

COMBINED SYNOPSIS & SOLICITATION



**UNITED STATES EMBASSY SAN JOSE, COSTA RICA
Bureau of International Narcotics & Law Enforcement
Affairs (INL)**

**PR15828736 - 1930.0 Relocation and Renovation of the
JOC/MSP**

SOLICITATION NO. PR15828736

Issued by:

**Embassy of the United States of America
General Services Office
Avenida 0 Calle 120
Pavas, San Jose
Costa Rica 920-1200**

**Combined Synopsis and Solicitation.
Solicitation Number PR15828736.**

The US Embassy San Jose hereby provides the following Combined Synopsis and Solicitation for:

Relocation and Renovation of the JOC/MSP at Base 2, Alajuela for the U.S. Embassy San José, Costa Rica. The evaluation of offers will be based on a **Firm Fixed Price (FFP)** approach. The Contracting Officer will evaluate proposals based on technical expertise, personnel qualifications, project management capabilities, past performance, and financial resources.

Synopsis:

This is a combined synopsis/solicitation for construction services prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested, and a written solicitation will not be issued. The solicitation number is **PR15828736** and is issued as a Request for Proposal (RFP), unless otherwise indicated herein. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular FAC 2005-100, effective August 22, 2018.

Contract Type:

The Government intends to award a single, firm fixed-price contract to the responsible offeror whose offer is evaluated as the most advantageous solution to the Government, price and other factors considered. The total price shall include all labor, equipment, materials, overhead, profit, insurance, and all other expenses necessary to complete the required construction services. No additional sums will be payable on account of any escalations in the cost of materials, equipment, or labor, or because of the Contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required by this contract. Nor will the contract price be adjusted on account of fluctuations in currency exchange rates. Note: The estimated cost of this construction project exceeds \$2,000, and all applicable regulations and requirements will be followed accordingly.

Term of Contract:

This ensuing contract shall be effective from the date of the Contracting Officer's signature and shall remain valid until all construction services are completed and accepted by the Government.

Compliance with Specifications:

Offerors shall provide with their offer, at a minimum, existing documentation substantiating the acceptability of their proposed construction services in accordance

with this solicitation's specifications. Failure to provide this information will result in a 'non-responsive' offer and removal from award consideration.

Descriptive Literature:

Definition: (a) "Descriptive literature" means information (e.g., cuts, illustrations, drawings and original manufacturers' brochures) that is submitted as part of an offer. Descriptive literature is required to establish, for the purpose of evaluation and award, details of the product offered that are specified elsewhere in the solicitation and pertain to significant elements such as (1) design; materials; (3) components; (4) performance characteristics; and (5) methods of manufacture, assembly, construction, or operation. The term includes only information required to determine the technical acceptability of the product offered. It does not include other information such as that used in determining the responsibility of a prospective contractor or for operating or maintaining equipment. (b) Descriptive literature must be (1) identified to show the item(s) of the offer to which it applies and (2) received by the time specified in this solicitation for receipt of offers. (c) Data displaying more than one model or size shall be clearly marked to indicate the specific item being offered. (d) Offers which do not present sufficient information to permit complete technical evaluation by the Government may be rejected. It is the offeror's responsibility to prove that their proposed solution meets the requested specifications, subject to any limitations elsewhere in this solicitation.

Other Specific Requirements:

- If applicable, the Contractor shall comply with all import requirements mandated by the government of Costa Rica. Furthermore, the Contractor shall provide all the necessary documentation required at destination for importation of the proposed good.
- All manuals and literature shall be in the English and Spanish language.

Basis of Price:

The Contractor shall provide a copy in English of the applicable manufacturer's commercial warranty for the good covered by such a warranty at no additional cost to the Government.

The price of all items shall include their transportation CIF destination to the US Embassy San José, Costa Rica in accordance with FAR 52.247-42.

Delivery:

The contractor shall complete all construction services within **75 (Seventy Five) calendar days** from the issuance of the Notice to Proceed (NTP).

The contractor shall deliver to the following address:

US Embassy San Jose

Pavas, 10109
San Jose, Costa Rica
Phone: 2519 2000
E-mail: FernandezMA@state.gov

Coordination:

The Contractor shall coordinate the delivery with the Point of Contact (POC) for this order. Shipping documents for the items being shipped shall be sent to the POC prior to delivery.

[POC will be provided upon award.]

Marking and Submission of Documents:

The Contractor shall send title or certificates of origin and shipping documents for the good being imported to the United States Embassy San José in advance of delivery; doing so will enable the Contractor to obtain from the Government of San José the necessary exemption certificates for duty- and tax-free clearance well ahead of the arrival of the good in Costa Rica.

Contractor Responsibility:

The Contractor shall be responsible to coordinate in advance with the Embassy of the United States in Costa Rica on filing and obtaining exemptions documents from the appropriate authorities in the Government of Costa Rica.

Coordination:

The Contracting Officer's Representative (COR) for this project will be designated upon award of the contract. The COR will serve as the primary point of contact for technical and administrative matters.

Applicable Clauses and Provisions:

The full text of the referenced FAR and DOSAR clauses may be accessed electronically at <https://www.acquisition.gov/far/> and <http://farsite.hill.af.mil/vfdosara.htm>, respectively.

The selected Offeror must comply with the following commercial item terms and conditions, which are incorporated herein by reference:

FAR 52.212-1, Instructions to Offerors - Commercial Items (Sep 2023)
FAR 52.212-2, Evaluation - Commercial Items (Nov 2021)"

The following and provision(s) are provided in full text:

Addendum to 52.212-2 Evaluation – Commercial Items (Oct 2014)

The Government intends to award a contract resulting from this solicitation to the responsible offeror (as determined within the meaning of FAR Part 9, paragraph 9.104), whose offer conforms to the solicitation and is determined to be the most advantageous solution to the Government, price and other factors considered. Evaluation will be based on offeror's submission and the provision at FAR 52.212-2, as provided in this solicitation.

The Government has the right to award without any discussions.

The following factors shall be used to evaluate offers:

Price

The price will be evaluated by the lowest aggregate sum of the items including any delivery charges, etc. The U.S. Embassy San José, Costa Rica is VAT exempt and can provide documentation, if needed.

Technical Capability/Acceptability

Technical capability is equal to price.

A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offeror's specified expiration time, the Government may accept an offer (or part of an offer), whether there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

Past Performance

Technical capability is equal to price. Past performance will be evaluated based on the offeror's history of successfully completing similar contracts, as demonstrated through references or documentation provided with the offer. This evaluation will focus on the offeror's ability to meet technical requirements, adhere to schedules, and deliver quality results.

(End of provision)

52.214-34 Submission of Offers in the English Language (Apr 1991)

Offers submitted in response to this solicitation shall be in the English language. Offers received in other than English shall be rejected.

(End of Provision)

52.225-17 Evaluation of Foreign Currency Offers (Feb 2000)

If the Government receives offers in more than one currency, the Government will evaluate offers by converting the foreign currency to United States currency using <http://ice.cgfs.state.sbu/> in effect as follows:

On the date specified for receipt of offers, if award is based on initial offers; otherwise
On the date specified for receipt of proposal revisions.

(End of provision)

Addendum to FAR 52.212-1 Instruction to Offerors – Commercial Items (Aug 2018)

Pursuant to FAR 12.302(d), the provision at FAR 52.212-1, Instruction to Offerors – Commercial Items (Jan 2017) is augmented as follows: Preparation of Offers - Offerors shall prepare and submit its offer in two (2) volumes as set forth below.

Preparation of Offers - Offerors shall prepare and submit offers to Fernandez Melvin, via email to: FernandezMA@state.gov In addition, offerors shall complete and submit the following:

VOLUME I:

PRICING

The offeror shall complete the table below:

CLIN	DESCRIPTION (MEET OR E	UNIT	QUANTITY	PRICE
1	Construction Services - Demolition	SERVICE	1	
2	Construction Services - Flooring	SERVICE	1	
3	Construction Services - Ceiling	SERVICE		
4	Construction Services - Walls	SERVICE		
5	Construction Services - Security	SERVICE		
6	Construction Services - Screen	SERVICE		
7	Construction Services - Electrical and	SERVICE		
8	Operation and Maintenance Plan	SERVICE		
9	As-Built Drawings (PDF and editable	SERVICE		
10	Project Management and Engineering	SERVICE		
11	Quality Control and Safety Plan	SERVICE	1	

REPRESENTATIONS AND CERTIFICATIONS

52.212-3 Offeror Representations and Certifications—Commercial Items (Aug 2018)

Offeror Representations and Certifications - Commercial Items - the selected offeror must submit a completed copy of the listed representations and certifications. **A completed copy of these provisions MUST be included on the System for Award Management (SAM) web site located at <https://www.sam.gov/portal>.** If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (u) of this provision.

VOLUME II:

TECHNICAL CAPABILITY

The Contractor shall ensure that all works and materials provided under this contract meet or exceed the minimum technical specifications and performance standards outlined in this Statement of Work (SOW) and referenced architectural/engineering plans. In addition, the offeror shall provide the following documentation and assurances with their proposal:

A. Descriptive Literature

If offering materials, systems, or equipment other than those specified by brand name in the SOW or design plans, the offeror must include descriptive literature demonstrating that the proposed products are technically equivalent and compliant with all required specifications. This includes, but is not limited to:

- Construction materials (e.g., cement board systems, porcelain tiles, anti-slip flooring).
- Electromechanical systems (e.g., HVAC, CCTV, fire detection systems).
- Specialized items (e.g., computer consoles for the monitoring room, LED signage).

B. Delivery Confirmation

The offeror shall provide a written delivery and installation schedule confirming that all goods and services will be delivered, installed, and commissioned within **75 calendar days** from the issuance of the Notice to Proceed (NTP) to the destination in **Alajuela, Costa Rica**, unless otherwise approved in writing by the Contracting Officer.

C. Warranty Provisions

The Contractor agrees that all materials and systems furnished and installed under this contract shall be covered by the most favorable manufacturer's commercial warranty offered for such goods.

- All warranties shall be provided in writing and in **English and Spanish** at no additional cost to the U.S. Government.

- The warranty shall cover manufacturing defects, workmanship, and system performance for the duration stated by the manufacturer or local industry standard, whichever is greater.
- Warranty terms should be clearly stated (e.g., number of months or operating conditions such as usage hours). The contractor shall insert these values in their proposal.

D. Technical Compliance Matrix

The offeror shall submit a **Technical Compliance Matrix** comparing each proposed item or system against the required specifications listed in the SOW, clearly indicating whether the item is a brand name or equal product. The matrix should include:

- Construction materials and systems (e.g., walls, flooring, ceilings).
- Electromechanical systems (e.g., potable water, wastewater, electrical systems).
- Specialized items (e.g., computer consoles, LED signage).

REMODELING PROJECT – JOINT
OPERATIONS CENTER, BASE 2,
ALAJUELA, COSTA RICA

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SECTION A — SOLICITATION / CONTRACT FORM

Solicitation No.: [SOLICITATION NO.]

Title: Remodeling Project – Joint Operations Center, Base 2, Juan Santamaria Int'l Airport, Alajuela, Costa Rica

Type: Request for Proposal (RFP) – Firm-Fixed-Price Construction (FAR Part 36; negotiated per FAR Part 15)

Issuing Office: INL Costa Rica, U.S. Embassy San José, Costa Rica

Contracting Officer (CO): Taylor Smith, SmithTS4@state.gov

COR: Danny Villalobos, VillalobosDA@state.gov

Proposal Due: [DATE/TIME, local]

Anticipated Award: [DATE]

SECTION B — SUPPLIES OR SERVICES AND PRICES/COSTS

CLIN	Description	Type	Price
0001	Construction Services - Demolition Works	FFP	\$ _____
0002	Construction Services - Flooring (trench, steel plates, modular carpet)	FFP	\$ _____
0003	Construction Services - Ceiling (suspended system, 60x60cm black panels)	FFP	\$ _____
0004	Construction Services - Walls (rendering, painting, PVC skirting)	FFP	\$ _____
0005	Construction Services - Security System and Fire System (fire alarm, access control, signage)	FFP	\$ _____
0006	Construction Services - Screen Mounting Structure (fabrication and installation)	FFP	\$ _____
0007	Construction Services - Electrical and Telecommunications Systems (conduit, cabling, terminations, fiber optic)	FFP	\$ _____
0008	Operation and Maintenance Plan (English and Spanish, with training and certificates)	FFP	\$ _____
0009	As-Built Drawings (PDF and editable CAD formats on CD)	FFP	\$ _____
0010	Project Management and Engineering Services	FFP	\$ _____
0011	Quality Control and Safety Plan Implementation	FFP	\$ _____

Subtotal (Base - CLINs 0001-0011): \$ _____

Total Contract Price: \$ _____

NOTES:

1. **Period of Performance:** 75 calendar days after NTP (see Section F) for CLINs 0001-0011
2. **Payment terms:** Progress payments per FAR 52.232-5 and FAR 52.232-27 (Section I)

3. **CLIN Breakdown Rationale:**

- CLIN 0001: Covers demolition of existing concrete slab and ceiling
- CLIN 0002: Covers flooring trench construction and modular carpet installation
- CLIN 0003: Covers suspended ceiling system with acoustic panels
- CLIN 0004: Covers wall finishing, rendering, painting, and skirting
- CLIN 0005: Covers fire alarm system, security door, biometric access, and signage
- CLIN 0006: Covers screen mounting structure fabrication and installation
- CLIN 0007: Covers all electrical, telecommunications, fiber optic, and data cabling
- CLIN 0008: Covers O&M plan documentation and training
- CLIN 0009: Covers as-built documentation deliverables
- CLIN 0010: Covers project management, engineering oversight, and site supervision
- CLIN 0011: Covers QA/QC plan implementation and safety monitoring

4. **Invoicing:** Invoices shall reference specific CLIN numbers and demonstrate progress/completion for each line item. Invoices must be submitted by the 15th calendar day of the following month.

5. **Evaluation:** Price evaluation under Section M will consider the reasonableness and balance of pricing across all CLINs 0001-0011.

SECTION C — DESCRIPTION / SPECIFICATIONS / STATEMENT OF WORK (SOW)

C.1 PURPOSE

The purpose of this contract is to provide all labor, materials, equipment, engineering, quality control, safety oversight, and supervision necessary to complete the remodeling of the Joint Operations Center at Base 2, Juan Santamaria International Airport, Alajuela, Costa Rica. The Contractor shall deliver a safe, code-compliant, fully commissioned facility with complete documentation and minimal operational disruption.

C.2 BACKGROUND

The US Department of State (DoS) through the Bureau of International Narcotics and Law Enforcement Affairs (INL) assists host nations with construction of facilities which enable the nation to enhance their capacity to manage security incidents within prison environment in their own countries.

INL, in cooperation with the Government of Costa Rica, is providing technical assistance in the construction of the remodeling of the Joint Operations Center, in Base 2, Alajuela, Costa Rica. The existing facility requires comprehensive remodeling to support safe, reliable operations and compliance with applicable building codes and mission requirements.

C.3 PERFORMANCE OBJECTIVE AND APPROACH

This Statement of Work is performance-based: the Government describes the required results and measurable performance standards, while allowing the Contractor to propose methods that achieve those outcomes efficiently and safely (See FAR 37.602 for performance work statements).

The Contractor shall provide all labor, materials, equipment, engineering, QA/QC, safety, and supervision necessary to complete the remodeling of the Joint Operations Center at Base 2, delivering a safe, code-compliant, fully commissioned facility with complete documentation.

The approach is performance-based (PWS), focusing on required results and measurable standards.

Note: The Government has established performance objectives and quality standards in this PWS. Section C.4 provides **minimum performance specifications** that contractors must meet or exceed. Contractors are encouraged to propose innovative solutions and methods to achieve these outcomes.

C.4 PERFORMANCE STANDARDS AND QUALITY REQUIREMENTS

PERFORMANCE-BASED APPROACH: *This section establishes the **required performance outcomes, quality standards, and acceptance criteria** for the Joint Operations Center (JOC) remodeling. Contractors shall propose methods, materials, and approaches that meet or exceed these standards. The Government will evaluate proposals based on the contractor's ability to deliver the required performance outcomes, not on adherence to specific methods or materials unless explicitly stated as mandatory.*

C.4.1 Demolition Works - Performance Requirements

Performance Objective: Remove all existing elements that interfere with the new construction while protecting adjacent structures and maintaining site safety.

Required Outcomes:

- All designated existing concrete slabs and ceiling elements shall be completely removed
- Adjacent structures, finishes, and building systems shall remain undamaged and functional
- Work area shall be left clean, safe, and ready for new construction
- All debris shall be removed from the site within 24 hours of demolition completion

Quality Standards:

- Zero damage to structures or systems outside the designated demolition area
- 100% debris removal with proper disposal documentation
- Compliance with Costa Rican environmental and safety regulations

Acceptance Criteria:

- COR visual inspection confirms complete removal of designated elements
- No damage to adjacent areas
- Waste disposal documentation provided

C.4.2 Flooring System - Performance Requirements

Performance Objective: Deliver a functional, accessible, and aesthetically integrated flooring system that accommodates power/data distribution while providing acoustic control and durability.

Required Outcomes:

- Flooring trench system shall provide secure, accessible routing for electrical power and data connections to all workstation locations
- Access panels shall be flush with finished floor surface (± 2 mm tolerance) and support minimum 250 kg/m² live load

- Modular carpet systems shall provide acoustic absorption ($NRC \geq 0.30$) and meet commercial traffic durability standards (Class 33 or equivalent)
- Finished floor shall present uniform appearance with no visible transitions or level changes

Quality Standards:

- Access panels shall open/close smoothly without tools and remain flush under traffic
- Carpet installation shall be free of wrinkles, gaps, or visible seams at access points
- Trench system shall be waterproof and prevent cable damage
- All materials shall be new and carry manufacturer's commercial warranty

Acceptance Criteria:

- Load test demonstrates access panels support required loads without deflection
- Acoustic testing confirms $NRC \geq 0.30$
- Visual inspection shows flush integration and uniform appearance
- All access points demonstrated to be functional and accessible

C.4.3 Ceiling System - Performance Requirements

Performance Objective: Provide an integrated ceiling system that conceals building systems, provides acoustic control, supports lighting and fire detection equipment, and presents a uniform professional appearance.

Required Outcomes:

- Suspended ceiling system shall accommodate all building systems (HVAC, electrical, fire alarm, lighting) while maintaining consistent plane and uniform slope following roof structure
- Ceiling shall provide acoustic absorption ($NRC \geq 0.55$) and light reflectance ($LR \geq 0.80$)
- System shall support all mounted equipment (lighting, fire detection, cameras) per manufacturer specifications
- Finished ceiling shall present uniform black appearance with no visible sags, misalignments, or irregular transitions

Quality Standards:

- Panel system shall be 60 x 60 cm modular format for accessibility
- Suspension system shall maintain level plane ($\pm 5\text{mm}$ over 3m span)
- All penetrations for equipment shall be neat, properly sealed, and coordinated
- Color shall be uniform black (matte or semi-matte finish)

Acceptance Criteria:

- Visual inspection confirms uniform appearance and proper alignment
- All panels removable for access to above-ceiling systems
- Acoustic testing confirms $NRC \geq 0.55$
- Load testing confirms support of all mounted equipment

C.4.4 Wall Finishing - Performance Requirements

Performance Objective: Deliver smooth, durable, cleanable wall surfaces with professional dark finish suitable for a monitoring center environment.

Required Outcomes:

- Wall surfaces shall be smooth, level, and free of defects (cracks, holes, uneven texture)
- Dark-colored finish shall provide uniform appearance, light absorption, and durability for minimum 5 years under normal interior conditions
- Perimeter protection shall prevent damage to wall base from cleaning equipment and foot traffic
- Finished walls shall be cleanable without damage to finish

Quality Standards:

- Surface smoothness: no visible defects under normal lighting conditions
- Paint finish: washable, scrubable (minimum ASTM D2486 Class II)
- Color: dark tone suitable for monitoring center (minimize screen glare)
- Skirting: minimum 9 cm height, impact-resistant material
- Paint coverage: minimum two finish coats over properly prepared substrate

Acceptance Criteria:

- Visual inspection under normal and task lighting confirms uniform appearance
- No visible defects, streaks, or color variations
- Washability test demonstrates cleanability without finish damage
- Skirting properly adhered and sealed at all joints

C.4.5 Life Safety and Security Systems - Performance Requirements

Performance Objective: Deliver fully functional, code-compliant fire detection and security access systems that integrate with existing facility systems and provide reliable protection.

A. Fire Alarm System - Required Outcomes:

- Fire detection system shall provide complete coverage of the Joint Operations Center (JOC) area per NFPA 72 and Costa Rican fire code requirements
- System shall integrate with existing Simplex fire alarm controller (or approved equivalent)
- All devices shall be properly zoned, addressable, and testable

- System shall provide audible and visual notification throughout the space
- Installation shall be neat, professional, and accessible for future maintenance

Fire Alarm Quality Standards:

- 100% device functionality upon commissioning
- Response time: ≤ 30 seconds from activation to controller notification
- All conduit installations shall be exposed, properly supported, and follow building lines
- Devices shall be positioned per manufacturer specifications and code requirements
- System shall pass all required inspections and testing per NFPA 72

Fire Alarm Acceptance Criteria:

- Functional testing demonstrates 100% device operation
- Integration with existing controller confirmed
- All required inspections passed with documentation
- Training provided to facility personnel

B. Security Access System - Required Outcomes:

- Main access doors shall provide controlled entry with biometric/facial recognition capability
- Access control system shall log all entry/exit events with date/time stamps
- Biometric system shall achieve $\geq 98\%$ recognition accuracy with ≤ 2 second authentication time
- PoE-connected security devices (D63, D64, D65) shall be fully functional and integrated
- Evacuation signage shall be clearly visible, illuminated (where required), and compliant with codes

Security System Quality Standards:

- Access door: commercial-grade security door with appropriate fire rating
- Biometric system: multi-factor authentication capability (facial + credential)
- Network connectivity: PoE devices on dedicated secure network
- Signage: photoluminescent or LED-illuminated per code requirements
- All components UL-listed or equivalent certification

Security System Acceptance Criteria:

- Biometric system tested with minimum 20 users, achieving $\geq 98\%$ accuracy
- All PoE devices communicating properly with network
- Access logging functional and verified
- Emergency egress tested and confirmed unobstructed

C.4.6 Display Mounting System - Performance Requirements

Performance Objective: Provide a secure, adjustable mounting structure for multiple display screens that ensures operator visibility, structural safety, and professional appearance.

Required Outcomes:

- Mounting structure shall safely support all specified display screens with appropriate weight capacity (minimum 150% of total screen weight)
- Structure shall allow for screen positioning that provides optimal viewing angles for operators
- Installation shall be secure, vibration-free, and meet seismic requirements per local codes
- Finished structure shall present professional appearance with concealed cabling

Quality Standards:

- Structural capacity: minimum safety factor of 1.5 for all loads
- Fabrication: welded steel construction with corrosion-resistant finish
- Adjustability: screens shall be adjustable for tilt and height within specified ranges
- Cable management: integrated routing system for power and data cables
- Finish: powder-coated or equivalent durable finish, color coordinated with space

Acceptance Criteria:

- Structural calculations provided and approved by CFIA-licensed engineer
- Load testing demonstrates required capacity with no deflection or movement
- All screens mounted, adjusted, and verified for proper viewing angles
- Cable management system functional and neat
- COR approval of final installation and appearance

C.4.7 Electrical and Data Infrastructure - Performance Requirements

Performance Objective: Deliver a complete, reliable, and scalable electrical and telecommunications infrastructure that supports all workstation and monitoring equipment with redundancy and future expansion capability.

A. Power Distribution System - Required Outcomes:

- Each workstation shall have reliable power delivery with minimum 4 receptacles (2 circuits)
- Power distribution shall support simultaneous operation of all workstations and monitoring equipment
- System shall include proper grounding, surge protection, and circuit protection
- Installation shall be accessible for maintenance and future modifications
- Trench-based distribution system shall provide flexible power delivery to all workstation locations

Power System Quality Standards:

- Voltage stability: $\pm 5\%$ under full load conditions
- Circuit protection: properly sized breakers per NEC/Costa Rican electrical code
- Grounding resistance: ≤ 5 ohms measured at main panel

- Receptacles: commercial-grade, properly labeled by circuit
- Conduit system: sized for 40% future expansion capacity

Power System Acceptance Criteria:

- Load testing demonstrates stable voltage under full load
- All circuits tested for proper grounding and polarity
- Insulation resistance testing (megger) shows $\geq 100 \text{ M}\Omega$
- All receptacles labeled and functional

B. Data/Telecommunications System - Required Outcomes:

- Each workstation shall have minimum 2 data outlets (Cat 6 or better) properly terminated and tested
- Fiber optic backbone shall provide high-speed connectivity between main rack and monitoring center
- All cabling shall be properly labeled, tested, and documented
- System shall support current requirements with capacity for future expansion
- Cable management shall be neat, accessible, and protect cables from damage

Data System Quality Standards:

- Copper cabling: Cat 6 or Cat 6A, tested to TIA-568 standards
- Fiber optic: 50/125 μm multimode (OM3 or OM4), 4-strand minimum
- Terminations: all connections properly punched/terminated per manufacturer specs
- Testing: all copper links tested for length, insertion loss, NEXT, return loss
- Fiber testing: insertion loss $\leq 0.5 \text{ dB/km}$, return loss $\geq 20 \text{ dB}$
- Labeling: both ends of all cables clearly labeled with consistent scheme
- Patch panels: rack-mounted, properly organized, compatible with existing infrastructure

Data System Acceptance Criteria:

- 100% of copper links pass TIA-568 Cat 6 certification testing
- Fiber optic links tested and certified with OTDR results provided
- All terminations verified for proper pinout and connectivity
- Media converters installed and tested for proper operation
- Complete labeling scheme documented and verified

C. Video Surveillance Infrastructure - Required Outcomes:

- Infrastructure shall support 3 indoor and 1 outdoor camera locations
- Each location shall have PoE data connection and proper cable routing
- Conduit system shall protect cabling and allow for future camera installation
- All connections shall terminate at main rack with proper labeling

Video Surveillance Quality Standards:

- Cabling: Cat 6 minimum, outdoor-rated for external camera location

- PoE capability: minimum 802.3af (15.4W), 802.3at (30W) preferred
- Conduit: weatherproof for outdoor runs, properly sealed at penetrations
- Terminations: RJ45 jacks at camera locations, patch panel at rack

Video Surveillance Acceptance Criteria:

- All cable runs tested and certified
- PoE functionality verified at each location
- Proper labeling and documentation provided
- Conduit system inspected and approved

C.4.8 Furniture

No furniture is included under this Scope of Work. All furniture will be supplied and installed under a separate contract.

C.5 PERFORMANCE OUTCOMES AND DELIVERABLES

The Contractor shall achieve the following performance outcomes:

Site Assessment and Engineering Design

- **Outcome:** Approved engineering design package that demonstrates code compliance and constructability
- **Deliverable:** Sealed drawings, calculations, material specifications, and installation plans

Demolition and Site Preparation

- **Outcome:** Safe removal of existing elements with zero damage to adjacent areas
- **Deliverable:** Clean, prepared work area ready for new construction

Integrated Building Systems Installation

- **Outcome:** Fully functional flooring, ceiling, wall, fire alarm, security, electrical, and telecommunications systems that meet all performance standards in Section C.4
- **Deliverable:** Commissioned systems with test reports and certifications

Quality Assurance and Testing

- **Outcome:** All systems tested, certified, and operating within specified parameters
- **Deliverable:** Complete testing documentation and commissioning reports

Documentation and Training

- **Outcome:** Facility personnel trained and equipped to operate and maintain all systems
- **Deliverable:** As-built drawings, O&M manuals (English & Spanish), training certificates

Project Completion

- **Outcome:** Fully functional Joint Operations Center meeting all performance requirements
- **Deliverable:** Final acceptance by COR with all punch-list items resolved

The Contractor shall furnish all labor, materials, equipment, engineering, supervision, testing, and incidentals necessary to deliver a fully functional Joint Operations Center.

C.6 APPLICABLE REGULATIONS AND STANDARDS

The Contractor shall comply with, at minimum:

Costa Rican Codes:

- All applicable Costa Rica construction codes
- General Safety in Construction Projects (national regulation)
- All applicable local & national codes and standards specific to Costa Rica

International Codes (where applicable or where more stringent):

- International Building Codes (IBC)
- American Concrete Institute (ACI)
- Underwriters Laboratories (UL)
- American Standards for Testing and Materials (ASTM)
- Manufacturer's Operations and Maintenance (O&M) manuals

Occupational Safety:

- CCSS (Caja Costarricense del Seguro Social) registration requirements
- INS (National Insurance Institute) requirements
- Work Risk Insurance Policy (Poliza de Riesgos del Trabajo)
- Civil Liability Insurance for construction activity

Professional Supervision Requirement:

All work shall be supervised by licensed professionals registered with CFIA (Colegio Federado de Ingenieros y de Arquitectos de Costa Rica):

- A licensed professional shall be designated as Technical Director/Project Manager
- The Technical Director must conduct site inspections at least once every seven (7) calendar days
- All engineering drawings must be prepared by professionals licensed by CFIA

Code Compliance Responsibility:

If the construction contractor identifies any irregularities in the Drawings or any non-compliance with applicable national or international regulations, it shall be the Contractor's responsibility to promptly notify the COR. Failure to do so shall preclude the Contractor from later claiming that work was constructed in accordance with the design despite known non-compliance.

Performance Requirement:

The Contractor shall demonstrate compliance with all applicable codes through:

- Sealed engineering drawings approved by CFIA-licensed professionals
- Required permits and inspections passed
- Testing and certification documentation
- Code compliance verification by independent third party (if required by authority having jurisdiction)

C.7 ENGINEERING DESIGN PACKAGE - PERFORMANCE REQUIREMENTS

Performance Objective: Provide a complete, code-compliant engineering design package that demonstrates the proposed solution meets all performance requirements and can be constructed safely within the specified timeframe.

Required Outcomes:

- Design package shall demonstrate compliance with all applicable codes and standards
- Drawings shall be sufficiently detailed to support construction, inspection, and future maintenance
- Material specifications shall demonstrate that proposed products meet or exceed performance standards
- Design shall be approved by CFIA-licensed professional(s) with appropriate seals

Minimum Package Contents:

- Site layout and floor plans showing all equipment locations and dimensions
- Electrical and telecommunications routing plans with load calculations

- Fire alarm system layout with device coverage calculations
- Security system layout and integration plans
- Ceiling coordination drawings showing integration with all building systems
- Material datasheets demonstrating compliance with performance specifications
- Installation details and procedures
- Conduit and cable routing plans with fill calculations
- Grounding and bonding details
- Structural calculations for screen mounting system

Quality Standards:

- All drawings sealed by CFIA-licensed professional(s)
- Calculations demonstrate code compliance with appropriate safety factors
- Material specifications include manufacturer data sheets and certifications
- Design demonstrates constructability within 75-day period

Acceptance Criteria:

- COR approval of design package
- All required CFIA seals present and valid
- No unresolved code compliance issues
- Design demonstrates achievement of all performance requirements in Section C.4"

Certification Requirement – CFIA Registration: All engineering drawings shall be signed/sealed by a licensed professional who is registered with CFIA (Colegio Federado de Ingenieros y de Arquitectos de Costa Rica) and holds a valid, current license.

The signed/sealed plans shall include appropriate certification per local requirements.

C.8 CFIA LOGBOOK REQUIREMENTS

The Technical Director (or the assigned responsible professional) shall maintain the official CFIA logbook, which may currently be maintained in digital format.

During each site visit, entries shall include:

- Date and time
- Personnel present
- Activities performed
- Materials used
- Progress status
- Quality conditions
- Tests conducted
- Observations and deviations

The logbook must be always kept up to date on-site. INL-designated personnel shall have the right to receive a copy of each update for project monitoring and control.

C.9 MATERIALS MATERIAL PERFORMANCE REQUIREMENTS

Performance Objective: All materials and equipment shall be new, code-compliant, and capable of meeting the performance standards specified in Section C.4 for the intended service life.

General Material Requirements:

- All materials shall be new and free of defects
- Materials shall carry manufacturer's commercial warranty
- Materials shall comply with applicable codes and standards
- Materials shall be suitable for the intended environment and use
- Contractor shall provide material data sheets demonstrating compliance

Performance-Based Material Standards by System:

A. Flooring System:

- **Performance Requirement:** Support 250 kg/m² live load, provide NRC \geq 0.30, withstand commercial traffic (Class 33 or equivalent)
- **Acceptable Solutions:** Modular carpet tile systems meeting performance requirements; steel access plates with flush-mount design
- **Contractor Flexibility:** Propose specific products that meet or exceed performance standards

B. Ceiling System:

- **Performance Requirement:** Provide NRC \geq 0.55, LR \geq 0.80, support mounted equipment, 60x60cm modular format, black color
- **Acceptable Solutions:** Suspended ceiling systems meeting performance requirements
- **Contractor Flexibility:** Propose specific products that meet or exceed performance standards

C. Wall Finishing:

- **Performance Requirement:** Smooth surface, washable finish (ASTM D2486 Class II minimum), dark color, 5-year durability
- **Acceptable Solutions:** Rendering systems and paint products meeting performance requirements; impact-resistant skirting minimum 9 cm height
- **Contractor Flexibility:** Propose specific products that meet or exceed performance standards

D. Fire Alarm System:

- **Performance Requirement:** NFPA 72 compliant, compatible with Simplex controller (or approved equivalent), UL-listed components
- **Acceptable Solutions:** Addressable fire alarm devices and exposed EMT conduit systems meeting code requirements
- **Contractor Flexibility:** Propose specific products that meet or exceed performance standards and integrate with existing systems

E. Security System:

- **Performance Requirement:** Commercial-grade security door with appropriate fire rating; biometric system with $\geq 98\%$ accuracy and ≤ 2 second authentication; PoE-capable devices; code-compliant signage
- **Acceptable Solutions:** Integrated access control systems meeting performance requirements
- **Contractor Flexibility:** Propose specific products that meet or exceed performance standards

F. Electrical/Telecommunications:

- **Performance Requirement:** Cat 6 or better copper cabling (TIA-568 certified); 50/125 μm multimode fiber (OM3/OM4); media converters; patch panels compatible with existing rack; all components meeting NEC and Costa Rican electrical code
- **Acceptable Solutions:** Commercial-grade structured cabling systems meeting performance requirements
- **Contractor Flexibility:** Propose specific products that meet or exceed performance standards

Material Approval Process:

- Contractor shall submit material data sheets demonstrating compliance with performance requirements
- Substitutions from reference specifications must demonstrate equal or superior performance
- COR approval required before procurement
- Contractor bears risk of non-compliant material selection

All equipment shall be new, free of defects, listed/approved for the intended use, and installed per manufacturer instructions and applicable codes.

C.10 WORK EXECUTION PERFORMANCE STANDARDS

Performance Objective: Execute all work in a professional, safe, and coordinated manner that minimizes disruption to existing operations and delivers quality results.

Required Outcomes:

A. Coordination and Scheduling:

- All work activities coordinated with INL Costa Rica and Base 2 authorities with zero unauthorized disruptions
- Work schedule maintained with $\geq 90\%$ on-time milestone achievement
- Minimum 5 business days advance notice for all access requirements

B. Installation Quality:

- All installations meet or exceed manufacturer specifications and code requirements
- Conduit installations: proper bend radii (minimum 6x conduit diameter), correct fill ratios ($\leq 40\%$), proper support spacing
- Cable installations: proper pulling tension limits observed, no kinks or damage
- Grounding/bonding: all connections tested and verified per code requirements

C. Site Management:

- Work area maintained in clean, safe condition at all times
- All disturbed surfaces restored to original condition or better
- Existing facilities and equipment protected from damage (zero damage incidents)
- Debris removed daily; final cleanup within 24 hours of completion

D. Environmental Management:

- Dust, noise, and waste managed by best practices
- All waste disposed legally with documentation
- Zero environmental violations or citations

Acceptance Criteria:

- COR verification of coordination and schedule compliance
- Visual and functional inspection of all installations
- Testing verification of all systems • Site cleanliness and restoration verified

C.11 CONTRACTOR EQUIPMENT AND TOOLS - PERFORMANCE REQUIREMENTS

Performance Objective: Contractor shall provide all necessary equipment and tools to execute the work safely, efficiently, and in compliance with manufacturer specifications and code requirements.

Required Outcomes:

- All work executed using appropriate, properly maintained equipment
- Equipment shall be suitable for the specific tasks and environment
- All testing equipment shall be calibrated and certified

- Equipment operation shall not damage existing facilities or create unsafe conditions

Minimum Equipment Capabilities:

- Concrete cutting and demolition: capable of precise cuts without damage to adjacent areas
- Electrical installation and testing: calibrated megohmmeter, continuity testers, voltage testers, cable pulling equipment, conduit bending tools
- Fiber optic installation and testing: fusion splicer (if required), OTDR or light source/power meter, fiber cleaning tools
- Finishing work: appropriate tools for professional-quality painting, ceiling installation, and flooring installation
- Fabrication: welding and metal fabrication equipment meeting AWS standards (if applicable)

Quality Standards:

- All testing equipment calibrated within past 12 months with certificates provided
- Equipment maintained in good working condition
- Equipment operation by trained, qualified personnel only

Acceptance Criteria:

- Calibration certificates provided for all testing equipment
- Equipment demonstrated to be appropriate and functional
- No damage to existing facilities from equipment use

All equipment shall be in good working condition and appropriate for the task.

C.12 OPERATIONAL CONTINUITY - PERFORMANCE REQUIREMENTS

Performance Objective: Execute all work with minimal disruption to existing Base 2 operations, coordinating all outages and providing necessary temporary services.

Required Outcomes:

- Phasing plan that minimizes operational downtime
- All outages coordinated and approved minimum 48 hours in advance
- Temporary power/services provided as needed to maintain critical operations
- Zero unauthorized disruptions to existing operations
- Work activities affecting operations limited to approved windows

Quality Standards:

- Phasing plan demonstrates understanding of operational requirements
- Outage windows minimized to shortest duration necessary
- Temporary services meet same reliability standards as permanent installations
- Backup plans in place for critical activities

Acceptance Criteria:

- COR approval of phasing plan
- All outages executed within approved windows
- Zero operational disruptions outside approved windows Temporary services (if required) functional and safe

C.13 SAFETY AND SECURITY

Safety Performance Objective: Achieve zero lost-time accidents, zero safety violations, and 100% compliance with all safety regulations throughout the project.

Safety Performance Metrics:

- Lost-time accident rate: 0
- OSHA recordable incidents: 0
- Safety violations or citations: 0
- PPE compliance: 100%
- Daily safety briefing completion: 100%

The Contractor shall submit a Site-Specific Safety Plan addressing:

Safety Requirements:

- Hazard analysis for each task
- PPE requirements for all personnel
- Emergency response procedures
- Electrical safety procedures
- Fall protection (for ceiling and elevated work)
- Confined space procedures (if applicable)
- Hot work procedures
- Material handling and storage

Personal Protective Equipment (PPE): The Contractor shall provide all necessary personal protective equipment (PPE) for its employees, including:

- Safety goggles
- Electrical safety gloves
- Safety footwear
- Dust masks
- Appropriate clothing such as coveralls
- Hard hats
- Other PPE required to perform tasks effectively and safely

Insurance and Registration:

- All personnel must be registered with CCSS (Caja Costarricense del Seguro Social)
- All personnel must be registered with INS (National Insurance Institute)
- Work Risk Insurance Policy (Poliza de Riesgos del Trabajo) covering all personnel
- Civil Liability Insurance for construction activity covering all machinery and vehicles

Before starting the project, the Contractor shall provide a list of all personnel who are properly registered and included in both the CCSS and INS. Digital enrollment and inclusion records are valid and acceptable.

Each time new personnel are assigned to or access the work site, the Contractor shall provide updated evidence of their inclusion in both institutions. The INL-designated representative must be able to receive a copy of each update to verify compliance.

Site Access and Security:

- Compliance with Base 2 access, badging, escort requirements
- The Contractor will need to coordinate and provide first name, last name, date of birth, and nationality of all people requiring access to the construction site at least five (5) days prior to access
- No personnel may access the site without prior vetting and authorization
- Coordinate with INL and base authorities for access, tool/equipment control, photography restrictions, and work hour limitations

C.14 ENVIRONMENTAL PERFORMANCE REQUIREMENTS

Performance Objective: Achieve zero environmental violations and 100% compliant waste disposal throughout the project.

Required Outcomes:

- All waste properly segregated, documented, and disposed per Costa Rican regulations
- 100% waste removal within 24 hours of generation
- Zero environmental spills or releases
- Work site maintained clean with proper debris management

Quality Standards:

- Waste disposal documentation for 100% of waste generated
- Licensed waste haulers used for all disposal
- Recycling implemented where feasible
- Dust and noise control measures implemented

Acceptance Criteria:

- Complete waste disposal documentation provided
- Zero environmental violations or citations
- COR verification of site cleanliness
- All disturbed surfaces restored

C.15 PERSONNEL REQUIREMENTS

C.15.1 Work Hours

The Contractor's personnel shall perform their duties on business days (Monday through Friday) during hours coordinated with and approved by the COR and Base 2 authorities.

C.15.2 Training

The Contractor shall ensure that personnel receive adequate training to properly perform their duties (in accordance with international and local regulations) prior to the start of service.

C.15.3 Personal Protective Equipment

The Contractor shall provide all necessary personal protective equipment (PPE) for its employees as specified in Section C.13.

C.15.4 Qualifications

The Contractor shall make available qualified Engineers and workers who meet the criteria set forth by the local authorities and possess extensive experience in the relevant field, for the construction of the Joint Operations Center.

C.16 INSURANCE

The following insurance is required for this service:

- Work Risk Insurance Policy (Poliza de Riesgos del Trabajo) for all construction personnel
- Civil Liability Insurance for construction activity covering all machinery and vehicles
- CCSS (Caja Costarricense del Seguro Social) registration for all workers
- INS (National Insurance Institute) registration for all workers

C.17 QUALITY ASSURANCE / QUALITY CONTROL - PERFORMANCE REQUIREMENTS

Performance Objective: Deliver work that meets or exceeds all specified quality standards with zero defects at final acceptance.

Required Outcomes:

- QA/QC plan implemented throughout project lifecycle
- All inspection checkpoints completed and documented
- All testing performed with calibrated equipment and certified results
- Deficiencies identified and corrected before final acceptance
- Zero defects at final acceptance inspection

Quality Performance Metrics:

- First-time acceptance rate: $\geq 95\%$ for all inspections
- Deficiency correction time: ≤ 5 calendar days
- Testing pass rate: 100% (after any necessary corrections)
- Documentation completeness: 100%

Required Testing and Performance Verification:

A. Electrical Systems:

- Continuity testing: 100% of circuits
- Insulation resistance (megger): $\geq 100 \text{ M}\Omega$ at 500V DC
- Grounding resistance: ≤ 5 ohms
- Voltage testing: $\pm 5\%$ of nominal under full load
- Performance Standard: 100% pass rate

B. Data/Telecommunications:

- Copper cabling: TIA-568 Cat 6 certification for 100% of links
- Fiber optic: Insertion loss $\leq 0.5 \text{ dB/km}$, return loss $\geq 20 \text{ dB}$
- Continuity and labeling: 100% verification
- Performance Standard: 100% pass rate

C. Fire Alarm System:

- Functional testing: 100% of devices
- Response time: ≤ 30 seconds
- Integration with controller: verified
- Performance Standard: 100% pass rate per NFPA 72

D. Security System:

- Biometric accuracy: $\geq 98\%$ with minimum 20 test users
- Authentication time: ≤ 2 seconds
- Access logging: 100% functional
- Performance Standard: meets specified thresholds

E. Building Systems:

- Flooring load test: 250 kg/m^2 with no deflection
- Acoustic testing: NRC ≥ 0.30 (flooring), ≥ 0.55 (ceiling)
- Paint washability: ASTM D2486 Class II minimum
- Performance Standard: meets or exceeds specified values

Quality Documentation Requirements:

- Test plans submitted and approved before testing
- Calibration certificates for all test equipment
- Certified test reports with actual measured values

- Photographic documentation of installations
- Deficiency logs with corrective actions

Acceptance Criteria:

- QA/QC plan approved and implemented
- All required tests completed with passing results
- All deficiencies corrected and re-tested
- Complete documentation package provided
- COR verification of quality standards met

The Contractor shall submit a Quality Control Plan (QCP) describing the internal staffing and procedures that will be used to meet the quality, quantity, timeliness, responsiveness, customer satisfaction, and other service delivery requirements in the SOW.

C.18 DELIVERABLES - PERFORMANCE REQUIREMENTS

Performance Objective: Provide complete, accurate, and usable documentation that enables Government of Costa Rica personnel to operate, maintain, and modify the facility systems.

Deliverable Quality Standards:

1. Engineering Design Package

- **Performance Standard:** Complete, sealed, code-compliant design approved before construction
- **Quality Metric:** Zero unresolved code compliance issues; COR approval obtained

2. Safety and Phasing Plans

- **Performance Standard:** Comprehensive plans approved before mobilization
- **Quality Metric:** Zero safety violations during execution; schedule maintained

3. Progress Reports (Weekly)

- **Performance Standard:** Accurate, timely reporting of progress, issues, and upcoming activities
- **Quality Metric:** Submitted within 2 business days of week end; $\geq 95\%$ accuracy of reported progress

4. Status Reports (Monthly)

- **Performance Standard:** Comprehensive monthly summary with schedule tracking
- **Quality Metric:** Submitted within 5 working days; including all required elements

5. As-Built Drawings

- **Performance Standard:** Accurate representation of installed conditions in both PDF and editable CAD (DWG) format, bilingual (English/Spanish), on CD

- **Quality Metric:** $\leq 2\%$ variance from actual installed conditions; all changes from design drawings clearly marked; CFIA seal present

6. Testing and Commissioning Reports

- **Performance Standard:** Complete certified test results demonstrating all systems meet performance requirements
- **Quality Metric:** 100% of required tests completed; all results within specified parameters; calibration certificates included

7. Operation and Maintenance (O&M) Plan

- **Performance Standard:** Comprehensive bilingual (English/Spanish) manual enabling facility personnel to operate and maintain all systems
- **Quality Metric:** Includes detailed maintenance checklists with frequency and procedures; all technical documentation; training completed with certificates issued

8. Warranty Documentation

- **Performance Standard:** Complete warranty certificates for all materials and systems
- **Quality Metric:** Minimum 12-month warranty coverage; all certificates provided; warranty table included

Deliverable Acceptance Criteria:

- All deliverables submitted on schedule
- Content complete and accurate per requirements
- Bilingual deliverables properly translated (English/Spanish)
- COR approval obtained for all deliverables
- Electronic and hard copy formats provided as specified

C.19 SCHEDULE PERFORMANCE REQUIREMENTS

Performance Objective: Complete all work within 75 calendar days from NTP with $\geq 90\%$ on-time milestone achievement.

Required Outcomes:

- Detailed construction schedule submitted within 10 days of NTP
- Schedule maintained and updated weekly using Microsoft Project (GANTT or CPM)
- Major milestones achieved within ± 3 days of planned dates
- Final completion within 75 calendar days

Schedule Performance Metrics:

- Milestone on-time achievement: $\geq 90\%$
- Schedule update timeliness: 100% (weekly)
- Final completion: within 75 calendar days

Critical Milestones (Performance-Based):

- Design approval: by Day 20-30
- Demolition complete: by Day 35
- Rough-in installations complete: by Day 55
- Testing and commissioning complete: by Day 70
- Final acceptance: by Day 75

Acceptance Criteria:

- Schedule submitted and approved within 10 days of NTP
- Weekly updates provided with progress reports
- $\geq 90\%$ of milestones achieved on time
- Final completion within 75 calendar days
- COR approval of schedule performance

C.20 FINAL ACCEPTANCE CRITERIA - PERFORMANCE VERIFICATION

Performance Objective: Deliver a fully functional Joint Operations Center that meets 100% of specified performance requirements.

Final Acceptance Performance Standards:

A. Installation Quality:

- 100% of installations meet applicable codes and contract requirements
- Zero deficiencies remaining on punch list
- All systems operate reliably under full load conditions

B. Testing and Commissioning:

- 100% of required tests completed with passing results:
- Electrical: insulation resistance $\geq 100 \text{ M}\Omega$, grounding $\leq 5 \text{ ohms}$, voltage stability $\pm 5\%$
- Data: 100% of links TIA-568 certified
- Fiber optic: insertion loss $\leq 0.5 \text{ dB/km}$, return loss $\geq 20 \text{ dB}$
- Fire alarm: 100% device functionality, response time $\leq 30 \text{ seconds}$
- Security: biometric accuracy $\geq 98\%$, authentication time $\leq 2 \text{ seconds}$
- Flooring: load test 250 kg/m^2 with no deflection
- Acoustics: NRC ≥ 0.30 (flooring), ≥ 0.55 (ceiling)

C. Code Compliance:

- Verified compliance with Costa Rican codes and IBC (where applicable)
- All required inspections passed
- CFIA-sealed drawings provided

D. Documentation:

- As-built drawings complete, accurate ($\leq 2\%$ variance), bilingual, with CFIA seal
- Testing reports complete with certified results
- O&M Plan complete, bilingual, with training certificates
- Warranty documentation complete
- All deliverables approved by COR

E. Functional Performance:

- All systems demonstrated to operate reliably under full load
- Integration between systems verified
- Facility personnel trained and capable of operating systems

F. Site Restoration:

- All disturbed surfaces restored to original condition or better
- Work area clean and free of debris
- Zero damage to adjacent facilities

Final Acceptance Process:

- Contractor notifies COR of substantial completion
- COR conducts inspection using acceptance criteria checklist
- Punch list generated (if needed) with correction deadline
- Contractor corrects all punch list items
- COR conducts final inspection • Final acceptance issued in writing by Contracting Officer

Performance Standard for Final Acceptance: • 100% of acceptance criteria met • Zero outstanding deficiencies • All deliverables complete and approved"

C.21 WARRANTY

C.21.1 Warranty Period and Coverage

The Contractor shall provide warranties for all work performed, materials supplied, and equipment installed under this Statement of Work. These warranties are in addition to, and not in lieu of, any other warranties or guarantees implied by law or required by the Construction Contract.

Unless otherwise specified for components, systems, or materials, the general warranty period for all Work performed under this SOW shall be **twelve (12) months** from the date of final acceptance by the COR.

The warranty includes:

- The strength of the concrete and the work performed
- The paint's resistance to sun exposure and weather conditions
- Proper effectiveness and operation of all systems
- Fire alarm system components
- Security system components
- Electrical and telecommunications systems
- Fiber optic installations
- Manufacturer warranties for all equipment

C.21.2 Warranty Documentation

The Contractor shall be responsible for obtaining, compiling, and submitting all required warranty documents to the COR and to the end user. This includes, but is not limited to:

- Manufacturer's warranties
- Supplier's warranties
- Contractor's own warranties for workmanship and installation

A warranty table shall be submitted identifying:

- Item/System/Work Description
- Warranty Period
- Warrantor (Contractor, Manufacturer, Supplier)
- Notes/Specific Conditions

C.21.3 Contractor Qualifications for Warranty Support

In order to ensure technical support during the warranty period, the company performing the work must be legally incorporated in Costa Rica and must have been in existence for at least one year.

C.21.4 Warranty Performance Requirement:

Contractor shall respond to warranty claims within 48 hours and complete warranty repairs within 10 calendar days of notification."

C.22 KEY PERSONNEL AND QUALIFICATIONS

The Contractor shall identify the following Key Personnel:

Project Manager/Technical Director:

- Must be a licensed professional registered with CFIA with a valid license
- Will assume Technical Direction/Project Management
- Must be based in Costa Rica during the entire construction process
- Must be present at the site while construction works are in progress
- Must conduct site inspections at least once every seven (7) calendar days

Licensed Engineers:

- All engineering drawings must be prepared by professionals licensed by CFIA
- Engineers must have appropriate experience in construction and renovation projects

Site Supervisor:

- Must have experience on comparable construction/renovation projects

Safety Officer/QC Manager:

- Must have Quality Control/Quality management certificates from an appropriate agency
- Must have sufficient experience with construction materials on site and lab tests

The Contractor shall submit CV (Curriculum Vitae) packages for each required discipline to INL, containing:

- Most recent professional experience
- Education, including all relevant degrees awarded and institutions attended with dates
- Copies of all current certifications and licenses
- Relevant work/construction experience for the past five years
- Copy of engineering/construction report written by the candidate

C.23 MEETINGS AND REPORTING

C.23.1 Meetings

The Contractor shall attend:

- Kickoff meeting (held within 5 calendar days after NTP)
- Weekly progress meetings (in person or virtual)
- Commissioning meeting (prior to testing)
- Final inspection meeting (upon completion of punch list items)

Meeting minutes shall be prepared by the Contractor and submitted within 48 hours for COR approval.

C.23.2 Weekly Progress Reports

The Contractor shall provide Weekly Progress Reports to the COR.

Each Weekly Progress Report shall include, at a minimum:

- Executive summary of project status
- On-site personnel and their roles
- Activities completed during the week
- Activities in progress
- Planned activities for the following week
- Schedule tracking: planned progress vs. actual progress
- Photographic record of progress, including:
 - Photos of work completed during the week
 - Clear comparison between requested/detailed in drawings or specifications vs. constructed work
 - Technical notes explaining any deviations, adjustments, or site conditions encountered
- Issues encountered and corrective actions
- Identified risks
- Recommendations and decision requests

Reports shall be submitted in English only and delivered within two (2) business days following the end of each work week.

C.23.3 Monthly Status Reports

The Contractor shall provide Monthly Status Reports (MSRs) to the COR. Reports may consist of a compilation of the weekly reports, organized chronologically by date. It shall also include, at the very least:

- Executive summary
- Team personnel and skill levels
- Schedule tracking
- Travel conducted
- Any issues, recommendations, and updates/changes
- Chart showing actual work completed versus planned work completed as noted on the original schedule
- Information on work completed, work in progress, and work outstanding

- Problems encountered and anticipated

Monthly progress reports shall be in English only.

Draft deliverables for the Monthly Status Report shall be submitted five (5) working days following each month to the COR. The COR will respond within five (5) working days with comments. The Contractor shall incorporate the comments within five (5) working days. For final deliverables, the COR will either accept or reject them within five (5) working days of submission. Final MSRs shall also be provided to the Contracting Officer.

In the event of rejection, the COR will notify the Contractor in writing of the reasons for such rejection. Absence of notification will be construed as an acceptance.

C.24 CHANGE MANAGEMENT

The Contractor shall submit Requests for Information (RFIs) when clarification is needed. No changes to the SOW, materials, or methods are allowed without written approval from the Contracting Officer (CO).

Use the solicitation's RFI and change order process for scope clarifications or modifications. No changes proceed without written CO approval.

Modifications to the contract of pricing or duration of services shall be authorized by the CO (Contracting Officer). The Contractor shall not deviate from the terms of the contract. Any deviation by the Contractor without written documentation and authorization from the CO will put the Contractor at risk.

C.25 PROPOSAL REQUIREMENTS AND PAYMENT TERMS

C.25.1 Performance-Based Payment Approach:

- Payments tied to verified completion of performance outcomes
- Each invoice must demonstrate achievement of corresponding performance standards
- Payment withheld for work not meeting quality standards until corrected
- Final 10% payment withheld until final acceptance and all deliverables approved

C.25.2 Proposal Requirements

The Contractor must submit to the Contracting Officer a fixed-price proposal covering all services for this project. The Contractor's failure to understand the full scope of this service or any omissions in its proposal shall not constitute grounds for additional payments or changes to the contract.

All bids must include a detailed description of the work to be performed.

The Contractor shall provide the following documents with the proposals for review by INL:

1. **Quality Control Plan (QCP)** - describing internal staffing and procedures

2. **Safety Plan** - explaining how safety is ensured for all persons
3. **Past Performance** - examples within the past five (5) years on comparable work
4. **Management Plan** - describing processes to ensure contract terms are met
5. **Warranties** - documentation as specified in Section C.21

C.25.3 Cost Estimate Requirements

Professional Cost Estimating services are required. To ensure equitable technical evaluation and comparability between proposals, contractors must use the INL-provided master template as the primary mandatory structure for the organization of all cost estimates.

The estimate shall be structured starting with Direct Costs (CD) for labor, materials, and equipment (including man-hours), followed by Indirect Costs (CI). Final markups for General and Administrative expenses (G&A), Contingencies, and Profit must be clearly identified as separate line items at the end of the cost breakdown to arrive at the Total Contract Price.

Each cost estimate shall include an introductory narrative outlining the criteria, assumptions, and methodology used. The narrative must also identify major line items for the renovation of each space, along with supporting features. Costing data shall reflect host country pricing, but all estimates must be presented in U.S. dollars.

C.25.4 Payment Terms

This will be a Firm Fixed Price contract. No additional sums will be payable due to escalation in the cost of materials, equipment, or labor. Nor will the contract price be adjusted on account of fluctuations in currency exchange rates.

Invoice Submission:

- Invoice Due date: Contractor shall submit invoices (Original & Soft Copy) no later than the 15th calendar day of the following month (for the previous calendar month's costs)
- The Contracting Officer will provide specific instructions regarding invoice submission
- Advance payment for services will not be authorized
- If the invoiced amount is determined to be incorrect, the invoice will be returned to the Contractor
- Net payments are 30 days
- The Prompt Payment Act applies only after the Contracting Officer has received and accepted a proper invoice

Invoice Requirements:

- The Contractor shall submit a schedule of values to correspond to the invoice submittal for the respective month
- Supporting documentation for reimbursement of charges shall be provided
- A revised construction schedule shall be submitted with each invoice payment request monthly
- All costs and charges must fall within the Period of Performance (POP) of that invoice
- Invoices shall be submitted by calendar month's period of performance, broken out individually by CLIN

Payment Table: Prior to the start of construction, the Contractor shall prepare a Payment Table derived from the approved contract budget. Each line item in the table shall correspond to a specific work element or task and indicate the percentage of the total contract price allocated to that item. Monthly invoices shall be submitted based on the actual verified progress of each work item, as documented in the Contractor's progress reports and verified by the COR. The payment for each invoice shall not exceed the percentage of completion of the corresponding work items in the Payment Table.

C.26 MATERIALS, SOURCE/NATIONALITY, AND DOMESTIC PREFERENCE

All materials shall be new, free of defects, and compliant with applicable codes and manufacturer requirements.

For Buy American/Trade Agreements Act clauses, follow the contract's Section I/Section H provisions if invoked. This SOW does not, by itself, impose domestic content requirements outside those clauses.

C.27 PLACE AND PERIOD OF PERFORMANCE

C.27.1 Place of Performance

Joint Operations Center Base 2, Juan Santamaria International Airport Alajuela Province Costa Rica

Construction Services will be performed at the selected site in Base 2, Juan Santamaria Airport, Alajuela Province, Costa Rica.

C.27.2 Period of Performance

75 calendar days from Notice to Proceed (NTP), inclusive of design, submittals, procurement, installation, testing, and close-out.

C.28 GOVERNMENT-FURNISHED INFORMATION (GFI)

The Government may provide available site data, existing drawings (if any), and access documents. The Government does not guarantee the accuracy or completeness of GFI. The Contractor is responsible for verifying all dimensions and conditions in the field.

The Government-Furnished Information (GFI) - **Attachment J-1: Drawings and Technical Specifications** – is provided to all offerors and the awarded Contractor to support proposal development, engineering design, and construction execution. While this is a **performance-based Statement of Work**, GFI provides specific technical requirements and guidance based on existing site conditions to assist offerors in understanding the scope and developing compliant proposals.

GFI is provided to:

1. Inform offerors of known existing conditions so that proposals are realistic and complete
2. Reduce the risk of scope misunderstanding and unbalanced pricing
3. Enable the Contractor to propose performance-based solutions grounded in actual site realities

4. Establish a documented baseline against which field discrepancies can be formally identified and resolved

GFI does **not**:

- Prescribe the specific methods, sequences, or means by which the Contractor achieves the required performance outcomes
- Relieve the Contractor of the obligation to independently verify all site conditions
- Guarantee the accuracy, completeness, or currency of any information provided
- Constitute a warranty by the Government regarding existing conditions

The Contractor is fully responsible for:

- Verifying all dimensions, elevations, and spatial relationships in the field
- Confirming the location, capacity, and condition of all existing utilities and systems
- Identifying any conditions not captured in the GFI that may affect the work
- Coordinating with INL and Base 2 authorities for access necessary to conduct thorough field investigations
- No claim for additional compensation or time extension will be considered based on conditions that a reasonable site investigation would have revealed, or that were documented in the Field Observations Report and not formally disputed in writing prior to proposal submission.

C.29 CONTRACTOR SUBMITTALS AND APPROVALS

C.29.1 Submittal Register

Within 10 days of NTP, submit a Submittal Register covering:

- Signed/sealed design drawings/specifications
- Equipment datasheets
- Material specifications
- Labels/identification
- Test plans
- Safety plan
- Phasing/outage plan
- Installation procedures
- As-built/close-out templates

Submittal cycles and review durations shall follow the solicitation schedule.

C.29.2 Design Approval

No fabrication or installation shall begin until the Government approves the design package.

C.30 CLOSE-OUT

Provide a complete close-out package including:

- As-built drawings (PDF and editable CAD format - DWG, stored on CD, in both English and Spanish)
- Updated plans and schedules
- Test and commissioning reports
- Operation and Maintenance (O&M) Plan (in English and Spanish)
- Training documentation and certificates
- Manufacturer documentation
- Warranty certificates
- Punch-list showing all items resolved

Schedule a final inspection and commissioning demonstration for acceptance.

As-built drawings must be delivered in DWG and PDF formats, stored on CD, as part of the required deliverables for the release of 100% payment of the project.

SECTION D — PACKAGING AND MARKING

D.1 Packaging/Labeling of Submittals

- Electronic PDFs unless otherwise directed
- Native files (DWG) upon closeout
- All as-built drawings on CD in both PDF and DWG formats
- Documents in both English and Spanish as specified

SECTION E — INSPECTION AND ACCEPTANCE

E.1 Government Inspection

- Inspection of Construction (FAR 52.246-12) applies
- Government inspections before acceptance
- QA does not relieve Contractor QC responsibilities
- Corrections required at no cost

E.2 Acceptance

Final acceptance is issued in writing by the Contracting Officer upon satisfactory completion of all requirements.

The Contractor shall be evaluated in accordance with the Government's Quality Assurance Surveillance Plan (QASP).

SECTION F — DELIVERIES OR PERFORMANCE

F.1 PLACE OF PERFORMANCE

All work shall be performed at the following location:

Joint Operations Center Base 2, Juan Santamaria International Airport Alajuela Province Costa Rica

The Contractor is responsible for coordinating base access, security, and movement of personnel and materials as outlined in Section H – Special Requirements.

F.2 PERIOD OF PERFORMANCE

The Contractor shall complete all work within **75 calendar days** after issuance of the Notice to Proceed (NTP).

The period of performance includes:

1. Design and submittals phase
2. Material procurement
3. Mobilization
4. Demolition of existing elements
5. Installation of all new systems (flooring, ceiling, walls, fire system, security system, screen structure, electrical/telecommunications)
6. Testing, commissioning, and training
7. Close-out documentation

No on-site work may begin prior to NTP unless specifically authorized in writing by the Contracting Officer (CO).

F.3 COMMENCEMENT, PROSECUTION, AND COMPLETION OF WORK

The Contractor shall:

- a. Commence work within a reasonable time after NTP
- b. Prosecute the work diligently and without delay
- c. Complete all work within the period of performance

Failure to adhere to the approved schedule may result in corrective actions or remedies available under the contract.

F.4 DELIVERABLES SCHEDULE

Unless otherwise approved, the following deliverables are due:

1. **Submittal Register** – within 10 calendar days after NTP
2. **Engineering Design Package** – within 20-30 calendar days after NTP
3. **Safety Plan & Phasing Plan** – within 10 days after NTP
4. **Material Submittals** – Submit no later than 30 days after NTP, or prior to ordering, whichever comes first
5. **Weekly Progress Reports** – within 2 business days following the end of each work week
6. **Monthly Status Reports** – within 5 working days following each month
7. **Commissioning & Test Reports** – at completion of installation
8. **As-Built Drawings & O&M Plan** – within 10-15 days of completing testing, in both English and Spanish, on CD

9. **Warranty Certificates** – at final close-out

These deliverables complement and support the requirements in Section C and Section H.

F.5 GOVERNMENT USE AND POSSESSION (FAR 52.236-11)

The Government may take possession of completed or partially completed work at any stage. Such possession:

- Does not constitute final acceptance
- Does not relieve the Contractor of responsibility for non-compliant work
- May justify an equitable adjustment if possession delays subsequent work

F.6 OPERATIONS AND STORAGE AREAS (FAR 52.236-10)

The Contractor shall:

1. Confine operations to authorized areas
2. Maintain safe and orderly storage of materials
3. Protect pavements, structures, and existing facilities
4. Restore any damaged areas at no additional cost to the Government

Temporary storage areas within Base 2 facilities must be coordinated with the COR.

F.7 SECURITY, COORDINATION, AND SITE ACCESS

The Contractor shall coordinate the following with the COR:

- Access badges and clearances
- Work hours within the Joint Operations Center area
- Base entry for personnel, tools, and materials
- Escort requirements (if applicable)
- Restricted area coordination

The Contractor will need to coordinate and provide first name, last name, date of birth, and nationality of all people requiring access to INL and the Construction Site at least five (5) days prior to access. During the initial visit, INL will support Contractor in gaining written approval to streamline future site visits.

No Contractor personnel may enter Base 2 without proper vetting and authorization.

F.8 HOURS OF WORK

Normal work hours shall be coordinated with and approved by the COR and Base 2 authorities.

Extended hours or weekend work require COR approval at least 48 hours in advance.

Work activities affecting existing operations must be scheduled and approved prior to execution.

F.9 RESPONSIBILITY FOR TRANSPORTATION AND LOGISTICS

The Contractor is responsible for:

- Importation (if applicable)
- Customs clearance
- Local transportation
- Loading/unloading
- Site logistics
- Protection of materials from weather and damage

The proposal should include the cost of travel, lodging, and sustenance during all site visits. The proposal should also identify the anticipated number of days on site for project personnel.

F.10 DELAYS

The Contractor must notify the CO in writing within 5 days of any event that may delay performance.

The CO alone determines whether an excusable delay exists.

Deviations due to weather or site conditions from the Contractor's Proposed Construction Schedule will be reviewed and considered by the CO on a case-by-case basis.

F.11 FINAL COMPLETION AND ACCEPTANCE

Final completion occurs when:

1. All construction work is complete
2. All tests pass
3. All deficiencies are corrected
4. All deliverables listed in Section C and Section J are submitted and approved
5. A final inspection is conducted with no outstanding issues
6. Key systems are confirmed to be functioning properly
7. O&M Plan is delivered and training is completed

Final acceptance is issued in writing by the Contracting Officer.

SECTION G — CONTRACT ADMINISTRATION DATA

G.1 CONTRACTING OFFICER (CO)

The Contracting Officer is the only individual authorized to:

- Modify the terms and conditions of the contract
- Obligate or de-obligate funds
- Approve changes to scope, schedule, or price
- Issue formal Notices to Proceed (NTP)

All communication requiring legal or contractual interpretation shall be directed only to the CO.

Contracting Officer:

- Name: Taylor Smith
- Email: SmithTS4@state.gov

G.2 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

A Contracting Officer's Representative (COR) will be appointed in writing after award.

The COR is authorized to:

- Monitor technical performance
- Review and approve submittals
- Verify quantities and quality
- Attend inspections and acceptance activities
- Review contractor invoices
- Provide technical direction within the scope of the contract

The COR cannot modify contract terms, direct out-of-scope work, or authorize additional costs.

COR:

- Name: Danny Villalobos
- Email: VillalobosDA@state.gov

Additional Points of Contact:

- Name: Roberto Rivera
- Position: Construction Engineer Advisor
- Email: RiveraR1@state.gov
- Name: Melvin Fernandez
- Position: Contract Specialist
- Email: FernandezMA@state.gov

G.3 INVOICE SUBMISSION AND PAYMENT**G.3.1 Invoicing**

The Contractor shall submit invoices:

- No later than the 15th calendar day of the following month
- Aligned with the progress of work
- Electronically to the CO and COR
- In English and in U.S. dollars
- Including sufficient backup documentation (approved deliverables, progress photos, test reports, schedule of values, etc.)

Percentage completion on invoices must correspond with verified progress per the Payment Table.

G.3.2 Withholding

The Government may withhold payment when:

- Work is deficient
- Required deliverables (e.g., submittals, reports) are incomplete
- Safety violations occur
- The Contractor fails to comply with Section C or H requirements

G.4 GOVERNMENT FURNISHED INFORMATION (GFI)

The Government may provide available:

- Existing drawings
- Site information
- Access protocols
- Utility data
- Environmental or safety instructions specific to the base

The Government does not guarantee the accuracy or completeness of GFI.

The Contractor is responsible for verifying all dimensions and conditions in the field.

The Contractor shall, as needed, perform all site reconnaissance necessary.

G.5 CONTRACTOR PERSONNEL

All Contractor personnel must:

- Hold valid identification
- Be vetted for access to Base 2
- Comply with INL security rules, direction, and escort procedures
- Be registered with CCSS and INS
- Be covered by Work Risk Insurance and Civil Liability Insurance

Substitution of Key Personnel (as identified in Section C.22) requires CO approval.

G.6 COMMUNICATION PROTOCOLS

All formal communication shall be:

1. Submitted in writing
2. Delivered to the CO, with a copy to the COR
3. Clearly labeled with contract number, CLIN, and subject line

Technical direction may only be issued by the COR within the existing scope of the contract.

No verbal instruction shall constitute authorization to change scope, cost, schedule, or performance requirements.

G.7 MEETINGS AND COORDINATION

The Contractor shall attend:

- Kickoff Meeting – held within 5 calendar days after NTP
- Weekly Progress Meetings – in person or virtual
- Commissioning Meeting – prior to testing
- Final Inspection Meeting – upon completion of punch list items

Meeting minutes shall be prepared by the Contractor and submitted within 48 hours for COR approval.

G.8 REPORTING REQUIREMENTS

The following reports are required:

- Weekly Progress Reports (status, milestones, safety issues, deliveries, photos)
- Monthly Status Reports (compilation of weekly reports with executive summary)
- Safety Incidents Report (within 24 hours of occurrence)
- Phasing Updates
- QC/QA Inspection Reports

G.9 PERFORMANCE MANAGEMENT

Performance will be evaluated on:

- Quality of work
- Timeliness
- Safety compliance
- Accuracy of submittals
- Responsiveness
- Documentation quality
- Cooperation with INL and Base 2 authorities

Unsatisfactory performance may be documented in official contractor performance records (e.g., CPARS or local equivalent for overseas posts).

G.10 GOVERNMENT PROPERTY AND SITE ACCESS CONTROL

Any Government property furnished for use shall be:

- Used only for contract purposes
- Tracked via inventory
- Returned at closeout
- Protected from damage or loss

Contractor access to the site is controlled by INL and Base 2 authorities.

Failure to follow security procedures may result in revoked access.

G.11 HOLIDAYS AND NON-WORK DAYS

The following are considered non-workdays:

- U.S. Federal Holidays
- Costa Rican National Holidays
- Base 2 closure days
- INL-directed access restrictions

Work on non-workdays requires 48-hour prior approval from the COR.

G.12 CLAIMS AND DISPUTES

Disputes shall be handled under FAR 52.233-1 — Disputes, incorporated in Section I.

Contractors must:

1. Submit written notices within required deadlines
2. Clearly state basis and amount of claim
3. Provide supporting documentation

Only the CO may issue a final decision on claims.

G.13 CLOSEOUT PROCEDURES

Before final payment, the Contractor must submit:

- As-built drawings (PDF + DWG files on CD, in English and Spanish)
- All testing/commissioning reports
- Updated plans and schedules
- O&M Plan (in English and Spanish)
- Training documentation and certificates
- Manufacturer documentation
- Warranty certificates
- Final invoice
- Release of Claims

Final acceptance is issued in writing by the CO upon satisfactory completion.

SECTION H — SPECIAL REQUIREMENTS

H.1 SECURITY AND ACCESS REQUIREMENTS

- a. All Contractor personnel shall comply with access restrictions, badging procedures, escort requirements, and identification rules established by the INL Mission, the U.S. Embassy, and Base 2 authorities.
- b. The Contractor shall submit a list of personnel requiring access (first name, last name, date of birth, and nationality) at least 5 business days before mobilization.
- c. Unauthorized photography, recording, and geolocation mapping within or near Base 2 or INL facilities is strictly prohibited.
- d. All tools, equipment, and materials taken onto or removed from the premises are subject to inspection.

H.2 FOREIGN OPERATIONS / COMPLIANCE WITH HOST-NATION LAW

- a. The Contractor shall comply with all applicable Costa Rican laws, building codes, health and safety regulations, permitting requirements, environmental regulations, and professional engineering requirements (including CFIA registration and licensure for design documents).
- b. Nothing in the contract shall be interpreted as exempting the Contractor from host-nation compliance.

H.3 DESIGN PROFESSIONAL QUALIFICATIONS AND CERTIFICATION

- a. All engineering drawings submitted under this contract must be prepared under the responsible charge of a licensed Costa Rican professional who is currently registered with CFIA (Colegio Federado de Ingenieros y de Arquitectos de Costa Rica) and holds a valid license.
- b. Each design sheet shall contain appropriate professional signature/seal consistent with Costa Rican law.
- c. The Government reserves the right to reject any design documents lacking proper seals or certification.
- d. The Lead Engineer and other engineers shall be registered and hold a license from CFIA. Waivers for the use of engineers licensed in countries other than Costa Rica or the United States will be reviewed and approved on a case-by-case basis by the Contracting Officer.

H.4 GOVERNMENT-FURNISHED INFORMATION (GFI) AND SITE CONDITIONS

- a. The Government may make available any existing drawings, site data, or utility information. Accuracy of such information is not guaranteed; the Contractor is responsible for verification.

b. No claim for differing site conditions will be accepted unless the Contractor performed due diligence and provided written notice to the Contracting Officer (CO).

H.5 CONTRACTOR-FURNISHED MATERIALS AND EQUIPMENT

a. All materials must be new, compliant with contract requirements, and meet source/nationality rules as required by applicable regulations.

b. The Contractor shall provide certificates of origin, compliance, and warranties upon request.

H.6 QUALITY CONTROL (QC) PROGRAM

a. The Contractor shall submit a Quality Control Plan identifying QC personnel, inspection procedures, test methods, and acceptance thresholds.

b. The QC Manager must be available during critical work phases.

c. No work may proceed to the next phase until QC inspections are complete and documented.

H.7 QUALITY ASSURANCE (QA) – GOVERNMENT RIGHTS

a. The Government will perform QA inspections at its discretion.

b. QA inspections do not relieve the Contractor of responsibility for QC or for meeting contract requirements.

c. The CO or COR may reject work not meeting contract standards.

H.8 SAFETY AND ENVIRONMENTAL PROTECTION

a. Prior to mobilization, the Contractor shall submit a Site-Specific Safety Plan covering:

- Hazard analyses
- Electrical safety controls
- Energy control procedures
- PPE requirements
- Emergency response
- Fall protection
- Hot work procedures

b. The Contractor is responsible for environmental protection, waste disposal, and pollution prevention per local law and INL environmental guidance.

c. Unsafe work may be stopped immediately by the CO or COR without cost to the Government.

d. All personnel must be registered with CCSS and INS with proper insurance coverage.

H.9 WORK HOURS, OUTAGES, AND PHASING

- a. Work hours inside Base 2 and the Joint Operations Center area must be coordinated and approved in advance.
- b. Work activities affecting existing operations shall occur only during Government-approved windows.
- c. Temporary power or services (if needed) must be included in the Contractor's plan.

H.10 SUBMITTAL PROCEDURES

- a. Submittals must follow the approved Submittal Register and shall be submitted electronically in PDF format unless otherwise directed.
- b. The Government has 10 business days to review submittals unless additional time is justified.
- c. "Approved" or "Approved with comments" submittals do not waive compliance requirements.

H.11 KEY PERSONNEL REQUIREMENTS

- a. The following positions are designated Key Personnel:
 - Project Manager/Technical Director (CFIA licensed)
 - Site Supervisor
 - Licensed Engineers (CFIA registered)
 - Safety Officer / QC Manager
- b. Key Personnel may not be removed, substituted, or reassigned without prior written approval from the CO.

H.12 COMMUNICATIONS, REPORTING, AND MEETINGS

- a. Weekly progress reports are required and must include schedule updates, outstanding issues, safety incidents, and upcoming work activities.
- b. Monthly status reports are required within 5 working days following each month.
- c. A weekly coordination meeting with the COR is mandatory during installation and testing phases.

H.13 PROTECTION OF EXISTING FACILITIES

- a. The Contractor shall protect all INL property, equipment, finishes, and infrastructure from damage.
- b. Any damage caused by the Contractor shall be repaired at the Contractor's expense to match existing conditions within 5 calendar days.

H.14 WARRANTY REQUIREMENTS

- a. A minimum one-year warranty on workmanship, installation, and materials is required.

- b. The warranty period begins upon Government final acceptance.
- c. Warranty repairs must be completed at no additional cost to the Government.
- d. The company performing the work must be legally incorporated in Costa Rica and must have been in existence for at least one year.

H.15 CHANGES AND VARIATIONS

- a. Only the CO has authority to modify contractual requirements.
- b. The Contractor shall not perform out-of-scope work without a written, CO-signed modification.
- c. Requests for Equitable Adjustment (REA) must comply with the clauses in Section I.

H.16 CLOSEOUT REQUIREMENTS

- a. The Contractor shall submit all close-out deliverables listed in Section C.
- b. Final payment will not be issued until all punch-list items are resolved, documentation is approved, and the COR verifies system performance.
- c. All as-built drawings must be signed and sealed by the responsible CFIA-registered professional.
- d. All deliverables must be provided in both English and Spanish as specified.

SECTION I — CONTRACT CLAUSES

(Clauses incorporated in full text or by reference; see FAR 52.252-2 in this section.)

I.1 FAR Construction Core

- 52.236-1 Performance of Work by the Contractor
- 52.236-2 Differing Site Conditions
- 52.236-3 Site Investigation and Conditions Affecting the Work
- 52.236-5 Material and Workmanship
- 52.236-7 Permits and Responsibilities
- 52.236-10 Operations and Storage Areas
- 52.236-11 Use and Possession Prior to Completion
- 52.236-12 Cleaning Up
- 52.236-13 Accident Prevention
- 52.246-12 Inspection of Construction

I.2 Payments & Changes

- 52.232-5 Payments under Fixed-Price Construction Contracts
- 52.232-27 Prompt Payment for Construction Contracts
- 52.243-4 Changes

I.3 Quality Control and Warranty

- 52.246-1 Contractor Inspection Requirements
- 52.246-21 Warranty of Construction

I.4 Telecommunication Restrictions (Section 889)

- 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (provision in Section K/L)
- 52.204-26 Covered Telecommunications Equipment or Services—Representation (provision in Section K/L)

I.5 Buy American / Trade Agreements (If CO determines applicability)

- FAR Subpart 25.2 (Buy American—Construction Materials) and/or FAR 52.225-11 (Trade Agreements). (CO to specify applicability for overseas)

I.6 Additional FAR Requirements

All work performed, materials supplied, and equipment installed shall strictly adhere to all applicable Federal Acquisition Regulations (FAR), including but not limited to:

- FAR 23 Environment, Sustainable Acquisition, and Material Safety (Subpart 23.3)
- FAR 36 Construction and Architect-Engineer Contracts (including 36.102, 36.2, 36.206, 36.5)

- FAR 28.2 Sureties and Other Security for Bonds (28.203-1 and 28.204-1)
- FAR 46 Quality Assurance (46.202)
- FAR 48 Value Engineering

I.7 Clauses Incorporated by Reference

(Additional clauses to be listed as applicable)

SECTION J — LIST OF ATTACHMENTS

- Attachment J-1: Drawings and Technical Specifications
- Attachment J-2: Pictures of areas to be intervened
- Attachment J-3: QASP (Quality Assurance Surveillance Plan)
- Attachment J-4: INL Cost Estimate Template

SECTION K — REPRESENTATIONS, CERTIFICATIONS & OTHER STATEMENTS

K.1 Design Certification Requirement

All design drawings shall be signed/sealed by a licensed professional who is registered with CFIA (Colegio Federado de Ingenieros y de Arquitectos de Costa Rica) and holds a valid, current license, including a certification block affirming responsibility and compliance with applicable codes.

K.2 Required Certifications and Documentation

Offerors must provide the following with their proposal:

Checklist:

Document	Required
Past Construction Experience Portfolio (in PDF Format with pictures of past projects)	✓
Past Construction Experience References (At least 3 contacts, full name, position, company, phone, email)	✓
Curriculum of the Engineer or Professionals involved (with copy of professional title)	✓
SAM Registration Confirmation as an active vendor	✓
Current Valid Certificate of the Professional Engineer / Company from CFIA	✓
Certificate of construction projects of the company subscribed to the CFIA	✓
Proof of current Payment to the CCSS	✓
Quality Control Plan (QCP)	✓
Safety Plan	✓
Management Plan	✓
Warranty Documentation Plan	✓

SECTION L — INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 Proposal Format

Volume I — Technical:

- Approach/methods for each construction element
- Safety plan outline
- QA/QC plan
- Detailed construction schedule (75 calendar days)
- Phasing plan
- Staffing/Key Personnel qualifications (including CFIA-licensed professionals)
- Past performance examples (within past 5 years)
- Management plan
- Understanding of scope and technical requirements
- Preliminary plans and coordination drawings

Volume II — Price:

- CLIN Pricing Table (using format from Section B)
- Basis of Estimate for each CLIN including:
 - Material quantities, specifications, and unit costs
 - Labor hours by trade/skill level and rates
 - Equipment costs
 - Subcontractor identification and pricing (if applicable)
 - Overhead and profit percentages
 - Assumptions
- Cost estimate using INL-provided master template
- Material Compliance Statement confirming pricing is based on specifications in Section C.4
- Supporting assumptions and clarifications

L.2 Site Visit

MANDATORY SITE VISIT: Bidders must conduct a site visit prior to submitting their bids. The Contractor will coordinate and obtain approval for all site visits with INL. The Contractor will need to coordinate and provide first name, last name, date of birth, and nationality of all people requiring access to the construction site at least five days prior to access. During the initial visit, INL will support Contractor in gaining written approval to streamline future site visits.

Contact for site visit coordination:

- Name: Melvin Fernandez
- Position: POC
- Email: Fernandezma@state.gov

L.3 Questions / RFI

Submit in writing to the CO by [check final page].

L.4 Proposal Validity

Proposals valid for 120 calendar days from due date.

L.5 Alternate Proposals

Only as allowed by CO; otherwise, propose per Section C/H requirements.

L.6 Exceptions & Deviations

Must be clearly stated in Volume I; Government reserves right to reject exceptions contradictory to essential requirements and clauses.

SECTION M — EVALUATION FACTORS FOR AWARD

M.1 BASIS FOR AWARD – BEST VALUE TRADEOFF

The Government intends to award a single Firm-Fixed-Price (FFP) contract resulting from this solicitation using the Best Value Tradeoff process in accordance with FAR 15.101-1. Award will be made to the offeror whose proposal represents the best overall value to the Government, considering both non-price factors and price.

The Government may award the contract to other than the lowest-priced offeror or other than the highest technically rated offeror if the Contracting Officer determines that a tradeoff is in the Government's best interest.

The Government reserves the right to award without discussions, but may conduct discussions if deemed necessary.

M.2 EVALUATION FACTORS – ORDER OF IMPORTANCE

Proposals will be evaluated based on the following factors, listed in descending order of importance:

1. **Factor 1 – Technical Expertise and Approach**
2. **Factor 2 – Key Personnel Qualifications & Experience**
3. **Factor 3 – Past Performance**
4. **Factor 4 – Price**

Technical Expertise, Personnel, and Past Performance — when combined — are significantly more important than Price. However, as proposals become more equal in non-price factors, Price becomes more important.

M.3 FACTOR 1 – TECHNICAL EXPERTISE AND APPROACH

The Government will evaluate the extent to which the proposal demonstrates a clear, compliant, and technically sound approach to completing the project requirements described in Section C.

Areas of consideration include:

1. **Technical Competence:**
 - Minimum of five (5) years of registration with CFIA
 - Demonstrated specialized experience in construction and construction monitoring within the past five (5) years

- Technical competence in building construction and/or renovations
- Experience with inspection of such facilities and structures

2. Understanding of Scope:

- Demolition works
- Flooring trench construction and modular carpet installation
- Suspended ceiling system installation
- Wall finishing and painting
- Fire alarm system installation
- Security system installation (biometric access, doors, signage)
- Screen mounting structure fabrication and installation
- Electrical and telecommunications systems
- Fiber optic data link installation
- Testing and commissioning

3. Compliance with codes and standards:

- Costa Rican building codes and regulations
- International Building Codes (IBC) where applicable
- CFIA professional requirements
- Safety regulations (CCSS, INS requirements)

4. Approach to engineering and design:

- Quality of preliminary plans and coordination drawings
- Understanding of CFIA certification requirements
- Ability to produce sealed drawings via CFIA-licensed professionals

5. Phasing plan and feasibility:

- Realistic 75-day construction schedule
- Minimizing disruption to existing operations
- Coordination with Base 2 authorities

6. QA/QC approach:

- Quality Control Plan quality and completeness
- Inspection milestones
- Testing methodology
- Experience with construction materials testing

7. Safety planning:

- Site-Specific Safety Plan quality
- Hazard analysis
- PPE requirements
- Emergency response procedures
- CCSS and INS compliance approach

8. Schedule realism:

- Identification of major milestones
- Critical path understanding
- Resource allocation

9. Understanding of specific technical requirements:

- Detailed understanding of Section C.4 requirements
- Approach to coordination challenges (ceiling/systems integration)
- Material specifications understanding

Proposals that merely restate the SOW without demonstrating understanding will be rated lower.

M.4 FACTOR 2 – KEY PERSONNEL QUALIFICATIONS & EXPERIENCE

The Government will evaluate the extent to which the proposed personnel demonstrate:

1. Project Manager/Technical Director:

- Valid CFIA license (colegiado y habilitado)
- Experience managing construction/renovation projects of similar size and complexity
- Ability to be based in Costa Rica during entire construction process
- Experience with Base 2 or similar secure facility projects (favorable)

2. Licensed Engineers (CFIA registered):

- Valid CFIA registration and license
- Experience designing and overseeing construction/renovation projects
- Experience with electrical, telecommunications, and fire alarm systems
- Experience preparing sealed engineering drawings

3. Site Supervisor:

- Experience on comparable construction/renovation projects
- Experience with multi-discipline coordination
- Experience with quality control oversight

4. Safety Officer / QC Manager:

- Quality Control/Quality management certificates from appropriate agency
- Sufficient experience with construction materials on site and lab tests
- Experience with CCSS and INS compliance
- Experience with construction safety management

Resumes demonstrating experience with similar government or secure facility projects will be evaluated favorably.

Key Personnel changes require CO approval after award.

M.5 FACTOR 3 – PAST PERFORMANCE

The Government will evaluate the offeror's recent (within the past 5 years) performance on projects of similar size and complexity. Evaluation will consider:

- **Quality of work** on construction and renovation projects
- **Compliance with safety standards** (CCSS, INS, local regulations)
- **Adherence to schedules** (75-day or similar duration projects)
- **Management of subcontractors**
- **Customer satisfaction**
- **Successful commissioning and documentation**
- **Experience with government contracts** (favorable)
- **Experience with secure facilities** (favorable)

- **Record of integrity and business ethics** including satisfactory compliance with laws related to taxes, labor and employment, environment, antitrust, and consumer protection

Information may be obtained from any source, including CPARS, agency records, or references.

Offerors with no relevant past performance will not be rated favorably or unfavorably; they will receive a "Neutral" rating.

At least three (3) references must be provided with full contact information (name, position, company, phone, email).

M.6 FACTOR 4 – PRICE

M.6.1 Price Evaluation Approach

Price will be evaluated for:

- **Reasonableness** – Overall price and individual CLIN prices will be assessed against Government estimates, market research, and industry standards
- **Completeness** – Proposal must include pricing for all CLINs 0001-0011
- **Balanced pricing** across CLINs
- **Consistency** with the technical approach
- **Realism** – Prices that are significantly high or low may indicate performance risk

The Government may use price analysis techniques in FAR 15.404 to determine reasonableness.

M.6.2 CLIN Structure Evaluation

Offerors shall provide detailed pricing for each CLIN as specified in Section B. The Government will evaluate pricing as follows:

Base Price Evaluation (CLINs 0001-0011):

The Government will evaluate the total base price (sum of CLINs 0001-0011) as the primary price for comparison purposes. However, individual CLIN pricing will be analyzed for:

1. Internal Consistency:

- Does the pricing for demolition (CLIN 0001) reasonably reflect the scope?
- Does the flooring pricing (CLIN 0002) align with trench construction and carpet specifications?
- Does the ceiling pricing (CLIN 0003) reflect 60x60cm black panels and suspension system?
- Does the wall pricing (CLIN 0004) reflect rendering, painting, and skirting?

- Does the fire/security system pricing (CLIN 0005) reflect specified equipment?
- Does the screen structure pricing (CLIN 0006) reflect fabrication and installation?
- Does the electrical/telecom pricing (CLIN 0007) reflect fiber optic, cabling, and terminations?
- Is the O&M Plan cost (CLIN 0008) reasonable for bilingual documentation and training?
- Is the as-built drawing cost (CLIN 0009) reasonable for bilingual CAD documentation?
- Is the project management cost (CLIN 0010) reasonable for 75-day duration?
- Is the QC/Safety cost (CLIN 0011) reasonable for plan implementation?

2. Balance and Realism:

- Front-loaded pricing (disproportionately high early CLINs) may indicate cash flow concerns
- Back-loaded pricing (disproportionately high later CLINs) may indicate underestimation of early work
- Unbalanced pricing in any CLIN that appears unreasonably high or low relative to the scope may be evaluated unfavorably

3. Material vs. Labor Allocation:

- The Government will assess whether the pricing reasonably reflects the material-intensive nature of certain CLINs (flooring, ceiling, fire/security systems, electrical/telecom)
- Labor-intensive CLINs (demolition, installation, project management) should reflect appropriate labor rates and hours

4. Risk Assessment:

- Unusually low pricing in critical CLINs may indicate:
 - Misunderstanding of requirements
 - Inadequate quality control
 - Use of non-compliant materials
 - Performance risk

- Such pricing may result in a lower technical confidence rating and/or a determination that the offer presents unacceptable performance risk

M.6.3 Price Evaluation Methodology

The Government will use the following methodology:

1. **Completeness Check:** Verify all CLINs 0001-0011 are priced
2. **Arithmetic Verification:** Verify calculations and totals
3. **Reasonableness Analysis:** Compare total base price against:
 - Independent Government Estimate (IGE)
 - Market research
 - Other offerors' prices (if available)
4. **Balance Analysis:** Evaluate individual CLIN pricing for balance and realism
5. **Risk Assessment:** Identify pricing that may indicate performance risk
6. **Template Compliance:** Verify use of INL-provided cost estimate template

M.6.4 Price Realism Concerns

A proposal with a significantly high or significantly low price that indicates performance risk may be evaluated unfavorably. Specific concerns include:

- **Total base price significantly above the IGCE** may indicate inefficiency or misunderstanding
- **Total base price significantly below the IGCE** may indicate:
 - Failure to understand scope
 - Inadequate quality control measures
 - Use of non-compliant materials
 - Unrealistic schedule assumptions
 - Unacceptable performance risk
- **Individual CLIN pricing concerns:**
 - CLIN 0007 (Electrical/Telecom) priced below market cost for fiber optic installation
 - CLIN 0008 (O&M Plan) priced too low for bilingual documentation and training

- CLIN 0010 (Project Management) priced below reasonable professional fees for 75-day project
- CLIN 0011 (QC/Safety) priced too low to perform required oversight

The Government reserves the right to request price justification or supporting cost data for any CLIN that appears unreasonable, unbalanced, or presents performance risk.

M.6.5 Price vs. Non-Price Tradeoff

As stated in Section M.2, Technical Expertise, Personnel, and Past Performance factors—when combined—are significantly more important than Price. However:

- A lower-priced, technically acceptable proposal may be selected over a higher-priced, higher-rated proposal if the price premium is not justified by the technical superiority
- A higher-priced proposal may be selected if its technical approach, personnel qualifications, or past performance demonstrate significantly lower risk or higher value
- Unbalanced or unrealistic pricing may reduce the Government's confidence in the offeror's technical approach, even if the technical proposal appears acceptable

M.6.6 Price Proposal Requirements

Offerors shall submit price proposals that include:

1. **CLIN Pricing Table:** Complete pricing for CLINs 0001-0011 using the format in Section B
2. **Basis of Estimate:** Brief narrative explaining the basis for each CLIN price, including:
 - Material quantities and unit costs
 - Labor hours and rates by trade/skill level
 - Equipment costs
 - Overhead and profit percentages
 - Any assumptions made
3. **Cost Estimate using INL Template:** Detailed cost breakdown using the INL-provided master template structure
4. **Material Specifications:** Confirmation that pricing is based on materials meeting Section C.4 specifications
5. **Subcontractor Pricing:** If applicable, identify which CLINs include subcontractor work and percentage of subcontracted effort

Failure to provide adequate price justification may result in a determination that the price is unrealistic or unbalanced.

M.7 BEST VALUE TRADEOFF

The Government reserves the right to make tradeoffs between price and non-price factors. A higher-priced offer may be selected if its technical superiority or lower performance risk justifies the cost. Conversely, a lower-priced, lower-rated offer may be selected if the price premium of the higher-rated offer is not justified.

M.8 RESPONSIBILITY DETERMINATION

In addition to evaluation under this section, the prospective awardee must be found responsible under FAR Part 9.104, including but not limited to:

- Adequate financial resources
- Ability to meet schedule requirements (75 calendar days)
- Satisfactory performance record
- Proper licensing (including CFIA registration for design professionals)
- **Company must be legally incorporated in Costa Rica and have been in existence for at least one year** (to ensure warranty support)
- Current CCSS payment compliance
- Absence of exclusions or debarment
- SAM registration as active vendor

Failure to meet these requirements may result in the offeror being eliminated from award consideration.

M.9 NOTICE OF AWARD WITHOUT DISCUSSIONS

The Government may award without discussions. Offerors are encouraged to submit their best terms in their initial proposal, including technical, price, and certifications.

M.10 EVALUATION RATINGS

The Technical Expertise, Personnel, and Past Performance factors will be assessed using adjectival ratings (e.g., Outstanding, Good, Acceptable, Marginal, Unacceptable). Price is not rated adjectivally but evaluated per Section M.6.

DEFINITIONS

- **CO** – A Contracting Officer is the US Government official with the legal authority to enter into, administer, modify, and/or terminate contracts. The CO's warrant designates responsibilities and limits.
- **COR** - A Contracting Officer's Representative is an individual designated in accordance with regulations and authorized in writing by the Contracting Officer to perform specific technical or administrative functions. The Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer.
- **INL** - International Narcotics and Law Enforcement
- **DoS** - Department of State
- **NTP** – Notice to Proceed
- **POC** - Point of Contact
- **PoP** – Period of Performance
- **SOW** – Statement of Work
- **USG** - United States Government
- **CFIA** - Colegio Federado de Ingenieros y de Arquitectos de Costa Rica (Costa Rican Federation of Engineers and Architects)
- **CCSS** - Caja Costarricense del Seguro Social (Costa Rican Social Security Fund)
- **INS** - Instituto Nacional de Seguros (National Insurance Institute)
- **IBC** - International Building Code
- **O&M** - Operations and Maintenance
- **QA/QC** - Quality Assurance / Quality Control
- **PPE** - Personal Protective Equipment
- **EMT** - Electrical Metallic Tubing
- **PoE** - Power over Ethernet
- **CAD** - Computer-Aided Design

END OF SOLICITATION DOCUMENT

Submission of Offers:

The complete offer submission shall include:

- 1) Price Offer and Representations and Certifications
- 2) Technical Capability – Volume II – Parts (A) thru (D)

Pre-Proposal conference

***For full design package please email POC Melvin Fernandez a at FernandezMA@state.gov complete package will be sent via email.**

A Pre-proposal conference will be held on June 29th 2026, 2026 at 9:00 a.m. (local time) To be included in this conference, you must notify both the Contracting Officer and Contract Specialist no later than 1:00 pm EST , June 25th , 2026.

Submission of Questions:

Interested parties may submit any questions concerning the solicitation as soon as possible but not later than 1200 hours EST on July 6th 2026, via email to Melvin Fernandez a at FernandezMA@state.gov. The email subject line must read **“PR15828736 - 1930.0 Relocation and Renovation of the JOC/MSP”**. **Later questions may not be considered.**

Offer due date:

Offers shall be submitted as soon as possible but not later than **1200 hours EST on July 24th 2026, via email to Melvin Fernandez at FernandezMa@state.gov**. The email subject line must read **“PR15828736 - 1930.0 Relocation and Renovation of the JOC/MSP”**. The size shall not exceed 20MB. **Later offers may not be considered.**

Applicable laws and regulations: Solicitation and award will be subject to laws and regulations of the United States of America.