ACQUISITION MANAGEMENT &
INTEGRATION CENTER (AMIC)

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This project will be completed under **Title 10 United States Code, section 284c**.

EUCOM –POLICE INTERNATIONAL TRAINING CENTER

LEGIONOWO, POLAND

HQ ACC AMIC/PMT
Counter Narcotics & Stabilization Policy (CNSP)

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1. OBJECTIVE

The objective of this contract is to construct and or repair facilities as indicated in Performance Work Statement (PWS) Section 2 below using a local national labor force in the country where work will be performed.

SCOPE

The Contractor shall design and construct facilities and or infrastructure as indicated in the PWS, all attachments and contract documents. The scope includes, but is not limited to, basis of design, detailed drawings, specifications, all associated calculations, and analysis (to include, where term "analysis" is noted herein, all engineering calculations, decisions, and conclusions), performance time breakout (construction schedule), schedule of values (SOV), warranty schedule, and submittal register. The work shall include all labor, transportation, travel, materials, tools, equipment, plant, tests, investigations, surveys, and all functions necessary to provide complete and fully functional facility(s).

1.1. PERFORMANCE REQUIREMENTS

Complete design build projects for construction, repair and/or security upgrades as indicated within the PWS and any attachment(s). PWS and attachments include the specific project location, as well as project requirements and may include conceptual drawings, and photo documentation. The Contractor is strongly encouraged to conduct a site survey/investigation prior to bidding. The USG will facilitate site visitation to the extent practical. The Contractor is responsible for all risks associated with failure to visit the site and complete a survey. The Contractor is responsible for investigating existing conditions, fully developing the requirements into a comprehensive executable design, ultimately approved by the Host Nation (HN) and the Contracting Officer (CO). Completed facilities and infrastructure systems shall be weather tight, waterproof, insect, and rodent proof. The requirement is for the completed facility(s)/building(s) and/or infrastructure systems to be complete and useable prior to final acceptance.

1.1.1. MAINTAINABILITY AND SUSTAINABILITY

Facilities, infrastructure, and related systems shall be designed and installed for very low total cost of ownership. Energy efficiency (building envelope & systems) is a critical design factor. Facilities, infrastructure, and related equipment shall be readily accessible for maintenance, repair, or replacement. Adequate vehicle circulation space is required around facilities for fire and emergency services and vehicle access for delivering to and servicing the facilities and related systems. All equipment and fixtures to include but not limited to; air handlers, condensers, water heaters, boilers, generators, fuel tanks, plumbing fixtures, appliances, etc. shall be installed with suitable clearance and be accessible for servicing or replacement. All equipment shall have isolation/disconnecting means (switches or valves as appropriate) located within sight of the equipment and readily accessible.

1.1.2. CONNECTION TO LOCAL COMMERCIAL UTILITIES

The Contractor is responsible for connecting, or facilitating connections, for all utilities (electrical, water, sewer, communications, etc.) required by this PWS to the local commercial utility systems, including assisting with arranging for facility connections and end user account creation. This responsibility encompasses assistance with all applications, and payment of connection fees, as well as active coordination with both the end user and the local commercial utility service provider. The Contractor must coordinate with the local commercial utility service provider as early as possible in the project to ensure completion of all connections prior to final acceptance and handover or to facilitate a timely completion of connection and account creation post-handover.

1.1.3. LIFE SAFETY

The Contractor shall ensure the design & construction includes necessary life safety systems (i.e., fire alarms, smoke detectors, emergency lighting, exit lighting, fire suppression systems, etc.), identifies egress routes, and complies with HN building code and fire safety requirements as appropriate. All facilities shall have a secondary means of egress. The construction and all work shall comply with all local safety and health requirements.

1.1.4. LIFESPAN

Design lifespan for all facilities and infrastructure shall be IAW Host Nation building code.

1.1.5. COUNTRY SPECIFIC HN CONTRACTOR REQUIREMENTS

A. Licensed HN Subcontractors. The contractor shall team with one (1) or more HN licensed subcontractor(s) to perform the design, construction, repair or other work as required by this CONTRACT. The contractor is responsible for partnering/selecting HN subcontractor(s) that comply with the agency/authority (Border Guard (BG), National Police, SEMAR etc.) security and other requirements for accessing the installation/property where the work is to be performed. The Contractor shall comply with human rights requirements of the Foreign Assistance Act and 10 U.S. Code § 2249e. HN labor laws and regulations shall apply.

B. Site Access Information: The Contractor shall obtain approval from the HN agency/authority that controls the site/facilities for all personnel requiring access. The Contractor shall follow all HN agency requirements for access. Typically, the HN agency/authority requires the following information for each person who will require access to the site(s) a minimum of sixty (60) calendar days in advance to allow for approval clearances for access to HN properties. This shall be merged into one (1) Excel document for all personnel and for vehicles. The required personnel and vehicle information includes:

1. Company Info: Company name (i.e., Contractor, Sub-contractor, etc.), address, and phone number
2. Personnel Names. Provide full names (LAST, FIRST MIDDLE) for each person requiring access to the site
3. Job Title. Provide the job title/trade of each person
4. Vehicle Information. Provide the following for each vehicle requiring access to the site:
   a. Manufacturer
   b. Model
   c. Color
   d. License Plate Number
   e. Copy of Registration Document
5. Copy* of Passport or official National Identification. Provide official identification information which includes:
   a. Document number
   b. Photo
   c. Full Name
   d. Expiration date

* Passport copy shall be high resolution scan of passport photo & signature page in PDF format.

1.1.6. TAXES AND DUTIES IN FOREIGN LOCATIONS

The contract price is inclusive of all applicable taxes, duties, and levies imposed by the host nation government on the Contractor's operations, materials, equipment, and personnel. The Contractor shall be solely responsible for identifying and complying with all host nation tax laws, including but not limited to Value-Added Tax (VAT).

The Contractor is responsible for taking all necessary steps to determine the existence of any such tax exemptions and to secure them if available. The Contractor shall work with the Contracting Officer and the relevant U.S. Embassy or military component to obtain any required documentation, such as tax exemption certificates. The Government will provide reasonable assistance in obtaining such documentation, but the primary responsibility for securing tax relief rests with the Contractor. If the Contractor fails to obtain a tax exemption for which it is eligible and pays taxes that could have been avoided, the U.S. Government will not reimburse the Contractor for such payments. All invoices shall clearly state the amount of any VAT or other taxes paid, or alternatively, shall note that an exemption was claimed.

1.1.7. DESIGN & CONSTRUCTION STANDARDS AND REQUIREMENTS

A. Design and Construction Codes. All standards, building codes, and regulations as referenced in the Basic Contract, this PWS and attachments shall apply. Should there be a conflict between any contract requirement, referenced standard, code or regulation the most stringent requirement shall apply. All Federal Acquisition Regulation (FAR) clauses contained in the basic contract apply and are incorporated by reference. For the design and construction, the Contractor shall provide a list of the standards, building codes, and regulations required by the HN and local building codes. The design live & dead loads, wind loads, seismic loads, snow loads, etc. shall be in accordance with HN building code. The design and construction shall comply with HN requirements regarding threatened or endangered species, environmental protection, cultural and historical resources, and disability access. Should the HN not have buildings codes the International Building Code (IBC), and standards referenced therein shall apply.

B. FAR Clauses:

- 1.602-1 Authority

- 52.236-2 Differing Site Conditions
- 52.236-3 Site Investigation and Conditions Affecting the Work
- 52.236-5 Material and Workmanship
- 52.236-6 Superintendence by the Contractor
- 52.236-7 Permits and Responsibilities
- 52.236-8 Other contracts
- 52.236-9 Protection of Existing Vegetation, Structures, Equipment, Utilities, and Structures
- 52.236-10 Operations and Storage Areas
- 52.236-11 Use and Possession Prior to Completion
- 52.236-12 Cleaning Up
- 52.236-15 Schedules for Construction Contracts
- 52.236-21 Specifications and Drawings for Construction
- 52.236-26 Preconstruction Conference
- 52.246-12 Inspection of Construction

C. Superstructure:

- Steel, concrete & masonry (non-combustible materials)
- Live & dead loads: In accordance with HN building code.
- Wind loads: Design wind speed HN building code
- Seismic (Earthquake) loads: HN building code

D. Language. The design drawings and specifications provided by the Contractor shall be submitted in English and HN language. Drawings are to be submitted in AutoCAD and Portable Document Format (PDF).

1.1.8. PROTECTION OF EXISTING VEGETATION, STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site, which are not to be removed, and which do not unreasonably interfere with the work required under this contract. The Contractor shall only remove trees when specifically authorized to do so and shall avoid damaging vegetation that will remain in place.

The Contractor shall protect from damage all existing improvements and utilities (1) at or near the work site, and (2) on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the CO may have the necessary work performed and charge the cost to the Contractor.

1.1.9. EXISTING CONDITIONS AND CONDITIONS AFFECTING THE WORK

The Contractor is responsible for thoroughly examining the site, prior to bidding, and ascertaining the nature and location of the work and the general and local conditions which can affect the work or its cost, and bears the risk of unanticipated cost increases, for factors including but not limited to:

- Conditions bearing upon transportation, disposal, handling, and storage of materials and equipment.
- Securing the site(s), material, equipment and work for safety and to prevent theft and/or vandalism.
- Availability of material, equipment, labor, lodging, transportation, water, electric power, sanitary sewer, and roads.
- Uncertainties of weather including historical weather data, river stages, tides, or similar physical conditions at the site.
- Conformation and conditions of the ground and structures.
- Character of equipment and facilities needed preliminary to and during work performance.
- Providing life support for all supporting personnel.

1.2. PERFORMANCE SCHEDULE AND LOCATION

1.2.1. PERFORMANCE SCHEDULE

The Contractor shall submit a detailed Integrated Master Schedule (IMS) in the form of a stand-alone Gantt chart in accordance with paragraph 1.13. This schedule must graphically illustrate all tasks, their logical order of performance, and respective durations in a manner that directly supports the Contractor's technical approach for this entire Performance Work Statement. The schedule must be planned to achieve physical completion of all work no later than 14 calendar days before the contractual completion date. The contractual completion date represents the final deadline by which all project activities shall be fully completed and resolved.

1.2.2. PLACE(S) OF PERFORMANCE

The principal place(s) of performance are listed in paragraph 2.

1.3. PROJECT MANAGEMENT

The Prime Contractor shall provide, at its sole expense, qualified and experienced personnel to perform the functions of Quality Control Staff and Project Superintendent for the duration of this contract. To ensure direct responsibility and accountability for the quality and timely completion of the work, both the Quality Control Staff and Project Superintendent shall be direct employees of the Prime Contractor.

1.3.1. DEFINITION OF "DIRECT EMPLOYEE":

For the purpose of this section, a "direct employee" is defined as an individual who is:

- Listed on the Prime Contractor's payroll.
- Subject to the Prime Contractor's direct control and supervision.
- Eligible for benefits provided by the Prime Contractor to its employees.

1.3.2. QUALITY CONTROL STAFF REQUIREMENTS:

1. Employment Status: The individual(s) assigned to the Quality Control Staff shall be direct employees of the Prime Contractor as defined in paragraph (a) above.
2. Experience: The Quality Control Staff shall possess a minimum of 5 years of documented experience in construction quality control, with demonstrated experience in concrete placement, structural steel erection, electrical systems installation, etc.
3. Responsibilities: The Quality Control Staff shall be responsible for implementing and maintaining the Quality Control Plan as approved by the Government. This includes, but is not limited to: performing inspections, documenting deficiencies, tracking corrective actions, and ensuring compliance with contract specifications and applicable codes and standards.
4. Certifications: The Quality Control Staff shall possess and maintain valid certifications relevant to their assigned responsibilities, including, but not limited to: ICC certifications, ASQ certifications. The Government reserves the right to request verification of certifications at any time.

1.3.3. PROJECT SUPERINTENDENT REQUIREMENTS:

1. Employment Status: The Project Superintendent shall be a direct employee of the Prime Contractor as defined in paragraph (a) above.
2. Experience: The Project Superintendent shall possess a minimum of 10 years of documented experience in construction project management, with demonstrated experience in managing schedules, coordinating subcontractors, resolving field issues, etc.
3. Responsibilities: The Project Superintendent shall be responsible for the overall on-site management of the project, including, but not limited to: coordinating subcontractors, managing schedules, ensuring compliance with safety regulations, and resolving field issues.
4. Authority: The Project Superintendent shall have the authority to make decisions on behalf of the Prime Contractor regarding on-site operations and shall be the primary point of contact for the Government's representatives at the job site.

5. Certifications: The Project Superintendent shall possess and maintain valid certifications relevant to their assigned responsibilities, including, but not limited to: OSHA 30-hour certification or HN equivalent, Project Management Professional (PMP) certification. The Government reserves the right to request verification of certifications at any time.

1.3.4. CONSTRUCTION SITE SUPERINTENDENT

The Contractor shall directly oversee the work and have a competent superintendent ***on the work site at all times when work is in progress***. The superintendent shall have not less than ten (10) years of demonstrated experience with comparable size and scope of construction projects. The superintendent position shall not be dual tasked (i.e., QC lead, ES&H, etc.). The superintendent shall be capable of effective communication with all personnel and sub-contractors at any tier. The superintendent shall document the daily site activities (labor, materials, equipment, etc.), progress, permits obtained, weather, and QC activities, maintain record/as-built drawings, and ES&H related inspections or actions.

1.3.5. COMBINED ROLE (OPTIONAL):

An individual may fulfill both the roles of Quality Control Staff and Project Superintendent, provided that the individual meets all the experience, certification, and responsibility requirements outlined in paragraphs (1.4.2.) and (1.4.3.) above. The Prime Contractor shall provide clear documentation demonstrating that the individual possesses the necessary qualifications and has sufficient time and resources to effectively perform both roles without compromising the quality or timeliness of the work.

1.3.6. GOVERNMENT APPROVAL:

The Prime Contractor shall submit the resumes and qualifications of the proposed Quality Control Staff and Project Superintendent to the Government for approval within 14 calendar days of contract award. The Government reserves the right to disapprove any proposed personnel who do not meet the requirements of this section. Any changes to the assigned Quality Control Staff or Project Superintendent shall be submitted to the Government for approval prior to the change taking effect.

1.3.7. CONSEQUENCES OF NON-COMPLIANCE:

Failure to comply with the requirements of this section may result in Consequences such as- withholding of payments, issuance of cure notices, termination for default, etc..

1.4. CONSTRUCTION PROJECT DOCUMENTATION

The contractor shall prepare and keep accurate and up to date all necessary working (on-site) drawings for building construction, site construction and utilities. An accurate and current construction plan and schedule shall be maintained on the worksite for review by USG or any local officials at any time.

1.5. CONTRACTOR PAYMENT FOR CONSTRUCTION

a) The basis for payment shall be the SOV derived from the Defined Features of Work. The Contractor shall submit a SOV within 30 calendar days of contract award. The SOV will consist of a cost breakdown that incorporates the proposed contract price. The SOV will assign values to each major activity necessary to complete the work. Values shall include all direct and indirect costs. The SOV shall contain sufficient detail to enable the USG to evaluate applications for payment. The SOV shall include a breakdown of material, time, labor, and other direct costs (ODC). Lump sum pricing is not acceptable.
b) Contractor is authorized to invoice monthly per FAR 52.232-5. Any variations from the monthly requirement shall be approved, in writing, by the CO.
c) Invoices shall be submitted in Wide Area Workflow (WAWF).
d) Invoices shall be supported by monthly progress report, IMS and quality control (QC) documentation. QC documentation is objective evidence (i.e., tests, inspection reports, photos, operation reports, commissioning documents, etc.) that clearly show the work complies with all applicable HN regulations, drawing & specifications, contract, and PWS requirements.
e) Invoicing for materials shall be fully supported by copies of purchase orders and Proof of Delivery (photos, inventories, inspection documents, etc.).

f) Contractor shall notify the Program Manager (PM) and Contracting Officer's Representative (COR), through WAWF, when invoice is submitted.

g) All materials and work covered by progress payments shall become the exclusive property of the U.S. Government at the time of payment. However, this does not relieve the Contractor of full responsibility for the condition, completion, or restoration of such materials and work. Nor does it waive the Government's right to enforce all terms of the contract.

1.6. TEMPORARY DUTY TRAVEL (TDY)

1.6.1. TRAVEL INSTRUCTIONS

The Contractor shall coordinate all travel for US citizens Outside Contiguous US (OCONUS) travel with the PM and COR per CNSP procedures and DoD Foreign Clearance Guide (FCG), including approval through Aircraft and Personnel Automated Clearance System (APACS). A current revision of the APACS and Travel authorization forms shall be provided at Kick-off. All travel expenses under this CONTRACT shall be part of the fixed price offer. The Contractor shall ensure that all *(on foreign soil only, verify with COR)* employees are loaded into the Synchronized Pre-deployment and Operational Tracker (SPOT) database, if applicable, and have a current DD Form 93, Record of Emergency Data Card, on file with the Contractor. Blanket SPOT request are authorized for the duration of this TO. The Contractor shall ensure that all OCONUS travelers have country clearance and Letter of Authorization (LOA) approved by the CO prior to travel, as applicable. Travel requires PM or COR approval prior to APACS country clearance and SPOT submittal (OCONUS).

1.7. OTHER REQUIREMENTS

1.7.1. QUALIFICATIONS

All design, construction and construction related activities shall be accomplished by personnel qualified to perform the duties and tasks they perform. All construction, maintenance and/or repair shall be performed by, or under the direct supervision of, licensed/certified personnel. This includes, but is not limited to; electrical, plumbing, Heating, Ventilation Air Conditioning (HVAC), welding, crane operations, etc. The contractor shall retain copies of all licenses/certifications and make them available to the USG.

1.7.2. SAFETY

The Contractor shall comply with the referenced codes and standards and all HN and local safety and health requirements. The Contractor shall submit an ES&H Plan specific to this contract and the related construction activities. The ES&H plan shall place particular emphasis on the elements listed below:

- Accident prevention
- Control of Hazardous Energy (Lockout/Tagout)
- Activity Hazard Analysis (AHA)
- Personal Protective Equipment (PPE)
- Safety Data Sheets (SDS)
- Noise & Dust Control
- Fall Protection
- Confined Spaces
- Crane, forklift & heavy equipment operations
- Public/pedestrian safety
- Hot Work: Prior to engaging in any work that produces open flame, sparks, or heat that could provide a source of ignition (i.e., welding, soldering, brazing, grinding, etc.) the Contractor shall complete an activity hazard analysis to identify and mitigate risks associated with fire, personal injury, and damage to property.
    - Housekeeping:
    - All work areas, means of access, and laydown areas shall be maintained in a safe and orderly condition at all times.
    - All stairways, hallways, passageways, and accessways shall be kept free of materials, trash/debris, and obstructions at all times.
    - Trash/debris shall be removed promptly as required to prevent accumulation and/or safety or fire hazards.
- Fire Prevention

- Environmental - All work shall comply with HN and local environment regulations.
- Disposal of Debris: All debris shall be removed and disposed of, off the site/installation, by the Contractor IAW all HN and local regulations.
- Accident (mishap) reporting procedures ***Note: Report all accidents to ACC AMIC within 24 hours of occurrence***.

1.7.3. ENVIRONMENTAL

The design and construction shall comply with all HN environmental regulations. The contractor shall be responsible for coordinating, obtaining, or compiling data to obtain any required permits and/or permit modifications applicable to the performance and completion of the work within this PWS. The ES&H Plan shall include the applicable codes, regulations and permits required. The plan shall also address any applicable endangered species, cultural and historical resource protection actions required. The Contractor shall ensure the design and construction prevents or mitigates stormwater runoff and prevents erosion. The Contractor shall take necessary measures to protect the work site and surrounding area from erosion, rutting from vehicle traffic and construction operations, and flooding. The Contractor is responsible for designing and installing storm water related systems or structures that may include but are not limited to ditches, swales, culverts, retaining walls, retention ponds, etc., and providing proper grade and slope to prevent flooding and erosion to support the facilities and or infrastructure installed or impacted by this CONTRACT.

1.7.4. CONTRACTOR COMMUNICATION

In the interest of assuring and maintaining the highest order of foreign and diplomatic relations in the HN, the Contractor is instructed from having any direct or indirect negotiations, dealings, agreements, business or entreaties with officials of the HN, which would have a direct or indirect effect upon accomplishing or performing on this CONTRACT, and which could be construed by the HN government or HN citizens as having been officially or unofficially sanctioned, approved or constructively condoned by the USG. Contacts by the Contractor relating to the above shall be through appropriate USG channels as prescribed by the CO. Specifically excluded from the prohibition herein set forth is the incidental daily contacts of the Contractor or his employees, which they may reasonably be expected to have in the normal course of travel, daily work, labor disputes, customs clearances, and passport control. All Contractor personnel shall communicate professionally and only with respect to CONTRACT business concerns with non-acquisition personnel. All CONTRACT information and communication shall flow through and be provided to the CO, PM and/or COR, as applicable, to affect appropriate contract action and address in-country issues. Only the CO, PM and/or COR or officially designated representative, will report and communicate contract performance status with other USG personnel and management chains.

1.7.5. ISSUE RESOLUTION

The Contractor shall monitor and report all situations that could cause delays in performance, increase in cost, or unsuccessful contract performance. The Contractor shall formally notify the CO immediately and CNSP org box (accamic_cnspconstruction@us.af.mil) in writing, ***prior to incurring additional cost or delay*** to the contract.

1.7.6. DEFENSE BASE ACT (DBA)

DBA insurance is required for all personnel performing work OCONUS (unless they are a citizen of the delivery country). The contractor shall provide DBA IAW FAR 52.228.3. In addition, the contractor shall provide medical evacuation insurance for all personnel performing duties.

1.7.7. TECHNICAL DISCUSSIONS

The Contractor shall present and participate in technical discussions and shall inform the CO, PM, Advisory and Assistance Service (A&AS) support contractor, and/or COR as soon as practicable to be any problems with contract execution and any proposed solutions. The Contractor shall produce and provide detailed minutes, including attendance to the USG within five (5) calendar days for all meetings.

1.7.8. ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

Contractors shall address OCI as part of their on-going management.

1.7.9. CONTRACTOR FURNISHED SUPPLIES, EQUIPMENT, AND SERVICES

The Contractor shall furnish all required supplies and services needed to perform the requirements set forth in this PWS.

1.7.10. USG-FURNISHED SUPPORT

Not Applicable (N/A)

1.8. SECURITY

All work performed under this CONTRACT shall be at the Unclassified level. Contractors shall provide their own insured transportation and security plan for delivery of all construction equipment and materials. Contractors are responsible for all aspects of security during performance of the requirement.

1.9. SUBMITTALS

The following are submittals required by this CONTRACT:

- Delivery Method shall be by Email or DoD SAFE for large files (I.e., Drawings)
- Recipients shall be CO, PM, A&AS support contractor, COR
- USG Review Time of Updates: Fourteen (14) Calendar Days
- Contractor Resubmittal Time: Seven (7) Calendar Days

* NOTES: This is not an all-inclusive list and does not relieve the contractor of responsibility for providing submittals and deliverables as required elsewhere in the PWS and/or other contract documents.

USG approval of a submittal does not relieve the contractor of responsibility for complying with the contract, PWS, or standards referenced therein.

Submittal	Details
QC Plan (QCP)	**Reference:** Paragraph 1.12 **Due Date:** Within thirty (30) calendar days after contract award **Updates:** The Contractor shall provide any changes or updates to the USG PM/COR/CO for USG review and acceptance prior to Contractor implementation.
Submittal Registry	**Reference:** Paragraph 1.12 **Due Date:** Initial due within thirty (30) calendar days after contract award; Update on a monthly basis with the concurrent Bi-Weekly Progress Report (or as otherwise directed by the CO/COR
Bill of Materials (BoM)	**Reference:** Paragraph 1.14 **Due Date:** Initial within 14 calendar days after NTP **Updates:** Resubmit monthly, or more frequently if material changes occur
Defined Features of Work (DFoW)	**Reference:** Paragraph 1.12.5 **Due Date:** Within thirty (30) calendar days after contract award **Updates:**
Integrated Master Schedule (IMS)	**Reference:** Paragraph 1.13 **Due Date:** Initial thirty (30) calendar days after contract award; Update on a monthly basis with the concurrent Bi-Weekly Progress Report (or as otherwise directed by the CO/COR
Bi-Weekly Progress Report	**Reference:** Paragraph 1.15 **Due Date:** Every 14 calendar days capturing data from the previous month
ES&H Plan	**Reference:** Paragraph 1.8.4. **Due Date:** Ten (10) calendar days prior to start of construction
Submittal Registry	**Reference:** Paragraph 1.11 **Due Date:** Within thirty (30) calendar days after contract award **Updates:** The Contractor shall provide any changes or updates to the USG PM/COR/CO for USG review and acceptance prior to Contractor implementation

Submittal	Details
Material Submittal	**Reference:** Paragraph 1.15 **Due Date:** Forty-five (45) calendar days prior to turnover of equipment or facility acceptance
Warranty and Warranty Plan	**Reference:** Paragraph 1.17 **Due Date:** Forty-five (45) calendar days prior to turnover of equipment or facility acceptance
Designs & Drawings	**Reference:** Paragraph 1.19 & 1.20 **Due Date:** 15% Conceptual Layout, 35%, 95% and 100% design/drawing - as indicated on contractor's schedule. 100% designs are due for HN approval NLT 14 days upon approval of 95% designs **Designer of Record (DOR):** Contact information and current license/certification information submitted with 10% Conceptual Layout. **Copies of HN permits/approvals**: Submitted to the CO prior to construction start. **Drawings, As-Built –** Delivered within fourteen (14) calendar days of final acceptance - AutoCAD & Adobe files (soft) copies to USG. Paper (hard) copy to End User (EU) at final acceptance.
Operation and Maintenance Manuals	**Reference:** Paragraph 1.20.2. **Due Date:** Fourteen (14) calendar days prior to final acceptance
EU Training	**Reference:** Paragraph 1.20.3. **Due Date:** Electronic copy upon completion and prior to final inspection/acceptance
Key Control Inventory	**Reference:** Paragraph 1.20.4. **Due Date:** At final acceptance per location and electronically seven (7) calendar days prior to final
Acceptance Inspection Request	**Reference:** Paragraph 1.19 **Due Date:** No later than forty-five (45) calendar days prior to final acceptance
Invoicing SOV	**Reference:** Paragraph 1.6 **Due Date:** Prior to Invoicing

*Table **1**: Submittals and Deliverables*

1.10. SUBMITAL REGISTRY

The Contractor shall develop, maintain, and submit a comprehensive Submittal Registry covering all contract-required submittals. The Submittal Registry shall serve as a centralized tracking tool to ensure all deliverables are identified, scheduled, submitted, reviewed, and approved in accordance with contract requirements.

- Content. The Submittal Registry shall, at a minimum, include:
  - Unique Submittal Number
  - Submittal Title/Description
  - Applicable Specification or PWS Paragraph Reference
  - Required Format: Adobe PDF
  - Initial Submission Due Date – within 30 calendar days of award
  - Updates. The Submittal Registry shall be updated and resubmitted on a monthly basis with the concurrent Bi-Weekly Progress Report (or as otherwise directed by the CO/COR). Updates shall accurately reflect the current status of all required submittals.

1.11. QUALITY CONTROL PLAN (QCP)

The Contractor shall submit a comprehensive QCP for this CONTRACT per the Deliverables schedule in Section 1.10. The plan shall detail the procedures & processes to be implemented and the objective evidence to be obtained to verify compliance with PWS requirements.

1.11.1. QC ORGANIZATION.

At a minimum, the plan shall include a description of the QC organization including a chart showing lines of authority for all aspects of the work. The plan ***shall identify personnel that will perform QC duties on site*** and report results to the Designer, Superintendent, and Contractor senior leadership. The contractor shall submit the name, qualifications, duties, responsibilities, and authorities of each person assigned a Contractor QC (CQC) function. The contractor shall provide a copy of the letter to the CQC System Manager signed by an authorized official of the firm which describes the responsibilities and authorities to adequately perform the functions of the CQC System Manager, including authority to stop work which is not in compliance with the contract. This contract requires a dedicated Construction Inspector/Quality Control Manager to be on site at all times work is in progress.

1.11.2. QCP PROCEDURES

The QCP shall include procedures for scheduling, reviewing, inspecting, certifying, and managing submittals, including those of subcontractors, offsite fabricators, suppliers, purchasing agents, designers, consultants and architect-engineers (AE).

1.11.3. QCP THREE PHASE CONTROL SYSTEM

The plan shall list the associated inspections, tests, and/or commissioning(s) to be accomplished to verify design and construction requirements are met. At a minimum the contractor shall use a three-phase control system (Preparatory, Initial, and Follow-up Phases) and provide a documentation record of such verifications. Copies of all inspection, test, and/or commissioning documents are to be provided to the USG. The Contractor shall provide objective evidence (i.e., tests, inspection reports, operation reports, commissioning documents, photos, etc.) that the work complies with all applicable host nation regulations, drawing & specifications, contract and PWS requirements. The Contractor shall support and provide copies of virtual site visits by the USG. The plan shall list the major definable features of work to be performed. A definable feature of work is a task which is separate and distinct from other tasks, has separate control requirements, and may be identified by different trades or disciplines, or it may be work by the same trade in a different environment. The plan shall include procedures for tracking preparatory, initial, and follow-up control phases, control verification, and acceptance tests including documentation and other objective evidence.

Phase I Preparatory Phase—the preparatory phase will be performed prior to the start of any definable feature of work. The preparatory phase includes but is not limited to:

- Review all plans, specifications, submittals, and manufacturer's installation instructions pertaining to the definable feature of work;
- Review Environmental, Safety, & Health hazards and controls (i.e., fall protection, Personal Protective Equipment, containment, Lock-Out/Tag-out, etc.) necessary to complete the work safely;
- Ensure that the design drawings have been fully reviewed, and personnel are fully aware of all aspects of the planned construction activities;
- Verify that all preliminary associated work has been completed and approved, and the subject task is ready to proceed;
- Inspect the materials and equipment required to ensure that they meet all required specifications and conform to the design drawings and ensure that the materials are in new & in good condition;
- Meet with any applicable subcontractors to discuss the details of the task and review the quality control procedures including workmanship and project schedules;
- Formally record and report the results of the preparatory phase

Phase II Initial Phase—the initial phase is performed at the start of any definable feature of work. The initial phase includes but is not limited to:

- Review the Preparatory Phase documentation for the specific task;
- Verify that all preliminary work is in compliance with the design drawings and specifications;
- Review and verify that construction methods and workmanship are acceptable;
- Verify that the work is being performed in accordance with all Environmental, Safety, and Health requirements;
- Ensure that all required inspection, testing, and quality control measures have been accomplished and that all work and material are acceptable;

- Reject any unsatisfactory materials and work, review & revise as necessary the quality control measures and procedures, re-accomplish and re-inspect as required;
- Formally record and report the results of the initial phase;

Phase III Follow-up Phase—the follow-up phase is performed periodically (routine and random) for each definable feature of work to ensure continuing compliance with the plans and specifications.

- Review and verify that the construction (quality of material and workmanship) is in compliance with the plans and specifications;
- Verify Environmental, Safety, and Health standards are complied with;
- Review and verify the results of test and inspections;
- Identify & document any work that does not conform to the plans, specifications, and required level of workmanship, and follow-up and record the date the deficiencies are corrected and who corrected them;
- Formally record and report the results of the follow up phase;

1.11.4. QCP SUBMITTAL MANAGEMENT

The QCP shall include procedures for scheduling, reviewing, certifying, and managing submittals, including those of subcontractors, offsite fabricators, suppliers, purchasing agents, designers of record, consultants, and AE.

1.11.5. DEFINABLE FEATURES OF WORK (DFOW)

The Contractor shall develop and maintain a comprehensive list of all Definable Features of Work (DFOW) for this project. A DFOW is a task which is separate and distinct from other tasks, has control requirements peculiar to itself, and is identifiable by a specific trade or discipline. The DFOW list shall be submitted as part of the Quality Control (QC) Plan for Government approval.

For each DFOW, the Contractor shall conduct and document the three phases of quality control: Preparatory, Initial, and Follow-up, in accordance with the approved QC Plan. The Contractor shall schedule and conduct a Preparatory Phase meeting for each of the above DFOWs prior to commencing any work. The start of each DFOW will trigger the Initial Phase inspection, and Follow-up inspections will occur throughout the duration of the work. All QC activities for each DFOW shall be documented in the daily QC Reports.

1.11.6. QCP INSPECTION/TESTS/ETC.

The QCP shall list the associated inspections, tests, and/or commissioning(s) to be accomplished to verify all construction requirements are met and to provide objective evidence of all verifications. Copies of all inspection, test, and/or commissioning documents are to be provided to the USG. The Contractor shall provide objective evidence (i.e., tests, inspection reports, operation reports, commissioning documents, etc.) that the work complies with all applicable HN regulations, drawing & specifications, contract and PWS requirements. The plan shall list the definable features of work (DFOW) to be performed and the QC to be performed to verify compliance. A DFOW is a task which is separate and distinct from other tasks, has separate control requirements, and may be identified by different trades or disciplines, or it may be work by the same trade in a different environment. The plan shall include procedures for tracking preparatory, initial, and follow-up control phases, control verification, and acceptance tests including documentation and other objective evidence.

1.12. INTEGRATED MASTER SCHEDULE (IMS)

The Contractor shall prepare and submit a preliminary performance schedule for Government review and approval within **10 calendar days** after contract award. A comprehensive, detailed Critical Path Method (CPM) network schedule shall be submitted within **30 calendar days** after contract award. No work shall commence on-site until the preliminary schedule has been approved by the Contracting Officer.

The performance schedule shall be in the form of a Gantt chart created using standard industry scheduling software (e.g., Microsoft Project, Primavera). All tasks within the IMS shall be configured in 'auto-scheduled' mode to dynamically reflect dependencies, with the sole exceptions being the initial project 'award' and the final 'acceptance and turnover' milestones. The schedule shall, at a minimum:

- Identify all major tasks, sub-tasks, and milestones required for contract completion.
- Show the logical sequence of work and the critical path for the project.
- Include the start and finish dates for each activity.

- Assign resources and responsibilities for each task.
- Current percentage (%) of completion.
- Clearly identify all contract deliverables and their required submission dates.
- Incorporate milestones for Government inspections and approvals.

The Contractor shall update the performance schedule to reflect the actual progress of the work and submit it to the Contracting Officer's Representative (COR) with each bi-weekly progress report. The updated schedule shall show the original baseline, the current progress of each task against the baseline, and a forecast for the completion of all remaining work. Any proposed revisions to the baseline schedule must be submitted to the Contracting Officer for approval.

The Government will review the submitted performance schedule and provide comments or approval within **15 business days** of receipt. If the schedule is disapproved, the Contractor shall revise the schedule to address the Government's comments and resubmit it for approval within **7 business days**. Government approval of the schedule shall not relieve the Contractor of its responsibility for the timely completion of the work.

Simultaneously with the submission of the baseline performance schedule, the Contractor shall submit a detailed **Schedule of Values**. This schedule shall break down the total contract price into the major work activities identified in the performance schedule. The approved Schedule of Values will be used as the basis for determining progress payments.

1.13. BILL OF MATERIAL SUBMITTAL

The Contractor shall prepare and submit a **Bill of Materials (BOM)** for all equipment, materials, and major components required under this contract. The BOM shall ensure full visibility of material requirements, enable supply chain planning, and verify compliance with technical specifications.

1. **Content.** The BOM shall, at a minimum, include:
    - Item Number/Line Item
    - Nomenclature/Description
    - Manufacturer and Model/Part Number
    - Quantity Required
    - Unit of Measure
    - Contract Specification or PWS Reference
    - Anticipated Source/Vendor (if known)
    - Lead Time/Delivery Schedule
    - Status (e.g., Planned, Ordered, Delivered, Installed)
2. **Initial Submission.** The Contractor shall submit the initial BOM to the CO and COR within **14 calendar days** after NTP, aligned with project schedule milestones.
3. **Updates.** The Contractor shall update and resubmit the BOM on a **monthly basis**, or more frequently if material changes occur that impact schedule, availability, or compliance.
4. **Format.** The BOM shall be provided in **Microsoft Excel (.xlsx) format, in English,** and cross-referenced to the Submittal Registry to ensure consistency of data. The manufacturer's installation instructions/recommendations shall be followed for all materials and equipment. All materials & equipment shall comply with HN building code, environmental safety, and health (ES&H) laws & regulations. The Contractor shall specify heavy duty commercial grade materials and equipment that are extremely durable and low maintenance in harsh, austere, and or remote conditions, the use of materials and equipment that are locally manufactured and supported (i.e., material and/or replacement parts available) in the HN or region is required. Non-combustible materials are required to the extent practical and consistent with HN building and fire codes.

    All materials & equipment will comply with HN building code, environmental safety, and health (ES&H) laws & regulations.

    The contractor shall specify heavy duty commercial-grade materials and equipment that are extremely durable and low maintenance in harsh, austere, and or remote conditions.

The use of materials and equipment that are locally manufactured and supported (i.e., material and/or replacement parts available) in the HN or region is required.

Non-combustible materials are required to the extent practical and consistent with HN building and fire codes.

1.14. BI-WEEKLY PROGRESS REPORT

The purpose of the Bi-Weekly Progress Report is to provide the Government with a management-level summary of project activities, covering progress made during the reporting period as well as cumulative progress since project initiation. These reports are a mandatory deliverable, with the first report due two (2) weeks after the Contracting Officer issues the Notice to Proceed (NTP). Subsequent reports shall be submitted every two (2) weeks thereafter for the duration of the project.

The Government will furnish a standardized Progress Report Template, which the contractor is strongly encouraged to use. However, contractors may submit their own format provided it contains, at a minimum, all required information outlined in this section and is approved by the Contracting Officer's Representative (COR).

Each Bi-Weekly Progress Report shall include the following sections:

A. General Information
   - Contractor Name
   - Project Location
   - Report Number: Formatted as YYYYMMDDXXXX, where "YYYYMMDD" reflects the date of creation and "XXXX" is a four-digit sequential identifier.
   - Period Covered: Indicate start and end dates in the format YYYYMMDD to YYYYMMDD
   - Award Date: YYYYMMDD
   - Contract/Delivery Order Number
   - Current Estimated Completion Date: Reflects the current Period of Performance (PoP) end date. If a schedule shift is necessary, the contractor shall submit a formal letter to the Program Management Office (PMO) justifying the change.

B. Defined Features of Work In accordance with the Integrated Master Schedule (IMS) and the Defined Features of Work (DFOW) outlined in the Quality Control Plan (QCP), this section shall include:
   - DFOW Line-Item Number
   - Description of the feature of work
   - Percentage of total feature completed since project start
   - Percentage of work completed during the current two-week reporting period
   - Deviation from planned schedule (ahead/behind), based on the IMS

C. Narrative Assessment
   - Comparison of actual progress versus scheduled progress
   - Overall assessment of whether the project is ahead, on, or behind schedule
   - Detailed management-level analysis of current project status, including rationale for deviations and proposed recovery plans (referencing the concurrently submitted updated IMS)
   - Summary of key accomplishments during the reporting period
   - Forecast of significant activities for the upcoming period
   - Embedded or appended progress photos, clearly labeled

D. Resources and Other Factors
   - Labor force utilization summary (e.g., headcount, skill types, hours)
   - Major equipment on site
   - Key materials delivered during the reporting period
   - Key materials scheduled for delivery in the next two weeks
   - Brief weather summary and impact on schedule, if any

E. Risks and Issues
   - Identification of any risks or issues that could affect cost, schedule, or performance. Examples include:
   - Severe weather (e.g., heavy rain, snow, temperature extremes)
   - Delayed material deliveries (e.g., customs clearance, supply chain disruption)
   - Equipment availability (e.g., cranes, drilling rigs)
   - Shortages in skilled labor
   - Turnover in critical positions (e.g., Superintendent, QC Manager)

- Description of mitigation strategies or corrective actions taken/planned

F. Photographic Documentation
- Provide time-stamped photographs with captions describing the work performed during the reporting period. Photos shall be dated and labeled with relevant DFOW references.

G. Inspections and Outcomes
- Summary of any site inspections performed by the U.S. Government, the prime contractor, or certified third-party specialists
- Include date, attendees, purpose, and outcomes
- Identify any deficiencies requiring rework and reference those in Section J – Corrective Actions/Rework

H. Specialized Testing and Results
- Log of any technical tests conducted (e.g., concrete, compaction, water quality)
- Include date, test type, location, and available results
- If test results are pending (e.g., 28-day concrete strength), log the test date and submit results once available, along with applicable certificates

I. Activities Planned (Next Two Weeks)
- Detailed forecast of construction activities planned during the upcoming reporting period
- Reference associated with DFOW and IMS milestones

J. Corrective Actions / Rework
- Document any deficiencies or non-conformances identified during inspections or internal quality checks
- Describe corrective actions taken or planned
- Include any self-identified contractor issues, provided they are communicated to the Government

K. Report Certification
- The final section of the report shall include a certification statement signed and dated by the contractor's Project Manager or authorized representative
- Include the printed name, title, and signature block
- Use date format YYYYMMDD
- Upon certification, the contractor shall submit the report to the designated AMIC CNSP Construction distribution list, provided at project kick-off

1.15. QUALITY, ENVIRONMENTAL, SAFETY & HEALTH REPORT (QESHR)

The primary focus of the QESHR is for the contractor to provide a summary of activities to date including the most recent period. The QESHR shall include the sections:

- QC activities summarized from the QCP to highlight QC activity performed during the past period. The combination of the QCP checklist summary and the photo documentation will be used during the invoicing process for verification.
- QCP Checklist to identify DFOW under progress at each of the sites, with the date and the QC representative who inspected the work item.
- Photo-documentation including photos with labeled description under each applicable QCP action taken during the reporting period. This documentation shall include overall site photos, photos of delivered materials and equipment used onsite, as well as key QC activities at key inspection points—examples could include foundation preparation, rebar installation before concrete placement, block wall installation, electrical wiring, etc.
- Document any inspections or audits from HN regulatory or permitting agencies during past period.
- Document any highly specialized testing, if applicable. Details may include description of QC action(s) (test, inspection, etc.), date/time, person(s) that performed the QC, standard(s) to which the test/inspection was performed, Results of the test/inspection (i.e. 10 ohms, 300 cfm, etc.) and Pass/Fail, and Equipment and/or materials used to complete the test/inspection—test equipment such as meters (i.e. ground test, airflow, light meter, etc.), torque wrenches etc. with manufacturer, model, serial number and calibration date of the equipment.
- Activities for upcoming period, including highlighting any significant QC testing planned
- Corrective actions taken for activities identified for rework

1.16. WARRANTY PLAN

The work performed under this CONTRACT shall have a warranty as required by award DD Form 1155, but not less than one (1) year, (material, equipment, design and workmanship) from time of final acceptance. The contractor shall notify the USG within 72 hours of all warranty related calls or issues to include estimated repair/replacement time. The contractor shall update, in writing, the USG on the status of all warranty related issues through to completion. The warranty plan shall contain the following information as a minimum:

- Warranty start date.
- Warranty end date.
- Identify primary and alternate points of contact in the country/region for each warranted item.
- Identify Prime Contractor primary and alternate points of contact for warranty issues.
- Define contractor's response time for warranty issues. Response time is the time from the initial notification of the problem to the date & time of technician/mechanic arrival at the site to take necessary actions to correct a problem.
- All items specified in the design shall be provided with Original Equipment Manufacturer (OEM) warranties, if applicable. The terms of the warranties shall be clearly presented in the name of the end user (EU).
- Detailed description of all actions (i.e., operator pre-checks, generator engine oil and oil filter changes) required by the EU to maintain warranty.

All utilization of standard OEM warranties associated with equipment, other than real property, shall be the responsibility of the EU upon receipt of the equipment from the USG. This includes, but is not limited to, educating EU of warranty registration and warranty analysis or repair. Upon delivery and acceptance, it is the responsibility of the EU to register all warranties and follow the warranty process for communication, servicing, and/or exchange. All requirements for shipping a product to the OEM for warranty analysis or repair will be the responsibility of the EU.

1.17. DESIGN SUBMITTALS

1.17.1. PROCESS

The design process is iterative. Multiple submissions of the design at various stages may be required. The team (Contractor, USG, & Mission Partners) objective is to complete the design & construction as quickly and efficiently as possible. All design submissions will be delivered in English and HN language.

1.17.2. 15% CONCEPTUAL DESIGN SUBMITTAL

Following the CONTRACT award the Contractor shall arrange an initial design meeting(s) with AMIC, HN and CCMD. The design meeting's purpose is to clarify and finalize the site and building/project layouts, with the goal being customer-concurrence. The resulting conceptual drawings and narrative shall be submitted to USG for approval, after which the contractor may proceed to prepare the design. Prior to beginning the conceptual design process, the Contractor shall identify the designer of record (DOR) responsible for the design and participate in an in-country pre-design consultation with USG representative. The Contractor shall submit the name, contact information, and current license/certification information to the USG. The design meeting(s) may be virtual or in-person. The location of the meeting(s) will be held OCONUS in the HN. The Contractor may request and arrange additional meetings throughout the design and is highly encouraged to do so. The USG team would like to partner with and support the Contractor's design efforts to facilitate the successful completion of the CONTRACT. Frequent communication throughout the process is critical. The Contractor may submit draft designs or portions of design for USG review at any time.

* NOTE: Construction may begin when the design stage, including HN permits, are complete and the Contracting Officer issues a notice to proceed (NTP) for construction. Copies of HN permits/approvals shall be submitted per Table 1.

1.17.3. 35% DESIGN SUBMITTAL

Design Requirements. All drawings and documents shall be fully coordinated, dimensioned, detailed, noted and cross-referenced. Additionally, the design documents shall include any design drawings required by the local, regional, or HN government to obtain building and/or other permits and approvals. The design shall be developed, signed and stamped by a professional engineer licensed by the HN. The Contractor shall obtain appropriate local government approval of the design drawings. As a minimum, the 35% design shall include the following in English, as applicable:

- List of required local and/or HN permits
- List of applicable codes, regulations and or standards applicable to the design and/or work

- Geotechnical study/survey, or for repair of an existing facility a structural survey/report
- Topographic Plan
- Seismic, live and dead loads, soil bearing capacity, wind loads, snow/ice loads, rain loads, frost depth, and flood elevation/risk, etc. as it applies to the project and site.
- Climate data including extreme temperature range the required infrastructure shall be designed to
- Site Plans to include boundaries, all utilities and connection point.
- Foundation Plans
- Structural Plans
- Floor Plans
- Architectural Plans
- Civil Plans
- Mechanical Plans
- Electrical Plans
- Basis of design and design analysis to include engineering calculations, decisions, and conclusions
- Photos of existing site(s) and conditions

1.17.4. 95% DESIGN SUBMITTAL

Design Requirements. All drawings and documents shall be fully coordinated, dimensioned, detailed, noted and cross-referenced. Additionally, the design documents shall include any design drawings required by the local, regional, or HN government to obtain building and/or other permits and approvals. The design shall be developed, signed and stamped by a professional engineer licensed by the HN. The Contractor shall obtain appropriate local government approval of the design drawings. As a minimum, the 95% design shall include the following in English, as applicable:

- List of required local and/or HN permits
- List of applicable codes, regulations and or standards applicable to the design and/or work
- Geotechnical study/survey, or for repair of an existing facility a structural survey/report
- Topographic Plan
- Seismic, live and dead loads, soil bearing capacity, wind loads, snow/ice loads, rain loads, frost depth, and flood elevation/risk, etc. as it applies to the project and site
- Climate data including extreme temperature range the required infrastructure shall be designed to
- Site Plans to include boundaries, all utilities and connection point
- Foundation Plans
- Structural Plans
- Basis of design and design analysis to include engineering calculations, decisions, and conclusions
- Photos of existing site(s) and conditions
- Architectural (including elevations, floor layouts and furniture plans), Civil, Mechanical, Electrical, etc. Plans
- Construction/Installation drawings and/or instructions as necessary
- Color boards, finish schedules, etc.
- Technical specifications
- Construction Submittal register
- Manufacturer product data on equipment, fixtures, etc.
- Warranty Plan
- Test, Inspection, and Commissioning Plan

1.17.5. 100% DESIGN SUBMITTAL

The 100% design submission shall incorporate all USG comments/feedback on the 95% design. If the USG does not have any comments for feedback on the 95% design, the design shall be labeled and submitted as the 100% design. The 100% design shall be signed and stamped by a professional engineer licensed in the HN. The Contractor shall ensure the documents are properly labeled and/or marked as the 100% design and submit IAW *Table:1*. The 100% submittal shall contain all necessary information to proceed with and complete construction. The USG approval of the design documents does not relieve the contractor from compliance with HN approval and or permits, if required. The Contractor shall not deviate from the approved design without USG approval. A copy of 100% design documents

with any changes shall be maintained on the construction site(s) at all times. The 100% drawings shall be used as the basis for the record (as-built) drawings to be developed and submitted at close-out.

1.18. ACCEPTANCE INSPECTION REQUEST

The Contractor shall request, ***in writing***, a final acceptance inspection. The request shall include the Contractor's certification that all work & requirements of the PWS, design, and terms and conditions of the contract have been substantially completed, inspected, and accepted by the Contractor. Certification shall list all work remaining with estimated completion dates. The request shall be supported by all necessary objective evidence (i.e., HN permits or approvals, test reports, inspection reports, photos, QC reports, operation reports, commissioning documents, etc.). An update of all work remaining, and a pre-final acceptance QC report shall be provided no later than 5 calendar days before final acceptance. If no HN permits or approvals were required for the design and/or construction the acceptance inspection request shall include a letter from the designer of record stating such.

1.19. CLOSE OUT REQUIREMENTS

1.19.1. AS BUILT / RECORD DRAWINGS

The Contractor shall record all approved changes in the 100% drawing set to create As-Builts drawings. The As-builts shall be labeled as such and submitted as such IAW Table 1. Complete sets of As-Builts/record drawings (pdf combined into one (1) document, and AutoCAD format) shall be submitted as part of the closeout documents prior to final payment. Drawing submissions shall follow the Construction Specifications Institute (CSI) uniform drawing system for drawings organization.

1.19.2. ORIGINAL EQUIPMENT MANUFACTURER (OEM) MANUALS

OEM manuals/documents shall be provided for all equipment at, or prior to, the final acceptance inspection. Manuals shall be provided in the HN language.

1.19.3. EU TRAINING

The Contractor shall provide the EU training on the operation of all systems and equipment. No later than 30 calendar days prior to final acceptance, the Contractor shall submit a syllabus of the equipment training that is to be provided. The training shall be conducted prior to the final acceptance inspection. No later than 3 calendar days before final acceptance, the Contractor shall submit an attendance list (name, organization, contact information) after training is completed.

1.19.4. KEY CONTROL INVENTORY

The Contractor shall provide a key inventory, a securable key control box, and not less than two (2) keys for all doors and locks, as applicable.

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2. PERFORMANCE STATEMENT

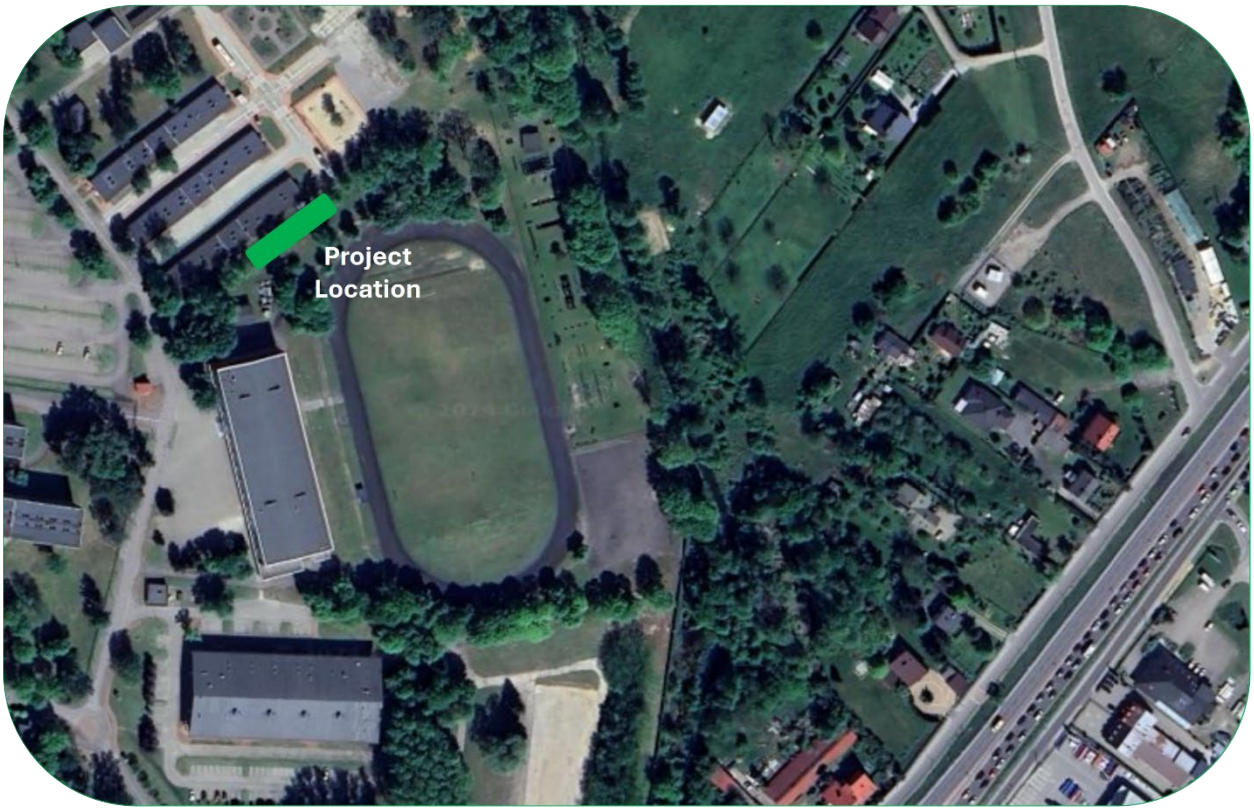

Figure 1: Project Location Map

2.1. PROJECT(S) OBJECTIVES

Design and construct a simulated illicit drug production facility. The facility is to simulate the appearance and functions of an illicit drug production laboratory, for training purposes. The facility includes administrative offices, clandestine laboratories, decontamination rooms, drying and processing rooms to support the Police International Training Center, Poland. All facilities to be reinforced concrete block with metal-clad roofing. The facility shall be permanent construction and shall comply with host nation building codes. Project site coordinates are approximately (**52°24'55" N 20°57'23" E**). Construction shall include:

Project 1: Construct new single-story drug production simulator building. The building is to be constructed of reinforced concrete masonry with metal clad roofing with all associated support utilities.

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2.2. SITE LAYOUT

The drawing below highlights the approximate current layout with existing buildings, and includes example highlights of new building to be constructed under this contract.

Figure 2:Existing Site Layout and Example Siting of New Training Facility

2.3. KEY FACILITY REQUIREMENTS

Key Facility(s) Requirements			
Proj.	Facility	Key Requirements	Notes
1	Training Facility	***Not less than 570 SM***	Provide sidewalks to access facility from parking lot ***Furniture is not included in this project***
	Rooms		
	Clandestine labs	Sized per notional drawings	Include mechanical ventilation and lighting system for growing plants
	Drying Rooms	Sized per notional drawings	Drying systems to be ***simulated***
	Processing Rooms	Sized per notional drawings	
	Decontamination Rooms	Sized per notional drawings	Decontaminations systems to be ***simulated***
	Administrative Rooms	Sized per notional drawings	Fully functional Office spaces
	Covered Walkway		
	Bathrooms		Fully functional bathrooms

Table 2:Key Facility Requirements

* Note: This is not an all-inclusive list of requirements and does not relieve the contractor of responsibility to produce a full design and for providing complete and usable facilities. Drawings and photos provided in this PWS are for informational purposes only. The Contractor is responsible for all aspects of design including adapting to the specific local and site conditions.

Key Utility Requirements					
Facility Title	Electrical Service	Potable Water Service	Sanitary Sewer Service	Telecommunications Service	Remarks
Training Facility	X	X	X	X	

Facility Title	Water Heater(s)	Heating System(s)	A/C System(s)	Ventilation System(s)	Remarks
Training Facility	X	X	X	X	Split A/C units. Provide HVAC throughout the facility.

Table 3:Key Utility Requirements

* Note: This is not an all-inclusive list of requirements and does not relieve the contractor of responsibility to produce a full design and for providing complete and usable facilities. Drawings and photos provided in this PWS are for informational purposes only. The Contractor is responsible for all aspects of design including adapting to the specific local and site conditions.

2.3.1. ILLICIT DRUG PRODUCTION FACILITY SIMULATOR

Design and construct a single-story illicit drug production facility simulator—the facility shall be no less than 570 SM and constructed of reinforced concrete block with metal clad roofing. Functional areas include but not limited to multiple clandestine drug labs, drying rooms, processing rooms, decontamination rooms, administrative areas and enclosed walkway connected to existing building.

Connect the new facility to local water and sanitary sewer system networks. Provide an electrical utility connection point at the facility. ***The Host Nation (HN) will connect the local electrical service to the facility at the contractor installed connection point***.

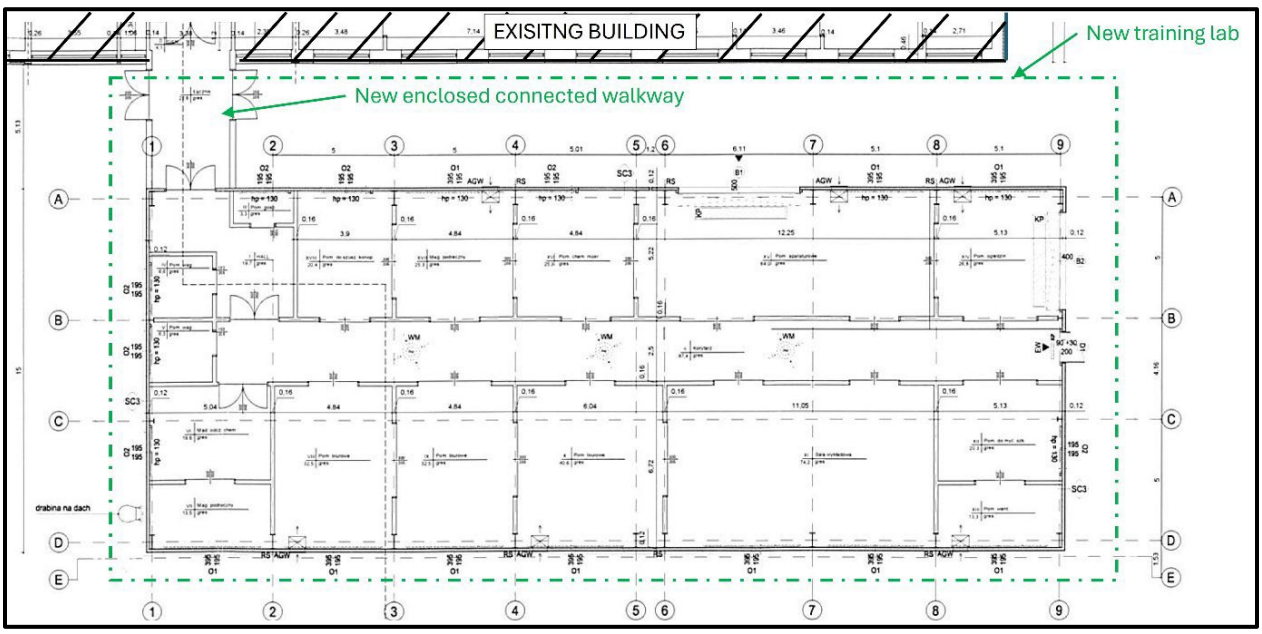

Figure 3: Drug Production Simulator Facility Layout ***(Provided for Informational Purposes ONLY)***

2.4. SITE EARTHWORKS & IMPROVEMENTS

Provide all necessary earthwork, grading and compaction to ensure the site will not flood or retain storm water run-off. Provide all materials, labor, transportation, equipment, etc. required to provide the required earthwork, grading & slope. All unsuitable material and surplus excavation must become the property of the Contractor and must be disposed of off the site in accordance with Host nation regulations/law.

2.4.1. PEDESTRIAN WALKING SURFACES

Provide concrete walkways to provide safe access to and from the facilities and parking areas.

2.4.2. STORMWATER MANAGEMENT

The design shall incorporate low impact development strategies complying with local storm water management program permit requirements. The contractor shall acquire any required regulatory permits. Project includes all storm water structures (swales, ditches, culverts, retention ponds, headwalls, etc.) necessary to control runoff and prevent flooding and/or standing water on the site or at facility(s).

2.5. FOUNDATION

Finished floor elevation shall be not less than 0.2m above grade.

2.5.1. SUPERSTRUCTURE

Steel, concrete & masonry (non-combustible materials)

Live & dead loads: In accordance with HN building code.

Wind loads: Design wind speed HN building code.

Seismic (Earthquake) loads: HN building code

Energy efficiency: Insulate in accordance with HN building code.

2.6. EXTERIOR WALLS

The primary exterior material of the building(s) will be insulated concrete or concrete masonry to match similar structures in the HN region.

2.6.1. EXTERIOR COATINGS

Provide field applied exterior coatings for all items that are not prefinished, and to prefinished items when required to provide a color other than a standard prefinished color. All paint/coatings must be in accordance with the Host Nation building code for the exterior architectural surface being finished.

2.7. EXTERIOR WINDOWS

Windows must be provided in each area of the building to the extent practical, that is regularly occupied, to enhance the working environment, without compromising visual acuity, comfort and function. Exterior windows must be operable, double-glazed, with insect screens. Provide windows meeting thermal performance and wind rating required by local codes or IBC whichever is more stringent. Install windows throughout the facility see notional layout.

2.8. EXTERIOR DOORS

Provide exterior solid door assemblies. Doors and frames must be non-corroding prefinished galvanized steel or prefinished aluminum. Door hardware finish must be chrome-plated, or stainless steel. Provide doors meeting thermal performance required by local codes or IBC whichever is more stringent.

2.8.1. OVERHEAD/ROLL-UP DOORS

Provide automatic Overhead/roll-up commercial door. Door must be operated by three-button electric power conforming to host nation building codes, with auxiliary hand chain operation. Door hardware finish must be chrome-plated, or stainless steel. Provide doors meeting thermal performance required by local codes or IBC whichever is more stringent.

2.9. ROOFING

Provide a complete, insulated roof system that is consistent with similar facilities in the region and includes all necessary ancillary and incidental work necessary for a complete, watertight roof system installation. Roof system includes a complete gutter and downspout system. Provide lightning protection system (LPS), if required by HN building code, bonded to the building structure and facility ground system.

INTERIOR CONSTRUCTION

2.10. INTERIOR DOORS

All interior doors shall be fire rated commercial grade steel.

2.10.1. SPECIALTIES COMPARTMENTS, CUBICLES, & TOILET PARTITIONS

Provide toilet partitions in all toilet rooms with more than one water closet or urinal. Toilet partitions and screens must be stainless steel or high-density polyethylene/solid plastic.

2.10.2. TOILET AND BATH ACCESSORIES

Contractor to confirm toilet and bath accessories conform to facility/client requirements. Provide toilet and bath accessories including, but not limited to, toilet paper holder(s) and soap dispenser(s).

2.10.3. SIGNAGE

All interior doors shall have an identifying device. Provide all signage required by HN building code. Exterior facility sign shall be approved by the HN base authority.

2.10.4. COUNTERS

Provide solid plastic, or stainless steel, counter tops and back splashes.

2.10.5. FIRESTOPPING PENETRATIONS

Provide all sleeves, caulking, and flashing for fire stopping penetrations.

2.11. INTERIOR FINISHES

Key Warehouse Interior Finishes			
Room	Walls	Floor	Ceiling
Clandestine labs	Paint	Ceramic Tile	Suspended Ceiling
Drying Rooms	Paint	Ceramic Tile	Suspended Ceiling
Processing Rooms	Paint	Ceramic Tile	Suspended Ceiling
Decontamination Rooms	Paint	Ceramic Tile	Suspended Ceiling
Administrative Rooms	Paint	Ceramic Tile	Suspended Ceiling
Covered Walkway	Paint	Ceramic Tile	Suspended Ceiling
Bathrooms	Tile to 1.2m above floor, Paint. Floor to ceiling tile in all toilets, showers, laundry rooms	Ceramic Tile	Painted Waterproof gypsum board

Table 4: Interior Finishes

* Note: Unless noted otherwise, all interior gypsum board wall partitions and concrete or masonry partitions & surfaces must be painted. Provide ceramic wall tile in all toilets, showers, laundry rooms from floor to ceiling. All wall bases must be coved throughout.

2.12. PLUMBING

2.12.1. PLUMBING FIXTURES

Provide quantity and type of plumbing fixtures required for the occupancy, use, and functions described for this facility and in accordance with the HN building code or IBC, whichever is more stringent. Provide accessible fixtures for the disabled in accordance with the HN building codes. All plumbing fixtures shall be equipped with isolation valves, traps, and cleanouts.

2.12.2. WATER CLOSETS

Provide wall or floor mounted flush valve type toilets in unisex toilet.

2.12.3. URINALS

Provide flush valve type urinals in male restrooms.

2.12.4. LAVATORIES

Provide countertop lavatories in restroom space.

2.12.5. MOP SINK

Provide a mop sink in the janitor's closet.

2.13. UTILITY SERVICES

The Contractor is responsible for connecting, or facilitating connections, for all utilities (electrical, water, sewer, communications, etc.) required by this PWS to the local commercial utility systems, including assisting with arranging facility connections and end user account creation. This responsibility encompasses assistance with all applications, payment of connection fees, as well as active coordination with both the end user and the local commercial utility service provider. The Contractor must coordinate with the local commercial utility service provider as early as possible in the project to ensure completion of all connections prior to final acceptance and handover or to facilitate a timely completion of connection and account creation post-handover. Ensure connection to local commercial utility company IAW para. 1.2.2.

2.14. POTABLE WATER SYSTEM

Install water distribution piping and connect the facility to the HN potable water service. Install required backflow prevention devices and isolation valves at the service entrance in accordance with HN building code. Provide hot water to all sinks, showers, etc. Utilize high efficiency water heater(s).

2.15. SEWER SYSTEM

Install sewer pipes from new building and connect to HN sewer system. Facility sanitary sewer system shall include proper traps and drain venting means to all fixtures and shall terminate outdoors. Drain lines shall be equipped with cleanouts at every change in direction greater than 45°, at the junction of the facility drain and facility sewer, at the base of each vertical waste stack and not more than every 30m on horizontal runs outside the facility or to HN building code whichever is more stringent.

2.15.1. FLOOR DRAINS

Provide in mechanical rooms, restrooms, etc. to support cleaning and or receive condensate from air handling equipment.

2.15.2. RAINWATER DRAINAGE

Provide roof gutter & downspout system compatible with the roofing system. System shall divert water and runoff away from the facility.

2.15.3. HVAC

Provide air conditioning and heating for all clandestine rooms, labs, drying, decontamination rooms, administrative offices, hallway areas. Each room shall have its own thermostat. Provide commercial grade continuous duty exhaust fan in male and female restrooms. Connect facility to HN heat distribution system. Systems shall be designed and installed to the local climate conditions and shall comply with HN building code.

2.15.4. SYSTEMS TESTING ADJUSTING & BALANCING

Provide complete Testing, Adjusting and Balancing (TAB) of all air and water distribution systems and HVAC equipment. Commission all equipment prior to final acceptance. Provide potable water test report(s) for the water system (s) prior to final acceptance.

2.16. FIRE PROTECTION SYSTEMS

Provide mass notification/fire alarm, fire detection system(s)/or suppression system, portable fire extinguishers and cabinets as required by HN building and fire codes.

2.17. ELECTRICAL SERVICE & DISTRIBUTION

Connect the facility to the site commercial electrical power grid. Service to the building shall be underground. Provide transient Surge Protective Devices (SPDs) on facility electrical service entrance.

LIGHTING & BRANCH WIRING

- Provide a complete lighting system consisting of exit and emergency lighting and area lighting consisting of light emitting diode (LED) lighting including switches.
- All light fixtures shall be vapor proof.
- Provide general purpose (convenience) duplex receptacles throughout all spaces as required by code and/or function.
- Provide dedicated circuits to all ancillary office equipment such as printers, copiers, and shredders.
- General Purpose Outlets:
    - All general-purpose outlets shall be duplex type.
    - Ground Fault Circuit Interrupter (GFCI) type duplex outlets are required in bathrooms & storage areas etc. and anywhere a water source is present.
    - General purpose outlet spacing office & storage areas—no point on a wall shall be more than 2 meters from an outlet.
    - Where there are countertops provide duplex outlets above and below countertop surface
    - Dedicated circuits are required for water heaters, etc.

2.18. TELECOMMUNICATIONS SYSTEMS

Provide conduit, boxes, trays, ports, wall/floor mounted ethernet ports and all necessary infrastructure necessary to support all computers, phones, printers, copiers, TV's etc. to offices, workspace, server room, and it/monitoring office work areas. ***Fiber and or cable to be provided and installed by HN.***

2.19. HN SECURITY SYSTEM

Provide conduits and termination boxes for security pin pads and camera system inside and outside the facility. Security pin pads and Camera locations to be provided during the design charette. Cameras and pin pads to be provided and installed by HN.

2.20. GOVERNMENT FURNISHED EQUIPMENT

There is no Government Furnished equipment, materials, or utilities in this project.

END OF DOCUMENT