



## STATEMENT OF WORK

**Project Name: Maintain – B370 11<sup>th</sup> CES Parking Lot**

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**Approved By:**

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Project Name	Project ID	Location	Date	Prepared By	Approved By
Maintain – B370 11 <sup>th</sup> CES Parking Lot		JBAB Washington, D.C.	07/27/21	MBIA	RC

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**NOMENCLATURE**

SOW                      Scope of Work

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RFP	Request for Production
JBAB	Joint Base Anacostia-Bolling
QC	Quality Control
CO	Contracting Officer
CM	Construction Manager
CFR	Code of Federal Regulations
IAW	In Accordance With
DOEE	Department of Environment Energy
ADA	Americans with Disabilities Act
IBC	International Building Codes
BMP	Best Management Practices
EISA	Energy Independence and Security Act
GFP	Government Furnished Property and Services
PPE	Personal Protective Equipment
OSHA	Occupational Safety and Health Administration
DoD	Department of Defense
CAC	Common Access Card
DTM	Directive Type Memorandum
ECP	Entry Control Point
TA	Trusted Agent
AFC	Approved Facility Contact
IAW	In Accordance With
DOT	Department of Transportation

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## 1 PART 1 GENERAL PROJECT INFORMATION

The purpose of this project is to repave and re-mill B370 parking lot and to demo and redo the sidewalks for B370.

### 1.1 Project Objectives

Provide all necessary work needed to renovate the facility to meet current mission requirements as outlined in this Statement of Work (SOW).

### 1.2 Contract Performance Period

The performance period of this task order is 270 calendar days.

### 1.3 Project Location

The work is located at Building 168 of Joint Base Anacostia – Bolling (JBAB), Washington, DC.

## 2 PART 2 GENERAL PROJECT REQUIREMENTS

The Contractor shall provide all supervision, labor, transportation, equipment, and materials; as well as perform all necessary engineering and operations to accomplish the following:

### 2.1 General Requirements

Provide design, specifications, and construction to support the repairing of the existing brick on Bldg. 168 at JBAB.

- 1) Provide (1) one Superintendent and (1) one QC Manager. Either of them can be SSHO.
- 2) Basic Performance standards:
  - a) Perform daily cleanup of construction site. Remove all construction debris from the work site daily and/or as needed.
  - b) Submit power outage request to Contracting Officer (CO) or assigned Government Construction Manager (CM) at least (2) two weeks before the event unless emergency power outage is required.
  - c) Provide protection of existing government facility and equipment during construction. Provide protection for personnel working in the area.
  - d) Provide protection for communications equipment during work activities. Provide dust protection.

### 2.2 Hazardous Materials

Hazardous materials including lead based paint, mercury, asbestos, and others are known to exist at JBAB. The Contractor must not begin or continue any work that disturbs suspected hazardous materials unless the disturbance has been specifically addressed and approved by the Contracting Officer.

All hazardous waste generated by or as a result of contract activities shall be managed, stored, transported and disposed of in accordance with all applicable 40 CFR parts 261 – 273 Federal regulations, District of Columbia (DOEE)-20 DCMR parts 4260 - 4279, USAF regulations, and JBAB Hazardous Waste Management Plan.

The contractor must ensure that any hazardous waste generated through the contractor's activities is properly removed from the installation and disposed of in accordance with applicable laws. No hazardous waste shall be left at the installation upon completion of contractual agreement.

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All hazardous waste shall be properly manifested and transported IAW DOT Hazardous Materials Regulations 40 CFR (Parts 105-178).

- 1) The Government currently operates with the understanding that some areas may or may not have asbestos and/or lead in the materials being repaired. If there are any identification of areas in the worksite suspected to contain these or any other concerning materials the contractor must notify the Government and report the findings immediately.
- 2) The work area has mold and animal drops, Contractor is required to abate mold and animal drops.

### 2.3 AE Design Services

- 1) Provide construction drawings. The contractor shall use the provided layout to develop the design documents.
- 2) Provide field investigation to develop design drawings as needed. Note that there are not as-built drawings on file.
- 3) Contractor is to coordinate final layout with space users.
- 4) The contractor will submit (2) two design submittals. The contractor shall submit 100% Design drawings and Final updated Design drawings.
- 5) The submittal package will include, Construction Drawings.
- 6) Technical Specifications.
- 7) Consider up to 14 calendar days for Government review and comments.
- 8) The contractor shall provide electronic copies (CAD and PDF files) for each submissions.
- 9) The contractor shall submit (3) three 24X36 hard copies as part of the design submittal requirements.
- 10) All design documentation and subsequent construction practices shall comply with Federal, State, and Local codes (when applicable). International Building Codes (IBC) has established the basic building code standards for construction, renovation, repair, and maintenance. These standards, commonly referred to as IBC Codes, shall constitute the minimum acceptable levels of design, function, and safety for all projects.
- 11) This is a federal facility and the project is required to meet current Americans with Disabilities Act (ADA) compliance.

### 2.4 Digging and Environmental Requirements

- 1) Digging permit is required if excavation is part of this scope. Any damage to existing streets due to this construction shall be responsibility of the contractor to repair at no additional cost to the Government.
- 2) The contractor shall acquire written approval from Contracting Officer (CO) 2 weeks prior to any excavation.
- 3) If the digging is between 50 Square feet and less than 5,000 square feet then Contractor will provide a sediment and erosion control plan with DC approval prior to excavation. A sediment and erosion control method shall be installed before the start of any excavation and/or construction as per standards and specifications for soil erosion and sediment control for the District of Columbia (DC).
- 4) If the digging is more than 5,000 square foot, the Contractor will provide Stormwater Management Plan, which includes the design of the stormwater Best Management Plan (BMP) with DOEE'S plan approval. Subsequent to DOEE'S plan approval, the BMP will need to be installed per the approved plan. The BMP must be designed to address a 1.7" rainfall, per the Energy Independence and Security Act of 2007 (EISA), which is a requirement for federal projects. This requirement is in addition to the requirement for a Soil Erosion and Sediment Control Plan.
- 5) If an on-site inspection reveals further erosion control measures are necessary, the same shall be provided.
- 6) Provide, place and remove silt fence as required to prevent soil erosion and as sediment control around the excavation site.

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- 7) Furnish and place a temporary security fence with wind screen around perimeter of structure for duration of the project.
- 8) The Contractor is allowed to require the services of an AE firm to complete the work.

## **2.5 Government Furnished Property and Services (GFP)**

U.S. Government shall facilitate for contractor's vehicles, personnel and equipment to enter Base. The contractor shall be required to sign a receipt for all GFP and shall be held responsible for the care of all GFP until Project completion or final inspection at site. The contractor shall be held responsible for and take on all cost for any damage to GFP and repair to its original condition before leaving the site after project completion.

## **2.6 Security/Identification**

The contractor shall provide to the Contracting Officer a complete list of Contractor and Subcontractor personnel who will be working on site no later than (1) week prior to the starting date of the Project. This list shall include the name, address; date and place of birth, and social security number of these individuals and shall be on the Contractors' letterhead. The Contracting Officer will provide this list to the Security Officer who will issue identification badges to all designated Contractor and Subcontractor personnel. All Contractor and Subcontractor personnel shall be required to possess and wear Security Identification badges at all times when in the facility. In addition, Contractor and subcontractor personnel shall display valid picture identification, such as current state driver's license in order to gain entry onto the Installation.

## **2.7 Working Hours**

All work shall take place during the hours between 0700 and 1630 hours, Monday through Friday except holidays. Any out of normal working hours will be accomplished in a manner and at such times that will cause the least practicable disturbance to the installation and the normal activities of the installation, facility, and work area.

## **2.8 Access to Work Site after Normal Business Hours**

The Contractor shall not enter the work area after normal scheduled work hours. In the event of unusual circumstances that may require access to the work site after normal hours, the Contractor shall notify the Contracting Officer, who must make appropriate arrangements for access.

*The contractor is required to submit an escort request no later than one (1) week prior to any after-hours work.*

## **2.9 Safety**

The Contractor shall ensure employees are supplied with and properly utilize safety equipment (i.e., fall protection, gloves, safety boots, safety glasses, hard hats, hearing protection, all PPE). The Contractor shall follow safe work procedures and ensure personnel near the job site are properly protected from harm.

The Contractor shall establish a safe work zone and establish a safety program to prevent worker injuries. Proper signage shall be utilized to warn personal of construction hazards. Contractor will follow the US Army Corps of Engineers manual EM 385-1-1.

Contractor will provide all signage, caution tape, etc. required for proper control in and around the Project site. Access points to the facility are available with the stipulation that the areas will also be in use by the users. The access areas will be kept safe, clean, and free from Project materials and debris

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## 2.10 Fire Prevention, Safety, and Security

The contractor shall be responsible for ensuring that all construction openings, penetrations, and door and window openings in the work area are secure and weather tight.

All existing systems for intrusion alarm, trouble alarm, fire alarm, and fire suppression shall remain functional at all times. Work which will disturb any suppression or alarm system requires the approval by the Contracting Officer.

All contractor employees shall apply for a DBIDS gate badge and follow associated instructions. See next section.

The Contractor shall comply with the requirements of National Fire Protection Association regulation, NFPA 241, "Standard for Safeguarding Construction, Alteration, and Demolition Operations" for the handling and storage of combustible supplies, materials, and waste. The Contractor shall insure his employees know how to initiate a fire alarm.

The Contractor shall comply with the provisions of the US Army Corps of Engineers Manual, EM 385 1-1, most recent edition, entitled "Safety and Health Requirements," and all subparts of Code of Federal Regulations 29 CFR 1910, and Code of Federal Regulations 29 CFR 1926, and will take such additional measures as the Contracting Officer may determine to be necessary for the safety.

Safety Data Sheets (SDS) shall be obtained by the contractor for all hazardous materials to be used in performance of this contract in accordance with Federal Acquisition Regulation FAR 52.223-3. These SDS and an inventory of hazardous material shall be provided to the Contracting Officer prior to bringing the material on site. MSDS shall be maintained at the job site and available to all employees and inspectors. The contractor must have an active Hazardous Communication Program place for all employees as required by Code of Federal Regulations 29 CFR 1910.1200.

For entry into confined spaces such as manholes and vessels the contractor is required to present a confined space entry program in accordance with Occupational Safety and Health Administration OSHA Title 29 of the Code of Federal Regulations 1910.146. The program must be approved by the Contracting Officer. The contractor shall perform gas free testing prior to entry by any personnel. All personnel shall use tripod and harness devices when entering manholes.

The Contractor shall establish and adhere to a Lockout and Tag-out program that effectively disables machinery, utilities, and equipment to prevent unexpected energization, start-up, and release of stored energy. The Lockout and Tag-out program shall comply with the Code of Federal Regulations 29 CFR 1910.147, Control of Hazardous Energy, and the National Safety Council.

The contractor is responsible for the installation and maintenance of vehicle and pedestrian barriers at the perimeter of the work areas as needed for safety and security.

## 2.11 Base Access Requirement – BDIDSGATE

The DBIDSGate Program (the Program) is an enterprise identity management and perimeter installation access control solution. The Program is designed to manage commercial vendors, contractors, sub-contractors, suppliers and service providers (vendors/contractors) not authorized to receive a Department of Defense (DoD) Common Access Card (CAC), regardless of how they access the installation, e.g. on foot, personally owned vehicle, delivery vehicle, semi-truck etc. The Program participants will be enrolled, vetted, credentialed, and their access privileges to USAF installations will be regularly and electronically updated, verified and documented upon each ingress at all perimeter ECPs. Only those individuals who meet the requirements set forth in Directive Type Memorandum (DTM) 08-003, "Next Generation Common Access Card (CAC) Implementation Guidance", dated 1 DEC 2008 (specifically the card issuance and vetting requirements), will be issued a CAC.



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Participation in the Program is not mandatory however; vendor/contractor employees not participating in the Program will be subject to the following:

- 1) Must be processed at the Visitor Control Center, under local and higher directive procedures.
- 2) Will meet the requirements as set forth in OPNAVINST 1752.3; POLICY FOR SEX OFFENDER TRACKING, ASSIGNMENT AND ACCESS RESTRICTIONS WITHIN THE USAF.
- 3) Will be checked against the local no entry and debarment lists.
- 4) Will undergo other such additional checks as required by federal directives, DoD policy, DoN Policy or as otherwise required or deemed appropriate by CNIC N3AT, the Regional Commander, RSO, ISO, or ICO.
- 5) Will receive a locally produced credential/pass that is valid for only one (1) entry onto the installation.
- 6) Will have limited Entry Control Point (ECP) access (generally 1 ECP specified for Program non-participants).
- 7) Will have significantly reduced hours of access to the installation.
- 8) Will not be issued a CAC unless authorized by DoD policy, DoN Policy and a valid requirement for physical access to USAF installation(s).

#### **2.11.1 Procedures.**

JBAB uses a Trusted Agent (TA) methodology regarding vendors/contractors who participate in the Program. On every ingress through a perimeter ECP, vendors/contractors participating in the Program will present their DBIDSGate credential, ECP personnel will scan their credential which will result in the verification of the credential, general access privileges and specific access profiles (time of day, day of week) for that installation. Further, ECP personnel may biometrically authenticate (using a fingerprint scan) the person presenting the credential to ensure that this is the same person who registered into the Program.

#### **2.11.2 Company Enrollment and Vendor/Contractor Employee Registration Process**

- 1) When the Program is initially implemented and from that point forward, the installation will identify an Approved Facility Contact (AFC) who will identify and approve installation and tenant organization TAs. The installation and tenant organization TAs, will provide the Program a list of approved vendor/contractor companies and (for each company) the name of their designated DBIDSGate Company Administrator (RCA). Once the list of approved vendor/contractor companies has been provided to the Program, only those companies may enroll. Once enrolled, those companies may direct their employees to register into the Program. For those vendor/contractor companies not included on the original approved vendor/contractor company list the following applies:
  - a) Vendor/contractor companies must obtain a specific installation/tenant organization TA.
  - b) The TA then advises the AFC (normally, Force Protection/Physical Security Specialist or the Visitor Control Center Supervisor).
  - c) The AFC or TA then approves the vendor/contractor company for addition to the approved vendor/contractor company list.

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- 2) Once the vendor/contractor company is approved, they may then enroll with the Program.
- 3) The vendor/contractor company provides the Program with an approved employee list. Vendor/contractor employee(s) then register into the Program utilizing a self-registration kiosk, generally located in the Visitor Control Center. The registration process captures, name, DOB, photo, fingerprints and other information to facilitate background screening and manufacture of a credential. Persons registering must also declare if they are a U.S. Citizen or a non-U.S. Citizen.
- 4) The Program conducts a background screening on each vendor/contractor employee.
- 5) If the vendor/contractor employee clears the background screening, the Program so notifies the vendor/contractor employee that their DBIDSGate credential is ready for issuance. The Program creates and sends the DBIDSGate credential to the Visitor Control Center or other designated location for issuance.
- 6) When the vendor/contractor employee arrives at the Visitor Control Center for DBIDSGate credential issuance, the Visitor Control Center personnel must validate an individual's identity and biometrically authenticate their enrollment into the system. To validate identity, the vendor/contractor employee must present one document from List A or if unavailable, two documents from list B. The lists of acceptable documents may be found in Form I-9, OMB No. 1115-0136, Employee Eligibility Verification. These documents must be reviewed and deemed authentic to the satisfaction of the Government agent. To biometrically authenticate enrollment into the system, the credential WILL be scanned and the fingerprint biometric captured utilizing the handheld device provided with the system. Once the vendor/contractor employee's identity has been validated and enrollment into the system biometrically authenticated, the RAPIDGate credential is issued. In the case of a U.S. Citizen; the credential will have a "green stripe", in the case of Non-U.S. person (Foreign National); the credential will have a "blue stripe". The credentials will be NIST-Special Publication 800-104 Aligned Topography and a FIPS PUB 201-1 Process Aligned.
- 7) If a vendor/contractor employee fails the background screening, the employee and their company are advised in writing. Reasons for failure of the background screening and denial for participation in the Program may include but are not be limited to:
  - a) Identity verification failure
  - b) Any felony conviction
  - c) Registered sex offender
  - d) On a terrorist watch list
  - e) Any outstanding federal, state or local criminal warrant.
- 8) If the vendor/contractor employee passes the background screening process, the DBIDSGate credential that is issued to the vendor/contractor employee is valid for one year. Throughout the year, the vendor/contractor

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employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued Program participation and installation access privileges.

## **2.12 Waste Management**

Debris and excess material shall become the property of the contractor unless otherwise specified by the Contracting Officer. The contractor is responsible for the proper storage, transportation, and disposal of debris and excess material.

Hazardous waste shall be disposed of by the contractor using haulers, treatment, storage, and disposal facilities approved by the Contracting Officer. All hazardous waste manifests must be signed by the JBAB Environmental Division. Contact the Contracting Officer at least 24 hours in advance to arrange for signing of manifests. Management of hazardous waste containers shall comply with Code of Federal Regulations 40 CFR 265.170-265.177. All hazardous waste containers shall be labeled with the following information: generator name, address, Environmental Protection Agency (EPA) identification number; EPA waste number; and accumulation start date. Information shall be either put on a weatherproof label or directly on the drum.

Solid waste is defined as any rubbish, debris, garbage, or other discarded solid material, except hazardous waste as defined by Code of Federal Regulations 40 CFR 261, removed from government property. Copper debris shall be delivered to JBAB Recycling Center. Remove all other solid waste from government property to a regulated landfill or to a company engaged in the recycling of the specific material. Contractors are encouraged to recycle solid waste.

## **2.13 Preservation of Resources**

- 1) Hazardous materials including lead based paint, mercury, asbestos, and others are known to exist at JBAB. The contractor shall not begin or continue any work that disturbs suspected hazardous materials unless the disturbance has been specifically addressed and approved by the Contracting Officer.
- 2) Do not discharge any wastewater into storm drains or sanitary sewers without prior approval of the Contracting Officer. The contractor shall check all sediment and erosion control measures weekly and after each rainfall.
- 3) Where motorized equipment is to be operated near trees that are not to be removed the contractor shall employ protective means to prevent tree damage. The minimum requirement is a high-visibility fence of the same diameter as the tree canopy placed before construction begins.
- 4) All hazardous material will be stored with secondary containment and kept covered while on Government property in accordance with the JBAB Storm Water Pollution Prevention Plan. In the event of a hazardous material spill the Contractor is responsible for cleanup of the hazardous material and waste removal.
- 5) Nesting and denning wildlife are known to exist at JBAB. It is unlawful to disturb certain species of birds or mammals raising young. The contractor shall not begin or continue any work that disturbs such wildlife unless the

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disturbance has been specifically addressed and approved by the Contracting Officer. If nesting or denning wildlife is disturbed, cease work, make a reasonable effort to stabilize and protect the area, and contact the Contracting Officer.

- 6) JBAB has some areas that may classify as National Historic Landmarks. Regulations apply for the protection of architectural and archaeological historic resources. Compliance with regulatory requirements may be a lengthy process, necessary in advance of, or discovered during, construction. The contractor shall not begin or continue any work that disturbs suspected historic resources, human remains, or remnants of prior construction, unless the disturbance has been specifically approved by the Contracting Officer. If suspected archaeological artifacts are discovered, cease work, make a reasonable effort to stabilize and protect the artifacts in place, and contact the Contracting Officer.
- 7) Prevent the discharge of Class I and Class II Ozone Depleting Substances (ODS) to the atmosphere. Equipment to be removed from government property that contains ODS shall be evacuated, the ODS recovered, and disposed of in accordance with Code of Federal Regulations 40 CFR 82 by the contractor. Class I ODS shall not be used in the performance of this contract, nor be a part of any equipment to be installed. This prohibition shall be considered to prevail over any other provision, specification, drawing, or referenced documents.

#### **2.14 Electronic Document Management**

- 1) The contractor shall submit all documents associated with this contract in PDF format. This includes, but is not limited to, daily production reports, QC reports, preparatory and initial checklists, RFIs, submittals and various logs. Additionally, select submittals, schedules and other documents shall be presented in native format (i.e. AutoCAD, Excel, Word, etc.) upon request by the Government or in accordance with other sections of the contract. It is preferred that documents be created through electronic conversion rather than optically scanned.
- 2) Electronic files shall be submitted via email, or other mutually agreed upon method to the Government representative(s) as directed by the Contracting Officer and contract. The contractor is solely responsible for the timely submission of electronic files to the Government. A submittal is considered received by the Government when a usable electronic file has been provided to and accepted by the Government.
- 3) All electronic files shall follow the naming convention described in the PWD Joint Base Anacostia - Bolling eFiles Instruction, which will be provided after award.
- 4) Review comments, or a lack of review comments, made by the Government on Contractor submitted documentation shall not relieve the Contractor from compliance with requirements of the contract documents. The Contractor is responsible for managing, tracking, and documenting the work to comply with the requirements of the contract documents. Government acceptance via automated system notifications or audit logs extends

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only to the face value of the submitted documentation and does not constitute validation of the Contractor's submitted information.

- 5) The Contractor shall prepare submittals using software that meet the requirements of viewing and review by use of latest version of the Adobe Acrobat Reader program (currently 8.0). The Contractor will upgrade systems as needed to provide files as required. Upgrading of the Contractor's computer systems will not be justification for cost or time modifications.
- 6) The Contractor is responsible for maintaining the project submittal register and RFI log. Contractors are allowed to utilize existing in-house RFI and/or submittal tracking systems or adopt the Excel based format used by PWD JBAB. A PDF print out of the current submittal register and RFI log shall be provided to the government at least once per week and discussed on a regular basis. The Government and the Contractor QC manager shall exchange native versions of the submittal register file and RFI log as needed throughout the life of the project.

## 2.15 Quality Control

- 1) The Contractor is responsible for ensuring the quality of construction is compliant with specifications and all applicable codes. The Contractor shall use the US Army Corp of Engineers Three Phase System for quality control. The process, implementing the preparatory, initial and follow-up steps of Quality Control oversight shall be implemented as taught by the US Army Corp of Engineers Construction Quality Management for Contractors course.
- 2) The project specific Quality Control Plan shall include the following and adhere to the following format:
  - a) QC ORGANIZATION: A chart showing the QC organizational structure.
  - b) NAMES AND QUALIFICATIONS: Names and qualifications, in resume format, for each person in the QC organization. Include the CQM for Contractors course certifications for the QC Manager and Alternate QC Manager.
  - c) DUTIES, RESPONSIBILITY AND AUTHORITY OF QC PERSONNEL: Duties, responsibilities, and authorities of each person in the QC organization.
  - d) OUTSIDE ORGANIZATIONS: A listing of outside organizations, such as architectural and consulting engineering firms that will be employed by the Contractor and a description of the services these firms will provide.
  - e) APPOINTMENT LETTERS: Letters signed by an officer of the firm appointing the QC Manager and Alternate QC Manager and stating that they are responsible for implementing and managing the QC program as described in this Contract. Include in this letter the responsibility of the QC Manager and Alternate QC Manager to implement and manage the three phases of control, and their authority to stop

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work which is not in compliance with the Contract.

- f) SUBMITTAL PROCEDURES AND INITIAL SUBMITTAL REGISTER: Procedures for reviewing, approving, and managing submittals. Provide the name(s) of the person(s) in the QC organization authorized to review and certify submittals prior to approval.
- g) TESTING LABORATORY INFORMATION: Testing laboratory information required by the paragraphs entitled "Accreditation Requirements", as applicable.
- h) TESTING PLAN AND LOG: A Testing Plan and Log that includes the tests required, referenced by the specification paragraph number requiring the test, the frequency, and the person responsible for each test. Use Government forms to log and track tests.
- i) PROCEDURES TO COMPLETE REWORK ITEMS: Procedures to identify, record, track, and complete rework items. Use Government provided formats to record and track rework items.
- j) DOCUMENTATION PROCEDURES: Use Government form.
- k) LIST OF DEFINABLE FEATURES: A Definable Feature of Work (DFOW) is a task that is separate and distinct from other tasks and has control requirements and work crews unique to that task. A DFOW is identified by different trades or disciplines and is an item or activity on the construction schedule. The list of DFOWs shall include, but not be limited to, all critical path activities on the project schedule.
- l) PROCEDURES FOR PERFORMING THE THREE PHASES OF CONTROL: Identify procedures you will use to ensure the three phases of control are used to manage the quality on this project. For each DFOW, a Preparatory and Initial phase checklist will be filled out during the Preparatory and Initial phase meetings. The checklist(s) will then be prepared in PDF format and submitted via email as directed by the Government. The Preparatory and Initial Phases and meetings shall be conducted with a view towards obtaining quality construction by planning ahead and identifying potential problems for each DFOW.
- m) PROCEDURES FOR COMPLETION INSPECTION: Procedures for identifying and documenting the completion inspection process. Include in these procedures the responsible party for punch out inspection, pre-final inspection, and final acceptance inspection.
  - i. If any individual or combination of punch list item(s) directly or indirectly affects the Fire Alarm/Detection system, Fire Suppression/Protection system, other Life Safety systems, HVAC System or correction of that punch list item will cause significant impact to the use, access or safety of the facility users the punch list item(s) shall be corrected before proceeding to the next inspection stage, or prior to the Government establishing Beneficial Occupancy of the project.

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- n) **TRAINING PROCEDURES AND TRAINING LOG:** Procedures for coordinating and documenting the training of personnel required by the Contract. Include a sample record of training for reporting what systems were included in the training, who provided the training, when and where the training was performed and who attended the training.
- o) **ORGANIZATION AND PERSONNEL CERTIFICATIONS LOG:** Procedures for coordinating, tracking and documenting all certifications on subcontractors, testing laboratories, suppliers, personnel, etc. QC Manager will ensure that certifications are current, appropriate for the work being performed, and will not lapse during any period of the contract that the work is being performed.
  - i. The Quality Control Manager (and Alternate QC Manager) shall have successfully completed the US Army Corp of Engineers Construction Quality Management for Contractors course within the last five years. They shall have at least five years experienced in management and quality control activities in similar construction projects. The QC Manager or Alternate must be present on the project site at all times during work execution. The QC Manager or Alternate may also act as project Superintendent.
  - ii. The QC Manager (or Alternate) shall ensure completion and entry of all applicable project QC and production documentation in format directed by 10:00 AM the next working day after the date of the report.
  - iii. The QC Manager (or Alternate) shall ensure that all submittals and applicable Activity Hazard Analysis (AHA) are submitted, and accepted/approved by the Government prior to scheduling a preparatory meeting to commence a new DFW. All submittals and applicable AHAs shall be present at the preparatory meeting, reviewed and completeness confirmed as an integral part of the Preparatory meeting activities.

## **2.16 Disposal of Rubbish, Construction Debris, and Garbage Requirements**

Solid waste is defined as any rubbish, debris, garbage, or any other discarded solid material (except hazardous waste) as defined by Code of Federal Regulations 40 CFR 261. All Solid waste shall be removed from government property. Remove all solid waste from government property to a regulated landfill or to a company engaged in the recycling of the specific material. Contractors are encouraged to recycle solid waste.

The Contractor shall comply with all Federal, State and Local fire, safety and environmental regulations that include but is not limited, Occupational Safety and Health Administration standards, and Environmental Protection Agency regulations.

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## 2.17 Warranty

The contractor shall issue a one (1) year warranty on all work performed and a three (3) year warranty on all materials that have been outlined/annotated within this SOW.

The contractor shall provide the government (i.e., COR, RST-Engineer or KO) with all warranty information on the day of the final inspection and shall not receive final payment until all warranty information is provided.

All work performed and completed in a thorough, professional manner. Follow latest proven practices of the trade by thoroughly skilled and experienced workers. Compliance with DON standards are mandatory.

## 2.18 Submittals

All submittals require the approval of the Contracting Officer. Submit in Portable Document Format (PDF). All PDF submittal documents shall have the contractor's review and submittal stamp with signatures. Documents with legal consequences, contract modifications, contract claims, security implications, and those required by other agencies may require an additional submittal as original hard copy with original signatures and seals as directed by the Contracting Officer.

### Preconstruction Submittals

- a) Site Specific Safety Plan
- b) Activity Hazard Analysis
- c) Site Specific Quality Control Plan
- d) Construction Schedule
- e) Submittal register
- f) Schedule of prices (submitted for invoicing)
- g) Certificates of insurance
- h) Surety bonds
- i) List of contractor's key Construction Management personnel, including descriptions of key personnel's roles and responsibilities for this project.

### Product Data Submittals

### Submittal Samples

### Other Submittals

Operation and Maintenance Manuals shall be submitted with 2 color hard-copy and 2 CD-ROMs or DVDs.

### Manufacturer Instructions if applicable

### As-Built drawings

### Warranty Information

### Daily QC reports



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### 3 PART 3 STATEMENT OF WORK

#### 3.1 BASE BID

The Contractor shall assume that because of the size the parking lot will require work to be performed in phases, however the designated work area will be free of moving traffic, parked cars, or any other obstructions. Relocation of obstructions will be the responsibility of the Government. Contractor shall provide cones, barrels, barriers, and/or signage to prevent vehicular traffic from entering the work area. The limits of work are identified in the Figure 1 and Figure 2 below. The Contractor is to verify all quantities of the location provided below.

##### 3.1.1 Parking lot

- 1) Mill surface asphalt
- 2) Install new surface wearing course of asphalt
- 3) Re-stripe pavement markings based on the existing layout
- 4) Add additional handicap spaces

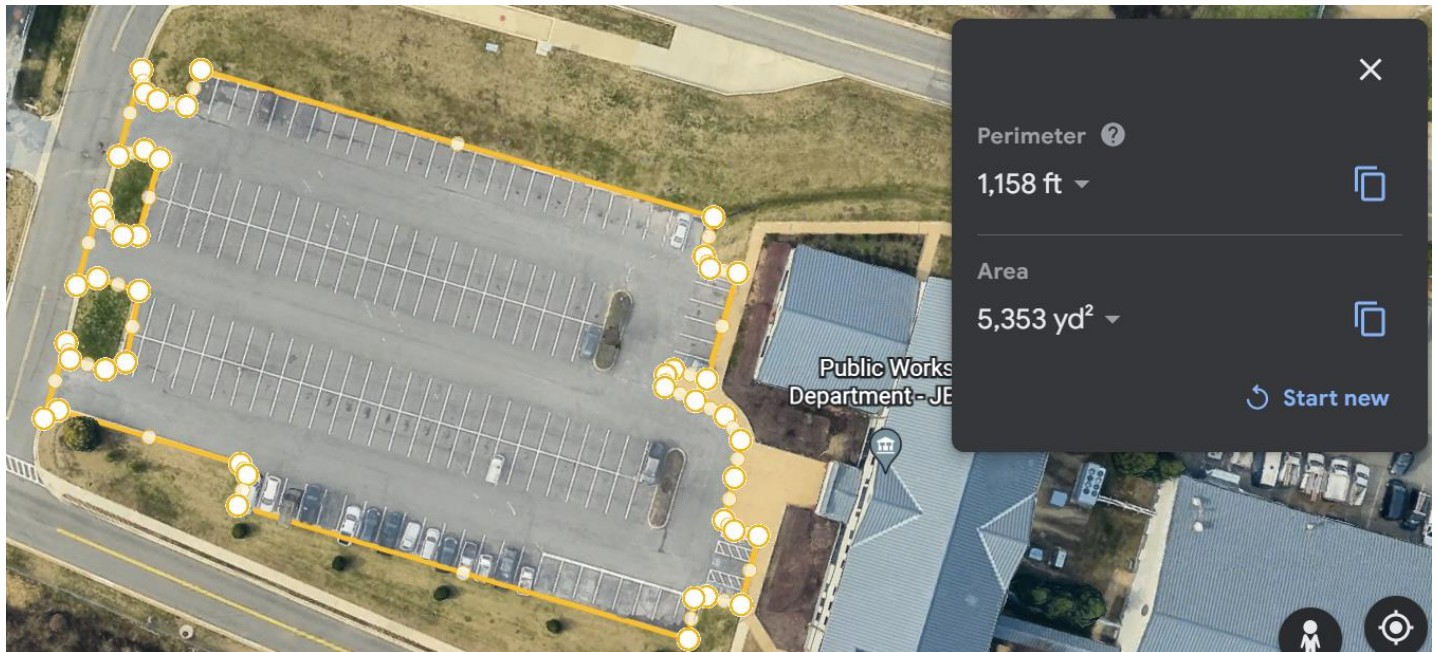


Figure 1: Parking Lot Area

##### 3.1.2 Sidewalks

- 1) Saw cut and remove concrete
- 2) Keep curb and gutters intact
- 3) Stabilize base coarse aggregate
- 4) Use WWF or Rebar whichever was used initially
- 5) Use 4000 psi concrete
- 6) Remove and replace timbers

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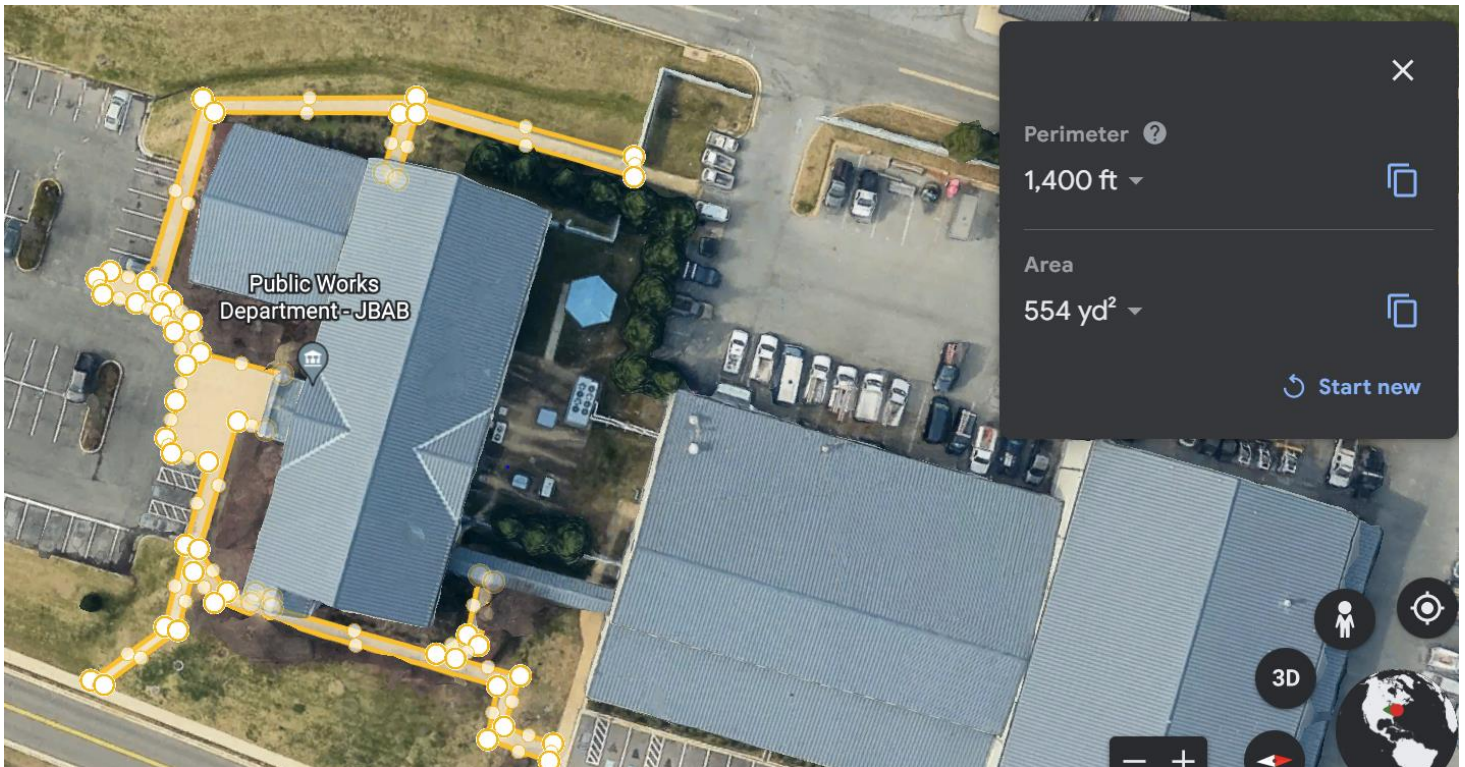


Figure 2: Sidewalk Area

#### 4 PART 4 CONTRACTOR REQUIREMENTS

**The contractor shall submit the following documentation in response to Request for Proposal:**

- 1) Statement of Work (technical description of the task).
- 2) AF Form 3064, *Contract Progress Schedule*
- 3) Detailed cost estimate
- 4) AF 66

##### 4.1 Shop Drawings.

For the purpose of this requirement, the term drawings includes actual shop drawings, diagrams, layouts, schematics, descriptive literature, illustrations, schedules, performance and test data, and similar materials furnished by the contractor to explain in detail specific portions of the work required by the contract.

##### 4.2 Calculations.

To substantiate appropriate equipment or material selection/sizing and component assembly, the contractor shall supply the following calculations: *N/A*

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### 4.3 Record Drawings. N/A

### 4.4 Accuracy of Record Drawings

The government does not guarantee the complete accuracy of these drawings. As part of the design process, the contractor shall verify the as-built conditions of the site. To indicate verification, the contractor shall sign one copy of the record drawings and include this copy in the submittal package. The verification applies ONLY to those features that are readily verifiable. It does NOT apply to hidden or buried components. The government will not pay for modifications associated with existing site conditions due to the contractor's failure to verify those conditions as part of the design effort.

### 4.5 Codes, Standards, and Instructions.

All design documentation and subsequent construction practices shall comply with applicable Federal, State, and Local codes. International Building Codes (IBC) has established the basic building code standards for construction, renovation, repair, and maintenance. These standards, commonly referred to as IBC Codes, shall constitute the minimum acceptable levels of design, function, and safety for all projects.

### 4.6 ETL ENGINEERING TECHNICAL LETTER 12/02

The contractor shall adhere to and perform all work in accordance with the Joint Base Anacostia Bolling (JBAB) Communication requirements for building and site renovations. This information may be provided on request if this is not already in contractor records.

### 4.7 JBAB ENVIRONMENTAL STANDARDS

The contractor shall adhere to and perform all work in accordance with the JBAB Environmental standards. This information may be provided on request if this is not already in contractor records.

### 4.8 JBAB FIRE PROTECTION STANDARDS

The contractor shall adhere to and perform all work in accordance with the JBAB Fire Protection Standards. This information may be provided on request if this is not already in contractor records.