STATEMENT OF WORK (SOW)

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) NATIONAL MARINE FISHERIES SERVICE (NMFS)
Woods Hole Laboratory Cottage Building Exterior Paint and Trim Repairs
Requisition 143021-26-0102

1.0 GENERAL

1.1 BACKGROUND

The Northeast Fisheries Science Center (NEFSC) is the scientific research arm of NOAA Fisheries for the northeastern United States. Its primary mission is to study the marine ecosystems, fisheries, and protected species of the Northeast Continental Shelf. The data and research generated by the Center are used to guide sustainable fisheries management, protect endangered species, and conserve coastal habitats.

The Woods Hole Laboratory in Massachusetts is located at 166 Water Street, and 22 Albatros Street, is a 3.4 acre waterfront, which houses research divisions, the center's directorate, and the public aquarium. The Cottage building houses a specialized research lab for the center's Population Biology Branch, which is primarily dedicated to determining the age of fish. Despite looking like a typical, cedar-shingled Cape Cod residential home on the outside, the interior has been entirely adapted for marine science. In the late 1950s, the structure was moved to its current location near the town dock and eventually transformed into the specialized fish aging lab it is today.

1.2 SCOPE

The NEFSC Woods Hole Laboratory Cottage building's exterior, trim, and paint is in need of repair. The building is located above and overlooking Great Harbor, as such, it is exposed to extreme weather. The current trim has degraded in places and will need to be replaced. The cedar shake siding (~1500Sqft) is at the end of its life and shall be replaced. All new materials will need to be installed in a matter appropriate for the exposure that the building sees in New England, waterfront climates. Cedar shingles used for siding shall be replaced with B or better grade cedar shingles. All Trim shall be replaced with PVC or equivalent materials, and will be coated with two coats of exterior grade white paint to match the rest of the trim on the cottage. Any railing, deck board of any part of the entry stairs which show signs of rot, water retention, cracking or splitting will be removed and replaced with like materials or better. Any replaced materials will be

coated with at minimum two coats of exterior finish, the only exception being cedar shingles.

1.3 OBJECTIVE

The purpose of this contract is to urgently restore the original exterior trim paint of the Woods Hole Laboratory Cottage Building. Surrounded by saltwater and exposed to corrosive marine air, the Cottage's exterior paint has rapidly deteriorated, leaving the structure vulnerable to severe damage. Immediate action is required to prevent further breakdown of the building's protective layers. Completing this project is not only critical to preserving the integrity of the cottage but also necessary to ensure compliance with Federal Management Regulation (41 CFR Part 102-74), Subpart B – Facility Management. Without prompt intervention, the damage could escalate, leading to costly repairs and potential long-term structural failure.

2.0 SPECIFIC REQUIREMENTS/TASKS

REQUIREMENTS:

- The contractor shall provide all engineering, labor, material, tools, equipment, and supervision necessary to complete the work described.
- The Contractor is responsible for his/her own security arrangements including subcontractors, material, tools, equipment, and personnel.
- The contractor shall be responsible for tracing, verifying and isolating all utilities before construction begins.
- Work in Progress: The Contractor shall be responsible for the protection and safe keeping of all work in progress prior to final acceptance by the Government.
- All methods, materials and workmanship provided by the Contractor under this contract shall, as a minimum, be performed in accordance with professional industry standards and shall comply with applicable local, state and federal regulations. All field measurements are the responsibility of the contractor.

2.1 TASK ONE: Inspection and Preparation of Surfaces

2.1.1 INSPECT

Conduct a thorough inspection of exterior surfaces, roof rakes, eaves, window trim, vents, door trim, doors, windows, corner trim, deck, deck railing, deck board, stair tread, stair risers, stair stringers, and stair handrails. The contractor shall test identified areas for lead paint and provide test documentation to TPOC. Contractor shall:

1. Identify areas where exterior materials show signs of rot.
2. Identify areas where exterior materials have degraded to the end of their operational life.
3. Identify areas where siding, trim, railings, stairs, or deckboards are no longer

fastened properly.

4. Identify areas requiring sanding, perform tests for lead paint on identified areas. Test for lead paint in identified areas. If lead paint is discovered it shall be removed in accordance with applicable federal, state, and local laws.

2.1.2 REMOVAL

1. Remove Cedar shingle siding.
2. Remove any rotted materials and materials that are at the end of life.
3. Fasten and loose fixtures on trim, railing and decking.

2.1.3 REPLACE

1. Replace any damaged Trim, replacement trim shall be PVC or Equivalent material.
2. Replace all siding. Highly Confident: The Government has high confidence that the Vendor understands the requirement and will be successful in performing the contract with no Government intervention. The Vendor provided a Technical Approach that exceeds the Government's minimum requirements. The Vendor identified the proposed trim material, grade of siding material, and grade/type of paint which exceeds the Government's minimum requirements.
3. Confident: The Government has confidence that the Vendor understands the requirement and will be successful in performing the contract with little to no Government intervention. The Vendor provided a Technical Approach that clearly meets the Government's minimum requirements. The Vendor identified the proposed trim material, grade of siding material, and grade/type of paint which meets the Government's minimum requirements.
4. Some Confidence: The Government has some confidence that the Vendor understands the requirement and may be successful in performing the contract with some Government intervention. The Vendor provided a Technical Approach that doesn't clearly meet all of the Government's minimum requirements. The Vendor identified some of the proposed trim material, grade of siding material, and grade/type of paint but didn't clearly meet the Government's minimum requirements.
5. Low Confidence: The Government has low confidence that the Vendor understands the requirement or will be successful in performing the contract even with Government intervention. The Vendor provided a Technical Approach that does not meet the Government's minimum requirements. The Vendor did not identify the proposed trim material, grade of siding material, and grade/type of paint.
6. Replace any railing, decking, or stair material, replacement materials will match materials already installed and shall be approved by the TPOC.

2.1.4 PREP

Sand and Caulk exterior surfaces to include roof rakes, eaves, window trim, vents, door

trim, doors, windows, corner trim, deck, deck railing, deck board, stair tread, stair risers, stair stringers, and stair handrails. **Cedar Shingles shall not get any paint or covering on them, and shall not be sanded without prior approval from the Technical Point of Contact (TPOC).**

1. Perform sanding on identified surfaces to remove existing paint, rust, and debris.
2. Use appropriate sanding techniques and materials to achieve smooth and clean surfaces.
3. Ensure containment and proper disposal of abrasive materials and debris.
4. Address corrosion-prone areas with suitable anti-corrosion treatments.
5. Caulk joints, seams, and gaps in metal structures and windows to prevent water infiltration and improve energy efficiency.
6. Ensure thorough sealing around windows, doors, vents, and rooftop features.

2.2 TASK TWO: Paint

1. Select exterior grade paints compatible with the surface type and environmental conditions. Paint color will match existing and be shall be approved by TPOC prior to application.
2. Apply primer and paint coats suitable for exterior PVC trim surfaces to all pvc trim surfaces. The Primer coats will fully cover entire surfaces. The color coat will be at least two coats and must fully cover surfaces.
3. Apply primer and paint coats suitable for exterior metal surfaces to metal window frames, and metal doors. The Primer coats will fully cover entire surfaces. The color coat will be at least two coats and must fully cover surfaces.
4. Apply primer and paint coats suitable for exterior wooden trim surfaces to all wooden trim surfaces. The Primer coats will fully cover entire surfaces. The color coat will be at least two coats and must fully cover surfaces.
5. Apply primer and paint coats suitable for exterior stairs, railings or deck surfaces to all stairs, railings or deck surfaces. The Primer coats will fully cover entire surfaces. The color coat will be at least two coats and must fully cover surfaces.

2.3 TASK THREE: Final Acceptance and Inspections

1. Inspection of work to be performed by the NEFSC Facilities Maintenance Supervisor and TPOC. Any corrective action required as a result of the inspection will be accomplished prior to final monthly billing.
2. The Contractor shall be notified of deficiencies in performance in writing by the Contracting Officer and TPOC. Oral deficiency notifications will be confirmed in writing. Prompt corrective action shall be taken by the contractor within 24 hours upon notice of deficiency.
3. The contractor shall inform the Government in writing when all work is completed. The Government will not accept the work or accept invoices until it determines that all work has been satisfactorily completed within the terms of the

contract.

3.0 CONTRACTOR PERSONNEL

- The Contractor must provide qualified personnel, maintain full operational support, and designate a Project Manager as the primary point of contact. The Project Manager must remain responsive to all communications across email and phone, respond to Government requests or technical issues within 24 hours, and promptly notify the Contracting Officer and TPOC of any contract issues.

3.1 EMPLOYEE IDENTIFICATION

3.1.1 Contractor employees visiting Government facilities shall have a REAL ID and wear an identification badge that, at a minimum, displays the Contractor name, the employee's photo, name, clearance-level and badge expiration date. Visiting Contractor employees shall comply with all Government escort rules and requirements. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.

3.1.2 Contractor employees working on-site at Government facilities shall wear a Government issued identification badge. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent (in meetings, when answering Government telephones, in e-mail messages, etc.) and display the Government issued badge in plain view above the waist at all times.

3.2 EMPLOYEE CONDUCT

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

4.0 OTHER APPLICABLE CONDITIONS

4.1 FACILITIES AND CONTROLS

- The contractor shall remove and dispose of all debris and trash from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.
- Contractor shall comply with all applicable Government Agencies, Professional Associations, Councils, Institutes, Manufacture, Laws, Codes and Standards concerning environmental pollution prevention control and waste disposal.
- Contractor shall immediately inform the TPOC of any environmentally hazardous situations that may arise as well as contact required regulatory agencies

4.2 JOB SITE PROTECTION

- The contractor shall adequately protect the site from damage while performing the required work. Provide canvas, boards, barriers, signs, cones, floats, and other devices as necessary for protection. Remove protection materials, devices at the completion of the project. The contractor shall repair or be responsible for costs to repair all property damaged during the performance of work.
- Protect against fire and flame spread. Maintain proper and adequate fire extinguishers within fifty (50) feet of any open flames and welding. If any heated or flamed application is utilized a 15 lb. or larger fire extinguisher shall be within 25’ reach or closer at all times. The contractor shall supply a minimum of two 15 lb. or larger fire extinguishers to the job site for the duration of the project..
- Best Management Practices (BMP) shall be exercised.
- The contractor shall take precautions to prevent the spread of debris.

4.3 SECURITY

Contractor access to classified information is not currently required under this SOW. Contractor personnel shall have a REAL ID with them at all times.

4.4 PERIOD OF PERFORMANCE

The project shall start as soon as the Contractor receives the Notice to Proceed and shall be completed by mid October 2026 to ensure the work is completed before winter. If any issues arise with the period of performance, the Contracting Officer and TPOC shall be notified promptly.

4.5 PLACE OF PERFORMANCE

NEFSC, Cottage Building

22 Albatros Street

Woods Hole, MA 02543

4.6 HOURS OF OPERATION

Contractor employees shall generally perform all work between the hours of 0700 and 1600 EST, Monday through Friday (except Federal holidays).

4.11 PROGRESS REPORTS

The Project Manager shall provide a weekly progress report to the Contracting Officer and TPOC via email. This report shall include a summary of all Contractor work performed, including a breakdown of labor hours by labor category, all direct costs by line item, an assessment of technical progress, schedule status, and any Contractor concerns or recommendations for the previous reporting period.

4.12 PROGRESS MEETINGS

The Project Manager shall be available to meet with the TPOC upon request to present deliverables, discuss progress, exchange information and resolve emergent technical problems and issues. These meetings shall take place at the Government's facility or via teleconference.

5.0 GOVERNMENT POINTS OF CONTACT

Kelson Baird, Technical POC (TPOC)

Email: kelson.baird@noaa.gov

Phone: 206-579-9794

6.0 GOVERNMENT FURNISHED RESOURCES

The Government will not furnish any resources to the Contractor in support of this contract.

7.0 CONTRACTOR FURNISHED PROPERTY

The Contractor shall furnish all materials, equipment and services necessary to fulfill the requirements of this contract, except for the Government Furnished Resources specified in SOW 2.0 and SOW 6.0.

8.0 GOVERNMENT ACCEPTANCE PERIOD

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

8.1 The Government reserves the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor's accepted proposal. In the event of a rejected deliverable, the Contractor will be notified in writing by the Contracting Officer and TPOC of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable and return it in a prompt manner per delivery instructions.

APPENDIX A - Photos of project site