ROBINS AIR FORCE BASE, GA

STATEMENT OF WORK

FOR

RQUIREMENTS BEST ESTIMATED QUANTITY

ARCHITECT-ENGINEERING SERVICES

TO SUPPORT

ENVIRONMENTAL & ENGINEERING PROGRAMS

5 MAY 2026

STATEMENT OF WORK

For Architect-Engineering Services to Support the Environmental Engineering Section

PART A – INTRODUCTION

This statement of work (SOW) defines requirements for Architectural-Engineering (A-E) services to support the 402d MXSG/MXDEU (MXDEU) office on behalf of the Warner Robins Air Logistics Complex (ALC) mission in accordance with applicable regulatory and Air Force (AF) standards, mandates, and guidance.

In carrying out each work assignment issued as a Task Order (TO) under the basic contract, the Contractor shall furnish the personnel, services, equipment, materials, facilities, and other requirements necessary for, or incidental to, the performance of work set forth herein. The A-E is advised that all work products generated under this contract shall not be released by the A-E to any other organization internal or external of the Department of Defense without the written permission of the Contracting Officer (CO).

Primary technical services shall be performed by individuals who are credentialed members of architectural, planning, science, and engineering professions. Generally, a credentialed professional (a) is licensed, e.g. a registered professional engineer or geologist, to practice in the state where a facility is located and (b) commands the necessary expertise, in terms of knowledge and experience, to undertake the specified task.

1.0 SCOPE

The Contractor shall provide Title I, Title II, and Other A-E Services to Robins Air Force Base, Georgia (RAFB) Base. Areas of coverage for this contract will focus on Warner Robins ALC areas, including production, backshop activities, and support functions. Further coverage is required at Robins North for the same functions. With the breadth of activities anticipated under this contract, "fence to fence" coverage of both the Base proper and Robins North are envisioned to support and/or compliment other contracts that may be active. The scope of the contract includes support in the following existing and emerging program areas. Individual task orders may include greater detail concerning the project requirements.

2.0 TITLE I, TITLE II, OTHER A-E SERVICES REQUIREMENTS, AND EMERGENCY RESPONSE SERVICES

2.1 Title I Services

Title I services include all aspects of design such as preparation and/or review of studies, plans, specifications, drawings, calculations, CAD, scheduling, cost estimates, regulatory and safety reviews, value engineering, and preparation of design and constructability reports, and

operating and design manuals. They consist of conducting reviews of existing data, information, and reports, as well as conducting field surveys and investigations to obtain further data to prepare documentation as identified above. Title I efforts also encompass those efforts required to support and develop design work, including planning and programming, program management, project scoping, studies, investigations, evaluations, consultations, conceptual design, value engineering, facilities updates and modifications, topographic survey services, as well as operation, monitoring, and optimization of environmental treatment and/or control.

2.2 Title II Construction Related Services

The Contractor shall perform quality assurance and oversight of environmental projects, as well as other Title II A-E services. These activities can be related to specific or proposed projects, and can consist of construction related supervision and inspections, and constructability reviews.

Supervision and inspection services are separate, normal construction management duties to include construction contractor submittal review, day to day liaison, surveillance, coordination, testing, and documentation of construction/investigative activities. Inspection activities ensure compliance with contract regulatory requirements, construction of complete and usable facilities, safe work practices, timely construction, limitation of cost growth, etc. All activities are under the jurisdiction of the CO and coordinated with MXDEU and/or Robins AFB Project Managers.

Quality Assurance/Quality Control (QA/QC) inspection services will provide field work inspection being conducted by other contractors engaged in projects. This QA/QC inspection could include observation, data collection, validation, and conditions verification for any of the following:

- drilling and installation/development of monitoring wells.
- soil, ground water, and soil gas sampling.
- installation of extraction trenches, slurry walls, landfill caps, liners, and other construction and demolition activities; and
- production, process, and infrastructure investigations, disassembly, cleaning, refurbishment, replacement, modification, or demolition.
- Others as requested by the PCO.

2.3 Title II Additional Services

Further to Section 2.2 activities the Contractor will perform services similar to Title I but of a more detailed or final nature. These duties would include final design calculations, analyses, and/or drawings; definitive plans, final specifications; design support travel; design reviews, quality assurance, and oversight; cost estimates; procedure; and bid package development.

2.4 Other A-E Services / Emergency & Imminent Danger Responses

These efforts include planning and programming, program management, scoping, studies, operations support including data gathering and permit preparation, investigations including geophysical and process, evaluations, surveys, consultations, conceptual design, value engineering, as well as operation, monitoring, and optimization of environmental treatment or control systems, technical orders, updates or modifications, and documentation. Also included are other related services for the continuation of these existing programs or to establish initial ones.

As part of Other A-E Services it is noted that Emergency and Imminent Danger responses are included. Robins Air Force Base, and its satellite areas, conducts a wide variety of industrial and commercial processes involving a broad range of equipment, materials, liquids, and solids. The Contractor shall provide a full range of services to satisfactorily address these situations. Examples include, but are not limited to: chemical and electrical fires, toxic and/or hazardous spill clean-ups; critical chemical ventilation system cleaning and repair; hazardous material storage area repair and improvements; storage tank refurbishment, urgent regulatory requirements such as National Environmental Policy Act (NEPA) or hazardous material reporting; foreign object debris damage repair; hazardous waste accumulation site issue resolution; investigations and assessments to determine detrimental conditions; protective coating and/or material refurbishment; and equipment corrosion restoration. Any service that is in response to an emergency or imminent danger will be billed as Time and Material (T&M) or Firm Fixed Price (FFP). The contractor shall include all hours, labor category, and material. The contractor shall provide the invoice/receipt of the material used per repair. The contractor shall provide the associated costs no later than five days after the repair is completed to the Government POC. The Government has no more than five business days to approve and accept.

All of these or similar occurrences require rapid response to protect the Base workforce and sustain mission requirements. See Paragraph 11.0 for further information.

The Contractor shall provide management, planning, performance measurement and cost status reporting pertinent to the performance of the requirements identified in the TO.

3.0 APPLICABLE DOCUMENTS

Comply with all applicable (l) federal, state, and local environmental statutes, instructions, manuals, handbooks, regulations, guidance, policy letters, and rules including all changes and amendments, and (2) Presidential Executive Orders, in effect on the date of issuance of the TO, including Unified Facilities Criteria (UFC) and Unified Facilities Guide Specifications. In addition, the Contractor shall refer to the AFCEC Technical Services Quality Assurance Program, Guidance for Contract Deliverables (GCD), current version, unless otherwise specified. This GCD is a reference document to be used in the generation of contract deliverables. Installation or location-specific documents shall be identified in individual task orders. The Contractor shall be responsible for identifying and complying with all applicable requirements as they pertain to the individual project requirements of each task order.

4.0 TASK ORDER MANAGEMENT, PLANNING, AND REPORTING SERVICES

Contractors shall plan project activities, including the development, implementation, and maintenance of project schedules, events, status of resources, report(s) on the activities, and progress toward accomplishing project objectives. Document for government review and approval the results of the project efforts for the TO.

4.1 Project Web Site

The Contractor shall have the capability to establish a project web site with real-time access available to government personnel. The web site may include, but is not limited to, a submittal tracker or submittal register, a Request for Information (RFI) tracker, a change order tracker, a photo log, project schedule, and project status. Information Assurance (IA) requirements for DoD information systems and/or data storage must meet the technical security requirements of the DoD/AF environment and is the responsibility of the service provider to meet the mandates defined in Department of Defense Instructions 8510.01.

Responsibility for procedural and administrative security is shared between the service provider and the supported entity contracting for the service and must meet the Defense Information System Agency Best Security Practices. The project-specific web sites shall be

tailored to the needs of each project.

4.2 Schedule and Planning Requirements

Provide schedules for tracking work progress as specified in the TO. The SOW for specific TOs will indicate which of the following schedules is required. Project Planning Charts (PPCs) are recommended for less complex projects and Integrated Master Schedules (IMSs) are recommended for more complex projects.

The Contractor shall prepare and submit PPCs or IMSs for approval. The PPC shall detail the project schedule and status using Gantt charts, which shall depict percent complete for each task. The IMS shall detail the project schedule and status using Gantt charts and Critical Path Method analyses **(CDRL A/B/C/D/E001- Project Planning Chart, DI-MGMT-8067C and CDRL A/B/C/D/E002- Integrated Master Schedules, DI-MISC-81183A**).

4.3 Performance and Cost Reporting

Prepare and submit Performance and Cost Reports (PCRs) as specified in the TOs. The PCR provides the current status and projected requirements for funds, man-hours, and work completion relative to the negotiated budget. The PCR shall be used to review and evaluate the overall progress of the project, along with any existing or potential problem areas. The PCR shall include a summary of the events that occurred during the reporting period, discussion of performance, identification of problems, proposed solutions, corrective actions taken, and outstanding issues. **(CDRL A/B/C/D/E003, Performance and Cost Reporting, DI-FNCL-80912A)**

4.4 Photo Documentation

Prepare digital photo documentation. Include photo documentation of equipment, process(es), site(s), and building(s) under investigation, being assessed or upgraded, including field activities and sample locations. Approval to conduct photography of any kind must be coordinated through the PCO. **(CDRL A/B/C/D/E004, Digital Imaging, DI-MISC-81579)**

4.5 Meeting and Conference Services

4.5.1 Meeting/Teleconference Support

Attend and/or support meetings and teleconferences as required by the CO and/or Government POCs. The purpose of the meetings includes, but are not limited to, contract discussions, progress reviews, project scoping, planning, design reviews, construction reviews, project status, and the general exchange of information concerning current and future activities. When specified in the TO, the Contractor shall participate in and/or facilitate on-site meetings.

4.5.2 Public Meetings and Hearings

Present technical information and provide logistical support, e.g., facilities, audiovisual,

handouts, report(s), recordings, verbatim transcripts, translations, slides, synopsis, etc., for events and/or meetings in support of the government's position. **(CDRL A/B/C/D/E005, Presentation Material, DI ADMN-81373)**

4.5.3 Conference and Training Support

Develop conference programs, training sessions, and arrangements for government sponsored conferences in support of programmatic projects. **(CDRL A/B/C/D/E005, Presentation Material, DI ADMN-81373)**

4.6 Regulatory/Professional Interface

Assist with oral/written interaction with interested parties related to a project. Forums may include administrative proceedings, formal meetings, or informal meetings. Requirements include, but are not limited to, presentation materials, agendas, minutes, publications, news releases, public notices, and the maintenance of mailing list(s).

Assist in project technical review, analysis, and discussions to integrate comments from interested parties on programs and related data and studies. Develop options for responses and prepare-report(s) to communicate government priorities to regulatory agencies and other interested parties.

Assist with the review and interpretation of new statutory and regulatory requirements and make recommendations for government facility planning and policy integration as it applies to the assigned project.

4.7 Notification Requirements

The Contractor is required to notify the CO and the Government Representatives (para 13.1) of critical issues that may affect the contract performance and/or human health and the environment. The types of issues that require notification include, but are not limited to, health risks, spills, equipment and process malfunctions, unexpected utility crossings, unusual weather conditions, unacceptable materials, changes in critical personnel, and unexploded ordnance (UXO). As an example, if unanticipated UXO was discovered during field activities, the Contractor would be required to immediately stop work, report the discovery to the Govt Representative, and implement the appropriate safety precautions. Commencement of field activities could not continue until clearance was received from the CO and/or Govt Representative. On critical issues, oral notification should be made immediately, followed by written notification as soon as practical.

4.8 Work Site Coordination

Coordinate work site activities to ensure the protection of human health and the environment; the prevention of damage to property, processes, utilities, materials, supplies, and equipment;

and the avoidance of work interruptions. Provide physical security to the work area with security equipment and personnel as specified in the TO.

The Contractor must comply with Occupational Safety and Health Administration (OSHA) safety and health regulations and local safety office requirements. The Contractor is required to provide the CO copies of any OSHA report(s) submitted during the duration of the TO.

Specifically, coordinate work site activities with applicable existing Base or area operations.

4.9 Spatial Data Mapping Requirements

All products associated with this contract that provide a map representation of the location of installation features, whether historical, existing, or planned, including installation maps, site plans, area development plans, or other related overhead plan views of an installation, whether partial or entire, must adhere to the following requirements.

All maps and associated data must comply with the latest version of Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) available from the CAD/BIM Technology Center website: https://cadbim.usace.army.mil/. These data will be organized using the current version of the standard approved by the Headquarters Air Force Geo Integration Office (HAF GIO) as the functional lead for installation mapping and visualization. The SDSFIE will determine file and feature class identification and definition, attribution, and valid domain values.

When any geospatial information collected as a result of the contract includes information identified in the Common Installation Picture or recognized Mission Data Set the contractor will deliver data consistent with the established requirements for the data and will ensure functionality with the receiving system.

Information must be collected at no less than 1:1200 scale for base cantonment areas and 1:4800 scale for larger undeveloped base areas. Spatial data will meet or exceed National Map Accuracy Standards at those scales. Metadata will be provided by the Government when applicable and updated by the Contractor when changes are made. Contractor shall use Federal Geographic Data Committee Content Standards for Digital Geospatial Metadata for updating.

Geospatial data must be delivered in a geo-referenced GIS (Geographic Information System) fom1at[1] which would include Environmental Systems Research Institute's shape file and geodata-base formats. All attribute data as specifically outlined in the task order contract must be included either in the GIS data file or as a separate table with a SDSFIE key variable that may be used to relationally join the separate table with the GIS data file. All geospatial data

[1] feature-based file structures with one-to-one cardinality between spatial records and attribute records

must be delivered in the North American Datum 1983 projection, State Plane Coordinate System, using feet or metric coordinate units. Deviations from this standard may occur in the event the projection standard is modified by HAF GIO; e.g. UTM, ITRF[2], WGS84[3], or NAPGD2022[4]. Further guidance on mapping units, coordinate systems and projections is available from the Installation GIO.

Mapping- or Survey-Grade Global Positioning Systems (GPS) or comparable traditional survey methods will be used to collect geospatial data. The use of mapping- or survey-grade GPS will depend on the precision requirements of the product data. These requirements will be specified later in this SOW for all contract activities where geospatial data are involved. In the case of contracts involving utility construction, location, and attribute data will be obtained at the time of excavation. GPS surveys performed by the contractor shall be tied to the existing Robins AFB geospatial control datum. Government shall provide a shape file of existing control points to the Contractor upon request. Further information about precision requirements should be obtained from the installation GIO.

Source data and product data remain the property of the US Government. The Contractor may be required to explain and demonstrate the company's process for protecting all geospatial data, including but not limited to geometry, attributes, metadata, topologies, and relational database schemas, and operations used in association with this SOW. The contractor may be required to sign a non-disclosure agreement attesting to the same before source data are released. Further information about security and nondisclosure requirements should be obtained from the installation GIO. Some installation map data, source and/or product, may be considered by the government to be "sensitive, but unclassified. The intent of this clause is to prevent intentional or unintentional dissemination of "sensitive, but unclassified" information to include unauthorized access to the source and product data by any entity wishing to do harm to the USAF or United States Government while the data resides on the Contractor's computer network.

The contractor is not authorized to release this information to any third party without the explicit consent of the Headquarters Air Force Office of the Civil Engineer or its involved installation. All source information must be returned to the government POC or destroyed upon completion of this project. Aerial imagery obtained from the Government and by the Contractor is not to be used, shared, transmitted to third parties, or stored for any purpose other than performing work under this SOW without consent from the Installation GIO. Special requirements for handling classified map data, if applicable, will be addressed elsewhere in this SOW.

[2] International Terrestrial Reference System
[3] World Geodetic System of 1984
[4] North American-Pacific Geopotential Datum of 2022

5.0 TASK ORDER PROJECT PLAN DEVELOPMENT SERVICES

Project and/or site-specific planning documents and development requirements may be required under the TO for environmental. Plans must comply with the specifications, procedures, and methodologies, such as approved Federal Facilities Agreements, in the site/project specific plan(s). Project plans may include any of the following as appropriate to the TO, and RAFB and AF protocols. The Government Representative shall approve in writing any proposed modification to, or deviation from, any activity described in these documents, following approval by the CO.

5.1 Quality Program Plan (QPP)

The QPP shall include the Work Plan (WP), the Health and Safety Plan (HSP) (see para. 13.12), as required by 29 Code of Federal Regulations 1910.120, and the Environmental Sampling and Analysis Plan (SAP).

5.1.1 Work Plans

Prepare WPs to comply with Department of Defense, Air Force, United States Environmental Protection Agency (USEPA), state, and local regulations regarding the proposed work effort. Prepare test plan(s), including cost estimates. Specific WPs to conduct site activities and analysis as part of future projects may also be specified. Restoration sampling and analysis WPs shall be prepared in accordance with the Uniform Federal Policy for Quality Assurance Project Plans (UFP-QAPP). The UFP-QAPP Worksheets shall be used, unless regulations or formal agreements require a different format. If the UFP-QAPP Worksheets are not used, a crosswalk, per Worksheet 2, shall be used to document that all required elements of the UFP-QAPP are present in the WP. **(CDRL A/B/C/D/E006-Work Plans, UFP-QAFF Worksheets)**

5.1.2 Sampling and Analysis Plan

Prepare a SAP as required in the TO. The SAP shall consist of both an FSP and a QAPP. If an installation-wide SAP has already been prepared, the TO may only require the preparation of project/site specific addenda. SAPs in the restoration program shall be prepared using the UFP-QAPP, AFCEC Restoration Quality Assurance Examples and Guidance, and project DQOs as specified by the restoration team. **(CDRL A/B/C/D/E007, Sampling and Analysis Plan, DI-ENVR-81374)**

5.2 Laboratory Selection

The Contractor shall select a laboratory with analytical capabilities sufficient for the methods specified in the WP and adequate throughput capacity to handle the project's analytical workload during all field activities. The Contractor shall ensure that the selected laboratory is accredited under the DoD Environmental Laboratory Accreditation Program, and meets all state and federal requirements, including state certification where appropriate.

5.3 Analytical Data Management

The Contractor shall ensure that all hard copy and electronic data deliverables supplied by the laboratory are complete and adequate to support the quality and usability of the data. Raw data packages shall be submitted to MXDEU upon request. Data packages shall meet federal and state standards and include all information required to re-create the analysis, including correspondence with the laboratory regarding Quality Assurance and Quality Control (QA/QC) exceedances and documentation of corrective actions.

5.4 Project Initiation & Conduct Plans

The Contractor shall develop technical and programmatic documents that form the basis for project activities, whether in the field or office as designated in the TO. These can include a statement of work (SoW) and Technical and Management Work Plan.

5.4.1 Statement of Work

The SoW provides the background, scope, and project requirements. It describes each of the scoped tasks anticipated for the work, and touches on programmatic topics including facilities, equipment, materials, documentation, deliverables, milestones, schedules, meetings, reports, and associated travel requirements. **(CDRL A/B/C/D/E008, Scientific and Technical Reports-Statement of Work (SOW), DI-MISC-80711A)**.

5.4.2 Technical and Management Work Plan- provides the background, scope, and project requirements. It describes each of the scoped tasks anticipated for the work, and touches on programmatic topics including facilities, equipment, materials, documentation, deliverables, milestones, schedules, meetings, reports, and associated travel requirements. It may also include specific Governmental information regarding POC's, security, access, safety, procurement, deliverables specifics, manpower, and project references if required. **(CDRL A/B/C/D/E009, Technical and Management Work Plan, DI-MGMT-81117A)**.

The contractor shall provide A-E services in support of installation planning and programming activities related to the Environmental Engineering Section scope of environmental restoration and compliance.

6.0 ENVIRONMENTAL PLANNING AND PROGRAMMING

Develop, update, integrate, publish, and present services as specified in the TO.

6.1 Professional Planning and Programming

Services to be performed include support to establish or sustain Environmental Engineering Section programs including documentation to support funding and execution.

6.2 Planning Actions

As required by the TO develop a short-term and long-range plan of action to achieve compliance with the proposed mission of the Environmental Engineering Section, including regulatory pollution prevention requirements as specified in the TO.

6.3 Tracking of Performance Metrics and Quality Performance Indicators

As directed, measure the performance and the accomplishment of environmental program goals. Assist in the development of performance metrics, tracking of data, development of report(s), and recommendation for improvements.

6.4 Environmental Baseline Surveys (EBSs)

As stated in specific TO(s) review all available information and survey the condition of real property proposed by the Air Force to be acquired, transferred, leased, sold, or otherwise conveyed and provide appropriate documentation.

6.4.1 Phase I Environmental Baseline Surveys

As directed by the Government Representative and described in the individual TO, review items such as historical records, reports, data, environmental surveys, inspection reports, regulatory agency reports, notices of violation or noncompliance, current or discontinued permits, titles, deeds, and other real property records, aerial photographs, and other documents to determine the potential for past/present contamination of real property.

6.4.2 Phase II Environmental Baseline Surveys

Conduct a Phase II EBS as directed in the particular TO. Investigations involve surface, subsurface, and aquifer sampling to determine type, concentration, and extent of contamination.

6.4.3 Environmental Impact Analysis Process

Provide support for activities such as the preparation of the Description of the Proposed Action and Alternatives (DOPAA), environmental baseline surveys (EBSs), environmental assessments (EAs), environmental impact statements (EISs), findings of no significant impact (FONSIs), Records of Decision (RODs), mitigation plan(s), and other associated documents to support National Environmental Policy Act (NEPA) and similar regulatory actions. Supplemental activities include support on data identification; collection, including site visits and interviews; development; and interpretation; sampling and analysis; human health risk and environmental impact evaluations and reports; expert testimony; and public meetings and hearings, including scoping meetings.

6.4.4 Description of Proposed Action and Alternatives

Prepare, review or complete DOPAAs as specified in the individual TO. **(CDRL A/B/C/D/E010, Scientific and Technical Reports-DOPAA, DI-MISC-80711)**

6.4.5 Environmental Survey, Assessment & Findings of No Significant Impact

Prepare ESs, EAs, and FONSI for specific actions as identified in the TO. Activities include obtaining and analyzing data to determine potential environmental impacts, preparing EAs/FONSIs, and coordinating efforts with the appropriate agencies. **(CDRL A/B/C/D/E011, Scientific and Technical Reports-ES, EA & FONSI, DI-MISC-80711)**

6.4.6 Environmental Impact Statements and Records of Decision

Prepare EISs and RODs as specified in the TO. Tasks include collection, development, and interpretation of data; analyzing environmental consequences; and meeting support. **(CDRL A/B/C/D/E012, Scientific and Technical Reports-EIS and ROD, DI-MISC-80711)**

6.5 Project Environmental and Land Use Plans

Provide support for project environmental, siting, and design considerations in support of decisions on mission realignments; base/mission modifications, explosive safety site approvals, additions and closures; airspace designators, routes and ranges; and other mission support activities required by AF.

6.6 Permits and Site Access Agreements

Provide support for the identification and procurement of permits and/or access agreements, including off- base easement and leases, to implement a site-specific project.

6.7 Asset Management Planning

Develop, update, integrate, publish and present, asset management plans directly related to environmental projects/programs to include, but not limited to, the following: Base Activity Management Plans, MAJCOM Activity Management Plans, Base Comprehensive Activity Management Plans, MAJCOM Comprehensive Activity Management Plans, and Air Force Comprehensive Activity Management Plan as specified. Provide the necessary natural/built infrastructure data/information collection and analysis to support requirements/opportunities identification and prioritization. Provide capability gap analysis in support of investment planning at all AF levels.

6.8 Technical Research and Assessment Tools

Investigate, collect information, gauge interest, conduct market research, develop, present, modify, and disseminate as requested documents supporting repair, upgrade, replacement, demonstration/validation, testing, purchasing, designing, and assessing equipment and/or processes to enhance environmental enhancement, or pollution prevention and reduction of Base-wide activities.

Provide, as requested, Process Specific Opportunity Assessments, Test and/or Evaluation Plans, Process Orders, Technical Reports, Scopes Of Work, Technical Order updates or modifications, Project Management Plans, Test Plans, Form 299 Project Submission Packages, Form 3952 Chemical/Hazardous Material Request Authorizations, Form 1297 Temporary Issue Receipts, Single Source Justifications, Data Acquisition Questionnaires, Fact Sheets, and/or other documents for both technical and non-technical audiences.

6.9 Project Monitoring Tools

As stipulated in the TO, for projects and activities that are not associated with formal design, construct, oversight, and commission efforts provide initial and periodic budget and expenditure information, schedules, trip reports, monthly status reports, and completion reports.

STATEMENT OF WORK

For Architect-Engineering (A-E) Services to Support the Environmental Engineering

Section PART D – ENGINEERING SERVICES

Part D addresses engineering services supporting the Robins Air Force Base environmental engineering activities. All on-site contractor and subcontractor workers, performing hazardous operations, including working with hazardous materials, must have completed the OSHA 1910.120 Hazardous Waste Operations and Emergency Response training and/or other applicable training, plus annual refresher courses. Maintain documentation supporting training records and have the site-specific Health and Safety Plan on site, available for workers and/or regulatory review.

Title I, Title II, and Other A-E services are anticipated for environmental remediation, restoration, conservation, planning, quality, and pollution reduction projects. It is noted that important ancillary benefits of these efforts include enhanced health and safety, reduced worker and process risk, reduced hazardous material usage and waste generation, and heightened Base sustainability.

7.0 TITLE I SERVICES

7.1 Design Overview

The government shall provide pertinent and available background information concerning the project. The major objective of a design project shall be the complete design of a practical and effective process or component system(s), or element.

Designs specified in Part C of this contract may include new construction, upgrades, maintenance, or repair. Designs shall comply with all environmental and technical requirements as specified by the USEPA or state environmental agency, and/or the Government Representative and process or building owner for the selected site or system. The complete design shall comprise the following.

7.1.1 Cost Estimates

As an initial design activity step, develop a detailed cost estimate, as applicable, for conceptual and detailed design, construction, commissioning, and maintenance of the project with detailed labor, material, subcontractor, and other costs using an accepted industry standard format. Develop life cycle cost estimates for planning and budgeting. These cost estimates shall detail, by fiscal year, the various development, design, construction, Operations & Maintenance (O&M), and Long Term Monitoring (LTM) costs. **(CDRL A/B/C/D/E013-Manhour Estimate, Technical Cost Proposals- DI-FNCL-81116**)

7.1.2 Design Plans and Specifications

Develop clear and comprehensive design plan(s) and specifications with a supporting Design Analysis or Basis of Design Report. Include critical information like the design basis, discussion

of technical factors, design assumptions, military and commercial specifications and standards list, detailed engineering drawings, list of Government data provided, material balance, equipment and materials of construction tables, permits required, submittal register(s), and appendices with data and calculations. **(CDRL A/B/C/D/E014- Technical and Management Work Plan, DI-MGMT-81117A)**

7.2 Operations and Maintenance Plan

As part of the design effort, develop an Operations and Maintenance (O&M) Plan to cover both commissioning and long-term maintenance. The plan shall include documentation for the comprehensive system, not simply for each component. Include information such as the start-up procedures, specifications, description of normal O&M, potential problems, emergency operations, description of equipment, routine testing requirements, replacement parts and sources, and other industry standard requirements. **(CDRL A/B/C/D/E015- Environmental Operation and Maintenance Plan (O&M) Plan, DI-ENVR-81378)**

7.3 Project Schedule

As part of the design effort, develop a project schedule for design, construction, and commissioning to include reviews at conceptual, 30, 60, and 90% milestones, as requested in the TO. Typical scheduling format will be Gantt chart style, displaying all work breakdown structures at a minimum Level 2 detail[5]. **(CDRL A/B/C/D/E002, Integrated Master Schedule, DI-MISC-81183A)**

7.4 Design Reviews

The design and design criteria shall be submitted for review by the government in one or more phases, as specified in the TO; see also Paragraph 7.3. Disposition of the comments shall be determined at the respective review meeting and the results incorporated into the next required design phase submittal. The specific requirements for each design phase shall be specified in the TO. Examples of requirements that might be specified for a phase are: design plans, drawings, cost estimates, schedules, Basis of Design Report elements, review comments with responses from prior work, design analyses, submittal registers, list of required permits, O&M requirements, calculations, and other similar requirements.

8.0 TITLE II SERVICES

Title II activities consist of a wide variety of potential Contractor efforts; see Paragraph 2.3. As applicable these efforts further project specific requirements for Robins Air Force Base environmental remediation and restoration, and pollution prevention and elimination.

8.1 Construction Submittal-Review

Review plan(s) and systematic QA procedures. Examples of plan(s) to be reviewed may include, but are not limited to, cost estimates, design plans and specifications, O&M plans, project schedules, drawings, design phase documents, and QPP, HSP, and SAP as applicable to the TO.

[5] PMI. (2007). The Practice Standard for Scheduling. Project Management Institute, Newtown Square, PA.

These plans should be reviewed against current guidance. Prepare and submit an evaluation of the project-specific plan(s). Perform RFI tracking, provide initial input for the Government Representative on RFIs, and close out RFI responses based upon the Government Representative's feedback.

8.2 Design Update

Maintain and update the design documents during construction. This is required to incorporate any changes to the design made during the construction phase to correct design deficiencies, incorporate new technologies, provide an accurate project record and/or adapt to previously unknown conditions.

8.3 Evaluation of Ongoing Actions

Perform on-site technical surveillance of field operations being performed by others, provide integrated management oversight and technical assessment of ongoing fieldwork, and ensure conformance with the selected remedies and regulatory requirements and/or system process and equipment. Provide an evaluation to ensure the project is performing as designed.

8.4 Field Oversight

Provide manpower, equipment, material, services, communications, and transportation necessary for oversight services during the construction and operation of the project. Provide independent review and summary of actual versus scheduled status for real time review by the Government Representative and periodic progress reports summarizing the work efforts and any open items requiring Robins AFB resolution. Meet and follow the site-specific Health and Safety Plan.

8.5 Inspections

Conduct routine, pre-final, and final walk-through inspections of the project. Daily reports, if required, should use a bound logbook such as AF Form 1477. All information required by AF Form 1477 shall be annotated daily and each day's entry shall be signed by the inspector and submitted to the Government Representative twice per week.

The pre-final inspection of the completed project shall involve the CO, process or project owner, and/or Government Representative, regulatory agencies, and other RAFB staff and agencies with interest. Document the pre-final inspection findings in a pre-final inspection report.

The pre-final inspection report shall be used as a checklist for focusing the final inspection on deficient construction items. Document the findings of the final inspection in a report according to the format specified at the pre-construction conference. This report shall certify all items of the design have been implemented and the project is complete and operational. It shall include a record of as-built drawings and documentation, e.g., test results verifying performance standards have been met. **(CDRL A/B/C/D/E016, Real Property Facilities- As Built Drawings, DI-MISC-81489B)**

8.6 Submittal Register Review

Review construction submittals to ensure compliance with the Submittal Register prepared during design. Assist the Government Representative by identifying discrepancies and recommending resolutions.

8.7 Treatment, Storage, and Disposal Facility Audits/Surveys

Evaluate the acceptability of potential treatment, storage, and disposal (TSD) facilities for compliance with all applicable local, state, and federal requirements.

9.0 OTHER A-E SERVICES

Provide all labor, materials, and services necessary to deliver, for government review and approval, those studies and services that support programs and projects by the Environmental Engineering Section involving environmental and pollution prevention aspects. See Paragraph 2.4 for further information and requirements. Multidisciplinary technical capabilities may be required. The Contractor shall perform tasks, including but not limited to, the following general tasks related to the specific work areas cited in this section.

- General technical support
- Document and/or technology investigations, reviews, or evaluations
- Technical evaluations of responses to solicitations
- Permit applications, coordination, negotiation
- Emissions, ventilation, materials analysis, characterization
- Inventory conduct, qualified products list maintenance, national stock number documents
- Further detailed design, construction management, and commissioning
- Identification of relevant regulations
- Compliance assessments and plans
- Development of policy and regulations, handbooks, tutorials, and pamphlets
- Preparation of pollution prevention strategies
- Evaluations of records, information, and data files
- Evaluations of reporting processes
- Computer modeling or programming
- Implementation plan preparation, and annual report support
- Generation of cost and feasibility studies
- Risk management planning
- Training, meeting, and/or audit support and/or facilitation
- Program management support
- Safety and job specific analyses evaluations
- Project and program level scoping studies

- Value engineering services
- Optimizing process, production, or environmental systems
- underground storage tank assessment and remediation
- Corrosion laboratory and ambient weathering analysis

In the completion of these tasks, the Contractor shall comply with all federal, state, and local rules and regulations.

9.1 Community Involvement

Support Community Involvement programs including support on meetings, media relations, risk communication, strategic planning, information repositories, government relation activities, advisory boards, outreach activities, fact sheets, poster boards, websites, training, and strategic planning. Prepare plan(s) including, but not limited to, the Community Relations Plan. **(CDRL A/B/C/D/E017, Community Relations Plan, DI-MISC-81361)**

9.2 Environmental Restoration

9.2.1 Preliminary Assessment/Site Inspection (PA/SI) or RCRA Facility Assessment (RFA)

Conduct the PA/SI or RFA to define the project setting at a specified location. Identify, document, and report preliminary assessment of the site condition, restraints, local environmental conditions and contamination, and potential mechanisms for contamination migration.

9.2.1.1 *Preliminary Assessment or RCRA Facility Assessment*

Conduct a literature search to define the installation or facility project setting and to identify potential project conditions, site(s), and resources to include the possibility of encountering Resource Conservation and Recovery Act (RCRA)-listed wastes. The purpose of this effort is to develop a Conceptual Site Model for each location, present summary hypotheses regarding the local conditions, potential project alternatives, and their potential impact on sensitive site conditions. **(CDRL A/B/C/D/E018, Scientific and Technical Reports-PA or RFA, DI-MISC-80711)**

9.2.2 Remedial Investigation (RI) or RCRA Facility Investigation (RFI)

Conduct an RI or RFI as specified in the TO and RAFB protocols.

9.2.2.1 *Remedial Investigation or RCRA Facility Investigation Report*

Prepare RI or RFI Reports that characterize environmental conditions, define the nature and extent of contamination, and quantitatively estimate the risk to human health and the environment at various site(s) through the collection of geologic, geophysical, hydrogeological, ecological, chemical, physical and hydrologic data, as well as appropriate environmental samples. **(CDRL A/B/C/D/E019, Scientific and Technical Reports-Remedial Investigation or RCRA Facility Investigation Report, DI-MISC-80711)**

9.2.3 Project Baseline Risk Assessment

Evaluate the project risk to the public's health and to the environment for each site using validated data supported by acceptable QA/QC results, the site's conceptual model, and a Chemical and Site-Specific Risk Analysis.

9.2.4 Conceptual Site Model (CSM)

Develop or refine the CSM for each site using, preferably, validated data, or invalidated data, of sufficient quality to the CO supported by acceptable QA/QC results and site characterization information. The primary purpose of the CSM is to aid in identifying exposure pathways by which populations may be exposed to contaminants.

9.2.5 Feasibility Study (FS) or Corrective Measures Study (CMS)

Complete the FS or CMS utilizing information from the RI or RFI and the baseline risk assessment. In the FS or CMS, develop and evaluate remedial action alternatives for each site where identified risks to human health and/or the environment exceed acceptable levels negotiated by the government and regulatory agencies.

9.2.5.1 Alternatives Development

Establish project objectives and goals for promoting human and environmental balance. These objectives and goals shall be determined based on identified applicable or relevant and appropriate requirements (ARARs). Identify general project actions, applicable technologies, and combine project/mission/installation technologies that formulate distinct project development alternatives. Identify alternatives that eliminate, control, and reduce project risk.

9.2.5.2 Alternatives Analysis

Conduct a detailed analysis of each alternative selected and identified in the Initial Screening of Alternatives report.

9.2.6 Informal Technical Information Reports (ITIRs)

Support the development of ITIRs to include Analytical Data Reports, Accelerated Remediation Project Definition, and Site Characterization Summaries.

9.2.6.1 Analytical Data Report

Provide an Analytical Data Report that includes, but is not limited to, the project requirements, analytical results, QC results, cross-reference tables, chain-of-custody documents, verification/ validation reports, usability report(s), the case narrative(s), approved variances, project communication and raw data as specified in the TO. **(CDRL A/B/C/D/E020, Scientific and Technical Reports- Analytical Data Report, DI-MISC-80711)**

9.2.6.2 Accelerated Remediation Project Definition ITIR

For those sites identified during this effort as candidates for accelerated remediation, prepare an Accelerated Remediation Project Definition ITIR. **(CDRL A/B/C/D/E0021, Scientific and Technical Reports-Accelerated Remediation Project Definition ITIR, DI-MISC-80711)**

9.2.6.3 Site Characterization Summary ITIR- (SCS ITIR)

Prepare SCS ITIRs to serve as core documents for the RI report(s). **(CDRL A/B/C/D/E022, Scientific and Technical Reports-SCS ITIR, DI-MISC-80711)**

9.2.7 Proposed Plans (PPs), Records of Decisions (RODs), Decision Documents (DDs), and No Further Response Action Plans (NFRAPs)

Prepare the PP(s), ROD(s), DD(s), and NFRAP(s) using the format in OSWER 9200.1-23P and latest AF guidance for NFRAP preparation. Once the PP is distributed to the public and comments are obtained, prepare a responsiveness summary report. The DD shall contain the responsiveness summary report. **(CDRL A/B/C/D/E023, Scientific and Technical Reports-PP, ROD, DD and NFRAP, DI-MISC-80711)**

9.2.8 Engineering Evaluation/Cost Analysis (EE/CA)

Prepare the EE/CA as part of Action Memorandum DDs. The EE/CA shall evaluate possible alternative technologies for removal actions for remediation of an immediate or long-term threat at a Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) site. An EE/CA is required by the National Oil and Hazardous Substances Pollution Contingency Plan for any removal action that is determined to be non-time critical. (**CDRL A/B/C/D/E024-Scientific and Technical Reports-Engineering Evaluation/ Cost Analysis, DI-MISC-80711)**

9.2.9 Remedial Process Optimization (RPO)

Perform all studies to monitor and evaluate the remedial process to plan, design and implement RPO to ensure the effectiveness and efficiency of the remedial process through feedback of information into the decision process.

RPO Scoping Visit: Conduct base-wide assessments to identify opportunities to implement the RPO strategies.

Evaluation of Remedial Systems and Environmental Equipment: Conduct independent evaluation of remedial systems to determine their effectiveness.

Monitoring Optimization: Evaluate monitoring programs and plan/design optimization of environmental monitoring programs in accordance with the Robins AFB Long Term Monitoring guidance. Perform temporal and spatial analysis of monitoring data using statistical and geostatistical software.

Remedial Process Evaluation and Optimization: Conduct remedial progress evaluations, including 5-year reviews of remedial action RODs; assess the effectiveness of remedial processes that are in place; demonstrate remedial actions operating properly and successfully; and develop and implement remedial process optimization measures as necessary.

9.2.10 Treatability Studies, Pilot Tests, Bench Scale Tests, Remedial Actions (RAs)

Conduct treatability studies, bench-scale tests and/or pilot tests to determine optimum methods of contaminant delineation, removal of contaminants, and the degree of treatment anticipated

using various processes. RAs may be required on a limited basis. Perform RAs as required to reduce or eliminate an immediate threat to human health or the environment.

9.2.11 Management Action Plans (MAPs)

Perform comprehensive developmental analysis, and planning in support of installation, customer, and major command programs and plan(s) for all environmental programs including pollution prevention, compliance, planning and restoration. Complete MAPs to incorporate all projects in a program, perform timeline and program forecast development, and establish tools to track the progress of base-level environmental programs. **(CDRL A/B/C/D/E025, Technical and Management Work Plan-MAPs, DI-MGMT-81117A)**

9.2.12 Peer Review

Prepare peer review package(s). Include information to support the project requirement, technology selected, costs, funding timeline, and other project data to support the work identified.

9.2.13 Warranty of Installed Environmental Restoration Equipment and Systems

Assist the government in resolving warranty issues. Review installed equipment and prepare databases of equipment/systems with information such as scheduled maintenance, vendor sources, and warranty expiration dates.

9.3 Low Level Radionuclides

Support background determinations, in-situ sampling, and sampling of excavated materials in accordance with established regulations and federal standards for radionuclide cleanup. Submit a report of findings outlining the site conditions, selected methods of remediation, and associated costs. **(CDRL A/B/C/D/E026-Site Survey Report, DI-MISC-82104)**

9.4 Monitoring and Operations

Provide monitoring and operations optimization services for the discrete measuring, sampling and analysis of groundwater, surface water, influent/effluent, air emissions, soils, hazardous waste, hazardous materials, and other environmental media as specified in each TO. May include development through implementation of site-specific plan(s) including negotiations with administrators/regulators.

9.4.1 Long Term Monitoring (LTM) and Remedial-Action Operations (RAO)

Support optimization of LTM programs in accordance with LTM and RAO guidance. Assess data, propose updates, assist in negotiations, establish/implement RAO plans, implement tests, and develop O&M manuals and standard operating procedures.

9.4.2 Monitoring Well Installation, Upgrades, Treatment, Testing, Repairs, and Closure

Install monitoring wells, upgrade-existing-wells, and perform well rehabilitation. Test, repair, and properly close and abandon existing wells as required by the TO.

9.5 Record Keeping and Reporting

Support with information repositories and administrative records. Provide an information repository of documents applicable to the accomplishment of the TOs and maintain a database of pending deliverables, the corresponding CDRLs, and an on-line inventory of data management processes to ensure compliance with applicable regulations and AFCEC requirements. Prepare, compile, and maintain an administrative record containing pertinent information regarding project decisions. **(CDRL A/B/C/D/E027-Contract Summary Report,-DI-ADMN-80447A)**

9.6 Risk Assessments

Support with the development of Human Health Risk Assessments (HHRA's) and Ecological Risk Assessments (ERAs).

9.6.1 Human Health Risk Assessment

Complete HHRA as specified and submit Risk Screening Analyses and/or Full Risk Assessments. Perform Risk Evaluation Preliminary Remediation Goals and submit a Risk Evaluation of Remedial Alternatives in conformance with regulatory guidance. Perform technical activities and analyses to support risk assessment requirements, complying with all rules and regulations. Provide risk analyses of environmental, safety and health data using scientific and engineering expertise and risk assessment tools including risk management options and tradeoff analyses. These activities may include conducting and reviewing studies of community health concerns, evaluating current and historical on-site and off-site contamination data, and conducting pathway analyses. Conduct toxicological evaluations through literature and regulatory reviews, incorporating regulatory guidance with available risk related data. Based on risk assessment guidance outcome, develop and perform special toxicological studies to evaluate the study site's impact on health. (**CDRL A/B/C/D/E028, Health Hazard Assessment Report, DI-SAFT-80106C)**

9.6.2 Ecological Risk Assessment (ERA)

Complete ERA as specified to comply with all rules and regulations. Review data and make recommendations for an initial or scoping ERA to document actual/potential effects of contaminants on protected wildlife species, habitats, or environments. Define the extent of contamination, evaluate the ecological effects of remedial alternatives, and develop the remediation criteria conforming to guidance following the three tiers. These activities may include rapid bioassessments; fish kill investigations; toxicity reduction evaluations; toxicity identification evaluations; ecological and risk assessment studies; groundwater particulate analysis; pollutant effects on ecosystems; sludge pathogen testing; and other microbiological studies. **(CDRL A/B/C/D/E029, Scientific and Technical Reports- Ecological Risk Assessment, DI-MISC-80711)**

9.7 Process Specific Opportunity Assessment (PSOA)

Prepare PSOA's, as directed within the TO, collecting existing information regarding specific production activities, personnel, materials, wastes, legacy P2 efforts, cost and volumetric data, anticipated future constraints, etc. The PSOA recommendations will be used to determine the efficacy of proceeding with further research, new process or material development, analysis, testing, and application. **(CDRL A/B/C/D/E030-, Scientific and Technical Reports- PSOA, DI-MISC-80711)**

9.8 Storage Tank Management

9.8.1 Petroleum, Oils, and Lubricants and Other Storage Tank Management

Perform technical activities and analyses in support of POL fuel system management. Assessments must comply with American Petroleum Institute, Steel Tank Institute, and Unified Facilities Criteria 3-460-01 specifications as applicable. Perform other activities to support non-POL storage tanks as specified.

9.9 General Environmental Program Technical Support

The Contractor will be expected to provide general environmental engineering program technical support on an as needed basis. These support efforts may include, but are not limited to: (i) environmental and geotechnical assessments including soil, groundwater, air, hazardous materials, and other media sampling: (ii) removal of contaminated media; (iii) vapor intrusion and emerging contaminant assessments; (iv) review, and preparation of, technical documents; (v) environmental compliance support related air and water quality, wastewater, and natural resources; (vi) evaluation of ongoing environmental actions; (vii) technical assistance related to regulatory affairs and permit applications/modifications. Deliverables and schedule for Technical Support activities will be determined by each Project Manager for each major activity undertaken by the Contractor and authorized by the Government.

10.0 OTHER TRADITIONAL A-E SERVICES

10.1 Graphics Support

Provide graphic design, production, and printing oversight of various items in support of various Air Force activities, such as the USAF Design Awards Program, the General Thomas D. White Environmental Awards, and various training workshops and conferences.

10.2 Publication Development and Production

Provide research, production, including text, graphics and/or photographic designs, and web site and/or hardcopy development for various Air Force publications. These may include general web site development.

11.0 EMERGENCY SERVICES

As they arise the Contractor is expected to rapidly respond to emergency circumstances. The required services include, but are not limited to: personnel trained to appropriate levels with, at a minimum, active Hazwoper certificate(s); 24 hour, 7 day per week on-call capability and staffing; response to the specific emergency site within 5 hours of notification with knowledgeable and experienced staff; timely reaction of cleanup crews and equipment

appropriate to the issue requiring resolution; capability to mitigate impacts to surrounding areas; resources to collect and/or containerize waste materials, profile, and ship to licensed and approved disposal facility; regulatory capabilities to assist the government in reporting and document generation; and the means to repair and restore affected processes, equipment, structure, or system. To the latter two activities this includes Title I and II functions.

Imminent danger situations consist of generally the elements listed above for emergency services; however, the timing is less critical. Although no "on-call" services are necessary under these situations the Contractor is expected to respond in a timely fashion, providing trained and knowledgeable personnel and appropriate equipment to investigate, assess, plan, and propose a resolution(s), marshal the required resources, and conduct the necessary refurbishment with government approvals and guidance.

See Paragraph 2.4 for further information.

12.0 GOVERNMENT POINTS OF CONTACT

Government POC shall be specified in the TO.

13.0 GENERAL INFORMATION

13.1 Government Representatives. The following individuals will serve as the overall Primary and Alternate Government Representatives as the points of contact through which all contractor-provided services will be requested and accomplished for MSXG. Government Representatives will not supervise the Contractor, and they are not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. The following individuals will serve as Government Representatives for MXSG.

Primary Government Representative	Alternate Government Representative
Name: Regis Glover	Name: Thomas "Wes" Barfield
Unit: 402 MXSG/MXDEU	Unit: 402 MXSG/MXDEU
Phone: 478-926-0903	Phone: 478-926-7906
Email: regis.glover@us.af.mil	Email: thomas.barfield.1@us.af.mil

13.2 Contractor Program Manager. The Contractor shall provide a Program Manager who shall be the single point of contact between the Contractor and the Government. The name and phone number of the Contractor's Program Manager shall be provided in writing to the Contracting Officer and Government Representatives no later than five (5) calendar days after contract award date.

13.3 Place of Performance and Hours of Work. On-site contract services shall be performed at the Warner Robins Air Logistic Complex. The work will take place in building **(To Be Determined by each order)** at Robins Air Force Base, GA. The Contractor's work hours (shifts) shall normally be from 6:30 am to 3:15 pm (EST), **(but will be specified in each order)**, Monday through Friday. The Government may adjust the Contractor's work hours based on workload requirements, with the flexibility to start work earlier, work odd shifts, and/or work

weekends. The Government will provide the Contractor the required work hours (schedule) for contractor personnel and will provide a 48-hour notice prior to changing any work hours.

13.4 Recognized Holidays. Unless otherwise required by the Government, the Contractor shall not have access to Government facilities to work or telework on all federal holidays or during facility closings as authorized by the Government. If the holiday falls on Saturday, it is observed on Friday. If the holiday falls on a Sunday, it is observed on Monday.

13.5 Security Requirements.

13.5.1 Government Security Regulations. The Contractor shall ensure personnel, information, system, facility, and international security requirements are met in accordance with 32 CFR Part 117, National Industrial Security Program Operating Manual (NISPOM), Department of the Air Force Instruction (DAFI) 31-101, Base Defense Operations.

13.5.2 Communications Security (COMSEC). The Contractor shall use only secure communications methods and/or equipment to transmit or otherwise transfer classified and/or sensitive, but unclassified, information in accordance with 32 CFR Part 117.21, National Industrial Security Program Operating Manual (NISPOM).

13.5.3 Access to Government Facilities/Contractor ID (Badging). The Contractor shall ensure Contractor/subcontractor personnel who require access to Robins AFB or other Government facilities comply with the security requirements of the installation.

13.5.3.1 The Contractor shall ensure a Defense Biometric Identification System (DBIDS) ID card is obtained by all contractor/subcontractor personnel who require *recurring* access to a Government facility, but not local area network (LAN) access. The Contractor shall submit a letter to the PCO or Government Representative OR listing all contractor/subcontractor personnel requiring access to the facility. The PCO or Government Representative will approve the request and forward it to the designated badging agent to accomplish Robins AFB access affidavit. The badging agent then submits to "Pass and Registration" for issuance of the contractor's DBIDS ID card. Contractor/subcontractor personnel shall report to the issuing/registration office to obtain the DBIDS ID card(s) with required documentation.

13.5.3.2 All personnel requesting installation Contractor DBIDS ID (credentials) must present a valid state issued identification card or driver's license and a social security card or certified birth certificate or passport before they will be issued a credential. For those operating a motor vehicle on base, they will need to provide valid proof of registration and insurance. If Contractor employees are not a U.S. citizen, they must possess proof showing they are allowed to work in the United States/Georgia. Persons must present a previously issued Contractor identification card if applicable. Any foreign visitor/contractors must coordinate with the Foreign Disclosure Office. DBIDS ID cards are normally valid up to one year.

13.5.3.3 The Air Force has mandated contractors requesting a badging ID, consent to a check of their criminal history prior to being allowed access to installations. The check will be conducted

at the Visitor Control Center (VCC) off Watson Boulevard, Robins AFB, GA. Contractors requiring unescorted access will need their driver's license or state-issued ID, and a social security card, which will be checked by name, dates of birth and social security number. The Government Representative will work with the badging agent and the Contractor to submit required documentation to the Visitor Control Center (VCC). The contractor ID card/badge authorizes unescorted entry to Robins AFB for the bearer only. A contractor with a DBIDS ID card does NOT have sponsorship capability or trusted traveler capabilities.

13.5.3.4 The Contractor shall submit a letter to the PCO immediately if contractor/subcontractor personnel no longer require access, upon transfer/termination of contractor/subcontractor personnel or upon completion/termination of the contract/order. The letter shall identify the name(s) and social security number(s) of the Contractor/subcontractor personnel. The Contractor shall return the ID card(s) to the issuing/registration office upon expiration, upon transfer/termination of Contractor/subcontractor personnel, or once contractor/subcontractor personnel no longer require access to the facility. If Contractors do not turn in their ID, the Contractor shall contact the designated badging agent to terminate installation access.

13.5.4 Visitors Only – No Badging ID. The Air Force has mandated all visitors consent to a check of their criminal history prior to being allowed access to installations. The check will be conducted at the Visitor Control Center (VCC) off Watson Boulevard, Robins AFB, GA. Visitors requiring unescorted access will need their driver's license or state-issued ID along with insurance and registration if driving on base. The pass issued by the Visitor Control Center authorizes unescorted entry to Robins AFB for the bearer only. For visitors, a short-term pass is up to 60 days. Any time greater than 60 days requires a secondary form of ID (Social security card, birth certificate or passport).

13.5.5 Operations Security (OPSEC). The purpose of OPSEC is to reduce the vulnerability of USAF missions to adversary collection and exploitation of critical information. The Contractor shall comply with DoDD 5205.02E "DoD Operations Security (OPSEC) Program", DoD Manual 5205.02 "DoD Operations Security (OPSEC) Program Manual" and AFI 10-701 "Operations Security (OPSEC)" to protect United States (U.S. Government interest. The Contractor shall ensure compliance with OPSEC requirements including procedures to protect classified and/or sensitive, but unclassified, Government projects and/or programs. The Contractor shall ensure Contractor personnel who perform work at Robins AFB or another Government facility comply with the OPSEC procedures of the facility.

13.5.6 Security Incident or Violation. The Contractor shall immediately notify the Government Security Office of any potential or actual security incidents or violations including potential or actual unauthorized disclosure or compromise of classified and/or sensitive, but unclassified, information.

13.6 Supply Chain Risk Management. The Contractor shall implement risk management procedures to ensure that system, equipment, components, software, maintenance equipment, and supplies do not incorporate counterfeit parts, malicious code, or other elements that would allow adversaries to gain access to data and critical program information and disrupt operations. Contractor risk management procedures shall comply with:

DoDI5000.83 DAFI 63-113, *Program Protection Planning for Life Cycle Management*, SAE Aerospace Standard AS5553D, *Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts; Avoidance, Detection, Mitigation and Disposition,* National Institute of Standards and Technology (NIST) Special Publication 800-53 Rev 5, *Security and Privacy Controls for Information Systems and Organizations.*

13.7 Contractor Identification. Contractor personnel shall wear visible identification designating them as contractors at all times while on Robins Air Force Base.

13.8 Contractor Vehicle Entry. The Contractor shall contact the Robins Air Force Base Visitor's Center to and comply with local procedures for obtaining credentials and vehicle entry. Information may be obtained by calling the following phone number: Commercial 478-222-1972.

13.9 Agency Affirmative Procurement Program. In accordance with RFP 23.102 (Policy) and RFO 23.103 (Procedures), 100% of purchases of Environmental Protection Agency (EPA)-designated products included in the Comprehensive Procurement Guidelines (CPG) list [https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program] and/or United States Department of Agriculture (USDA)-designated products included in the bio based product listings [http://www.biopreferred.gov] shall, at a minimum, meet the EPA or USDA standards for recovered materials or bio based content, respectively, unless an item cannot be acquired competitively within a realistic timeframe, meet appropriate performance standards, and/or be acquired at a reasonable price.

13.9.1 The Contractor shall provide estimates and verification of recovered material for EPA-designated CPG products and certification for both EPA-designated CPG products and USDA-designated bio-based products. In accordance with the Robins Air Force Base, Georgia / Affirmative Procurement Program (formerly Green Procurement Program (GPP)) Plan, the Contractor shall provide estimates and certifications to the Government for completion of the applicable attachment(s) to be included in the Purchase Request (PR) package.

13.10 Environmental Management Systems (EMS) Awareness. Environmental Management Systems (EMS) Awareness Training: All contractor personnel working on Robins AFB who perform activities on the installation are required to complete Air Force-provided initial EMS Awareness Training. It is the responsibility of the Prime Contractor to ensure that all sub-contractors, vendors, and employees complete this training prior to beginning work on Robins AFB. Notification of training completion shall be sent to the Robins AFB Contracting Officer (CO) to be maintained in the contract file for tracking purposes. Failure to provide documentation of EMS Training may result in termination of the contract.

13.10.1 EMS training is provided by Environmental Management. Contractors have two options to satisfy the mandatory EMS Awareness Training requirement. (Front Desk: 478-926-1176)

13.10.2 Option 1: Contractors can register for an account through The Environmental Awareness Course Hub (TEACH), the Air Force training

database: https://usaf.learningbuilder.com/account/login/?ReturnUrl=%2f
Search for Course ID: EMS110UHHZ00293
Directions:
Hover your mouse over the Courses and Transcripts tab.
Click on Transcripts
Click into the TEACH Course Completion Log by clicking the orange Continue or Begin button.
When you are on the transcript, click on the blue "Search for Course" button.
When the pop up appears enter the course name or course number and press search.
Once you find the course you want to add, click on the +Select button to add the course to your transcript.
(Note: TEACH may not be supported by Internet Explorer; recommend using Chrome.)

13.10.3 Option 2: Contractor requests a copy of the Robins EMS Awareness Training PowerPoint Presentation from Environmental Management. The request should be sent to the Environment Management Workflow Box at the following email address, jessica.parker.15@us.af.mil. Once the presentation is received, the contractor is responsible for ensuring that all his/her employees view the training. **(CDRL A/B/C/D/031, Status Report/EMS Training, DI-MGMT-80368A/T)**

13.11 ISO 50001-Energy Management System. Due to the WR-ALC being ISO 50001 certified, all contractors are subject to the Energy Management System (EnMS) requirements and shall abide by certification guidelines whenever applicable.

13.11.1. EnMS Training. All contractor personnel working on Robins AFB who perform activities on the installation are required to complete Air Force provided initial EnMS Training. It is the responsibility of the Prime Contractor to ensure that all sub-contractors, vendors, and employees complete this training prior to beginning work on Robins AFB.

13.11.1.1. EnMS training is provided by the Energy Assurance Office. The Contractor shall request the training by sending an email to 402MXSG.MXDEA.EnergyAssurance@us.af.mil.

13.11.2. Notification of training completion shall be sent to the Energy Assurance Office (402MXSG.MXDEA.EnergyAssurance@us.af.mil) and the CSMO POC to be maintained for tracking purposes. Failure to provide documentation of EnMS Training prior to beginning work may result in termination of the contract. **(CDRL A/B/C/D/E032, Status Report/EnMS Training DI-MGMT-80368A/T)**

13.12 Contractor's Safety Program. (See Appendix C, Part II, Para 7) The Contractor shall establish and maintain an acceptable safety program in accordance with their accepted Safety and Health Plan. The Air Force is part of the OSHA Voluntary Protection Program (VPP). All shall familiarize themselves with the requirements of VPP. Information on the VPP can be accessed at http://www.osha.gov/dcsp/vpp/index.html. Additionally, the Contractor is responsible for the safety and health of all subcontractor employees. No more than two Class C mishaps per contract year and Zero Class A or B mishaps will be tolerated. All changes to the plan must also be submitted in writing and approved by the Government.

13.12.1 Safety and Health Plan: Within 10 calendar days after contract award, the contractor shall email a copy of their company Safety Plan that is required to ensure compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) to 402mxw.se.wf@us.af.mil. The Safety Plan will be provided to the Safety Office for review. The Safety Office will provide acceptance or non-acceptance within 5 working days of receipt to the government point-of-contact who will notify the CO. **(CDRL A033, Contractor's Safety Plan, DI-SAFT-82080/T NOT 1)**

13.12.2 The Contractor Safety Plan shall address in detail the items listed in the Contract Appendix C, Part II through Part IV as applicable. For task specific procedures identified in the Contract Appendix C, the contractor's internal procedures for those tasks must be identifiable within the submitted Safety Plan or shall be provided in an amendment or addendum to the company's Safety Plan. If task specific procedures identified in the Contract Appendix C, are not submitted with the contractor's Safety Plan, the submitted Safety Plan will be returned as NOT ACCEPTED. The contractor will have 5 working days to resubmit the Safety Plan, amendment or addendum to address or correct issues identified for non-acceptance. The Safety Office will provide acceptance or non-acceptance of the resubmission within 5 workings days of receipt to the government POC who will notify the CO.

13.13 Mishap Notification. (See Appendix C, Part II, Para 5) The Contractor shall notify the Robins AFB Safety Office telephonically at (478)327-4862 during duty hours and (478)926-3567 after hours, within four (4) hour after initial notification of all mishaps or incidents for damage to DoD property (material plus labor) entrusted by this contract and employee injuries as a result of the contract operation. A follow-up (written or e-mail) of this mishap/incident notification shall be sent within three calendar days to the Government Representative, and the Procurement Contracting Officer (PCO), who will forward it to the Safety Office. The information that is not available at the time of the initial notification shall be provided within 20 calendar days after the mishap. Mishap notification shall contain, as a minimum, the following information:

a. Contract, Contract Number, Name and Title of Person(s) Reporting
b. Date, Time and exact location of accident/incident
c. Brief Narrative of accident/incident (Events leading to accident/incident)
d. Cause of accident/incident, if known
e. Estimated cost of accident/incident (material and labor to repair/replace)
f. Impound Authority Name and Phone Number (as applicable)
g. Nomenclature of equipment and personnel involved in accident/incident
h. Corrective actions (taken or proposed)
i. Other pertinent information

(CDRL A/B/C/D/E034, Accident/Incident Report, DI-SAFT-81563 NOT 2)

13.14 Essential Services During Crisis. The Services Acquisition Lead (SAL) has determined, by placing in writing their decision, that this requirement is not Mission Essential (M-E) in accordance with DFARS 237.76-7023, Continuation of Essential Contractor Services.

13.15 Inspection of Services/Inspection of Supply: In accordance with the Inspection of

Supply/Services clause(s) identified in the contract/order, the Government reserves the right to inspect Contractor performance.

13.16 Invoice/Payment and Receipt/Acceptance: In accordance with DFARS clause 252.232-7003, Electronic submission of Payment Requests and Receiving Reports, the Contractor shall submit/process payment requests (invoices, Receiving Reports or combos) and receipt/acceptance documents via Procurement Integrated Enterprise Environment (PIEE) through module Wide Area Workflow (WAWF). Access at the following site: https://piee.eb.mil/

13.17 Controlled Unclassified Information (CUI). The Contractor shall comply with the following CUI disclosure requirements:

DoDI 5200.48 Controlled Unclassified Information (CUI) (06 March 20)

14.0 Appendices – None.