Statement of Work
New Weatherproof Membrane Roofs
Florida Keys National Marine Sanctuary (FKNMS)
Nancy Foster Florida Keys Environmental Complex
33-35 East Quay Road, Key West FL 33040

1. Description of Services:

This contract will employ the services of a contractor to assess/ install these project(s) for NOAA's Florida Keys National Marine Sanctuary (FKNMS) at the Dr. Nancy Foster Florida Keys Environmental Complex. The complex consists of three buildings: (A) Marine Operations Center Maintenance Building, (B) Administrative Office Building, and (C) the Florida Keys Eco Discovery Center (EDC) visitor center.

The projects include installation of new weatherproof roof membranes for all three buildings.

The contractor shall provide all personnel, equipment, tools, supervision, transportation, travel related expenses, and other items and services necessary for repair / installation / completion of the projects listed in this Statement of Work at Government properties to ensure the facilities remain fully functional and properly maintained.

2. Purpose:

The purpose of this task order is to provide the National Oceanic and Atmospheric Administration (NOAA), National Ocean Service (NOS) with the services of a professional contractor to implement the project(s) described in the SOW. The scope of work includes a site assessment, review of available documentation on existing site conditions, supply of the required materials, installation, and testing.

3. Place of Performance:

The place of performance is the Florida Keys National Marine Sanctuary, Nancy Foster Florida Keys Environmental Complex, located at 33-35 East Quay Road, Key West, FL 33040.

4. Period of Performance:

September 30, 2026 – February 28, 2027

Services performed under this contract shall be performed during hours approved by the Project Manager (PM), but typically will be Monday through Friday between the hours of 8 AM and 4:30 PM, excluding federal holidays.

5. Background

Dr. Nancy Foster Florida Keys Environmental Complex was constructed in 2004-2005 and consists of three buildings: (A) Marine Operations Center Maintenance Building, (B) Administrative Office Building, and (C) the Florida Keys Eco Discovery Center (EDC) visitor center.

To enhance the functionality, safety, and integrity of the facility, all three buildings will benefit from additional improvements which are detailed in this SOW. These additions will preserve the facility functions by installing new weather-proof membrane on the roof areas.

6. Statement of Work

a) General:

Post-Award Kick-off Meeting – All parties shall meet (by teleconference call) with the Technical Point of Contact/Project Manager (TPOC/PM) to discuss the work to be accomplished. The meeting is required to obtain the following:

- Explain the contractual and functional requirements of this contract.
- Discuss contractor's proposed method of assessment and safety procedures.
- Establish clear lines of communication and points of contact between the Government and the Contract team.
- Establish scheduling and acceptable submittal dates in order to comply with the Period of Performance dates.

b) Tasks:

CLIN 0001: Building C – Restoration of the Eco Discovery Center roof (single story with roof access):

The Eco Discovery Center (EDC) utilized an older Navy structure with a modified asphaltic roof system. It has a low-pitch gable roof with a new addition having a flat roof.

The original section of the EDC with the low-pitched roof is approximately 8,500 square feet and in need of repair.

A solar PV mat system installed in 2010 has caused significant damage to the underlying weather-proof membrane, including arching, blistering, peeling, and

leakage. These issues have already led to water intrusion during rainstorms, threatening the building's structural integrity.

The solar PV system is scheduled for removal in January 2027. Following its removal, the roof will require immediate restoration. The facility roof shall be restored, including replacing any compromised roof components and applying a new membrane specifically designed to provide a waterproof seal capable of withstanding the local extreme heat, sun, wind, and rain.

i. The existing roofing system shall be restored (approximately 8,500 SF).
ii. The roof restoration on this building will require the following subtasks:
    a. Coordination of the work schedule shall take place within 72 hours of the removal of the solar PV mat system.
    b. Removal and disposal of any damaged areas of the existing roof system (as appropriate).
    c. Replacement of damaged and deficient flashings, membrane roof sections.
iii. Re-coating:
    a. Install heavy coat of appropriate silicone white roof coating, in accordance of manufacturers specifications to adhere to manufacturer's warranty guidelines.

Installation:

i. The roofing work shall be installed by a certified manufacturer installer to ensure the design and manufacturer's instructions are met and manufacturer can honor the warranty.
ii. All work completed shall meet industry standards, manufacturer's instructions, and comply with local and federal regulations.

Operations during Installation:

i. The Contractor shall contact the NOAA Program Manager or the NOAA Technical Point of Contact to coordinate all meetings and installation issues related to this project.
ii. The Contractor shall check-in with the NOAA Project Manager or the NOAA Technical Point of Contact prior to commencing and ending work activities each day.

Disposal:

i. Perform daily clean-up to collect all project wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris shall be disposed of in a legally acceptable manner.

ii. Approved locations for dumpsters will be identified by the building maintenance staff for Contractor's use, and the frequency for removal from the facility shall be described in the Contractor's demolition plan.
iii. Demolished equipment and materials shall not be stored on-site.
iv. The requirements for disposal of materials shall be in accordance with all applicable County, State, and Federal laws, regulations, and codes.
v. The Contractor shall ensure that the project area and areas adjacent to the project area are maintained in a clean and safe condition.

Schedule:

i. Installation of the membrane shall be coordinated with the PM to take place within 72 hours of the removal of the solar photovoltaic (PV) mat system to avoid potential water intrusion to the building. Removal of the solar PV mat system will be completed outside of this contract and is scheduled to take place in January, 2027.
ii. The Government desires completion of the work as quickly as possible, once the solar PV mat system is removed. An efficient and expeditious prosecution of work is a requirement of the contract.
iii. TASK/DELIVERABLE SCHEDULE (as applicable)

ACTIVITY	DUE DATE
Kick-off Meeting	Within 14 calendar days of Notice of Award
Materials Submittal	Within 21 calendar days of the Schematic Design Review Conference
Submittals Review Gov't Comments	Within 7 calendar days of the submittal
Pre-Project Meeting	14 calendar days from Final Design Submittal
Final Inspection/Substantial Complete	60 calendar days from award

Guarantee of Work:

i. The contractor shall guarantee all work and agree to remedy, at their own expense, any defects caused by poor workmanship or materials. The contractor shall provide a one (1) year complete warranty on all parts and labor in addition to a 15-year water tightness warranty from the roofing manufacturer.

CLIN 0002: Restoration of the Administrative Building (Building B – two story with roof access) roof:

The Administrative Building roof that requires repair is approximately 4,500 square feet, flat and covered with a deteriorated weather-proof membrane. Over time, several areas, especially corners, have developed leaks during rainstorms which will cause further deterioration of the roof and other building components. The facility roof shall be restored by any existing roof components that are compromised or not functional and applying a new membrane that will provide a waterproof seal for the roof that is designed to withstand the extreme heat/sun, wind, and rain conditions of the location.

i. The existing roofing system will be restored (approximately 4,500 SF).
ii. The roof restoration on this building will require the following subtasks:
    a. Removal and disposal of any damaged areas of the existing roof system (as appropriate).
    b. Replacement of damaged and deficient flashings, membrane roof sections.
iii. Re-coating:
    a. Install heavy coat of appropriate silicone white roof coating, in accordance of manufacturers specifications to adhere to manufacturer's warranty guidelines.

Installation:

i. The roofing work shall be installed by a certified manufacturer installer to ensure the design and manufacturer's instructions are met and manufacturer can honor the warranty.
ii. All work completed shall meet industry standards, manufacturer's instructions, and comply with local and federal regulations.

Operations during Installation:

i. The Contractor shall contact the NOAA Program Manager or the NOAA Technical Point of Contact to coordinate all meetings and issues related to this project.
ii. The Contractor shall check-in with the NOAA Project Manager or the NOAA Technical Point of Contact prior to commencing and ending work activities each day.

Disposal:

i. Perform daily clean-up to collect all project wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris shall be disposed of in a legally acceptable manner.
ii. Approved locations for dumpsters will be identified by the building maintenance staff for Contractor's use, and the frequency for removal from the facility shall be described in the Contractor's demolition plan.
iii. Demolished equipment and materials shall not be stored on-site.
iv. The requirements for disposal of materials shall be in accordance with all applicable County, State, and Federal laws, regulations, and codes.
v. The Contractor shall ensure that the project area and areas adjacent to the project area are maintained in a clean and safe condition.

Schedule:

i. The Government desires completion of the work as quickly as possible. An efficient and expeditious prosecution of work is a requirement of the contract.
ii. TASK/DELIVERABLE SCHEDULE (as applicable)

ACTIVITY	DUE DATE
Kick-off Meeting	Within 14 calendar days of Notice of Award
Materials Submittal	Within 21 calendar days of the Schematic Design Review Conference
Submittals Review Gov't Comments	Within 7 calendar days of the submittal
Pre-Project Meeting	14 calendar days from Final Design Submittal
Final Inspection/Substantial Complete	60 calendar days from award

Guarantee of Work:

i. The contractor shall guarantee all work and agree to remedy, at their own expense, any defects caused by poor workmanship or materials. The contractor shall provide a one (1) year complete warranty on all parts and labor in addition to a 15-year water tightness warranty from the roofing manufacturer.

CLIN 0003: Restoration of the Marine Operations Center Maintenance Building (Building A – two story with roof access) roof:

The Marine Operations Center Maintenance Building roof that requires repair is approximately 3,500 square feet, flat and covered with a deteriorated weather-proof membrane. Although there are no known leaks, the roof is showing evidence of extreme wear and in need of repair to prevent further deterioration of the roof and other building components. The facility roof shall be restored by any existing roof components that are compromised or not functional and applying a new membrane that will provide a waterproof seal for the roof that is designed to withstand the extreme heat/sun, wind, and rain conditions of the location.

i. The existing roofing system will be restored (approximately 3,500 SF).
ii. The roof restoration on this building will require the following subtasks:
    a. Removal and disposal of any damaged areas of the existing roof system (as appropriate).
    b. Replacement of damaged and deficient flashings, membrane roof sections.
iii. Re-coating:
    b. Install heavy coat of appropriate silicone white roof coating, in accordance of manufacturers specifications to adhere to manufacturer's warranty guidelines.

Installation:

i. The roofing work shall be installed by a certified manufacturer installer to ensure the design and manufacturer's instructions are met and manufacturer can honor the warranty.
ii. All work completed shall meet industry standards, manufacturer's instructions, and comply with local and federal regulations.

Operations during Installation:

i. The Contractor shall contact the NOAA Program Manager or the NOAA Technical Point of Contact to coordinate all meetings and issues related to this project.
ii. The Contractor shall check-in with the NOAA Project Manager or the NOAA Technical Point of Contact prior to commencing and ending work activities each day.

Disposal:

i. Perform daily clean-up to collect all project wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris shall be disposed of in a legally acceptable manner.

ii. Approved locations for dumpsters will be identified by the building maintenance staff for Contractor's use, and the frequency for removal from the facility shall be described in the Contractor's demolition plan.
iii. Demolished equipment and materials shall not be stored on-site.
iv. The requirements for disposal of materials shall be in accordance with all applicable County, State, and Federal laws, regulations, and codes.
v. The Contractor shall ensure that the project area and areas adjacent to the project area are maintained in a clean and safe condition.

Schedule:

i. The Government desires completion of the work as quickly as possible. An efficient and expeditious prosecution of work is a requirement of the contract.
ii. TASK/DELIVERABLE SCHEDULE (as applicable)

ACTIVITY	DUE DATE
Kick-off Meeting	Within 14 calendar days of Notice of Award
Materials Submittal	Within 21 calendar days of the Schematic Design Review Conference
Submittals Review Gov't Comments	Within 7 calendar days of the submittal
Pre-Project Meeting	14 calendar days from Final Design Submittal
Final Inspection/Substantial Complete	60 calendar days from award

Guarantee of Work:

i. The contractor shall guarantee all work and agree to remedy, at their own expense, any defects caused by poor workmanship or materials. The contractor shall provide a one (1) year complete warranty on all parts and labor in addition to a 15-year water tightness warranty from the roofing manufacturer.

7. Work Restrictions and Requirements

a) Permits and other Applicable Regulations:
The contractor is responsible for obtaining any applicable permits that are required for the projects described in this SOW. The contractor shall also ensure that the projects comply with applicable regulations and codes.

b) **Scheduling Requirements:**
The work under this contract requires special attention to the scheduling and conduct of the work in connection with existing operations. Work shall be conducted so as to avoid conflict with normal ongoing facility operations unless otherwise agreed upon.

c) **Communications:**
The contractor shall furnish a list of contractor personnel (and any subcontractors) contact information including addresses and telephone numbers for use in the event of an emergency within 15 days of the award notice. As changes occur and additional information is available, correct and update the information contained in previous lists.

d) **Working hours:**
Regular working hours shall consist of an 8-hour period, between 8 AM and 4:30 PM, Monday through Friday, excluding Government holidays. Work outside regular working hours requires Technical Point of Contact approval. To access the facility, the contractor will be required to coordinate with the TPOC/PM.

8. Deliverable items and schedules

The contractor shall conduct and/or deliver items in accordance with the following schedule:

a) Post-Award Kick-Off meeting – the Post-Award Kick-Off meeting will be scheduled within the first five business days of the Period of Performance start date.
b) Pre-Project Preliminary Work – The contractor shall conduct a site inspection of the EDC in order to get a better idea of the scope and nature of the work described in the SOW. (Contractor shall conduct a review of the SOW and attachments prior to the site inspection). The contractor shall provide estimates on the tasks described in the SOW and recommend alternatives if any of the work is cost prohibitive.
c) Implement the task - Within 60 days of the Period of Performance start date, the contractor shall identify a qualified technician to perform the work described in the SOW.

9. Government Furnished Information

The Government shall provide the contractor the following information (if requested):

- Electronic .pdf files of the relevant building plans

10. Security Requirements

a) Contractors will be escorted while performing maintenance in the Dr. Nancy Foster Florida Keys Environmental Complex. All work shall be coordinated in advance directly with the Technical Point of Contact (TPOC) or Project Manager (PM), listed below, in advance to ensure an escort is available. For

security purposes, a valid U.S driver's license or ID will be requested for all on site workers.

b) Physical Security. The contractor shall be responsible for safeguarding all government property involved in and around the work space. Contractor shall be responsible for repairing or replacing any damage to the government's property, including but not limited to existing structures, finishes, fixtures, and personal belongings, that occurs as a direct result of the Contractor's work or operations during the project, at no additional cost to the government.

11. IT Security Requirements

The Certification and Accreditation (C&A) requirements of 48 CFR 1352.239-73 do not apply, and a Security Accreditation Package is not required. The Contractor will not be accessing US government computers or IT systems for this effort. The Contractor will not be accessing any information that is not within the public domain for this effort. The contractor will not be processing, transmitting or storing privileged access information (i.e., non-public) in carrying out the tasks of this contract.

12. Contacts / Submittal Mailing List

TBD at time of award