

**Statement of Work  
Recommissioning of Existing Buildings at the  
Mike Monroney Aeronautical Center**

**1. General**

- 1.1. The Federal Aviation Administration (FAA) seeks a qualified Recommissioning Contractor to fulfill its requirements for recommissioning buildings on the Mike Monroney Aeronautical Center (MMAC) campus in Oklahoma City, Oklahoma. The nature of the contract will be an Indefinite Delivery-Indefinite Quantity (IDIQ) type for a 1-year base plus up to 4 one-year extensions. The current plan for recommissioning includes up to 30 buildings covering up to 3.0 million square feet.
- 1.2. The purpose of this Statement of Work (SOW) is to identify and describe the requirements for recommissioning. Once the IDIQ recommissioning contractor has been selected, individual SOWs will be issued for one (1) or multiple buildings as task orders to the IDIQ contract.
- 1.3. The recommissioning contractor must provide all materials and labor to provide building recommissioning tasks for building systems in FAA MMAC campus buildings as specified below.

**2. Background**

- 2.1. Recommissioning is a process of optimizing existing building systems operation in a facility to best match existing loads, conditions, and current use while implementing strategies to reduce energy consumption and improve occupant comfort.
- 2.2. The objectives of the recommissioning process are to:
  - 2.2.1. identify system operation, control, and maintenance problems
  - 2.2.2. reduce energy waste and ensure that energy-using equipment operates efficiently
  - 2.2.3. reduce maintenance costs and pre-mature equipment failure
  - 2.2.4. expedite troubleshooting of broken or inefficient building systems
  - 2.2.5. provide appropriate training to operating staff to increase skill levels and effectiveness in serving its customers

**3. Definitions**

- 3.1. **Air Flow Testing** – Air flow testing must be conducted by a National Environmental Balancing Bureau (NEBB) Qualified Technician who is an employee of a NEBB certified TAB (test and balance) firm. Air flow testing must be in compliance with the current edition of “NEBB Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems”. Adjusting and balancing of tested systems is not required but may be recommended as an ECM.
- 3.2. **Central Control & Monitoring System (CCMS)** – The CCMS is the campus-wide monitoring system for all buildings for heating, ventilation, and air conditioning (HVAC) control, fire safety control and status, and access control and monitoring.

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Access to the HVAC direct digital control (DDC) system required for recommissioning must be provided by the CCMS.

- 3.3. Corrective action item (CAI)** - A CAI is any item that prevents the recommissioning contractor from executing their investigations or impedes the operation of a system. CAIs must be identified, documented, and tracked by the recommissioning contractor and reported to the recommissioning team. CAIs are a project deliverable and are presented to the FAA via site visit plans, site visit reports, and the final commissioning report. Reported CAIs will be corrected by the FAA.
- 3.4. Energy conservation measure (ECM)** – An ECM is a proposed strategy to improve the energy efficiency of building systems, including HVAC systems and controls, utility metering systems, and building enclosures. ECMs must include calculated energy savings, costs to implement, and expected payback duration. Implementation cost must be calculated using RS Means or other cost estimating tool as approved by the FAA PM. Estimates must include a list of any assumptions made during calculation to include equipment cost, labor rate, labor hours, and utility rates. ECMs are identified and documented by recommissioning contractor throughout the recommissioning process. ECMs are a project deliverable and are presented to the FAA via site visit plans, site visit reports, and final commissioning report.
- 3.5. Building enclosure** – That part of any building that physically separates the exterior environment from the interior environment(s). The building enclosure includes the building floor slab, exterior walls, roof, fenestration, doors, and all penetrations. The components of the building enclosure include the exterior cladding, vapor barrier, air barrier, and thermal envelope.
- 3.6. Facility staff training** – Training will be a meeting to inform facility personnel of issues that are found during the recommissioning process. Training includes an explanation of the reasoning behind contractor recommendations as well as providing a forum for discussion of the recommendations and findings.
- 3.7. Functional performance test (FPT)** – The FPT is the process of testing the system components and controls by manipulating component and system controls for all seasonally appropriate control sequences of operation.
- 3.8. Normal working hours** – Normal working hours are 6:00 am to 6:00 pm local time, unless otherwise noted.
- 3.9. O&M** – Operations and Maintenance

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- 3.10. **Peak cooling season** – That season where the outdoor air is at its warmest average dry-bulb temperature for a four-week period. Typically, July 15<sup>th</sup> to August 15<sup>th</sup>.
- 3.11. **Peak heating season** – That season where the outdoor air is at its coldest average dry-bulb temperature for a four-week period. Typically, January 15<sup>th</sup> to February 15<sup>th</sup>.
- 3.12. **Recommissioning plan** – The recommissioning plan outlines the overall process, schedule, organization, responsibilities, and documentation for the recommissioning process. The recommissioning plan is a project deliverable. See the ‘Detailed Recommissioning Requirements’ section of this document for required content of the recommissioning plan.
- 3.13. **Final recommissioning report** – The final recommissioning report is a document that summarizes and records all activities, data, and results of the recommissioning process. The final recommissioning report is a project deliverable. See the ‘Detailed Recommissioning Requirements’ section of this document for required content of the final recommissioning report.
- 3.14. **Shoulder season** - That season between the peak heating season and the peak cooling season, when systems typically operate in free-cooling or economizer modes.
- 3.15. **Site visit plan** – At least 2 weeks prior to each site visit, the contractor must provide a plan of intended tasks and scheduling. Site visit plans must also include a list of the names of those from the contractor’s team who will be present for the site visit. Site visits plans are a project deliverable.
- 3.16. **Site visit report** – Within 2 weeks after each site visit, the contractor must provide a report addressing the status and progress on each recommissioning requirement worked on during the site visit. The report must list all work completed during the visit, summarize system calibration adjustments implemented including ‘before’ and ‘after’ settings, and provide results of all functional performance testing. Each site visit report must include a copy of the current CAIs list and the current proposed ECMs list. The contractor must coordinate with the FAA PM to schedule a meeting to provide an overview of the site visit report to the recommissioning team at the conclusion of each site visit. Site visit reports are a project deliverable.

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**4. Recommissioning Contractor Required Qualifications and Certifications.**

- 4.1. The recommissioning contractor must hold a current commissioning authority certification from at least one of the following:
  - 4.1.1. Certified Building Commissioning Firm (CBCF) – Certified by the Association of Energy Engineers.
  - 4.1.2. Certified Commissioning Firm (CCF) – Certified by the Building Commissioning Certification Board (BCCB)
  - 4.1.3. Commissioning Authority Certification (CxA) - Certified by AABC Commissioning Group
- 4.2. The recommissioning contractor project manager must hold a current Professional Engineer (PE) license.
- 4.3. The recommissioning contractor project manager must hold at least one of the following building commissioning certifications.
  - 4.3.1. Certified Building Commissioning Professional (CBCP) – certified by Association of Energy Engineers
  - 4.3.2. Certified Commissioning Professional (CCP) – certified by the Building Commissioning Certification Board (BCCB)
  - 4.3.3. Commissioning Process Management Professional (CPMP)- certified by the Association of Heating Refrigeration and Air Conditioning Engineers
- 4.4. At least one member of the recommissioning contractor’s team must be a qualified Controls Engineer who possesses a minimum of 5 years of experience with the Johnson Controls “Metasys” system. The controls engineer(s) will be responsible for manipulating CCMS as required to fulfill recommissioning tasks. Experience must be verified before CCMS access is granted.
- 4.5. The MMAC is a limited access facility. Badging is required for entry onto the center. The successful contractor must ensure that enough of their team members are badged so that they may perform their tasks without an FAA escort. If the successful contractor has not already obtained badges, requests for badges must be made within 7 days of contract award.
- 4.6. Any non-badged team member must process through the Security Command Center, building 230, located at the Regina Avenue entrance and must be escorted by a badged team member at all times.

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- 4.7. Some areas of the MMAC have further restricted access such as the hangars and Logistics Support Facility. Security requirements for those areas will be included in the individual statements of work.

**5. Recommissioning Team Roles & Responsibilities**

**5.1. FAA Contracting Officer (CO):**

- 5.1.1. Issues all contractual documents
- 5.1.2. Is the party referred to as the “owner”
- 5.1.3. Is the only person allowed to make changes to the contract including dollar amounts, schedule, and completion dates
- 5.1.4. Attends meetings as necessary

**5.2. FAA Contracting Officer’s Representative / Project Manager (FAA PM)**

- 5.2.1. Provides overall supervision of the project
- 5.2.2. Coordinates with and informs building occupants as needed
- 5.2.3. Provides building documentation to the recommissioning contractor
- 5.2.4. Reviews and accepts the recommissioning plan developed by the recommissioning contractor
- 5.2.5. Provides government witnessing of activities
- 5.2.6. Schedules and coordinates meetings

**5.3. FAA Operations and Maintenance Personnel (AMP-300)**

- 5.3.1. Provides input into the recommissioning process through interviews by recommissioning contractor
- 5.3.2. Assists with implementation of sensor calibration
- 5.3.3. Assists with setting up data trends in CCMS
- 5.3.4. Assists in identifying, understanding, and manipulating the control sequences and programming of the CCMS as needed
- 5.3.5. Assists with performing functional tests
- 5.3.6. Ensures CAIs affecting the project are remedied, such as replacing failed sensors
- 5.3.7. Attends meetings as necessary

**5.4. Recommissioning Contractor:**

- 5.4.1. Provides all recommissioning technical expertise
- 5.4.2. Participates in and documents all meetings
- 5.4.3. Develops the recommissioning plan
- 5.4.4. Reviews required documentation such as energy bills, sequences of operation drawings, specifications, and O&M documents
- 5.4.5. Coordinates site visit schedules and requirements with FAA PM
- 5.4.6. Creates all site visit plans and reports

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- 5.4.7. Conducts the operations site investigation including interviews, observations, and analysis
- 5.4.8. Identifies, documents, and tracks all CAIs
- 5.4.9. Performs all functional performance testing
- 5.4.10. Identifies, documents, and tracks all ECMs
- 5.4.11. Develops training material and performs required facility staff training sessions
- 5.4.12. Develops the final recommissioning report

**6. Recommissioning Process:** The recommissioning process is to be completed in four phases.

- 6.1. Site assessment phase- This phase includes familiarization with building users, systems, and control schemes and the development of the recommissioning plan
- 6.2. Prioritization phase – During this phase the contractor must present the recommissioning plan to the recommissioning team for review and formulate the schedule for implementation
- 6.3. Implementation phase – During this phase the contractor must perform the detailed inspections, visual observations and assessments, calibration and maintenance checks, trending, functional performance testing, and analysis as outlined in the recommissioning plan
- 6.4. Completion phase- During the completion phase the recommissioning contractor must document final ECM and CAI lists, develop the final recommissioning report and conduct facility staff training.

**7. Systems to be Recommissioned**

- 7.1. Space Heating System- The contractor must evaluate boilers, steam heating systems, and heating water systems to ensure that the systems are optimized for occupant comfort and energy efficient operation.
- 7.2. Space Cooling System- The contractor must evaluate chillers and chilled water systems to ensure flows and temperature controls are optimized for occupant comfort and energy efficient operation.
- 7.3. Air Handling Systems-
  - 7.3.1. The contractor must evaluate all existing air handlers for proper operation of all coils, condensate drains, valves, dampers, and controls and to ensure optimization for occupant comfort and energy efficient operation. Air Handling Systems include HW heating / CW cooling, packaged DX with HW, electric, or gas heat, split DX w/ HW, electric, or gas heat, mini split systems, variable refrigerant flow heat pump and heat

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- recovery systems, ground source heat pumps, computer room air conditioners (CRAC), and fan coil terminal units. The contractor must ensure that preheat, mixed air, and supply air temperature set points and temperature and airflow reset schedules are optimized to protect equipment and minimize energy consumption while maintaining occupant comfort. Evaluated strategies must include optimizing ventilation rate and utilizing air-side economizer control when conditions are appropriate, eliminating simultaneous heating and cooling at the air handling units, and minimizing system reheating. The contractor must perform air flow tests and functional performance tests on each air handler.
- 7.3.2. The contractor must perform air flow tests and functional performance tests on at least 50% of VAV boxes that are representative of the overall air distribution system. The contractor must optimize air flows for VAV boxes in all areas by setting minimum air flow to match design standards for each space based on current occupancy. Maximum air flows must be maintained at present settings; however, any discrepancies found in maximum air flows must be noted and reported. The contractor must optimize air flows for VAV boxes to implement reduced air flow and reduced ventilation in accordance with design standards during unoccupied periods in accordance with current space functions.
- 7.4. Refrigerant Leak Detection Systems - The contractor must survey, inspect, evaluate, and conduct functional performance tests on refrigerant leak detection systems.
- 7.5. Building Enclosure Assessment
- 7.5.1. The contractor must evaluate the existing building enclosure by performing a visual assessment of the accessible building enclosure components, including exterior cladding, fenestration, and penetrations.
- 7.5.2. The final recommissioning report must include a summary of observed envelope conditions with prioritization of recommended repair and representative mapping of locations of observed deficiencies. This summary must include representative photos and discussion of observed conditions.
- 7.5.3. Testing for moisture intrusion, whole building infiltration, and destructive type inspections are not required but may be recommended as an ECM based on results of visual assessment.
- 7.6. Indoor Air Quality - The contractor must survey building air quality during peak heating, peak cooling, and at least one shoulder season. Testing must be performed, and trends logged in areas representative of each functional area existing in the building over a period of at least one week during each season that the testing occurs. If FAA owned sensors exist and are connected to CCMS, trending data may be collected from CCMS after the contractor verifies the sensor's calibration. Air quality testing must include measurement of building carbon dioxide level, relative humidity, and building pressure.

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- 7.7. Makeup air and Exhaust Systems- The contractor must perform air flow tests and conduct functional performance tests on make-up air and exhaust systems.
- 7.8. Additional systems may be included for recommissioning and will be determined on a per building basis. Costs associated with additional systems will be negotiated on an over and above basis. Examples of additional systems include:
- 7.8.1. Heat recovery systems and associated controls
  - 7.8.2. Kitchen exhaust and make-up air ventilation systems and associated controls
  - 7.8.3. Domestic hot water heating systems and associated pumps and controls
  - 7.8.4. Lighting control
  - 7.8.5. Unit heaters and associated controls
  - 7.8.6. Building enclosure thermal imaging
  - 7.8.7. Electrical distribution thermal imaging

**8. General Requirements**

- 8.1. The recommissioning contractor's work must be coordinated with the FAA PM to minimize disruption of normal activities. Scheduling for all work must be coordinated with the FAA PM at least two weeks in advance via the site visit plan. Some activities may need to be completed outside of normal working hours. The contractor must coordinate with the FAA PM to ensure access to all spaces needed to complete recommissioning tasks.
- 8.2. The recommissioning contractor must schedule site visits as necessary to complete tasks, but no less than 6 site visits of sufficient duration must be scheduled. The duration and frequency of site visits must be sufficient to ensure continuity and persistence of implemented recommissioning tasks and that functional performance is observed during the appropriate seasons.
- 8.3. The recommissioning contractor must conduct functional performance tests to ensure systems respond and perform in accordance with schedules, temperature ranges, pressure settings, air flows, and water flows. Functional performance tests must each be completed for peak heating, peak cooling, and at least one of the shoulder seasons.
- 8.4. The recommissioning contractor must provide a Qualified Controls Engineer to operate and manipulate the CCMS for purposes of establishing trends, functional performance testing, and controls diagnostics.
- 8.5. The recommissioning contractor is not permitted to make permanent changes to the CCMS, but rather recommend them as ECMs as a deliverable to the FAA.



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- 8.6. The recommissioning contractor must perform a minimum one four-hour training session for site personnel on implemented recommissioning tasks per building. Training must, at a minimum, address both the O&M impacts and the engineering impacts. The recommissioning contractor must submit all training materials to the FAA PM for review two weeks prior to the scheduled training session date.
- 8.7. The FAA PM may require additional services that may not be listed in the SOW or use the labor categories in Schedule B. The contracting officer will request a proposal from the recommissioning contractor.

**9. Detailed Recommissioning Requirements**

9.1. Site assessment phase

9.1.1. Review existing systems & documentation

9.1.2. Attend meetings throughout the process including a recommissioning kick-off meeting in preparation for the site investigation

9.1.3. Interview the FAA O&M personnel and review the existing building documentation to determine the original specifications, design intent, and their relevance to the current owner/user requirements. The following lists the documentation that must be gathered and reviewed:

9.1.3.1. Existing sub-metered utility data and energy bill (electric and gas) information for at least 12 months along with rate schedules

9.1.3.2. Drawings and specifications relevant to the systems scheduled for recommissioning, especially control drawings and sequences of operation

9.1.3.3. Existing control points list for each building

9.1.3.4. Operating strategies programmed into the CCMS

9.1.3.5. Equipment list with nameplate information for equipment controlled by the CCMS

9.1.3.6. Existing O&M and system manuals for equipment

9.1.3.7. Air flow testing reports and sensor calibration documentation

9.1.4. Develop a recommissioning plan for testing, calibrating, and reporting on the required systems, including documentation strategies. The recommissioning plan must include the following:

9.1.4.1. Plan for reviewing existing systems and related documentation

9.1.4.2. Strategies to be used in calculating energy impacts, implementation cost estimates, and expected payback duration for ECMs.

9.1.4.3. Current operational requirements from original design documents and interviews with AMP-300.

9.1.4.4. A detailed list of maintenance checks to be performed

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- 9.1.4.5. A detailed plan for air flow testing
  - 9.1.4.6. A detailed plan for equipment calibrations, including calibration forms
  - 9.1.4.7. A detailed plan for diagnostic monitoring / trending, including data archival
  - 9.1.4.8. A detailed plan and schedule for building enclosure visual assessment
  - 9.1.4.9. A detailed to assess and document the current operating strategies and sequences of operation for all systems and equipment included
  - 9.1.4.10. Detailed methods to be used in analyzing collected data
  - 9.1.4.11. A detailed plan and proposed schedule for functional performance tests to be performed.
  - 9.1.4.12. Implementation schedule
  - 9.1.4.13. An outline of the content to be included in the final recommissioning report
- 9.2. Prioritization phase - Review of recommissioning plan with recommissioning team to determine priority and schedule for implementation.
- 9.3. Implementation phase
- 9.3.1. Perform calibration and maintenance checks
    - 9.3.1.1. A list of sensors and actuators for calibration must be developed following a points list review. The calibration plan must include a complete list of sensors and actuators for evaluated systems. Examples of sensors include but are not limited to: static pressure, outside air temperature, return air temperatures, mixed air temperature, discharge temperature, variable frequency drive (VFD) speed, flow meters, damper actuators, valve actuators, humidity sensors, and space temperature sensors.
    - 9.3.1.2. Appropriate calibration procedures and required documentation must be included in the recommissioning plan, including the following items:
      - 9.3.1.2.1. A list of all test equipment used for calibration which must have traceable calibration documentation provided in the final report.
      - 9.3.1.2.2. Documentation of test equipment readings versus the CCMS sensor readings prior to adjustment.
      - 9.3.1.2.3. Documentation of the adjustments made to match the CCMS sensor readings to the test equipment readings.
      - 9.3.1.2.4. A minimum of two points of calibration to check both slope and intercept is required for sensors seeing a wide range of conditions such as the outside air temperature sensors. Adjusting the offset may be sufficient for sensors seeing a narrow range of conditions.
      - 9.3.1.2.5. Documentation of test equipment readings versus the CCMS sensor readings following any calibration adjustment noting the date and time the adjustments made.
  - 9.3.2. Using forms and procedures developed by the recommissioning contractor, the recommissioning contractor must investigate, document, and report any CAIs and perform calibrations as specified in the recommissioning plan.

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- 9.3.3. Implement diagnostic monitoring, trending and testing
  - 9.3.3.1. The recommissioning contractor through CCMS executes the trends and gathers required data. AMP-300 must witness all manipulation of CCMS by recommissioning contractor.
  - 9.3.3.2. The recommissioning contractor must be solely responsible for all test instrumentation required for the collection and measurement of test data. Any devices required to be inside of any electrical power panels or temperature controls panels must be installed by a licensed electrician. Access into the electrical cabinets must be coordinated through the FAA PM.
- 9.3.4. Functional Performance Testing
  - 9.3.4.1. The recommissioning contractor oversees and conducts functional performance tests on required equipment and systems as specified in the recommissioning plan, with the coordination of AMP-300 as required. Functional performance tests must be comprised of changing parameters, set points, or conditions then observing and documenting the actual system response through the various modes and conditions. Tests must be developed on a case-by-case basis to ensure functionality during typical seasonal operating conditions.
  - 9.3.4.2. For equipment that is being monitored with sufficient points, manual testing may be accomplished by changing the parameters during the monitored period. The monitored data is then examined and used to document and verify correct operation. Visual verification of equipment functionality may be required if feedback from the control system is not available.
- 9.3.5. Analyze monitored, trended, and test data. Once the data is gathered from monitoring and testing, the recommissioning contractor analyzes the findings by comparing actual equipment operation to appropriate operation and to the existing control sequences. CAIs and ECMs are identified and documented. Energy calculations and implementation costs must be calculated for all ECMs.
- 9.3.6. Assess and document current operating strategies & sequences of operation. The recommissioning contractor must develop a comprehensive building operation plan for the equipment and systems included in this scope of work, based on the original building specifications and current operational needs of the site.
- 9.4. Completion phase
  - 9.4.1. Document and analyze O&M improvements
    - 9.4.1.1. The recommissioning contractor must identify and document O&M improvement opportunities. Estimates of performance efficiency may be used instead of full building modeling.

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- 9.4.1.2. The recommissioning contractor must coordinate scheduling of the facility staff training with the FAA PM.
- 9.4.2. Develop the final recommissioning report
  - 9.4.2.1. A draft final recommissioning report must be issued once recommissioning requirements are completed and at least 30 days prior to the end of the period of performance.
  - 9.4.2.2. The FAA PM will review the draft report and provide comments within 2 weeks.
  - 9.4.2.3. Submit the final recommissioning report incorporating any comments 7 days prior to the end of the period of performance.
  - 9.4.2.4. The final recommissioning report must include the following information:
    - 9.4.2.4.1. Executive summary
    - 9.4.2.4.2. Project background and scope of the recommissioning project
    - 9.4.2.4.3. Overview of activities conducted
    - 9.4.2.4.4. Documentation of equipment conditions
    - 9.4.2.4.5. List of all CAIs
    - 9.4.2.4.6. List of all proposed ECMs
    - 9.4.2.4.7. Building enclosure assessment report.
    - 9.4.2.4.8. Current system operation sequences for all equipment and systems included.
    - 9.4.2.4.9. List of O&M Improvements
    - 9.4.2.4.10. Facility staff training plan and materials
    - 9.4.2.4.11. Appendices which must include:
      - 9.4.2.4.11.1. The recommissioning plan
      - 9.4.2.4.11.2. The trended data, analysis, and annotated results. Electronic copies of the data must be also provided.
      - 9.4.2.4.11.3. Completed calibration worksheets
      - 9.4.2.4.11.4. Air handling unit and VAV box air flow test data
      - 9.4.2.4.11.5. Minutes and a list of attendees for all formal meetings and training sessions.
- 9.4.3. Conduct facility staff training
  - 9.4.3.1. The Facility staff training will be a meeting that must, at a minimum, include an overview of the following:
    - 9.4.3.1.1. Recommissioned systems
    - 9.4.3.1.2. Building utility analysis and building performance assessment
    - 9.4.3.1.3. Terminal unit settings and controls evaluation
    - 9.4.3.1.4. Sequences of operation assessment
    - 9.4.3.1.5. CAI summary
    - 9.4.3.1.6. ECM summary
  - 9.4.3.2. Additional training items may be requested by the FAA PM either as part of the individual SOW or upon review of the training material submission

**10. Deliverables**

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- 10.1. Individual SOWs will be issued for one (1) or multiple buildings as task orders to the IDIQ contract. Each SOW will have its own specific deliverable requirements. The minimum list of expected deliverables is as follows:
- 10.1.1. Recommissioning plan – as detailed in section 9.1.4
  - 10.1.2. All site visit plans – as defined in paragraph 3.15
  - 10.1.3. All site visit reports – as defined in paragraph 3.16
  - 10.1.4. Final recommissioning report – as detailed in Paragraph 9.4.2
  - 10.1.5. Minutes for all meetings with recommissioning team during completion of recommissioning requirements
  - 10.1.6. The contractor must provide an electronic copy of all technical information gathered or developed during the completion of the recommissioning requirements in Microsoft Word or Excel file format as appropriate. Copies of electronic documents must also be provided for all training materials.

**11. Period of Performance**

- 11.1. The contract is anticipated to be a 1-year base plus (4) one-year options. Each individual task order in the IDIQ will have its own period of performance.