STATEMENT OF WORK
26 MARCH 2026
FOR
SIMPLIFIED ACQUISITION OF BASE ENGINEERING REQUIREMENTS (SABER)
WESTOVER AIR RESERVE BASE, CHICOPEE, MA

OFFICE OF THE BASE CIVIL ENGINEER

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SECTION A – GENERAL INFORMATION

1. SABER CONTRACTING VEHICLE

1.1. SABER Contracting Vehicle.

1.1.1. A Simplified Acquisition of Base Engineering Requirements (SABER) Contract is a fixed price, indefinite delivery/indefinite quantity (IDIQ) contract used for a broad range of maintenance, repair, and minor and new construction works on real property.

1.1.2. The Contractor shall coordinate all work under this SABER Contract with the assigned Contracting Officer (CO). The term "Contractor" shall be interpreted to mean the prime Contractor and all its subcontractors. The term "Contracting Officer" shall mean the CO and/or designated representative(s).

2. CONTRACT INFORMATION

2.1. Contracting Officer Authority.

2.1.1. Only the CO is authorized to make changes to the Contract or any Task Order (TO) issued thereunder. No other Government or Non-Government official may alter this Contract or any TO issued in accordance with the basic Contract terms and conditions. The Contractor is to report any attempts to alter this Contract or any TO to the CO. In the event the Contractor effects any such changes at the direction of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the Contract price to cover any increase in costs incurred as a result thereof. The Contractor may also be required by the CO to undo any such changes at no additional expense to the Government.

2.2. Contract Location.

2.2.1. This SABER Contract is for construction efforts at Westover Air Reserve Base (WARB), Chicopee, Massachusetts, for 439 Civil Engineering (439th CE).

2.2.2. The Contractor may occupy a management office on WARB to perform all general management operations associated with this Contract. The Government will furnish a location on WARB for the Contractor to set up a temporary office trailer facility. Refer to Section D, Subsection 7 for additional information.

2.3. Contract Description.

2.3.1. During the SABER contract period, the Government will identify required construction projects and provide a Statement of Objective (SOO). The CO will then issue individual Requests for Proposals (RFPs) to the Contractor for which the Contractor shall prepare a proposal as outlined in Section B - Task Order Process. If the CO approves the proposal, a

subsequent TO, as defined by Revolutionary FAR Overhaul (RFO) 16.501-1, will be issued to the Contractor for construction completion.

2.3.2. Types of TO projects associated with this Contract include, but are not limited to, new construction and interior/exterior remodeling/renovation/repairs. TO project disciplines may include, but not be limited to: civil, structural, architectural, mechanical, plumbing, carpentry, welding, masonry, communications, intrusion/ detection, audio/visual systems, and electrical disciplines; petroleum/oil/lubricants systems; and asphalt and concrete pavements, sheet metal, various roofing systems, earthworks and landscaping, aerial and underground utilities, steam fitting, painting, HVAC and asbestos removal.

2.3.3. Individual jobs will vary in size from $10,000 to $750,000 with the majority expected to be of a small ($10,000 to $75,000) to medium size ($75,001 to $300,000). The minimum contract amount of $20,000.00 is guaranteed to the successful offeror. The estimated maximum contract amount is $7,500,000.00 including all options, if exercised.

2.4. Overall Period of Performance.

2.4.1. This is an Indefinite Quantity Contract for miscellaneous construction projects at WARB for the 439th CE, effective for a base plus four (4) option years to be exercised at the discretion of the Government.

2.4.2. The Period of Performance will be negotiated for each TO.

2.4.2.1. The Contractor shall be required to commence work required by a TO at the time specified on the TO, perform the work, and complete the entire work not later than the completion time specified on the TO. The time stated for completion shall include final cleanup of the premises, submitting and approval of all reports and As-Built drawings.

2.4.2.2. At the Government’s option, it may choose to specify a two-stage performance period. For example, separating material lead-time from construction days can considerably decrease the length of time occupied buildings are inconvenienced by construction.

2.5. High Priority Items.

2.5.1. The Contractor’s performance may be interrupted from time to time because of high priority mission schedules. For each calendar day and/or portion of a calendar day that the Contractor is removed from the job site, the performance period will be extended 1 calendar day. The Contractor shall document any delays and request extension of performance period. Liquidated damages will not be assessed for delays caused by the Government.

2.6. Code Compliance.

2.6.1. All work performed under this contract shall be in accordance with the latest edition of the following building codes/references and shall be used for all construction under this contract. The Contractor shall, within thirty (30) calendar days after contract award, shall have access to one (1) copy (electronic or hard copy) of the following codes and references unless as noted below.

- International Building Code;

- Uniform Mechanical Code;
- Uniform Plumbing Code;
- Massachusetts Building Code;
- National Electrical Code Handbook;
- Unified Facilities Guide Specifications (UFGS)
- Life Safety Code – 101;
- All NFPA codes (National Fire Codes) to include NFPA 13, NFPA 72, NFPA 90A, NFPA 101, NFPA 780;
- RS Means Facilities Construction, Master Composite and Assemblies Cost Data Guides;
- ICC A117.1 Accessible and Usable Buildings and Facilities;
- National Electrical Safety Code (NESC) - IEEE C2;
- American Society of Civil Engineers (ASCE/SEI 7-10) Minimum Design Loads for Buildings and Other Structures;
- Code of Federal Regulations (CFR): The Occupational Safety and Health Administration (OSHA) General Industry Safety and Health Standards (29 CFR 1910), Publication V2206; OSHA Construction Industry Standards (29 CFR 1926). One source of these regulations is OSHA Publication 2207, which includes a combination of both Parts 1910 and 1926 as they relate to construction safety and health;
- U.S. Army Corps of Engineers Safety and Health Requirements Manual EM 385- 1-1;
- National Emission Standards for Hazardous Air Pollutants (40 CFR, Part 61);
- Contractor shall also comply with the Unified Facility Criteria (UFC) publications, Engineering Technical Letters (AFETL), Air Force Instructions (AFI), Air Force Manuals (AFM), Air Force Pamphlets (AFPAM) and all other appropriate Local and Massachusetts Building Codes, and AFI 32-1065, Americans with Disabilities Act Standards, WARB Communications Facility Standard, Requirements for AWI 32-2001 Fire Protection Program.

2.7. Weather Delays.

2.7.1. The Contractor shall log any weather events that impact performance of the TO in the daily logs. The log shall include: date of weather event, time period effected, type of weather event, description of all work effected by the weather event. The CO will review all requests for weather delays, taking into account adverse weather conditions not reasonably anticipatable for WARB and the time of the year, the weather event (type, duration), the work effected. The CO will determine; if the weather event is beyond reasonable anticipation, and the impact on the completion of the TO. After review, the CO will determine if weather delays will be assessed against the TO and alter the completion date accordingly.

2.8. Government Liability.

2.8.1. The Government shall not be held liable for Contractor expense due to damage or loss of Contractor property, including stock, or for expenses incidental to such damage or loss.

2.9. Liquidated Damages.

2.9.1. Liquidated damages shall be defined for each TO in the TO RFP and may be assessed if the Contractor fails to complete the work within the time specified in the TO.

2.10. Buy American Act.

2.10.1. All supplies and construction materials shall be purchased in accordance with the Buy American Act (40 U.S.C. 10a-10d). The purchase of supplies is governed by RFO 25.1 Buy American Act – Supplies, and the purchase of construction materials is governed by RFO 25.2 Buy American Act – Construction Materials.

2.11. Controlled Unclassified Information (CUI).

2.11.1. Controlled Unclassified Information (CUI) refers to sensitive data that, while not classified, still necessitates protection. Certain Task Orders may include CUI, which will be explicitly indicated within the Task Order documentation. Contractors engaged in Task Orders that involve CUI may be required to adhere to Revolutionary Defense Federal Acquisition Regulation Supplement (R-DFARS) clause 252.204-7012 and/or RFO clause 52.240-93, along with security standards set forth by the National Institute of Standards and Technology (NIST).

3. COEFFICIENTS

3.1. Coefficient. A “Coefficient” is the Contractor’s pricing factor which is multiplied against the bare cost in calculating Task Order (TO) prices.

3.2. The Contractor shall provide coefficients to be applied for all SABER Task Orders for the base year plus four (4) option years. The coefficient rate shall include all Contractor costs not included in the total of all line-item bare costs for a particular Task Order. This includes but is not necessarily limited to: costs for burdened labor, all site and home office overhead and profit, general and administrative expenses, design up to 35%, bond premiums, insurance, daily and final cleanup, payroll taxes, gross receipts taxes, general conditions (see Subsection 4.2.6), special clothing for workers, site superintendence and project management, quality control, routine security delays, and subcontractors overhead and profit.

3.2.1. All vehicles, equipment and tools which are customary to the trade or items that are reusable by the Contractor shall be a part of the overhead and therefore included in the coefficient.

3.2.2. The CO shall, concurrent with exercise of any annual option, incorporate the current applicable Wage Rate Requirements Statute (formerly known as Davis-Bacon Act). Wage decisions shall become effective on the first day of the option period and shall remain effective for the entire option period. The Contractor shall compensate all covered employees at not less than the rates specified on the Wage Decision applicable to the

current option period. No Coefficient price adjustment will be made relative to incorporation of the current Wage Decision as the pricing model applies a locality-based rate adjustment, which is derived from the RSMeans City Cost Index.

3.3. The coefficient shall represent "net" (equal to 1.0) or a percentage "decrease from" (e.g. 0.82) or an "increase from" (e.g. 1.12) to the unit prices listed in the appropriate RSMeans Facilities Construction Costs Book. The proposed coefficient is not subject to economic price adjustments and will remain unchanged for the base year and all option years. To incorporate fair inflation rate adjustment to the unchanging coefficient rate, the Government will utilize the City Cost Index (CCI) for Springfield, MA, to be applied to the proposed construction price to finalize all SABER Task Order prices.

3.4. Estimation of Project in Advance of Funding: During the course of the contract, the Contractor shall, if required, be able to estimate and negotiate projects in advance of funding. These projects may not have available funding and there is no guarantee funds will become available for the award of the project. No separate compensation for any pre-order costs, including proposal preparation, attendance during site visits, or discussions/negotiations will be due to the Contractor for projects that are negotiated and funding is not provided.

3.5. Coefficient Rate Reasonableness Justification. Contractors shall provide full explanation with sufficient details for the basis for development of its coefficient. Unreasonably high or unrealistically low coefficient rate, initially or subsequently, may be grounds for eliminating a proposal from competition either on the basis that the offeror does not understand the requirements, or the coefficient represents and unacceptable risk to the Government.

4. PRICING GUIDE

4.1. Task Order and Modification Pricing.

4.1.1. Pricing will be based on negotiated quantities multiplied by the total of the current established prices in the RSMeans database bare cost column (which means no markup for overhead and profit) multiplied by the current City Cost Index (weighted average percentage) for Springfield, MA. After the CCI has been applied, this amount will then be multiplied by the Contractor's coefficient. Any non-priced items (defined in Subsection 4.3) will then be added on to the total to arrive at the total Task price for a unit of work.

Total amount of RSMeans items (bare costs)
x City Cost Index for Springfield, MA
x Contractor's Coefficient
+ Any non-priced items
= Total Task Order price

4.2. RS Means Electronic Costs Database.

4.2.1. The Contractor shall obtain one (1) electronic database license of the RS Means Facilities Construction Costs data, to include units, assemblies and square foot models. The Contractor shall obtain all periodic updates to ensure the cost data is current. All copies of the cost databases and updates shall be at no additional cost to the Government and therefore shall be part of the Contractor's Coefficient.

4.2.2. RSMeans data is updated annually. Except as otherwise authorized herein, the RSMeans update shall provide the only economic price adjustment under the contract. The pricing coefficients are not subject to economic price adjustment and shall remain unchanged, including the base period of performance and any option periods exercised by the Government.

4.2.3. City Cost Index (CCI): The CCI shall be applied directly to the bare cost of each line item. The CCI for TOs at Westover ARB shall use the quarterly published CCI for Springfield, MA. CCI are published around the middle of each of these months: February, May, August, and November.

4.2.4. Equipment rental shall only be a direct cost to the Task Order if the RSMeans line item that it supports does not include costs for similar equipment. For example, the installation of a new light fixture in a high-bay hangar would require the use of a scissor lift or bucket truck. If the appropriate RSMeans line item does not include lifting equipment, then the rental of lifting equipment would be allowed.

4.2.5. Government Furnished Materials (GFM): On occasion, the Government may choose to supply the Contractor with materials to accomplish project requirements. If this occurs, the line-item prices for labor and equipment only shall be used. The line item is considered as pre-priced. The Contractor shall not adjust the labor and equipment pricing. The materials are to be cared for by the Contractor, and excess materials are to be returned to the Government.

4.2.6. Division 1, as contained in any of the RSMeans bound or electronic databases, SHALL NOT be used as line items in pricing TOs issued under this contract and therefore shall be part of the Contractor's Coefficient, unless specifically stated in this paragraph below (when applicable and not prohibited by other sections of this Statement of Work). These subdivisions and descriptions are from RS Means 2015 Facilities Construction Cost Data. Subdivision descriptions take precedence in case of any future numbering changes.

- 01 11 31.10 Subdivision – Architectural Fees (when specified by the Government for complex designs)
- 01 11 31.30 Subdivision – Engineering Fees (when specified by the Government for complex designs)
- 01 45 23.50 Subdivision – Testing: Asphalt testing 0200-0470, Concrete testing 0600-3100, Masonry testing 3300-3550, and Soil testing 4400-5350
- 01 51 13.80 Subdivision – Temporary Utilities
- 01 54 23 Subdivision – Temporary Scaffolding and Platforms (only when performing elevated work)
- 01 54 26 Subdivision – Temporary Swing Staging
- 01 54 36.50 Subdivision – Equipment Mobilization or Demobilization 1300-2500 (not considered for typical tools for the contractor; i.e. ladders, personal tools, other small tools; these items are to be part of the contractor' coefficient). This is typically for large tools or equipment that require complex set-up and take-down. Example would include crane set-up and take-down, excavators set-up and take- down.
- 01 56 Subdivisions – Temporary Barriers and Enclosures:

  - 01 56 13 Temporary Air Barriers,
  - 01 56 16 Temporary Dust Barriers,
  - 01 56 23 Temporary Barricades,
  - 01 56 26 Temporary Fencing,
  - 01 56 29 Temporary Protective Walkways
- 01 58 13 Subdivision – Temporary Project Signage
- 01 76 13 Subdivision – Temporary Protection of installed construction
- 01 93 09.50 Subdivision – Moving Equipment
- 01 93 13 Subdivision Facility Maintenance Procedures:
  - 01 93 13.03 Subdivision – Concrete Facilities Maintenance
  - 01 93 13.10 Specialties, Facilities Maintenance

4.3. Non-priced Items (NPI). Non-priced work (i.e. work not priced by RSMeans) shall not exceed ten (10) percent of the total delivery order amount. Exception to the 10% limit is Subcontractor costs IAW Paragraph 4.4.

4.3.1. The Contracting Officer may negotiate items of work not covered by the contract but within its scope and general intent at any time during the contract term.

4.3.2. Non-priced work shall be noted on the Contractor's proposal; include bare costs for materials, equipment, and labor; and shall be multiplied by the Contractor's coefficient.

4.3.3. In the event a NPI will be required, the cost per unit must be negotiated. The burden of justification for the dollar value of the NPI falls on the Contractor, who must provide documentation from at least two independent sources of the actual item cost. Documentation shall be provided at the negotiations.

4.4. Subcontractor Pricing.

4.4.1. If the Contractor will be using Subcontractors, they may submit subcontractor quotes as a non-priced item in lieu of the encompassing RSMeans data.

4.4.2. Any overhead, profit, bonds, or design expenses associated with Subcontractors shall not be incorporated into the non-priced unit cost, as these elements are accounted for by the Contractor's coefficient. Subcontractor proposals must itemize these costs distinctly to ensure their exclusion from the Contractor's final quotation.

4.4.3. The Government reserves the right to request a line-item breakdown from the Subcontractor in case of discrepancies between the Subcontractor proposal price and Government estimates.

4.5. Cost Estimate Organization. Cost Estimates shall be comprised of three (3) sections: Cover Page, Division Summary, and Line-Item Estimate.

4.5.1. Section 1, Cover Page: This section shall include essential project information, including project name, location, date and a brief description of the scope of work. It shall also include the City Cost Index location and the Baseline Quarter used for pricing.

4.5.2. Section 2, Division Summary: This section shall include the RSMeans pre-priced divisions, Trades, and Alternates (both pre-priced and non-priced). These items shall make up the Bare Costs Total. (CCIs shall be applied as described above.) Contractor Coefficient markups shall be applied to the total only.

4.5.3. Section 3, Line-Item Estimate: This section shall include all of the estimate line items. The report shall include a sequential line-item number, full RSMeans item number, unit of measure, quantity, and bare unit cost, total amount (quantity multiplied by bare unit cost). The report will print: pre-priced line items by division for all RS Means pre-priced line items, with division breaks and division subtotals, and a listing of the Trades and Alternates, both pre-priced and non-priced. (CCIs shall be applied as described above.) Contractor Coefficient markups shall be applied to the total only.

4.5.4. All non-priced line items shall be submitted with two (2) independent price quotes, including line-item number, description, material, labor, and equipment breakdowns. List the supplier names and telephone numbers for each non-priced item. Do not apply any type of markup to these line items.

4.5.4.1. Subcontractor Pricing shall be submitted with overhead, profit, bond, and design costs listed separately, per Subsection 4.4.

5. INSTALLATION REGULATIONS, WORKING HOURS, ENTRY REQUIREMENTS

5.1. Hours of Work Performance.

5.1.1. Normal Work Hours. The normal hours of work on WARB are from 7 a.m. to 4 p.m., Monday through Friday, excluding holidays. Access to work sites may be restricted to these hours and days. Some work sites have restricted working hours or access hours other than the normal hours.

5.1.2. Other than Normal Work Hours. Work during other than normal hours must be coordinated in advance with the CO. Other than normal hours shall be considered non-standard working hours. The Contractor may elect, at their option and expense, to work non-standard hours provided that: The requirement is submitted in writing at least five (5) calendar days in advance; and The CO approves the request. Work that requires inspection during accomplishment or that prevents inspection of previous work after accomplishment normally will not be allowed during other than the normal work hours specified above; and The Customer/Facility Manager can accommodate the request.

5.1.3. Restricted/Controlled Areas. Some work sites may be located in restricted or controlled areas. The Contractor may experience delays due to compliance with entrance/exit requirements of restricted/controlled areas. Due to the nature of these restricted/controlled areas and mission requirements, the Contractor may not have access to these areas on any given day and maybe requested to leave the restricted/controlled areas at any given time. It shall be the Contractors responsibility to schedule these restricted/controlled areas with the job site customers, range control, etc., via the CO. These delays shall be annotated on the TO daily reports, and when verified by the Government, the Contractor will be given these delay times back at end of performance period if necessary, and no cost allowance/adjustment shall be allowed; therefore, it shall be part of the Contractor's Coefficient.

5.1.3.1. Entry to "Restricted Area" or "Controlled Area" is by authorization only and must be escorted at all times.

5.1.4. Contractor personnel working on the Installation may be required to leave the work site, flightline, buildings, or Installation for emergencies or security reasons during various Force Protection Conditions. Notification to a Contractor, agency, or personnel will be

through Security Forces (SF) Patrol (Directed), Phone Line, or the Installations Giant Voice Communication System. Notification by WARB will be given for any emergencies which would require an evacuation or work stoppage, and personnel will be given instructions on where to proceed to on the base or directed where to leave the base.

5.2. Holidays.

5.2.1. The following Federal holidays are observed by WARB:

New Year's Day	1 January
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	19 June
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	Second Monday in November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

5.2.2. Holidays which fall on Saturday will be observed on the preceding Friday. Holidays which fall on Sunday will be observed on the following Monday. In the event the Contractor desires to work on one of the above holidays, the Contractor must obtain either written or verbal approval from the CO a minimum of three (3) calendar days in advance. The CO may approve or deny the request if determined to be for the benefit of the Government.

5.3. Requirements for Contractors Requesting Base Entry.

5.3.1. Prior to mobilization, the Contractor shall provide the CO or authorized representative a list of personnel requiring authority to work on WARB. The list shall be kept current and the CO or authorized representative notified as to any changes in the list. Listing shall be amended as employees are hired or released.

5.3.2. Application for 439 AW DBIDS Identification Credential.

5.3.2.1. All civilian Contractors who work on base shall submit credentials for an entry request by electronically completing 439 AW Form 1 and submitting it to WARB Security Forces. Upon Contract award, the Contractor will be provided with the link and Organization Identifier needed to complete the form.

5.3.2.1.1. Confirmation of Contractor's employees will be accomplished by verifying the person's credentials (driver's license, insurance, registration, etc.) against the Contractor-supplied employee list and local criminal background check. ID cards/passes shall be picked up from the Visitor's Center upon approval and during normal working hours.

5.3.2.1.2. Beginning May 7, 2025, all base visitors requiring a DBIDS/Visitor pass must present a REAL ID-compliant identification card or approved alternative documents.

5.3.2.1.3. Green Card employees must submit a copy of their Green Card with the Form 1. Green Cards must physically be presented to pick up their Contractor ID card/pass. Photocopies or photographs will not be accepted.

5.3.2.1.4. Individuals requesting or attempting access will be denied entry (and detained when appropriate) if they fall within one or more of the categories listed on our Fitness Determination Matrix. Click to view: https://forms.osi.apps.mil/r/XgAagpiUpG

5.3.3. Commercial Vehicles.

5.3.3.1. All commercial vehicles are required to enter through the Vehicle Inspection Bay at the main gate to be searched prior to entry.

5.3.3.1.1. Employees driving a contractor vehicle must show the contractor vehicle is covered by insurance, accompanied by a copy of the registration.

5.3.3.1.2. Supplier vehicles delivering materials to WARB will be granted entry upon presentation of a valid bill of lading and/or delivery slip.

5.4. Traffic Rules and Regulations.

5.4.1. Contractors operating on WARB shall be responsible for briefing and ensuring their employees adhere to the traffic rules and regulations.

5.4.2. Speed limit on WARB is 30 MPH unless otherwise posted. The speed limit in parking lots is 5 MPH.

5.4.3. Individuals are to obey all entry procedures. If instructions are given by the Security Forces personnel on the entry points (gates), they shall be complied with immediately.

5.4.4. Any traffic violations will be handled IAW DAFI 31-218. All traffic violations shall be recorded and can cause on-base driving privileges to be temporarily or permanently revoked. Criminal offenses are handled by the Security Forces unless serious enough to involve the Office of Special Investigations or local law enforcement.

6. MEETING SCHEDULE REQUIREMENTS

6.1. For all meetings, the Contractor shall prepare, publish, and submit meeting minutes for CO approval. Meeting minutes shall track all action items assigned, document all items discussed at the meeting, and record the meeting's attendees. Meeting minutes shall be published no later than five (5) calendar days following meeting dates.

6.1.1. Progress Meetings: For the duration of the SABER Contract, including option years, at the CO's discretion progress meetings will be held every 2 weeks between the CO, SABER Team and Contractor's team. Progress meetings may require corporate management representation at the CO's discretion.

6.1.2. Pre-Performance Meeting: Prior to issuance of a TO Award for any TO, the CO may elect to host a Pre-Performance Meeting. The Contractor and subcontractors shall be represented at the scheduled meeting and be prepared to discuss potential difficulties, obstacles and conceptual level approach for the TO.

6.1.3. Pre-Construction Conference: After the issuance of a TO Award for any TO, the Contractor shall meet with the CO prior to the commencement of any work to discuss any issues pertaining to the work. During this meeting, the CO will provide the Contractor with site storage and parking areas. The Contractor shall provide an Erosion and Sedimentation Control Plan, if relevant. Any Government Furnished Property required for the TO shall be distributed or arranged to be distributed to the Contractor.

6.1.4. Pre-Construction Safety Meeting: For each TO issued, representatives of the Contractor shall meet with the CO prior to the start of repair, alteration, or construction activities for the purpose of reviewing the Contractor's safety and health programs and discussing implementation of all safety and health provisions pertinent to the work to be performed under the Contract. The Contractor shall be prepared to discuss, in detail, the measures he/she intends to take in order to control any unsafe or unhealthy conditions associated with the work to be performed under the Contract. This meeting may be held in conjunction with the Pre-Construction Conference, if elected by the CO. The conduct of this meeting is not contingent upon a general Pre-Construction Conference. The level of detail for the safety meeting is dependent upon the nature of the work and the potential inherent hazards. The Contractor's principal onsite representative(s), the general superintendent, and their safety representative(s) shall attend this meeting.

7. GOVERNMENT PROJECT MANAGEMENT

7.1. The CO shall maintain control over the SABER Contract and all TOs issued under the Contract; however, technical elements of the TOs are the responsibility of the Base Civil Engineer (BCE).

7.2. The BCE reserves the right to assign a Government-provided Contracting Officer's Representative (COR) to monitor Contractor progress and identify non-compliance items while performing technical surveillance of workmanship. The COR must have access to the job site whenever work is being performed and, as a minimum, during the described work hours. This in no way authorizes ANYONE, except the CO, the right to commit the Government financially, or contractually, by making changes to the Contract. The COR and Superintendent may jointly agree to a No-Cost Field Change, which appears to be mutually beneficial to all involved, but all field changes must be approved by the CO prior to accomplishment. The COR does not relieve the Contractor of their own quality control and construction inspection to ensure all applicable standards are met.

7.3. Site Inspections.

7.3.1. Inspection of work by the Government will normally be accomplished along with the work as it progresses. At the discretion of the CO, inspection may be directed at the completion of various phases of the work prior to initiation of any further work. The Contractor shall notify the CO that a phase will be complete at least five (5) calendar days in advance of the completion of each phase to be inspected.

7.3.2. Prior to covering, enclosing, or hiding any of type work, the Contractor shall contact the CO to perform an inspection. Failures to have the CO or their representative perform inspection prior to concealment shall result in the Contractor being required to uncover

performed work sufficiently to allow for proper inspection, at no additional cost to the government.

SECTION B – TASK ORDER PROCESS

1. PROJECT REQUIREMENT IDENTIFICATION

1.1. Authorization.

1.1.1. The 439th Contracting Office is the sole office authorized to request TO proposals or place TOs under this contract.

1.2. Project Requirements.

1.2.1. Project requirements will be issued to the Contractor via a project notification.

1.2.2. Within seven (7) calendar days of project notification, unless otherwise directed by the CO, the Program Manager (PM), or authorized representative(s) shall attend a Pre-Proposal Site Visit to clarify any project requirements, and/or further define the project objective/scope of work. This meeting will be used to develop the SOW and subsequent funding request.

1.2.2.1. Only one formal site visit will be held per TO, and subsequent site visits shall be coordinated with 439th CE through the CO.

1.2.3. After receipt of the requirement and completion of the site-visit, the CO will issue a Request for Proposal (RFP) to the contractor. The Contractor's proposal shall be submitted to the CO in accordance with the RFP letter for all work.

1.3. Estimation of Projects in Advance of Funding: During the course of the Contract, the Contractor shall, if required, be able to estimate and negotiate projects in advance of funding. These projects may not have available funding and there is no guarantee that funds will become available for the award of the project. No separate compensation for any pre-order costs, including proposal preparation, attendance during site visits, or discussions/negotiations, will be due to the Contractor for projects that are negotiated, and funding is not provided.

1.4. Fiscal Year-End Procedures: The Contractor may be given a list of Year-End projects that the base reasonably expects to receive funding. The list may be revised for both additions and deletions based on the Government's requirements. These projects will be estimated and negotiations completed. The Government will incur no obligation until such time as funding becomes available and a TO is executed for the project. The negotiated total quantities shall remain binding until funding becomes available. Projects that are funded and awarded after the exercise of an option year will be re-priced (not renegotiated) using the current option years TO Coefficient.

2. TASK ORDER PROPOSAL PREPARATION

2.1. Contractor's Proposal Package. The proposal package includes written descriptions documenting the detailed work elements required by each Government RFP prepared by the Contractor from the Statement of Objective (SOO).

2.1.1. Cover Sheet. Each TO proposal shall include a cover sheet that includes project contact information, acceptance of the Government proposed performance period, Contractor assumptions, anticipated technical submittals, and a thorough description of the demolition and construction scope. The cover sheet shall include written descriptions documenting the manner of work proposed by the Contractor to meet the requirements of the TO SOO. The Contractors description of work will be used to evaluate the Contractors choice of line-items contained in the proposal.

2.1.2. Price Proposal. The Contractor's pricing shall be IAW the Pricing Guide in Section A, Subsection 4.

2.1.2.1.1. The Contractor shall submit for Government review, for Task Orders only, one electronic (by e-mail) copy of the price proposal for technical evaluation.

2.1.2.1.2. It shall be the Contractor's responsibility to ensure the price proposal includes all costs associated with meeting the requirements of Federal, State, and Local laws or enforcing codes, as well as the requirements of the Technical Specifications, the requirements in the Statement of Objective, Design Drawings and for a complete operational end product. No allowances shall be made after the issuance of a TO to account for items left out of the Contractor's awarded negotiated price proposal.

2.1.3. Bid Options. The Government may include bid options within each TO. Bid options will be exercised by the end of the Fiscal Year (FY) in which the TO was awarded or prior to completion of the TO, whichever comes first. Options are additional items that may be added if funding allows. In almost every case, the option(s) will be awarded at the same time as the Base Bid.

2.1.3.1. Cost Proposals: If bid options are included in the RFP, the TO cost proposal shall be separated by base bid and options. Each option shall have its own cost proposal.

2.1.3.2. Schedule: If bid options are included in the task order, each option will have an additional Period of Performance (PoP) associated with it. Some bid items may be accomplished concurrently with other work and thus not require additional performance days. Other items may add overall time to the critical path and thus would add days to the performance period. If for some reason a Bid Option is exercised after the Base Bid work has commenced, any additional time that needs to be added to the PoP will be negotiated based on the impact of the added work to the approved schedule.

2.1.4. Design. The Contractor's design shall be IAW Section C.

2.1.4.1. The format shall as a minimum include: all Government requested project design drawings and thorough applicable design calculations IAW Section C and a Material Submittal Schedule (AF 66) reflecting proposed product submissions and required contract reports.

2.1.4.2. The Contractor's proposal must be supported by necessary documentation to indicate that adequate engineering and planning to accomplish the requirements have previously been performed. An example of documentation that might reasonably be expected would include material submittals, surveying, design drawings, calculations, catalog cuts, specs, architectural renderings, compliance with environmental laws, tax laws, protection or moving of Government property and all engineering services for both the prime and all Sub-contractors, etc.

2.1.4.3. When the Contractor desires to offer alternatives, they shall: clearly state and identify alternatives proposed; their segregated associative costs; a delineation of impacted line items; and advantages and disadvantages for Government evaluation. The Contractor shall provide support, verification and justified reasoning behind their proposal to alter the Government's project request.

2.1.5. Technical Plan.

2.1.5.1. The Contractor shall develop a detailed project technical plan incorporating all elements of the agreed upon proposal (SOW), all applicable Base, Local, State and Federal regulations, and all comments and/or mitigations identified on the project SOO.

2.1.5.1.1. All elements of the price proposal shall be captured in the technical plan and drawings. The awarded negotiated price proposal shall be used for reference to verify scope or drawing omissions if necessary; however, the preference and intent is for all elements of work and major items for installation to be on the plan and drawings.

2.1.5.1.2. Schedule. Each TO proposal shall include a brief critical path schedule, taking into account the major work elements from the detailed cost proposal, as well as mobilization, material delivery times, anticipated weather delays, final inspection, and preparation of project closeout documents.

2.1.5.2. AF Form 66, Schedule of Material Submittals (AF 66).

2.1.5.2.1. For each project request, the Contractor shall provide one copy of an AF 66 reflecting all proposed materials and required contract documents to the CO for approval. The AF 66 is a living document and shall be updated with items added to the form, as necessary, by the Contractor for approval, and/or as required by the CO or authorized representative throughout the life of the TO.

3. TASK ORDER EVALUATION & AWARD

3.1. Evaluation. The Government will review the RFP response package for technical feasibility and compliance with the Government's intent.

3.1.1. As part of the review, the Contractor's RSMeans based proposal will be reviewed for technical feasibility and to ensure that the appropriate selection of line items is used to best define the Contractor's minimum design.

3.1.2. Negotiations shall not commence until the CO determines that sufficient data has been provided by the Contractor to clearly and concisely depict a technically sound project design and project proposal. The Contractor shall be aware that the Government may

request revision of the contractor proposed cost estimate to meet the Government budgeted amount at no additional cost to the Government.

3.2. Negotiations.

3.2.1. The Government reserves the right to conduct negotiations if the CO determines that it is in the best interest of the Government to do so.

3.2.2. The CO will notify the PM and schedule negotiations. The PM shall be available to negotiate within seven (7) calendar days of notification unless otherwise directed by the CO.

3.2.3. The CO will negotiate, on a line-item by line-item basis, the Total price for the TO.

3.2.3.1. Quantities and line items selected may be questioned and negotiated. The negotiations will establish the appropriate line items for the TO and quantities for each line item. The Contractor must be prepared to provide quantity calculations justifying the material quantities contained in the proposal.

3.2.3.2. Unit prices shall match line items in the current year's RSMeans. Unit Pricing will not be negotiated except for Non-Priced Items (NPIs), which if questioned, the Contractor will need to supply two (2) quotes for the item.

3.2.4. At the conclusion of line-item cost negotiations, the CO will negotiate a reasonable and expeditious performance period based upon input from the BCE and PM, the Contractor's proposed critical path timeline, and RSMeans daily output data.

3.2.5. The CO will also assess provisions and costs for assessing liquidated damages based upon each TO.

3.3. Award.

3.3.1. Task Order Issuance: TO's will be issued by the CO using the Department of Defense (DD) Form 1155, Order for Supplies and Services. Each TO will include the following information:

- Date of Task Order
- Contract Number and Task Order Number
- Contract Line Item Number (CLIN), Description, Material Submittal requirements, Quantity, and Unit Price
- TO Price and Delivery or Performance Date
- Accounting and Appropriation Data
- TO SOO, TO Drawings or other pertinent TO data

3.3.2. Upon TO award, the Contractor shall submit all required Pre-Construction Submittals.

3.3.3. The Contractor's Period of Performance (PoP) shall start on the TO award date. Unless modified by the TO SOO, the standard PoP includes thirty (30) calendar days for project startup, a period for physical construction, and thirty (30) calendar days for project closeout.

4. POST-AWARD PROCEDURES

4.1. Construction Start-up Period.

4.1.1. The first thirty (30) calendar days following contract implementation will be designated a start-up period, after which the Contractor shall have all equipment and personnel in place to fully execute the requirements of this contract. The Contractor shall be allowed the first fourteen (14) calendar days of the start-up period to mobilize without being notified by the CO of a performance requirement.

4.2. Submittals.

4.2.1. Material Approval Submittal Form (AF IMT 3000). Material submittals are required for all materials being submitted on any given TO. Any other items (e.g. Progress Schedules, Digging Permits, Test Reports, As-Builts, O&M Manuals) requiring approval that have not been required to be submitted earlier with the Contractor's proposal package shall be submitted by the Contractor using AF IMT 3000. 439th CE may provide a list of required submittal items for each TO.

4.2.1.1. These type submittals shall be submitted no later than fourteen (14) calendar days after the TO Award date or as otherwise directed by the CO.

4.2.1.2. The Contractor will not order any type of materials until the Material Approval Form has been signed and approved by all parties.

4.2.1.3. If the submittal has been disapproved, the explanation will be noted in the back of the Material Approval Form and shall then be resubmitted in the timeframe noted on the Material Approval Form.

4.2.2. Submission Requirements. The Contractor shall submit to the CO all required documents and samples for a particular item on the approved List of Submittals as a group package. Partial submittals for product approval will be returned without action and shall be the sole responsibility of the Contractor for any delays due to this failure to comply. All printed documents shall be legible. When multiple items are included on printed documents, the Contractor shall mark/ highlight all applicable data regarding the item presented for approval. The Contractor shall mark/ highlight product data showing where the material or item being submitted meets the requirements of the specifications, UFCs, NFPAs, etc.

4.2.3. Material Samples. The Contractor is responsible for identifying and locating required materials for submittals to include matching any existing materials. The Contractor shall provide all color selection samples, regardless of product type, as a group to facilitate design compatibility selection, and partial submittals of these related items will be returned without action and shall be the sole responsibility of the Contractor for any delays due to this failure to comply. As a minimum, all wall covering, carpet and other pattern-type submittals shall show the full representation of material pattern. All samples provided for approval shall become property of the Government. The Contractor may request return of samples for inclusion on color boards or as submittal library entries, without guarantee of approval.

4.2.3.1. Color Boards. The Contractor shall provide, after color selection and material approval, one (1) color board for all architectural work as required by the TO. Note, this is required only if directed by the TO. All products shall be mounted on foam board and grouped in logical sequence as installed (i.e. carpet, paneling, chair-rail, wall covering and ceiling tile). All products shall be

referenced with the manufacturers name and color/pattern/style name and number.

4.2.4. Construction Permits.

4.2.4.1. Consistent with RFO 52.236-7 Permits and Responsibilities, the Contractor shall obtain a construction permit (AF 103) for any construction work on WARB. Contractor shall also identify the need for regulatory required construction permits, to include but not limited to; storm water, wastewater transmission connections, drinking water systems or connections, new air emissions sources, work in surface waters or wetlands, and regulated storage tanks. The Contractor shall prepare required permit applications or regulatory approvals and coordinate the submission to the appropriate regulatory authority through 439th CEV, Environmental Compliance Section. Contractor must adhere to all general and specific conditions of any permits granted. After construction completion, the Contractor shall prepare all required As-Built certifications, clearance requests or other approvals as required by permits or approvals obtained during construction. Construction completion certifications or approvals shall be coordinated through 439th CE for submission to the appropriate regulatory authority. Work will not be complete and eligible for final payment until all required permit closures and approvals have been received by 439th CE.

4.2.5. Preliminary Drawings.

4.2.5.1. The Contractor shall submit preliminary drawings via Material Submittal Form AF IMT 3000 at the time of the submission of a proposal for all TO that require drawings IAW Section C.

SECTION C – DESIGN SUBMISSION

1. GENERAL INFORMATION

1.1. Minimum Design Efforts.

1.1.1. Minimum design submittal is required up to the schematic (35%) design stage.

1.1.1.1. The primary objective of the 35% design phase is to secure approval on the overarching design direction prior to advancing. The 35% Design focuses on establishing the project's core parameters. It establishes the project’s overall concept, scale, and functional approach, including basic floor plans, site plans, conceptual elevations, etc.

1.1.2. Some TOs may require additional efforts.

1.2. Professional Engineer (PE) and/or Registered Architect Certification.

1.2.1. A 35% stamped drawing or submittal level effort may be necessary when Professional Engineer (PE) or Registered Architect (RA) Certification is required.

1.2.1.1. The Government will identify this requirement in the Task Order Statement of Objective when applicable. Engineering Fee line items may be utilized for PE/RA Certification when deemed necessary by the Government.

1.2.2. Typically, all new electrical power distribution designs; all new boiler/ heating, new ventilation and air conditioning designs if determined complex by the Government (to include temporary requirements); all structural designs, to include entrance canopies, and all sprinkler designs shall require PE certification. Large- scale, new landscaping and irrigation when requested shall be designed by a certified Landscape Architect.

1.3. Construction specifications shall follow the Unified Facilities Guide Specifications (UFGS), unless otherwise noted in the Task Order. Updated UFGS are posted quarterly in February, May, August, and November.

1.4. Applicable to all TO prepared for design, prior to submitting a Contractor proposal package, the Contractor shall field verify the existing site conditions to satisfy itself with the general and local conditions that can affect the work. The Contractor may make multiple site visits. The Contractor shall thoroughly review the project request for constructability and advise the Government of possible problem areas prior to project negotiations.

1.5. Base CE shall review all designs for compliance with the Government's intent, SOW and applicable codes and regulations.

2. DESIGN GUIDANCE

2.1. Design Analysis. The Contractor, when required by TO, shall submit one (1) copy of all required design analysis data, including calculations, with the proposal package for approval/review. The Contractor is responsible for all required field investigations, to include any necessary testing, to produce a functional and well-planned design in lieu of making assumptions. The Contractor shall submit design analysis data to include calculations and code references as follows:

2.1.1. Civil.

2.1.1.1. All design analysis shall include, as a minimum:

- Water demand, and sewage and ground water flow. Include a determination whether specific construction permits are required.
- Soil Bearing Capacity.

2.1.2. Architectural/Structural.

2.1.2.1. All design analysis shall include, as a minimum:

- Live and Dead Structural Loads.
- Roof Loads.
- Wind Loads designs.

2.1.3. Mechanical/HVAC.

2.1.3.1. All design analysis shall include, as a minimum:

- Catalog Cuts of Projected Equipment.
- Cooling and Heating Load Analysis and Calculations. The Contractor shall perform a complete HVAC analysis using AF Form 108 or an approved

computer-generated report. When a software program is utilized, documentation explaining the program report shall be included.

- Control Valve Sizing.
- Duct Sizing and Air Flow.
- Pump Sizing and Pump Curves.
- Fan Sizing and Fan Curves.
- Psychometric Chart Analysis.
- Heat Exchanger Selection.

2.1.4. Plumbing.

2.1.4.1. All design analysis shall include, as a minimum:

- Pipe Sizing.
- Pump Sizing and Pump Curves.
- Static Pressure Loss.

2.1.5. Electrical.

2.1.5.1. All design analysis shall include, as a minimum:

- Photometric Data. Include foot-candle levels.
- Power Requirement and Distribution Loads.
- Reflective lighting ceiling plan.

2.2. Preliminary Drawings.

2.2.1. The Contractor shall submit preliminary drawings via Material Submittal Form AF IMT 3000 at the time of the submission of a proposal for all TO that require drawings. Preliminary drawings will be required for all projects where there is any deviation to existing conditions by work performed under a SABER TO.

2.2.1.1. Preliminary drawings will include dimensions, utility lines, foundation plans, floor plans, elevation views, roofing plans, shop drawings; layout of walls, doors, windows; finish schedules, plumbing plans, riser diagrams, HVAC plans, duct work, control systems, fire sprinkler and detection systems, electrical plans, schematics, lighting, receptacles, switches, panels, panel schedules, any pertinent sections and details, etc.

2.2.1.2. Preliminary drawings will be completed to the point the Government representative can verify size, shape, quantity and type materials proposed in the Contractor's price proposal. The Contractor shall be responsible for the reproduction of these drawings if multiple copies are needed (i.e., Sub-contractor copies).

2.2.1.3. Contractor design documents shall be developed so that a distinction is made between items that are associated with each classification of work (i.e. Demolition, Minor (new) Construction, Repair, and Additives). Categories of work notes shall be affixed throughout the contract documents to clearly distinguish between works that are Demolition (D), Minor Construction (MC), or Repair (R) and further delineate any items that are Additive Bid Items (reflected as "Option #") and shall be accounted for and priced separately in the price proposal.

2.3. Record Drawings/As-Builts

2.3.1. Access. The Contractor will have full access to all Record and As-Built drawings located in 439th CE as required for development of the Contractor's design. The Contractor may obtain one (1) copy of the appropriate record drawings, if available, from 439th CE. The Government does not guarantee the availability, accuracy or adequacy of existing As-Built or record drawings. The Contractor is responsible for accuracy of all measurements whether they are obtained in the field, or as existing drawing take-offs to develop accurate working drawings. It shall be noted that minor adjustments of new utility lines may be required to avoid existing underground utility lines or existing structures.

2.3.2. Contractor Responsibility. During the progress of the work, the Contractor shall keep a careful record at the job site of all changes and corrections (Red Line Drawings) from the layouts shown on the preliminary drawings submitted with their proposal, when applicable. The Contractor shall enter such changes and corrections on preliminary drawings promptly and submit drawings to the CO in accordance with schedule provided in the TO.

2.3.2.1. The As-Built drawings shall indicate, in addition to all changes and corrections; any uncovered electrical, piping or mechanical lines not shown on the drawings, existing construction that is not noted on the record drawings, the actual location of all subsurface utility lines, existing or new. In order that the location of these lines and appurtenances may be determined in the event the surface openings or indicators become covered or obscured, the record drawings shall show, by offset dimensions to two (or three if height changes) permanently fixed surface features, the end of each run including each change in direction. Valves, splice boxes, and similar appurtenances shall be located by dimensioning along the utility run from a reference point. The depth below the surface of each run shall be recorded, in addition to the size and type of conduit or pipe used for the run.

2.3.2.2. At the time of beneficial occupancy of each structure or facility involved under the contract, the Contractor shall submit to the CO As-Built plans with the aforementioned data.

2.3.2.3. In addition to the requirement for As-Builts at final inspection, As-Built drawings shall be required, unless noted otherwise in the TO, for all projects or where there is any deviation to existing conditions by work performed under a SABER TO.

2.3.2.4. As-Built drawings shall be submitted for approval no later than the date of the final inspection. The Contractor shall provide approved As-Built drawings in both a hard copy format on Mylar, as well as digital, compatible with the 439th CE AutoCAD, or computer-aided drafting/design software compatible with Government drafting/design software and computers for all TOs. The contractor shall include a line item for As-Built drawings in all progress schedules.

2.3.3. AutoCAD Requirements.

2.3.3.1. As-Built drawings shall be submitted in a version of AutoCAD that is coordinated with 439th CE drafting section at time of submission. The As-Built DWG files shall have no reference files attached as all shall be bound into the file to make one AutoCAD DWG file, which also shall be purged and created with standard AutoCAD pen table. Scaled drawings should provide a bar scale and shall be in

imperial system units. Contractor shall provide one (1) hard copy of As-Builts on Mylar on an Arch D sheet size and one (1) electronic file of AutoCAD and PDF. Final As-Builts shall include the assigned building number in the title block.

2.3.3.1.1. AutoCAD drawings shall have correct geometry:

2.3.3.1.2. Segmented lines and arcs are to be made continuous and free of self- overlapping sections, thus decreasing files size and increasing efficiency within the AutoCAD platform.

2.3.3.1.3. All AutoCAD data shall be free of topological errors such as slivers, undershoots, overshoots, dangles, overlaps, intersections, etc.

2.3.3.1.4. Area features such as building footprints, parking lots, roadways, and airfield pavements shall be true polyline polygons. Adjacent polygons shall not have gaps or overlaps.

2.3.3.2. AutoCAD drawings shall be checked for correct spatial projection. Horizontal datum shall be referenced to Massachusetts State Plane Coordinate System (MA-2001) NAD83 and the Vertical datum shall be referenced to NAD83.

2.3.3.2.1. Drawings submitted for approval as As-Builts shall have all changes incorporated into the final drawings.

2.3.3.2.2. Drawings shall be free of revision clouds, hand-written notes, scanned in change orders, etc.

2.3.3.2.2.1. Revision symbols shall be accompanied with an entry in the sheet's revision block. Revision block entries shall consist of a brief description of the change along with the change order number.

2.3.3.2.3. Each sheet shall be annotated in bold letters near the title block with the date the As-Builts were accepted (i.e. AS-BUILT DRAWING 12 APR 2024).

2.3.3.2.4. Title sheet shall have a vicinity map, project location map, sheet index, and key plan.

2.3.4. Survey and Mapping Requirements.

2.3.4.1. The Contractor must be capable of surveying to lay out the project work sites to perform its work and where grading or drainage is involved. Drawings shall clearly indicate both existing and new spot elevations and benchmarks. Survey and mapping requirements shall be defined in each TO or as directed by CO/CE.

2.3.4.2. Work outside the boundary of existing footprints of buildings and structures shall require the submission of geospatial/mapping data. This includes, but is not limited to, building and structure footprints, utilities, infrastructure, survey data, etc. Contract requirements for the collection and delivery of georeferenced geospatial data shall specify either mapping or survey grade Global Positioning System or traditional survey methods of data collection. All projections shall be referenced to Massachusetts State Plane Coordinate System (MA-2001) NAD83 and the Vertical datum shall be referenced to NAD83. The use of either mapping or survey grade Global Positioning System technology will depend on the precision requirements of the data. Deliverables that involve digital maps or other geospatial data must be delivered in a georeferenced GIS format which would include Environmental Systems Research Institute's shapefile and geodatabase formats. Detailed specifications for data precision, data collection, attribution, and file format delivery should be included in each contract.

2.3.4.3. All deliverables that involve maps or other geospatial data must meet the following requirements:

2.3.4.3.1. All maps and associated data must comply with the latest version of Spatial Data Standards for Facilities, Infrastructure, and Environmental (SDSFIE). This data will be organized using the latest SDSFIE 2.3 Specifications for file, feature class and attribute nomenclature. Guidance on the latest version of SDSFIE is available from the Base Civil Engineering Office. Information must be collected at no less than 1:400 scale for base cantonment areas and 1:600 for large undeveloped base areas. Spatial data will meet or exceed National Map Accuracy Standards at those scales. Metadata will be provided and will use Federal Geographic Data Committee, Content Standards for Digital Geospatial Metadata for organization.

2.3.4.3.2. Geospatial data must be delivered in a georeferenced GIS format (feature-based file structures, including one-to-one cardinality between spatial records and attribute records). All attribute data as specifically outlined in the TO 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 must be delivered in UTM: World Geodetic System of 1984 projection. Further guidance on mapping units, coordinate systems and projections is available from the base Civil Engineering section.

2.3.4.3.3. Mapping or Survey Grade Global Positioning System or comparable traditional survey methods will be used to collect geospatial data. The use of mapping or survey grade Global Positioning System will depend on the precision requirements of the data. These requirements will be identified in the RFP for all activities where geospatial data are involved. In the case of RFPs involving utility construction, location and attribute data will be obtained at the time of excavation. Further information about precision requirements should be obtained from the base Civil Engineering section, Chief of Engineering.

2.4. Additional Design Guidance can be found in the Westover Installation Facilities Standards.

SECTION D – TASK ORDER PERFORMANCE, MODIFICATION & COMPLETION

1. PERSONNEL

1.1. Personnel Appearance/Identification.

1.1.1. Appearance. All Contractor personnel shall present a neat appearance, and shall not wear clothing that depicts any symbol, logo or language deemed racial, lewd or offensive. Contractor personnel shall not be present without proper safety equipment/clothing at all times IAW all applicable OSHA standards. All Contractor personnel shall wear shirts at all times.

1.1.2. Contractor and Sub-contractor Employee Identification Badges. Employees are required to always have their base access badges displayed. Any badges lost during the period of work will be reported to the CO and Base Security Police immediately upon the discovery that it is missing.

1.2. Government Employees. The Contractor shall not employ any person(s) who is an employee of the U.S. Government, if employing that person would create a conflict of interest, or the appearance of a conflict of interest. Additionally, the Contractor shall not employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval according to DoD 5500.7-R Joint Ethics Regulations. The Contractor shall not employ any person who is an employee of the Department of the Air Force if such employment would be contrary to the policies in AFI 64-106 Air Force Industrial Labor Relations Activities.

1.3. Program Manager (PM).

1.3.1. The Contractor shall provide a qualified Program Manager (PM) who shall be responsible for the performance of all aspects of the work. The PM shall be a Professional Engineer (P.E.), Registered Architect (R.A.), have a degree in Construction Management or Program Management, or have at least five (5) years' experience as a Program Manager of a similar-type contract with the same scope and value as this contract. The name of this person and alternate(s), who shall act for the Contractor when the PM is absent, shall be designated in writing to the CO prior to TO Pre-Performance Conference (PPC). The PM and alternate(s) must be able to read, write, speak, and understand the English language.

1.3.2. Availability. The PM or alternate shall provide a phone number to the CO and the 439th CE so that they can be reached during normal duty hours to meet and discuss contract issues. After normal duty hours, to include weekends and holidays, the PM or alternate(s) shall be available within twenty-four (24) hours to meet on WARB with Government personnel (as authorized by the CO) to discuss contract issues (a cell phone number for this purpose shall be provided to the CO prior to the PPC and shall be updated as changes occur).

1.3.3. Authority. The PM (or alternate(s) in the absence of the PM) shall have full authority to act for the Contractor on all matters relating to daily operation of this contract. The PM shall have the authority to obligate the company in any aspect of this contract regarding negotiations and TOs as a minimum and shall have the authority to hire Sub-contractors as required. In the absence of the PM, an alternate shall be named and shall have the same full authority to act on behalf of the company.

1.3.4. If for any reason the Contractor must replace the PM, the Contractor shall have a replacement within thirty (30) calendar days.

1.3.5. The Program Manager's salary and expenses shall be part of the Contractor's coefficient and shall not be included in any costs of any TO.

1.4. Program Management Staff (PMS). The PMS shall have capability to provide civil, electrical, and mechanical engineering support, and support positions of administration, quality control, safety, estimation, environmental, Computer Aided Drafting and Design/Geographic Information System (CADD/GIS), field supervision and financial management experience. All

personnel performing these functions shall maintain all appropriate and applicable federal, state and local certification as required. The Program Management Staff's salary and expenses shall be part of the Contractor's coefficient and shall not be included in any costs of any TO.

1.5. Project Staff. The Contractor shall designate in writing to the CO for each project the assigned PM and Project Superintendent (PS), and any changes in personnel.

1.6. Estimators. Estimators preparing the Contractor's price proposal and other documents shall be available for on site for negotiations.

1.7. Quality Control Manager (QCM). The Contractor shall have on staff a minimum of one (1) QCM, responsible for the Quality Control Program (QCP). The Project Superintendent may perform the duty of QCM, if qualified.

1.8. Project Superintendents (PS). The Contractor shall employ construction PS to oversee all work under this contract for each individual TO. When work is being performed, the PS shall be readily available during all working hours, except for such incidental errands as required by their duties. The PS shall be on site at all times when Sub-contractors are present. The PS is responsible for the proper coordination and timeliness of the work, and for the proper workmanship of all trades. The ability of the PS, based on their knowledge and experience, is essential to the proper execution of the work, as is their ability to communicate and direct the efforts of those performing the work. The Government reserves the right to restrict the employment under the contract of any employee identified as a potential threat to the health, safety, security, well-being, or operational mission of the installation and its population. The Contractor shall submit in writing at contract award a list of all PS that will work on the SABER contract.

1.9. Sub-Contractors. The PM and PMS shall have the ability to manage and control multiple Sub-contractors at multiple work sites. The Contractor shall schedule all jobs and adequately man all construction sites to ensure all projects are completed as rapidly as possible and that no sites are left idle. Moving a single work crew among several sites and leaving sites idle for days or weeks is not allowed. IAW RFO 52.222-11 Subcontracts (Labor Standards), the PM shall provide to the CO a completed Statement and Acknowledgement (SF 1413) within fourteen (14) calendar days after any Sub-contractor award regardless of tier. In addition, the Contractor shall submit a detailed Sub-contractor and Supplier Performance Management Plan within thirty (30) calendar days of contract award detailing adequate policies and procedures for Sub-contractor performance management, including surveillance, recruitment and termination, quality control, scheduling and trend analysis.

1.10. Professional Experts: The contractor shall have ready access to professional experts for each discipline capable of physically visiting the job site within seven (7) calendar days of notification to resolve specific technical issues as required. The contractor is not required to have a contract/retainer with the engineering/architect firm throughout the contract. The TO is to identify any requirements for engineer review and approval at the time of the RFP. This does not limit the requirement throughout a TO to require engineer review based on changes to site requirements. The contractor is to submit the firm's name and qualifications

to be used throughout the TO to the CO/ CE for approval. The contractor shall update this list as required throughout the TO.

1.11. Professional/Technician/Craftsman Qualifications. The PM shall ensure all employees, to include Sub-contractor employees, have valid licensing/certifications to accomplish applicable contract requirements before starting work under this contract, and are in compliance with all federal, state, and local regulations and environmental requirements or laws, and are qualified, competent, and capable of handling all assigned tasks. The following qualifications are not all inclusive:

1.11.1. Professional Engineer/Architect Certification. All designs requiring Professional Engineer (PE) or Registered Architect (RA) Certification are qualified and have valid documentation supporting this requirement.

1.11.2. Technical Competence. All Project Managers, Quality Control Managers, Environmental Managers, and Project Superintendents shall have a minimum of five (5) years of experience performing in that function, and all non-professional and/or technician Project Managers shall have relevant experience in the discipline they are designing/working.

1.11.3. Motor Vehicles. Personnel operating motor vehicles on roadways must possess a valid driver's license for the vehicles they operate. Personnel operating motor vehicles on the flight line shall be certified IAW WARB regulations.

1.11.4. Cross-Connection/Back Flow Prevention. State licenses for certified cross- connection and back flow prevention device testing and installation of all anti-siphon or back flow prevention units on all applicable plumbing applications. The Contractor shall make these licenses available for Government inspection, upon request, for each individual that performs this task.

1.12. Personnel Training.

1.12.1. Hazardous Waste. The Contractor must use hazardous waste operation certified employees (Training 29 CFR 1910.120) when excavating and managing hazardous waste.

1.12.2. The Contractor shall train their personnel in all phases of environmental protection. The training should include method of avoiding and detecting pollution and familiarization with federal, state and local pollution standards.

1.12.3. All Contractors and/or Sub-contractors performing maintenance in a Foreign Object Debris (FOD)-Potential area will receive and have documented Initial FOD Awareness and Prevention training by the base Airfield Management office.

1.12.4. Airfield Restrictions/Requirements. In addition to the requirements in R-DFARS 252.236-7005 Airfield Safety Precautions, the Contractor shall contact CO/CE for construction restrictions involving the flight line, taxiway and runway areas and shall comply with AFI 13-213 Airfield Management and 439th AWI 13-213 Supplemental Airfield Driving Instruction dated 25 October 2024 or the most current edition. Access to project sites within the flight line area shall require the Contractor to attend and complete the Base flight line driver's course at no additional cost to the Government. The contractor will be escorted at all times in access-controlled areas and shall immediately comply with all directions from the escort.

2. SCHEDULING OF WORK

2.1. Schedule of Work.

2.1.1. Before any of the work is initiated under a TO, the Contractor shall confer with the CO or representative(s) and agree on a sequence of procedure; means of access to premises and building; space for storage of materials and equipment; tasks, materials and use of approaches; use of corridors, stairways, elevators, communications, the location of partitions, eating spaces, and restrooms for Contractor's employees and Sub-contractors.

2.1.2. The Contractor must submit a finalized schedule of work on a Contract Progress Schedule for all projects that have a performance period of over sixty (60) calendar days for approval no later than ten (10) calendar days after the TO Award. A preliminary schedule shall be included the Contractor's initial TO proposal to the Government. The CO can request a schedule for projects less than sixty (60) calendar days if determined necessary.

2.1.2.1. The Contractor shall execute all work according to the approved Contract Progress Schedule; and shall complete the entire work prior to the specified completion date on the TO Award and/or subsequent modifications, to include any certification of punch listed work items.

2.1.3. All work tasks shall be made with a minimum of interference to Government operations and personnel.

2.1.4. The work shall, so far as practicable, be done in definite sections or divisions and confined to limited areas, which shall be completed before work in other sections or divisions are begun.

2.1.5. The Contractor shall obtain and complete an AF IMT Form 103, Base Civil Engineer (BCE) Work Clearance Request, for all TOs and modifications. The final authority when the AF IMT Form 103 is required is the BCE representative. A copy of the signed Work Clearance Request shall be given to the 439th CE representative no later than seven (7) calendar days prior to initiation of subject work.

2.1.6. The Contractor shall schedule and obtain a Hot Work permit from the Base Fire Chief each time prior to performing any welding, cutting, open flame, grinding, etc.

2.1.7. All temporary outages of any utility services required for the performance of work shall be scheduled with the 439th CE Representative no less than ten (10) calendar days in advance of such outages.

2.1.8. Prior to starting any work, the Contractor shall obtain EPA permits and airfield waivers whenever necessary.

2.2. Restricted/Controlled Areas.

2.2.1. If the work site is located in a restricted or controlled area, the Contractor may experience delays due to compliance with entrance/exit requirements of restricted/ controlled areas. Also, due to the nature of restricted areas and mission requirements, the Contractor may be requested to leave the restricted area at any given time. This delay shall be annotated on the TO daily report and when verified by the Government;

the Contractor will be given this delay time back at end of performance period if necessary.

3. REPORTS

3.1. Daily Reports.

3.1.1. The Contractor shall prepare and submit daily superintendent production reports. Copies of the Daily reports shall be available for review by 439th CE no later than 12:00 (noon) documenting the previous day's work.

3.2. Progress Status Reports.

3.2.1. The Contractor shall prepare and submit Project Status Reports (Contract Progress Report) for each active TO twice a month. The report shall be provided to the CO on the first working day of each month with the second being submitted 2 weeks later. The report shall indicate whether the project, as a whole, is on, ahead of, or behind schedule. If the project is behind schedule, the Contractor shall explain what actions will be taken to regain the schedule and provide an amended schedule. The report shall include a description of problem areas, delaying factors and their impact, and an explanation or any corrective actions taken or proposed. Any milestones achieved, or incidents that occurred, during the report month shall also be detailed. Costs for development/providing progress schedules, progress reports, and status reports are included in the Contractor's Coefficient and will not be paid separately.

3.2.1.1. The awarded negotiated price proposal, to include modifications, shall be used to determine the completion percentage on progress reports and to verify the completion of negotiated and awarded tasks/elements.

3.2.2. The Contractor shall submit the 100% progress report within seven (7) calendar days of the Government's accepted final inspection and/or final approval of the As-Built drawings.

3.3. Radiation Source Reports.

3.3.1. The Contractor shall provide, thirty (30) calendar days in advance, to the CO and the WARB Radiation Safety Officer, the following:

3.3.1.1. Permission Request Letter. A written request for permission to bring any radioactive material and/or radioactive source (i.e. Class IV lasers, RF emitters, and ionizing radiation sources) onto WARB.

3.3.1.2. License. Evidence of a valid Nuclear Regulatory Commission (NRC), or Agreement State Radioactive Materials License.

3.3.1.3. Leak Test Report. Reflecting latest test date, when required by the NRC license.

3.3.1.4. Training Documentation: Documentation of currency for training required by radioactive material license.

3.4. Construction/Demolition Debris Recycling Reports.

3.4.1. As good stewards of the environment, the Government is committed to recycling to the greatest extent practicable. The Air Force goal is to divert greater than 60% of its construction debris away from landfills. The Contractor shall recycle all construction/demolition debris to the maximum extent practicable. The Contractor shall make every effort to recycle materials, such as, but not limited to concrete, bricks, asphalt, wood and metals. The Contractor shall, for any EPA-designated products, use recovered materials to the maximum extent practicable without jeopardizing the intended end use of the item.

3.4.2. The Contractor shall, in accordance with 310 CMR 7.15, submit AQ 04 Asbestos Notification through the E-DEP online filing system ten (10) calendar days prior to demolition or renovation of a load-supporting structural member if regulated asbestos-containing material (RACM) is present. The contractor is required to pay the one-time filing fee for the permit. A copy of this notice must also be sent to 439th CEV Environmental office. 439th CEV Environmental office is the only office that is allowed to sign the removal Bill of Lading (BOL). Contact CEV as soon as you know that the material is being removed to set up a time with CEV personnel. The Contractor shall remove any hazardous waste within the facility such as polychlorinated biphenyls (PCB) items (i.e. light ballasts), mercury containing items (i.e. fluorescent tubes and thermostats), and batteries, prior to demolition in accordance with Federal, State and Air Force directives.

3.4.3. The Contractor shall submit the “Quarterly Report for Westover Construction/Demo Debris Disposal and Recycling” form to the Contracting office and CEV by 5th day of each quarter (5 Apr, 5 July, 5 Oct, and 5 Jan).

3.5. Hazardous Materials Report.

3.5.1. Contractor shall submit hazardous material record, 439 Airlift Wing Form 20- Contractor Information Sheet, in accordance with 439th AWI 32-7003 Hazardous Materials Pharmacy Program.

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

3.5.1.2. Form 20, Contractor Information Sheet with SDS.

3.5.1.2.1. Initial Submittal During Construction Phase. Prior to breaking ground, the contractor must submit a completed 439 AW Form 20 Contractor Information Sheet with a Safety Data Sheet (SDS) for each item. The AW Form 20 identifies the product and EXPECTED usage amounts for each item. Submit SDS for any product/chemical stored ON-BASE. Examples of some products include, but not limited to: Paints, Adhesives, Cleaners/Strippers, Coatings, Degreasers/Solvents, Fuels, Oils, Refrigerants.

3.5.1.2.2. Submittal at End of Each Calendar Year and at Project Completion. Contractor must report the ACTUAL annual usage amounts of each material.

4. PLANS AND ROSTERS

4.1. When required by the TO, the Contractor shall submit for approval using an AF IMT 3000 the following:

4.1.1. Sub-Contractor and Supplier Performance Management. The Contractor shall submit a detailed Sub-contractor and Supplier Performance Management Plan within thirty (30) calendar days of contract award detailing adequate policies and procedures for Sub-contractor performance management, including surveillance, recruitment and termination, quality control, scheduling and trend analysis.

4.1.1.1. A consolidated roster should be kept of all Sub-Contractors and Suppliers involved in the project, listing a Point of Contact and contact information for each.

4.1.2. Worksite Layout Plan. The Contractor shall submit for approval ten (10) calendar days prior to start of Task Order work, a scaled, detailed plan reflecting the construction site layout and accompanying photographs of the existing site prior to start of work. As a minimum, the drawing shall include: locations of all required utility connection points; proposed equipment and material storage areas (including quantity, and size of all storage trailers/boxes with an ID number); construction entrance(s) (including temporary stabilized construction entrance where required); haul roads; proposed Contractor employee parking areas; temporary sanitation facilities; perimeter fencing; tree preservation fencing; placement of safety signs (i.e. hard hat area, etc.); and refuse container locations.

4.1.3. Dust/Debris Control Plans. The Contractor shall submit for approval ten (10) calendar days prior to start of Task Order work detailed plans reflecting actions to control project dust and debris.

4.1.3.1. Interior Dust/Debris Control Plan. As a minimum the plan shall include: the name of the Contractor's assigned Project Superintendent; the method for protecting interior HVAC equipment (including filter change/cleaning schedule); the locations and composition of dust/debris partitions; and the listing of occupied adjacent areas outside of the designated work area.

4.1.3.2. Exterior Dust/Debris Control Plan. As a minimum the plan shall include: the name of the Contractor's assigned Project Superintendent; the proposed haul routes; the pavement cleaning equipment and schedule; the measures to control fugitive dust; and the measures to reduce transfer of mud onto adjacent paved surfaces (i.e. rotating or replacing the stones in the temporary stabilized construction entrances to clean the truck tires).

4.1.4. Detour Plan. The Contractor shall submit for approval ten (10) calendar days prior to start of work all proposed partial road closures and detours. All detours shall be IAW the current requirements of the Manual of Uniform Traffic Control Devices for Streets and Highways (MUTCD) and the US Army Corps of Engineers Safety and Health Requirements Manual EM 385-1-1. Total road closures are not authorized, and the Contractor shall provide steel ramping over any portion of trenching and required flagmen to allow partial traffic flow through a minimum of one lane of traffic. As a minimum, the plan shall include location of all detour signage, warning lights, flagmen (as required), and safety barricades. All detour signage, materials and equipment detours shall be

professionally manufactured, and IAW Federal and State roadway traffic signage regulations.

4.1.5. Falsework Plan. The Contractor shall submit for approval ten (10) calendar days prior to start of work all proposed falsework required to protect building occupants from construction activities when traversing the work site. 439th CE office will ensure approval/review coordination with the Wing Safety Office, CE/Fire Department, Base Emergency Response, Security Forces, and applicable building manager. As a minimum, the plan shall include location of all pedestrian covered and uncovered passageways; stair, ramp, handicap ramp and elevated passageway locations and composition; and pedestrian flow and safety signage. All structural falsework submittals shall include load calculations. All passageways shall contain adequate temporary lighting. Custodial upkeep and maintenance shall be the responsibility of the Contractor and therefore shall be part of the Contractor's Coefficient.

4.1.6. Field/Lab Testing and Utility Outage Roster. The Contractor shall submit for approval ten (10) calendar days prior to start of work a roster of all proposed field/lab testing and utility outages for the project and updated as applicable. 439th CE will ensure approval/review coordination with the appropriate agencies and applicable Building Manager. All field/lab testing shall be performed IAW applicable industry and Association of Testing and Measurements (ASTM) standards, and in the presence of authorized Government representatives.

4.1.7. The Contractor shall be required to submit a detailed Safety and Environmental Plan within thirty (30) calendar days of contract award. The Safety and Environmental Plan shall identify the following items at a minimum:

4.1.7.1. Safety and Environmental management tools, methods and documentation.

4.1.7.2. How often work will be inspected for safety and environmental compliance (minimum one (1) visit per TO per day).

4.1.7.3. Reflect how safety and environmental problems will be logically, effectively and expediently documented and resolved.

4.1.7.4. Identify how trend analysis will be accomplished to identify poor performing Sub-contractors, including corrective action.

4.1.7.5. Incorporate all applicable publications.

5. WORKSITE/FIELD TESTING PROCEDURES

5.1. Field/Lab Testing. The Contractor shall schedule and notify the Government of all field/lab testing ten (10) calendar days in advance of testing and shall conduct all field testing in the presence of authorized Government representatives and IAW applicable ASTM standards. All testing failures and/or rescheduling resulting from Contractor negligence and/or lack of coordination may result in the Contractor being charged by the Government for any subsequent retesting. As a minimum, at no additional cost to the Government for contractor installed item/equipment unless noted below, the following tests are mandatory for all TOs (if applicable), but do not limit the Contractor from performing other testing as required:

5.1.1. Civil - Soils Load Bearing Test.

5.1.2. Architectural/Structural - Concrete Slump Test and Compression Test.

5.1.3. Mechanical – HVAC Volumeter Test and HVAC Test and Balance (for new installed systems and/or reconfigured division of workspaces).
5.1.4. Plumbing – Pressure Test, Disinfections of Lines, and Positive Flow Test of Sewage/Storm Drain Lines.
5.1.5. Electrical – Continuity Test, Load Tests and Emergency Lighting Test.
5.1.6. Fire Protection/Security Alarms – Alarms Test and Detectors Test,
5.1.7. Communications – Communications/Cable Test.

6. SAFETY AND HEALTH

6.1. Safety and Health. This section is applicable to all work covered by this contract.

6.2. Worksite Safety.

6.2.1. OSHA. Contractors are required to comply with OSHA regulations. If OSHA wants to access jobsites on base, contact Base Safety at 413-557-2218. Contractors are not to escort OSHA personnel onto base.
6.2.2. The Contractor shall provide applicable safety signage, first aid kits and fire extinguishers at all worksites IAW EM 385-1-1 and applicable current Local, State, and Federal regulations.

6.3. Federal Standard (Fed. Std.):

6.3.1. 313A Safety Data Sheets (SDS). For each TO issued against this contract the Contractor shall for all required SDSs, prepare and submit one (1) electronic copy to 439 CEV, Building 2450, and three (3) copies to the CO IAW the Safety and Health Requirements Manual, EM 385-1-1.
6.3.2. Definition of Hazardous Materials: Refer to hazardous and toxic materials/substances included in Subparts H and Z of 29 CFR 1910; and to others as additionally defined in Fed. Std. 313. Those most encountered include asbestos, polychlorinated biphenyls (PCBs), explosives, and radioactive material, but may include others. The most likely products to contain asbestos are sprayed-on fireproofing, insulation, boiler lagging, pipe covering and vinyl floor tile and/or its associated mastic.

6.4. Asbestos. The Contractor is advised that friable and/or non-friable asbestos containing material may be encountered in area(s) where contract work is to be performed. If there is a suspicion of asbestos, the Contractor shall contact 439th CEV for evaluation.

6.5. Drug-Free Workplace. The Contractor shall maintain a drug-free workplace in accordance with RFO 26.5 Drug-Free Workplace.

6.6. Smoking. The Contractor shall not smoke in any Government facility. Smoking is permitted only in designated smoking areas. The Contractor shall provide an approved receptacle for all smoking debris in designated smoking areas and shall be responsible for policing the area daily.

6.7. Medical Information.

6.7.1. Emergency Use of Air Force Fire Emergency Service (FES). The WARB FES will provide only emergency medical treatment to employees of the Contractor for injuries incurred while working at the installation. The WARB FES will contact local civilian ambulance services for transport to medical facilities. Any service rendered by WARB/ FES will not be charged to the contractor. Any services from the civilian ambulance services will be the responsibility of the contractor.

6.7.2. Injury Reporting. The contractor shall report all reportable injuries to the Base Safety Manager, CO and CE. The contractor shall comply with all investigative requirements of the incident IAW base policies. The contractors and subcontractors will immediately comply with required toxicology testing and provide required medical information/records to the Medical Officer in the event of an Air Force mishap.

6.8. Construction Equipment.

6.8.1. Equipment and vehicles to be used on WARB shall be safe and in good operating condition. The CO, or designated representative, reserves the right to inspect any on–base equipment and reject such equipment if considered unsafe, in poor operating condition, or inappropriate for work. Contractor must notify the CO of any Contractor equipment that is broken down on WARB roads. Every effort should be made to move broken down equipment to the nearest parking lot before leaving it.

6.8.2. Explosive Operated Hand Tools: The Contractor shall comply with OSHA standard 29 CFR 1926.302(e) Powder-Actuated Tools when utilizing explosive operated hand tools. Storage of explosive cartridges on the installation will be in metal containers and limited to one (1) day's supply. The Contractor will provide adequate controls to prevent theft/loss of cartridges used and stored on the installation.

6.9. Hot Work. All welding, acetylene cutting, or open flame operation will be in accordance with AFI 91-203 Air Force Consolidated Occupational Safety Instruction, and NFPA 51B Standard for Fire Prevention During Welding, Cutting, and Other Hot Work.

6.9.1. Before any operation that produces sparks or open flames, such as welding, acetylene cutting, and grinding or open flame, WARB Fire & Emergency Services (FES) must be notified in advance to inspect the work area for safeguards and restrictions.

6.9.2. IAW AFI 91-203 AF Consolidated Occupational Safety Instruction, Bioenvironmental Engineering (BE) must be contacted for coordination if the hot work is to be performed inside a facility. If an attempt to contact them goes unanswered, document on the form that an attempt to contact was made but was unsuccessful. If the work is to be performed on the exterior of a facility, then Bioenvironmental Engineering is not required to be contacted for coordination.

6.9.3. Safety Equipment/Procedures. The Contractor shall provide approved fire extinguishments and methods of fire prevention. The Contractor shall discontinue all welding/cutting operations one (1) hour prior to the end of the workday. The Contractor shall provide a trained workman to remain at the site for a minimum of thirty (30) minutes after discontinuing the above operations. The workman shall make a thorough inspection of the area for possible sources of latent combustion. Any unsafe conditions

shall be reported to the CO and the Fire Department for their investigation – EMERGENCY PHONE DIAL (413) 557-3818 or 1117 from cell phones.

6.9.4. Open Flames. The Contractor shall not use any open-flame devices, to include heating devices without prior authorization from the CO, CE and FES, and shall require Government inspection of proper ventilation prior to operations. The Contractor shall not burn trash, brush, trees, or other debris/materials unless otherwise authorized by the CO. Approval for the use of open flames, to include heating devices, shall not relieve the Contractor from responsibility for all resulting damage.

6.9.5. When the requirements for a safe operation have been satisfied, an AF Form 592 USAF HOT WORK PERMIT will be issued to the contractor. The contractor is to coordinate through 439th CE for all requests.

6.10. Elevated Work Areas.

6.10.1. Worker safety is the responsibility of the Contractor and shall be provided at their expense. The Contractor shall comply with 29 CFR 1926.500-502 Fall Protection. Workers in elevated work areas in excess of six (6) feet above the adjoining surface require special safety attention. Prior to commencement of work in elevated work areas, the Contractor shall submit drawings depicting all provisions of its positive protection system, including but not limited to all details of guardrails. Positive protection for workers engaged in the installation of structural steel and steel joist shall be provided by safety nets, tie-offs, hydraulic man lifts, scaffolds, or other required means. Decking crews must be tied-off or work over nets or platforms not over 6 feet below the work area. Walking on beams and/or girders and the climbing on columns is prohibited without positive protection. Perimeter guardrails shall be installed at the floor, roof, or wall openings more than four (4) feet above an adjoining surface and on roof perimeters. Rails shall be designed to protect all phases of elevated work. Rails around roof may not be removed until all work on the roof is completed and all traffic on or across the roof ceases. Protection for floor and roof openings should be by use of a standard guardrail, attendant, or cover.

7. PROJECT SITE REQUIREMENTS

7.1. Contractor Office.

7.1.1. The Contractor may maintain a management office trailer on WARB for the duration of the Contract. This site location will be provided at contract award.

7.1.1.1. The area(s) assigned shall be returned at the termination of this Contract in the same condition as existed at the time of entering into the Contract, fair wear and tear expected.

7.1.1.2. The Contractor shall furnish their own housekeeping and janitorial services for the office space. The Contractor is required to maintain the facilities in a neat appearance at all times.

7.1.1.3. Telephone/Cellular Phone Requirements and Internet.

7.1.1.3.1. Requirements for phones and internet shall be installed and hooked up at the Contractor's expense. Any telecommunications installation by the contractor shall not be connected to WARB communications network. The contractor shall coordinate any contractor used telecommunications installation with WARB Communications Office.

7.1.1.3.2. Contractor shall have each Project Manager and Superintendent on separate cellular phone communications during normal duty hours and when required to work other than normal duty hours. All contact information shall be submitted to 439th CE and CO for normal duty hours and emergency after duty hours for each key Contractor Contact Personnel, PM, Superintendent, and others based upon requirements. All usage charges for the Contractor's phones, Cell phone/radio and internet shall be at the Contractor's expense and therefore shall be part of the Contractor's Coefficient.

7.1.1.3.3. Any Radio or wireless communication devices, i.e., handheld radio, Citizen Band (CB) radio, wireless computer devices shall be coordinated through the WARB Communications Office. Cellular phones are not required to be reported to the WARB Communications Office.

7.2. On-Site Requirements.

7.1.2. The Contractor shall maintain, on all construction sites with work in progress, approved and applicable copies of the following: Statement of Work (SOW), BCE work clearance requests, and welding permits.

7.3. Physical Security.

7.3.1. Key Control.

7.3.1.1. The Contractor shall establish and implement key control procedures in the Quality Control Plan (QCP) to ensure keys issued to the Contractor by the Government are properly safeguarded and not used by unauthorized personnel. The Contractor shall not duplicate keys issued by the Government.

7.3.1.2. Lost keys shall be reported immediately to the CO. The Government replaces lost keys or performs re-keying. The total cost of lost keys, re-keying, or lock replacement shall be deducted from the monthly payment due the Contractor.

7.3.1.3. The Contractor shall ensure its employees do not allow Government issued keys to be used by personnel other than current authorized Contractor employees. Contractor employees shall not use keys to open work areas for personnel other than Contractor employees engaged in performance of their duties, unless authorized by the Government functional area chief.

7.3.1.4. The Contractor shall establish procedures in the QCP to ensure lock combinations are not revealed to unauthorized persons.

7.3.2. Areas controlled by Contractor employees shall comply with WARB Operations Plans/instructions for Force Protection Condition procedures, Random Antiterrorism Measures, and local search/identification requirements. The Contractor shall safeguard all Government property, including controlled forms, provided for Contractor use. At the

close of each work period, Government training equipment, ground aerospace vehicles, facilities, support equipment, and other valuable materials shall be secured.

7.3.2.1. HVAC Utility Rooms. The Contractor shall: securely lock these rooms at all times; not store any unauthorized materials or equipment; maintain and utilize the Government provided log to record the date, time, name, and purpose of access; and shall notify any suspicious activity regarding these rooms to the WARB Security Forces at (413) 557-3557, and the CO.

7.3.3. Worksite Fencing/Entrances.

7.3.3.1. Perimeter Fencing. When required by TO, worksites shall have perimeter fencing established to enclose and segregate the Contractor's area(s) of responsibility as directed by the CO. Contained within the perimeter fencing shall be all work/ entrance/ storage/ staging/ sanitation areas. All fencing shall be erected IAW the most current EM-385-1-1 Health and Safety Manual. Fencing shall not be attached to trees, signposts or other WARB objects. The use of caution/surveyors tape, safety cones, or safety barrels in lieu of fencing is not authorized. All required worksites with exterior work, i.e., additions, new parking lots, and window replacement, should have safety fencing around the area to prevent Base personnel from entering the site, and for safety.

7.3.3.2. Dust Barriers. Rigid framed dust barriers shall protect and segregate all areas outside of the work area. Draping polyethylene plastic as barrier without a rigid support framework is not acceptable.

7.3.3.3. Erosion Control Fencing. The Contractor shall use silt fencing or other best management practice during and after construction activities IAW Local, State and Federal regulations where applicable, to prevent site runoff.

7.3.3.4. Excavation Fencing. All excavations, regardless of size and depth, unless otherwise specified, shall conform to the most current EM-385-1-1 Health and Safety Manual and OSHA standards.

7.3.3.5. Temporary Stabilized Construction Entrance. The Contractor shall provide temporary stabilized construction entrances and exits at transitions from non-paved to paved areas to adequately remove sediment from vehicle tires. The entrances and exits shall be constructed IAW the Massachusetts State Department of Environmental Conservations Standards. The Contractor shall maintain this entrance to function as designed. Stones shall periodically be rotated or exchanged to ensure vehicle tires are clean when exiting the worksite. The Contractor shall remove and restore soils at all entrances and exits prior to final inspection.

7.3.3.6. Barricades. Adequate barricades and warning signs shall be furnished, installed, and maintained by the Contractor. These barricades shall be considered Contractor-supplied equipment and should be factored into the Contractor's Coefficient. They shall be maintained in good condition throughout the Contract period and remain the property of the Contractor. All barricades must comply with OSHA and any requirements in the TO.

7.3.3.6.1. Barricades on streets must have battery-powered flashers for night use. Cones may only be used to temporarily block pedestrian traffic. Extended pedestrian blockages or road traffic must use barricades with tape strung between. All barricades (up to 100 linear feet), cones, etc., are part of the Contractor-supplied equipment/supplies and shall not be a direct cost to any

TO, unless the CO deems the individual TO requirements so extensive as to warrant payment.

7.3.3.7. Excavation. All open excavation shall be secured on all sides and have nylon web construction fencing completely surrounding the site, a minimum of three (3) feet away from the hole.

7.3.3.7.1. All excavation sites in occupied areas shall be covered with plywood at all times the job site is not manned and shall have temporary nylon web fence installed around sites. All tools shall be secured in such a way as to prevent any injury, and clearly barricaded off with warning tape surrounding the items.

7.4. Government Furnished Property (GFP).

7.4.1. Use of Government Furnished Material/Property. The Government reserves the right to provide GFP that is on hand if it can be used by the Contractor to complete a TO. If GFP is required, it will be identified in each TO issued. Any other equipment (such as communications and material handling equipment) and administrative supplies necessary for Contractor operation shall be furnished by the Contractor. The GFP items shall not be used for any purpose other than fulfilling the requirements of this contract.

7.4.2. Designation of Government Furnished Property Administrator. The Base Civil Engineer, or authorized representative, is designated as property administrator for GFP to be provided to the Contractor for performance under this contract.

7.4.3. Pricing of GFP. Since RSMeans unit prices include materials, equipment, and labor, work including GFP shall be priced by using the appropriate RSMeans line item minus the material cost. The total dollar amount of GFP shall not exceed 10% of the total contract amount in any one (1) year.

7.4.4. Transportation of GFP. The Contractor, with their own forces, shall transport all GFP, if any, described on the TO. The equipment or material shall be transported from the Government storage area to the work site indicated on the TO. Refer to RFO Clause 52.245-1(h) Contractor Liability for Government Property.

7.4.5. The Contractor shall follow the instructions of the CO's representative or Government Furnished Property Administrator regarding the disposition of all GFP not consumed in performance of a TO.

7.4.6. Protection and Storage of Existing Government Property. The Contractor shall cover and/or remove for storage, all property to remain in place within a worksite and protect it against loss or damage. Refer to RFO Clause 52.245-1 regarding Contractor Liability for Government Property as applicable.

7.4.7. Finishes/Equipment/Furniture to Remain. All finishes shall be adequately protected to prevent damage, wear, debris and foreign matter contamination. The Contractor shall provide adhesive walk-off matting at all dust barrier and worksite entrances to eliminate tracking of debris outside of the worksite area. All flooring shall be covered at all times. All items shall be protected from protective coatings/plaster splatter and other foreign materials.

7.5. Contractor Equipment.

7.5.1. All Contractor-supplied equipment is the sole responsibility of the Contractor. The Government is not liable for the theft, vandalism, or damage of any Contractor supplies or equipment left on the job site. The Contractor shall secure their materials and protect all equipment from damage.

7.5.2. Any equipment/material the Contractor removes (and will reinstall as part of the job requirements) shall be the responsibility of the Contractor. The Contractor at their own expense shall replace all damaged material.

7.5.3. The Contractor shall protect Government equipment that is to remain in place within the area of Contract operations against damage or loss. Equipment temporarily removed shall be protected, and if damaged be replaced with equal or better equipment.

7.6. Worksite Caretakership.

7.6.1. The Contractor's facilities and storage site shall be neat, clean, and orderly at all times. There shall be no trash, debris, or other objectionable material within the Contractor's area except in approved dumpsters or other manufactured receptacles used for disposal purposes. Materials shall be sorted, stacked in neat piles, and separated. Equipment and vehicles shall be located in one area of the site. Dumpsters and other receptacles shall not be filled to overflowing. All hazardous materials stored will be in compliance with all applicable federal, state, and local codes.

7.6.2. All facilities, equipment, and vehicles shall be in proper repair and usable. Any rusted, broken, torn, bent, or otherwise objectionable facilities, equipment, material, dumpsters, or vehicles shall be immediately removed from the Contractor's site. Only normal operator maintenance will be allowed on the Contractor's vehicles onsite.

7.6.3. Government Restroom Facilities. Government toilet facilities will not be available to Contractor's personnel. Field-type sanitary facilities may be placed in the vicinity of the construction project, in a location out of the public view and coordinated with CE. Units must be maintained at all times. Include provisions for pest control and elimination of odors.

7.6.4. Foreign Object Debris (FOD) Prevention Program.

7.6.4.1. Contractor will be required to maintain cleanliness of taxiway, runway, and apron pavements at all times during progression of work order to alleviate FOD. The Contractor will be required to remove all materials and equipment to a safe distance from the runway at the close of each day's work. This distance will be determined by the CO. The Contractor will not be allowed to stockpile any materials or store any equipment within 1,000 feet of the runway centerline.

7.6.4.2. The Contractor shall establish and maintain an effective FOD prevention program that meets or exceeds the requirements of Air Force Materiel Command Instruction 21-122. The program is designed to eliminate the introduction of any foreign object that could damage an aircraft, aerospace component, or aerospace support equipment operated at this depot facility. The FOD program must be integrated into the day-to-day operations to reduce/eliminate FOD incidents. Such program shall include covering waste dumpsters, barriers in place to stop migrating FOD from dirt and gravel piles, and end-of-shift or daily clean-up. The Contractor must brief their personnel at least weekly on any FOD requirements.

7.6.4.3. All Contractors/ subcontractors performing maintenance in a FOD-Potential area will receive and have documented Initial FOD Awareness and Prevention training.

7.6.4.4. All vehicle operators will perform a foreign object inspection on all towed equipment/vehicle tires and open cargo areas of vehicles prior to entering the runway, taxiway, flightline, and aircraft parking ramps and other areas directed by the WARB FOD Awareness and Prevention Office. All “open-air” Contractors’, subcontractors’ and delivery vehicles must be free of loose items/debris that could potentially fall from the vehicle and cause a FOD hazard. The cargo beds of all pick-up trucks must be clean or covered prior to entering the airfield. Vehicles will be subject to inspection and denied entry if found to be unacceptable. The office/representative responsible for Contract oversight will ensure the Contractor is properly briefed/trained and understand vehicle requirements. The Contractor shall ensure strict control for all tools, equipment, rags, residue, and hardware.

7.6.5. Daily Cleanup. In addition to the requirements in RFO 52.236-12 Cleaning Up, the Contractor shall maintain a worksite free from accumulation of debris. The Contractor shall empty trash receptacles on a regular basis throughout the day’s activity to avoid overflow or spillage. The Contractor shall daily perform general sweeping/pick- up of debris prior to close of a day’s worksite activity; empty all trash receptacles into worksite refuse containers; and shall comply with protection of existing Government property.

7.6.5.1. Demolition/Bulk Debris. When required, the Contractor shall provide refuse containers for the large accumulation of demolition waste and other debris. Location of a dumpster at the site shall be as directed by the CO. The dumpster shall be covered to prevent possible use by base personnel.

7.6.5.1.1. All refuse containers shall be free from graffiti. The contractor shall label their containers stating, “Construction Debris Only”

7.6.5.1.2. Hauling of demolition/bulk debris to refuse containers shall comply with protection of existing Government property. Trucks may be utilized for removal of demolition/bulk debris but shall not be utilized for demolition/bulk debris accumulation. The Contractor shall empty refuse containers and trucks on a regular basis to avoid overflow, spillage, and remain below tonnage allowances for travel on municipal and base roadways IAW current Local, State, and Federal regulations.

7.6.5.2. Recycling of Demolition Debris and Scrap. The Contractor shall provide for the life of the contract, dumpsters for the temporary holding and transfer of recyclable construction debris generated by in-house personnel and Sub-contractors. The dumpsters shall be marked with their contents; i.e., wood, scrap metal, cardboard, and glass. Containers shall be stored with securable covers in the Contractors’ laydown area. At no point during the contract shall the receptacles/dumpster(s) be allowed to overflow.

7.6.5.3. The WARB’s Refuse Contract supplies dumpsters for Government-produced refuse only. The Contractor shall not dump refuse from any SABER project in the Government dumpsters. If the CO discovers SABER refuse in Government dumpsters, he/she may instruct the Contractor to immediately remove the refuse or have Government resources remove it at the Contractor’s expense.

7.6.5.4. The Contractor's dumpster shall be removed prior to final inspection. The Contractor shall repair any damage the dumpster causes to paving or lawns.

7.6.6. Inclement Weather/Security. Protection requirements shall include shielding/securing the interior of a facility from inclement weather/intrusion at all times. All temporary boarding of windows, doors, and/or openings shall match the exterior finishes, as directed.

7.6.7. Trucking. The Contractor shall remove all loose debris on truck sidewalls prior to leaving the worksite and shall be loaded in a manner that shall prevent dropping of materials on roadways IAW current local, state and federal ordinances and regulations. The Contractor shall provide suitable covers/tarpaulins over loads prior to leaving the worksite. The Contractor shall be responsible for any clean up, and liable for any resulting damage from any debris that may fall from trucks/refuse containers.

7.6.7.1. The Contractor shall have all refuse removal trucks covered and secured prior to leaving the jobsite. If any materials are observed falling off the trucks, the truck shall be stopped and reloaded to prevent damage to any other vehicles caused directly/indirectly by falling debris. The Contractor shall bear the monetary responsibility to repair all damage associated with falling debris.

7.6.7.2. The Contractor may instruct a concrete truck to wash out into the Contractor's washout area only. The concrete washout area must be a self-contained unit and contents disposed of at a frequency to prevent spillage.

7.6.7.3. Interior Haul/Delivery Routes. All interior haul routes to refuse containers shall be protected with adequate measures to protect all finishes to remain.

7.6.8. Pavements Cleaning. The Contractor shall include pavement-cleaning methods in the Dust Control Plans to prevent the generation and/or accumulation of dirt, debris, dust or other foreign matter due to worksite activities on all adjacent pedestrian ways/roadways/parking lots. Approved methods of cleaning shall remove, not displace all accumulations. The Contractor is solely responsible for all spillage from vehicles and refuse containers and shall be cleaned immediately.

7.6.8.1. All mud, dirt, debris, foreign objects, or spills of any kind from the Contractor's operations (including subcontractors and suppliers) on streets and parking lots used as access to the work or staging areas, shall be cleaned off the same day. Taxiways, runways, parking aprons, and hard surfaces used as access to the work or staging areas shall be kept clean at all times.

7.6.9. Damaged Curbs, Pedestrian ways and Roadways. The Contractor shall repair/replace all damaged locations resulting from Contractor operations/negligence, to include Sub-contractors and deliveries at no additional cost to the Government.

7.6.10. Grounds Maintenance. In addition to the requirements of RFO 52.236-9 Protection of Existing Vegetation, Structures, Equipment, Utilities and Improvements, the Contractor shall:

7.6.10.1. Grass. The Contractor shall maintain all grass that is sectioned off within a work site and is not accessible by ground maintenance, the grass shall be maintained within three (3) linear feet on the exterior of all worksite perimeter fencing and shall be maintained in a presentable manner. Maintain all work sites in a presentable manner that is not accessible by grounds maintenance. The grass shall be mowed and trimmed when it reaches no higher than 6 inches. Mowing and trimming shall be to a height of 3 inches. Mowing shall be accomplished during normal duty hours and in such a manner that the soil and grass will not

be damaged. Towed mowers and self-propelled riding mowers shall not be operated within 3 feet of trees and shrubs. Areas next to trees and shrubs shall be mowed with hand/push propelled mowers.

7.6.10.1.1. Contractor employees, to include Sub-contractor employees and deliveries, shall not park any vehicle or equipment on grassed areas, unless otherwise authorized by the 439th CE Environmental. When authorized, parking on grassed areas shall only be for short- term delivery purposes (to include heavy tools, equipment, construction materials etc.), vehicles shall then be promptly removed. Tire/ track impressions (ruts) created on wet or soft soils by vehicles and/or equipment shall be restored to original state by the end of the project, or as otherwise directed by the CO. The Contractor shall take appropriate measures to prevent injury to plants on the project site unless designated to be removed. The Contractor shall not remove or prune any plants without approval from the 439th CEV. Plants damaged during construction shall be replaced at no expense to the Government.

7.6.10.2. Trees/Shrubs/Bushes. All trees/shrubs/bushes within a worksite that is not accessible by grounds maintenance shall be maintained during growing seasons, and pruned as directed by the CO.

7.6.10.3. Vegetation. All trees, shrubs, bushes, vegetation beds and grass shall be protected from damage at all times. During painting and stucco operations, or as otherwise directed, all trees, shrubs and bushes shall be tied and/or bundled, and vegetation beds and grass covered to protect from splatter and or damage.

7.6.10.4. All grass, trees, shrubs , bushes, etc that shall be maintained by the Contractor due to area not being accessible by grounds maintenance shall be maintained in accordance with Air Force Common Output Level Standards (AF COLS) Grounds Maintenance (area sub-function shall be determined by the CO) and Air Force Grounds Maintenance Standards. This maintenance shall be at no additional cost to the Government and therefore shall be part of the Contractor's Coefficient.

7.6.10.5. The Contractor shall remove snow on pedestrian and parking surfaces inside the Contractor's office/storage area. The snow must be removed within 24 hours. Any accumulation of ice shall be removed by hand (shoveling or scraping) or treated with ice melt product to maintain safe access to the area. If ice melt chemicals are used, they shall not contain urea, and SDS information shall be submitted for review.

7.6.11. Each project site must be cleaned up at the end of each day. All debris (whether blown-in or Contractor-generated) on the jobsite shall be picked up and disposed of properly. All materials shall be neatly stacked and secured to prevent wind gusts from blowing materials around base. If the CO deems the site is unsightly, the Contractor may be instructed to halt construction and clean up the site.

7.7. Equipment/Materials Storage. The Contractor is solely responsible for all lost/stolen/damaged materials/equipment at no additional cost to the Government.

7.7.1. Storage Trailers/Boxes. Storage trailers/boxes shall: be free from damage to an acceptable condition ensure proper storage of project materials/equipment; be free from graffiti; and when utilized as permanent storage at the Contractor's office location, be neat and clean in appearance. All sides of storage trailers/boxes shall have

professionally manufactured applicable warning placards mounted for each HAZMAT stored. All storage trailer(s)/box(s) shall have a 5" x 7" Contractor Identification Placard in a weatherproof holder affixed to the right entrance door indicating SABER Contractor's Name, Task Order (TO) Number, Project Number and Title, Contractor point of contact (with access number), and trailer/box number. All permanent storage trailers on rolling stock shall include skirting of either lattice or metal panels. Storage of materials and debris under trailers is prohibited. All storage trailers/boxes shall be securely anchored to the ground with appropriate fastening/cabling devices to adequately brace the structure against hurricane force winds. All storage trailers/boxes shall be removed from the worksite prior to the final inspection date.

7.8. Coordination with Other Site Activities.

7.8.1. Disruption to Occupied Buildings.

7.8.1.1. TOs may include work in multiple use type facilities that may be occupied when work is in progress. The Contractor, through the CO, must coordinate all work in occupied areas to minimize inconvenience to occupants. It shall be the Contractor's responsibility to take whatever measures are necessary to assure the protection of occupant's assets, furnishings, equipment, etc., and to perform the work so as to cause minimal disruption of ongoing activities in occupied areas.

7.8.1.2. Elevators. Any temporary use of an existing elevator shall be by arrangement through the CO and subject to their controls. Such use shall be of an intermittent nature. The Contractor shall provide and maintain suitable and adequate protection covering for the elevator machinery, the hatchway entrance, and the interior of elevator during the period of temporary use. Loads in excess of the rated capacity of the elevator will not be permitted. The Government will bear the cost of electrical current for the operation of the elevator. On completion of the work, the Contractor shall remove the protection coverings, together with any resultant dirt and debris, and leave the equipment in a condition equal to in which it was found.

7.8.1.3. The Contractor shall, at all times, protect and preserve all Government property within a worksite, and areas transverse outside of a worksite, in performance of this Contract. Any temporary construction (e.g., dust partitions) shall be subject to prior approval of the CO.

7.8.2. Coordination with Government Activities.

7.8.2.1. The Contractor shall adhere to the requirements of each individual user organization. Any infringement on the normal working conditions (e.g., closing a hallway) shall be coordinated at least 48 hours in advance.

7.8.2.2. If it becomes necessary to interrupt the using agency's work activities in buildings and/or areas for construction purposes, permission to do so must be requested in writing to the CO seven (7) calendar days in advance. Written requests for street closings shall be submitted to the CO for approval thirty (30) calendar days prior to closing of the street.

7.8.2.3. Work in connection with this Contract which requires utility outages (electrical, water, gas, etc.), which will close down or limit (as determined by the CO)

normal activities in the building, construction area, or other affected areas, shall be performed by the Contractor at a time other than regular work periods of the organization occupying the facility. Requests for utility outages shall be submitted in writing to the CO for approval ten (10) calendar days in advance. Utilities will not be turned on and off by the Contractor. Base personnel will be scheduled for this purpose. All disruptions to utilities and services shall be coordinated using AF Form 103, Work Clearance Request.

7.8.3. Site Utilities.

7.8.3.1. The Government, without charge to the Contractor, will furnish reasonable amounts of potable water from existing outlets and supplies. The Contractor shall reasonably conserve potable water furnished. The Contractor, at its own expense, shall install and maintain necessary temporary connections and distribution lines and shall remove the connections and lines prior to the close of the contract. Water services may not be available at or adjacent to Contractor's staging, storage, or office areas, but may be obtained from an outlet as designated by the CO.

7.8.3.2. The Government, without charge to the Contractor, will furnish reasonable amounts of electricity from existing outlets and supplies. The Contractor shall reasonably conserve electricity furnished. The Contractor shall coordinate with the CO and, at its own expense, shall install and maintain necessary temporary connections and distribution lines and shall remove the connections and lines prior to the close of the contract.

7.8.3.3. The Government, without charge to the Contractor, will furnish reasonable connections to the sanitary sewer from existing outlets and supplies. The Contractor shall coordinate with the CO, and at its own expense, shall install and maintain necessary temporary connections and distribution lines and shall remove the connections and lines prior to the close of the contract.

7.8.4. Government Liability.

7.8.4.1. The Government will not be liable for any loss or damage to the Contractor's property, including stock or for expense incidental to such loss or damage. The Contractor is responsible for securing their property, including, but not limited to dumpsters, trash bins, etc.

7.8.5. Contractor Parking.

7.8.5.1. The Contractor shall only use designated hardened surfaces or authorized existing pavement for employee parking of all personally-owned and company vehicles and equipment, to include Subcontractors and deliveries, unless otherwise authorized.

7.8.5.2. Contractor employees, including Subcontractor employees and deliveries, shall not park any vehicle or equipment on grassed areas, unless otherwise authorized. When authorized, parking on grassed areas shall only be for short-term delivery purposes (including heavy tools, equipment, construction materials, etc.); vehicles shall then be promptly removed. Tire/track impressions (ruts) created on wet or soft soils by vehicles and/or equipment shall be restored (filled with topsoil) by close of business on the date of occurrence, or as otherwise directed by the CO.

7.8.6. Existing Utilities.

7.8.6.1. Field Verification. The Contractor shall inspect the worksite, and surrounding area for evidence of unmarked utilities prior to commencement of all excavations and notify 439 CE when discovered for proper marking.

7.8.6.2. Utility Markings. The Contractor shall maintain all underground utility markings throughout any excavation processes or as necessary throughout the TO period of performance.

7.8.6.3. Minimum Clearance. The Contractor shall maintain a minimum clearance of three (3) feet from existing utilities and the cutting edge of all power operated excavating equipment.

7.8.6.3.1. Hand Excavation. The Contractor shall excavate with hand tools all requirements within three (3) feet of any existing utility.

7.8.6.4. Damaged/Exposed Utilities. The Contractor shall inspect all exposed utilities for damage prior to backfilling. When damage is discovered, the Contractor SHALL NOT attempt to perform repairs. The Contractor shall first make the area safe, then immediately contact the COR, contact information will be given at the TO award. Then contact the CO and/or 439th CE to coordinate repair efforts and responsibilities.

7.8.6.5. Previously Known or Negligent Damage. In accordance with RFO 52.236-9 Protection of Existing Vegetation, Structures, Equipment, Utilities and Improvements the Contractor shall be responsible for all utility repairs when damage was not previously identified, or the result of negligence on the part of the Contractor, to include their Subcontractors. The Contractor shall perform all repairs diligently to minimize disruption of mission requirements as directed by the CO, at no additional cost to the Government.

7.8.7. Formwork and Staging. The Contractor shall remove formwork and staging from the worksite once no longer required.

7.8.8. Environmental Requirements.

7.8.8.1. Recording and Preserving Historical and Archeological Finds. All items having any apparent historical or archeological interests that are discovered in the course of any construction activities shall be carefully preserved and stop construction immediately. The Contractor shall leave the archeological find undisturbed and shall immediately report the find to the CO. The Contractor (e.g. construction crew, utility workers, etc.) must also immediately notify Cultural Resources Management (CRM) or Environmental Flight Chief at 413-557-2434 and follow procedures found in AFMAN 32-7003 Environmental Conservation.

7.8.8.2. All hazardous materials (HAZMAT) shall be stored and identified IAW the most current Local, State, and Federal Regulations, and AFMAN 32-7002 Environmental Compliance and Pollution Prevention and 439th AWI 32-7003 Hazardous Materials Pharmacy (HMP) Program. All storage locations are subject to Government inspection, to include all Environmental, Safety, and Occupational Health Compliance Assessment Management Program (ESOHCAMP) Inspections. A TO's equipment/materials storage location is not guaranteed to be directly at the work site, but will be located on WARB, and any mobilization or travel between the designated storage location and the worksite

is deemed local travel. Utilize best management practices at all material storage areas which may include practices like covered storage for hazardous materials or certain equipment, to prevent contaminated storm water runoff.

7.8.8.3. Solid, Liquid, and Gaseous Contaminants. The Contractor shall be responsible for the proper disposal of all solid, liquid and gaseous contaminants including asbestos in accordance with AFMAN 32-7002 Environmental Compliance and Pollution Prevention, AFI 32- 1052 Facility Asbestos Management.

7.8.8.4. Disposal of Refuse. The Contractor shall be required to remove all refuse from WARB for awarded TO. Separate asbestos disposal sites will not be provided.

7.8.8.4.1. Covered Chutes. All chutes for refuse, and the like, shall be covered or of such a design to fully confine the material to prevent the dissemination of dust and debris.

7.8.8.4.2. 439th CE/CEV Environmental will be notified if Asbestos or Hazardous Waste will be shipped off base. CEV is the only agency that can sign the manifests and authorize the disposal.

7.8.8.5. Contaminated Soil. Any material (soil) that is suspected of being contaminated shall be reported to the CO immediately and left undisturbed until directed by the CO.

7.8.8.5.1. Contaminated soil shall not be removed from the Base without written approval from the CO. Contractor shall dispose of material under guidance of the 439 CEV at 413-557-2434.

7.8.8.5.2. Contaminated soil shall not be used for backfill.

7.8.8.5.3. 439th CE/CEV Environmental will be notified if Asbestos or Hazardous Waste will be shipped off base. CEV is the only agency that can sign the manifests and authorize the disposal.

7.8.9. Spills. The Contractor shall be responsible for all spillage containment, clean up and related disposal costs during the performance of this contract and therefore shall be part of the Contractor's Coefficient.

7.8.9.1. The Contractor shall have sufficient spill supplies readily available on/or at the worksite to contain any spillage.

7.8.9.2. When a Contractor-related release occurs, the Contractor shall immediately notify the Westover Fire Department, 439 CE/CEV Office and the CO. They should take appropriate actions to correct its cause and prevent future occurrences.

7.8.9.3. If local, state, or federal authorities assess any monetary fines, penalties, or assessments related to a Contractor release of any substance, the Contractor shall be solely held liable for all payments and hold the United States Air Force harmless.

7.8.10. Disposal of Contaminants. All hazardous waste or contaminated materials generated by work under this contract and performed on WARB, shall be handled, transported, stored, and disposed of by the SABER Contractor or Subcontractor qualified with the disposal of the material. The disposal of contaminants shall not be considered 100% complete until all completed and approved manifests have been submitted to the CO. Hazardous waste, including MA listed waste, must be managed IAW applicable regulations. All contractor generated hazardous waste shipment off this installation must

be accompanied by a uniform hazardous waste manifest and shipped off site using a licensed transporter and signed off on by 439th CE/CEV Environmental.

7.8.11. Volatile Organic Compounds (VOC). The Contractor shall comply with all coatings and solvents performance and thinning specifications. The Contractor shall use non-VOC or low-VOC paints and thinners whenever possible.

8. WARRANTIES

8.3. Warranty of Construction.

8.3.1. The Contractor shall provide warranty in accordance with RFO 52.246-21 for each TO.

8.3.2. The Contractor's warranty with respect to work repaired or replaced shall run for one (1) year from the acceptance of the Task Order.

8.4. Warranty Log.

8.4.1. The Contractor shall maintain a log of all warranty calls placed by the CO and make it ready for inspection by the CO or designated representative upon request. In addition, a copy of entries to the Warranty Log for each calendar month warranty calls were placed, shall be forwarded to the CO within the first three (3) calendar days of the following month.

8.5. Roofing.

8.5.1. The Contractor shall provide a minimum manufacturer warranty with NO dollar limit, cover full system watertightness, including flashing, insulation, and accessories necessary for a watertight roof system construction for a minimum of twenty (20) years. The roof system installer shall warrant for a minimum period of two years that the roof system, as installed, is free from defects in installation workmanship, to include but not limited to, the roof membrane, flashing, insulation, accessories, attachments, and sheet metal installation integral to a complete watertight roof system assembly.

8.6. Furnished Equipment.

8.6.1. Prior to final acceptance of the work covered by this contract, the Contractor shall furnish in writing to the CO a list of all items of equipment furnished. This list will include: (I) nomenclature of each item, type or serial number, and the name and address of the manufacturer; (II) cost; (III) period of guarantee; (IV) name, telephone number and address of the Subcontractor or supplier; and (V) name, telephone number and address of the service agency that shall be responsible for service in event of failure.

8.6.1.1. To prevent delays and inconveniences to the Government and to ensure that equipment will be promptly serviced, the Contractor shall make service arrangements with agencies located in the vicinity of the contract work.

8.7. Major Equipment.

8.7.1. The Contractor shall provide a list of all equipment furnished and installed under each TO. This list shall include, but not be limited to, each piece of equipment, which has a serial number. Each listing shall positively identify the piece of property by including all the following information: date installed/replaced, warranty/guarantee expiration date, item installed, type, model, serial number, style, voltage, cycles, horsepower, size, quantity, frame, item cost, item replacement cost, and location of item/equipment. The aforementioned list shall be furnished to the CO as one (1) electronic and two (2) physical copies at the CO's request any time during the contract. This shall be at no additional cost to the Government and therefore shall be part of the Contractor's Coefficient.

8.7.2. Major equipment includes, but is not limited to, air conditioners, air handlers, transformers, electrical motors, compressors, condensing units, chillers, exhaust fans, generators and transfer switches. Contractor shall place Equipment Warranty sticker, on all equipment furnished and installed under this contract.

8.7.3. This is not meant to include: light switches, fixtures, relays, valves, and such material items as, piping, insulation, and minor component parts of larger assemblies.

8.8. Plants.

8.8.1. Plants damaged during construction shall be replaced at no expense to the Government with a 1-year warranty. Replacement plantings and cuttings shall be accomplished between 1 April and 31 October.

9. DEFICIENCIES

9.3. Notification of Defects.

9.3.1. The CO shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect or damage. The Contractor shall remedy any failure, defect or damage within a reasonable time after receipt of notice, or as directed by the CO.

9.3.2. Any discrepancies noted at a final or pre-final inspection shall be corrected by the Contractor within seven (7) calendar days or as specified by the CO, prior to final payment. At the discretion of the CO, payment may be withheld at a percentage rate equal to or greater than actual progress report.

9.4. Correction of Defects.

9.4.1. The Contractor shall remedy, at the Contractor's expense, any defects (latent or otherwise), and/or failure to conform, and shall remedy any damage to Government-owned or controlled real or personal property when that damage is the result of the Contractor's failure to conform to contract requirements, and/or any defect of equipment, material, workmanship, or design furnished.

10.QUALITY CONTROL

10.3. Contractor Responsibilities.

10.3.1. The Contractor shall be responsible to establish and maintain a Quality Control Panel (QCP) as required by RFO Clause 52.246-12, Inspection of Construction, which shall assure that all supplies and services provided conform to contract requirements, whether constructed or processed by the Contractor, or procured from Subcontractors or vendors. The control of quality by the Contractor may relate to, but is not limited to:

10.3.1.1. Construction processes, to ensure that the product is produced to, and meets, the contract's technical requirements.

10.3.1.2. Drawings, specifications, and engineering changes, to ensure that construction methods and operations meet the contract's technical requirements.

10.3.1.3. Testing, examination, and inspection to ensure that practices and products to ensure that only conforming practices, equipment, processes, supplies, and material are provided to the Government.

10.3.1.4. Technical documentation, including drawings, specifications, handbooks, manuals, and other technical publications, as required by the contract.

10.3.1.5. Preservation, packaging, packing, and marking.

10.3.1.6. Procedures and processes for services to ensure that services meet contract performance requirements.

10.4. Quality Control Program.

10.4.1. The authority and responsibility of QC personnel shall be prescribed by clear, complete, and current instructions. The full, expanded QCP shall be submitted within thirty (30) calendar days after contract award. The QCP is a compliance document for all work accomplished under all TOs. Any subsequent modifications shall be submitted to the CO for acceptance before implementation. The CO reserves the right to request modifications to the QCP if it does not prove effective, and may take actions to remove the acting QCM, if deemed necessary. The standard is met when the proposal:

10.4.1.1. Reflects how quality problems will be logically, effectively, and expediently documented and resolved

10.4.1.2. Adequately identifies how trend analysis will be accomplished to identify poor performing Subcontractors, including appropriate corrective action, management tools, methods and documentation

10.4.1.3. Identifies experienced, dedicated quality control personnel and the extent of their authority

10.4.1.4. Inspection System. A description of the inspection system that covers all tasks and services required to perform work on each TO. The description shall include specifics as to the areas to be inspected on a scheduled and unscheduled basis, frequency of inspections (at least once per day per job), submission of a quality control inspection schedule, and the title and organizational placement of the inspectors. Additionally, control procedures for any Government provided keys or lock combinations shall be included.

10.4.1.5. Identifies how interface with Government inspectors will be accomplished (weekly update as minimum)

10.5. Quality Control Records.

10.5.1. The Contractor shall maintain current QC records in an appropriate format of all inspections and tests performed. These records shall provide factual evidence that the required inspections or tests have been accomplished; indicate the results, the nature of any defects and causes for rejection, the proposed remedial action, as well as what corrective actions have been taken.

10.5.2. The Contractor shall not build upon or conceal any feature of the work containing uncorrected defects.

10.5.3. Quality inspection records shall be available for review by the Government throughout the life of the contract and shall be maintained a minimum of three (3) years after the contract and all options years have been completed.

10.5.4. As a minimum, QCM inspections must be performed and documented daily. Copies of inspection reports for all active projects shall be available to 439th CE on a daily basis.

10.5.5. Notice of Non-Conforming Work.

10.5.5.1. The QCM, or other designated representative, shall acknowledge receipt of notification of non-conforming work (for technical, safety, or other reasons) as requested by the CO. Such non-conforming work shall be immediately replaced or corrected as necessary. Immediately bring any disagreements to the attention of the CO, in writing, for resolution.

11.MODIFICATIONS

11.3. Task Order Interpretation and Modification.

11.3.1. No oral statement of any person and no written statement of anyone other than the CO shall modify or otherwise affect the terms and meaning of this contract. Such individuals as may be designated in writing by the CO represents the CO in connection with such technical guidance as the Government deems necessary but is (are) not authorized to change any terms of this contract; including but not limited to the scope of work, contract, price, period of performance, and delivery. All requests by the Contractor for interpretations, modifications, or changes shall be made in writing to the CO. The Government shall not be liable for any costs incurred by the Contractor, which are not in conformance with this statement.

11.3.2. Once the CO determines a modification is required, the Contractor's Coefficient shall remain the same as when the original TO was awarded; the most current Weighted Average CCI and RSMeans data at date of request for proposal shall be used to price modification. Modifications shall not be used by the Contractor to account for items the Contractor left out of the original TO awarded negotiated price proposal.

12.COMPLETION OF TASK ORDER

12.3. Completion of Work.

12.3.1. The Contractor shall complete the entire TO work requirements prior to the specified completion date on the TO Award and/or subsequent modifications, to include any rectification of punch listed work items.

12.4. Pre-Final and Final Inspections.

12.4.1. The Contractor is responsible for ensuring a quality control check has been accomplished prior to requesting a pre-final or final inspection from the Government. Any discrepancies noted from the quality control check shall be corrected prior to any inspection with the Government. A Pre-final and final inspection shall be required on all TOs and the procedures identified below shall be followed:

12.4.1.1. When a Contractor is ready for pre-final or final inspection, the Contractor shall request inspection in writing to the CO. The inspection shall normally be requested seven (7) calendar days before the desired date or as otherwise negotiated with the CO. All Beneficial Occupancy Inspections (BOI) are subject to the same requirements as final inspections.

12.4.1.2. The CO/CE reserves the right to either decline the Contractor's request for an inspection or suspend the inspection, when it is evident that the Contractor is not ready.

12.4.1.3. The inspection will be performed with the Contractor by 439th CE and the CO as a minimum.

12.4.2. Worksite Preparation. As a minimum, prior to inspection the Contractor shall:

12.4.2.1. Exterior Areas. Perform all soils restoration; clean all foreign matter from all paved surfaces; repair/rectify all disturbed and/or damaged curbs, pedestrian ways, remove all security, and vegetation protective covers and tie-backs; remove all storage units, tools, equipment, refuse containers, residual construction materials and debris from the worksite.

12.4.2.2. Interior Areas. Remove all tools, equipment, trash receptacles, residual construction materials and debris from the worksite; vacuum all carpeting to remove all foreign matter; clean all glass surfaces free from foreign matter (existing or otherwise) and streaking; dust all horizontal and vertical surfaces free from foreign matter; remove all foreign matter (existing or otherwise), streaking and other printing from polished metal surfaces; protect all wood and wood laminate surfaces with a commercial furniture polish; and as directed, re-position all Contractor relocated/removed Government furnishings and portable office equipment.

12.4.2.3. Hazmat/Non-Hazmat Removal. At the end of the performance of the contract and before facilities/projects are turned over to the Government, the Contractor shall remove all hazardous and non-hazardous materials from the installation. No materials shall be left behind in the possession of the Government. This includes but is not limited to all solvents, paints, fuels, oils, greases, adhesives, etc.

12.4.3. Beneficial Occupancy.

12.4.3.1. Beneficial Occupancy (BO) occurs when the Government occupies or makes use of any part of the work prior to project completion. For BO to occur, all required agency approvals must have been received and all systems and equipment shall

be fully functioning. The potential for BO during the TO shall be discussed at the Pre-Performance Meeting.

12.4.3.2. A BO Inspection may take place prior to BO and is subject to the same requirements as final inspections. All inspection failures and/or rescheduling may result in the Contractor being charged by the Government for any subsequent re- inspection.

12.4.4. Closeout Documentation. Before final inspection the Contractor shall provide the following:

12.4.4.1. Roster of Known Discrepancies (Punch list). The Contractor shall provide to the CO and 439 CE a roster of all known discrepancies, to include an estimated correction date. This roster does not relieve the Contractor from other authorized actions by the CO if the Contractor exceeds the completion date.

12.4.4.2. As-Built Drawings/Deliverables and GIS Data. The Contractor shall provide one (1) “D” sized set of mylar drawings and one (1) Electronic copy of the As-Built Drawings/Deliverables based upon the approved project drawings, and the Worksite Redline Drawings. Worksite Redline Drawings shall not be used as a substitute for this requirement. Mylars and electronic files shall only be submitted once the As-Built drawings are approved by CE.

12.4.4.3. Operation and Maintenance (O & M) Manuals. The Contractor shall provide two (2) hard copies and (1) electronic copy of Operations and Maintenance (O&M) Manuals for all newly installed equipment. One (1) complete set shall be provided prior to field-testing, and the remainder upon equipment acceptance. Manuals shall be approved prior to the field-training course. Operating manuals shall detail the step-by-step procedures required for system startup, operation and shutdown. Operating manuals shall include the manufacturers name, model number, parts list, and brief description of all equipment and their basic operating features. Maintenance manuals shall list routine maintenance procedures, possible breakdowns and repairs, and troubleshooting guides. Maintenance manuals shall include piping and equipment layout, simplified wiring and control diagrams of the system as installed, and system programming schedule. The contractor shall compile a maintenance schedule for all equipment in the TO identifying; equipment, consumables, schedule of maintenance, and any other notes.

12.4.4.4. The Contractor shall include a draft DD Form 1354, Transfer and Acceptance of Real Property, to the CO five (5) calendar days prior to final inspection and before final payment.

12.4.4.5. The Contractor shall transfer all manufacturer warranties directly to the Government on a submittal AF Form 3000 Material Submittal Approval prior to project closeout.

12.4.4.6. The Contractor shall submit the Final Invoice within seven (7) calendar days of the Government’s approval of the 100 percent progress report.

12.4.5. Equipment Training.

12.4.5.1. The Contractor shall provide manufacturer(s) representative equipment training to designated Government employees on new equipment as requested. Training shall consist of operability, and preventative and routine maintenance procedures. All training shall be provided, or a date scheduled, prior to the final inspection.

12.4.5.2. All labor, equipment, materials and rentals/fees required to perform equipment training shall be at no additional cost to the Government and is considered field overhead and, therefore, part of the Contractor's Coefficient. Training will be conducted at or near each installation, with approval of the CO.