



## JOCC IDIQ\* for Construction

### Scope of Work (SOW)

Jan 11, 2022

\*JOCC - Job Order Construction Contract

\* IDIQ – Indefinite Delivery Indefinite Quantity

#### A. Background

The General Services Administration (GSA), Public Buildings Service (PBS), has a requirement for maintenance, repair, and alteration construction projects of a non-complex nature to be completed in federally owned and controlled facilities within the GSA, PBS, Northwest/Arctic Region (R10) area of responsibility. The region intends to contract one single award IDIQ contract for individual geographic zones. R10 anticipates a total of three IDIQ contracts will be awarded to provide construction services for the state of Alaska.

The JOCC IDIQ program supports project execution and delivery of non-complex construction efforts. Non-complex construction is defined as projects that do not require formal design documents. The nature and type of construction efforts, combined with standardized specifications, current industry pricing, and streamlined procurement placement procedures, collectively, comprise the JOCC project delivery method. The actual numbers of projects to be completed are unknown at this time. R10 acquisition history indicates that the benefits of issuing these IDIQ contracts will result in significant savings for the benefit of both industry and Government.

#### B. Description of project requirements

Construction services to be ordered under the IDIQ contract include commercial construction, minor repair and alteration, and tenant improvements. Projects are limited to GSA owned and controlled facilities located within the state of Alaska. Projects fall under the North American Industrial Classification System (NAICS) code 236220 - Commercial and Institutional Building Construction and the size standard of \$39.5 million in average annual receipts. The Product Service Code is Z2AA, Repair or Alteration of Office Buildings.

The geographic coverage areas are referred to as 'zones'. The zones are:

**ZONE 1 – Interior Alaska:** This zone includes the interior area of the state of Alaska. This includes, but is not limited to, federal and leased facilities located in or near the cities of Fairbanks, Tok, ALCAN Land Port of Entry (LPOE), Kotzebue, and Nome, Alaska. This encompasses an area within the Interior of Alaska.

**ZONE 2 – South Central Alaska:** This zone includes, but is not limited to, federal and leased



facilities located in or near the cities of Anchorage, Palmer, Wasilla, Seward, Soldotna, and Homer. This encompasses an area within South Central Alaska.

ZONE 3 – Southeast Alaska: This zone includes, but is not limited to, federal and leased facilities located in or near the cities Juneau, Petersburg, Ketchikan, Haines LPOE, and the Skagway LPOE. This encompasses an area within Southeast Alaska and borders Canada.

GSA may elect to use this IDIQ for GSA owned and controlled facilities outside of the cities named above, as long as they are within the state of Alaska.

### **C. Purpose of Contract**

#### **1. JOCC IDIQ Service Delivery Standards**

General construction (GC) contractors who receive base JOCC IDIQ contracts are expected to provide all management, supervision, labor, materials, supplies, and equipment, except as otherwise provided, and must plan, schedule, coordinate and assure effective performance of the construction tasks agreed to by the parties as documented on the base contract as well as each individual task order awarded. The JOCC IDIQ(s) tools support the regional objectives to streamline project development, scheduling, procurement, and execution of minor repair and alteration projects funded on an annual basis through the GSA, Operations and Maintenance (O&M) and Reimbursable Work Authorization (RWA) tenant improvement programs.

#### **2. R10 JOCC IDIQ Program Goals**

The Government's program goals for this project are:

- a. Improve, through consistent processes and use of standardized specifications, project development and documentation for targeted projects.
- b. Efficiently estimate non-complex construction projects
- c. Decrease procurement acquisition lead-time for projects of similar sized scope and complexity.
- d. Execute construction projects on schedule and within the established budget.
- e. Collaborate with small businesses in local communities through JOCC IDIQ General Contractors and emphasize the utilization of small businesses for all subcontracted activities.

### **D. Definition of Construction**

Work includes, but is not limited to, tenant improvement, minor repair and alteration of building envelope, conveyance systems, roofing, mechanical and electrical systems, plumbing, and exterior improvements. Construction projects will be completed in a safe, efficient, cost-effective manner that is based upon prudent use of taxpayer funds. Contractor firms awarded a JOCC IDIQ contract and subsequent Task Order Contracts' (TOC), shall deliver the completed construction project, for its intended purpose and within the established project delivery schedule. Prime contractors are responsible for project management, site superintendence,



labor, and subcontractor management, quality control of installation and end use functionality for all work awarded.

Projects authorized to be solicited and awarded using this IDIQ contract are typically performed by general construction firms who typically provide construction services as defined by the United States Census Bureau, North American Industrial Classification System (NAICS) code 236220 Commercial and Institutional Construction.

### **E. IDIQ Performance Expectations**

Zonal IDIQ awardees are expected to be able to have sufficient capacity to respond to requests for site visits within 2-5 business days of the task order solicitation issuance.

The General Contractor is required to have and maintain multiple functional working relationships with critical subcontractor trades such as electrical, mechanical, carpentry, painting, and flooring, in addition to meeting the minimum self-performance requirements.

1. The prime contractor is expected to maintain sufficient security clearances to manage ongoing efforts and surge requirements.
  - a. Pre-performance: The prime contractor is responsible for managing all pre-performance efforts to deliver the awarded project within the agreed upon schedule. Pre-performance requirements will be defined at the task order project level using documents such as a 'Division 1 – General Conditions' or within an individual scope of work.
  - b. Execution: The prime contractor is responsible for executing each task order with all due diligence and timeliness. Projects may include multiple completion dates. In consideration of the Job Order Construction project delivery method the Government anticipates that changes to task orders after award will be limited to actions resulting from owner requested change orders and changes as result of unforeseen site conditions found after work start.
  - c. Completion: Construction Completion Dates (CCD) will be established by each Task Order contract. The end date of any task order period of performance is the CCD and is inclusive of the Substantial Completion Date (SCD).

### **F. Construction Standards**

#### **1. Self-performance**

The prime contractor is required to self-perform to the maximum practicable extent, construction activities within its area of expertise and no less than fifteen percent IAW with FAR Part 52.219-14, Limitations of Subcontracting. The definition of



self-performance, for this contract, excludes work performed by non-wage determination labor categories such as project management and project superintendence. Self-performance excludes overhead and project management rates/hours.

## 2. Project Team and Personnel

Prime Contractors are expected to have sufficient personnel resources to meet the Government's program objectives for the JOCC IDIQ program and as stated within all associated attachments/exhibits.

## 3. Superintendence by Prime Contractor

The prime contractor is responsible for 100% project superintendence for each task order. The Prime Contractor will not be authorized to delegate project superintendence to a subcontractor firm without express written authorization by the IDIQ Contracting Officer.

## 4. Subcontractor Management

Each prime contractor is expected to develop and maintain multiple subcontractor relationships for all trades, including those trades self-performed. Subcontract competition with a preference for small business, in the local business areas, is required for this contract.

## 5. Sustainable Construction

GSA has adopted a robust approach to sustainable construction efforts. Sustainable Construction includes the identification of designated products as "Key Sustainable Products" (KSP), waste stream management, high levels of recycled content, low use of virgin material, energy efficient water and electrical components, and low or no volatile organic emissions. Requirements for the use and/or exemption of KSP designated materials will be identified in each Task Order Scope of Work.

## 6. Pre-performance Expectations (Submittal management)

The prime contractor is expected to manage the submittal process in the most efficient manner for the identified project delivery method. Submittal processes and deliverables will be identified on each awarded task order. Contractors are expected to provide a submittal log and manage the log for all task orders. For planning purposes, the Government anticipates a minimum submittal review process of 5 business days. Acceptance and approval of submittals does not waive the Government's rights related to the intended outcome of the project.

## 7. Changes

The prime contractor is expected to manage design, engineering, or subcontract requests for contract changes in accordance with the terms and conditions of the changes clauses. Subcontractor requests for changes will be evaluated for merit and



rationale by the prime contractor before being submitted to the Government. At no time will the Government directly engage or negotiate with a subcontract firm.

The Government anticipates limited changes to task order contracts after award. All task orders are awarded on a firm fixed price (FFP).

#### 8. Quality Control Procedures

Each prime contractor is expected to have and use established company level Quality Control Plans (QCP). Quality Control Plans are expected to be tailored to individual Task Order and the base JOCC IDIQ.

#### 9. Inspection by the Government

GSA will inspect installed work based upon an agreed to inspection schedule for each Task Order. Inspections will not constitute acceptance of installed work. Installed work at less than acceptable quality levels as agreed to per each task order may require re-work or modification to the task order to return consideration for the acceptance of lower quality work. The inspection process does not allow or authorize any changes to the task order scope of work, design documents, schedule or price unless processed in a supplemental agreement (modification) by the contracting officer.

#### 10. Warranty of Construction

The one-year warranty of construction will begin the day following the Construction Substantial Completion Date (SCD) and will be in place for 365 days. All end of project deliverables, such as as-builds, red-lines, excess materials, and final punch items are due within 30 days of SCD.

#### 11. Warranty of Products

The Government will retain all rights to commercial warranties of installed products for the minimum period of time provided by industry. Occasionally the GSA may require warranties for a longer term than that offered; requirements for extended product warranties will be stated in each Task Order.

### **G. GSA Project Management Procedures**

#### 1. Project Manager Authority

The GSA designated Project Manager is responsible for the planning, execution, delivery, and acceptance of the project on behalf of GSA with Contracting Officer coordination. The Project Manager will be appointed as the Contracting Officer's Representative (COR) for the Task Order. COR activities may be led by a variety of GSA personnel, including, but not limited to, Property Managers and Construction Control Representatives.

#### 2. Owner Resources and Responsibility



PBS, Northwest/Arctic Region

For the purposes of the JOCC IDIQ, the “Owner” for all task order requests for proposals and subsequent awards is the GSA, PBS, R10. Additional owner resources include Subject Matter Experts (SME) such as Fire/Life Safety, Occupational Safety and Health, Historic Preservation, Electrical, Mechanical, and Structural Engineering. GSA reserves the right to hire third party resources if determined to be needed to provide technical support for individual task order contracts. Typical third-party resources include Hazardous Materials Abatement/Air Monitoring and Inspection services. Only the GSA Contracting Officer is authorized to change the terms and conditions on the base IDIQ and individually awarded task orders.

### 3. Project Planning

Projects to be completed under the JOCC IDIQ contract will typically be developed and funded in a single fiscal year. Early project planning may occur up to one year in advance. Work is primarily anticipated to be ordered on an ‘as needed’ basis to meet a functional requirement or correct a deficiency or to repair installed building equipment. This JOCC IDIQ is designed to allow flexibility to GSA to meet the needs of the agency and federal clients using streamlined project development and ordering procedures that achieve the targeted project outcomes of quality of installed work, on schedule, and within the established budget.

### 4. Post Task Order Award Coordination

Post Task Order Award coordination will be scheduled by GSA to begin immediately following the task order award. As a standard practice, if required, payment and performance bonds are due 10 business days following the date of the task order award. Pre-construction conferences for each task order will be scheduled by the GSA project team and attendance, in person, by the Prime Contractor is highly encouraged..

### 5. Submittal Reviews and Approvals

Required submittals for construction projects will be identified with each task order project. Submittal requirements will be scaled to the scope and magnitude of each project.

### 6. Inspection of Construction

Construction efforts will be inspected in accordance with the Quality Control Plan submitted by the General Contractor and as approved by GSA in accordance with the issued task order.

### 7. Pay Application and Invoice Procedures

GSA will process pay applications in accordance with GSAR 552.232-5 Payments under Fixed-Price Construction Contracts and FAR 52.232-27 Prompt Payments

### 8. Warranty Calls



The Prime Contractor is expected to respond to the GSA within 48 hours to any issued warranty call for work completed under this contract. Warranty calls for installed work or materials may be made by the original COR, Contracting Officer, or the Property Manager of the facility. Warranty call site visits will be made at no additional expense to the Government.

#### 9. Labor and Payroll Management

The Prime Contractor is responsible for timely, complete, and correct submission of required certified labor and payroll records on each task order. The prime contractor is responsible for screening all subcontractor furnished labor and payroll prior to submitting to GSA. The Prime Contractor should furnish a log of corresponding subcontract payrolls, in addition to its own, for each task order project. For subcontracted design and/or engineering efforts an invoice of the labor categories used, and hours billed is required as supporting documentation.

#### 10. Change Management

Changes will be requested in accordance with the terms of the Changes clause from the Contracting Officer. Examples of a requested change are requests to modify material selection, which may increase or decrease individual work elements and associated cost and schedule terms.

The prime contractor is responsible for responding to all change order requests within 5 business days. The Government's intent is to process all change order modifications within 20 business days. Change orders will be processed as supplemental agreements to the task order and will be documented by task order modification. Change order proposals are expected to fully address all changed conditions to include materials, labor, schedule, and price.

#### 11. Progress Meetings

The schedule for progress meetings will be established for each task order and will reflect the project delivery method for the project and overall magnitude of the project. Design and Construction progress meetings, scheduling, facilitation, and documentation are the responsibility of the Prime Contractor. GSA may elect to schedule separate Owner meetings at its own discretion. Owner directed meetings will be managed by GSA directly and may include the multiple GSA parties, third party inspectors and other federal agencies.

### **H. Security and Site Access**

Federal facilities, both GSA owned facilities and leased locations are subject to Homeland Security Presidential Directive 12 (HSPD-12). HSPD-12 outlines the procedures and standards for granting access to secure facilities. This process is separate from issuance of badges and/or keys to access site specific project space. Security clearances are required for all contractor



personnel, whether employed by the Prime Contractor directly or to an associated subcontractor.

#### 1. Security Clearance and Credentialing

This contract supports the issuance of HSPD-12 clearances and corresponding identification credentials for the entire term of the contract. The Prime Contractor and critical subcontractors are eligible to apply for this security credential before issuance of a task order contract. Key personnel for the Prime Contractor are eligible to receive long-term security clearances. Individuals with long term security clearances may be eligible to provide temporary or interim escort of subcontractors who will be on a project site for less than 10 consecutive workdays in any given project.

#### 2. Security Procedures

It is the responsibility of the Prime Contractor to manage the security clearance process and procedures with its own personnel and subcontractors to deliver the project in accordance with the terms and conditions of the JOCC IDIQ contract and each subsequent Task Order. Current security clearance processes and procedures are available online at

<https://www.gsa.gov/technology/government-it-initiatives/identity-credentials-and-access-manage/how-contractors-obtain-a-gsa-access-card>

#### 3. Site Access Overview

Access to federal facilities is managed by the Property Management Office (PMO) for each facility. The PMO will provide site specific access procedures for each location. The security clearance approval must be completed by the Prime Contractor prior to receiving physical keys or building specific identification badges.

#### 4. Interior Projects

Federal agencies provide a variety of services and have sensitive information that requires additional measures to control and/or protect that information. Therefore, projects in GSA client-controlled space, those spaces which are controlled by other federal agencies, may require additional security processes such as a Government provided escort for very sensitive spaces. Any agency specific requirements will be the responsibility of GSA to coordinate and are not direct project costs to the Prime Contractor. Any additional security requirements will be identified in each task order.

#### 5. Exterior Projects

Exterior projects do not typically require clearances; however, GSA reserves the right to require if needed. The COR will work with the Contractor at the task order level as appropriate..

#### 6. Availability of Laydown Space



The Prime Contractor is responsible for the safe storage of any materials and equipment during task order execution. Site specific interior space for laydown of materials, storage, waste management, and contractor led project meetings are limited and dependent upon each project site. The PMO for each site will provide information, via the COR, on available space(s), the size and location of the space and ability to secure the area. Access to loading docks, service elevators, and rooftops is managed by the GSA PMO. GSA uses contracted support for the Operations and Maintenance (O&M) of federal facilities and may utilize those firms as resources to assist in managing site access.

#### 7. Emergency Procedures

In case of emergencies related to life/health/safety/security occurring on the site during business hours, the Prime Contractor will immediately notify the GSA COR, Property Manager, and Contracting Officer by email or phone of the nature of the emergency, actions undertaken by the Prime Contractor to remedy the situation, and relevant information regarding the nature of the emergency. Emergencies occurring after GSA operating hours will include the above plus notification to the after-hours dispatch call line. The Prime Contractor is required to provide an after-action report to the GSA Project Manager and Property Manager within 48 hours of any incidents. The after-action report will provide a summary of the event, the root cause, and steps to be implemented by the Prime Contractor to prevent recurrence. The Government is not responsible for any accidents or emergencies caused or created by the Prime Contractor or any associated subcontract firms.