

# STATEMENT OF WORK

## Project Number MDVL159104 Addition to Air Operations Group Facility Bldg 104

Key Field, Meridian, Mississippi

10 October 2019

I. PURPOSE: The scope of this Statement of Work is to construct a facility addition for the Air Operations Group at Bldg 104 at Key Field ANGB, Meridian, MS. The project is required in order to provide proper and adequate work space for the mission of the Air Operations Group.

A. APPLICABLE REFERENCE DOCUMENTS:

1. MDVL159104 Construction Plan Set.
2. MDVL159104 Specification Set.
3. As-Built Facility Drawings for Bldg 104 available upon request.

B. BACKGROUND: Currently, the Air Operations Group staff is divided among three different facilities resulting in inefficient operations and administration. This addition will consolidate functions and improve mission efficiencies.

II. INTENT & REQUIREMENTS: It is the objective of the contract awarded to provide all labor, tools, materials, transportation, and supervision as well as perform all identified tasks and complete the work identified in construction plans and specifications for Key Field ANG Base, Meridian, MS.

A. FACILITY OCCUPANCY AND USE DURING CONSTRUCTION:

1. The existing facility will be in-use during construction.
2. The existing facility is a secure facility and any effect on the existing building and infrastructure must be coordinated well in advance. Effects may include, but are not limited to, Contractor entrance, electrical or communications service interruptions, and/or modification of security and camera features.
3. The Contractor will be required to coordinate work and manpower to minimize impact to daily operations.

B. PERIOD OF PERFORMANCE: The project shall be completed within **270 calendar days**.

C. DEMOLISHED MATERIALS AND WASTE RECORDS:

1. Demolished materials will become the property of the contractor and will be removed from the base and legally disposed.

2. Records of waste materials removed shall be maintained and submitted to the Contracting Officer. Records shall indicate the weight of materials that are: (1) reused, (2) recycled, or (3) sent to a landfill. Ideally, weight receipts from a legally licensed disposal facility will be furnished to the Contracting Officer.

III. BASE SPECIFIC REQUIREMENTS: The following are base-level specific requirements as they relate to the performance of the work under this contract.

- A. BASE & FACILITY ACCESS: The contractor shall coordinate with the 186th Security Forces Squadron and Contracting Officer to gain access to Key Field ANG Base and the operating area where work is to be performed. Contractor shall also coordinate with the BCE to avoid adverse impacts to Key Field flying mission or mission support functions.
- B. WORKING HOURS: Normal business hours at Key Field are from 0700 to 1630 hours, Monday through Friday, excluding Federal holidays and “compressed schedule” days. Access to the work site may be restricted to these hours and days. All other times shall be considered non-regular time. Any work during non-regular hours shall be requested no later than three days prior and approved by the Contracting Officer. Work that requires inspection or more thorough documentation during accomplishment must be conducted during normal business hours and coordinated in advance with the Contracting Officer.
- C. NOTIFICATION RESPONSIBILITIES: The Contractor shall notify the BCE a minimum of 24 hours in advance when initially starting work, starting work after a multi-workday pause, ceasing work for a multi-workday pause, or expecting deliveries of major materials or equipment.
- D. SAFETY AND FIRE PREVENTION: Contractor must comply with all appropriate Occupational Safety and Health Administration (OSHA) and National Fire Prevention Association (NFPA) regulations during construction. Contractor shall receive a burn permit from the Fire Department at Key Field ANG Base prior to any hot work, welding, or potential fire hazard operations. All personnel working in or around the facility shall be thoroughly briefed on any dangers in the area.
- E. SECURITY OF GOVERNMENT ASSETS: Contractor shall take necessary steps to protect all government assets from damage or theft. Any damage to existing facilities as a result of construction shall be repaired by the contractor at no cost to the government. It is the responsibility of the contractor to ensure that the work area is secure inside and outside the facility during non-regular hours.

IV. DELIVERABLE REQUIREMENTS: The contractor shall provide the following:

- A. CONTRACT PROGRESS SCHEDULE (AF FORM 3064): Within seven (7) days after task order award or at the Pre-Construction Conference, the contractor shall submit a schedule depicting the overall contract progress schedule for the main elements of work for the period of performance. Once submitted, the approved contract progress schedule

may only be changed by the Contracting Officer. Computer generated progress schedules provided in lieu of the AF Form 3064 will be acceptable based upon BCE approval.

- B. MEETING/INSPECTION MINUTES: A representative of the Government will be responsible for recording and distributing all meeting and inspection minutes for proper documentation to individuals in attendance, as necessary.
- C. HAZ-MAT WORKSHEETS: Any product or materials considered hazardous to be used during construction should be recorded on the spreadsheet included in the Environmental Contractor Packet and submitted with respective Material Safety Data Sheets.
- D. BCE WORK CLEARANCE REQUEST (AF FORM 103): It is the responsibility of the contractor to ensure all underground utilities are properly marked to prevent accidental damage or loss of service to facilities on-base; therefore, a work clearance request “digging permit” must be initiated and received prior to breaking ground or beginning exterior site work. In addition, the contractor must coordinate with the Mississippi One-Call System for the location of specific infrastructure.
- E. MATERIAL APPROVAL SUBMITTAL (AF FORM 3000): Contractor will utilize the proper submittal format for gaining approval for all relevant materials prior to procurement and installation. The Project Manager, Contracting Officer, and BCE will be involved in the process that takes no longer than 14 days to complete.
- F. CONTRACTOR REPORT: Contractor should maintain daily reports and make them available to the Contracting Officer and BCE upon request. In addition, this will be the format for documenting monthly progress meetings.
- G. RFI OR PRODUCTION/DELIVERY PROBLEM REPORT: Any Request For Information (RFI) or other problem should be submitted to the Contracting Officer and BCE, as necessary. All requests shall be handled in an expedient manner.
- H. CONTRACT PROGRESS REPORT (AF FORM 3065). The contractor shall submit a progress report signed by the project manager on a monthly basis or when requesting intermediate/partial payments. The work elements and percentages identified shall be identical to the work elements and percentages on the AF Form 3064 or equivalent schedule. The progress report will be accompanied with an invoice to be attached in Wide Area Workflow for payment. If the contractor would like payment for materials stored as indicated on the progress report, those items must be received and securely protected on-base by the contractor. Computer generated progress schedules provided in lieu of the AF Form 3065 will be acceptable based upon BCE approval.
- I. CLOSE-OUT DOCUMENTS: At a minimum, warranties, Operations and Maintenance (O&M) Manuals, Non-hazardous Solid Waste Worksheets, capitalization details, and testing records must be delivered to the Contracting Officer and BCE prior to approval of final payment. The contractor shall assemble, catalog, and bind three (3) copies of each parts listing, operating instruction, maintenance manual, warranty, and any other O&M

details for each item of equipment that is furnished (provided and installed) under this contract. Any training provided by the contractor shall occur after final system acceptance.

- J. **WARRANTY:** Upon completion and acceptance of the project, the Contractor shall warranty work against defects in workmanship for a period of one year from date of final acceptance.
- K. **AS-BUILT DRAWINGS:** Upon completion and acceptance of all work under the contract, the contractor shall prepare drawings which specifically detail construction accomplished under this contract. As-built documents, one “clean” set of drawings, should incorporate all the work accomplished to reflect actual construction.
- L. **CONTRACTOR MANAGEMENT REPORTING (CMR) – IAW Policy Alert # 21-07:** Deploying Contractor Service Contract Reporting, CMRA reporting is no longer required for construction services.

**UTILITIES:** The Government will provide access to electricity and water at no expense to the contractor. Electrical requirements for construction beyond 120-volts may require temporary modifications to nearby infrastructure. Any temporary modifications are considered incidental to construction and must be absorbed. Additionally, all facilities must be returned to their pre-construction condition except as noted in the construction plans.

In turn for the Government providing these utilities, the contractor shall utilize reasonable amounts and abide by appropriate energy management practices. If the Government observes these utilities being wasted, it will notify the contractor to remedy the situation.

**V. GOVERNMENT/CONTRACTOR-FURNISHED ITEMS:**

- A. The contractor shall keep the project area free of trash, debris, and unnecessary equipment.
- B. It is the responsibility of the contractor to securely protect materials and equipment stored on-base.
- C. The contractor must provide restroom facilities for their employees throughout the job duration.

**END OF STATEMENT OF WORK**