

## Appendix B-3

### SAMPLE STATEMENT OF WORK FOR LAND USE PLAN

Hometown AFB, Wyoming

Date:

**1.0 INTRODUCTION.** This Statement of Work (SOW) describes the requirement for a Land Use Plan for Hometown AFB (HAFB), WY. The Land Use Plan is a component of the comprehensive planning structure. Its purpose is to analyze the functional relationships, circulation patterns, mission and support requirements, and off-base development that influence land uses on the installation. It provides the basic pattern for future development of the installation and therefore is the nucleus of the comprehensive plan. Information from the Land Use component plan is, in turn, combined and analyzed with data from the other three component plans -- Composite Constraints and Opportunities, Infrastructure, and Capital Improvements -- to form 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.** AFPD 32-10, *Installations and Facilities*, requires installation commanders to "develop base comprehensive ...plans". AFI 32-7062, *Force Comprehensive Planning*, establishes the Land Use Plan as a component of the base comprehensive plan and provides a brief description of its content. The Land Use 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). AFI 32-7062 and the Air Force Master SOW are both incorporated by reference into this SOW.

**2.0 SCOPE.** The contractor will produce a Land Use Plan that provides detailed information in the form of text, maps, graphics, and photographs, on the relational factors that affect an installation's physical development.

**2.1 PROJECT SCOPE.** Prepare a Land Use Plan document and associated D-series (Land Use) and I-series (Transportation) Maps. In production of the Land Use Plan, the contractor will identify and analyze the relational factors that affect HAFB's physical development. These include functional compatibility and proximity, pedestrian and vehicle circulation efficiencies, existing physical plant, future missions, and many other conditions on the base and in adjacent off-base areas that affect future development. The Land Use Plan will also identify changes in land use and circulation that will lead to more efficient or productive uses. As applicable, the following elements will be addressed and analyzed. Others should be added as appropriate.

**Land Use**

Existing on and off-base land uses  
AICUZ  
Functional relationships analysis  
Future development needs  
Future development alternatives  
Future land use plan

**Transportation**

Existing on- and off-base networks  
Pedestrian/bicycle facilities  
Parking facilities  
Future transportation needs  
Transportation alternatives  
Future transportation plan

**2.2 BACKGROUND.** HAFB 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.

**2.3 REFERENCE INFORMATION.** The contractor’s work will be guided by this Statement of Work and the below listed references:

- Air Force Policy Directive 32-10, *Installations and Facilities*, 20 July 1994.**
- Air Force Policy Directive 32-70, *Environmental Quality*, 30 November 1993.**
- Air Force Instruction (AFI) 32-102, *Planning and Design of Airfields*, 14 January 1994.**
- AFI 32-1024, *Standard Facility Requirements*, May 94**
- AFI 32-7063, *Air Installation Compatible Use Zone Program*, 31 March 1994.**
- AFI 32-7064, *Integrated Natural Resources Management*, 8 March 1994.**
- AFI 32-7065, *Cultural Resources Management*, 13 June 1994.**
- AFI 32-9001, *Acquisition of Real Property*, July 94**
- AFI 32-9004, *Disposition of Real Property*, July 94**
- Air Force Center for Environmental Excellence, *Master Statement of Work for Preparation of Base Comprehensive Plans for Air Force Installations*, 18 August 1993.**
- Air Force Comprehensive Planning Guides:**
  - Transportation Planning***
  - Land Use Planning***
  - AICUZ Handbook***
  - Planning Airbases for Combat Effectiveness***
  - Base Comprehensive Planning Approach and Process***
  - Area Development Planning***
  - Assessing Noise***

**3.0 SPECIFICATIONS.** Many of the factors to be addressed and analyzed are documented in separate element plans and supporting studies, such as the HAFB Air Installation Compatible Use Zone (AICUZ) report, Military Traffic Management Command (MTMC) Traffic Studies, and various other plans, studies, maps, and reports. These are Government furnished materials and are listed in paragraph 3.4. The contractor will review these for content, currency, and accuracy, and will analyze each for its potential impact, positive or negative, on base development.

**3.0.1** In cases where existing documentation is incomplete or non-existent, the contractor will 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 in-depth studies where needed.

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

**3.0.3** The contractor will analyze unconstrained areas of 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 they are cleaned up. Other potential opportunities would include areas to be redeveloped and sites of buildings programmed for demolition.

**3.0.4** Graphics will be used liberally to provide visual reference to functional relationships analyses and land use/transportation alternatives throughout the installation. Existing and future land use and transportation plans will be clearly illustrated. A separate graphic will be used to show AICUZ conflicts and proposals off the installation.

**3.0.5** As applicable, the contractor will produce (or update) the following D-series and I-series Maps in accordance with the Master SOW. These will be produced using the existing Hometown AFB Map C-1 as a base. Map overlay line work, symbology, and topology will be as prescribed in the *Tri-Service Spatial Data Standards* also incorporated by reference into this Statement of Work.. Existing F-series (AICUZ) Maps will be reviewed by the contractor for currency and accuracy, and may be used as sources of graphic data. Deviations from the *Tri-Service Spatial Data Standards* may be made to create meaningful and attractive report graphics. However, the integrity of the original Map electronic files shall be maintained.

**D-series (Land Use) Maps**

**D-1 Existing Land Use**

**D-1.1 Future Land Use**

**D-2 Off-Base Sites Existing Land Use**

**D-2.1 Off-Base Sites Future Land Use**

**D-3 Vicinity Existing Land Use**

**D-4 Vicinity Existing Zoning**

**D-5 Real Estate**

**D-7 Functional Relationships**

**I-series (Transportation) Maps**

**I-1 Community Network and Access to Base**

**I-2 On-Base Network**

**I-2.1 Future Transportation Plan**

**3.0.6** The contractor will interview key installation personnel as well as appropriate Federal, State, regional, and local agencies to obtain the most current information

available. Information contained in the Land Use Plan will be current as of the date of the Government's review comments on the 65% submittal.

**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 documents will be 8 1/2" x 11" format with 11" x 17" foldout pages as necessary to accommodate graphics. They will be bound in 3-ring binders which have pockets for cover and spine inserts. Cover and spine inserts will be attractively designed and will be printed in color. They shall contain one or more colored photos or graphics and the following information:

**LAND USE PLAN  
HOMETOWN AFB, WYOMING  
DATE**

In addition to graphics, color and/or high contrast black and white photographs will be used as appropriate to illustrate the subject matter. These will be well composed, avoiding background and foreground distractions (clutter, trash, unsightly vehicles, etc.). Color or black/white photocopy reproduction will be used for all submittals as specified in paragraph 5.1. The text shall be prepared in Microsoft Word for Windows, v. 6.x. Maps/graphics will be prepared in AutoCAD, release 12 or better. Photographs and graphics will be digitized or scanned and will be integrated or linked to the text portions of the document. All photographs and graphic images will be in digital format and contained/stored on a CD-ROM. It is essential that the final product can be easily updated and reprinted by the Government. The contractor shall demonstrate operability of the electronic files on the installation's target system at the 65% submittal. All electronic files will be delivered to the Government at the conclusion of the contract.

**3.1.1 MAPS.** D- and I-series Maps will be produced in AutoCAD, release 12 following the technical guidance contained in the Tri-Service Spatial Data Standards and in the Air Force Master SOW. The Maps will be produced at a scale of 1" = 400' and will be plotted as standard 30" x 42" map sheets. Interim submittals shall consist of blue-line checkplots; however the final submittal will be plotted on mylar with the background information screened. Additionally, the contractor will deliver the final digital mapping files in AutoCAD.DWG format.

**3.1.2** The final report will be gathered, collated, drilled (3/8 inch), and inserted into a three ring binder. Cover and spine inserts will be printed in color on cover stock and will be placed into the cover and spine 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.

**3.2 CONTRACTOR TASKS.**

**3.2.1 Task 1:** The contractor will identify and evaluate existing land use patterns on the installation. This will require visual survey, review of real property records, interviews

with commanders and functional managers, review of existing planning documents, and functional relationships analysis. Existing land uses will be evaluated for adequacy to meet existing requirements, compatibility, and functionality. Deficiencies, incompatibilities, inefficient dispersion of closely related functions, or other undesirable land use conditions will be identified and documented. The deliverables will be the “Existing Conditions” and “Assessment” sections of the narrative report, and production of Maps D-1 and D-7.

**3.2.2 Task 2:** The contractor will identify any future mission changes and their effect on land use. This will require interviews with host and tenant organizations and research of facility criteria for both mission and support activities. This information will be analyzed to determine any additions or reductions of existing land use areas needed to accommodate the new mission. The deliverable will be the “Assessment” sections of the narrative report.

**3.2.3 Task 3:** The contractor will develop alternative land use proposals to satisfy existing deficiencies and Future Alternatives. These will be consistent with the Constraints and Opportunities Component Plan as well as existing and proposed circulation networks. These alternatives will form the basis of the Future Land Use plan, which may contain elements of one or more of the alternatives. The government will select the preferred alternative which the contractor will subsequently develop in greater detail in the plan. All the alternatives and the rationale used in developing them will be documented. The deliverable will be the “Alternatives” sections of the narrative report.

**3.2.4 Task 4:** The contractor will identify and evaluate land uses adjacent to the base boundary. This will require visual survey, interviews with local and regional governmental agencies, and review of the HAFB Air Installation Compatible Use Zone (AICUZ) study. The contractor will identify any incompatibilities or encroachment issues. Compatibility between on-base and off-base land uses will be considered when developing land use alternatives and the final Land Use Plan. Acquisition, lease, or easement alternatives will be examined to bring under government control any Clear Zone areas that extend outside the existing installation boundary. The deliverables will be a chapter entitled “Off-Installation Land Use” in the narrative report and Map D-3, Vicinity Existing Land Use, and Map D-4, Vicinity Existing Zoning.

**3.2.5 Task 5:** Based on the selected land use alternative, the contractor will produce the Future Land Use Plan. The Future Land Use Plan will be consistent with the Composite Constraints and Opportunities Component Plan and the Future Transportation Plan, and these relationships will be described. It will address land use areas and patterns needed to meet current and long range mission and support requirements. The contractor will also describe how the Future Land Use plan supports the goals and objectives established for this component plan. The deliverables will be the “Future Plan” and “Summary of Future Land Use Plan” sections of the narrative report and Map D-1.1, Future Land Use.

**3.2.6 Task 6:** The contractor will identify and analyze the existing transportation network on the installation. This will require visual survey, interviews with Safety and Security Police personnel, and review of the 1993 MTMC Transportation Engineering

**Agency Traffic Study.** The existing network will be described and analyzed for adequacy and safety. Deficiencies, to include traffic congestion, poor access, lack of pedestrian facilities, inadequate parking facilities, poor provisions for handicapped, and dangerous intersections, shall be identified and documented. The deliverables will be the “Installation Transportation Network” chapter of the narrative report, and Map I-2, On-Base Network.

**3.2.7 Task 7.** The contractor will identify and analyze the existing transportation network off the installation. This shall be focused on local and vicinity transportation facilities as they serve or affect the installation. Particular attention will be given to streets, roads, and highways that provide access to the base. Interviews with local, regional, and state transportation and planning agencies will be required. Deficiencies will be identified and those plans and programs in-place or needed to correct them will be discussed. The deliverables will be a chapter in the narrative report entitled “Off-Installation Network” and Map I-1, Community Network and Access to Base.

**3.2.8 Task 8:** The contractor will consider any changes to the future mission and support requirements, future land use needs, and existing deficiencies to identify future transportation system requirements. Access to newly developing areas or areas being considered for redevelopment on the installation will be specifically addressed. Energy efficiency and air quality factors will be considered. The deliverables will be the “Assessment” and “Alternatives” sections of the narrative report.

**3.2.9 Task 9:** The contractor will develop transportation system alternatives to meet existing and future needs. These will include physical improvements as well as programmatic recommendations, such as car-pooling, flex time, mass transit, etc. From these alternatives, the contractor will develop a Future Transportation Plan that addresses both vehicle and pedestrian facilities. The Future Transportation Plan will be developed in conjunction with, and will be consistent with, the Future Land Use Plan. Deliverables will be the “Programmatic Alternatives”, “Future Plan”, and “Summary of Future Transportation Plan” sections of the narrative report, and Map I-2.1, Future Transportation Plan.

**3.2.10 Task 10:** It is important to note that the above tasks are not necessarily to be done sequentially. In fact, it is expected that transportation and land use planning will be done concurrently, since they are intrinsically linked. Neither can be done independently of the other. A further deliverable is a section in the Transportation portion of the narrative report entitled “Relationship to Land Use Plan”. In this section the contractor will describe how the planned transportation network will support the land use areas and patterns envisioned for the future.

**3.3 SITE LOCATION.** Hometown AFB is located 23 miles north of Windville, WY, and consists of 2,456 acres. In addition the 999th Missile Wing is responsible for 45 remotely located launch facilities which comprise another 150 acres. These remote sites are not included in this plan. Major organizations to be included in the study are the 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 will interview major tenant units which include the 111th Air Refueling Group; Detachment 55, Air Force Materiel Command; AAFES; and AFCOMS.

**3.4 GOVERNMENT FURNISHED MATERIALS.** In addition to the references listed in paragraph 2.3 above, the government will provide the following materials:

- Hometown AFB Comprehensive Plan, dated June 1986
- HAFB Air Installation Compatible Use Zone (AICUZ) Report, dated November 1990
- HAFB Traffic Studies, dated February 1984 and July 1991
- HAFB Administrative Buildings Space Utilization Report, dated August 1993
- Community Center Area Development Plan, dated June 1994
- HAFB Real Property Inventory, dated March 1995
- HAFB Composite Constraints and Opportunities Plan, dated January 1996
- HAFB Infrastructure Plan, dated December 1995
- HAFB Capital Improvements Plan, dated November 1995

Digitized maps in AutoCAD r. 12 format:

- Map C-1, Base Layout - revised 28 Feb 96
- Map D-1, Existing Land Use, dated June 1986
- Map D-1.1, Future Land Use, dated June 1986
- Map D-3, Vicinity Existing Land Use, dated June 1986
- Map I-1, Community Network and Access to Base, dated June 1986
- Map I-2, On-Base Network, dated June 1986
- Map I-2.1, Future Transportation Plan, dated June 1986

**4.0 QUALITY ASSURANCE.** The government expects that the final products will be thorough, professional, high quality, well written, and visually attractive. The contractor will be bound by the contents of this statement of work. 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 will provide a monthly status report to the installation Point of Contact and the Contracting Officer. It will summarize significant activities during the reporting month, progress to date, any problem areas, or 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 will forward a copy of the transmittal letter for each submittal to the contracting office. All deliveries will be made by express mail or the equivalent.

**4.2.1 The first submittal will be at the 35% stage.** It will include draft copies of the narrative report, drafts or sketches of report graphics, and one set of proofs of proposed photographs. Graphics and photographs need not be integrated with the text at this point. Sketches or drafts of alternative cover designs and layouts will be presented. Additionally, draft blue-line prints of Maps will be submitted for review. This submittal shall be made 60 calendar days following the Kick-off meeting. The Government review period will be 15 days which includes an on-board review at the installation. It is intended that all Government review comments will be provided the contractor at the on-

board review meeting. This submittal is to review the Land Use Plan for broad direction, focus, format, and general content.

4.2.2 The second submittal will be made at the 65% stage. It will consist of the final draft narrative report with the selected cover design and with report graphics and photographs in final form and inserted into the text document. Preliminary blue-line prints of Maps will also be submitted for review. This submittal shall be made 60 days after receipt of Government comments on the 35% submittal. The Government review period will be 15 days which includes an on-board review at the installation. It is intended that all Government review comments will be provided the contractor at the on-board review meeting. This submittal will firmly set the direction, content, and format for the final report. The end of the Government review period will be the cut-off date for incorporating new information or providing major redirection to the contractor.

4.2.3 The third submittal will be made at the 90% stage and will incorporate all approved Government review comments from the 65% submittal. It will consist of the pre-final narrative report with print-ready cover and spine inserts, graphics, and photographs. Pre-final blue-line prints of Maps will also be submitted. This submittal will be made 45 days following receipt of Government review comments on the 65% submittal. The government review period will be 15 days. At the conclusion of the review period, Government comments will be faxed or express-mailed to the contractor for inclusion in the final document and map. This submittal is intended to be the final review before printing of the report and plotting of the D- and I-series Maps. Only minor editorial or content changes should be made at this point. Upon incorporation of these comments the contractor will proceed with printing and plotting the final documents.

4.2.4 The fourth and final submittal will be made 30 days after receipt of Government review comments on the 90% submittal. The contractor will deliver the final Land Use Plan report, mylar plots of D- and I-series Maps, AutoCAD files containing the report graphics and Maps, and Microsoft Word 6.0 files containing the narrative text, and a CD-ROM containing the report photographs. (Alternatively, all report products, including the text, graphics, and photographs, can be delivered on CD-ROM.

5.0 PROJECT SCHEDULE. The total number of calendar days allowed for completion of this contract is 245 calendar days, 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 office of any circumstances that would affect completion of this delivery order within the time specified.

<u>EVENT</u>	<u>DAYS FROM NTP</u>	<u>CALENDAR DATE</u>
1. Notice to Proceed (NTP)	0	
2. Kick-off Meeting	5	
3. 35% Complete Submittal	65	
4. Government Review	80	
5. 65% Complete Submittal	140	
6. Government Review	155	

- 7. 90% Complete Submittal 200
- 8. Government Review 215
- 9. Final Submittal 245

**5.1 DELIVERABLES.**

<u>SUBMITTAL</u>	<u>DELIVERABLES</u>	<u>TO</u>
35% Complete	5 color photocopies of report 5 monochrome photocopies 5 blueline prints of Maps	Installation
65% Complete	5 color photocopies of report 5 monochrome photocopies 5 blueline prints of Maps	Installation
90% Complete	5 color photocopies of report 5 blueline prints of Maps Original copy of print-ready text, graphics, artwork, photographs	Installation (Optionally, may be reviewed at contractor's office)
Final Submittal	25 color photocopies (or offset printed copies) of report 1 Set 3½" computer disks with narrative in Microsoft Word 1 Set 3½ disks (or data tape) of AutoCAD graphics files and .DWG Map files Original photo prints or slides and 1 CD-ROM with digitized photographs All other original materials and artwork 1 set blueline prints of Maps 1 set mylar laser plots of Maps 5 color photocopies (or offset MAJCOM printed copies) of report 2 blueline prints of Maps	Installation

**5.2 VISITS AND MEETINGS.** The contractor will attend a kick-off meeting and all review meetings at the installation. The installation Point of Contact will schedule and provide space for all required meetings.

**5.2.1 KICK-OFF MEETING.** A kick-off meeting will be held at HAFB within 5 working days of Notice to Proceed. The purposes of this meeting are to:

- a. Review the project statement of work 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:

**Contracting Officer**

**Name:**

**Address:**

**Telephone:**

**Fax:**

**Technical Point of Contact:**

**Name:**

**Address:**

**Telephone:**

**Fax:**

**Paying Office:**

**Organization and Office Symbol:**

**Address:**

**Telephone:**

**Fax:**

Appendix A

**LAND USE PLAN  
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