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
	19C02026Q0019	☐ SEALED BID (IFB) [X] NEGOTIATED (RFQ)	**08/06/2026**	**1** of **101**

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

4. CONTRACT NO.	5. REQUISITION/PURCHASE REQUEST NO.	6. PROJECT NO.
	PR16146161	

7. ISSUED BY CODE **19C020**

EMBASSY OF THE UNITED STATES OF AMERICA
GSO-PROCUREMENT & CONTRACTING UNIT
CRA 45 NO. 24B – 27
BOGOTA, COLOMBIA

8. ADDRESS OFFER TO

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)***
	Carolina Quiroga	+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):*

Seismic design annex building at CMR

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 analyses, 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.

OR

A.3. This is a firm fixed-price (FFP) contract 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: insert the table with phases

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 Geotechnical Engineer		
Senior Structural Engineer		
Senior Architect		
CADD / BIM Operator		

SECTION B - STATEMENT OF WORK

B.1.0. GENERAL INFORMATION

Introduction. This project is for **Seismic assessment Annex building at CMR**. Please refer to SECTION I - LIST OF ATTACHMENTS, EXHIBIT A - SCOPE OF WORK - SOW

B.2.0. PROJECT REQUIREMENTS

B.2.1. Description of Project
Procure comprehensive professional engineering services to conduct a structural vulnerability assessment of the existing "Annex Building" and to perform a geotechnical investigation of the proposed "Annex Building" and "Irrigation System" projects located at the Ambassador's residence (Carrera 3 #77-90). The services include field investigations, laboratory analysis, structural diagnostics, and the development of engineering designs for structural reinforcement, all in strict compliance with the Colombian Seismic Code (NSR-10) and the technical requirements of the Facility Management Office.
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: **Structural Safety, Geotechnical Reliability, Technical Compliance, Planning** and **Execution:** 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 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 **one** copies all comments and the actions taken in response to the comments.

B.4.0. EXISTING CONDITIONS consists of an existing one-level Annex structure currently requiring a vulnerability diagnostic to assess its seismic performance and structural integrity. Additionally, future site development includes the construction of an "Annex Building" and an "Irrigation System". The Irrigation System includes an underground tank and a ground-level facility for control equipment. Given the nature of these structures, they are classified as "low-category" construction units under Table H.3.1-1 of the NSR-10 code, requiring professional geotechnical exploration to identify subsurface characteristics and engineering properties of the terrain.

B.4.1. Site
The project site, located at the Ambassador's residence **Carrera 3 #77-90.**

B.4.2. Surveys
N/A

B.4.3. Geotechnical Data
N/A.

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 be consistent with the phases of the project depicted in the EXHIBIT A - SCOPE OF WORK – SOW.

The Contractor shall be required to one oral presentations to the Government at Post to occur per each phase of the project

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.

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.6.4.4. Furnish separate information through electronic files.:

1) Outline specifications.
2) Design criteria and preliminary calculations.
3) Written Project Design Manual.
4) Cost estimate.

B.6.4.5. Furnish **1** separately bound set(s) of prints of each of the following:

1) Soils report
2) Furniture and furnishings inventory and budget estimate N/A

The Contractor shall submit documents listed above as electronic files as described in milestone 7 DELIVERABLES,7.4 . Submission and Review Format of the SOW

Included as part of the 100% submittal are consultation services during the construction solicitation period. This work includes, but is not necessarily limited to:

- providing clarifications and responses to questions about the construction documents prepared by the Contractor;
- preparation of drawings or documents that may become necessary for inclusion in amendments to the construction contract solicitation as a result of such clarifications or questions; and
- attendance at the construction pre-proposal conference to be held at the Post.

B.7.0. <u>FURNITURE AND FURNISHINGS PRICING, DOCUMENTATION, AND INSTALLATION PHASE</u>

B.8.0. <u>POST DESIGN AND CONSTRUCTION SERVICES</u>

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. <u>Section A</u> 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

US Embassy Bogota- FAC
Facility Management Office
Carrera 3 #77-90
Bogota, 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 the **Civil Engineering Post Manager**. The Contractor's key individual responsible for quality of documentation is the **Civil Engineering Post Manager** 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 the **offer**. 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.

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 the phases of the SOW, please referrer to section 6 SCHEDULE AND WORKING CONSTRAINTS, refer to the EXHIBIT A - SCOPE OF WORK – SOW.

E.4.0. DELIVERABLES

E.4.1. The Contractor shall deliver design submittals to the COR who will provide the communication method for the delivery of the design at the moment of the kick of meeting.

E.4.2. Delivery of monthly reports shall be as follows: One (1) report to the COR who will provide the communication method for the delivery of the design at the moment of the kick of meeting.

E.4.3. 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 the Civil Engineering Post Manager.

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. 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,

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

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

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:

U.S. EMBASSY
Carrera 45 No 24 B – 27
Bogota, 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. DESIGN-TO-BUDGET

G.2.1. The Government has established a design-to-budget that will be disclosed at the moment of the award for construction of this project. This amount applies to construction of the project in the country where it will be located and is based on the midpoint when half of the estimated construction dollars have been spent. The estimated period of construction will be defined later. The design-to-budget amount is the "estimated construction contract price for the project" referred to in FAR 52.236-22 "Design Within Funding Limitations," see H, Clauses. This amount includes the following:

G.2.2. Anything not listed as being included in the design-to-budget amount shall be considered excluded. By way of example, but not by limitation, this amount does not include:

- Allowances for Government Furnished Equipment
- Operations and maintenance
- Government project supervision during construction

G.3.0. CONSTRUCTION COST ESTIMATING

G.3.1. 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.3.2. 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.3.3. The Contractor shall provide estimates of the cost of construction of the facilities described in the Scope of Work with each of the phases of the 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.3.4. 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. <u>REIMBURSABLE EXPENSES</u>

Reserved

G.5.0. <u>ORGANIZATIONAL CONFLICTS OF INTEREST</u>

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. 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 (JUN 2020)
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (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 (NOV 2025)

52.233-3 PROTEST AFTER AWARD (NOV 2025) *Alternate I (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)

52.236-25 REQUIREMENTS FOR REGISTRATION OF DESIGNERS (JUN 2003)

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

52.240-91 SECURITY PROHIBITIONS AND EXCLUSIONS (NOV 2025)

52.242-14 SUSPENSION OF WORK (APR 1984)

52.243-1 CHANGES – FIXED PRICE (JUN 2025) *Alternate III (*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:

52.213-4 TERMS AND CONDITIONS—SIMPLIFIED ACQUISITIONS (NONCOMMERCIAL) (NOV 2025)

(a) *Inspection/Acceptance*. The Contractor shall only tender for acceptance 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. If repair/replacement or reperformance will not correct the defects or is not possible, the Government may seek an equitable price reduction or adequate consideration for acceptance of nonconforming supplies or services. The Government must exercise its post acceptance 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.

(b) *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. Examples of occurrences include 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. When an excusable delay occurs, the Contractor shall—

(1) Notify the Contracting Officer in writing as soon as possible;

(2) Remedy the delay as quickly as possible; and

(3) Notify the Contracting Officer when the occurrence is over.

(c) *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 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 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 which reasonably could have been avoided.

(d) *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. The Government will send a cure notice to the Contractor, unless the reason for the termination is late delivery. 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.

(e) *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)

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 - SCOPE OF WORK - SOW

EXHIBIT B - QUANTITY CHART CMR ANNEX BUILDING SIESMIC ASSESMENT

EXHIBIT C - SPECIFICATION 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.

The offeror shall provide proof of SAM registration to include the SAM UEI number.

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
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.
2	Price Proposal based on EXHIBIT B - QUANTITY CHART CMR ANNEX BUILDING SIESMIC ASSESMENT

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 (APR 1984)

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 2025)

(a) Protests, (as defined in FAR 33.102), that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), must be served on the Contracting Officer identified in the solicitation by obtaining written and dated acknowledgment of receipt from them.
(b) The copy of any protest must be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

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:

Comparative Income (profit-loss) Statement that shows profitability for the 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.

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)

PROJECT INFORMATION

Project Title: Seismic assessment Annex building
Project Location: **Seismic assessment Annex building–at CMR** – X2000
Owner / Client: FAC
Procurement Type: A&E Services Contract
BIN: X2000

Contents

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1. INTRODUCTION

1.1 Object of the Contract

The objective of this contract is to procure comprehensive professional engineering services to conduct a structural vulnerability assessment of the existing "Annex Building" and to perform a geotechnical investigation for the proposed "Annex Building" and "Irrigation System" projects located at the Ambassador's residence (Carrera 3 #77-90). The services include field investigations, laboratory analysis, structural diagnostics, and the development of engineering designs for structural reinforcement, all in strict compliance with the Colombian Seismic Code (NSR-10) and the technical requirements of the Facility Management Office.

1.2 Background and Site Description

The project site, located at the Ambassador's residence (Carrera 3 #77-90), consists of an existing one-level Annex structure currently requiring a vulnerability diagnostic to assess its seismic performance and structural integrity. Additionally, future site development includes the construction of an "Annex Building" and an "Irrigation System". The Irrigation System includes an underground tank and a ground-level facility for control equipment. Given the nature of these structures, they are classified as "low-category" construction units under Table H.3.1-1 of the NSR-10 code, requiring professional geotechnical exploration to identify subsurface characteristics and engineering properties of the terrain.

1.3 Objectives of the Project

The project aims to achieve the following technical goals:

- **Structural Safety:** Determine the current structural vulnerability of the existing Annex building and provide robust reinforcement alternatives to ensure seismic safety and institutional compliance.
- **Geotechnical Reliability:** Define the soil mechanics parameters, load-bearing capacities, and stability conditions required for the safe design of the new Annex Building and Irrigation System foundations.
- **Technical Compliance:** Ensure all field investigations, laboratory tests, and final engineering designs adhere to the mandatory requirements established in Title H of the Colombian Seismic Code (NSR-10).
- **Planning and Execution:** Provide the Facility Management Office with detailed technical documentation, specifications, and reinforcement options to support informed decision-making for future construction phases.

1.4 Project Site Location

The project is located at the Ambassador's residence, specifically at Carrera 3 #77-90, Bogotá, D.C.. This site encompasses both the existing Annex building and the zones designated for the new "Annex Building" and "Irrigation System" developments.

2 DEFINITIONS AND ACRONYMS

2.1 Acronyms

For the purpose of this Statement of Work (SOW), the following acronyms apply:

- **ASTM:** American Society for Testing and Materials.
- **CMR**: Concrete/Construction of Mitigation/Remediation (Relating to the Retaining Wall).
- **COR:** Contracting Officer's Representative.
- **FMO:** Facility Management Office.
- **HSE:** Health, Safety, and Environment.
- **IFC:** Issued-for-Construction.
- **IGCE**: Independent Government Cost Estimate.
- **OSHA:** Occupational Safety and Health Administration.
- **PPE:** Personal Protective Equipment.
- **RSO:** Regional Security Office.
- **SOW**: Statement of Work.
- **TDS:** Technical Data Sheet.
- **VAR:** Visitor Access Request.

2.2 Definitions

2.2.1 Applicable standards

The following are the minimum required and applicable standards that the provider must comply with in the design and construction duties of the contract. Depending on the particularities of each project, the Embassy may include additional codes as mandatory.

This is a minimum list; however, it is the provider's responsibility, based on their expertise, to comply with every applicable code, even if it is not listed below:

Standard Name	Standard Description
General Building and Safety Codes	
International Building Code (IBC)	Provides minimum requirements to ensure public health, safety, and general welfare.
NFPA 70: National Electrical Code (NEC)	Standards for safe electrical design, installation, and inspection.
Electrical and Telecommunications	
5 FAH-9 Network Cabling Handbook	Standards for structured cabling and conduit installation for SBU Information Systems.

Standard Name	Standard Description
Overseas Building Operations (OBO) Standards	Standards for electrical engineering design, telecommunications, and emanations security.
Security Standards	
Overseas Security Policy Board (OSPB) Standards	Standards for limited access areas (LAAs) protection
Environmental and Sustainability	
Leadership in Energy and Environmental Design (LEED)	Certification standards for sustainable building design and construction.
ASHRAE 90.1	Energy Standard for Buildings Except Low-Rise Residential Buildings.
ASHRAE 62.1	Ventilation for Acceptable Indoor Air Quality.
Plumbing and Mechanical Standards	
International Plumbing Code (IPC)	Standards for plumbing system design and installation.
International Mechanical Code (IMC)	Standards for mechanical system design and installation.
Structural Standards	
American Concrete Institute (ACI) Standards	Standards for concrete design and construction.
American Institute of Steel Construction (AISC) Standards	Standards for steel design and construction.
Additional Standards	
Uniform Federal Accessibility Standards (UFAS)	Standards for accessibility in federal buildings.
International Energy Conservation Code (IECC)	Standards for energy efficiency in building design and construction.
International Existing Building Code (IEBC)	Standards for the repair, alteration, change of occupancy, addition, and relocation of existing buildings.
International Fire Code (IFC)	Standards for fire prevention and safety.
Applicable Colombian Codes	
Reglamento Colombiano de Construcción Sismo Resistente (NSR-10)	Colombian code for earthquake-resistant construction.
Código Colombiano de Fontanería	Colombian plumbing code.

Standard Name	Standard Description
Reglamento Técnico de Instalaciones Eléctricas (RETIE)	Colombian technical regulation for electrical installations.
Reglamento Técnico de Iluminación y Alumbrado Público (RETILAP)	Colombian technical regulation for lighting and public lighting.
Normas Técnicas Colombianas (NTC)	Various Colombian technical standards applicable to construction, materials, and safety.

All codes and standards must be applied in their latest available version.

When two or more codes specify the same topic, the strictest of them all should be applied. In cases where two or more codes contradict each other on the same topic, the provider must compare and support a proposal on which one should be applied, subject to approval by the COR.

Applicability priority will be defined based on the particularities of each project by the COR.

A standards and code compliance matrix must be delivered along with the designs by the provider.

- **Contractor:** The entity or firm awarded the contract to perform the professional engineering services and/or construction works described herein.
- **Contracting Officer's Representative (COR):** The individual designated by the Contracting Officer to monitor the Contractor's performance, verify technical compliance, and approve all deliverables.
- **Stability Analysis:** The process of calculating factors of safety against sliding, overturning, and deep-seated failure modes using geotechnical and structural modeling.
- **Deficiency:** Any work, material, condition, or documentation that does not comply with the requirements, standards, or specifications defined in this SOW.
- **Subsurface Investigation:** The systematic exploration of soil and rock properties, including core drilling and sampling, required to inform the geotechnical design.
- **Proof-Rolling:** A field test using heavy equipment to identify soft spots and verify the subgrade's load-bearing capacity.

3 ROLES AND RESPONSIBILITIES

3.1 Embassy Provided Services

The Embassy will provide the following to facilitate the execution of the work:

- **Site Access:** Controlled access for the Contractor's personnel, drilling rigs, and survey equipment, subject to RSO (Regional Security Office) vetting and safety protocols.

- **Available Documentation:** Access to existing historical drawings, soil reports, or maintenance records of the perimeter wall, if available in the Embassy archives.
- **Coordination:** The COR will facilitate communication between the Contractor and relevant Embassy departments to ensure access to the work area.
- **Water and Electricity:** Basic utilities necessary for the execution of onsite testing, to be tapped from existing facility outlets as approved by the COR.

3.2 Contractor Responsibilities

- **Professional Services:** The Contractor shall provide all labor, licensed professional engineering staff, specialized geotechnical equipment, and logistics required to conduct the study and design.
- **Site Safety and Protection:** The Contractor assumes full responsibility for the proper handling of drilling equipment, the security of the perimeter during investigation works, and the immediate cleanup of the site following any geotechnical activity.
- **Technical Integrity:** The Contractor is solely responsible for the accuracy of the geotechnical investigation, the validity of the stability analysis, and the technical feasibility of the proposed remediation design.
- **Permitting and Public Space Coordination:** While the Embassy will provide access to the site, the Contractor is responsible for obtaining any necessary permits or coordination with local Bogota authorities (e.g., *Instituto de Desarrollo Urbano - IDU* or *Secretaría de Movilidad*) if the work on the Carrera 4ta perimeter requires public space occupation or traffic management.
- **Equipment and Logistics:** The Contractor must provide all necessary machinery, specialized tools (e.g., drill rigs, survey equipment, laboratory testing apparatus), and labor to execute the investigations and design. The Embassy will not provide construction equipment.
- **One-Year Technical Support Warranty:** Upon the successful completion and acceptance of the final IFC design package, the Contractor shall provide a one-year technical support warranty. During this period, the Contractor shall remain available to address any technical queries, respond to Requests for Information (RFIs) from construction teams, and provide expert guidance regarding the implementation of the stabilization solution.
- **Response Time:** The Contractor shall respond to any technical inquiry or site-related concern within forty-eight (48) hours of notification by the COR.

3.3 OBO Review and Permitting Support

- **OBO Submission Support:** The Contractor shall proactively assist the Embassy in all stages of the OBO design review process. This includes, but is not limited to:
    - Addressing and resolving all technical comments, critiques, or observations issued by OBO reviewers in a timely and professional manner.
    - Revising engineering calculations, reports, and drawings based on OBO requirements.

- Participating in virtual or in-person technical briefings to explain the design rationale to OBO stakeholders if requested.

- **Compliance Responsibility:** It is the Contractor's responsibility to ensure that all documentation meets the high-security and technical standards mandated by the Department of State. The Contractor's duty to support the OBO review process concludes only upon receiving formal "Design Approval" or "No Further Comments" status from the OBO authorities.

4 DETAILED SCOPE OF WORK (TECHNICAL REQUIREMENTS)

The contractor shall perform a comprehensive "as-built" survey and on-site investigation to establish the baseline technical conditions of the existing Annex building and the site's subsurface characteristics.

4.1 Phase I: Field Investigation and Technical Mapping

The Contractor shall execute this phase to obtain the primary data required to understand the current structural and geotechnical condition of the perimeter retaining wall. All activities shall be conducted ensuring the safety of personnel and the security of the Embassy compound.

4.1.1 As-Built Dimensional Survey (Structural and Architectural)

The contractor shall conduct a comprehensive survey of the existing one-level building to produce accurate as-built documentation. The deliverables must include:

- **Architectural Validation:** Verification of all existing dimensions, room layouts, and spatial configurations of the one-level structure.
- **Structural Geometry:** Digital mapping of the primary structural skeleton, specifically focusing on concrete elements.
- **Roof Structural Detailing:** Detailed inspection and digital documentation of the roof structure, including the verification and cross-section mapping of all existing structural steel profiles.
- **Infrastructure Interfaces:** Documentation of how existing utilities and architectural features interact with the structural elements.

4.1.2 Invasive Testing and Site Restoration

The contractor shall execute controlled invasive investigations to assess the building's current structural condition:

- **Masonry Wall Assessment:** Execution of three (3) inspection pits (apiques) in masonry walls to evaluate material composition and structural performance.
- **Foundation Verification:** Execution of two (2) inspection pits to confirm the geometry and current status of the foundation system.
- **Restoration Requirements:** The contractor is strictly responsible for site management, ensuring that after the completion of all masonry and foundation pits, the areas are restored to the same physical condition as they were found.

4.1.3 Geotechnical Exploration (Annex Building & Irrigation System)

The subsurface investigation must be performed following the standards for "low-category" construction units as per NSR-10, Title H.

- **Borehole Campaign:** Execution of six (6) manual SPT (Standard Penetration Test) boreholes to a minimum depth of 6 meters each, resulting in a total of 18 linear meters of exploration.
- Positioning: Boreholes must be executed at specific locations designated as S1 through S6, as illustrated in the provided project site map.
    - S1 & S2: Positioned in the green areas adjacent to the existing structure.
    - S3: Located at the transition between the paved access and the garden.
    - S4, S5, & S6: Situated within the eastern/southeast vegetation zone to characterize the soil for the new developments.

- **Field Characterization:** Perform visual and manual characterization of all extracted materials on-site, along with the generation of field stratigraphic profiles.
- **Laboratory Analysis:** Following the field campaign, the contractor shall conduct tests in strict compliance with NSR-10, Chapter H:
    - **Consistency Limits:** Determination of consistency parameters.
    - **Granulometry:** Sieve analysis by washing.
    - **Natural Moisture Content:** Determination of the natural water content of the soil samples.
    - **Mechanical Testing:** Unconfined compression tests.
    - **Physical Properties:** Determination of specific gravity.

4.2 Phase II: Vulnerability Diagnostics

Upon completion of field investigations and laboratory testing, the contractor shall proceed with the analytical assessment to determine the structural and geotechnical performance of the site.

4.2.1 Structural Vulnerability Diagnostics

The contractor shall evaluate the existing Annex building's seismic performance based on the collected "as-built" data and the findings from the physical inspection pits.

- **Seismic Capacity Evaluation:** Assessment of the structure's behavior under expected seismic demands according to current institutional requirements.
- **Condition Reporting:** Identification of structural deficiencies, material fatigue, or vulnerabilities observed during the physical evaluation of concrete, masonry, and steel roof profiles.
- **Compliance Check:** Analysis of the structure's compliance with modern safety criteria, explicitly highlighting gaps between the existing state and current institutional standards.

4.2.2 Geotechnical Analysis and Modeling

The contractor shall process the geological and laboratory data to define the soil's engineering properties for the new developments.

- **Geological Modeling:** Development of a comprehensive model including regional and local geology, geomorphology, and stratigraphic profiles derived from SPT boreholes.
- **Engineering Parameters:** Derivation of the soil's resistance parameters, compressibility, and geotechnical characteristics.
- **Technical Calculations:**
    - **Foundation Design Parameters:** Calculation of ultimate and allowable load-bearing capacities for foundations.
    - **Stability Assessment:** Evaluation of slope stability and estimation of earth pressures where applicable.
    - **Serviceability Analysis:** Assessment of potential settlements to ensure structural performance within design limits.
    - **Excavation Engineering:** Definition of technical requirements and support recommendations for the required excavations.
- **Groundwater & Failure Identification:** Identification and documentation of groundwater levels and potential failure surfaces encountered during the exploration campaign.

4.2.3 Site Restoration Certification

- **Restoration Verification:** Although physical restoration occurs in Phase 1, the contractor must formally certify in this diagnostic report that all inspection pits (apiques) were backfilled and finished to match the surrounding site conditions, ensuring no residual hazards or structural compromises were left at the site.

4.3 Phase III: Concept Engineering Design and Solutions

In this phase, the contractor shall translate the vulnerability diagnostics into actionable engineering solutions for the existing "Annex Building." The contractor must propose, evaluate, and present technical concepts to address the identified structural weaknesses.

4.3.1 Development Reinforcement of Strategy

The contractor shall develop two (2) distinct technical options for structural reinforcement. These options must be clearly differentiated in their engineering approach, cost implications, and structural performance goals:

- Option 1: Targeted/Non-Invasive Reinforcement: This approach must focus on a cost-effective, minimally invasive strategy designed to meet minimum safety standards for existing occupancy, aiming to resolve critical structural vulnerabilities without significant architectural alteration.
- Option 2: Comprehensive Structural Upgrade: This approach must provide a robust, long-term structural upgrade designed to ensure full compliance with the most recent seismic codes and institutional requirements for embassy facilities.

4.3.2 Comparative Analysis and Technical Summary

For both proposed options, the contractor shall submit a technical summary that allows for an informed decision-making process by the Facility Management Office. This summary must include:

Structural Performance Improvement: A clear technical comparison of how each option improves the seismic resilience of the building.

Engineering Requirements: A summary of the anticipated technical interventions, materials required, and construction complexity for each option.

Architectural and Operational Impact: An assessment of how each reinforcement strategy will impact the existing architectural layout, interior finishes, and the day-to-day operations of the residence.

Preliminary Recommendation: The contractor shall provide a professional recommendation based on the cost-benefit analysis and the specific structural needs identified during the diagnostic phase.

4.3.3 Preliminary Design Deliverables

- Conceptual Layouts: Provide sketches or preliminary drawings that illustrate the proposed interventions for both Options 1 and 2, facilitating the review of the visual and structural impact.
- Design Intent: A narrative document explaining the design intent and structural methodology behind each concept, ensuring alignment with NSR-10 and institutional standards.

4.4 Phase IV: Detailed Engineering Design with Specialties

Once the reinforcement concept has been selected by the Facility Management Office, the contractor shall proceed to develop the full engineering design documentation. This phase requires a high degree of technical precision to ensure that all proposed interventions can be successfully executed on-site.

4.4.1 Detailed Structural Design

The contractor shall produce comprehensive construction-level documents for the chosen reinforcement strategy:

- **Structural Drawings:** Preparation of final, detailed blueprints, including all necessary sections, plan views, and connection details for the chosen reinforcement method.
- **Structural Calculations:** Submission of full structural modeling and design calculations confirming that the proposed reinforcement meets all requirements of the NSR-10 code for institutional buildings.
- **Material Specifications:** Identification of all construction materials, including concrete grades, steel reinforcement standards, and proprietary structural components if applicable.

4.4.2 Integrated Design Specialties

The design process must be fully coordinated across all engineering disciplines to ensure seamless integration into the existing building:

- **Architectural Coordination:** Detailed drawings reflecting the final architectural finishes post-intervention, ensuring that reinforcement elements are either properly integrated or aesthetically reconciled with the existing building design.
- **Infrastructure/Utility Integration:** Detailed plans ensuring that the structural reinforcement design does not conflict with existing utility interfaces (water, electrical, HVAC, and service lines). Any necessary adjustments or re-routing of these services must be included as part of the detailed design.
- **Construction Sequencing:** Development of a detailed construction sequence or methodology, essential for minimizing disruption to the Ambassador's residence operations and ensuring structural stability during the implementation of the works.

4.4.3 Final Review and Professional Seal

- **Engineering Validation:** All plans, calculations, and specifications must be reviewed and stamped by the respective lead design professionals (Structural/Geotechnical), as required by professional practice regulations and embassy procurement standards.

4.5 Phase V: Documentation, Specification and Scheduling

Upon completion of the detailed design, the contractor shall prepare the formal technical dossier and construction schedule necessary for the procurement and execution phases. This documentation must be

structured to facilitate clear communication with the Facility Management Office and potential construction contractors.

4.5.1 Technical Construction Specifications

The contractor must compile a comprehensive set of "Technical Specifications" that govern all work:

- Quality Standards: Detailed requirements for all construction materials, defining acceptable standards for concrete, structural steel, and masonry materials.
- Execution Methodology: Step-by-step procedures for each reinforcement activity, ensuring that construction methods comply with the design intent and NSR-10 safety standards.
- Testing and Inspection Requirements: Defined protocols for quality control during construction, including required field tests, material certifications, and structural inspections.
- Site Restoration Standards: Explicit requirements for the finish quality, detailing how the residence's architectural and landscape features must be restored following construction completion.

4.5.2 Project Scheduling and Sequencing

The contractor shall provide a realistic project schedule that acknowledges the operational constraints of the Ambassador's residence:

- Phased Construction Plan: A breakdown of the project into manageable phases to minimize impact on daily operations, including anticipated durations for each activity.
- Critical Path Identification: An analysis highlighting the critical project milestones that must be met to ensure timely completion.
- Logistical Lead Times: Integration of procurement lead times for specialized materials and equipment, such as steel profiles or specific geotechnical tools.

4.5.3 Final Technical Documentation Package

The final output of this phase shall include:

Construction Drawings: A complete set of final, stamped construction documents.

Geotechnical Report Update: Final consolidation of the geotechnical and structural findings into a comprehensive project report.

Bill of Quantities (BOQ): A detailed estimation of materials and labor required, which will serve as the basis for future construction bidding.

4.5.4 Phase VI: Agency Review and Support

This phase establishes the Contractor's obligation to support the Embassy through the strict Department of State approval process.

4.5.5 FAC/OBO Review & Comments Resolution

The Contractor shall submit all design packages (drawings, calculations, and specifications) for review by the Facility Management Office (FAC) and the Overseas Buildings Operations (OBO) in Washington, D.C. The Contractor is required to formally log, address, and resolve all technical comments or critiques provided by the reviewers. This iterative process shall continue until the Embassy issues an official "Design Approval," validating that the project is ready for the construction procurement phase.

5 HEALTH, SAFETY, AND ENVIRONMENT (HSE)

- **Safety Plan:** The Contractor shall prepare and submit a Site-Specific Health and Safety Plan prior to mobilization.
- **Compliance:** The Contractor must comply with all applicable local regulations and U.S. Embassy safety requirements.
- **Personnel Requirements:**
  - A safety inspector with valid work-at-heights certification must be present on-site at all times during project execution.
  - All personnel on-site must be officially certified to perform work at heights.
- **Fall Protection:** The Contractor shall implement rigorous fall protection and work-at-height controls, ensuring the use of certified Personal Protective Equipment (PPE) at all times.
- **Waste Management:** Proper management and disposal of all waste materials generated by the project, including hazardous materials like old paint or corroded steel particles, must be conducted in accordance with environmental regulations.

6 SCHEDULE AND WORKING CONSTRAINTS

- **Construction Schedule:** The Contractor shall submit a detailed construction schedule identifying key milestones, including mobilization, structural maintenance, roofing installation, electrical upgrades, and final closeout.
- **Operational Constraints:**
  - **Working Hours:** All work must be performed during the designated afternoon and night shifts, from **7 am to 4 p.m., Monday through Friday**

- **Weekend Work:** Saturday work may be agreed upon with the COR, subject to operational needs
- **Prohibited Days:** Work is strictly prohibited during both Colombian and American public holidays.

- **Total Project Horizon:** The total budgeted timeframe for the maintenance contract is **150 Days**

Phase	Activity	Duration
Phase 1	Site investigation	Days 1 - 10
Phase 2	Geotechnical and structural assessment	Days 11 - 40
Phase 3	Concept engineering design and solutions	Days 41 - 65
Phase 4	Detailed engineering design with specialties	Days 66 - 95
Phase 5	Documentation, Specification and scheduling	Days 96 - 120
Phase 6	Agency review and support	Days 120 - 150

7 DELIVERABLES

The Contractor shall submit the following documents and deliverables to the COR for review and approval according to the project timeline. Failure to provide any of the following items will be considered a breach of contractual obligations.

7.1 Pre-Construction & Phase I Deliverables

- **Project Management Plan:** Detailed schedule (Gantt chart) outlining all phases, including critical path and OBO review periods.
- **Site Investigation Report:** Comprehensive document including pathology mapping, photographic evidence, and survey results (items 1.1 & 1.2).
- **Geotechnical Investigation Report:** Field logs from core drilling and laboratory test results confirming soil parameters and groundwater conditions (items 1.3 & 1.4).

7.2 Engineering & Design Deliverables (Phases II - IV)

- **Stability Analysis Report:** Detailed calculations and computational models proving the Factor of Safety (FoS) for all identified failure modes (items 1.5 - 1.7).
- **Technical Alternatives Report:** The three (3) stabilization options with constructability and cost-benefit analysis (item 1.8).
- **Final Design Package (IFC):**
- Complete set of signed and sealed engineering drawings.
- Structural reinforcement detailing and stabilization component specifications (items 1.9 - 1.11).

7.3 Documentation & Closeout (Phases V - VI)

- **Technical Specifications:** Project manual following CSI MasterFormat standards (item 1.12).
- **Independent Government Cost Estimate (IGCE):** A granular budget breakdown and the finalized project construction schedule (item 1.13).
- **OBO Approval Dossier:** Final report documenting all OBO comments, the Contractor's responses, and the formal "Design Approval" notice (item 1.14).

7.4 Submission and Review Format

Electronic Files: All deliverables must be submitted in native format (AutoCAD/Revit for drawings, Excel/Midas/SAP2000 for calculations, and Word/PDF for reports).

Review Periods: The COR will provide comments within ten (10) business days of receipt of each deliverable. The Contractor shall have five (5) business days to incorporate comments and resubmit.

8 KEY PERSONNEL AND QUALIFICATIONS

The Contractor shall assign a project team with the technical expertise and professional licensing required to execute this structural and geotechnical intervention. All Key Personnel must be fluent in technical English and have experience in high-security environments.

8.1 Project Manager (PM)

- **Qualifications:** A professional engineer with a minimum of ten (10) years of experience in civil engineering infrastructure projects.
- **Responsibilities:** Serve as the primary point of contact for the COR, manage the project schedule, oversee budget execution, and ensure all deliverables meet the required quality and security standards. The PM is responsible for the overall coordination of the design team and OBO/FAC submittals.

8.2 Lead Geotechnical Engineer

- **Qualifications**: Registered Professional Engineer (P.E.) or equivalent, with a specialization in geotechnical engineering and at least eight (8) years of specific experience in slope stability, retaining wall remediation, and subsurface investigation in complex urban soil profiles.
- **Responsibilities:** Lead all field investigations (Phase I), perform the stability analysis and geotechnical modeling (Phase II), and sign/seal all geotechnical reports and recommendations.

8.3 Lead Structural Engineer

- **Qualifications:** Registered Professional Engineer (P.E.) or equivalent, with a specialization in structural design and at least eight (8) years of experience in the design of reinforced concrete structures and soil-structure interaction systems.
- **Responsibilities:** Oversee the structural modeling (Phase II), produce the detailed IFC drawings (Phase IV), and ensure the design complies with local (*NSR-10*) and international (*IBC*) codes.

8.4 Lead Architectural and Urban Design Specialist

- **Qualifications:** Licensed Architect with a specialization in Urban Design and Landscape Architecture, holding a minimum of five (5) years of specific experience in the design and integration of urban infrastructure, public space interventions, and perimeter security elements.
- **Responsibilities:** Lead the "Architectural Development" (Item 1.9) and the "Drainage & Landscaping Integration" (Item 1.11) tasks. This specialist is responsible for ensuring that the stabilization solution complies with local Bogotá urban planning regulations (e.g., *Plan de Ordenamiento Territorial - POT*), maintains architectural harmony with the surrounding urban corridor, and integrates functional landscaping that supports the long-term structural performance of the wall.

8.5 Site Safety & Security Coordinator

- **Qualifications:** Certified Safety Professional (CSP) or equivalent, with specific training in construction site safety and security protocols.
- **Responsibilities:** Responsible for all Health, Safety, and Environment (HSE) compliance during site reconnaissance and drilling operations. This individual shall enforce the RSO-approved safety plans and manage the daily Visitor Access Request (VAR) requirements for all site personnel.

9 COORDINATION AND OVERSIGHT

- **COR Oversight:** The FAC Project Civil Engineer shall serve as the COR, providing technical oversight, monitoring progress, and reviewing submittals.
- **Communication:** Regular coordination meetings will be established to discuss progress, schedule updates, and any constraints related to Consular operations.

- **Inspection:** The COR reserves the right to perform random inspections to ensure compliance with the SOW, safety protocols, and quality standards (QA/QC).
- **Work Stoppage:** The COR has the authority to order work stoppage if safety procedures are not followed or if the quality of materials/workmanship deviates from the approved submittals.

10 EVALUATION FACTORS (TECHNICAL AND ADMINISTRATIVE)

Proposals will be evaluated based on the following criteria. Failure to provide any of the mandatory documentation listed below will result in automatic disqualification.

10.1 Technical Capability and Methodology

Engineering Methodology: Evaluation of the proposed approach to Phase I (Site Investigation) and Phase II (Analysis). The proposal must demonstrate a clear understanding of the specific soil-structure interaction challenges of the Carrera 4ta retaining wall.

Geotechnical & Structural Expertise: Assessment of the technical depth in the stability verification approach, specifically concerning seismic resilience and hydro-geological mitigation.

Design Quality: Evaluation of the Contractor's ability to produce high-quality, BIM-ready, and coordinated engineering documentation.

10.2 Professional Experience (Past Performance)

Relevant Project Track Record: The Contractor shall provide evidence of at least three (3) successfully completed contracts involving geotechnical remediation, retaining wall stabilization, or deep-foundation infrastructure in urban contexts.

Project Scale/Complexity: Preference will be given to firms that demonstrate experience in projects of similar or greater technical complexity and security level (e.g., embassies, high-security government facilities, or critical infrastructure).

Client References: Submission of contact details for at least three (3) past clients who can verify the Contractor's performance regarding schedule adherence, technical accuracy, and OBO/agency review support.

10.3 Key Personnel Qualifications

Evaluation of the submitted CVs for the Project Manager, Lead Geotechnical Engineer, Lead Structural Engineer, Architectural/Urban Design Specialist, and Safety Coordinator. Personnel will be rated based on their years of specific experience and relevant professional licensing (COPNIA or equivalent).

10.4 Operational and Legal Commitment

Insurance & Bonds Commitment: Formal letter confirming the ability to secure the required Performance Bonds, Structural Stability Bonds, and Third-Party Liability insurance.

HSE Management System: Submission of the Contractor's corporate Health, Safety, and Environmental management policy, with specific protocols for drilling, chemical handling, and work in public rights-of-way.

Security Vetting Commitment: A signed acknowledgment of the mandatory six-week *Name Check* process and adherence to RSO security protocols for site access.

11 QUANTITY CHART

Below is the quantity chart. The quantities are approximate, and the contractor must confirm and execute accordingly. Attachment 2 contains the quantity chart for proposal

United States Department of State
U.S. Embassy Bogota, Colombia
Facility Management

QUANTITY CHART CMR ANNEX BUILDING SIESMIC ASSESMENT

USA EMBASSY BOGOTA	Unit	Quantity	
Item			**COP**
Phase 1: Field Investigation and Technical Mapping	Ls	1	
Principal			
Senior Geotechnical Engineer			
Senior Structural Engineer			
Phase 2: Vulnerability Diagnotics	Ls	1	
Senior Structural Engineer			
Senior Architect			
Phase 3: Concept Engineering and Design Solutions	Ls	1	
Senior Architect			
Senior Structural Engineer			
Principal			
CADD / BIM Operator			
Phase 4: Detailed Engineering Design With Specialities	Ls	1	
Senior Architect			
Senior Structural Engineer			
Principal			
CADD / BIM Operator			
Phase 5: Documentation Specification ans Scheduling	Ls	1	
Senior Architect			
Senior Structural Engineer			
CADD / BIM Operator			
Phase 6: Agency Review and Support	Ls	1	
Senior Architect			
Senior Structural Engineer			
Principal			
CADD / BIM Operator			
Total Direct costs			
Management			
Unforseen			
Profit			
VAT (Over profit only)		19%	
Direct cost + Indirect costs			**$0**
DBA		10%	
Grand Total COP			**$0**

Clarifying Note:

- **Quantities** The quantities presented in this chart are estimates based on the information available during the design phase. It is the absolute responsibility of the contractor to conduct a site visit and field verification to confirm these quantities prior to the submission of their formal proposal. Any discrepancies in quantities must be reported to the COR during the solicitation period.
- **Final Acceptance & Closeout** Final acceptance is subject to the COR's verification that the structure meets all structural, electrical, and safety requirements. The Contractor shall request a final inspection only when all work, including the 'Punch List' repairs, is fully completed. Final payment is contingent upon the submission of As-Built drawings, final warranties, and all required certifications.
- **Site Control and Waste Management** The Contractor must maintain strict control of all tools; tools cannot be left in the work area when not in use. The Contractor is responsible for removing all construction debris and trash from the site on a daily basis. The Embassy reserves the right to stop work if these site control measures are not followed.

12 SECURITY NAME CHECK AND VISITOR ACCESS REQUESTS (VAR)

Name check Process:

- All contractor personnel must undergo a mandatory **Name check Process** (RSO Namecheck). This process has an estimated duration of at least six (6) weeks.
- The Contractor shall not schedule any site activities requiring the presence of personnel until the U.S. Embassy has provided formal notification that the security vetting (RSO Namecheck) for said personnel has been successfully completed and approved.
- The Contractor is responsible for gathering and submitting all required documentation for this vetting process at least seven (7) weeks prior to the anticipated start date.

Visitor Access Requests (VAR):

- Once the security vetting process is officially approved by the Embassy, the Contractor must submit a Visitor Access Request (VAR) for every person and/or vehicle entering the compound.
- All VARs must be submitted to the COR no later than three (3) working days prior to the required access date.
    - Any personnel appearing at the compound without a previously submitted and approved VAR, or whose security vetting has not been finalized, will be denied access to the site.

The Embassy will not be held responsible for project delays caused by the Contractor's failure to adhere to these security timelines.

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United States Department of State
U.S. Embassy Bogota, Colombia
Facility Management

QUANTITY CHART CMR ANNEX BUILDING SIESMIC ASSESMENT

USA EMBASSY BOGOTA	Unit	Quantity	
Item			**COP**
Phase 1: Field Investigation and Technical Mapping	Ls	1	
Principal			
Senior Geotechnical Engineer			
Senior Structural Engineer			
Phase 2: Vulnerability Diagnotics	Ls	1	
Senior Structural Engineer			
Senior Architect			
Phase 3: Concept Engineering and Design Solutions	Ls	1	
Senior Architect			
Senior Structural Engineer			
Principal			
CADD / BIM Operator			
Phase 4: Detailed Engineering Design With Specialities	Ls	1	
Senior Architect			
Senior Structural Engineer			
Principal			
CADD / BIM Operator			
Phase 5: Documentation Specification ans Scheduling	Ls	1	
Senior Architect			
Senior Structural Engineer			
CADD / BIM Operator			
Phase 6: Agency Review and Support	Ls	1	
Senior Architect			
Senior Structural Engineer			
Principal			
CADD / BIM Operator			
Total Direct costs			
Management			
Unforseen			
Profit			
VAT (Over profit only)		19%	
Direct cost + Indirect costs			**$0**
DBA		10%	
Grand Total COP			**$0**

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.

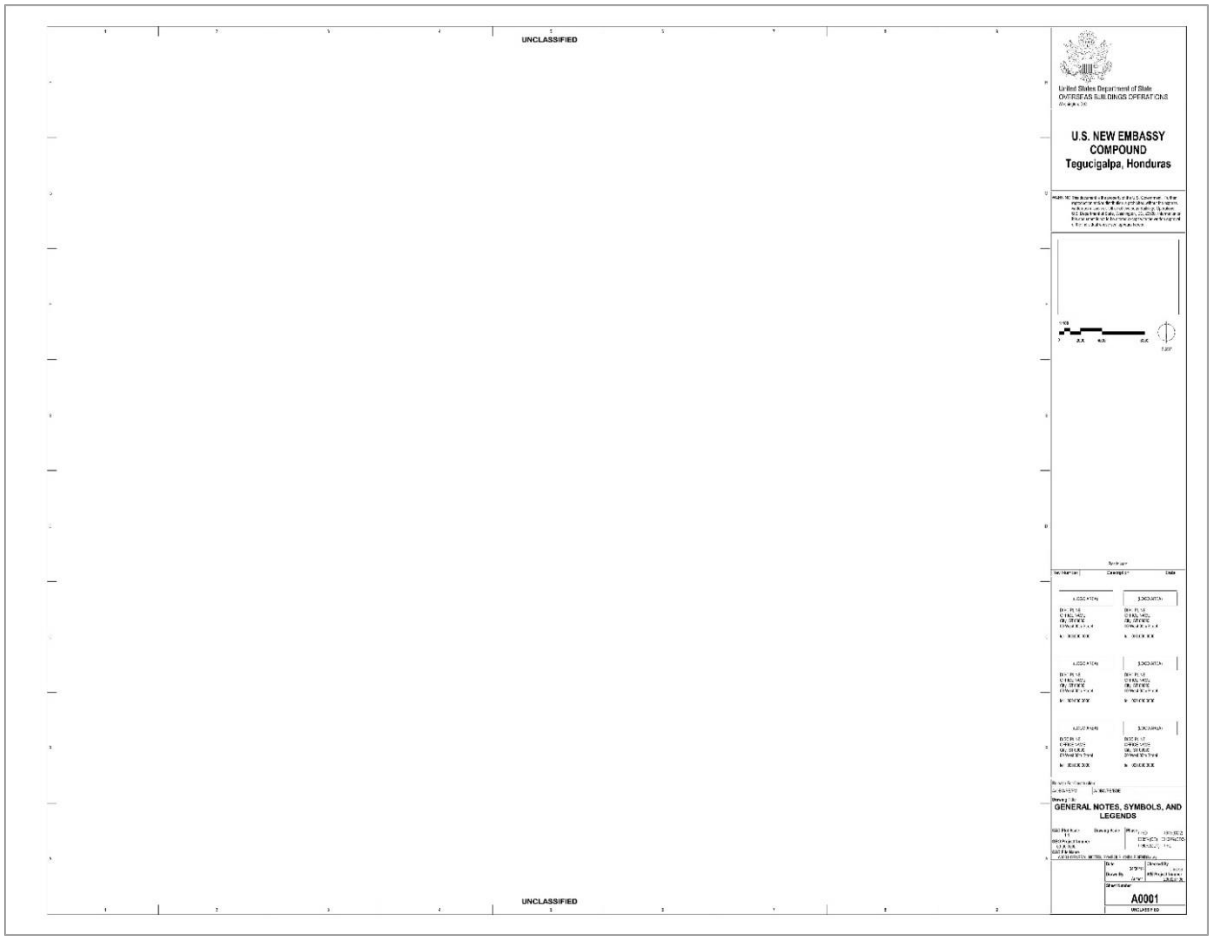


Figure 1: OBO Standard Sheet Layout

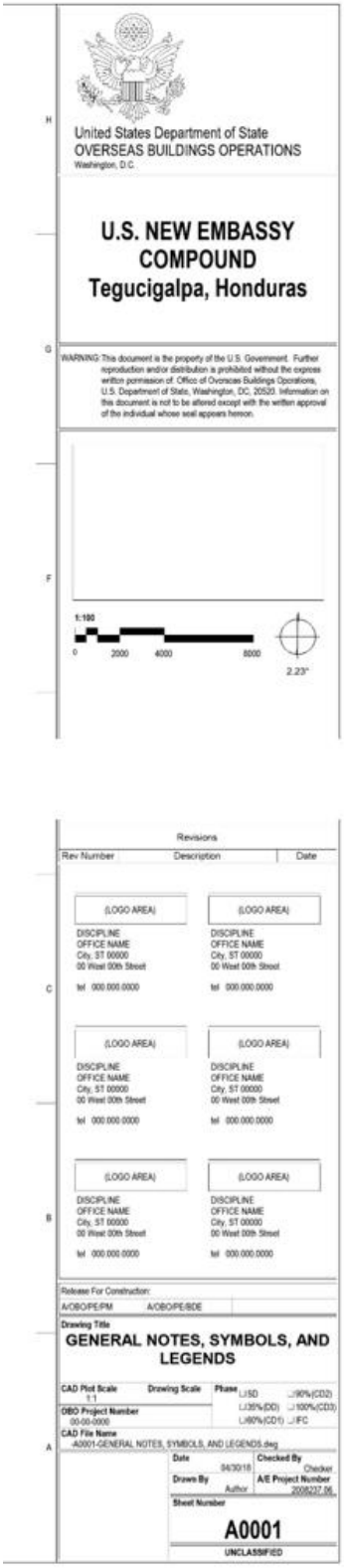


Figure 2: Title Block Enlargement

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.

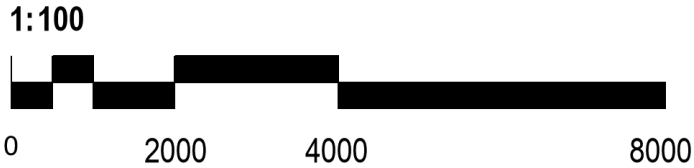


Figure 3: Graphic Scale

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.

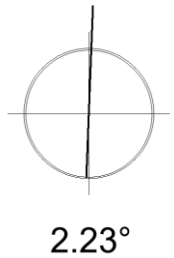


Figure 4: North Arrow

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.

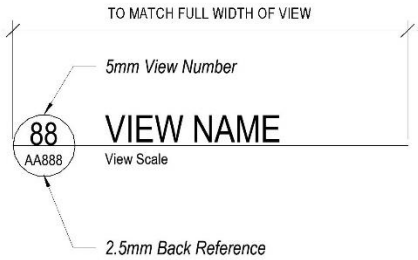
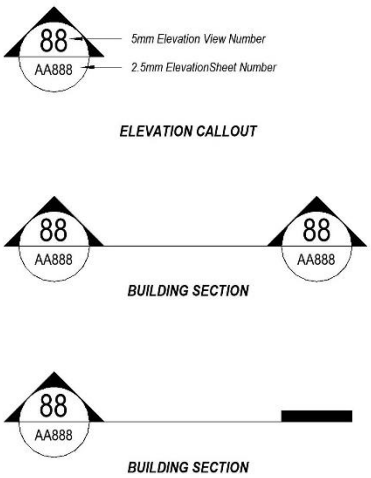


Figure 5: Title View



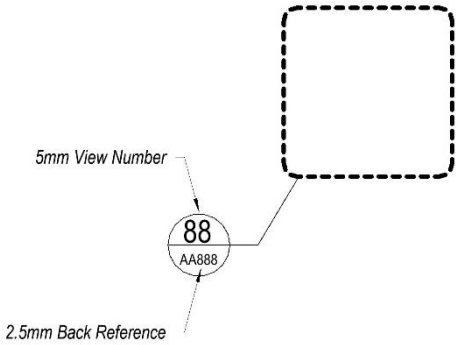


Figure 6: View Callout

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.

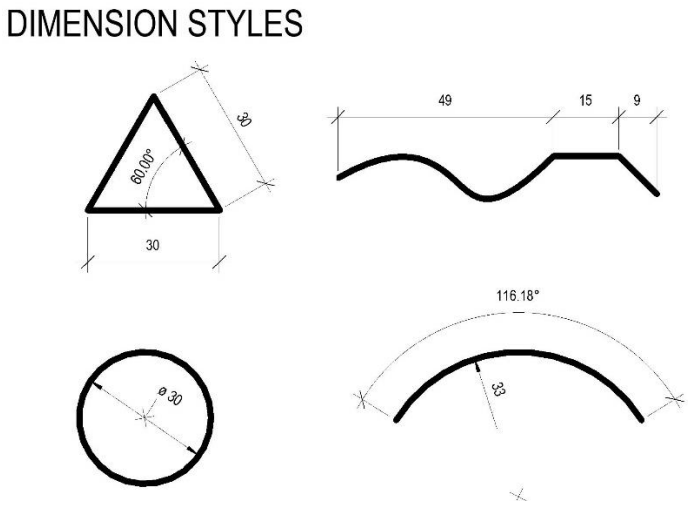


Figure 9: Dimension Styles

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.

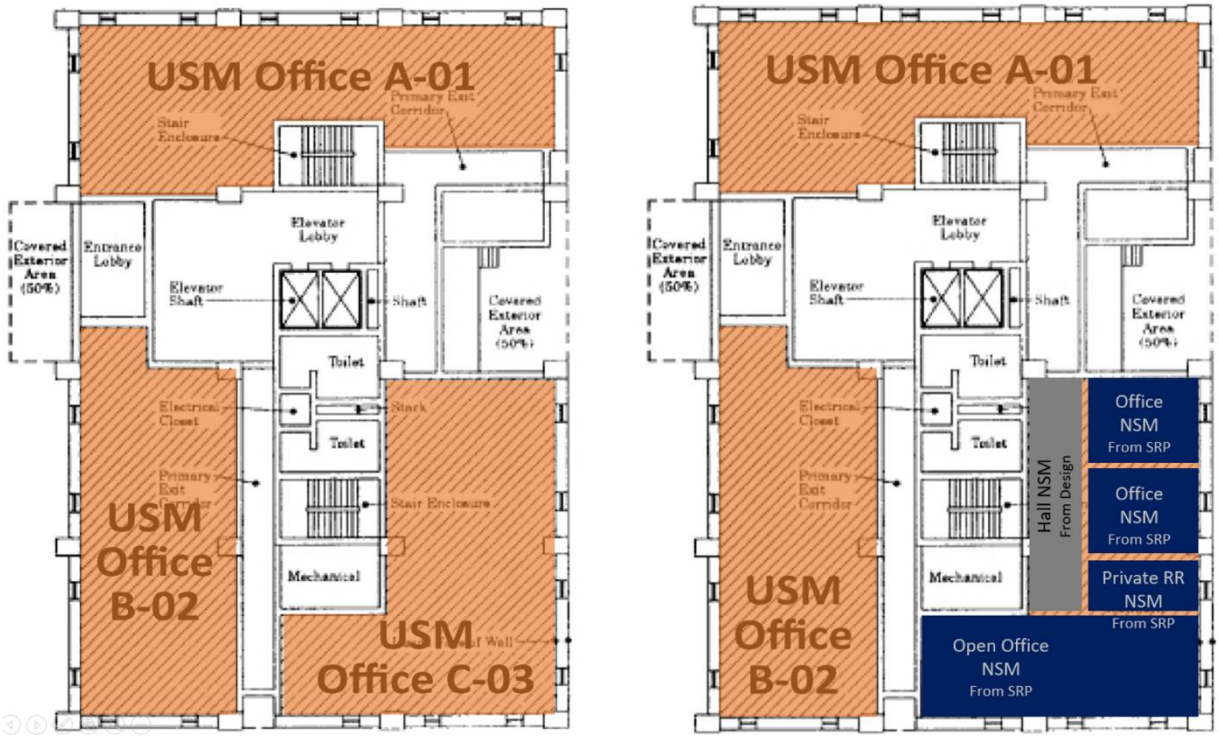


Figure 10: Area Calculations of USM and NSM

- **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.

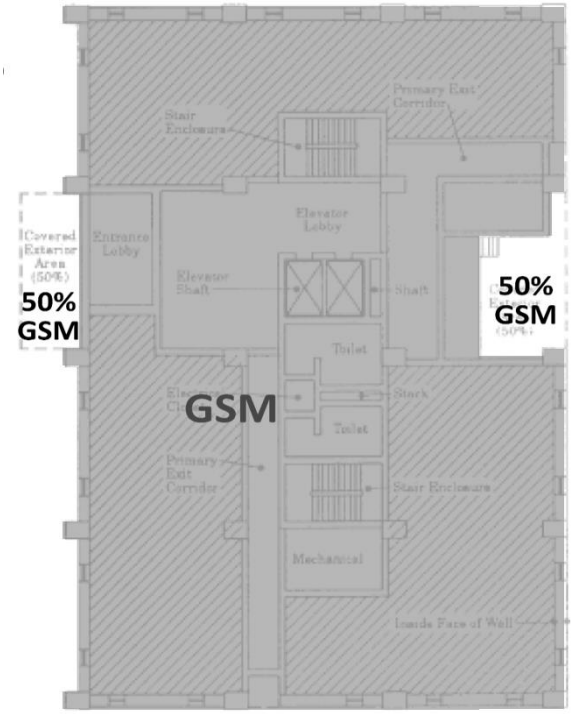


Figure 11: Area Calculation of GSM

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 4274/2021:

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.

Hot Work Permit

Whenever welding or cutting must be done in areas not specifically designed for this type ofwork, the area should be inspected, and written authorization granted by the individual responsible for the hot work program. This should be done prior to the beginning of any work. A hot work permit is defined as: (1) Any operation or equipment which produces a flame, or which may be a source of ignition for flammable gases and vapors by producing surface temperatures greater than 302°F (150°C). (2) Any maintenance or construction work which, because of friction, will generate a spark (grinding, chipping, drilling, hammering, or any material flow which can create static electric

1. Ensure that the sprinkler system is in service.

2. Sweep floors clean.
3. Wet combustible floors or cover them with sheet metal or other noncombustiblematerial.
4. Remove all flammable liquids and oil deposits from the work area.
5. Move combustible material at least 35 feet away from the work area.
6. Station fire watch personnel with small hose or extinguisher to smother fires started bysparks.
7. Do not work on walls or ceilings containing combustible insulation.
8. This work permit is not valid for confined spaces and tanks. Refer to requirements in section. 9.1 and 10.1 of the Safety, Occupational Health, and Environment Management ResourceGuide.
9. Remove combustible material from ducts and enclosed equipment.
10. Fire watch personnel must remain at the work area at least one-half hour after the job iscompleted to suppress any fire and to ensure that there is no fire in adjoining areas.

U.S. Department of State

Safety, Health and Environmental Management

MAINTENANCE WORK AUTHORIZATION

(This permit is valid only for the area and work stated on this permit and only on the date issued)

Permit Issuance Information

	Date *(mm-dd-yyyy)*
Permit Issued by	Date *(mm-dd-yyyy)*
Work Assignment Information	
Time Started	Time Finished
Building Name and Address	
Floor Number and Location on Floor	
Nature of Job	
Operator Information	
Print Operator's Name and Title	
Operator's Address	
I agree to follow the safety guidelines and instructions necessary to complete this work safely.	
Operator Signature	Date *(mm-dd-yyyy)*
Supervisory Information	
Supervisor in Charge - Print Name and Title	
I agree to enforce the safety guidelines and instructions necessary to complete this work safely.	
Supervisor Signature	Date *(mm-dd-yyyy)*
A copy of this Hot Work Permit is to be maintained in the POSHO's files.	

DS-1939
10-2019

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.

Permiso de trabajo en caliente

Pautas e instrucciones

Siempre que se deban realizar trabajos de soldaduras o cortes en zonas que no están específicamente diseñadas para este tipo de trabajo; el área debe ser inspeccionada y se debe otorgar una autorización por escrito por parte de la persona encargada del programa de trabajo en caliente. Un permiso de trabajo se define como: (1) Cualquier operación o equipo que produzca llama o que pueda ser una fuente de ignición de gases y vapores inflamables al producir temperaturas superficiales superiores a 302°F (150°C). (2) Cualquier mantenimiento o trabajo de construcción que, como resultado de la fricción, pueda generar una chispa (pulir, astillar, perforar, martillar o cualquier flujo de material que pueda crear electricidad estática).

Al firmar este permiso, debe leer y cumplir con las siguientes instrucciones para prevenir incendios y otros peligros durante las operaciones de soldadura.

1. Asegúrese que el sistema de rociadores esté en funcionamiento.
2. Barra pisos y déjelos limpios.
3. Moje los pisos combustibles o cúbralos con laminas de metal u otros materiales no combustibles.
4. Retire todos los líquidos inflamables y depósitos de aceite del área de trabajo.
5. Mueva el material combustible a una distancia mínima de 35 pies del área de trabajo.
6. Coloque al personal de guardia contra incendios con una manguera pequeña o un extintor para sofocar los incendios iniciados por chispas.
7. No trabaje en paredes o techos que contengan aislamiento combustible.
8. Este permiso de trabajo no es válido para espacios confinados y tanques. Consulte los requisitos en la sección 9.1 y 10.1 de la guía de Recursos de Gestión de Seguridad, Salud Laboral y Medio Ambiente.
9. Retire el material combustible de los ductos y equipos cerrados.
10. El personal de guardia contra incendios debe permanecer en el área de trabajo al menos media hora después de que el trabajo haya sido completado para extinguir cualquier incendio y para asegurar que no haya fuego en las áreas adyacentes.

Se debe mantener una copia de este Permiso de Trabajo en Caliente en los archivos de POSHO

Departamento de Estado de los Estados Unidos

Gestión de Seguridad, Salud y Ambiental

AUTORIZACION DE TRABAJOS DE MANTENIMIENTO

(Este permiso es válido solo para el área, el trabajo aquí indicado, y solo en la fecha de emisión)

Información de Emisión de Permisos

	Fecha (mm-dd-aaaa)
Permiso emitido por	Fecha (mm-dd-aaaa)
Información de Asignación de Trabajo	
Tiempo de inicio	Tiempo de finalización
Nombre del edificio y dirección	
Número de piso y ubicación en el piso	
Naturaleza del trabajo	
Información del trabajador	
Nombre y cargo del trabajador	
Dirección del trabajado	
Acepto seguir las pautas de seguridad y las instrucciones necesarias para completar este trabajo de manera segura.	
Firma del trabajador	Fecha (mm-dd-aaaa)
Información del supervisor	
Supervisor – Nombre y cargo	
Acepto hacer cumplir las pautas de seguridad y las instrucciones necesarias para completar este trabajo de manera segura.	
Firma del supervisor	Fecha (dd-mm-aaaa)
Se debe mantener una copia de este Permiso de Trabajo en Caliente en los archivos de POSHO	

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05-2017