings, photographs and scale models described in the Statement of Work.

A.2. VALUE ADDED TAX

VALUE ADDED TAX (VAT). The Contractor shall include VAT as a separate charge on the Invoice and as a separate line item in Section B.

A.3. This is a firm fixed-price purchase order for Phase 1 to 6 below in the amount of _____.

Reimbursement of certain expenses in addition to the fixed-price is allowed in Section G.4.

The Contractor shall deliver the following items:

CURRENT WORKING ESTIMATE (CWE)				
Compound Kitchen & Cafeteria Modernization				
Activities	**UNIT**	**UNIT**	**$/UNIT**	**COP**
Planning and Assesment	**1**	**LS**		**$ -**
Architecture	8	HR		
Interior Design	8	HR		
Engineer	12	HR		
SHEM	3	HR		
Phase 01 — LOD 100: Schematic	**1**	**LS**		
Architecture	25	HR		
Interior Design (Food Service)	33	HR		
Mechanical HVAC	16	HR		
Plumbing	22	HR		
Electrical	22	HR		
Structural	16	HR		
FireLife Safety	10	HR		
Sustainability	6	HR		
Phase 02 — LOD 200: Design Development	**1**	**LS**		
Architecture	30	HR		
Interior Design (Food Service)	40	HR		
Mechanical HVAC	30	HR		
Plumbing	34	HR		
Electrical	34	HR		
Structural	30	HR		
FireLife Safety	22	HR		
Sustainability	10	HR		
Phase 03 — LOD 350: Construction Documents	**1**	**LS**		
Architecture	18	HR		
Interior Design (Food Service)	19	HR		
Mechanical HVAC	22	HR		
Plumbing	25	HR		
Electrical	25	HR		
Structural	21	HR		
FireLife Safety	20	HR		
Sustainability	10	HR		

Permitting	**1**	**LS**		
Documentation and Coordination	70	HR		
Total Direct costs				
Management		8%		
Unforseen		5%		
Profit		5%		
VAT (Over profit only)		19%		
Direct cost + Indirect costs				
DBA Insurance				
Grand Total COP				

The Government may issue a modification to the contract to require construction phase services on a time-and-materials basis. This modification shall be effective during the actual construction process. The hourly rate includes all overhead and profit. The following labor hour rates shall apply to such work:

Labor Category	Hourly Rate	Estimated Hours
Principal		
Senior Architect		
Junior Architect		
Senior Draftsperson		
Junior Draftsperson		
Interior Designer		
Senior Electrical Engineer		
Senior Mechanical Engineer		
Senior Structural Engineer		
Junior Engineer		
CADD Operator		
Clerical		

SECTION B - STATEMENT OF WORK

Please refer to **EXHIBIT A – STATEMENT OF WORK**

B.1.0. GENERAL INFORMATION

Introduction. This project is **Compound Kitchen & Cafeteria Modernization**

B.2.0. PROJECT REQUIREMENTS

B.2.1. Description of Project

The purpose of this project is to procure comprehensive professional engineering services to conduct a professional design service for the modernization of the kitchen, cafeteria, and dining facilities located within the U.S. Embassy Compound in Bogotá, Colombia.

The project encompasses a comprehensive site assessment of existing infrastructure, followed by the development of a complete final design package for the facility's renovation. At minimum, the selected design team shall produce: (1) Site Plan; (2) Demolition Plans (if applicable); (3) Floor Plans (architectural, structural, mechanical, electrical, plumbing, and security features, existing vs. new work); (4) Spaces and Dimensions (1:100 metric scale); (5) Elevations; (6) Specifications; and (7) Construction Cost Estimate. These represent the minimum required deliverables; the A/E shall expand the level of detail, number of drawings, or scope of documentation within each category as necessary to fully and unambiguously convey the design intent across all eight design disciplines. Any such expansion is included within the Firm Fixed Price of this contract and shall not result in additional compensation or schedule relief to the Contractor.

B.2.2. General Requirements

B.2.2.1. This design is a multidiscipline effort that requires complete architectural and engineering services to define the construction, operating, and maintenance requirements of the facilities. In addition to the normal architectural and engineering services provided for building design, the design services required include but are not limited to ***the requirements in the Statement of Work (SOW).*** If there is any inconsistency between the attachments listed herein and this section, follow this section.

B.2.2.2. This design is a part of a major program undertaken by the Department of State using public funds. The Government will formally evaluate the A/E Contractor based on:

(a) Designing to a target construction contract cost estimate;
(b) Adhering to the delivery schedule; and
(c) Evaluating changes occurring during construction.

B.2.2.3. The Contractor shall carefully review and coordinate drawings and specifications, and other project documents before submittal. This includes identifying all interface points and controls between drawings and documents. The Contractor shall have a quality control program in effect, which will require his employees and consultants to thoroughly review and coordinate all project data prior to submittals. The Contractor shall correct deficiencies, ambiguities, conflicts, and inconsistencies before submitting 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 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".

B.2.2.4. The Contractor shall produce plans and specifications. Drawings shall be segregated by buildings. The layout of individual drawings shall convey the required design and construction information. Symbols used shall be accepted international industry standards and shall be shown in the legend. Lettering shall be of sufficient size to be clearly read when drawings are reduced to half size.

B.2.2.5. Specifications shall not rely on sole-source designations to circumvent the requirement for full and open competition in the purchase of construction materials and equipment. When a sole-source manufacturer, product, or equipment is specified, the Contractor shall notify the U.S. Government in written monthly progress reports. These reports shall be accompanied by a justification explaining why sole-source acquisition is necessary and appropriate for the project. The justification shall provide the information that would be required by the Federal Acquisition Regulation (FAR Subpart 6.3). The justification must also explain why the salient characteristics of proposed sole source equipment cannot be described in the specifications. No classified work shall occur under this contract.

B.2.2.6. Except as expressly directed by the Government, the Contractor shall minimize the use of Government-furnished equipment, materials, and supplies to be provided to the construction contractor through the design of the construction documents.

B.2.2.7. Schedule requirements for this Statement of Work are contained in Section E. The "design-to" budget cost data is contained in G.2.

B.2.2.8. The Contractor shall prepare a detailed written record of all conferences and meetings with representatives of Post related to the project. The Contractor shall also document telephone conversations in which decisions affecting the project are made. The Contractor shall submit one copy of these records to the Contracting Officer's Representative (COR) within five days of the event. The written format established by the Contractor for these records will be subject to the approval of the COR. Each record 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 ***none*** as further described below."

B.2.2.9. The Contractor shall provide designs that are cost-effective as to usable space and that provide maximum flexibility for future uses. The Government will exercise particular care in consideration of these requirements in the design review and approval process.

B.3.0. SPECIAL REQUIREMENTS

B.3.1. The Contractor shall produce a design that ensures all Embassy/Post facilities will be constructed with materials, finishes, fixtures, equipment, and systems that provide operational dependability. The Contractor shall ensure that these facilities are easy to maintain or replace with those most readily available supplies and services. The Contractor shall emphasize uniformity of parts and components to maximize interchange-ability. During the design phase the Contractor shall address operations and maintenance (O&M) considerations.

B.3.2. The Contractor shall provide specific operations and maintenance data and information for the development of a Comprehensive Maintenance Program (CMP) by the Government.

B.3.3. The Government will provide comments to the Contractor in writing and in a standard format, numbered and grouped by discipline. Review conferences will be held if deemed necessary by the COR. The Contractor shall respond to these comments in writing within 21 days for 35%, 60% and 100% design submissions. The A/E contractor shall incorporate all review comments into the design and return all annotated material with the next submission. Comments not accepted by the Contractor shall be brought to the attention of the Contracting Officer's Representative in writing immediately for resolution. Decisions of the Contracting Officer to incorporate the comments considered within the scope of work of the contract will be final. Review comments outside the existing contract scope of work will require a contract modification.

No work shall be initiated until the Government has provided review comments under each submittal. The Contractor shall provide in booklet form and in **Electronic Files: All deliverables must be submitted in native format (AutoCAD/Revit for drawings, Excel/Midas/SAP2000 for calculations, and Word/PDF for reports);** all comments and the actions taken in response to the comments.

B.4.0. EXISTING CONDITIONS

B.4.1. Site

The project is located within the U.S. Embassy Compound in Bogotá, Colombia, at Carrera 45 No. 24B-27, Bogotá D.C., Colombia. The facility subject to this assessment is the existing Compound Warehouse and Recycle Center, located within the secure perimeter of the Embassy compound.

B.4.2. Surveys

Survey work—must be coordinated in advance with the Contracting Officer's Representative (COR) and the Regional Security Office (RSO). The contractor is responsible for site protection and ensuring that all onsite activities respect the controlled nature of the Embassy perimeter.

B.4.3. Geotechnical Data

If applicable, geotechnical data will be provided to the Contractor by the Government as an attachment, or the Contractor may be tasked with arranging for geotechnical data, which would be negotiated in a task order.

B.5.0 DESIGN REQUIREMENTS

B.5.1. General Requirements

The requirements in this statement of work serve as direction to the Contractor in the development and delivery of a complete set of construction documents. These documents shall provide the necessary interfaces, coordination, and communication among the designer, constructor, and special disciplines (physical security, communications, fire and life safety, and computer systems). All submittals must be of a quality to achieve this result. The Contractor shall perform its services in accordance with professional standards of skill, care, and diligence adhered to by reputable, first-class firms performing services of the same or similar nature for facilities of similar complexity. The Contractor's design shall conform to generally accepted engineering practices and the approved design criteria.

B.5.2. Design Process

The design shall consist of the following parts:

A. 35% design completion
B. 60% design completion
C. 100% design completion

The Contractor shall be required to make oral presentations to the Government at Post at key milestones of the awarded phase(s), as identified by the COR. The number and timing of such presentations shall be commensurate with the scope and complexity of the services being performed.

The Contractor shall cease all design work during the Government review periods until receipt of written review comments from the Government on each of these submittals. Any design work on the project during these review periods is at the Contractor's risk. The Contractor shall consider this temporary cessation of work in its planning and scheduling.

B.6.0. SUBMITTAL REQUIREMENTS

Please refer to the ***EXHIBIT A - SCOPE OF WORK – SOW.***

The Contractor shall submit all deliverables in English unless otherwise approved by the Contracting Officer. Engineering drawings shall use the metric system and be prepared in accordance with applicable OBO standards. All reports, calculations, drawings, specifications, schedules, and supporting documentation shall be submitted electronically in PDF and native editable formats (AutoCAD, Civil 3D/Revit, Word, Excel, or other applicable software).

The Contractor shall revise and resubmit any deliverables as required by Government review comments at no additional cost to the Government.

B.6.1. 35% Submittal

Furnish drawings and other documents containing the following :

B.6.1.1. Site Plan

- Statement of design problems and issues to include description of the building, program and site, and general constraints found.

- A general location plan which indicates disposal sites for fill/excavated materials and vehicle access routes to the site(s). Identify any local permits that must be obtained.

- A project site plan at a scale not smaller than l:200 showing all improvements required plus typical perimeter enclosure sections and elevations, and site sections.

- A utility site plan at l:200 scale showing all existing utilities and locations, water supply, electrical power, gas, sewer and both sanitary and storm drainage and telephone. Show all connections to existing utility services and location of

proposed entry (no exit) for all utility services to buildings. Show all exterior utility structures including water (fire) storage, lift stations, sewage treatment, etc.

B.6.1.2. Floor Plans

Floor plans of existing facilities at 1:100, where the project consists of additions and alterations**.**

A complete legend with all symbols and abbreviations used shall be shown on drawings.

B.6.1.3. Specifications

B.6.1.4. Please refer to the ***EXHIBIT A - SCOPE OF WORK – SOW.***

B.6.2. 60% Submittal

B.6.2.1. The architect shall furnish the government with bound sets of manufacturers' catalogs of specified equipment and materials and all pertinent sections of codes, handbooks, standards, etc., referenced in the drawings or specifications. This is to provide information for offerors, with certain sole-source and or-equal identifications depending upon how important the equipment is to serve critical operations.

B.6.2.3. Specify all equipment, and a full description of all features - including optional and sole-source requirements. The Contractor shall list the specific manufacturer and model number (including any options) used as the basis of design in the specification for each item or type of equipment, followed by the phrase "or approved equal." Submit specifications in draft form with the 60% submittal.

B.6.2.4. Develop and provide a preliminary construction schedule at the 60% submittal based on a cost-loaded Critical Path Method (CPM) and a final schedule at the 100% submittal. This schedule will be used to develop the schedule of performance.

B.6.2.5. At the 60% and 100% submittals, provide updated construction cost estimates.

B.6.2.6. Installation Drawings

B.6.3. 100% Submittal - Final Construction Documents

Please refer to the ***EXHIBIT A - SCOPE OF WORK – SOW.***

B.6.4. Submittal Copies

B.6.4.1. Furnish Please refer to the ***EXHIBIT A - SCOPE OF WORK – SOW.*** bound set(s) of full size blueline prints of unclassified drawings.

B.6.4.2. Furnish Please refer to the ***EXHIBIT A - SCOPE OF WORK – SOW.*** unbound set(s) full-size paper sepia reproducible prints of drawings.

B.6.4.3. Furnish Please refer to the ***EXHIBIT A - SCOPE OF WORK – SOW.*** bound set(s) of half-size prints of unclassified drawings.

B.7.0. FURNITURE AND FURNISHINGS PRICING, DOCUMENTATION, AND INSTALLATION PHASE

RESERVED

B.8.0. POST DESIGN AND CONSTRUCTION SERVICES

B.8.1. During the construction solicitation period, the Government may require the Contractor to provide consultation services, including providing clarifications and

responses to questions about the construction documents prepared by the Contractor at no cost to Government. The Contractor shall be in attendance at the construction pre-proposal conference at no additional cost to the Government.

B.8.2. To Government reserves the right to modify the contract to add services that may be required of the Contractor during actual construction of the project. These services, known as construction phase services, may include, but are not limited to, review of shop drawings, approval of materials and equipment, and approval of proposed substitutions of materials and equipment.

B.8.3. Section A provides pricing for these services.

B.8.4. Whenever such services are required, the Government will issue a modification to identify the scope of services required. Payment for these services will be negotiated in a supplemental agreement based on the scope of services, staffing needs, and duration of services.

SECTION C - PACKAGING AND MARKING

Packaging and marking shall follow commercial practice.

US EMBASSY BOGOTA
CARRERA 45 NO. 24B -27
FACILITY MANAGEMENT OFFICE
BOGOTÁ, COLOMBIA

Deliverable items other than letter reports shall be three-hole punched and bound with screw-type binders and rubber bands.

The Contractor shall ship drawing sets in rolls of **all deliverables must be submitted in native format (AutoCAD/Revit for drawings, Excel/Midas/SAP2000 for calculations, and Word/PDF for reports).**

The Contractor shall address letters and all deliverables as listed below:

COR - PROJECT ARCHITECT

US EMBASSY BOGOTA
CARRERA 45 NO. 24B -27
FACILITY MANAGEMENT OFFICE
BOGOTÁ, COLOMBIA

SECTION D - INSPECTION AND ACCEPTANCE

D.1.0. INSPECTION

The Contractor shall maintain a system of quality assurance and quality control to ensure that the design and documentation of the design meet the requirements of this contract. The Government reserves the right to inspect the Contractor's work as well as its system of Quality Assurances and Quality Control (QA/QC).

The Contractor's key individual responsible for quality of design is **COR - PROJECT ARCHITECT**. The Contractor's key individual responsible for quality of documentation is **COR - PROJECT ARCHITECT** If a key individual (see D.3 below) needs to be replaced during performance of this contract the contractor shall submit a resume for a replacement to the COR for approval.

D.2.0. ACCEPTANCE

Acceptance of deliverable items shall be by the COR. Acceptance or use of documents developed under this contract shall not relieve the Contractor of responsibility for the design.

D.3.0. QUALITY PROGRAM REQUIREMENTS FOR DESIGN CONTRACTS

The Contractor shall prepare and implement (based on approval by the Government), a Quality Assurance and Control Plan. The Contractor shall address the following areas in the plan:

D.3.1. Organizational Structure. Proposed organizational structure for the project, including charts and a description of responsibilities of key persons who will perform the work. The Contractor shall identify persons responsible for interface with the Government.

D.3.2. Document Control. The program must ensure that documents, including changes, will be reviewed for adequacy, approved for release by authorized personnel, and properly conveyed to the Government. Persons responsible for reviewing, approving, and releasing documents and revisions must be identified.

D.3.3. Verification. The Contractor shall identify the senior person (s) who will be responsible for final review and verification before documents are transmitted to the Government. Cursory supervisory reviews will not be sufficient. Design verification may vary from spot-checking of calculations to full-scale review of design drawings and specifications, as the situation requires.

D.3.4. Corrective Action. The quality program must clearly define responsibility and procedures for corrective action if deficiencies in the services or resulting deliverables are found.

D.3.5. Quality Assurance Reporting. The Contractor shall prepare a Quality Assurance (QA) report to be submitted as part **of each Design Submittal (35%, 60%, and 100%).** This report shall identify the QA procedures used to review drawings and data for these submissions. This report shall also identify steps taken to coordinate all drawings and documents prepared by the Contractor and subcontractors.

The report shall include:

1. QA status of the project;
2. Significant program problems and their solutions/corrective actions;
3. Organization and key personnel changes, as required.
4. The QA Report shall document the quality assurance and quality control activities performed for the applicable design submittal, demonstrate compliance with the contract requirements, identify coordination and review activities completed, summarize corrective actions taken, and include any additional information required by the COR based on the scope and deliverables of the applicable phase.

D.3.6. Checking, Coordinating, and Integrating Drawings. Quality control procedures shall ensure that individual drawings and other documentation have been checked and that all documentation, including that of the supporting disciplines (such as civil, structural, mechanical, electrical) has been coordinated and integrated. The Contractor shall correct deficiencies, ambiguities, conflicts, and inconsistencies before document submittal.

D.3.7. Design-to Budget. The Contractor shall describe the procedure for meeting the design-to budget target. The procedure shall include a clear understanding of the cost implications during all design phases. The work of all subcontractors is to be included in the procedure.

SECTION E - DELIVERIES AND PERFORMANCE

E.1.0. PERIOD OF PERFORMANCE

The contractor shall complete all work required by this contract within the period indicated in Delivery Schedule. This period includes up to 1 month (30 calendar days) for Government review and approval for each deliverable item required by the contract.

E.2.0. CONTRACTOR DELAYS

The project schedule is a key parameter of this project. Completion of the design and documentation is key to the project as a whole. Liquidated damages are anticipated for construction associated with this project; they are not required for this A/E effort. The Government will require adequate consideration for any slippage in schedule without excusable delay. The Contractor is required to document any delays and submit justification to the Contracting Officer.

E.3.0. DELIVERY SCHEDULE

The Contractor shall deliver the items listed in Section A on the following delivery schedule:

Phase	**Milestone**	**Duration from NTP**
Pre-Design	Kickoff, security clearances, BEP, food service operational assessment	Days -14 to 0
LOD 100	Field surveys, existing conditions, program verification, in-house design review	Weeks 1–
LOD 200	Schematic design, concept development, Government review	Weeks 4–10
LOD 350	Design development, interdisciplinary coordination, construction documents, specifications, cost estimate, Government review	Weeks 11–27
Permitting	Permit submission (building + INVIMA), agency review, approval	Weeks 28–35 (estimated)

E.4.0. DELIVERABLES

E.4.1. The Contractor shall deliver design submittals to the COR at the following address:

COR – EMAIL (The information will be confirmed once the contract is awarded.)

OR

Physically to:

E.4.2. All delivery charges shall be prepaid by the Contractor.

E.5.0. MONTHLY PROGRESS REPORT

The Contractor shall submit monthly progress reports by the tenth calendar day of each month during this contract. Reports shall be in letter format and contain information relevant to this project, including, but not limited to:

- accomplishments during the previous month
- anticipated accomplishments for the next month
- pending problems and possible or proposed solutions
- questions that require answers or directions from the Post
- any pending Government review comments regarding the Contractor's submittals
- any proposed design change orders that have not been executed
- any other pertinent information required to report the progress of performance under this contract.

SECTION F - CONTRACT ADMINISTRATION DATA

F.1.0. 652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (AUG 1999)

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

(b) The COR for this contract is: **COR - PROJECT ARCHITECT**

F.1.1. DUTIES

The COR may provide technical advice, substantive guidance, inspections, invoice approval, and other purposes as deemed necessary under the contract. The COR is designated as the authority to act for the Contracting Officer in matters concerning technical clarification, inspection, and acceptance of the Contractor's performance under this contract. The COR will coordinate all work with the Contractor during the term of this contract. In no instance is the COR authorized to alter the contract's terms or conditions, including the design to budget parameter. Such changes must be authorized by the Contracting Officer in a written modification to the contract. Reference to the project architect within documents incorporated into this contract shall be read to mean COR.

F.2.0. INVOICING AND PAYING INSTRUCTIONS

F.2.1. The Contractor shall submit invoices in the original and three copies to the designated billing address indicated in this contract. The COR will determine whether the invoice is complete and proper as submitted. The COR also will determine whether billed services have been satisfactorily performed and whether reimbursable expenses billed are correct. If the amount billed is incorrect, the COR will, within seven days, ask the Contractor to submit a revised invoice.

F.2.2. The Contractor shall specifically identify its last invoice as "Final Invoice." The final invoice shall include the remaining payments due under the basic contract and any and all modifications issued. The final invoice shall also attach a "Contractor's Release Certificate". The Contractor should keep one copy of the certificate for its files and include the others with each copy of the final invoice. If the Contractor has any questions regarding payment status, contact the COR.

F.2.3. Monthly progress payments pursuant to the contract clause FAR 52.232-10 titled "Payments Under Fixed Price Architect Engineer Contracts" are not authorized.

Payments for deliverable items listed in Section A shall be made in accordance with FAR 52.232-1, "Payments." For reimbursable expenses listed in Section G, payment shall be made after an acceptable invoice has been submitted by the Contractor. The Contractor shall mail invoices to:

PAYMENT INSTRUCTIONS FOR SUBMITTING INVOICES.

Invoice submission must be done through the embassy's invoice filing portal, https://mygrants.servicenowservices.com/mygrants . If you already have an account, you can now do the invoice data entry.

If you do NOT have an approved account, you must send an email to Bogotavendorportal@state.gov, requesting your account creation. Our finance section will contact you via email and send registration instructions on how to obtain your account.

If you would like to setup your user account in advance before submitting an invoice, please send an email to Bogotavendorportal@state.gov. Please wait until you obtain your Purchase Order or Contract from the Procurement Office before requesting an user account in advance.

Invoices can only be submitted through the Vendor Portal: https://mygrants.servicenowservices.com/mygrants

How can you easily file an invoice on the portal? Please see the following video.
**Ensure to set the CC option and then select English language.*

*Tutorial video for invoice filling trough the vendor portal. **

To learn about the account registration process on the portal, you can consult the following video tutorial:
**Please select the CC option and then select English language.*

*Tutorial video for registration in the vendor portal **

Payment tracking
For bill payment status issues after 30 days of filing the bill, please contact BogotaPS@state.gov

Point of Contacts
• For vendor portal issues, (e.g. account activation, portal questions) please email Bogotavendorportal@state.gov

Invoices shall reflect the contract number and the name of the COR.

F.2.4. The Contractor shall not be eligible to receive payments for any subsequent deliverables until the Government has accepted the previous deliverables.

SECTION G - SPECIAL TERMS AND CONDITIONS

G.1.0. SECURITY

The following considerations must be followed by the Contractor and/or must be incorporated into the design documents.

G.1.1. All documents received or generated under the contract are the property of the U.S. Government.

G.1.2. All documents are to be controlled and disseminated on a need-to-know basis. Reproduction and distribution is prohibited without express approval of the U.S. Government. The Contractor shall mark all design and construction documents as follows:

WARNING

This document is the property of the United States Government. Further reproduction and/or distribution is prohibited without the express written approval of:

US EMBASSY BOGOTA
CARRERA 45 NO. 24B -27
FACILITY MANAGEMENT OFFICE
BOGOTÁ, COLOMBIA

G.1.3. Proposed and actual contract documents will only be disseminated on a strict need-to-know basis, and will not be further disseminated without prior authorization from the Department of State.

G.1.4. Contractor personnel receiving proposed or actual contract documents, to include blueprints, other technical drawings, sketches, photographs, exposed negatives, and/or descriptive narratives pertaining to the project, will be responsible for these materials while in their possession, or that of any of their subcontractors. The Contractor shall return all documents, including all copies, promptly upon demand by the Government.

G.1.5. Photographs of any public areas of any U.S. diplomatic or consular facility overseas must be approved and authorized in advance by the Site Security Manager (SSM) and/or the Senior Security Officer (SSO). The SSO or SSM will establish any controls, limits, and/or other restrictions as deemed necessary. The Contractor shall submit a written request for authorization for such photography citing the reason(s) and use(s) for the photographs and/or negatives.

G.1.6. The Department of State shall be afforded the opportunity to review all photographs and negatives in advance of any public use, and reserves the right to deny such use. No further dissemination, publication, duplication, or other use beyond that

which was requested and approved under this contract is authorized without specific advance written approval from the Department of State.

G.1.7. The Department reserves the right to demand retention of all copies of photographs and negatives.

G.2.0. CONSTRUCTION COST ESTIMATING

G.2.1. The Contractor shall prepare estimates of the cost of construction and these shall be marked as "Source Selection Information". The Contractor shall safeguard the confidentiality and prevent unauthorized distribution of these estimates.

G.2.2. The Contractor shall prepare construction cost estimates with the same attention to detail as if the Contractor were bidding on the project as a construction contractor. The Contractor shall base estimates on the same construction contract conditions and specifications that will be used by the Government for procurement of the facilities being designed. Attached for reference are the model construction contract documents and procedures used by the Department of State.

G.2.3. The Contractor shall provide estimates of the cost of construction of the facilities described in the Scope of Work with each of the 35%, 60%, and 100% Construction Documents submittals. These estimates shall indicate the anticipated cost of construction of the facilities in the country and locale where such facilities are to be built at the estimated midpoint of construction in **Colombian Pesos (COP)**. Approval to proceed with subsequent phases will not be granted until all budgetary issues are resolved. See "Design-to-Budget" and Section H, clause 52.236-22 titled "Design within Funding Limitations" for the estimated construction contract price and additional information on the use of construction cost estimates.

G.2.4. The Contractor shall allocate the total projected costs among the 16 divisions contained in the Construction Specifications Institute (CSI) format (see model construction solicitation). The Contractor shall furnish price lists comparing available foreign materials to equivalent U.S. materials, if known, that may be used in construction. The Contractor shall identify any contingencies for each division.

G.3.5. The Contractor shall furnish quantities and pricing data for each section within each division showing labor, materials, overhead, and profit. The Contractor shall furnish a list of all foreign materials to be used in the facilities with their unit prices compared to prices for comparable U.S. materials. The costs for U.S. materials shall include, as a separate item, the estimated shipping costs to the site of construction. If the Contractor has specified a foreign material and there is no comparable U.S. material, the Contractor shall identify the material and the price of the foreign material used.

G.3.6. The Contractor shall compare these estimates to the design-to-budget amount and confirm that the facilities as designed can be constructed in the designated locale within the budgeted amount. The Contractor shall promptly advise the Contracting Officer

whenever it may know, or have reason to believe, that the estimated cost of construction for the facilities being designed will exceed or is likely to exceed the design-to-budget cost.

In addition to the clause of FAR 52.236-22, if at any time it is determined that the estimated cost of construction exceeds the design-to-budget amount, the Contracting Officer may direct the Contractor to perform redesign and other services as needed to reduce the estimated cost of construction to an amount that is within the design-to-budget amount. The Contractor shall perform redesign and other services no additional cost to the Government. The Contractor shall not be required to perform such redesign and other services at no cost to the Government if the Contracting Officer determines that the estimated cost of construction exceeds the design-to-budget amount for reasons beyond the reasonable control of the Contractor.

G.4.0. REIMBURSABLE EXPENSES

This negotiated amount shall not be exceeded by the contractor unless approved in writing by the Contracting Officer.

G.5.0. ORGANIZATIONAL CONFLICTS OF INTEREST

Neither the Contractor nor any of its employees, affiliates, or related entities may propose on the construction effort envisioned by this contract. The Contractor, its employees, affiliates, or related entities may not provide consulting or subcontract services related to the construction to any offeror or prospective offeror on the construction contract.

The Contractor shall include this clause in all subcontracts, purchase orders, and consulting agreements for service.

G.6.0. RELEASE OF INFORMATION

All data furnished to the Contractor and data developed in connection with the project shall be considered privileged. The Contractor shall not make public announcements, including news and press releases; these are the prerogative of the Contracting Officer.

G.7.0. NOTIFICATION OF CHANGES

G.7.1. This clause applies to changes other than changes directed by the Government pursuant to the contract clause titled "Changes - Fixed Price (AUG 87) Alternate III (APR 1984)."

G.7.2. Definitions. "Contracting Officer," as used in this clause, does not include representatives of the Contracting Officer.

G.7.3. Notice. The primary purpose of this clause is to obtain prompt reporting of Government conduct that the Contractor considers to be a change to this contract. Except

for changes identified in writing and signed by the Contracting Officer, the Contractor shall notify the Contracting Officer in writing within ten (10) days from the date the Contractor identified any Government conduct (including actions, inactions, and written or oral communications) that the Contractor regards as a change to the contract terms and conditions. Any notification received after 10 days will not be considered. On the basis of the most accurate information available to the Contractor, the notice shall state -

(i) The date, nature and circumstances of the conduct regarded as a change;

(ii) The name, function, and activity of each Government individual and Contractor official or employee involved in or knowledgeable about such conduct;

(iii) The identification of any documents and the substance of any oral communication involved in such conduct;

(iv) In the instance of alleged acceleration of scheduled performance or delivery, the basis upon which it arose;

(v) The particular elements of contract performance that the Contractor may seek an equitable adjustment under this clause, including –

- What contract line items have been or may be affected by the alleged change;
- What labor or materials or both have been or may be added, deleted, or wasted by the alleged change;
- To the extent practicable, what delay and disruption in the manner and sequence of performance and effect on continued performance have been or may be caused by the alleged change;
- What adjustments to contract price, delivery schedule, and other provisions affected by the alleged change are estimated; and

(vi) The Contractor's estimate of the time by which the Government must respond to the Contractor's notice to minimize cost, delay, or disruption of performance.

G.7.4. Continued Performance. Following submission of the notice required above, the Contractor shall diligently continue performance of this contract to the maximum extent possible in accordance with its terms and conditions as construed by the Contractor. Unless the notice reports a direction of the Contracting Officer or a communication from a representative of the Contracting Officer, the Contractor shall continue performance. However, if the Contractor regards the direction or communication as a change as described above, notice shall be given in the manner provided.

G.7.5. Government Response. The Contracting Officer shall, within thirty (30) days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer shall -

(1) Confirm that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance;
(2) Countermand any communication regarded as a change;
(3) Deny that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance; or
(4) Advise the Contractor what additional information is required and when, and establish the date by which it should be furnished and the date the Government will respond.

G.7.6. Equitable Adjustments.

If the Contracting Officer confirms that the Government conduct effected a change as alleged by the Contractor, and the conduct causes an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the work under this contract, the Government will modify the contract to make an equitable adjustment -

(1) In the contract price or delivery schedule or both; and
(2) Any other term of the contract affected.

In the case of drawings, designs, or specifications that are defective and the Government is responsible, an equitable adjustment shall include the cost and time extension for the delay reasonably incurred by the Contractor in attempting to comply with the defective drawings, designs, or specifications before the Contractor identified, or reasonably should have identified, such defect. When the cost of property made obsolete or excess as a result of a change confirmed by the Contracting Officer under this clause is included in the equitable adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of the property. The equitable adjustment shall not include increased costs or time extensions for a delay resulting from the Contractor's failure to provide notice or to continue performance as provided above.

G.7.7. Failure to agree to any adjustment shall be a dispute under the Disputes clause. Nothing in this section shall relieve the Contractor from proceeding with the work.

G. 7.8 The Contractor shall show Value Added Tax (VAT) as a separate item on invoices submitted for payment.

SECTION H- CLAUSES

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. In addition, the full text of a clause may be accessed electronically at: Acquisition.gov this address is subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the location indicated above, use the Department of State Acquisition website at e-CFR to see the links to the FAR. You may also use an Internet "search engine" (for example, Google, Yahoo or Excite) to obtain the latest location of the most current FAR.

THE FOLLOWING FEDERAL ACQUISITION REGULATION (48 CFR CH. 1) CLAUSES ARE INCORPORATED BY REFERENCE:

CLAUSE	TITLE AND DATE
52.202-1	DEFINTIONS (JUN 2020)
52.203-3	GRATUITIES (APR 1984)
52.203-17	CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS (NOV 2023)
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (NOV 2025)
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (NOV 2025)
52.204-19	INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS (DEC 2014)
52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION (JUN 2023)
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT OR VOLUNTARILY EXCLUDED (NOV 2025)

52.222-19 CHILD LABOR-COOPERATION WITH AUTHORITIES AND REMEDIES (NOV 2025)

52.222-50 COMBATING TRAFFICKING IN PERSONS (NOV 2025)

52.225-5 TRADE AGREEMENTS (NOV 2023)

52.225-14 INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT (FEB 2000)

52.226-8 ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (MAY 2024)

52.227-17 RIGHTS IN DATA – SPECIAL WORKS (DEC 2007)

52.228-3 WORKERS' COMPENSATION INSURANCE (DEFENSE BASE ACT) (JUL 2014)

52.228-4 WORKERS' COMPENSATION AND WAR HAZARD INSURANCE OVERSEAS (APR 1984)

52.229-6 TAXES – FOREIGN FIXED PRICE CONTRACTS (JUL 2025)

52.232-1 PAYMENTS (AUG 1984)

52.232-7 PAYMENTS UNDER TIME-AND-MATERIALS AND MATERIALS LABOR-HOUR CONTRACTS (NOV 2021)

52.232-8 DISCOUNTS FOR PROMPT PAYMENT (FEB 2002)

52.232-10 PAYMENTS UNDER FIXED-PRICE ARCHITECT-ENGINEER CONTRACTS (APR 2010)

52.232-11 EXTRAS (APR 1984)

52.232-18 AVAILABILTY OF FUNDS (APR 1984)

52.232-26 PROMPT PAYMENT FOR FIXED-PRICE ARCHITECT-ENGINEER CONTRACTS (JAN 2017)

52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER – SYSTEM FOR AWARD MANAGEMENT (OCT 2018)

52.233-1 DISPUTES (MAY 2014) Alternate I (NOV 2025)

52.233-3 PROTEST AFTER AWARD (NOV 2025)

52.236-22 DESIGN WITHIN FUNDING LIMITATIONS (JUL 2025)

52.236-23 RESPONSIBILITY OF THE ARCHITECT-ENGINEER CONTRACTOR (JUL 2025)

52.236-24 WORK OVERSIGHT IN ARCHITECT-ENGINEER CONTRACTS (APR 1984)

52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT AND VEGETATION (APR 1984)

52.242-14 SUSPENSION OF WORK (APR 1984)

52.243-1 CHANGES – FIXED PRICE (JUN 2025)

52.243-3 CHANGES – TIME-AND-MATERIAL OR LABOR-HOUR (JUN 2025)

52.246-4 INSPECTION OF SERVICES – FIXED-PRICE (AUG 1996)

52.246-26 REPORTING NON-CONFORMING ITEMS (AUG 2024)

52.249-7 TERMINATION (FIXED-PRICE ARCHITECT-ENGINEER) (APR 1984)

52.249-14 EXCUSABLE DELAYS (APR 1984)

I. THE FOLLOWING FAR CLAUSE(S) IS/ARE INCORPORATED IN FULL TEXT:

52.240-90 SECURITY PROHIBITIONS AND EXCLUSIONS REPRESENTATIONS AND CERTIFICATIONS (NOV 2025)

(a) *Definitions.* As used in this provision—

Backhaul, covered article, covered telecommunications equipment or services, critical technology, FASCSA order, Intelligence community, interconnection arrangements, national security system, roaming, sensitive compartmented information, sensitive compartmented information system, source, and substantial or essential components have the meanings provided in the clause 52.240-91, Security Prohibitions and Exclusions.

Business operations means engaging in commerce in any form, including by acquiring, developing, maintaining, owning, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce.

Marginalized populations of Sudan means—
(1) Adversely affected groups in regions authorized to receive assistance under section 8(c) of the Darfur Peace and Accountability Act (Pub. L. 109-344) (50 U.S.C. 1701 note); and
(2) Marginalized areas in Northern Sudan described in section 4(9) of such Act.

Restricted business operations means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate—
(1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
(2) Are conducted under specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
(3) Consist of providing goods or services to marginalized populations of Sudan;
(4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
(5) Consist of providing goods or services that are used only to promote health or education; or
(6) Have been voluntarily suspended.

Sensitive technology—
(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically—
(i) To restrict the free flow of unbiased information in Iran; or
(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and
(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

(b) *Procedures*.

(1) *Covered telecommunications and video surveillance*. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) at https://www.sam.gov for entities excluded from receiving federal awards for "covered telecommunications equipment or services."
(2) *FASCSA Orders*.
(i) The Offeror shall search in SAM for the phrase "FASCSA order" for any covered article, or any products or services produced or provided by a source, if there is an applicable FASCSA order described in paragraph (e) of FAR 52.240-91, Security Prohibitions and Exclusions.

(ii) The Offeror shall review the solicitation for any FASCSA orders that are not in SAM but are effective and apply to the solicitation and resultant contract (see FAR 40.204-1(c)(2)).
(iii) FASCSA orders issued after the date of solicitation do not apply unless added by an amendment to the solicitation.
(c) *Covered telecommunications equipment or services representations*. By submission of its offer, the Offeror represents that, after conducting a reasonable inquiry (that looks at any information in the Offeror's possession but does not need to include an internal or third-party audit)—
(1) It will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation, except as waived by the solicitation, or as disclosed in paragraph (g); and
(2) It does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services, except as waived by the solicitation, or as disclosed in paragraph (g).
(d) *FASCSA Representation*. By submission of this offer, the offeror represents that it has conducted a reasonable inquiry, and that the offeror does not propose to provide or use in response to this solicitation any covered article, or any products or services produced or provided by a source, if the covered article or the source is prohibited by an applicable FASCSA order in effect on the date the solicitation was issued, except as waived by the solicitation, or as disclosed in paragraph (g). A reasonable inquiry will look at any information in the offeror's possession but does not need to include an internal or third-party audit.
(e) *Sudan certification*. By submission of its offer, the offeror certifies, after conducting a reasonable inquiry (that looks at any information in the offeror's possession but does not need to include an internal or third-party audit), that the offeror does not conduct any restricted business operations in Sudan.
(f) *Iran Representation and Certifications*.
(1) Except as provided in paragraph (f)(2) of this provision or if a waiver has been granted in accordance with FAR 40.203-3, the offeror, after conducting a reasonable inquiry (that looks at any information in the offeror's possession but does not need to include an internal or third-party audit), by submission of its offer—
(i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;
(ii) Certifies that the offeror, or any person (as defined at section 15 of the Iran Sanctions Act of 1996, Pub. L. 104-172, 50 U.S.C. 1701 note) owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Act. These sanctioned activities are in the areas of development of the petroleum resources of Iran, production of refined petroleum products in Iran, sale and provision of refined petroleum products to Iran, and contributing to Iran's ability to acquire or develop certain weapons or technologies; and
(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds $15,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in

property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx)

(2) Exception for trade agreements. The representation and certification requirements of paragraph (f)(1) of this provision do not apply if—

(i) This solicitation includes a trade agreements notice or certification (e.g., 52.225-6, Trade Agreements Certificate); and

(ii) The offeror has certified that all the offered products to be supplied are designated country end products or designated country construction material.

(iii) The offeror shall email questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(g) *Disclosure*.

(1) If the Offeror is not able to represent compliance with the prohibitions in paragraphs (c) or (d), then the Offeror shall disclose within 72 hours to the contracting office identified in paragraph (g)(2) the following information for each product or service not compliant:

(i) Contract number and order number, if applicable;

(ii) Identification of whether this disclosure relates to paragraph (c) on covered telecommunication equipment or services, or to paragraph (d) on FASCSA orders;

(iii) A description of the products or services that the Contractor identifies or has reason to suspect is prohibited (include brand; model number, such as the original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(iv) The entity that produced the product or service (include entity name, unique entity identifier, Contractor and Government Entity (CAGE) code, facilities responsible for design, fabrication, assembly, packaging, and test of the product, and whether the entity was the OEM or a distributor (provide manufacturer codes and distributor codes used for the product));

(v) Description of the functionality of the product or service and how that functionality impacts the risk to the product or service;

(vi) An explanation of any factors relevant to determining if the product or service should be permitted by an applicable exception, exemption, or waiver (if the offeror would like the Government to consider a waiver);

(vii) Whether alternative products or services are available that would be compliant with the prohibition;

(viii) If the product or service is related to item maintenance, include the following information on the item being maintained:

(A) Brand;

(B) Model number, OEM number, manufacturer part number, or wholesaler number; and

(C) Item description, as applicable.

(ix) Any readily available information about mitigation actions undertaken or recommended.

(2) If a disclosure is required to be submitted to a contracting office, the offeror shall submit the disclosure as follows:

(i) If a Department of Defense contracting office, the offeror shall submit the disclosure to the website at https://dibnet.dod.mil.
(ii) For all other contracting offices, the Offeror shall submit the disclosure to the Contracting Officer.
(3) If the disclosure provided does not contain any of the information required by paragraph (1), and the Offeror later discovers new information that is required by paragraph (1), then the Offeror shall submit a subsequent disclosure within 72 hours of discovering the new information.
(h) *Executive agency review of disclosures*. The Contracting Officer will review disclosures provided in paragraph (g) to determine if any applicable waiver may be sought. The Contracting Officer may choose not to pursue a waiver and may instead make an award to an Offeror that does not require a waiver.

(End of provision)

52.213-4 TERMS AND CONDITIONS—SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES) (NOV 2025)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(ii) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab Covered Entities (Dec 2023) (Section 1634 of Pub. L. 115-91).

(iii) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (Nov 2021) (Section 889(a)(1)(A) of Pub. L. 115-232).

(iv) 52.204-27, Prohibition on a ByteDance Covered Application (Jun 2023) (Section 102 of Division R of Pub. L. 117-328), unless the agency grants an exception - see paragraph (b) of 52.204-27.

(v) 52.204-30, Federal Acquisition Supply Chain Security Act Orders—Prohibition. (Dec 2023) (Pub. L. 115–390, title II).

(vi) 52.222-3, Convict Labor (Jun 2003) (E.O.11755).

(vii) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(viii) 52.222-26, Equal Opportunity (Sep 2016) (E.O.11246).

(ix) 52.225-13, Restrictions on Certain Foreign Purchases (Feb 2021) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(x) 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (Mar 2023) (31 U.S.C. 3903 and 10 U.S.C. 3801).

(xi) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(xii) 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004) (Pub. L. 108-77 and 108-78 (19 U.S.C. 3805 note)).

(2) Listed below are additional clauses that apply:

(i) 52.232-1, Payments (Apr 1984).

(ii) 52.232-8, Discounts for Prompt Payment (Feb 2002).

(iii) 52.232-11, Extras (Apr 1984).

(iv) 52.232-25, Prompt Payment (Jan 2017).

(v) 52.232-39, Unenforceability of Unauthorized Obligations (Jun 2013).

(vi) 52.233-1, Disputes (May 2014).

(vii) 52.244-6, Subcontracts for Commercial Products and Commercial Services (Jan 2025).

(viii) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.203-17, Contractor Employee Whistleblower Rights (Nov 2023) (41 U.S.C. 4712); this clause does not apply to contracts of DoD, NASA, the Coast Guard, or applicable elements of the intelligence community—see FAR 3.900(a).

(ii) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jun 2020)(Pub. L. 109-282) (31 U.S.C. 6101 note) (Applies to contracts valued at or above the threshold specified in FAR 4.1403(a) on the date of award of this contract).

(iii) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2025) (E.O. 13126) (Applies to contracts for supplies exceeding the micro-purchase threshold, as defined in 2.101 on the date of award of this contract).

(iv) 52.222-20, Contracts for Materials, Supplies, Articles, and Equipment., Contracts for Materials, Supplies, Articles, and Equipment (Jun 2020) (41 U.S.C. chapter 65) (Applies to supply contracts over the threshold specified in FAR 22.602 on the date of award of this contract, in the United States, Puerto Rico, or the U.S. Virgin Islands).

(v) 52.222-35, Equal Opportunity for Veterans (Jun 2020) (38 U.S.C. 4212) (Applies to contracts valued at or above the threshold specified in FAR 22.1303(a) on the date of award of this contract).

(vi) 52.222-36, Equal Employment for Workers with Disabilities (Jun 2020) (29 U.S.C. 793) (Applies to contracts over the threshold specified in FAR 22.1408(a) on the date of award of this contract, unless the work is to be performed outside the United States by employees recruited outside the United States). (For purposes of this clause, "United States" includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(vii) 52.222-37, Employment Reports on Veterans (Jun 2020) (38 U.S.C. 4212) (Applies to contracts valued at or above the threshold specified in FAR 22.1303(a) on the date of award of this contract).

(viii) 52.222-41, Service Contract Labor Standards (Aug 2018) (41 U.S.C. chapter 67) (Applies to service contracts over $2,500 that are subject to the Service Contract Labor Standards statute and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer Continental Shelf).

(ix)

(A) 52.222-50, Combating Trafficking in Persons (Nov 2021) (22 U.S.C. chapter 78 and E.O. 13627) (Applies to all solicitations and contracts).

(B) Alternate I (Mar 2015) (Applies if the Contracting Officer has filled in the following information with regard to applicable directives or notices: Document title(s), source for obtaining document(s), and contract performance location outside the United States to which the document applies).

(x) 52.222-55, Minimum Wages for Contractor Workers Under Executive Order 14026 (Jan 2022) (Applies when 52.222-6 or 52.222-41 are in the contract and performance in whole or in part is in the United States (the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, and the outer Continental Shelf as defined in the Outer Continental Shelf Lands Act (43 U.S.C. 1331, *et seq.*))).

(xi) 52.222-62, Paid Sick Leave Under Executive Order 13706 (Jan 2022) (E.O. 13706) (Applies when 52.222-6 or 52.222-41 are in the contract and performance in whole or in part is in the United States (the 50 States and the District of Columbia.))

(xii) 52.223-5, Pollution Prevention and Right-to-Know Information (May 2024) (42 U.S.C. 11001-11050 and 13101-13109) (Applies to services performed on Federal facilities).

(xiii) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (May 2024) (42 U.S.C. 7671, *et seq.*) (Applies to contracts for products as prescribed at FAR 23.109(d)(1)).

(xiv) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (May 2024) (42 U.S.C. 7671, *et seq.*) (Applies to maintenance, service, repair, or disposal of refrigeration equipment and air conditioners).

(xv) 52.223-20, Aerosols (May 2024) (42 U.S.C. 7671, *et seq.*) (Applies to contracts for products that may contain high global warming potential hydrofluorocarbons as a propellant or as a solvent; or contracts for maintenance or repair of electronic or mechanical devices).

(xvi) 52.223-21, Foams (May 2024) (42 U.S.C. 7671, *et seq.*) (Applies to contracts for products that may contain high global warming potential hydrofluorocarbons or refrigerant blends containing hydrofluorocarbons as a foam blowing agent; or contracts for construction of buildings or facilities.

(xvii) 52.223-23, Sustainable Products and Services (May 2024) (E.O. 14057, 7 U.S.C. 8102, 42 U.S.C. 6962, 42 U.S.C. 8259b, and 42 U.S.C. 7671l) (Applies to contracts when the agency identifies in the statement of work, or elsewhere in the contract, the sustainable products and services that apply to the acquisition).

(xviii)

(A) 52.225-1, Buy American-Supplies (Oct 2022) (41 U.S.C. chapter 67) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold, as defined in 2.101 on the date of award of this contract, and the acquisition-

(1) Is set aside for small business concerns; or

(2) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed $50,000).

(B) *Alternate I* (OCT 2022) (Applies if the Contracting Officer has filled in the domestic content threshold below, which will apply to the entire contract period of performance. Substitute the following sentence for the first sentence of paragraph (1)(ii)(A) of the definition of *domestic end product* in paragraph (a) of 52.225-1: (A) The cost of its components mined, produced, or manufactured in the United States exceeds ____ percent of the cost of all its components. [*Contracting officer to insert the percentage per instructions at 13.302-5(d)(4).*])

(xix) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations., Promoting Excess Food Donation to Nonprofit Organizations (Jun 2020) (42 U.S.C. 1792) (Applies to contracts greater than the threshold specified in FAR 26.404 on the date of award of this contract, that provide for the provision, the service, or the sale of food in the United States).

(xx) 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (Oct 2013)(Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the System for Award Management (SAM) as its source of EFT information).

(xxi) 52.232-34, Payment by Electronic Funds Transfer-Other than System for Award Management (Jul 2013) (Applies when the payment will be made by EFT and the payment office does not use the SAM database as its source of EFT information).

(xxii) 52.240-1, Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities (Nov 2024) (Sections 1821-1826, Pub. L. 118-31, 41 U.S.C. 3901 note prec.).

(xxiii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Nov 2021) (46 U.S.C. 55305)(Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at 47.504(d)).

(xxiv) 52.247-69, Reporting Requirement for U.S.-Flag Air Carriers Regarding Training to Prevent Human Trafficking (Jan 2025) (49 U.S.C. 40118(g)). (Applies to contracts with a U.S.-flag carrier for the transportation by air of passengers; does not apply to contracts awarded by the Department of Defense or contracts for commercial products).

(2) Listed below are additional clauses that may apply:

(i) 52.204-21, Basic Safeguarding of Covered Contractor Information Systems (Nov 2021) (Applies to contracts when the contractor or a subcontractor at any tier may have Federal contract information residing in or transiting through its information system.)

(ii) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, Proposed for Debarment, or Voluntarily Excluded (Jan 2025) (Applies to contracts over the threshold specified in FAR 9.405-2(b) on the date of award of this contract).

(iii) 52.211-17, Delivery of Excess Quantities (Sept 1989) (Applies to fixed-price supplies).

(iv) 52.247-29, F.o.b. Origin (Feb 2006) (Applies to supplies if delivery is f.o.b. origin).

(v) 52.247-34, F.o.b. Destination (Jan 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) *FAR 52.252-2, Clauses Incorporated by Reference (Feb 1998)*. This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text

available. Also, the full text of a clause may be accessed electronically at this/these address(es):

_____

_____

_____

[Insert one or more Internet addresses]

(d) *Inspection/Acceptance*. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights-

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) *Excusable delays*. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) *Termination for the Government's convenience*. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor’s records. The Contractor shall not

be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) *Termination for cause*. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) *Warranty*. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)

II. The following Department of State Acquisition Regulation clause(s) (DOSAR) is/are incorporated by reference (48 CFR Ch. 6):

652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

652.243-70 NOTICES (AUG 1999)

THE FOLLOWING DOSAR CLAUSE(S) IS/ARE PROVIDED IN FULL TEXT:

652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD ISSUANCE PROCEDURES (FEB 2015)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at *http://www.state.gov/m/ds/rls/rpt/c21664.htm* .

(End of clause)

CONTRACTOR IDENTIFICATION (JULY 2008)

Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government e-mail.

Contractor personnel must take the following actions to identify themselves as non-federal employees:

1) Use an e-mail signature block that shows name, the office being supported and company affiliation (e.g. "John Smith, Office of Human Resources, ACME Corporation Support Contractor");
2) Clearly identify themselves and their contractor affiliation in meetings;
3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and
4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

(End of clause)

SECTION I - LIST OF ATTACHMENTS

EXHIBIT A - STATEMENT OF WORK

EXHIBIT B - QUANTITY CHART FOR PROPOSAL

EXHIBIT C – SPECIFICATIONS STANDARDS

EXHIBIT D - SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS

SECTION J - INSTRUCTIONS ON HOW TO SUBMIT A QUOTATION

The Offeror shall include Defense Base Act (DBA) insurance premium costs covering employees. The offeror may obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at *http://www.dol.gov/owcp/dlhwc/lscarrier.htm*

Each offer must consist of the following:

Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing in ***Colombia*** or plans to establish an office within 30 days of contract award.

SAM registration is not required for proposal submission. Offerors shall indicate whether they are currently registered in SAM or are in the process of obtaining registration. If available, the Offeror shall provide its Unique Entity Identifier (UEI)..

J.1.0. SUBMISSION OF QUOTATIONS

This solicitation is for the performance of the services described earlier.

Summary of Instructions
Each quotation must consist of the following:

Volume	Title	No. of Copies*
1	Executed Standard Form 1442, Make sure to fill and sign (when applicable) in blocks: 14, 15, 16, 17 and 30A, 30B, 30C. and Executed Standard Form 330, follow instructions given from page 1 to 8 to fill out.	1
2	Price Proposal based on - Exhibit B - Quantity Chart Cmr Annex Building Siesmic Assesment	1

Submit the complete quotation package to the address indicated This package must be sent to ***BOGOTAGSOCOMPRAS@STATE.GOV***, make sure the submission is made in specific size and format; in MS-Word 2007/2010 or MS-Excel 2007/2010 or Adobe Acrobat (pdf) file format. The file size must not exceed 30MB. If the file size should exceed 30MB, the submission must be made in separate files and attached to separate emails with less than 30MB each.

The quoter shall state any deviations, exceptions, or conditional assumptions taken regarding this solicitation and explain/justify them in the appropriate volume of the offer.

Volume 2 shall contain:

1. Complete pricing schedules as identified in Section A. The proposed total firm fixed price for all the deliverables shall be broken down in detail to provide all direct costs, such as salaries, fringe benefits, taxes, insurance costs, material costs, administrative overhead and profit.

2. A complete cost breakdown, including professional hours, materials, travel expenses, subcontractor costs, reproduction costs and all other costs related to the design and/or ancillary services required to perform of the work described previously.

3. Hourly rates for each professional category of each required discipline, as well as overhead, G&A, and profit shown as separate items. Submit the same information for any proposed subcontractors.

4. A copy of the most recent audit performed on the company's accounting system by an independent auditor or by a Government agency.

5. A copy of the firm's financial statement.

6. A copy of liability insurance policy covering errors and omissions.

J.2.0. 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. In addition, the full text of a clause may be accessed electronically at Acquisition.gov this address is subject to change.

If the Federal Acquisition Regulation (FAR) is not available at the location indicated above, use the Department of State Acquisition website at e-CFR to see the links to the FAR. You may also use an Internet "search engine" (for example, Google, Yahoo or Excite) to obtain the latest location of the most current FAR.

THE FOLLOWING FEDERAL ACQUISITION REGULATION PROVISION(S) IS/ARE INCORPORATED BY REFERENCE:

PROVISION	TITLE AND DATE
52.204-7	SYSTEM FOR AWARD MANAGEMENT (NOV 2025)
52.214-34	SUBMISSIONS OF OFFERS IN THE ENGLISH LANGAUGE (APR 1991)
52.215-1	INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITIONS (NOV 2025)

J.3.0. SOLICITATION PROVISIONS INCORPORATED BY FULL TEXT

52.216-1 TYPE OF CONTRACT (NOV 2025)

The Government contemplates award of a firm fixed price contract resulting from this solicitation with additional services under a Time-and-Materials basis.
(End of provision)

52.233-2 SERVICE OF PROTEST (NOV 2026)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

J.4.0. FINANCIAL STATEMENT

If asked by the Contracting Officer, the offeror shall provide a current statement of its financial condition, certified by a third party, that includes:

Income (profit-loss) Statement that shows profitability for the past **three (3)** years;

Balance Sheet that shows the assets owned and the claims against those assets, or what a firm owns and what it owes; and

Cash Flow Statement that shows the firm's sources and uses of cash during the most recent accounting period. This will help the Government assess a firm's ability to pay its obligations.

The Government will use this information to determine the offeror's financial responsibility and ability to perform under the contract. Failure of an offeror to comply with a request for this information may cause the Government to determine the offeror to be nonresponsible.

SECTION K - EVALUATION CRITERIA

K.1.0. EVALUATION PROCESS

The Government will select an architectural and engineering contractor following Subpart 36.6 of the Federal Acquisition Regulation. The Government will evaluate the quotation submitted in response to this solicitation. Award will be based on whether the U.S. Government is able to negotiate a fair and reasonable price for these services.

If a mutually satisfactory price cannot be negotiated, the Contracting Officer shall notify the quoter that negotiations have been terminated. The Contracting Officer shall then initiate negotiations with the next firm on the final selection list. This procedure shall continue until a mutually satisfactory contract has been negotiated. If negotiations fail with all selected firms, the Contracting Officer shall refer the matter to the selection authority who, after consulting with the Contracting Officer as to why a contract cannot be negotiated, may direct the evaluation board to recommend additional firms.

K.2.0. FIRM FIXED PRICES

The Offeror shall propose firm fixed prices for the deliverables listed in Section A and fixed loaded hourly rates for additional services. Proposals that do not include firm fixed prices cannot be evaluated and will be rejected.

K.3.0. SEPARATE CHARGES

Separate charges, in any form, are not solicited. The Government shall not be obligated to pay any charges other than the contract price.

K.4.0. 52.225-17 EVALUATION OF FOREIGN CURRENCY OFFERS (FEB 2000):

If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using the exchange rate used by the Embassy in effect as follows:

(a) For acquisitions conducted using sealed bidding procedures, on the date of bid opening.
(b) For acquisitions conducted using negotiation procedures—

(1) On the date specified for receipt of offers, if award is based on initial offers; otherwise

(2) On the date specified for receipt of proposal revisions.

THE FOLLOWING DOSAR IS PROVIDED IN FULL TEXT:

652.209-79 REPRESENTATION BY CORPORATION REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION UNDER ANY FEDERAL LAW (SEPT 2014) (DEVIATION per PIB 2014-21)

(a) In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into a contract with any corporation that –

(1) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government; or

(2) Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.

For the purposes of section 7073, it is the Department of State's policy that no award may be made to any corporation covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Offeror represents that—

(1) It is [ ] is not [ ] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) It is [ ] is not [ ] a corporation that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
(End of provision)

SECTION L - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS

L.1 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The offeror certifies that -

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above _____ (insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

L.2 52.240-90 SECURITY PROHIBITIONS AND EXCLUSIONS REPRESENTATIONS AND CERTIFICATIONS (NOV 2025)

(a) Definitions. As used in this provision-—

Backhaul, covered article, covered telecommunications equipment or services, critical technology, FASCSA order, Intelligence community, interconnection arrangements, national security system, roaming, sensitive compartmented information, sensitive compartmented information system, source, and substantial or essential component have the meanings provided in the clause 52.240-91, Security Prohibitions and Exclusions. Business operations means engaging in commerce in any form, including by acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce. Marginalized populations of Sudan means—

(1) Adversely affected groups in regions authorized to receive assistance under section 8(c) of the Darfur Peace and Accountability Act (Pub. L. 109-344) (50 U.S.C. 1701 note); and

(2) Marginalized areas in Northern Sudan described in section 4(9) of such Act.

Restricted business operations means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate—

(1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;

(2) Are conducted under specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;

(3) Consist of providing goods or services to marginalized populations of Sudan;

(4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;

(5) Consist of providing goods or services that are used only to promote health or education; or

(6) Have been voluntarily suspended.

Sensitive technology—

(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically—

(i) To restrict the free flow of unbiased information in Iran; or

(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50
U.S.C. 1702(b)(3)).
(b) Procedures.
(1) Covered telecommunications and video surveillance. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) at https://www.sam.gov for entities excluded from receiving federal awards for
"covered telecommunications equipment or services."
(2) FASCSA Orders.
(i) The Offeror shall search in SAM for the phrase "FASCSA order" for any covered article, or any products or
services produced or provided by a source, if there is an applicable FASCSA order described in paragraph (e) of FAR 52.240-91, Security Prohibitions and Exclusions.
(ii) The Offeror shall review the solicitation for any FASCSA orders that are not in SAM but are effective and apply to the solicitation and resultant contract (see FAR 40.204-1(c)(2)).
(iii) FASCSA orders issued after the date of solicitation do not apply unless added by an amendment to the solicitation.
(c) Covered telecommunications equipment or services representations. By submission of its offer, the Offeror represents that, after conducting a reasonable inquiry (that looks at any information in the Offeror's possession but does not need to include an internal or third-party audit)—
(1) It will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation, except as waived by the solicitation, or as disclosed in paragraph (g); and
(2) It does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services, except as waived by the solicitation, or as disclosed in paragraph
(g).
(d) FASCSA Representation. By submission of this offer, the offeror represents that it has conducted a reasonable inquiry, and that the offeror does not propose to provide or use in response to this solicitation any covered article, or any products or services produced or provided by a source, if the covered article or the source is prohibited by an applicable FASCSA
order in effect on the date the solicitation was issued, except as waived by the solicitation, or as disclosed in paragraph (g). A reasonable inquiry will look at any information in the offeror's possession but does not need to include an internal or third-party audit.
(e) Sudan certification. By submission of its offer, the offeror certifies, after conducting a reasonable inquiry (that looks at any information in the offeror's possession but does not need to include an internal or third-party audit), that the offeror does not conduct any restricted business operations in Sudan.
(f) Iran Representation and Certifications.

(1) Except as provided in paragraph (f)(2) of this provision or if a waiver has been granted in accordance with FAR 40.203-3, the offeror, after conducting a reasonable inquiry (that looks at any information in the offeror's possession but does not need to include an internal or third-party audit), by submission of its offer—

(i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(ii) Certifies that the offeror, or any person (as defined at section 15 of the Iran Sanctions Act of 1996, Pub. L. 104-172, 50 U.S.C. 1701 note) owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Act. These sanctioned activities are in the areas of development of the petroleum resources of Iran, production of refined petroleum products in Iran, sale and provision of refined petroleum products to Iran, and contributing to Iran's ability to acquire or develop certain weapons or technologies; and

(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds $15,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx)

(2) Exception for trade agreements. The representation and certification requirements of paragraph (f)(1) of this provision do not apply if—

(i) This solicitation includes a trade agreements notice or certification (e.g., 52.225-6, Trade Agreements Certificate); and

(ii) The offeror has certified that all the offered products to be supplied are designated country end products or designated country construction material.

(iii) The offeror shall email questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(g) Disclosure.

(1) If the Offeror is not able to represent compliance with the prohibitions in paragraphs (c) or (d), then the Offeror shall disclose within 72 hours to the contracting office identified in paragraph (g)(2) the following information for each product or service not compliant:

(i) Contract number and order number, if applicable;

(ii) Identification of whether this disclosure relates to paragraph (c) on covered telecommunication equipment or services, or to paragraph (d) on FASCSA orders;

(iii) A description of the products or services that the Contractor identifies or has reason to suspect is prohibited (include brand; model number, such as the original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(iv) The entity that produced the product or service (include entity name, unique entity identifier, Contractor and Government Entity (CAGE) code, facilities responsible for design, fabrication, assembly, packaging, and test of the product, and whether the entity was the OEM or a distributor (provide manufacturer codes and distributor codes used for the product));

(v) Description of the functionality of the product or service and how that functionality impacts the risk to the product or service;

(vi) An explanation of any factors relevant to determining if the product or service should be permitted by an applicable exception, exemption, or waiver (if the offeror would like the Government to consider a waiver);

(vii) Whether alternative products or services are available that would be compliant with the prohibition;

(viii) If the product or service is related to item maintenance, include the following information on the item being maintained:

(A) Brand;

(B) Model number, OEM number, manufacturer part number, or wholesaler number; and

(C) Item description, as applicable.

(ix) Any readily available information about mitigation actions undertaken or recommended.

(2) If a disclosure is required to be submitted to a contracting office, the offeror shall submit the disclosure as follows:

(i) If a Department of Defense contracting office, the offeror shall submit the disclosure to the website at https://dibnet.dod.mil.

(ii) For all other contracting offices, the Offeror shall submit the disclosure to the Contracting Officer.

(3) If the disclosure provided does not contain any of the information required by paragraph (1), and the Offeror later discovers new information that is required by paragraph (1), then the Offeror shall submit a subsequent disclosure within 72 hours of discovering the new information.

(h) Executive agency review of disclosures. The Contracting Officer will review disclosures provided in paragraph (g) to determine if any applicable waiver may be sought. The Contracting Officer may choose not to pursue a waiver and may instead make an award to an Offeror that does not require a waiver.

(End of provision)

52.209-2 PROHIBITION ON CONTRACTING WITH INVERTED DOMESTIC CORPORATIONS REPRESENTATION (NOV 2025)

(a) *Definitions*. As used in this clause—

Inverted domestic corporation means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

Subsidiary means an entity in which more than 50 percent of the entity is owned—

(1) Directly by a parent corporation; or

(2) Through another subsidiary of a parent corporation.

(b) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at

9.108-3(b) applies or the requirement is waived in accordance with the procedures at 9.108-5.

(c) *Representation*. The Offeror represents that-

(1) It □ is, □ is not an inverted domestic corporation; and

(2) It □ is, □ is not a subsidiary of an inverted domestic corporation. (End of provision)

KITCHEN MODERNIZATION

CHANCERY BUILDING | U.S. EMBASSY COMPOUND

JULY 31, 2026

SENSITIVE BUT UNCLASSIFIED

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SECTION 1 – GENERAL PROJECT INFORMATION

Field	Details
Project Title	Compound Kitchen & Cafeteria Modernization — A/E Design Services
Location	U.S. Embassy Compound, Bogotá, Colombia
Contract Type	Firm Fixed Price
Project Classification Designation	Sensitive But Unclassified (SBU)
Project Category	Modernization
Planned Fiscal Year	FY 2027
Post Point of Contact	Viviana Vasquez (VasquezVA@state.gov)

SECTION 2 – PROJECT DESCRIPTION

2.1 Project Overview

This Statement of Work (SOW) establishes the scope of Architectural and Engineering (A/E) professional design services for the modernization of the kitchen, cafeteria, and dining facilities located within the U.S. Embassy Compound in Bogotá, Colombia.

The project encompasses a comprehensive site assessment of existing infrastructure, followed by the development of a complete final design package for the facility's renovation. At minimum, the selected design team shall produce: (1) Site Plan; (2) Demolition Plans (if applicable); (3) Floor Plans (architectural, structural, mechanical, electrical, plumbing, and security features, existing vs. new work); (4) Spaces and Dimensions (1:100 metric scale); (5) Elevations; (6) Specifications; and (7) Construction Cost Estimate. These represent the minimum required deliverables; the A/E shall expand the level of detail, number of drawings, or scope of documentation within each category as necessary to fully and unambiguously convey the design intent across all eight design disciplines. Any such expansion is included within the Firm Fixed Price of this contract and shall not result in additional compensation or schedule relief to the Contractor.

The modernization design must ensure deep alignment with the facility's specific operational constraints and mission requirements.

2.2 Project Objectives

The renovation shall achieve the following objectives:

1. **Operational Efficiency:** Modernize kitchen, cafeteria, and dining facilities to maximize operational efficiency and institutional food service capacity.
2. **Regulatory Compliance:** Ensure full compliance with U.S. life safety codes (NFPA), accessibility standards (ADA), and health regulations for institutional food services.
3. **Obsolescence Remediation:** Address existing infrastructure obsolescence across all building systems.
4. **Mission-Critical Performance:** Meet the compound's mission-critical requirements for food service operations supporting Embassy staff and operations.
5. **Bid-Ready Documentation:** Deliver a clear, technical, and actionable framework to guide the future execution of construction works.
6. **Sustainability:** Incorporate energy-efficient systems, waste management compliance, and adherence to institutional health standards.
7. **Final Design Documentation:** Deliver a clear, technical, and complete final design package — consisting, at minimum, of the Site Plan, Demolition Plans (if applicable), Floor Plans, Spaces and Dimensions, Elevations, Sections, Specifications, and Construction Cost Estimate — to guide the future execution of construction works.

2.3 Scope of Design Trades

The A/E design shall address the following disciplines:

#	Discipline	Key Responsibility
1	**Architecture (ARCH)**	Space planning, finish schedules, circulation flow, ADA compliance, and Life Safety code adherence
2	**Food Service Design (FSD)**	Industrial kitchen workflow, ergonomics, equipment specifications, and operational capacity mapping
3	**Mechanical / HVAC**	Kitchen exhaust systems (NFPA 96), makeup air, HVAC for dining areas, and odor control
4	**Plumbing (PLM)**	Potable water supply, specialized drainage, industrial grease interceptors, and gas/steam piping
5	**Electrical (ELE)**	Electrical load analysis, power distribution for heavy machinery, LED lighting, and emergency power integration
6	**Fire Protection (FPE)**	Suppression systems for kitchen hoods (Ansul or equivalent), sprinkler coverage, and fire alarm integration

7	**Structural (STR)**	Structural integrity analysis, load-bearing assessment for heavy industrial equipment, and slab reinforcement
8	**Sustainability / Environmental**	Energy-efficient systems, waste management compliance, and adherence to institutional health standards
9	**SHEM**	Job Hazard Analysis (JHA), work-at-height/electrical safety compliance, PPE, and site controls

SECTION 3 – APPLICABLE CODES, STANDARDS, AND REGULATIONS

3.1 Order of Precedence

In the event of conflict between standards, the following order shall govern:

1. Current Agreement / Task Order
2. OBO Design Standards
3. Referenced U.S. codes and standards
4. Colombian national codes and standards

Where U.S. and Colombian standards conflict, the **more stringent or demanding standard shall apply**. The A/E is responsible for identifying such conflicts and notifying the Contracting Officer (CO) promptly prior to proceeding with affected work.

3.2 U.S. Federal Standards (Primary — Contractual Obligation)

- **OBO Design Standards** — All OBO design and construction standards apply globally to this project, including OBO_BIM-CAD Standards.
- **IBC (International Building Code)** — Governing standard for all building construction and interior renovation work, including OBO Supplement to the IBC.
- **ADA Accessibility Guidelines** — Full compliance required for all public and common areas, including dining facilities.
- **ASHRAE Standards** — For HVAC and ventilation design, adjusted for Bogotá's altitude and climate conditions.
- **NFPA 13** — Standard for the Installation of Sprinkler Systems.
- **NFPA 72** — National Fire Alarm and Signaling Code.
- **NFPA 96** — Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations (primary standard for kitchen exhaust systems).

- **NEC / NFPA 70** — National Electrical Code.
- **IMC (International Mechanical Code)** — For all mechanical system design.
- **IPC (International Plumbing Code)** — For all plumbing system design.
- **ASTM International Standards** — For material specifications and testing.
- **NSF/ANSI Standards** — For food service equipment and materials in contact with food.
- **FAR** — Federal Acquisition Regulation, applicable to all procurement activities.

3.3 Colombian National Codes

- **RETIE** — Reglamento Técnico de Instalaciones Eléctricas (Colombian Electrical Technical Regulation).
- **NSR-10** — Normas Colombianas de Diseño y Construcción Sismo Resistente (Colombian Seismic Resistant Construction Standards), Title A.
- **NTC 1500** — Colombian Technical Standards for plumbing networks and installations.
- **NTC 5680 / ASTM C645** — Standards for cold-rolled galvanized steel framing components.
- **NTC 1335** — Colombian Technical Standard for water-based paints and finishes.
- **RAS 0330/2017** — Colombian regulation applicable to sanitary and environmental systems.
- **Colombian Health and Sanitation Regulations** — All applicable national and municipal health codes governing institutional food service facilities (INVIMA, Resolución 2674/2013 or current equivalent).
- **Local Building and Fire Codes** — All applicable local municipal and national building and fire safety regulations.

3.4 Food Service and Health Standards

- **FDA Food Code** — Current edition, as applicable to institutional food service design.
- **INVIMA (Instituto Nacional de Vigilancia de Medicamentos y Alimentos)** — Colombian food safety authority requirements for institutional kitchens.
- **Resolución 2674/2013** — Colombian regulation on food handling, processing, and preparation facilities (or current equivalent).
- **NSF/ANSI 2** — Food Equipment Standards.
- **NSF/ANSI 3** — Commercial Warewashing Equipment.

- **NSF/ANSI 4** — Commercial Cooking, Rethermalization, and Powered Hot Food Holding and Transport Equipment.

3.5 Conflict Resolution

The A/E shall immediately notify the CO upon identifying any conflict between U.S. and Colombian standards. In all cases:

- **Mandatory Colombian regulations** shall govern for the purposes of obtaining local permits and inspections.
- **U.S. Government contractual requirements** shall govern for project acceptance and design quality.
- The **more stringent standard** shall be applied in all design decisions.

SECTION 4 – PRE-DESIGN REQUIREMENTS

4.1 Pre-Design Conference

A mandatory pre-design kickoff conference shall be held within **10 calendar days of contract award**. Required attendees include:

- A/E Project Manager
- A/E Lead Architect and all discipline leads (including Food Service Designer)
- Designated COR - Embassy FAC Representative

Agenda Items:

- Review complete project scope and objectives
- Confirm design schedule and milestone dates
- Establish communication protocols and reporting structure
- Review site access and security procedures
- Confirm BIM Execution Plan (BEP) requirements and key stakeholders
- Review OBO Design Standards applicability
- Review in-house design work completed to date and integration requirements
- Discuss food service operational constraints and continuity requirements during construction
- Establish quality control checkpoints and design review cycles

4.2 Existing Conditions Verification

Before initiating design, the A/E shall:

- Conduct a **comprehensive site assessment** of existing kitchen, cafeteria, and dining infrastructure during the Conceptual Design Phase (LOD 100).
- Review and integrate all in-house design work completed to date.
- Report any discrepancies between Government-provided documentation and actual site conditions **within 30 days of site access**.
- Verify locations of all existing MEP systems, structural elements, utility runs, and food service equipment.
- Assess existing grease interceptors, exhaust systems, and kitchen hood conditions.
- Document pre-existing conditions with photographs and written reports (Embassy-approved photography).
- Identify any hazardous materials, subsurface conditions, or structural anomalies that may affect design.

4.3 Security Clearance — Pre-Design Site Access

Before initiating any site visits, the A/E shall:

- Submit a list of all personnel requiring site access to the Embassy, including:
    - Full names (first and last)
    - ID number and place of issuance
    - Telephone number and address
- No personnel may enter Embassy property until the security review is successfully completed.
- Approval of personnel is not guaranteed. The Embassy's decision is final.
- Contractors must plan for this and may submit extra personnel for review.

4.4 BIM Execution Plan (BEP)

Per OBO requirements and national BIM standards, the A/E shall:

- Develop a BIM Execution Plan (BEP) in coordination with the embassy and key stakeholders.
- Define BIM uses, LOD requirements per phase, and data exchange protocols.

- Submit the BEP for Embassy review and approval **within 14 days of contract award**.

4.5 Food Service Operational Assessment

Prior to commencing design, the A/E (through its Food Service Designer) shall:

- Conduct interviews with Embassy, understand current workflows, capacity requirements, and operational pain points.
- Document daily meal counts, peak service periods, menu types, and staffing levels.
- Assess existing equipment inventory for potential reuse, refurbishment, or replacement.
- Identify critical operational continuity requirements during construction (phasing needs).

SECTION 5 – A/E QUALIFICATIONS AND REQUIREMENTS

5.1 Minimum Qualifications

The A/E firm shall demonstrate:

1. **Experience:** Minimum **5 years** of experience in architectural and engineering design for commercial or institutional food service facilities, including industrial kitchens and cafeterias.
2. **Technical Knowledge:** Demonstrated knowledge of applicable U.S. and Colombian construction standards, including IBC, OBO Design Standards, NFPA (particularly NFPA 96), NEC/RETIE, ASHRAE, NSR-10, ADA, and Colombian food safety regulations.
3. **U.S. Government Experience:** Prior experience working on U.S. Government facilities is preferred but not required.
4. **Food Service Design Expertise:** Demonstrated capability in industrial kitchen and institutional food service design, including NSF-compliant equipment specification and kitchen workflow optimization.
5. **BIM Capability:** Demonstrated capability in BIM design and production (Revit or equivalent), compliant with OBO_BIM-CAD Standards.
6. **Financial Capacity:** Ability to sustain professional services through milestone-based payments.
7. **Insurance:** Professional liability (Errors & Omissions), general liability, and workers' compensation insurance as specified in Section 15.

5.2 Key Personnel Requirements

Role	Requirements
Project Manager	Minimum 5 years experience in A/E project management for institutional or food service facilities
Lead Architect	Licensed architect in Colombia; minimum 5 years experience in institutional or commercial food service facility design; ADA compliance expertise
Food Service Designer (FSD)	Minimum 5 years experience in industrial kitchen and institutional cafeteria design; NSF equipment specification expertise; CFSP certification preferred
Mechanical / HVAC Engineer	Qualified engineer with demonstrated experience in commercial kitchen exhaust systems (NFPA 96), makeup air systems, and ASHRAE compliance
Plumbing Engineer	Licensed plumbing engineer in Colombia; experience with industrial grease interceptors, specialized drainage, and gas/steam piping; NTC 1500 and IPC compliance
Electrical Engineer	RETIE-certified; valid professional license; experience with heavy machinery power distribution and emergency power systems
Fire Protection Specialist	Qualified in NFPA 13, NFPA 72, and NFPA 96 systems design; experience with kitchen hood suppression systems (Ansul or equivalent)
Structural Engineer	Licensed structural engineer in Colombia; familiar with NSR-10 and seismic design; experience with heavy industrial equipment load assessments and slab reinforcement
Sustainability Consultant	Minimum 3 years experience in sustainable design for institutional facilities; energy efficiency and waste management expertise
SHEM	Job Hazard Analysis (JHA), work-at-height/electrical safety compliance, PPE, and site controls
BIM Coordinator	Minimum 3 years experience in BIM coordination; proficient in Revit or equivalent platform

5.3 Standard of Care

The A/E shall perform all services with the **professional skill and care ordinarily exercised by qualified A/E professionals** performing similar services under comparable circumstances in

Colombia and internationally. No warranty or guarantee, express or implied, is provided beyond this standard of care.

5.4 Nature of Services

The A/E provides **professional advisory and design services only** and shall not have control over construction means, methods, sequences, procedures, site safety, or contractor labor, nor be responsible for the acts or omissions of contractors, subcontractors, or suppliers.

5.5 Key Personnel Qualification and Continuity Guarantee

The Contractor warrants that key personnel assigned to each discipline meet, at minimum, the qualifications established in Section 5.2. Any substitution of key personnel requires prior written approval from the CO, and the Contractor shall demonstrate that substitute personnel possess equivalent or superior qualifications, at no additional cost to the Government.

SECTION 6 – SAFETY, HEALTH, AND ENVIRONMENTAL MANAGEMENT (SHEM)

6.1 SHEM Requirements During Design Phase Site Visits

The A/E shall comply with all applicable SHEM requirements during site visits, including:

- Wearing appropriate PPE (hard hat, safety vest, safety footwear, eye protection as required) in all active kitchen, construction, or maintenance areas.
- Complying with all Embassy security protocols and escort requirements.
- Coordinating all site visits with the Embassy FAC POC with **48-hour advance notice minimum**.
- Reporting any safety hazards or incidents observed during site visits to the Embassy FAC COR within **24 hours**.
- Complying with all food safety and hygiene protocols when accessing active kitchen and food preparation areas.

6.2 Job Hazard Analysis (JHA)

The A/E shall prepare a **Job Hazard Analysis (JHA)** as part of the SHEM documentation, addressing:

- Work-at-height risks during site surveys (kitchen exhaust systems, ceiling-mounted equipment).

- Electrical safety risks during existing conditions assessment of high-voltage kitchen equipment.
- Food safety and hygiene risks during site surveys in active food preparation areas.
- Confined space risks (grease interceptors, utility pits).
- Hazardous materials identification (grease accumulation, potential asbestos in older equipment insulation).

6.3 Design-Phase Environmental and Sustainability Considerations

The A/E shall incorporate the following principles into the design:

1. **Energy Efficiency:** Specify ENERGY STAR-rated kitchen equipment, LED lighting, and energy-efficient HVAC and exhaust systems.
2. **Water Conservation:** Specify water-efficient dishwashing equipment, pre-rinse spray valves, and low-flow fixtures.
3. **Waste Management:** Design adequate waste separation, recycling, and organic waste management infrastructure compliant with Colombian environmental regulations.
4. **Grease Management:** Design compliant grease interceptor systems per IPC and Colombian NTC 1500 requirements.
5. **Low-VOC Materials:** Specify low-VOC or zero-VOC paints, adhesives, and finishes throughout.
6. **Lifecycle Cost Consideration:** Evaluate lifecycle costs in equipment and system selection, prioritizing durability and maintainability.
7. **Hazardous Materials:** Identify and flag any potential hazardous materials discovered during existing conditions verification; coordinate with Embassy FAC for proper handling and disposal protocols.

6.4 Compliance with Colombian Environmental and Health Regulations

All design specifications shall comply with applicable Colombian environmental and health regulations, including INVIMA requirements, proper grease and waste disposal standards, and environmental standards for materials used in food service construction.

SECTION 7 – COORDINATION AND SITE ACCESS

7.1 Embassy Operations Coordination

The U.S. Embassy Compound and its food service facilities remain **fully operational** during the design phase. The A/E shall:

- Coordinate all site visits with the Embassy FAC POC.
- Minimize disruption to kitchen and cafeteria operations during site surveys and investigations.
- Schedule site surveys during off-peak food service hours where possible (before 10:00 AM or after 2:00 PM, subject to Embassy approval).
- Maintain professional conduct and appearance at all times.
- Comply with all Embassy security and food safety protocols.

7.2 Site Access and Security

Standard Site Visit Hours:

- Monday–Friday, 8:00 AM to 4:00 PM
- After-hours access requires **48-hour advance notice** and Embassy approval.

Daily Access Procedures:

- All personnel sign in/out at Embassy security checkpoint.
- Access badges displayed at all times while on compound.
- Embassy escorts required at all times.
- Vehicle access requires **48-hour advance notice** and vehicle registration.
- Random security screening may occur.

7.3 Food Service Area Access

- Access to active kitchen and food preparation areas requires coordination with the Embassy food service operations manager.
- All personnel accessing food preparation areas must comply with applicable food safety and hygiene requirements (hair coverings, clean attire, no open-toed shoes).
- No tools, equipment, or materials shall be left unattended in food preparation areas.

7.4 Photography and Documentation

- Photography on Embassy compound requires prior written approval from the Embassy FAC POC.
- All photographs and documentation are classified as **Sensitive But Unclassified (SBU)**.

- The A/E shall not share project information, photographs, or Embassy layout with unauthorized parties.
- Non-disclosure agreements (NDAs) shall be signed as required by the Embassy.

SECTION 8 – QUALITY CONTROL AND DESIGN REVIEWS

8.1 Design Quality Assurance

The A/E shall implement a comprehensive design quality assurance program, including:

1. **Internal QA/QC Reviews:** Conduct internal discipline coordination reviews at each design phase milestone before submission to the Government.
2. **Interdisciplinary Coordination:** Ensure full coordination between architectural, food service, structural, MEP, and fire protection disciplines at each phase.
3. **Code Compliance Verification:** Verify compliance with all applicable U.S. and Colombian codes, including food safety regulations, at each design phase.
4. **BIM Coordination:** Use BIM to identify and resolve design conflicts prior to submission.
5. **Constructability Review:** Assess constructability and Embassy operational impact (including food service continuity) at each phase.
6. **Food Service Workflow Validation:** Validate kitchen workflow, ergonomics, and operational capacity with Embassy food service staff at each design phase.

8.2 Government Design Review Cycles

Per the A/E Contract terms, Government review periods shall not exceed:

Design Phase	Review Period
Preliminary Design (LOD 100 — 0–30%)	30 calendar days
Schematic Design (LOD 200 — 30–60%)	45 calendar days
Construction Documents (LOD 350 — 60–100%)	60 calendar days

Comment Cycle Limitations:

- The Government shall provide ONE (1) consolidated set of comments from all reviewing parties (Embassy Bogotá, OBO, and other stakeholders) per design phase submittal.

- The A/E shall respond to and incorporate all comments and resubmit. The Government shall complete its review of any resubmission within the same review period specified for that design phase.
- Comments shall be consolidated and non-contradictory.

8.3 Design Review Submittals — Mandatory Hold Points

Phase	Milestone	Reviewer
LOD 100	Existing Conditions Report + Program Verification	Embassy FAC (COR) + Food Service Operations
LOD 200	Schematic Design Package	Embassy FAC (COR) + OBO
LOD 350	Final Design Package (Site Plan, Demolition Plans, Floor Plans, Spaces and Dimensions, Elevations, Specifications, Construction Cost Estimate).	Embassy FAC (COR) + OBO

8.4 Acceptance Criteria

Design submittals will be accepted when:

1. All documents comply with OBO Design Standards and applicable codes, including food safety regulations.
2. All disciplines are fully coordinated and conflict-free.
3. All Government review comments have been addressed and documented.
4. All applicable food safety documentation (INVIMA / Resolución 2674/2013) required to support the design has been prepared and is included in the Specifications.
5. Provided documentation meets the required LOD for the phase.
6. Cost estimate development.
7. Food service workflow and operational capacity have been validated by Embassy food service staff.

8.5 Deliverable-Based Acceptance — No Adjustment for Level of Effort

Acceptance of each deliverable under Section 8.4 is based solely on the stated acceptance criteria (code compliance, interdisciplinary coordination, resolution of Government comments, BIM at the required LOD, and cost estimate validation). The number of hours, personnel, or level of effort the

Contractor expends to meet these criteria has no bearing on deliverable acceptance, contract price, or entitlement to additional compensation.

SECTION 9 – SUBMITTALS AND DELIVERABLES

9.1 Pre-Design Submittals (Within 14 Days of Contract Award)

1. BIM Execution Plan (BEP)
2. Design Schedule (Gantt chart format) with milestone dates
3. Key Personnel List with qualifications and resumes
4. List of Subconsultants with contact information
5. Site Access Personnel List (for security clearance processing)
6. Quality Control Plan
7. Food Service Operational Assessment Plan

9.2 Phase Deliverables by LOD

LOD 100 — Program Verification / Preliminary Design (0–30%)

1. **Existing Conditions Report:**
    - Comprehensive site assessment of existing kitchen, cafeteria, dining, and outside service area infrastructure
    - Field survey findings and photographs (Embassy-approved)
    - **Cold storage unit condition assessment** (both units): structural integrity, door gaskets, compressor, coils, temperature controls, interior finishes, electrical connections, condensate drainage, and overall energy performance — with Go/No-Go recommendation for each unit
    - **Outside kitchen service area deficiency assessment:** existing layout, circulation conflicts, surface conditions, utility connections, and reconfiguration opportunities
    - **Floor condition and regrouting/anti-slip strip location plan:** identifying areas requiring regrouting only, anti-slip strips only, both, or tile replacement prior to regrouting

- Existing MEP systems assessment (exhaust, grease interceptors, plumbing, electrical)
- Structural assessment of existing slab (localized repair needs for regrouting preparation) and cold storage equipment pads
- Discrepancy report (Government-provided documentation vs. actual conditions)
- Identification of hazardous materials, structural concerns, or unforeseen conditions
- Review and integration summary of in-house design work completed to date

2. **Food Service Operational Assessment Report:**
    - Current workflow documentation
    - Daily meal counts, peak service periods, and staffing levels
    - Operational capacity requirements and gaps
    - Construction phasing recommendations for operational continuity (including cold storage upgrade sequencing)
3. **Functional Program Review:**
    - Confirmation of space requirements and design objectives
    - Regulatory constraints analysis (OBO, NFPA 96, Colombian food safety codes)
4. **Preliminary Budget Estimate:**
    - Order-of-magnitude cost estimate by trade (including cold storage upgrade and outside service area reconfiguration)
    - Budget adequacy assessment
5. **Preliminary Schedule:**
    - Proposed design and construction schedule

LOD 200 — Schematic Design (30–60%)

1. **Schematic Design Package:**
    - Site plan (drawn to scale)
    - Floor plans — kitchen, cafeteria, and dining areas (existing vs. new work clearly indicated)
    - Reflected ceiling plans
    - Preliminary elevations and sections

- **Cold storage upgrade concept:** preliminary upgrade scope for each unit based on LOD 100 assessment findings; spare parts list concept
- **Outside kitchen service area reconfiguration options:** minimum two (2) layout options presented for Government review and selection, including circulation diagrams, utility connection concepts, and surface remediation approach
- Preliminary kitchen equipment layout with workflow diagram
- Preliminary finish palette (wall tile, regrouting specifications concept, anti-slip strip locations)
- Preliminary exhaust and makeup air system concept (NFPA 96 compliant)
- Preliminary grease interceptor and drainage concept
- Preliminary electrical load analysis (incorporating upgraded cold storage unit specifications)
- Preliminary fire suppression concept

2. **Design Narratives:** For each applicable discipline
3. **Schematic Cost Estimate:** Updated by trade
4. **BIM Model:** LOD 200 compliant

LOD 350 — Design Development / Construction Documents (60–100%)

The A/E shall produce a fully coordinated final design package. At minimum, this package shall include the following seven deliverable categories, incorporating all eight design disciplines (Architecture, Food Service Design, Mechanical/HVAC, Plumbing, Electrical, Fire Protection, Structural, Sustainability/Environmental):

1. **Site Plan —** drawn to scale, showing the location of the work in proximity to property boundary lines, roadways, other structures, and utility runs.
2. **Demolition Plans** — if existing structures, equipment, or finishes are being removed or altered.
3. **Floor Plans** — fully coordinated across all disciplines, clearly indicating existing vs. new work in architectural, food service, structural, mechanical, electrical, plumbing, fire protection, and security features; including the outside kitchen service area reconfiguration, cold storage upgrade locations, and internal staff bathroom layout.
4. **Spaces and Dimensions** — clearly labeled and drawn to a metric scale of 1:100.
5. **Elevations (side views and sections)** — to explain the vertical and horizontal components of the work.
6. **Specifications** — written descriptions of all materials, equipment, and systems being installed across all disciplines (manufacturer's catalogue cuts acceptable where applicable),

including kitchen equipment schedules, cold storage upgrade component specifications and spare parts lists, MEP equipment schedules, fire suppression system specifications, and regrouting/anti-slip strip specifications.

7. **Construction Cost Estimate** — evaluating the adequacy of the project development.

These seven categories constitute the minimum required deliverables. The A/E shall increase the level of detail, number of sheets, or supplementary documentation within any category as necessary to achieve a fully coordinated, code-compliant, and unambiguous final design package across all eight disciplines, consistent with the standard of care in Section 5.3. Any such increase in effort or documentation is included within the Firm Fixed Price of this contract, consistent with Section 15.1, and shall not constitute grounds for additional compensation, schedule adjustment, or equitable adjustment.

9.3 Document Format Standards

Format	Requirement
Digital Submissions	PDF (searchable text preferred)
CAD Files	AutoCAD .dwg format
BIM Files	Revit 2024
Photographs	JPEG, minimum 2MB, with metadata
File Naming	[Project Name]_[Discipline]_[Document Type]_[Date]
Organization	Folder structure by discipline and document type
Language	English (bilingual English/Spanish for signage and training materials)

All submissions shall be accompanied by a transmittal letter listing contents.

SECTION 10 – PAYMENT TERMS AND SCHEDULE

10.1 Payment Structure

Payment will be made on a milestone basis as follows:

Milestone	Payment %	Trigger
Contract Award & Mobilization	10%	BEP, Design Schedule, and Pre-Design Submittals approved

LOD 100 — Schematic Design Complete	15%	Existing Conditions Report and Food Service Operational Assessment approved
LOD 200 — Design Development	20%	Schematic Design Package approved by Government
LOD 350 — Construction Documents Complete	45%	Final Design Package approved, consisting of Site Plan, Demolition Plans (if applicable), Floor Plans, Spaces and Dimensions (1:100 scale), Elevations, Specifications, and Construction Cost Estimate. Permit Submission Package submitted
Final Closeout	10%	All closeout submittals received and approved.

Payment Structure

The Construction SOW deliverable is **included within the LOD 350 milestone payment** (currently 20% of contract value). No additional payment milestone is required, as the Construction SOW is a direct product of the Construction Documents already scoped.

10.2 Payment Application Requirements

Each payment application shall include:

1. Detailed breakdown of services completed by phase and discipline
2. Updated design schedule showing progress
3. Quality control documentation
4. Copies of Government review approvals for the applicable phase

10.3 Invoicing

Invoices shall be issued in accordance with agreed milestones. Payments shall be made within **30 calendar days** from the invoice date, subject to Government approval of the applicable milestone deliverables.

10.4 Subconsultant Payments

Per **FAR 52.232-40**, prime A/E firms shall pay small business subconsultants within **15 days** of receipt of payment from the Government.

SECTION 11 – WARRANTY AND PROFESSIONAL LIABILITY

11.1 Professional Liability

The A/E shall maintain professional liability (Errors & Omissions) insurance throughout the design phase.

11.2 Limitation of Liability

The A/E shall not be responsible for construction means, methods, safety, or contractor performance.

11.3 Design Warranty

The A/E warrants that all design documents:

1. Comply with all applicable U.S. and Colombian codes and standards, including food safety regulations, as of the date of submission.
2. Are coordinated across all disciplines and free of material conflicts.
3. Are constructable and consistent with the approved project budget.
4. Accurately reflect existing conditions as verified during field surveys.
5. Constitute a complete, minimum final design package sufficient to convey the design intent for all eight disciplines, expanded as necessary by the A/E to eliminate ambiguity, at no additional cost to the Government.

11.4 Redesign Obligations

The A/E shall perform complete redesigned iterations to meet the design-to-budget amount at **no additional cost to the Government**, except where cost exceedance results from:

- Government-directed scope changes
- Unforeseen site conditions discovered after award
- Changes in applicable codes or standards after contract award
- Delays in Government review exceeding the specified periods

In such cases, the Government shall issue a contract modification for equitable adjustment.

11.5 Exclusion of Contractor Inefficiency from Redesign Relief

For the avoidance of doubt, the redesign obligations in Section 11.4 shall not be relieved, and no additional compensation or schedule relief shall be granted, where cost or schedule exceedance results from the Contractor's own inefficiency, underestimation of effort, or use of personnel not meeting Section 5.2 qualifications. The exceptions listed in Section 11.4 (Government-directed scope changes, unforeseen site conditions, code changes, and excessive Government review delays) remain the **sole** excusable bases for equitable adjustment.

SECTION 12 – RELEVANT U.S. DEPARTMENT OF STATE POLICIES

12.1 Federal Acquisition Regulation (FAR) Compliance

This procurement is subject to the Federal Acquisition Regulation (FAR). The A/E must comply with all applicable FAR clauses, including but not limited to:

- **FAR 52.222-26** Equal Opportunity
- **FAR 52.222-50** Combating Trafficking in Persons
- **FAR 52.223-6** Drug-Free Workplace
- **FAR 52.232-40** Providing Accelerated Payments to Small Business Subcontractors

12.2 OBO Design Excellence Program

Key principles applicable to this project:

- **Safety and Security:** All design must maintain or enhance the security posture of the Embassy compound. No design element shall compromise existing security features.
- **Functionality:** Spaces must be highly functional for institutional food service operations, supporting Embassy staff and mission requirements.
- **Sustainability:** Use sustainable materials and practices (ENERGY STAR equipment, LED lighting, water-efficient fixtures, energy-efficient exhaust systems).
- **Durability:** Materials and systems must be durable and maintainable for high-use institutional food service environments.
- **Quality:** Design shall meet or exceed OBO minimum quality standards for diplomatic facilities.

12.3 Physical Security Standards

The A/E must:

1. Not compromise existing security features of the Embassy compound in any design decision.
2. Report any security concerns immediately to the Embassy FAC POC.
3. Comply with all Embassy security protocols at all times.
4. Ensure all personnel are subject to background checks and security clearance.
5. Not photograph or discuss Embassy operations, layout, or security measures without authorization.

6. Not share project information with unauthorized parties.
7. Sign non-disclosure agreements (NDAs) as required by the Embassy.
8. Classify all design documents in accordance with the **Security Classification Guide for Design and Construction Projects Overseas**.

12.4 Intellectual Property

All drawings, specifications, models, reports, and instruments of service produced by the A/E remain the **intellectual property of the U.S. Embassy**. Civil responsibility for the proposed design is assigned to the A/E, with the corresponding design development. The A/E grants the U.S. Government an irrevocable license to use all instruments of service for this project.

12.5 Confidentiality

Each party shall maintain the confidentiality of non-public, proprietary, and sensitive information in accordance with Colombian law and contractual obligations. The A/E shall not disclose any project information to third parties without prior written authorization from the CO.

12.6 Environmental and Energy Efficiency

Per applicable Executive Orders on Efficient Federal Operations, the A/E shall:

- Specify ENERGY STAR-rated kitchen equipment throughout.
- Specify energy-efficient LED lighting.
- Specify water-efficient fixtures and equipment.
- Evaluate lifecycle costs in material and equipment selection.
- Incorporate sustainable design principles consistent with OBO Design Excellence Program goals.

12.7 A/E Code of Conduct

All A/E personnel shall:

1. **Professional Conduct:** Maintain professional demeanor at all times; dress appropriately; respect Embassy staff; communicate professionally.
2. **Ethical Standards:** No bribery or kickbacks; no conflicts of interest; no gifts or gratuities to Government personnel; honest and accurate reporting.
3. **Prohibited Activities:** No alcohol or drugs on site; no weapons on Embassy property; no harassment or discrimination; no unauthorized photography.

Violations may result in removal from the project, contract termination, or debarment from future contracts.

SECTION 13 – CONTRACT ADMINISTRATION

13.1 Government Representatives

Role	Authority
Contracting Officer (CO)	Has authority to modify contract; approves payments; issues final decisions on claims and changes
Contracting Officer's Representative (COR)	Monitors daily performance; approves submittals; conducts design reviews; coordinates with A/E. Does NOT have authority to change contract terms. Coordinates site access; reviews submittals for Embassy operational impact; participates in design reviews
Food Service Operations Representative	Provides operational input; validates kitchen workflow and capacity designs; participates in food service design reviews

Names and contact information to be provided at award.

13.2 A/E Representatives

The A/E shall designate:

- **Project Manager:** Primary point of contact; authority to make decisions for A/E; available during all work hours.
- **Lead Architect:** Technical lead for design coordination; responsible for interdisciplinary coordination and code compliance.
- **Food Service Designer:** Technical lead for all kitchen and cafeteria design elements; primary liaison with Embassy food service operations staff.

13.3 Meetings and Communication

Pre-Design Kickoff Conference:

- Within 10 calendar days of contract award
- Review contract requirements, establish communication protocols, confirm schedule and milestones, review in-house design work completed to date

Design Phase Progress Meetings:

- Frequency: Every two (2) weeks (or as agreed)
- Duration: 1 hour maximum

- Format: In-person or video conference
- Agenda: Progress vs. schedule; upcoming deliverables; Government review status; pending decisions; coordination issues; food service operational considerations

Communication Protocol:

- All official communications in writing (email acceptable)
- Emergency contact numbers provided at kickoff conference
- Response time: 24 hours for routine matters; 4 hours for urgent matters
- All design review comments submitted in writing with consolidated Government response

13.4 Change Order Process

When Changes Are Required:

- Government-directed scope modifications
- Unforeseen existing conditions discovered during field surveys
- Code compliance issues requiring design changes
- Additional review cycles beyond those specified

SECTION 14 – SPECIAL CONDITIONS

14.1 Existing Conditions and In-House Design Integration

- The A/E is responsible for reviewing, validating, and integrating all in-house design work completed to date.
- The A/E shall verify existing conditions prior to commencing design and report any discrepancies.
- If unforeseen conditions are encountered, notify the Embassy FAC COR immediately.

14.2 Food Service Operational Continuity

The A/E shall:

- Design construction phasing strategies that minimize disruption to ongoing food service operations.
- Identify temporary food service solutions or sequencing approaches that allow continued Embassy food service during construction.

- Coordinate phasing recommendations with Embassy food service operations staff.
- Document phasing strategy in the Construction Documents for contractor implementation.

14.3 Food Safety and Health Compliance

The A/E shall:

- Ensure all kitchen and food preparation area designs comply with INVIMA requirements and Resolución 2674/2013 (or current equivalent).
- Specify NSF/ANSI-compliant equipment and materials for all food contact surfaces.
- Design adequate handwashing stations, sanitation facilities, and pest control measures per applicable health codes.
- Coordinate with Embassy food service operations staff to ensure design meets operational health and safety standards.
- Prepare documentation required for INVIMA food service facility approval as part of the permit submission package.

14.4 Heavy Equipment Considerations

The A/E shall:

- Conduct a structural assessment of existing slabs and load-bearing elements prior to specifying heavy industrial kitchen equipment.
- Design equipment pads, slab reinforcement, and seismic bracing as required by NSR-10 and equipment manufacturer specifications.
- Coordinate utility rough-in requirements (electrical, plumbing, gas, steam) with equipment specifications.
- Provide equipment rough-in drawings for all major kitchen equipment items.

14.5 Substitutions

- Specified materials and equipment are "or equal" unless specifically noted otherwise.
- The A/E may propose substitutions with prior written approval from the COR.
- Submit product data for review minimum **10 days before** needed.
- The Government has sole discretion to approve or reject substitutions.
- No substitutions that reduce quality, performance, food safety compliance, or operational capacity below specified standards.

14.6 Regulatory Documentation

The A/E shall:

- Prepare all Specifications and supporting documentation necessary to demonstrate compliance with Colombian building codes and INVIMA food service facility requirements, for inclusion in the Specifications deliverable (Section 9.2).
- Comply with all local regulations applicable to the design of food service facilities in Bogotá, Colombia.
- Coordinate with the Embassy FAC regarding any regulatory documentation needs identified during design.

14.7 Cold Storage Operational Continuity

The A/E shall design the cold storage upgrade scope (B.3.1) with a **phasing strategy** that maintains continuous refrigeration capability for Embassy food service operations throughout the upgrade period. Specifically:

- The design shall identify **temporary cold storage solutions** or unit sequencing approaches that prevent food safety risks during individual unit downtime.
- The phasing strategy shall ensure that **at no point** are both cold storage units simultaneously out of service.
- The phasing strategy shall be documented in the Construction Documents and incorporated into the Construction SOW to guide the construction contractor.
- The A/E shall coordinate the phasing strategy with Embassy food service operations staff during the Design Development phase.

SECTION 15 – GENERAL CONDITIONS

15.1 Contract Type

This is a **Firm Fixed Price Contract** for the complete scope of A/E design services as described herein, with potential IDIQ Task Order structure for Construction Administration services.

As a Firm Fixed Price contract. The agreed price is not subject to adjustment based on the actual number of hours, level of effort, or amount of personnel the Contractor employs to complete each design phase and deliverable. The Contractor assumes the full economic risk of any inefficiency, underestimation of effort, or need for additional personnel to meet the quality standards and deadlines established in this SOW.

15.2 Period of Performance

Milestone	Timeline
Contract Award	January 2026
Pre-Design Kickoff	Within 10 calendar days of award
LOD 100 — Program Verification	[Date to be specified]
LOD 200 — Schematic Design	[Date to be specified]
LOD 350 — Design Development / Construction Documents	[Date to be specified]

15.3 Excusable Delays: Consistent with standard OBO contract provisions (natural disasters, Government-caused delays, unforeseeable conditions).

Not excusable:

- Subconsultant delays (A/E's responsibility)
- Internal coordination failures
- Failure to submit clearance applications in a timely manner
- **Assignment of personnel who do not meet the minimum qualifications established in Section 5.2**
- **Any other operational inefficiency of the Contractor, including underestimation of the level of effort required to complete the scope of work**

15.4 Taxes

The A/E is responsible for all applicable Colombian taxes.

15.5 Financial Obligations

The Department of State shall have **no financial obligation** to any architect, engineer, subconsultant, supplier, or any other party engaged by the A/E, other than the A/E itself as the direct party to the contract. The A/E is solely responsible for all payments due to its subconsultants and suppliers.

CHAPTER A — ARCHITECTURAL SCOPE

I. Scope Overview

General Requirements: The Architectural scope is the **primary coordinating trade** for this renovation. The A/E shall assess existing conditions, document all deficiencies, and produce construction documents governing all other trades. The scope encompasses space planning, finish remediation, circulation flow, code compliance, and the reconfiguration of the outside kitchen service area across the kitchen, cafeteria, and dining facilities.

Objectives:

- Document and remediate all existing architectural deficiencies.
- Deliver a functional, code-compliant, and operationally efficient food service facility.
- Reconfigure the outside kitchen service area to optimize operational flow and compliance.
- Produce construction-ready documents enabling competitive procurement.
- Coordinate all architectural elements with food service, MEP, structural, and fire protection designs.

II. Work Components

A.2.1 Existing Conditions Assessment

- Field survey of all kitchen, cafeteria, dining, and outside service areas.
- Documentation of all existing deficiencies: finishes, ceiling systems, lighting, signage, floor conditions, grout deterioration, and service area layout.
- Photographic record (Embassy-approved).
- Identification of areas requiring regrouting, anti-slip strip installation, and surface remediation.
- Assessment of outside kitchen service area — existing layout, circulation conflicts, operational deficiencies, and reconfiguration opportunities.

A.2.2 Space Planning and Circulation Design

- Develop optimized space plans for kitchen, cafeteria, dining, and outside service areas.
- Design efficient circulation flows for staff, food delivery, and patron movement.

- Ensure clear separation of clean and dirty zones per food safety requirements.
- Design adequate storage areas (dry, refrigerated, and frozen) coordinated with Food Service Design scope.

A.2.3 Outside Kitchen Service Area Reconfiguration

- Conduct a dedicated assessment of the existing outside kitchen service area, documenting all layout deficiencies, circulation conflicts, and non-compliant conditions.
- Develop a reconfiguration design that optimizes:
    - **Service flow:** Logical sequencing of receiving, staging, and service functions.
    - **Staff circulation:** Clear separation of staff and patron movement paths.
    - **Weather protection:** Assess need for canopy, shade, or weather protection elements as appropriate.
    - **Surface conditions:** Evaluate existing exterior flooring for slip resistance, drainage, and condition; specify remediation measures (regrouting, anti-slip strips, or surface treatment) consistent with exterior food service area requirements.
    - **Utility connections:** Coordinate with MEP disciplines for any utility extensions or modifications required by the reconfiguration.
    - **Security and access:** Ensure reconfiguration does not compromise Embassy compound security posture; coordinate with Embassy FAC and security office.
    - **Code compliance:** Ensure reconfigured area complies with IBC, applicable Colombian building codes, and INVIMA outdoor food service area requirements.
- Present minimum **two (2) reconfiguration layout options** for Government review and selection prior to Design Development.

A.2.4 Finish Remediation — Flooring

Regrouting:

- The A/E shall conduct a comprehensive assessment of all existing tile flooring throughout kitchen, cafeteria, food preparation, storage, and service areas to identify:
    - Deteriorated, cracked, missing, or non-compliant grout joints.
    - Areas where existing grout is porous, stained, or no longer cleanable per INVIMA requirements.

- The design shall specify **complete regrouting** of all identified areas using **epoxy grout** (non-porous, chemical-resistant, stain-resistant, and fully cleanable).
- Standard cement grout is **not acceptable** as a replacement material in any food service area.
- Where existing tiles are damaged, cracked, or delaminated, the A/E shall specify tile replacement to match existing (or approved equal) prior to regrouting.
- Regrouting specifications shall include surface preparation requirements, joint cleaning protocols, and epoxy grout application standards.

Anti-Slip Strips:

- Where full flooring replacement is not required, the A/E shall specify the installation of **anti-slip strips** in all areas where slip resistance does not meet the minimum **Dynamic Coefficient of Friction (DCOF) of 0.42 (wet)** per ANSI A137.1.
- Anti-slip strips shall be:
    - **NSF-certified** or food-service-grade material (non-porous, cleanable, chemical-resistant).
    - **Contrasting color** to existing flooring for visibility and safety.
    - **Flush or low-profile** installation to avoid trip hazards and comply with ADA surface requirements.
    - Mechanically fastened or adhesively bonded per manufacturer specifications for wet, high-traffic institutional environments.
    - Installed at all **transition points, ramps, drainage slopes, and high-traffic corridors** where slip risk is identified.
- The A/E shall prepare a **floor condition and anti-slip strip location plan** for all food service areas, clearly identifying:
    - Areas requiring regrouting only.
    - Areas requiring anti-slip strip installation.
    - Areas requiring both regrouting and anti-slip strip installation.
    - Areas requiring tile replacement prior to regrouting.

A.2.5 Finish Material Specifications — Walls and Ceilings

- Specify wall and ceiling finish remediation as required by existing conditions assessment.

- All wall finishes in food service areas shall remain or be restored to non-porous, cleanable, and durable surfaces per INVIMA / Resolución 2674/2013 requirements.
- Coordinate wall finish specifications with full wall tile requirements (Addendum 01, Chapter B, Section B.3.7).

A.2.6 Internal Staff Bathroom

- Design one (1) internal staff bathroom dedicated to kitchen and cafeteria personnel, located within or immediately adjacent to the food service area.
- The bathroom shall provide direct access without requiring staff to pass through food preparation zones.
- **Note:** ADA compliance is not required for this bathroom. Design shall meet applicable Colombian building code requirements and INVIMA / Resolución 2674/2013 staff hygiene facility standards.
- **Required fixtures and features:**
    - Handwashing station with hands-free (sensor or foot-operated) faucet controls.
    - Wall-mounted liquid soap dispenser (non-refillable cartridge type).
    - Wall-mounted paper towel dispenser (no air dryers permitted per FDA Food Code).
    - Foot-operated waste receptacle.
    - Water closet and lavatory per IPC and NTC 1500.
- **Finishes:** Full wall tile floor-to-ceiling with sanitary coved base (per B.3.7); epoxy grout throughout.
- **Flooring:** Existing tile regrouted with epoxy grout; anti-slip strips installed where required per A.2.4.
- **Door:** Self-closing, compliant with kitchen door material requirements (per B.3.8); no direct opening into food preparation areas.
- **Ventilation:** Dedicated exhaust fan with negative pressure relative to food preparation areas (coordinate with Chapter C).
- **Signage:** Bilingual (English/Spanish) signage; handwashing reminder signage posted at lavatory.

A.2.7 Life Safety and Code Compliance

- Ensure all egress routes, exit signage, and emergency lighting comply with IBC and NFPA 101 requirements.

- Coordinate with Fire Protection discipline for life safety system integration, supported by embassy technical personnel guidance.
- Verify compliance with applicable Colombian building codes and INVIMA food service facility requirements.

III. Deliverables

- Existing conditions report with photographs and deficiency log
- Floor condition and anti-slip strip location plan (all areas)
- Outside kitchen service area reconfiguration options (minimum two) and approved design
- Floor plans, reflected ceiling plans, elevations, sections, and details
- Regrouting and anti-slip strip specifications
- Door and hardware schedule
- Finish schedule with specified products
- Life Safety egress plan

IV. Codes and Standards

- IBC (International Building Code) and OBO Supplement
- NFPA 101 (Life Safety Code)
- ANSI A137.1 (Slip Resistance — DCOF)
- NTC 1335 (Water-based paints)
- NTC 1500 (Plumbing — bathroom fixtures)
- INVIMA / Resolución 2674/2013
- Local building and fire codes
- Manufacturer installation standards

V. Quality Control

- Verify design coordination across all disciplines at each phase.
- Confirm regrouting and anti-slip strip specifications meet INVIMA and DCOF requirements.
- Confirm outside service area reconfiguration does not compromise Embassy security posture.

- Conduct design review walkthrough with Embassy FAC before finalizing Construction Documents.
- **Warranty:** 1 year workmanship; minimum 10-year manufacturer warranty on epoxy grout system.

CHAPTER B – FOOD SERVICE DESIGN SCOPE

I. Scope Overview

General Requirements: The Food Service Design (FSD) scope addresses industrial kitchen workflow, ergonomics, equipment assessment and upgrade, equipment specifications, and operational capacity mapping. The Food Service Designer shall work closely with Embassy food service operations staff to ensure the design meets all operational requirements and food safety standards, with particular attention to upgrading existing equipment — including the existing freezer units — rather than full replacement where feasible.

II. Revised Mandatory Design Elements

B.3.1 — Existing Freezer Units: Upgrade in Lieu of Replacement

The project shall **retain the two (2) existing cold storage units** (conversation/holding refrigerator and freezer). Full replacement is not required. The A/E (Food Service Designer) shall instead:

Existing Conditions Assessment:

- Conduct a comprehensive condition assessment of both existing units, including:
    - Structural integrity of cabinet, frame, and insulation panels.
    - Door gasket condition and sealing performance.
    - Compressor, condenser, and evaporator coil condition.
    - Temperature control and monitoring system condition.
    - Interior finish condition (NSF compliance assessment).
    - Electrical connection condition and compliance.
    - Condensate drainage condition.
    - Lighting condition (interior).
    - Overall energy performance assessment.

- Document all deficiencies with photographs and written condition report.
- Provide a **Go/No-Go recommendation** for each unit: if any unit is assessed as beyond economical repair, the A/E shall notify the CO and recommend replacement with a unit meeting the full specifications of the original Addendum 01, Section B.3.1.

Upgrade Scope (If Units Are Retained):

The design shall specify a **complete upgrade package** for each retained unit, including all spare parts and components required to restore full operational performance and regulatory compliance. The upgrade package shall include, at minimum:

Component	Upgrade Requirement
Door gaskets	Full replacement with NSF-compliant, food-grade gaskets; self-closing mechanism verification and adjustment
Door hinges and hardware	Replacement if worn, corroded, or non-functional; stainless steel hardware required
Interior safety release mechanism	Verify operation; replace if non-functional
Compressor	Assess condition; specify replacement compressor (OEM or approved equivalent) as spare part if beyond service life
Condenser coils	Clean and assess; specify replacement if corroded or damaged
Evaporator coils	Clean and assess; specify replacement if corroded or damaged
Refrigerant	Specify recharge or full refrigerant replacement per current EPA/Colombian environmental regulations (no R-22 or phased-out refrigerants)
Temperature control system	Upgrade to digital temperature monitoring with alarm capability; integrate with Embassy BMS or standalone monitoring system
Interior lighting	Replace with LED vapor-proof fixtures
Interior finishes	Assess NSF compliance; specify stainless steel panel replacement where surfaces are damaged, corroded, or non-cleanable
Interior flooring (walk-in units)	Assess anti-slip condition; specify anti-slip strip installation or surface treatment where required
Electrical connections	Assess and upgrade to current NEC/RETIE compliance; verify dedicated circuit and emergency power integration

Condensate drainage	Assess and repair/replace drainage routing as required
Exterior finish	Assess and specify touch-up or panel replacement where corrosion or damage is present
Spare parts kit	Specify a **complete spare parts kit** to be procured and stored on-site, including: replacement gaskets (x2 per unit), replacement door hinges (full set per unit), replacement temperature sensors (x2 per unit), replacement interior LED fixtures (x2 per unit), compressor capacitor/start relay kit, and any unit-specific consumable components identified during assessment

- All replacement components shall be **OEM (Original Equipment Manufacturer) or NSF (National Sanitation Foundation) -certified approved equivalents**.
- All upgraded units shall meet **NSF/ANSI 7** performance standards upon completion of upgrade.
- All upgraded units shall be **ENERGY STAR-compliant** to the maximum extent feasible given existing unit age and configuration; if ENERGY STAR compliance cannot be achieved through upgrade, the A/E shall document this finding and recommend replacement.
- The Food Service Designer shall coordinate the upgrade scope with the Electrical Engineer (dedicated circuits, emergency power) and Plumbing Engineer (condensate drainage).

B.3.2 — Internal Staff Bathroom

- The internal staff bathroom **does not require ADA compliance**.
- All bathroom design requirements are addressed under Chapter A, Section A.2.6.
- The Food Service Designer shall coordinate bathroom location with kitchen workflow to ensure it does not disrupt food preparation circulation or create cross-contamination risks.

B.3.3 — Storage Areas (3 Types)

All three (3) storage area types remain as specified. Refer to original Addendum 01, Section B.3.3 for full requirements. Cabinet and shelving material standards (Type 304 stainless steel or NSF-certified HDPE) remain mandatory.

B.3.4 — Chemical Storage Area

All requirements remain as specified. Refer to original Addendum 01, Section B.3.4.

B.3.5 — Mop Wash / Janitorial Area

All requirements remain as specified. Refer to original Addendum 01, Section B.3.5.

B.3.6 — Flooring

Full flooring replacement is **not required**. The following revised approach applies:

- **Regrouting:** All existing tile flooring in food service areas shall be assessed and regrouted with epoxy grout per Chapter A, Section A.2.4. Standard cement grout is not acceptable.
- **Anti-slip strips:** Where existing tile does not meet minimum DCOF 0.42 (wet) per ANSI A137.1, NSF-certified anti-slip strips shall be installed per Chapter A, Section A.2.4.
- The Food Service Designer shall coordinate the floor condition and anti-slip strip location plan with the Lead Architect to ensure all food service areas are addressed.
- Full tile replacement shall only be specified where tiles are cracked, delaminated, or damaged beyond repair.

B.3.7 — Full Wall Tile / Coved Base

All requirements remain as specified. Refer to original Addendum 01, Section B.3.7.

B.3.8 — Door Material Requirements

All requirements remain as specified. Refer to original Addendum 01, Section B.3.8.

III. Coordination Requirements

Design Element	Revised Status	Coordinate With
Freezer/Refrigerator Units (B.3.1)	**Upgrade in lieu of replacement**	Structural (if pad modifications needed), Electrical (circuits, emergency power), Plumbing (condensate), Mechanical (heat rejection)
Internal Bathroom (B.3.2)	**Retained — ADA not required**	Architectural (A.2.6), Plumbing, Electrical, Mechanical
Storage Areas — 3 Types (B.3.3)	No change	Architectural, Structural, Electrical, Mechanical, Fire Protection
Chemical Storage (B.3.4)	No change	Architectural, Mechanical, Plumbing, Electrical, Fire Protection

Mop Wash / Janitorial (B.3.5)	No change	Architectural, Plumbing, Mechanical, Electrical, Fire Protection
Flooring (B.3.6)	**Regrouting + anti-slip strips only**	Architectural (A.2.4), Plumbing (drain locations)
Full Wall Tile / Coved Base (B.3.7)	No change	Architectural, all disciplines
Door Requirements (B.3.8)	No change	Architectural, Electrical, Fire Protection
Outside Service Area	**New — Reconfiguration required**	Architectural (A.2.3), MEP disciplines, Security

IV. Deliverables

Phase	Additional/Revised Deliverables
LOD 100	Existing freezer unit condition assessment report; outside service area deficiency assessment; floor condition and anti-slip strip location plan
LOD 200	Freezer upgrade scope concept; outside service area reconfiguration options (minimum two); preliminary regrouting and anti-slip strip plan
LOD 350	Detailed freezer upgrade specifications and spare parts schedule; approved outside service area reconfiguration design; complete freezer upgrade construction documents and spare parts procurement list; outside service area reconfiguration final drawings; complete regrouting and anti-slip strip installation specifications

CHAPTER C – MECHANICAL / HVAC SCOPE

I. Scope Overview

General Requirements: The Mechanical/HVAC scope addresses kitchen exhaust systems (NFPA 96), makeup air, HVAC for dining and service areas, and odor control. This scope requires specialized expertise in commercial kitchen ventilation and shall be fully coordinated with the revised cold storage upgrade scope, the outside kitchen service area reconfiguration, and the bathroom exhaust requirements. All designs shall comply with ASHRAE standards adjusted for Bogotá's altitude and climate conditions.

Objectives:

- Design a fully NFPA 96-compliant kitchen exhaust and makeup air system.
- Reassess heat rejection loads based on upgraded existing cold storage unit specifications.
- Address HVAC implications of the outside kitchen service area reconfiguration.
- Provide effective climate control and ventilation for dining and service areas.
- Implement effective odor control measures.
- Ensure compliance with ASHRAE standards adjusted for Bogotá's altitude and climate.

II. Work Components

C.2.1 Existing HVAC System Assessment

- Review existing HVAC and exhaust system drawings and assess current system conditions and deficiencies.
- Assess existing kitchen hood conditions and compliance with NFPA 96.
- Evaluate existing makeup air systems for capacity and condition.
- Assess dining area and outside service area HVAC conditions and performance.
- **Cold Storage Heat Rejection Assessment:** The Mechanical Engineer shall assess the heat rejection characteristics of the **existing cold storage units** as part of the upgrade assessment (B.3.1). Kitchen cooling load calculations shall be updated based on **upgraded compressor specifications** — not assumed from new unit data sheets. If compressor replacement is specified as part of the upgrade, the Mechanical Engineer shall obtain upgraded compressor heat rejection data from the Food Service Designer and incorporate it into load calculations.
- **Outside Service Area Assessment:** Assess any existing HVAC elements, exhaust discharge points, or makeup air intakes that may be affected by the outside kitchen service area reconfiguration (A.2.3). Document all existing exterior mechanical elements within or adjacent to the reconfiguration zone.

C.2.2 Kitchen Exhaust System Design (NFPA 96)

- Design kitchen exhaust hoods and ductwork per NFPA 96 requirements.
- Size exhaust systems based on cooking equipment heat and effluent loads.
- Design grease duct routing with required clearances and access panels.

- Specify UL 710-listed exhaust hoods.
- Design grease collection and drainage systems.
- Verify exhaust discharge locations do not conflict with the outside kitchen service area reconfiguration layout (A.2.3); coordinate discharge point adjustments with the Lead Architect if conflicts are identified.

C.2.3 Makeup Air System Design

- Design makeup air units to replace exhaust air and maintain kitchen pressure balance.
- Coordinate makeup air supply with kitchen workflow and equipment layout.
- Specify energy-efficient makeup air units with heat recovery where applicable.
- Verify makeup air intake locations are not affected by the outside service area reconfiguration; coordinate with Lead Architect if relocation is required.

C.2.4 Dining and Outside Service Area HVAC

- Design HVAC system for dining areas providing comfortable conditions for patrons and staff.
- **Outside Service Area:** Assess HVAC implications of the outside kitchen service area reconfiguration (A.2.3), including:
    - Any exterior mechanical elements (exhaust grilles, supply diffusers, equipment) affected by the new layout.
    - Need for supplemental ventilation or cooling in the reconfigured exterior service area.
    - Coordination of exhaust discharge and makeup air intake locations with the revised exterior layout.
- Coordinate with architectural ceiling plans and lighting layout of existing conditions.
- Specify energy-efficient equipment adjusted for Bogotá's altitude.

C.2.5 Bathroom Exhaust Ventilation

- Design dedicated exhaust fan for the internal staff bathroom (A.2.6).
- Exhaust shall maintain **negative pressure** relative to adjacent food preparation areas.
- Exhaust shall not recirculate to any kitchen, food preparation, or dining area.
- **Sizing:** Fan shall be sized per **INVIMA and Colombian building code requirements** for staff hygiene facilities. ADA-specific ventilation requirements do not apply.

- Exhaust discharge location shall be coordinated with the Lead Architect and shall not conflict with any exterior reconfiguration elements (A.2.3).

C.2.6 Odor Control

- Design odor control measures for kitchen exhaust (UV systems, carbon filtration, or equivalent).
- Ensure exhaust discharge locations minimize odor impact on Embassy compound, particularly in relation to the reconfigured outside kitchen service area (A.2.3).

III. Deliverables

- Existing HVAC and exhaust system assessment report (including cold storage heat rejection assessment and outside service area mechanical elements)
- Updated kitchen cooling load calculations (based on upgraded cold storage unit specifications)
- Kitchen exhaust system drawings (NFPA 96 compliant)
- Makeup air system drawings
- Dining and outside service area HVAC drawings
- Equipment schedule and specifications
- Load calculations (adjusted for Bogotá altitude)
- Commissioning requirements specification

IV. Codes and Standards

- NFPA 96 (Ventilation Control and Fire Protection of Commercial Cooking Operations)
- IMC (International Mechanical Code)
- ASHRAE Standards (adjusted for Bogotá altitude)
- UL 710 (Exhaust Hoods for Commercial Cooking Equipment)
- INVIMA / Resolución 2674/2013 (bathroom ventilation requirements)
- Local Mechanical and Energy Codes
- OBO Design Standards

V. Quality Control

- Coordinate HVAC layout with architectural ceiling plans, outside service area reconfiguration, and cold storage upgrade scope at each design phase.
- Verify updated cooling load calculations reflect upgraded cold storage unit specifications.
- Confirm exhaust discharge and makeup air intake locations are compatible with outside service area reconfiguration.
- Confirm all HVAC modifications are coordinated with structural and fire protection designs.
- **Warranty:** 1 year from date of official project delivery.

CHAPTER D – PLUMBING SCOPE

I. Scope Overview

General Requirements: The Plumbing scope addresses potable water supply, specialized drainage, industrial grease interceptors, gas/steam piping, cold storage condensate drainage upgrade, outside service area plumbing, and staff bathroom fixtures. This scope requires specialized expertise in institutional food service plumbing systems and shall be fully coordinated with the revised cold storage upgrade scope, the outside kitchen service area reconfiguration, and the non-ADA bathroom design.

Objectives:

- Design a safe, code-compliant potable water supply system for all food service operations.
- Assess and remediate existing cold storage condensate drainage as part of the upgrade scope.
- Address plumbing requirements of the outside kitchen service area reconfiguration.
- Design specialized drainage systems capable of handling institutional food service volumes.
- Design properly sized industrial grease interceptors compliant with IPC and NTC 1500.
- Design gas and steam piping systems for kitchen equipment as required.

II. Work Components

D.2.1 Existing Plumbing System Assessment

- Review existing plumbing drawings and assess current system conditions and deficiencies.

- **Cold Storage Condensate Drainage Assessment:** The Plumbing Engineer shall assess the existing condensate drainage routing for **both cold storage units** as part of the upgrade scope (B.3.1). The assessment shall identify deteriorated, blocked, or non-compliant drainage components and specify **repair or replacement** of deficient elements. New condensate drainage routing design is not required unless existing routing is found to be fundamentally non-compliant or beyond repair.
- Assess existing grease interceptor capacity and condition.
- Evaluate existing gas and steam piping systems.
- **Outside Service Area Assessment:** Identify all existing plumbing connections, drainage elements, hose bibs, and utility connections within or adjacent to the outside kitchen service area reconfiguration zone (A.2.3). Document all elements that may require relocation, extension, or modification as a result of the reconfiguration.

D.2.2 Potable Water Supply Design

- Design potable water supply system for all kitchen and cafeteria fixtures and equipment.
- Specify backflow prevention devices at all food service equipment connections.
- Design hot water supply system with adequate capacity for institutional food service operations.
- Coordinate water supply requirements with food service equipment specifications.

D.2.3 Specialized Drainage Design

- Design floor drain layout for kitchen areas (adequate drainage for cleaning operations).
- Design specialized drainage for warewashing, food preparation, and cooking areas.
- Size drainage systems for institutional food service volumes.
- **Outside Service Area Plumbing:** The Plumbing Engineer shall assess and design all plumbing requirements for the outside kitchen service area reconfiguration (A.2.3), including:
    - Drainage extensions or relocations required by the new layout.
    - Hose bib additions or relocations for exterior cleaning operations.
    - Any utility connection extensions required to support the reconfigured service area.
    - Coordination with the Lead Architect on drain locations relative to revised floor slopes and surface materials.

D.2.4 Industrial Grease Interceptor Design

- Size and specify industrial grease interceptors per IPC and Colombian NTC 1500 requirements.
- Design grease interceptor location for accessibility and maintenance.
- Coordinate grease interceptor design with local municipal sewer authority requirements.

D.2.5 Gas and Steam Piping Design

- Design gas piping system for cooking equipment as required.
- Design steam piping system for steam-powered equipment as required.
- Specify pressure regulators, shut-off valves, and safety devices.
- Coordinate utility requirements with food service equipment specifications.

D.2.6 Staff Bathroom Fixtures

- Specify water closet and lavatory fixtures per IPC and NTC 1500 requirements for staff hygiene facilities.
- **ADA fixture heights and clearances are not required.** Fixtures shall comply with Colombian building code requirements and INVIMA / Resolución 2674/2013 staff hygiene facility standards.
- Specify **hands-free (sensor or foot-operated) faucet controls** at the handwashing station per INVIMA requirements.
- Specify integral backflow prevention at all bathroom fixtures.
- Coordinate fixture rough-in with architectural bathroom layout (A.2.6).

III. Deliverables

- Existing plumbing system assessment report (including cold storage condensate assessment and outside service area plumbing elements)
- Cold storage condensate drainage repair/replacement specifications
- Potable water supply drawings
- Drainage layout drawings (including outside service area)
- Grease interceptor design and sizing calculations
- Gas and steam piping drawings
- Fixture and equipment schedule (including non-ADA bathroom fixtures)

- Outside service area plumbing drawings
- Permit documentation for local sewer authority

IV. Codes and Standards

- IPC (International Plumbing Code)
- NTC 1500 (Colombian Plumbing Networks and Installations)
- RAS 0330/2017 (Colombian Sanitary and Environmental Systems)
- NFPA 96 (coordination with Mechanical)
- NSF/ANSI Standards (food service equipment connections)
- INVIMA / Resolución 2674/2013 (bathroom fixture requirements)
- Local municipal sewer authority requirements

V. Quality Control

- Verify condensate drainage assessment findings are coordinated with cold storage upgrade scope (B.3.1).
- Confirm outside service area plumbing design is coordinated with architectural reconfiguration layout (A.2.3).
- Confirm bathroom fixture specifications meet INVIMA requirements without ADA requirements.
- Verify grease interceptor sizing calculations.
- **Warranty:** 1 year from date of official project delivery.

CHAPTER E – ELECTRICAL SCOPE

I. Scope Overview

General Requirements: The Electrical scope addresses electrical load analysis, power distribution for heavy machinery, LED lighting, emergency power integration, cold storage unit electrical upgrade, and outside service area electrical requirements. This scope requires specialized expertise in high-demand institutional food service electrical systems and shall be fully coordinated with the revised cold storage upgrade scope and the outside kitchen service area reconfiguration.

Objectives:

- Assess and upgrade existing electrical connections serving cold storage units to current NEC/RETIE compliance.
- Address electrical requirements of the outside kitchen service area reconfiguration.
- Design a safe, code-compliant electrical system capable of supporting all heavy kitchen equipment loads.
- Provide efficient LED lighting throughout all areas.
- Integrate emergency power systems for critical food service equipment.
- Ensure full compliance with NEC/NFPA 70 and RETIE.

II. Work Components

E.2.1 Existing Electrical System Assessment

- Review existing panel schedules and assess available capacities.
- Conduct electrical load analysis for all existing and proposed kitchen equipment.
- **Cold Storage Electrical Assessment:** The Electrical Engineer shall assess the existing dedicated circuits, disconnects, and emergency power connections serving **both cold storage units** as part of the upgrade scope (B.3.1). The assessment shall:
    - Identify non-compliant, deteriorated, or undersized electrical components.
    - Verify circuit capacity relative to upgraded compressor specifications (if compressor replacement is specified).
    - Specify upgrades to current **NEC/RETIE standards** for all deficient components.
    - Verify emergency power integration for refrigeration continuity; specify upgrades if existing emergency power connection is non-compliant or insufficient.
- **Outside Service Area Assessment:** Identify all existing electrical elements (lighting, outlets, circuits) within or adjacent to the outside kitchen service area reconfiguration zone (A.2.3). Document all elements that may require relocation, extension, or modification as a result of the reconfiguration.
- Identify panel upgrade requirements.

E.2.2 Electrical Load Analysis

- Conduct comprehensive electrical load analysis for all kitchen equipment including upgraded cold storage units.
- Incorporate upgraded compressor load data (if compressor replacement is specified under B.3.1) into load calculations.
- Identify demand factors and diversity factors for institutional food service operations.
- Determine panel capacity requirements and upgrade needs.
- Coordinate load analysis with food service equipment specifications.

E.2.3 Power Distribution Design

- Design power distribution system for all heavy kitchen equipment.
- **Cold Storage Upgrade:** Specify upgraded dedicated circuits, disconnects, and protective devices for each cold storage unit based on assessment findings (E.2.1). Design shall reflect **upgrade of existing installations** — not new installations — except where existing wiring is found to be beyond repair or fundamentally non-compliant.
- Specify emergency power integration for cold storage units (refrigerator and freezer) to maintain food safety during power outages; coordinate with existing Embassy emergency power systems.
- Coordinate with food service equipment rough-in drawings.

E.2.4 Outside Service Area Electrical

- Design electrical requirements for the outside kitchen service area reconfiguration (A.2.3), including:
    - **Exterior lighting:** Assess existing exterior lighting adequacy for the reconfigured layout; specify LED fixture additions, relocations, or replacements as required.
    - **Outlet locations:** Assess need for additional or relocated exterior outlets to support the reconfigured service area operations.
    - **Circuit extensions:** Design circuit extensions from existing panels as required to support the reconfigured exterior layout.
    - All exterior electrical installations shall comply with NEC wet location requirements and RETIE.
    - All exterior fixtures and devices shall be rated for outdoor use (minimum IP65).

E.2.5 LED Lighting Design

- Design energy-efficient LED lighting system for kitchen, cafeteria, dining, and outside service areas.
- Design lighting controls (switches, dimmers, occupancy sensors) as appropriate.
- Provide photometric calculations to verify illumination levels.
- Coordinate fixture layout with architectural reflected ceiling plans.

E.2.6 Emergency Power Integration

- Design emergency power integration for critical food service equipment (refrigeration, freezers).
- Coordinate with existing Embassy emergency power systems.
- Specify automatic transfer switches and emergency circuits as required.

III. Deliverables

- Existing electrical system assessment report (including cold storage electrical assessment and outside service area electrical elements)
- Cold storage electrical upgrade specifications
- Electrical load analysis (incorporating upgraded cold storage unit specifications)
- Power distribution drawings
- Outside service area electrical drawings
- Lighting layout drawings with photometric calculations
- Panel schedule updates
- Emergency power integration drawings
- Equipment connection schedule

IV. Codes and Standards

- NEC / NFPA 70 (National Electrical Code)
- RETIE (Colombian Electrical Technical Regulation)
- NFPA 72 (National Fire Alarm and Signaling Code)
- OSHA Safety Guidelines

- OBO Design Standards
- NEC wet location requirements (exterior installations)
- Manufacturer installation standards

V. Quality Control

- Verify cold storage electrical upgrade specifications are coordinated with upgrade scope (B.3.1) and compressor replacement specifications.
- Confirm outside service area electrical design is coordinated with architectural reconfiguration layout (A.2.3).
- Confirm all exterior electrical installations meet NEC wet location and RETIE requirements.
- Verify emergency power integration for cold storage units.
- Confirm all materials specified are new, UL-listed/CE marked.
- **Warranty:** 1 year from date of official project delivery.

CHAPTER F – FIRE PROTECTION SCOPE

I. Scope Overview

General Requirements: The Fire Protection scope addresses **suppression systems for kitchen hoods (Ansul or equivalent), sprinkler coverage, and fire alarm integration**. This scope requires specialized expertise in commercial kitchen fire suppression systems, which present unique hazards requiring dedicated suppression solutions beyond standard sprinkler systems.

Objectives:

- Design a fully compliant kitchen hood suppression system (Ansul or equivalent) per NFPA 96.
- Ensure complete sprinkler coverage throughout all renovated areas per NFPA 13.
- Integrate all fire protection systems with the building fire alarm system per NFPA 72.
- Deliver a fully coordinated, tested, and certified design ready for construction procurement.

II. Work Components

F.2.1 Existing Fire Protection System Assessment

- Review existing fire protection system drawings, capacity, and zoning.

- Assess existing kitchen hood suppression system condition and compliance.
- Assess existing sprinkler coverage in kitchen, cafeteria, and dining areas.
- Identify deficiencies and upgrade requirements.

F.2.2 Kitchen Hood Suppression System Design (NFPA 96)

- Design wet chemical suppression system for all cooking equipment under kitchen hoods (Ansul or UL 300-listed equivalent).
- Size suppression system based on cooking equipment type and hood dimensions.
- Design automatic fuel/power shut-off upon system activation.
- Coordinate suppression system design with kitchen equipment layout and exhaust hood design.
- Specify UL 300-listed suppression systems.

F.2.3 Sprinkler System Design (NFPA 13)

- Design sprinkler coverage for all kitchen, cafeteria, and dining areas per NFPA 13.
- Specify sprinkler components:
    - Pipe: Black Steel / Galvanized, ASTM A53 or ASTM A795
    - Fittings: Malleable/Ductile iron, ASTM A197 or ASTM A536, UL/FM approved
    - Sprinklers: Appropriate type and temperature rating for kitchen and dining environments
    - Supports: Clevis or Ring hangers, maximum 12 ft (3.7 m) spacing
- Provide hydraulic calculations to verify system performance.
- Coordinate sprinkler layout with architectural ceiling plans, HVAC, and lighting designs.

F.2.4 Fire Alarm Integration (NFPA 72)

- Design integration of kitchen hood suppression system and sprinkler system with building fire alarm control panel.
- Specify smoke detectors, heat detectors, and notification devices as required.
- Coordinate with existing building fire alarm system.

III. Deliverables

- Existing fire protection system assessment report

- Kitchen hood suppression system drawings (NFPA 96 / UL 300 compliant)
- Sprinkler system layout drawings (all areas)
- Fire alarm integration drawings
- Hydraulic calculations
- Fire protection specifications

IV. Codes and Standards

- NFPA 13 (Standard for the Installation of Sprinkler Systems)
- NFPA 72 (National Fire Alarm and Signaling Code)
- NFPA 96 (Ventilation Control and Fire Protection of Commercial Cooking Operations)
- UL 300 (Fire Testing of Fire Extinguishing Systems for Protection of Commercial Cooking Equipment)
- IBC (International Building Code)
- Local Building and Fire Regulations (Bogotá, Colombia)
- OBO Design Standards

CHAPTER G – STRUCTURAL ENGINEERING SCOPE

I. Scope Overview

General Requirements: The Structural Engineering scope addresses structural integrity analysis, equipment pad verification for retained cold storage units, slab condition assessment for regrouting preparation, outside service area structural requirements, and seismic compliance per NSR-10. The scope has been revised to reflect that full slab reinforcement design for new flooring systems is **not required** under the revised flooring scope (regrouting and anti-slip strips only), and that cold storage unit structural assessment is now **verification-based** rather than new design.

Objectives:

- Verify existing equipment pad adequacy for retained and upgraded cold storage units.
- Assess slab condition for localized repairs required as preparation for regrouting.
- Assess structural requirements for the outside kitchen service area reconfiguration.
- Verify no load-bearing elements are disturbed by architectural modifications.

- Provide seismic bracing design per NSR-10 requirements where required, supported by embassy technical personnel guidance.

II. Work Components

G.2.1 Existing Structural Assessment

- Review existing structural drawings and assess current structural conditions.
- Identify load-bearing elements in areas of proposed modification.
- **Slab Condition Assessment for Regrouting:** The Structural Engineer shall assess slab condition throughout all food service areas to identify:
    - Areas of slab deterioration, cracking, or delamination requiring localized repair prior to regrouting.
    - Areas where slab surface preparation is required for proper epoxy grout adhesion.
    - Any structural deficiencies requiring remediation before finish work proceeds.
    - **Note:** Full slab reinforcement design for new flooring systems is **not required** under the revised flooring scope (regrouting and anti-slip strips only — A.2.4 and B.3.6). Structural scope is limited to localized slab repair assessment and specification.
- **Outside Service Area Structural Assessment:** Assess structural conditions and requirements for the outside kitchen service area reconfiguration (A.2.3), including:
    - Existing exterior slab or surface condition.
    - Structural requirements for any proposed canopy, weather protection, or overhead elements.
    - Equipment support requirements for any exterior equipment proposed in the reconfiguration.
    - Seismic considerations for any new exterior structural elements per NSR-10.

G.2.2 Cold Storage Unit Equipment Pad Verification

- **Verification in Lieu of New Design:** The Structural Engineer shall **verify existing equipment pad adequacy** for the retained cold storage units based on upgraded component specifications (B.3.1).

    - If upgraded compressor or component weights differ materially from existing unit specifications, slab verification shall be updated to reflect the upgraded unit load profile.
    - If existing pads are found to be adequate for the upgraded unit loads, no new pad design is required; the Structural Engineer shall document the verification finding in writing.
    - If existing pads are found to be **deficient** for upgraded unit loads, the Structural Engineer shall design localized pad reinforcement or replacement as required.
    - New equipment pad design is **not required** unless existing pads are confirmed deficient.
- Coordinate pad verification findings with the Food Service Designer (B.3.1) and Plumbing Engineer (condensate drainage routing).

G.2.3 Localized Slab Repair Specifications

- Based on the slab condition assessment (G.2.1), specify localized slab repairs required as preparation for regrouting, including:
    - Crack repair methods and materials.
    - Surface grinding or leveling requirements.
    - Substrate preparation specifications for epoxy grout application.
- Coordinate slab repair specifications with the Lead Architect (A.2.4) and the regrouting specifications.

G.2.4 Outside Service Area Structural Design

- Based on the outside service area structural assessment (G.2.1), provide structural design for any new elements required by the reconfiguration (A.2.3), including:
    - Canopy or weather protection structural framing (if proposed).
    - Equipment support structures.
    - Seismic bracing for new structural elements per NSR-10.
- Coordinate outside service area structural design with the Lead Architect and MEP disciplines.

G.2.5 Seismic Compliance (NSR-10)

- Provide seismic bracing design for all new structural elements associated with the outside service area reconfiguration.

- Verify seismic compliance of any modified or new equipment supports.
- Confirm NSR-10 compliance at each design phase for all structural elements within scope.

III. Deliverables

- Structural assessment report (including slab condition assessment for regrouting, cold storage pad verification, and outside service area structural assessment)
- Cold storage equipment pad verification documentation (written finding; repair/reinforcement design if required)
- Localized slab repair specifications (for regrouting preparation)
- Outside service area structural drawings and details (as required by reconfiguration scope)
- Seismic compliance documentation per NSR-10

IV. Codes and Standards

- NSR-10 (Colombian Seismic Resistant Construction Standards)
- IBC (International Building Code)
- ASTM Standards (as applicable)
- OBO Design Standards
- Equipment manufacturer structural requirements

V. Quality Control

- Verify cold storage pad verification findings are coordinated with upgrade scope (B.3.1) and upgraded component weight specifications.
- Confirm slab repair specifications are coordinated with regrouting preparation requirements (A.2.4).
- Confirm outside service area structural design does not compromise Embassy compound security posture (coordinate with RSO per Section 14.9).
- Confirm NSR-10 compliance for all new structural elements.
- **Warranty:** 1 year from date of official project delivery.

CHAPTER H – SUSTAINABILITY / ENVIRONMENTAL SCOPE

I. Scope Overview

General Requirements: The Sustainability/Environmental scope addresses energy-efficient systems, waste management compliance, and adherence to institutional health standards. This scope has been revised to reflect that ENERGY STAR compliance assessment now applies to **upgraded existing cold storage units** rather than new equipment, and that the waste management plan reflects the **reduced construction waste profile** of regrouting and anti-slip strip installation in lieu of full tile replacement.

Objectives:

- Assess ENERGY STAR compliance potential for upgraded existing cold storage units and document findings.
- Minimize energy and water consumption through efficient equipment and system selection.
- Design compliant waste management infrastructure reflecting the revised flooring scope.
- Ensure adherence to institutional health and environmental standards.
- Evaluate lifecycle costs in all material and equipment selections.

II. Work Components

H.2.1 Energy Efficiency Assessment and Design

- **Cold Storage ENERGY STAR Assessment:** The Sustainability Consultant shall assess **ENERGY STAR compliance potential** for the existing cold storage units following the proposed upgrade scope (B.3.1):
    - Evaluate whether upgraded units (with new compressors, coils, and controls as specified) can achieve ENERGY STAR performance standards for commercial refrigeration equipment.
    - If ENERGY STAR compliance **can be achieved** through upgrade: specify ENERGY STAR-compliant components as part of the upgrade package and document compliance.
    - If ENERGY STAR compliance **cannot be achieved** through upgrade: document this finding clearly, quantify the energy performance gap relative to a new ENERGY STAR-rated unit, and provide a written recommendation to the CO regarding replacement. The CO will make the final determination.
- Specify ENERGY STAR-rated kitchen equipment throughout for all new equipment items.

- Specify energy-efficient LED lighting and controls throughout all areas including outside service area.
- Specify energy-efficient HVAC and exhaust systems with heat recovery where applicable.
- Provide energy savings analysis for all proposed improvements.

H.2.2 Water Conservation Design

- Specify water-efficient dishwashing equipment (ENERGY STAR-rated).
- Specify low-flow pre-rinse spray valves (maximum 1.28 GPM).
- Specify water-efficient ice machines and other water-using equipment.
- Provide water savings analysis for proposed improvements.

H.2.3 Waste Management — Revised Scope

- **Revised Construction Waste Profile:** The waste management plan shall reflect the **revised flooring scope** (regrouting and anti-slip strip installation only — A.2.4 and B.3.6). Construction waste volumes will be significantly reduced compared to full tile replacement. The plan shall specifically address:
    - Proper disposal of **grout removal debris** (existing grout grinding/removal waste) per Colombian environmental regulations.
    - Proper disposal of **epoxy grout packaging and chemical waste** per MSDS/SDS requirements and Colombian environmental regulations.
    - Proper disposal of **anti-slip strip installation materials** (adhesive packaging, backing materials, cut-off strips).
    - Proper disposal of **cold storage upgrade components** (replaced gaskets, hardware, coils, refrigerant — particularly phased-out refrigerants requiring special handling per EPA and Colombian environmental regulations).
    - Recycling of metallic components from cold storage upgrade (compressors, coils, hardware) where possible.
- Design adequate waste separation, recycling, and organic waste management infrastructure for ongoing food service operations.
- Design grease waste management system compliant with Colombian environmental regulations.
- Coordinate with local waste management authority requirements.

H.2.4 Refrigerant Management

- The Sustainability Consultant shall coordinate with the Mechanical Engineer and Food Service Designer on refrigerant specifications for the cold storage upgrade (B.3.1):
    - Verify that no phased-out refrigerants (R-22 or equivalent) are specified as replacement refrigerants.
    - Specify environmentally compliant refrigerants per current EPA regulations and Colombian environmental standards.
    - Address proper recovery, recycling, and disposal of any existing refrigerant removed during the upgrade process.
    - Document refrigerant management plan as part of the SHEM documentation.

H.2.5 Institutional Health Standards Compliance

- Verify all design elements comply with INVIMA requirements and applicable Colombian health standards.
- Specify materials and finishes appropriate for food service environments (non-porous, cleanable, durable).
- Design pest control measures (sealed penetrations, door sweeps, screen requirements).
- Coordinate with outside service area reconfiguration (A.2.3) to ensure exterior pest exclusion measures are incorporated.

III. Deliverables

- Cold storage ENERGY STAR compliance assessment report (with recommendation to CO if compliance cannot be achieved)
- Refrigerant management plan
- Energy use assessment report
- ENERGY STAR equipment compliance documentation (new equipment items)
- Water conservation analysis
- Revised waste management plan (reflecting regrouting and anti-slip strip scope)
- Waste management infrastructure drawings
- Sustainability measures schedule
- INVIMA compliance documentation

IV. Codes and Standards

- ENERGY STAR Program Requirements (commercial refrigeration equipment)
- EPA Refrigerant Management Regulations
- Colombian environmental regulations (refrigerant handling and waste management)
- ASHRAE 90.1 (Energy Standard for Buildings)
- INVIMA / Resolución 2674/2013
- Colombian environmental regulations (construction waste management)
- OBO Design Excellence Program sustainability principles
- Executive Orders on Efficient Federal Operations

V. Quality Control

- Verify ENERGY STAR assessment findings are coordinated with cold storage upgrade scope (B.3.1) and upgraded component specifications.
- Confirm refrigerant management plan addresses all phased-out refrigerant handling requirements.
- Confirm waste management plan accurately reflects revised flooring scope (regrouting and anti-slip strips only).
- Confirm all sustainability measures are coordinated across all disciplines.
- **Warranty:** 1 year from date of official project delivery.

SECTION 16 – PROJECT COORDINATION AND MANAGEMENT REQUIREMENTS

16.1 Pre-Design Phase (Days -14 to 0 from NTP)

(See Section 4 – Pre-Design Requirements for full details)

- Submit BEP, Design Schedule, Key Personnel List, Insurance Certificates, and Security Clearance Applications.
- Conduct Pre-Design Kickoff Conference.
- Initiate security clearance process for all site access personnel.
- Initiate Food Service Operational Assessment interviews.

16.2 Design Phase Coordination

Bi-Weekly Progress Meetings:

- Frequency: Every two (2) weeks (or as agreed)
- Duration: 1 hour maximum
- Required Attendees: A/E Project Manager, active discipline leads (including Food Service Designer), Embassy FAC Representative - COR, Food Service Operations Representative (as needed)

Standing Agenda:

1. Previous period's accomplishments vs. schedule
2. Current period planned activities
3. Two-phase look-ahead
4. Government review status and pending decisions
5. Coordination conflicts identified
6. BIM coordination issues
7. Permit status (including INVIMA)
8. Food service operational considerations
9. Access requirements for following period

Communication Protocol:

- All official communications in writing (email acceptable)
- Emergency contact numbers provided at kickoff conference
- Response time: 24 hours for routine matters; 4 hours for urgent matters

16.3 Design Phase Sequencing

Phase	Key Activities	Duration (Estimated)
Pre-Design	Kickoff, security clearances, BEP, food service operational assessment	Days -14 to 0
LOD 100	Field surveys, existing conditions, program verification, in-house design review	Weeks 1–4

LOD 200	Schematic design, concept development, Government review	Weeks 5–12
LOD 350	Design development, interdisciplinary coordination, final design package (Site Plan, Demolition Plans, Floor Plans, Spaces and Dimensions, Elevations, Specifications, Construction Cost Estimate), Government review.	Weeks 13–32
Permitting	Permit submission from embassy personnel (building + INVIMA), agency review, approval.	Weeks 33–42 (estimated)

16.4 Key Coordination Milestones Summary

Milestone	Trigger
Pre-Design Kickoff	Within 10 days of contract award
LOD 100 Submission	Per agreed schedule
LOD 100 Government Approval	Within 30 days of submission
LOD 200 Submission	Per agreed schedule
LOD 200 Government Approval	Within 45 days of submission
LOD 350 Submission	Per agreed schedule
LOD 350 Government Approval	Within 60 days of submission
Permit Submission by Government	Within 5 days of CD approval

SECTION 17 – PROPOSAL REQUIREMENTS

17.1 Proposal Format

Contractors shall submit proposals in the following format:

Volume 1: Technical Proposal

1. **Executive Summary** (2 pages maximum)
    - Understanding of project scope and objectives
    - Approach to A/E design services for an institutional food service facility
    - Key differentiators and relevant experience

2. **Company Information**
    - Company history and experience (minimum 5 years in institutional/food service facility design)
    - Organizational structure and subconsultant team
    - Financial capacity
    - Current workload
    - References (minimum 3 similar projects, preferably U.S. Government or institutional food service facilities)
3. **Project Understanding**
    - Demonstration of understanding of all eight design discipline scopes
    - Identification of critical design coordination challenges (NFPA 96 compliance, heavy equipment loads, grease management, INVIMA compliance)
    - Approach to integrating in-house design work completed to date
    - Approach to working within an active Embassy compound with operational food service continuity requirements
4. **Project Management Plan**
    - Management structure and key personnel (resumes required)
    - Communication plan and reporting structure
    - Coordination approach for multi-discipline design
    - Approach to Embassy security and access requirements
    - BIM management approach
5. **Technical Approach**
    - Design methodology for each major scope element.
    - Phase sequencing plan aligned with Government review periods.
    - Approach to food service operational continuity during construction (phasing strategy).
    - Approach to NFPA 96 kitchen exhaust and suppression system design.
    - Approach to heavy equipment structural assessment, equipment pad verification and localized slab repair.

- Quality control approach.
- Safety plan overview (SHEM/JHA)

6. **Schedule**
    - Detailed Gantt chart schedule for all design phases
    - Milestone dates aligned with mandatory review hold points
    - Critical path identification
    - Resource loading by discipline
    - Estimated hours by discipline and by design phase, to serve as the Offeror's own documented baseline of anticipated level of effort.
7. **Quality Control Plan**
    - QC organization and key personnel
    - Interdisciplinary coordination procedures
    - BIM coordination approach
    - Food service design validation process
    - Documentation procedures and reporting
8. **BIM Execution Plan (Preliminary)**
    - BIM uses by phase
    - LOD requirements per phase
    - Software platform and data exchange protocols
    - Key BIM stakeholders
9. **Subconsulting Plan**
    - List of proposed subconsultants by discipline
    - Scope of work for each subconsultant
    - Qualifications and licensing of subconsultants
    - Small business participation
10. **Submittals**
    - List of required submittals by phase and discipline

- Proposed submittal schedule aligned with design timeline
- Review process and resubmittal procedures

SECTION 18 – DEFINITIONS

Term	Definition
ADA	Americans with Disabilities Act — Accessibility standards applicable to U.S. Government facilities
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASTM	American Society for Testing and Materials
BEP	BIM Execution Plan — Document defining BIM uses, LOD requirements, and data exchange protocols
BIM	Building Information Modeling — Digital representation of physical and functional characteristics of a facility
CA	Construction Administration — A/E services during the construction phase
FDP	Final Design Package — Complete minimum design deliverable set (Site Plan, Demolition Plans, Floor Plans, Spaces and Dimensions, Elevations, Specifications, Construction Cost Estimate)
CFSP	Certified Food Service Professional — Professional certification for food service designers
CO	Contracting Officer — Government official with authority to modify contract
COR	Contracting Officer's Representative — Government representative monitoring contract performance
FAC	Facilities Management — Embassy facilities management office
FAR	Federal Acquisition Regulation — Rules governing U.S. Government procurement
FSD	Food Service Design — Specialized discipline for industrial kitchen and cafeteria design
IBC	International Building Code
IMC	International Mechanical Code

INVIMA	Instituto Nacional de Vigilancia de Medicamentos y Alimentos — Colombian food safety authority
IPC	International Plumbing Code
JHA	Job Hazard Analysis — Safety document identifying hazards and controls for specific work activities
LOD	Level of Development — Standard for project phases and deliverables per Penn State University guidelines
MEP	Mechanical, Electrical, and Plumbing systems
NEC	National Electrical Code
NFPA	National Fire Protection Association
NFPA 96	Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
NSF	National Sanitation Foundation — Organization setting standards for food service equipment
NTC	Norma Técnica Colombiana — Colombian Technical Standard
NSR-10	Colombian Seismic Resistant Construction Standards
OBO	Bureau of Overseas Buildings Operations — U.S. Department of State bureau responsible for Embassy facilities
PPE	Personal Protective Equipment
QA/QC	Quality Assurance / Quality Control
RFI	Request for Information — Formal question from contractor to A/E during construction
RETIE	Reglamento Técnico de Instalaciones Eléctricas — Colombian Electrical Technical Regulation
SBU	Sensitive But Unclassified
SHEM	Safety, Health, and Environmental Management
SOW	Statement of Work — This document
A/E	Architect/Engineer — The professional design firm contracted to provide design services

SECTION 19 – ATTACHMENTS AND REFERENCES

19.1 Documents

- **01_Annex 01** — Existing Floor Plans (Kitchen, Cafeteria, and Dining Areas)
- **02_Annex 02** — Reference Photographs (Existing Kitchen and Cafeteria Conditions)
- **03_Annex 03** — Safety Requirements for Contractors and Subconsultants (SHEM/JHA)
- **04_Annex 04** — BIM-CAD Standards (OBO)

19.2 Reference Standards

Standard	Description
IBC	International Building Code
OBO Supplement to IBC	OBO-specific building code requirements
IMC	International Mechanical Code
IPC	International Plumbing Code
NEC / NFPA 70	National Electrical Code
NFPA 13	Standard for Installation of Sprinkler Systems
NFPA 72	National Fire Alarm and Signaling Code
NFPA 96	Ventilation Control and Fire Protection of Commercial Cooking Operations
NFPA 101	Life Safety Code
UL 300	Fire Testing of Fire Extinguishing Systems for Commercial Cooking Equipment
UL 710	Exhaust Hoods for Commercial Cooking Equipment
ASHRAE Standards	HVAC and Ventilation (adjusted for Bogotá altitude)
ASHRAE 90.1	Energy Standard for Buildings

ADA Guidelines	Accessibility Standards for Federal Facilities
NSF/ANSI 2, 3, 4	Food Equipment Standards
FDA Food Code	Current edition — Institutional food service design
ASTM A53 / A795	Fire Protection Piping
RETIE	Colombian Electrical Technical Regulation
NSR-10	Colombian Seismic Resistant Construction
NTC 1500	Colombian Plumbing Networks and Installations
NTC 1335	Colombian Standard for Water-Based Paints
RAS 0330/2017	Colombian Sanitary and Environmental Systems Regulation
Resolución 2674/2013	Colombian Food Handling and Preparation Facility Regulation
OSHA	Occupational Safety and Health Standards
15 FAM 686.2	Facility Operations, Sustainment, Restoration, and Modernization Supplemental Standards
FAR	Federal Acquisition Regulation
OBO_BIM-CAD Standards	OBO BIM and CAD documentation standards
Penn State LOD Standards	Level of Development framework for BIM deliverables
ENERGY STAR	U.S. EPA energy efficiency certification program for equipment

END OF STATEMENT OF WORK

CURRENT WORKING ESTIMATE (CWE)

Compound Kitchen & Cafeteria Modernization

Compound Kitchen & Cafeteria Modernization				
Activities	**UNIT**	**UNIT**	**$/UNIT**	**COP**
Planning and Assesment	**1**	**LS**		**$ -**
Architecture	8	HR		
Interior Design	8	HR		
Engineer	12	HR		
SHEM	3	HR		
Phase 01 — LOD 100: Schematic	**1**	**LS**		
Architecture	25	HR		
Interior Design (Food Service)	33	HR		
Mechanical HVAC	16	HR		
Plumbing	22	HR		
Electrical	22	HR		
Structural	16	HR		
FireLife Safety	10	HR		
Sustainability	6	HR		
Phase 02 — LOD 200: Design Development	**1**	**LS**		
Architecture	30	HR		
Interior Design (Food Service)	40	HR		
Mechanical HVAC	30	HR		
Plumbing	34	HR		
Electrical	34	HR		
Structural	30	HR		
FireLife Safety	22	HR		
Sustainability	10	HR		
Phase 03 — LOD 350: Construction Documents	**1**	**LS**		
Architecture	18	HR		
Interior Design (Food Service)	19	HR		
Mechanical HVAC	22	HR		
Plumbing	25	HR		
Electrical	25	HR		
Structural	21	HR		
FireLife Safety	20	HR		
Sustainability	10	HR		
Permitting	**1**	**LS**		
Documentation and Coordination	70	HR		

Total Direct costs	
Management	8%
Unforseen	5%
Profit	5%
VAT (Over profit only)	19%
Direct cost + Indirect costs	
DBA Insurance	
Grand Total COP	

OBO BIM and CAD Standards

Version 01

October 1, 2024

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INTRODUCTION

This section identifies standards for Building Information Models (BIM), Computer-aided design (CAD), Portable Document Format (PDF) documents, drawings, and laser scans submitted to Bureau of Overseas Building Operations (OBO). Requirements for BIM submittals are documented in the Statement of Work (SOW), OBO BIM Requirements and corresponding OBO Modeling Requirements.

1 BUILDING INFORMATION MODELS

1.1 MODELING REQUIREMENTS

These standards are intended to be used in conjunction with the OBO BIM Requirements. Any deviations from this standard shall be documented in the OBO BIM Execution Plan(s) BEP as identified in the BIM Requirements.

1.2 TECHNOLOGY

Software selection is to be defined in the BIM Use Execution Plan(s). Versions and a Version Management Strategy must also be identified in the BEP.

1.3 REFERENCES

1.3.1 OBO BIM Requirements

The BIM Requirements give the contractor direction on how each BIM deliverable should be prepared and delivered. Refer to the BIM Requirements for information on what to model and what parameters should be attached to model elements.

1.3.2 OBO BIM Execution Plan (BEP)

A template execution plan is provided to plan and execute BIM processes for OBO projects. The contractor shall communicate their BIM plan through the BEP. The BEP should address the BIM Uses identified in the BIM Requirements. The BIM Use BEP may be developed using the templates provided or the Contractor's own format if all requirements are met.

1.4 BIM DISCLAIMER

Building Information Models are generated for specific uses identified in the project contract. Refer to the contract and Statement of Work for these BIM uses.

BIM may contain sensitive information. Distribution of the information in BIM shall be controlled per the DS Classification Guide. The Contractor shall only provide their US and non-US consultants what information is needed to execute their portion of the deliverables. Additional information shall be stripped from the deliverables before it is distributed amongst project participants.

2 BIM/CAD/DRAWING SUBMITTALS

2.1 OVERVIEW

This section provides minimum uniform standards to be used in producing model and drawing deliverables for OBO projects.

2.2 REFERENCE MATERIALS

2.2.1 OBO-Unique Code Requirements

OBO-ICS IBC Chapter 1 for Professional Seals and Signatures.

2.2.2 Related Content

G03 OBO Standard Details & Schedule Formats

2.3 CLASSIFICATION

All models and drawings must be labeled with classification in accordance with the Bureau of Diplomatic Security Classification Guide(s); this document(s) is provided as a separate contract attachment.

2.4 SET ORGANIZATION

For capital projects, organize project drawings as identified under Volume Organization below to facilitate reviews, construction processes, and archiving. Document any deviations in the BEP.

Volume Organization: For projects involving upgrades, renovation, repairs, or construction of a single, new, medium or small building, the model may be organized into a single volume. Otherwise, the model should be organized into multiple volumes by building type as identified below. General sheets that are common to each volume should be included with each volume as applicable. For each facility in the project, each discipline (see Table 3 CSI UDS Discipline Designators and Sequences for discipline names) shall develop a model which is linked into the Architectural Model. At submission all models must be detached from the central model. Submit a relationship diagram showing what models are to be provided and how they are interrelated to support BIM uses on the project. Follow the facility naming conventions identified in section 2.5 File Naming Convention.

Office Buildings: For office buildings involving new construction, submit the drawings as a minimum of two volumes.

Compound Access Control (CAC) Buildings: Due to logistical considerations of model and drawing production in a BIM context, each CAC facility shall be developed as a stand-alone model and drawing set. With approval from the Design manager, they may be combined for convenience into a single volume for all CAC buildings. The combined volume shall provide a composite CAC model and drawing index in addition to the stand-alone indices provided for the separate facilities.

Other Buildings – Medium-Sized: For buildings such as Utility Buildings, Marine Security Guard Quarters (MSGQ), staff housing (SDA) unless very large, and Warehouses/Support Annexes submit as individual volumes for each building.

Other Buildings – Small-Sized: For buildings such as cabanas and custom guard booths, it is acceptable to group them into a single volume.

Compound Site: Submit drawings for work between buildings such as for utilities and landscape architecture as a separate volume.

Cover Sheet: Provide a cover sheet numbered G001 for each drawing volume. Include the project title and location, firm(s) identification, submittal phase, date of submission and the DOS seal. Do not include perimeter margins or the title block. A graphic illustration or photograph of the project may be included on this sheet.

Index Sheet: Provide a unique index sheet numbered G002 with each drawing volume with the sheet title "Index to Drawings". List the drawing titles and corresponding sheet numbers consecutively for every drawing in the set.

BIM Index Sheet: Provide a BIM Index Sheet identifying the model structure for the project.

2.5 FILE NAMING CONVENTION

Model file naming must be regulated for use in OBO's internal archiving and data retrieval systems. File naming shall strictly adhere to the following convention, including use of dashes. An optional field is provided to facilitate the common convention of isolating major design components like exterior enclosures. Currently, exterior enclosures are the only approved application for isolating component models. Approval and file naming direction for additional component models shall be obtained in writing from the project COR contingent upon review by the Design Coordination office.

File Name: AAA-PP-FFF-D-PH-RVV-CCC **Note: ALL CAPS are required**	
AAA:	Three-character airport code
PP:	Two-character DOS post identifier (two options: see [SOURCE], or this is the two-character code in the XJ OBO project number)
FFF:	Three or four-character facility identifier
D:	One or two character discipline identifier
CCC:	Optional facility component, if applicable (ENC, etc.)
PH:	Phase identifier (SD, DD, CD1, CD2, CD3, IFC, ASB), ALL CAPS
RVV:	Three-character software release year (R16, R17, etc.) Note R=release, not Revit

Table 1: Model File Naming Conventions

EXAMPLE 1: TGU-2F-NOB-A-ENC-CD1-R17
TGU = Tegucigalpa Toncontin International Airport

2F = Tegucigalpa Embassy
NOB = New Office Building
A = Architecture
ENC = optional facility component, in this example: Exterior Enclosure
CD1 = CD1 Design Submission
R17 = Software release year 2017

BUILDING TYPE DESIGNATOR AND ORDER OF SEQUENCE	
Compound	CMPD
New Office Building	NOB
New Office Annex	NOX
Existing Office Building	EOB
Marine Security Guard Quarters	MSGQ
Compound Access Control	CAC
Main Compound Access Control	MCAC
Consular Compound Access Control	CCAC
Service Compound Access Control	SCAC
Parking Structure	PKG
Utility Building	UTL
Warehouse / Support Building	WHE
Chief of Mission Residence	CMR
Deputy Chief of Mission Residence	DCR
Staff Housing	SDA
Support Annex	SPX
Recreation Facility	REC
Residential Compound Access Control	RCAC

Table 2: Building Type Designator and Order of Sequence

Electronic File Naming Convention

General: For archiving purposes, it is important for OBO to limit the combined length of the naming of string folders, subfolders, and files. Keep in mind that where these are lengthy, file retrieval may be hindered. The project context (i.e., location, title, project number) may be assumed for the folder names as they should be identified in the context of the delivery of the submittal (e.g., disk labeling, ProjNet posting); the project context should not be included in the folder names.

Electronic Folders: The length of folder names needs to be kept short (e.g., up to 10-15 characters). Folder names may assume the context in which they reside (e.g., the discipline subfolder for Architectural drawings for an MSGQ may be simply labeled as “Architectural.") Subfolders shall be created to follow logical divisions in the volume, such as between disciplines.

See **Error! Reference source not found. Error! Reference source not found.** for electronic file size and lder name length limitations.

2.6 REQUIRED SHEET NUMBERING CONVENTION

Number all drawing sheets based on CSI's Uniform Drafting Standard (UDS) with the following deviations:

System: DU-XXX-P (SSS)

D = One or Two-Character Discipline Identifier (see Table 3: CSI UDS Discipline Designators and Sequences)

U = UDS Sheet Type Number (see Table 4: CSI UDS Sheet Type Designators)

XXX = Drawing Sequence Number

P = Part Plan Letter (for floor plans that do not depict the full extents of the facility footprint (note: this does not apply to 400-series enlarged plans of special areas)

SSS = Optional Special Code (for use when producing parallel drawings for local government review or to communicate project phasing requirements; consult with the Project Director and Design Manager).

DISCIPLINE DESIGNATOR AND ORDER OF SEQUENCE	
G	General
H	Hazardous Materials
V	Survey/Mapping
B	Geotechnical
C	Civil
L	Landscaping
AL	Life Safety
AW	Special Walls
A	Architectural
I	Interiors
S	Structural
Q	Equipment
QF	Food Service
XV	Vertical Transportation
F	Fire Protection
P	Plumbing
M	Mechanical
E	Electrical
EL	Electrical Lighting
EP	Electrical Power
T	Telecommunications
SY	Technical Security
X	Other
Z	Contractor Shop Drawings

Table 3: CSI UDS Discipline Designators and Sequences

SHEET TYPE DESIGNATOR			
0	General (symbols, notes)	5	Details
1	Plans (horizontal views)	6	Schedules and Diagrams
2	Elevations (vertical Views	7	User Defined
3	Sections (sectional views)	8	User Defined
4	Enlargements	9	3D Representations

Table 4: CSI UDS Sheet Type Designators

2.7 SHEET LAYOUT AND SIZES

Prepare drawings using the OBO standard drawing sheet layout, from the American National Standards Institute (ANSI), as shown in Figure 1: OBO Standard Sheet Layout below. The source (e.g., *.DWG or *.RVT) file for this layout sheet can be provided by the OBO Project Manager as part of the OBO BIM template. Use the same sheet size for all sheets within each set. Utilize the standard title blocks from those sheets as shown in Figure 2: Title Block Enlargement below. If desired, use standard ANSI A- and B-size sheets for preparing amendments, change orders, reports and related documentation. See Table 5: Standard Sheet Sizes for dimensions of OBO standard sheet sizes and Table 6: Acceptable Alternate Sheet Sizes for dimensions of acceptable alternate sheet sizes.

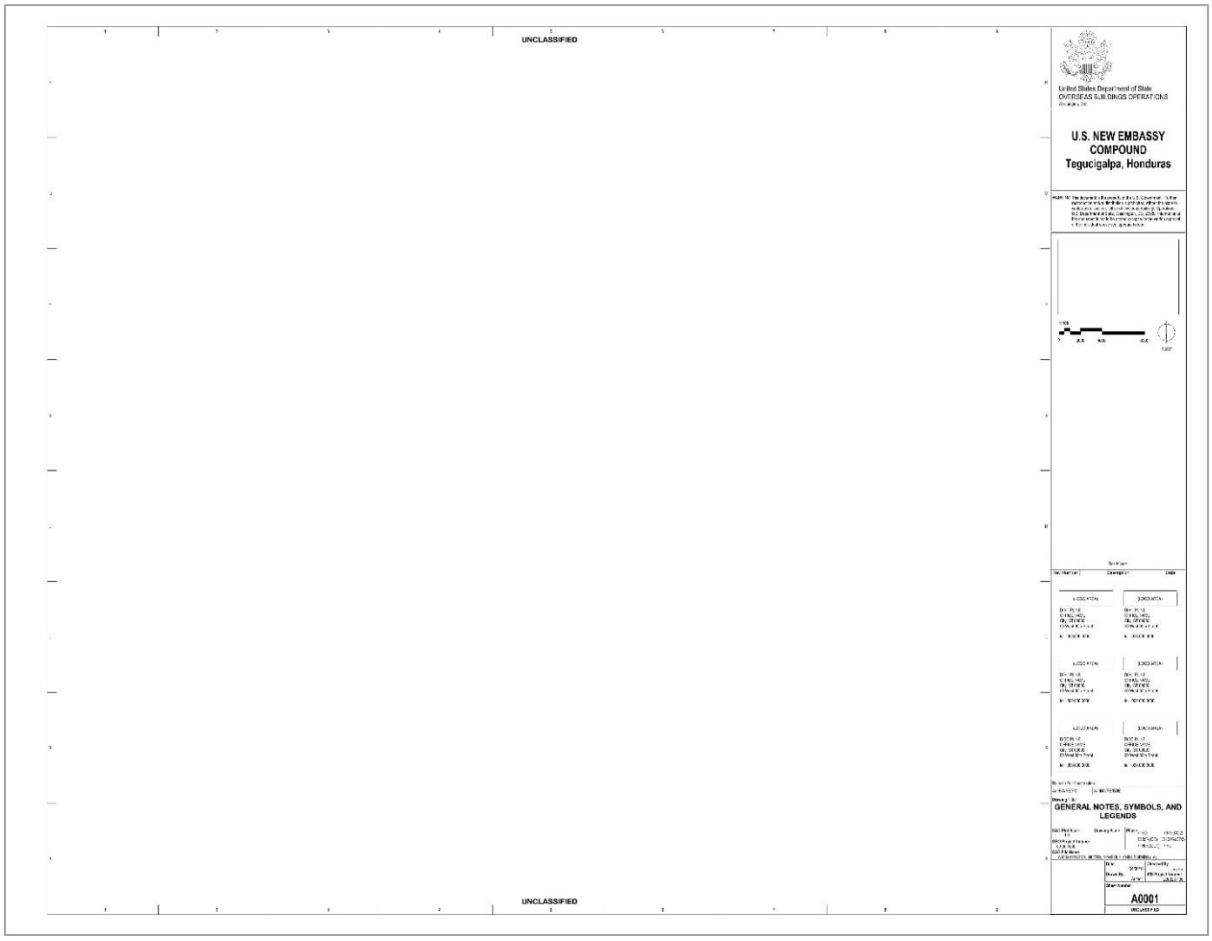


Figure 1: OBO Standard Sheet Layout

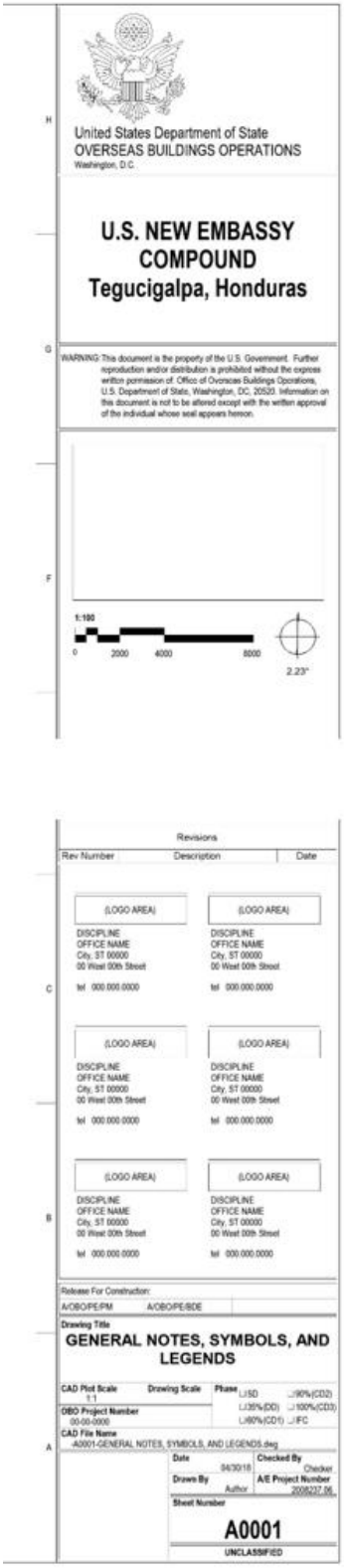


Figure 2: Title Block Enlargement

OBO STANDARD SHEET SIZES		
ANSI A	215.9 mm x 279.4 mm	8-1/2" x 11"
ANSI B	279.4 mm x 431.8 mm	11" x 17"
ANSI C	431.84 mm x 558.8 mm	17" x 22"
ANSI D	559 mm x 864 mm 22" x 34"	22" x 34"
ANSI E	864 mm x 1118 mm	34" x 44"

Table 5: Standard Sheet Sizes

ACCEPTABLE ALTERNATE SHEET SIZES		
ISO A2	594 mm x 420 mm	23.39" x 16.55"
ISO A1	594 mm x 841 mm	23.39" x 33.10"
ISO A0	841 mm x 1189 mm	33.10" x 46.81"

Table 6: Acceptable Alternate Sheet Sizes

Title Block: The standard OBO title block is shown in Figure 2: Title Block Enlargement. The Title Block should include:

1. Status: Incomplete models/drawings, whether preliminary or advanced versions, shall be so identified with “Not For Construction” in the OBO title block.

Seal: Models and drawings shall be sealed in accordance with the requirements in OBO-ICS IBC Chapter 1. See Section 0

2. Sheet Layout and Sizes for placement of seal on standard title block.

2.8 BIM COORDINATE SYSTEM

The origin point for the project shall be set at the correct latitude and longitude (GPS) coordinates. For all submissions the origin point shall be set in the Architectural model, and all other linked models shall be linked via origin to origin. Properly orient the model to project geometry, or project north. If the design process begins before a reliable survey with correct GPS coordinates is obtained, the project shall start at 0,0,0 coordinate. Set the Project to the correct coordinates prior to the final submission of BIM model to OBO.

2.9 MODEL UNITS

Model units are required to be set to metric except for Furniture which shall be dimensioned in Imperial units.

2.10 DRAWING SCALE METRICATION

Use the preferred metric scales rather than imperial scales for drawings. Refer to Table 7: Comparable Metric Scales below to identify comparable metric scales in relation to imperial scales. Note: All furniture shall be dimensioned in imperial scale using dimensions provided by the manufacturer.

Comparable Metric Scales	
1:1	(full size)
1:5	(close to 3” = 1’-0”)
1:10	(between 1” = 1’-0” and 1-1/2” = 1’-0”)
1:25	(close to 1/2” = 1’-0”)
1:50	(close to 1/4” = 1’-0”)
1:75	(close to 3/16” = 1’-0”)
1:100	(close to 1/8” = 1’-0”)
1:200	(close to 1/16” = 1’-0”)
1:250	(close to 1” = 20’-0”)
1:500	(close to 1” = 40’-0”)
1:1000	(close to 1” = 80’-0”)

Table 7: Comparable Metric Scales

2.11 GRAPHIC SCALE

Provide a graphic scale symbol as shown below in on each sheet or view as applicable.

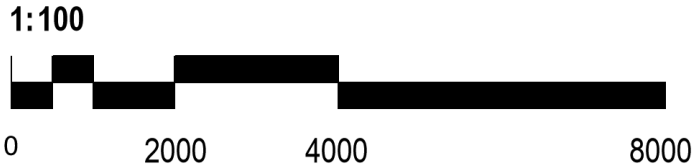


Figure 3: Graphic Scale

2.12 NORTH ARROW

Provide a plan north arrow/declination diagram on Civil/Survey drawings that indicates true north, magnetic north and grid north. Show a plan north arrow and a true north arrow on structural roof plans, and indicate the angle offset between the two in degrees.

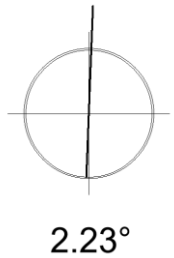


Figure 4: North Arrow

2.13 FORMAT AND ORGANIZATION OF DETAILS

Provide details in sequential order and numbered consecutively starting from right to left and top to bottom. Size details to fit one or more module blocks as defined by the perimeter margins and use the perimeter alpha-numeric coordinate system to reference details on a sheet. Separate details using solid lines along the module grid lines. Locate notations at evenly spaced intervals such that they do not obscure the subject detail. Do not use the ConDoc System of numbered “keynotes.”

Format and size detail titles as shown in images below. Use the detail indicator symbol shown on plans, elevations and various sections to indicate the subject area of a detail and its location within the drawing set.

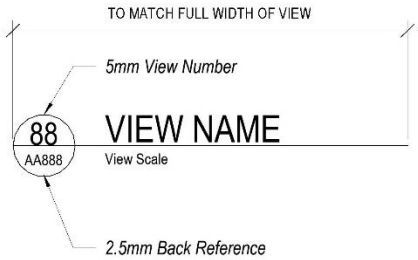
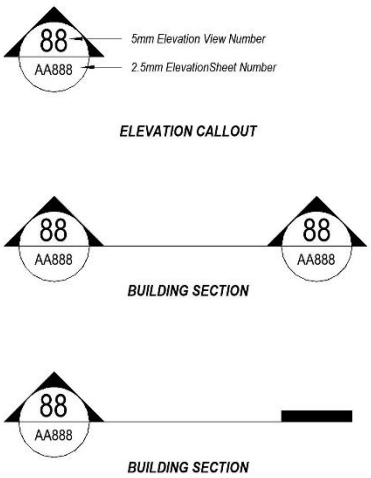


Figure 5: Title View



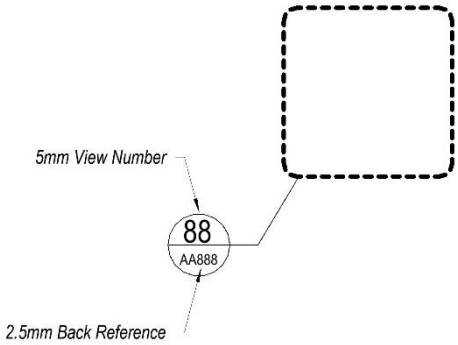


Figure 6: View Callout

Figure 7: Building Elevation and Section references

2.14 BACK REFERENCING

Back reference each plan, section, elevation and detail using the reference indicators shown in the figures above.

2.15 SYMBOLS

Use industry standard symbology as identified in OBO Standard Details & Schedule Formats and supplement with symbols drawn from industry standards for a specific discipline.

FURNITURE FLOOR SCHEDULE			
Family and Type	Type Mark	FURNISHED AND INSTALLED	LEVEL COUNT
FURN-Storage Cabinet: 914mm x 457mm x 2083mm		CFCI	2
FURN-Tackboard: 914mm x 914mm		CFCI	2
FURN-Loose Table: 1067mm x 610mm x 762mm		GFCI	13
FURN-Conference Table: 1250mm x 2200mm x 762mm		GFCI	2
FURN-Conference Table: 1250mm x 3600mm x 762mm		GFCI	1
FURN-Chair - Basic: Chair		GFCI	139
FURN-Clock: Clock		CFCI	4
FURN-Waste Receptacle: File Pedestal		GFCI	2
FURN-Waste Receptacle: Large		GFCI	2
FURN-Recycling Receptacle: Large		GFCI	2
FURN-Table - Basic - Adjustable: Length x 2' x 2'6"		GFCI	7
FURN-Chair - Lounge: Lounge		GFCI	6
FURN-Task Chair: Low		GFCI	41
FURN-Waste Receptacle: Small		GFCI	1
FURN-Sofa: Sofa Chair		GFCI	4
FURN-Tackboard: VDS - 1219 x 1219		CFCI	2

Figure 8: Example of Furniture Schedule

2.16 MATERIAL DESIGNATIONS

Refer to "Architectural Materials Symbols" in the current editions of *Architectural Graphic Standards*. Whenever possible, utilize the simplest graphic patterns and hatches for better legibility and decreased file sizes.

2.17 DIMENSIONS

Ensure all dimensions are associative and attached to the items they are measuring.

Dimension Locations: Provide the building dimensions per the U.S. National CAD Standard (NCS), Uniform Drawing System (UDS), Module 4 - Drafting Conventions.

Dimension Styles: Note the dimension styles defined in the OBO BIM template.

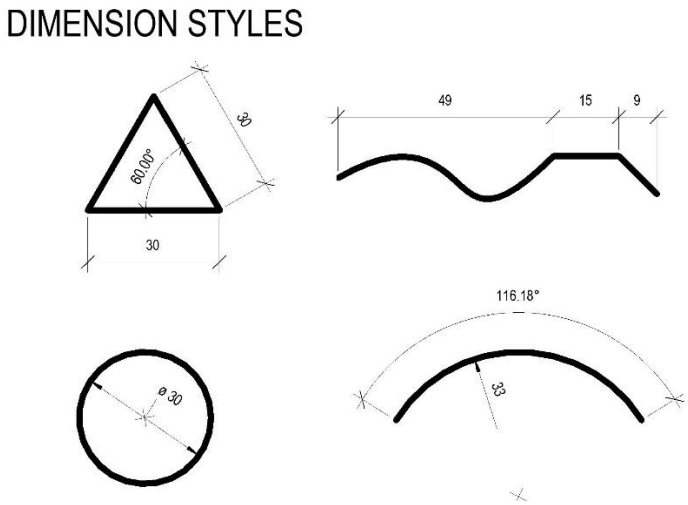


Figure 9: Dimension Styles

2.18 LEGIBILITY

Half-size drawing reproductions are frequently required. Ensure that all drawing line work, lettering and related graphics are clear, crisp and adequately differentiated to fully convey the design intent at both the full- and half-size scale. Whenever possible, utilize the simplest graphic patterns and hatches for better legibility and decreased file sizes.

2.19 LETTERING

Use True Type fonts for all text and numbers. SHX Type fonts are prohibited. Use capitalized text at least 6 mm (0.24 inch) high for plans, sections, elevations, details, diagrams and schedules. In the OBO standard title block, use the default text heights provided. Ensure all other lettering is no less than 3 mm (0.12 inch) high when the drawing is plotted at full-size.

2.20 LINE WEIGHTS AND STYLES

The OBO BIM Template provides line weights and line styles that should be used.

2.21 ROOM DATA

Refer to the OBO Spatial Modeling Requirements for required space and component data.

2.22 AREA CALCULATIONS

The following diagrams show the area calculation standards that the BIM shall adhere to.

Note: OBO area measurement standards identified here are based on the 1996 BOMA Measurement Standards.

- **<u>Usable Square Meters (USM)</u>** measures OBO Section-Offices including internal circulation, walls, and columns.
- **<u>Net Square Meters (NSM)</u>** measures rooms or spaces including those specified in the project's SRP and internal circulation areas covered by the USM allocation for the Section-Offices.

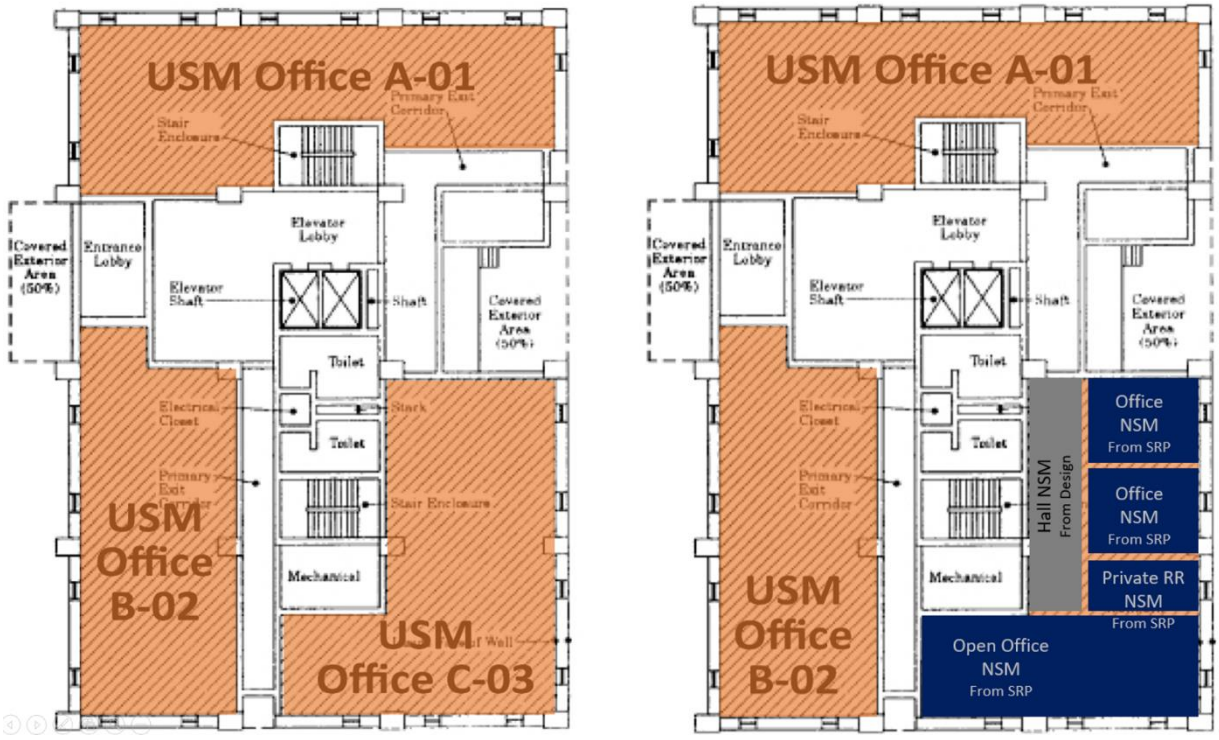


Figure 10: Area Calculations of USM and NSM

- **Gross Square Meters (GSM)** covering the building gross per actual building plan footprint or "slab", including exterior walls, primary circulation, common restrooms, and building support spaces. Covered outdoor spaces like balconies are counted at 50% of the area.

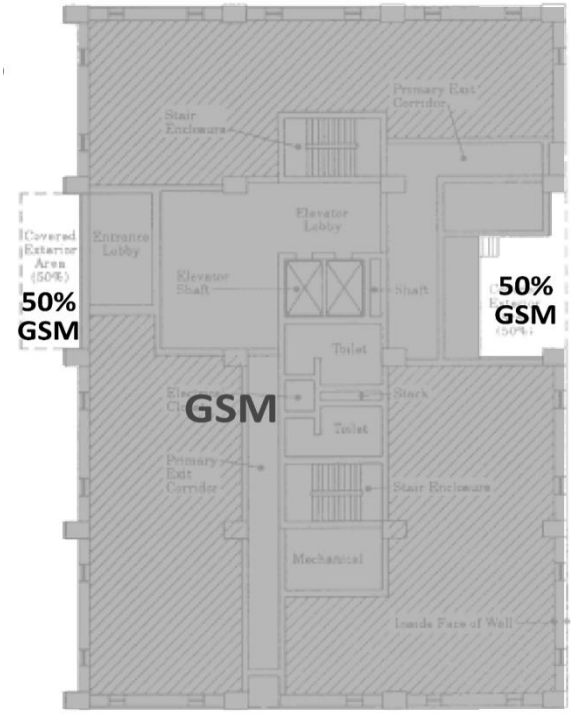


Figure 11: Area Calculation of GSM

2.23 CAD-SPECIFIC STANDARDS

2.23.1 Layers: Show each identifiable group of information as an individual layer. Use the long form of the AIA CAD Layer Guidelines, current edition. Locate dimensions on models/layers pertinent to their discipline (e.g., A-DIMS for architectural dimensions, M-DIMS for mechanical dimensions).

2.23.2 Paper Space and Model Space: Paper space shall be used to indicate drawing borders and title blocks for all drawings. Plans, details and dimensions shall be shown to actual dimensions in model space. Insert the standard title block into each drawing sheet in paper space at point 0,0. Do not modify the OBO identification, document control statement, and other standard title block information. Complete all information fields on each sheet.

2.23.3 Referenced Files: If X-references are utilized, ensure that all CAD files are submitted with X-referenced files bound and all objects embedded, regardless of submittal phase or level.

3 ELECTRONIC FILES

3.1 GENERAL

The methodology for structuring submittals below facilitates important operational needs of OBO. While appropriately attempting to support project processes, it also seeks to facilitate archiving needs by developing standardized locations, breaking the full set of files into manageable portions, and avoiding the delivery of unnecessary files. With the significant quantity of archival documentation required to be maintained by OBO, it is important to manage the electronic size of documentation stored.

- Do not submit extraneous files, zipped files, files created using eTransmit, or other packing utilities. Include the associated General model information/drawing sheets with each applicable volume folder.
- All native BIM files delivered shall be no greater than 300MB in size. Contractor is responsible for properly planning the modeling effort to avoid large file sizes.
- All files that are submitted must be organized in a project folder structure that does not exceed the maximum length for the file name and path which is defined as 200 character total.

3.2 SUBMITTAL FORMATS:

Design Development Submittal: Provide full documentation in Archival Format. Models and drawings Related to GFE shall be submitted in Source Format.

Initial Construction Document Submittal (CD-1): Provide full documentation in Archival Format. Provide models, plans, elevations, and sections in Source Format. Source Format of files for this submission will be reviewed by OBO for compliance with requirements for electronic models and drawings (e.g., dimensional accuracy, line color & type, legibility, lettering).

Interim Construction Document Submittal (CD-2 & 3): Provide full documentation in Archival Format.

Issued for Construction (IFC) Submittal: Provide full documentation in Archival and Source Format.

Models/Drawings Related to Government Furnished Equipment (GFE): Provide models and drawings, in source (The file format for the software in which the model or drawing was created.) format, that are required to assist OBO's planning for GFE (eg, Furniture Procurement and Technical Security System design). OBO will identify the timing required for this submittal. These submissions will be documented in the BEP and agreed upon in the BEP review process.

3.3 ARCHIVAL FORMAT (.PDF) STANDARDS:

- Create PDFs directly from the design authoring software with quality consistent with the source file format.
- Optimize and purge unnecessary metadata in order to minimize file size.
- PDFs should be created as vector based files.
- Utilize true type fonts in order to maintain search functionality. SHX type fonts are prohibited.
- Avoid use of complex hatch and fill patterns. Single line hatch patterns are preferred for optimal PDF performance.
- Compile PDFs by volumes that reflect the drawing set organization.
- Each sheet should maintain the Sheet Number and Sheet Title association within the thumbnail preview.

- Bookmarks should reflect the drawing Index organization that identifies each drawing series and each discipline with a drawings series.
- The following items within the drawing set require hyperlinking:
    - View Tags, Sheet References, matchlines, and details references (this includes all references in general notes and keynotes).
    - A fully hyperlinked drawing sheet index.
    - All window details (ex. head, jamb, and sill) listed in the window schedule hyperlink to the corresponding detail sheet.
    - All penetration tags hyperlink to the appropriate penetration detail sheet.
    - Hyperlinking functionality should be maintained within individual volumes and across volumes.
- All hyperlinks must be highlighted, so it is clear what items have been linked and which have not. A light blue fill color is recommended.
- All floor plan views should share a plot location within paper space, and consistent gridline visibility across disciplines.
- Provide a 3D PDF file of each building and a composite CMPD file, including all buildings, site utilities and grading. 3D files should have saved section and floor plan views that correlate to views within the drawing set.
- All BIM metadata should be maintained within the 3D PDFs.

3.4 SOURCE FORMAT STANDARDS:

- Ensure the model files are free of corrupted data.
- Delete all unused design information.
- When CAD submittals are made, bind all external reference files used in final drawing production. Do not submit external references as zip files.

4 LASER SCAN SUBMITTALS

4.1 LASER SCAN REQUIREMENTS

These standards are intended to be used in conjunction with the OBO BIM Requirements Existing Building Modeling use. Any deviations from this standard shall be documented in the BIM Execution Plan as identified in the BIM Requirements.

4.2 TECHNOLOGY

Software and hardware to be used on the project are to be defined in the BIM Execution Plan.

4.3 DATA CAPTURE

4.3.1 Survey: Each data capture project shall connect into an existing control network if one exists or establish a new control network for the purposes of geo-locating the resulting scan data set as well as providing an additional level of control for scan registration. The control network survey shall meet the below specifications:

The accuracy of the resulting survey and dataset shall be within 15 cm absolute accuracy and 5 cm relative accuracy.

4.3.2 Scanning: Scanning shall be conducted with an appropriate time of flight or phase based scanner. Individual scans shall be registered based on external targets as well as common points. Scanning shall meet the below specifications:

Coverage: Laser scanning data will be collected for all surfaces of accessible areas of the priority features included in the scope. For the exterior, this includes areas which may be captured from the ground or roof if access permitted. Laser scanning data will be collected for the landscape immediately surrounding the priority features within a 50 meter radius. For the interior if required, this includes all publicly accessible spaces.

Accuracy: The complete laser scan data set collected shall have an overall accuracy of 5- 10 mm.

Resolution: The laser scan data will be a minimum resolution (point to point spacing) of 5 mm of the priority features included in the scope. The laser scan data shall be a minimum resolution of 2 cm for the landscape immediately surrounding the priority features.

4.4 PHOTOGRAPHIC CAPTURE

For façade and interior finish detail capture, high resolution, panoramic photographic images shall be taken from all scanning locations for the purposes of photo-texturing the scan data. When required for this purpose, panoramic images shall be taken to the below specifications:

Images shall be captured with a sufficient onboard camera or external camera rig aligned to the nodal point of the scanner to result in a minimum 70 megapixel color spherical image

4.5 FORMAT STANDARDS

Following the completion of the project, the data identified in the Existing Building BIM Execution Plan should be delivered in the following formats as required for the project.

Delivery	Format
All original individual scan positions	Native/property format (e.g. Faro (FLS), Leica (IMP), etc.)
Survey control point coordinates	ASCII
Original/unstitched panoramic photos	RAW and JPEG

Table 8 Raw Data Format Standard

Delivery	Format
Clean, Registered, phototextured, geolocated scan database	Native/property format (e.g. Faro (FLS), Leica (IMP), etc.)
Clean, Registered, phototextured, geolocated non-unified, scan database	E57
Survey closure report including calculations and triangulation map showing survey positions	PDF
North aligned site plan showing the extent of the registered scan data created from a top-down screen capture of the registered set and scan locations	OrthoTIFF
Equirectangular stitched panoramic photos	TIFF and JPEG

Table 9 Processed Data Format Standards

Delivery	Format
List of equipment make and model numbers used on project	PDF
Copy of most recent calibration certificate	PDF
Field notes indicating scanner positions and any special conditions on site	PDF
Registration report from proprietary software	PDF
Data processing report detailing scan registration process, data filtering and cleaning of data	PDF

Table 10 Metadata and Supplemental Information Format Standards

Safety Requirements for Contractors & Subcontractors

SAFETY, HEALTH, & ENVIRONMENTAL MANAGEMENT PROGRAM

The purpose of this document is to ensure compliance with current safety regulations as well as the health and safety of personnel avoiding any damage or injury. The contractor will accept all legal requirements or regulations currently enforced that concern safety for staff and workers, as well as for the public who directly or indirectly may be affected by the work.

The Contracting Officer's Representative (COR) will ensure all the Safety Requirements are implemented before and during the project and, in case it is needed, the COR will be in contact with the Post Occupational Safety and Health Officer (POSHO) to ensure all the safety standards are followed and to share any related information if possible.

The contractor will follow the more restrictive standard between the Safety and Health Requirements Manual established by the US Army Corps of Engineers (http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM_385-1-1.pdf) or the Colombian laws on industrial safety as established by the Ministry of Labour as follows:

1. General Safety Requirements

a. The contractor must demonstrate understanding of his/her responsibilities related to the safety requirements by addressing hazards in preplanning processes and meetings.
b. Prior to starting a project, the contractor is required to review the work site and identify hazards that may occur while performing the job.
c. The contractor is expected to provide a "competent person" to implement Site health and safety plan and to oversee its compliance. A competent person is an individual who, by way of training and/or experience, is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, is designated by the employer, and has authority to take appropriate actions.
d. The contractor is required to provide the proof of payment of local insurances (EPS, ARL) of all the employees that will be involved in the project. Likewise, the contractor is required to provide monthly payment documents of local insurance for the length of work.
e. The contractor will conduct a safety briefing before starting daily work.
f. Contractor personnel who have signs of drunkenness or who are under the influence of stimulants or hallucinogens will be denied entry to the work area.
g. The contractor shall ensure individuals working at the site are trained and aware of potential hazards. The contractor shall ensure that these individuals are provided with proper safety equipment to prevent accidental injury in accordance with the requirements of the contract.
h. The contractor must accept the safety standards set by the US Embassy.
i. All workers will remove all chains, rings, watches and/or bracelets during the execution of work.
j. Smoking is prohibited at the work site and will use only designated area for smokers.
k. The contractor will report accidents to the COR who will pass the proper data to the POSHO or Safety Coordinator.

2. Barricading and Warning Signs

The contractor must place provisional barricades and warning signs to maintain a safe and accessible path-of-travel for all pedestrians, including those with disabilities, in order to avoid accidents to third parties. Barricades alert others about hazards created by construction activities and should be used to control vehicular traffic around the work site as well.

Erect and maintain for the duration of the Contract proper barricades including fencing material, traffic cones, caution tape and temporary curb ramps complying with all access codes and regulations.

Ensure that no construction materials be stored and/or placed on the path-of travel.

Maintain the construction barriers in a sound, neat, and clean condition.

3. Personal Protective Equipment (PPE) Requirements

a. Contractor personnel must use personal protective equipment (PPE) required and in accordance with the contracted work.
b. The contractor is required to inspect and maintain spare PPE in case of damage, deterioration, or loss of the equipment.
c. The PPE used must meet the technical specifications required by Colombian regulation and international standards.
d. Sharp cutting tools must be carried in Tools Carrying Cases; under no circumstances they are to be carried in uniform pockets.
e. In those tasks where PPE certified is required, the contractor must provide the current certification.
f. The contractor must provide records of PPE received for all the employees involved in the task.

4. Safety inspections requirements

a. All tools, equipment and/or machinery that will be used in the execution of the contracted work must be inspected by a competent person before starting the project.
b. COR and/or Safety representatives of the US Embassy may inspect equipment, tools and/or machinery of the contractor at any time and may request to change it if deemed necessary.

5. Hand and Power Tool Safety

a. The contractor must ensure the safety of tools and equipment used by its employees.
b. Inspected at regular intervals and maintain in good condition all tools in accordance with the manufacture's specifications.
c. Ensure that tools are used for their intended purposes.

6. Emergency Response Requirements

a. In case of an emergency within the US Embassy facilities and/or during the execution of the contracted work, contractor personnel must follow the instructions given by the Embassy representative (escort) who is supervising the work, or security personnel.
b. The contractor must not obstruct emergency response equipment such as first aid kits, fire extinguishers, fire cabinets, defibrillators, spill kits, stretchers, eye wash stations or safety signs.

7. High Risk Work Requirements

a. The contractor shall submit certificates of training for each person who will conduct the task. These certificates must be submitted before starting the execution of the project.
b. The contractor shall prepare a work permit specifically for the task and must be provided to the COR before the initiation of work.
c. The contractor must send a risk assessment of the task in a minimum period of eight working days before commencement of work. The POSHO or Safety Coordinator will review the document and make any comment it deems necessary.
d. The execution of high-risk activities will be carried out with a minimum of two people present that may give first aid or notice in case of emergency.

8. Electrical Safety

a. The contractor shall fully comply with the local regulation and the Embassy policies related with electrical safety work practices and work-de energized to prevent any incident that may impact the health of personnel and Embassy and residential units' electrical systems
b. It is Department policy that energized "live" parts to which an employee may be exposed must be de-energized before the employee works on or near them. If de-energizing them introduces or increased hazards or is unfeasible, you must contact your point of contact at the Embassy to report such situation before carrying out the work.
c. All personnel conducting electrical work shall be sufficient trained and considered as competent persons prior to performing the work.
d. The contractor should identify any potential sources of electrical energy likely to cause death, injury, or serious physical harm.
e. Ensure all work is performed in accordance with local regulation and U.S. standards.
f. The contractor must provide the appropriate equipment and tools for the work in compliance with the requirements of the contract.
g. During the execution of work on the electrical system, contractor personnel must remove conductive jewelry such as watches, rings, chains and/or bracelets.
h. Non-conductive (fiberglass) ladders should be used for electrical work or near electrical hazards.

9. Fall Protection Requirements

All work performed at more than 2 meters (6.5ft) is considered work at heights based on local laws, therefore the contractor must strictly comply with local Resolution 4272/2021:

a. All equipment to work at elevated surfaces must meet at least the ANSI Z359.1 standards or European counterparts.
b. All contractor personnel using equipment for work at heights must follow the instructions and warnings associated with such equipment.
c. Contractor personnel will not use as an anchor point for work, ladders, piping or pipe supports.
d. If an anchor point does not offer the recommended resistance for fall protection (5000lbs), the contractor must provide protective equipment for heights with dampers that may decrease the impact force.
e. Scissor scaffolds are prohibited. Only use multi directional/modular scaffolding properly certified.
f. Use dielectric ladders to work with electricity and areas with electrical influence.
g. It is forbidden to stand on or above the second top rung of the ladders.
h. All personnel performing work above 5 ft (1.5mts) must use at least the following personal protection equipment: helmet (dielectric if needed), with chin strap and three support points, safety glasses that protect eyes from impacts, with UV protection; hearing protection if necessary, gloves with high resistance to abrasion, slip reinforced toe boots, work clothes according to weather conditions and risk factors and proper fall protection systems.
i. The contractor must submit to the COR, in a minimum period of eight working days before starting the work, the training certificates of all workers who will perform the job. The certificate must comply with the provisions of Resolution 3673/ 2008. A re-training should be provided to employees at least once a year as required by local legislation.

10. Scaffolding Requirements

a. The contractor is responsible for proving safe conditions when using, erecting and breaking down scaffolding.
b. Scaffolds should be erected and dismantled by competent workers, under the supervision of knowledgeable and experienced supervisors.
c. Scaffolds should be erected on a rigid surface, capable of carrying the maximum intended load without settling or displacement.
d. Ensure scaffold is equipped with standard guardrails and toe boards on all open sides nd ends of platforms four to ten feet in height.
e. Provide an access ladder or equivalent safe access.
f. Supported scaffolds with a height to base width ratio of more than four to one (4:1) shall be restrained from tipping by guying, tying, bracing, or equivalent means.

11. Requirements for Chemical Substance Management

a. If the contracted task requires the use of chemicals, the contractor must comply with the specifications required by local law or U.S standards for storage, handling and transportation.
b. The contractor is responsible for verifying the correct handling of each product such as storage, labeling, required PPE, disposal of waste in compliance with safety and environment regulations.
c. Contractor shall have accessible copies of Safety Data Sheets (SDS) for each chemical brought onto Post's property.
d. Forward SDSs of hazardous materials to the COR for review.
e. Use and store all hazardous or flammable chemicals brought on the project site in approved containers.

12. Requirements for Lifting loads, use of cranes or elevating work platforms

a. The contractor must submit to the COR certificates of the equipment (issued by a certified ONAC entity) used for the work (including forklift, cranes, and elevating platforms) and required documents of the vehicles (SOAT, ownership card and mechanical inspections).
b. The contractor shall send to the COR all the certificates (issued by a certified ONAC entity) of all the slings, chains, shackles, or other elements used for lifting loads.
c. The contractor shall send to the COR training certificates of all the personnel that will perform the task.
d. The contractor shall send to the COR the Maintenance Program of the equipment and machinery that will be brought onto the compound.
e. The contractor shall forward to the COR the loading and unloading procedure prior to the operation.
f. The contractor must make a plan to ensure the lifting capacity of the crane or arm relative to its load.

13. Welding

a. Before cutting or welding is permitted, the COR shall inspect the area for authorizing the operation to reduce the potential of an uncontrolled ignition of materials.
b. The contractor shall obtain a hot work permit thru the COR from the POSHO or Safety Coordinator prior to the hot work activity within occupied existing facilities, 40 feet of a building or potential hazard such as a fuel storage tank, and confined spaces regardless of location.
c. Establish work area barriers according to the job to be performed to protect also pedestrians, these barriers shall comply with OSHA standards and post's hot work policy.
d. Suitable fire extinguishing equipment shall be maintained on site and in a state of readiness for instant use.
e. Cutting and welding shall be performed only in areas that are or have been made fire safe. When the task cannot be relocated, the area shall be made safe by removing combustibles or protecting combustibles from ignition sources.
f. The contractor shall ensure all welder operators and attendants exposed to the hazard use proper welding personal protection equipment.

14. Road Safety Requirements

a. The vehicle must have the basic elements of emergency response. NTC 4532.
b. Vans and trucks must have vehicle back-up alarms and back-up sensors.
c. The contractor must submit to the COR the required documents of vehicles (SOAT, ownership card and mechanical inspections).

15. Requirements Confined Spaces

a. For any work to be performed in confined spaces, you must consult with the Safety Office to identify and comply with all the mandatory requirements established by OBO/SHEM.

16. Covid-19

The contractor must follow the guidelines and protocols established by the Colombian Government, as well as those issued by the Centers for Disease Control and Prevention (CDC) to prevent the spread of the Covid-19 and to guarantee the health and safety of both contractor personnel and Mission personnel.

Additional Notes

The Embassy COR will work directly with the contractor ensuring all Safety Requirements are met as describe in this document and in case it is needed the COR will report to the Embassy POSHO or Safety Coordinator any deficiency found before or during the execution of the project.

In case the COR identifies unsafe acts or conditions that could significantly affect the health or safety of Embassy personnel, contractors, subcontractors, third parties or government property, the work can be stopped by the COR until the condition is fixed. If different work conditions appear during the project, the COR can indicate further safety requirements to the contractor.

The COR may share safety related information with the POSHO and Safety Coordinator to guarantee personnel safety and government property conservation.

Normas de Seguridad y Salud en el Trabajo para Contratistas y Subcontratistas

SAFETY, HEALTH, & ENVIRONMENTAL MANAGEMENT PROGRAM

El propósito del presente documento es asegurar el cumplimiento de la normatividad vigente así como la salud y seguridad de las personas evitando cualquier tipo de daño o lesión. El contratista acepta todas las regulaciones legales vigentes en materia de seguridad y salud para el personal, así como para el público que directa o indirectamente puede verse afectado por el proyecto.

El Representante del Jefe de Contratos (COR) se asegurará que todos los requerimientos de seguridad se implementen antes y durante la ejecución del proyecto y, en caso de que se necesite, el COR estará en contacto con el Oficial de Seguridad y Salud en el Trabajo (POSHO) para garantizar que todos los estándares de seguridad están siendo implementados y para compartir cualquier información relacionada, si así se requiere.

El contratista dará cumplimiento a la norma más restrictiva entre el Manual de Requisitos de seguridad y de salud establecidos por el Cuerpo de Ingenieros del Ejército de los EE.UU (http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM_385-1-1.pdf) o las leyes colombianas en materia de seguridad industrial, según lo establecido por el Ministerio de Trabajo de la siguiente manera:

1. Requisitos Generales:

a. El contratista deberá demostrar comprensión de sus responsabilidades relacionas con los requisitos de seguridad controlando los peligros en los procesos durante planeación inicial y en las reuniones.
b. Antes de iniciar el proyecto, el contratista deberá revisar el área de trabajo e identificar los peligros y riesgos que pueden repercutir en la ejecución del trabajo.
c. El contratista deberá proporcionar una “persona competente” para implementar el plan de seguridad y salud en el lugar de trabajo y supervisar su cumplimiento. Una persona competente es una persona que, por medio de capacitación y/o experiencia, conoce las normas aplicables, es capaz de identificar los peligros en el lugar de trabajo relacionados con la operación. Debe ser una persona designada por el contratista y debe tener la autoridad de tomar las medidas y decisiones apropiadas.
d. El contratista está obligado a presentar las planillas de pago al Sistema General de Seguridad Social del personal que tenga trabajando en el proyecto. Así mismo, el contratista está obligado a enviar mensualmente las planillas vigentes durante el tiempo que dure la labor para la cual fueron contratados.
e. El contratista realizará una charla de seguridad diaria antes de iniciar la labor.

f. Está prohibido el ingreso de personal contratista que presente signos de embriaguez o que se encuentre bajo efectos de sustancias estimulantes o alucinógenas.
g. El contratista deberá asegurarse que las personas trabajando en el proyecto estén capacitadas y conozcan los peligros potenciales asociados a la labor. El contratista debe asegurarse que estas personas reciban los equipos apropiados para evitar lesiones de acuerdo con los requerimientos del contrato.
h. La empresa contratista deberá acoger las normas de seguridad establecidas por la Embajada.
i. La empresa contratista no permitirá a su personal el uso de cadenas, anillos, relojes y/o pulseras durante la ejecución de los trabajos.
j. Está prohibido fumar en el lugar de trabajo, sólo deberán hacerlo en las áreas designadas para este fin.
k. La empresa contratista deberá reportar cualquier accidente que se presente al COR quien transmitirá la información al POSHO o al Coordinador de Seguridad y Salud en el Trabajo de la Embajada.

2. Barricadas y Cerramientos

a. El contratista deberá instalar barricadas provisionales y señales de advertencia con el fin de mantener un camino seguro y accesible para los peatones, incluidos aquellos con discapacidad, a fin de evitar accidentes a terceros. Las barricadas y señales alertan a las demás personas sobre los peligros generados por las actividades propias del proyecto y también deben usarse para controlar el tráfico vehicular alrededor del sitio de trabajo.
b. El contratista deberá instalar y mantener durante la ejecución del proyecto barricadas tales como cercas, conos, cintas de precaución, rampas, aceras provisionales que cumplan con los códigos de acceso y regulaciones.
c. El contratista deberá asegurar que no se almacenen materiales de construcción en las áreas destinadas para desplazamientos peatonales y/o vehiculares.
d. Mantendrá las barricadas y cerramientos en condiciones seguras, ordenadas y limpias.

3. Requisitos de Elementos de Protección Personal:

El personal contratista deberá usar los Elementos de Protección Personal (EPP) requeridos y específicos para las labores contratadas.

La empresa contratista está obligada a inspeccionar y a mantener el inventario suficiente para el reemplazo de EPP en caso de daño, deterioro o pérdida.

Los EPPs usados por el personal contratista deben cumplir con las especificaciones técnicas exigidas por la legislación colombiana y las normas internaciones que los regulen.

El personal contratista que para el desarrollo de la labor deba utilizar herramientas y objetos corto-punzantes deben ser portados en canguros multi-herramientas; bajo ninguna circunstancia pueden ser portados en bolsillos del uniforme.

En aquellas actividades en las que se requiera EPP certificado, éste debe contar con la certificación vigente.

La empresa contratista deberá enviar al COR registros firmados por los trabajadores de la entrega de EPP.

4. Requisitos Inspecciones de Seguridad

Todas las herramientas, equipos y/o maquinaria que van a ser utilizados en la ejecución de la tarea contratada deben ser inspeccionados por una persona competente antes de iniciar el proyecto.

El COR y/o Representantes de Seguridad y Salud en el Trabajo de la Embajada podrán inspeccionar los equipos, herramientas y/o maquinaria de la empresa contratista en el momento que lo considere necesario y podrá solicitar su cambio si así lo considera.

5. Requisitos Herramientas Manuales y de Potencia

El contratista deberá asegurar que todas las herramientas y equipos utilizadas por sus trabajadores son seguras. Todas las herramientas deberán inspeccionarse periódicamente y mantenidas en buenas condiciones de acuerdo con las especificaciones del fabricante.

El contratista deberá asegurar que las herramientas son utilizadas para los fines que fueron creadas.

6. Requisitos Respuesta ante Emergencia:

En caso de que se presente una emergencia en las instalaciones de la Embajada, durante la ejecución de la labor contratada, el personal contratista deberá acatar las órdenes dadas por el representante/escolta que se encuentre supervisando el trabajo, por los brigadista y/o el personal de seguridad. Seguir instrucciones dadas por RSO.

La empresa contratista no podrá obstruir equipos de respuesta ante emergencia tales como botiquines, extintores, gabinetes contra incendio, desfibriladores, camillas, estaciones lavaojos, o señalización de seguridad.

7. Requisitos Tareas de Alto Riesgo:

La empresa contratista deberá presentar los certificados de entrenamiento de cada persona que ejecutará la tarea. Estos certificados deben ser enviados antes de iniciar la ejecución del proyecto.

La empresa contratista deberá elaborar un permiso de trabajo específicamente para dicha tarea y debe ser proporcionado al COR antes de la iniciación de la labor.

La empresa contratista deberá enviar el Análisis de Riesgo de la tarea en un plazo máximo de ocho días hábiles antes de la iniciación del trabajo. El POSHO o representante de Seguridad y Salud en el Trabajo de la Embajada revisará el documento y hará las observaciones que considere pertinentes.

Durante la ejecución de actividades de alto riesgo siempre se debe contar con la presencia de un vigía que pueda dar aviso o primer auxilio en caso de emergencia.

8. Seguridad Eléctrica

El contratista deberá dar cumplimiento total a la normatividad local y las políticas de la Embajada relacionadas con prácticas seguras de trabajo eléctrico y trabajo des-energizado para prevenir cualquier incidente que pueda impactar la salud del personal y/o los sistemas eléctricos de la Embajada o sus propiedades residenciales.

Es política de la Embajada de Estados Unidos, que las partes energizadas, usualmente llamadas “vivas”, a las cuales se vean expuestos empleados o contratistas, sean desenergizadas antes de que cualquier persona trabaje en o cerca de ellas. Si desenergizarlas produce riesgos adicionales o la desenergización no es posible, debe comunicarse con su punto de contacto de la Embajada para reportar dicha situación antes de realizar el trabajo. La inconveniencia no se considera razón aceptable para trabajar en circuitos o partes energizadas.
Todo el personal que realice trabajo eléctrico deberá estar lo suficientemente entrenado y se debe ser una persona competente para poder ejecutar el trabajo.
El contratista deberá identificar cualquier posible fuente de energía eléctrica que pueda causar muerte, lesiones o daños físicos graves.
Deberá asegurarse que todo el trabajo se realice de acuerdo con la normatividad local y los estándares americanos.
El contratista debe proporcionar los equipos y herramientas apropiados para la labor contratada dando cumplimiento con los requerimientos del contrato.
Durante la ejecución de trabajo en el sistema eléctrico, el personal contratista debe retirarse joyas conductoras tales como relojes, anillos, cadenas y/o pulseras.
Se deben utilizar escaleras no conductivas (fibra de vidrio) para trabajos eléctricos o cerca de peligros eléctricos.

9. Requisitos Trabajo en Alturas:

Todo trabajo que se realice a más de 1.50 mts (5ft) se considera trabajo en alturas, por lo tanto el contratista deberá dar estricto cumplimiento a la Resolución 1409/2012:
Todo equipo de trabajo en alturas debe cumplir, como mínimo, la norma ANSI Z359.1 o estándares europeos homólogos.
Todo personal contratista que utilice equipos para trabajos en alturas deberá acatar las instrucciones y advertencias que traen dichos equipos.
El personal contratista no utilizará como punto de anclaje para trabajo en alturas escaleras, tubería o soportes de tubería.
Si un punto de anclaje no ofrece la resistencia recomendada para protección contra caídas (5000 lbs), la empresa contratista deberá suministrar equipos de protección para alturas con amortiguadores que permitan disminuir la fuerza del impacto.
Están prohibidos los andamios de tijera, sólo se deben utilizar andamios modulares debidamente certificados.
Utilice escaleras dieléctricas para trabajos con electricidad y áreas con influencia eléctrica.
Está prohibido pararse en los dos peldaños más altos de una escalera.
Todo el personal que realice trabajos en alturas deberá utilizar como mínimo las siguientes elementos de protección personal: casco con resistencia y absorción anti-impactos, según la necesidad podrán ser dieléctrico, con barbuquejo y cuatro puntos de apoyo, gafas de seguridad que protejan a los ojos de impacto, con protección para rayos UV y deslumbramientos; protección auditiva si es necesaria, guantes antideslizantes, flexibles de alta resistencia a la abrasión, botas antideslizantes con punteras reforzada, ropa de trabajo de acuerdo a las condiciones climáticas y de los factores de riesgo y un arnés integral o de cuerpo completo.

La empresa contratista debe enviar al COR, en los próximos 8 días hábiles los certificados de capacitación y el entrenamiento de todos los trabajadores que realizarán trabajos en alturas. El certificado debe cumplir con lo establecido en la resolución 3673/ 2008. El certificado de reentrenamiento debe proporcionarse, por lo menos una vez al año como lo establece la legislación.

10. Requisitos de Seguridad para Andamios

El contratista es responsable de probar condiciones seguras al usar, montar y desmontar andamios.
Los andamios deberán ser armados y desmontados por trabajadores competentes, bajo la supervisión de supervisor experto y con experiencia.
Los andamios deberán ser armados en una superficie rígida, capaz de soportar la carga máxima prevista sin asentamiento ni desplazamiento.
Asegúrese de que el andamio esté equipado con barandas y rodapiés en todos los lados abiertos y en los extremos de plataformas de cuatro a diez pies de altura.
Proporcione una escalera de acceso o un acceso seguro equivalente.
Los andamios soportados con una relación entre la altura y el ancho de la base de más de cuatro a uno (4:1) deberán ser asegurados para que no se inclinen, por medios de sujeción, amarre o medios equivalentes.

11. Requisitos para el Manejo de Sustancia Químicas:

El contratista deberá cumplir con las especificaciones que la ley local y estándares Americanos exigen para su almacenamiento, manipulación y transporte.
La empresa contratista es responsable de verificar el manejo correcto de cada producto tales como: almacenamiento, rotulación, EPP requerido, disposición final de los residuos generados dando cumplimiento con la normatividad, cuidado del medio ambiente.
El contratista deberá tener a la mano copia de las hojas de seguridad (SDS) de cada uno de los productos que se utilizaran en las instalaciones de la Embajada.
Reenviará copia de las Hojas de seguridad al COR para su revisión.
Usará y almacenará todos los productos químicos peligrosos que se utilizarán en las instalaciones en contenedores aprobados.

12. Requisitos para Izaje de cargas, uso de grúas o brazos articulados:

La empresa contratista deberá enviar al COR los certificados (avalado por la ONAC) de la maquinaria empleada para la prestación del servicio (Incluye montacargas y camiones grúa) y los documentos de estos vehículos (SOAT, tarjeta de propiedad y revisión técnico mecánica si aplica).
La empresa contratista deberá enviar al COR los certificados (avalado por la ONAC) de las eslingas, guayas, cadenas, grilletes u otros elementos empleados para el izaje de cargas.
La empresa contratista deberá enviar al COR las certificaciones de entrenamiento y/o avales de todo el personal que estará involucrada en la tarea.

La empresa contratista deberá enviar al COR el programa de mantenimiento e inspecciones que se tengan de los equipos y la maquinaria.
La empresa contratista deberá enviar al COR el procedimiento del cargue y descargue.
La empresa contratista deberá realizar un plan de izaje para garantizar la capacidad de la grúa o brazo con relación a su carga.

13. Requisitos de Seguridad para Soldadura

Antes de realizar actividades de corte o la soldadura, el COR inspeccionará el área para autorizar la operación con el fin de reducir el potencial de generar una ignición no controlada de materiales.
El contratista deberá obtener un permiso de trabajo en caliente a través del POSHO o el Coordinador de seguridad y Salud antes de iniciar la tarea de trabajo en caliente dentro de las instalaciones que están siendo ocupadas, a 40 pies de un edificio o en áreas con riesgo potencial como un tanque de almacenamiento de combustible y espacios confinados, independientemente de la ubicación.
El contratista deberá instalar cerramiento en el área de trabajo de acuerdo con la tarea a ejecutar, para proteger a peatones. Este cerramiento debe cumplir con los estándares de OSHA y las políticas de trabajo en caliente de la Embajada.
Se deberá mantener un equipo adecuado y accesible para extinción de incendios en el área de trabajo.
El corte y la soldadura se deben realizar en áreas que son o han sido hechas a prueba de fuego. Cuando el trabajo no se pueda mover de manera práctica, el área debe estar segura retirando los combustibles o protegiendo los combustibles de las fuentes de ignición.
El contratista deberá asegurarse de que todos los operadores y ayudantes del soldador, expuestos al peligro, usen el equipo de protección personal de soldadura adecuado.

14. Requisitos Seguridad Vial:

El vehículo debe contar con los elementos básicos de atención de emergencias. NTC 4532.
Las camionetas y vehículos pesados deben contar con pito y sensor de reversa.
La empresa contratista deberá enviar al COR los documentos de los vehículos (SOAT, tarjeta de propiedad y revisión técnico mecánica si aplica).

15. Requisitos para trabajos en espacios confinados

Para cualquier trabajo que se deba realizar en un espacio confinado, debe consultar con la Oficina de Seguridad y Salud para identificar y cumplir con todos los requisitos obligatorios establecidos por SHEM.

16. Requisitos Corte y Remoción de arboles

Siempre asuma que los cables eléctricos están energizados.
Comuníquese con la compañía de servicios para asesorarse acerca de cómo desconectar y hacer contacto a tierra o aislar los cables de las líneas eléctricas.

Todos los trabajos de corte y remoción de árboles dentro de un mínimo de 10 pies (3 metros) de las líneas eléctricas, deben hacerse por podadores capacitados y experimentados en corte de árboles cerca de las líneas. Un segundo podador de árbol es requerido dentro de una distancia de comunicación con voz normal.
Podadores de árboles, de cortes de línea, deben de estar conscientes y mantener una distancia apropiada mínima cuando trabajen alrededor de cables de alta tensión energizados.
Use extrema cautela cuando mueva las escaleras y equipos alrededor de árboles caídos y cables de alta tensión.
Manténgase alerta en todo momento.
No recorte árboles en condiciones de clima peligroso.
Lleve a cabo una evaluación de los peligros del área de trabajo antes de comenzar a trabajar.
Elimine o disminuya la exposición a peligros en el árbol y en las áreas alrededor.
Operadores de sierra de cadena y otros equipos deberán ser capacitados y mantener el equipo apropiadamente.
Use el equipo de protección de seguridad personal tales como guantes, gafas de seguridad, casco con barbuquejo, protección para los oídos, etc., según recomendaciones en el manual de operación del fabricante.
Determine la dirección de la caída del árbol. Señale inclinaciones hacia al frente, inclinaciones hacia atrás e inclinaciones hacia los lados.
Determine la cantidad apropiada de articulaciones en el árbol para poder guiar la caída del árbol con seguridad.
Provea un camino de retirada a un lugar seguro.
Inspeccione la estabilidad y la fuerza de las ramas del árbol antes de subirse. Podadores de árboles trabajando en la parte alta deben usar un equipo de protección contra caídas.
No suba con herramientas en las manos.
Si árboles rotos están en presión, determine la dirección de la presión y haga cortes pequeños para liberarla.
Use cuidado extremo cuando tale un árbol que no ha caído completamente al suelo y está recostado contra otro árbol.
Nunca de la espalda a un árbol caído.
Esté alerta y evite que objetos revoten de un árbol cuando cae.

17. Covid-19

El contratista deberá seguir los lineamientos y protocolos establecidos por el Gobierno Colombiano, así como los emitidos por el Centro de Control y Prevención de Enfermedades (Centers for Disease Control and Prevention – CDC por sus siglas en inglés) para prevenir la propagación del Covid-19 y de esta manera garantizar la salud y la seguridad tanto del personal contratista como del personal de la Misión de la Embajada de Estados Unidos.

Notas Adicionales

El COR de la Embajada trabajará directamente con el contratista para garantizar que todos los requerimientos de seguridad se cumplan como se describen en este documento y, en caso de que se requiera, el COR le reportará al POSHO o al Coordinador de Seguridad y Salud en el Trabajo de la Embajada sobre cualquier deficiencia identificada antes o durante la ejecución del proyecto.

En caso de que el COR identifique un acto o una condición insegura que pueda afectar significativamente la salud o la seguridad del personal de la Embajada, contratistas, subcontratistas, terceros o a la propiedad del gobierno, la operación puede ser suspendida por el COR hasta que la condición sea corregida. Si aparecen diferentes condiciones durante el proyecto, el COR puede solicitarle requisitos de seguridad adicionales al contratista.
El COR puede compartir información relacionada con seguridad con el POSHO o el Coordinador de Seguridad y Salud para garantizar la seguridad del personal y la conservación de la propiedad.