STATEMENT OF WORKS

(SoW)

Project name :

CONSTRUCTING AND RENOVATION WORKS FOR **UNFPA** First Floor Building

Location :

DAMASCUS, MEZEH, WEST VILLAS, FATIMA IDRIS STREET

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Introduction

1 . Project Synopsis

The Building of UNFPA located in Damascus is required to be suitable for offices and works for UNFPA employees.

The project is described as “Renovation of UNFPA Building”, Damascus, Syria.

The Contractor should provide all necessary materials, labor, transportation, equipment, investigation and supervision, etc.

Work will performed within in fixed-price contract.

2 . Background

At present the UNFPA building does not meet all premises requirements safety standards. The Building must be re-coordinated.

3 . Solution

The security purposes will be by doing over-head protection for the roof and anti-blast wall.

Construction and maintenance of Safe Heaven room

Installation of windows blast protections

Removal of internal gypsum board partitions and false ceiling

Installation of Metal Escape Stairs for emergency purposes.

Scope of Work

The scope of work is renovation of UNFPA Offices Building "Make Ready" according to the required specifications; the contractor shall be providing all materials, tools and equipment, labors, transportation, and supervision.

Each stage of the project will require approval from the Responsible Engineer before moving on to the next stage. The selected contractor must ensure he/she has adequate resources for designing, building, testing, and implementing the renovation works. Specific deliverables and milestones will be listed in the Work Requirements and Schedules and Milestones sections of this SoW.

All works shall be executed by a qualified Engineers and Technicians who are specialized in this field of work.

Contractor shall submit a construction schedule to accomplish the above works.

UN will provide source of electricity and a water point for construction.

1 . General Requirements

Within 5 days of Notice to Proceed, the contractor shall provide to the responsible Engineer a project schedule showing start to completion including significant milestones.

Within 10 days of Notice to Proceed "NTP", the Contractor shall provide to the Responsible Engineer details of the proposed installation utilizing written description or sketches or both.

The Contractor is responsible to dispose of the construction debris legally. Include, but not limited to soils, rock excavation, packing materials and scrap steel.

When pursuing the work, the contractor is to take extra care as not to damage existing structures.

Submittals: The Contractor shall prepare a Format of Submittals and a list of all submittals, such as material approval, method statements, approval status of work to be done, etc., before the commencement of the works.

Works: The Contractor shall not undertake any works and shall not cover up any work prior to obtaining the approval from the UN Project Manager.

Materials and Fixtures: Samples of all materials and fixtures, before they are used on the project, must be presented to the UN Project Manager for inspection and approval. As and when requested, the Contractor shall provide all the test certificates for the materials, which are going to be used for the works.

Period of Performance

The period of performance for the Renovation of UNFPA Building Project is 90 days. All work must be scheduled to complete within this timeframe. Any modifications or extensions will be requested through the Responsible Engineer and the Contractor for review and discussion.

Work Requirements

As part of the UNFPA building renovation Project the Contractor will be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks which will result in the successful completion of this project:

1 . Kickoff

Contractor will create and present detailed project plan including schedule, WBS, testing plan, implementation plan, and transition plan.

Contractor will present project plan to the Responsible Engineer for review and approval.

2 . Planning Phase

Work with the responsible Engineer to gather requirements and establish metrics.

Create shop drawings based on collected requirements.

Develop detailed shop drawings to the responsible Engineer for review and approval.

Present written status at weekly meeting.

3 . Execution Phase

Contractor will implement the project according the attached Technical Specifications.

Contractor will begin execution with the support and approval of the Responsible Engineer at this point forward until the end of the period of performance.

Present written status at weekly meeting.

On the working site, the Contractor shall:

- *Ensure that the safety norms and regulations are strictly followed at all times. The Contractor would be requested to immediately dismiss from the site the workers in violation of these regulations.*
- *Ensure that the proper equipment and methods are used to carry out the works.*
- *Ensure that all surplus and debris is disposed of the site and outside the UN premises, unless otherwise instructed.*

4 . Project Handoff/Closure

Contractor will provide the Responsible Engineer with all documentation in accordance with the approved project plan.

Contractor will present project closure report to the responsible Engineer for review and approval.

Contractor will complete the project requirements checklist showing that all project tasks have been completed.

At completion of work, the Contractor shall clean any impacted areas to a condition equal to original condition.

All shipping materials and construction debris are to be disposed of in a legal manner outside of the Compound.

Prior to Final Acceptance the Contractor shall submit to the Responsible Engineer marked up drawings (As-Built) reflect the work as constructed. The drawings shall be digitally submitted on a CD-ROM in both AutoCAD and PDF format.

The contractor shall review the drawing with the supervisor engineer before any related works and request approvals of every items location.

Schedule/Milestones

1 . Construction Milestones, from Notice to Proceed

Notice to Proceed (NTP)	0 Days from NTP
Project Schedule to RE	5
Project Design Notes / Sketches	4
Overhead protection	50
Construction Completion	55
Project Acceptance	60

2 . Deliverables

Construction Schedule	2 Days from NTP
Project Design Notes / Sketches	5
As-Built, Warranties	60

3 . Commencement, Prosecution, and Completion of Work

The Contractor shall be required to (a) commence work under this contract within five (5) calendar days after the date the Contractor receives the Notice to Proceed, (b) prosecute the work diligently, and (c) complete the entire work ready

for use not later than sixty (60) calendar days after NTP. The time stated for completion shall include final cleanup of the premises.

Acceptance Criteria

For the UNFPA building renovation Project the acceptance of all deliverables will reside with the Responsible Engineer in order to ensure the completeness of each stage of the project and that the scope of work has been met. Once a project phase is completed and the Contractor provides his report/presentation for review and approval, the Responsible Engineer will either sign off on the approval for the next phase to begin, or reply to the Contractor, in writing, advising what tasks must still be accomplished.

Once all project tasks have been completed, the project will enter the handoff/closure stage. During this stage of the project, the Contractor will provide his project closure report and project task checklist to the responsible Engineer. The acceptance of this documentation by the responsible Engineer will acknowledge acceptance of all project deliverables and that the Contractor has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between the responsible Engineer and the chosen Contractor will be referred to both organizations' contracting offices for review and discussion.

Other Requirements

SAFETY (Accident Prevention)

1 . The Contractor shall provide and maintain work environment and procedures which will:

(a) Safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities.

(b) Avoid interruptions of Government operations and delays in project completion dates.

(c) Control costs in the performance of this contract.

2. For these purposes on contracts for construction or dismantling, demolition, or removal of improvements, the Contractor shall:

(a) Provide appropriate safety barricades, signs, and signal lights.

(b) Comply with the standards issued by the Secretary of Labor at 29 CFR part 1926 and 29 CFR part 1910.

(c) Ensure that any additional measures the responsible Engineer determines to be reasonably necessary for the purposes are taken.

3. Whenever the responsible Engineer becomes aware of any noncompliance with these requirements or any condition which poses a serious or imminent danger to the health or safety of the public or Government personnel, the responsible Engineer shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action.

   This notice, when delivered to the Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required. After receiving the notice, the Contractor shall immediately take corrective action.

   If the Contractor fails or refuses to promptly take corrective action, the responsible Engineer may issue an order stopping all or part of the work until satisfactory corrective action has been taken.

   The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

4. The Contractor shall insert this clause, including this paragraph (4), with appropriate changes in the designation of the parties, in subcontracts.

Responsibilities and Project Management

1. The Responsible Engineer (RE). Will be assigned from UNFPA to ensure quality assurance goals are met. The Contractor shall provide the Responsible Engineer access to the site at all times.
2. Point of Contact. The Responsible Engineer shall be the main point of contact for this Project. The Contractor shall report to the Responsible Engineer 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. English Speaking Representative. The Contractor shall provide an English-speaking representative on-site during all working hours with the authority to make all decisions on behalf of the Contractor and subcontractors.
4. Management Personnel. The Contractor shall staff the site, full-time, with a competent senior manager who shall perform project management. Remote project management is not an option. This individual shall keep a detailed photographic and written history of the project and shall update the Responsible Engineer weekly.
5. 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.
6. 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 Responsible Engineer, 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.
7. 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 (sewage work) 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.

8. Progress Payments. If the contract awarder expects to receive more than one (1) progress payment, the Contractor must submit a broken out Cost Proposal with a Schedule of Values in order to properly calculate the percentage of contract completion.

4. Attachments

Structural and Architecture study	(18 drawings)
Bill of Quantity	(BoQ)