



**U.S. Embassy  
Ashgabat, Turkmenistan**

## **STATEMENT OF WORK**

### **“Chancery Government Owned Vehicles (GOV) Parking Canopy Project”**

**July 14, 2022**

#### **1. INTRODUCTION:**

This Statement of Work (SOW) assumes the supply of all materials, equipment, and labor necessary for safe and proper installation of metal base and truss structure, covered with insulated metal panel roofing, for the Chancery site GOV parking canopy of the US Embassy Ashgabat.

Project assumes manufacturing and installing three modular parking canopy sections as a replacement of the currently existing structure at the East to cover all current parking spaces and accommodate two more GOV parking slots. GOV parking canopy is required to be built as per included in this SOW technical design drawing set.

The complete SOW consists of 6 binding sections and a set of technical drawings.

#### **2. DETAILED DESCRIPTION AND REQUIREMENTS:**

##### **A. Contractor’s qualifications:**

The contractor that is chosen to implement this project shall have all necessary permissive documents (licenses) to provide the outlined services in country.

B. Description of work site:

These works shall be performed at the fenced part of the parking lot of the territory, along the south perimeter wall of the US Embassy Ashgabat, located at: (1984) Pushkin Street #9.

C. Description of works, materials, and tools supply:

- 1) This parking canopy project requires a contractor to replace (by disassembling and utilizing the existing canopy structure), with a new enlarged parking canopy structure. The latter assumes constructing and installing metal base and truss parking canopy structure of 120 m<sup>2</sup> overall coverage and raise it at the existing parking canopy location at the eastside of the Chancery Compound. To minimize work timelapse at the Chancery, contractor is required to prefabricate key structure elements in transportable modules at his workshop and deliver it to site only at the time of the actual assembly, in accordance with proposed and approved schedule. Design, measurements, and color solutions of the structure are to fully comply with the proposed by the US Embassy technical requirements and match the existing Compound exterior design. This parking canopy installation also assumes design and installation of storm drain water drainage and divert its runoff to the existing road drainage downspout, as well as design and provision of lighting fixtures installation for the newly erected canopy structure. For more technical drawing design details please see attached design drawings.
- 2) During the whole duration of GOV parking canopy installation, it will be contractor's responsibility to provide all necessary equipment, materials, and labor force to perform the outlined works safely, delivering the required quality, and meeting the agreed timeframes.

**3. MATERIAL AND WORK STANDARDS:**

- 1) Quality of workmanship shall be of the highest standard in the industry. Completion and acceptance of works is done by means of joint inspection sign-off sheet after the implementation of works with the U.S. Embassy Contract Officer Representative (COR).
- 2) The contractor shall provide personnel, material, equipment, and supervision to complete the technical requirements in this SOW. The contractor shall be responsible for hiring labor and equipment vendors and shall follow security and safety protocol as directed by the U.S. Embassy COR.
- 3) The contractor, through the whole duration of works, is responsible to supply all necessary tools and equipment for meeting Safety and Hygiene standards while on this project. Also, the contractor shall assume

responsibility to provide adequate measures to protect from staining and/or damaging all nearby structures and paths used for accessing work areas.

- 4) The contractor is responsible for keeping the work area and its surroundings clean, as well as assume its responsibility to remove all construction related debris and trash from the site at the end of work.

*Note: Contractor will be required to always protect from damaging and/or staining nearby structures and surroundings, during conduction of works. Any stained and/or damaged structures/surfaces, affected during work process will be fixed at the contractor's expense.*

- 5) The contractor chosen to work on this project is responsible for supplying a written procedure report before being allowed to start the project. This report will indicate how this SOW will be attained i.e., which materials will be used, plans and/or schematics, manpower to be used, estimated time of delivery, etc.

#### **4. PRE-AWARD EMBASSY COORDINATION:**

##### **A. Working Hours:**

- 1) Normal Embassy working hours are Monday to Friday, 9:00 AM to 6:00 PM. Work may be done during non-working hours if approved by the U.S. Embassy COR.
- 2) The contractor must supply exact working dates and times two days in advance. This is to include starting and completion dates.
- 3) If project completion is not achieved by dates specified by contractor due to unforeseen, reasonable causes, the contractor may be granted 3 additional day grace period to complete the project. If after the 3 additional day grace period, the contractor will not deliver the project completion, every additional delay day will be penalized as 2% markdown to the project cost.
- 4) U.S. Embassy reserves the right to dismiss initial contractor due to unsatisfactory performance or delay and hire in secondary contractor to complete works.
- 5) Work completion can and/or will be delayed/postponed pending any unforeseen Embassy functions. Any cancellation or delay as a result of Embassy activity shall not be penalized against the contractor.

##### **B. Work Area:**

Prior to the start of work, the U.S. Embassy COR will provide the contractor with adequate workspace and, if needed, space for temporary storage of materials and tools.

**C. Daily Progress Summary:**

The contractor shall provide the responsible U.S. Embassy COR with a verbal daily progress summary.

**5. SAFETY:**

Safety is the highest priority on this project, as well as on all other U.S. Embassy Ashgabat projects.

- 1) The contractor shall direct all of those under his charge to work safely.
- 2) Regular safety meetings shall be held among on-site contractor personnel, and safety and work hygiene concerns shall be brought to the attention of the responsible Safety and Health officer and/or the person responsible for technical maintenance of specialized equipment used at worksite.
- 3) During the whole duration of works, the contractor shall supply its workers all necessary personal protective equipment required by Safety standards.
- 4) If the Safety requirements are ignored, the U.S. Embassy reserves its right to apply disciplinary actions to the contractor and/or its personnel, which may lead to ejection from the site.

**6. SECURITY:**

- A. This is a non-classified project. The work to be performed under this contract requires that the Contractor, its employees, and sub-contractors submit corporate, financial, and personnel information for review by the U.S. Embassy. Information submitted by the Contractor will not be disclosed beyond the U.S. Embassy.
- B. The Contractor will adhere to all security requirements of the U.S. Embassy.

END OF STATEMENT OF WORK