US Department of Agriculture (USDA)

# Statement of Work

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## Project

26 ANF SUPERVISOR'S OFFICE EXTERIOR BUILDING REPAIRS

## General Information

### 1.0 Scope of Work

The project objective is the replacement of rotted exterior wood siding, replacement of damaged fascia and wood trim, replacement of the current gutter and downspout system, and the replacement of interior acoustic ceiling tiles damaged by roof leaks during 2023 atmospheric storms. The objective is to restore the facility envelope, prevent further water intrusion, and reinstate interior finishes to their original condition.

### 2.0 Background

The Angeles National Forest Supervisor's Office (SO) is a complex building consisting of a 24,515 square foot administrative facility that was constructed in 2012. The building houses USDA staff, with approximately 80 full-time employees (FTEs) and many seasonal or temporary employees. The building is certified as LEED Gold and meets all current accessibility and energy efficiency requirements.

Over time, deterioration of certain exterior building components has occurred due to natural weathering and normal environmental exposure. This deterioration has been exponentially accelerated by recent severe storm events, including multiple major storms in 2023 and the impacts of Hurricane Hilary. These weather events caused significant moisture intrusion, increased wood rot, and contributed to the failure of fascia, trims, gutters and interior ceiling components. As a result, comprehensive repairs are now required to restore the facility and prevent further damage.

### 3.0 Location

**Angeles National Forest**
**Supervisor's Office**
701 N. Santa Anita Ave,
Arcadia, CA 91006

### 4.0 Estimated Start Date / Period of Performance

Period of Performance: 100 calendar days

** While the contract Period of Performance (POP) is established at 100 days, the primary scope of work is anticipated to be completed promptly following the issuance of the Notice to Proceed (NTP). The 100-day period is intended to provide sufficient lead time for the replacement of all items listed below.

### 5.0 Drawings and Specifications

*[X] Product Brochures of Existing Wood Siding and Acoustic Ceiling Tiles*
*These specifications are physically incorporated in the solicitation.*

### 6.0 Restrictions on Work

- Work hours are limited to non-holiday weekdays, Monday – Friday, 0700 – 1900. Work site much be clear by noon the Friday before a Monday holiday.
- In accordance with the fire plan, if included in Section J.
- When the Contracting Officer (or designated representative) determines that adverse weather has made access too dangerous or that continued vehicular travel would cause unacceptable road damage.
- For sites requiring archaeology monitoring, contractor must notify COR at least 24 hours prior to any ground disturbing activities and no ground disturbing activities may occur without a Forest Service archaeologist on site.
- When the Contracting Officer or designated representative determines that work must stop due to the presence of archaeological artifacts.
- Contractor is responsible for the security of their tools and equipment at all times.
- Contractor is responsible for removal and disposal all excavated dirt and shall not leave excavated dirt scattered over the site, unless approved by the COR.
- All trash and loose materials shall be secured by the contractor daily.

- The Contractor is responsible for installing sediment control devices, such as straw wattles, to prevent sediment runoff to nearby areas. Excavation work shall not commence until sediment control devices have been installed and approved by the COR.
- The Contractor shall not use Government trash facilities without the COR'S approval.
- All construction debris remains the property of the Contractor and shall be properly disposed of off National Forest Land.
- The contractor will be able to utilize the Forest Service Roads; however, the Contractor will be responsible for any damage to the roads due to construction activities. The contractor shall be responsible for obtaining permission to use all other roads and staging areas.

## 6.0 Camping and Housing

Camping is not permitted in US Forest Service campgrounds. Contractor [ ] will [X] will not be permitted to camp elsewhere on US Forest Service land. Camping on Forest Service land is not a right; permission may be revoked for failure to comply with the terms of the permit.

## 7.0 Required Submittals

Submittal 001 – Mobilization
Submittal 002 – Material Sample / Product Data (Wood Siding)
Submittal 003 – Material Sample / Product Data (Acoustic Ceiling)
Submittal 004 – Material Sample / Product Data (Wood Conditioning)
Submittal 005 – Material Sample / Product Data (Gutter and Downspout)
Submittal 006 – Quality Control
Submittal 007 – Contract Schedule
Submittal 008 – Material Warranty (Wood Siding)
Submittal 009 – Material Warranty (Wood Conditioning)
Submittal 010 – Material Warranty (Gutter and Downspout)

## Contractor Requirements

## 8.0 Technical Requirements / Tasks

The Contractor shall furnish all labor, materials, equipment, supervision and incidentals necessary to perform the repairs and replacement described below. All work shall comply with applicable building codes, local county and state regulations, industry standards and facility guidelines.

***Item 002 - 003 – Repair to Exterior Wood Siding, Soffit, Fascia, Eaves, and Trims***

The Contractor is to inspect all exterior wood siding, soffit, fascia, eaves, and trims to determine the full extent of rotted or water-damaged wood. The Contractor is to remove all deteriorated wood components and associated underlayment as needed. The contractor is to install new wood components while matching the existing profile, dimensions, and material type for the building. Work is also to include the replacement of thermal barrier when replacing wood siding.

***Item 004 – Wood Preparation (Wood Conditioning) for Staining and Wood Staining***

The Contractor is to prepare all wood components including siding, fascia, soffit, eaves, window shades and trims for staining through proper sanding, cleaning and surface condition. The Contractor is to apply wood conditioner or manufacturer-recommended pretreatment to ensure even stain absorption and long-term finish durability. The Contractor shall finish all wood siding, fascia, soffit, eaves, window shades and trims with a wood stain to match the existing building color.

***Item 005 – Gutter and Downspout System Replacement (In-Kind Replacement)***

The Contractor is to remove existing damaged or failing gutters and downspouts. The Contractor is to inspect all fascia and roof edge for damage prior to installation of the new gutter and downspout system. The Contractor is to install new gutter and downspout systems designed to manage stormwater effectively. The Contractor is to ensure sizing, slope, hangers, connections and discharge locations meet current building codes and manufacturer installation standards. The new gutter and downspout system shall match the existing system in size, material type and color.

***Item 006 – Interior Acoustic Ceiling Tile Replacement***

The Contractor shall account for all acoustic ceiling tiles impacted by past roof leaks and water damage. The Contractor is to remove and dispose of stained, warped, or damage tiles. The Contractor shall inspect the ceiling T-bars before the installation of the new ceiling tiles. The new ceiling tiles are to match the existing size, style and acoustic rating of the existing non-damaged tiles. It will be

the responsibility of the Contractor to cut existing holes in the tile to match any supporting devices that penetrate through (i.e. fire alarm lights, fire sprinkler heads, motion detectors, and recessed lighting, etc).

- See Contract Drawings (Ceiling Tiles and Wood Siding Specifications) for Exhibits of the areas and types of acoustic ceiling tiles that will need to be replaced.

- For Law Enforcement Area, prior request approval will need to be granted before entering the work area. Approximately 20SF of Armstrong Cirrus Second Look III #511 acoustical panels will be needed for this area.

- For the rest of the Supervisor's Office, approximately 380SF of Armstrong Cirrus Second Look II #510 acoustical panels will be needed.

## 9.0 Government Furnished

*Government Furnished Materials*

- Access Card for Re-entry into Government Compound
- Government Yale Key for Access to Primary Gate

## 10.0 Deliverables / Schedule

*All written deliverables shall be phrased in layperson language.*

- ***Tasks and Associated Deliverables**: Timely submission of deliverables is essential to the successful completion of this requirement. Schedules for deliverables are specified on the table below.*
- ***Reporting Requirements**: The contractor is required to provide written progress reports {weekly} for the project duration. The original and 3 copies are required. The progress report shall cover all work completed during the specified period and shall present the work to be accomplished during the subsequent period. This report shall also identify any problems that arose and a statement explaining how the problem was resolved. This report shall also identify any problems that have arisen but have not been completely resolved and provide an explanation.*

***Key Deliverables***

| *Item No.* | *Deliverable* | *Objective* | *Due* |
|---|---|---|---|
| *1* | *Proposed Project Plan* | *Defining the responsibilities, timeline, risks and milestones of contract objectives. Ref. Subtask 4.1.3* | *No later than five (5) business days after contract award* |
| *2* | *Weekly Status Report* | *Report documenting tasks & issues weekly. Ref Task 5.1* | *Weekly, every Friday, by 3:00 PM EDST until the contract expires* |
| *1* | *Proposed Mobilization Plan* | *Contractor to define temporary staging area for supplies.* | *No later than five (5) business days after contract award.* |
| *2* | *Material Sample / Product Data (Wood Siding)* | *Contractor to provide material sample / product data for the proposed wood siding replacement* | *No later than ten (10) business days after contract award.* |
| *3* | *Material Sample / Product Data (Acoustic Ceiling)* | *Contractor to provide material sample / product data for the proposed acoustic ceiling replacement* | *No later than ten (10) business days after contract award.* |
| *4* | *Material Sample / Product Data (Wood Conditioning)* | *Contractor to provide material sample / product data for the proposed wood conditioning, including preparation and application procedure for wood staining.* | *No later than ten (10) business days after contract award.* |
| *5* | *Material Sample / Product Data (Gutters and Downspouts)* | *Contractor to provide material sample / product data for the proposed gutters and downspouts replacement* | *No later than ten (10) business days after contract award.* |
| *6* | *Quality Control* | *Contractor to provide quality control for scaffolding work to ensure all scaffolding is erected, inspected, maintained, and dismantled in accordance with applicable OSHA regulations, manufacturer specifications, and industry standards.* | *No later than five (5) business days after contract award.* |
| *7* | *Contract Schedule* | *Contractor to provide a contract schedule which will be used to effectively plan, coordinate and monitor all project activities to ensure timely completion of work. Schedule will also be used to communicate upcoming work activities to facility personnel,* | *Within five (5) business days before the commencement of work.* |

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|---|---|---|---|
| | | *providing advance notice of areas that will be temporarily restricted or inaccessible.* | |
| *8* | *Material Warranty (Wood Siding)* | *Contractor to provide a comprehensive material and workmanship warranty that ensures all installed materials and completed work are free from defects and comply with the project specifications, contractual requirements, and applicable quality standards for the duration of the warranty period.* | *Within ten (10) business days after completing the required work.* |
| *9* | *Material Warranty (Wood Conditioning)* | *Contractor to provide a comprehensive material and workmanship warranty that ensures all installed materials and completed work are free from defects and comply with the project specifications, contractual requirements, and applicable quality standards for the duration of the warranty period.* | *Within ten (10) business days after completing the required work.* |
| *10* | *Material Warranty (Gutters and Downspouts)* | *Contractor to provide a comprehensive material and workmanship warranty that ensures all installed materials and completed work are free from defects and comply with the project specifications, contractual requirements, and applicable quality standards for the duration of the warranty period.* | *Within ten (10) business days after completing the required work.* |

## 11.0 Contractor's Key Personnel

The Contractor shall provide and maintain key personnel who possess the qualifications, experience and relevant past performance necessary to successfully perform the work required under this contract. The Contractor's proposed key personnel shall demonstrate a proven record of successfully performing work of similar scope, complexity and magnitude. Any substitution of key personnel during the contract performance period shall be shared with the Contracting Officer Representative and shall be with individuals possessing qualifications and relevant past performance that are equal or exceed those of the personnel originally proposed.

## 12.0 Security Requirements

The project site is located within a state-owned secured facility that requires badge and key access throughout the compound. The Contractor will be issued temporary access credentials that provide restricted access only to the designated work area within the building and the authorized employee parking lot. The Contractor shall ensure that all personnel comply with the facility's security requirements and access control procedures while performing work under this contract.

## 13.0 Site Visit

Organized Site Visit Details:

- Date / Time:  August 12, 2026 at 1000
- Address / bldg. #:  701 N. Santa Anita Ave., Arcadia, CA 91006

FS personnel leading Site Visit Contact Info

- Title: Facilities Engineer / COR
- Name: Javier Diaz
- Phone #: 626-656-0447
- Email: javier.diaz@usda.gov

**NOTE** - COR shall not be contacted outside of information pertaining to the site visit. Emailing or calling COR outside of the site visit may result in your firm being removed from eligibility.

It is the responsibility of the contractor to inspect the site to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance. Please be advised that failure to inspect the site will not constitute grounds for any claims after the contract award.