



U.S. EMBASSY BANGKOK, THAILAND

SCOPE OF WORK

Project

EOB 3rd Floor Space Renovation

FY2020

Location

EOB Compound,
Bangkok, THAILAND

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A. GENERAL REQUIREMENT

The U.S. Embassy Bangkok would like to renovate the space on 3rd floor of the Main Annex Building (EOB) to accommodate 6 agencies. Details of all required work are provided in the attached drawings, Main Annex Building: CGFS/PSU Space Reconfiguration dated July 2019.

Work is to be performed at Main Annex Building, EOB Compound, U.S. Embassy, located at no. 122 Wireless Road, Pathumwan District, Bangkok-Thailand. The contract type shall be firm-fixed price.

B. SCOPE OF WORK

- Provide construction/demolition sequences planning (staging plan) to meet the given guideline phasing plan indicated in the Scope of Work.
- Provide sufficient technical information (e.g. materials, shop drawings, etc.) for approval prior to construction.
- Coordinate with FM engineer to submit shop drawings, list of personnel, and schedule to work in the Embassy

Site Preparation / Demolition Work

- Put up temporary hoarding doors for construction area with appropriate signage. The contractor shall maintain clear path to emergency exit stair.
- Demolish walls and doors as specified in the drawings.
- Remove ceiling tiles and frames, carpet tiles and other elements as specified in the drawings.
- Disconnect and remove lighting fixtures, ceiling speakers, detectors, and related air distribution system.
- Disconnect and remove the existing electrical outlets, telephone drops, LAN drops, and all utilities on the walls as needed.
- **** The contractor shall maintain clear path at the emergency exit****

Architectural Work

The Contractor shall perform the work per details specified herein. The below list of technical requirements is to be completed but should not be used as a substitute to the drawings. The works shall consist of the following:

- Provide construction/demolition sequences planning (staging plan) to meet the requirements indicated in the Scope of Work.
- Submit detail of materials, colors, finishes and installation techniques to architect for approval before installation.
- Contractor shall prevent smoke, dust, smell and noise which may cause any disturbance. Contractor shall be responsible for cleanliness.
- Repair and repaint walls interior
- Repair and patching carpet tile that are damage by wall demolition.
- Dispose all waste and refuses from this project.
- Provide as-built drawings (5 sets of A3, 1set of CD ROM)

M&E work

- Install new lighting fixtures per approved shop drawings.
- Install new electrical outlets, new telephone drops, and all utilities on the walls/panels where required.
- Install electrical outlets (UPS and normal), replace miniature circuit breakers (see electrical design drawings).
- Reinstall/remove smoke detectors, ceiling speakers, emergency light units. See electrical drawings.
- Update electrical load directory per design drawings.
- Install data and telephone cables per design drawings.
- Modify (add/remove/install) supply air ducts, air handlers. Fan coil units, supply air diffusers, return air grills, and regroup thermostat controls. See mechanical design drawings.

Office Furniture Installation

- Coordinate with furniture vendor/installer for scheduling and panel outlets installation.

Site Clearing

- Dispose all waste and refuses from this project.
- Repair damages caused by installation.
- Provide as-built drawings.

C. PRICING

The Contractor shall provide materials and labor to complete all works specify in Section B and reference drawings. The prices listed below shall include all labors, materials, insurance, overhead, profit, transportation, and all expenses.

Description	Quantity	Unit Price	Total Price
Site preparation	1 sum.	_____	_____
Architectural work	1 sum.	_____	_____
Mechanical and Electrical work	1 sum.	_____	_____
Accessories and miscellaneous	1 sum.	_____	_____
Overhead	1 sum.	_____	_____
Profit	1 sum.	_____	_____

Total Contract Price: _____
(Paid in Thai Baht)

The above items are price summaries. Detail of price shall be submitted in the form of a Bill of Quantity (BOQ) to cover all items listed in Section B. The BOQ consists of descriptions, quantities and unit prices of materials, and labor. Cost of labor may be submitted in either Unit Price or Lump Sum.

D. ADMINISTRATION

Contracting Officer's Representative (COR):

All work will be performed to the satisfaction of the Contracting Officer's Representative or COR.

Authorized Representative:

The Embassy and the Contractor shall, during the award of the contract, designate authorized representative as mentioned below. Any changes in the authorized representative must be submitted in writing.

The Contractor is cautioned not to perform work requested by persons other than the Contracting Officer.

Embassy Contracting Officer:

The Embassy designates the Contracting Officer (CO) as the only person authorized to award or modify this contract. The present CO is:

Name: Chad Moore
Telephone: +66-2205-5668
Fax:

Embassy Contracting Officer Representative:

The Embassy designates the Contracting Officer's Representative (COR) as the only person authorized to direct the Contractor in performing the work under this contract. The present COR is:

Name: Sukit Sittisudjatum
Telephone: +66-2205-5332
Fax:

Embassy Emergency Contact:

The Embassy designates the Contracting Officer's Representative (COR) as the primary emergency contact. The Contracting Officer will be the secondary emergency contact. In an emergency, where these contacts cannot be located, telephone the Embassy's RSO Duty Officer:

Name: Peter Riva
Telephone: +66-2205-4945

Contractor Project Manager:

The Contractor designates the Project Manager (PM) as the only person authorized to accept or negotiate modifications to this contract. The present PM is:

Name:
Telephone:
Fax:

Co-operation and Making Good:

Prior to the date for possession of the site at least thirty (30) days, Contractor submits an investigation/construction program in writing to the COR. The program should show the sequence of work and the periods within the various stages of the work are to be executed.

The Contractor shall perform the work within minimum disturbance to the building occupants, and the normal services and operation of the Embassy shall not be obstructed by the Contractor's work.

All work shall be equal in kind, quality and finish to that expected for high quality international standard.

Where the work affects occupied portions of a building, the Contractor shall ensure continuity of building services and necessary access for personnel and vehicles.

Security Requirements and Procedures for Contractors:

Contractors who require access to any of the Embassy offices or facilities are required to comply with the following security procedures:

Coordinate with RSO to have all workers that require access to the Embassy report for fingerprints so criminal record checks can be conducted. All workers must bring a valid identification card. Criminal records checks typically take approximately one month to complete. Thus, it is important to have contract workers report as early as possible to RSO to start the process.

Notify RSO of all trucks or vehicles that will require access to the Embassy for the duration of contract work. Include vehicle model, make, color, year and license plate number. Notify RSO at least 48 hours in advance regarding any non-routine or new vehicular access requests while construction is underway. Large trucks with cargo will be screened at the guard search area located at no. 33 Rajdamri Road.

For contract workers who require access to Controlled Access Areas (CAA) in the Embassy, coordinate equipment and material screening measures with the RSO. A cleared American escort must be presented at all time with Contractors in the CAA. RSO will determine if and when a trained security construction escort is required.

Upon successful completion of a criminal records check Contractors should report to the RSO Office to process for their green Contractor badges, which will allow them to access to their work areas within the Embassy Compound. Although cleared Contractors may access the Embassy for work purposes they do not have escort privileges.

To comply with the security requirements and procedures, the Contractor must be escorted by a guard(s) or other personnel with escort privileges at all time. Guard numbers requirement will be determined by the RSO depending on the number of contract personnel, areas of construction and other considerations.

Meetings:

The Embassy or the Contractor may request a meeting (either on-site or off-site) to clarify any part of this contract. The project manager, Contractor's superintendent, COR, and other required persons will normally attend.

The Contractor will keep minutes of every meeting and provide written copies (within two working days) to the COR for approval.

Access to the work site:

The Contractor shall permit the Facilities Manager and COR or any officer authorized by the COR to have access to the work at all times during the execution of work.

The Contractor superintendent shall meet daily with the COR (unless waived by the COR) to review progress and plans

Power Supply, Water and temporary services:

The Embassy will supply free of charge temporary power supply and water for construction proposes. The Contractor is responsible for furnishing and installing temporary services.

- The electricity supply is located at: (to be discussed during the site survey)
- The water supply (non-potable) is located at: nearest water outlet(s) (to be discussed during the site survey)
- The water supply (potable) is located at: nearest potable water station (to be discussed during the site survey)

Temporary ladders, scaffolds, hoists:

Furnish and maintain temporary ramps, scaffolds, or hoists as required for proper execution of work.

Such apparatus, equipment, and construction shall meet requirement of applicable local safety and labor laws.

Safety:

- Welding and use of open flames in or adjacent to the Embassy properties requires approval from the Facilities Manager (or supervisor). Use of explosive actuated fastening devices shall not be used without the prior permission of the Facilities Manager.
- Observe and enforce all construction safety measures required by the Thai Labor Code, Local Building Codes, Workers Compensation Board, Municipal Statutes and Authorities. When conflict arises, the code or statute, which is more stringent, shall apply.
- If any personnel are injured, the Contractor has sole responsible for such injury.
- Powered equipment must be in good condition. Electrical and other utility connections must be properly made. Extension cords will be heavy-duty type suitable for the load involved.

Quality Control:

Maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship to produce work of specified quality.

Examine each phase of work and have defective conditions corrected before starting subsequent operations, which include cover, or are dependent upon, work in question.

Utilize qualified personnel who have experience with the specified works to produce workmanship of specified quality. The Contractor personnel responsible for the project must qualify as described below:

Senior engineer: A professional engineer in the related field, occupies a second class (level 2-Professional Engineer) or higher issued by Board for the

Control of the Engineering Profession, Thailand. Or other International Engineering License.

Engineer:	A professional engineer in the related field, occupies a third class (level 1-Associate Engineer) issued by Board for the Control of the Engineering Profession, Thailand. Or other International Engineering License.
Foreman:	A professional technician, high vocational or diploma education in related field.

The Contractor shall apply technical knowledge and specific equipment/tools for related work in the contract.

Temporary Fire Protection:

- During construction, the Contractor shall comply with fire safety practices as outlined in NFPA and local fire protection codes, and in addition:
- The Embassy requires portable fire extinguishers (stored pressure type, UL fire rating 10A:60B:C) to be readily available at all work sites during entire installation period.
- The Contractor is responsible for properly deploying the fire extinguishers to each work area occupied by the Contractor e.g. welding site, temporary structure, construction office, storage, tool, and workshop sheds. Proper deployment includes advising the COR on the number of fire extinguishers, transport to and from warehouse and work sites, worker training how to operate the fire extinguisher, etc.
- Contractor's superintendent or other assistant superintendents shall be appointed as project fire warden for entire construction period.

Building Codes:

Perform all work in accordance with the OBO Code and Building Codes of Bangkok, (Electrical, Plumbing and all other codes that pertain to trades involved in this specification). In no instance shall meet a standard identified or established within this section be reduced without written permission from the Facilities Manager.

Sub Contractor:

The awarded Contractor shall not assign this contract or any part of it without the written permission of the Facilities Manager.

No assignment of the contract shall relieve the Contractor from any obligation under the contract or impose any liability upon the Embassy or the Contracting Officer.

Working Hours:

The contractor shall be bound by religious and national holidays of common local observance. The Administrative Notice issued by the Embassy showing holidays is attached in Section G, APPENDIX. The Contractor shall also be bound by the working hours customarily observed by the Embassy (As further approval from RSO –Approx.07:00-16:00 hrs. from Monday to Friday) of each week unless permitted by the COR.

Security regulations require a photocopy of the Thai ID card for each worker to be submitted to the COR one (1) week in advance. Workers must have same ID cards to enter the compound.

Security regulations require vehicle make type, color and license number for vehicles to enter the compound daily to be submitted to the COR 48 hours in advance.

All work performed will be under the observation of the COR. The COR will normally assign an escort to observe the day to day activities of the Contractor. Working hours must be approved at least two working days in advance to ensure the availability of the required escort.

Communications:

Where any notice, request, direction, or other communications is required, it shall be in writing. It shall be delivered in person, sent by registered mail, facsimile (FAX) to the COR.

Utility interruptions (gas, water, and electrical) require written notice one (1) week in advance.

Storage and Handling Materials/Equipment/Tools:

Special care should be given to handling and storing materials/equipment/tools. The ownership of the items is passed from the Contractor only upon acceptance by the COR. Equipment/tools not accepted by the COR is the Contractor's sole responsibility.

Protection:

The Contractor shall protect the work as its proceeds, protect the area, which is next to the construction, and protect the materials and components from damage and deterioration. Special consideration should be given to protecting sensitive areas such as hallways, entrances, walls, floors, and carpets areas from dust and construction activities.

The Contractor shall provide barricades as required to protect natural resources, site improvements, existing property, adjacent property, and personnel.

Where pedestrian traffic is through or adjacent to work area, the Contractor shall provide necessary guardrails and barricades to protect pedestrians and to prevent pedestrian access to work areas.

Remove guardrails and barricades at completion of construction.

The Contractor shall submit proposed plan and details of staging area.

Unsuitable Workers:

Upon the request of the COR, the Contractor shall remove any person employed by him who, in the opinion of the COR, is incompetent or has conducted himself improperly. The Contractor shall not permit a person who has been removed to return to the work site.

Contractor's Liability:

The Contractor must have complete insurance coverage for any injuries or damages that may occur during the construction period.

Final Completion:

After completion of the work, the Contractor shall make an appointment with COR for inspection and final acceptance with the signature of COR. The work site and related areas must be in a clean and tidy condition.

E. SUBMITTALS

General:

For each part of work Specified in this Scope of Work, submit the following as applicable, in accordance with Contract Clauses and Conditions.

- The Contractor must include written specifications for the materials and a sample of each material (as required) along with his/her quotation.
- Submit shop drawings showing plans / elevations / sections at not smaller than scale 1:100, and details not smaller than scale 1:20.

Samples:

Submit physical examples to illustrate materials and workmanship; and to establish standards by which completed work is judged, if requested.

Contractor Responsibilities:

- Review shop drawings, material data, and samples prior to submission. Initial, sign, or stamp, certifying the Contractor's review of the submittal.
- Verify:
 - Field measurements.
 - Field construction criteria.
 - Catalog numbers and similar data.
- Coordinate each submittal with requirements of work and Contract Documents.
- Contractor's responsibility for errors and omissions in submittals is not relieved by COR review of submittals.
- Contractor's responsibility for deviations in submittals from requirements of Contract Documents is not relieved by the COR's review of submittals, unless COR gives written acceptance of specific deviations.
- Notify COR, in writing at time of submission, of deviations in submittals from requirements of Contract Documents.
- Begin no work, which requires submittals until return of submittals with COR's stamp and initials or signature indicating review and indication to proceed as noted. Work performed prior to submission and approval of submittals may be subject for rejection.
- Distribute copies after COR's approval.
- Provide submittal information data in English and dimensions in both Metric and English units.

Submission Requirements:

- Schedule submissions to the COR immediately after Contract award.
- Submit three (3) copies of submittals (minimum).
- Submit three (or to be notified) of each sample requested.
- Accompany submittals with transmittal letter containing:
 - Date

- Project title and number
- Contractor's name and address
- The number of each submittal
- Notification of deviations from Contract Documents
- Provide each set of submittals bound together with a Cover and Table of Contents.

Re-Submission Requirements:

- Provide adequate information; submit formal letter(s) and/or reason(s) for deviation.
- Product Data and Samples: Submit new data and samples as required for initial submittal.
- Shop Drawings.
- Revise initial drawings as required and re-submit as specified for initial submittal.
- Indicate on drawings any changes, which have been made other than those requested by the Embassy.

APPENDIX

Official Holidays - 2020

In 2020, the U.S. Mission to Thailand will observe a total of 20 Thai and American holidays as shown below. It should be noted that listed Thai holidays are those which fall on normal workdays, including substituted holidays recognized by the Royal Thai Government.

1.	January 1	Wednesday	New Year's Day	American
2.	January 20	Monday	Martin Luther King, Jr.'s Birthday	American
3.	February 17	Monday	President's Day	American
4.	April 6	Monday	Chakri Memorial Day	Thai
5.	April 13	Monday	Songkran Festival	Thai
6.	April 14	Tuesday	Songkran Festival	Thai
7.	April 15	Wednesday	Songkran Festival	Thai
8.	May 4	Monday	Coronation Day	Thai
9.	May 25	Monday	Memorial Day	American
10.	June 3	Wednesday	H.M. Queen Suthida Bajrasudhabimalalakshana's Birthday	Thai
11.	July 3	Friday	Independence Day (observed)	American
12.	July 28	Tuesday	H.M. King Maha Vajiralongkorn Phra Vajiraklaochoyuhua's Birthday	Thai
13.	August 12	Wednesday	H.M. Queen Sirikit The Queen Mother's Birthday / Mother's Day	Thai
14.	September 7	Monday	Labor Day	American
15.	October 12	Monday	Columbus Day	American
16.	October 23	Friday	Chulalongkorn Day	Thai
17.	November 11	Wednesday	Veterans' Day	American
18.	November 26	Thursday	Thanksgiving Day	American
19.	December 7	Monday	H.M. King Bhumibol Adulyadej The Great's Birthday/ National Day / Father's Day(Observed)	Thai
20.	December 25	Friday	Christmas Day	American