



Statement of Work

Multiple Award Construction Contract for
General Construction Services

Revision: 3

Tinker Air Force Base, Oklahoma
June 2026

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1. DESCRIPTION OF WORK

1.1 Background

Tinker Air Force Base (TAFB) is centrally located in Oklahoma, approximately five (5) miles east of Oklahoma City, in southeast Oklahoma County. TAFB occupies about 5,500 acres of land, to include 458 buildings encompassing 18.7M square feet.

TAFB is home to the Air Force Sustainment Center (AFSC) Headquarters and includes a large industrial complex that performs overhaul functions on numerous airframes, engines, and accessories, as well as software support. TAFB is also home to three major flying wings: Air Force Air Combat Command's (ACC) 552d Air Control Wing; Navy's Strategic Communications Wing ONE; and the Air Force Reserve Command's (AFRC) 507th Air Refueling Wing. Other major associate Units on TAFB include the 38th Cyberspace Engineering Installation Group (CEIG) located just east of Douglas Boulevard and the Defense Logistics Agency's (DLA) Defense Distribution Center Oklahoma City.

The facilities on base range from large industrial buildings which support overhaul and testing of aircraft, aircraft parts, engines and airframes to office space, warehouses, computer facilities, dining facilities, dormitories, medical facilities, and other community support facilities such as the base exchange and commissary.

The utilities on base include but are not limited to water supply, storage, and distribution (owned and operated by the Oklahoma City Water Utilities Trust (OCWUT)); electrical distribution (owned and operated by Oklahoma Gas & Electric (OG&E)) and backup generators; natural gas distribution; sanitary sewage (OCWUT); industrial waste sewage collection and treatment; storm sewers; facilities for the generation and distribution of steam, chilled water, and compressed air; and petroleum, oil, and lubricants (POL) storage and hydrant fueling.

1.2 Program Description

The Multiple Award Construction Contract for General Construction Services (MACC) will accomplish a broad range of sustainment, maintenance, repair, alteration/renovation, and minor construction projects affecting real property facilities at Tinker Air Force Base, Oklahoma. Work performed will be complex in nature, require multiple construction trades, and may require engineering design performed by credentialed professionals (reference section DEFINITIONS elsewhere in this document).

1.3 Classifications of Work

Project execution methods will fall within one of the following classifications. The execution method will be defined in the project documents for each Task Order (TO) under this contract.

1.3.1 Design-Build

Under this method, the Contractor provides both the design and construction services for a project; in the Design-Build process, final design solutions are provided by the Contractor, not the Government.

The Government will provide a Statement of Work (SOW), drawings, and other preliminary documents as necessary to establish requirements for the work to be accomplished; these documents will be equivalent to a schematic (15% or greater) design. When awarded the TO for the project, the Contractor will complete the design to the 100% level, to include drawings, specifications, design analysis/narrative, and other documentation as required by the Government.

Design-Build projects may be further classified as follows:

- Conventional Design-Build: Contractor provides a complete design before construction activity begins.
- Fast-Track Design-Build: Contractor provides a complete design; however, construction may begin at a mutually agreed point prior to completion of the design. In general, the Contractor will provide design development (i.e. 35-65%), pre-final (i.e. 95%), and final (Issued for Construction (IFC)) design submissions for Government review and comment.

The number of design submittals may vary for any individual TO (i.e. well-defined requirements may require fewer submissions, fast-track projects may require additional submissions to allow construction to begin before completion of the entire design). The number of design submissions will be defined in the project documents for each TO.

Issued for Construction (IFC) design submissions will be signed/sealed by credentialed professionals authorized to provide services in the State of Oklahoma.

Upon completion of the IFC design submission(s), and acceptance by the Government, the Contractor shall commence with construction in accordance with approved design and the contract requirements.

1.3.2 Progressive Design-Build

Progressive Design-Build is a phased, qualifications-based delivery method. Work may be highly complex, poorly defined, or volatile. The primary focus is collaboration, risk mitigation and price transparency. The Government values qualifications-based selection under this method.

Phase 1 (Pre-construction & Design): The Government and the design-builder work together to define the project scope, conduct site investigations, and progress the design (typically to 60% to 80% completion). Risks are collaboratively identified, priced and shared between the Contractor and the Government during Phase 1.

Phase 2 (Final Design & Construction): Once the design is sufficiently mature, the builder proposes a Guaranteed Maximum Price (GMP) or lump sum contract. Open-book pricing will be utilized.

If the Government and the Contractor cannot agree on a final price or scope at the end of Phase 1, the Government can elect not to move onto Phase 2. The Government may terminate the remainder of the contract, take ownership of the design developed to date, and solicit for the remainder of the work by other methods.

1.3.3 Accelerated Design-Build

This method focuses on shrinking procurement timelines and compressing the schedule through aggressive overlap between the design and construction phases. The Government may consolidate the acquisition schedule by issuing a single step solicitation to award a single task order as quickly as possible. The Government values best value selection under this method.

Under Accelerated Design-Build a target price, incentive, or fixed-price structure will be established by the Government as required to bypass prolonged negotiations and keep the project moving at a high rate of speed. Cost estimates are updated transparently via “open-book” pricing as the design matures. More risk is transferred to the Contractor to avoid construction delays. This method is utilized when uninterrupted execution is required. Requirements for this method should be highly standardized or critical schedule-driven

projects.

Construction packages (e.g., site preparation, foundation, utility rough-ins) are finalized, permitted, and built while the design team is still finalizing the structural, mechanical, and architectural blueprints.

1.3.4 Construction w/Limited Design

Under this method, the Government provides the design; the Contractor further develops portions of the design as required and provides construction services for the project. This method will generally be utilized for non-complex or repetitive work types of projects where full design cost and effort is not warranted.

The Government will provide a SOW, drawings, and other documents as necessary to establish requirements for the work to be accomplished; these documents will be equivalent to a design development submittal (35% to 65%). When awarded the TO for the project, the Contractor will complete any additional design efforts required by the project documents to produce a set of working documents (i.e. shop drawings) for use during construction.

The extent of Contractor's design effort will depend upon the complexity of each project; generally, the design effort will not require the services of a credentialed professional. In those instances when the Government determines professional certification of the design is necessary, the requirement will be indicated in the project documents. Examples of work requiring professional certifications include but are not limited to life safety plans; fire suppression and alarm plans; cathodic protection systems; and pre-engineered structures.

Upon completion of the required working documents/submittals, and acceptance by the Government, the Contractor shall commence with construction in accordance with the approved documents and the contract requirements.

1.3.5 Construction Only

The Government will provide a 100% design package, including SOW, drawings, specifications, and other documents as necessary to establish requirements for the work to be accomplished. When awarded the TO for the project, the Contractor shall commence with construction in accordance with the design and the contract requirements.

Note, some 'Construction Only' TOs will include 'deferred design', i.e. working documents/shop drawings produced by the Contractor, their sub-contractors, and/or equipment manufacturers; in some instances, certification by a credentialed professional will be required. The requirement for deferred design/professional certification will be indicated in the project specifications and drawings. Examples of deferred design include but are not limited to equipment support/working platforms; fire suppression and alarm plans; pre-engineered structures; and hangar door assemblies.

2. DEFINITIONS

2.1 Contracting Officer (CO)

An individual with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

The CO is the ONLY person authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

2.2 Contracting Officer's Representative (COR)

An individual designated by the Contracting Officer to perform specific technical or administrative functions (e.g. approval of design submissions, approval of submittals, initial badging of personnel).

The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract. It shall be the Contractor's responsibility to contact the CO concerning any matters where the Contractor believes that the direction received from the COR may affect price, quality, quantity, delivery, or any other term or condition of an awarded TO prior to performing work or purchase of material. Proceeding without direction/approval from the CO could result in financial impacts (i.e. non-payment for work performed outside the original contract); delays which affect the Contractor's schedule; or termination of a TO at the Contractor's cost.

2.3 Credentialed Professional

An individual who (a) is licensed (i.e., professional engineer or registered architect) to practice, and (b) commands the necessary expertise, in terms of knowledge and experience, to undertake the required task. Oklahoma State Statutes, Rules and Regulations will apply to licensure, stamp and seal requirements.

3. PERFORMANCE CAPABILITIES

The Contractor is required to furnish all materials, labor, plant, tools, transportation, equipment, testing services, quality control, and incidentals necessary to provide a complete usable end product as specified in the TO/project documents. The final product provided by the Contractor shall conform to Government-accepted commercial/industrial quality standards with regards to fit, finish, form, and function as detailed in the TO/project documents; the Basic Contract Technical Specifications; and industry standards as typically referenced to and utilized by the trades industries.

The Contractor shall provide sufficient technical support and project management to process submittals in a timely manner; accommodate a number of concurrent 'active' projects; assure quality and safety for construction projects in progress; and perform according to schedule.

At a minimum, the Contractor shall maintain the following management and technical support capabilities at all times the Contractor has active TOs awarded under this contract.

3.1 Contractor Personnel

3.1.1 General Requirements

The Contractor shall ensure that employees and subcontractor employees working on an awarded TO have current, valid licenses and certifications necessary to perform their functions. Any cost or time associated with obtaining licenses or certifications shall be at the Contractor's expense.

The Contractor shall not employ any person who is or was an employee of the US Government, if the employment of that person would create a conflict of interest.

Personnel shall be easily recognized as a Contractor employee or subcontractor. This may be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges that contain the company name and employee name. The badge shall be displayed on the outer clothing, on the front of the body between the neck and waist and must be visible at all times. The badge shall clearly identify the individual as a contract employee.

3.1.2 Key Personnel

The Contractor shall have the following key personnel in place when working TOs awarded under this contract.

- Key personnel may be assigned to more than one active TO, except as noted in the paragraphs below.
- One Contractor employee may hold up to two (2) key positions as noted in the table below. Contractor employees holding more than one key position must meet the minimum requirements for both positions.

	Contract Prog Mgr.	QCM	SSHO	Design Prog. Mgr.	Super	Design Proj. Mgr.	Const. Proj. Mgr.
Contract Prog Mgr.							X
QCM			X				
SSHO		X					
Design Prog. Mgr.						X	
Super							
Design Proj. Mgr.				X		X	
Const Proj. Mgr.	X						X

These restrictions are intended to apply across all work performed under the Basic Contract, not on a per TO basis, e.g. the Superintendent for one TO cannot serve as the Quality Control Manager for another TO awarded under this contract.

The names of the key personnel shall be designated in writing to the CO and COR upon award of the initial TO, and for each subsequent TO against this contract (reference section ORGANIZATIONAL CHART elsewhere in this document).

3.1.2.1 Contract Program Manager

The Contract Program Manager is an employee of the Prime Contractor who is responsible for the overall performance of this contract. The Contract Program Manager shall have a minimum of ten (10) years combined experience in the following positions: Project Superintendent, Quality Control Manager, Project Manager, Project Engineer, or Construction Manager with general contracting firm(s) engaged in multi-trade commercial/industrial construction. The individual must have at least two (2) years' experience as a Project/Program Manager.

If the Contract Program Manager is absent for a period longer than 24 hours, an equally-qualified alternate must be provided and must fulfill the same roles and responsibilities as the primary Contract Program Manager.

The Contract Program Manager (or Alternate) shall have direct oversight of all project planning, design, and construction activities. The Contract Program Manager shall provide overall contract management, including full authority to develop TO proposals; negotiate and sign TOs; negotiate and sign contract modifications; purchase/administer subcontracts; and shall attend all status meetings, site visits and pre-final/final acceptance inspections.

When there is an active task order, the CO must be able to contact the Contract Program Manager (or Alternate) by phone at all times during normal duty hours (reference section WORK HOURS elsewhere in this document).

Throughout the life of this contract, the Contract Program Manager (or Alternate) shall be available to meet with the CO at Tinker Air Force Base or online via collaboration/teleconference software (e.g. Microsoft Teams) during normal duty hours.

- Discussions regarding awarded/active TOs: within one (1) hour after notification by telephone.
- Discussions regarding matters outside of active TOs: within 24 hours after notification by telephone or e-mail.

3.1.2.2 Quality Control Manager (QCM)

The QCM is an employee of the Prime Contractor who is responsible for management of the Contractor Quality Control Program. The QCM shall have the minimum qualifications set forth in specification section 01 45 00, *Quality Control*. For the purposes of this SOW, QCM is equivalent to QC Manager in specification section 01 45 00.

The QCM must be at the work site (i.e. Tinker AFB) at all times, while TOs are in progress, to implement and administer the Contractor's quality control program and the Government-accepted Quality Control Plan. If the QCM is off-site for a period longer than 24 hours, an equally qualified alternate QCM must be provided and must fulfill the same roles and responsibilities as the primary QCM. Alternate(s) shall be designated in writing to the CO.

The QCM (or Alternate) as a minimum shall visit each active project site daily to ensure full compliance with the Contractor's quality control program. The QCM must arrive at any particular TO/project site within one (1) hour of telephone direction from the CO, COR, Contract Specialist, or Construction QA Inspector.

For additional information regarding the requirements for Contractor's Quality Control Program, refer to specification section 01 45 00.

3.1.2.3 Site Safety and Health Officer (SSHO)

The SSHO is an employee of the Prime Contractor who is responsible for management of the Contractor Health and Safety Program. The SSHO shall have the minimum qualifications set forth in specification section 01 35 26, *Governmental Safety Requirements*.

The SSHO must be at the work site (i.e. Tinker AFB) at all times, while TOs are in progress, to implement and administer the Contractor's safety program and Government-accepted Accident Prevention Plan. If the SSHO is off-site for a period longer than 24 hours, an equally qualified alternate SSHO must be provided and must fulfill the same roles and responsibilities as the primary SSHO. Alternate(s) shall be designated in writing to the CO.

The SSHO (or Alternate) as a minimum shall visit each active project site daily to ensure full compliance with the Contractor's health and safety requirements. The SSHO must arrive at any particular TO/project site within one (1) hour of telephone direction from the CO, COR, Contract Specialist, or Construction QA Inspector.

When SSHO is not on a project site, a Designated Representative may be used (reference specification section 01 35 26). The SSHO, Alternate, or a DR shall be at each project site at all times when work is being performed.

3.1.2.4 Design Program Manager

The Design Program Manager will be responsible for the overall performance of the design portions of this contract; this individual may be an employee of the Prime Contractor or a subcontractor. The Design Program Manager shall be a credentialed professional licensed in the State of Oklahoma; the Design Program Manager shall have a minimum of ten (10) years' previous experience in project management, with at least five (5) of those years managing design-build programs similar to the requirements of this contract.

The Design Program Manager shall provide direct oversight and overall management of the design process, including coordinating day to day production; schedule adherence; quality control of all design submittals; verification that designs meet applicable codes and standards (including Air Force/DoD standards); review of material submittals and shop drawings; and answering construction RFIs related to the design. The Design Program Manager shall attend all design status meetings, initial pre-design meetings and site visits, and design review conferences.

3.1.2.5 Project Superintendent(s)

Superintendents are primarily responsible for managing and coordinating day-to-day production and schedule adherence for each TO issued under this contract.

Superintendents must have a minimum of five (5) years' experience in construction with at least two (2) of those years as a superintendent with general contracting firm engaged in multi-trade commercial/industrial construction. The individual must have documented training in the requirements of EM 385-1-1, *U.S. Army Corps of Engineers Safety and Health Requirements Manual*, or CO approved equivalent, and have experience in the areas of hazard identification and safety compliance.

The Superintendent shall be at the TO/project site at all times when work is being performed. If the Superintendent must leave a TO/project site for any length of time, an alternate Superintendent must be provided and must fulfill the same roles and responsibilities as the primary Superintendent. Qualifications for alternates are the same as for the Superintendent, except previous experience as a superintendent is not required; subcontractors will not be used as alternates.

An individual Superintendent may be assigned to more than one TO; however, the Superintendent shall not be assigned to more than 5 active TOs unless approved by the CO. The Superintendent shall visit each respective TO/project site daily. Alternates may only be assigned to a single TO/project site.

Superintendents shall provide on-site supervision, submit weekly progress reports for each TO; schedule and coordinate subcontractors and material suppliers; and attend all status meetings, site visits and pre-final/final inspections. The Superintendent or Alternate(s) cannot be the QCM.

The Superintendent must arrive at any particular TO/project site within one (1) hour of telephone direction from the CO, COR, Contract Specialist, or Construction QA Inspector.

The Superintendent (or alternates) can be the Designated Representative (reference paragraph SITE SAFETY AND HEALTH OFFICER).

3.1.3 Additional Positions

At the Contractor's discretion, or as directed by the CO, the following positions may be added based on the quantity and/or complexity of awarded TOs.

3.1.3.1 Design Project Manager(s) (Design PM)

Design PM will be responsible for the overall performance of the design portions of TOs issued under this contract. The Design PM shall be a credentialed professional with a minimum of five (5) years' design experience on projects similar in size and complexity.

The Design PM shall provide direct oversight and overall management of the design process for TOs, including coordinating day to day production; schedule adherence; quality control of all design submittals; verification that designs meet applicable codes and standards (including Air Force/DoD standards); review of material submittals and shop drawings; and answering construction RFIs related the design. The Design PM shall attend all TO related design status meetings, initial pre-design meetings and site visits, and design review conferences.

3.1.3.2 Construction Project Manager (Construction PM)

The Construction PM will be responsible for the overall performance of TOs issued under this contract. The Construction PM shall have a minimum of ten (10) years' experience in construction with at least five (5) of those years as a superintendent on commercial construction projects similar in size and complexity.

The Construction PM shall have direct oversight of project planning, design, and construction activities for awarded TOs. The Construction PM shall provide overall project/TO management, including full authority to develop proposals, provide subcontract administration, review material submittals and shop drawings, and shall attend all status meetings, site visits and pre-final/final inspections.

An individual Construction PM may be assigned to more than one TO; however, the Construction PM shall not be assigned to more than 10 active TOs unless approved by the contracting officer.

The CO must be able to contact the Construction PM by phone at all times if the Contractor has active task orders under this contract. Throughout the life of ~~an~~ each TO, the Construction PM shall be available to meet with the CO, at Tinker Air Force Base or online via collaboration/teleconference software (e.g. Microsoft Teams), within one (1) hour of telephone notification during normal duty hours.

3.1.4 Exceptions/Variations from Experience Requirements

Exceptions or variations to experience requirements above require prior approval from the CO or the COR. Exceptions/variances will be considered where the Contractor can demonstrate comparable experience and/or competency.

Contractor shall forward any requests for exception/variance to the CO and the COR; include resumes for each individual for whom a variance is requested, listing the qualifications to be considered (e.g., education, experience, professional certifications, etc.).

3.1.5 Organizational Chart

Within 10 days of initial TO award against contract, the Contractor shall provide an organizational chart to the CO and COR, reference attached Contract Data Requirements List (CDRL) A001 for additional information. Include names and contact information of personnel assigned to the key positions and their areas of responsibility. Provide a list of assigned TOs for each Project Superintendent/ Alternate shown on the organization chart. Clearly delineate on-site from off-site personnel.

Provide an updated organizational chart within 10 days of each subsequent TO award.

When personnel changes are required (position vacated or filled), submit resumes and a revised organization chart to the CO and the COR within five (5) business days.

3.2 Design/Drafting

The Contractor's design staff or design subcontractor shall have multidiscipline design experience to execute a full range of design in accordance with specification section 01 33 16.00 10, *Design Data (Design After Award)*. The Contractor's design team shall include architectural and engineering personnel with experience in the following disciplines: Civil, Land Surveying, Geotechnical (Soils Engineer), Architectural, Interior Design, Landscape Architecture, Structural, Mechanical, Electrical, Fire Protection, and Environmental.

Contractor will be required to provide as-built (record) drawings in accordance with the requirements of specification section 01 78 00, *Closeout Submittals*.

All construction drawings, specifications, and design analysis/calculations produced by the Contractor's design consultants shall be developed under the direction of credentialed professionals currently licensed in accordance with RFO 52.236-25, *Requirements for Registration for Designers*. Contractor shall utilize individuals and firms that are licensed/authorized to offer engineering or architectural services in the State of Oklahoma.

3.3 Subcontractors

All subcontractor firms shall be licensed in the State of Oklahoma for their specialty where required; Contractor shall provide a copy of these licenses as part of the QC Plan for each awarded Task Order.

4. QUALITY CONTROL

Quality control (QC) shall be executed in accordance with specification section 01 45 00. The QC program shall include, but is not limited to the following:

4.1 Inspection System

The Contractor shall establish and maintain a three-phase inspection system which monitors the execution of each task completed under this contract. The Contractor must specify the areas to be inspected on a scheduled or unscheduled basis, how often inspections will be accomplished, and titles of the individuals who will perform the inspections.

4.2 Deficiency Prevention

The Contractor shall establish a method for identifying, correcting, and preventing future recurrence of quality deficiencies; this includes deficiencies within the same TO (i.e. a deficiency addressed in an initial phase of a TO shall not recur in follow-on phases) and in future TOs awarded to the Contractor.

4.3 Inspection Files

In accordance with specification section 01 45 00, the Contractor shall maintain records for each TO of all required inspections conducted by the QCM and the necessary corrective actions taken. This documentation shall be submitted to the Government with the progress reports (reference section TASK ORDER PROGRESS REPORTING) throughout the life of each TO.

5. LOCAL OFFICE AND STAGING AREAS

5.1 Local Office

A permanent on-base office space will not be provided for the Contractor's administrative/management personnel. Contractor owned 'job trailers' will be allowed but are subject to the requirements of the section STORAGE/STAGING AREAS below.

5.2 Storage/Staging Areas

A permanent on-base storage area will not be made available for Contractor owned material/equipment.

As required for each TO, the Contractor shall request an area located on or near each construction site to stage materials, store equipment and tools, and maintain miscellaneous items. Storage/staging areas are not guaranteed and are subject to availability. If approved, the Contractor's storage area shall conform to specification section 01 50 00, *Contractor Facilities*, and shall be utilized for the purposes of that TO only, or as authorized by the COR.

All equipment, materials, supplies, etc. required to establish and maintain the staging area shall be at the Contractor's expense. Portable buildings and structures may be used in these staging areas; however, the space shall not be used for occupancy. The assigned area must be fenced in accordance with specification Section 01 50 00.

All Contractor supplied materials and equipment are the sole responsibility of the Contractor. The Government is not liable for the theft, vandalism, or damage (to include acts of God) of any Contractor supplies, equipment, or property. The Contractor shall take necessary steps to secure their materials and protect all equipment from damage.

6. START-UP PERIOD

The first thirty (30) calendar days following award of the basic contract shall be designated as a start-up period, after which the Contractor shall be prepared to perform activities associated with solicitation/award of a TO (reference section ORDERING PROCEDURES elsewhere in this document).

7. DOCUMENT REQUIREMENTS

All documents shall be submitted in accordance with specification section 01 33 00, *Submittal Requirements*.

The Contractor shall submit all documents electronically via optical disk, e-mail, or a file transfer service, unless noted otherwise in the TO or as directed by the CO or the COR.

All documents submitted by the Contractor requiring a signature shall be submitted to the CO and the COR with an electronic digital signature. All documents submitted by the Contractor requiring further action and signature by the Government shall be capable of being digitally signed and saved by the Government representative(s) as required.

7.1 DOCUMENT FORMAT

7.1.1 Specifications/Reports/Material Submittals

Specifications, design narratives/analyses, calculations, material submittals, reports/test results, warranty information, and similar documents shall be letter sized (8½" x 11"), submitted in Adobe Acrobat (.pdf) format.

7.1.2 Drawings

All drawings produced by the Contractor shall be created utilizing Computer-Aided Design and Drafting (CADD) software. The drawing files shall be in AutoCAD (.dwg) format and adhere to the drawing standards contained in Tri-Services A/E/C CADD Standard Release 6.0.

Drawing size shall be ANSI D (22" x 34"). Drawing scale shall be at least 1"=30' for civil/site drawings and ½"=1' for all other plan drawings; text and other non-scale annotation elements shall be sized to produce clear and legible prints at half-size. Scales and dimensions shall be in U.S. Customary Units.

Drawings submitted by the Contractor shall be .pdf format; in addition, final design drawings and as-builts record drawings shall be submitted in .dwg format.

Reference specification sections 01 33 00, 01 33 16.00 10, and 01 78 00 for additional requirements regarding developing and submitting design, shop, and as-built drawings.

7.2 FILE NAMING CONVENTIONS

All documents submitted by the Contractor shall follow a standardized file naming convention as indicated below. File naming conventions shall be strictly adhered to and may only be modified by the CO and/or the COR. File names shall have no spaces.

The following items in the below naming conventions are defined as followed:

- WWYK##### = Project number as defined by Civil Engineering
Example: WWYK201234
 - YYYYMMDD = Effective date of document or report
 - ZZZ = Contractor's Company Initials
 - 001 = Submittal Number or Serial Report Number
1. Proposals:
WWYK#####_Proposal#_ZZZ_Document Description
Example: WWYK201234_Proposal1_ACS_Cost Proposal
 2. RFIs:
WWYK#####_RFI_001
 3. Submittals:
WWYK#####_FORM#_001 (Brief Description of Submittal)
Example: WWYK201234_AF3000_004 CeramicTile
 4. Daily Reports:
WWYK#####_Daily Report_001_YYYYMMDD
 5. Progress Reports:
WWYK#####_PR_001_YYYYMMDD
 6. Other Miscellaneous Documents/Reports:
WWYK#####_Form Name, Number, Or Description_YYYYMMDD

8. CORRESPONDENCE

All electronic correspondence related to the awarded contract shall be addressed to the CO, Contract Specialist, Government PM, Construction QA Inspector, the COR, and the respective organizational workflow accounts.

Contact information for the above will be provided at the Post-Award/Pre-Construction meeting for each TO.

All electronic correspondence from the Contractor regarding a specific project shall follow a standardized subject line naming convention. Subject line for all electronic correspondence shall be as follows:

- WWYK##### Project Title: Subject of E-mail

9. COMMUNICATION

The Contractor shall ensure that the Contract Program Manager, QCM, SSHO, Project Superintendents, and any designated alternates can be contacted by telephone at any time the Contractor has active TOs at Tinker AFB.

The Contractor shall ensure the Contract Program Manager can be contacted by telephone or e-mail regarding matters outside of active TOs.

Contractor shall include contact information for all key positions as required in section ORGANIZATIONAL CHART.

10. ORDERING PROCEDURES

10.1 Fair Opportunity Proposal Request (FOPR)

For each TO awarded under this contract, a FOPR will be issued with required proposal response date; and other documentation as required to communicate the Government's requirements.

Submission of proposals in response to all FOPRs is not required; however, Contractor is required to notify the CO a minimum of two days prior to the required response date if they will not be submitting a proposal.

It shall be the contractor's responsibility to provide current and accurate contact information for proper receipt of FOPRs.

10.2 Project Documents

For each TO, the Contractor will be furnished with one electronic copy of the contract documents, including a SOW, drawings, specifications (if available), and a submittal register. The Contractor may reproduce the drawings and specifications at the Contractor's own expense if additional copies are needed. The Contractor shall review the contract documents for discrepancies upon receipt and notify the CO immediately of any/all discrepancies found in the form of a Request for Information (RFI).

10.3 Site Visit

The site visit date will be established by the CO. The Contractor shall attend the site visit and obtain all necessary measurements and information to develop and produce a complete and accurate proposal; subcontractors may attend the site visit at the discretion of the Contractor. The Contractor shall have one of its company employees present at the site visit to be eligible to submit a proposal. The site visit discussions may include:

- Necessary refinements for Contractor-furnished scope requirements
- Methods and alternatives for accomplishing work
- Access to the facility/project site, work hours, etc.
- User impacts
- Phasing or work sequence
- Security requirements
- Utility outages
- Airfield Waivers, Permits, Excavation
- Temporary protection of Government property
- Debris and trash disposal
- Fire protection and alarm scope
- Noise and dust control
- Environmental Impacts/Asbestos, Lead, PCBs, SWPPP
- Special Requirements specific to project such as applicable codes and regulations

Questions or clarifications concerning information presented during the site visit shall be directed to the Contract Specialist/CO in the form of an RFI. The CO shall determine due dates for contractor submitted.

Pursuant to the requirements of RFO 52.236-3, *Site Investigation and Conditions Affecting the Work*.

- Government assumes no responsibility for any conclusions or interpretations made by the Contractor based on the information made available by the Government.
- Government assumes no responsibility for any understanding reached or representation made by any of its officers or agents before the execution of a TO concerning conditions which can affect the work, unless that understanding or representation is expressly stated in the TO.

Failure of the Contractor to take the actions described and acknowledged in RFO 52.236-3 will not relieve the Contractor from responsibility for properly estimating the difficulty and cost of successfully performing the work, or for proceeding to successfully perform the work without additional expense to the Government.

10.4 Contractor's Proposal

Contractor's proposal shall be submitted in accordance with the FOPR and the Instructions to Offerors. General expectations for proposal turn-round are categorically listed below:

1. Construction w/Limited Design projects:
 - a. Routine: Proposals shall be submitted within fourteen (14) calendar days after the site visit.
 - b. Urgent: Proposals shall be submitted within five (5) calendar days after the site visit.
 - c. Emergency: Proposals shall be submitted within eight (8) hours after the site visit.
2. Design-Build and Construction Only projects:
 - a. Routine: Proposals shall be submitted within thirty (30) calendar days.
 - b. Urgent: Proposals shall be submitted within fourteen (14) calendar days.
 - c. Emergency: Proposals shall be submitted to the CO within two (2) calendar days.

10.5 Task Order Award

Upon award of the TO, the CO will schedule a post-award conference; Contractor shall submit performance bonds and certificates of insurance prior to the post award conference. Reference section MEETINGS/POST-AWARD CONFERENCE for additional information.

11. COMMENCEMENT, PROSECUTION, COMPLETION AND PAYMENT FOR WORK

11.1 Order of Precedence

For each TO issued, in the event of a conflict or inconsistency between any of the provisions of this contract, precedence shall be applied in the following order:

- Any portions of the accepted TO proposal which both conform to and exceed the requirements of the solicitation. The government intends to incorporate the technical proposal as attachment to the TO.
- The provisions of the FOPR, including:
 - The TO Solicitation, Offer and Award
 - TO Specifications
 - TO Drawings
 - TO Statement of Work

- All other provisions of the accepted TO proposal
- MACC Statement of Work for General Construction Services (this document)
- Any Contractor generated design products including, but not limited to, plans, specifications, engineering studies and analyses, shop drawings, and equipment installation drawings.

11.2 Notice to Proceed (NTP)

Upon approval of the Contractor's performance bonds and insurance, and completion of the post-award conference, the CO will issue the NTP. The period of performance for each TO begins with issuance of the NTP and ends with acceptance/approval of the final progress report.

11.3 Task Order Schedule

In accordance with RFO 52.236-15, *Schedules for Construction Contracts*, for each awarded TO, the Contractor shall submit a baseline schedule to the COR for approval within ten (10) calendar days after the NTP is issued. An approved schedule will be required prior to commencement of work.

EXCEPTION: for TOs with a performance period less than sixty (60) calendar days, this requirement may be waived by the CO.

11.3.1 Schedule Format

Schedules shall be developed in accordance with specification section 01 32 16.00 20; schedules will be developed utilizing the 'Network Analysis/Critical Path' method and presented in the Gantt Chart format.

The schedule shall generally match the schedule submitted with the Contractor's accepted proposal, with the following additional information included:

- TO start (NTP) and end dates
- Additional detail/breakdown of major work elements, as necessary
- Cost Loading data entered for all work items. Cost loading must total to 100 percent of the value of the contract.

Any partial progress payments for materials, as approved by the CO, shall be entered separately on the schedule.

All schedules will reserve, as a minimum, the final 10% of the TO cost for final acceptance. No progress payments will be made against this final 10% of the TO until all closeout items have been submitted, all punch list items have been resolved, and final inspection/acceptance has been completed.

11.3.2 Schedule Updates

Contractor shall keep the schedule current, reflecting actual start and end dates for work elements, activity progress, and plan for completing the remaining work. The Contractor shall submit the updated schedule at monthly intervals, with the first progress report of the month. Reference specification section 01 32 16.00 20 for additional information.

In addition, the Contractor shall submit updated baseline schedules when directed by the CO. Examples of when a new baseline schedule may be required include instances where the period of performance has been revised through modification to the awarded TO; or as part of a 'get well plan' for construction that is significantly behind schedule.

Note: Changes to the baseline schedule which extend the completion date of the TO will not be accepted unless specifically requested by the CO or the COR (e.g. to show the effects of a Government delay or a proposed change to the contract by the Government).

Requested changes to the schedule pursuant to RFO 52.249-14, *Excusable Delays*, must be accompanied by documentation and presented to the CO for consideration.

11.3.3 Coordinating With Government Activities

In developing the schedule, the Contractor shall account for the following Government review times in addition to design/construction activities:

DELIVERY SCHEDULE & SUBMITTALS		
Item of Work & Deliverables	Government Review Time (calendar days)	Remarks
Baseline Construction Schedule and Schedule of Values/Progress Report	14 days	Provide within 10 days of NTP
Design Submittals (each)	14 days	
Review conferences and approval of Contractor responses (each)	7 days	
SD-01 Preconstruction Submittals (except as noted below)	14 days	Provide all preconstruction submittals per section SUBMITTALS
Health and Safety Plan	21 days	
Internal Combustion Engines Plan	21 days	
Entry Access List / Vehicle Entry Access List	14 days	Must be approved prior to obtaining access to controlled/secure areas
Airfield Construction Waiver	60 days	Must be provided by 1 st business day of month
Notice of Proposed Construction (FAA Form 7460-1)	60 days	Must be provided by 1 st business day of month
Request for Contractor Staging Area	30 days	Must be approved prior to mobilization
Storm Water Pollution Prevention Plan (SWPPP)	21 days	Must be approved prior to submitting Tinker Excavation Permit Request
Water System Construction Permits	30 days	
Chemical/Hazardous Material Request/Authorization	21 days	
Spray Painting Plan	21 days	

Abatement Submittals (asbestos, lead based paint)	21 days	
Material Submittals (SD-03, SD-04, SD-07, SD-08)	14 days	Provide within 30 days of NTP

DELIVERY SCHEDULE & SUBMITTALS		
Item of Work & Deliverables	Government Review Time (calendar days)	Remarks
Outages	21 days	
Closures (roadway, parking aisles, etc.)	45 days	
Tinker Excavation Permit Request	14 days	SWPPP must be approved prior to submittal
Construction Submittals (SD-06, SD-09)	14 days	
Final/Closeout Submittals (SD-10, SD-11)	14 days	Must be approved prior to final inspection.

In addition, the Contractor's schedule shall account for the following contract milestones and associated notifications.

Milestones and Notifications		
Contract Activity or Milestone	Notification (calendar days)	Remarks
Mobilization/Start of on-site work	7 days	In writing to the CO/COR and Construction QA Inspector
	24 hours	By phone to Construction QA Inspector
Welding, Cutting, and Brazing Permit	1 day	
Concrete Placement	2 days	
Materials Testing	1 day	
Abatement Activities	7 days	
Fire Alarm Testing	7 days	
O&M Training	14 days	

Pre-final Inspection	7-days Minimum	Contractor must have completed internal pre-final and resolved all punch list items from this inspection
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Milestones and Notifications		
Contract Activity or Milestone	Notification (calendar days)	Remarks
Final Inspection	7-days Minimum	All final/closeout submittals must be approved. Contractor must have resolved all punch list items from pre-final inspection

Note: Information provided in this table is provided to assist the Contractor in developing the construction schedule. Review times may vary depending on the complexity of the submittal.

11.4 Task Order Progress Reporting

Progress reports are used for computing payments, and for monitoring the progress against the Contractor's baseline schedule.

The Contractor shall develop a progress report for each TO utilizing the 'Reports' feature of the scheduling software. Contractor developed reports shall provide the same information as AF Form 3065, *Contract Progress Report*. The progress report shall utilize the same work elements and schedule of values/cost loading data developed for the contract schedule.

Contractor shall submit a draft version of the progress report to the CO and the COR for approval within ten (10) calendar days after the NTP for the TO is issued (with the Task Order Schedule).

After approval, the Contractor shall submit progress reports weekly, or as directed by the CO, throughout the life of the TO. For each progress report, the Contractor shall include the following:

- Percentage of work completed for each work element during the reporting period.
- Cumulative percentage of work completed for each work element to date.
- Cumulative percentage of work completed for all work elements (percent of contract completion).
- Scheduled cumulative percentage of work completed for all work elements, based on the baseline contract schedule (scheduled percent of contract completion).
- Status of Contract Completion Date (i.e. float)

The Government Project Manager and Construction QA Inspector will review the Contractor's reported progress and provide a recommendation to the COR to approve or disapprove the progress report; approval of the Contractor's progress report does not constitute acceptance of the work as being 100% in compliance with the contract documents.

In the event that the Contractor's reported progress deviates from the baseline schedule, the CO may elect to hold progress meetings. Refer to the Section MEETINGS later in this document for additional information.

11.5 DESIGN REQUIREMENTS

When Design-Build is specified as the execution method in the FOPR/SOW for an individual TO; or when deferred design, shop, or working drawings are required for other execution methods, the Contractor shall execute in accordance with the applicable portions of specification

section 01 33 16.00 10.

All design and construction accomplished pursuant to this contract shall fully comply with the Government's design (including the TO SOW, drawings, and specifications), and the current editions of each of the publications listed below (the term 'current' is to be understood to mean, "most current as of date of the issuance of the FOPR"). Codes/standards/ regulations referenced by the following publications are included to the extent referenced.

Tinker AFB Facility Standards and Specifications are updated periodically. Electronic copies of the most current edition of these standards are included as attachments to this SOW (reference APPENDIX B: CONTRACT GUIDE SPECIFICATIONS and APPENDIX C: TAFB FACILITY STANDARDS AND REFERENCES); any updates to these standards and/or specifications will be included as attachments to the FOPR/SOW of each individual TO.

The following listing is neither all-inclusive, nor in priority order; additional codes/standards/ regulations may be further specified within each TO, based on the project requirements.

In case of conflict between the contract documents; governing UFCs, codes, or standards; and the Tinker AFB facility standards, Contractor shall submit an RFI to the Government for resolution.

11.5.1 Civil

1. UFC 3-201-01, Civil Engineering
2. UFC 3-250-01, Pavement Design for Roads and Parking Areas
3. UFC 3-260-01, Airfield and Heliport Planning and Design
4. UFC 3-260-02, Pavement Design for Airfields
5. UFC 2-260-04, Airfield and Heliport Marking
6. UFC 4-022-03, Security Fences and Gates

11.5.2 Architectural

1. UFC 3-101-01, Architecture
2. UFC 3-110-03, Roofing
3. UFC 3-120-10, Interior Design
4. Architectural Barriers Act (ABA)
5. Uniform Federal Accessibility Standard (UFAS)

11.5.3 Structural

1. UFC 3-301-01, Structural Engineering

11.5.4 Mechanical

1. UFC 3-400-02, Design: Engineering Weather Data
2. UFC 3-401-01, Mechanical Engineering
3. UFC 3-410-01, Heating, Ventilating, and Air Conditioning Systems
4. UFC 3-410-02, Direct Digital Control for HVAC and Other Building Control Systems
5. UFC 4-410-04, Industrial Ventilation
6. UFC 3- 420-01, Plumbing Systems

7. UFC 3-420-02FA, Compressed Air
8. UFC 3-450-01, Noise and Vibration Control
9. Tinker AFB Mechanical Standard

11.5.5 Electrical

1. UFC 3-501-01, Electrical Engineering
2. UFC 3-520-01, Interior Electrical Systems
3. UFC 3-530-01, Interior and Exterior Lighting Systems and Controls
4. UFC 3-540-01, Engine-Driven Generator Systems for Prime and Standby Power Applications
5. UFC 3-575-01, Lightning and Static Electricity Protection Systems
6. Air Force Manual (AFMAN) 32-1065, Grounding and Electrical Systems
7. Tinker AFB Electrical Standard

11.5.6 Fire Protection

1. Department of Air Force Instruction (DAFI) 32-2001, Fire and Emergency Services (F&ES) Program
2. UFC 3-600-01, Fire Protection Engineering for Facilities
3. UFC 3-601-02, Fire Protection Systems Inspection, Testing, and Maintenance
4. UFC 4-021-01, Design and O&M: Mass Notification Systems
5. Tinker AFB Fire Protection Standard

11.6 Design Submittals

All design submittals shall be submitted in accordance with specification sections 01 33 00 and 01 33 16.00 10 with the following modifications.

Design submittals shall be submitted with a TAFB Form 3000; preliminary, intermediate, and pre-final design submittals will be returned as 'REVIEWED' with the Government's comments. Upon receipt, the Contractor shall review the comments and provide responses within seven (7) calendar days for discussion during the review conference.

Upon completion of the pre-final design review, if there are no additional Government comments, the Contractor may proceed with providing the sealed 'Issued for Construction' submittal.

Otherwise, after the pre-final design review conference, the Contractor shall provide an unsealed 'Issued for Construction' submittal. The submittal will serve as back check set; once Government has verified that all comments have been addressed, the Contractor shall provide the sealed 'Issued for Construction' submittal.

Material submittals shall be provided during the design phase (i.e. as a part of the pre-final design submittal, earlier for long lead items) in accordance with 01 33 00; information provided as part of the design submittals (for example, cut sheets attached to a design analysis) will not be considered as meeting submittal requirements.

Shop drawings used as design drawings shall be in accordance with the requirements of specification section 01 33 16.00 16.

11.6.1 Preliminary Design (35% Design)

The preliminary design shows the essential components of the proposed design and conveys that the Contractor fully understands the requirements of the TO and has included all elements of work to complete the work. For the purposes of this SOW, the preliminary design is equivalent to the first 'Interim Design' submittal in specification section 01 33 16.00 10.

The documents shall include the following minimum information, as applicable to the TO:

- Changes necessary to comply with Government comments/scope refinements resulting from the initial design conference.
- Site plans, floor plans, elevations, building sections, and wall sections that have been further developed from preliminary documents provided by the Government.
- Locations of existing and new equipment for mechanical, plumbing, electrical, etc.
- Single line schematic drawings for mechanical, plumbing, electrical, etc.
- Preliminary schedules for mechanical, plumbing, electrical, etc.
- Listing of proposed Unified Federal Guide Specification (UFGS) sections applicable to the work.
- Design analysis that includes design narrative and analysis including code analysis by all disciplines.
- Listing of Government furnished materials.
- Previous meeting minutes and documentation of any other communication between the Government and the Contractor that influenced the design.

11.6.2 Intermediate Design (65% Design)

Intermediate design builds upon the preliminary design and demonstrates that design development is in full progress. Intermediate design begins after the review conference for the Preliminary Design. For the purposes of this SOW, the intermediate design is equivalent to the second 'Interim Design' submittal in specification section 01 33 16.00 10.

The documents shall include the following minimum information, as applicable to the project:

- Any changes necessary to comply with Government comments to the Preliminary Design Submittal.
- Complete site plans.
- Architectural plans with complete floor and roof plans; elevations, building sections, wall sections; door/window/hardware schedules; interior/exterior finish schedules; color boards; other details and notes as required
- Structural plans.
- Mechanical, fire protection, plumbing, and electrical plans with details, notes, and complete equipment schedules. Equipment layouts showing clearances required for maintenance and/or code.
- Specifications in rough draft (edited, with all non-applicable information removed and all 'bracketed' items addressed; include all redlines and strikeouts).
- Submittal Register (generated from Contractor's draft specifications).

- Design analysis that includes design narrative and analysis. The design analysis shall include all design assumptions and calculations for all disciplines, code analysis by all disciplines, manufacturers' material and equipment cut sheets for major equipment/fixtures.
- Listing of Government furnished materials, equipment, and property.
- Updated construction schedule to include any work phases to accommodate Government operations.
- Copies of previous design review comments and responses; previous meeting minutes; and documentation of any other communication between the Government and the Contractor that influenced the design.

11.6.3 Pre-Final Design (95% Design)

The pre-final design represents what the contractor believes to be a complete design, ready for construction. Pre-Final Design begins after the review conference for the Intermediate Design. For the purposes of this SOW, the Pre-final Design is equivalent to the 'Final Design' submittal in specification section 01 33 16.00 10.

The documents shall include the following minimum information, as applicable to the project:

- Any changes necessary to comply with Government comments to the intermediate design
- Complete construction drawings and specifications.
- Submittal register (generated from the Contractor's specifications).
- Final design analysis
- Color boards and finishes
- Final listing of Government furnished materials
- Final construction schedule to include any work phases to accommodate Government operations
- Copies of previous design review comments and responses; previous meeting minutes; and documentation of any other communication between the Government and the Contractor that influenced the design

11.6.4 Final Design (100% Design)

Final 'issued for construction' versions of documents submitted for Pre-Final (95%) review. For the purposes of this SOW, the intermediate design is equivalent to the 'Design Complete' submittal in specification section 01 33 16.00 10.

The documents shall include the following minimum information, as applicable to the project:

- Any changes necessary to comply with Government comments to the pre-final design
- Sealed construction drawings and specifications
- Submittal register (generated from the Contractor's specifications).
- Sealed design analysis

11.7 Jobsite Verification / Government-Furnished Record Drawings

The Contractor is responsible for researching the Government provided as-built drawing files for

preparation of their proposals and subsequent construction activities for each TO. Additional record drawings, showing existing facilities and underground utilities, are available to the Contractor through the 72 ABW Civil Engineer Directorate, Engineering Support Section.

The Government does not guarantee the accuracy or adequacy of existing as-built/record drawings. The Contractor is REQUIRED to verify all dimensions and actual conditions, including availability/suitability of potential utility tie-ins identified by the Government, when developing proposals and subsequent construction activities.

11.8 Submittals

For additional information regarding the requirements for submittals, refer to specification section 01 33 00.

The Contractor shall submit all pre-construction and material submittals for approval by the Government per the following timelines, unless otherwise directed by the CO. Preconstruction submittals are typically covered by submittal descriptions SD-01 in the specifications; material submittals are typically covered by submittal descriptions SD-02 through SD-07 in the specifications.

- Construction Only and Construction Only - Partial Design
 - Provide pre-construction submittals within ten (10) calendar days after issue of the NTP for each TO. No construction may commence until all pre-construction submittals have been approved by the Government.
 - Provide material submittals within thirty (30) calendar days after issue of the NTP for each TO.
- Design-Build:
 - Provide preconstruction submittals a minimum of thirty (30) calendar days prior to design completion. No construction may commence until all pre-construction submittals have been approved by the Government.
 - Provide material submittals for major equipment or long lead items with design submittal (65% or later).
 - Provide all other material submittals within ten (10) days of construction NTP.

Remaining items on the submittal register shall be provided in accordance with specification sections 01 33 00 and 01 78 00.

The Contractor shall provide all test reports (those requiring Government approval and those designated as 'for information only') within five (5) days of receipt from the testing agency. Test report submittals are typically covered by submittal descriptions SD-06 and SD-09 in the specifications.

The Contractor shall identify all material substitutions that deviate from the requirements of the project documents, information provided in Contractor's proposal, and/or Contractor's approved final design; refer to specification section 01 33 00, paragraph VARIATIONS. Failure to identify these material substitutions at time of submission may result in the Government rejection and removal of such work at no additional cost to the Government.

11.8.1 Submittal Register

Contractor will be provided with an editable version of the Government's submittal register as a part of the FOPR.

Construction Only and Construction w/Limited Design: Contractor will receive a submittal register including the requirements for all aspects of the TO (specification divisions 00 through 48). Within ten (10) calendar days after issue of the NTP, or as otherwise directed by the CO, the Contractor shall review, revise, and submit the submittal register for approval. Contractor is to remove items they do not believe are applicable to the project and add submittals for additional equipment or materials that they believe should be reviewed and approved by the Government.

Design-Build: Contractor will receive a submittal register which only includes requirements for the administrative portions of the contract (divisions 00 and 01). The Contractor and their Designers of Record (DORs) will be responsible for creating a submittal register based on the specifications developed during design and appending it to the Government provided submittal register. This submittal will be provided as a part of the design submittal process (ref specification section 01 33 16.00 10 for additional information).

For any items that the Contractor believes should be removed from the submittal register provided by the Government, provide an explanation as to why that submittal should not be included.

The Government reserves the right to request additional submittals required by the project specifications that may have been inadvertently omitted from the approved submittal register.

11.8.2 Master Submittal List

The Contractor may set up a Master Submittal List (also referred to as a Submittal Library) for items that will be used throughout the basic contract and any option periods.

Items to be included in the Master Submittal List will only need to be submitted once in their entirety (with all vendor/technical data including Safety Data Sheets); submittal may occur during the Basic Contract Startup Period, or upon first use on an awarded TO.

Contractor shall annotate on the TAFB Form 3000, *Material Approval Submittal* if an item is to be considered for addition to the Master Submittal List.

After the initial approval of an item for the Master Submittal List, the Contractor shall continue to process the TAFB Form 3000 for subsequent TOs where those material/equipment items are to be used; however, the Contractor shall annotate and reference each item or items as a Master Submittal List item.

11.8.3 Material Samples

The Contractor is responsible for identifying and locating required materials for submittals, to include matching any existing materials.

The Contractor shall provide all color selection samples, regardless of product type, as a group to facilitate design compatibility selection. Partial submittals of these related items will be returned without action and shall be the sole responsibility of the Contractor for any delays.

All samples provided for approval shall become property of the Government. The Contractor may request return of samples for inclusion on color boards or as submittal library entries, without guarantee of approval.

All labor, equipment, materials, and rentals/fees required to provide material samples, shall be at no additional cost to the Government and is considered field overhead, a part of the Contractor's coefficient.

11.9 Inspection by the Government

Government representatives (Construction QA Inspector) will monitor the Contractor's progress

on each active TO and perform Quality Assurance surveillance to identify items that do not comply with the contract documents. Access to the jobsite must be provided to Government Contracting and Technical Representatives at all times. The working as-built drawings (redlines) must be on the jobsite and available for review during all work hours.

11.10 Field Changes

The Contractor and the Government may agree to perform no-cost field changes. Field changes are made when the change appears to be mutually beneficial to all parties and would not require a material change to the contract, i.e. additional cost or time. Examples of field changes include relocating a new door 2' away from planned location; rerouting planned location of sidewalk to avoid a tree (when quantities are not significantly changed); installing wallpaper border at chair rail instead of at ceiling, etc. It shall be the responsibility of the Contractor to coordinate all field changes with any other affected subcontractors/disciplines. All field changes shall be incorporated into the working as-built drawings and initialed/dated by the Contractor and a Government representative (usually the Construction QA Inspector). Field changes shall be incorporated into the Record Drawings (as-builts). The COR shall be notified of all field changes in writing.

11.11 Meetings

11.11.1 Post-Award Conference

The CO will conduct a post-award after each TO award, coordinated with issuance of the NTP. Participation by the Contractor's PM, QCM, Project Superintendent, Design Program Manager (when applicable), and representatives for any major subcontractors is mandatory. Prior to the meeting, the CO will provide an agenda, meeting goals, meeting place, and meeting time to participants. As a minimum the following will be addressed during the conference:

1. The CO will introduce the project delivery team members, facility users, facility command representatives, and installation representatives.
2. Contractor will introduce key personnel, major subcontractors, and other needed staff.
3. The CO will define expectations and duties of each participant.

The CO will develop a meeting roster with complete contact information including name, office, project role, phone, mailing and physical address, and e-mail address for distribution to all participants.

The CO will provide minutes of the meeting to all participants.

This meeting may be combined with the Pre-Construction Meeting.

11.11.2 Quality Control Coordination Meeting

After the post-award conference, and prior to the start of work and submittal of the task order QC plan, meet with the CO and the COR to discuss how the Contractor's overall quality control system will be applied to the work. This meeting may be combined with the post-award/pre-construction meeting.

Reference specification 01 45 00, section COORDINATION AND MUTUAL UNDERSTANDING MEETING for additional information regarding intent and content of this meeting.

11.11.3 Initial Design Conference

After task order award, the Contractor shall conduct the initial design conference and provide a record of the meeting. All Designers of Record must participate in the conference. The primary purpose of the meeting is to make sure any needs are assigned, and due dates established, as

well as points of contact identified. The initial design conference may be scheduled and conducted at the installation after the post-award conference and prior to initiation of significant preliminary design development; meeting time and location will be coordinated through the CO and/or the Government Project Manager. Limit any design work conducted after award and prior to this conference to site work.

11.11.4 Architectural/Engineering Review Panel

Contractor shall submit his or her proposed design to the Tinker AFB AERP a minimum of one (1) time before design completion, preferably combined with the 35% review conference. The AERP provides a forum to ensure that all affected organizations on base have input into the design before the design is complete. The AERP provides an essential link between TAFB Facility Standards and the application of these standards to specific requirements.

AERP documents shall be submitted to the PM in electronic format at least five (5) working days prior to presentation.

11.11.5 Design Review Conference(s)

Each design submittal shall be followed immediately by a review meeting if the Contractor does not agree with the design comments. The Contractor shall request and attend this meeting, invite attendees, records minutes, and provide all review comments received prior to the review meeting. Review comments shall be recorded by the Contractor on a standard Engineering Review Comments sheet and shall reflect the status of each comment.

Contractor shall distribute minutes and annotated review comments to Government within three (3) calendar days after the meeting.

11.11.6 Pre-Construction Meeting

Before starting any construction activities, jointly conduct a pre-construction meeting with the Government (this meeting may be combined with the post-award conference for projects that are going straight to construction). As a minimum, the following will be addressed during the meeting:

- Review installation requirements for construction (e.g. excavation permits; outage/closure procedures, etc.).
- Discuss any outstanding requirements (e.g. staging requests, crane permits, etc.)
- Schedule
- Potential difficulties/obstacles

It is possible there will be multiple Pre-Construction meetings based on the configuration of the design packages (i.e. for a 'Fast-Track' Design-Build TO).

Contractor shall provide minutes of the meeting(s) to all participants.

11.11.7 Progress Meetings

The Contractor shall schedule quarterly meetings (reference CDRL 002) to discuss status of all awarded TOs. The Contractor shall provide an agenda, along with preview copies of any presentation materials, at least five (5) calendar days prior to the meeting.

The Contractor shall be responsible for preparing meeting minutes and distributing to all parties in attendance within (5) calendar days; include any presentation materials used during the meeting as an attachment to the minutes. Should any party not concur with the minutes, they shall state the areas of non-concurrence in writing to the Contractor within four (4) working days of receipt of the minutes.

In addition, at the direction of the CO, additional meetings may be scheduled to discuss individual TOs that are high visibility, behind schedule, or that have outstanding issues (CDRL 002).

11.12 Completion Inspections

1. Upon substantial completion of the work (or a phase of the work), Contractor shall initiate completion inspections in accordance with the requirements of specification section 01 45 00.
2. The CO reserves the right to decline the Contractor's request for a final acceptance inspection or suspend a final acceptance inspection when it is evident that the Contractor is not ready.
3. Failure of the Contractor to complete all TO work requirements prior to the final acceptance inspection may result in the Contractor being charged by the Government for any subsequent re-inspection in accordance with RFO 52.246-12, *Inspection of Construction*.

The Contractor will be responsible for any additional time required for a re-inspection due to incomplete or unacceptable work.

11.13 Task Order Completion

The Contractor shall submit the closeout documentation listed below (as applicable) for TO completion purposes; all closeout documentation must be received within the TO period of performance. Final payment will not be made until these documents are received and approved by the CO (reference section CONTRACT SCHEDULE). Closeout documentation includes, but is not limited to:

- Working As-built Drawings
- Record Drawings
- Record of O&M Training Completion (submit for approval prior to Final Inspection)
- O&M Manuals (submit for approval prior to Final Inspection)
- DD Form 1354 (submit for approval prior to Final Inspection)
- Warranty Certificates (submit for approval prior to Final Inspection)
- Notice of Termination of the SWPPP

Refer to specification sections 01 33 00 and 01 78 00 for additional information.

11.14 Record Drawings

11.14.1 Working As-Built Drawings ('Redline' Set)

Working as-built drawings shall be maintained at each job site, and clearly indicate authorized field changes, updates based on existing conditions, and corrections to the drawings. Reference specification section 01 78 00 for additional information related to markups to be included in working as-built drawings.

Within five (5) days of substantial completion (i.e., completion of Contractor's punch-out inspection) and prior to pre-final inspection, the Contractor shall submit working as-built drawings for Government use during the inspection. At the conclusion of the pre-final inspection, the Government and Contractor will identify any additional changes or corrections required for final approval.

11.14.2 Record Drawings

Within ten (10) days after the pre-final inspection and approval of the working as-built drawings, the Contractor shall incorporate the redlines into the CAD files and submit this final set as the

Record Drawings. These drawings shall be labeled 'RECORD DRAWING AS-BUILTS' and submitted for Government approval. Reference specification section 01 78 00 for additional information.

Shop drawings shall be in accordance with the 'additional record drawings' requirements of specification section 01 78 00.

11.15 Operations & Maintenance (O&M) Manuals

The Contractor shall furnish O & M manuals for any installed product requiring maintenance. O&M manuals shall be submitted for Government approval a minimum of fourteen (14) calendar days prior to the final inspection. Reference specification sections 01 78 00 and 01 78 23, *Operation and Maintenance Data*, for additional information.

11.16 Operations & Maintenance (O&M) Training

The Contractor, as specified by SOW for each TO, shall provide O&M Training for Government operations and maintenance personnel. Provide a training plan for Government approval a minimum of 30 calendar days prior to the final inspection. Reference specification sections 01 78 00 and 01 78 23 for additional information.

11.17 Transfer and Acceptance of Military Real Property, DD Form 1354

Real property is defined as any structure, facility or permanent equipment that must be maintained by the Base Civil Engineering Directorate. Accurate documents depicting changes, replacement or additions to the real property infrastructure are required to support real property accountability.

The Contractor shall prepare and submit a completed DD Form 1354, *Transfer and Acceptance of Military Real Property*, for approval a minimum of fourteen (14) days prior to scheduling a final acceptance inspection.

The DD Form 1354 shall be completed in accordance with specification section 01 78 00 and UFC 1-300-08, *Criteria for Transfer and Acceptance of DoD Real Property*.

11.18 Equipment Inventory List

The Contractor shall prepare a list of equipment installed/removed/replaced utilizing the provided *Equipment Inventory List*. Submit the list for approval a minimum of fourteen (14) days prior to scheduling a final acceptance inspection.

Reference specification section 01 78 00 for additional information.

11.19 Warranty

In accordance with contract clause RFO 52.246-21, *Warranty of Construction* the Contractor shall provide a minimum one-year warranty on all work. Certain TOs may require additional/extended warranties (e.g. roof systems shall have a minimum two-year labor warranty and 20-year manufacturer warranty); any additional/extended warranties will be specified in the contract documents for the individual TO. Refer to specification section 01 78 00 and the applicable technical specifications for additional information.

The Contractor, in coordination with the Construction QA Inspector, shall affix warranty labels/tags to all equipment installed after acceptance by the Government. Reference specification section 01 78 00 for additional information

The CO will provide written or oral notification of warranty issues. The Contractor shall investigate the issue in accordance with the procedures and timeframes discussed in specification section 01 78 00, paragraph CONTRACTOR'S RESPONSE TO CONSTRUCTION

WARRANTY SERVICE REQUIREMENTS. If the Contractor believes the issue is not warranty related, he may request a fact-finding visit with the CO. If the fact-finding meeting determines the issue is warranty related, the Contractor must initiate repairs per the requirements of specification section 01 78 00.

12. GOVERNMENT FURNISHED EQUIPMENT / MATERIALS (GFE/GFM)

In accordance with RFO 52.245-1, *Government Property*, the Government may choose to supply the Contractor with materials or equipment to accomplish project requirements; these items will be identified in the FOPR.

The Contractor shall inventory and sign for all GFE/GFM provided. Government property will be provided/maintained/dispositioned in accordance with applicable Government property clauses.

13. WORK HOURS

13.1 Normal Duty Hours

In accordance with specification section 00 70 00, *General Requirements for Construction on Tinker Air Force Base*, normal duty hours are 0700-1600, Monday through Friday.

13.2 Notes Regarding Working Hours

In general, Contractor shall perform all tasks during normal duty hours; exceptions include, but are not limited to, the following:

- Utility outages
- Road/parking closures
- When specified in the FOPR documents due to mission constraints
- As directed by the CO (usually as part of a get-well plan for construction that is behind schedule)

The Contractor has the responsibility to manage and maintain the construction schedule for each awarded TO; the Contractor may request authorization to work weekends, holidays, and additional shifts as required to accomplish the work per their schedule (reference section CONSTRUCTION SCHEDULE elsewhere in this document). Requests to work outside of normal duty hours must be submitted in writing to the CO at least three (3) days prior to the requested weekend/holiday or the start of any additional shifts.

Work outside normal duty hours to meet schedule will be performed at no additional cost to the Government.

14. BADGES

AFMC Form 387, *Air Force Material Command Identification Cards* (i.e. contractor badges) are required for Contractor personnel to access/work on Tinker AFB. The Contractor must have all personnel badged prior to commencing work on any awarded TO.

Contractor shall designate employees (two (2) recommended) to act as Certifying Officials for all personnel requiring badges. The designated Certifying Officials shall complete DD Form 577, *Appointment/ Termination Record – Authorized Signature* and submit to the COR upon award of the contract. (Note: DD Form 577 must be renewed annually).

Upon approval, Contractor's Certifying Official will be responsible for completing an AFMC Form 496, *Application for AFMC Identification Card*, for all personnel requiring a contractor badge. Badges are issued at Building 6611, Pass and ID.

Badges shall be displayed on the outer clothing, on the front of the body between the neck and

waist and must be visible at all times.

15. CONTROLLED/RESTRICTED AREA(S)

Work to be performed under this contract may be performed in locations designated as controlled/restricted areas which require additional badging and/or escorts. When identified in the SOW for an awarded TO, an AF Form 1199C, *USAF Entry Control Card* (i.e. Secure Area badge) will be required for Contractor personnel to access the controlled/restricted area/work site.

Contractor shall designate an employee to act as escort for all personnel requiring access to the controlled/restricted area. The designated escort shall be required to complete an OPM background check, fingerprint check, and AF Form 2586, *Unescorted Entry Authorization Certificate* and submit to the COR a minimum of fourteen (14) days prior to when access will be required to the work site. Upon approval, Contractor's designated escort will be issued a Secure Area badge. Badges are issued at Building 6611, Pass and ID.

Note: the minimum requirement is one (1) escort for every ten (10) Contractor personnel; Contractor should anticipate providing at least two (2) escorts for every ten (10) personnel].

In some instances (e.g. Airfield/ALC Ramp), an Entry Access List (EAL) and Vehicle Entry Access List (VEAL) may be utilized rather than Secure Area badges. In those instances, Contractor must provide EAL/VEAL for approval prior to start of construction. EAL/VEAL must be submitted to the COR a minimum of fourteen (14) days prior to when access will be required to the work site. Work may not commence until the EAL/VEAL is approved.

Note that any change to Contractor personnel or vehicles being brought into the controlled area will require a resubmission of the EAL/VEAL; timelines for approval will be the same as for the initial submission. New personnel or vehicles may not be brought onto the worksite until the revised EAL/VEAL is approved.

16. WORK IN OCCUPIED AREAS

This contract includes work in multiple use type facilities that may or may not be occupied when work is in progress. It shall be the Contractor's responsibility to take whatever measures are necessary to assure the protection of occupant's assets, furnishings, equipment, etc., and to perform the work so as to cause minimal disruption of ongoing activities in occupied areas.

Before any work is initiated under an awarded TO, the Contractor shall consult with the COR, Construction QA Inspector, Government Project Manager, and Using Agency to develop a sequence of work; means of access to work site; space for storage of materials and equipment; delivery of materials and use of approaches, corridors, stairways, and elevators.

Under certain circumstances, it may be necessary that the work, so far as practicable, be done in definite sections or areas that shall be completed before work in other areas is begun (i.e. phased). The Government will clearly identify any known phasing requirements or work hour situations for each TO in the contract documents. The Contractor may propose phasing plans as part of the proposal package as suited for the project.

Delivery of materials and equipment shall be made with a minimum of interference to Government operations and personnel.

Any temporary construction (e.g., dust partitions) shall be subject to prior approval of the CO.

17. PROTECTION OF EXISTING UTILITIES DURING EXCAVATION

The Contractor shall protect existing utilities during excavation. Reference specification section 00 70 00 for additional information regarding excavation procedures.

The Contractor shall immediately notify the CO; their designated representative (Project Manager, Construction QA Inspector, or COR); and fire department when any utility line is damaged.

18. PROTECTION OF GOVERNMENT PROPERTY

In accordance with RFO 52.236-9, *Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements*, the Contractor shall take necessary precautions to avoid damage to existing items to remain in place, to be reused, or to remain the property of the Government; damaged items shall be repaired or replaced as directed by the CO.

Any equipment/material removed by the Contractor which requires reinstallation as part of the job requirements shall be the responsibility of the Contractor. Any removal of material/equipment from the site must be coordinated for approval by the CO.

19. OUTAGES AND CLOSURES

Utility outages that shut down systems in areas/facilities that are to remain occupied, or closures that affect items such roads, lanes, parking, doorways, aisles, restrooms, etc. will require coordination with the affected Users/Agencies.

1. The Contractor shall request all utility outages a minimum of 21 days in advance to allow for coordination.
2. The Contractor shall request closures a minimum of 45 days prior to construction start to allow for coordination and to advertise major closures (i.e. section of roadway) on the base website for a minimum 30 days before construction starts.

The Contractor shall coordinate requests for outages/closures through the Construction QA Inspector and the Government Project Manager.

Utility outages may be required to be performed outside normal duty hours. Reference TAFB Standard Operating Procedure, *Planned and Emergency Outages*, for additional information.

20. CONTRACTOR VEHICLES

20.1 Identification

Contractor and subcontractor vehicles shall be clearly identified. Magnetic signs are acceptable. The identification shall be legible from 25 feet and be on the driver and passenger side of each vehicle. The sign shall include contractor name, contractor address, and contractor phone number.

20.2 Parking

The Contractor's employees, suppliers, and subcontractor vehicles shall not be parked on grass surfaces at any time. In addition, vehicles may not be driven over grass surfaces, unless approved by the Government. Vehicles cannot be parked inside buildings; vehicles can only be used inside buildings to deliver and pick-up materials from the job site.

20.3 Airfield

Only properly identified contractor vehicles will be allowed on the airfield; at no time will personal vehicles be allowed.

21. CONSTRUCTION SITE

21.1 Construction Fencing

The Contractor shall provide construction fencing for all projects involving exterior work or as directed by the Government. The fencing shall be chain link, able to withstand 50 MPH winds, unless otherwise specified in the TO. Fencing shall include 80% sight-proof screening fabric material to hide the work site from the base populace. The Contractor shall also use construction safety fencing to enclose a work area whenever there is potential hazard to passersby, such as open excavation, heavy equipment, falling debris, hazardous materials, etc. Construction fencing shall be maintained in good condition throughout each TO performance period.

21.2 Construction Signs

All non-airfield construction sites shall have signs posted that say, "Construction Area—Authorized Personnel Only", "Hard-hat Area—Construction in Progress", and "Detour" (with an arrow), as applicable.

All traffic construction signs shall be in accordance with the *Manual on Uniform Traffic Control Devices (MUTCD)*, current edition.

21.3 Barricades

The Contractor shall provide and maintain an adequate supply of movable barricades for use on job sites.

- Barricades for use on construction sites shall be self-supporting, wood or metal construction, minimum of 42" high, with reflective surfaces.
- Barricades for use on roadways and parking areas shall be in accordance with the most up to date MUTCD requirements.
- Low profile barricades for use on the airfield shall be in accordance with the paragraph BARRICADES in UFC 3-260-04, *Airfield and Heliport Marking*.

Each barricade shall be readily identified with the Contractor's name & name of barricade supplier (if applicable) prior to any use.

Barricades on streets, in areas with heavy pedestrian traffic, or on the airfield must have battery-powered flashers for night use.

Cones may only be used to temporarily block pedestrian traffic. Extended pedestrian or road traffic blockages must use barricades.

All open excavation outside the airfield shall be secured with barricades, webbed fencing or flashing lighted barricades on all sides, a minimum of 5' away from the hole. All excavations over four (4) foot in depth must meet barrier strength standards as required in OSHA 1926.

Barricades shall be maintained in good condition throughout the contract period and remain the property of the Contractor.

22. TRANSPORTATION OF CONSTRUCTION EQUIPMENT

The Contractor shall not drive any construction equipment with metal wheels or tracks (i.e., roller, excavator, etc.) on any paved surface of TAFB. All equipment shall be loaded on a trailer and hauled to the location.

23. BASE FIRE REGULATIONS

The Contractor shall comply with current TAFB Fire Regulations. The Contractor shall use no explosives or fire in performing the work.

The Contractor shall comply with the current Occupational Safety and Health Administration (OSHA) welding and cutting requirements. Contractor shall obtain written permits prior to performing any flame or spark producing activities, reference specification section 00 71 00, *General Safety Requirements for Construction on Tinker Air Force Base* for additional information.

24. HEALTH AND SAFETY

24.1 Commander's Statement of Safety Intent

The safety of everyone on Tinker AFB is our top priority. All Individuals must accept personal responsibility for safety and seek opportunities for improving the safety of our work environment. Everyone working on Tinker AFB is challenged to find, fix (if able) and report all hazards and near-misses. It is our shared duty to take every reasonable step and precautions to prevent accidents and preserve the health/safety of each contractor and government employee.

24.2 General Requirements

All work performed under this contract shall comply with all applicable safety and health requirements, including but not limited to:

- EM 385-1-1, *U.S. Army Corps of Engineers Safety and Health Requirements Manual*
- AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*
- 29 CFR 1910, *Occupational Safety and Health Standards*
- 29 CFR 1926, *Safety and Health Regulations for Construction*

The Contractor shall submit a Health and Safety Plan to the CO within 10 days of contract award, detailing overall procedures for accident prevention, health protection, and other safety precautions for work to be accomplished under this contract.

Refer to specification section 01 35 26, *Governmental Safety Requirements* for additional requirements of the Contractor's safety program.

24.3 OSHA Voluntary Protection Program (VPP)

The Contractor is hereby notified that TAFB has achieved or is pursuing VPP Star ratings at multiple sites across the base. Additional information regarding VPP can be found at the following link:

<http://www.osha.gov/dcsp/vpp/index.html>

The Voluntary Protection Plan applies to all construction and service contracts that have Contractor employees working more than 1000 hours per quarter on TAFB. Refer to specification section 00 71 00 for additional requirements related to VPP.

24.4 Emergency Evacuation Procedures

Contractor employees shall follow the direction of Government employees in regard to emergency evacuation procedures, i.e. fire, tornado, or bomb threats. It is the responsibility of the Contractor to provide guidance and establish procedures for responding to an emergency for their employees. It is the Contractor's responsibility to account for their employees following an emergency evacuation. The Contractor personnel shall participate with the Government personnel in all fire and tornado drills at no additional cost to the Government.

24.5 Mishap Reporting

The Contractor shall notify the CO or the COR as soon as practical after any mishaps, including recordable accidents, incidents, and near misses, as defined in EM 385-1-1 Appendix Q; and any injuries, illness, or property damage which occur on the installation while performing work under this contract.

Refer to specification section 01 35 26 for additional requirements related to mishap reporting.

25. NOISE CONTROL

The Contractor shall comply with all applicable state and local laws, ordinances, and regulations relative to noise control. The Government may require operations that generate excessive noise be scheduled outside of normal duty hours; however, the Contractor will not interrupt daily Government operations at any time without the expressed consent of the CO.

26. FOREIGN OBJECT DEBRIS (FOD) AWARENESS AND PREVENTION

Contractor personnel who, in the performance of their assigned duties, work in or travel through areas near operational and production aircraft, engines, munitions, missiles, drones, space systems, support equipment, Aerospace Ground Equipment (AGE), trainers or components thereof are required to receive FOD Awareness and Prevention training. This includes Contractor personnel operating vehicles and equipment on flight lines, runways, taxiways, parking ramps, aircraft hangars, or aircraft maintenance areas. The requirement for FOD awareness and prevention training is dependent on project location; as such, the requirement for this training will be established in the contract documents for each TO. Reference specification section 00 71 00 for additional information.

27. AIRFIELD SAFETY

The Contractor shall coordinate through the COR and PM for restrictions involving access to the flightline, taxiway, and runway areas. Reference specification sections 00 71 00 and 00 80 05, *Special Provisions for Working on or Near the Airfield on Tinker Air Force Base* for additional information.

Appendix A - Abbreviations

AF	Air Force
AFB	Air Force Base
CA	Contract Administrator
CADD	Computer-Aided Drafting/Design
CD	Compact Disk
CE	Civil Engineer
CFR	Code of Federal Regulations
CO	Contracting Officer
COR	Contracting Officer's Representative
DART	Days Away Restricted and/or Transferred Incident Rate
DoD	Department of Defense
DR	Contractor's Designated Representative
FOPR	Fair Opportunity Proposal Request
GFE	Government Furnished Equipment
GFM	Government Furnished Material
LD	Liquidated Damages
MACC	Multiple Award Construction Contract
NTP	Notice to Proceed
O&M	Operations and Maintenance
OSHA	Occupational Safety and Health Administration
PE	(Licensed) Professional Engineer
PM	Project Manager
QC	Quality Control
QCM	Contractor's Quality Control Manager
RA	Registered Architect
RFI	Request for Information
RFO	Revolutionary FAR Overhaul
SDS	Safety Data Sheet
SOW	Statement of Work
SSHO	Contractor's Site Safety and Health Officer
SWPPP	Storm Water Pollution Prevention Plan
TAFB	Tinker Air Force Base
TO	Task Order
TCIR	Total Case Incident Rate
UFC	Unified Facilities Criteria
UPB	Unit Price Book
US	United States
VPP	Voluntary Protection Program

Appendix B - Contract Specifications Table of Contents

Note: Following specifications are periodically updated and are provided for reference purposes only. Most current specifications will be included as part of each RFP/TO issued under this contract.

TAFB GENERAL SPECIFICATIONS

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00 70 00	General Requirements for Construction on Tinker AFB
00 71 00	General Safety Requirements for Construction on Tinker AFB
00 72 00	Environmental Requirements for Construction on Tinker AFB
00 80 00	Special Provisions for Working on Tinker AFB
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01 32 16.00 20	Small Project Construction Progress Schedules
01 33 00	Submittal Procedures
01 33 16.00 10	Design Data (Design After Award)
01 35 26	Governmental Safety Requirements
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03 41 16.08	Pre-Cast Concrete Slabs
03 62 16	Metallic Non-Shrink Grouting

Division 04 - Masonry

04 20 00	Unit Masonry
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Division 05 - Metals

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05 12 00	Structural Steel
05 21 00	Steel Joist Framing
05 30 00	Steel Decks

05 40 00	Cold-Formed Metal Framing
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06 61 16	Solid Surfacing Fabrications

Division 07 - Thermal and Moisture Protection

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07 14 00	Fluid-Applied Waterproofing
07 19 00	Water Repellants
07 21 16	Mineral Fiber Blanket Insulation
07 22 00	Roof and Deck Insulation
07 24 00	Exterior Insulation and Finish Systems
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08 34 19.10 20	Rolling Service and Fire Doors
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08 51 13	Aluminum Windows
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09 30 10	Ceramic, Quarry, And Glass Tiling
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10 14 00.20	Interior Signage
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10 22 13	Wire Mesh Partitions
10 22 39	Folding Panel Partitions
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23 01 30.41	HVAC System Cleaning
23 03 00	Basic Mechanical Materials and Methods
23 05 15	Common Piping for HVAC
23 05 48.00 40	Vibration and Seismic Controls for HVAC Piping and Equipment
23 05 93	Testing, Adjusting, and Balancing for HVAC
23 07 00	Thermal Insulation for Mechanical Systems

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23 08 00	Commissioning of HVAC Systems
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23 36 00.00 40	Air Terminal Units
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23 64 10	Water Chillers, Vapor Compression Type
23 64 26	Chilled, Chilled-Hot, And Condenser Water Piping Systems
23 65 00	Cooling Towers and Remote Evaporative-Cooler Condensers
23 70 03	Heating and Utilities Systems, Central Steam
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31 23 00 20	Excavation and Fill

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32 01 11.51	Rubber and Paint Removal from Airfield Pavements
32 01 13.62	Asphalt Surface Treatment
32 01 13.63	Gilsonite Modified Asphalt Emulsion Seal Coats
32 01 13.64	Bituminous Pavement Liquid Rejuvenating
32 01 16.71	Cold Milling Asphalt Paving
32 01 17.61	Sealing Cracks in Asphalt Paving
32 01 17.62	Paving Fabric Interlayer
32 01 18.71	Grooving of Airfield Paving
32 01 19.61	Sealing of Joints in Rigid Pavement
32 01 29.61	Partial Depth Patching of Rigid Paving
32 11 13.13	Lime Treated Subgrade
32 11 23	Aggregate Base Courses
32 11 23.23	Base Course Drainage Layers
32 12 13	Bituminous Tack and Prime Coats
32 12 15.13	Asphalt Paving for Airfields
32 12 16.16	Road-Mix Asphalt Paving
32 12 36.13	Asphaltic Seal and Fog Coats
32 13 13.06	Portland Cement Concrete Pavement for Roads and Site Facilities
32 13 14.13	Concrete Paving for Airfields and Other Heavy-Duty Pavements
32 13 73.19	Compression Concrete Paving Joint Sealant
32 16 19	Concrete Curbs, Gutters, and Sidewalks
32 17 23	Pavement Markings
32 31 13	Chain Link Fences and Gates
32 92 19	Seeding
32 92 23	Sodding
32 92 26	Sprigging
32 93 00	Exterior Plants
32 96 00	Transplanting Exterior Plants

Division 33 - Utilities

33 31 23.00 10	Sanitary Sewer Force Main Piping
33 40 00	Storm Drainage Utilities
33 71 02	Underground Electrical Distribution

Division 34 - Not Used**Division 35 - Not Used**

Division 40 - Process Interconnections

40 17 26.00 20 Welding Pressure Piping

Division 41 - Not Used

Division 42 - Not Used

Division 43 - Not Used

Division 44 - Not Used

Division 45 - Not Used

Division 46 - Not Used

Division 48 - Not Used

Appendix C - TAFB Facility Standards and Reference Documents

Note: The following facility standards, reference documents, and attachments/forms are periodically updated, and are provided for reference purposes only. Most current documents will be included as part of each FOPR/TO issued under this contract.

Base Facility Standards

Tinker Air Force Base Facility Standard
 Tinker Air Force Base Mechanical Standard
 Tinker Air Force Base Electrical Standard
 Tinker Air Force Base Fire Protection Standard

Tinker AFB General Specifications (Div 00 and Div 01) Reference Documents

Sections 00 7x 00

DoDOP-2000.16V1 AFI 10-245-0	Antiterrorism (AT) Program Implementation
AFI 13-213	Airfield Driving
AFI 13-213 TINKERAFBSUP	Airfield Driving (Tinker AFB Supplement to AFI 13-213)
AFI 21-101	Aircraft and Equipment Maintenance Management
AFI 21-101 AFMCSUP	Aircraft and Equipment Maintenance Management (AFMC Supplement to AFI 21-101)
AFI 48-104	Tobacco Free Living
AFI 91-202	The US Air Force Mishap Prevention Program
AFI 91-202 AFMCSUP	The US Air Force Mishap Prevention Program (AFMC Supplement to AFI 91-202)
AFMAN 32-7003	Environmental Conservation
AFMAN 40-201	Radioactive Material (RAM) Management
AFMAN 48-148	Ionizing Radiation Protection
AFMAN 91-203	Air Force Occupational Safety, Fire, and Health Standards
AFMAN 91-203 OC-ALCSUP	Air Force Occupational Safety, Fire, and Health Standards (OC-ALC Supplement to AFMAN 91-203)
TINKERAFBI 13-204	Airfield Operations
TINKERAFBI 21-100	Foreign Object Damage (FOD) and Dropped Object Prevention (DOP) Programs
TINKERAFB_SOP_Outages	Planned and Emergency Outages Standard Operating Procedures
TINKERAFB HWMP	Tinker AFB Hazardous Waste Management Plan
TINKERAFB INRMP	Tinker AFB Integrated Natural Resources Management Plan
TINKERAFB INRMP_APP E	Tinker AFB Integrated Natural Resources Management Plan – Appendix E, Native Landscaping Plant Materials

CUI

TINKERAFB INRMP_APP G	Tinker AFB Integrated Natural Resources Management Plan – Appendix G, Urban Forestry Management Procedures
EM 385-1-1	Safety -- Safety and Health Requirements Manual
UFC 3-260-01	Airfield and Heliport Planning and Design
UFC 3-260-04	Airfield and Heliport Marking
UFC 3-535-01	Visual Air Navigation Facilities
UFC 3-600-01	Fire Protection Engineering for Facilities
UFC 3-601-02	Fire Protection Systems Inspection, Testing, and Maintenance
<u>Section 00 78 00</u>	
ERDC/ITL TR-12-1	A/E/C Graphics Standard
ERDC/ITL TR-12-6	A/E/C CAD Standard
URML	Unified Master Reference List

Tinker AFB General Requirements Specifications Attachments/Forms

00 70 00, Attachment 1	Tinker AFB Outage Request Form
00 71 00, Attachment 1	Airfield Construction Waiver
00 71 00, Attachment 2	EAL Template
00 71 00, Attachment 3	VEAL Template
00 72 00, Attachment 7a	AF3952, Chemical/Hazardous Material Request Authorization Form
00 72 00, Attachment 7b	Monthly Hazardous Material Usage Report
00 72 00, Attachment 8	Recovered Materials Determination Form
00 72 00, Attachment 9	EMS Awareness Training
00 72 00, Attachment 13	AF487, Generator Operating Log
00 72 00, Attachment 14	Information for New Boilers
01 33 00, Attachment 1	AF3000, Material Approval Submittal
00 15 00, Attachment 1	Staging Request Form
01 78 00, Attachment 1	DD1354, Transfer and Acceptance of Military Real Property
01 78 00, Attachment 2	DD1354 Checklist

Tinker AFB General Requirements Specifications Required Training Materials

EMS General Awareness Training for Contractors
AFMC FOD/DOP Program

Appendix D – Contract Data Requirements List (CDRLs)

[A001](#) CDRL - Organization Chart

[A002](#) CDRL - Quarterly Progress Mtg

[A003](#) CDRL - TO Progress Mtg