

General Services Administration
Federal Acquisition Services
Pacific Rim Region
Performance-Based Statement of Work
Task Order 9Q1SFSRST003
Engineering and Environmental Services
Los Angeles Air Force Base
El Segundo, Ca

Table of Contents

1.0 Introduction.....

1.1 Background.....

1.2 Objective.....

1.3 Task Order Type.....

1.4 Exclusions.....

2.0 Period of Performance.....

2.1 Definitions.....

3.0 Scope.....

3.1 Engineering.....

3.1.1 Programming.....

3.1.11 Real Property.....

3.3.2 Community Planning.....

3.2.1 Energy Management.....

3.3.1 Environmental.....

3.3.9 Service Summary.....

4.0 General.....

4.1 Performance Evaluation.....

5.0 Government Furnished Property and Services.....

6.0 Contractor Furnished Material.....

7.0 Facilities.....

7.0 Forms and Publications.....

8.0 General Information.....

8.0 Contractor Personnel.....

8.6 Document Control.....

8.13 Hours of Operation.....

8.17. Administrative Records.....

8.18 Safety.....

9.1 Quality Control (QC).....

10 Phase In.....

10 Phase out.....

11 Central Contractor Registration.....

12.1 Monthly Status.....

12.3 Start up Meeting.....

13 APPENDICES.....

Appendix A - Maps and Work Area Layouts.....

Appendix B – Historical/Estimated Workload Data.....

Appendix C – Plans Requiring Annual Updates.....

Appendix D - Acronyms, Abbreviations and Definitions.....

Appendix E - Applicable Publications and Forms.....

Appendix F – Example ACES-PM Report (Engineering).....

Appendix G – Example ACES-PM Report (Environmental).....

Appendix H - Deliverables Table

Appendix I - Historical list of Items sections listed

1.0 Introduction

The Los Angeles Air Force Base is located in, EL Segundo, CA 90245. A complete description of the Space and Missile Systems Center (SMC) and Los Angeles Air Force Base (LAAFB) can be found at www.losangeles.af.mil. Reading the "organizations" section should assist with understanding how this task order will be set up and used at the Base.

The mission of the 61 Civil Engineering Organization is to provide Los Angeles Air Force Base, including the Space and Missile Systems Center, tenants, and the local military community with safe, functional and sustainable facilities and infrastructure, disaster recovery support, supply, transportation, and travel management logistics support, and deployment support.

This task order will be solicited using General Services Administration Consolidated Schedule 00CORP. Contractors are encouraged to team with other FSS Schedule Contract holders, as needed to complement their own schedule offerings for the requirement. The contractor shall be responsible for complying with all applicable terms and conditions from the Federal Acquisition Regulations (FAR), the Defense Acquisition Regulation Supplement (DFARS) and the General Services Administration Acquisition Manual (GSAM).

1.1 Background

This project addresses the need to provide Engineering and Environmental Support Services required by U.S. Air Force 61st Civil Engineer and Logistics Squadron (61 CELS) and Head Quarters Air Force Space Command (AFSPC). The required support includes an array of Engineering Management Services and Environmental Management Services for the Los Angeles Air Force Base. In order for LAAFB to support the base infrastructure these services are essential and will enhance support services for the Agency. Organization to be supported is Los Angeles Air Force Base, EL Segundo, California 90245.

1.2 Objective

The objective of this task is to provide oversight, monitoring, compliance tracking and reporting in accordance with this task order. Task 1 Provide Professional Engineering Support to strengthen the base sustainable infrastructure. Task 2 Provide Energy Management Planning; Task 3 Provide Environmental Service Support to meet LAAFB's Environmental requirements as well as State and Federal Environmental requirements. Providing these Engineering and Environmental Services will assist the U.S. Air Force 61st Civil Engineer and Logistics Squadron (61 CELS) at LAAFB in supporting their clients and meet the LAAFB mission.

1.3 Task Order Type

This task order will be awarded as Firm Fixed Price.

1.4 Exclusions

This is not an Architecture & Engineering task order In Accordance with Far 1.4 as defined in Far 36.6. The Contractor will not be required to provide an engineering stamp for any project. The contractor will be the eyes and ears on construction projects for the client at LAAFB. Appendix B shows historical data for the unit. The data shows work categories that are provided to show the context of the workload projects to be managed.

The contractor shall not perform inherently government requirements or portray themselves as directing or acting in any government capacity. The government retains the right to prioritize all requirements and the contractor shall coordinate through the appropriate points of contacts.

Environmental Remediation Services of any type will not be allowed on this task order. Environmental Remediation Services are strictly prohibited and surveillance will be provided to adhere to the terms and conditions provided in this task order.

1.5 Organizational Conflict of Interest (OCI):

The Contractor shall submit an electronic copy of a Risk Mitigation Plan for Organizational Conflict of Interest as stated in the revised Request for Quote letter, dated September 14, 2011.

2.0 Period of Performance

The duration of this task will be from the date of award for Twelve (12) months plus four (4) twelve month option periods.

2.1 Definitions

See Appendix D

2.2 Deliverables Table

See Appendix H

3.0 Scope

The government requires the contractor to provide Management Support for Engineering and Environmental Services. The Contractor shall provide all personnel, equipment, tools, materials, and supervision, necessary to perform all Engineering and Environmental services, tasks and functions for (LAAFB) as defined in this Performance Work Statement (PBSOW). The primary performance work site is the main base in El Segundo, services are required at other LAAFB properties to include but not limited to the following:

LAAFB, El Segundo CA,
Fort MacArthur, San Pedro CA
Pacific Crest, San Pedro, CA
Pacific Heights, San Pedro, CA,
Carson Annex, Carson, CA
Camp Parks, Dublin, CA.

The contractor shall provide Professional Engineering Support services and Acquisition and Life Cycle Management, Concept Development and Requirements Analysis, System Design, Engineering and Integration and Integrated Logistics Support, System Design, Engineering and Integration, Construction Management Oversight and Environmental Consulting Services.

The contractor shall also provide Energy Management Planning and Strategies to include the McKinney Act and Smart Energy Choices; Professional Environmental Engineering Support to include, Environmental Consulting Services-Space Allocation also Regulation Compliance and Programming, Community Planning Management, Implement Pollution Prevention Program, Implement and Manage the LAAFB Rideshare Program, Hazardous Material Pollution Prevention Activities, maintain Green Procurement Program Plan, Implement the LAAFB Storm Water Pollution Prevention Management Program, Environmental Management Systems, Maintain Pest Management Plan, Validate applicable environmental permits are obtained and fees paid,

The contractor shall Implement and Maintain all the following: Toxic sampling database, Asbestos Sampling and Removal Management, Managing, Planning and reporting Lead-Based Paint (LBP) and other Lead related issues, Polychlorinated Biphenyls (PCB) plans and records, Air Quality Program, Implement Spill Prevention Control and Countermeasures (SPCC) Plan, Wastewater Management Plan, and Storage Tank Permits.

The contractor shall provide Management and oversight of Environmental Baseline Surveys (EBS) and Environmental Impact Analysis Process, Monitor and maintain the existing Storm water Management Plan, Monitor, Update, and Maintain Cultural Resources Plan, Update and Maintain Integrated Natural Resource Management Plan.

- 3.1 Task 1- Professional Engineering Services Acquisition and Life Cycle Management:** The Contractor is responsible for and shall maintain professional certifications, to include but not limited to Accreditation in Cost Estimating, Certificate from American Institute of Certified Planners (AICP),

Engineering in Training Certification, California Registered Engineer (CE), Mechanical Engineer (ME), and California Registered Structural Engineer (SE).

- 3.1.1 Data calls and suspense tracking:** The contractor shall respond to all engineering data calls and provide suspense requirements tracking on an average of (57) fifty seven contracts in support of the 61st Civil Engineer and Logistics Squadron (61 CELS) and Headquarters Air Force Space Command (AFSPC). The Contractor shall answer the data calls and track suspense requirements on an individual basis.

The Contractor shall maintain an electronic log indicating the date the data call and/or the suspense was received, the response date, and the response verbiage. The Contractor shall notify the 61 CEL Civil Engineering Programs Flight Chief (61CEP) and 61CELS Deputy Commander (61CD) of all data calls and suspense requests that come directly to the Contractor.

- 3.1.2 Contract Support:** The Contractor shall provide contracting support for any IDIQ/ Simplified Acquisition Base Engineering Requirements (SABER) contract to include, but not limited to the statement of work (SOW), government estimate, and specifications.

The Contractor shall prepare business presentations in electronic and hard copy format in accordance with current 61 CELS and LAAFB standards and shall be of professional quality. Presentations shall include, but not be limited to, renderings, storyboards, slideshows, handouts, models and briefings. All presentations shall be formatted in accordance with current 61 CELS and shall be of professional quality.

- 3.1.3 Project Management:** The Contractor shall provide Project Management support including but not limited to contract Architecture & Engineering plans and specifications management, maintainability review, constructability review, detailed Government Cost Estimate (GCE) preparation, funding document preparation, project SOW preparation, field condition analysis, construction management, construction inspection, and related services necessary to support the execution of a request for proposal package.

The Contractor shall develop requirements, costs estimates, and manage an array of engineering projects to include but not limited to mechanical, electrical, civil, transportation, architectural, structural and geotechnical. The government will provide the format for all project documentation. The Contractor shall perform as the project engineering plans and specifications agent for all projects.

The contractor shall perform as a project engineering plans and specification agent for Military Construction projects. The Contractor shall conduct technical reviews of all engineering plans and specifications or projects affecting LAAFB.

The Contractor shall track and input weekly project updates in the Automated Civil Engineer System-Project Management (ACES-PM) database. The Contractor shall maintain all project documentation in the engineering plans and specifications project folder, both hard copy and electronically, for each project.

The Contractor shall maintain templates for all project package preparation to include but not limited to SOWs (engineering plans and specifications only, engineering plans and specifications /build, construction only), Government Cost Estimate (engineering plans and specifications and construction), and technical evaluations.

The Contractor shall confirm that project documentation is complete (SOW, GCE, and other necessary documentation) for the project to go to an Air Force contracting agency one (1) year prior to the programmed fiscal year of execution.

- 3.1.4 Concept Development and Requirements Analysis:** The Contractor shall provide Concept Development and Requirements Analysis support for the LAAFB.

The Contractor shall develop all project requirements to comply with the most current Federal, State, Local, Air Force, HQ AFSPC, and LAAFB engineering plans and specifications criteria Unified Facility Criteria, International Building Code, National Fire Protection Association (UFC, IBC, NFPA) and standard commercial practices.

The Contractor shall validate that each project requirement complies with the most current version of the LAAFB Facilities Excellence Plan and LAAFB Base General Plan. The Contractor shall develop all projects requirements reviews with the customer/user and other base organizations as appropriate (Fire Protection, Safety, Bio-Environmental Engineering, Environmental Engineering, communications Squadron, Security Forces, Operations Flight, and Engineering Flight) and provide a statement of work.

The government is required to track projects and plan for projects. See Appendix F and G. The Contractor shall develop requirements (complete SOW and GCE) for the FY12 program prior to 31 May 2012 as outlined in the Service Summary section 3.3.29 The Contractor shall develop requirements for all projects one (1) fiscal year prior to their programmed year of execution.

The Contractor shall maintain and update project requirements development schedule on a weekly basis and shall provide it to 61 CELS on a weekly basis. This schedule shall show the following fields at a minimum; the project number, project name, project engineer name, project requirement start date, and project requirement completion date for each project under project requirement development. Project requirement development schedules shall be updated into ACES-PM on a weekly basis. The government facility board will determine the priority of each project. Over the past six FY's (FY06 – FY11) the average project programmed dollar amount was approximately \$14.6 million over an average of 57 projects. Therefore, the Contractor shall recommend and review requirements for approximately \$14.6M worth of projects per FY.

The Contractor shall provide construction project management and inspection services for approximately \$14.6M worth of projects. See Appendix B for historical data concerning project workload. The Contractor shall prepare detailed line item costs estimates for all engineering projects in the ACES-PM database. Cost estimate shall include at a minimum sections for labor, material and equipment costs. The Government will furnish cost estimating software. The Contractor shall provide rough order magnitude estimates for engineering plans and specifications /construction requirements. The contractor shall provide detailed estimates to be used by 61 CELS for long range planning purposes. As a non-voting team member supporting 61CELS during contract proposal evaluation, the contractor shall provide subject matter technical expertise. The Contractor support may include but is not limited to cost estimating of engineering planning and specifications. Source Selection Evaluation shall included but not limited analysis of the technical merit and cost IWA with the LAAFB published requirement.

3.1.5 System Design, Engineering and Integration and Integrated Logistics Support: The Contractor shall provide System Design, Engineering and Integration and Integrated Logistics Support for the LAAFB.

The Contractor shall maintain as-built drawings for LAAFB. The Contractor will be provided with the most current LAAFB drawings, both electronically and hard copy, at the start of the contract and shall be responsible for incorporating all updates from construction projects into these drawings using the most current CADD application provided by LAAFB.

The Contractor shall maintain up-to-date electronic record drawings for all LAAFB facilities. The Contractor shall maintain an organized electronic and hard copy filing system for all electronic and hard copy drawings.

The Contractor shall not close out any project until as-built drawings are submitted to 61 CELS. The Contractor shall be responsible for maintaining and updating all LAAFB maps, drawings, and

renderings both in hard copy and electronic copy. All final as-built hard copy drawings shall be organized and stored in the 61 CELS vault located in Building 229. All outdated drawings shall be archived IAW current Federal Record Center standards (found at <http://www.archives.gov/frc/records-transfer-disposition.html>).

The Contractor shall make modifications to existing drawings of LAAFB properties in support of plans and specification projects, construction and presentation requirements on a monthly basis. All drawings will remain the property of the government. Contractor shall return all electronic and hardcopy drawings at the end of the task order prior to final payment being made.

3.1.6 System Design, Engineering and Integration CADD and GI&S

3.1.6.1 System Design, Engineering and Integration CADD: The Contractor shall use the latest A/E/C CADD United States National CAD Standard (Standard) to create, name, and populate layers including but not limited to layer color, layer line weight, and layer line type. The A/E/C CADD Standard may be reviewed at <https://tsc.wes.army.mil/products/standards/aec/aecstdweb.asp>. The properties of all CAD drawing objects shall be assigned as "By Layer" (a line or polygon will not inherently have a color, line weight, or line type; its layer will determine these properties). In addition, all drawings shall be geographically and spatially accurate and shall use the North American Datum 83 (NAD 83), State Coordinate Plane, Zone 5 (in meters) coordinate system. All CAD files will conform to these standards.

3.1.6.2 Geo Based Requirements IAW AFI 32-10112 Installation Geospatial Information and Services (Installation GI&S)

Services (Installation GI&S).

The Contractor shall provide a GeoBase management services as described below;

- Maintains GeoBase server

- Manages GeoBase working group

- Prepares maps for others

- Performs data conversion

- Collects and analyzes GPS data

- Champions resources

- Updates/maintains Programs Flight specific infrastructure tabs

- Works with other agencies in updating utility, infrastructure, and facility tabs

- Verify compliance with technical standards

- Review, provide comments, incorporate as built to Architect and Engineering (A&E) submittal requirement and review A&E products for compliance

- Manages computer hardware related to Geo Base

3.1.7 Construction Management Oversight: The Contractor shall perform construction planning activities to include site inspections, inspection documentation, contract management and project folder maintenance.

The contractor shall elevate field decisions to the government immediately and make recommendations for field decisions (not to include engineering plans and specifications changes). The contractor shall review, prepare recommend contract change orders, and project closeout procedures to verify successful completion of the construction contract.

The Contractor shall make updates to projects in the ACES-PM database on a weekly basis and maintain all project documentation in hard copy form in the project folder and in electronic form at the location that will be illustrated by the client.

The Contractor shall perform daily construction inspections on all engineering projects in the ACES-PM database when the projects entered the construction phase. Inspections involve observation of construction for general conformance with the approved engineering plans and specifications

drawings and specifications as outlined in the Unified Facilities Criteria (UFC) 1-200-01 Chapter 2-1. Inspectors are not required to perform Special Inspection duties as outlined in the UFC Chapter 2-17.

The Contractor shall complete daily inspection documentation to include but not limited to what work that was being performed, who was on site, and date/ time information. The government will provide the daily inspection documentation format. All daily inspection records shall be maintained in the electronic file system for each project.

The Contractor shall perform daily inspections on construction projects by other units affecting LAAFB properties. The Contractor shall verify that all construction contractors follow all applicable health and safety standards for construction practices.

The Contractor is responsible for and shall maintain where applicable 10 hour and 30 hour OSHA General DOL Course Completion Cards.

- 3.1.8 Construction Management and Environmental Consulting Services:** The Contractor shall inspect the worksite to validate that all construction activities comply with all OSHA and Environmental regulations and comply with the engineering plans and specifications approved by the government client on each project. The contractor shall provide a daily AF 1477 construction report.

The Contractor shall inspect the worksite to validate that all construction activities comply with LAAFB standards to include, but not limited to, those set forth in the LAAFB Facilities Excellence Plan and Base General Plan.

- 3.1.9 Acquisition and Life Cycle Management:** The Contractor shall schedule all projects and monitor completion within the plan and schedule specified period of performance. The Contractor shall coordinate all construction activities with LAAFB units and shall maintain a construction schedule which shall include all awarded projects. The government will set the priority of projects and schedules.

The Contractor shall maintain/update a construction schedule on a weekly basis. Construction status shall be updated into ACES-PM on a weekly basis.

The Contractor shall be responsible for all project documentation. Documents shall be organized in the project folder and the ACES-PM database fully updated before starting the closeout process. All project folders shall contain the as-built drawings (electronic version), warranty documents, contract (to include all modifications), funding documents, SF1420 (Performance Evaluation – Construction Contracts), and DD1354.

The contractor shall maintain an electronic database in Microsoft Excel for tracking the project closeout process and shall submit a report to 61 CELS quarterly showing all projects that have completed the close-out process in the current quarter and all projects that have not completed the close-out process.

The Contractor shall schedule in Microsoft Excel all engineering projects for LAAFB IWA the applicable Air Force Policy Directive (AFPD) and Air Force Instruction (AFI), such as AFPD 32-10, AFI 32-1021, AFI 32-1022, and AFI 32-1032.

The Contractor shall schedule all engineering projects in the ACES-PM database. The Contractor shall create a project folder for each project and shall place it in the 61 CELS filing system.

The Contractor shall prepare and submit to the government all DD1391's, AF332 (as required), and other pertinent programming documents that are required to support projects for LAAFB. The client will make all files available at award.

The Contractor shall update the Interim Work Information Management System (IWIMS) database as necessary to support all engineering projects.

Contractor employees shall be proficient on the ACES-PM database. The Contractor shall run reports from the ACES-PM database and submit the reports to 61 CELS on a weekly basis. The weekly report shall include current year and following year projects.

The Contractor shall generate additional reports from the ACES-PM database. The government will establish report format. An example format is shown in Appendix G. Additional reports may be required in other formats such as Microsoft Excel or Access.

The Contractor shall provide training to all engineering staff in 61 CELS (to include military, civilians, and Contractors) on the ACES-PM database. The Contractor shall run reports from the ACES-PM database and submit the reports to 61 CELS on a weekly basis. The weekly report shall include current year and following year projects. The Contractor may be required to generate additional reports from the ACES-PM database as requested by 61 CELS. Report format shall be subject to the approval of 61 CELS. An example format is shown in Appendix G. Additional reports may be required in other formats such as Microsoft Excel or Access as requested by 61 CELS.

- 3.1.10 Acquisition and Life Cycle Management:** The Contractor shall prepare for and conduct all Facilities Board Meetings 2 to 4 times per year. Duties include but are not limited to updating the LAAFB FB Charter, preparing briefing slides, scheduling meetings, coordinating with other LAAFB and affiliated units or organizations, and preparing meeting minutes.

The Contractor shall, prepare slides for a pre-brief to the 61 CELS/CC, the Facilities Board Working Group, a pre-brief to the 61 ABG/CC, and the Facilities Board. Meetings shall be scheduled at a frequency indicated by the 61 ABG Facilities Board Instructions.

- 3.1.11 Real Property Support:** The Contractor shall provide Real Property management for LAAFB. The Contractor shall maintain all real property records for LAAFB in accordance with Air Force regulations. The Contractor shall maintain hard and electronic copies of all real property documents.

The Contractor shall maintain all real property information in the ACES-RP database. The Contractor shall update the IWIMS database as required to support the capitalization process for engineering projects.

The Contractor shall prepare and manage the execution of all real property documents to include but not limited to easements, leases, licenses and grants, and shall coordinate with on and off LAAFB units and organizations as necessary to confirm that all in-grants and out-grants are current.

The Contractor shall prepare process, submit for signature, and file all real property forms to include, but not limited to, Change in Use, Facility Disposal, Memorandums of Agreement (MOAs), and Memorandums of Understanding (MOUs).

The Contractor shall inspect that all LAAFB real property is managed in accordance with AFI 32-9001, AFI 32-9002, AFI 32-9003, AFI 32-9004, AFI 32-9005, AFH 32-9007, and AFD 32-90.

- 3.1.12 Acquisition and Life Cycle Management:** The Contractor shall process all DD1354's in the ACES-RP database. The Contractor shall follow project closeout procedures and shall review and capitalize any applicable construction engineering plans and specifications projects.

- 3.2 Task 2 Energy Management Planning:** The Contractor is responsible for and shall maintain where applicable professional certifications, to include but not limited to Certified Energy Manager.

3.2.1 Energy Management Planning and Strategies (McKinney Act): The Contractor shall prepare a response report for government signature to the McKinney Act on a quarterly basis as dictated by the Stewart B. McKinney Homeless Assistance Act.

3.2.2 Energy Management Planning and Strategies: The Contractor shall support energy management for buildings, operations, vehicles, and equipment. This will include compliance with air quality regulations, reduction of emissions, and conservation of water, increased availability of emergency power during outages, enhancement of energy supplies and the improvement of reliability through distributed energy resources, and education of the LAAFB population and surrounding community about smart energy choices.

Tasks include, but are not limited to:

- Developing energy savings requirements, conservation programs and procedures for utility savings, including water, gas, and electricity.
- Meet DOD energy mandated compliance to include, but not limited to National Energy Policy Act of 2005 and Executive Order 13423.
- Developing energy awareness programs, including budgeting and awareness, savings measurement goals, and monitoring and attainment programs.
- Coordinating with outside utility and military agencies including Edison, AAFES.
- Develop usage and operations standards throughout LAAFB including all supported off-site properties.
- Managing the LAAFB Energy Conservation Investment Program (ECIP) to include the development of new projects, SOWs, GCE, and project management to enhance LAAFB energy conservation.
- Developing, maintaining, and annually updating the Water Management Plan.
- Developing, maintaining, and annually updating the Energy Contingency Plan.
- Developing, maintaining, and annually updating the Energy Strategic Plan.
- Developing, maintaining, and annually updating the ECIP.
- Developing, programming, maintaining, and annually updating the energy/water project portfolio which will include all funding streams
- Annually perform utility rate analysis and validate utility rate schedules. This analysis will confirm that LAAFB is being charged appropriately from utility providers

3.3 Task 3 Environmental Services Support: The Contractor is responsible for and shall maintain where applicable professional certifications, to include but not limited to Asbestos and Lead Based Paint Certification.

3.3.1 Environmental Consulting Services (Space Allocation): The Contractor shall manage space allocation for LAAFB. The Contractor shall take all necessary actions to prepare for and conduct the Space Allocation Board Meetings (SAB). The Contractor shall prepare slides for meetings and any associated pre-briefings.

The Contractor shall respond to all space allocation requests and shall provide options to the SAB for approval prior to rearranging any space. The Contractor shall maintain an electronic database that manages all space within the properties of LAAFB. The government will provide the database.

3.3.2 Community Planning Management: The Contractor shall manage the LAAFB community planning and shall be responsible for coordinating all issues involving the layout of LAAFB. These include but are not limited to attending an average of six (6) meetings with local and federal organizations.

The Contractor shall maintain and update the LAAFB Base General Plan and LAAFB Facilities Excellence Plan in accordance with applicable Air Force Regulations, see Appendix C and maintain accessibility to such documents for the LAAFB populace. At a minimum, these plans shall be updated on an annual basis in accordance with Air Force Space Command's Facilities Excellence Guide 2009.

3.3.3 Environmental Consulting Services (Regulation Compliance, Programming): The Contractor shall confirm LAAFB is compliant with all Federal, State, Local, and Air Force environmental regulations (Clean Air Act, Clean Water Act, NEPA, SCAQMD, and Air Force Instructions (AFIs) are available online.

The Contractor shall manage each environmental project and what contractor employee will be performing project/construction management activities.

The Contractor shall program all projects in the ACES-PM database and shall update project status on a weekly basis. All projects shall adhere to direction and requirements given in section 3.1 Engineering.

The Contractor shall submit an annual report from the ACES-PM database on the status of the project current year and following year projects. Report format shall be subject to approval. An example of the report format is shown in Appendix G.

The Contractor shall continue all applicable current programs and shall be responsible for developing new programs to generate interest within the community and LAAFB populace.

3.3.4 The Contractor shall implement the pollution prevention program in accordance with AFI 32-7080. Pollution Prevention includes but is not limited to:

- Submission of quarterly pollution prevention metrics as required
- Performing on-site training on proper recycling techniques on a quarterly basis, as required
- Preparing for and executing the Environment, Safety, and Occupational Health Council (ESOHC) meeting by preparing slides, coordinating meeting times (to include all pre-briefs), briefing the material, and preparing/coordinating meeting minutes
- Identifying and submitting uses for the Qualified Recycling Program (QRP) budget for government approval.
- Attending and briefing various management meetings (QRP, ESOHC) as needed.
- Annually updating and maintaining the Integrated Solid Waste Management (ISWM) Plan at LAAFB.
- Monitoring a non-hazardous solid waste diversion program in accordance with the DoD Non-hazardous Solid Waste Diversion Rate Measure of Merit.
- Monitor recycling data to measure and verify the disposal of marketable and non-marketable materials. Data will come from several sources, other vendors or from processing recyclable materials at an off-base facility in compliance with AF Instructions.

3.3.5 The Contractor shall implement and manage the LAAFB Rideshare Program: The Contractor shall be responsible for planning, executing and analyzing all environmental community events and programs. This includes but is not limited to Earth Day programs, Bike to Work programs, or Rideshare programs. Rideshare events will average (5) five events per year.

The Contractor shall provide LAAFB commuter coordination in compliance with South Coast Air Quality Management District (SCAQMD) Rule 2202 and the Mass Transportation Benefit Program as described under Department of Defense Instruction 1000.27.

The Contractor shall manage the LAAFB carpool and vanpool program and distribute rideshare vouchers to LAAFB personnel.

The Contractor shall implement the Annual Vehicle Ridership (AVR) Survey for the LAAFB and shall tabulate the data to maintain compliance with SCAQMD regulations.

The Contractor shall be responsible not only for maintaining the Rideshare Program also promoting, enhancing and improving the program to increase interest and general participation. The contractor

shall track rideshare voucher distribution into a database for record keeping. The contractor is responsible to promote this initiative. Historical information on items that may be provided by the government can be found in Appendix I. Average people in attendance at promotional events are 300.

3.3.6 Hazardous Material Pollution Prevention: The Contractor shall manage pollution prevention activities related to hazardous material management.

The Contractor shall conduct sampling/analysis, investigations/studies, and collect data as necessary to verify HAZMAT compliance with state, local, and federal (AFI's) regulations.

The Contractor shall maintain and update an inventory record of chemicals at LAAFB on a monthly basis or as required by Emergency Preparedness and Community Right-to-know Act (EPCRA).

The Contractor shall prepare and submit annual EPCRA/Toxic Release Inventory (TRI) reports.

The Contractor shall comply with regulations governing transportation, handling, storage, and use of hazardous materials such as the Hazardous Materials Act (HMA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), and EPCRA.

The Contractor shall interface with federal, state, and local officials as required in support of the authorized hazardous materials management programs and comply with DoD Hazardous Materials programs. The contractor is responsible to promote this initiative. Historical information can be found in Appendix I.

The Contractor shall provide support in the following areas:

- HAZMAT Program compliance to include required training, waste collection, emergency response, and all notifications and reporting required by federal, state, and local regulations.
- Compliance of the installation of the Hazardous Material Management Process program IAW AFI 32-7086 and applicable HQ AFSPC supplements and guidance.
- The Contractor shall maintain and annually update a Hazardous Material Plan and a Hazardous Material Business Plan. Both plans have already been developed.

3.3.7 Green Procurement Program (GPP) Plan: The Contractor is responsible for and shall maintain where applicable professional certifications, to include but not limited to LEED Certification.

The Contractor shall maintain and annually update the existing GPP Plan in accordance with RCRA Sec 6002 & HQ AFSPC GPP Policy and Guidance. The contractor is responsible to promote this initiative. Historical information on items that may be provided by the government can be found in Appendix I.

3.3.8 Oil Water Separator Management Plan: The Contractor shall draft and provide an Oil Water Separator Plan, approved and regulated to maintain compliance with the Clean Water Act, the California Porter-Cologne Water Quality Act, the Resource Conservation and Recovery Act, California's Hazardous Waste Control Law, and the Oil Pollution Act. Also, it must maintain compliance with wastewater effluent limits set by the County Sanitation Districts of LA and the City of LA Department of Public Works.

3.3.9 Environmental Consulting Services: The Contractor shall provide environmental consulting services to include management of the LAAFB Hazardous Waste Program.

The Contractor shall conduct sampling/analysis, investigations/studies, and collect data as necessary to verify compliance with state, local, and federal (AFI's) regulations. The Contractor shall comply with regulations governing the control of hazardous waste from its point of origin to ultimate treatment, storage, or disposal Resource Conservation and Recovery Act (RCRA), Hazardous and Solid Waste Act (HSWA), and AFI 32-7042, Solid and Hazardous Waste Management The contractor is responsible to promote this initiative. Historical information on items that may be provided by the government can be found in Appendix I. The items that the government may provide for the contractor on the performance of their duties in association with this task order

Hazardous Waste management includes:

- Developing, implementing, and annually updating a Hazardous Waste Management Plan (HWMP);
- Developing, implementing, and annually updating a Hazardous Waste Emergency Response Plan;
- Developing, implementing and annually updating a Hazardous Waste Analysis Plan to identify, sample, and analyze waste streams from new and on-going processes;
- Coordinating the disposal of hazardous materials on a quarterly basis or as needed.
- Preparing and submitting to the Government the Biennial EPA Hazardous Waste Report;
- Preparing and submitting for Government signature bills-of-lading, manifests or other documentation necessary for hazardous waste disposal and maintain records of disposal actions;
- Compliance with 90-day Accumulation Points for customers;
- Monitor the disposal of Hazardous Waste generated by LAAFB activities in accordance with (IAW) state and federal regulations;
- Monitor and verify that installation hazardous waste generators including LAAFB organizations, Contractor operations, tenant organizations, and other Contractors, properly collect and handle the waste streams they generate, and track the containers from cradle-to-grave;
- Providing technical expertise, knowledge and hazardous waste training (initial and annual refresher) for personnel (to include 61 CELS services Contractor) who handle or manage hazardous waste on LAAFB and supported off-base sites;
- Providing supplies, storage containers and specialized equipment to supported hazardous waste activities;
- Sampling and analyzing waste streams as necessary to prepare Hazardous Waste Profile Sheets and as required by disposal facilities.

3.3.10 Environmental Consulting Services (Management Systems (EMS)): The Contractor shall perform activities and analysis including, but not limited to the management of the local LAAFB EMS program, development of EMS program related guidance, performance of internal and external evaluations of EMS programs encompassing all applicable EMS protocols, assessment of evaluation results, and correction of deficiencies.

The Contractor shall develop implementation plans and strategies enabling LAAFB to adopt an EMS based on International Organization for Standardization (ISO) 14000 or the Code of Environmental Management Principles (CEMP).

3.3.11 Environmental Consulting Services (Environmental Permits and Fees): The Contractor shall validate that all applicable environmental permits are obtained and environmental fees are paid on time.

The Contractor shall identify and obtain approval for all necessary permits and fees and provide the required information to 61 CELS for purchase. A government representative will be responsible for purchasing the identified permits and fees, money for these fees will be handled only by the government.

3.3.12 Database of Toxic Samples: The Contractor shall maintain Base Toxic Materials Samplings in hard copy and an electronic database of all sampling that has occurred and will occur for asbestos, lead-based paint, and Polycarbonate Biphenyls (PCBs).

3.3.13 Asbestos Sampling and Removal Management: The Contractor shall perform services necessary to identify the presence of asbestos-containing material (ACM) in facilities and equipment, and plan for its removal, encapsulation, or enclosure in compliance with applicable regulations such as the Clean Air Act (CAA) and Asbestos Hazard Emergency Response Act (AHERA). To accomplish this, the Contractor must have a current Asbestos and Lead Based Paint Handling Certification. Services may require using certified inspectors, conducting visual surveys for the presence of asbestos containing material ACM, and determining levels of releases of asbestos to the workplace or ambient environment.

The Contractor shall implement controls and protocols to minimize occupational exposure to asbestos in accordance with Air Force Instruction AFI 32-1052, Facility Asbestos Management and other applicable laws and regulations.

Asbestos services include but are not limited to:

- Conducting activities necessary to annually update and maintain both an Asbestos Management and Asbestos Operating plan in compliance with AFI 32-1052 with the long-term goal of removing all friable/non-friable asbestos found on the LAAFB
- Performing an annual inventory of materials containing asbestos on LAAFB (known friable asbestos and available information on non-friable asbestos)
- Providing support through inspection and reporting of asbestos during initial project development by executing surveys or sampling
- Reviewing regulatory requirements and acting as technical advisor to the Government when meeting with regulatory agencies
- Reviewing submittals by 61 CELS services Contractor or sub-Contractors for Asbestos-Containing Material (ACM) removal and encapsulation and engineering plans and specifications to verify work will comply with applicable federal and state requirements and OSHA requirements
- Reviewing waste shipment records prior to shipment, verifying waste shipment completion, and maintaining records of ACM removal and disposal actions
- Providing sampling and analysis of an ACM release or suspected damaged ACM material to ascertain an immediate health hazard

3.3.14 Managing, Planning and reporting Lead-Based Paint (LBP) and other Lead related issues: The Contractor shall perform services in compliance with all federal (AFI's), state, and local regulations governing Lead-Based Paint (LBP) and other lead issues.

LBP services include but are not limited to:

- Annually updating and maintaining a Lead-Based Paint (LBP) Management Plan that will identify and manage LBP in target LAAFB facilities (the LBP plan shall include procedures for the housing privatization contractor to provide every housing resident with an LBP disclosure form identifying locations of known LBP. No LBP are to be used on LAAFB)
- Notifying 61 CELS when LBP is suspected or found on LAAFB facilities
- Conducting inspections and reports of LBP during initial project development by executing surveys or sampling
- Taking immediate action to isolate the hazard until a final hazard abatement solution has been determined.
- Developing and implementing a plan to abate all LBP from base facilities and replace with non-LBP materials

3.3.15 Polychlorinated Biphenyls (PCB) plans and records: The Contractor shall provide Polychlorinated Biphenyls (PCB) related services in accordance with the Toxic Substance Control Act (TSCA).

PCB services include but are not limited to:

- Analyze requirements for PCB Services; prepare acquisition documentation for PCB Service contracts including draft PBSOW, GCE, or acquisition plans.
- Verify and validate the performance of surveying equipment and materials, recording surveys to determine the levels of PCBs, and providing documentation of compliant removal and disposition of PCBs
- Developing and implementing a plan to replace/retrofit PCB and PCB-contaminated items
- Maintaining and updating records of PCB sampling, analysis, certificates of PCB destruction, inspection records, and disposal manifests
- Notifying 61 CELS, and recommending removal method if PCBs are found
- Prepare documentation required to obtain hazardous waste disposal permits,
- The Contractor shall annually update the PCB Management Plan and monitor its implementation

3.3.16 Air Quality Program: The Contractor shall manage the Air Quality Program in compliance with federal, state, and local air quality rules and regulations to support LAAFB including AFI 32-7040.

The Contractor shall implement and manage the Air Quality Program including but not limited to preparing documentation for permits, registration, testing, record-keeping, and reporting. This includes activities such as air quality monitoring, data collection, preparing facility operating reports, updating and maintaining records, and other activities required by installation air permits and federal, state, and local air quality regulations.

The Contractor shall annually update the Ozone Depleting Substances Management Plan and monitor its implementation.

3.3.17 Spill Prevention Control and Counter Measures: The Contractor shall update the Spill Prevention Control and Countermeasures (SPCC).

Plan annually and monitor its implementation.

The Contractor is responsible for the following:

- Making appropriate notifications of “reportable” releases on all LAAFB sites
- Responding to any release (reportable or non-reportable) and providing technical support to 61 CELS service contractor’s and Fire Department’s initial response team and submitting after action reports to 61 CELS concerning each release
- Monitor, inspecting and coordinating clean-up of reportable releases to include disposal of generated material
- Participating in and contributing to any LAAFB exercises.

3.3.18 Waste Water Management Plan: The Contractor shall be responsible for performing services at LAAFB to comply with wastewater regulations, including AFI 32-7041, including sanitary and industrial wastewater and any other reclaimed or recycled wastewater.

The Contractor shall annually update and maintain the existing Wastewater Management Plan, monitor its implementation, and comply with all wastewater permits.

3.3.19 Storage Tank Permits: The Contractor shall maintain required storage tank permits for Petroleum, Oils, Lubricants, and Other Storage Tank Management.

The Contractor shall provide annual training as required by local, state, and federal (AFI’s) regulations. The training occurs on average (1) one class per year.

3.3.20 Management and Oversight of Environmental Baseline Surveys (EBS): The Contractor shall provide management and inspect and verify for all Environmental Baseline Surveys (EBS) and Environmental Impact Analysis Process (EIAP) documents to include management and coordination

of documents for signatures. The contractor shall comply with National Environmental Policy Act (NEPA)

The Contractor shall review applicable Air Force Instructions such as AFI 32-7061 in order to meet compliance regulations.

3.3.21 Environmental Impact Analysis: Environmental, Safety and Occupational Health Compliance Assessment and Management Program (ESOHCAMP)

The Contractor shall manage the LAAFB program to include annual internal and tri-annual external evaluations encompassing all applicable ESOHCAMP protocols, assessment of evaluation results, and correction of deficiencies at each installation or facility.

The Contractor shall prepare and submit to 61 CELS a Management Action Plan to close each Open Enforcement Action (OEA) and ESOHCAMP finding. The Contractor shall monitor its implementation/progress. The Contractor shall support and coordinate regulator visits/inspections.

The Contractor shall prepare and submit to 61 CELS an after action report for each visit/action.

3.3.22 Monitor, Maintain and Update the Existing Storm Water Management Plan: The Contractor shall annually update and maintain the existing Storm Water Management Plan, monitor its implementation, and shall be in compliance with all storm water permits.

The Contractor shall be responsible for performing services at LAAFB in order to maintain compliance with storm water regulations.

The Contractor shall implement the LAAFB Storm Water Pollution Prevention Management Program in accordance with the requirements in the National Pollution Discharge Elimination System (NPDES) Storm Water Permit.

The Contractor shall maintain and annually update the existing Storm Water Pollution Prevention Plan, monitor its implementation, and in order to maintain compliance with all storm water permits.

3.3.23 Monitor, Update and Maintain Cultural Resources Plan: The Contractor shall maintain cultural compliance within the Cultural resources Program and adherence with AFI 32-7065 available online. The Contractor shall annually update and maintain an Integrated Cultural Resources Management Plan, monitor its implementation, and shall be in compliance with all plan recommendations.

The Contractor shall coordinate and comply with the State Historic Preservation Office (SHPO) on all issues and regulations relating to the historic district at Fort MacArthur.

3.3.24 Natural Resources Program: The Contractor shall maintain compliance and adherence with Air Force Instruction AFI 32-7064. The Contractor shall annually update and maintain an Integrated Natural Resource Management Plan, monitor its implementation, and shall maintain compliance with all plan recommendations.

3.3.25 Travel: The Price Proposal should include an annual cost reimbursable ceiling for travel in the amount of \$18,000.00 for the base period and each option period.

The Contractor shall submit in writing to COR and QAE requests for travel required for performance of this PBSOW. The Contractor shall not expend any funds for travel without COR and QAE written approval. The Contractor shall note the expenditure of travel funds in the monthly status reports. The Contractor will be reimbursed for preapproved travel in accordance with the Joint Travel Regulation (JTR) and shall provide QAE with a trip report (describing the travel accomplishments) within three business days of the authorized travel.

Primary site is LAAFB although contractor typically performs on site inspections at the San Pedro and Carson sites daily and weekly. Contractor must provide their own transportation. No travel costs will be authorized for these work sites.

It is anticipated that at least one to six trips per year will be required to Dublin. The base requires on site inspections at the Dublin, CA site (see Appendix A). All trips will be located CONUS. Anticipated travel could include inspections, conferences, and training.

4.0 Service Summary-General: The Contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

4.1 Performance Evaluation - Measurement Table

Performance of a service shall be evaluated to determine whether or not it meets the performance requirements of this contract. Re-performance of unacceptable services at no additional cost to the Government is the preferred course of action when appropriate. In the case of a corrective action request (CAR) issued as the result of surveillance, the CO shall take appropriate measures according to the "Inspection of Services" clause. Performance reviewer to be designated by 61 CES

SS	Performance Objective	PBSOW Section	Performance Threshold
1	Engineering Plans and Specifications FY12 projects	3.1.1, 3.1.4	70% of FY12 projects shall have complete SOW and detailed cost estimate by 31 March 12. Remaining 30% shall have complete SOW and detailed cost estimate by 31 May 12. Measured in June 12.
2	Engineering Plans and Specifications projects one (1) fiscal year prior to their programmed year of execution	3.1.1, 3.1.9	60% of following fiscal year projects shall have a complete SOW and detailed cost estimate by 30 Sep of the prior fiscal year (60% of FY13 projects shall be illustrated by 30 Sep 12). The remaining 40% shall be completed within 90 calendar days of the 30 Sep deadline. Measured annually, reviewed monthly to determine that adequate progress is made throughout the year.
3	Submit Weekly Engineering Plans and Specifications and Construction Schedule	3.1.9	Up-to-date Engineering Plans and Specifications and construction schedule shall be submitted to 61 CELS on a weekly basis 90% of the time. Measured quarterly.
4	Begin Project Closeout Process within 30 Calendar Days of Final Acceptance	3.1.5	75% of projects shall begin the closeout process (with all necessary documentation) within 30 calendar days of the final acceptance date of the project. The remaining 25% of projects shall begin the closeout process within 60 calendar days of the final acceptance date of the project. Measured quarterly.
5	Complete Project Closeout Process within 30	3.1.5	75% of projects shall complete the project closeout process (update

	Calendar Days of Closeout Start Date		record drawings, capitalization, update ACES,) within 30 calendar days of the closeout start date. The remaining 25% of projects shall complete the closeout process within 60 calendar days of the closeout start date. Measured quarterly.
Government Furnished Property and Services			
6	Respond to 61 CELS and AFSPC Data Calls and Suspenses	3.1.1	95% of all data calls and suspenses given by HQ AFSPC and 61 CELS shall be answered by the given deadline. The remaining 5% shall be answered no later than 2 days after the deadline. Measured quarterly.
7	Complete Detailed and Accurate Project Cost Estimates	3.1.4 3.1.9 3.1.5	80% of project estimates shall be within 20% of the final award cost. The remaining 20% shall be within 30% of the final award cost. Measured quarterly.
8	Maintain/Update ACES-PM Database	3.1.7 3.1 3.1, 3.1.2	80% of all projects on the report shall have their status fully updated in ACES-PM (verified by the submittal of the weekly ACES-PM engineering and environmental reports). The remaining 20% shall be updated within 7 calendar days. Measured monthly.
9	Maintain/Update LAAFB General Plan and Facilities Excellence Plan	3.1.4	100% of plans turned in annually for review/signature at least 30 calendar days prior to the plan expiration date. Plans shall include all changes since the last plan update. Measured annually.
10	Maintain/Update Environmental/Energy Plans	3.3.2.	95% of plans turned in annually for review/signature at least 15 working days prior to plan expiration date. Remaining 5% shall be turned in at least 5 working days prior to plan expiration date. Plans shall include all changes since the last plan update. Measured quarterly.

5.0 Government Furnished Property and Services

The Government will provide, without cost to the Contractor, the facilities, equipment, and materials. All Government-furnished property and services shall be used only for performance of this contract. Requests for property or services not covered in this section shall require government approval. The Government will furnish the Contractor cubicle office space for use in building 272, 3rd Floor, 61 CELS area.

The Contractor shall manage Government furnished property in accordance with FAR 52.245 as it relates to Government Property (Fixed-Price Contracts). At the close of each work period, Government facilities, property, and materials shall be secured. The Contractor shall complete a Government furnished property inventory with a 61 CELS Government representative within 20 work days of the contract start date and receipt for said property. In addition, the inventory will be conducted after the exercising of each option (if any) and during "Phase Out."

Additional items the government intends to provide to the contractor for task performance are located in Appendix I. The contractor is responsible for distribution, issuance and use as applicable in the performance of this PBSOW.

6.0 Contractor Furnished Material (CFM)

The contractor shall provide their own office supplies required for use on this task order. Typical office supplies consists of pens, pencils, markers, paper, paper clips, paper binders, hole punches, stapler, staples, erasers, white out, tape rolls and all administrative supplies for performance of this effort.

7.0 LAAFB Standard Operating Procedures

- 7.1 Site Facilities Rules:** Smoking is not permitted in Government facilities. The Contractor shall return the facilities to the Government in the same condition as received; fair wear and tear and approved modifications will be accepted. Keep work areas clean. Storage areas shall be kept in an orderly and professional manner to facilitate use and minimize loss or damage.
- 7.2 Utilities:** The Government shall furnish utility services including water, sewer, electric, and heating for Contractor use in performing this contract. The Contractor shall encourage employee participation in LAAFB utilities cost savings measures.
- 7.3 Communication:** The Contractor shall be allowed the use of the telephone for contacting the CO, Civil Engineer, Fire Department, Security Forces, receiving customer complaints, and any other directly contract related communications.
- 7.4 Local Area Networking (LAN) Contractor Use:** The Government will provide official use only Internet access through the Government provided Local Area Net (LAN). The Contractor shall obtain network access using local procedures. All access to the LAN must be approved by the Government.
- 7.5 Communication Security (COMSEC) Contractor Compliance:** All DOD communications are subject to COMSEC review. Use of DOD telephones and telephone systems and email systems constitutes consent to COMSEC monitoring. The Contractor shall comply with LAAFB COMSEC procedures and rules and attend annual computer based training provided by the government.
- 7.6 Base Refuse Collection:** The Contractor shall comply with LAAFB recycling regulations. Waste generated by the Contractor in performance of the services specified with this PBSOW shall be deposited in Government provided receptacles, excluding hazardous materials in which proper disposal instructions shall be complied with.
- 7.7 Contractor Bringing Hazardous Materials on Site:** It is highly unlikely that this vendor will have a requirement to bring hazardous materials on any work site to support this task order. If needed, prior to use on LAAFB, the Contractor shall provide to the Base Hazardous Material Pharmacy, through the CO, a list of all hazardous materials the Contractor brings onto Government property and shall provide a Material Safety Data Sheet (MSDS) for each Hazardous Chemical listed in OSHA Hazard Communication Standard 29 Code of Federal Regulations 1910.1200 in accordance with LAAFB Hazardous Material Management.

- 7.8 Base Emergency Medical Treatment Service:** Emergency medical treatment and emergency patient transportation service is only available through the local community.
- 7.9 Security Forces:** The Government will provide general security service. Security Forces phone extensions are 911 for emergencies, and 310-653-5787/5664 for routine calls.
- 7.10 Contractors Forms and Publications:** The Contractor is responsible for obtaining and maintaining all forms and publications needed to perform the contract.

8.0 General Information

- 8.1 Contract Organization:** The Contractor shall provide an Organization Chart for positions and key personnel with respect to this Contract to the CO, Quality Assurance Personnel (QAP), and 61 CELS at the kick off meeting. The Contractor shall identify the Project Lead and an Alternate.
- 8.2 Emergency Notification:** In case of emergency, the government POC will contact the Contractor Project Lead. The Contractor is responsible for contacting their employees.
- 8.3 Contractor Employees National Agency Check:** All personnel assigned must be US citizens. All National Agency Checks with Local Agency Check (NAC/LAC) must be performed within the last 5 years.
- 8.4 Security Clearance:** Contractor employees shall have, at a minimum, an interim DOD Secret security clearance within 15 calendar days of the date the employee begins work under this PBSOW. All Contractor employees shall possess and maintain a full DOD Secret security clearance within 30 days and maintain this clearance during the term of the contract. The Contractor shall fill the all Key Personnel positions within 15 calendar days of signing the Contract. The Contractors' firm shall have an approved and current Facility Clearance from the Defense Security Service (DSS) at the time of submitting a proposal to this PBSOW. The Contractor is solely responsible for compliance with this provision. Interim Secret Security Clearance is required to access the LAAFB LAN and email system.
- 8.5 Employee Certifications:** All Contractor employees performing engineering plans and specifications/construction management services (excluding employees performing solely construction inspection services) shall comply with the Key Personnel provisions. All Contractor employees performing environmental services shall comply with the Key Personnel provisions. At least one contractor team member must possess a Registered Civil Engineer (PE) in the State of California, one team member must be registered as a Structural Engineer (SE) in the State of California and one team member must be a registered Mechanical Engineer (ME) in the State of California.
- 8.6 Instructions Applicable to Controlled Areas:** No Contractor employee shall be authorized unescorted entry to USAF Controlled Areas on LAAFB, unless that employee has been granted a final Secret Security Clearance by the Defense Industrial Security Clearance Office (DISCO) except as indicated below. Within ten calendar days of contract award at LAAFB, the Contractor shall submit the appropriate documents to DISCO, in accordance with the Industrial Security Manual (ISM), DOD 5220.22M, for each employee required to have a Secret security clearance. A temporary AF Form 1199 CD authorizing unescorted entry to USAF Controlled Areas on LAAFB may be issued to Contractor employees for a period not to exceed ninety (90) days. The 61 CELS Security Manager will endorse Section II of AF Form 2586 on the following conditions:

The AF Form 1199 CD shall be issued only to a U.S. citizen and be considered temporary unless the Contractor Security Officer notified 61 CELS Security Manager that an interim or final clearance has been granted. Controlled Area Badges will only be issued to Contractor personnel working on LAAFB a minimum of 32 hours per week. This requirement is in accordance with the Contractor Visitor Security Agreement between 61 SFS and base Contractors. (See SECTION I AF FAR SUPP 5352.204-9001). The Contractor Security Manager will endorse the request and state the date on which an application was submitted with appropriate documents to DISCO. The 90-day period shall commence from this date.

The AF Form 1199 CD can be revoked or extended. Extensions beyond 120 days will not be approved without prior coordination with 61 SFS. Requests for extensions will be initiated by the Contractor in writing and will include full justification. 61 SFS may request the revocation of specific AF Form 1199 CD at any time based on information available to them.

The Contractor will comply with the requirements in paragraph 26d of the Industrial Security Manual when submitting a request for interim clearance. Should a Contractor employee fail to obtain a final Secret security clearance, the employee's authorization for unescorted entry to USAF controlled areas on LAAFB and the temporary AF Form 1199 CD will be revoked. The Contractor shall request a Secret security clearance only for those employees who will require either access to classified information or unescorted entry to USAF controlled areas on LAAFB.

8.7 Government Security Instructions: The Government official designated as having security supervision over all security aspects of this contract, under the provisions of the ISM, is the Space and Missile Center Director of Security. Any other security requirement not specifically defined in this contract or the ISM will be provided by 61 SFS by written instructions to the Contractor via a Contractor Visitor Group Security Agreement in accordance with paragraph 1-108e, DOD Directive 5220.22R.

8.8 Pass and Identification Requirements: Contractor shall validate that all employees' register their personally owned vehicle and contracted furnished vehicles within 48 hours of entry onto the base. Registration is accomplished at the Security Forces Pass and Registration Section. Driving on base is a privilege that can be revoked by base security forces.

Retrieve all identification media, including vehicle decals, line badges, from employees who depart for any reason before the contract expires; termination of cause, retirement. All retrieved identification media shall be turned in through the QAP to the Base Pass and Identification Unit of the Security Forces.

The Contract Manager or alternate shall complete a request for an Identification Credential (ID Card) for each employee requiring access to Los Angeles Air Force Base IAW AFI 10-245 245 to include any supplements and local base requirements.

8.9 Parking: Contractor employees are not authorized to park on LAAFB in El Segundo. The base has limited parking spaces on the corner of Douglas and El Segundo Blvd, in El Segundo. Contractor employees will be encouraged to use mass transit options. Contractors will be required to apply for annual off base parking passes. Parking at all other LAAFB properties is not restricted.

8.10 Physical Security: The Contractor shall be responsible for safeguarding all Government property provided for Contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured.

8.11 Contractor Identification, Dress and Appearance: LAAFB issued contractor identification badges will be worn at all times. Identification badges are color coded to designate contractor employees. Contractor personnel shall present a clean, neat, and professional business appearance at all times. All Contractor employees must possess a valid picture identification card issued by a State or Federal agency. When answering a phone, the Contractor employees shall identify that they are using an unsecured line. Prior to performance of any work on a military installation or the Aerospace Complex, the Contractor shall submit to the Government, a list of the names of all employees and subcontractors employees to include: full name, driver's license number and state licenses was issues, birth date, social security number and contact information (name, addresses and phone numbers) for use in the event of an emergency. If an employee does not hold a valid driver's license, the Contractor may substitute the identification numbers from any other Federal and State Government approved identification. In addition, the Contractor shall identify the names) of responsible supervisory person(s) authorized to act for the Contractor for the duration of on-site work at an installation.

8.12 Employment of Government Employees: The Contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest, or the appearance of a conflict of interest, nor shall the Contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives proper approval. The Contractor is cautioned that off-duty active military personnel hired under this contract may be subject to permanent change of station (PCS), change in duty hours, or deployment. Military reservists and National Guard members may be subject to recall to active duty. Their absence at any time shall not constitute an excuse for nonperformance under this contract. The Contractor is prohibited from employing off-duty QAP who are managing any contracts or subcontracts awarded to the Contractor.

8.13 Hours of Operation

The Core business hours of operation are 0700-1700 at Los Angeles Air Force Base. Occasional after hours support may be required to meet mission program deadlines or to adjust to evening or weekend project inspection schedules. The Contractor shall provide a phone number for the project lead so that the government can contact this person for emergencies.

8.14 Federal Holidays: The Contractor is not required to provide services on the following federal holidays:

New Year's Day
 Martin Luther King's Birthday
 Presidents Day
 Memorial Day
 Independence Day
 Labor Day
 Columbus Day
 Veterans Day
 Thanksgiving Day
 Christmas Day

If the federal holiday falls on a Saturday or Sunday, it may be observed on Friday or Monday.

8.15 Emergency or Special Event Services: Support may be required outside normal hours of operation if mission needs dictate. Therefore, the Contractor shall respond to emergency events such as earthquake, or national security events, if needed. Historically, this has not occurred more than once per year.

8.16 Document Control: The Contractor shall be responsible for obtaining, maintaining, tracking, verifying, Ask where this goes? Cataloging, and completing on time (within suspense date) all documents pertaining to the Engineering Flight and the Asset Management Flight. Documents will include but are not limited to; Applies to all sections.

- Engineering Plans and Specification submittals
- Engineering Plans and Specification drawings reviews
- Specifications reviews
- Supporting analysis/reports
- Construction submittals
- Material reviews
- Request for information (RFI's) reviews
- Request for proposal reviews
- Environmental documentation/forms
- Real Property documentation/forms
- Programming documentation/forms

Many documents require a relatively quick (five working days) response. The response time will be dependent upon the type of contract (SABER, Firm Fixed Price) and the contracting office (SMC/PK, AFCEE, or AFCESA) the contract is developed through.

8.17 Administrative Records: All records, documents, and associated papers provided by the Government and generated during the period of this contract become Government property and will remain in place upon contract termination or completion. During the period of the contract, records, documents, and associated papers shall be available for review.

8.18 Safety: The applicable Occupational Safety and Health Act (OSHA) standards will be mandatory for this contract. The Contractor shall comply with all Federal, State and Local laws concerning safety. Contractor shall manage all work areas to maintain the safety of building occupants, LAAFB personnel, or visitors in or near the areas. The Contractor shall visit all construction sites to maintain safety and compliance with OSHA standards. The Contractor shall coordinate with Construction Firms in submitting a Safety Plan to the appropriate Air Force contracting office, SMC/PKO, AFCEE, and AFCESA for review. The plan must be implemented to provide awareness of the safety requirements for all personnel. The Contractor shall provide support to the LAAFB safety office to resolve facilities and infrastructure related safety issues.

9.0 Quality

9.1 Quality Control (QC): Contractor shall develop and maintain a quality program to inspect services performed in accordance with commonly accepted commercial practices for engineering and environmental services. As a minimum, the Contractor shall develop quality control procedures that address the areas identified in section 4.0 Services Summary and submit to the CO prior to contract start date.

9.2 Quality Control Plan (QCP): The Contractor shall submit a QCP 30 calendar days after contract start date. The Contractor's quality control plan shall contain, as a minimum, the following items:

- A description of the PBSOW inspection system to cover all services. Description shall include specifics as to the PBSOW areas to be inspected on a scheduled and unscheduled basis, frequency of inspections, and the title and organizational placement of the inspector(s).
- A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- A description of how the records will be kept. Records must document all inspections and corrective or preventive actions taken.

9.3 Performance Program Management Reviews (Monthly): General Services Administration Program Management Reviews will be held monthly to provide a document quality check for invoice payment. The GSA Contracting Officer shall require the contract manager to meet at least monthly with the Client Quality Assurance Personnel (QAP) and the Project manager during contract performance. Meetings will be held on a monthly basis. At Contracting Officer's request, a meeting will be held whenever a Corrective Action Report (CAR) is issued. The Contractor's manager, CO, and QAP, shall sign the Contract Administrator's (CA) written minutes of these meetings. Should the Contractor not concur with the CA's minutes, the Contractor shall so state any areas of non-concurrence in writing to the CO within ten (10) calendar days of receipt of the signed minutes.

9.4 Government Quality Assurance: According to the Inspection of Services clause (52.246-4 Inspection of Services—Fixed-Price), the Government will evaluate the Contractor's performance under this contract. Government personnel will record all surveillance observations. When an observation indicates defective performance, the QAP will require the contract manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation, only acknowledgment that he or she has been made aware of the defective performance. Government surveillance of tasks not listed in the PBSOW or by methods other than those listed in the PBSOW (such as provided for by the Inspection

of Services clause) may occur during the performance period of this contract. Such surveillance will be done according to standard inspection procedures or other contract provisions. Any action taken by the CO as a result of surveillance will be according to the terms of this contract.

9.5 Quality Assurance The Government will periodically evaluate the Contractor's performance in accordance with the Performance Plan. The Government may inspect each task as completed and increase the number of quality assurance inspections if deemed appropriate because of repeated failures discovered during surveillance inspections or because of repeated customer complaints. Likewise, the Government may decrease the number of quality assurance inspections if performance dictates. The Government shall also receive and investigate complaints from customers. The Contractor shall be responsible for initially validating customer complaints; however, the Government representative shall make the final determination of the validity of customer complaint (s) in the cases of a disagreement between the Contractor and the customer.

9.6 Quality Assurance Personnel (QAP): QAP are representatives of the CO and will participate in the administration of this contract except where exemptions have been approved by the CO. Subsequent to contract award, the Contractor will be provided with a letter identifying QAP and setting forth their duties and authorities.

Discrepancy Notification: QAP will inform the Contractor PM (or authorized representative) in person when discrepancies occur and will request corrective action. QAP will make a notation of the discrepancy on their surveillance checklist with the date and time the discrepancy was noted and will request the Contractor PM (or authorized representative) to initial the entry on the checklist.

Scope Changes: Any matter concerning a change to the scope, prices, terms or conditions of this contract shall be referred to the CO and not QAP.

9.7 Quality Assurance Surveillance Plan (QASP): The Government will provide the Contractor with a QASP to be utilized during inspections. The QASP will be prepared and submitted to the Contractor within 14 calendar days from the date of award.

This QASP provides a systematic surveillance method for the services and describes the methodology by which the contractor's performance will be monitored. The principal focus of the surveillance system is the performance of the contractor in the key areas identified in the PBSOW.

GSA considers the Federal Acquisition Regulation (FAR) Clause 52.246-4, Inspection of Services—Fixed Price to meet the prescription at FAR Part 37.601 criteria for establishing a procedure for negative incentives of a contract. This clause gives the Government the right and provides the flexibility to determine the most appropriate remedy for non-performance. Thus, by virtue of including this clause in the contract, there is a procedure in place to do so where it makes good business sense to do so. On the other hand, it may be more advantageous to the Government to pursue re-performance rather than monetary deductions.

Please note that the Contractor, and not the Government, is responsible for management and quality control actions necessary to achieve quality in the delivery of services. The QASP is not intended to duplicate the Contractor's quality control procedures. The Government reserves the right to make unilateral changes to the QASP anytime during the contract period. The levels of surveillance may be altered based upon the Contractor's performance level.

10 Phase In / Phase Out: There shall be no stated cost, or payments by the government for any costs incurred by the contractor as a direct or indirect result of these phase in/observation stipulations.

Phase In/Observation: During the phase in for this contract, contractor shall participate in a joint walk down inventory. Additionally, the government will provide task familiarization training for tasks in Performance Based Statement of work to be performed. Any costs associated with training for these areas will be considered part of the basic effort.

Phase Out. In addition to the clause —continuity of services Federal Acquisition Regulation (FAR) 52.237-3, contractor shall give support to, and cooperate with, any successor that may be designated prior to the expiration of this contract. Phase in assistance may be required during the final 30 days of this contract. The incumbent contractor shall comply in good faith with any successor contractor to provide reasonable access to employees and employee records for recruitment efforts.

With respect to any such employees who are offered positions by the successor contractor, contractor further agrees to release, without penalty, any employee who chooses to accept employment by successor contractor. This obligation shall not require contractor to release an employee prior to the completion date or its performance under this contract if such early release would affect contractor’s ability to perform its obligations under the remainder. Contractor shall make available to successor contractor copies of maintenance instructions, records, processes developed in the performance of this contract. Contractor shall make available historical data developed and documented in the performance of this contract. Phase out assistance of this contract is considered within the scope of the contract and no adjustment to estimated costs. The contractor shall return all contractor purchased government owned office supplies/equipment, including, but not limited to clothing and personnel protective gear used by contractor personnel paid for through the contract.

11 Central Contractor Registration: Contractors shall be registered in the Central Contractor Registration (CCR) (<http://www.ccr.gov>) in order to receive task order award.

12 MSR Invoicing and Start Up Meeting

12.1 Monthly Status Reports (MSR): The contractor shall provide a Monthly Status Report. The MSR shall document a compilation of detail contractor activities performed during the month and project activities to be performed for the upcoming month. Any modifications to the business practices and operating procedures shall be documented in the monthly status reports as well. The MSR shall also include information on work completed, problems encountered and anticipated, and expended and remaining, and accumulated costs.

12.2 Invoicing: The MSR shall be posted on the GSA IT-Solutions Shop (ITSS) website along with the monthly invoice by the 10th working day of the following month. The Client Representative will review these reports and will accept or reject Contractor services or deliverables via ITSS, which is the basis for payment to the Contractor (invoices will not be paid without an acceptance in ITSS). A copy of the invoice must also be sent to GSA Finance Operations and Disbursement Branch (BCEB) 299X, PO Box 219434, Kansas City, MO 641219434

12.3 Start up meeting

The Contractor shall facilitate a project start-up meeting. Attendance, either in person or by teleconference, shall be with the End User Representative(s) and the Contractor Representative. This project start-up meeting shall be used to clarify any information for the Contractor in an effort to create a project technical plan and a project schedule that shall be agreed upon by both the End User and the Contractor. This meeting provides an opportunity for the End User Representatives and the Contractor to decide on the exact logistics in terms of the services outlined in the terms and conditions of the task order award.

CLAUSES INCORPORATED BY REFERENCE

FAR 52.227-14	Rights in Data—General	DEC 2007
FAR 52.227-16	Additional Data Requirements	JUNE 1987

13 APPENDICES

- A. Maps and Work Area Layouts
- B. Estimated Workload Data
- C. Plan Submittals
- D. Acronyms, Abbreviations and Definitions
- E. Applicable Publications and Forms
- F. Example ACES-PM Report (Engineering)
- G. Example ACES-PM Report (Environmental)
- H. H. Deliverables Table
- I. I. Government Furnished Items

13.1 Contract Administration:

Senior Contracting Officer: Lucile Rios
General Services Administration, Federal Acquisition Service
Acquisition Operations Division (9QZA),
lucile.rios@gsa.gov.
9988 Hibert Street, Suite 310
San Diego, Ca 92131-2480
(858) 537-2219 (voice)
(858) 537-2213 (fax)

GSA Project Manager:
Carlo Morehead
General Services Administration, Federal Acquisition Service
Carlo.morehead@gsa.gov
FAS Pacific Rim Region
9988 Hibert Street, Suite 310
San Diego, Ca 92131-2480
(858) 537-2205 (voice)
(858) 537-2213 (fax)

Client Representative:
Dave Espili
Deputy BCE, 61 CELS
Los Angeles Air Force Base
El Segundo, California 90245
310-653-2832 (Voice)

Appendix A - Maps and Work Area Layouts

Figure 1: Map of All LAAFB Properties

Figure 2: Map of Los Angeles Area Properties

Figure 3: Map of San Pedro Area Properties

Figure 4: Fort MacArthur (San Pedro, CA)

Figure 5: Fort MacArthur South (Privatized)

Figure 6: Fort MacArthur North (Privatized Areas in Blue)

Figure 7: Pacific Heights Military Family Housing Annex (Privatized)

Figure 8: Pacific Crest Military Family Housing Annex (Privatized)

Figure 9: Los Angeles Air Force Base (El Segundo)

Figure 10: Camp Parks Communication Annex (Dublin, CA)

Figure 11: Carson Annex (Carson, CA)

Appendix B – Historical/Estimated Workload Data:

Paragraph	Task	Workload Data
-----------	------	---------------

3.1.9	Engineering Project Execution (Excludes MILCON Projects)	FY06 Total: 55 projects, \$12.8M September FY06: 35 projects, \$11.6M
		FY06 Projects Broken Down by Cost: <\$50K = 22 \$50K - \$100K = 14 \$100K - \$250K = 7 \$250K - \$750K = 8 >\$750K = 4
		FY06 Projects Broken Down by Primary Discipline: Civil: 33 Mechanical: 2 Electrical: 7 Architectural: 13
		FY07 Total: 56 projects, \$18.3M September FY07: 51 projects, \$17.1M
		FY07 Projects Broken Down by Cost: <\$50K = 20 \$50K - \$100K = 7 \$100K - \$250K = 9 \$250K - \$750K = 15 >\$750K = 5
		FY07 Projects Broken Down by Primary Discipline: Civil: 27 Mechanical: 10 Electrical: 9 Architectural: 10
		FY08 Total: 69 projects, \$10.1M September FY08: 66 projects, \$9.7M
		FY08 Projects Broken Down by Cost: <\$50K = 28 \$50K - \$100K = 15 \$100K - \$250K = 10 \$250K - \$750K = 14 >\$750K = 2
		FY08 Projects Broken Down by Primary Discipline: Civil: 40 Mechanical: 11 Electrical: 6 Architect: 12

		FY09 Total (Estimated): 55 projects, \$16.5M
		FY09 Projects Broken Down by Cost (Estimated): <\$50K = 15 \$50K - \$100K = 12 \$100K - \$250K = 8 \$250K - \$750K = 15 >\$750K = 5
		FY09 Projects Broken Down by Primary Discipline (Estimated): Civil: 35 Mechanical: 5 Electrical: 3 Architectural: 12
		FY10 Total (Estimated): 50 projects, \$14.8M
		FY10 Projects Broken Down by Cost (Estimated): <\$50K = 17 \$50K - \$100K = 10 \$100K - \$250K = 13 \$250K - \$750K = 8 >\$750K = 2
		FY10 Projects Broken Down by Primary Discipline (Estimated): Civil: 37 Mechanical: 3 Electrical: 2 Architectural: 8
		FY11 Total (Estimated): 56 projects, \$15.5M
		FY11 Projects Broken Down by Cost (Estimated): <\$50K = 13 \$50K - \$100K = 15 \$100K - \$250K = 12 \$250K - \$750K = 12 >\$750K = 4
		FY11 Projects Broken Down by Primary Discipline (Estimated): Civil: 33 Mechanical: 7 Electrical: 3 Architectural: 13

3.1	Future MILCON Projects to be managed.	FY09: 8 Projects, \$12.0M FY10: 5 Projects, \$5.5M FY11: 1 Project, \$12.5M FY12: 0 Projects FY13: 1 Project, \$12.2M
3.1.10	Facilities Board Working Group	2 pre-briefs, 2 briefings (annually)
3.1.10	Facilities Board	4 pre-briefs, 2 briefings (annually)
3.3.1	Space Allocation Board	12 pre-briefs, 12 briefings (annually)
3.3.4	Environmental Project Execution	FY07: 43 projects, \$1.3M
		FY08: 46 projects, \$1.5M
3.3.4	Environment, Safety, and Occupational Health Council (ESOHC)	8 pre-briefs, 4 briefings (annually)

Appendix C– Plans Requiring Annual Updates

Title	Submitted To	Required Format	Due Date	PWS Paragraph
LAAFB General Plan	61 CELS/CEA	PDF/Hard Copy	15-May	3.3.2
LAAFB Facilities Excellence Plan	61 CELS/CEA	PDF/Hard Copy	15-May	3.3.2
Energy Contingency Plan	61 CELS/CEA	PDF/Hard Copy	30-Apr	3.2.2
Energy Strategic Plan	61 CELS/CEA	PDF/Hard Copy	31-Mar	3.2.2
Water Management Plan	61 CELS/CEA	PDF/Hard Copy	31-Mar	3.2.2
Energy Conservation & Investment Plan	61 CELS/CEA	PDF/Hard Copy	31-Mar	3.2.2
AVR Survey	61 CELS/CEA	PDF/Hard Copy	31-Jul	3.3.5
Hazardous Material Plan	61 CELS/CEP	PDF/Hard Copy	28-Feb	3.34
Hazardous Material Business Plan	61 CELS/CEA	PDF/Hard Copy	28-Feb	3.34
Green Procurement Plan	61 CELS/CEA	PDF/Hard Copy	31-Jan	3.3.7
Oil Water Separator Management Plan	61 CELS/CEA	PDF/Hard Copy	31-Dec	3.3.8
Hazardous Waste Management Plan	61 CELS/CEA	PDF/Hard Copy	31-Dec	3.3.9
Hazardous Waste Analysis Plan	61 CELS/CEA	PDF/Hard Copy	31-Dec	3.3.9
Hazardous Waste Emergency Response	61 CELS/CEA	PDF/Hard Copy	31-Dec	3.3.9
Asbestos Management Plan	61 CELS/CEA	PDF/Hard Copy	31-Jan	3.3.13
Asbestos Operating Plan	61 CELS/CEA	PDF/Hard Copy	31-Jan	3.3.13
Lead Management Plan	61 CELS/CEA	PDF/Hard Copy	31-Jan	3.3.14
Ozone Depleting Substances Management	61 CELS/CEP	PDF/Hard Copy	31-Jan	3.3.16
PCB Management Plan	61 CELS/CEA	PDF/Hard Copy	30-Apr	3.3.15
Cultural Resource Management Plan	61 CELS/CEA	PDF/Hard Copy	30-Nov	3.3.23
SPCC Plan	61 CELS/CEA	PDF/Hard Copy	31-Oct	3.3.17
Natural Resource Management Plan	61 CELS/CEA	PDF/Hard Copy	30-Nov	3.3.24
Waste Water Management Plan	61 CELS/CEA	PDF/Hard Copy	31-Dec	3.3.18
Storm Water Management Plan	61 CELS/CEA	PDF/Hard Copy	31-Dec	3.3.22

Note: All plans already exist and the most current copy will be provided to the Contractor in hard copy and electronic form prior to the performance start date.

Appendix D - Acronyms, Abbreviations and Definitions (Acronyms)

61 ABW	61 st Air Base Wing
61 CELS	61 st Civil Engineer and Logistics Squadron
61 MSG	61 st Mission Support Group
61 SFS	61 st Security Forces Squadron
ABC/CC	Airbase Group/Company Commander
A-E	Architect-Engineer
ACES-PM	Automated Civil Engineer System – Project Management
ACES-RP	Automated Civil Engineer System – Real Property
ACM	Asbestos Containing Material
AF	Air Force
AFPD	Air Force Publication
AFI	Air Force Instruction
AFSPC	Air Force Space Command
AHERA	Asbestos Hazard Emergency Response Act
AVR	Annual Vehicle Ridership
BCE	Base Civil Engineer (61 CELS/CC)
CAD	Computer Aided Drafting
CADD	Computer Aided Drafting Design
CEMP	Code of Environmental Management Principles
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
ECIP	Energy Conservation Investment Program
EMS	Environmental Management System
EPCRA	Emergency Preparedness and Community Right-to-Know Act
ESOH	Environment, Safety and Occupational Health Council
ESOH/CAMP	Environment, Safety and Occupational Health Compliance and Management
FB	Facilities Board
GEO	Geospatial
GPP	Green Procurement Program
HAZMAT	Hazardous Material
HAZWASTE	Hazardous Waste
HMA	Hazardous Materials Act
HSWA	Hazardous and Solid Waste Act
HWMP	Hazardous Waste Management Plan
HQ	Headquarters
IAW	In Accordance With
IBC	International Building Code
ISWM	Integrated Solid Waste Management Plan
LAAFB	Los Angeles Air Force Base
LBP	Lead-Based Paint
MILCON	Military Construction
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NEPA	National Environmental Policy Act
NFP	National Fire Protection Act
NPDES	National Pollution Discharge Elimination System
OSHA	Occupational Safety and Health Administration
PCB	Polychlorinated Biphenyl
QRP	Qualified Recycling Program
RCRA	Resource Conservation and Recovery Act

RPO	Real Property Officer
SAB	Space Allocation Board
SABER	Simplified Acquisition of Base Engineering Requirements
SAM	Space Allocation Manager
SCAQMD	South Coast Air Quality Management District
SOW	Statement of Work
SPCC	Spill Prevention Control and Countermeasures
UFC	Unified Facilities Criteria
WAP	Waste Analysis Plan
61/ABC	61/ Air Base Commander

Appendix E - Applicable Publications and Forms

Publications (to include their supplements at any organizational level) and forms that apply to this PBSOW are listed below. The publications and forms have been coded as mandatory or advisory. The Contractor is obligated to follow those publications and use those forms coded as mandatory to the extent specified in other sections of this PBSOW. The Contractor shall be guided by those publications or use those forms coded advisory to the extent necessary to accomplish requirements in this PBSOW. All publications and forms listed shall be made available by the Government at the start of the contract. Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract. The Contractor shall immediately implement those changes that result in a decrease or no changes in the contract price and notify the Contracting Officer in writing of such changes. Before implementing any change that will result in an increase in contract price, the Contractor shall submit to the Contracting Officer a price proposal within 30 calendar days following receipt of the change by the Contractor. The Contracting Officer and the Contractor shall negotiate the change into the contact under the provisions of the contract clause 52.212-4 Contract Terms and Conditions—Commercial Items paragraph (c) “changes”.

Publication #	Title	Mandatory (M)/ Advisory (A)
N/A	Los Angeles AFB General Plan	M
N/A	Los Angeles AFB Facilities Excellence Plan	M
N/A	Unified Facilities Criteria	M
AFH 32-9007	Managing Air Force Real Property	M
AFI 32-1021	Planning and Programming Military Construction (MILCON) Projects	M
AFI 32-1022	Planning and Programming Non-appropriated Fund Facility Construction Projects	M
AFI 32-1023	engineering plans and specifications and Construction Standards and Execution of Facility Construction Projects	M
AFI 32-1024	Standard Facility Requirements	M
AFI 32-1032	Planning and Programming Appropriated Funded Maintenance, Repair and Construction Projects	M
AFI 32-1051	Roof Systems Management	M
AFI 32-1052	Facility Asbestos Management	M
AFI 32-1053	Pest Management Program	M
AFI 32-1054	Corrosion Control	M
AFI 32-1061	Providing Utilities to US Air Force Installations	M
AFI 32-7040	Air Quality Compliance and Resource Management	M
AFI 32-7041	Water Quality Compliance	M
AFI 32-7042	Solid and Hazardous Waste Compliance	M

AFI 32-7044	Storage Tank Compliance	M
AFI 32-7045	Environmental Compliance Assessment and Management Program (ECAMP)	M
AFI 32-7047	Environmental Compliance Tracking and Reporting	M
AFI 32-7062	Air Force Comprehensive Planning	M
AFI 32-7064	Integrated Natural Resources Management	M
AFI 32-7065	Cultural Resources Management Program	M
AFI 32-7080	Pollution Prevention Program	M
AFI 32-7086	Hazardous Materials Management	M
AFI 32-9001	Acquisition of Real Property	M
AFI 32-9002	Use of Real Property Facilities	M
AFI 32-9003	Granting Temporary Use of Air Force Real Property	M
AFI 32-9004	Disposal of Real Property	M
AFI 32-9005	Real Property Accountability and Reporting	M
AFJI 32-9006	Army and Air Force Basic Real Estate Agreements	M
AFMAN 32-4013	Hazardous Material Emergency Planning and Response Guide	M
AFPAM 32-1005	Working in the Engineering Flight	M
AFPAM 32-7043	Hazardous Waste Management Guide	M
AFSPCCL 32-1	Environmental Management	M
AFSPCCL 32-17	Engineering Flight	M
AFSPCH 32-1004	Facilities Excellence Program and Standards Handbook	M
AFSPCI 32-1001	Facilities Excellence Recognition Program	M
AFSPCI 32-1008	Facilities Board	M

Appendix F – Example ACES-PM Report (Engineering)

Base Prior	Project Nbr	Project Title	Act Pct Dsg Comp	Est Dsg Complete Dt	Est Ready To Advertise Dt	Project Status	Project Local Status	FIM	Fund Type EEC	PEC	PA	Basic Cwe Amount	Est Ae Cost Amount	Project Approval Dt	Work Order #	FS	FI	Design Manager
FY2008 - SUSTAINMENT, RESTORATION & MODERNIZATION (SRM) PROGRAM, INTEGRATED PRIORITY LIST (IPL).																		
0.0	HHEK051070	REPLACE WOOD LIGHT POLES, FT. MAC, O&M AREAS.	100	19-Dec-2006	30-May-2008	DSG	100%DESIGNED	SUS 524	31378	\$15,000	\$7,800	\$0	25-Aug-2005	48819	F	C	ABRAHAMSEN	
0.0	HHEK071050A	REPAIR EXTERIOR PLASTER, B/18, VOQ, FORT MACARTHUR.	100	30-May-2008	30-Jun-2008	DSG	100%DESIGNED	SUS 524	31378	\$38,000	\$38,000	\$0	19-Jul-2007	51192	F	C	ABRAHAMSEN	
0.0	HHEK071051	REPAIR EXTERIOR PLASTER, B/17, VOQ, FORT MACARTHUR.	0	30-Sep-2008	30-May-2008	DSG	NOTINDESIGN	SUS 524	31378	\$50,000	\$50,000	\$0	19-Jul-2007	51193	F	C	ABRAHAMSEN	
1.0	HHEK082018	INSTALL WALKWAY PATH LIGHTING, O&M AREA, FORT MACARTHUR.	5	30-Apr-2008	30-May-2008	DSG	UNDERDESIGN	ESS 529	31476	\$50,000	\$50,000	\$0	29-Oct-2007	51583	U	U	DOMINECK	
2.0	ACJP062080	CONSTRUCT EXTERIOR AWNING, B/271.	0	NULL	NULL	DSG	100%DESIGNED	ESS 529	31476	\$275,000	\$275,000	\$0	22-Jun-2006	50058	U	U	DOMINECK	
3.0	ACJP082038	UPGRADE B/271 EAST EXTERIOR, LAAFB.	2	02-Jun-2008	02-Jun-2008	DSG	AE PKG PREP	ESS 522	31476	\$500,000	\$500,000	\$50,000	12-Feb-2008	51767	U	U	DOMINECK	
4.0	ACJP082057	CONSTRUCT LANDSCAPE BOULEVARD, NORTH, LAAFB.	25	NULL	NULL	DSG	UNDERDESIGN	ESS 529	31476	\$700,000	\$480,000	\$48,000	12-Feb-2008	51766	U	U	ELLIS	
5.0	ACJP082023	UPGRADE RPC AREA, B/270, 1ST FLOOR, LAAFB.	0	NULL	NULL	DSG	NOTINDESIGN	ESS 522	31476	\$100,000	\$100,000	\$0	14-Nov-2007	51591	U	U	MINASSIAN	
							Total:			\$1,725,000	\$1,500,800	\$98,000						
FY2008 - DEMOLITION																		
0.0	HHEK081051	DEMOLISH B/113, MFH STORAGE, FORT MACARTHUR.	50	30-Sep-2008	NULL	DSG	UNDERDESIGN	NULL 53610	35883	\$70,000	\$66,000	\$0	18-Jan-2008	51691	F	C	MICHAEL	
							Total:			\$70,000	\$66,000	\$0						
FY2008 - USER FUNDED PROGRAM																		
61 INS																		
1.0	ACJP072044	UPGRADE EDUCATION OFFICE, B/272, 2ND FLOOR, LAAFB.	2	25-Aug-2008	01-Sep-2008	DSG	AE PKG PREP	ESS 522	31476	\$100,000	\$100,000	\$10,000	12-Apr-2007	MULTI	U	U	DOMINECK	
							Total:			\$100,000	\$100,000	\$10,000						
61 MDG																		
1.0	ACJP078087	UPGRADE EXTERIOR SOUTH WINDOWS, B/210 MEDICAL CLINIC, LAAFB.	0	NULL	NULL	BSE	CANCELLED	ESS 522XT	66276	\$400,000	\$400,000	\$0	01-Oct-2007	51455	U	U	WOODS	
							Total:			\$400,000	\$400,000	\$0						
NAF - DeCA																		
1.0	ACJP070044A	SEISMIC UPGRADE B/251, COMMISSARY, LAAFB.	15	NULL	NULL	DSG	UNDERDESIGN	DEG DECA	DECA	\$224,000	\$224,000	\$22,000	29-Aug-2001	45432	U	U	MELOTT	
2.0	ACJP075086	UPGRADE EXTERIOR NORTH WINDOWS, B/251, COMMISSARY, LAAFB.	0	NULL	NULL	BSE	NOTINDESIGN	NULL DECA	DECA	\$400,000	\$400,000	\$0	01-Oct-2007	51456	U	D	WOODS	
3.0	ACJP085022	REPAIR CUSTOMER RESTROOMS, B/251, COMMISSARY, LAAFB.	100	NULL	NULL	CMP	PROJ.COMPLETE	NULL DECA	DECA	\$51,274	\$51,274	\$0	14-Nov-2007	51583	U	D	WOODS	
4.0	ACJP085089	REPLACE GREASE TRAP, B/251, COMMISSARY, LAAFB.	0	NULL	NULL	BSE	NOTINDESIGN	NULL 524	DECA	\$50,000	\$50,000	\$0	NULL	51856	U	L	NULL	
							Total:			\$725,274	\$725,274	\$22,000						
NAF - SVS																		
1.0	ACJP075079	UPGRADE KITCHEN EQUIPMENT, THE CLUB, B/270, LAAFB.	0	NULL	NULL	BSE	NOTINDESIGN	NULL 522	NAF	\$37,000	\$37,000	\$0	18-May-2007	51034	U	L	WOODS	
							Total:			\$37,000	\$37,000	\$0						
NAF - AAFES																		
1.0	ACJP075038	CONSTRUCT GAS STATION, LAAFB.	100	27-Jul-2007	NULL	CNS	CONST.STARTED	NULL AAFES	NAF	\$650,000	\$650,000	\$0	18-Apr-2007	50933	F	F	MICHAEL	
2.0	ACJP085025	INSTALL IRRIGATION SYSTEM, BX, B/252 PARKING AREA, LAAFB.	0	NULL	NULL	BSE	NOTINDESIGN	NULL AAFES	NAF	\$19,000	\$19,000	\$0	10-Sep-2007	51433	U	F	WOODS	
3.0	ACJP085044	CONSTRUCT STARBUCKS, B/252, BX, LAAFB.	100	NULL	NULL	CNS	PROJ.COMPLETE	NULL AAFES	NAF	\$275,379	\$275,379	\$0	NULL	51684	F	F	MICHAEL	
4.0	HHEK085088	REPLACE FLOORING, SHOPPETTE, B/425, FT. MAC.	0	NULL	NULL	BSE	NOTINDESIGN	NULL AAFES	NAF	\$15,000	\$15,000	\$0	NULL	51850	U	L	NULL	
							Total:			\$959,379	\$959,379	\$0						
FY2008 - ECIp MILCON																		
1.0	ACJP063061	ECIP-Energy & Water Enhancements (ECIP).	100	01-Apr-2008	30-Apr-2008	DSG	UNDERDESIGN	NULL 321	35996	\$794,789	\$794,789	NULL	12-Jun-2006	MULTI	U	NULL	WILSON	
							Total:			\$794,789	\$794,789							
FY2008 - SUSTAINMENT, RESTORATION & MODERNIZATION (SRM) PROGRAM, INTEGRATED PRIORITY LIST (IPL).																		
1.0	ACJP091000	GEObASE SUSTAINMENT.	0	NULL	NULL	BSE	NOTINDESIGN	SUS 521	31378	\$150,000	\$150,000	\$0	19-Aug-2004	48244	U	U	CAUWELL	
2.0	ACJP082051	ECIP - PERIMETER FENCING, PHOTO VOLTAIC LIGHTING, LAAFB.	15	NULL	NULL	DSG	UNDERDESIGN	ESS 522	31476	\$310,800	\$310,800	\$0	12-Jun-2006	49866	F	C	WILSON	
3.0	HHEK081011	REPAIR ELECTRICAL DISTRIBUTION SYSTEM, FORT MACARTHUR.	0	NULL	NULL	BSE	NOTINDESIGN	SUS 524	31378	\$850,000	\$850,000	\$0	29-Oct-2007	51539	U	U	ABRAHAMSEN	
4.0	HHEK081012	REPAIR NATURAL GAS DISTRIBUTION SYSTEM, FORT MACARTHUR.	0	NULL	NULL	BSE	NOTINDESIGN	SUS 524	31378	\$610,000	\$610,000	\$0	29-Oct-2007	51540	U	U	WOODS	
5.0	HHEK081013	REPAIR COMMUNICATIONS DISTRIBUTION SYSTEM, FORT MACARTHUR.	65	30-Sep-2008	NULL	DSG	UNDERDESIGN	SUS 524	31378	\$680,000	\$680,000	\$0	29-Oct-2007	51541	U	U	MICHAEL	
							Total:			\$2,600,800	\$2,600,800	\$0						

Appendix G – Example ACES-PM Report (Environmental)

Fiscal Year	Project Mhr	Project Title	Environmental Engineer	Original Contract Mhr	Original Contract Company	Original Contract Date	PA	Current CWE	Original Contract Amount	Expensed Amount	Left Over Amount	Project Per	Project Status Cd
2008	ACJPOS100208	CONS-PUBLIC AWARENESS, CULTURAL	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$2,000	\$2,000	\$2,000	\$0	\$2,000	1	INP
2008	ACJPOS100308	CONS-TDY/TRAINING, CN OFFICE	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$4,000	\$4,000	\$4,000	\$0	\$4,000	1	INP
2008	ACJPOS100408	CONS-SUPPLIES, CN OFFICE	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$1,000	\$1,000	\$1,000	\$0	\$1,000	1	INP
2008	ACJPOS100608	CONS-PRINTING, PUBLICATIONS, CN OFFICE	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$2,000	\$2,000	\$2,000	\$0	\$2,000	1	INP
2008	ACJPOS200108	P2-HAZARDOUS MATERIAL PHARMACY SUPPORT	Park, Yong	F416240306690141	IHS/Salt Lake City/UT	07-FEB-2008	\$139,515	\$139,515	\$139,600	\$139,600	\$0	1	INP
2008	ACJPOS200208	P2-RIDESHARE SUPPORT	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$35,000	\$35,000	\$35,000	\$5,479	\$44,521	11	INP
2008	ACJPOS200408	P2-SUPPLIES, P2 OFFICE	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$1,500	\$1,500	\$1,500	\$0	\$1,500	1	INP
2008	ACJPOS200608	P2-TDY/TRAINING, P2 OFFICE	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$4,000	\$4,000	\$4,000	\$0	\$4,000	1	INP
2008	ACJPOS200808	P2-PRINTING, PRODUCED PUBLICATIONS, OUTREACH	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$3,000	\$3,000	\$3,000	\$0	\$3,000	1	INP
2008	ACJPOS200708	P2-HAZMART SUPPORT, TDY/TRAINING	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$4,000	\$4,000	\$4,000	\$0	\$4,000	1	INP
2008	ACJPOS200808	P2-HAZMART SUPPORT, SUPPLIES	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$3,000	\$3,000	\$3,000	\$0	\$3,000	1	INP
2008	ACJPOS723008	P2-GPP, PREFERENCE & PROMOTION PROGRAM	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$20,000	\$20,000	\$20,000	\$0	\$20,000	1	INP
2008	ACJPOS724008	P2-GPP, GREEN PRODUCT SUBSTITUTION	Park, Yong	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$22,500	\$22,500	\$22,500	\$0	\$22,500	1	INP
2008	ACJPOS300608	EC-INVENTORY, AEI DATA MGT	Park, Yong	F48903-08-D-8781	Tetra Tech, Inc/Pasadena/California	28-MAR-2008	\$25,000	\$25,000	\$25,000	\$25,000	\$0	2	INP
2008	ACJPOS301008	EC-TDY/TRAINING, EC OFFICE	Soth, War	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$6,000	\$6,000	\$6,000	\$0	\$6,000	1	INP
2008	ACJPOS301208	EC-TDY/TRAINING, OTHERS	Soth, War	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$18,000	\$18,000	\$18,000	\$5,504	\$12,496	31	INP
2008	ACJPOS301308	EC-SUPPLIES, EC OFFICE	Soth, War	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$1,500	\$1,500	\$1,500	\$0	\$1,500	1	INP
2008	ACJPOS301508	EC-PRINTING, PUBLICATIONS, EC OFFICE	Soth, War	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$2,000	\$2,000	\$2,000	\$0	\$2,000	1	INP
2008	ACJPOS302008	EC-SUPPLIES, SPILL RESPONSE	Soth, War	F416240306690141	e2M/Englewood/CO	07-FEB-2008	\$2,000	\$2,000	\$2,000	\$0	\$2,000	1	INP
2008	ACJPOS301608	EC-SAM, TOXICS	JONES, BETH	F270B48029M001	Forensic Analytical Hayward, CA	27-MAR-2008	\$9,000	\$9,000	\$4,000	\$1,873	\$2,127	29	INP
2008	ACJPOS301408	EC-DISPOSAL, OTHER WASTE	MCNEIL, SEAN	F270B47318M001	Hazmat Services/Los Angeles/California	17-OCT-2007	\$9,000	\$9,000	\$6,000	\$1,392	\$6,608	0	INP
2008	ACJPOS301708	EC-DISPOSAL, UNIVERSAL HW	MCNEIL, SEAN	F270B47318M001	Hazmat Services/Los Angeles/California	17-OCT-2007	\$9,000	\$9,000	\$6,000	\$3,104	\$4,896	0	INP
2008	ACJPOS300908	EC-DISPOSAL, RCRA REGULATED HW	McNeil, Sean	F20B47318M001	Hazmat Services/Los Angeles/California	17-OCT-2007	\$4,000	\$4,000	\$4,000	\$2,273	\$1,727	1	CNS
2008	ACJPOS300708	EC-SUPPLIES, SAM	Jones, Elizabeth	F416240306690141	e2M/Englewood/Colorado	07-FEB-2008	\$4,000	\$4,000	\$4,000	\$0	\$4,000	2	INP
							Total	\$138,100	\$184,225	\$154,875			

Appendix H: Deliverable Table

Deliverable Table - List of Weekly, Quarterly and Monthly Deliverables			
The purpose of this chart is to summarize the workload requirements and document the customers expectations			
PWS Para	Description	Deliverables	Frequency
3.1	Task 1 - Professional Engineering Services Acq and Life Cycle Management		
3.1.1	Electronic Suspense Tracking System for data calls, suspense items and project schedules	Log	Daily
3.1.2	Draft contracting documentation including SOW, government estimate, specification review, or presentation briefings	Draft Documents	Monthly
3.1.3, 3.1.4, 3.1.7, 3.1.9, 3.3.3	Project Management tracking using ACES-PM, maintain project files and documentation. Provide database reports weekly. Provide annual report of project status.	Database	Weekly, Annual Report
3.1.3	Draft contracting documentation including SOW, government estimate, specification review, or presentation briefings for Engineering projects	Draft Documents	Monthly
3.1.3	Conduct technical reviews of engineering plans and specifications	Analysis, Reports, Briefings	Monthly
3.1.4, 3.1.7, 3.3.3	Validate that all project requirements comply with applicable regulations & AF Facilities Excellence Plan and Base General Plan	Analysis, Reports, Briefings	Monthly
3.1.4, 3.1.7	Project Construction Project Management and Construction Inspection Reports	Analysis, Reports, Briefings	Daily, Weekly
3.1.4	Provide detailed cost estimates for all engineering projects in ACES-PM	Detailed Cost Estimate	Average of 57 projects / year
3.1.5	Maintain as built drawings and electronic record drawings for all facilities. Maintain maps, drawings, illustrations, renderings in electronic and paper libraries	Electronic & Paper Libraries	Weekly
3.1.5	Update and make modifications to existing drawings to incorporate changes made	Electronic & Paper Libraries	Monthly
3.1.6.1	Update and make modifications using the latest A/E/C CADD Standards to create, name and populate layers	Electronic & Paper Libraries	Monthly
3.1.6.2	Develop GeoBase management reports to update GeoBase requirements, validate compliance, analyze data	Reports	Weekly
3.1.7, 3.1.8	Perform daily construction inspections when project enters construction phase. Report progress and Immediately elevate field decisions to government personnel.	1477 Construction Report	Daily
3.1.9	Maintain construction schedule on weekly basis. Coordinate projects with affected organizations.	Coordination Reports	Weekly
3.1.9	Maintain an electronic database in Microsoft Excel to track project close outs	Project Closeout Report	Quarterly
3.1.9, 3.1.11	Update the Interim Work Information Management System (IWIMS) database, update on capitalization of projects	Database Reports	Monthly
3.1.10	Conduct Facilities Board Meeting, Update Charter, Provide meeting minutes, track action items.	Minutes, Action Item Tracking	Quarterly
3.1.11	Maintain library of real property documentation. Tracking projects using ACES-RP database. Maintain property files and documentation. Provide database reports	Database Reports	Monthly
3.1.12	Track project close outs in ACES-RP database. Process DD1354's. Review and capitalize projects and report on progress	Database Reports	Monthly

3.2	Task 2 - Energy Management Planning		
3.2.1	Prepare McKinney Act Quarterly Report	Draft Report	Quarterly
3.2.2	Develop, maintain and update Energy Management Plans, and annual energy/water project portfolio. Provide reports on energy compliance, water conservation, reduction of emissions, emergency power, operations	Draft Plans, Reports, Metrics	Weekly Monitor, Monthly Reports, Annual Plan
3.2.2	Develop, budget for, provide energy management education programs	Plans and Programs	Annual
3.2.2	Develop, budget, maintain, annually update Water Mgmt Plan, Energy Contingency Plan, Energy Strategic Plan, ECIP, Energy and Water Portfolio, Utility Rate Analysis Report, Utility Rate Schedule Analysis.	Analysis, Reports, Plans, Programming	Weekly Monitor, Monthly Reports, Annual Plan

3.3	Task 3 - Environmental Services Support		
3.3.1	Conduct Space Allocation Board Meeting. Update Charter, Provide meeting minutes, track action items.	Minutes, Action Item Tracking	Quarterly
3.3.1	Manage space allocation process, process requests for space, prepare recommendations for changes, analyze space efficiency	Reports, Process Requests	Monthly
3.3.2	Analyze, update and make annual recommendations to improve quality and effectiveness of Base General Plan and LAAFB Facilities Excellence Plan	Draft Plan, Analysis Report	Annual
3.3.2	Coordinate and report on Community Planning activities including attending local and federal policy meetings, such as city council or city planning meetings	Draft Community Reports, Briefings	Average of 6 meetings per year
3.3.3, 3.3.5	Manage existing Environmental Projects, Develop new programs to generate interest within the community	Plans and Programs	Monthly
3.3.4, 3.3.5	Manage Pollution Prevention Program, track metrics quarterly, provide quarterly training, monitor recycling data, update plans, budget and incorporate new efforts	Metrics Report, Draft Plans	Quarterly
3.3.5	Develop, budget for, provide pollution prevention education programs	Plans and Programs	Annual
3.3.4	Conduct Environment, Safety, and Occupational Health Council Meeting. Update Charter, prepare charts, provide meeting minutes, track action items.	Minutes, Action Item Tracking	Quarterly
3.3.5	Manage LAAFB Rideshare Program, Earth Day, Bike to Work, Vanpool program or similar pollution prevention programs. Track metrics, voucher distribution	Metrics, Reports, Voucher database, Surveys	Weekly, Event Specific
3.3.6	Manage Pollution Prevention Programs related to Hazardous Materials, track metrics quarterly, collect compliance data, draft collection reports	Metrics, Reports, Voucher database, Surveys	Quarterly
3.3.6	Prepare and submit annual EPCRA/Toxic Release Inventory report, Hazardous Materials Plan, Haz Mat Business Plan, Compliance Reports	Reports	Annual
3.3.6	Maintain and update inventory of record of chemicals, respond to request for information on chemical inventory and disposition	Chemical Tracking and Reporting	Monthly and Event Specific

3.3.7	Manage the Green Procurement Program (GPP) Plan, track metrics, provide training, waste collection, emergency response, notification, reporting, compliance and incorporate new efforts.	Metrics Report, Draft Plans	Quarterly
3.3.8, 3.3.23	Implement, analyze, update and make annual recommendations to improve quality and effectiveness of Storm Water Pollution Prevention Plan and Program	Plan and Program Implementation, Analysis Report	Annual
3.3.9	Manage LAAFB Hazardous Waste Program, Hazardous Waste Management Plan, Emergency Response Plan, Waste Analysis Plan	Plan and Program Implementation, Analysis Report	Weekly, Annual Update
3.3.9	Coordinate disposal of hazardous materials quarterly	Disposal	Quarterly
3.3.9	Provide supplies, storage containers, training, specialized training required to support the Hazardous Waste Program.	Program Implementation	Weekly
3.3.9	Verify that installation generators properly function and collect waste. Conduct sampling and analyzing waste streams. Track containers.	Hazardous Waste Profile Sheets	Monthly
3.3.10	Manage the Environmental Management System (EMS) Program. Track metrics, provide training, develop implementation plans, reporting, compliance and incorporate new efforts.	Metrics Report, Draft Plans	Quarterly
3.3.11	Analyze, update and make annual recommendations to improve quality and effectiveness of Base Pest Management Plan, Report Requirements	Draft Plan, Analysis, Reports	Annual
3.3.12	Manage and Track Environmental Permits and Fees, elevate requirement for payment of fees to government	Tracking Log	Weekly
3.3.13	Maintain Base Toxic Materials Samplings schedule which includes tracking of asbestos, lead based paint, and PCB sampling	Electronic and Paper Reports and Schedules	Weekly
3.3.14	Maintain Current Asbestos and Lead Based Paint Handling Certification	Current Certification	At All Times
3.3.14	Analyze, update and make annual recommendations to improve quality and effectiveness of Asbestos Management Plan and Asbestos Operating Plan to include means to Identify Asbestos, plan for removal, sampling, providing technical recommendations, reviewing shipment records, performing annual inventory	Draft Plan, Analysis, Reports, Sampling, Technical Recommendations	Monthly Implementation, Plan Updated Annually
3.3.15	Manage the Lead Based Paint Management Program. Track metrics, inspections, develop implementation plans, reporting, compliance and incorporate new efforts. Report problems immediately to government	Metrics Report, Draft Plans	Quarterly, Update Plan Annually
3.3.16	Manage the PCB Management Program. Implement program, track metrics, inspections, develop implementation plans, obtain hazardous materials disposal permits, reporting, validate compliance and incorporate new efforts.	Metrics Report, Draft Plans	Quarterly, Update Plan Annually
3.3.17	Manage the Air Quality Program. Prepare documentation for permits, registration, testing, reporting, monitoring, data collection. Update Ozone Depleting Substances Management Plan Annually	Metrics Report, Draft Plans, Documentation	Quarterly, Update Plan Annually
3.3.18	Manage the Spill Prevention Control and Countermeasures Program. Participate in exercises and respond to actual incidents. Monitor, inspect, coordinate clean up	Exercise, Inspection Reports	Quarterly, Monthly, Event
3.3.19	Manage and Implement the Water Waste Management Plan. Update Plan Annually	Monitor, Inspect Provide Reports	Quarterly, Update Plan Annually
3.3.20	Maintain library of storage tank permits. Provide annual training	1 Class per year, library	Annual Training
3.3.21	Inspect Environmental Baseline Surveys documentation is current, signed, stored properly	Documentation Library	Monthly
3.3.22	Manage and Implement the Environmental, Safety and Occupational Health Compliance Assessment and Management Program. Update Plan Annually, process findings, perform annual and tri annual evaluations, visit reports, track action items from inspections	Annual Eval, Tri-Annual Eval, Monitor, Process Findings	Quarterly, Update Plan Annually
3.3.23	Maintain, Implement, Update Storm Water Management Plan to improve efficiency and enhance existing program	Recommendations, Reports	Annual Update
3.3.24	Maintain, Implement, Update Integrated Cultural Resources Management Plan to improve efficiency and enhance existing program	Recommendations, Reports	Annual Update

3.3.7	Manage the Green Procurement Program (GPP) Plan, track metrics, provide training, waste collection, emergency response, notification, reporting, compliance and incorporate new efforts.	Metrics Report, Draft Plans	Quarterly
3.3.8, 3.3.23	Implement, analyze, update and make annual recommendations to improve quality and effectiveness of Storm Water Pollution Prevention Plan and Program	Plan and Program Implementation, Analysis Report	Annual
3.3.9	Manage LAAFB Hazardous Waste Program, Hazardous Waste Management Plan, Emergency Response Plan, Waste Analysis Plan	Plan and Program Implementation, Analysis Report	Weekly, Annual Update
3.3.9	Coordinate disposal of hazardous materials quarterly	Disposal	Quarterly
3.3.9	Provide supplies, storage containers, training, specialized training required to support the Hazardous Waste Program.	Program Implementation	Weekly
3.3.9	Verify that installation generators properly function and collect waste. Conduct sampling and analyzing waste streams. Track containers.	Hazardous Waste Profile Sheets	Monthly
3.3.10	Manage the Environmental Management System (EMS) Program. Track metrics, provide training, develop implementation plans, reporting, compliance and incorporate new efforts.	Metrics Report, Draft Plans	Quarterly
3.3.11	Analyze, update and make annual recommendations to improve quality and effectiveness of Base Pest Management Plan, Report Requirements	Draft Plan, Analysis, Reports	Annual
3.3.12	Manage and Track Environmental Permits and Fees, elevate requirement for payment of fees to government	Tracking Log	Weekly
3.3.13	Maintain Base Toxic Materials Samplings schedule which includes tracking of asbestos, lead based paint, and PCB sampling	Electronic and Paper Reports and Schedules	Weekly
3.3.14	Maintain Current Asbestos and Lead Based Paint Handling Certification	Current Certification	At All Times
3.3.14	Analyze, update and make annual recommendations to improve quality and effectiveness of Asbestos Management Plan and Asbestos Operating Plan to include means to Identify Asbestos, plan for removal, sampling, providing technical recommendations, reviewing shipment records, performing annual inventory	Draft Plan, Analysis, Reports, Sampling, Technical Recommendations	Monthly Implementation, Plan Updated Annually
3.3.15	Manage the Lead Based Paint Management Program. Track metrics, inspections, develop implementation plans, reporting, compliance and incorporate new efforts. Report problems immediately to government	Metrics Report, Draft Plans	Quarterly, Update Plan Annually
3.3.16	Manage the PCB Management Program. Implement program, track metrics, inspections, develop implementation plans, obtain hazardous materials disposal permits, reporting, validate compliance and incorporate new efforts.	Metrics Report, Draft Plans	Quarterly, Update Plan Annually
3.3.17	Manage the Air Quality Program. Prepare documentation for permits, registration, testing, reporting, monitoring, data collection. Update Ozone Depleting Substances Management Plan Annually	Metrics Report, Draft Plans, Documentation	Quarterly, Update Plan Annually
3.3.18	Manage the Spill Prevention Control and Countermeasures Program. Participate in exercises and respond to actual incidents. Monitor, inspect, coordinate clean up	Exercise, Inspection Reports	Quarterly, Monthly, Event
3.3.19	Manage and Implement the Water Waste Management Plan. Update Plan Annually	Monitor, Inspect Provide Reports	Quarterly, Update Plan Annually
3.3.20	Maintain library of storage tank permits. Provide annual training	1 Class per year, library	Annual Training
3.3.21	Inspect Environmental Baseline Surveys documentation is current, signed, stored properly	Documentation Library	Monthly
3.3.22	Manage and Implement the Environmental, Safety and Occupational Health Compliance Assessment and Management Program. Update Plan Annually, process findings, perform annual and tri annual evaluations, visit reports, track action items from inspections	Annual Eval, Tri-Annual Eval, Monitor, Process Findings	Quarterly, Update Plan Annually
3.3.23	Maintain, Implement, Update Storm Water Management Plan to improve efficiency and enhance existing program	Recommendations, Reports	Annual Update
3.3.24	Maintain, Implement, Update Integrated Cultural Resources Management Plan to improve efficiency and enhance existing program	Recommendations, Reports	Annual Update

3.3.24	Coordinate and comply with the State Historic Preservation Office on issues regarding historic properties such as Fort MacArthur	Recommendations , Reports	Quarterly Update
3.3.25	Maintain, Implement, Update Natural Resources Program Plan to improve efficiency and enhance existing program	Recommendations , Reports	Annual Update

Appendix I: Government Furnished Items may include the following historical data is associated with task performance may provided by the government. Applicable Sections of the PBSOW as listed below:

1.Rideshare: Incentive items: Section 3.3.6 Average People in attendance at promotional events 300

Popup small umbrellas

Travel Sewing kits

Standard coffee cups

Baseball hats

Business card cases

2. Green Products Substitution: Section 3.3.8

Compostable service ware knives, forks, spoons for Club.

3. Hazmart Supplies: 3.3.10

Printer labels and supplies: 2 times per year

Shelving, storage containers for hazmats: 1 time per year

Spill Response: 4-5 times per year

Spill cleanup supplies (rags, gloves, etc.): 1 time per year

Acid Spill neutralizers: 2 times per year

Drain covers: 1 time per year

4. Hazard waste Supplies: Section 3.3.10

Drums/containers 55 gallons to collect and store hazwaste 1 time per year

Labels: 1 time year

Portable Sump Pumps- 1 time per year

Hazard monitoring/sampling equipment: 1 time per year

Safety Glasses: 3 times per year

5. Publications, Pamphlets, Handouts for Events: Rideshare, Bike to Work and Earth Day Section. Average People in attendance at promotional events 300

Fort Mac historic district brochure: 1 time per year 500 brochures

Table top brochures to enhance recycling, 1 time per year 500 Brochures