SAMPLE TASK ORDER 2 STATEMENT OF WORK

Please note: This Sample Task is for Technical Evaluation Purposes Only. No work will be awarded.

Scope

The purpose of this work is to successfully manage the execution of a project to completely refurbish 4,000 net square feet (nsf) of existing BSL-2 laboratory space from programming through beneficial occupancy into modern, flexible, and National Institutes of Health (NIH) Design Requirements Manual (DRM) compliant BSL-2 laboratories that can be used to support scientific initiatives at the NCI Campus at Frederick.

The NCI requires complete refurbishment of approximately 4,000 nsf of space on the 2nd floor of Building 123 rooms 10, 11, 12, 13, 14, and 15. The existing target space measures 50' x 80', is unoccupied and approximately 60 years old, aged, obsolete, and has failing utility systems. This project will completely refurbish this space to meet the scientific requirements of the NCI and will replace all utility systems that support the target space. While the space is existing laboratory space, the new space shall be a combination of laboratory and associated administrative space to house laboratory staff and scientific equipment in a configuration that the Contractor believes will best support the NCI mission. The project will design and build laboratories that are NIH DRM compliant (www.orf.nih.gov). The types of spaces that will be created could include but are not limited to: BL2 wet laboratories, flow cytometry facilities, tissue culture spaces, microscopy rooms, and administrative offices to house the Laboratory Director, computational staff, and administrative support personnel.

Period of Performance: Estimated 22 months

The Contractor shall perform the following tasks:

A. Management and programming for the refurbishment of laboratory space

The Contractor shall:

1. Furnish all the necessary services, qualified personnel, materials, equipment and systems, not otherwise provided by the Government as needed to manage the complete refurbishment of approximately 4,000 nsf of laboratory and associated office space located on the second floor of Building 123 on the NCI Campus at Frederick. The

Government will provide necessary office space, office furniture, office equipment (such as computers, copiers, and printers), parking for staff and subcontractors, space for subcontractor trailers, as needed, including lay down areas, and access to support facilities (such as conference rooms, food service, and warehouse space to store equipment and supplies).

2. Utilize contemporary project management practices to manage the project in the most advantageous way to support the NCI mission. An integrated project team consisting of contract staff and Government stakeholders will be assembled to facilitate the project. Contractor shall provide a Project Execution Plan to the NCI for review and approval. The plan will address the project management approach the Contractor believes is best suited for the project. This shall include an integrated schedule from initiation of the project to beneficial occupancy of the space that includes project milestone review periods and required approvals by the Government, as well as a quality assurance/quality control plan that is developed in accordance with industry standards.

3. Facilitate meetings with stakeholders to establish the program requirements for the project and communicate requirements with subcontractors; provide oversight and management of all subcontracted efforts and procurement efforts including a procurement plan for a licensed and insured Architect/Engineering (A/E) firm to produce complete, buildable designs and a procurement plan for construction that satisfies and supports the NCI mission; ensure quality assurance/quality control; provide oversight of the commissioning process and final acceptance of the space as well as any materials or supplies the Contractor believes will be necessary to execute the project from a management standpoint. Identify applicable regulations, certifications, accreditations and/or guidelines.

B. Project Execution Plan

1. The Contractor shall prepare a Project Execution Plan for the management and programming of the refurbishment of laboratory space. The project management and oversight component of the project shall be defined within the Project Execution Plan as to articulate the number of estimated man hours and cost associated with those hours and the distribution of labor categories (i.e. Project Manager, Support Engineers, Construction supervisors, Contractor staff that would assist in outage coordination or provide necessary communication with existing occupants to minimize disruption to

ongoing program activities, Safety support staff, Procurement staff, and any other Contractor staff deemed necessary for project completion).

2. Part of the management of the project shall include the management and oversight of safety requirements for the project design development and construction activities in accordance with applicable federal regulations, the NIH DRM, the guidelines for Biosafety in Microbiological and Biological Laboratories (BMBL) for biological safety, radiation safety, industrial hygiene, ergonomics, construction safety and the management of hazardous waste.

C. Other Considerations

Uniform assumptions pertaining to the details of the refurbishment project are provided below to give a relative understanding of the scope of the refurbishment project and to allow estimation of the level and depth of management necessary for the development of a proposal for management and programming for the refurbishment project. The Contractor can assume the following for this project.

1. Major construction will be performed by a General Contractor through a full and open competition process.

2. Asbestos is present in 100% of the floor mastic throughout the 4,000 square foot target space, and hazard material removal will be done in accordance with the State of Maryland procedures.

3. Utility shutdowns will need to be coordinated with other building occupants to minimize disruption to adjacent programs.

4. Minor construction scope and other construction support functions will be provided in the most effective way the Contractor feels is appropriate, either using Contractor staff or outsourcing the function.

5. Contractor to interface with NIH Division of the Fire Marshal to obtain project drawing approvals to ensure compliance with fire codes.

6. Contractor can utilize industry standards and parametric estimating to generate sub-contracted design and construction costs based on the available information in this SOW and information herein.

7. Contractor to identify all potential safety issues with the project design and execution and manage them to resolution.

8. No travel expenses are expected to be incurred.

9. An adequate water supply is available to support the hydraulic design of the sprinkler system as required per the NIH DRM. A fire pump will not be required under this project.

10. New fire alarm notification appliances will be connected to the existing circuits in the corridor. Additional circuits, panels, and battery capacity is not necessary.

11. An existing Local Area Network (LAN) closet exists 30 feet from the refurbishment target space, and can be utilized to support the project with no upgrade.

A/E and construction related assumptions include the following. The true design and construction costs will be determined by the competitive marketplace. The Contractor shall use a RS Means based approach to develop estimates of construction materials and activities once formal design documents are generated. Actual design and construction cost estimates are not required for Sample Task Order #2, simply the approach and cost to manage and execute such a project.

Procurement plans for the A/E firm and for construction will include all milestones for these functions and shall be integrated into the overall project schedule. Contractor will hold periodic design meetings with all appropriate stakeholders to ensure requirements are understood and translated into functional design submissions. Contractor shall supply to the Government for review and approval:

1. Conceptual and programmatic design submission at 15% completion including rough order of magnitude project cost estimate.

2. Preliminary schedule submission at 15% design stage.

3. 35% design submission including cost estimate and schedule.

4. 65% design submission including cost estimate and schedule.

5. 100% design submission including cost estimate and schedule that will be competitively bid for general contractor construction services. Final design package will be compliant with the latest version of the NIH DRM and in compliance with all applicable federal and state building, fire, and life safety codes.

6. Construction administration services plan to be implemented during construction phase of the project.

7. Weekly and monthly project Owner/Architect/Contractor (OAC) progress reports including all meeting minutes from programming and status meetings.

8. Commissioning reports as appropriate.

9. Project close out documents including operation and maintenance manuals for newly installed utility equipment.

10. Schedule and complete training of maintenance staff on any newly installed utility equipment or systems.

11. Provide successful Green Globes sustainability certification for the project.

Demolition

1. Remove all non-load bearing walls within the target space to create one open floor plate.

2. Remove all furnishings, casework, counter tops, fixtures, outlets, electrical devices, chemical fume hoods, biological safety cabinets, sinks, office furniture, and any other material within the target space.

3. Space will be tested for the presence of hazardous materials [asbestos, polychlorinated bipenyl (PCB) ballasts, mercury, lead paint, and other contaminants] and abated in accordance with the State of Maryland procedures.

4. Demolish all ductwork and Heating, Ventilation, Air Conditioning (HVAC) components in the space back to their respective air handling unit/exhaust handling unit (AHU/EHU) that serve the space.

5. Remove and dispose of all lights, drop ceiling tiles, and ceiling grid.

6. Remove and dispose of all network and telecommunication wiring in the space back to the LAN closets that serve the space.

7. Remove all electrical feeds back to the distribution panels that serve the space.

Architectural Requirements

1. Construct new drywall partitions and doorways to create the new laboratory layout. Install new doors and frames that have appropriate fire ratings as the project drawings indicate.

2. Furnish and install new Vinyl Composite Tile (VCT) flooring in laboratories and carpet in administrative spaces.

3. Install new laboratory casework and phenolic counter tops in accordance with the 100% designs.

4. Install new ceilings and lights of appropriate materials depending on locations within the laboratory.

5. Finish and paint all walls and surfaces in accordance with the design.

6. Install new modular office furniture in the administrative space to meet the user's requirements.

Mechanical Requirements

1. Provide all new ductwork within the target spaces.

2. Provide new supply air handler and exhaust fans that serve the space.

3. Provide new Building Automated Systems (BAS) controls, air valves, filters, vents, grills, and any other HVAC components to make the space functional in accordance with the design.

4. Provide new chemical fume hoods as necessary. All chemical fume hoods will have their own dedicated redundant exhaust per the DRM guidelines.

5. Provide all new plumbing pipes, fixtures, valves, adjustment devices, and backflow preventers to make the space functional.

6. Provide connections and utilities to new Biological Safety Cabinets as necessary and as dictated by the design drawings.

7. Provide all fire sprinklers and branch lines that will serve the refurbished space. The new branch lines will connect to the existing 4" cross main in the corridor.

8. Provide necessary safety showers and mixing valves necessary to feed tepid water to the showers and eyewashes at sinks.

Electrical Requirements

1. Install new conduit and devices necessary to power the space. Route conduits back to new distribution panel boards in the corridor adjacent to the target space.

2. Provide new lighting systems in accordance with the drawings.

3. Provide appropriate exit signs and emergency lighting.

4. Provide and connect new LAN cabling from terminal devices to existing LAN closet.

5. Provide all thermostats and temperature control systems for the spaces.

6. Provide outlets and LAN ports for the installation of scientific alarm system repeaters and transmitters that will monitor scientific freezer temperatures.

7. Install red outlets in areas that require emergency back-up power, connect circuits to existing panel board EPB-12B fed from existing emergency generator.

8. Provide appropriate alarm controls and systems to monitor chemical fume hood airflows and velocities. Connect alarm controls to the Building Automation System to allow for maintenance staff monitoring.

9. Provide new fire alarm notification appliances throughout the refurbished space. The new appliances shall match the existing.