



**CONSTRUCTION SCOPE OF WORK
U.S. GENERAL SERVICES ADMINISTRATION, ROCKY MOUNTAIN REGION 8**

Date: 01/15/25

Revision: Original

Section 1: Sioux Falls Courthouse IRA Window Replacement

Section 2: Project Location, Building Name, & Building Number

Sioux Falls Federal Building/Courthouse
400 South Phillips, 57104
Sioux Falls, SD
Building Number: SD0021ZZ

Section 3: Contact List

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Section 4: Project Background & Project Description

Before submitting a proposal on the work specified herein, each bidder is strongly advised to conduct a site visit to familiarize themselves with all existing conditions, identify limitations, and field verify dimensions for use in submitting offer and completion of work. No extra compensation will be allowed because of the Contractor's misunderstanding as to the amount of work involved or because of his/her lack of knowledge of any existing conditions.

The U.S. Courthouse is located in Minnehaha County, in the CBD of Sioux Falls, South Dakota. The U.S. Courthouse is the only GSA owned building in Sioux Falls, and is the oldest building in R8's inventory. The U.S. Courthouse has four floors and a basement.

The Sioux Falls Federal Office Building and Courthouse in Sioux Falls, South Dakota is a Historic Building and is listed on the National Register of Historic Places. As such, projects in the building are required to follow the guidelines set forth in the following publications.

- ADM 1020.2 GSA Procedures for Historic Properties

- The National Historic Preservation Act of 1966, as amended and Executive Order 11593.
- The Secretary of the Interior's Standards and Illustrated Guidelines for Rehabilitating Historic Buildings, Revised 1992 (36 CFR 67).
- GSA Technical Guidelines: <https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/technical-guidelines>
- GSA Technical Procedures: <https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/preservation-tools-resources/tec>
- National Park Service Preservation Briefs: <https://www.nps.gov/orgs/1739/preservation-briefs.htm>

The Inflation Reduction Act of 2022 (IRA), Pub. L. No. 117-169, enacted in August 2022, provided GSA with significant funding for (a) measures necessary to convert facilities to high-performance green buildings, (b) acquisition and installation of construction materials and products with substantially lower levels of embodied greenhouse gas emissions, and (c) emerging and sustainable technologies. The Contract resulting from this Solicitation will be funded in part by IRA appropriations, and it contains numerous IRA-specific requirements. Requirements include, but are not limited to, requirements regarding pricing, invoicing, submittals, materials, and construction. In addition, please note that this Solicitation contains an evaluation factor favoring certain construction materials with the lowest possible levels of embodied carbon. Offerors shall carefully review this Solicitation, the Agreement, the Statement of Work, the Specifications, and the Drawings. Offerors are responsible for accurately pricing and, if successful, fully performing all Contract requirements.

Section 5: Project Objectives

- 1) The Contractor shall provide labor, materials, equipment and supervision to perform demolition and construction as defined in the attached construction documents. This includes but is not limited to the Construction Drawings and Project Manual. Any deviation from these documents shall require written approval from the GSA.
- 2) The Contractor shall abide by all building specific requirements including but not limited to access, business hours, utility shutdowns, deliveries, parking, dumpster locations, after hours work, permits and adjacent tenant disturbance.
- 3) The Contractor shall verify all requirements at the time of the pre-bid walk through.
- 4) The Contractor shall provide a project schedule and MOP as detailed in Section 9 before notice to proceed; to be approved by the GSA.
- 5) The Contractor shall comply with all codes, and standards applicable to each type of work through the course of this project. The Contractor shall also comply with the requirements of the PBS P-100.
- 6) Contractor must adhere to all applicable requirements of Chapter 7 of the P-100 for Fire and Life Safety.
- 7) Contractor must perform a pre-alt asbestos and lead environmental survey prior to commencement of any work. See Attachment 3 – GSA SD Asbestos Pre-Alt SOW and Attachment 4 – GSA Lead Pre-Alteration Assessment SOW for requirements.
- 8) Contractor is responsible for the abatement of all Asbestos-containing material (ACM), lead paint (LP), and hazardous building materials as outlined in the following attachments: Attachment 5 - GSA Sioux Falls USMS Asbestos Abatement Requirements; Attachment 6 -

GSA SD 3rd Party Abatement Clearance Requirements; Attachment 7 - GSA Base Lead Management Requirements.

- 9) The contractor will assume any paint disturbed as part of this project contains lead unless the Contractor's pre-alteration inspection determines otherwise. Contractor will be required to abate all lead-based paint per Attachment 7 - GSA Base Lead Management Requirements.
- 10) The most recent asbestos building-wide survey is provided for reference purposes only as Attachment 15 – 2014 Asbestos Inspection. This "AHERA-style" building survey has been provided for background only. This type of asbestos survey is intended to identify asbestos-containing materials that could be disturbed or touched by normal occupancy and operations and maintenance of the building. It does not provide the level of detail or specificity needed to match the scope of an alternation, renovation, or demolition project and often have not captured all renovation and repair activities that have occurred within the building over time. The sampling that the attached report is based upon is also surficial in nature and is not generally non-intrusive or destructive. Furthermore, this report does not adequately inspect and test materials in inaccessible spaces, plenums, chases, all layers of wall or floor systems, etc., as required by federal and state asbestos NESHAP requirements. The asbestos inspection reports do not typically include the exterior of the building, such as caulking, window systems, etc., and often presume or assume materials are asbestos-containing in lieu of destructive sampling for materials like ceramic tile grout and adhesives, roofing, vibration dampeners, fire doors, floor tile and mastic, etc. Quantities of materials presented in these reports are often incorrect, they often rely upon sample data that is over 15 to 30 years old, and GSA has found a lot of other inaccuracies and omissions in these reports. Given these issues, the sample results, findings, and conclusions of these reports are not warranted by GSA, and GSA providing this report does not relieve the obligation of the Contractor to perform a project-specific hazardous material pre-alteration assessment in accordance with federal and state asbestos regulations and GSA policy.
- 11) Contractor will be responsible for developing health and safety plan for any incidental disturbance of hazardous material.
- 12) Contractor will schedule and attend a pre-abatement meeting prior to conducting any construction work on-site. Contractor's certified asbestos abatement subcontractor will be required to attend this meeting.
- 13) All survey and layout are the responsibility of the contractor.
- 14) Contractor is responsible for field verifying all dimensions.
- 15) Contractor will coordinate with the A/E for all inspections and required submissions. The A/E of record will be providing construction administrative services for the duration of this project.
- 16) Disruptive Work - All painting, staining, or other activity which may cause noxious or undesirable fumes, as well as any noisy work that may be disruptive to the tenants and public must be performed outside of normal working hours. Normal working hours are Monday – Friday from 7:30am – 5:00pm excluding federal holidays. The use of paint or stain that does not generate odors is preferred and may be required if the space will be occupied the following day with prior written approval from GSA.
- 17) Furniture - Contractor is responsible for moving all existing tenant furniture to complete the window replacement project. Once work has been completed at each individual window, the contractor must move the furniture back to its original location. Contractor must protect all furniture from damage.
- 18) Contractor is responsible for repairing any exterior or interior finishes that are damaged as part of the contractor's work.

- 19) Contractor is responsible for maintaining the temperature and humidity to allow for continued occupancy of adjacent occupied work areas and protect existing finishes from damage.
- 20) Contractor is responsible for IRA required signage.
- 21) Acquire and install IRA-Eligible Materials that adhere to the global warming potential IRA Limits established in the Contract. IRA-Eligible Materials shall be purchased and properly installed per the Agreement, Scope of Work, Drawings and Specifications. Unless otherwise specified, all work requiring use of materials with a contractually-established IRA Limit shall utilize materials compliant with those Limits.
- 22) For each type of IRA-Eligible Material, the Contractor shall provide submittals of Environmental Product Declarations (EPD) and product information -- see Division One Specification, Submittal Procedures, 013300.
- 23) IRA-Eligible Material scope item(s) shall be integrated into the project's phasing, scheduling, reporting, and scope, to support overall project goals.
- 24) Limit area of disturbance or work area for IRA-Eligible Material scope item(s) to the minimum practical area. Work area or area of disturbance shall be restored to pre-project or new condition.
- 25) Record Keeping - The Contractor must maintain detailed record and documentation of the project in preparation for the turn-over to GSA, refer to GSA 017810 PROJECT RECORD DOCUMENTS.
- 26) Communications Plan - The Contractor, in consultation with the stakeholders of the project, must implement the Project Communications Plan. This plan must be used and maintained by the Contractor throughout the project and updated by the Contractor as necessary to suit each project phase.
- 27) Quality Assurance and Quality Control - The Contractor must implement QAQC practices as required by GSA 014000 QUALITY ASSURANCE & CONTROL REQUIREMENTS GUIDANCE.
- 28) Risk Management - The Contractor must develop with input from the Government, occupant agencies and other stakeholders to create, update, or modify a Risk Register using the Construction Industry Institute's Project Definition Rating Index (PDRI). The Contractor prepare and maintain a Risk Register throughout the project. It will be used to identify, categorize, quantify, and appropriately address key risks and opportunities.
- 29) Cost and Schedule Management - The Contractor must perform the cost and schedule management tasks and submit deliverables prescribed by the P-120, Public Buildings Service Cost and Schedule Management Policy Requirements, October 2022.
- 30) In addition to the Schedule of Values required in GSA 012900 PAYMENT PROCEDURES for payment and critical path scheduling (GSA 013110 PROSPECTUS CPM SCHEDULE SPECS), the Contractor shall provide bid cost data to assist GSA with allocation of costs. A cost breakdown shall be provided in UNIFORMAT Level III, with a Level II summary, using parameter estimate methodology, as described in the P-120 Bid Analysis section and Table A-1.
- 31) The Contractor shall participate in coordination meetings throughout the project to update the cost baseline as required, including a final cost model at Substantial Completion. The Contractor shall update the bid breakdown after the approval of Change Orders.
- 32) Schedule Management - The Contractor must meet the P-120, Public Buildings Service Cost and Schedule Management Policy Requirements, October 2022 requirements.
 - a. Critical Path Method Schedule - Before starting work, the Contractor must develop and provide a critical path method (CPM) logic based detailed work breakdown structure

schedule for completion of all work activities, tasks, submissions. Refer to GSA 013110 PROSPECTUS CPM SCHEDULE SPECS.

- b. Monthly Schedule Updates - The Contractor must provide monthly schedule updates to GSA, showing progress on and completion of all required work. The Contractor must immediately notify GSA of any anticipated delay in performance of any work.
- 33) Construction Work Sequencing and Coordination Plan** – The Contractor shall provide an updated construction work allocation plan, that includes a breakdown of the planned construction work sequencing, timing, and required coordination among the Contractor and the subcontractors.
- 34) Testing and Inspection Plan** - The Contractor shall develop a testing and inspection plan that will be reviewed and approved by GSA. The plan is based on industry standard tests and inspections for the construction activities being employed on this project. The Contractor will be responsible for hiring a 3rd party testing and inspection Contractor to implement this plan. All reports will be reviewed by the engineer of record.
- 35) O&M Review and Coordination Meeting** - The Contractor shall identify all manufacturer recommended operating, maintenance, and cleaning best practices for major features, systems and equipment. The Contractor shall conduct a meeting with GSA O&M representatives to define specification requirements for service agreements, warranties, and turn-over related training.
- 36) Contractor must update and submit completed Attachment 11 - 23535 Sioux Falls Courthouse IRA Window Replacement Submittal_ Reporting Form** reflecting any necessary updates monthly. These constitute the minimum required submittals. The Contracting Officer may determine a more frequent submission based on the nature of the project.
- 37) Reports**
 - a. The Low Embodied Carbon Materials Research Report is due within 5 business days of notice to proceed. Following submission of its report, the Contractor shall request that the Contracting Officer issue an unrestricted notice to proceed.
 - b. Within 10 business days following contract award, the Contractor shall provide the Contracting Officer with a current Market Report on IRA-Eligible Materials referenced in the Solicitation’s Sustainability Factor self-scoring table. The Market Report shall evaluate materials available in the quantities and timeframes required by the Contract, prioritizing data on materials compliant with Top 20% and Top 40% Limits. The Market report shall detail:
 - i. the Contractor’s process for seeking IRA-Eligible Materials meeting each material’s respective Top 20% and Top 40% Limits;
 - ii. sources contacted;
 - iii. sources of Top 20% and Top 40% materials identified (if any); and
 - iv. actual or estimated pricing and environmental product declaration GWP values for each identified material.
 - c. The Contractor shall furnish an Updated Market Report 90 calendar days following submission of the initial report.
 - d. Within 120 days after contract award, the Contractor shall submit a compliant EPD for any IRA-Eligible Material for which the Contractor was unable to submit a compliant EPD by the proposal due date. Such EPD must reflect GWP values that comply with the IRA Limit Commitments incorporated into the contract. GSA shall not issue a Notice to Proceed with construction services to the Contractor until the Contractor has submitted a

compliant EPD for each IRA-Eligible Material for which the Contractor was unable to submit a compliant EPD by the proposal due date.

38) IRA and Associated Requirements

- a. Contractor to provide a list of IRA-Eligible Materials corresponding to the list set forth in the Solicitation’s Sustainability Factor or, for a sole-source award, the proposal submission instructions.
- b. The successful offeror’s IRA Limit Commitments for each IRA-Eligible Material, and
- c. The GWP values from GSA’s glass requirements associated with the IRA Limit for each material.
- d. GSA’s asphalt, concrete (and cement), glass and steel requirements establish numeric global warming potential (GWP) limits for each of the EPA-approved construction materials: concrete (and cement), asphalt, steel, and glass (IRA-Eligible Materials). For each IRA-Eligible Material, GWP limits have been established for the best performing 20% of materials in terms of embodied carbon, as reported in terms global warming potential (Top 20% Limits), the best performing 40% of materials in terms of embodied carbon (Top 40% Limits) and better than industry average (Better Than Average Limit). In accordance with its proposal, Contractor shall provide all IRA-Eligible Materials required for performance of the Contract in compliance with the following IRA Limits.

IRA-Eligible Material*	IRA Limit (e.g., Top 20% Limit, Top 40%, Better than Average)	GWP Value for IRA Limit
Concrete Specified concrete strength class (compressive strength [f'c] in pounds per square inch [PSI])		
≤ 2499 PSI		[CO to specify each limit as applicable - limits for the Top 20%, Top 40% and Better than Average prepopulated below] 228 261 277 kgCO ₂ e/m ³
3000 PSI		257 291 318 kgCO ₂ e/m ³
4000 PSI		284 326 352 kgCO ₂ e/m ³
5000 PSI		305 357 382 kgCO ₂ e/m ³
6000 PSI		319 374 407 kgCO ₂ e/m ³
≥7200 PSI		321 362 402 kgCO ₂ e/m ³
Cement**		751 819 858 kgCO ₂ e/metric ton

Concrete Masonry Units		217 256 290 kgCO ₂ e/m ³
Asphalt		55.4 64.8 72.6 kgCO ₂ e/metric ton
Steel		
Fabricated Rebar		728 794 850 kgCO ₂ e/metric ton
Unfabricated Rebar		611 716 760 kgCO ₂ e/metric ton
Hollow Structural Sections (fabricated)		1,778 1,854 1,898 kgCO ₂ e/metric ton
Hollow Structural Sections from Electric Arc Furnaces (unfabricated)		1,580 1,620 1,652 kgCO ₂ e/metric ton
Hot-Rolled Sections (fabricated)		1,022 1,128 1,163 kgCO ₂ e/metric ton
Hot-Rolled Sections (unfabricated)		686 713 869 kgCO ₂ e/metric ton
Cold-Formed and Galvanized (stud, track, framing, etc.)		2,228 2,324 2,408 kgCO ₂ e/metric ton
Structural Steel Plate from Electric Arc Furnaces (unfabricated)		987 1,152 1,190 kgCO ₂ e/metric ton
Flat Glass		1,331 1,370 1,401 kgCO ₂ e/metric ton

* Required construction product assemblies (such as window assemblies) are included in IRA-Eligible Material categories, and are bound by IRA Limits. At least 80% of the assembly's total cost or total weight must be composed of compliant IRA-Eligible Materials.

** Where provision of concrete that qualifies under these GSA IRA Limits is impractical, GSA's IRA Limits for cement may be applied to the cement being used in the concrete mix.

Contractor compliance with IRA Limits will be verified by reference to provided materials' environmental product declarations (EPDs). EPDs must meet the standards reflected in GSA's asphalt, concrete (and cement), glass and steel requirements (see Compliance Documentation criteria listed for each IRA-Eligible Material).

Section 6: Proposal Pricing & Site Walk

1) Pre-proposal Site Visit Meeting: Date TBD

- a) The site visit shall consist of a meeting to review construction requirements followed by a walk-thru of the project site(s). The meeting shall be attended by the contractor and GSA project personnel, and appropriate sub-contractors.
- b) Review existing conditions of the project area including any field verification.
- c) Site visit appointments to be scheduled during proposal submission period. Dates and times to be determined.
- d) All RFI submissions are due 7 calendar days prior to the bid close date.

2) Cost Proposal Requirements:

- a) GSA is required to track spending for each of the three appropriations it received under the Inflation Reduction Act of 2022 (IRA) -- for low-embodied carbon (LEC) materials, emerging and sustainable technologies, and high-performance green building measures -- and has established “budget activities” for each of these appropriations. A contract line-item number (CLIN) for each of these budget activities has been included in the Agreement as necessary. In addition, sub-CLINs will be used to track spending on each of the LEC materials designated for IRA funding -- asphalt, concrete, glass, and steel. Offerors must include separate prices for IRA work under the corresponding IRA CLINs and sub-CLINs.
 - 1. Amounts for each IRA CLIN should reflect all expenses necessary to accomplish acquisition and installation of IRA work elements. A list of possible expenses follows below; this list is not exhaustive.
 - 2. Expenses of acquiring and transporting products and materials required for IRA-funded work to the construction site;
 - 3. Labor, general and administrative expenses, and overhead and profit reasonably attributable to installation of IRA-funded work;
 - 4. Expenses for materials, tools, riggings and equipment (including safety equipment) required to install IRA-funded work;
 - 5. Design, submittal and documentation expenses reasonably attributable to IRA-funded work;
 - 6. Demolition and disposal expenses reasonably necessary for and attributable to IRA-funded work
 - 7. Expenses necessary to return space to its condition preceding IRA-funded work;
 - 8. Environmental remediation expenses required in execution of IRA-funded work; and
 - 9. Phasing and commissioning expenses reasonably attributable to IRA-funded work.
- a) When submitting a proposal, the contractor will utilize pricing template provided in the Solicitation as ‘25R0028 Bid Sheet.’ Contractor is required to fill out each line item and verify all formulas and total pricing prior to submitting final bid document.

Section 7: Period of Performance

Once Notice to Proceed has been issued, the contractor has 390 calendar days to reach Substantial Completion of the project. In accordance with the clause "Liquidated Damages - Construction" FAR 52.211-12, liquidated damages will be assessed for late delivery beyond the guaranteed substantial completion date in the amount of \$828.68 per calendar day. The contractor must also promptly begin the badging process at the time of Award. Please allow a minimum of 30 days per applicant or employee to complete the badging process; during this time the contractor shall conduct a kickoff meeting, submit a detailed project schedule, produce the technical design submittal, and begin executing the work. Once Substantial Completion has been achieved, the contractor has 30 calendar days to provide acceptable resolution to all punch-list and commissioning items, as-built documentation, operator training, and demo work. Final Acceptance shall be achieved when all project deliverables are complete and no known issues remain. Extensions may be granted for unforeseen conditions and other factors outside of the contractor's control at the Contracting Officer's discretion.

Materials and workmanship shall be covered under warranty as outlined in the construction documents and project manual. Warranty shall be administered on-site, or, where feasible and effective, using remote access provided by GSA. Warranty start dates will be based on acceptance of each phase of construction by the Government. Warranty repairs and/or corrections shall be made promptly.

Section 8: Universal Scope Requirements

- **ALL of the requirements in this section are MANDATORY for ALL GSA projects**
- See Attachment 1 - USR_v4 - 3-1-2024 - SF Window Replacement, Universal Scope Requirements, document for the full details outlining each item
- Failure to comply with all requirements will result in the project not being accepted as complete

Safety & Health

- A. Safety and Health Program
- B. Asbestos (Pre-Alteration Assessments)
- C. Lead Containing Paint / Lead Based Paint
- D. Fire & Life Safety
- E. Accessibility (ABAAS)
- F. Construction Indoor Air Quality (IAQ) Management Plan

Energy, Sustainability, & Environmental

- G. Sustainable Purchasing
- H. Construction Waste Diversion
- I. Site Work (Stormwater/Erosion, Soil Disturbance, and Utility Locates)
- J. Rebates
- ~~K. Water Treatment for Building Mechanical Systems~~
- ~~L. Water Efficient & Pollinator friendly Landscaping~~
- M. NEPA

Building Systems Integration

- ~~N. Commissioning (Cx)~~
- ~~O. GSA IT Network~~
- ~~P. Building Automation Systems (BAS)~~
- ~~Q. Advanced Metering System (AMS)~~
- R. Building Information Modelling (BIM)
- S. National Computerized Maintenance Management System (NCMMS)

Design Elements

- T. Historical Preservation
- U. Energy Design
- ~~V. Electrical Design~~
- ~~W. Lighting Design~~
- ~~X. Mechanical Design and Fuel Storage~~
- Y. Seismic Safety Design
- Z. Physical Security Performance Attributes

Typical Project Document References

- a) PBS-P100, current at the time of the award, including all applicable standards, criteria, and guides listed therein. The Design Stage submissions shall comply with PBS-P100 Appendix-A, unless otherwise, indicated in this Statement of Work.
- b) GSA Order PBS 3490.1, Management of Sensitive but Unclassified (SBU) building information.
- c) National Fire Protection Association (NFPA) 70E Electrical Safety Requirements Manual, EM 385-1-1, current edition.
- d) 29 CFR, Part 1910: Occupational Safety and Health Administration (OSHA) General Industry and Health Standards.
- e) 29 CFR, Part 1926: “Safety and Health Regulations for Construction”
- f) 40 CFR 260, “Hazardous Waste Management System”
- g) 40 CFR 261, “Identification and Listing of Hazardous Waste”
- h) Federal Standard: Fed Std. 313A, Material Safety Data Sheets, Preparation and the Submission of.

Codes and Standards

- a) All contractual references – documents, codes, and standards – shall be used to measure compliance of the design completion and implementation with contractual expectations. All services shall be conducted in accordance with the documents listed below. The applicable version of each document shall be the version current at the time of award of this contract. In the event of a conflict between the requirements stated in these documents and requirements provided elsewhere in this Statement of Work, the requirements in the Statement of Work shall prevail.
- b) Any conflicts or ambiguities within or among the referenced standards and criteria documents, or any deviations from requirements contained in the standards and criteria documents, shall be reported to GSA’s Contracting Officer in writing, for determination as to applicability.

Section 9: Submittals

- 1) Contractor shall submit a Method of Procedures (MOP) to the Project Manager (PM), Justin Gartland, for approval prior to commencement of work that is disruptive or will impair any building systems (fire/life safety, mechanical, electrical, plumbing, etc.). At a minimum, the MOP shall include:
 - a) Brief narrative describing method of accomplishment, construction techniques, etc
 - b) Project schedule (to include critical path, major milestones, long lead time items, mob & de-mob, inspection dates, substantial completion, and occupancy dates)
 - c) Service/Utility Outages
 - d) Phasing schedule
 - e) Any building infrastructure/BAS equipment that may be impacted
- 2) As- Builts (CAD and/ or BIM/Native File) BIM is required for any project above the Simplified Acquisition Threshold, currently \$250,000.
- 3) Contractor to perform a pre-alt asbestos and lead environmental survey prior to commencement of any work.
- 4) Equipment list and preventative maintenance plan formatted to be used in Maximo Manufacturer's specifications, instructions and material specification sheets in original form. All new equipment and anything requiring a preventative maintenance plan shall be inputted into NCMMS upload template (See Attachment 11).
- 5) Submittal register/ log for all products specified to establish a standard of quality to include. Submittal register response by the government shall be (14) calendar days or less.
- 6) For pricing purposes please assume 1 hard copies of submittals and 1 electronic copies to be sent to the project manager. Distribution list including final quantities will be finalized after receipt of the submittal log/ register by GSA project manager.
- 7) If product samples are not submitted in a timely fashion, any delays caused by the contractor will not warrant a time extension. After completion of all work, the Contractor shall submit to the project manager the manufacturer's specifications, instructions and material specification sheets in original form. Additionally, the Contractor shall submit all inventory changes (removals, additions, upgrades, etc., and new condition codes) to the COR.

Section 10: Project Management Information System

GSA requires the use of the PMIS (GSA's project management information system) throughout the project life cycle as a project management tool, and as a repository for timely and accurate project information. The current PMIS in use by GSA is Kahua.

The contractor shall utilize the PMIS for the following:

- 1) Collaboration Tool - Collaborate with GSA and the broader Project Delivery Team across all project tasks.
- 2) Storage Repository - Store all project information and documentation, including controlled unclassified information (CUI) and commutations.
- 3) Kahua Applications - The following applications shall be utilized by the Contractor:
 - Expenses - Manage contract financial information including contract awards, tracking potential change requests, breakdown of schedule of values, and pay request review

- Document Management
 - Communications - Document and upload formal project communications
 - Daily Reports - Document and upload daily reports
 - Design Review - Initiate, manage and participate in project design reviews
 - Field Observations - Record field observations, test results and upload related documentation
 - File Manager - Manage project/contract files and initiate design reviews
 - Meetings - Document project meetings and track progress on key action items
 - Packaged Submittals - Manage project submittal review process and upload related documentation
 - Punchlists - Manage project punch-list process and upload related documentation
 - RFI's - Manage project RFI process and upload related documentation
 - Risk Register - Identify and contribute to managing key project risks
 - Safety - Manage project related safety issues including Accident Reports, Fire Alarm/Sprinkler Outage Requests, Fire Incident Reports, Hot Work Requests, Injury Reports and Safety Notices
 - Schedule Management
- 4) Other
- Sustainability - Review/contribute to project sustainability reporting, uploading related documentation
- 5) Access and Equipment - PMIS is web-accessible and can therefore be accessed via any compatible computer with an Internet connection. Information for requesting an account, accessing the PMIS and equipment needed is available on the Project Management Information System - Access site. GSA will not furnish any equipment related to accessing PMIS.
- 6) Training - GSA will provide no cost training to familiarize team members with the PMIS system. That being stated, GSA will not reimburse the A/E for any travel related to any PMIS training. Training videos via YouTube and reference guides are available on the Project Management Information System - Training site.
- 7) Support - GSA will provide PMIS system administration and end-user support for the duration of the project. To request assistance email kahuasupport@gsa.gov.
- 8) Personnel Requirements - An HSPD-12 (Homeland Security Presidential Directive 12) security clearance is not required to access the GSA PMIS. Further information on HSPD-12 may be found at the following website: www.gsa.gov/hspd12. The time to process and obtain clearances may vary in length.

Section 11: General Requirements

1) Contractor Use of the Premises

- a) All painting, staining, or other activity which may cause noxious or undesirable fumes, as well as any noisy work that may be disruptive to the tenants and public must be performed outside of normal working hours. Normal working hours are Monday – Friday from 7:30am – 5:00pm excluding federal holidays. Any disruptive work occurring during normal working hours will need to be approved by the Building Manager and Contracting Officer Representative in writing at least two business days (does not include weekends and

holidays) in advance. The contractor will have access to the site during outside of normal working hours subject to security and badging requirements. The contractor will need to coordinate with the Contracting Officer to arrange access to the parking lot. The contractor shall make every effort to cause a minimum of damage to federal property. Any damage caused will be repaired at the contractor's expense.

2) Progress Meetings

a) The contractor shall schedule weekly meetings with the GSA and subcontractors. The contractor shall keep meeting minutes and distribute copies at the following meetings. The meeting agenda will include the following as a minimum: Approval of previous meeting, safety concerns, review of work progress, field observations, problems and decisions, identification of problems which impede planned progress, review of submittals schedule and status of submittals, open Requests for Information (RFI), maintenance of progress schedules, planned progress during the succeeding work period.

b) The buildings are fully occupied and shall remain so throughout the performance of the contract. Approval of a schedule of work shall be required prior to starting construction. Any work requiring outages shall be coordinated with the property manager and occupants two weeks in advance, detailing the work to be accomplished during the outage.

3) Inspections and Tests

a) The Contractor shall perform inspections and tests throughout the construction process, including construction installation (special inspection, placement, qualification measurements, ect.), and final inspections/tests (commissioning/performance certification). Periodic progress inspections shall also be conducted to support progress payments.

b) 4.2 Government Witness; All inspections and tests called for in this SOW shall be witnessed by the Government and/or A/E and coordinated through the Quality Control Plan (QCP). The contractor shall notify the GSA Program, GSA Project Manager and A/E in writing at least two weeks prior to conducting tests.

4) Equipment

The contractor shall provide all equipment associated with the entire project, operate in a safe manner and adhere to all OSHA and GSA standards.

5) Equipment and Material Storage

The contractor shall provide and store all equipment, materials, and any other materials required completing the project. There will be a minimal amount of on-site storage areas. All stored materials are required to be kept clean and dry throughout the duration of the project. Contractor to coordinate with building manager for utilization of storage on-site.

6) Sanitary Facilities

The contractor may use sanitary facilities within the Sioux Falls Federal Courthouse.

7) Electricity, Water, and Gas

GSA will pay for electricity, water, and gas during the course of this project. The contractor is responsible for making connections to the existing systems. Temporary electrical work shall meet the requirements of NFPA 70-1996 (NEC), Article 305. When temporary connections are removed, restore existing utility services to their original condition.

8) Contractor's Field Office

The contractor will have minimal space for on-site storage and temporary field office. Contractor to coordinate with building manager for location of on-site field office within the Sioux Falls Federal Courthouse.

9) Fire Watch

Contractor shall be responsible for providing fire watch if required per attached GSA fire watch guidelines.

10) Fire Alarm Impairment and Hot Work

When a fire suppression or alarm system impairment is required, contractor shall provide written outage request to GSA for approval in advance of impairing any systems. Contractor shall be responsible for having a GSA approved NICET certified fire alarm contractor perform all system impairments. During fire alarm/suppression impairments or hot work procedures, contractor shall provide a fire watch per the GSA Regional Fire Watch Guidelines.

11) Protection of Public

The building site will continue to be used by tenants. The contractor shall fence, barricade, or otherwise block off the immediate work area to prevent unauthorized entry. The contractor shall illuminate barricades and obstructions at night and maintain safe building access and egress for tenants.

12) Housekeeping

The project site shall be kept in a neat, orderly, and safe condition at all times. The contractor shall provide enough containers for collecting construction debris and construction materials to be recycled. The contractor shall wet down dry materials and rubbish to prevent blowing dust and keep volatile wastes in covered containers.

13) Transportation and Deliveries

The contractor shall arrange deliveries of materials in accordance with construction schedules; coordinate with COR to avoid conflict with other tenants and other work conditions at the site. Contractor must make GSA PM & CO aware of any lead times that may affect the project schedule.

14) Cleaning

Before scheduling the final inspection, the Contractor shall accomplish six items: (1) Remove all tools, equipment, surplus material, and rubbish; (2) Restore or refinish, to original condition, surfaces that are damaged due to the work of this contract; (3) Remove grease, dirt, stains, foreign materials, and labels from finished surfaces; (4) Thoroughly clean building interiors; (5) Pickup all construction debris from the site; and (6) At time of final inspection, project shall be thoroughly cleaned and ready for use.

15) Disruptive Work

All painting, staining, or other activity which may cause noxious or undesirable fumes and/ or any noisy work that may be disruptive to the tenants/ public must be performed after normal working hours. The use of paint or stain that does not generate odors is preferred and may be required if the space will be occupied the following day with prior written approval from GSA.

Section 12: Badging & Security

- 1) Contractor is responsible to follow GSA's security and badging requirements as detailed in the Attachment 2 – Vendor Manual September 2023.
- 2) US Access shared enrollment centers can be found at fedidcard.gov. Travel distances to the nearest center should be accounted for during the badging process.

Section 13: Payments

- 1) Information regarding payment requests and payment is in the solicitation/ contract. See Attachment 9 - Supplemental Pricing and Invoicing Instructions for Projects Funded by the Inflation Reduction Act of 2022 for additional information. Please contact the CO if you have any questions regarding payments.

Section 14: Substantial Completion & Final Inspection

- 1) When project, or designated portion of project is complete, request a final inspection. Upon receipt of request that project is substantially complete, the Contracting Officer will proceed with the inspection within ten days of receipt of request or will advise the contractor of items that prevent the project from being designated substantially complete. The project will not be substantially complete till all phases of construction are completed.
- 2) As-built design drawings and field training for Operations and Maintenance (O&M) personnel shall be provided at completion of project. Maintain one complete set of contract drawings. Clearly mark changes, deletions, and additions to show actual construction conditions. Show additions in red, deletions in green, and special instructions in blue print. Provide to GSA within timeframe negotiated at time of award.
- 3) In addition the items listed above the contractor shall provide the following
 - a. Executed warranties at project completion. Contractor to provide summary page of all warranties. :
 - b. Maintenance and operation manuals (O&M manuals)
 - c. Owner/operator training & training guide
 - d. All documents to be submitted in both hard copy and electronic format

Section 15: Attachments

Attachment 1 - USR_v4 - 3-1-2024 - SF Window Replacement

Attachment 2 - Vendor Manual September 2023

Attachment 3 - GSA SD Asbestos Pre-alt Inspection SOW

Attachment 4 - GSA Lead Pre-Alteration Assessment SOW

Attachment 5 - GSA Rapid City USMS Asbestos Abatement Requirements

Attachment 6 - GSA SD 3rd Party Abatement Clearance Requirements

Attachment 7 - GSA Base Lead Management Requirements

Attachment 8 - P100 2024 Final

Attachment 9 - Supplemental Pricing and Invoicing Instructions IRA

Attachment 10 - Glass - GSA IRA Low Embodied Carbon Requirements

Attachment 11 - 23535 Sioux Falls Courthouse IRA Window Replacement Submittal_ Reporting Form

Attachment 12 - Post Award Allocation Form IRA

Attachment 13 - IRA Project Submittal Form and Data Dictionary

Attachment 14 - Fire Protection MOP and Firewatch Log Example

Attachment 15 – 2014 Asbestos Inspection