Scope of Work

Handicap Ramp Installation – Building 95

BIA Mescalero Agency

OBJECTIVE

The BIA, Branch of Facility Management is requiring an ADA compliant handicap ramp designed and constructed at building 95 Administration, located at 57 Chatto Drive in Mescalero NM to accommodate people with disabilities to enter and exit the facility safely as needed.

The contractor must provide all personnel, labor, equipment, tools, materials, transportation, license/certifications, and guidelines governing the request for handicap ramp installation materials and supervision to manage and perform all operations for the BIA Mescalero Agency located in Mescalero New Mexico as defined in this scope of work.

LOCATION

The BIA Mescalero Agency building 95 is located at 57 Chatto Drive in Mescalero NM, 88340, which is located approximately 12 miles southwest of Ruidoso NM and 25 miles east of Tularosa NM.

BACKGROUND

The current entrance configuration at building 95, Mescalero Agency does not adequately accommodate wheelchair users, individuals using walkers or canes, elderly visitors, or others with limited mobility, creating a barrier to public access and potentially exposing the agency to liability for noncompliance with accessibility requirements.

It is BIA Mescalero Agency's responsibility to ensure all people can enter and exit our facilities safely. The ADA Ramp is necessary to ensure safe, equal, and lawful access to the building for all employees, visitors, contractors, and members of the public, including individuals with disabilities and mobility limitations.

PROJECT PERIOD OF PERFORMANCE

Thirty (30) days after contract award.

Contractor Personnel

Contractor Manager

(A) The contractor must provide a contract manager who must be responsible for the performance of the work. The name of this person, and an alternate or alternate who must act for the contractor when the manager is absent, must be designated in writing to the Contracting Officer (CO).

(B) The Contractor Manager or alternate must have full authority to act for the contractor on all contract matters relating to daily operations of this contract.

(C) The Contractor Manager or alternate must be available during normal duty hours within 1 hour to meet on the installation with government personnel (designated by the CO) to discuss problem areas. After normal duty hours, the manager and alternate(s) must be available within 2 hour(s).

Contractor Employees

(A) The contractor must not employ people for work on this contract if such employee is considered by the CO to be a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population.

(B) Contractor personnel must easily be recognized as contractor employees.

(C) The contractor must make sure employees have current and valid professional certifications before starting work under this contract. No substitutes of personnel without notification and approval by the CO.

(D) The contractor must not employ any person who is an employee of the U.S. Government if employing that person would create a conflict of interest.

(E) All contractor employees must maintain satisfactory standards of competence, conduct, appearance, integrity, and ethics.

Subcontractors

The prime Contractor shall be responsible for ensuring that all subcontractors comply with the provisions of this contract.

Quality Control

In compliance with the FAR clause 52.246-4, the contractor must provide a quality control plan containing, at a minimum, the items listed in 1.3.2 to the Contracting Officer's Representative (COR) for acceptance not later than 10 days after award. The CO will notify the contractor of

acceptance or required modifications to the plan before the contract start date. The Contactor must make appropriate modifications.

The plan must include:

(A) The description must include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections and the title and organizational placement of the inspectors. Additionally, control procedures for any government-provided keys or lock combinations must be included.

(B) A description of the methods to be used for identifying and preventing defects in the quality of service performed.

(C) A description of the records to be kept to document inspections and corrective or preventative actions taken.

The records of inspection must be kept and made available to the CO, when requested, throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

Quality Assurance

According to the Inspection/Acceptance clause FAR 52.212-4(a), the Government will inspect the contractor's performance under this contract. When an observation indicates defective performance, the COR will require the Contractor Manager or alternative(s) to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation, only acknowledgement he or she has been made aware of the defective performance. Government surveillance of tasks not listed in the PRS or by methods other than those listed in the PRS (such as provided for by the Inspection of Services clause) may occur during the performance period of this contract. Such surveillance will be done according to standard inspection procedures or other contract provisions. Any action taken by the CO as a result of surveillance will be in accordance with the terms of the contract.

Hours of Work and Legal Government Holidays:

All work is to be performed during regular administrative working hours, 8:00 AM to 4:30 PM BIA DOI MESCALERO AGENCY, local time, Monday through Friday, excluding the following listed holidays observed by the Department of Interior. If the holiday falls on a Saturday, it is observed on the Friday prior; if the holiday falls on a Sunday, it is observed on the following Monday.

New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday in January

President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11th
Thanksgiving Day	Last Thursday in November
Christmas Day	December 25th

CONTRACTOR SPECIFIC TASKS

The contractor must provide all personnel, labor, equipment, tools, materials, transportation, license/certifications, and guidelines governing the request for handicap ramp installation materials and supervision to manage and perform all operations for the BIA Mescalero Agency located in Mescalero New Mexico as defined in this performance work statement.

Task(s)

The contractor shall safely demo and remove the current concrete staircase structure and properly dispose of the waste materials. The contractor shall design and build an ADA compliant handicap ramp with handrails that meet OSHA and ADA standards. The new ramp structure must be attached to the existing entry corridor of building 95 (east entrance of the building). The ramp must be constructed of concrete with a slip resistance walking surface and primed/painted handrails.

The ramp structure must also include a staircase with primed/painted handrails to provide optional access to the building. The contractor must relocate the water shutoff valve from its current location to a location away from the new ramp structure to allow access for future use. The contractor must provide BIA with final as-built documentation.

Pre Work Conference

The contractor will be required to attend a pre-work conference at least one week prior to beginning work, during which time the contractor shall supply the contractor manager POC and alternate to discuss hours and days of work on the project site.

Completion of Work

Completion of work shall include acceptable performance of all aspects of this contract.

This is the current staircase at building 95 Mescalero Agency (east entrance).

BIA Mescalero Agency POC

Trey Kaydahzinne, Supervisory Facility Operations Specialist, Contracting Officers Representative (COR), BIA Mescalero Agency, 575-464-4423.

End of SOW