

## Appendix B

# SAMPLE STATEMENT OF WORK FOR GENERAL PLAN

Hometown AFB, Wyoming

Date:

**1.0 GENERAL.** This Statement of Work (SOW) describes the requirement for a General Plan for Hometown AFB (HAFB), WY. The *General Plan* is a part of the comprehensive planning structure. Its purpose is to combine and summarize the information contained in component plans, element plans, and separate studies regarding the physical development of the Installation. Information from the four component plans *Composite Constraints and Opportunities, Infrastructure, Land Use, and Capital Improvements* forms the core of the Installation's *General Plan*.

**1.1 SOW CITE.** This work will be accomplished under Contract No. Fxxxx-xx-x-xxxx, which has been initiated between HAFB and Contract AE for comprehensive planning services.

**1.2 PURPOSE.** The *General Plan* serves as the single, integrated, authoritative reference for those agencies planning the ongoing and future development of HAFB.

**2.0 SCOPE.** The Contractor shall produce a General Plan that provides information in the form of text, graphics, and photographs, on the factors that affect HAFB's physical development. The format to be followed in preparing the *General Plan* will be based upon the outline contained in the AFCEC *General Plan Guide and Template*

**2.1 PROJECT SCOPE.** Prepare a General Plan document. The Plan will be an informational and assessment booklet for commanders and other key officials to facilitate decisionmaking on all land use, developmental, and construction activities on the Installation. The *General Plan* will serve as the basic decisionmaking document from the Installation to the Air Staff level. It will present a summary of the Installation's existing capabilities and capacity to accommodate future growth. Also, it will review the Installation's stewardship of natural and cultural resources and compliance with environmental laws.

The *General Plan* will cover in summary form the following component and related element plans.

**AFI 32-7062**

**COMPONENT PLAN TITLES**

**Composite Constraints & Opportunities**

**Infrastructure**

**Land Use and Circulation**

**Capital Improvements Program**

**GENERAL**

**PLANNING ELEMENTS**

**Natural and Cultural Resources**

**Environmental Quality**

**Noise**

**Airspace Clearances**

**Explosive Safety**

**Utility Distribution Systems**

**Communications Systems and NAVAIDS**

**Fire Protection**

**Installation Layout/Vicinity**

**Functional Relationship Analyses**

**AICUZ**

**On- and Off-Base Transportation Networks**

**Facility Development**

**Housing Community Plan**

**Demolition Plan**

**Architectural Compatibility**

**Landscape Development**

**Short- and Long-Range Development**

**Quality of Life**

**2.2 BACKGROUND.** Hometown AFB is an Air Force Space Command installation. The host organization is the 999th Missile Wing, whose mission is to “Defend America with the world’s most powerful combat ready ICBM force.” The Installation has a collateral responsibility to develop plans, policies, and procedures that will ensure proper stewardship and management of valuable resources, including Government owned or controlled land. Hometown AFB is located 23 miles north of Windyville, WY, and consists of 2,456 acres. In addition the 999th Missile Wing is responsible for 45 remotely located launch facilities which are dispersed over 150 square miles. The remote launch sites are not included in this plan. Major organizations to be included in the study are HQ 999th Missile Wing, and the headquarters and subordinate units of the 999th Operations Group, 999th Support Group, 999th Logistics Group, and the 999th Medical Group. Additionally, the Contractor shall interview the major tenant/associate units.

**2.3 REFERENCE INFORMATION.** AFPD 32-10, *Installations and Facilities*, requires installation commanders to “develop base comprehensive . . . plans”. AFI 32-7062, *Force Comprehensive Planning*, establishes the General Plan as the principal and only mandatory document for assessing and planning future installation growth. The General Plan is further defined in the *Master Statement of Work for Preparation of Base Comprehensive Plans for Air Force Installations* (hereinafter referred to as the Air Force Master SOW). The Contractor’s work will be guided by this SOW and the references listed in Attachment Two.

**3.0 SPECIFICATIONS.** Many of the factors to be addressed and analyzed are documented in separate component plans and supporting studies such as the

**Installation Management Action Plan, Land Use Plan, Infrastructure Plan, Integrated Natural Resources Management Plan (INRMP), Air Installation Compatible Use Zone (AICUZ) Study, Military Traffic Management Command (MTMC) Traffic Studies, and various other plans, studies, maps, and reports. These are to be furnished by the Government and are listed along with additional Government furnished materials in Attachment Three of this SOW. The Contractor shall review these for content, currency, and accuracy; analyze each for its potential impact, positive or negative, on base development; and synopsise the significant issues and information in the General Plan.**

**3.0.1 In cases where existing documentation is incomplete or non-existent, the Contractor shall conduct sufficient research to provide a preliminary assessment of the situation. The report will acknowledge the preliminary nature of the assessment and will cite all sources used in its development. Specific recommendations should be made for the accomplishment of additional component plans and in-depth studies where needed.**

**3.0.2 The Contractor shall also analyze off-installation conditions that may affect present or future Installation growth. These would include existing and planned development, potential encroachment and compatibility issues, existing and planned road networks and their capabilities to provide efficient Installation access.**

**3.0.3 The Contractor shall analyze unconstrained areas on the Installation and identify compatible land use opportunities. Consideration will be given to areas that are presently constrained (e.g., Installation Restoration Program (IRP) sites), but which may be ideal locations for more productive land uses after remediation. Other potential opportunities would include areas to be redeveloped such as sites of buildings programmed for demolition.**

**3.0.4 Graphics will be used to provide visual references to existing conditions and developmental alternatives throughout the Installation and the local vicinity. AFI 32-7062, Attachment 5, specifies the minimum level of the Plan graphic detail.**

**3.0.5 Graphics will be produced using the existing HAFB Map C-1 as a template. Existing Comprehensive Plan Maps will be reviewed by the Contractor for currency and accuracy, and should be used as sources of graphic data. Graphic overlay line work, symbology, and topology will be designed to create more meaningful and attractive report graphics. However, the integrity of the original Map electronic files must be maintained. The Contractor shall deliver the final graphics files in AutoCAD.DWG/Microstation.DGN format.**

**3.0.6 The Contractor shall interview key Installation personnel, to include tenant/associate activities, as well as appropriate Federal, state, regional, and local agency leaders to obtain the most up-to-date information available.**

**3.0.7 No classified information will be included in this report, nor will the Contractor require access to classified material to perform under this delivery order.**

**3.1 TECHNICAL REQUIREMENTS. The final Plan document will be in an 8 1/2" x 11" format with 11" x 17" foldout pages as necessary to accommodate graphics. It will be**

gathered, collated, drilled (3/8"), and bound in ring binders that have pockets for cover and spine inserts. Cover and spine inserts will be attractively designed and printed in color on cover stock. They will contain one or more colored photos or graphics and the following information:

**GENERAL PLAN  
HOMETOWN AFB, WYOMING**

The covers and spine inserts will be placed into the cover and spine pockets before delivery. Plastic comb binding may be used for interim submittals of the report. Heavy stock paper will be used as tabbed section or chapter dividers.

3.1.1 Text will be prepared in Microsoft Word for Windows, v. 6.x. Text files will be stored on 3½" computer disks.

3.1.2 Color and/or high contrast black and white photographs will be used to illustrate subject matter. Photographs will be well composed, avoiding background and foreground distractions (clutter, trash, unsightly vehicles, etc.). They will be digitized, stored on a CD-ROM, and linked to the text portions of the document.

3.1.3 Graphics will be prepared in AutoCAD v. 12/Microstation v.5 or newer. They will be digitized and stored on diskettes, tape, or CD-ROM.

3.1.4 The Contractor shall demonstrate operability of the electronic files on the Installation's target system. All electronic files will be delivered to the Government at the conclusion of the contract. NOTE TO PROJECT MANAGERS: as an alternative, all report products, including text, photographs, and graphics, may be delivered on CD-ROM).

**3.2 CONTRACTOR TASKS.**

**3.2.1 Task 1: Data Gathering**

3.2.1.1 The Contractor shall become familiar with all areas of the Base and local vicinity. This task may be accomplished by a windshield tour of the Installation and the local area. The Contractor shall review Installation and community maps to obtain layouts and other useful data.

3.2.1.2 The Contractor shall visit key facilities such as the Wing and the Groups' headquarters, aircraft operations and maintenance facilities, exchange and commissary, and housing. These will be cursorily evaluated for adequacy, utility, and condition. Obtain a copy of the *Real Property Inventory* (RPI) and the latest *Commanders' Facility Assessment* (CFA) to assist in this process.

3.2.1.3 The Contractor shall interview key Installation personnel. All senior leaders and managers should be included. Explain the purpose of the *General Plan* and get their views of developmental issues and their visions for the future. These may be based on known mission changes, increasing QOL, or a desire to attract additional missions.

**3.2.1.4** The Contractor shall obtain and review copies of existing component plans, reports, and studies. A suggested list is contained in Attachment Three of this SOW. These documents will reflect utility capacities and utilization, planned construction and demolition of Installation facilities, and environmental and cultural protection measures that affect future development.

**3.2.1.5** The Contractor shall review existing digitized data bases. These will include the Map C, *Installation Layout*, and other Maps that reflect the current and future locations of all infrastructure. Additional information may include Explosive Safety (Q-D) Zones, Installation Restoration Program (IRP) sites, Airfield Obstructions and Clear Zones, and others that may identify constraints to or opportunities for development on the Installation.

**3.2.1.6** The Contractor shall review existing documentation and graphics pertaining to off-base development. Obtain copies of zoning and land use maps and review development plans for the areas adjacent to the Installation.

### **3.2.2 Task 2: Data Analysis and Synthesis**

**3.2.2.1** The Contractor shall analyze and synthesize the information collected in Task 1 to identify and document existing deficiencies and shortfalls, recommended improvements, and land and facility requirements to meet future needs. The Contractor shall also develop preliminary assessments and recommendations for issues that are identified during the data gathering and that are not documented elsewhere.

### **3.2.3 Task 3: Report Preparation and Review**

**3.2.3.1** The Contractor shall prepare the *General Plan* following the guidance contained elsewhere in this SOW, in AFCEE 2-7062, and the *AFCEE General Plan Guide and Template*. Periodic reviews of the Plan will be accomplished by the Client as specified in Paragraph 4.2, below. Graphics and tables should be used liberally to depict primary system and facility locations and their capabilities to support future Installation growth.

**3.3 GOVERNMENT FURNISHED MATERIALS.** The Government shall provide the materials listed in Attachment Three of this SOW at or prior to the Kick-Off Meeting.

**4.0 QUALITY ASSURANCE.** The Government expects that the final product will be thorough, professional, high quality, well written, and visually attractive. The Contractor shall be bound by the contents of this SOW. Any deviations, including those recommended by the Government during the production and review process, must be approved by the Contracting Officer.

**4.1 REPORTS AND DELIVERABLES.** The Contractor shall provide a monthly status report to the Project Manager and the Installation Point of Contact. It will summarize significant activities during the reporting month, progress to date, any problem areas, and other issues that need attention. The report will also explain and support the Contractor's invoice for progress payment.

**4.2 All deliverables will be submitted in the number of copies and to the offices specified below. The Contractor shall forward a copy of the transmittal letter for each submittal to the Contracting Officer.**

**4.2.1 The first submittal will be the 35% Concept Submittal. It will include draft copies of the narrative report, drafts or sketches of report graphics, and one set of proofs of proposed photographs. The draft narrative will present an expanded outline of the areas to be covered, and depending on the availability of data, some analyses. Sketches or drafts of alternative cover designs and layouts will be presented. This Submittal will be made 106 calendar days following the Kick-Off Meeting. The Government review period will be 15 calendar days and will conclude with an On-Board Review at the Installation. It is intended that all Government review comments will be provided to the Contractor at the On-Board Review meeting. This Submittal is to review the General Plan for broad direction, focus, format, and general content.**

**4.2.2 The second submittal will be the 65% Preliminary Submittal. It will consist of the final draft narrative report with the selected cover design. The report graphics and photographs will be in final form and inserted into the text document. This submittal will be made 60 calendar days after receipt of all Government comments critiquing the 35% Concept Submittal. The Government review period will be 15 calendar days which will conclude with another On-Board Review at the Installation. It is intended that all Government review comments will be provided the Contractor at or before the On-Board Review meeting. This On-Board Review will also include a formal presentation of the Plan to the key members of the Installation. This Submittal will firmly set the direction, content, and format for the final report. The end of the Government review period will be the cutoff date for incorporating new or updated information or providing major redirection to the Contractor.**

**4.2.3 The third submittal will be the 90% Pre-Final Submittal and will incorporate all approved Government review comments critiquing the 65% Preliminary Submittal. It will consist of the pre-final narrative report with print-ready cover and spine inserts, graphics, and photographs. This submittal will be made 45 calendar days following receipt of all Government review comments for the 65% Preliminary Submittal. The Government review period will be 15 calendar days. At the conclusion of the review period, Government comments shall be faxed or express-mailed to the Contractor for inclusion in the final document (As an option, an on-board review may be held at the Installation or the Contractor's Office). This Submittal is intended to be the final review before printing of the report. Only minor editorial or content changes will be made at this point. Upon incorporation of these comments the Contractor shall proceed with printing the final documents.**

**4.2.4 The fourth submittal will be the Final Submittal which will be made 30 calendar days after receipt of all Government review comments on the 90% Pre-Final Submittal. The Contractor shall deliver along with the final General Plan report, the AutoCAD/Microstation files containing the report graphics, the Microsoft Word 6.x files containing the narrative text, and a CD-ROM containing the report photographs. NOTE TO PROJECT MANAGER Alternatively, all report products, including the text, graphics, and photographs, can be delivered on CD-ROM).**

**5.0 PROJECT SCHEDULE.** A total of 300 calendar days are allowed for completion of this contract, to include time for printing and delivery to the Installation. Review time for each submittal includes transmission of documents both ways and travel for conference both ways. The Contractor shall immediately advise the Contracting Officer of any circumstances that affect completion of this delivery order within the prescribed time.

<u>EVENT</u>	<u>CALENDAR DAYS FROM NTP</u>	<u>CALENDAR DATE</u>
1. Notice to Proceed (NTP)	-	
2. Kick-off Meeting	14	
3. 35% Complete Submittal	120	
4. Government Review	135	
5. 65% Complete Submittal	195	
6. Government Review	210	
7. 90% Complete Submittal	255	
8. Government Review	270	
9. Final Submittal	300	

**5.1 DELIVERABLES.**

<u>SUBMITTAL</u>	<u>DELIVERABLES</u>	<u>TO</u>
35% Concept Submittal	<ul style="list-style-type: none"> <li>◆ 5 color photocopies*</li> <li>◆ 5 monochrome photocopies with color copies of graphics</li> </ul>	Installation
65% Preliminary Submittal	<ul style="list-style-type: none"> <li>◆ 10 color photocopies*</li> <li>◆ 5 monochrome photocopies with color copies of graphics</li> </ul>	Installation
90% Pre-Final Submittal	<ul style="list-style-type: none"> <li>◆ 5 color photocopies*</li> <li>◆ 1 original copy of print-ready text, graphics, artwork, photographs</li> </ul>	Installation
Final Submittal	<ul style="list-style-type: none"> <li>◆ 25 color photocopies*</li> <li>◆ 1 Set 3½" computer disks with narrative in Microsoft Word</li> <li>◆ 1 Set 3½" disks (or data tape) of AutoCAD or Microstation graphics files</li> <li>◆ 1 CD-ROM with digitized report photographs</li> <li>• 5 color photocopies*</li> </ul>	Installation     MAJCOM

\* Color photocopies may be replaced by either computer generated or offset print color copies.

**5.2 VISITS AND MEETINGS.** The Contractor shall attend a Kick-Off Meeting and all review meetings at the Installation. The Installation Point of Contact shall schedule and provide space for all required meetings and work space for Contractor personnel.

**5.2.1 KICK-OFF MEETING.** The Kick-Off Meeting will be held at HAFB within 14 calendar days of the Notice to Proceed. The purposes of this meeting are to:

- a. Review the project SOW and ensure mutual understanding of the work, the schedule, and the deliverables;
- b. Introduce the Government and Contractor personnel associated with the project;
- c. Present the Contractor's plan for accomplishing the work;
- d. Identify any special requirements for interviews, documents, or other information; and
- e. Provide the Contractor all Government-furnished materials needed to perform the work.

**6.0 GOVERNMENT POINTS OF CONTACT.** The following are the Government points of contact for this delivery order:

**Project Manager:**

Name:  
Address:  
Telephone No.:  
Fax No.:  
e-mail address:

**Installation Technical Point of Contact:**

Name:  
Address:  
Telephone No.:  
Fax No.:  
e-mail address:

**Contracting Officer:**

Name:  
Address:  
Telephone No.:  
Fax No.:  
e-mail address:

*Contract Fxxxx-xx-x-xxxx*

**Responsible Finance Office:**  
**Organization and Office Symbol:**  
**Address:**  
**Telephone No.:**  
**Fax No.:**  
**e-mail address:**

Attachment One

**OUTLINE OF THE GENERAL PLAN**

- 1. COMMANDER'S COVER LETTER (Approves/Endorses ~~the~~ General Plan)**
- 2. TABLE OF CONTENTS**
- 3. INTRODUCTION (Goals and objectives of the Plan including a brief, general description of the Comprehensive Planning Process)**
- 4. PLAN FINDINGS AND RECOMMENDATIONS**
- 5. INSTALLATION AND VICINITY PROFILE. The Vicinity or Area Profile outlines the unique character of the surrounding area. Discusses natural and cultural resources, demographics, economic impact, local, regional and state governments, and linkages the Installation has with the community. The Installation Profile provides summary detail of the mission, strategic plan, history and significance to national defense and the surrounding community.**
- 6. COMPONENT PLAN OVERVIEW FOR THE ~~GENERAL~~ GENERAL PLAN**
  - a. Composite Constraints and Opportunities Plan: Highlights natural and cultural resources, environmental quality and environmental management efforts to ensure a high quality environment.**
  - b. Infrastructure Plan: Discusses existing systems and identifies significant deficiencies. Highlights any major changes, such as utility upgrades, airfield improvements, hospital/community center expansion, and similar design/physical alterations that are of public or military interest.**
  - c. Land Use Plan: Provides rationale for future land uses, including a functional relationships analysis. Links land use and transportation. Key elements in this component will be the area development plans.**
  - d. Capital Improvements Program (CIP): Highlights the capital improvements to the Installation over the next five to ten years; includes all major funding sources and how they are complementing the mission. Highlights proposed housing improvements. Define infrastructure maintenance and replacement costs. Includes architecture and landscape compatibility guidelines.**
- 7. PLAN MAINTENANCE AND REVISION (Strategy for the future updating of the Plan)**
- 8. ACKNOWLEDGMENTS**

Attachment Two

**REFERENCES**

- ◆ ***AFCEE General Plan Guide and Template***
- ◆ ***AFCEE Master Statement of Work for Preparation of Base Comprehensive Plans for Air Force Installations***
- ◆ ***AFPD 32-10, Installations and Facilities***
- ◆ ***AFPD 32-70, Environmental Quality***
- ◆ ***AFI 32-1021, Planning and Programming for Facility Construction Projects***
- ◆ ***AFI 32-1022, Planning and Programming Non-Appropriated Fund Facility Construction Projects***
- ◆ ***AFI 32-1024, Standard Facility Requirements***
- ◆ ***AFI 32-1026, Planning and Design of Airfields***
- ◆ ***AFI 32-1032, Planning and Programming Real Property Maintenance Projects Using Appropriated Funds***
- ◆ ***AFI 32-1041, Airfield Pavement Evaluation Program***
- ◆ ***AFI 32-1044, Visual Aid Navigation Systems***
- ◆ ***AFI 32-1061, Providing Utilities to US Air Force Installations***
- ◆ ***AFI 32-1062, Electrical Power Plants and Generators***
- ◆ ***AFI 32-1065, Grounding Systems***
- ◆ ***AFI 32-1066, Plumbing Systems***
- ◆ ***AFI 32-1067, Water Systems***
- ◆ ***AFI 32-1068, Heating Systems and Unfired Pressure Vessels***
- ◆ ***AFI 32-1069, Gas Supply and Distribution***
- ◆ ***AFI 32-2001, The Fire Protection Operations and Fire Protection Program***
- ◆ ***AFI 32-7020, Environmental Restoration Program***
- ◆ ***AFI 32-7040, Air Quality Compliance***
- ◆ ***AFI 32-7041, Water Quality Compliance***
- ◆ ***AFI 32-7042, Solid and Hazardous Waste Compliance***
- ◆ ***AFI 32-7044, Storage Tank Compliance***
- ◆ ***AFI 32-7062, Air Force Comprehensive Planning***
- ◆ ***AFI 32-7063, Air Installation Compatible Use Zone Program***
- ◆ ***AFI 32-7064, Integrated Natural Resources Management***
- ◆ ***AFI 32-7065, Cultural Resources Management***
- ◆ ***AFI 32-9001, Acquisition of Real Property***
- ◆ ***AFI 32-9004, Disposition of Real Property***
- ◆ ***AFI 33-104, Base Level Planning and Implementation***
- ◆ ***AFH 32-1084, Standard Facility Requirements Handbook***
- ◆ **Air Force Comprehensive Planning Guides:**
  - AICUZ Handbook***
  - Architectural Compatibility***
  - Area Development Planning***
  - Assessing Noise***
  - Base Comprehensive Planning Approach and Process***

**Communication Systems Planning**  
**Comprehensive Planning Data Sources and Application**  
**Environmental Quality Protection Planning**  
**Fire Protection Planning**  
**Hush House Handbook**  
**Landscape Planning and Design**  
**Land Use Planning**  
**Long Range Facilities Development Planning/Short Range Capital Improvement Program**  
**Natural and Cultural Resources Planning**  
**Passive Solar Energy Planning**  
**Planning Airbases for Combat Effectiveness**  
**Quality of Life Programs**  
**Transportation Planning**  
**Utility Systems Planning**

Attachment Three

**GOVERNMENT FURNISHED MATERIALS**

As referred to in Paragraph 2.3 of this SOW, the Government shall provide the following up-to-date HAFB materials at, or prior to, the Kick-Off Meeting:

- **Administrative Buildings Space Utilization Report**
- **Air Emissions Study**
- **Air Installation Compatible Use Zone (AICUZ) Study**
- **Airfield Obstructions Study**
- **Capital Improvements Plan**
- **Central Heating Plant Modernization Study**
- **Communications-Computer Systems Blueprint, Volume I**
- **Community Center Area Development Plan**
- **Composite Constraints and Opportunities Plan**
- **Comprehensive Plan**
- **Cultural Resources Management Plan**
- **Electrical System Upgrade**
- **Facilities Excellence Plan**
- **Housing Community Plan**
- **Infrastructure Plan**
- **Integrated Natural Resources Management Plan**
- **Landscape Development Plan**
- **Land Use Plan**
- **MTMC Traffic Studies**
- **Natural Gas Distribution System Capacity Study**
- **Real Property Inventory**
- **Remedial Investigation/Feasibility Study - HAFB Abandoned Landfill**
- **Sanitary Sewer System Capacity and Condition Study**
- **Vision 2000 Brochure**
- **Water Distribution System Capacity Study**

**Digitized maps in AutoCAD v. 12/Microstation v. 5 format:**

- Map C-1, Base Layout**
- Map A-1, Areas of Critical Concern**
- Map A-2, Management Areas**
- Map B-1, Environmental Regulatory Issues**
- Map B-2, Environmental Emission Sources**
- Map D-1, Existing Land Use**
- Map D-1.1, Future Land Use**
- Map D-3, Vicinity Existing Land Use**
- Map D-6, Composite Constraints/Opportunities**
- Map E-(series), Airfield Operations**
- Map F-1, Compatible Use Districts**

**Map F-2, On-Base Noise Contours**  
**Map G-1, Water Supply System**  
**Map G-2, Sanitary Sewer**  
**Map G-3, Storm Drainage**  
**Map G-4, Electrical Distribution**  
**Map G-5, Central Heating/Cooling**  
**Map G-6, Natural Gas Distribution**  
**Map G-7, Liquid Fuels**  
**Map G-8, Cathodic Protection**  
**Map G-10, Industrial Waste**  
**Map G-11, Composite Utilities**  
**Map H-1, Base Wide Communications**  
**Map H-2, Communications and NAVAID Systems**  
**Map I-1, Community Network and Access to Base**  
**Map I-2, On-Base Network**  
**Map I-2.1, Future Transportation Plan**  
**Map K, Architectural Compatibility**  
**Map L, Landscape Development**  
**Map M-2, Short Range Development Plan**  
**Map M-3, Long Range Development Plan**  
**Map N, Fire Protection**