Scope of Work

Swale Repair

Located at
U.S. Coast Guard Base New Orleans
1790 Saturn Blvd
New Orleans, LA 70129

2026

Commanding Officer
United States Coast Guard
Base New Orleans, LA
Facilities Engineering Department
New Orleans, LA 70129

CWO Mike Ackiss
Assistant Facilities Engineer
Base New Orleans, LA

PART 1: GENERAL

1. INTENT: The intent of this project is to repair and restore approximately 2,200 linear feet of swales, culverts, feeder ditches located at USCG Base New Orleans, 1790 Saturn Blvd, New Orleans, LA 70129. All work must be completed by state licensed contractor. All materials and installation shall meet or exceed applicable state code, follow industry standards, and ensure proper drainage. All work shall be completed as outlined in this Scope of Work. No work is authorized without the authorization of the Contracting Officer (KO) or the Contracting Officers Representative (COR).

2. BACKGROUND: Base New Orleans has approximately 2,200 linear feet of swales, culverts, and feeder ditches that no longer allow proper drainage due to overgrowth and settling of the grounds.

3. SCOPE OF WORK: Contractor shall furnish all labor, tools, materials, transportation, equipment, supervision, and personnel to perform all tasks listed in Part 2: Performance Standards. No repairs outside of the Statement of Work criteria are authorized without permission from the contracting officer or their representative.

4. QUALIFICATIONS: Contractor shall provide personnel who have the knowledge, qualifications, and working experience to perform the functions outlined in this Scope of Work. All personnel shall be properly licensed by the state.

5. CONTINUITY OF FACILITIES OPERATION: Schedule work to minimize interference with the facility's normal operations. Perform all on-site work between the hours of 8:00 AM and 4:00 PM, Monday through Friday (federal holidays excluded), unless otherwise approved by the Contracting Officer or Contracting officer's representative.

6. GOVERNMENT FURNISHED MATERIALS: None

7. GOVERNMENT FACILITIES AND UTILITIES: Electrical power and water are available within proximity. The Contractor will be permitted to utilize these utilities in performing the work, provided that the existing systems are not overloaded. Telephone services will not be available for use by the contractor. Building restroom facilities are available for use.

8. SAFETY: The Contractor is wholly responsible for work site safety. The Contractor shall implement a safety program that protects the lives and health of personnel in the construction area, prevents damage to property, and avoids work interruptions. To accomplish this end, the Contractor shall provide appropriate safety barricades, signs, signal lights, etc. as well as complying with and abiding by all federal safety regulations as published by the Occupational Health and Safety Administration, 29 CFR 1910 (series), 29 CFR 1926 (series), ASME A17.1/CSA B44, State and Local safety laws, rules and regulations. Any operation defined as "Hot Work" as per OSHA/NFPA requires a permit to be issued. In the event of Hot Work, the Contractor will notify the COR with dates and times Hot Work will be performed. Contractor is to give at least 48 hours notification. This includes welding, cutting, brazing, grinding or any work that could produce sparks or heat and may initiate a fire.

9. ENVIRONMENTAL COMPLIANCE: Any waste generated because of the project shall either be recycled or be disposed of IAW the Resource Conservation and Recovery Act (RCRA). Any Hazardous Waste shall be manifested off site with Base New Orleans listed as the Generator and signatory. Any hazardous waste shall be analyzed, characterized, stored and disposed of IAW RCRA and all applicable federal, state (i.e. DOT) and local laws and ordinances. All solid waste/trash shall be removed from site and not disposed of in onsite dumpsters. All chemicals required for this project shall be pre-approved by the contract POC along with SDS's. All solid waste shall be removed from the residence after each working day. All extra chemicals and products shall be removed from the site upon work completion, as the Emergency Planning and Community Right-To-Know Act requires Coast Guard maintains an inventory of all Hazardous Materials located at the site. A laydown area as required and an Erosion and Sediment Control Plan, shall be preapproved by the COR as needed. Nothing shall be discharged to a storm drain at any time during the project. All storm drains within

range of a potential discharge shall be covered/sealed during installation and kept covered until the work has been completed and the system has been deemed fully operational and compliant with all applicable CG policies/plans/permits/laws/ordinances. All storm drains and waterways within range of a potential discharge shall be covered/sealed or protected by silt fence.

10. SITE VISIT: Site visits are required for this solicitation. All site visits should be scheduled with the Contracting Officers Representative (COR) via email. Site visits will be scheduled in groups; no individual site visits will be performed.

    - Contracting Officers Representative (COR)
      CWO Mike Ackiss
      Email: carlton.m.ackiss@uscg.mil

11. MATERIALS:

    a) The Contractor will furnish all materials, equipment, instruments, tools, safety lines and harnesses, and other items necessary for accomplishment of these services.
    b) Materials shall be delivered to the jobsite in their original unopened packages, clearly marked with the manufacturer's name, brand name, and description of contents. Storage shall be in accordance with manufacturer's recommendations in a clean, dry, well-ventilated area. Stored materials shall be protected from sunlight and kept away from excessive heat. The contractor shall not store any highly flammable materials in the work area and all chemicals used shall be preapproved by POC. Laydown areas and parking should be on non-vegetated areas when possible.
    c) The Contractor is required to comply with local VOC laws and regulations. All applicable Safety Data Sheets shall be available upon request.

12. LIABILITY OF CONTRACTOR: Any damage to government property caused by the contractor shall be repaired or replaced by the contractor at no cost to the government. The contractor shall not disconnect any service without approval from the Technical Representative.

PART 2 PERFORMANCE STANDARDS

1. PERFORMANCE REQUIREMENTS: Contractor shall provide all materials and labor to complete all work at 1790 Saturn Blvd, New Orleans, LA 70129. All work will be performed using standard earthwork and drainage maintenance practices and follow industry standards. Refer to part 2-6 for instructions on submittals.

    1. Remove accumulated vegetation, debris, sediment, and obstructions from swales, culverts, and feeder ditches.
    2. Clean and clear existing culverts to restore proper drainage flow.
    3. Reshape and dress ditches to promote positive drainage and proper water runoff.
    4. Install and compact fill material in low or washed-out areas where necessary.
    5. Clean feeder ditches connected to the main drainage system.
    6. Perform final cleanup of disturbed work area upon completion; backfill all rutted areas with soil.
    7. Conduct operational test utilizing Base fire pump in the presence of COR, or representative, to ensure proper drainage.

1. LABOR LAWS: The Service Contract Act applies to the procurement.

2. SITE RESTORATION & CLEAN UP: The work site shall be cleaned up at the completion of each workday. Upon completion of the job, the Contractor shall clean up the job site, returning it to a state of cleanliness equal to or exceeding that in which it was found. The Contractor shall properly dispose of any trash, extra materials, dirt, debris, or other litter that remains, off-site. There will be no final acceptance of the contract until the Contracting Officers Representative approves the appearance of the job site.

3. GOVERNMENT FACILITIES AND REGULATIONS: The Contractor, their employees, and any sub-contractors shall become familiar with and obey all Base/Unit regulations. All personnel employed on the project shall keep within the limits of the work area and shall not enter any other area outside of the work site unless to do so in the performance of their duties. Smoking shall be limited to designated areas.

4. CONTRACT TIMELINE: The Contractor shall provide all required information and complete this contract within this time schedule, unless approved by the Contracting Officer.

    a) Provide all required submittals to the Contracting Officer within 7 calendar days after contract award.
    b) The U.S. Coast Guard will have 4 calendar days to review the submittals and respond to Contractor.
    c) Contractor shall provide projected delivery schedule during proposal and provide a firm delivery date within 14 calendar days after the contract has been awarded.
    d) The Contractor, upon receiving notification that the U.S. Coast Guard has approved the submittals and having received the Contractors firm delivery date schedule, will have 14 Calendar days to begin work on the project & 15 Calendar days to complete. The Contractor shall notify the Contracting Officer of any long lead time delivery of equipment, so that the Contracting Officer can modify the delivery date of the contract.

5. SUBMITTALS: All potential vendors shall provide a quote for repair. Once awarded, the following list of submittals required for approval defines the specific minimum requirements for this contract. The submittal shall contain sufficient information that can be used to determine compliance of the material with these specifications and referenced specifications.

    i. Proposed work schedule
    ii. Pre-construction condition assessment.
    iii. Quote for additional repair as needed outside this scope of work
    iv. Workmanship Warranty Information

6. EXECUTION: Installation, workmanship, fabrication, assembly, erection, examination, inspection, and testing shall be in accordance with appropriate sections of 29 CFR 1910, 1926.

    a) The Contractor shall schedule all work with the Technical Representative. The Contractor shall understand the importance to schedule and complete all work in a timely fashion. The Contractor shall minimize the impact for the command and/or mission of the personnel located at each location.
    b) The Contractor shall perform all work IAW all Federal, EPA, OSHA, and State of Tennessee laws and regulations.