

**GENERAL STATEMENT OF WORK (SOW)**

**MULTIPLE AWARD CONSTRUCTION CONTRACT  
(MACC)**

**MOODY AIR FORCE BASE (MAFB), GEORGIA  
AIR COMBAT COMMAND (ACC)**

**3 July 2024**

# GENERAL REQUIREMENTS & PROVISIONS FOR MULTIPLE AWARD CONSTRUCTION CONTRACT

## 1. SCOPE OF WORK:

The required work to be performed by the Contractor consists of, but is not limited to, a broad range of maintenance, repair, minor construction/alteration and renovation work on real property at Moody Air Force Base (MAFB), Grand Bay Range, Valdosta Regional Airport, Grassy Pond, Spence Field in GA and Avon Park Air Force Range (APAFR), FL. All work shall be in conformance with the requirements of the contract including furnishing all materials, labor, plant, tools, equipment, transportation, supervision, management, and other services (including engineering/technical design support), items, and incidentals necessary thereto.

## 2. DEFINITIONS:

a. **35% Design:** Documents providing the following minimum information, as applicable to the project: drawings, a table of contents showing sections to be incorporated in the specifications, design analyses as identified in the Task Order (TO), and a cost estimate. Major mechanical and electrical equipment items shall be shown on the drawings with single line diagrams. All utilities and structures shall be shown. Drawings shall also include the following, as applicable:

(1) All required controlling dimensions shall be shown. Site plan showing proposed location of work including access from main roads and surface or subsurface drainage concepts.

(2) Floor plans, new and demolition, with dimensions and functional arrangement of all areas; including corridors, exits, stairs, and utility spaces properly related to exterior access, American with Disabilities Act (ADA) requirements, life safety, roads, parking, and service areas, etc. Individual treatment shall be given to items involving special design and/or deviations from accepted standards and of complex design. Gross floor areas shall be shown for each floor and for the entire building. Floor and roof framing, and loadings shall be indicated. Built-in, installed, and specialized portable equipment shall be indicated to scale. Pertinent information regarding fire prevention and safety requirements shall be shown. Provide room names. Design live and wind loads shall be shown.

(3) Elevations shall include story heights, fenestration, and adaptation to finished grades at the site. Indicating exterior materials.

(4) Sections of structures, including framing, partitions, suspended ceilings (if any), ducts, etc., shall be shown indicating heights. Typical wall sections shall be shown at a scale of no less than  $\frac{3}{4}$  inch = foot. Sections shall include material and thicknesses, method of attachment, and type of windows with relation thereof to supporting structural columns or walls.

(5) For heating, air conditioning, mechanical ventilation and plumbing, and special features such as fire suppression, elevators, hoists, kitchen equipment, etc., indicate the location, capacity, and space requirements for all major items of mechanical equipment. Single line

indication and riser diagrams of ducts, pipes, and equipment and their approximate location shall also be shown. Indication shall be made as to whether piping and duct work are exposed or concealed. Functional areas where pipes are exposed shall be delineated. Approximate operating range or capacity for heating, ventilation, air conditioning, and refrigeration equipment shall be clearly stated.

(6) For electrical systems, indicate lighting arrangements, type of fixtures proposed, general light intensities, special electrical requirements of the user, including communications and electronic facilities where applicable, light and power service entrance and distribution arrangement. Conduits, including those to be wired by others, shall be shown together with indication as to whether conduits are exposed. Functional areas having exposed conduits shall be delineated. Riser diagrams, showing service equipment, feeders, and panels, other than branch circuits, shall be shown. Cable sizes, current demand factors and the switch and panel board descriptions are not required at this time. Location capacity and space requirements of all major items of equipment shall be shown including interior substations with service equipment and panels. Power, communication, and electronic features will be indicated in sufficient detail to identify requirements clearly and to indicate the means of satisfying the requirements.

(7) Identify all Government-furnished equipment to be installed by the Contractor and equipment furnished and installed by the Government, if applicable.

b. **65% Design:** Documents building upon the 35% design, including drawings and the complete text of the specifications. The drawings will show an additional 30% progress in all disciplines including site plans, floor plans, elevations, wall sections, details, and all other areas as listed in the 35% design. All cut sections and details shall also be shown on the drawings at this time. Any updated or corrected design analyses of architectural, structural, civil, electric, mechanical, and utility systems shall be included as well as an updated cost proposal.

c. **95% Design Documents:** To be submitted by the Contractor that will be subject to Government review. The documents will include final and complete drawings and specifications. The 95% design shall include all items identified in the TO and shall be ready for construction, requiring only final Government review. Note: Prior to the 95% design submission, the Contractor will submit a 35% and 65% design for Government review and subsequent approval to finalize to 100% design.

d. **Task Order (TO):** A TO is a document prepared by the Government and issued to the Contractor against the basic MACC. Its purpose is to place an order for labor, materials and other associated items as necessary to complete the design and/or construction of a specific project. The TO requires the Contractor to submit cost proposal and design documents for a project. Following submittal of the proposal and at the Government's discretion, discussions may be held with the Contractor to clarify elements of the proposal.

e. **TO Statement of Work (SOW):** A document prepared by the Government and issued to the Contractor as part of the TO. Included in the SOW are the specific technical requirements for the project.

f. **Fair Opportunity Proposal Request (FOPR):** A package of solicitation documents issued to the Contractor requesting a cost proposal for construction and design documents for a

project based on the TO SOW. Following submittal of the proposal and at the Government's option, discussions may be held with the Contractor to clarify elements of the proposal.

g. **Professional Certification**: Professional certification will be required on all life safety plans, fire suppression plans and pre-engineered structures. If requested by the Contracting Officer (CO), additional plans will be stamped for a pre negotiated fee for certain task orders. The process consists of affixing a seal or statement to a drawing or design document to indicate that the work to which it is affixed has been performed by a person licensed as a professional, in that area of expertise, in the state of Georgia.

h. **Design-Build**: The process by which the same Contractor provides both the design and construction services for a project, completing the design before construction activity begins. Reserved for high complexity Task Orders.

i. **Fast Track Design-Build**: The process by which the same Contractor provides both the design and construction services for a project, beginning construction at a mutually agreed point prior to completion of the design and construction drawings.

j. **Government Furnished Equipment (GFE) / Government Furnished Material (GFM)**: Items of equipment or material which the Government will supply to the Contractor for use in the construction of a project.

k. **Color Board**: A visual presentation consisting of samples of the various finishes, grouped together based on location within the project that may be required as directed by the CO. Samples shall be of adequate size to show the full pattern, texture, and color of each item and shall be submitted to the CO in the standard submittal format. This may be requested per individual TO.

l. **Design Costs**: Those costs identified by the Contractor, not to exceed the 6% statutory limit, as part of the TO process which represent the portion of the overall project cost attributed to preparation of the design for a construction project.

m. **Civil Engineering Project Manager (PM)**: The Base Civil Engineer representative who performs technical surveillance and evaluation of the work under this contract. This designation in no way authorizes anyone other than the CO to commit the Government to changes in the terms of the contract. Any site conditions that impact the construction of the project and indicate the need for possible changes to the SOW must be presented to the CO in written format.

n. **Sustainability**: Demonstrate ability to achieve LEED self-certification. Comply with Air Force Sustainable Design and Development (SDD) Implementing Guidance following the Tri-Services Sustainability Program. Information and guidance located at: <https://www.wbdg.org/ffc/dod/tri-services-sustainability-program>.

o. **Post Award Kickoff Meeting**: An intensely focused activity intended to build consensus among participants, develop specific design goals and solutions for a project, and motivate participants and stakeholders to be committed to reaching those goals. Participants represent all those who can influence the project design decisions or affect construction phasing.

### **3. DESCRIPTION OF WORK:**

a. All FOPRs will include a TO SOW defining the project requirements. The project may ultimately require the Contractor to produce a full design, partial design, or no design depending on the TO requirements. For example, a new project with no, or partial, previous design accomplished will be issued as a FOPR and will include requirements to provide a 15% preliminary/schematic design as part of the Contractor's bid or proposal. Conversely, a project for which a 100% design is already available will only require a bid or cost proposal in the prescribed format. If awarded a TO for the project, the successful Contractor will, as necessary, complete the design to the 100% level. For FOPRs, the cost proposal will be submitted using the reports generated by the cost estimate as required by contract. In addition, the TO may also include, but is not limited to, the following, as applicable, based on the level of design required:

- (1) Government prepared SOW, sketches, and any available as-builts, specifications, or design information.
- (2) Design calculations requirements.
- (3) Construction drawings requirements including professional certifications.
- (4) Direction regarding fast-track vs. design-build.
- (5) Timeframes for preparing the proposal, completing design work (if awarded), and completing construction.
- (6) Contractor prepared specification sections utilizing the Unified Facilities Guide Specifications (UFGS).
- (7) Submittal requirements.
- (8) Government Furnished Materials or Government Furnished Equipment.

b. The Contractor may be required to work within controlled or restricted areas. Refer to paragraphs 21 and 22 for additional information concerning security.

### **4. COMMENCEMENT, AND COMPLETION OF WORK:**

The Contractor shall commence work and complete the project in accordance with the time frames established in the TO's Period of Performance (PoP) and Notice to Proceed (NTP). At completion of project, the Contractor shall fill out and submit a "Transfer and Acceptance" of DoD Real Property (DD 1354). The DD 1354 form will be provided by the Government at project start. See additional specific instructions for preparation of DD1354's.

The Contractor shall comply with all requirements outlined in the Moody AFB environmental regulations.

### **5. DESIGN DOCUMENTS, GENERAL:**

The design documents developed by the Contractor shall comply with the following requirements:

a. The Contractor shall receive one (1) copy of the appropriate record drawings if available, with the TO. The Government does not guarantee the accuracy or adequacy of the existing record drawings. It is the Contractor's responsibility to field verify all Government provided record drawings during preliminary site visits, planning of the project, and prior to issuance of each TO. The Contractor shall be responsible for the reproduction of these drawings if multiple copies are needed.

b. When design is required by the TO, the Contractor shall develop all drawings using the latest version of Auto CAD computer aided drafting software and be prepared to utilize Standard D (24" x 36") or Standard B (11" x 17") drawing format. All drawings shall be in the same electronic format. The Moody AFB cover sheet and title blocks shall be used. Templates for these will be provided to the Contractor on disk in Auto CAD. All drawings shall be drawn to Standard English scale as appropriate for the size of drawing. The Contractor shall submit three (3) sets of Standard D and/or B size drawings in correct scale to the CO with their proposal.

c. The Design Build process shall include the Design Phase in developing the existing 15% Design into a completed design (site investigation, design development, construction documents, interior design, submittals, reports, coordination, etc.) for each project.

d. The Contractor shall prepare drawings, as specified in the TO, for Government approval prior to the start of construction or as indicated in the TO. It is not necessary for each drawing to be on an individual sheet; more than one drawing can be included on a sheet. Each sheet shall have an approved title block and border with professional certification when required by the TO. The title block shall contain project information including but not limited to Project number, TO number, Project Name, and date. Basic design criteria utilized for each discipline will be included on the appropriate drawings as required by the TO. Examples would include wind and live/dead loads assumed for structural elements, function specific conditions such as lighting levels or future use considerations for electrical systems, site specific climatic design conditions for mechanical systems, and International Building Code analysis (performed to the same level as if being applied to a building permit process) in addition to the Unified Facilities Criteria (UFC). The following is a list of drawings which might typically be required under this contract:

- (1) Cover Sheet with Title and Approval Block (showing haul route)
- (2) Legend page
- (3) Existing Site Plan
- (4) Final Site Plan
- (5) Grading Plan
- (6) Underground Utility Plan and Profiles
- (7) Demolition Plan
- (8) Floor Plans
- (9) Elevations
- (10) Finish Schedule
- (11) Wall and Roof Sections
- (12) Window and Door Schedules
- (13) Ceiling Plan
- (14) Details
- (15) Mechanical Plan and Schedules
- (16) Plumbing and HVAC Riser Diagrams
- (17) HVAC Controls Diagrams
- (18) Electrical Site Plan
- (19) Power Plan and Panel Schedule
- (20) Electrical Plan and Lighting Plan with Schedule and details
- (21) Fire Projection Plan
- (22) Communications Plan

e. Specific performance times are subject to negotiations and may vary from those cited below. Post Award Kickoff Meeting if required by TO: (1) day site visit to Moody AFB.

(1) Design-Build Schedule:

- Notice to Proceed (NTP) and Start Design Phase
- 14 Days, 35% Design Submittal Review
- 14 Days, 65% Design Submittal Review
- 65% Design acceptance, proceed with construction contract submittals. Give NTP for construction demolition, order of long-lead items, no general/new construction.
- 14 Days, 95% Design Submittal Review
- 100% Final Design Submittal, issue NTP for general construction

f. Perspective Drawing: When required by the TO, develop a black line concept perspective and/or a rendered (color) perspective of the project. (May be computer or hand generated.)

(1) The perspectives shall be approximately 14" x 28" in size and shall be mounted on a standard presentation board, complete with a small site plan and supporting data (i.e. size, cost of landscaping, site work, building, etc.) affixed to the presentation board.

(2) The black-line concept perspective shall be provided with the Contractor's bid/proposal as part of the 35% submittal. The rendered perspective shall be prepared by the Contractor and delivered with the final design submittal when requested.

Topographic and/or Cadastral Surveys: Surveys/work as required for siting, grading, computation of quantities for excavation and fill, and development of a particular project site and the establishment of property lines in connection with a project shall be performed using conventional or other methods, such as a total station or Global Positioning Systems (GPS) for field data collection at an accuracy level in accordance with "Geospatial Positioning Accuracy Standards, Part 2: Standards for Geodetic Networks," published by the Federal Geographic Data Committee (FGDC), dated July 1998. All geodetic data shall be collected using the coordinate and projection system that the installation specifies per individual task order. Data may also be requested in WGS 84 Universal Transverse Mercator (UTM), EGM2008 and Military Grid Reference System (MGRS) coordinates. The Contractor shall use survey grade GPS, at an accuracy level of +/- 2cm. All survey data collected shall be provided to the Government in a digital format with an attached Survey Report identifying survey method, equipment list, calibration documentation, survey layout, description of control points, control diagrams, and field survey data.

e. Geographic Information System (GIS): GIS data shall be provided in ESRI file geodatabase format. The Contractor shall identify the horizontal and vertical order, classification, ID number, elevation, coordinate location and any other necessary attributes (specified by the Government) for all surveyed features. Entity naming conventions, attribute fields, and domain names shall be collected in the format defined by the *CADD/GIS Technology Center Spatial Data Standards for Facilities, Infrastructure, and Environmental (SDSFIE) Air Force Adaptation 4.0.3.3*. For more information, go to <http://www.sdsfie.mil/>.

f. Specifications:

(1) If required by the TO, provide a Contractor-originated design specification that, in conjunction with the drawings, demonstrates compliance with materials, equipment, execution, and field quality control requirements of the SOW. The specified products, equipment, fixtures,

devices, and systems submitted by the Contractor and accepted or approved by the CO shall be used to construct the project. For projects, prepare the project specification section by using the appropriate Unified Facilities Guide Specifications available from the Whole Building Design Guide website, <http://dod.wbdg.org/>, which is current at the beginning of the design. Modify the guide specification to fit the project. Delete portions of the guide specification that cover work not included in the project. When portions of the work involved are not covered in a guide specification, add requirements to the project specification, as necessary, using language and format similar to that employed in the guide specification. Use guide specifications only as source documents and do not reference them in project specifications. Do not combine work covered by various UFGS into one section unless the work is of a minor nature.

(2) In addition to the technical specifications described above, the current versions of the following references, which are available online except as noted, are to be utilized in the preparation of project designs:

*Latest Version Moody AFB Design Guide* – provided by Civil Engineering  
*American Society of Testing and Materials (ASTM) Standards; American National Standards Institute (ANSI) Standards; National Fire Codes, UFC 3-600-01 – Fire Protection Engineering for Facilities International Building Code International Mechanical Code International Plumbing Code National Electrical Code (NEC) ANSI C-2, National Electrical Safety Code Life Safety Code, NFPA 101 National Fire Protection Association (NFPA) ANSI/ASCE 7-95 ASHRAE 90.1*  
*See Standard Design Criteria for additional references.*

(3) Any applicable manufacturer or industry specifications associated with material, supplies, or systems shall be utilized. If a discrepancy exists between these documents, the Contractor shall bring this to the attention of the CO and shall utilize the most stringent requirement(s) in the preparation of the project design.

(4) The use or specification of materials not made in the United States is prohibited. Only American made products shall be used in this project.

(5) Schedule of Material Submittals: Required submittals shall be listed on a Submittal Schedule (SpecsIntact format preferred, the AF Form 66 is obsolete but contains the required information) and the form will be provided upon award. A sample copy of the AF Form 66 is included as an attachment. Reference each submittal item on the AF Form 66 to the specification section and paragraph. Consecutively number each page of the Schedule of Submittal, e.g. "Page 1 of 1". Use all line number rows on one page before starting another page. Ensure all items requiring submittals are annotated on the Schedule of Submittals with the anticipated submission date. The CO will review the Schedule of Submittals to ensure all required submittals are annotated and track required submittals for each construction project.

f. Design Analysis: As specified in the TO, design analysis may be required, to include



Calculations, General Description, History, Assumptions, References; Analysis of Alternatives; Energy Conservation Analysis/Life Cycle Cost Analysis, and code references, as applicable for each discipline, to show compliance. These calculations shall be provided by the Contractor and included with the appropriate design submittal. The following is a list of calculations which might typically be required under this contract.

(1) Civil/Site work:

- i. Sizing and grades for sanitary & storm sewers
- ii. Sizing for water mains & services
- iii. Sizing for gas mains & services
- iv. Soil testing (stamped with certification)
- v. Storm water runoff and drainage
- vi. Pavement design analysis

(2) Structural

- i. Foundation sizes and reinforcing
- ii. Superstructure framing
- iii. Wind & snow loading analysis
- iv. LL (live load) & DL (dead load) calculations
- v. Wall sizes and reinforcing
- vi. Equipment supports
- vii. Elevated platforms
- viii. Floor member sizing / reinforcing
- ix. Lintel sizing
- x. Sizing for roof joists & decking
- xi. Seismic calculations

(3) Mechanical:

- i. Cooling and heating load analysis:
- ii. Pump sizing and pump curves.
- iii. Pipe sizing.
- iv. Duct size.
- v. Static pressure loss.
- vi. Control valve sizing.
- vii. Psychometric chart analysis.
- viii. Fan sizing and fan curves.
- ix. Heat exchanger selection.

(4) Electrical:

- i. Load calculations
- ii. Short circuit calculations
- iii. Lighting level calculations
- iv. Branch circuit calculations
- v. Motor feed requirements
- vi. Panel sizing

(5) Fire Protection:

- i. Sprinkler layout and pipe sizing
- ii. Water supply analysis
- iii. Sizing of fire demand pipelines
- iv. Sizing of fire pumps
- v. Sizing of Water Storage Tanks

(6) Architectural:

- i. IBC Code Analysis
- ii. Life Safety Code Analysis

(7) Others as applicable to a specific project and identified in the TO.

**6. AS-BUILT DRAWINGS:**

During the progress of the work, the Contractor shall keep a careful record of all changes and corrections from the original design layouts shown on the drawings. These red-lined drawings will be maintained at the job site, and available for inspection by the Government. The Contractor shall manually and promptly enter any changes and corrections on the contract or record drawings maintained at the site. Upon completion of the project, the Contractor shall update the original electronic drawing files and provide the Government with a draft of the as-built drawings in Standard D size, on paper for review. Upon Government approval of the draft, the Contractor shall submit as-built drawings in quantities, sizes, and format as specified in the TO. The Auto CAD drawing shall be independently referenced such that the documents may be readily opened by Government personnel. The drawings shall indicate, in addition to all changes and corrections, the actual location of all subsurface utility lines, so that the location of the utility lines and appurtenances may be determined in the event the surface openings or indicators become covered over or obscured, the as-built drawings shall be clearly defined to show the end of each run including each change in direction. This may be accomplished, by offset dimensions to two (2) permanently fixed surface features. Valves, splice boxes, and similar appurtenances shall be located by accurate dimensions along the utility run from a reference point. The Contractor shall record the depth (below the surface of each run), in addition to the size and type of conduit or pipe used for the run.

**7. POST AWARD MEETINGS:**

a. POST AWARD KICKOFF MEETING: The Post Award Kickoff (PAK) meeting is made up of Contract Administration, Design Presentation, Partnering, and Scheduling. If mutually beneficial to the Contractor and the Government, these four elements may be addressed in a single meeting or multiple meetings.

b. INFORMAL PARTNERING MEETING: As deemed necessary by the CO, the Contractor shall conduct quarterly partnering sessions with key personnel of the project team, including Contractor's personnel and Government personnel. The Contractor shall pay all costs in connection with the partnering effort. To accomplish this contract most effectively, the Government requires the formation of a cohesive partnership with the Contractor and its subcontractors. Key personnel, including the client who will occupy the facility, the designer-of-record, principal individuals Civil Engineer Squadron (CES) office, the project sponsor, and representative(s) of the facility owner will be invited to participate in the partnering process.

Key members of the prime and subcontractor teams, including senior management, must participate.

c. DESIGN QUALITY ASSURANCE MEETINGS: After Government Quality Assurance (QA) of each Design Submittal has been completed, meet with the Government for a one-day conference to discuss review comments for the specific design submittal. Provide consolidated copies of all Government comments with annotations of Contractor's action beside them. Notify the CO in writing within five (5) days after receipt of Government's comments if the Contractor disagrees with comments technically or interprets comments to exceed the requirements of the contract.

(1) Design QA Meeting Attendees: The following Contractor key personnel shall attend the design QA meetings: Project Manager, QC Manager, Design QC Manager, and Contractor's Design Staff (architect and engineering disciplines related to topics to be discussed).

(2) Design QA Meeting Location: Meetings shall be located at the office of the CO's QA Team or may be conducted at other locations or by other electronic means if mutually acceptable to all parties.

(3) Minimum Design QA Meeting Agenda: Address all Government comments that are unresolved and present clarification or supporting information requested by the CO's QA team during the previous meeting.

d. PRECONSTRUCTION MEETING: Meet with the CO to discuss construction items of concern to the Government and the Contractor such as outages, storage, trailer location, disposal of construction debris, etc. at a location to be determined by the CO. The Preconstruction meeting may take place with the PAK meeting or at any time prior to mobilization and before any construction work begins.

## **8. WARRANTY OF CONSTRUCTION:**

a. In addition to any other warranties in this contract, the Contractor warrants that work performed under this contract conforms to the contract requirements and is free of any defect in equipment, material or design furnished, or workmanship performed by the Contractor or any subcontractor or supplier at any tier. This warranty shall not limit the Government's rights under the Inspection and Acceptance clause of this contract with respect to latent defects, gross mistakes and/or fraud.

b. This warranty shall continue for a period of one (1) year from the date of final acceptance of the work, unless otherwise specified in the individual TO. If the Government takes possession of any part of the work before final acceptance, this warranty shall continue for a period of one year from the date of beneficial occupancy.

c. The Contractor shall remedy, at the Contractor's expense, any failure to conform or any defect. In addition, the Contractor shall remedy, at the Contractor's expense, any damage to Government-owned or controlled real or personal property when that damage is the result of:

- (1) The Contractor's failure to conform to contract requirements; or
- (2) Any defect of equipment, material, workmanship, or design furnished.

d. The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to work repaired or replaced will run for one year from the date of repair or replacement.

e. The CO shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage.

f. If the Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the Government shall have the right to replace, repair, or otherwise remedy the failure, defect, or damage at the Contractor's expense.

g. With respect to all warranties, express or implied, from subcontractors, manufacturers or suppliers for work performed and materials furnished under this contract, the Contractor shall:

- (1) Obtain all warranties that would be given in normal commercial practice.
- (2) Require all warranties to be executed, in writing, for the benefit of the Government if directed by the CO, and
- (3) Enforce all warranties for the benefit of the Government if directed by the CO.
- (4) In the event the Contractor's warranty of this clause has expired, the Government may bring suit, at its expense, to enforce a subcontractor's, manufacturer's, or supplier's warranty.

h. Unless a defect is caused by the negligence of the Contractor, subcontractor, or supplier at any tier, the Contractor shall not be liable for the repair of any defects of material or design furnished by the Government or the repair of any damage that results from any defect in Government-furnished material or design.

i. The warranty enumerated herein does not preclude any manufacturer warranties in excess of one year as noted in the individual specification sections. The Contractor should read each section carefully to ensure that he/she is aware of all warranties called for in each project.

## **9. TASK ORDERS:**

All requests for services under this contract shall be via TOs.

## **10. PROGRESS OF WORK:**

Once awarded a TO, the Contractor shall submit for approval all work schedules to the CO within five (5) calendar days after NTP for projects over 60 calendar days of performance. However, a schedule may be required for projects under 60 calendar days of performance when deemed necessary. No payment will be made until the schedule is approved by the CO. The reports contemplated by the clause titled "Schedules for Construction Contracts" shall be accomplished by providing the cost loaded construction schedule and schedule of values to the CO or Contract Administrator (CA) on Monday of each week for initial review. If any holidays fall on Monday, the cost loaded construction schedule and schedule of values shall be provided on the following business day. A progress meeting can be requested by the CO if work is behind by 5% or more.

## **11. MATERIAL APPROVAL SUBMITTAL FORM:**

FAR 52.236-5, Materials and Workmanship: All material and articles requiring approval shall be submitted by the Contractor using AF Form 3000. All wall coverings, carpet and other fabric type submittals will show the full pattern of material as a minimum. All applicable submittals shall be grouped in color boards as installed, i.e. carpet, paneling, chair-rail, wall coverings and ceiling tile. Contractor is responsible for identifying and locating required materials for submittals to include matching any existing materials.

## **12. PROGRAM MANAGEMENT:**

The Contractor shall provide a program manager and staff for executing TOs awarded under this contract. The program management staff shall have project design oversight, quality control, and construction and financial management capability. The program manager shall have a minimum of five (5) years' experience as a program manager and shall have the authority to speak on behalf of the Prime Contractor regarding TOs and modifications thereto and obligate the company for TOs. The program manager shall have the authority to hire subcontractors. The program manager must be experienced in subcontract management.

## **13. QUALITY CONTROL PLAN:**

The Contractor shall designate on-staff personnel as project superintendents to document and resolve all quality control problems and accomplish daily quality control inspections. The Contractor shall establish a method to identify poor performance and specify appropriate corrective action. Project personnel will interface with Government personnel to ensure that the quality control is maintained at the highest level.

## **14. SUBCONTRACTING SUPPORT CAPABILITY:**

The Contractor shall provide subcontractor management including surveillance, quality control, and scheduling. Subcontractors must be available to ensure quick response times. The Contractor must have the ability to manage and control multiple subcontracts at multiple job locations. The Contractor must ensure subcontractors are competent and capable of handling all tasks assigned to them and shall ensure that each subcontractor is not assigned more work than they can satisfactorily accomplish.

## **15. PROJECT EXECUTION AND TECHNICAL CAPABILITY:**

Contractor shall have a support staff that includes clerical, Quality Control, project Site Superintendent, Site Safety Health Officer (SSHO), drafting and design personnel as necessary to prepare bids/proposals and execute the construction phase of all TOs.

## **16. IDENTIFICATION REQUIREMENTS**

a. Personnel: The Contractor and subcontractor personnel shall present a neat appearance and be easily recognized as Contractor employees when they are on Moody AFB (MAFB). This shall be accomplished by providing each employee with a picture identification badge to be worn at all times.

b. Vehicles: Contractor and subcontractor vehicles shall have identification and shall be neatly stenciled or printed (not handwritten). Magnetic signs are acceptable. The

identification shall be legible from 25 feet and be on the driver and passenger side of each vehicle. The sign shall include Contractor name, Contractor address, and Contractor phone number.

- c. Contractor Office/Storage Area: Any storage yards or office trailers shall have the following sign posted:
- (1) Size: 3 feet by 4 feet.
  - (2) Color: Sahara tan sign and posts with cocoa brown letters.
  - (3) Letters: Stenciled 4" high letters for first line of sign.
  - (4) Stenciled 3" high letters for middle of sign.
  - (5) Stenciled 2" high letters for last line of sign.
  - (6) Information:

<p>AIR FORCE MACC CONTRACT <i>Contractor Name</i> <i>Contract Number</i> <i>Contract Duration</i> <i>Emergency Contractor Phone Number</i> Contracting Officer (CO) can be reached at #-#####</p>
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d. Storage Yard: Upon request, reasonable space will be provided if permanent outdoor storage is required; however, the Contractor will be required to provide and install a Government approved fence to secure the area. The fence shall have a screen attached to conceal the materials inside in compliance with Moody AFB's color scheme and approved by the CO.

e. Office and Storage Facilities: The Contractor is not required to have offices or storage facilities on MAFB. If the Contractor chooses to have an office or storage facility on MAFB, the Government will provide a 50' x 100' lot within a reasonable distance of utilities. The Contractor shall be responsible for any costs associated with their on-site office and storage facilities to include mobilization, demobilization, trailers, skirting, utility lines, connections and site restoration. The on-site office and storage facility must conform to Moody AFB's color scheme, architecture standard and be in good repair. Contractor on-site offices shall comply with handicapped accessibility laws and regulations. The Contractor shall restore the site to its original condition within thirty (30) days of contract completion.

f. Available Utilities: Subject to available supply, the Government will furnish reasonable amounts of electricity, gas, water and sanitary sewer capacity from existing outlets and supplies, without charge to the Contractor. The Contractor shall conserve the utilities. The CO, at his/her discretion, can charge the Contractor for utilities if the Contractor is using poor conservation practices. The Contractor shall install, maintain, and remove any necessary temporary connections and distribution lines at their own expense. If temporary lines are associated with a specific TO, they shall be removed prior to the final acceptance meeting. Communications access is not available to the Contractor and the Contractor will be required to use wireless communications.

## **17. GOVERNMENT FURNISHED EQUIPMENT/MATERIALS:**

a. The Government reserves the right to provide Government furnished equipment (GFE) and/or Government furnished material (GFM) if the GFE/GFM is on hand and can be used by the Contractor to complete a TO. The GFE/GFM shall be transported by the Contractor, from the Government storage area to the work site indicated on the TO.

b. The Contractor assumes the risk and responsibility for loss or damage to GFE/GFM once the Contractor receives possession of the GFE/GFM.

c. The Contractor shall follow the instructions of the CO or his/her representative regarding the disposition of all GFE/GFM not consumed in performance of a task order.

## **18. GOVERNMENT EQUIPMENT ON THE SITE:**

a. All GFE and GFM on each project is the property of the Government unless specifically noted otherwise. Contractor shall relocate all property that the Government retains title to on the installation as specified in the TO or follow the instructions of the CO or his/her representative.

b. The Contractor is required to cover equipment that is to remain in place within the area of contract operations and protect it against damage or loss. Where directed, the Contractor will store equipment that is removed in performance of work or return equipment for reuse in work as required by drawings and specifications. Equipment temporarily removed shall be protected and returned to the site in an equal condition to its original condition prior to starting work at no additional expense to the Government. Security for equipment or material that is to be reused and is removed for temporary storage shall be the sole responsibility of the Contractor.

## **19. DISPOSAL OF WASTE:**

a. All construction debris will be taken off base to a state-approved landfill.

b. All trucks containing loose debris shall ensure that upon leaving the site, the debris is loaded in such a manner that shall prevent dropping of materials on streets and conform to local ordinances/laws. Fasten suitable cover, such as a tarpaulin, over the load before entering surrounding streets. The Contractor shall be responsible for cleaning up any materials that fall from trucks and be held liable for any resulting damages.

c. Upon request, the Contractor shall submit all trip tickets from the landfill facility to show all debris is being disposed of in an approved landfill and in accordance with all Federal requirements.

## **20. CONSTRUCTION SITE MAINTENANCE:**

Contractor shall store all supplies and equipment on project site to preclude theft or damage. Maintain site in a neat and orderly manner. Protection and security for materials and equipment on site is the sole responsibility of the Contractor. The Contractor may be required to install temporary fencing to protect the site as indicated in the TO.

## **21. WORK IN SPECIAL SECURITY AREAS:**

Government shall provide all escorts required for Contractor access to restricted/controlled areas, while working on construction projects at Moody AFB.

## **22. DELAYS IN ENTERING AND LEAVING WORK AREA:**

If the work site is located in a restricted or controlled area, the Contractor may experience delays due to compliance with entrance/exit requirements of the restricted/controlled areas. The Contractor shall not be compensated for reasonable delays in accessing the site. Also, due to the nature of restricted areas, the Contractor may be requested to leave the restricted area at any given time. The CO may extend the contract performance time when area designations change while the Contractor is working.

## **23. SAFETY AND HEALTH:**

### **a. General:**

(1) In order to provide safety controls for protection to the life and health of employees and other persons, for prevention of damage to property, materials, supplies, and equipment, and for avoidance of work interruptions in the performance of this contract, the Contractor shall comply with all pertinent provisions of the Corps of Engineers Manual, EM 385-1-1, (current version), entitled "*Safety and Health Requirements Manual*," as amended, and will also take or cause to be taken such additional measures as the CO, or his/her designated representative may determine to be reasonably necessary for the purpose. The manual can be obtained from the Government Printing Office, Washington DC 20402.

(2) The Contractor will maintain an accurate record of and will report to the CO or his/her designated representative in the manner and on the forms prescribed by the CO or his/her designated representative. The Contractor will report exposure data and all accidents resulting in death, traumatic injury, occupational disease, and damage to property, materials, supplies, and equipment incidental to work performed under this contract.

(3) The CO or his/her designated representative will notify the Contractor of any noncompliance with the foregoing provisions and the action to be taken. The Contractor shall, after receipt of such notice, immediately take corrective action. Such notice, when delivered to the site of the work, shall be deemed sufficient for this purpose. If the Contractor fails or refuses to comply promptly, the CO may issue an order suspending all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such suspension orders shall be made the subject of claim for extension of time or for excess costs or damages by the Contractor.

(4) The prime Contractor will be responsible for the safety and health compliance of all subcontractors.

### **b. Standards:**

(1) Applicable Publications: The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.

(2) Code of Federal Regulations (CFR): Occupational Safety and Health Administration (OSHA) General Industry Safety and Health Standards (29 CFR 1910), Publication V2206, OSHA Construction Industry Regulations (29 CFR 1926). One source of these regulations is OSHA Publication 2207, which includes a combination of both Parts 1910 and 1926 as they relate to construction safety and health. They are for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.



(3) National Emission Standards for Hazardous Air Pollutants (40 CFR, Part 61).

c. Federal Standard (Fed. Std.):

(1) 313A Material Safety Data Sheets, Preparation and the Submission to the Bioenvironmental office on each installation. Safety and Health Requirements Manual, EM 385-1-1.

(2) Use of Asbestos Containing Material or any Class 1 ozone depleting chemical compounds are prohibited, DA Circular 40-83-4.

(3) Work covered by this section: This section is applicable to all work covered by this contract.

(4) Definition of Hazardous Materials: Refer to hazardous and toxic materials/substances included in Subparts H and Z of 29 CFR 1910 and to others as additionally defined in Fed. Std. 313. Those most commonly encountered include asbestos, lead paint, polychlorinated biphenyls (PCBs), explosives, and radioactive material, but may include others. The most likely products to contain asbestos are sprayed-on fireproofing, insulation, boiler lagging, and pipe covering.

## **24. COORDINATION REQUIREMENTS:**

a. Excavation Requirements:

(1) Work Clearance Request: Before commencing work on an individual TO, the Contractor shall prepare and coordinate an AF Form 103, Work Clearance Request, with drawings indicating where the existing subsurface improvements are in the area and specific excavation and trenching locations widths and depths. The Government will provide information on which offices on MAFB must coordinate on the AF Form 103. The Contractor shall hand carry the AF Form 103 to the coordinating offices and get their approval signatures. A copy of the completed AF Form 103 shall be provided to the Government prior to the Contractor requesting utility locates. A copy of the completed AF Form 103 shall be on the TO site for the duration of the TO.

(2) Utility Locates: The Contractor must contact each office on the approved AF Form 103 at least five (5) working days (WDs) prior to initiating excavation and trenching to arrange appointments to get utility spots at the site. The Contractor is responsible for protection of any underground utilities and structures identified on the AF Form 103 or by utility locate within five (5) feet of the identified location. The Contractor is responsible to maintain the utility locates until the Contractor no longer requires them to complete the execution of the TO. Should the Contractor damage any underground utilities or structures, they shall immediately notify the Base Civil Engineer Service Desk and the CO. If the damaged item was identified on the AF Form 103 or by the utility locate, the Contractor shall repair the damage immediately and return the item to its original working condition at their expense. If the damaged item was not identified on the AF Form 103 or by the utility locate, the Government will repair it at their expense.

b. Outage Requirements:

(1) Electrical Systems: Government personnel will perform all high voltage connections and disconnections from MAFB's electrical grid. The Contractor shall place a job order request to the Base Civil Engineer Service Desk at least ten (10) workdays (WD) prior to the requested connection or disconnection. The Contractor shall provide all materials necessary to make the connection and shall have a Georgia licensed electrician onsite at the scheduled time.

(2) Energy Monitoring and Control Systems (EMCS): If an EMCS system must be activated or deactivated the Contractor shall place a job order request to the Base Civil Engineer Service Desk and notify the CO in writing at least ten (10) WDs prior to activation or deactivation.

(3) Gas Systems: Only Government personnel shall perform operation of valves on gas mains. The Contractor shall place a job order request to the Base Civil Engineer Service Desk and notify the CO in writing at least ten (10) WDs prior to the requested shut-off or turn-on of the gas system.

(4) Fire Protection Systems: When a fire protection system must be activated or deactivated or when an interruption of the electrical power or water supply affects a fire protection system, the Contractor shall place a job order request to the Base Civil Engineer Service Desk, Notify the Fire Department Service Desk and notify the CO in writing at least ten (10) WDs prior to the interruption.

(5) Security Alarm Systems: When a security alarm system must be activated or deactivated or when an interruption of the electrical power affects a security alarm system, the Contractor shall place a job order request to the Base Civil Engineer Service Desk, notify the Fire Department Service Desk, notify the Security Police Service Desk, and notify the CO in writing at least ten (10) WDs prior to the interruption.

(6) Water Systems: Operation of valves on water mains shall be by Government personnel only. The Contractor shall place a job order request to the Base Civil Engineer Service Desk, notify the Fire Department Service Desk and notify the CO in writing at least ten (10) WDs prior to the requested shut-off or turn-on of the water system.

(7) Communication Systems: When a telephone, local area network or wide area network must be activated or deactivated, the Contractor shall place a job order request with the Communication Squadron's Service Desk and notify the CO in writing at least ten (10) WDs prior to the interruption.

(8) Road closures: Traffic plans shall be included in the specifications when street closures will be required during construction or when traffic flow is affected by the construction. Closure notification must be made fifteen (15) WD's or longer as directed by CO for more complex closures in advance to notify base personnel.

**25. PROTECTION OF WATER RESOURCES REQUIREMENTS:**

a. The Contractor shall not pollute water, storm water lines, storm water ditches or swales, or sewer lines, with fuels, oils, bitumen's, calcium chlorides, construction wastes or other harmful materials.

b. Storm Water Protection Plan. Projects disturbing greater than one (1) acre area require an Environmental Protection Agency (EPA) issued National Pollutant Discharge Elimination System (NPDES) Storm Water Permit and a Georgia Environmental Protection Division permit. The Contractor shall prepare and comply with all requirements of the 2003 NPDES General Permits for Storm Water Discharges from Construction Activities, including the latest addition, Georgia Environmental Protection Division regulations, and shall prepare and comply with the associated Storm Water Pollution Prevention Plan (SWPPP) required by the permit. Georgia also requires a Sediment Control Plan (SCP) and requires the SCP and SWPPP be prepared and stamped by a GA Professional Engineer. Contractor shall post a permit notice near the main entrance to the construction site, keep an up-to-date copy of the SWPPP onsite, conduct inspections as required by the permit, maintain erosion and sediment controls, and comply with all other conditions of the NPDES Storm Water Permit. The Contractor shall prepare the Notice of Intent (NOI). The Contractor (operator per the permit) shall provide 23 CES their NOI so that the Government's (owner per the permit) NOI and the Contractor's NOI can be mailed together. The permit requires a NOI be submitted no later than 48 hours prior to commencing earth-disturbing activities.

## **26. HAZARDOUS MATERIAL REQUIREMENTS:**

All hazardous material as defined by Fed Std 313, Paragraph 3.2, must be authorized for use via the AF Form 3952, Chemical Hazardous Material Request/Authorization, approval process prior to being brought onto Moody AFB. All hazardous materials involved in a TO shall be listed on the AF-EMIS Authorization Request Worksheet and provided to the CO. A Material Safety Data Sheet must be provided for each hazardous material if requested by the CO.

## **27. PRECAUTIONS AGAINST HAZARDS:**

The Contractor shall comply with the following when engaged in hazardous operations:

(a) All welding and cutting operations shall be done in accordance with nationally recognized good practice. The current publications of the American Welding Society, 2501 NW 7<sup>th</sup> Street, Miami FL 33125, and the National Fire Protection Association, 470 Atlantic Ave, Boston MA 02110, shall be used as a minimum standard of nationally recognized safety procedures in welding and cutting.

(b) Five (5) WDs prior to the requirement for welding, gas cutting or brazing, the Contractor shall request a signed AF Form 592, USAF Welding, Cutting, or Brazing Permit from the MAFB Fire Department, Technical Services Element.

(c) The Contractor shall discontinue all burning, welding, or cutting operations one hour prior to the end of the workday. The Contractor shall provide a workman to remain at the site for thirty (30) minutes after discontinuing the above operations. This workman shall make a thorough inspection of the area for possible sources of latent combustion. Any unsafe conditions shall be reported to the Fire Department for their investigation.

(d) The use of open-flame heating devices will not be allowed except by special permission of the CO or his/her designated representative. Such permission will not be granted unless the Contractor has taken all venting precautions. Burning trash, brush or trees on the job site will not be allowed. Approval for the use of open fires and open-flame heating devices will in no

way relieve the Contractor from the responsibility of any damage resulting from such fires.

(e) Flammable liquids shall be stored and handled in accordance with the Flammable Liquids Code (No. 30) of the National Fire Protection Association. Flammable liquids shall not be stored in the Contractor's storage trailers.

(f) The Installation Fire Department, Technical Services Section, is available for assistance concerning fire hazard questions.

## **28. SMOKING IN AIR FORCE FACILITIES:**

The Air Force has banned use of all tobacco products in all Air Force facilities. Contractor employees and visitors are subject to the same restrictions as are Government personnel. Smoking is permitted only in designated smoking areas.

## **29. AIRFIELD REQUIREMENTS:**

a. The Contractor shall contact Base Operations for construction restrictions involving the flight line, taxiway, and runway areas and shall comply with Air Force Instruction (AFI) 13-213.

b. Airfield training is required and will be provided by the Government. This training is required prior to the commencement of any project being performed on or near the airfield.

**END OF SECTION**