



**AIR
FORCE**

ATTACHMENT 1



**STATEMENT OF WORK
FOR
WORLDWIDE
INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)
ARCHITECTURAL & ENGINEERING (A-E) SERVICES**

3 DEC 01

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**STATEMENT OF WORK
FOR
WORLDWIDE INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ)
ARCHITECTURAL & ENGINEERING (A-E) SERVICES**

1. GENERAL:

1.1. Scope:

The work required under this indefinite delivery, indefinite quantity (IDIQ) contract consists of furnishing all services, materials, supplies, plant, labor, and transportation, and performing all work necessary for the production of the deliverables described under each task order (TO) issued under this contract. All references to **A-E** or **FIRM** shall apply to the architectural, engineering and planning services contractor and all consultants and/or sub-contractors hired by the FIRM. Disciplines which may be required include architects, landscape architects, interior designers, publication writers/editors, technical writers, graphic artists, engineering disciplines typically associated with facility design and construction, cost estimators, specification writers, CADD technicians, GIS analysts, planners, urban designers, economists, and housing market analysts. All other references herein to "contractor" refer to the entity that is or will be performing the associated construction effort.

1.2. Task Orders:

As requirements are identified by AFCEE/DC (DC), TOs will be issued by the Contracting Officer (CO) to perform the required services. A meeting with the CO (311 HSW/PKOA) and the Technical Project Manager (AFCEE PM) to discuss the TO requirements and procedures is recommended. The general format and information contained in a TO is at Atch 3.

1.3. Services Overview:

Individual TO's may request the following types of services as discussed in detail in paragraph 3:

1.3.1. Other Services

1.3.2. Title I: Design Services

1.3.3. Title II: Construction Surveillance

1.4. Construction Cost Limitations:

The TO will establish the project construction cost limitation, if any. The FIRM must design all projects within the construction cost limit (CCL). **The FIRM shall take all**

practical precautions to prevent disclosure of the construction cost or any other information which might provide prospective contractors, manufacturers, or suppliers with a bidding advantage. If the FIRM determines at any time that this cost limitation is inadequate to accomplish the construction within the specified limitations, they shall notify the CO, in writing, briefly explaining this determination. In this case, all current investigation or design shall cease until the Firm submits a recommendation for cost reduction to the CO. Investigation or design shall continue only after the receipt of such instructions from the CO.

1.5. Miscellaneous Responsibilities:

All required presentations, interviews, meetings, etc., with Air Force offices during project development shall be arranged and managed by the FIRM provided prior concurrence has been obtained from the AFCEE PM. Prepare and distribute minutes of all meetings to all attendees within seven (7) calendar days after the meeting or conference and shall comply with all other response times listed.

1.6. Lines of Communication:

Communications between the FIRM and the Air Force customer normally follow one of two paths, formal and informal. Both lines are necessary to accomplish the tasks required under each TO. Formal lines of communication for the Air Force shall always be in a typed form and signed or released by the CO or the AFCEE PM. Formal lines of communication for the FIRM shall also be in a typed form and signed or released by the FIRM's designated point or points of contract. Use formal lines of communication to transmit submittals and acknowledge directives, requirements and criteria, or in the case of the Air Force to modify the TO, concur with all submittals (except the Final documents submittal) and transmit submittal review comments.

Informal lines of communication include telephone, facsimile, E-mail, unsigned notes, interviews, site reviews, and submittal review conferences. Use informal lines of communication to discuss specified requirements and clarify existing criteria. Informal lines of communication can not and shall not be used to obligate the Air Force in any way; to circumvent established authorities and written directions; or to establish new requirements. Document all informal discussions and information transfers by confirmation notice, transmittal sheet, notes from a site interview, telephone call memorandum, and minutes from a review conference. Provide this documentation to the AFCEE PM and others as listed in the TO as follows:

1.6.1. Conference Call and Telephone Call Records: Provide copies of these documents every month, except time-sensitive records shall be provided within 3 business days.

1.6.2. Notes from Site Interviews and Discussions: Provide copies of these documents as part of the next Design Analysis submittal.

1.6.3. Transmittal Sheets: Provide these sheets with each transmittal of information to or request for information from the Air Force.

1.6.4. Confirmation Notices: Provide these notices with each receipt of drawings, documents, or written information from the Air Force, and with receipt of each Request for Proposal (RFP) and directive from the CO.

1.6.5. Conference Minutes: Provide minutes within seven (7) days following each review conference.

1.7. Project Location:

TO's under this contract may be issued for any military installation within the 48 contiguous states and any overseas installation. All references to a "Civil Engineer" in this Statement of Work (SOW) or any TO under this SOW shall be understood to mean the local base engineering office responsible for the real property and facilities in which the Air Force component resides.

2. PROPOSALS:

2.1. Pre-Proposal On-Site Survey:

2.1.1. The Survey: The FIRM is strongly encouraged to conduct an on-site survey prior to submitting a proposal; however, the FIRM is not obligated to do so. Regardless of the FIRM's decision to conduct or not conduct an on-site survey, the CO will answer questions and provide requested information, if available, to assist the FIRM in submitting its proposal. However, the FIRM shall be solely responsible for ascertaining the nature and conditions of the work that might affect the cost of services. Failure by the FIRM to do so shall not relieve it from the responsibility for successfully completing the work at no additional cost to the Air Force. If the FIRM elects to visit the site prior to submitting its proposal, the CO, AFCEE PM, or a designated representative must accompany the FIRM.

2.1.2. Back-Up Information: In addition to the on-site survey, the FIRM is also encouraged to become thoroughly familiar with the existing conditions and all back-up information affecting the services to be provided. Back-up information such as record drawings, specifications, and previous studies or analyses, if available, may be obtained from the Civil Engineer.

2.2. Clarifications:

Questions regarding the TO, or the proposal should be resolved prior to submission of the fee proposal. Submission of the proposal shall be interpreted as the FIRM's understanding of and agreement within the conditions of this SOW and the TO.

2.3. Proposal Submittal:

2.3.1 Quality Control Plan: The FIRM is required to submit their internal quality control plan at the beginning of this indefinite delivery/indefinite quantity contract for approval. The approved plan shall serve as the quality control standard for each TO.

2.3.2. Task Orders: The CO will forward to the FIRM a Request for Proposal (RFP) that will include a TO Statement of Work and a Listing of Required Actions. The Firm shall prepare and deliver the proposal and the completed Listing of Required Actions (see par. 3.1. and Atch 1) to 311 HSW/PKOA at Brooks AFB, TX. Each proposal shall include: a 3-1/2" floppy disk containing the hours and rates for each grade and type of worker proposed for the task as specified in the Basic Contract, a proposed schedule of drawings for each phase of design, and a list of other direct costs (ODC's). Submissions by e-mail are acceptable. Ensure the same information that would be on the floppy disk is sent in file form in the e-mail. If a new worker type must be added to the spreadsheet, identify the worker by "bolding" the type, grade and hourly rate. If the FIRM's proposal is acceptable, the TO will be awarded. If further negotiation is required, the FIRM will be notified.

2.3.3. Labor Structure: Submit, as part of the initial proposal for this contract, a Summary of Costs spreadsheet, see attachment 5, containing the discipline, and level/grade (i.e. mechanical engineer, Sr. ME, Chief/Principal ME) of personnel generally to be used (architects, engineers, spec writers, cost estimators, clerks, draftsman, etc.), as well as (A) Direct Labor costs, (B) Material costs, (C) Travel costs and (D) Other costs. This format shall be used for all future TO proposals. Submit also the detailed cost estimates for A - D. Disk media shall be 3-1/2" floppies formatted for a DOS system. Also provide hard copies of this information in the quantity requested in each RFP or if requested by the CO.

2.4. Project Research:

Research all project information and become thoroughly familiar with the existing conditions and all back-up information affecting the services to be provided. This includes site investigation, drawings research, specifications, project files, design analyses, microfilmed material, etc. Visually inspect all areas scheduled for demolition and ensure that the AFCEE PM is aware of any unusual conditions such as asbestos, phone lines, mandatory closures, etc. Neither AFCEE nor Civil Engineer personnel will perform research for the FIRM, unless specifically noted in the TO. Once the FIRM has located the desired information, the Civil Engineer will provide photocopies and blue-line prints at no cost to the FIRM. The FIRM is advised that the Civil Engineer may have to send copying requests for large documents and/or large quantities of printing to the base print shop for reproduction and as such, may take several days to complete.

2.4.1. As-Built Drawings: Research the record drawing files in the Civil Engineer's office for any information and data needed prior to and during design. The amount of drawings may be very numerous, and the search could take several hours or possibly require several visits to the drawing storage vault. Drawings may also be available in an electronic media. Provide the FIRM's own formatted CD's/diskettes to record any electronic data.

2.4.2. Drawings Removal: Original drawings may not be removed from any drawings vault or storage room without the written consent of the Chief, Engineering Flight of the Civil Engineer. The FIRM is advised to prepare a drawings removal consent form in advance of visiting the Civil Engineer if this action is anticipated.

3. REQUIRED SERVICES:

3.1. Listing of Required Actions (LRA):

The Air Force shall furnish an LRA (Atch 1) to the firm. The LRA shall contain the approximate TO completion date. Complete the remainder of the LRA form and submit it as part of the proposal. The exact LRA dates shall be determined during the TO negotiation. The negotiated dates of the LRA will be affirmed or corrected by the CO and will become an integral part of the TO. Only the Contracting Office can authorize changes to negotiated dates.

3.2. Description of Services:

Each of the services and actions that may be required as a TO is listed below. If the FIRM does not understand or agree with the requirements, they shall contact the CO for clarification **prior to submitting the proposal**. The Air Force's receipt of the FIRM's proposal shall be construed as agreement with and understanding of the requirements.

3.2.1 Other A-E Services: Perform advanced planning services such as installation and facility programming and planning of Military Family Housing and studies to include but not limited to Housing Community Profiles (HCP) and sub-area development plans. development plans shall include cost estimates required for execution, feasibility studies required for alternative program recommendations, and economic studies associated with programs recommended by the HCP and the Air Force. These studies may include pro forma, other economic analyses for projects considered for privatization, Housing Market Analyses (HMA), and may include updating both Installation & Air Force Housing Master Plans. Work may also include renderings, technical field investigation and survey requirements, field reconnaissance and surveying, and engineering information and design data and other project specific work. Finally, the FIRM may be required to perform environmental studies and energy analyses associated with a construction project. Other professional services not necessarily connected with a specific construction project may also be required.

3.2.1.1 Community Planning and sub-area development plans: Perform all required field studies, planning studies, housing requirement studies, long term improvement/replacement plans with all associated alternative and economic/feasibility planning documents. The documents will be used as a tool to aid installations with their program planning and execution.

3.2.1.2 Housing privatization efforts: Perform studies required for initiation and execution of housing privatization projects, such as, but not limited to, pro forma, economic analysis, and market analysis. The FIRM shall further assist in these efforts by participating in industry forums, preparing RFPs and the preparation of other documents required for the privatization process. The FIRM may be required to: Serve as an advisor during source selection; develop comparative technical analysis of proposals; and assist in briefings. Since privatization initiatives are still in early stages, each TO under this contract will detail specific requirements.

3.2.1.3. Technical Investigation Services: The FIRM may be required to perform services such as: field and topographic surveys; utility location and capacity analysis; toxic and hazardous material surveys; geotechnical investigations; interior and exterior concept studies. Perform all field investigations and research necessary to ascertain all existing conditions affecting the design and project construction. An excavation permit, AF Form 103, shall be obtained from the local Civil Engineer prior to any excavation or drilling in connection with a design project. Follow all local rules and coordination requirements necessary to obtain this permit including coordination within the Civil Engineer organization, prior to performing any drilling and excavation activities.

3.2.1.3.1 Technical Field Investigation and Survey Requirements: Perform all work required to obtain the engineering information and design data necessary for accomplishment of the contract documents for the project. This shall include, but not be limited to, field reconnaissance, surveys, site investigations, and any required travel.

3.2.1.3.1.1 Field Reconnaissance and Surveying: Make a complete survey of the project site recording existing topography, terrain features, utilities, streets, pavements, sidewalks, curbs and ditches: locations of existing trees, hedges and other obstructions such as catch basins, manholes, utility poles and fire hydrants. The survey shall also include an investigation of the new constructions affect on existing facilities.

3.2.1.3.1.2 Engineering Information and Design Data: Make subsurface soil investigations as required to support the design of the building foundation and shall provide all information and test data cited in the TO Scope of Work. Soil boring data and analysis shall clearly indicate the subsurface conditions and physical characteristics that will be encountered.

3.2.1.3.1.3 Technical Field Investigation and Survey Submittal: After the required information and other study/design support data have been obtained, submit a Technical Field Investigation and Survey Report to the CO for record purposes and for use in Design Services work. Technical Field investigation and Survey Reports shall present the following:

- (1) Discussion of the study and investigation
- (2) Topographical Survey Map of the project site
- (3) Soil boring and analysis report
- (4) Description of all plans and schemes considered for obtaining the desired results of the study
- (5) All drawings and sketches required to present and illustrate the details and results of the study
- (6) Required estimates of construction costs, including comparative costs for indicated alternate plans and schemes
- (7) Results, conclusions and recommendations

3.2.1.4 Environmental Requirements: Perform services such as, asbestos, lead base paint and other toxic and hazardous material use surveys that may or may not necessarily be connected with a specific construction project. All surveys and construction on air force bases shall comply with all federal, state, and local environmental laws and regulations.

3.2.1.5. Advanced Planning Services: The FIRM may be required to perform advanced planning services such as: Requirements and Management Plans (RAMPs); fact finding studies; visual analysis; facility condition/utilization assessment; site, environmental, traffic and/or facility studies and analysis; project criteria development and analysis; comprehensive plan preparation; sub-area development plans; and other pre-design investigations. Perform all field investigations and research necessary to ascertain all existing conditions affecting the service.

3.2.1.6. Comprehensive Interior Design Services (CID): The FIRM may be required to perform these services. CID is the designing, selecting, and developing the loose interior building materials, finishes, special effects, and furnishings for an integrated visual design theme. Furnishings include loose furniture, systems furniture, graphics, wall hangings, waste receptacles, chalk and tack boards, refrigerators, ranges, microwaves, entry directories, and other similar items.

3.2.1.7. Other Professional Services: The FIRM may be required to perform services not associated with a specific construction project. These services may include: standards development, policy and regulation development, preparing facility design guides, handbooks, tutorials and pamphlets; preparing, revising and editing Air Force Civil Engineer publications; assistance team participation; landscape design; resource study and analysis; renderings, graphics and drafting (including Computer Aided Design and Drafting (CADD) and/or Geographic Information Systems (GIS) and digital media/file translation; conference organizing; Project Evaluation Review Technique (PERT) and Critical Path Method (CPM) schedule development; time/material/labor/cost estimates; energy analysis; HMAs and HCPs; planning and urban design, noise studies, preparing schematics, standard or definitive designs, development of grounds maintenance standards, development of specialized landscape guidance and training tutorials; construction detail development; other similar professional services.

3.2.2. Title I Services: These services include production of designs, plans, drawings, design analyses, cost estimates, specifications required to execute a site specific construction project. Included under Title I services are Project Definitions as defined in the USAF Project Manager's Guide for Design and Construction, Chapter 5, dated 1 June 2000, design charrettes, existing building condition plans, structural interior design (SID), landscaping, irrigation design, value engineering, and pre-wired work station design, and reviews of all of the above products and services. SID is the design aspect that ties the exterior of the facility into the habitable space and includes selection of all visible interior materials and their colors, pattern and textures.

3.2.3. Title II Services: Periodic or full construction review services may be required and are covered in paragraph 12 below.

3.3. Pre-Design Conference (Design Charrette):

Upon approval from the CO and not later than the date scheduled on the LRA, arrange a meeting with appropriate Air Force personnel having input affecting the project to finalize the project requirements, scope, cost, and criteria. Hold this meeting at a location designated by the AFCEE PM.

3.4. Description of Submittals:

The submittals that may be required for any particular TO generally include those described in the following paragraphs. Where this SOW does not describe a particular submittal, the TO will include the required submittal's description. The Air Force will review all submittals.

3.4.1. Findings and Recommendations (F&R) Report: This report is an advanced planning or other services activity. Its purpose is generally to gather justification and assimilate criteria for an upcoming design project, or to begin the

various efforts necessary to perform the other services task. Upon completion of the field and other preliminary investigations but not later than the date scheduled on the LRA, submit the *Findings and Recommendations Report* to the CO. Such report shall consist of at least two parts, as follows:

3.4.1.1. Findings: For project designs, clearly and briefly state the findings and results of interviews, governing codes and regulations, parametric cost estimates, and requirements. Include, as required, drawings, photos, or other pertinent data to support these findings. Confirm as part of the report that all areas scheduled for demolition have been visually inspected. For other services work, clearly and briefly state the findings and results of interviews, literature searches, applicable criteria, governing codes, regulations, and other informational sources that must be used to justify and guide the development of the other services product.

3.4.1.2. Recommendations: Clearly and briefly state all recommendations concerning the design or other services work. Specifically address the design scope and cost limitations within these recommendations. Include preliminary sketches of the proposed solution and information on manufacturer's products, major features and types of materials selected, and other information to support the recommendations. If, in the FIRM's opinion, any of the scope limitations of the project will be exceeded, recommend changes to conform to the limitation. Other considerations, such as changes to the design schedule or construction time must be addressed as part of the recommendations. Also address all appropriate components of building systems to include planning, landscape, civil, architecture, structural, mechanical and electrical. This report shall be the combined efforts of the FIRM and all consultants.

3.4.1.3. F&R Report Format: As a minimum, provide a hard stock cover for the report. The first page behind the cover shall contain the appropriate project title, project number, project location, the IDIQ project number, TO number, firm name(s), AFCEE PM name, preparer's name, and phone numbers. Include a coordination block for signatures from the following organizations as appropriate.

- (a) Using Agency
- (b) Building Manager(s)
- (c) Fire Department
- (d) Communications Officer
- (e) Ground Safety
- (f) Security Police
- (g) Community Planner
- (h) Operations
- (i) Environmental Engineer
- (j) AFCEE PM

3.4.1.4. Other Required Documents: Prepare and submit any required AF Form 332's (Work Request) and DD Form 1391's (Programming Documents) as may be required to justify and program the project with the F&R Report.

3.4.1.5. Cost Estimates: Include with the F&R Report parametric cost estimates prepared either on the AF Form 3052, Construction Cost Estimate or other similar form identified in the TO. If the service is design work, present the cost estimate also on AF Forms 1178, 1178A, and 1178B, Project Cost Estimate Work Sheets.

3.4.1.6. Report Format Details: Prepare in an 8 1/2" x 11" format. Bind this and all other non-drawing documents with plastic finger stock material similar to General Binding Corporation (GBC). The general format of the report shall be as noted below. The format may be altered to fit the particular deliverable, provided concurrence from the AFCEE PM has been obtained prior to proceeding with any alternative format.

- (a) Cover
- (b) Title page
- (c) Executive Summary including purpose, facts, recommendations and line item cost (limited to one page).
- (d) Introduction and Purpose of the report.
- (e) Findings, Analysis, and Alternatives
- (f) Recommendations Conclusions
- (g) Appendix (calculations, graphs, soil reports, field notes, pictures, AF Form 332, DD Form 1391, detailed cost estimate, etc.)

3.4.2. Preliminary Documents Submittal: When required, make this submittal no later than the date scheduled in the LRA. Include, as a minimum, drawings and written data sufficient to fix and describe the size, character, auxiliary systems, and other essentials necessary to explain the design or progress of the service. Briefly describe materials or products proposed for major elements, broken out by manufacturer or type, in an outline specification. Submit one complete technical section of the specification or representative sample of the final product to illustrate the FIRM's understanding of the final specifications or product format. In addition, preliminary design calculations, the AF Forms 3052, and 1178's are required.

Use those documents intended for use as final documents, where practical, to minimize duplication of effort and expedite completion of the design or final product.

3.4.2.1. For facility additions, alterations, new facilities and systems, CID and SID, and similar projects that will affect exterior or interior appearances, provide a minimum of **three (3) conceptual alternatives** reflecting variety in finish materials, decor scheme, color, texture, etc., at the Preliminary Documents Submittal. To

appropriately assess the alternatives, develop a methodology and ranking system reflecting the advantages and disadvantages of each scheme and materials selected. Use the developed methodology on which to base the final recommendation. The developed methodology shall include rating criteria such as field observations and findings, interviews, material characteristics, material behavior, functional influences, etc. Present these concepts as a means of obtaining approval of the appearance features. The number of presentations will be defined in the TO.

3.4.3. Intermediate Submittal (50% Design): When required, submit an intermediate design package no later than the date scheduled on the LRA and shall include the following as a minimum:

- (1) Drawings: (a) Cover sheet, drawing index, site plan, and location plans showing how each unit type fits in and interrelates with other unit types, (b) Existing/demolition plans (including phasing) at 1/4" scale for each of the unit types, (c) New plans at 1/4" scale for each of the unit types, including sections, elevations and details, by discipline.
- (2) Specifications: Include index and mark-up of all sections, using a national guide spec.
- (3) Design Analysis: Describe elements of preliminary design only. Document any FIRM concerns requiring Air Force resolution. Provide preliminary descriptive catalog cuts to support design to this level. Preliminary cost estimates for each unit type and total for the project. Give recommendations for additives, if necessary.
- (4) First Draft Color Boards: Submit exterior and interior color boards showing all proposed finishes and colors. The boards shall illustrate colors and materials proposed for use in the project. Submit to all Air Force reviewers.

3.4.4. Advanced Final (90% design) Construction Documents Submittal: The A-E shall make the submittal not later than the date scheduled on the LRA in final form. Required documents for design projects include:

- (1) Schedule of Drawings
- (2) Schedule of Items
- (3) Construction Drawings
- (4) Schedule of Submittals
- (5) Construction Specifications (plastic finger bound)
- (6) Construction Cost Estimate Breakdown, AF Form 3052, and AF Forms 1178, 1178a, and 1178b
- (7) Estimate of Construction Contract Time, including phasing schedules if required.
- (8) Design Analysis and Calculations with manufacturer cut sheets of selected products assembled in order of submittal register. Again, confirm that areas scheduled for demolition have been visually inspected.

(9) Finish Materials Display Board. First draft of the finish selections shall be presented to the AFCEE PM, the Base Civil Engineer, and Using Agency not later than the intermediate design submittal.

(10) The Construction Drawings and Specifications shall be suitable for reproduction and distribution for competitive bidding without a Contractor visiting the site.

3.4.5. Final (100% design) Construction Documents Submittal: Make this submittal no later than the date scheduled on the LRA in final form. Required documents for design projects include:

- (a) Schedule of Drawings
- (b) Schedule of Items
- (c) Construction Drawings
- (d) Construction Specifications (plastic finger bound)
- (e) Construction Cost Estimate Breakdown, AF Form 3052, and AF Forms 1178, 1178A, and 1178B
- (f) Construction Contract Timeline. Include as a minimum the following estimated dated milestones: award, notice to proceed, mobilization, construction schedule (CPM), submittals, long lead-time equipment and material items, utility outages, road closures, weather delays authorized by contract, and any additional items that might hinder normal operations at the project site, pre-final punch, commissioning, construction completion. Identify on the estimate form specific dates when the contractor can not work. Also list specific dates of schedules to meet user requirements.
- (g) Design Analysis and Calculations with manufacturer cut sheets of selected products assembled in order of submittal register. Again, confirm that areas scheduled for demolition have been visually inspected.
- (h) Schedule of Submittals
- (i) Color Board: Present the color boards to the AFCEE PM, the Civil Engineer, and others as listed in the TO no later than the intermediate design submittal.
- (j) The Construction Drawings and Specifications shall be suitable for reproduction and distribution for competitive bidding without a Contractor visiting the site.

3.4.5.1. Constructability Review Certification: Submit a draft of the certificate below for review. Furnish the following statement signed by the A/E Project Manager and by any and all technical consultants used for review of this project with the Final Construction Document Submittal:

Constructability Review Checklist

Proj #:
Project Title:
Base:
Contract Number:

We confirm that the completed design drawings, specifications, data and other documents in the final submission documents have been reviewed and are fully coordinated. The work shown by the documents can be built as drawn, effectively marketed and shall result in minimum change orders as noted below.

Initial:
A/E-PM & Quality Control Manager

_____ Documents are technically accurate and professionally prepared and the design represents economical use of materials.

_____ Documents are fully coordinated between disciplines and between the drawings and the specifications.

_____ Plans and Specifications are clear, complete, nonproprietary, and tailored to this specific project and site conditions.

_____ Documents do not contain requirements for "special order" materials, long lead materials, or nonstandard construction techniques unless specifically required for this project.

_____ The Cost Estimate is accurate, complete, and reflects the work represented by the construction documents.

Signature:
A/E Project Manager _____
Date _____

Signature:
A/E Quality Control Manager _____
Date _____

For services that are not designs, this submittal shall include all the elements and products that are required to complete the TO. This submittal, also referred to as the "unchecked final submittal", shall be complete in all aspects from the FIRM's point of view, without installation coordination signatures.

3.4.6 Final Document Submittal: Make this submittal not later than the date scheduled in the LRA. Incorporate in these documents any corrections to the Advanced Final Documents Submittal. Ensure final drawings, documents, or required product(s) have all required coordination signatures, except those within the Civil Engineer's organization, prior to submission.

3.4.7 Color Graphics: The final document submittal shall include a professionally produced and framed color rendering of the proposed project design when required in the TO. The frame is to be either bronze or natural anodized aluminum similar to the "Classic Line", as manufactured by Easco Aluminum of North Brunswick, NJ, with 1/8" non-glare, non-yellowing, Plexiglas (or equal), complete and ready for hanging. The color rendering shall be at least 20" x 28" overall. In addition to the original framed rendering, the AE shall provide the following: two full-size color photographic prints of the rendering mounted and framed under the same requirements as the original rendering; five (5) full-size (20" x 28") color photographic prints; five (5) 8" x 10" size color photographic prints; five (5) 35MM color slides; two (2) duplicate color negatives of the rendering.

3.5. Submittal Review:

All submittals will be reviewed by the Air Force and the procedures described below will apply. Not later than the dates specified in each TO, the AFCEE PM will provide the FIRM with copies of the review comments or marked up drawings and documents. If necessary, and if requested by the FIRM, CO, or AFCEE PM, a submittal review conference will be held at the earliest mutually acceptable time to resolve questions arising from the submittal or review comments.

3.5.1. Comment Annotations: Annotate all Air Force furnished comments, noting either the intent to incorporate the comment's direction, or the FIRM's exception to any comments. Provide for every exception a brief but specific explanation of the exception. If the comment requires action other than that recommended in the comment, note the action the FIRM intends to take. Provide a copy of the annotated comments within seven (7) calendar days after either receipt of comments or attendance at the review conference, whichever is later.

3.5.2. Comment Actions: Make all noted corrections identified in the comments or on the marked up drawing/documents, provided Air Force comments and marks address work within the scope of the required services. If any comments or drawing marks add to, alter, or decrease the scope of services required, identify such to the CO for resolution. Upon resolution, any modifications to the design shall become an

integral part of the project requirements identified in the TO. If a submittal contains numerous errors or deficiencies, or does not meet the specified requirements, the FIRM shall re-submit corrected copies of the submittal. Each submittal must receive concurrence from AFCEE PM before proceeding to the next submittal point.

3.5.3. Internal Review Comments: Submit with each submittal, but separate from other documents, copies of the FIRM's own internal quality control review. The person preparing these comments shall be at a level higher than the person preparing the product or design. All comments from the FIRM's internal review shall have been incorporated into the submittal.

3.6. Distributions:

3.6.1. Transmittal: Distribute each submittal, annotated comments and minutes as required in paragraph 3.6.2. below (or as modified by the TO). Use the FIRM's standard transmittal letter. The transmittal letter shall identify the submittal being made and the TO number. Hand carry or deliver by overnight delivery service all submittals.

3.6.2. Copy Requirements: Deliver all submittals and annotated comments as described in the TO.

3.7. Responsibilities During Bidding and Construction:

3.7.1. Pre-Bid Opening: Upon acceptance of the Final Documents by the CO, the FIRM shall not be obligated to perform additional design effort without additional compensation, subject to FAR 52.236-22, and paragraphs 3.7.2 and 3.7.3. The FIRM shall not be required to attend pre-award site visits or pre-bid opening. However, the FIRM shall be required to provide in writing to the CO within 3 business days, clarifications to questions regarding the construction documents.

3.7.2. At Bid Opening: Make recommendations, and correct or adjust the project design, to include drawings, specifications, design analysis, and cost estimates, if the responsive and responsible low bid Current Working Estimate (CWE) overruns or under-runs the design CWE by 10% or more or \$10,000, whichever is greater. If the low bid CWE is within this "window," the Firm shall not be obligated to perform additional design effort without additional compensation. The design CWE is defined in par 6.3.

3.7.3. During Construction: Provide responses to job site concerns and prepare addenda, change orders and related cost estimates during construction provided these concerns, addenda, change orders, and estimates address design errors, omissions, and deficiencies *within* the TO scope of work at Final Documents submission. The FIRM shall not administer the bidding of construction, nor shall the FIRM inspect the construction unless so specified in the TO.

3. PREPARATION OF DRAWINGS:

4.1. General:

Prepare all drawings for Final Document Submittal on mylar sheets, sizes as stipulated in each individual TO. The drawings shall be drawn to appropriate scales and dimensioned completely and accurately. The FIRM shall also provide the drawings in digital format on floppy disks in accordance with the CADD standards of the Base where the project is located. Satisfactory demonstration of disks shall be required prior to final payment of the TO. Obtain all Government coordination signatures except those within Base Civil Engineering. Provide a schedule of drawings for each design project and obtain drawing numbers for each project from the local Base Civil Engineer. Drawing numbers are required on every set of drawings produced under this contract.

4.2. Drawing Requirements:

Adhere to the CADD standards of the Base Civil Engineer. Specific requirements such as title block completion, sheet numbers, section and detail referencing, etc., shall be in conformance with those standards also and shall be coordinated with the Base Civil Engineer staff. Submit all bidding documents in electronic format on CD-ROM. Two CD-ROM copies of the full contract documents shall be furnished, along with one CD-ROM copy that has all CADD layers collapsed, so drawings cannot be further modified. This disk will be used for hard copy reproduction. Failure to comply with these requirements will result in disapproval of the submittals.

4.3. Half-Size Drawings:

Ensure all drawings are of sufficient quality and readability to allow half-size reproduction of drawings, if required, for bidding or review purposes.

5. PREPARATION OF SPECIFICATIONS AND REPORTS:

5.1. General:

This section is applicable to all work under this SOW. One set of unbound original specifications and three photocopied sets stapled in the top left corner shall be required at the Final Documents Submittal. Specifications shall be typed in 12 point on 8-1/2" x 11" white, bond paper. The left margin shall be at least one inch.

5.2. Disks:

Provide all specifications and final reports on compact disks (CDs) in ASCII format, or if available, in word processing standards compatible with the Base Civil Engineer's standard. Also provide all Final reports to the AFCEE PM on CDs in ASCII format, or if available, in Microsoft Word for Windows 97.

5.3. Electronic Bid Solicitations:

Final products may be required to be produced in a format suitable for posting on the World Wide Web. These formats shall comply with the Tri-Services Guidelines. Products may be required to be posted on the FIRM's web site, the AFCEE web site, both sites or other web sites as specified in individual TOs.

5.4. Format for Specifications and Reports:

5.4.1. Cover: Use the standard covers for submittals, specifications and reports as shown in Atch 2.

5.4.2. General Format Concerns: Type documents (12 point, minimum) on 8-1/2" x 11" white, bond paper. The left and right margins shall be one inch.

5.4.2.1. Specification Format: The text numbering system, page numbering system, index, general format and nomenclature shall conform to the latest format of the Construction Specification Institute, 601 Madison Street, Alexandria, Virginia 22314.

5.4.3. Page Numbering: Consecutively number each page within each section beginning with page 1, at the bottom center. For example, the fifth page of Section 06100, would be "06100-5." Begin each section on a new page. Final reports shall also be consecutively numbered at the bottom center.

5.4.4. Applicable Publications: Include in the specifications only those referenced publications that are absolutely necessary to establish a biddable standard. All referenced standards must be on file in the FIRM's office in case of questions.

5.4.5. Nomenclature: References to the "Architect, Engineer, Owner, Client," etc., are not permissible. Use "Contracting Officer" wherever "Owner" or "Client" is referenced and use "Contractor" wherever "subcontractor" or "installer" is referenced in the specifications.

5.4.6. Grammar: Use complete sentences with correct spelling. Do not include "contract" language in specifications. Deal with the technical aspects of projects only.

5.4.7. Tolerances: Write specifications without words such as "match existing" or similar phrases that cannot be bid without further information and which cannot be enforced. If possible, the specifications shall state allowable tolerances. For example:

The door frames shall be installed with not more than 1/4" deviation from plumb, measured over the height of the frame", in lieu of, "The door frames shall be installed plumb."

5.5. Use of "Or Equal" Clauses:

Products or materials may be specified by describing the item to set an acceptable standard, or by specifying by brand or manufacturer's name, followed by the phrase "or equal." In the latter instance, more than one acceptable brand or manufacturer's name shall be specified. When using the "or equal" phrase, specifications shall state, "Product brand is for informational purposes only and shall not be construed as the only product available." In all cases, the product's salient features must be listed. Whether an item is specified descriptively or by name, maintain the literature upon which the design was based with the project file. Also, provide a copy of the same to the CO as part of the design analysis.

5.6. Finishes and Finish Schedules:

Specifications shall include the complete finishes and finish schedules. Wall, cabinet, counter tops, floor finishes and other decor items must include complete color selections and materials in the specifications. Submit a display board of colors and materials for approval to the AFCEE PM, the Civil Engineer, and others as listed in the TO, at the Preliminary Documents Submittal point as a minimum. Follow up submittals of the display board may be required to satisfy base criteria and obtain approval.

6. PREPARATION OF CONSTRUCTION COST ESTIMATE:

Provide a construction cost estimate for each design project and selected other services work. The level of detail for each submittal point is described below. Provide cost estimates that meet or exceed the level of detail described. Include a Summary or Recap Sheet, AF Forms 1178, 1178A and 1178B, and any back-up sheets with all parametric cost estimates (PCE) and detailed cost estimates that will substantiate the figures shown. All PCEs and detailed cost estimates must cite the source from which the information was obtained and its copyright date.

6.1. Preliminary Submittal:

Provide a PCE using the standard UNIFORMAT Subsystems format. Since the PCE will be used as a systems approach to cost estimating, it shall be put together from that standpoint.

6.2. Successive Design Submittals:

For each successive stage of design, submit an updated cost estimate with the appropriate level of detail as required by that particular submittal. If the review of the given submittal produces review comments that cause a significant change in the estimated cost, submit a revised estimate and price validation within 14 days of the

receipt of those comments or the review conference, whichever occurs first. The final detailed cost estimate, with labor and material breakout, shall include the use of the AF Form 3052, Construction Cost Estimate. Lump sum estimates must be limited to only minor items. Separate costs into those for:

- (a) New work
- (b) Repair and maintenance/upgrade work

6.3. Summary Sheet:

Use the format shown below for the Summary or Recap Sheet. (CWE means Current Working Estimate. It is the estimated or actual construction cost plus cost adjustments to account for inflation, local area cost differences, contingencies, and Government supervision and administration costs.)

Authorized Scope (per unit type*):	_____SF
Designed Scope (per unit type*):	_____SF
Authorized Construction Cost:	\$ _____
Designed Construction Cost (CWE):	\$ _____
Authorized Per Unit Avg. Construction Cost*	\$ _____
Designed Per Unit Avg. Construction Cost*	\$ _____
% Over/Under Authorized Per Unit Cost*	_____%
Authorized Max. Unit Construction Cost*	\$ _____
Designed Max. Unit Construction Cost*	\$ _____
% Over/Under Authorized Cost:	_____%
Building (to 5' Line): New	\$ _____
Building (to 5' Line): Repair/Maint.	\$ _____
Site Work (outside 5' line): New	\$ _____
Site Work (outside 5' line): Repair/Maint	\$ _____
Demolition	\$ _____
Environmental Abatement	\$ _____
Overhead and Profit	\$ _____
Total Estimated Construction Contract Cost	\$ _____

* Required for Military Family Housing TO's

6.4. Backup Sheets:

Show as many construction item quantities and costs as possible at each stage of design. Obtain material quotes for specific and high cost items.

6.4.1. Primary Facility Costs: These costs are usually the building costs for the work to the 5-foot line. Items such as foundations and footings may be included by lineal foot, exterior walls by square foot, plumbing by fixture, etc. When aggregate items such as these are used, ensure a description is included in the cost. Contractor labor mark-up, taxes, overhead and profit may be included in the unit prices if a general note is added indicating percentage amounts that are included.

6.4.2. Site Work Costs: These costs are supporting work outside the 5-foot line. These costs must be estimated on a quantity contract unit price unless otherwise authorized by AFCEE PM. Basic lump sum costings are generally not acceptable when quantities can be readily calculated.

6.4.3. Special or Supporting Costs: If unusual design features or conditions are included in the project that materially affect the cost, attach a separate sheet to the backup material with sufficient explanation and cost information to support these special costs.

7. PREPARATION AND CONTENT OF DESIGN ANALYSES:

The Design analysis shall be bound on 8 1/2" x 11" paper, arranged by discipline and support all design decisions made through out the design. The analysis shall provide a narrative description of the key elements and features of the design. The design analysis shall include calculations, material cut sheets and explanations of any options considered. The design analysis shall also contain, as separate sections within the analysis, the cost estimate and all previous review comments annotated with action taken and a listing of any outstanding issues requiring resolution.

7.1. Supplemental Descriptions and Criteria:

The information provided in the paragraphs that follow shall be used at every submittal point to produce the various elements of a complete Design Analysis.

7.1.1. Purpose: The Design Analysis contents shall be used:

- (a) To provide a narrative description of the key elements and features of the design.
- (b) To provide the information, justification, and calculations of the design.
- (c) To provide the designer's thought process in the development of the design.

7.1.2. Specific Content: The submittal topics to be discussed in the design analysis are shown below. The format and organization within the outline are at the discretion of the FIRM. Include catalog cuts of proposed products where applicable. Updated the contents of the Design Analysis at each required submittal point to account for changes and corrections since the last submittal. Calculations need not be resubmitted at each point if the previously submitted calculations were complete and no corrections or changes were required. However, if calculations are not included with a subsequent submittal, the contents shall reference the submittal date, submittal title, volume number, and pages where the calculations may be reviewed. All calculations shall be included in the Final Documents Submittal.

7.1.2.1. Design Instructions, Confirmation Notices, Conference Call Records, and Minutes of Past Conferences: This segment shall be cumulative from the beginning of active design efforts to each submittal point. Do not include unrelated correspondence and transmittal letters.

7.1.2.2. Criteria: List all Air Force manuals, regulations, instructions, military handbooks, codes, design guides, comprehensive plans (CP), CP bulletins, and interior guidelines used by the FIRM for guidance in the project design.

7.1.2.3. Analysis Summary:

- (a) Describe the Scope of work.
- (b) Identify any violations of criteria which would occur if the project is constructed as described in the SOW/TO.
- (c) Recommend phasing of construction if required to meet user needs.
- (d) State reasons for selection of materials, components and systems.
Show actual design calculations with the appropriate discipline listed below.
- (e) Address the maintainability of all selected equipment. Provide detailed analysis in the appropriate discipline to indicate that all clearances are sufficient to permit service, removal and replacement.
- (f) Address life cycle cost considerations. Where applicable, show balance of initial cost with operating and maintenance costs over the anticipated life of the facility or system.

7.1.2.4. Architectural: Discuss:

- (a) Link to the CP.
- (b) Architectural Compatibility.
- (c) Floor Plan, Elevations, Roofing, and Other Features.

- (d) Analysis of roof and wall materials used to achieve required thermal resistance.
- (e) Handicapped accessibility.
- (f) Structural Interior Design (SID).
- (g) Comprehensive Interior Design (CID).
- (h) Scope Calculation and Summary.

7.1.2.5. Civil: Discuss:

- (a) Landscaping.
- (b) Pavements.
- (c) Soils.
- (d) Site Drainage.
- (e) Site Utilities.

7.1.2.6. Structural: Discuss:

- (a) Codes used and controlling factors in design, e.g., wind, seismic, etc.
- (b) Discussion of at least two structural systems and cost/design justification for using the selected system.
- (c) Design calculations, either computer generated or manual, which support the selected design.
- (d) Foundations.
- (e) Superstructure.

7.1.2.7. Mechanical: Discuss:

- (a) Plumbing.
- (b) Heating Ventilation, and Air Conditioning.
- (c) Analysis of selected HVAC system based on cost/life cycle/design considerations.
- (d) Controls, Direct Digital Control (DDC), and Energy Management and Control Systems(EMCS).
- (e) Energy Studies.

7.1.2.8. Electrical: Discuss:

- (a) Exterior Electric.
- (b) Interior Electric.
- (c) Communications and CTV Systems.
- (d) Special Power

7.1.2.9. Energy Section: Provide designs, design analysis and energy reports in accordance with Engineering Technical Letter (ETL) 94-4, Energy Usage Criteria for Facilities in the Military Construction Program.

7.1.2.10. Fire Safety: Discuss:

- (a) Type of occupancy and construction.
- (b) Separation distances.
- (c) Fire fighting support, fire hydrant flow tests and locations.
- (d) Occupant load, exits, and travel distances
- (e) Zoning and treatment of each potential hazard.
- (f) Fire resistance of interior finishes and materials.
- (g) Mechanical/Suppression Systems.
- (h) Electrical/Detection and Alarm Systems.

7.1.2.11. Operability and Maintainability: Discuss these items at each submittal point. Update the contents of this element at each required submittal point to account for changes and corrections since the last submittal. Use Engineering Technical Letter (ETL) 88-4 dated 5 Dec 88, as the guide in discussing this segment.

7.1.2.12. Shielding, Special Sound Attenuation, Physical Security, Vulnerability to Terrorism, and Other Special Topics: Review and discuss these special topics with the AFCEE PM as they relate to the specific project and established criteria.

7.1.2.13. Site Surveys and Investigations. Review and discuss the need for and/or results of the following types of surveys and investigations: Topographic surveys, site and utility surveys, as-built surveys, soils investigations, construction permit requirements, asbestos surveys, lead based paint surveys, contamination surveys, etc. Some or all of this information may be a restatement of the F&R Report.

8. CONSTRUCTION PERMITS:

Assemble the data necessary for application of any required construction permits for each design project and selected other services work. This task shall include comparing the proposed project with the governing environmental regulations and preparing the necessary permit application documents as may be required by these regulations. Identify in the Design Analysis the following information concerning any construction permits:

- (a) Permitting authority (Federal, State, and/or local).
- (b) Type of permit required (construction and/or operation), who must obtain the permit and by when it must be obtained.
- (c) Procedure and time necessary to process permit application(s).
- (d) Fee schedule to include filing/application fees, charges for actual emissions and fees relative to testing of equipment.

8.1. Changes During Design:

Any proposed changes to the project that alter the waste streams, and/or the environmental impact of the project must be identified and all construction permit documentation corrected to reflect the new conditions.

9. PREPARATION OF BID SCHEDULE:

Provide a bid schedule for each design project. Coordinate the bid schedule with the CO and include a complete list of bid items and instructions for bidding and award.

10. DESIGN POLICY AND CRITERIA:

10.1 Design Policy:

The Air Force will furnish basic design criteria to the FIRM from which they shall develop and produce the project documents as described below. Suggestions that will improve the operational functions, enhance appearance, and prove to be more economical and advantageous shall be made at the appropriate review conferences.

10.2 Design Instructions:

The design shall incorporate the requirements as discussed in the pre-proposal and site visit conferences and the requirements of the publications listed below. The FIRM shall protect all such data or correspondence that is marked "For Official Use Only" against unauthorized use. Upon request from the CO, all Air Force-Furnished materials shall be returned to the AFCEE PM within 30 days.

10.3 Project Criteria:

The project design shall conform to the following criteria and applicable standards in effect at the time of the TO:

- 10.3.1 Residential Energy Evaluation Manual (If required--new construction only)
- 10.3.2 Air Force Family Housing Guide
- 10.3.3 ANSI B31.8 (1968) and B31.8b (1969) Gas Transmission and Distribution Piping Systems.
- 10.3.4 Council of American Building Officials (CABO) One and Two Family Dwelling Code.
- 10.3.5 Mechanical systems - ASHRAE and SMACNA Standards.
- 10.3.6 National Electric Code, NFPA No. 70.
- 10.3.7 National Electric Safety Code (ANSI C2).
- 10.3.8 National Fire Protection Association (NFPA 101) Life Safety Code.

- 10.3.9 Title 24 - HUD Part 3280 Federal Manufactured Housing Construction and Safety Standards (FMHSCC), with latest revisions.
- 10.3.10 Uniform Building Code (UBC).
- 10.3.11 Uniform Federal Accessibility Standard (UFAS).
- 10.3.12 Uniform Mechanical Code (UMC)
- 10.3.13 Uniform Plumbing Code (UPC).
- 10.3.14 Applicable State, City and County codes and regulations.
- 10.3.2 GOVERNMENT-FURNISHED INFORMATION AND MATERIALS:
The following information and materials will be furnished to the FIRM by the government for the execution of the project work:
 - 10.3.2.1 Project Location Plan.
 - 10.3.2.2 Utility Maps of the project site (electrical, sanitary sewer, storm drains, and water) as available for use as reference.
 - 10.3.2.3 Housing Community Plan.
 - 10.3.2.4 Standard reproducible mylar cover sheet and second sheet with preprinted title block.
 - 10.3.2.5 DD Form 1391.
 - 10.3.2.6 Command/Base Guidelines.
 - 10.3.2.7 Pricing Schedule and Time Schedule.
 - 10.3.2.8 Project Management Plan (PMP)
 - 10.3.2.9 Environmental Assessment.
 - 10.3.2.10 Base Construction Standards

11. SPECIAL CONDITIONS

11.1 Performance of Work:

11.1.1 Provide sufficient technical, supervisory, and administrative personnel at all times to ensure prosecution of the work in accordance with the delivery schedule.

11.1.2 Professional level skills and management practices are required in the performance of this contract. Accordingly, the FIRM shall establish an effective quality control program to ensure that the end product meets professional standards and complies with the contract requirements.

11.2 Project Coordinators and/or Managers:

11.2.1 Appoint a project coordinator or manager to serve as the single point-of-contact and liaison between the FIRM and the Contracting Offices or his representative for all work under the contract. Upon receipt of the NTP, immediately furnish the name of the designated individual to the CO, in writing, for approval. The project coordinator or manager are responsible for the complete

coordination of all work developed under the contract. All work shall be accomplished with adequate internal controls and review procedures which will eliminate conflicts, errors, and omissions, and ensure the technical accuracy of all designs, drawings, and specifications.

11.2.2 The CO's Technical Representatives for this project are AFCEE/DCM, 8107 13th Street, Brooks AFB TX 78235-5219. Any questions regarding the work under this contract should be directed to the CO.

11.3 Miscellaneous A-E Responsibilities:

Assist the AFCEE PM in making necessary arrangements and coordination with Air Force offices that are required during project development for all presentations, interviews, meetings, etc. All submittals shall be hand carried or delivered by overnight delivery service to the CO, the AFCEE PM, and coordinating agencies. Provide an agenda of all meetings one week prior to the meetings that shows the issues to be covered and decisions required of the CO. Unless otherwise noted, minutes of all meetings shall be prepared by the FIRM and distributed to all attendees within 5 business days.

11.3.1 Attend and participate in all design review conferences pertinent to the work under each individual TO.

11.3.2 Provide a record of all conferences, site visits, meetings, discussions, verbal directions, telephone conversations, etc., participated in by the FIRM or his representatives on matters relative to the contract and the work. These records, entitled "CONFIRMATION NOTICES," shall be numbered sequentially and shall fully identify participating personnel, date and time, subject discussed, and any conclusions reached. Forward a clearly legible copy of each confirmation notice within seven calendar days to the CO or his authorized representative and each agency listed in attachment 4, unless otherwise indicated. Record of Review Conferences may reference "attached annotated review comments."

12. TITLE II SERVICES:

12.1 General:

When required, the FIRM shall act as an extension of the Air Force's management team in providing design review, construction quality assurance, and management services. Provide complete staff support. For example, if the FIRM identifies a problem, which requires a response from the Contractor, the FIRM must bring the problem to the attention of the CO, listed in the contract, with an appropriate letter to the Contractor for the CO's signature. The offices for the FIRM's on site representatives shall be located in a building furnished by the Air Force.

12.1.1 Construction Quality Assurance: Perform construction quality assurance services for this project. Since the construction contractor is responsible for the quality of the constructed project, quality assurance services are those actions taken to assure that the construction contractor is fulfilling the obligations of the contract. While inspection of the work in progress is inherent in this determination, that is not the total extent of the service. Submittal reviews are also a part of this activity.

12.1.2 Construction progress monitoring: Monitor construction progress, recommend progress payments, attend construction management and review meetings, and prepare construction progress reports. The FIRM shall be fully conversant with the Contractor's network analysis system.

12.1.3 Claims Resolution: Assist in claims resolution.

12.2 Meetings And Conferences:

12.2.1 Weekly Construction Progress Meeting: Conduct weekly job-site meetings with the Contractor, and if appropriate shall include representatives of the CO and other interested parties, to discuss procedures, progress, problems, coordination, scheduling and other appropriate matters.

12.2.2 Monthly Construction Progress Meetings: Conduct monthly job-site meetings with the construction contractor, technical representatives of the CO, and other interested parties to discuss; progress, problems, coordination, scheduling and other appropriate matters. The Firm shall also conduct all required coordination meetings with Air Force agencies, and on-site contractors that affect work under the construction contract and ultimate Air Force use of facilities. The FIRM shall take minutes at each of these meetings and distribute transcripts to all participants including the CO and technical representatives of the CO within five (5) working days.

12.3 Project Files:

12.3.1 General: Maintain a filing system for all correspondence, submittals, shop drawings, reports, payments, contract changes, etc., and any additional files directed as by the CO.

12.3.2 Records of Contracts: Maintain at the job site, on a current basis, records of all contacts including all correspondence received or issued by the CO: all change orders and documents related thereto; Requests for Information (RFI); all records relating to shop drawings, samples, purchases, material, equipment; applicable handbooks; daily diary; and all other records related to this contract and construction work. Under this contract, deliver these records to the CO prior to final payment.

12.3.3 Log of site inspections: Maintain a log of all site inspections and include this information in the weekly reports to the CO as specified herein.

12.3.4 Written Records: Keep and maintain accurate and detailed written records of project progress during all stages of construction. Maintain a detailed daily diary of all events which occur at the job site or elsewhere which affect or may be expected to affect, progress. Utilize a bound log book, AF Form 1477 for these records. The CO will provide the form to the FIRM. All information required by AF Form 1477 shall be annotated. Each day's entry shall be signed by the inspector and submitted to the CO bi-weekly. The daily diary shall be available to the CO at all times and shall be turned over to the CO on completion of this contract.

12.3.5 Weekly Reports: Prepare and submit weekly reports to the CO on the status of construction, including updated copies of all logs maintained at the site for change orders, claims, submittal, inspections, minutes of the weekly construction progress meetings, actual versus scheduled percentage of completion (do not include materials bought and stored as part of the percentage of completion), etc.

12.3.6 Monthly Reports: Prepare and submit monthly reports on the status of construction to the CO. In addition to the items required for the weekly reports, the monthly reports shall also include the daily logs, A schedule update, financial update, progress reports, status of RFIs and modifications, and photographs.

12.3.7 Site Investigation Report: Maintain a site investigation report that lists every critical event such as strikes, material delivery to the job site, contract change negotiation delays, start and completion of events, work delays, product submittals etc.

12.4 Contractor's Network Analysis Schedule:

12.4.1 General: Monitor prompt submission of the Contractor's construction progress schedule, receive and review the Contractor's initial schedule submittal and forward it to the CO and the technical representative of the CO with a recommendation of acceptance or rejection within 10 working days. Receive and review Contractor schedule updates, which are required to be submitted with each request for payment, and recommend appropriate action. After approval, the schedule must be used as a tool to monitor progress. When major changes are made in the contract requirements or when time extensions are granted, the contractor must immediately revise the schedule based on the changed conditions. Progress payments can be withheld if the contractor has not furnished an acceptable schedule or revision to a schedule.

12.5 Monitoring Contractor Performance:

12.5.1 General: Ensure that the contractor pursues the work with such diligence that completion will occur within the specified time. As a minimum, provide a full-time, on-site, General Inspector to observe all construction work of the general contractor and his subcontractors to ensure substantial compliance with the contract requirements. Provide an on-site, administrative assistant to accomplish all typing, filing, distribution, taking minutes, etc. for documentation for the administration of this contract. Provide other on-site inspector personnel to observe civil/structural, mechanical, elevator, electrical, fire safety, hazardous material, and other specialized construction. Promptly list defects and omissions as they occur and forward a copy to the CO, contractor and the technical representative of the CO. Unsatisfactory work by the contractor is that work performed which is not in substantial compliance with plans and specifications and shall be deemed unacceptable.

12.5.2 Professional support: Provide professional support for on site staff in the disciplines required to augment on site inspection. Trips shall be scheduled to assure the site work, utilities, and the model units are properly constructed.

12.5.3 Unsatisfactory work: Promptly notify the CO and the technical representative of the CO in writing of any work that does not meet contract requirements. Advise the CO if the contractor fails to immediately correct deficiencies and omissions or to promptly remove, replace or correct unsatisfactory work.

12.5.4 Observe construction work by the Contractor and his subcontractors to ensure substantial compliance with contract requirements. Unsatisfactory workmanship that does not comply with contract requirements shall be promptly reported to the CO orally and in writing. If the contractor fails to remove, correct, or replace unsatisfactory construction work promptly, further action must be taken immediately. The particular action to be taken varies with the situation. In some cases, an increase in retainage and/or a letter to the contractor directing his/her attention to the problem and requesting a schedule of corrective action would be appropriate. In more severe cases, suspension of work on certain items or a stop work order for CO's signature may be required. In all cases, frequency of inspection shall be increased. The important point is that unacceptable workmanship shall be identified early, documented and cannot be allowed to continue. All correspondence with the Contractor must be through the CO.

12.5.5 Delay of Project: In the case of unsatisfactory performance, if it appears that the work is not progressing such that the project can be completed within the specified time, a "cure" letter shall be immediately prepared for the CO's signature and forwarded to the technical representative of the CO for processing. If the project is beyond the completion date and still not complete, a "show cause" letter shall be prepared.

12.6 Management & Inspection Services Staff:

12.6.1 General: Personnel named during negotiations of this contract shall be utilized for these services. In the event that any personnel named at the time of the CO's acceptance of this contract option are unable to perform their duties due to death, illness, resignation from the FIRM's employ, the CO's request for removal, or similar reasons, the FIRM shall promptly submit to the CO, in writing, the name and qualifications of a proposed replacement. No substitution shall be made without prior approval of the CO. Any approved substitutions shall be made at no increase in the hourly contract price; however, if the replacement provided by the FIRM is paid a lesser hourly wage or salary than the employee being replaced, a reduction shall be made in the hourly contract price equivalent to the difference in the wage or salary multiplied by the full-time equivalent work hours remaining in the contract for the affected position, plus overhead and profit attributed to the salary, for the period of vacancy. For purposes of contract price adjustment, wages and salaries referred to are those contained in the FIRM's contract.

12.6.2 Licensed Personnel: Registered/licensed Architects and Engineers shall provide the leading roles in the management effort for this project. Full-time inspectors shall perform the majority of the inspection work under the direction of an Architect or Engineer. A registered Architect or Engineer shall be in responsible charge at the job site.

12.6.3 Project Coordinator: Appoint a project coordinator to serve as a single point of contact and liaison between the FIRM and the AFCEE PM or the technical representative of the CO for all work required under the contract. The Architect or Engineer most actively involved in the project shall be the designated "Project Coordinator". Upon award of the contract, the FIRM shall immediately advise the CO, the AFCEE PM and the technical representative of the CO, in writing, of the name of the individual so designated. The project coordinator shall be responsible for the complete coordination of all work developed under the contract.

12.7 Job Site Relations:

12.7.1 General: Official dealings shall be with the Contractor and not directly with the subcontractors. Personnel shall not undertake to settle disputes or differences of opinion between the Contractor and his subcontractors, or between various subcontractors. Where differences of opinion exist between the FIRM's personnel and Air Force personnel, the differences shall not be discussed in the presence of the Contractor or subcontractors. The FIRM shall not disseminate any information concerning a specific project or any information that might be confidential, inflammatory, or derogatory. Generally, requests for information shall be forwarded to the CO; this is not to be interpreted as restricting the necessary flow of information

between the FIRM and the Contractor. The FIRM shall not issue oral instructions to, or make any agreements with, the Contractor or their representatives, which affect the work in a material way, or which may possibly result in a claim. The FIRM shall not assume the responsibility of the Contractor, particularly in the area of coordination of work to be performed by their subcontractors. In the event any differences arise between the FIRM and any construction Contractor, promptly inform the CO in writing, giving details of pertinent facts on both sides, applicable contract provisions and the FIRM's recommendation as to action to be taken by the CO. Promptly after receipt of the CO's interpretation, transmit it to the construction Contractor.

12.8 Contractor Payments:

12.8.1 General: Review all requests for payment, conduct specified payment/inspection meetings and recommend payment or rejection of progress payments to the construction contractor in accordance with the following:

12.8.1.1 Payment/Inspection Meetings: To expedite the payment process, establish a schedule for payment/inspection meetings, (by telephone or in person), to be attended by the project manager, designated inspector and the construction contractor. The designated inspector shall have the technical expertise to perform payment inspections. The payment/inspection meetings shall be completed prior to or during the meeting, thus ensuring timely inspections. These payment meetings should result in an agreement being reached on the amount of the construction-contractors payment.

12.8.1.2 Progress Payment Recommendations: Prepare progress payment recommendations monthly from site inspections and forwarded directly to the CO no later than three work days from the receipt of the contractor's invoice. This requires establishing the extent of acceptable in-place work, determining the amount of installed and non-installed materials, keeping track of current contract amount as may be changed by contract modification, keeping records of prior payments, and determining retainage to be withheld. The Contractor's invoice for payment should not be assumed as being a valid amount to recommend for payment. The recommendations must be arrived at by independent analysis. Payment for in-place work shall be made only for satisfactory in-place work. The CO will not pay for in-place work that is not acceptable.

12.9 Submittals:

12.9.1 General: Insist that the construction Contractor provide material submittals and shop drawings within a time frame that will permit appropriate review and action without delaying the project work. Check all submittals for completeness, technical accuracy, and compliance with contract requirements. Approve or reject each submittal accordingly. Approved and rejected submittals alike are to be transmitted

with AF Form 3000. Maintain an accurate log of submittals received and action taken. Submit a copy of this log to the CO with the weekly report.

12.10 Contract modifications:

12.10.1 General: Furnish assistance to the CO in administration of all modifications or changes to the construction contract without additional compensation (unless additional design effort is required and agreed upon by the CO in advance) including, but not limited to the following services:

12.10.2 Review: Upon receipt of any change suggested by the Contractor or CO, review the merit thereof and, if not found justifiable, recommend rejection to the Base Project Manager (BPM) and the technical representative of the CO. If believed reasonable, discuss the request with the CO, the BPM and the technical representative of the CO. If the CO concurs, the AFCEE PM shall notify the FIRM who shall then, within five working days, prepare and complete a request for proposal and cost estimate. The request for proposal shall be given to the CO for signature. Within three (3) workdays after successful negotiations with the Contractor, the FIRM shall provide the CO with the final modification package.

12.10.3 Estimates: All estimates prepared must have the following statement on them:

"This estimate was prepared as an independent Government estimate and has been checked for mathematical accuracy. The source used for estimating pricing on this modification/change order was _____."

12.10.3.1 Include a "ripple effect" statement identifying cost and time impact to the contract for the proposed construction modification. The estimate shall be signed and dated by the individual who prepared the estimate.

12.10.3.2 Quantity surveys and cost estimates shall remain the sole property of the Air Force, and shall not be made available to others for any purpose. The sale of takeoffs of quantities and costs to prospective bidders or estimators is prohibited. Take precautionary measures necessary to maintain the confidential nature of all estimates prepared under this contract. The General provisions of this contract govern subcontracting of estimating services.

12.10.3.3 Contract modifications which increase the contract cost cannot be approved, and should not be requested, unless funds are available to cover the change. Since this process requires time, early identification of the need for the change and strong coordination with the CO, the BPM, and the technical representative of the CO are essential.

12.10.3.4 Only the CO can approve a modification of contract requirements, regardless of whether there is a change in contract price.

12.10.3.5 Maintain a record of all contract modifications and submit copies to the CO with the weekly report.

12.10.3.6 Review all proposals received for the construction contractor, and assist the CO in negotiating a mutually agreeable settlement, subject to final approval by the CO. When requested by the CO, prepare a Technical Analysis.

12.10.3.7 The FIRM shall: determine if a change will extend or shorten the specified construction completion date; provide a network analysis schedule sub-network reflecting impact on construction schedules and all other work including appropriate time extensions for all change orders.

12.10.3.8 Prepare all change order documentation required for the CO's signature, unless otherwise instructed.

12.10.3.9 Maintain a separate schedule showing cost and status of all change orders, including date requested, date received, date negotiated and date issued.

12.11 Claims:

12.11.1 General: Review claims from the Contractor and render any assistance which the Air Force may require, including: furnishing reports with supporting information necessary to resolve the dispute or defend against the claim; assist in preparing and assembling the appeal file; participate in meetings or negotiations with the claimant; appear before the Board of Contract Appeals or court of law; provide other appropriate assistance.

12.11.2 Post-construction period claims: Provide claims services during the time prior to expiration of the 3 month period beyond the Air Force's completion and acceptance of construction as part of the basic contract services. Claims services provided after completion and the Air Force's acceptance of construction shall be provided as Post Construction Claims Services, as negotiated, in advance, between the CO, FIRM and Contractor, and as determined reasonable by the CO. Such Post Construction claims services will be only those services authorized by the CO by written modification to this contract.

12.12 As-Built Drawings:

12.12.1 General: Ensure the Contractor maintains a current set of hand-marked, as-built, blue line contract drawing prints on the job site, and that they are updated daily. Upon completion of the project, the Contractor shall provide the FIRM one set of these prints, legibly marked in red pencil, to indicate all changes, additions, deletions, etc., from the contract drawings. The Contractor shall transmit the blueline prints by letter certifying that the marked prints represent all the work performed in completing the contract. The FIRM shall review these marked up prints and if acceptable inform the Contractor through the CO to finalize the As-Builts.

12.13 Shop Drawings:

12.13.1 General: Upon receipt of material submittals and shop drawings, check them for completeness, technical accuracy, and compliance with contract requirements. Ensure that selections (color, style, finish, etc.) to be made and/or coordinated through the CO are performed timely and are accurately reflected on the shop drawing submittals prior to returning to the contractor. The FIRM shall notify the CO immediately if review and/or approval of any submittal in-hand is dependent upon information not yet submitted by the contractor. Mark the appropriate action taken on each submittal and transmit with completed AF Form 3000, to the technical representative of the CO and CO (within one week of receipt). Maintain accurate log of submittals received and action taken. Submit updated copy of this form to the CO with payment requests.

12.14 Replies To RFIs:

12.14.1 General: Within five work days, prepare written response and clarification and/or drawings as necessary to fully provide answers to the Contractor's written RFIs. The response shall be provided immediately to the CO and the technical representative of the CO.

12.15 Labor Standards:

12.15.1 Labor standards: Assist the CO in the enforcement of all Labor Standards Provisions of the construction contract. Interview employees of the Contractor and subcontractor(s) for proper classification and rate of pay as required by regulations issued by the Department of Labor implementing construction labor standards (29 CFR Part 5). Observe and report to the CO or BPM any disproportionate number of laborers, helpers, and apprentices to journeymen. Review all Contractor payrolls after receipt. Inform the contractor of violations and corrective action to be taken. Maintain a suspense system on all violations until resolved.

12.15.2 Labor compliance: In conjunction with the proper inspections, monitor contract labor compliance, perform on-site interviewing of selected employees, check for posting of wage rates and nondiscrimination notices, and fill out labor interview reports and forward to the CO with the inspection report. Direct the Contractor's attention to any apparent labor violations and inform the CO immediately.

12.16 Other Services:

12.16.1 Time Extensions: Analyze requests for time extensions, prepare findings of fact for extending or not extending time, prepare a letter to the construction Contractor for the CO's signature, and forward to the technical representative of the CO for processing.

12.16.2 Claims and Terminations: Prepare technical fact sheets on claims and terminations, prepare a final decision letter for the CO's signature, and forward to the technical representative of the CO for processing.

12.16.3 Substantial completion date: Establish the substantial completion date, prepare the substantial completion letter for the CO's signature, and forward to the technical representative of the CO for processing.

12.16.4 Final Inspection: Accomplish final inspection and testing of all systems pertaining to the construction project. Provide to the CO, the BPM and the technical representative of the CO with a complete list of all defects and omissions written throughout the project with the date of correction noted beside each item.

12.16.5 List of Defects: Provide the BPM and the technical representative of the CO with a complete list of all defects and omissions written throughout the project with the date of correction noted beside each item.

12.16.6 Correction of defects: After the final inspection, insist that the Contractor immediately correct the final defects and omissions. Maintain strong follow-up until all items are resolved and submit a report and a final payment recommendation to the CO, the BPM, and the technical representative of the CO.

12.16.7 Interpretation of drawings: Interpret and clarify the intent of the drawings and specifications as requested by the CO.

12.16.8 Warranty Listing: Obtain a listing of all materials and equipment covered by warranties complete with duration of the warranty from the construction contractor. Complete all actions required to ensure validation of all warranties.

12.16.9 DD Form 1354: Ensure that the DD Form 1354, "Transfer and Acceptance of Military Real Property" is properly prepared (or being prepared) and ready for project close-out.

12.17 Photography:

12.17.1 General: Provide high quality color photographs, that are in sharp focus, at locations directed by the BPM. Label each photograph with a description of what the photo is taken of, its location, name and location of building, Contractor's name, Project Number, and date taken. Affix typed information on the reverse side of each photograph using a self adhesive type label. Photographs are required as follows:

12.17.1.1 Monthly: A minimum of twenty, 3 inch by 5 inch separate color photographs (reproduced in duplicate) of on-going monthly construction. Maintain one set in the project file. Provide photographs and negatives to the BPM at each monthly progress meeting. Include photographs of all modification work. Photos are to be mounted 4 to a side, front and back, in standard 8 1/2" x 11" plastic, 3 hole, document protectors.

12.17.1.2 Final: At substantial completion of each phase, provide three 8 inch by 10 inch photographs (reproduced in duplicate) and their negatives to the BPM and the technical representative of the CO.

12.18 Limitations Of Authority:

12.18.1 General: Certain actions are reserved for the CO. The FIRM shall not:

- (1) Authorize deviations from the contract documents.
- (2) Approve substitute materials or equipment.
- (3) Assume any of the responsibilities of the Contractor's superintendent or of subcontractors.
- (4) Expedite the work for the Contractor.
- (5) Advise on, or issue directions concerning, construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the work.
- (6) Reject work or require special inspection or testing.
- (7) Order the construction Contractor to stop the work or any portion thereof, except under a life-threatening, health-threatening or safety-threatening condition or event.
- (8) Grant a time extension.
- (9) Obligate an expenditure of funds.

(10) Terminate the contract.

For all such actions reserved for the CO, the FIRM shall prepare the recommended letter for signature by the CO and forward to the technical representative of the CO for further action.

13. ATTACHMENTS:

Attached for information are samples and guidelines to be used by the FIRM in preparation of design packages.

- 13.1 Attachment 1 - Typical Listing of Required Actions for project schedules
- 13.2 Attachment 2 - Typical Cover Sheet for Specifications/Design Analysis
- 13.3 Attachment 3 - Typical Task Order Scope of Work Outline
- 13.4 Attachment 4 - Typical Personnel listing/quantities for Submittals
- 13.5 Attachment 5 - Proposal Format

13.1 Attachment 1 - Listing Of Required Actions

TYPE SERVICES OTHER

_____TITLE I

_____TITLE II

PROJECT TITLE _____

A-E CONTRACT NO. _____

CONSTRUCTION PROJECT NO. _____

TASK ORDER NO _____

	CALENDAR DAYS	SCHEDULE DATE
Pre-performance Conference	_____	_____
NOTICE TO PROCEED DATE	_____	_____
1. Design Charrette/Investigation	_____	_____
2. Intermediate Submittal (50%)	_____	_____
3. AF Review Process	_____	_____
4. Advanced Final Submittal (90%)	_____	_____
5. AF Review Process	_____	_____
6. Final Documents Submittal	_____	_____
TOTAL CALENDAR DAYS	_____	_____

13.2 Attachment 2 - Typical Cover Sheet for Specifications/Design Analysis

<p>PROJECT TITLE</p> <p>XXX AIR FORCE BASE, XX</p> <p>PROJECT NUMBER</p> <p>SUBMITTAL NAME SUBMITTAL PERCENTAGE SUBMITTAL DATE</p> <p>Prepared for Base Civil Engineer XXX Air Force Base, XX</p> <p>Prepared by AE Firm Street Address City, State, Zip</p> <p>COORDINATION:</p> <p>Base Civil Engineer: _____ Chief of Engineering: _____ Fire Department: _____ Base Communications: _____ Housing Manager: _____ Community Planner: _____ Environmental Engineer: _____ AFCEE Project Manager: _____ MAJCOM Project Manager: _____</p>
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13.3 Attachment 3 - Typical Task Order Scope of Work Outline

HEADQUARTERS AIR FORCE CENTER FOR ENVIRONMENTAL EXCELLENCE

(SAMPLE OUTLINE)

**TASK ORDER
SCOPE OF WORK**

FOR

A-E SERVICES

TASK ORDER DATE

Contract No: _____
Task Order: _____
A-E Firm: _____
A-E Proj Mgr: _____
A-E Phone No: _____
AFCEE Proj Mgr: _____
AFCEE Phone No: _____
Type Services: _____

(SAMPLE OUTLINE)

TASK ORDER SCOPE OF WORK

1. Project Information: (Use subparagraphs as applicable)
 - 1.1 Project Number:
 - 1.2 Project Title:
 - 1.3 Project Location:
 - 1.4 Description of Project:
 - 1.4.1 Background Information:
 - 1.4.2 Special Considerations and Specific project scope:
 - 1.4.3 Other A-E Services:
 - 1.4.4 Title I Services:
 - 1.4.5 Title II Services:
2. Estimated Construction Cost:
3. Balance of Statement of Work: Please refer to the open-end contract statement of work for the standard provisions that refer to this task order.
4. Miscellaneous Data:
5. Task Order Attachments:
 - 5.1 Submittal Requirements
 - 5.2 Listing of Required Actions
 - 5.3 1391 Data
 - 5.4 Misc. Proj Location Maps

13.4 Attachment 4 - Typical Personnel listing/quantities for Submittals

SUBMITTAL REQUIREMENTS

<u>AGENCY</u>	<u>CHARRETTE REPORT</u>	<u>50% PRELIM</u>	<u>90% FINAL</u>	<u>100% FINAL</u>
AFCEE/DCM 8004 Arnold Drive Brooks AFB, TX 78235-5361 (210) 536-XXXX Attn: Project Manager	3	3	3	3a
<i>MAJCOM Address Base AFB, State Zip (XXX) XXX-XXXX</i>	2	2*	2*	2*
<i>XXX CES/CEXX Address Base AFB State Zip (XXX) XXX-XXXX Attn: XXXXXXXXX</i>	4	8*	8*	8*a
CONTRACTING OFFICE 311 HSW/PKOA 8005 9th Street Brooks AFB, Tx 78235-5353 (210) 536-2360	**	**	**	**

- * - One set shall be full-size drawings.
- ** - Copy of transmittal letter for each submittal
- a - Include CD-ROM with all project documentation

