

Statement of Work
FEMA Region V Annex
635 West Indian Trail Road
Aurora, Illinois 60506

1. **PURPOSE:** Replacement of roof covering system, requiring the installation of curbs, rails, drain system, building lighting protection system, roof hatch railing, walkway pads & coping at the FEMA Annex in Aurora, Illinois
2. **BACKGROUND:** The FEMA Annex is located at 635 West Indian Trail Road, Aurora, Illinois 60506. It is approximately 7,000 square feet and a block exterior, flat roof, metal stud constructed building. The base building was recently renovated to meet FEMA's mission requirements and now requires additional finishes to be mission ready. The scope of work (SOW) shall consist of replacement of the roof covering, including entryway canopy, furnishing/replacing/installing roof curbs, roof rails, walkway pads, coping, drainage system on the facility's roof.
3. **SCOPE**
 - 3.1 The scope of work shall consist of the labor and materials necessary to perform the work described.
 - 3.1.1 The fully licensed and insured TPO, EPDM, or EVERSEAL roofing contractor will provide their expertise in managing staged tear-off and installation roofing projects, verifying locations, existing conditions, tools, and addressing roof sealing options and deviations with the Project Manager.
 - 3.1.2 Must Adhere to OSHA Occupational Safety and Health Standards.
 - 3.2 Roofing System Replacement
 - 3.2.1 Remove and prepare the existing, approximate, 7000 SF of single ply ethylene propene diene terpolymer (EPDM) roof covering and replace it with a new UV resistant 80 mil TPO (thermoplastic polyolefin) or EVERSEAL roof covering system, including the entryway canopy roof membrane, walkway pads and new coping. The Contractor must design and provide a watertight "roofing system" to include, but is not limited to, the membrane, underlayment, vapor barrier, insulation, protection/cover board, drainage system, roof edge treatment, curb/wall flashing, rails, walkway pads, building lightning protection system, coping, and using mechanically attachment/welding. To include a 120 mph/20-year warranty and meet or exceed OSHA standards. Options to replace the existing rigid protection/cover board insulation or reuse the existing board, depending on the condition.
 - 3.2.2 Board & Insulation Option A: Reuse the existing rigid protection/cover board and insulation. If old insulation is being retained, it should be determined with roof cuts throughout the roof OR by nuclear moisture detection, infrared thermography, and electrical capacitance.
 - 3.2.3 Board & Insulation Option B: Remove existing insulation and purchase and install new rigid protection/cover board insulation.

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- 3.2.4 Insulation must be laid and fastened according to its manufacturer's specifications and, at a minimum, must follow Factory Mutual's suggested guidelines.
- 3.2.5 Contractor must evaluate existing roof conditions, investigate existing leaking conditions thoroughly, and provide an assessment of current conditions before the installation begins.
- 3.2.6 Contractor must design and include a safe walkway pad location from the roof scuttle and around the roof. Contractor must include a walkway layout to avoid the excessive impedance of water flow to drains.
- 3.2.7 Roof scuttle/roof hatch door must include a roof hatch railing that adheres to OSHA standards. Top rail must be at least 42 inches in height and the handrail must be 30 to 38 inches in height. See **Figure 2** for detail of the roof hatch.
- 3.2.8 Remove and retain existing lightning protection system for reinstallation on the new roof covering system. If necessary, replace the system.
- 3.2.9 Roof mounted penetrating components must be identified and properly integrated into the roof system, with flashings.
- 3.2.10 If required by OSHA, provide a safety railing system.
- 3.2.11 Contractor shall ensure there are no leaks and the new roof system is watertight.
- 3.3 Option A: Two Roof Curb and four Rails
 - 3.3.1 Furnish and install two (2) roof curbs, Portals Plus, Inc. RC-4A or equal (12" x 12" x 11" H), in facility's single ply white new 80 mil TPO (thermoplastic polyolefin) roof membrane which is fully adhered on rigid insulation roof decking. See **Figure 1** for images of existing roof curb. Location to be specified by the Project manager.
 - 3.3.2 Furnish and install four (4) roof rails, Portals Plus, Inc. ER-2A Style, part number 35261 or equal (12" H, 2" x 4" Nailer, 6' Long), in facility's new 80 mil TPO (thermoplastic polyolefin) roof membrane which is fully adhered on rigid insulation roof decking. See **Figure 1** for images of existing roof rails. Location to be specified by the Project manager.
- 3.4 Option B: Four Roof Curb and eight Rails
 - 3.4.1 Furnish and install four (4) roof curbs, Portals Plus, Inc. RC-4A or equal (12" x 12" x 11" H), in facility's new 80 mil TPO (thermoplastic polyolefin) roof membrane which is fully adhered on rigid insulation roof decking. See **Figure 1** for images of existing roof curb. Location to be specified by the Project manager.
 - 3.4.2 Furnish and install eight (8) roof rails, Portals Plus, Inc. ER-2A Style, part number 35261 or equal (12" H, 2" x 4" Nailer, 6' Long), in facility's new 80 mil TPO (thermoplastic polyolefin) roof membrane which is fully adhered on rigid insulation roof decking. See **Figure 1** for images of existing roof rails. Location to be specified

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by the Project Manager.

3.5 Roof Drain Systems Replacement

- 3.5.1 Evaluate existing roof drain system and provide a report.
- 3.5.2 Option, if necessary, remove existing roof drain systems and replace with similar or newly designed system. Must ensure drains, associated piping, and downspouts are watertight.
- 3.5.3 Positive drainage required. No standing water after 48 hours.
- 3.5.4 Poor draining conditions should be thoroughly understood and resolved as part of the re-roofing process. See **Figure 1** for an image of the existing roof drain system.

4. GENERAL

- 4.1.1 The Contractor shall provide all labor, equipment, tools, specialized equipment, material, supervision, and any other items necessary to properly fulfill this SOW.
- 4.1.2 All personnel attending the site visit shall be responsible for having their own personal protective equipment for entering the facility.
- 4.1.3 All work shall be completed in accordance with all applicable local, state, and federal codes and regulations.
- 4.1.4 All work to be performed to industry standards.
- 4.1.5 The contractor shall obtain and deliver to the proper authorities all permits and notices required by law.
- 4.1.6 The Contractor shall prepare a material submittal for approval by the government prior to ordering or installing any material.
- 4.1.7 The Contractor shall be responsible for coordinating with the Facility Manager and/or Project Manager to ensure there will be minimum interruptions to FEMA's daily mission.
- 4.1.8 The Contractor is required to provide advanced notification to shut down the building to complete this project, including dates and times.
- 4.1.9 The work area must be kept free and clear of all debris. All gravel and debris from the old roofing surface must be cleared.
- 4.1.10 Access to the facility or driving rights-of-way in the surrounding area will not be closed off or substantially obstructed for long periods of time.
- 4.1.11 The Contractor shall dispose of all debris off the installation and in accordance with all local, state, and federal requirements as required.
- 4.1.12 The Contractor shall leave the work site clean and clear of any work debris,

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materials, supplies, tools, orequipment associated with this project.

- 4.1.13 The Contractor shall be responsible for all damage to government property or personal property resulting from actions by Contractor employees or equipment during the performance of this contract or while Contractor employees are on FEMA/FAA property.
 - 4.1.14 The Contractor shall have all work completed within forty-five (45) calendar days once notice to proceed is given.
 - 4.1.15 The Contractor shall warranty all work for a period of one (1) year from the date of acceptance by the government.
 - 4.1.16 Submittals and Samples – Available roof and roof related options (including TPO and/or EPDM), curb, drain system, and roof rail detail specifications.
 - 4.1.17 All roof mounted FEMA IT & communication equipment for removal/installation will be coordinated with Facilities Manager, Project Manager & FEMA IT, prior to the start of the project.
 - 4.1.18 Any FEMA equipment or property will be safely removed and stored by the Contractor for the duration of the project and reinstalled according to coordination and planning with FEMA.
5. **HAZARDOUS CONDITIONS.** While performing work under this contract, should the Contractor find conditions existing that prevent the performance of the task specified, the Contracting Officer shall be immediately notified. A confined-space permit must be obtained through the proper authorities before entering any confined space.
6. **GOVERNMENT FURNISHED PROPERTY AND SERVICES.** The Government will provide reasonable utilities and workspace for the Contractor to perform the requested duties. There are no covered or secure storage areas available. The Contractor will provide all equipment and storage media necessary to perform tasks.
- 6.1 **Toilet Facilities.** Use of existing toilet facilities in the immediate work area only will be permitted. Contractor personnel will ensure facility cleanliness is maintained at all times.
 - 6.2 **Telephone.** The government shall not provide telephone services. If available, Contractor may use government phones in case of emergencies orduring field and site work. No long-distance telephone calls will be authorized.
7. **HOURS OF OPERATION.** Working hours for the Contractor will normally be between the hours of 7:30 AM and 4:30 PM CST excluding Saturdays, Sundays, and Federal holidays. If the Contractor desires to work during periods other than above, additional government inspection forces may be required. The Contractor must make his/her request to the Contracting Officer five (5) calendar days in advance of his/her intention to work during other periods to allow assignment of additional inspection forces. If such force is reasonably available, the Contracting Officer may authorize the Contractor to perform work during periods other than normal duty hours/days.
8. **SAFETY AND HEALTH.** All holes/pits/trenches/manway openings, etc. that are to be left open

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shall be surrounded with a 48-inch-high mesh fence with highly visible orange plastic coating. The fence shall be securely anchored with tension wires and posts as required to prevent sagging and located a minimum of three feet from the opening to prevent an individual, should they fall across the fencing, from falling into the opening. Holes shall also be covered, when not being worked in, with three quarter inch plywood or a metal grating that will prevent individuals from entering the hole.

- 8.1 **OSHA Requirements.** All Contractor operations shall be conducted and performed in accordance with Department of Labor, OSHA requirements found in 29 CFR 1910 and 29 CFR 1926, project identified national standards, instructions, pamphlets, standards, and handbooks.
- 8.2 **State Requirements.** All companies who conduct business within the state of Illinois must, in accordance with Illinois Workman Compensation laws, have an approved company safety policy and an Accident Prevention Plan. The plan, approved by the Illinois Workman Compensation Commission, shall be submitted For Information Only (FIO) in accordance with paragraph SUBMITTAL REQUIREMENTS.
- 8.3 **Welding, Cutting, and Brazing.** Contractor shall obtain required advance approval from the Facility Manager or Project Manager for any process that includes welding, soldering, brazing, cutting with or use of a torch, or any other operation that involves a flame or equipment that produces a high degree of heat. Approval must be requested 24 hours in advance.
- 8.4 **Confined Space.** Contractors shall obtain all necessary approvals and permits for entry into confined space prior to work start if necessary.
9. **Disposition of Waste, Excess, Scrap, and Salvage Materials.** The title to all waste, excess, scrap, and salvage materials generated as a direct result of this contract is vested in the Contractor unless specifically excepted below. Furthermore, these materials shall be disposed of off the FEMA/FAA property by the Contractor in accordance with all applicable Federal, State, and Local Regulations.
10. **Security Requirements.** The FEMA Annex located at 635 West Indian Trail Road, Aurora, Illinois 60506 is considered a closed facility. All personnel entering must have specific permission of the FEMA Regional Security Officer (RSO) for entry. This permission is granted when a Contractor employee is issued an identification card or placed on an approved access list and escorted by a FEMA representative. The Contracting Officer will provide information necessary to obtain access to the facility after the award is made. The Contractor shall be responsible to ensure that all its employees abide by all facility access rules as dictated by the FEMA Security office. Upon completion of the work or termination of an employee, the Contractor shall be responsible for turning in identification cards to the Contracting Officer or to the Pass and Registration Office of the Security Forces.
11. **Identification of Contractor Vehicles.** Contractor vehicles must be marked on each side with the company name with either permanent or semi-permanent/magnetic signage.
12. **Evaluation Criteria.** All proposals shall be evaluated by the FEMA Facility Manager, Project Officer and FEMA senior leadership regarding the methodology that each Contractor proposes to use in order to execute this contract. This contract shall be awarded as a Firm Fixed Price contract, with

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the award going to the Lowest Price Technically Acceptable bidder.

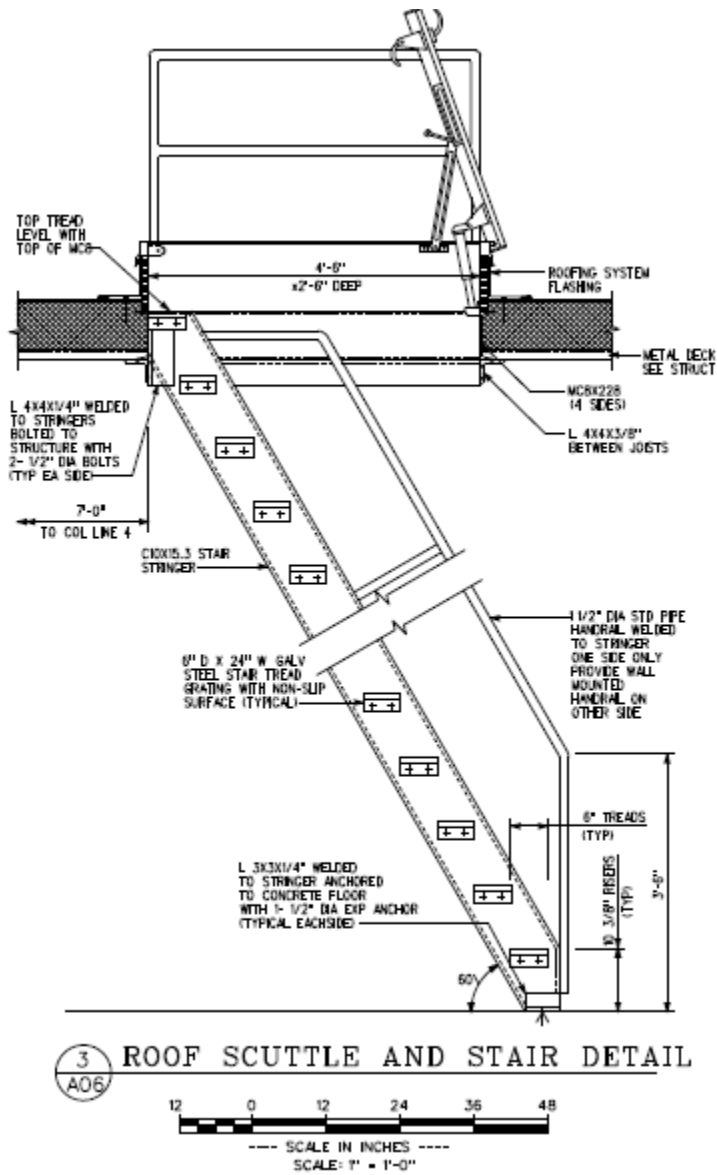
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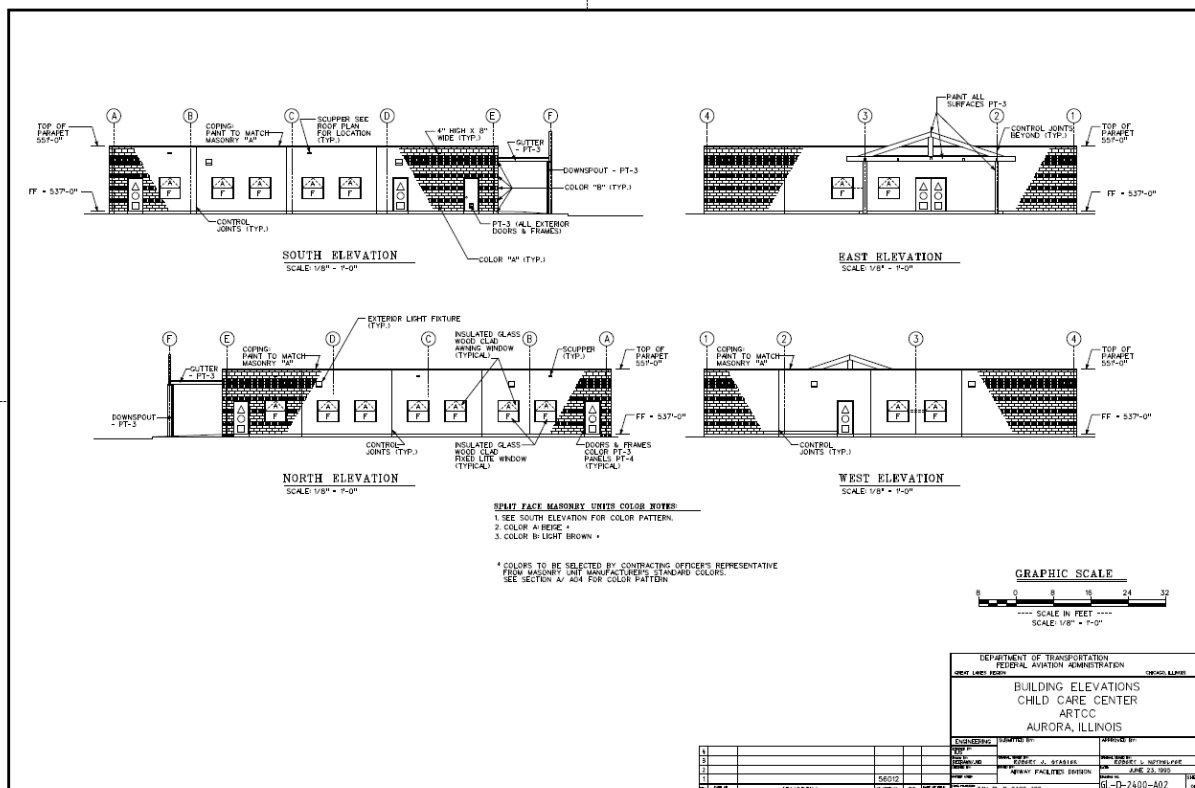
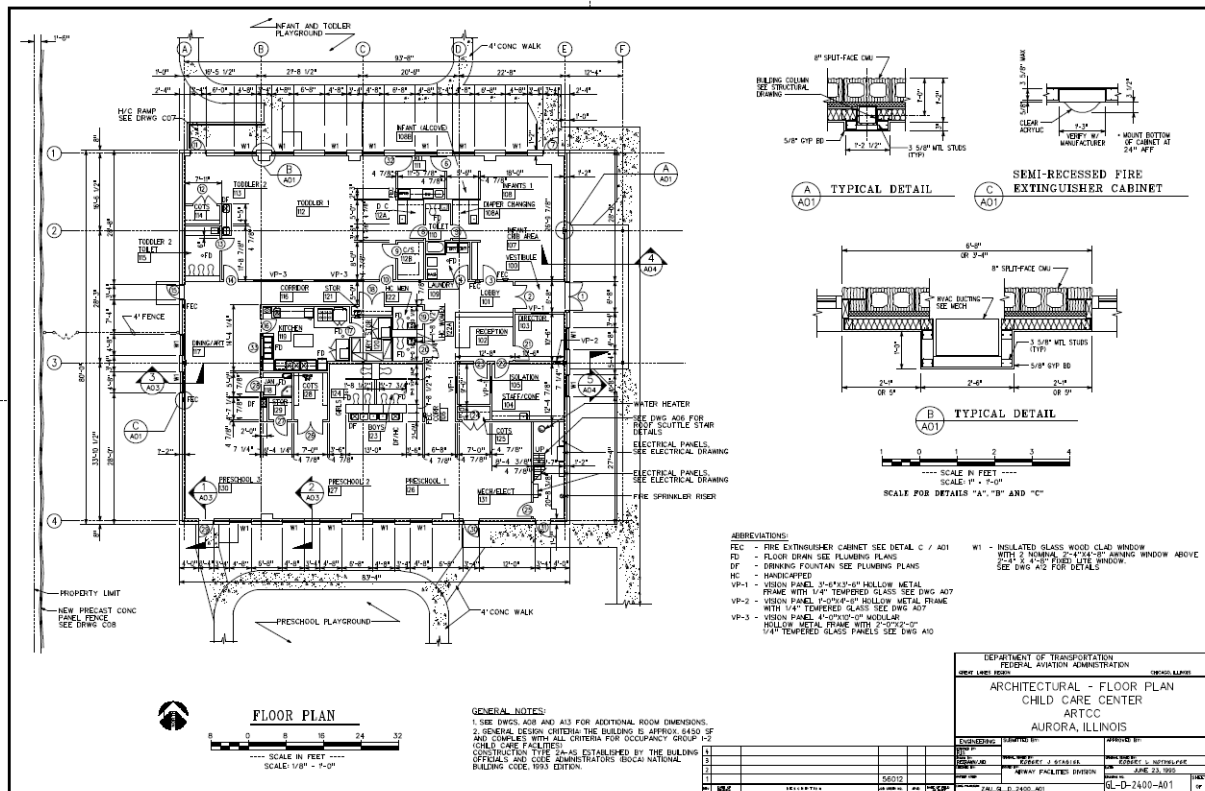
Figure 1 – Example Existing Roof, Curb, Drains, and Rails



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Figure 2 – Roof Scuttle





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