STATEMENT OF WORK

GENERAL CONSTRUCTION SERVICES

For

OFFICE RENOVATION AT THE OFFICE LOCATED IN BELO HORIZONTE, MINAS GERAIS

RFP # 19BR2526R0004

U.S. EMBASSY
BRASILIA, BRAZIL

AUGUST 2026

SBU - CONTRACTING AND ACQUISITIONS

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1.0 PROJECT DESCRIPTION

- **PROJECT SYNOPSIS**

The aim of this Statement of Work (SOW) is for the Contractor to supply engineering services, materials, labor, tools, and equipment necessary for the successful renovation of the USG office located at Av. do Contorno, 4520, 2nd floor, Belo Horizonte, MG, Brazil, CEP 30110-028.

This renovation will consist of: i) emptying the workspace, including disassembly, removal, and temporary storage of workstations and equipment; ii) demolition of existing partitions per the attached design; iii) adequation of existing electrical, IT, telephony, and TV infrastructure; iv) construction of new partitions (glass, per two design options); v) alterations and revisions to the existing Dutotec structured raceway system; vi) supply and execution of complementary electrical, IT, and telephony installations; vii) review and replacement of existing outlets, switches, and finish plates; viii) installation of new air-conditioning units and review of existing units; ix) installation of new light fixtures and drywall ceiling repair; x) general painting; xi) supply and installation of new carpet; xii) review and repair of existing blinds; xiii) reassembly of furniture and equipment; and xiv) supply of new furniture items.

- **BACKGROUND**

The USG office in Belo Horizonte, located within a building administered by FIEMG, will undergo this renovation. All activities must be coordinated with the building administration in accordance with FIEMG's internal rules, particularly regarding demolition debris removal.

- **PROJECT BRIEF**

This project requires particular attention to several sensitive elements. The Contractor shall not perform any work on the existing security systems, server room equipment, CCTV, alarms, or access control doors — these must remain in their current locations. Any temporary removal of sensors or wiring requires prior written request and USG authorization, and any electrical shutoffs affecting these systems must be coordinated with the Contracting Officer's Representative (COR) at least one week in advance.

The Dutotec structured raceway system must be maintained and extended using only Dutotec-manufactured components, per manufacturer specifications. Air-conditioning units require dedicated electrical circuits. All new IT and telephony cabling shall be Category 6, terminated in RJ-45 outlets and RJ-45 plugs in the server room racks.

Upon completion of the work, the Contractor is required to supply as-built drawings, warranty certificates, and operation and maintenance manuals for all new equipment. A one-year warranty must be provided for all new work and equipment nstalled.

2.0 GENERAL CONDITIONS

1. **Fixed-Price Proposal.** The Contractor shall provide one fixed-priced Proposal for the complete Project that includes every aspect of the Work. The Contractor shall provide pricing broken down by Section A item, as detailed in the Bid Form (Section 3.0), including overhead/profit (BDI) and all other cost components of the global proposal.
2. **Specifications.** The Work shall be governed by applicable Brazilian Building Codes, the relevant Brazilian Standards (NBR), manufacturer specifications (including Dutotec and Pial Plus product lines), the attached drawings, and this Statement of Work. Work not in compliance with applicable codes shall be deemed unacceptable.
3. **Material Approval**. The Contractor shall submit specifications for all materials to be used for prior USG approval before any purchase is made.
4. **Execution.** The Work shall be executed diligently and in a workmanlike manner in accordance with the negotiated fixed price, this Statement of Work, the Project Schedule, and applicable Brazilian law.
5. **Work Hours.** The construction shall be executed during the hours allowed by the building administration.
6. **Workforce**. The Contractor shall provide all supervision, skilled, and unskilled labor needed to perform the work. All personnel assigned to the site must be identified in advance to the Contracting Officer's Representative, must wear uniforms at all times, and must be equipped with all necessary personal protective equipment (helmets, safety glasses, face shields, gloves, boots, etc.).
7. **Site Inspection.** The Contractor is required to inspect the site and carefully examine the drawings and specifications provided. The Contractor may not, under any pretext, claim unfamiliarity with site details or conditions; the Contractor bears sole responsibility for costs arising from any design changes that become necessary as a result.
8. **Safety.** The Contractor shall be responsible for conducting the work in a manner that ensures the safety of residents, employees and visitors of the building, and the Contractor's employees. A safety engineer shall be responsible for all work, having this responsibility registered with the CREA (local engineering council). A Safety Management Plan shall be submitted.
9. **Subcontractors.** The Contractor may not subcontract the entirety of the contracted services but may subcontract specialized portions of the work, while retaining full direct responsibility to the USG. Subcontractors must be duly registered with CREA-MG, and their engagement must be communicated to and approved by the Contracting Officer's Representative.

10. **Modification to Contract**. Should services not foreseen in this Statement of Work and its supporting technical documents become necessary, the Contractor may only proceed upon prior written authorization from the Contracting Officer. Any work performed beyond this SOW without written direction will be at the Contractor's own risk and expense.

11. **Stop Work**. At any time during the Project, the Contracting Officer reserves the right to Stop Work for protection of employees or visitors, security, or any other reason at his/her discretion.

12. **Damages and Responsibility.** The Contractor shall be fully responsible for any damages caused to the USG and/or third parties arising from execution of the contracted services. The Contractor remains responsible for the work performed until formal acceptance by the Consulate and must provide a full one-year warranty from the date of acceptance. The Contractor is also fully responsible for the site and its conservation throughout the execution period, and must repair any damages that occur during that time.

13. **USG-Furnished Material.** The Contractor assumes full responsibility for any material furnished by the USG and must replace it, at its own expense, in the event of loss or damage caused by improper handling or negligence of its personnel.

14. **Site Verification and Notice of Discrepancies.** The Contractor shall carefully study the services to be performed and verify all data and site conditions furnished by the USG. Any discrepancies, errors, or omissions — including possible violations of technical standards or regulations — must be reported to the USG in writing immediately, and prior to execution of the corresponding group of services. If the Contractor fails to identify such issues but the USG later does so, the Contractor remains obligated to correct them at its own expense, with no extension to the contractual schedule.

15. **Submittals.** The contractor is responsible to submit shop drawings prior to fabrication and release of any materials for the FAC Engineer's review and approval. The Engineer's review, however, does not relieve contractor responsibility for the engineering work necessary to complete a working system.

16. **Excavation, demolitions and Utilities.** The contractor is responsible to locate all existing utility lines prior to any excavation or demolition. Prior to disconnecting any existing utility services, the contractor is responsible to provide 48-hour advance notice to the COR.

17. **Close-out.** Prior to final acceptance, the contractor is to submit to the Engineer As-built drawings reflecting the work as constructed. The drawings shall be digitally submitted in both AutoCAD and PDF format.

18. **Housekeeping.** The contractor is responsible to clean up daily after working hours.

3.0 BID FORM

Construction Cost Breakdown

No	Descriptions	Unit	Qty	Unit Price $	Total Price $
A	**Pre construction work**				
1.1	Required post award submittals : safety plan, project schedule; initial project personnel list and documentation, etc.	LS	1		
1.2	Required design documents	LS	1		
A	**Pre construction sub total**			**Sub-Total**	
B	**Construction Work**				
2.1	Total cost for item 5.2.1	LS	1		
2.2	Total cost for item 5.2.2.1	LS	1		
2.3	Total cost for item 5.2.2.2	LS	1		
2.4	Total cost for items 5.2.2.3+5.2.2.4	LS	1		
2.5	Total cost for item 5.2.2.5	LS	1		
2.6	Total cost for item 5.2.2.6	LS	1		
2.7	Total cost for item 5.2.3.1	LS	1		
2.8	Total cost for item 5.2.3.2	LS	1		
2.9	Total cost for item 5.2.3.3	LS	1		
2.10	Total cost for item 5.2.3.4	LS	1		
2.11	Total cost for item 5.2.3.4.1	LS	1		
2.12	Total cost for item 5.3.1	LS	1		
B	**Construction sub total**			**Sub-Total**	
	SUB-TOTAL OBRA (A+B)			**Sub-Total**	
				G & A	
				Profit	
	Basic Bid -			**Total Contract Cost**	
	Payments due after final acceptance				
	1 – at final acceptance 70%(TCC-A-B)			70% (TCC-A-B)	
	2- 10 months after final acceptance: payment of final balance, provided that there are no open warranty items.			30% (TCC-A-B)	

4.0 ASSUMPTIONS AND CRITERIA

1. The contractor is responsible for field measure and to quantify the required materials to complete the job.
2. It is the responsibility of the contractor to locate and reroute all utilities prior to demolition.
3. The contractor is responsible for repairing all damages caused by the construction, to include but not limited to walls, flooring, equipment, and finishings. This also applies to the building common areas.
4. The Contractor must provide immediate written notice to the USG of any discrepancies, errors, or omissions observed — including possible violations of applicable technical standards or regulations — prior to executing the corresponding group of services.
5. If the Contractor fails to identify such discrepancies but the USG subsequently does, the Contractor remains obligated to correct them at its own expense and may not request an extension of the contractual schedule.
6. The Contractor is required to visit the site and may not, under any pretext, claim unfamiliarity with it; the Contractor bears sole responsibility for costs arising from site-related issues.
7. The Contractor is responsible for all labor, material, tools, and equipment necessary to complete the work described in this SOW, except for items explicitly identified as USG-furnished (e.g., replacement furniture, if the USG elects to provide it at no cost to the Contractor).
8. Any indispensable or complementary service not explicitly listed shall be considered part of the scope of work.
9. The contractor is responsible for cleaning up daily after working hours.

5.0 STATEMENT OF WORK:

GENERAL OFFICE RENOVATION

The project consists of the basic bid as described below:

5.1 PRIOR TO CONSTRUCTION

The Contractor shall produce the following deliverables after contract award and prior to construction:

5.1.1 – Project Schedule

Contractor shall provide a copy of a detailed project schedule, showing important milestones, for approval.

5.1.2 – Initial Project Personnel list

Contractor shall provide a list of all personnel that will participate in the construction. The list shall contain full name, date of birth, ID number and CPF number.

All sub-contractors that will be used during the project shall be approved by the Contracting Officer Representative. The sub-contractors shall be also registered with

CREA and have proven experience with similar activities. All their personnel should be listed the same way as stated in the paragraph above.

5.1.3 - Design and shop drawings

Prior to the issuance of the Construction Notice to Proceed (CNTP) by the USG, the contractor shall present for approval all related design as follows:

- Safety management plan, following the attached template provided. This shall be signed by a Safety engineer, and the proper ART shall be filed at CREA.
- Electrical drawings: proposed single line diagram showing the modifications that will take place during the renovation. This should take into account the new loads being added such as new air conditioning equipment and new outlets.
- Contractor shall provide copy of the ART filed at CREA for the design and construction.

5.1.4 – Photographic report of the existing furniture and equipment prior to the beginning or the work.

The Contractor shall perform a detailed survey of the space and its utilities as soon as the contract is awarded. With this survey, the Contractor shall develop the detailed construction documents required on item 5.1 of this document. During this phase, the contractor shall effectively communicate with the Contracting Officer's Representative (COR) to make sure the drawings are being done in accordance with the contract requirements.

5.2 THE WORK TO BE EXECUTED BY THE CONTRACTOR

After the Construction documents are approved by the COR, the Construction Notice to Proceed will be issued and the Contractor shall start construction in no more than 15 days.

5.2.1 Emptying the Space for the Work

5.2.1.1 Disassembly, Removal, and Temporary Storage of Workstations and Equipment In areas receiving new carpet, the Contractor shall power down existing equipment, partially disassemble workstations, and transport them to a locked temporary storage location. This temporary storage may be a space provided by the FIEMG building administration within the same building (to be confirmed and evaluated) or a space arranged by the Contractor. The Contractor is responsible for all items from disassembly through eventual reassembly (to be determined) and must complete a photographic survey of existing conditions beforehand. Items damaged during disassembly, storage, or reassembly must be replaced by the Contractor at its own expense.

5.2.1.2 Demolition of Existing Partitions The Contractor shall demolish/remove existing partitions per the attached design. All resulting debris must be disposed of appropriately, strictly following FIEMG's internal building administration rules.

5.2.1.3 Security Systems and Server Room (CCTV, Alarms, Doors, and Controls) The Contractor shall not perform any work on these items, which must remain in their current locations. If temporary removal of any sensor or wiring becomes necessary, the Contractor must submit a written request explaining the need and plan, and await authorization. Electrical shutoffs affecting this equipment must be coordinated with the USG at least one week in advance.

5.2.2 Installations and Partitions

5.2.2.1 Adequation of Existing Infrastructure The Contractor shall make necessary modifications to the existing electrical infrastructure (including IT, telephony, and TV where needed), while maintaining the existing Dutotec raceway. New partitions shall receive appropriate infrastructure for required installations, per sheet 04 and 05. Air-conditioning units shall have dedicated electrical circuits, as is the case for existing units, and this shall be maintained for new units. All AC condensate drains — existing and new — must be embedded wherever possible, discharging to an appropriate location, and tested for function and watertightness prior to final painting.

5.2.2.2 Layout Adequation and Construction of New Partitions The Contractor shall install new partitions following the layout in Sheet 02, observing the required installations shown in Sheets 04 and 05.

Two partition options shall both be maintained and priced separately in the Bid Form:

Option 1: Double tempered glass in frames — 6mm+8mm for full-height glass partitions (floor to ceiling); 6mm+6mm for partitions with glass in the upper portion only.

Option 2: Single 8mm glass with application of "frosted" film.
Note: Option 1 shall be included in the Base Bid total; Option 2 shall be priced as a separate alternate line item for comparison, to allow the award determination to be made at contract award.

5.2.2.3 Supply and Execution of Complementary Electrical Installations (Includes IT, Telephony, and TV Where Necessary) The Contractor shall supplement existing installations as needed. PVC surface channels or exposed wiring without conduit/raceway protection are not permitted. Complementary conduits must be heavy-gauge galvanized threaded steel, with junction boxes or conduits as needed. Raceways must be Dutotec model R40, with all manufacturer-recommended accessories. Power, IT, and telephony outlets mounted on raceways shall use appropriate Dutotec equipment supports, in the Pial Plus standard, white color. All new IT and telephony cabling shall be Category 6, terminated in RJ-45 outlets in the work areas and RJ-45 plugs within the server room racks. The Contractor shall supply, install, number, and test all cabling.

Alterations to Dutotec Structured Raceways: alterations shall be executed exclusively with appropriate Dutotec components, following all manufacturer recommendations. Existing installations and all components shall be reviewed and replaced as necessary.

5.2.2.4 Review of Existing Installations. The Contractor shall entirely replace all switches and power outlets, using the Pial Plus white standard. All power outlets mounted in 4x2 boxes shall be triple (3-module). The Contractor shall test and review all existing IT and telephony (RJ-45) outlets, replacing as necessary. All finish plates (cover plates) shall be replaced.

The Contractor shall review the existing distribution panel, relocating the Surge Protection Devices (SPDs) next to the main breaker to create availability for 4 additional circuits (for new AC units, as needed). The main panel shall include a copy of the load schedule and single-line diagram in a plastic sleeve affixed to the inside of the panel cover, with the load schedule updated to reflect the changes made. The main panel shall also include a directory describing the load of each breaker, consistent with the single-line diagram.

5.2.2.5 Installation of New AC Units and Review of Existing Units. The Contractor shall supply and install new air-conditioning units at locations shown in the design, following technical standards, manufacturer guidelines, and building rules. Existing units to be reused shall be reviewed by the Contractor. All units and filters shall receive a final cleaning at the conclusion of the work.

5.2.2.6 New Light Fixtures and Drywall Ceiling. The Contractor shall supply and install light fixtures per Sheet 04. The drywall ceiling shall be repaired as necessary.

5.2.3 Finishes

5.2.3.1 General Painting The Contractor shall perform general painting of all walls and ceilings using premium-grade material: acrylic paint with satin finish on walls and matte finish on ceilings. Colors: TBD. Minimum 3 coats, applied over the properly prepared surfaces.

5.2.3.2 Carpet The Contractor shall supply and install carpet in the areas indicated, per the specifications in Sheet 03.

5.2.3.3 Existing Blinds/Curtains The Contractor shall review all existing horizontal blinds (panels) on windows, replacing or repairing as needed so that all are in full working order.

5.2.3.4 Furniture and Equipment Reassembly The Contractor shall return furniture and equipment from the storage location, and is responsible for transport, assembly, and any adaptations necessary to accommodate the new layout.

5.2.3.4.1 New Furniture to be Supplied. The Contractor shall supply the furniture items listed below (Items 1–9), to be assembled in the MGT, FCS, Dining, and Storage rooms, per the layout in Sheet 01.

ITEM		NOME		QTD.
1			**MGT – MESA ERICA**	
1.1			MESA RETA PATH FSC MISTO 70 1350X700 RASGO 300 DIREITA CALHA PARCIAL MDP ITAPUA ESTR.CAMURCA	1un
1.2			MESA RETA AUXILIAR PATH FSC MISTO 70 1200X600MM SEM RASGO SEM CALHA MDP ITAPUA ESTR. CAMURCA	1un
1.3			TAMPA BASCULANTE SOBREPOSTA 300MM 1 ABERTURA ESTR. CAMURCA	1un
1.4			FSC MISTO 70 4 ELETRICAS + 3 RJ S/ TOMADA ESTR. CAMURCA	1un
1.5			GAVETEIRO VOLANTE LARGURA 400 LINHA G4 FSC MISTO 70 4 GAVETAS C/FECH. MDP ITAPUA MDP ITAPUA GAV.PLAST. FRENTE ITAPUA SEM	1un
2			**MGT – MESA TOYER**	**1 un**
2.1			MESA RETA PATH FSC MISTO 70 1200X600MM RASGO 300 DIREITA CALHA PARCIAL MDP ITAPUA ESTR.CAMURCA	1un
2.2			TAMPA BASCULANTE SOBREPOSTA 300MM 1 ABERTURA ESTR. CAMURCA	1un
2.3			ESPELHO DE TOMADAS VERTICE FSC MISTO 70 4 ELETRICAS + 3 RJ S/ TOMADA ESTR. CAMURCA	1un

3			**MGT – ARMÁRIOS BAIXO**	
3.1			ARMARIO FECHADO - MODELO 4 FSC MISTO 70 740X800MM PROF 600MM TAMPO ITAPUA MDP ITAPUA F. LINGUETA MDP ITAPUA SEM PUXADOR	1un
3.2			PRATELEIRA P/ ARMARIO MOD.4 FSC MISTO 70 0800X0600MM 18MM MDP ITAPUA	1un
3.3			ARMARIO FECHADO - MODELO 4 FSC MISTO 70 740X700MM PROF 500MM TAMPO ITAPUA MDP ITAPUA F. LINGUETA MDP ITAPUA SEM PUXADOR	1un
3.4			PRATELEIRA P/ ARMARIO MOD.4 FSC MISTO 70 700X500MM 18MM MDP ITAPUA	1un
4			**MGT – ARMÁRIOS ALTO**	
4.1			ARMARIO FECHADO - MODELO 4 FSC MISTO 70 1600X700MM PROF 500MM TAMPO ITAPUA MDP ITAPUA F. LINGUETA MDP ITAPUA SEM PUXADOR	2 un
4.2			PRATELEIRA P/ ARMARIO MOD.4 FSC MISTO 70 700X500MM 18MM MDP ITAPUA	4 un
5			**FCS – MESA TULIO E TOYER**	
5.1			MESA RETA PATH FSC MISTO 70 1350X700 RASGO 300 DIREITA CALHA PARCIAL MDP ITAPUA ESTR.CAMURCA	2 un
5.2			MESA RETA AUXILIAR PATH FSC MISTO 70 1200X600MM SEM RASGO SEM CALHA MDP ITAPUA ESTR. CAMURCA	2 un
5.3			TAMPA BASCULANTE SOBREPOSTA 300MM 1 ABERTURA ESTR. CAMURCA	2 un
5.4			ESPELHO DE TOMADAS VERTICE FSC MISTO 70 4 ELETRICAS + 3 RJ S/ TOMADA ESTR. CAMURCA	2 un

5.5		GAVETEIRO VOLANTE LARGURA 400 LINHA G4 FSC MISTO 70 4 GAVETAS C/FECH. MDP ITAPUA MDP ITAPUA GAV.PLAST. FRENTE ITAPUA SEM	2 un
6		**FCS – ARMÁRIO BAIXO**	
6.1		ARMARIO FECHADO - MODELO 4 FSC MISTO 70 740X700MM PROF 600MM TAMPO ITAPUA MDP ITAPUA F. LINGUETA MDP ITAPUA SEM PUXADOR	1 un
6.2		PRATELEIRA P/ ARMARIO MOD. 4 FSC MISTO 70 0700X0600MM 18MM MDP ITAPUA	1 un
7		**FCS – ARMÁRIO ALTO**	
7.1		ARMARIO FECHADO - MODELO 4 FSC MISTO 70 1600X700MM PROF 600MM TAMPO ITAPUA MDP ITAPUA F. LINGUETA MDP ITAPUA SEM PUXADOR	2 un
7.2		PRATELEIRA P/ ARMARIO MOD. 4 FSC MISTO 70 0700X0600MM 18MM MDP ITAPUA	4 un
8		**REFEITÓRIO**	**1 un**
8.1		MESA PATH REUNIAO RETA (BANCADA) - ALTURA 900MM FSC MISTO 70 2400X700MM SEM RASGO SEM CALHA MDP ITAPUA ESTR. CAMURCA	1 un
8.2		MESA RETA PATH FSC MISTO 70 1500X600MM SEM RASGO SEM CALHA MDP ITAPUA ESTR. CAMURCA	1 un

Item 9: custom built shelving, as per design shown on Sheet 06.

5.3 - Construction completion and approval for occupation

5.3.1 – Testing and cleaning

After a positive result when testing everything that was installed, Contractor shall proceed with the end of construction cleaning and return all furniture, equipment and frames hanging on the walls, to its original location. Contractor shall reconnect all equipment.

After all furniture and equipment are back in place, and certified by a USG representative, contractor shall proceed with the detailed cleaning – hotel standard – for final construction acceptance and occupation approval by the USG.

Any punch list items shall be resolved in due time by the contractor and, depending on the nature of the item, occupation and final construction acceptance may or may not be approved.

5.4 Warranties

The Contractor shall provide a one-year warranty on all items provided/built/installed during the project, effective from the date of USG acceptance of the services. Warranty calls must be responded in 2 working days maximum.

5.5 – As Builts and O&M literature

Prior to final acceptance, the contractor shall submit to the COR the marked up drawings (As-Builts) reflecting the work as constructed. Three hard copies shall be delivered. The drawings shall also be digitally submitted in electronic format in both AutoCAD and PDF format.

Operating and Maintenance manuals shall be provided for all equipment installed.

6.0 PROJECT SCHEDULE

- **Approximate dates of activities**

Pre-Bid Site Survey	o/a	AUG 17-28, 2026
Mandatory pre-bid conference	o/a	SEPT 4, 2026 (two sections will be scheduled, for the bidders to select one)
Bids Due	o/a	SEPT 11, 2026
Contract Award	o/a	SEPT 30, 2026
Notice to Proceed (NTP)	o/a	OCT 5, 2026
Construction NTP	o/a	OCT 30, 2026
Construction start	o/a	OCT 31, 2026
Construction end (ready for occupation)	o/a	NOV 15, 2027

- **Project Milestones, from Notice to Proceed**

Notice to Proceed (NTP)	0	Days from NTP
Project Schedule + Personnel list to COR	5	
Project Safety Management plan	12	
Design Documents (Drawings and specs)	21	
FAC Review comments	25	
Construction NTP	30	
Pre-construction meeting	30	
Construction activities start on site	31	
Construction completion	46	
Construction Acceptance	46	
Project Final acceptance	60	

7.0 DELIVERABLES

Project Schedule + Personnel list	5	Days from NTP
Safety Management Plan (with ART)	12	
Project Design docements (dwgs & specs)	21	
Manufacturer's Literature (O&M)	55	
As-Builts, Warranties	55	

- **Commencement, Prosecution, and Completion of Work**
  The Contractor shall be required to (a) commence onsite construction work under this contract within five (5) calendar days after the date the Contractor receives the Construction Notice to Proceed, (b) prosecute the work diligently, (c) Contractor shall have its own quality control system throughout the construction and (d) complete the entire work, ready for occupation no later than ninety (90) calendar days after the initial NTP. The time stated for completion shall include final cleanup of the premises.

8.0 RESPONSIBILITIES AND PROJECT MANAGEMENT

1. **COR.** A Contracting Officers Representative (COR) will be assigned to ensure quality assurance goals are met. The Contractor shall provide the COR access to the site at all times.

2. **Point of Contact.** The COR shall be the main point of contact for this Project. The Contractor shall report to the COR on (a) status of the Project, (b) changes in Schedule, (c) accidents and safety issues, (d) disruptions to elevator or utility services; and all other important information pertaining to the Project

3. **Management Personnel.** The Contractor shall staff the site, full-time, with a competent senior manager who shall perform project management and quality control. Remote project management is not an option. This individual shall keep a detailed photographic and written history of the project and shall update the Government weekly.

4. **Site Security.** The Contractor is responsible for on-site security as necessary to ensure no unauthorized access to their work sites. The Contractor is 100% responsible for securing their working materials and equipment. Any damage to facilities or infrastructure, which happens due to a lack of security, will be the responsibility of the Contractor to correct.

5. **Contractor's Temporary Work Center.** The Contractor will be permitted to use a designated area within the contract limits for operation of his construction equipment and office if warranted. If directed by the Contracting Officer, the Contractor shall not receive additional compensation to relocate his operations. The Contractor is responsible for obtaining any required additional mobilization area above that designated. On completion of the contract, all facilities shall be removed from the mobilization area within 5 days of final acceptance by the Contractor and shall be disposed of in accordance with applicable host government laws and regulations. The site shall be cleared of construction debris and other materials and the area restored to its final grade. The Contractor is responsible for maintaining this area in a clear orderly manner.

6. **Health and Safety.** The Contractor shall be solely responsible for risk assessments, managing health, and safety issues associated with this project. The Contractor must provide cold water to all workers at the job sites. Based on hazard assessments, Contractors shall provide or afford each affected employee personal protective equipment (PPE) that will protect the employee from hazards. At a minimum PPE shall consist of eye protection, hard hats, and closed toe shoes. If the workers arrive on-site with sandals or athletic shoes, the Contractor is expected to provide rubber boots to them or send them home. All construction workers and management personnel must wear hard hats at all times on the construction sites. Contractor provided rubber boots and rubber gloves shall be worn when working around concrete placement. Other PPE such as gloves, dust masks, air respirators (if needed) are also recommended. These items must be provided at the Contractor's expense. Workers may use discretion if they feel unsafe in using the equipment in a hostile environment. Any worker at an elevated location above 4 meters, with the exception of a portable ladder, must be provided and utilize a safety harness. The safety Management plan, signed by a safety engineer and registered at the local engineering council shall be observed at all times.

7. **Progress Payments.** Progress payment will be made following the schedule below:

Payment shall be made in Brazilian Reais (R$), within 30 days of invoice receipt and approval. Invoices may be issued for the total amount of each completed item described in Section 5.0 (Section A), upon its conclusion.

Contractor may issue separate invoices for each item listed under 1- Preconstruction Work (1.1 and 1.2) and 2- Construction Work (2.1 – 2.14).

When work received final acceptance,

8. **Proposal Requirements.** Proposals must include a cost formation spreadsheet, itemizing high-value components and containing a subtotal for each item in Section 3.0 (Bid Form), as well as G&A and all other components of the global proposal cost. Prices shall be presented in R$ (Reais) and shall be considered non-adjustable for the duration of the execution period. The USG reserves the right not to contract one or more items from Section 3.0.

9.0 ATTACHMENTS:

- #1: DESIGN DRAWINGS – SHEETS 01-06.
- #2: AS-BUILT DRAWINGS FROM PREVIOUS RENOVATION (ARCHITECTURE 1-2/2; ELECTRICAL 1-3/3, FINAL LAYOUT AT THE TIME.
- #3: TEMPLATE FOR SAFETY PLAN TO BE SUBMITTED BY CONTRACTOR
- #4: POST POLICIES FOR CONTRACTORS