STATEMENT OF WORK
FOR
CONSTRUCTION SERVICES PROJECT
ON
RT#300 ADMIN QUARTERS RD, RT#010ZZ HQ ENTRANCE RD AND RT#901 ENSENADA HONDA PKG REHABILITATION PROJECTS
AT
CULEBRA NATIONAL WILDLIFE REFUGE

April 22, 2026

BACKGROUND:

The Culebra National Wildlife Refuge (NWR) RT#300 Admin Quarters Rd, RT#010ZZ HQ Entrance Rd and RT#901 Ensenada Honda Pkg require rehabilitation after sustaining surface damage from Hurricane Fiona in September 2022. Work will include material transportation to Culebra National Wildlife Refuge. Material will be stockpiled; the location has a limited capacity. Work will include the scarification, grading, shaping, slope and compacting of approximately 500 feet by 12 feet road, 950 feet by 15 feet road and a 380 square yards parking lot. These rehabilitations will include methods that reduce erosion and scouring, including but not limited to concrete gutters, riprap, planting, geocells, water crossing concrete pad where determined. In areas where scouring is visible perform regrading of the surrounding topography for water to cross on preexisting gutter or obvious low points on these roads. The purpose is to create more resilient roads that can better withstand storm related water damage. This Statement of Work (SOW) defines all the required tasks to repair the damages. The material and performance specifications for the Construction Services tasks are incorporated in the project description below. Consult any changes or recommendations with the Contracting Office Representative (COR).

Any dimensions provided below are approximate in nature. The Contractor shall verify all dimensions and note such dimensions on the submitted proposal. Product data submittals shall be required for all construction materials and products proposed herein. Submittals will also be required for construction procedures for roads and parking.

DESCRIPTION OF WORK:

General Requirements (CLIN 10): Construction Services Task – RT#300 Admin Quarters Road Rehabilitation

1. Task shall consist of all mobilization, contract administration, and project management costs for this task.
2. Task shall consist of material transportation of Crusher Run or Structural Fill (Mogolla). Crusher

Run or Structural Fill shall not consist of more than 5% limestone material (provide pictures, soil sieve analysis, plastic index shall be less than 6 and liquid limit shall be less than 25).

3. Material pricing shall be offered in unit price per cubic yards, the maximum amount of material shall not exceed 400 loose cubic yards. Contractor is required to submit delivery receipt for each truck received at the sites. Contractor is responsible of disposing any excess material remaining at the end of the project.

   - There is a limited area for stockpiled material, the Contractor shall coordinate with the Refuge to determine the limits of this stockpile location.

   - Stockpiled material shall be surrounded by a properly installed silt fence.

   - For this project, a bid to be technically acceptable, must include:

     • The number of expected delivery trucks per/day

     • A delivery plan and schedule to ensure total delivery of materials is complete with enough time to perform the work within the specified period or performance.

     • Contractor bid must be fully inclusive. This will include transit to barge location, barging to the island of Culebra, and then hauling by means of dump truck from the port to the outlined temporary stockpile location (18.307824, -65.282413) at Culebra National Wildlife Refuge.

4. Contractor shall scarify, grade, shape, slope and compact the entire road. Achieve 100% compaction. A 16-ton roller minimum required. To achieve required compaction, layers shall not exceed 8 inches of loose material at optimum moisture level and shall receive at least 5 passes at 2 to 5mph.
5. Contractor shall install geocells and shape gutters for storm water control. Approximate locations found in RED on Figure 1. Gutter width approximately 3 feet and length approximately 454 feet.
6. Contractor shall install approximately 180 square yards of geocell on the indicated road location in Yellow on Figure 1.
7. Contractor shall implement erosion protection applying a vegetative barrier along gutter to reduce sedimentation. (Cyan for vegetative barriers in Figure 1). Vegetative barrier can include multiple rows and shall use Vetiver *Chrysopogon zizanioides* at 4 inch intervals. Approximate length 130 feet.

General Requirements (CLIN 20): Construction Services Task – RT#010ZZ HQ Entrance Road Rehabilitation

1. Task shall consist of all mobilization, contract administration, and project management costs for this task.
2. Task shall consist of material transportation of Crusher Run or Structural Fill (Mogolla). Crusher Run or Structural Fill shall not consist of more than 5% limestone material (provide pictures, soil sieve analysis, plastic index shall be less than 6 and liquid limit shall be less than 25).
3. Material pricing shall be offered in unit price per cubic yards, the maximum amount of material shall not exceed 950 loose cubic yards. Contractor is required to submit delivery receipt for each truck received at the sites. Contractor is responsible of disposing any excess material remaining at the end of the project.

   - There is a limited area for stockpiled material, the Contractor shall coordinate with the

Refuge to determine the limits of this stockpile location.

- Stockpiled material shall be surrounded by a properly installed silt fence.

- For this project, a bid to be technically acceptable, must include:

  • The number of expected delivery trucks per/day

  • A delivery plan and schedule to ensure total delivery of materials is complete with enough time to perform the work within the specified period or performance.

  • Contractor bid must be fully inclusive. This will include transit to barge location, barging to the island of Culebra, and then hauling by means of dump truck from the port to the outlined temporary stockpile location (18.307824, -65.282413) at Culebra National Wildlife Refuge.

4. Contractor shall scarify, grade, shape, slope and compact the entire road. Achieve 100% compaction. A 16-ton roller minimum required. To achieve required compaction, layers shall not exceed 8 inches of loose material at optimum moisture level and shall receive at least 5 passes at 2 to 5mph.
5. Contractor shall construct Reinforce Concrete gutters for storm water control. Approximate locations found in BLUE on Figure 2. Approximate length of 226 feet and width 3 feet.
6. Contractor shall install geocells and shape gutters for storm water control. Approximate locations found in RED on Figure 2. Approximate length 40 feet and width 3 feet.
7. Contractor shall install approximately 351 square yards of geocell on the indicated road location in Yellow on Figure 2.
8. Minor earthwork required to control storm water towards existing concrete gutter at entrance of road.

General Requirements (CLIN 30): Construction Services Task – RT#901 Ensenada Honda Parking Rehabilitation

1. Task shall consist of all mobilization, contract administration, and project management costs for this task.
2. Task shall consist of material transportation of Crusher Run or Structural Fill (Mogolla). Crusher Run or Structural Fill shall not consist of more than 5% limestone material (provide pictures, soil sieve analysis, plastic index shall be less than 6 and liquid limit shall be less than 25).
3. Material pricing shall be offered in unit price per cubic yards, the maximum amount of material shall not exceed 270 loose cubic yards. Contractor is required to submit delivery receipt for each truck received at the sites. Contractor is responsible of disposing any excess material remaining at the end of the project.

   - There is a limited area for stockpiled material, the Contractor shall coordinate with the Refuge to determine the limits of this stockpile location.

   - Stockpiled material shall be surrounded by a properly installed silt fence.

   - For this project, a bid to be technically acceptable, must include:

     • The number of expected delivery trucks per/day

     • A delivery plan and schedule to ensure total delivery of materials is complete with enough time to perform the work within the specified period or performance.

• Contractor bid must be fully inclusive. This will include transit to barge location, barging to the island of Culebra, and then hauling by means of dump truck from the port to the outlined temporary stockpile location (18.307824, -65.282413) at Culebra National Wildlife Refuge.

4. Contractor shall submit a plan drawing showing parking limits, wheel stops and material containment barrier.
5. Contractor shall create a concrete containment, so the parking material does not seep towards the bay. Include drains on the containment as needed, use geotextile and granular material (along the containment) so that drains do not get clogged with soil.
6. Geotextile or similar protection shall be used so the material does not sink and mix with the existing soil.
7. Install wheel stops, between 4 to 8 depending on how many vehicles can be accommodated.
8. Achieve 95% compaction. A 1-ton roller minimum required. To achieve required compaction, layers shall not exceed 4 inches of loose material at optimum moisture level and shall receive at least 6 passes at 2 to 3mph.

GENERAL NOTES:

A. The Contractor shall coordinate with the Refuge on appropriate access and necessary equipment storage.

B. The Contractor shall coordinate with the Refuge to determine the limits of the stockpile location.

C. Control of Erosion and Sedimentation Plan shall be submitted and implemented during the project duration.

D. Security levels vary at the site. The Contractor shall provide secured areas deemed necessary for the protection of their materials.

E. All buildings and structures may be occupied during construction. Care should be taken to coordinate all construction activities with the Refuge staff and inform COR by email of these coordination activity to be performed, dates and time.

F. PERIOD OF PERFORMANCE: See the solicitation/contract.

G. DEFINITIONS

1. Commissioning is the act of statically and dynamically testing the operation of equipment and building systems to ensure they operate as designed and can satisfactorily meet the needs of the building throughout the entire range of operating conditions.

2. Construction is defined as, but not limited to, constructing (giving form by combining the parts), altering, repairing, adding to, subtracting from, improving, restoring, moving, wrecking or demolishing any building, highway, road, excavation or other structure, project, or improvement attached to real estate.

3. Contracting Officer (CO) is defined as a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the United States of America. The term includes certain authorized representatives of the Contracting Officer such as the Construction Specialist (CS), Contracting Officer's Representative (COR), Construction Representative (CR) and Site Representative (SR) acting within the limits of their authority as delegated by the Contracting Officer.

4. Day or Days shall mean calendar days unless otherwise specifically noted.

5. “Service” or “FWS” means United States Department of Interior, Fish and Wildlife Service, Region 4 (Southeast Region).

6. Government may also be referred to as the Owner, Contracting Officer, Contracting Officer's Representative, the Service, or Fish and Wildlife Service (FWS).
7. Incident Rate (IR) is the number of recordable incidents resulting in days away from work for each 100 full-time employees per year, based on 2,000 hours worked per employee per year.
8. Local Authority Having Jurisdiction: Duly adopted local code authority, agency, or serving utility governing or serving the location of the project.
9. Management Plan: Contractor's project approach for planning, design, and construction and includes, at a minimum, but is not limited to the following:
    a. Schedule
    b. Project Staffing Plan
    c. Safety Plan
    d. Subcontracting Plan
    e. Organization Chart with Roles and Responsibilities
    f. QA/QC Plan
    g. Commissioning Plan
    h. Erosion and Sediment Control
10. DOI “Sustainable Building Assessment and Compliance Tool Construction Checklist for New Construction and Major Renovation Projects” and supporting documents. (This checklist will be furnished to the Contractor firm by the USFWS)
11. Notice to Proceed (NTP): There will be one (1) NTP for this project issued by the Contracting Officer (CO) to initiate the construction phase. The NTP will identify any qualifications, limitations, or exceptions to the work.
12. Open Book Accounting is the right of the government to have free and open access to financial and accounting documents that the Contractor has associated with the project being completed.
13. Performance Specifications are specifications that state what the required results will be with measurable or observable criteria for verifying compliance.
14. Public Works is construction performed under a contract with a Federal, State, County, City, or other government entity.
15. Schedule is a chronological layout of the work to be performed prepared using commercially available scheduling software.
16. Subcontractor is any person or entity retained by the Contractor as an independent contractor to perform a portion of the Work and shall include material, labor and suppliers.
17. Sub-Subcontractor is any person or entity retained by a Subcontractor as an independent contractor to perform any portion of a Subcontractor's Work and shall include material, labor and suppliers.
18. Work is comprised of all permitting, construction and other services required by the Contract Documents, including procuring and furnishing all materials, equipment, services and labor reasonably inferable from the Contract Documents.

CONSTRUCTION SERVICES

A. GENERAL

1. Following the Issuance of the Construction NTP, the Contractor shall provide the following items to the COR at the Preconstruction Meeting for approval.

    a. A project schedule reflective of the critical path and other phases of the work.

    b. A schedule of the planned site visits. The prime Contractor shall periodically, and at appropriate times, visit the site to inspect the construction. The Contractor shall prepare a site visit report for each visit and shall submit the reports to the COR within five (5) calendar days after the visit. The reports shall include comments about overall quality and accuracy of the construction. The reports shall also note all deficiencies observed.

2. Possess and maintain, for the duration of this project, a state license as a General Contractor in the State the project is located, if required by the state.

3. Provide supervision, labor, materials, tools, construction equipment and machinery, inspection, testing, start-up, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

4. Have at least one (1) qualified supervisor capable of reading, writing, and conversing fluently in the English language on the job site during working hours.

5. Perform all construction activities efficiently and with the requisite expertise, skill, and competence to satisfy the requirements of the Contract Documents. At all times, exercise complete and exclusive control over the means, methods, sequences, and techniques of construction.

6. Utilize Subcontractors who are duly licensed and qualified to perform the Work consistent with the Contract Documents. Government may reasonably object to Contractor's selection of any Subcontractor.

7. The Contractor is responsible for quality control of its own work and work performed by its subcontractors and their sub-subcontractors. Provide and pay for the services of an independent construction materials testing laboratory accredited by an acceptable laboratory accreditation authority. Laboratory shall sample and test materials and perform required special inspections. Laboratory shall be authorized to perform work in the state where project is located. Government may reasonably object to the Contractor’s selection of laboratory.

8. Assume responsibility for the proper performance of the Work of Subcontractors and all acts and omissions in connection with such performance. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between Government and any Subcontractor or Sub Subcontractor.

9. Coordinate the activities of all Subcontractors. If Government performs other work on the Project or at the Site with separate contractors under Government's control, Contractor agrees to reasonably cooperate and coordinate its activities with those of such separate

contractors so that the Project can be completed in an orderly and coordinated manner without unreasonable disruption.

10. Minimize creation of construction, deconstruction, and demolition waste. Minimize factors that contribute to waste such as over-packaging, improper storage, ordering error, poor planning, breakage, mishandling, and contamination. Develop a Waste Management Plan to ensure that existing site and building materials are reused, salvaged, or recycled. Unless modified by the CO, divert 50%, minimum, of total project waste from landfills. Dispose of all materials not salvaged, reused, or recycled legally, off-site, in licensed disposal facilities.

11. Normal working hours are Monday to Friday from 7:00 am to 4:00 pm except for federal holidays, alternate work hours have to be approved by the COR. During normal working hours throughout the duration of the contract, promptly furnish information and provide reasonable facilities and access for obtaining information respecting: the character of the materials, condition of the work-in-progress, number of workers employed, their pay rate, time worked, inspection reports and test results from sampling and testing laboratories, and similar information.

12. Government buildings and other facilities are not available for storage of Contractor's materials, equipment, and tools except for designated staging areas. Government owned equipment is not available for Contractor's use to accomplish any Work.

13. Housing for workers and campsites are not available on site.

14. Furnish all temporary facilities and utilities needed including heat, light, power, water, telephone, sanitary facilities, job offices, material handling equipment, temporary construction aids, and storage enclosures. The Contractor is responsible for all temporary connections and disconnections.

15. Permits. It is the responsibility of the Contractor to obtain all permits and pay all permitting fees required for this project. The Contractor is responsible for providing permitting drawings, engineering data and other technical information required by the permitting authority.

B. COMMUNICATION

1. The FWS Project Manager must be in the information loop for Quality Assurance purposes.

   a. RFI Process: Unless a more stringent protocol is accepted in the Management Plan, the Contractor shall utilize the following protocol:

      (i) Utilize a RFI Form: All supplemental information and answers to questions shall be documented on Request for Information (RFI) forms. The Contractor may use any format they choose for the Request for Information form, but all shall be identified with the words “Request for Information” at the top of the form along with the Government Contract Number, Project Location (Culebra NWR) Project Title and the Contractor’s Name.

      (ii) Numbering: RFI’s shall be sequentially numbered, logged and filed and shall be part of the Closeout Documents submitted to the Government.

      (iii) FWS Concurrence: As RFI’s are generated and answered, submit copies to the COR for review within two (2) business days for concurrence via email .pdf format. A non-response from the COR within four (4) days of receipt of the RFI will signify

concurrence with the RFI answer. If the RFI is sent on a Friday, then Saturday and Sunday do not count as business days.

(iv) RFI Files Onsite: The Site Superintendent shall maintain a file of RFI changes. This RFI file shall be subject to inspection by the FWS without advance notice.

b. Submittals: Unless a more stringent protocol is accepted in the Management Plan, the Contractor shall utilize the following protocol.

(i) Utilize a Submittal Register: Develop a submittal register and update this register as submittals and logged and processed.

(ii) Numbering: Submittals shall be sequentially numbered. A completed submittal register shall be submitted with the Project Closeout Documents.

(iii) FWS Concurrence: Provide the FWS Project Manager with one (1) copy of the approved submittal and provide the FWS Construction Representative with one (1) copy of the approved submittal within two (2) business days of the approval date.

(iv) Site Responsibility: The Contractor's Site Superintendent shall maintain a file of approved submittals for reference purposes. This Submittal file shall be subject to inspection by the FWS without advance notice.

c. Note: Any delays resulting from FWS questions/stoppages due to a lack of, or inordinately lengthy or unnecessary delays in, the flow of information from the Contractor to the Service for a time period in excess of twenty-one (21) days, will not give rise to claims for monetary consideration under the contract, including but not limited to requests for equitable adjustments, constructive changes, and other claims for compensation.

C. PAYMENT PROCEDURES

1. Measurement: No measurement of the work will be made unless unit prices are included in the project.

2. Payment: Payment will be made monthly for approved work performed in accordance with the contract requirements under the items listed in the Schedule of Items and based on the approved Schedule of Values.

a. Note: Undocumented changes which did not follow the RFI process outlined above may be subject to delayed or non-payment.

3. Schedule of Values: Prepare a Schedule of Values in the format of the American Institute of Architects (AIA) form number G702/703 Application and Certificate for Payment (or approved equivalent format). Submit a detailed Schedule of Values no less than seven (7) calendar days prior to the start of on-site construction work.

a. Payment Request Data: In addition to data required by the Contracting Officer: (1) Format the Schedule of Values to match the Schedule of Items and show sufficient additional detail to allow accurate calculation of monthly progress payments; and (2) Submit updated construction schedule identifying actual work complete.

D. PROJECT SAFETY

1. The Contractor shall have the ultimate responsibility for safety on the project site at all times, from issuance of the Notice to Proceed until final completion and acceptance of the project by the Contracting Officer. Ensure that all onsite activities, equipment, and facilities constructed by the Contractor, subcontractor, or supplier conform fully to the standards of the Department of Labor, Occupational Safety and Health Administration (OSHA) 29 CFR 1926 and 1910; and DOI and FWS policies. In addition, the Contractor shall adhere to all current Federal, State and local safety requirements. In the event where any safety standard referenced herein conflicts with another, the more stringent shall govern.

2. Initiate and maintain, throughout the performance of this contract, an effective safety and health program that provides adequate policies, procedures, and practices to protect employees from, and allow them to recognize, job-related safety and health hazards. The program shall include provisions for the identification, evaluation, prevention and control of general work site hazards, specific job hazards, and potential hazards that may arise from foreseeable construction methods and conditions, as well as providing a competent person to conduct frequent and regular inspections. Each employee (Contractor and subcontractors) must be instructed in the recognition and avoidance of unsafe conditions and the regulations applicable to the work environment.

3. Provide barricades and warning devices as necessary to safeguard the public, workers, and government personnel. Where project work affects public roads, provide signage in accordance with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) as published by the US Department of Transportation, Federal Highway Administration.

4. Rollover Protection and Seat Belts: In addition to the Safety and Health requirements of clause Federal Acquisition Regulation (FAR) 52.236-13 of Part 2, Section I of this Contract, rollover protection and seat belts required by 29CFR 1926 (OSHA) shall be extended to include equipment regardless of the year of manufacture.

E. Protections:

1. Comply with all applicable federal, state, and local environmental laws and regulations. This condition applies to, but is not limited to, laws and regulations governing noise levels, air and water quality standards, erosion control, surface runoff, and cultural resources.

2. Provide erosion control methods (such as watering dry soils) and appurtenances (such as silt fence) as necessary to prevent wind-borne dust and water-borne silt from leaving the immediate work area.

3. Immediately stop work if paleontological, archaeological or historical remains (including burials or skeletal material) are encountered, immediately stop the work and notify the Construction Representative, COR, or Contracting Officer. The Contracting Officer will notify the Regional Archaeologist so the provisions of 36 CFR 800.7 (Resource Discovered During Construction) and other relevant laws are followed. Work will cease in the immediate vicinity until permitted to resume by written order from the Contracting Officer. Work in other areas may proceed as approved by the Contracting Officer.

4. Protect adjacent vegetation, property, structures, and improvements from damage.

5. Heavy equipment operated on FWS roads and parking areas shall comply with highway-legal load limits unless explicitly approved otherwise. Prior to operations, the Contractor and Contracting Officer will document condition of roads and parking. The Contractor is responsible for repairs of damage to roads and parking caused by their own actions.

6. Clearing limits and working limits are as shown on the drawings and approved in the field. Do not remove any trees without prior COR field review and approval. If no clearing limits are indicated, contact the COR for clarification. Coordinate with the local FWS staff to select a construction staging area. Construction equipment and operations shall be contained within the work limits and staging areas.

F. Closeout Procedures

1. Training: Thoroughly familiarize the local FWS staff with the improvements and train them to be proficient in overall system operation and maintenance.

2. Tools and spare parts: Deliver to the project site all specialty tools, valve handles, fan belts, filters, spare parts, keys and similar devices such that the FWS staff is able to operate and maintain the work.

3. Maintenance Materials: Deliver maintenance materials to Station Manager, coordinate location of storage. (Provide consumable items in such quantities as needed for the first year of operation.)

4. Final Inspection: Submit a request in writing to the CO requesting the Final Inspection. Notify the COR at least ten (10) calendar days prior to the anticipated date of completion of all Work. The COR will proceed with Final Inspection as promptly as practicable. The time required for such Final Inspection and for making any corrections as a result thereof shall be included in the contract performance time. The Contractor representative responsible for the work shall be present at the Final Inspection and shall submit a preliminary list of unfinished work prior to Final Inspection.

Figure 1:

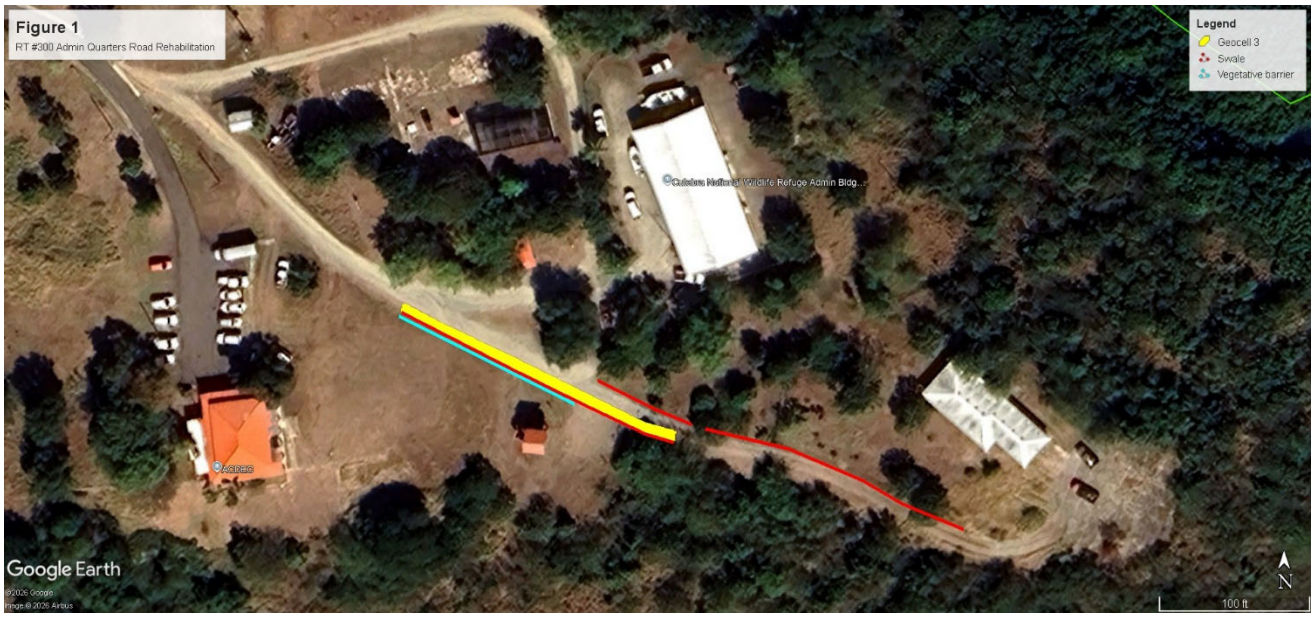

Figure 2:

END OF STATEMENT OF WORK