U.S. Department of Justice
Federal Bureau of Prisons

Facilities Management

Washington, DC 20534

March 13, 2026

MEMORANDUM FOR **BENJAMIN HENRY**
CONSTRUCTION CONTROL REPRESENTATIVE
ADMINISTRATIVE DIVISION

KIMBERLY HUDSON Digitally signed by KIMBERLY HUDSON Date: 2026.03.13 12:31:29 -04'00'

FROM: Kimberly Hudson, Chief
Construction and Environmental Review Section

SUBJECT: Statement of Work Approval for Project 26Z4AM8
Install Above Ground Tanks

The Construction and Environmental Review Section, Facilities Management Branch, has reviewed and approved the Statement of Work (SOW) to be used for solicitation services at FMC Rochester for Project 26Z4AM8, Install Above Ground Tanks.

This SOW specifically addresses the Install Above Ground Tanks, under Project 26Z4AM8 as defined herein and should not be interpreted as an open-ended approval for future, unrelated work.

If you have any additional questions or concerns, please contact Henry Guo, Architect, at sguo@bop.gov.

STATEMENT OF WORK
Federal Medical Center Rochester- B&F PROJECT 26Z4AM8
Install Above Ground Fuel Tanks

APPROVED
By CERS at 7:48 am, Mar 13, 2026

I. SPECIFICATIONS:

A. INTRODUCTION

Removal of Existing Underground Storage Tanks and Installation of New Aboveground Fuel Storage and Dispensing System:

The Federal Medical Center (FMC) located in Rochester, MN 59904 intends to make a single award to a responsible contractor to furnish all labor, equipment, materials, programming, training, and incidental services necessary to remove and install two (2) new above ground diesel/unleaded fuel tanks and two (s) associated existing fuel pumps while integrating a new fuel management system as stated in the following project overview:

1. Properly remove two (2) existing underground storage tanks (USTs) in place.
2. Remove associated fuel system components as required.
3. Install a new aboveground fuel storage system consisting of:

    - One (1) 4,000-gallon unleaded gasoline tank not exceed 14 feet in overall length
    - One (1) 2,000-gallon diesel tank
    - Both equipped with submersible pumps and controllers

4. Construct reinforced concrete foundations and a new fuel dispensing island.
5. Install new fuel piping, electrical systems, and protective bollards.
6. Install an integrated fuel management and automated tank monitoring system.
7. Provide seventy (70) fuel access devices compatible with the fuel management system.
8. Provide a temporary 1000 gallon unleaded gas tank and 500 gallon diesel tank with meters for the duration of the project.

All work shall comply with applicable federal and state regulations.

B. REMOVAL OF EXISTING UNDERGROUND STORAGE TANKS

B1.1 Fuel Removal and Tank Cleaning

The Contractor shall:

- Remove all remaining unleaded gasoline and diesel fuel from the tanks.
- Dispose of removed fuel in accordance with federal and state regulations.
- Provide documentation and disposal manifests.
- File all necessary forms with the MPCA.

B1.2 Environmental Testing

- Perform soil sampling as required by regulation.
- Document and report any contamination encountered.

B2. REMOVAL OF EXISTING FUEL SYSTEM COMPONENTS

The Contractor shall remove and properly dispose of:

- Existing fuel dispensers.
- Fuel pumps.
- Exposed fuel piping.
- Electrical systems associated with the underground fuel system.
- Concrete surrounding the existing fuel island as required.
- Existing underground fuel storage tanks.

All debris shall be properly disposed of.

B3. ABOVEGROUND STORAGE TANK INSTALLATION

B3.1 Tank Specifications

Provide and install:

- One (1) 4,000-gallon Unleaded gasoline aboveground storage tank (AST)
- One (1) 2,000-gallon Diesel aboveground storage tank (AST)

Tanks must:

- Be UL-listed for aboveground fuel storage.
- Be double-wall tanks with integral secondary containment.
- Not rely on external diking or remote containment systems to meet secondary containment requirements.
- Include overfill prevention devices.
- Include emergency and normal venting.
- Include spill containment at ground level fill ports.
- Include leak detection capability between primary and secondary walls.
- Be rated for operation in extreme hot and cold weather conditions.

B4. REINFORCED CONCRETE CONSTRUCTION

B4.1 Tank Foundation Pads

Construct reinforced concrete pads to support each AST.

Concrete must:

- Have a minimum compressive strength of 4,000 psi at 28 days.
- Be placed on properly prepared and compacted subgrade.
- Include properly sized reinforcing steel (rebar) designed for imposed loads.
- Reinforcing steel shall be properly spaced and tied in accordance with structural design standards.
- Include anchoring systems as required by tank manufacturer specifications.
- Be designed to withstand environmental and operational loads.

B5. Fuel Dispenser Island

Construct a reinforced concrete fuel island to support two (2) fuel dispensers.

The island must:

- Be constructed with minimum 4,000 psi concrete.
- Include properly sized and spaced reinforcing steel (rebar).
- Be designed to support dispenser loads and vehicular traffic.
- Be placed on properly compacted subgrade.

B6. BOLLARD PROTECTION

B6.1 Bollards – Aboveground Tanks

Install protective steel bollards around each aboveground storage tank.

Bollards shall:

- Be constructed of steel pipe (minimum 6-inch diameter unless engineered otherwise).
- Be filled solid with concrete.
- Be embedded in concrete footings with a minimum 3-foot embedment below grade.
- Extend a minimum of 3 feet above finished grade.
- Be painted safety yellow or equivalent high-visibility coating.
- Be spaced to provide full perimeter protection while maintaining access for fuel delivery and maintenance.

B6.2 Bollards – Fuel Dispenser Island

Install steel protective bollards around the fuel dispenser island.

Bollards shall:

- Protect each dispenser from vehicle impact.
- Be constructed of steel pipe (minimum 6-inch diameter unless engineered otherwise).
- Be filled with concrete.
- Be embedded a minimum of 3 feet below grade in concrete footings.
- Extend at least 3 feet above finished grade.
- Be painted safety yellow or equivalent.

B7. FUEL DISPENSERS

Provide and install:

1. One (1) dispenser rated for:

    - 87 octane unleaded
    - 85 octane unleaded
    - Minimum 22 gallons per minute (GPM)

2. One (1) diesel fuel dispenser:

    - Minimum 22 GPM

Dispensers must be commercial-grade and fully compatible with the fuel management system.

B8. FUEL PIPING AND ELECTRICAL SYSTEMS

B8.1 Fuel Piping

- Install new fuel piping rated for applicable fuel types.
- Provide secondary containment where required.
- Install leak detection components.
- Protect piping from extreme weather exposure.

B8.2 Electrical Systems

- Install new electrical service for ASTs and dispensers.
- Comply with NEC hazardous location requirements.
- Provide emergency shutoff systems.
- Ensure proper grounding and bonding.

B9. FUEL MANAGEMENT AND TANK MONITORING SYSTEM

B9.1 Basis of Design

The basis of design shall be:

- OPW PV200 fuel site management controller with Phoenix SQL lite
- Veeder-Root TLS-450 Plus Automated Tank Gauge (ATG) System

  Alternative systems may be proposed provided they are equal or exceed the specified performance and compliance requirements. They are fully compatible with installed tanks and dispensers. Are submitted for FBOP review and approval prior to procurement and installation.

The system shall include:

- Interstitial monitoring sensors
- Leak detection probes
- Overfill protection alert alarms
- Piping sump sensors (if applicable)
- Real-time fuel inventory monitoring
- Alarm notification and reporting capabilities

The integrated system shall provide real-time monitoring, leak detection, alarm notification, and regulatory reporting.

B9.2 Fuel Access Devices

The Contractor must:

- Provide seventy (70) fuel system access devices compatible with the installed fuel management controller and card reader system.
- Program devices as directed by the Government.
- Ensure devices are fully operational at system turnover.
- Provide administrative training on device management functions.

C. QUALITY ASSURANCE/INSTALLATION REQUIREMENTS

C.1 Installation Requirements

All work shall comply with the latest editions of, but not limited to:

1. Install in accordance with manufacturer's instructions.
2. Federal Motor Vehicle Safety Standards (FMVSS) No. 301
3. OSHA 29 CFR Part 1910 – Occupational Safety and Health Standards
4. Federal Motor Carrier Safety Administration (FMCSA) Regulations
5. National Fire Protection Association (NFPA) Codes and Standards
6. National Institute of Standards and Technology (NIST) SP 800-53 (Cybersecurity Controls)
7. Department of Justice (DOJ) / BOP Program Statements related to safety, security, and facility operations.

C.2 WARRANTY

One-year warranty after start-up, or eighteen months from date of installation, whichever occurs first. Warranty to include coverage for defects in material and workmanship.

D. UTILITIES

The FBOP will provide water, use of restrooms and minimal electricity service (120V) for small hand power tools including battery chargers. The contractor will provide all other equipment, supplies and materials needed to complete this project.

E. TESTING AND ACCEPTANCE

- Perform required pressure testing of piping.
- Test leak detection and overfill protection systems.
- Conduct electrical testing and verification.
- Perform system startup and calibration.
- Provide operator and administrator training.
- Deliver as-built drawings, equipment manuals, warranties, and system documentation.

The Contractor shall notify the COR five (5) days prior to the final system testing and certification so that arrangements can be made to have BOP staff available to observe testing. A complete plan detailing test procedure must be submitted to the Contracting Officers representative (COR) in advance for final check out and testing of the complete system.

Provide the services of the manufacturer's field representative to inspect target system installation and submit report prior to start-up, verifying installation is in accordance with specifications and manufacturer's recommendations.

G. HOUSEKEEPING AND MATERIAL DISPOSAL

The contractor awarded the contract will be responsible to ensure the premises are kept clean and free from accumulations of waste materials and rubbish always. The contractor will remove all debris, scrap, and rubbish from the work area daily. Surplus materials and all equipment shall be promptly removed from the site upon completion of the work. The Contractor shall be responsible to remove all debris and waste materials from the job site at FMC Rochester upon conclusion and acceptance of the project. These items must be disposed of in accordance with all Federal,
State, and local laws.

H. SUBMITTALS & TRAINING

Submittals:

1. The contractor shall provide written submittals to the COR describing recommended equipment within (15) days from receiving the Notice to proceed for approval.

2. All security clearance paperwork/documentation shall be submitted to the COR a minimum of (14) working day prior to the start of work at each institution (see below).

3. The Contractor shall prepare and provide to the COR for approval, shop drawings of the installed system, PDF file specifications of all material and products prior to their use. Submittals will be prepared as PDF package and transmit to Government by sending via email. Contractor should also provide three (3) copies of the Safety Data Sheets (SDS) on all materials and substances that may be used during the course of the project. In the event the material is not approved by the Safety Manager, it shall be the responsibility of the Contractor to locate and procure an alternative product. The Contractor shall create and maintain a comprehensive submittal register using form ENG 4288-R or similar, to track status and disposition of all submittals, anticipated and already provided, to the FBOP. All submittals shall be transmitted to the COR in electronic PDF format, except sample installations and panels, using transmittal form ENG 4025-R or similar.

4. Submittals containing deviations from contract requirements shall be clearly marked, require CO approval, and may be considered where advantageous to the FBOP in the form of improved quality, time, or cost.

5. FBOP approval of a submittal shall not relieve the Contractor of the responsibility for meeting contract requirements or for any error that may exist, as the Contractor is solely responsible for ensuring information contained within each submittal accurately conforms to the requirements of the contract documents.

6. For security and safety purposes, forty-eight (48) hour advance notice in writing, prior to disruption to the system must be given to the Contracting Officer and COR.

7. Provide complete narrative descriptions of all system operations.

8. The contractor shall provide an Installation Certification of the completed and tested systems that contains an affidavit signed by the contractor and manufacturer’s representative, notarized, certifying that the complete systems meet the contract requirements and is fully operational per the manufacturer's recommendations.

9. Any deviations from this Statement of Work will be considered a Change Order Request and must be authorized through the institution’s Contracting Officer prior to the implementation of the requested change.

10. It is the Contractor’s responsibility to repair and/or replace any Government property damaged by contractors/subcontractor’s employees. Damage will be corrected and restored to previous condition at no cost to the Government.

11. It shall be the Contractor's responsibility for obtaining all measurements and data requirements to comply with manufacturer's installation recommendations. All installations must be in accordance with product manufacture's recommendations.

Training:

Upon completion of the installation, testing, and acceptance by the Government, the contractor shall provide operation/maintenance manuals for each piece of equipment/system installed.

The contractor shall furnish manufacturer's factory-certified training and provide system certification for a minimum of two (2) Bureau of Prisons employees, thus enabling them to maintain and repair all equipment and systems.

II. CONTRACTOR SECURITY/WORKING REGULATIONS

A. Work Hours:

1. Work Hours for the contractor are 7:00 AM - 3:00 PM, Monday - Friday, excluding weekends and federal holidays.

Any work required to be completed at any other time than noted above must be requested in writing to the COR five (5) working days prior to the start of the work. In the event of any equipment being replaced that would result in downtime of the normal orderly running of the institution, alternate work hours may be authorized in accordance with the time frame stated above.

Access to the site will be available during normal working hours except during emergencies. It shall be the responsibility of the Contractor to familiarize himself, his employees, and his subcontractors of the working hours and conditions in the correctional facility, as working hours may not constitute a full eight-hour workday. The Government assumes no responsibility to the Contractor nor to any of his subcontractors for shorter hours due to institutional emergencies or entry and/or exit of workers necessitated by normal institution routines.

Contractors should plan for a minimal amount of time accrued for security considerations, i.e., check-in screening, delay due to inmate movements, institution lock-down, institution emergencies, etc. In the event of an institution emergency, the Contractor will be instructed to secure all work, secure and stow all tools, equipment and materials, and the Contractor will be escorted out of the institution. Work will resume once the institution emergency passes.

B. Delivery of Materials:

Delivery hours for the contractor are 7:30 AM - 2:30PM, Monday - Friday, excluding weekends and federal holidays. All construction materials/equipment required for work on this project is required to be processed by the Contractor and coordinated with the institution COR for temporary storage. At no point will a Bureau of Prisons (BOP) staff member receive or sign for a delivery if the contractor or his representative is not present to verify and accept the delivery.

Under no circumstances will FBOP staff be responsible for the acceptance of any Contractor or company deliveries. The contractor shall be responsible for providing their own means of loading and unloading contractor material or equipment.

The contractor shall not use the institution(s) entry/driveway for the loading, unloading, or storage of any materials and equipment. The contractor will not impede/block the driveway at any time during or after the work shift.

Escorts: The FBOP will provide one (1) staff escort daily to ensure continuous work in one area.

C. Storage of Materials and Equipment:

All construction materials/tools shall be stored in a designated area mutually agreed upon between the COR and the contractor. If required, the storage area will be a secure lockable gang box or similar, size to be determined by the contractor and the COR. If required, the contractor shall provide a securable, single point access storage container, such as a Job or Gang Box that will be left in the agreed upon storage area for the duration of the project. Size of the storage container will be determined by the contractor and the COR. The container will be secured using a padlock protocol with two locks to secure it. One shall be a contractor lock and the other lock provided by the institution. If necessary, a heavy duty chain provided by the contractor may be used to facilitate the locking requirement. All materials and equipment stored within the container will be maintained in a safe and orderly fashion

If required, all tools will be inventoried prior to entering the institution and will be inventoried back in to ensure accurate accountability when exiting the institution at the end of each workday.

Materials cannot be stored at a height that would create a fall hazard. If required, all tools will be inventoried prior to entering the Institution. At the start of each workday all tools will be inventoried out on a daily tool inventory sheet and at the end of the workday all tools will be inventoried back in to ensure accurate accountability of all tools at the end of each workday.

All contractors owned extension cords that will be used during the project, regardless of length, shall be in good condition with no broken outer Insulation. Extension cords are considered a “high risk” tool having a Federal Bureau of Prisons’ tool classification of Double A. All contractor owned extension cords used for this project will be required to exit the institution at the end of every workday for the duration of the project.

All contractor owned ladders approved for use within the institution, regardless of the size, shall be stored in a pre-determined area and secured to a stationary fixture with a heavy link chain and lock which would prevent removal.

D. Security Clearance/Contractor Badges:

The contractor shall provide the COR with all the necessary security clearance documents for all contractors and subcontractor employees accessing shall be submitted for security clearance and badging within 14 days of receiving the Notice to Proceed, as stated above. Security clearance documents will only be accepted from the prime contractor. If submitted by a sub-contractor, they will be rejected. It is the prime contractor’s responsibility to review security clearance submissions to ensure they are complete.

In the event a contractor or subcontractor employee cannot pass the security clearance process, it will be the contractor’s responsibility to provide another candidate. By law the BOP cannot, and will not, release any information to the contractor concerning the nature of why a contractors or subcontractor employee could not pass the security clearance process.

All contractors/subcontractors working at each institution will be issued and required to wear a picture ID/contractor badge provided by the institution. For security reasons, the badge will be worn in a visible manner as directed by the COR.

All contractors and subcontractor employees will provide a check list of all employees on site each day to the COR, verifying the number of workers on site each day and that all workers are approved to be on site.

E. Safety and Personal Protective Equipment:

All contractors and employees shall have and wear the required personal protective equipment (PPE) prescribed by industry standards always while on the job site. It is the responsibility of the contractor to provide all PPE equipment. If required, all ladders regardless of the size shall be stored, and secured to a stationary fixture with a chain and lock in a predetermined area, in a way that they cannot be removed. If ladders are required, immediately consult with the COR to ensure that he or she can make timely notification to appropriate institution staff. Should a system require Lock-out/Tag-out, the system will be required to have both Contractor and institution(s) locks on the isolation point to prevent shock. All Lock-out/Tag-out procedures will follow the institution Lock-out program.

F. Additional Considerations:

1. Contractors will NOT be allowed to bring cell phones, cameras or two-way pagers into the institution(s). The local Facilities Department maintains a digital camera that will be utilized by BOP staff to document the project work. The Contractor may request copies of these documentation photos for record keeping.

2. Contractor will be permitted to wear jeans in the institution, however, shorts, green or khaki-color clothing will not be allowed. The clothes will be proper and suitable for the services that are being provided.

3. Lunches will be consumed at the work site. Contractor shall ensure they have everything they need for their lunch when they check-in first thing in the morning.

4. Federal smoking policy on Federal property states that smoking is only allowed in outdoor designated areas. This policy will be strictly enforced.