A/E/C Services
Statement of Work

Design- Build (DB)

GAOA Vale District Office Renovation & Addition

Project Number: L310
BLM Vale District Office
100 Oregon Street
Vale, Oregon 97918

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
National Operations Center
Architecture & Engineering Branch (OC-671)

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1 OVERVIEW

1.1 PROJECT INTRODUCTION AND BACKGROUND

The Bureau of Land Management owns the existing Vale District Office building located at 100 Oregon Street, Vale, OR 97918.

The Vale District compound is a 16-acre, BLM owned facility that serves as the primary administrative site for the Vale District and includes the following key assets:

- District Office Building
- ESI Mobile
- SRV Fire Office
- Shop
- Warehouse
- Gas House
- Radio Repair Building
- Fire Dispatch Building
- Hazmat Storage
- Fire Engine Shed
- Employee and Visitor Parking

This project seeks to renovate and add on to the existing District Office Building (L1440784) and remove the ESI Mobile (L1440968) modular facility. Constructed in 1982, the office building is a single level, 16,320 square foot building that provides space for district, field, and a few state office employees totaling up to 80 during peak staffing periods. The structure includes office space, conference rooms, a break room, restrooms, a visitor information area, and other ancillary spaces. Moved to the site in 2002, the ESI Mobile is a 1,400 square foot modular unit that is currently not fully utilized.

Primary objectives for the office building are to improve conditions for employees and visitors by eliminating deferred maintenance, making critical repairs, improving appearance and function, eliminating accessibility barriers, replacing outdated and failing building systems, increasing energy efficiency, and allowing for a more functional public entrance. The ESI mobile will be removed from the site.

This Statement of Work outlines the design and construction work to be completed by the Design-Build Contractor (DBC).

1.2 PROJECT SCOPE

The overall project scope to be designed and constructed by the Design-Build Contractor (DBC) under this Statement of Work shall be as follows:

1.2.1 Temporary Accommodations During Construction

1) Prior to commencement of on-site construction, BLM staff will pack and organize personal items such as photos, plaques, office supplies, phones, computers, and printers ready to be moved. The DBC shall be responsible for packing all other items, equipment, supplies, files, and furniture that are not scheduled for demolition or removal. The DBC shall coordinate with the BLM and move all packed items to the adjacent warehouse. Upon completion of construction, the DBC shall move items from the warehouse back into the newly renovated office.
2) The DBC shall plan for, provide, maintain, and upon completion of construction remove temporary facilities to support the BLM during construction, including:

a. Office space for up to 20 full-time employees, located within the existing BLM Vale campus limits. Possible locations may include the existing employee parking area behind the existing building.
b. A visitor information area and desk that will accommodate two (2) BLM employees and a public receiving area that will allow up to three (3) visitors at a time to access information, maps, permits, and other items from the BLM. This facility shall be located south of the existing office building and shall be accessible from Oregon Street in a manner that is convenient for visitors.
c. An employee conference room for intermittent use by up to eight (8) employees at a given time. The conference room may be – although not required - in the same structure as the temporary offices or visitor area.
d. Temporary facilities shall be provided with utilities and services including electrical, heating, cooling, and connection to BLM data.
e. Temporary facilities shall be equipped with hard-wired security systems for monitoring by BLM staff.
f. Portable, self-contained restrooms are to be provided to support the functions described in this section.

1.2.2 Office Building Construction Items:

1) Demolition of existing building and site elements as needed to accommodate proposed improvements.
2) Disposal of existing systems furniture unless otherwise designated to be salvaged.
3) Addition of approximately 1,051 square feet of new permanent space on the front of the existing building creating a new public entrance, improving visual appearance, and welcoming visitors. The front addition is primarily intended to accommodate public use, including an ABA restroom, small public meeting room, large public meeting / conference room, water station, and visitor reception deck/window. The existing visitor's desk has a decorative steel plate across the desk that allows for security separation. If feasible, this plate shall be salvaged and incorporated into the new reception desk.
4) Reconfiguration of building interior and other modifications outlined in the BLM Concept Package. The newly configured building shall incorporate the following minimum spaces:
    a. Seventy-seven (77) cubicle workstations (64 SF each).
    b. Eight (8) private offices with area of 120 SF.
    c. One (1) private office with area of 150 SF.
    d. Small conference room for staff.
    e. Wellness / lactation room.
    f. Small mail room.
    g. Open printer and plotter area.
    h. Large public meeting room / conference room.
    i. Small public meeting room / conference room.
    j. Library.
    k. High-density file storage area (existing location).
    l. Employee break room and kitchenette.
    m. Other ancillary meeting rooms and print stations as allowable by Space Authorization Standards and office functional requirements.
    n. Public visitor lobby area to include the following:
        i. Display area for maps and other BLM materials.
        ii. Secure separation from reception desk.

iii. Single restroom for public use

o. Server / network room.

p. Mechanical / electrical Room.

q. Restrooms as required by code analysis

5) Elimination of ABA deficiencies within the building and site as required by the Architectural Barriers Act.
6) Replacement of drop ceiling. Consider raising or eliminating drop ceiling for increased ceiling height where room function, utilities, and configuration allow.
7) Bring facility up to modern fire protection and life safety requirements as dictated by the relevant building codes.
8) Replace existing HVAC system with new, quiet and low-maintenance system with improved energy efficiency. All HVAC equipment, ductwork, and controls shall be new throughout the entire building.
9) Provide all new plumbing fixtures (water closets, urinals, lavatories, mop sinks, kitchen sinks, etc.) throughout the building. Fixtures shall be low-flow and EPA WaterSense.
10) Provide all new water heating system (gas, hybrid heat pump, or electric).
11) Complete replacement of interior lighting systems. Consider installation of solar tube devices or similar to improve natural interior daylighting.
12) Modification or replacement of existing electrical and data systems. The existing system includes a variety of multi-category rated cable – some of which are not properly routed and many that are abandoned.
13) Continuation of data and communications services during construction with limited interruptions to other areas within the BLM site compound. Equipment is currently located within the building and provides service to other BLM buildings at the site.
14) New flooring throughout the entire building.
15) New finishes, doors, casework, counters, cabinets and paint throughout the entire building interior.
16) Repair or replace damaged interior elements not scheduled for replacement.
17) Upgrade building insulation as follows (new construction shall comply with IECC):
    a. Provide new layer of rigid foam insulation board on exterior walls to boost building thermal performance.
    b. Provide new layer of lay-in insulation in attic spaces where technically feasible.
18) Replacement of systems furniture throughout. Coordination of building systems and layout to ensure compatibility with Government-provided systems furniture including stored furniture (2 locations) and new furniture to be purchased by the Government.
19) Installation of new composite architectural asphalt shingle roofing to replace all existing roofing.
20) Installation of complete gutter and downspout system.
21) Reconfiguration of building eave to eliminate boxed soffit configuration. Consider appearance similar to adjacent dispatch and fire buildings.
22) Replacement of entrance overhangs along the north side of the building with the intent of providing more permanent structures that integrate into the remodeled building.
23) Repairs and upgrades to exterior siding and trim to accommodate proposed improvements.
24) Replace all exterior trim, siding, and other exterior finish elements.
25) Exterior painting.
26) Modification of adjoining exterior site features such as walkways, irrigation, curbing, landscaping, drainage, and pavement to accommodate proposed improvements.

27) Provide crack seal, seal coat, and new pavement markings for asphalt surfaces at public entrance and parking area at the south side of the building. Extend this work to the government employees entrance gate.

The BLM Concept Package documents included as part of this Statement of Work shall be used as the basis of design for this work.

1.3 DESIGN-BUILD CONTRACTOR SCOPE

The Design-Build Contractor (DBC) shall be responsible for the design and construction of various improvements to the Vale District Office. The project also includes site elements and utility work associated with the buildings in accordance with the BLM Concept Package provided by the Government.

The work will include, but may not be limited to, the following:

- Evaluate the Government Requirements, Program, Conceptual Design drawings and Performance Specifications.
- Review existing site information and data.
- Review and catalog government provided systems furniture currently stored in Troutdale and Vale, Oregon.
- Upon award, provide schedule of work, with milestone submittal dates indicated. Coordinate proposed milestone dates with the Government.
- Prepare Topographical Survey and Geotechnical Report for relevant portions of site.
- Design site, site utilities, building and foundation systems.
- Submit DB Design Development and DB Construction Documents for review and approval, as required per milestone dates outlined in the design schedule.
- Provide schedule of construction work. Coordinate proposed milestone dates with Government.
- Secure work area and provide for continued access to the facility as technically feasible. Coordinate with the Government regarding which portions of the facility will be accessible to the public throughout the construction phase.
- Construct project.
- Create and provide Operations and Maintenance (O&M) manuals.
- Provide Project Record documents and As-Constructed drawings including utility supply ratings.

1.4 GOVERNMENT FURNISHED INFORMATION AND MATERIALS

The Government will provide the following information and materials:

- Original Building Construction Drawings
- Asbestos Containing Material Survey Report
- Design Requirements / Salient Features
- Conceptual Site Plan and Building Diagrammatic Layouts
- BLM Building Codes and Standards
- BLM/DOI Space Authorization Design Standards
- BLM CAD and/or Revit Title Block file
- Environmental Compliance Documentation (upon award, as completed)
- Physical Security Criteria for Federal Facilities
- Government Furnished Workstation Photos

2 GENERAL PROJECT REQUIREMENTS

2.1 PROGRESS PAYMENTS

Progress payments shall be made to the DBC as follows:

2.1.1 Design Phase:

Progress payments during the design phase of the work will be based on submission, review, and acceptance of design deliverables as outlined in this Statement of Work.

2.1.2 Construction Phase:

Progress payments during construction will be based on the percentage of work completed on items listed on the approved schedule of values. Actual construction completed and in place will form the basis for payment. Verification of the percentage of completion shall be initiated by the DBC under the direction of a representative of the Government, unless the Government waives this requirement in a specific instance. The DBC shall make the computations for payment based on the Government's verification of work completed and in place for any periods for which progress payments are requested. The DBC shall furnish to the Government originals of all field notes and all other records relating to the basis for payment, who shall use them as necessary to determine the final amount of progress payments. The DBC shall retain copies of all such material furnished to the Government.

2.2 PROJECT SCHEDULE

The Project Schedule shall be managed by the DBC as follows:

2.2.1 General:

The DBC shall furnish the project schedule to the Government and provide digital copies after award and before the Design Meetings. The Schedule shall include a detailed design phase with design deliverable submission dates and review periods, as well as a summary construction schedule, with important milestones included for both phases.

The DBC shall fully develop the construction portion of the schedule and submit it to the Government before the Preconstruction Meeting, or any construction begins. The project schedule shall be updated every month throughout the entire contract period until project substantial completion. The status date of each schedule update shall be 10 days before the progress payment request date.

Construction work cannot begin until Government approval is obtained for the entire set of 100% Complete DB Construction Documents.

2.2.2 Purpose:

The purpose of the project schedule is to ensure adequate planning, coordination, scheduling, and reporting during execution of design and construction activities of the DBC. The project schedule will assist the DBC and the Government in monitoring the progress of the work, evaluating proposed changes, and processing the DBC's monthly progress payment requests.

2.2.3 Software:

Scheduling software shall be the latest version of Microsoft Project or approved equal.

2.2.4 Schedule Development:

The project schedule shall cover the entire contract period. The late finish date of the project schedule shall be the same date as the established completion date of the contract.

The DBC shall use the Critical Path Method (CPM) with limited use of lead or lag durations between scheduled activities. The DBC's project schedule shall consist of procurement activities (including mobilization, submittal issue and approvals, and the fabrication and delivery of key and long-lead procurement items) and construction activities.

The DBC's project schedule shall consist of, but not be limited to, the following for each activity:

- Identify each and every activity number with numerical designations (maximum 5-digit). Number of activities shall be in increments of 10.
- Concise description of the work represented by the activity (maximum 48 characters). Avoid the use of non-standard abbreviations. The work related to each activity shall be limited to one work trade.
- Activity duration in whole working days with a maximum duration of 15 workdays each, unless otherwise approved by the Government; exceptions may be made for non-construction activities including mobilization, shop drawing and sample submittals, fabrication of materials, delivery of materials and equipment, and concrete curing.

In developing the project schedule, the DBC shall be responsible for ensuring that subcontractor work at all tiers, as well as its own work, is included in the project schedule.

The project schedule, as developed shall show the sequence and interdependence of activities required for complete performance of the work. The DBC shall be responsible for ensuring all work sequences are logical and the project schedule shows a coordinated work plan, with critical path dependencies clearly delineated. Proposed durations assigned to each activity shall be the DBC's best estimate of time required to complete the activity considering the scope and resources planned for the activity. Resource loading of each activity shall list all personnel by labor category and equipment type and capacity proposed to complete the activity in the duration shown. Include any permit requirements and constraints. Seasonal weather conditions shall be considered and included in the planning and scheduling of all work influenced by high or low ambient temperatures, wind and/or precipitation, etc. to ensure completion of all work within the contract time.

2.2.5 Project Schedule Updates

2.2.5.1 Monthly Updates:

The monthly updating of the project schedule shall be an integral part and basic element of the estimate upon which progress payments shall be made under this contract. If, in the judgement of the Government, the DBC fails or refuses to provide a schedule of values and a complete schedule update or revision as specified hereinafter, the DBC shall be deemed to have not provided the required information upon which the progress payment may be made and shall be subject to retainage of a portion of the payment.

2.2.5.2 Progress Report:

The report shall include a brief description of the actual progress made during the update period; actual and potential delaying activities; any impediments to progress; issues related to inclement weather; progress toward established milestones and project float. The report shall include a brief description of the work anticipated to be performed in the next month. Any minor revisions to the schedule should be identified so they can be evaluated and accepted or rejected.

As the project progresses, indicate Actual Completion percentage for each activity. If the schedule update shows a late finish date after the contract completion date, at a minimum, include the following in the progress report submission:

- Any known delays.
- Actions that will be taken to get back on schedule.
- Pending modifications.
- Impediments or constraints affecting progress.

2.2.6 Progress Payments:

The monthly updating of the currently accepted construction schedule shall be an integral part of the process upon which progress payments will be made under this contract. If the Contractor fails to provide schedule updates or revisions, then a portion of the monthly payment may be retained until such corrections have been made.

Time Impact Analysis for Contract Modifications, Changes, Delays, and Contractor Requests Requirements:
When contract modifications or changes are initiated, delays are experienced, or the DBC desires to revise the project schedule, the DBC shall submit to the Government a written time impact analysis illustrating the influence of each modification, change, delay, or DBC request on the contract time.

Time Extensions:
Activity delays shall not automatically mean that an extension of the contract time is warranted or due the DBC. It is possible that a modification, change, or delay will not affect existing critical activities or cause non-critical activities to become critical. A modification, change, or delay may result in only absorbing a part of the available total float that may exist within an activity chain of the project schedule, thereby not causing any effect on the contract time. Time extensions will be granted in accordance with the terms of the contract. Float: Float is not for the exclusive use or benefit of either the Government or the DBC. Extension of the contract time will be granted only to the extent the equitable time adjustments to the activity or activities affected by the modification, change, or delay exceeds the total (positive or zero) float available on a particular activity.

2.3 FORMS

The Government will require the DBC to submit the following forms at appropriate intervals and milestones established prior to commencement of project construction:

- Submittal / Transmittal.
- Accident / Property Damage Reports.
- Quality Control Reports.

- Testing Reports.
- Inspection Reports.
- Update / Status Reports.

The actual forms used will be designed by the DBC with input from the Government and approved by the Government. As part of this SOW, the Government has provided sample forms that the Government has utilized in the past.

3 DESIGN PARAMETERS

3.1 GENERAL

The design will be based on the Concept Design Drawings, Performance Specifications and Salient Features Document (BLM Concept Package) developed by the BLM and included with the project solicitation. The DBC will be responsible for developing an integrated design solution, construction documents, and final construction.

The project design will require review and coordination with the Government. This includes, but is not necessarily limited to utility development, security fencing, vehicle / equipment storage, and parking for personal and Government vehicles.

The DBC remains fully responsible for determining if the standards or provisions cited in the Performance Specifications have been revised or updated. Any such conflicts between the Performance Specifications and the identified standard or provisions shall be brought to the attention of the Government requesting direction.

All Architect-Engineer (A/E) Services shall be performed by licensed Architects and Engineers registered in the State of Oregon.

3.2 COMPLIANCE & AUTHORITY HAVING JURISDICTION (AHJ)

The project design shall comply with all applicable codes, regulations, and standards to ensure adherence to safety, structural integrity, and environmental requirements. This includes, but is not limited to, compliance with all standards identified in the “BLM Building Codes and Standards” document. It is the responsibility of the contractor and associated personnel to ensure that all aspects of design meet these requirements throughout all phases of the project to guarantee public safety and the long-term functionality of the facilities.

The BLM will serve as the Authority Having Jurisdiction (AHJ) on this project; therefore, a building permit will not be required. While the BLM will serve as the Authority Having Jurisdiction (AHJ), some of these services may still require coordination with state and local agencies (e.g. utility service approvals). The DBC shall prepare the necessary submittal documentation for clearances and approvals when needed.

3.3 SITE DESIGN

The site design will only address areas disturbed by construction. The DBC shall evaluate the feasibility of wasting excavated material onsite vs. offsite disposal.

Existing utilities are located on site, and include primary electric power, water, natural gas, sanitary sewer, and communications. The DBC shall evaluate and verify the location, size, and functional capacity of the

nearby utilities and incorporate needed improvements in the design to facilitate utility services to the new facilities. This verification shall include determining site domestic water and site fire flow availability, static pressure, and residual pressure at the point of connection by conducting flow tests in accordance with NFPA 291-19.

The DBC will initiate contact with the relevant power, water, gas, and communication companies and will coordinate with them to have service extended and/or upgraded to the new facility as required for the design. The construction documents shall indicate individual advance metering for all applicable utilities.

The DBC shall investigate the site and perform on-site Geotechnical Engineering Analyses, Radon Testing, and a Topographic Site Surveys as required. Stamped and signed Geotechnical report with foundation recommendations and Survey information shall be provided to the Government.

The DBC shall evaluate the site, consult with the Government, and review the BLM Concept Package provided by the Government. After proposed changes are approved by the Government at the conclusion of Schematic Design, the DBC shall proceed with design development and subsequently prepare construction documents.

Anticipated services include Site and Utility Analysis (including Geotechnical Investigation and Topographic Survey), Schematic Design, Design Development, and Construction Documents with each submittal, at the appropriate class level.

3.4 BUILDING DESIGN

The building design is to be based on the programming, drawings/diagrams, specifications and salient features list provided in the BLM Concept Package. The DBC shall consider alternate materials, spatial efficiencies, design considerations and any other items that may improve the project from a cost, aesthetic, or functionality perspective.

3.5 MECHANICAL DESIGN

An Energy Life Cycle Cost Analysis (ELCCA) is required for HVAC system selection. The ELCCA shall evaluate three system options, as follows:

1. Fuel-sourced system (e.g., natural gas, propane).
2. A second fuel-sourced or electrical system.
3. ASHRAE 90.1-2019 baseline system (as defined by Appendix G).

All options must:

- Comply with applicable Federal energy requirements, including those set by the U.S. Department of Energy and the Federal Energy Management Program (FEMP).
- Meet or exceed the current International Energy Conservation Code (IECC).
- Consider the integration of energy recovery (ERVs, etc.).

The ELCCA must incorporate:

- Local utility rates (electric and fuel).
- Site-specific infrastructure availability and constraints (e.g., gas service, electric capacity).
- Coordination with the architectural and electrical design teams, reflecting:
    - Proposed building envelope performance.

- Interior and exterior lighting loads and power densities.

The analysis shall be based on a 25-year life cycle, including:

- Initial capital cost.
- Replacement and maintenance costs.
- Energy use and cost projections.

Option 5 of New Construction & Modernization Criteria 2.1 “Energy Efficiency” within the “Guiding Principles for Sustainable Federal Buildings” (December 2020) requires the building’s energy performance to be 30% better than ASHRAE 90.1-2019 or a combination of systems that are the most life cycle cost effective. If the project is low-rise residential the building’s energy performance must be 30% better than 2021 IECC or a combination of systems that are the most life cycle cost effective.

Mechanical systems shall comply with NIST Handbook 135, 2024 edition “Life Cycle Costing Manual for the Federal Energy Management Program”. (https://www.wbdg.org/ffc/nist/criteria/nist-handbook-135). It is recommended that the ELCCA team use free NIST BLCC5 Software which provides computational support for ELCCA calculations in compliance with NIST 135. The software can be downloaded at the following website: https://www.energy.gov/femp/building-life-cycle-cost-programs.

3.6 FIRE PROTECTION

The DBC shall evaluate the project occupancy classification, construction type, available water pressure and supply, maintenance requirements and applicable fire codes and regulations to determine the appropriate level of fire protection required in the facility. If a fire suppression system is deemed necessary, fire protection design shall include (as applicable) automatic fire sprinkler systems, fire alarm systems, standpipe and hose systems, and other necessary systems required by the NFPA and other applicable building codes.

3.7 ELECTRICAL DESIGN

The project shall include security systems with access control, cameras, duress, and intrusion detection to include:

- Physical access control system must be FICAM compliant and must be included on the GSA-approved Product List. Design and installation of the system must be performed by a CSEIP Contractor.
- Infrastructure necessary for PoE camera system as needed per Facility Security Level assessment. Camera locations coordinated with the Government.

The project shall incorporate Dark Sky requirements and reduce light pollution.

The project design shall require the building contractor to provide and pay for any primary power and transformer work and all associated costs as required within the Contract for Construction.

3.8 OFFICE FURNISHINGS / SYSTEMS FURNISHINGS DESIGN

This project results in 77 modular workstations, 9 private offices, and other spaces requiring furniture. Design, supply, and installation responsibility for furniture and systems furnishings is as follows:

- Modular workstations: Government and DBC
- Private offices: Government
- Other furniture: Government

- All built-in furniture fixtures (counters, shelving, cabinets, etc.): DBC

The modular workstation sources, background, and responsibilities are as follows:

3.8.1 Government Furnished Workstations (used) – Troutdale, OR

In 2026, the BLM partially vacated their office in Portland, OR. This resulted in 45 workstations being disassembled and moved to a federal storage facility located at 483 NW Perimeter Way, Troutdale, OR 97060. Workstations were originally supplied in approximately 2013 by Steelcase Inc. from their "Answer Line" of products. Prior to disassembly, most of the workstations were in an 8' x 8' configuration with a few in an 8' x 5' configuration. See photo attachment for typical workstations prior to disassembly. Due to the inefficiencies of reconfiguring and reassembling the workstations to match the design layout, orientation, and size, presume a net of 40 workstations available from this source.

The DBC is responsible to fully incorporate the stored Troutdale workstations into the project including:

1. During PD/SD, arrange with the BLM to visit the storage facility. Evaluate and catalog workstation components in adequate detail to allow design.
2. During Schematic Design, coordinate open space layouts with available workstation components and incorporate into design.
3. During construction, transport and install workstations including wall panels, work surfaces, overhead storage, under desk storage, desks, dividing panels, and desk chairs (as available). While the DBC is not required to purchase supplemental major components, there may be need to provide additional fasteners, hardware, and electrical components to complete the installation. Connect data, electrical, and other incidental items resulting in a complete workstation.

3.8.2 Government Furnished Workstations (used) – Vale, OR

In 2025, the BLM vacated their office building in Baker City, OR. This resulted in 24 workstations being disassembled and moved to a storage building within the Vale BLM compound. Workstations were originally supplied in approximately 2014 by Unicor from their "Classic XXI" product line. Prior to disassembly, the workstations varied in size from 10' x 8' to 10' x 10'. See photo attachment for typical workstation prior to disassembly. Due to the inefficiencies of reconfiguring and reassembling the cubicles to match the design layout, orientation, and size, presume a net of 15 workstations available from this source.

The DBC is responsible to fully incorporate the stored Vale workstations into the project including:

1. During PD/SD, arrange with the BLM to visit the storage facility. Evaluate and catalog workstation components in adequate detail to allow design.
2. During Schematic Design, coordinate open space layouts with available workstation components and incorporate into design. Due to the size these workstations were previously configured, the design effort will need to incorporate workstation modifications to bring into reasonably close conformance with design criteria (64 SF maximum).
3. During construction, transport and install cubicles including wall panels, work surfaces, overhead storage, under desk storage, desks, dividing panels, and desk chairs (as available). Modify components such as desk surfaces, raceways, supporting frames, etc. to result in desired configuration that reasonably conforms with area limitation. Although physical cutting of some components will be required, the cutting of vertical wall panel

skins is not recommended as reconfiguration should utilize existing panel sizes to the extent possible. While the DBC is not required to purchase supplemental major components, there may be need to provide additional fasteners, hardware, and electrical components to complete the installation. Connect data, electrical, and other incidental items resulting in a complete workstation.

3.8.3 Government Furnished Workstations (new) – Separate Contract

The remaining 22 modular workstations required for the project will be purchased by the Government. Final design, specifications, construction documentation, and procurement of the remaining workstations will be conducted by the Government under a separate contract. The DBC shall coordinate with the supplier and incorporate anticipated furniture systems into the design. During construction, the DBC shall accommodate installation by the installer, make necessary electrical /data connections, and perform other ancillary work required to support installation.

Due to the incorporation of three separate systems furniture types into this project, there will be obvious mismatches of color, finish, and style. To the extent possible, the DBC is encouraged to group like cubicles together within building areas to limit the “patchwork” appearance.

3.9 SUSTAINABLE DESIGN & ENERGY CONSERVATION

The project shall incorporate sustainable design elements to the maximum extent feasible. Compliance with the sustainable requirements outlined in the Code of Federal Regulations are required as follows:

3.9.1 New Federal Commercial and Multi-Family High-Rise Residential Buildings

Comply with 10 CFR Part 433 which requires modeling in accordance with ASHRAE 90.1-2019. Provide documentation of the following compliance:

1. All mandatory requirements by using DOE’s COMcheck online software to produce a report showing compliance. Compliance with energy code mandatory requirements is part of ASHRAE 90.1-2019 Appendix G compliance’s path per paragraph G1.2.1.a.
2. Show proposed building consumes 30% less energy than a baseline building when comparatively modeled using the Performance Rating Method found in Appendix G. Energy consumption shall include the building envelope and energy consuming systems such as space heating, space cooling, ventilation, service water heating, lighting, and all process and receptacle loads.
3. The formula for determining the percentage improvement shall be as follows
   Percentage Improvement = 100 x (1-PCI/PCIt), where:
   PCI = Performance Cost Index calculated in accordance with Section G1.2 of ASHRAE Standard 90.1-2019
   PCIt = Performance Cost Index Target calculated by formula in Section 4.2.1.1 of ASHRAE Standard 90.1-2019.
4. If 30% reduction is not life cycle cost effective, modify the proposed building design to achieve an energy consumption level at or better than the maximum level of energy that is life-cycle cost-effective.

4 DESIGN DELIVERABLES & SERVICES

4.1 OVERVIEW

The project design shall be based on the BLM Concept Package. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, security, sustainability, and energy conservation.

Each set of deliverables shall include appropriately, and progressively developed Drawings, Specifications, Cost Estimates, Energy Life Cycle Cost Analysis, Design Calculations, and other exhibits as required for sustainability compliance documentation, permits or certifications and in accordance with industry standards and practices. The drawings shall include at a minimum, but are not limited to: civil, landscape, utility, structural, architectural, mechanical, and electrical drawings

4.2 PROJECT ADMINISTRATION & MANAGEMENT SERVICES

The DBC shall be responsible for administering the following services throughout the project design phases:

1) Project Administration services consisting of administrative functions including:
   a) Consultations.
   b) Research.
   c) Meetings.
   d) Communications.
   e) Travel Time.
   f) Progress Reports and Meeting Minutes.
   g) Direction of the Work of In-House Personnel.
2) Overall DBC familiarization with project, including meetings and research as necessary to ensure all disciplines have a thorough understanding of the Government's programmatic needs and priorities.
3) Disciplines Coordination / Document Quality Assurance and Quality Control:
   a) Coordination between the work of all disciplines involved in the Project at appropriate intervals and throughout the design.
   b) Review and coordination with existing site development documents and conditions.
   c) Review of Project contract documents to ensure accuracy, thoroughness and completeness.
4) Coordination as necessary with relevant external AHJ's, including:
   a) Water service provider.
   b) Sewer service provider.
   c) Electricity service provider.
   d) Gas service provider.
   e) Phone and Internet service provider.
   f) Research of applicable building codes and other applicable laws, statutes, regulations, and codes of regulating entities.

4.3 PRE-DESIGN (PD) & SCHEMATIC DESIGN (SD) DELIVERABLES & SERVICES

The DBC shall provide the Architectural and Engineering Deliverables & Services for the Pre-Design and Schematic Design phases as outlined in this Section of the Statement of Work. All disciplines shall develop their respective deliverable packages to detail levels appropriate to the Pre-Design and Schematic Design

phases of the project and in accordance with the general industry standards regarding these phases. The DBC shall ensure coordination between each discipline.

4.3.1 General / All Disciplines (PD/SD)

1) Preliminary selection of building systems and materials.
2) Design Analysis describing application of program requirements to the project conceptual plan.
3) Production of Preliminary Outline Specification organized in accordance with industry standards (MasterFormat).

4.3.2 Site, Survey & Landscape (PD/SD)

1) Production of Existing Conditions site/survey documents, including all existing physical features, utilities (above and below grade), topographic contours, property lines, control points, easements, rights-of-way, radon testing, and other information deemed relevant to the project. The Site Survey sheet(s) shall be stamped and signed by the Surveyor of Record. Include all Survey sheets within the drawing sets of all subsequent submittals.
2) Production of Geotechnical report including soils and seismic analysis and recommendations for excavations, foundations, traffic paving, and import fill, et al, as needed to assess the existing soils conditions for the project. The Geotechnical report shall be stamped and signed by the Engineer of Record. Include the Geotechnical Report within the project Specifications of all subsequent submittals.
3) Preliminary landscape plants, materials, and proposed irrigation.

4.3.3 Civil Engineering (PD/SD)

1) Consideration of design solutions for necessary project items, such as domestic water, sanitary sewer, electrical, phone, communication, utility systems, fire protection, grading/drainage, erosion control, paving, and other items deemed relevant to the project.
2) Production of Schematic Design Drawing Set, including overall site plan, preliminary stormwater and drainage plans, temporary facilities, staging areas, and other drawings deemed relevant to the project.

4.3.4 Architecture (PD/SD)

1) Review and verification of the project and building program, staffing requirements, etc., as needed to adequately program and design the site and building to meet the needs of the Government.
   a) Analysis of internal space usage demonstrating compliance with BLM space policy.
   b) Incorporate BLM Space Usage Internal Memoranda BLM IM 2023-046*, Space Authorizations and Design Standards* and DOI-AAAP-0049, *Office Space Utilization Design Standard*.
2) Production of Schematic Design Drawing Set, including preliminary life safety and code compliance plans, architectural site plans, floor plans, furniture layout, roof plans, exterior elevations, preliminary building sections, and other drawings deemed relevant to the project.

4.3.5 Structural Engineering (PD/SD)

1) Review of existing project documentation, including Geotechnical, and soils reports. As-built construction drawings of the existing facility are provided and shall be reviewed.
2) Production of a structural project narrative, including anticipated foundation types, superstructure, load factors, design methodology intent (e.g., strength design for steel,

allowable stress design for masonry, etc.), recommended structural upgrades to the existing building, and other items deemed relevant to the project.

4.3.6 Mechanical & Plumbing Engineering (PD/SD)

1) Selection of mechanical HVAC system and plumbing hot water equipment through ELCCA, including the following items:
   a) ELCCA kickoff discussion meeting to review the alternatives planned for study and for a results discussion meeting prior to the ELCCA Report submittal with Schematic Design.
2) Production of a mechanical and plumbing project narrative, including the ELCCA Report and breakdown of preliminary mechanical systems (types, equipment, and general sizing).

4.3.7 Fire Protection (PD/SD)

1) Production of preliminary fire protection system design narrative, including proposed type of system, fire department connections and hydrant locations, preliminary supply and pressure calculations, and required alarm and detection systems.

4.3.8 Electrical Engineering (PD/SD)

1) Production of an electrical project narrative, including electrical objectives and scope, applicable codes and standards, overview of proposed systems (power distribution, lighting, IT, emergency), description of major components (transformers, switchgear, circuit breakers, generators), preliminary load analysis, challenges and risks, and environmental considerations.
2) Coordination of utilities with the local utility companies. The project documents shall indicate building metering for all utilities, i.e. natural gas, power, and water.

4.3.9 Sustainability (PD/SD)

1) Analysis and report of sustainable and energy conservation measures to be utilized in concert with the Government.

4.4 DESIGN DEVELOPMENT (DD) & CONSTRUCTION DOCUMENT (CD) DELIVERABLES & SERVICES

The DBC shall provide the Architectural and Engineering Deliverables & Services for the Design Development and Construction Document Phases as outlined in this Section of the Statement of Work. All disciplines shall continue the development of their respective drawing and specification packages to detail levels appropriate to the Design Development and Construction Document phases of the project and in accordance with the general industry standards regarding these phases. The DBC shall ensure coordination between each discipline.

4.4.1 General / All Disciplines (DD/CD)

1) Production of Specification package organized in accordance with industry standards (MasterFormat). Include final, stamped Geotechnical Report.

4.4.2 Site, Survey & Landscape (DD/CD)

1) Production of Design Development and Construction Document Drawing Sets shall include landscape plans, planting schedules and details, hardscape details, and other drawings deemed relevant to the project. Include final stamped Survey drawing sheets.

4.4.3 Civil Engineering (DD/CD)

1) Production of Design Development and Construction Document Drawing Sets shall include overall site development plans, parking and loading plans, vehicular and pedestrian circulation plans, drainage and stormwater plans, grading plans, water supply and distribution plans, sewage collection and treatment plans, life safety and fire access plans, details, temporary facilities, staging areas, and other drawings deemed relevant to the project.

4.4.4 Architecture (DD/CD)

1) Production of Architectural Design Development and Construction Document Drawing Sets shall include code, ABA and life safety compliance data and plans, energy code compliance data, architectural site plan, floor plans, furniture and equipment layouts, reflected ceiling plans, roof plans, elevations, interior elevations, building sections, wall sections and details, schedules, finish plans, construction details, and other drawings deemed relevant to the project.
2) Key materials, equipment, components, fixtures, and assemblies shall be presented in catalogue cutsheets to the Government for review and approval. EG: residential equipment; toilet/bath accessories; lockers; exterior building wall and roof envelope components/materials; windows, doors/hardware; storefronts; glazing. Preference should be given to materials that are locally and/or regionally available, if technically appropriate for the needs of the project. Submit initial cutsheets within DD, update as necessary within CD.
3) Color and finish recommendations to the Government, i.e. color boards, for Government comment, approval, and inclusion into the Construction Documents. Submit initial boards no later than at Draft CD, integrate final approvals within 100% CD drawing set.

4.4.5 Structural Engineering (DD/CD)

1) Production of Design Development and Construction Document Drawing Sets shall include final structural design criteria, seismic design criteria, foundation design criteria, structural loads and calculations, foundation plans, framing plans, framing elevations (steel framed structures), structural details, and other drawings deemed relevant to the project. Design Development documents shall include preliminary relevant structural Specifications sections. Construction Document deliverable shall include finalized and fully edited structural Specification sections.

4.4.6 Mechanical & Plumbing Engineering (DD/CD)

1) Production of Design Development and Construction Document Drawing Sets shall include HVAC and plumbing demolition plans HVAC plans, mechanical roof layout, mechanical equipment schedules, domestic water plans, sanitary sewer plans, plumbing riser diagrams, plumbing equipment and fixture schedules, mechanical summary, ventilation calculations, and other drawings deemed relevant to the project.
2) Catalog cutsheets of major equipment, fixtures, and systems
3) HVAC design calculations including heating and cooling load calculations, air flow balance calculations, pump and fan static pressure calculations and selection curves. Submit plumbing calculations for water service and sanitary sewer service capacity calculations, roof drain and leader calculations, domestic water heater capacity calculations, and fuel gas pipe sizing calculations.
4) Updated ELCCA Report.

4.4.7 Fire Protection (DD/CD)

1) Production of Fire Protection system drawings, including layout plans, piping diagrams, details, hydraulic calculations, code information, and other items deemed relevant to the project.

4.4.8 Electrical Engineering (DD/CD)

1) Production of Design Development and Construction Document Drawing Sets shall include electrical systems design and calculations, power plans, lighting plans, emergency plans, fire alarm plans, single-line diagrams and specifications, fixture schedules and details, and other drawings deemed relevant to the project.
2) Catalog cutsheets of major equipment, fixtures, and systems
3) Updated ELCCA Report.

4.4.9 Sustainability (DD/CD)

1) Commissioning-oriented design review of the following systems: HVAC (mechanical and/or passive), lighting systems, domestic hot-water systems. Domestic water pumping, treatment, or mixing systems, irrigation systems, renewable energy systems and energy storage systems, energy and building management and demand-control system.

4.5 CONSTRUCTION ADMINISTRATION

The DBC shall be responsible for providing its own Construction / Contract Administration services to ensure A/E oversight and quality control over construction. This may include, but is not limited to:

1) Regular site visits and documentation.
2) Review of project submittals, Requests for Information (RFI's), and Requests for Clarification.
3) Management of change orders.
4) Budget monitoring.
5) Building code compliance.
6) Providing project updates and progress reports to the Government.
7) Project closeout and punch-list walkthrough.

5 CONSTRUCTION REQUIREMENTS

5.1 OVERVIEW

The DBC shall be responsible for constructing the project as outlined in this Statement of Work and its accompanying attachments. Project construction shall be completed in accordance with all applicable codes, regulations, standards and accepted industry means and methods. Section 5 of this Statement of Work includes all critical Construction Requirements that the DBC shall include and execute.

5.2 ENVIRONMENTAL AND SUSTAINABILITY REQUIREMENTS

5.2.1 Sustainability Requirements:

Specific sustainability requirements generated in design will dictate more stringent environmental requirements for this project. The following are general requirements:

- Indoor Air: Follow the recommended approach of the Sheet Metal and Air Conditioning Contractor's National Association Indoor Air Quality Guidelines for Occupied Buildings, 2007. Conduct a building flush-out prior to occupancy in accordance with federal requirements.

- Site Disturbance: Minimize the construction limits of the project to reduce the project's impact on the site.
- Toxic Chemicals: Avoid materials that can leach toxic chemicals into the ground water. Do not allow toxic chemicals to enter sewers or storm drains or contaminate land or any body of water.
- Soil Erosion: Protect against erosion and topsoil depletion in accordance with the Storm Water Pollution Prevention Plan.
- Noise: Minimize noise generation during construction. Operate power equipment in accordance with local noise restrictions.
- Waste Management: Employ processes that ensure the generation of as little waste as possible. Waste disposal in landfills shall be minimized.

5.2.2 Minimize Construction Impacts:

The following mitigation measures shall be implemented to minimize the impacts of construction activities:

- Soil Erosion: Protect against erosion and topsoil depletion. Storm Water Pollution Prevention Plan required.
- Exotic Vegetation and Noxious Weeds: Prevent the introduction and minimize the spread of exotic vegetation and noxious weeds. Incorporate the following procedures:
    - Any fill, rock, or additional topsoil needed shall be obtained from a Government approved source.
    - All areas disturbed by construction shall be re-vegetated using approved native seed and/or plants.

5.2.3 Air and Water Pollution Control:

Air quality impacts are expected to be temporary and localized. To minimize these impacts, the following actions shall be taken:

- To reduce tailpipe emissions, construction equipment shall not be left idling any longer than is necessary for safety and mechanical reasons.
- To reduce construction dust, water shall be applied to problem areas. Equipment shall be limited to the fenced project area to minimize soil disturbance and dust generation.
- Take all necessary reasonable measures to reduce air and water pollution by any material or equipment used during construction. Keep volatile wastes in covered containers.
- Storm Water Pollution Prevention Plan (SWPPP): Submit a SWPPP according to the applicable State Water Resources Control Board's (SWRCB) requirements to the Government for approval. (See Technical Requirements) Before starting construction, the DBC shall implement the approved SWPPP.

5.3 SCHEDULE OF VALUES

After contract award and before the Design Meeting, submit a schedule of dollar values based on the Contract Price Schedule.

- Breakdown each lump-sum item into component parts of design deliverables or construction work for which progress payments may be requested.
- In general, component parts shall match the A/E Technical Specifications Index, with line items as necessary to delineate major components, assemblies, and/or construction processes.

- Individual line items shall further break down into materials costs and labor costs for each.
- Individual Buildings shall be accounted for separately, with individual line items and subtotals representing each building's lump-sum value.
- The total costs for the component parts of work shall equal the contract line-item amount for that lump-sum item. The Government may request data to verify accuracy of dollar values.
- Include mobilization, general condition costs, overhead and profit in the total dollar value of unit price items and in the component parts of work for each lump-sum item, as described below. Do not include mobilization, general condition costs, overhead or profit as a separate item.
- Do not break down unit price items. Use only the contract line-item amount for unit price items.

The total cost of all items shall equal the contract sum. The Schedule of Values will form the basis for progress payments.

An acceptable Schedule of Values shall be agreed upon by the DBC and Government before the first progress payment is processed. A cost loaded project schedule may be an acceptable substitute for a schedule of values in some cases.

5.4 CONSTRUCTION SUPPORT

5.4.1 Staging Areas

Construction sites will be limited to the smallest feasible area. Ground disturbance and site management will be carefully controlled to prevent undue damage to vegetation, soils, and to minimize air, water, soil, and noise pollution.

Staging is limited in or near the construction area for a construction office or trailer.

Construction equipment and material storage shall be located in previously disturbed areas near the construction site. All staging areas shall be returned to pre-construction conditions once construction is complete. Standards for this, and methods for determining when the standards are met, shall be developed in consultation with the Government.

5.4.2 Structures

The location of trailers, storage containers, field offices, staging areas and sheds shall be approved by the Government. If storage sheds are to be utilized, provide weather tight sheds or other covered facilities for storage of materials subject to weather damage. Field offices shall be of structurally sound construction, and weather tight. The location shall be determined by DBC prior to issuing a Start Work Notice. The location of the staging area for construction equipment shall require Government approval.

If used, all temporary water, sewer, sanitary facilities, and electric utilities shall be completely removed upon project completion. Remove temporary utility connections.

Construction Camp: Establishment of a construction camp within the Government site boundaries will not be permitted.

5.4.3 Construction Zones

Construction zones shall be fenced with Government-approved construction barrier fencing, plastic or portable fencing, before any construction activity begins. The fencing shall define the construction zone and confine activity to the minimum area required for construction. All protection measures shall be clearly stated in the construction specifications, and workers will be instructed to avoid conducting activities beyond the construction zone as defined by the construction zone fencing.

Protection of Public: Fence, barricade, or otherwise block off the immediate work area to prevent unauthorized entry. Erect and maintain fencing, barricades, lights, signals, and warning signs in accordance with the most current version of the Manual on Uniform Traffic Control Devices (MUTCD).

5.4.4 Parking of Construction Vehicles

Parking of vehicles shall be limited to existing roads, in legally designated areas, and within approved staging area(s).

5.5 SUBMITTALS DURING CONSTRUCTION

5.5.1 Applicability

The DBC shall be responsible for coordinating construction submittals between the design and construction teams. The Government does not typically require action submittals on all materials in a Design-Build contract but may request involvement in reviewing submittals that will directly impact the functionality or aesthetics of a project (e.g. paint colors, finishes, control systems, hardware, etc.). The DBC shall coordinate with the Government what submittals will require Government action prior to the commencement of construction and shall submit a revised "Submittal List" form accordingly.

5.5.2 Construction Submittal Types:

Where the Government requests involvement in submittal review during construction, there shall be two submittal types that the DBC shall utilize:

5.5.2.1 Action Submittals

Written, graphic information, and physical samples that require Government's responsive action. Submittal shall include:

- Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
- Shop Drawings: Prepare project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
- Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
- Construction Materials: The DBC is encouraged to submit for approval products made out of recycled or environmentally responsible material. Every effort will be made by the Government to approve these materials.

5.5.2.2 Informational Submittals

Written information that does not require Government's responsive action. Submittals may be rejected for not complying with requirements.

- General: Prepare and submit Informational Submittals required by individual Specification Sections.
- Informational submittals include but are not limited to Coordination Drawings, Certificates, Test reports, Manufacturer's instructions, Division 01 Management Plans, etc.

5.5.3 Government Review of Construction Submittals

5.5.3.1 Processing Time

Allow enough time for submittal review, including time for resubmittals. Time for review shall commence when the submittal is received by the Government and is ready for review. When the Government has completed their review, the submittal review form will be sent to the DBC indicating the status of submittal approval. No extension of the Contract Time will be authorized because of failure to transmit submittals far enough in advance of the Work to permit processing, including re-submittals.

- Action Submittals: Allow 15 calendar days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required.
- Informational submittals: Allow ten (10) calendar days for review of each submittal.

5.5.3.2 Submittal Format

All submittals to the Government shall be electronic. Identify and incorporate information in each electronic submittal file as follows:

- CM-16 Transmittal Form: All submittals shall be transmitted using Bureau of Land Management CM-16 form. The electronic version of the form can be obtained from the Government (or designee). No action will be taken on a submittal item unless accompanied by the CM-16 transmittal form.
    - Complete the general information at the top of the form.
    - Provide all required information based on the submittal type
    - Attach all related documents.
    - Sign a hard copy or electronically sign the CM-16 form in the DBC section at the bottom of the form and send the completed form to the Government (or designee).
- Physical samples: Complete the CM-16 form and send the completed form to the Government (or designee). Deliver the physical sample to the Government (or designee) on site for processing. All comments and actions shall be documented on the CM-16 form.

Alternately, with the approval of the Government, a web-based submittal system may be used. Verify with the Government that access can be granted, and the system is accessible to the project stakeholders.

5.5.3.3 Government Review Response

Government will review each submittal, generate comments on corrections or modifications required, and indicate the appropriate action on the CM-16 Transmittal Form. The submittal will be marked in one of three ways as defined below:

- Approved: Acceptable with no corrections.

- Approved with Notations: Minor corrections or clarifications required. All comments are clear, and no further review is required. The DBC shall address all review comments when proceeding with the work.
- Disapproved – Resubmit: Rejected as not in accordance with the contract or as requiring major corrections or clarifications. The Government will identify the reasons for disapproval. The DBC shall revise and resubmit with changes clearly identified.

5.5.4 Submittal List

A submittal list has been drafted by the Government and is attached to this SOW. The intent is to provide an overall anticipated summary of submittals that will require Government review. The actual Submittal List may vary. The technical requirements indicate the type and specify the submittal requirements. The terms and conditions of the Contract still apply regardless of what is shown on the submittal list.

5.5.5 Use for Construction

Use only final submittals with mark indicating “Approved” or “Approved with notations”. Ensure all notations have been incorporated and, at a minimum, keep one copy of the final approved submittal on site for use during construction.

5.6 CONSTRUCTION COORDINATION

The Government will provide all necessary written notification and/or direction to the DBC. An on-site Government Project Inspector (PI) will coordinate the DBC’s construction efforts with the site staff’s daily operations and will transmit and receive correspondence between the Government and the DBC. However, the PI will have no authority to accept or reject work, or to authorize changes to the terms and conditions of the contracts, or to obligate the Government for time or money.

5.7 CONSTRUCTION PHOTOGRAPHIC DOCUMENTATION

The DBC shall use StructionSite or similar software for digital image documentation of progress. The DBC and the Government will develop a photo location plan. Images should be taken weekly. The Government anticipates approximately 50 images per week depending on construction and project complexity. Upon completion of the site, final images and location drawings are to be downloaded and provided to the Government.

5.8 CONSTRUCTION QUALITY CONTROL

The DBC and its construction subcontractors shall operate under a current, appropriate construction contracting licenses issued by State of the project location, in accordance with applicable State regulations. The quality of all work shall be the responsibility of the DBC. Testing shall be the responsibility of an independent testing laboratory and shall be coordinated by the DBC. Inspect and test all work as needed to ensure that the quality of materials, workmanship, construction, finish, and functional performance is in compliance with applicable specifications and drawings. Quality Control Daily Reports shall be completed by the Quality Control Supervisor. Test reports shall be completed by the person performing the test. The Government may designate locations of tests.

5.9 WORKING HOURS RESTRICTIONS

All work and deliveries shall be limited to the weekday hours of 7:00am to 5:00pm unless otherwise approved by the Government. No work shall occur on Government holidays or weekends without prior approval.

5.10 TEMPORARY SERVICES

Temporary materials may be used but must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.

5.10.1 Fire Protection Equipment

Observe and enforce standards of fire prevention. No open fires shall be allowed.

5.10.2 Vehicles and Equipment

Provide one fire extinguisher on each vehicle or piece of equipment. Extinguishers shall have a minimum UL rating of 2-A:10-B:C. A capable and qualified person shall be placed in charge of fire protection. The responsibilities shall include locating and maintaining fire protective equipment and establishing and maintaining safe torch cutting and welding procedures.

5.10.3 Hazard Control

Take all necessary precautions to prevent fire during construction. Do not store flammable or combustible liquids in existing structures. Provide adequate ventilation during use of volatile or noxious substances.

5.10.4 Spark Arresters

Equip all gasoline or diesel-powered equipment used in potential forest or grass fire locations with spark arresters approved by the U. S. Forest Service. Written determinations of areas and periods of potential fire hazard will be issued by Government. Locate internal combustion equipment so that exhausts discharge well away from combustible materials. Locate service areas a minimum of 50 feet from buildings. Shut down equipment before refueling.

5.10.5 Smoking

Smoking within buildings or temporary storage sheds is prohibited.

5.10.6 Welding

Cutting by torch or welding shall be performed only when adequate fire protection is provided.

5.10.7 Electricity and Lighting

Make arrangements with utility company for metered connection to existing utility and pay all costs. Coordinate work with Government. Temporary electrical work shall meet requirements of the current version of NFPA 70 (NEC) Article 590. When temporary connections are removed, restore existing utility services to their original condition.

5.10.8 Telephone

The DBC shall make arrangements with the local telephone company and pay all costs if the DBC wants to have job-site telephone service.

5.10.9 Water

DBC shall provide potable water and pay all costs.

5.10.10 Heating and Cooling

Furnish temporary heating and cooling. Use of permanent heating and cooling system shall not be allowed without written authorization from Government. When the permanent heating and cooling system is approved for use as temporary heating and cooling, pay all costs until final acceptance. Install new filters before final acceptance. Equipment warranties shall start on date of Final Acceptance.

5.10.11 Sanitary Facilities

Provide and maintain temporary toilet facilities in accordance with State Health Department and Government regulations. Provide separate accessible facilities for men and women with privacy locks. Enclosures shall be weatherproof, sight proof and of sturdy construction. Completely remove sanitary facilities on completion of work.

5.11 ACCESS

Coordinate construction efforts with the Government such that there is minimal impact to the work of the Government personnel and the visiting public. During construction of the scheduled facilities, the DBC shall have limited access to the site. Site access shall be coordinated with the Government.

5.12 PRESERVATION OF ADJACENT FEATURES

Confine all operations to work limits of the project. Prevent damage to natural surroundings. Restore damaged areas outside the work limits, repairing or replacing damaged trees and plants, at no additional expense to the Government.

Provide temporary barriers to protect existing trees, plants and root zones that are to remain in place. Do not remove, injure or destroy trees or other plants without prior approval. Consult with the Government. Remove agreed upon roots and branches that interfere with construction. Carefully supervise excavation, grading, backfilling, and other construction operations near trees and plants, to prevent damage.

5.13 EXISTING UTILITIES

Disruptions of services shall be kept to a minimum. The DBC shall coordinate with the local utility companies. All disruptions shall be arranged at least 48 hours in advance and must be approved by Government.

The existing building provides data and communication services to other buildings on the campus, and as such the DBC shall coordinate with the Government to ensure that disruptions are minimized and accounted for.

Construction procedures will prevent accidental disruptions to facilities outside the project limits by investigation of existing utilities and protection during construction; accidental disruptions shall be remedied at no cost to the Government.

5.14 HAULING RESTRICTIONS

Comply with all legal and local road restrictions in the hauling of materials.

5.15 ACCIDENT PREVENTION

5.15.1 Accident Prevention Program

Prior to the Preconstruction Meeting, submit an accident prevention program. The program must be accepted by the Government before any on-site work can begin. The program shall comply with OSHA and project requirements. Include the following:

- Name of the responsible supervisor to carry out the program.
- Monthly safety meetings.
- First aid procedures.
- Outline of each phase of work.
- Hazards associated with each phase and methods proposed to ensure property protection, safety of the public, Government staff and DBC employees.
- Training.
- Planning for possible emergency situations.
- Housekeeping and fire protection.

5.15.2 Accident Reporting

Reportable accidents, defined as death, occupational disease, traumatic injury to DBC's personnel, Government employees or the public, property; property damage or any accident in excess of $100; and fires must be reported within seven (7) calendar days. Complete and Accident/Property Damage Report form CM-22 and forward to the Government. If needed, the form may be provided by the Government.

5.15.3 Quality Assurance

Ensure that all employees are physically qualified to perform their assigned duties in a safe manner. Do not allow employees to work if their abilities are impaired. Operators of all equipment shall be able to understand signs, signals and operating instructions, and shall be capable of operating such equipment.

5.15.4 Accident Prevention Products

Provide the following:

- First aid facilities.
- Personnel protective equipment: Meet requirements of NIOSH and MSHA.
- Emergency instructions, including telephone numbers and reporting instructions for ambulance, physician, hospital, fire department and park police. Place in conspicuous locations at the worksite.
- Adequate egress at all times in accordance with the Standard for Safeguarding Construction, Alteration, and Demolition Operations (NFPA 241).
- Hard hats and safety vests for all employees and for up to 6 visitors.
- Designate and post signs in all hard hat areas.

5.15.5 Training

Provide training for first aid and hazardous material handling and storage.

5.16 TEMPORARY CONTROLS

5.16.1 Housekeeping

Keep project neat, orderly, and in a safe condition at all times.

5.16.2 Weather Protection

When inclement weather is expected, provide temporary protection, for areas where roofing, siding, windows, doors, or other enclosing elements have been removed or have not been installed. Inspect protective coverings frequently to ensure that they are functioning properly.

5.17 FIELD ENGINEERING

The DBC shall set initial construction stakes establishing lines, slopes, grades, reference points, base lines and benchmarks as required. The DBC shall execute the work in accordance with these stakes and perform all additional staking necessary to execute the work.

All existing survey control utilized for this project shall be preserved. Controls that are destroyed by the DBC shall be replaced by the DBC at their expense.

5.18 PROJECT CLOSE-OUT

5.18.1 Project Record Drawings

Maintain one complete full-size set of contract drawings and one full-size set of vendor-supplied drawings. Clearly mark changes, deletions, and additions using Government standards to show actual constructed conditions. Keep record drawings current. Certification of accuracy and completeness will be required for monthly payment requisitions. On completion of the total project, submit complete record drawings.

5.18.2 As-Constructed Drawings

Provide as-constructed drawings by updating the Approved DB Construction Drawing AutoCAD, or Revit, files with information provided on the record drawings, contract modifications; and other applicable shop drawings, sketches, and data. AutoCAD files should be in compliance with the US National CAD Standard. Submit to Government no later than 30 days after Substantial Completion.

5.18.3 Posted Operating Instructions

Furnish operating instructions attached to or posted adjacent to equipment. Include wiring diagrams, control diagrams, control sequence, start-up adjustment, operation, lubrication, shutdown, safety precautions, procedures in case of equipment failure and other items of instruction recommended by manufacturer.

5.18.4 Cleaning

Before scheduling the final inspection, remove all tools, equipment, surplus materials, and rubbish. Restore or refinish surfaces that are damaged due to work of this contract to original condition. Remove grease, dirt, stains, foreign materials, and labels from finished surfaces. Thoroughly clean building interiors. Pick up and remove all construction debris from the site. At time of final inspection, project shall be thoroughly clean and ready for use.

5.18.5 Final Inspection

Before submitting a request for final inspection, submit the following:

- Project Record Drawings and As-Constructed Drawings: As specified above.
- Guarantees and Bonds: As specified in Performance Requirements and Specifications.
- Spare Parts and Materials: As specified in Performance Requirements and Specifications
- Operation and Maintenance Data: As specified below and in Performance Requirements and Specifications.
- Keys and Keying Schedule: Submit all keys including duplicates. Wire all keys for each lock securely together. Tag and plainly mark with lock number, equipment identification, or panel or switch number, and indicate location, such as building and room name or number.
- Operating Tools: As specified in the individual sections.
- Special Tools: One set of special tools required to operate, adjust, dismantle, or repair equipment. Special tools are those not normally found in possession of mechanics or maintenance personnel.
- System Demonstration and Training: As specified below and in Performance Requirements and Specifications.
- Mechanical and Electrical Systems: Verify the following in writing:
    - All systems are complete.
    - All systems have been properly started and are operational.
    - All controls are complete and operational, and sequences have been checked and are functioning properly.
- Testing and Balancing Report: As required in the technical specifications.
- Commissioning Report

5.18.6 Operation and Maintenance Data

Provide one set of 3-ring binders with operation and maintenance data to the Contacting Officer for review, prior to the final inspection. Data shall include manufacturer's standard literature, equipment data sheets, and vendor-furnished as-built drawings; custom written data not included in manufacturer’s standard literature; and schedules, warranties, parts lists, test results, and subcontractor list.

After review and approval of the initial O&M submittal by the Government, a final set of binders as well as a PDF document of the O&M manual is to be prepared and submitted to the Government. The PDF document is to be organized and bookmarked to match the binder set.

5.18.7 System Demonstration and Training

Train designated personnel in adjustment and operation (including seasonal and emergency operations, if applicable), maintenance, and safety requirements of equipment and systems, and their associated controls. Instructors shall be thoroughly trained in operating theory as well as practical operation and maintenance work for each type of equipment or system. The sequence of the training shall follow the approved outline of the training guide; i.e. Operating and Maintenance Data. Individual sections specify the duration of training required. If no duration is listed, provide training of sufficient duration to adequately cover the subjects.

5.18.8 Commissioning

Provide commissioning services for HVAC, lighting, security, and other systems as necessary.

5.19 SUBSTANTIAL COMPLETION AND FINAL INSPECTION

Submit written certification to the Government that the project, or designated portion of project, is substantially complete, and request a final inspection. Upon receipt of written request that project is substantially complete, the Government will proceed with inspection within 21 days of receipt of request or will advise the DBC of items that prevent the project from being designated as substantially complete.

When work is determined to be substantially complete, the Government will prepare a list of deficiencies ("Punch List") to be corrected before final acceptance. The Government will issue a Letter of Substantial Completion. If work is not determined to be substantially complete, the Government will notify the DBC in writing. After completing work, the DBC shall resubmit certification and request a new final inspection.

Following the final inspection, if the work is determined to be substantially complete, the Government will prepare a list of deficiencies to be corrected before final acceptance and issue a Letter of Substantial Completion. DBC shall complete the work described on the list of deficiencies within 30 calendar days, as weather permits. If the DBC fails to complete the work within this time frame, the Government may either replace or correct the work with an appropriate reduction in the contract price or charge for re-inspection costs in accordance with the Inspection of Construction clause of the contract.

After all deficiencies have been corrected, the Government will issue a Letter of Final Acceptance.

6 DELIVERABLE DETAILS

6.1 DESIGN SUBMITTAL REQUIREMENTS

The DBC shall provide design deliverables that are complete to a level appropriate for the phase and shall demonstrate progressive refinement of the design.

Draft documents are intended to communicate the current state of the design for Government review, feedback, and coordination. Draft documents shall be approximately 70-80% complete of their respective design phases and must be coherent and coordinated enough to support meaningful review.

6.2 FORMAT REQUIREMENTS

The deliverables to be furnished by the DBC (outlined in Sections 3 and 4 of this SOW) shall be provided in the formats outlined in this Section. Electronic copies shall be provided in both the original software file format (AutoCAD/Revit, MS Word, MS Excel, etc.) and PDF format.

Where not explicitly defined in this Section or other Sections of this SOW, documents provided in PDF format (narratives, geotechnical reports, submittals, RFI's, etc.) shall be presented on appropriate sheet sizes and bookmarked to section headers or as makes logical sense for the data presented. Documents with multiple sections shall be set to open with bookmarks panel to the left, magnification set to open to "fit page," and page layout set to "single page continuous."

DRAWINGS	
Digital Sheet Size	ANSI D 22x34

Digital PDF Sheet Size	ANSI B 11x17 shall be “to scale” and legible for use in electronic bidding process
Digital File Formats	AutoCAD, Autodesk Revit and Adobe PDF (as applicable)
Organization	National CAD Standard NCS/UDS, current edition
PDF Document	Set to open with Bookmark tab open to the left, document to be bookmarked to open to Cover, and then at minimum to the first page of each design discipline thereafter. PDF document shall also be set to open with Magnification “Fit Page” and Page Layout “Single Page.”
Note	All Drawing sheets must be consecutively numbered (1 of xx, 2 of xx, etc.) though the full set, in addition to the discipline numbering (e.g. M101, S101, etc.), and electronic Drawing File Names MUST begin with overall sheet number. Drawings in PDF format shall be organized into separate folders for each discipline (Structural, Architectural, Mechanical and Electrical).

SPECIFICATIONS	
Digital Sheet Size	8 ½” x 11”
Digital File Format	MS Word and Adobe PDF
Organization	MasterFormat with BLM header and footer format that includes Section and Page Number
PDF Document	Set to open with Bookmark tab open to the left, document to be bookmarked to open to Cover, Table of Contents and then the first page of each section thereafter. PDF document shall also be set to open with Magnification “Fit Page” and Page Layout “Single Page Continuous.”
Note	Specifications in PDF format shall be in a single file (preferred) and organized with separate bookmarks for each of the MasterFormat divisions and each specification section. Individual electronic file size shall not exceed 100MB. Projects requiring single file sizes larger than 100MB shall seek Government approval to separate into multiple files, eg drawing sheet set divided by AE discipline, Specs divided by AE MasterFormat Divisions, etc.

DESIGN CALCULATIONS	
Digital Sheet Size	8 ½” x 11”
Digital File Format	Adobe PDF
Organization	MasterFormat with BLM header and footer format
PDF Document	Set to open with Bookmark tab open to the left, document to be bookmarked to open to Cover, Table of Contents and then the first page of each section thereafter. PDF document shall also be set to open with Magnification “Fit Page” and Page Layout “Single Page Continuous.”
Note	Design Calculations shall include electronic files used to support the design.

ENERGY LIFE CYCLE COST ANALYSIS REPORT (ELCCA)	
Digital Sheet Size	8 ½" x 11"
Digital File Format	Adobe PDF
PDF Document	Set to open with Bookmark tab open to the left, document to be bookmarked to open to Cover, Table of Contents and then the first page of each section thereafter. PDF document shall also be set to open with Magnification "Fit Page" and Page Layout "Single Page Continuous."

AS-CONSTRUCTED DRAWINGS	
Paper Sheet	Provide two (2) full-size paper copies at project site
Digital Sheet Size	Match Design Document format
Digital File Format	Drawing files in both PDF and AutoCAD (or Revit) formats (uploaded to Government-approved digital repository).
PDF Document	Set to open with Bookmark tab open to the left, document to be bookmarked to open to Cover, Table of Contents and then the first page of each section thereafter. PDF document shall also be set to open with Magnification "Fit Page" and Page Layout "Single Page Continuous."

6.3 DISTRIBUTION

Progress Submittals:	(1) Electronic copy to the Government-designated COR and others as designated by the Contracting Officer.
Final Submittal:	(1) Electronic copy, digitally stamped and signed to the Government-designated COR.

6.4 COMMUNICATION

The DBC shall establish a Microsoft Teams site in addition to the standard means of communication. Each deliverable to the Government shall include a response to Government comments from the previous deliverable submission when applicable.

7 PERIOD OF PERFORMANCE & SCHEDULE

The following deadlines are intended to provide a schedule guideline for the project deliverables. Deliverable deadline dates are defined by "Calendar Days Into Performance", with the first day starting upon the Notice to Proceed (NTP).

Submittal items that require Government review indicate the number of calendar days that the Government shall be allotted for review. These review periods will occur within the period of time allotted for the next submittal.

7.1 PERIOD OF PERFORMANCE SUMMARY

The total Period of Performance (POP) for this project shall not exceed the following number of calendar days into the project performance:

DESIGN	
Initial Conference Call:	10
Kickoff Meeting and Site Visit:	20
Site Survey, Geotechnical, and Schematic Design:	60
Draft Design Development Documents:	110
100% Design Development Documents:	160
Draft Construction Documents:	210
100% Construction Documents:	260
Final Stamped Construction Documents:	280
CONSTRUCTION	
Pre-Construction Meeting:	300
Construction:	700
As-Constructed Drawings:	720
TOTAL:	**720 calendar days**

7.2 INITIAL CONFERENCE CALL

Conducted no later than 10 calendar days into performance

Prior to the Kickoff Meeting and Site Visit, initiate and conduct a conference call with the Government. The purpose of the call is to preview the project, interview the client on overall expectations for the project, review Government provided materials, and generally discuss plans for the design effort. The meeting must be attended by the key members of the design team. The DBC shall determine which team members shall be required to attend the site visit and have the opportunity to ask questions about the project. Within five (5) calendar days of the conference call, the DBC shall provide detailed meeting notes outlining the discussion.

7.3 KICKOFF MEETING AND SITE VISIT

Conducted no later than 20 calendar days into performance

Key members of the design team shall attend a one-day meeting at the local BLM office, along with a visit to the proposed site. Within five (5) calendar days of the site visit, the DBC shall provide detailed meeting notes. Meeting discussion will include the following:

- Review and discussion of project scope, deliverables, and schedule.
- Review of Government provided materials.
- Site familiarization tour.
- Contractor staging areas.
- Use of site facilities, including but not limited to: Restrooms, site security and conduct (badges, contractor ID on vehicles, no smoking, etc.).

7.4 SITE SURVEY, GEOTECHNICAL, AND SCHEMATIC DESIGN DOCUMENTS

Submitted no later than 60 calendar days into performance

Provide electronic copy of the Schematic Design Documents for Government review. Allow the Government 20 calendar days for review and comment. Key members of the design team shall attend a meeting via Microsoft Teams with the Government to discuss and review the comments. Upon approval, DBC shall move forward with the Draft Design Development Documents.

7.5 DRAFT DEVELOPMENT DOCUMENTS

Submitted no later than 110 calendar days into performance

Provide electronic copy of the Draft Development documents for Government review. Allow Government up to 20 calendar days for review and comment. Key members of the design team shall attend a meeting via Microsoft Teams with the Government to discuss and review the comments. Upon approval, DBC shall move forward with 100% Design Development Documents.

7.6 100% DESIGN DEVELOPMENT DOCUMENTS

Submitted no later than 160 calendar days into performance

Provide electronic copy of 100% Design Development documents for Government review. Allow Government up to 20 calendar days for review and comment. Key members of the design team shall attend a meeting via Microsoft Teams with the Government to discuss and review the comments. Upon approval, the DBC shall move forward with the Draft Construction Documents.

7.7 DRAFT CONSTRUCTION DOCUMENTS

Submitted no later than 210 calendar days into performance

Provide electronic copy of the Draft Construction Documents for Government review. Allow Government up to 20 calendar days for review and comment. Key members of the design team shall attend a meeting via Microsoft Teams with the Government to discuss and review the comments. Upon approval, the DBC shall move forward with 100% Construction Documents.

7.8 100% CONSTRUCTION DOCUMENTS

Submitted no later than 260 calendar days into performance

Provide electronic copy of 100% Construction Documents for Government review. Allow Government up to 10 calendar days for review and comment after submission. Key members of the design team shall attend a meeting via Microsoft Teams with the Government to discuss and review the comments. Upon approval, the DBC shall move forward with Final Construction Documents.

7.9 FINAL CONSTRUCTION DOCUMENTS

Submitted no later than 280 calendar days into performance

The DBC shall provide two electronic copies of Final Construction Documents digitally stamped and signed by the Designer of Record. The DBC shall incorporate the 100% Construction Documents review comments (if any) into the Final Construction Documents submittal.

7.10 CONSTRUCTION

Completed no later than 700 calendar days into performance

Construction shall not begin until the Government has issued the DBC a Start Work Notice. Construction shall be completed no later than 300 calendar days after final design documents are completed.

7.11 AS-CONSTRUCTED DRAWINGS

Submitted no later than 720 calendar days into performance

As-Constructed Drawings shall be completed no later than 30 days after Substantial Completion. All DB Design Development, Construction Documents and As-Constructed Drawings shall be submitted to the Government.

8 SUBMITTALS AND MEETINGS

8.1 DESIGN SUBMITTALS

The following design submittals are included as part of this SOW:

PD/SD Pre-Design and Schematic Design Documents

DD Draft Design Development Documents
100% Design Development Documents

CD Draft Construction Documents
100% Construction Documents
Final Construction Documents (Stamped and Signed by A/E)

Final As-Constructed Drawings

8.2 PROGRESS MEETINGS

Meetings shall occur to coordinate and review the DBC's progress at the following intervals for each phase. The initial Kickoff Meeting shall be held at the existing BLM Vale District Office. All subsequent meetings can be held through conference calls as appropriate to reduce travel time and costs.

8.2.1 Progress Meeting Milestones

Meetings shall occur at:

- Kickoff Meeting with Government and DBC.
- ELCCA initial system determination and process Meeting
- ELCCA Results Meeting
- Schematic Design Document Submittal Review Meeting.
- Draft Design Development Submittal Review Meeting.
- 100% Design Development Submittal Review Meeting.
- Draft Construction Document Submittal Review Meeting.
- 100% Construction Document Submittal Review Meeting.

8.2.2 Design Phase Progress Meetings

The DBC shall participate in virtual (Microsoft Teams) conference calls with the Government and other project team members during the project Design Phase at intervals appropriate to the level of project development to update them on the following agenda items:

- Approval of minutes of previous meetings.
- Current status of project design documents.
- Coordination and clarification of design items with the Government as necessary to keep the design documents progressing.
- Schedule update.

- Other business related to the project.

8.2.3 Pre-Construction Meeting

The following Part 2.0 Project Requirements Deliverables shall be submitted a minimum of one week prior to the Preconstruction Meeting:

- Letter designating the DBC Project Superintendent.
- Project Schedule with construction portion fully developed.
- Schedule of Values.
- Accident Prevention Program.
- List of subcontractors for the project (must be the same as in the DBC's proposal).
- Written statements from subcontractors certifying compliance with applicable labor standard clauses.
- Evidence of liability insurance coverage and workmen's compensation for the DBC and all subcontractors.
- Quality Control Plan.
- Stormwater Pollution Prevention Plan Submittal process.
- List of required permits.

After the 100% DB Construction Documents are approved and prior to the start of construction, the Contracting Officer (CO) will arrange an on-site Preconstruction meeting with the DBC. The meeting agenda will include the following as a minimum:

- Correspondence procedures.
- Jobsite safety.
- Roles and responsibilities.
- Lines of Authority.
- Schedule of Values.
- Progress payments.
- Submittal process.
- Resolution to any comments provided by the Government on the Part 2.0 Project Requirements deliverables.
- Construction schedule (provide an electronic copy in software it was created in).
- Labor standards.
- Payroll reports.
- Modifications.
- Accident reporting.
- BLM Rules and Regulations.
- Medical emergency processes, availability, emergency numbers, and contacts.
- BLM permits, burning construction waste, rules of the road, alcohol use, housekeeping, firearms, pets, natural and cultural resource concerns.
- Bridge, access road and site constraints.
- Visitation and public relations.
- Environmental and sustainability requirements for the Project.
- Saturdays, Sundays, holidays, and night work.
- Traffic control.

8.2.4 Construction Phase Progress Meetings

The DBC shall participate in bi-weekly virtual (Microsoft Teams) conference calls with the Government and other project team members during the Construction Phase to update them on the following agenda items:

- Approval of minutes of previous meetings.
- Submittal status.
- Review of off-site fabrication and delivery (as applicable).
- Requests for Information (RFIs) and issues.
- Modifications.
- Work in progress and work projected over the next six (6) weeks.
- Schedule update (provide updated Critical Path Method schedule every two months).
- Status of As-Constructed Drawings and O&M Manuals.
- Other business related to the project.

8.2.5 Meeting Participation

Participation at scheduled meetings on the part of the DBC shall include the design disciplines and consultants appropriate to the level of project development and stage of review. Participants shall be responsible professionals with direct knowledge of the work components.

Meeting attendees and general project team shall be identified prior to design efforts commencing.

The DBC shall take the lead in the coordination and facilitation of all meetings and insure the attendance of the necessary design disciplines and consultants. The DBC shall provide meeting minutes and written responses to review comments within one week of the meeting conclusion or receipt of comments.

8.3 QUALITY CONTROL

Quality control is the responsibility of the DBC. Re-work and related schedule impacts due to quality control issues are the responsibility of the DBC. Required processes and reports are as noted.

Registered engineers/professionals licensed in the State of the project location, in accordance with applicable State regulations, shall accomplish work to accepted standards. Professional registration stamps for the responsible disciplines shall be required on all reports, specifications, and drawing sheets. The DBC shall assure complete, competent, properly coordinated, and thoroughly checked documents before they are submitted.

8.4 REQUIRED REPORTS

The first Monday of each month, the DBC shall send an emailed report to CO, COR, and technical representative. This report is intended to be brief, normally no more than one page. Included in the report will be:

- Status of work tasks. The minimum detail will include whether each task is started and whether it is complete. Include comments if needed, such as any unanticipated coordination required and who is involved.
- Current quality control measures. For example, provide the name and organization of who is performing internal reviews and what products they are reviewing.

- Project Schedule. Compare work accomplished to planned work schedule and include proposed revised work schedule if needed.

9 [NOT USED]

End of Document