STATEMENT OF WORK
Construction Indefinite Delivery/Indefinite Quantity (IDIQ)

GENERAL SCOPE OF WORK: The United States Holocaust Memorial Museum's (USHMM) Division of Operations, Office of Facility Services has identified a requirement for the award of up to five (5) Firm Fixed Price (FFP) Indefinite Delivery/Indefinite Quantity (IDIQ) Construction Contracts to support the USHMM and its associated buildings.

The proposed contract is for a full range of General Construction/Contracting (GC) support. The scope of work includes, but is not limited to all labor, materials, equipment, access and supervision necessary to accomplish various repairs, alterations, restoration/modernization, demolition work, and may include civil, structural, mechanical, electrical, fire protection, finish carpentry, painting and communications systems work. Work will be accomplished through the issuance of Task Orders (T.O.) for all constructed assets on the USHMM campus.

PERIOD OF PERFORMANCE: The contract will be for one (1) base year with options to extend for four (4) one-year periods if the museum chooses to do so. The total estimated construction cost for the five year period (base year and four one-year options) is not to exceed $4,000,000.00 for the life of the contract. The total annual amount shall not exceed $1,000,000.00.

The Government will regularly review IDIQ performance and requirements to determine the need for onramping.
The Government reserves the right to issue a new solicitation to add additional Contractors to meet requirements quickly as needs arise and to increase competition. On-ramp procedures may be implemented at any time by reopening the competition using the same basis of award as the initial solicitation. Any resulting IDIQ awarded will have the same terms and conditions as the current contract without affecting the overall period of performance.
The Government also reserves the right to implement off-ramp procedures, which could result in the removal of IDIQ holders. Criteria for off-ramping may include, but are not limited to, IDIQ holders not proposing on order requests, not receiving at least one order award, and/or not meeting Scope of Work (SOW) requirements satisfactorily. If off-ramp procedures are implemented IDIQ holders will be removed by not exercising the next available option or terminating the contract.

The USHMM main campus is located south of Independence Ave, SW, between 14th and 15th streets, Southwest Washington D.C. There are two buildings: the Ross Administrative Center (RAC) building and the Museum building which include all driveways, plaza areas and vegetation areas. The seven-story 258,000 square foot Museum was opened in 1993. The RAC is a historically significant building with four stories and approximately 46,000 square feet of administration space and a public café. There are approximately 35,000 square feet of paved and landscaped area. The USHMM also has a collections facility located in Bowie, MD which is approximately 103,000 square feet of administration space, conservation labs, general storage, and artifact storage space.

OBJECTIVES: Basic services shall be to provide the USHMM with GC services that allow for the completion of individual Task Orders as described in this Statement of Work.

GENERAL INFORMATION: All information described below will be relevant to each task order for the duration of the contract.

SITE ACCESS:
Operating hours for the Museum's facilities are as follows:
The Museum: Open to the public at 10:00 a.m. until either 5:30 or 6:30 p.m. daily, depending upon the time of year.Staff areas are occupied from 7:00 a.m. until 7:00 p.m.

Ross Administrative Center: Museum Cafe is open 8:30 a.m. until either 4:30 or 5:30 p.m. daily, depending upon the time of year. Staff areas are occupied 7:00 a.m. until 7:00 p.m., Monday through Friday, excluding legal holidays.

Portals: 7:00 a.m. until 7:00 p.m., Monday through Friday, excluding legal holidays

The Shapell Center: 7:00 a.m. until 7:00 p.m., Monday through Friday, excluding legal holidays.

Museum facilities are closed on Christmas day and Yom Kippur. All on-site work to be performed as part of this contract shall be performed during off duty hours, unless approved otherwise by the COR in advance. The work shall neither disrupt nor interfere with any special events, which are listed in the Museum's Calendar of Events. The final schedule shall be coordinated with and approved by the COR. If work is performed during normal operating hours, all loud work and material or trash movement in and through the Museum must be accomplished before 9:00 a.m. The Contractor shall be escorted at all times while on site, either by a Museum staff member, a member of the Museum's Security force, or a badged employee of the Contractor. The Contractor and all employees shall be subject to the Museum's standard security inspection, as are all deliveries. The Contractor's Project Managers, Superintendents, and Trade Foremen may be badged and act as an escort. The average time to acquire a badge is 30 days. Parking is limited and not guaranteed. The contractor may request parking as part of their weekly schedule, and the COR will notify them if parking has been made available. The request shall include vehicle make, model and driver for each vehicle needing a space. If needed, the contractor may temporarily park in the loading dock to off load material and tools. The contractor shall notify the COR with as much time as possible. Access to the loading dock is not guaranteed. The contractor will be subject to security screenings each time they enter any facility of the USHMM. All trash, dirt and/or debris generated as part of the work of this contract shall be disposed off Museum property. The contractor is responsible for providing their own trash containers. The contractor is not permitted to use the USHMM dumpster unless coordinated with the COR. Deliveries. The contractor shall notify the COR at least 7 days prior to any deliveries being made directly to the Museum on their behalf. Below is the address for deliveries.

Please make sure that the COR and Contractor's name are on all delivery packages, as follows:

ATTN: [COR] via [Company Name]
United States Holocaust Memorial Museum
100 Raoul Wallenberg Place, SW
Washington, DC 20024-2126

SAFETY: The Contractor shall comply with all applicable federal, state and local safety, health, and environmental regulations, including the standards set by the Occupational Safety & Health Administration (OSHA). The Contractor shall, at no additional cost to the USHMM, obtain all licenses and permits required for the performance of specialty or hazardous work in order to comply with all applicable Federal, State and local laws. Evidence of such permits and licenses shall be provided to the USHMM upon request. The work on this contract shall not obstruct access to or egress from the Museum at any time. Details of all staging and access to the work site by the Contractor shall be coordinated with and approved by the COR prior to commencing work. The Contractor shall at all times keep work areas including storage areas free from accumulations of waste material or rubbish. Any hazardous waste must be removed by qualified personnel and be documented and submitted to the COR.

PAYMENT INSTRUCTIONS: The Contractor may submit invoices for work completed on a monthly basis, reflecting the percentage of work completed to that date. The COR will need to review all invoices to validate the level of billing prior to payment. Send all proposed invoices electronically, or by mail if preferred, to the COR for review and approval.

Invoices must contain the following items in order to begin processing:

Name and address of the contractor.
Invoice date and invoice number. (Contractors should date invoices as close as possible to the date of mailing or transmission.)
Period of performance (date(s) of service) for which supplies or services are being invoiced.
Contract number or other authorization for supplies delivered or services performed (including order number and line item number).
Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
Any other information or documentation required by the contract (e.g., evidence of shipment).

The COR will notify the contractor within seven (7) days if the submitted invoice is approved or if a resubmission is required. Once given notice of approval by the COR, the contractor will submit a formal submittal which will then be processed by COR for payment.

QUALITY CONTROL: USHMM will conduct periodic, random inspections while the work is in progress to ensure the Contractor is in compliance with project specifications. The COR shall notify the Contractor immediately of any defects and or discrepancies in workmanship or materials noted during the inspections. In addition, the inspector shall notify the Contracting Officer in writing of the problem. The Contractor shall correct these items at no additional cost to the USHMM. The contractor shall install all items and perform all work in strict accordance with project requirements, manufacturer's instructions, industry standards, and in accordance with all National, State, and local codes. The Contractor shall perform their own Quality Assurance, in addition to the USHMM inspection, to ensure that all work is done in compliance with these requirements and to a standard of quality commensurate with that shown in the rest of the Museum. All materials, unless otherwise indicated, shall be equal to those found in the existing adjacent portion of the Museum. The Contractor shall at all times protect and preserve all USHMM materials, supplies, equipment, and property. The Contractor shall be responsible for all repairs to bring damaged equipment or property back to their original condition at no cost to the Museum.

WARRANTIES: All work done under this contract shall abide by FAR 52.246-21, Warranty of Construction, requires federal construction contractors to guarantee that work, materials, and equipment conform to contract requirements and are free from defects in workmanship for one year after final acceptance. Contractors must remedy defects at their own expense. The contractor shall submit all warranty information for products and equipment installed. The warranty submittal shall contain the following information regarding each product or piece of equipment. Manufacturer information: warranty acceptance and duration, contact information, project/job specific number, warranty maintenance guidelines.

CONTRACTOR REPORTING REQUIREMENTS: Prior to the issuance of the first T.O.s, the contractor shall provide the COR with a telephone number at which the contractor or his designated and authorized representative may be contacted at any time during regular working hours and an emergency number at which the contractor may be contacted in situations requiring immediate attention. The above mentioned representative must have full power and authority to act on behalf of the contractor. The Contractor shall submit a construction schedule no later than 14 calendar days after receipt of the notice to proceed for each task order unless there are time limitations. The schedule shall be subject to approval by the COR. The Contractor shall update the schedule weekly indicating progress made to date. The Contractor shall notify the COR at least 10 calendar days prior to the start of work on site of their intention to start work. All submittals necessary to start work shall be submitted and approved prior to starting work on site. The Contractor shall submit a weekly schedule on Wednesday for the work week beginning the following Monday. The COR shall use this schedule to coordinate escorts with Security, parking requests and USHMM events.Progress meetings shall be held as needed, but not less than weekly once construction has begun. The updated construction schedule shall be delivered by the Contractor at or prior to this meeting.
The contractor shall prepare and furnish monthly reports on all open T.O.s. The format and content of the report will be approved by the Contracting Officer. A copy of each report shall be provided to the COR. Information contained in the status report shall include the T.O. number, title of T.O., issue date, award date, start date, dollar amount, required completion date, actual completion date, schedule of progress and actual progress percentage, and comments.

TASK ORDERS ISSUANCE: The USHMM Contracting Office will contact each contractor selected under the IDIQ and provide them with a Scope of Work and Cover Sheet. The Scope of Work will contain task order specific requirements and all referenced construction documents. The scope will specify if the task is a design bid build or a design build project. The Cover Sheet will contain specific information on site visits and proposal submission. The Contractor shall attend the site to acquaint themselves with all conditions of the property prior to bidding on the work of a T.O., and shall be responsible for verifying all quantities and field conditions. T.O.s shall vary in size and dollar amounts. T.O.s will involve, but will not be limited to carpentry; roofing; interior renovation; carpet, window, and door installation; electrical; plumbing; painting and drywall; demolition; masonry; fire protection construction; access support; telecommunications and HVAC.

T.O. Proposal Submission.

Cost: detailed cost breakdown showing number of hours and applicable rates for each utilized labor category and other direct and indirect costs.

Work Plan: a detailed description of how the work is to be accomplished.

Timeframe for completion: an estimated project duration.

The Museum shall not pay any proposal preparation costs, nor make reimbursements for any of the costs associated with responses to these requests, nor is the Museum obligated to procure or contract for the services.

Closeout:

Substantial Completion. Before requesting a review for Substantial Completion, the contractor shall complete the following:

Prepare a list of items to be completed and corrected (punch list) and the reasons why the Work is not complete.

Prepare and submit all closeout submittals including, but not limited to, maintenance service agreements and warranty documentation.

Submit a written request for review for Substantial Completion. On receipt of request. COR will notify the Contracting Officer of Substantial Completion after review or will notify the Contractor of items that must be completed or corrected before Substantial Completion will be issued.

Final Completion. The date of Final Completion is when COR determines that the work is acceptable under the Contract Documents and the contract has been fully performed. Before requesting final review for determining the date of Final Completion, the contractor shall complete the following:

Submit a copy of the punch list, endorsed and dated by the contractor stating that each item has been completed or otherwise resolved for acceptance.

Provide final cleaning. A thorough cleaning of all construction areas shall be completed prior to turn over of construction area to USHMM.