



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 733D MISSION SUPPORT GROUP
JOINT BASE LANGLEY-EUSTIS
FORT EUSTIS, VIRGINIA

PROJECT STATEMENT OF OBJECTIVE

Title: Renovate Classrooms, Bldg 2716G, Rooms G11 & G12

Project Number: ASE-00097-0J

This project is to renovate two classrooms for USAALS in building 2716G. Project includes safety upgrades for electrical 120v distribution, improved lighting, addition of sound dampening insulation, installation of internal LAN cables, replace drop ceiling, and carpet.

- 1) Fir out and insulate north, east, & west walls: 2 x 4 studs, sheetrock, sound proof insulation, tape joints, and paint.
- 2) Provide and install 6 duplex electrical drops, wiring, and power hook-up; 3 on east wall & 3 on west wall.
- 3) Provide and install 6 data drop boxes, conduit, with pull strings; 3 on east wall & 3 on west wall.
- 4) Provide and install data cable wiring and hook-up to USAALS LAN network
- 5) Remove roll-up door on north wall and replace with CMU, fir out wall, sheetrock, tape joints and paint wall.
- 6) Replace drop ceiling grid work and tiles, install sound proof insulation above ceiling.
- 7) Replace light fixtures to provide 70FC lumination minimum (10 fixtures total), provide front to back switching capability.
- 8) Remove 250V electrical connector on north wall.
- 9) Replace carpet
- 10) Replace door and hardware, new door to match existing doors with safety glass and view port.
- 11) Install Fire Protection sprinkler system, FPE design and stamp required.
- 12) Clean and reinstall HVAC grills, smoke detectors, and misc equipment.

ATTACHMENT 3 – SPECIAL INSTRUCTIONS

(REVIEWED 11 APR 07) SPECIAL WORK REQUIREMENTS AND RESTRICTIONS:

1. GENERAL INTENTIONS:

1.1. The Contractor and his employees and subcontractors shall become familiar with and obey all Fort Eustis regulations, including fire, traffic, and security regulations. The Contractor's employees and subcontractors shall keep within the limits of the work (and avenues of ingress and egress), and shall not enter restricted areas unless previously approved to do so. The Contractor and subcontractors shall take precautions to protect occupants and government personnel while construction is in progress and protect areas overnight. Contractor will take necessary precautions to protect adjacent areas from damage during construction. The Contractor shall restore all structures, grounds, and appurtenances damaged during the course of the work to original condition prior to the start of work at the Contractor's expense.

1.2. All work shall be done in accordance with Department of Defense (DoD) Unified Facilities Criteria (UFC), the International Building Code, and The Code of Virginia, Title 54.1, Licensing requirements for architects, professional engineers, and land surveyors. All equipment and installations will also be in accordance with the manufacturer's literature. In the event a conflict should arise concerning specific requirements, the more stringent requirement shall be the mandatory requirement.

2. POST REGULATIONS:

The site of the work is on a military reservation, and all rules and regulations issued by the Commanding Officer, Fort Eustis covering safety and sanitary requirements, shall be observed by the Contractor.

2.1 Personnel Restrictions:

Personnel will be limited to the immediate site area and shall under no circumstances enter buildings or facilities not involved in the work. All employees of the Contractor will be subject to all rules and regulations of Fort Eustis, which pertain to personnel. The Contractor shall erect any necessary fences or signs and be responsible for the restrictions of all personnel.

2.2 Transportation Facilities:

The facility is served by an all weather surfaced road network. Road(s) within the military reservation proposed to be used by the Contractor, shall be subject to prior approval of the Post authorities and such roads, if used, shall be maintained throughout construction and shall be restored to as good condition as existed prior to their use.

2.3 Road and Post Entry Restriction:

The movement of all vehicles within the Post shall be confined to the roads designated and shall comply with traffic regulations within the post. Other roads may be used only with the approval of the QAI. The Contractor shall keep all roads free of mud and other foreign material resulting from his operations. Parts of Fort Eustis are restricted access where private owned vehicles are not allowed and special identification for each person's entry is required. Coordinate with Fort Eustis Security personnel all access requirements prior to starting the work.

2.4 Personnel Transportation:

Contractor owned vehicles shall be used to transport workers from the approved staging areas to work sites.

2.5 Parking and Staging Areas:

2.5.1 The Contractor staging area(s) shall be at a designated location approved by the QAI. The Contractor shall store approved trash receptacles, construction materials and equipment in these area(s). The Contractor shall maintain these area(s) in a clean and safe manner as approved by the Contracting Officer. The Contractor's construction trailer, toilet facilities for workers use, and a parking area for personal vehicles will be designated in the vicinity of the Contractor staging area(s). The Government is making this area available to the contractor for the convenience of the contractor. The Government cannot guarantee the security of this staging area, therefore the contractor has responsibility to insure any contractor materials and facilities are secure. The Government will not reimburse the contractor for any losses the contractor may suffer for equipment stored at this or any other site on the installation.

2.5.2 The contractor shall submit for approval a site plan indicating the proposed location and dimension of any area(s) to be fenced and used by the Contractor. No trailers, materials, or equipment shall be place or stored outside the fenced area(s). All areas used by the Contractor, for the storage of equipment or materials, or other use, shall be restored to the original or better condition upon completion of the project. Utilities connections to contractor temporary office trailer shall be accomplished by the Contractor, and payment for utility use shall be paid by the Contractor.

2.6 Use of Roads:

Loading shall be limited to five tons axle unless approved otherwise. The Contractor shall keep all roads clear of all obstructions and free of mud and other foreign materials resulting from operations. Post speed limits and traffic controls will be observed.

3. INSPECTION:

Government representatives will conduct inspections during the work process. Defective Contractor furnished materials and/or deficiencies in workmanship in progress shall be replaced or corrected to the satisfaction of the Contracting Officer at no additional cost to the Government.

3.1 Hold Point Inspections:

Project hold points will be identified at the kick-off meeting, and at a minimum, conform to hold points listed in the IBC (Sec 109), International Plumbing Code (Sec 107), and the International Mechanical Code (Sec 107). Inspections will be annotated on the project schedule. Contractor shall notify the QAI one day in advance for each hold point inspection. All work related to subject inspection shall not continue until the inspection has been completed and approved.

4. SAFETY STANDARDS:

The Contractor shall comply with the "Occupational Safety and Health Administration (OSHA)" Safety and Health Regulations for Construction, Part 1926, for the performance of all work under this contract.

4.1 ACCIDENT REPORTS:

The Contractor shall comply with accident reporting requirements as outlined in US Army Transportation Center Fort Eustis Regulation 385-10 Safety - Occupational Safety And Health Program. All accident reports will be reported immediately to the QAI/COR/PM.

4.2. FIRE PREVENTION AND PROTECTION:

The Contractor shall comply with all safety requirements outlined in US Army Transportation Center Fort Eustis Regulation 385-10 Safety - Occupational Safety And Health Program, Fort Eustis Regulation 420-90, Facilities Engineering: Fire and Emergency Services, Fire Prevention Program, and all rules and regulations issued by the National Fire Protection Association covering storage and use of inflammable mixtures of materials which might constitute a fire hazard.

5. HAZARDOUS MATERIALS AND WASTE MANAGEMENT:

TCFE Reg 200-6, w/Change March 2005, prescribes policies and procedures for conservation, protection, and enhancement of the environment at Fort Eustis and Fort Story and supported facilities.

<http://dpw-web.eustis.army.mil/enrd/ENRDDocs/ENRDReg/TCFEReg200-6-4Oct05.pdf>

All Hazardous Waste (HW), Non-hazardous Waste (NHW), and Universal Wastes (UWs) excluding UW Lamps disposal must be coordinated through the Hazardous Waste Accumulation Facility (HWAF). UW Lamps should be turned-in at the SWRPPCs.

All contractors must utilize HWAF services to the maximum extent offered, including HW containers, labels, and disposal services. Contractors are prohibited from utilizing non-HWAF services to dispose of HW.

6. CLEAN UP:

6.1 Remove rubbish, debris, and construction materials daily. All rags, cotton waste or materials which might constitute a fire hazard shall be placed in metal containers or destroyed at the end of each day. Upon completion of the work, all staging, scaffolding and containers shall be removed from the site. The Contractor shall not deposit or place any cloths, rags, waste, trash or debris in Government owned trash cans, containers or receptacles. The Contractor shall furnish adequate trash cans for his use on this contract. All these materials shall be disposed of off post at the Contractor's expense.

6.2 Debris and rubbish shall be removed from all work areas daily. Debris shall be removed and transported in a manner that prevents spillage on streets or adjacent areas. Local regulating hauling and disposal shall apply. All vehicles for hauling debris shall be covered.

7. HOT WORK PERMIT:

Before using any spark producing devices or open flames either inside or outside of work areas, the Contractor shall obtain a Hot Work permit from the Post Fire Department at least three (3) days in advance.

8. PROTECTION AND USE OF EXISTING FACILITIES:

8.1 The Contractor shall protect and maintain service to existing telephone, CATV, data, wiring, piping fixtures, equipment, utilities and structures; and any damages shall be repaired or restored at the expense of the Contractor. Repairs to existing underground privately owned utilities damaged by the Contractor such as water, sewer and gas, shall be the responsibility of the Contractor to repair at no additional cost to the Government.

8.2 Use of tenant owned items by Contractor personnel will not be allowed in any building facilities, including but not limited to phones, toilets, kitchen facilities or parking spaces. The Contractor shall maintain unobstructed access and egress from occupied portions of the site and shall not interrupt heating/air conditioning or any utility service to the occupied unit without written approval for the duration of the contract.

9. SUBCONTRACTS AND WORK COORDINATION:

9.1 Cooperation with Using Agency and Other Contractors:

During the period of this contract, other contracts may be in force for the construction of other features of work on or adjacent to the site of work being accomplished under this contract. Also, prior to completion of work under this contract, members of the Using Agency may be performing work or occupying facilities on or adjacent to the area. The Contractor shall arrange his plant and shall schedule and perform this work so as to effectively cooperate with all other Contractors and Government agencies.

9.2 Coordinate between Contractors:

It shall be the responsibility of the prime Contractor to be fully informed of the extent of limits of work to be performed by other prime Contractors. Should there be any conflict between these limits, it shall be brought to the attention of the Contracting Officer and the Contracting Officer's decision shall be final.

10. HOURS OF WORK:

10.1 The normal work day for construction shall be from 7:30 A.M. to 4:00 P.M., Monday through Friday of each week. Any request to change these hours must be coordinated in advance with the QAI and customer.

10.2 The Contractor shall schedule all work done by his employees and subcontractors as to cause the least amount of interference with Fort Eustis employees and residents as possible. The Contractor's work schedule shall be subject to the approval of the Contracting Officer.

10.3 If the Contractor desires to perform work outside of normal duty hours on Saturdays, Sundays, or holidays, he shall coordinate in advance with the QAI.

11. INTERRUPTIONS OF UTILITIES:

11.1 Approval:

No utility services shall be interrupted by the Contractor to make connections, or for any purpose without approval of the DPW.

11.2 Request for permission to shut down services shall be submitted in writing to the QAI and DPW Service Order Desk ATTN: MR. Chuck Hudson, not less than 14 calendar days prior to date of proposed interruption. The request shall give the following information:

- (1) Nature of Utility (Gas, Elect, Water, Etc.)
- (2) Size of line and location of shutoff.
- (3) Building and services affected.
- (4) Hours and date of shutoff.
- (5) Estimated length of time service will be interrupted.

11.3 Services Shutoff:

Services shall not be shut off until receipt of approval of the proposed hours and date from the DPW.

11.4 Service Interruption:

11.4.1 Shutoffs which will cause interruption of Government work operations as determined by the DPW shall be accomplished during regular non work hours or non work days of the Using Agency without any additional cost to the Government.

11.5 Valve Operation:

Where shutoff of water lines interrupts service to fire hydrants or fire sprinkler systems, the Contractor shall arrange his operations and have sufficient material and personnel available to complete the work without undue delay or restore service without delay in event of emergency.

11.6 Gas Mains:

Flow in gas mains which have been shut off shall not be restored until the Government inspector has coordinated that all items serviced by the gas line have been shut off.

11.7 Digging Permit:

Digging permits, "Clearance Permit for Digging", must be obtained prior to doing any digging work on Post. The Contractor shall be responsible to obtain all necessary digging permits, which may be necessary to accomplish his work, from the DPW service technician responsible for issuing the digging permits.

12. CONTRACT DRAWINGS AND SPECIFICATION:

12.1 As-Built record drawings:

12.1 The Contractor shall provide the QAI as-built record contract drawings in AutoCAD format or other electronic format on a compact data disk within 24hrs of contract completion. Drawing names on the compact data disk shall begin with FE (or FS) and the facility number.

12.2 During the progress of the job, the Contractor shall keep careful records at the job site of all construction changes and corrections from the layouts and details and conditions shown on the drawings. These as-built contract drawings shall be a record of the construction as indicated and completed by the Contractor.

12.3 GPS coordinates: GPS coordinate points, of the corners of the new facility, and termination points of utilities, shall be provided for new facility construction.

13. WARRANTY OF CONSTRUCTION:

13.1 In addition to any other warranties in this contract, the Contractor warrants that the work performed under this contract conforms to the contract requirements and is free of any defect in equipment, materials, or design furnished, or workmanship performed by the Contractor or any subcontractor or supplier at any tier. This warranty shall not limit the Government's rights under the Inspection and Acceptance clause of this contract with respect to latent defects, gross mistakes, or fraud.

13.2 This warranty shall continue for a period of one year from the date of final acceptance of the work. If the Government takes possession of any part of the work before final acceptance, this warranty shall continue for a period of one year from the date the Government takes possession.

13.3 The Contractor shall remedy at the Contractor's expense any failure to conform, or any defect. In addition, the Contractor shall remedy, at the Contractor's expense, any damage to Government owned or controlled real or personal property, when that damage is the result of:

- a. The Contractor's failure to conform to contract requirements.
- b. Any defect in equipment, material, workmanship or furnished designs.

13.4 The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to work repaired or replaced will run for one year from the date of repair or replacement.

13.5 The Government will notify the Contractor, by phone or in writing, within a reasonable time after the discovery of any failure, defect or damage.

13.6 If the Contractor fails to remedy any failure, defect, or damage within two days after receipt of notice, the Government shall have the right to replace, repair, or otherwise remedy the failure, defect, or damage at the Contractor's expense.

13.7 This warranty shall not limit the Government's rights under the inspection and acceptance clause of this contract.

13.8 EQUIPMENT GUARANTEE LIST:

The Contractor shall obtain and furnish to the Contracting Officer written guarantees for all equipment furnished under the contract and shall prepare a complete listing of all such equipment. This equipment list shall state the specification section applicable to the equipment, duration of the warranty there of, start date of the warranty, ending date of the warranty, and point of contact for fulfillment of the warranty. This listing shall be fully executed and delivered to the Contracting Officer prior to final acceptance of the entire contract, and such acceptable listing shall be a condition to final acceptance of the entire contract.

13.9 EQUIPMENT WARRANTY TAGS AND GUARANTOR'S LOCAL REPRESENTATIVE:

The Contractor shall furnish with each guarantee the name, address, and telephone number of the guarantor's representative nearest to the location where the equipment and appliances are installed. The Contractor shall tag each item of warranted equipment with a data tag, enclosed in a durable, oil and water resistant clear plastic envelope approved by the Contracting Officer. Tag shall be attached to the equipment in clear sight with a metal wire. The date of acceptance and inspector's signature shall be left blank until project is accepted for beneficial occupancy. The tag shall show the following information:

EQUIPMENT WARRANTY TAG

Contractor.
Building No.
Type of Equipment
Accepted Date
Contract Completion Date
Warranted Until
Under Contract No.
Telephone /Address.
Inspector's Signature

14. PRECONSTRUCTION CONFERENCE:

14.1 Scheduling:

After award of the construction contract and prior to the start of any construction work, an authorized representative of the Contracting Officer will schedule and conduct a preconstruction conference. The Contractor's Project Manager, Superintendent and his Quality Control System Manager shall attend this meeting. The Contractor is encouraged to have an officer of his company (Project Manager could be this person) and a representative from each of his subcontractors at the conference. This conference will be held at a location and time as specified by the Contracting Officer's Representative.

15. QUALITY CONTROL PLAN:

Contractor Quality Control is means by which the Contractor ensures that the construction, including that of subcontractors and suppliers, complies with the requirements of the contract. The controls shall be adequate to cover all construction operations, including both on-site and off-site fabrication, and will be keyed to the proposed construction sequence. At the completion of all work or any increment thereof established by a completion time, the Contractor shall conduct a Pre-Final Inspection of the work with the Government inspector to develop a "punch list" of items which do not conform to the approved plans and specifications. Such a list of deficiencies shall include the estimated date by which the deficiencies will be corrected. Upon notification from the Contractor that all deficiencies have been satisfactorily corrected a joint final inspection will be scheduled by the Contractor.

16. POST ACCEPTANCE TESTS:

Should completion of the project occur at such time that the required performance test must be conducted and test data recorded and submitted during a season when both heating and cooling system performance cannot be checked, the Contractor shall perform the tests and record all such data as is available with system operating automatically under the prevailing weather conditions. That part of the system operation which cannot be recorded because of the prevailing weather shall be delayed until the weather is appropriate at which time the remaining part of the required tests shall be conducted and data recorded accordingly. Portions of the tests may not be delayed without written consent of the Contracting Officer. Dates for the final tests will be set at the project final inspection.

17. CONTROL DIAGRAM:

Provide framed drawings under laminated plastic showing complete instrumentation and HVAC system control diagrams, for all equipment furnished and interfaces to all new and existing equipment, at each respective equipment location. Condensed operating instructions explaining preventive maintenance procedures methods of checking the

system for normal safe operation, and procedures for safety starting and stopping the system manually shall be prepared in typed form, framed as specified for wiring and control diagrams and posted beside the diagrams. Proposed diagrams, instructions, and other sheets shall be submitted prior to posting. The framed instructions shall be posted before acceptance testing of the systems. Provide a reproducible copy of each revised diagram in addition to the framed copy.

18. FIELD TRAINING:

Upon completion of the work and final acceptance of contract, the contractor, at no cost the government, will provide instruction to Government operating personnel on the proper operation and maintenance of the equipment. O&M manuals shall be provided before the training.

19. EXTERIOR ELECTRICAL : All electrical service on Ft Eustis is owned by Dominion Virginia Power (DVP). Contractors will coordinate directly with DVP to acquire preliminary electrical cost estimates. Upon project funding, contractor will coordinate with the DPW PM for a formal cost proposal from DVP. Contractor shall coordinate with Virginia power all electrical connections or disconnections to insure proper feed to building is provided.

20. EXTERIOR WATER/SEWER: All water and sewer service on Ft Eustis is owned by Old Dominion Utility Service (ODUS). Contractors will coordinate directly with ODUS to acquire preliminary cost estimates. Upon project funding, contractor will coordinate with the DPW PM for a formal cost proposal from ODUS. Contractor shall coordinate with ODUS all water and sewage connections or disconnections to insure proper feed to building is provided.

21. EXTERIOR GAS PIPING SYSTEM : All natural gas service on Ft Eustis is owned by Virginia Natural Gas (VNG). Contractors will coordinate directly with VNG to acquire preliminary cost estimates. Upon project funding, contractor will coordinate with the DPW PM for a formal cost proposal from VNG (if necessary). Contractor shall coordinate with VNG all natural gas connections or disconnections.

22. CONSTRUCTION AND DEMOLITION WASTE MANAGEMENT (Ref UFC 1-900-01 AND UFGS 024200 APRIL 2006)

All military construction, renovation, and demolition projects shall include contract performance requirements for a 50% minimum diversion of construction and demolition waste by weight, from landfill disposal. Contract specifications will include submission of a contractors' C&D Waste Management Plan, prior to the start of site clearance. (ACSIM MEMO dtd 6 Feb 2006)

22.1 GOVERNMENT POLICY

Government policy is to apply sound environmental principles in the design, construction and use of facilities. As part of the implementation of that policy the Contractor shall: (1) practice efficient waste management when sizing, cutting, and installing products and materials and (2) use all reasonable means to divert construction and demolition waste from landfills and incinerators and to facilitate their recycling or reuse.

22.2 MANAGEMENT

The Contractor shall take a pro-active, responsible role in the management of construction and demolition waste and require all subcontractors, vendors, and suppliers to participate in the effort. Construction and demolition waste includes products of demolition or removal, excess or unusable construction materials, packaging materials for construction products, and other materials generated during the construction process but not incorporated into the work. In the management of waste consideration shall be given to the availability of viable markets, the condition of the material, the ability to provide the material in suitable condition and in a quantity acceptable to available markets, and time constraints imposed by internal project completion mandates. The Contractor shall be responsible for implementation of any special programs involving rebates or similar incentives related to recycling of waste. Revenues or other savings obtained for salvage, or recycling shall accrue to the Contractor. Firms and facilities used for recycling, reuse, and disposal shall be appropriately permitted for the intended use to the extent required by federal, state, and local regulations.

22.3 PLAN

A waste management plan shall be submitted within 15 days after [contract award] [notice to proceed] and prior to initiating any site preparation work. The plan shall include the following:

- a. Name of individuals on the Contractor's staff responsible for waste prevention and management.
- b. Actions that will be taken to reduce solid waste generation.
- c. Description of the specific approaches to be used in recycling/reuse of the various materials generated, including the areas and equipment to be used for processing, sorting, and temporary storage of wastes.
- d. Characterization, including estimated types and quantities, of the waste to be generated.

- e. Name of landfill and/or incinerator to be used and the estimated costs for use, assuming that there would be no salvage or recycling on the project.
- f. Identification of local and regional reuse programs, including non-profit organizations such as schools, local housing agencies, and organizations that accept used materials such as materials exchange networks and Habitat for Humanity.
- g. List of specific waste materials that will be salvaged for resale, salvaged and reused, or recycled. Recycling facilities that will be used shall be identified.
- h. Identification of materials that cannot be recycled/reused with an explanation or justification.
- i. Anticipated net cost savings determined by subtracting Contractor program management costs and the cost of disposal from the revenue generated by sale of the materials and the incineration and/or landfill cost avoidance.

22.4 RECORDS

Records shall be maintained to document the quantity of waste generated; the quantity of waste diverted through sale, reuse, or recycling; and the quantity of waste disposed by landfill or incineration. The records shall be made available to the Contracting Officer during construction, and a copy of the records shall be delivered to the Contracting Officer upon completion of the construction.

22.5 COLLECTION

The necessary containers, bins and storage areas to facilitate effective waste management shall be provided and shall be clearly and appropriately identified. Recyclable materials shall be handled to prevent contamination of materials from incompatible products and materials and separated by one of the following methods:

22.5.1 Source Separated Method.

Waste products and materials that are recyclable shall be separated from trash and sorted into appropriately marked separate containers and then transported to the respective recycling facility for further processing.

22.5.2 Co-Mingled Method.

Waste products and recyclable materials shall be placed into a single container and then transported to a recycling facility where the recyclable materials are sorted and processed.

22.5.3 Other Methods.

Other methods proposed by the Contractor may be used when approved by the Contracting Officer.

22.6 DISPOSAL

Except as otherwise specified in other sections of the specifications, disposal shall be in accordance with the following:

22.6.1 Reuse.

First consideration shall be given to salvage for reuse since little or no re-processing is necessary for this method, and less pollution is created when items are reused in their original form. Sale or donation of waste suitable for reuse shall be considered. Salvaged materials, other than those specified in other sections to be salvaged and reinstalled, shall not be used in this project.

22.6.2 Recycle.

Waste materials not suitable for reuse, but having value as being recyclable, shall be made available for recycling whenever economically feasible.

22.6.3 Waste.

Materials with no practical use or economic benefit shall be disposed at a landfill or incinerator.

-- End of Section --