

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
J

PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO.  
01

3. EFFECTIVE DATE  
05-Jun-2017

4. REQUISITION/PURCHASE REQ. NO.  
4955132

5. PROJECT NO. (If applicable)  
N/A

6. ISSUED BY CODE  
NAVFAC NORTHWEST  
1101 Tautog Circle  
Silverdale WA 98315  
chris.olsen@navy.mil 360-396-0617

7. ADMINISTERED BY (If other than Item 6) CODE  
NAVFAC NORTHWEST  
1101 Tautog Circle  
Silverdale WA 98315

N44255  
SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)  
E3 Federal Solutions, LLC  
1215 South Clark Street; Suite 900  
Arlington VA 22202-4394

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-15-D-8182-JP01

10B. DATED (SEE ITEM 13)

06-May-2016

CAGE CODE  
36KW0

FACILITY CODE

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

- A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER (Specify type of modification and authority)  
FAR 52.217-9 Option to Extend the Term of the Contract

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Arthur T Homburg, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY /s/Arthur T Homburg

(Signature of Contracting Officer)

02-Jun-2017

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

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**GENERAL INFORMATION**

The purpose of this modification is to ... Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$ [REDACTED] by \$ [REDACTED] to [REDACTED].

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8001AA	Fund Type - OTHER	0.00	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from \$159,800.04 by \$162,996.00 to \$322,796.04.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8001AA	0.00	[REDACTED]	[REDACTED]

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
8001AA	1/15/2017 - 1/15/2018	6/5/2017 - 6/5/2018

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000		Base Year: Construction Management Support Services for Naval Base Kitsap, PWD Kitsap, FEAD (one (1) Construction Manager). Contract shall provide al labor, transportation, supervision, and equipment needed to provide qualified construction management support services in accordance with the attached performance work statement (PWS) for PWD Kitsap.				
8000AA	R425	Construction Management Support Services at Naval Base Kitsap, Silverdale, WA (O&MN,N)	12.0	MO	\$ [REDACTED]	[REDACTED]
8001		Option Year 1: Construction Management Support Services for Naval Base Kitsap, PWD Kitsap, FEAD (one (1) Construction Manager). Contract shall provide al labor, transportation, supervision, and equipment needed to provide qualified construction management support services in accordance with the attached performance work statement (PWS) for PWD Kitsap. This option may be exercised for a period of less than 12 months (if last option).				\$ [REDACTED]
8001AA	R425	Construction Manager 1 (Fund Type - OTHER)	12.0	MO	\$ [REDACTED]	\$ [REDACTED]
8001AB	R425	Construction Manager 2 (Fund Type - OTHER) Option	12.0	MO	\$ [REDACTED]	\$ [REDACTED]
8001AC	R425	Construction Manager 3 (Fund Type - OTHER) Option	12.0	MO	[REDACTED]	\$ [REDACTED]
8003		Option Year 2: Construction Management Support Services for Naval Base Kitsap, PWD Kitsap, FEAD (one (1) Construction Manager). Contract shall provide al labor, transportation, supervision, and equipment needed to provide qualified construction management support services in accordance with the attached performance work statement (PWS) for PWD Kitsap. This option may be exercised for a period of less than 12 months.				\$ [REDACTED]
8003AA	R425	Construction Manager 1 (Fund Type - OTHER) Option	12.0	MO	[REDACTED]	\$ [REDACTED]
8003AB	R425	Construction Manager 2 (Fund Type - OTHER) Option	12.0	MO	\$ [REDACTED]	\$ [REDACTED]
8003AC	R425	Construction Manager 3 (Fund Type - OTHER) Option	12.0	MO	\$ [REDACTED]	\$ [REDACTED]

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## PRICING OF CLINS

All pricing is firm-fixed price and shall be fully loaded. No other allocations, fees, overhead costs, G&A, profits, or any other markups will be applied when an option is exercised.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

7 Dec 2015

### PERFORMANCE WORK STATEMENT (PWS)

FOR

### CONSTRUCTION MANAGEMENT SUPPORT SERVICES

IN SUPPORT OF FACILITIES ENGINEERING AND ACQUISITION DIVISIONS (FEADs), PWD KITSAP, NAVAL BASE KITSAP

#### 1. SCOPE

Under this task order, the Contractor will independently provide services as set forth in the remainder of this document in support of the overall operational objectives of Naval Facilities Engineering Command Northwest (NAVFAC NW). This contract/task order requirement is to provide assistance in construction management support for the Public Works Department located at Naval Base Kitsap.

A. Construction Management (CM) support services for the Project Management and Engineering Branch (PM&EB) of the Facilities Engineering and Acquisition Division (FEAD). Up to three (3) Construction Managers (CMs) for each option period may be required.

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the Contractor. Contractor employees will perform independent of and without the supervision of any Government official. The Contractor shall submit a management plan within seven working days following Contract award that outlines how service providers on the contract will be managed by the Contractor in order to perform the requirements of the contract. Actions of Contractor employees may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

The Contractor shall be directly responsible for ensuring the accuracy, timeliness and completion of all tasks under this effort. The Contractor shall be responsible for providing all material, equipment, vehicles and labor, to include technically qualified personnel to perform the services identified, unless specifically exempted in this PWS.

The Contractor shall provide oversight and administration of all Contractor staff, and as such shall direct the efforts of all contracted employees in response to specific task orders, work requirements and administrative support needs of the respective divisions given in the construction quality assurance and administrative support services outlined above (1.A) and as further defined in this PWS. This includes addressing all Community Management, Human Resource needs, planning and coordinating leave, and conducting employee reviews and appraisals. In accordance with the Office of the Secretary of Defense (OSD) Memo dated 2 March 07, subject: Contract for Services, the outcomes for this acquisition are consistent with the FAR 37.101 definition of service contracts.

Each offeror submitting a proposal to perform work under this PWS shall confirm compliance in the proposal with experience, qualifications, certifications, licenses, physical abilities and other requirements given in this PWS and shall affirm the ability to meet performance period, location and security requirements as defined. The Contractor awarded this work must submit, within seven working days following award, for Government acceptance, documentation verifying that each Contractor

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employee assigned to perform work under the terms of this PWS meets or exceeds the qualification requirements stated herein. If, during the performance of services set forth in this PWS, any Contractor employee cannot continue to meet the requirements for any reason, the Contractor shall ensure that there is no gap in services longer than seven calendar days per occasion and 21 cumulative calendar days annually. However, the Government reserves the right to prorate payment for such services if not performed. Alternate employees assigned by the Contractor to perform work in the absence of previously qualified personnel must have similar documentation presented for Government acceptance verifying qualification compliance as described in this paragraph. In all such cases, the Contractor POC stated in Paragraph 18 shall coordinate absences or leave with the Government Project Officer stated in Paragraph 17 and the Administrative Contract Specialist as early as possible.

## **2. ORGANIZATION**

Naval Facilities Engineering Command, Northwest, is requesting these services be performed in support of the Public Works Department located at Naval Base Kitsap.

## **3. TASKS/SERVICES**

### **3.A Construction Management (CM):**

The contractor's role is to assist NAVFAC with the enforcement of construction contract provisions, specifically the project budget, schedule, quality, and scope. The CM is responsible for managing the planning, design (in the case of design build projects), construction and post construction phases, or portions thereof. The CM represents the interests of the project and of NAVFAC NW in its dealings with other construction professionals, and with other private and public entities. The CM contractor has the authority to stop any portion of the construction contractor's work that poses an imminent danger to personnel, equipment, or property.

The services required include but are not limited to:

**3.A.1 Review and recommend approval of the construction contractor's Quality Control Plan.**

**3.A.2 Review and recommend approval of the construction contractor's safety/accident prevention plans.**

**3.A.3 Ensure contractor compliance with safety requirements.**

**3.A.4 Review project plans and specifications for technical soundness and determine practicability from a construction management standpoint.**

**3.A.5 Make visits to project sites to obtain information on facility/site conditions and develop recommendations during project development.**

**3.A.6 Schedule and conduct post-award kickoff meetings and pre-construction conferences.**

**3.A.7 Review and monitor project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.**

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**3.A.8 Analyze construction schedule submittals by construction contractors for appropriate logic and compliance with contract terms.**

**3.A.9 Assist in problem resolution and handling of disputed issues including development of Government negotiating positions for proposed changes to the contract.**

**3.A.10 Perform cost and price review on change order proposals that are within the scope of work to highlight hidden and unnecessary costs. Provide input to the contract specialist or contracting officer for preparation of the pre-and post-negotiation documentation.**

**3.A.11 Administer technical aspects of construction contract modifications (prepare cost estimates, review cost proposals, assist contract specialist or contracting officer in negotiations, prepare modification packages for processing by contracting officer).**

**3.A.12 Schedule, conduct, and document regular progress meetings and other construction related project meetings with all interested parties to review project status, discuss problems, and resolve issues.**

**3.A.13 Monitor the design and construction clarification process and, when appropriate, remind the designer and other parties involved of the need for timely actions.**

**3.A.14 Participate in all "Partnering" activities during construction (workshops, meetings, etc.) as required.**

**3.A.15 Provide technical assistance in answering Requests for Information (RFI) from construction contractors.**

**3.A.16 Coordinate construction operations between contractors, station personnel, and other government agencies.**

**3.A.17 Monitor ongoing construction to check contractor progress and verify compliance with plans and specifications.**

**3.A.18 Resolve problems not involving changes to contract value or duration and recommend solutions to the government construction manager for problems that may result in a change of contract value or duration.**

**3.A.19 Review construction contractor invoices for accurate reporting on percentage of work complete.**

**3.A.20 Ensure construction contractor maintains and regularly updates as-built drawings and that a complete set of as-built drawings is turned over at the close of the contract.**

**3.A.21 Participate in final acceptance, testing and commissioning of major building systems including but not limited to fire protection certification, elevator certifications, ensuring contractor compliance in the areas of Testing and Balancing (TABs), Duct Air Leakage Testing (DALTS), Digital Control Systems (DDC) for HVAC systems.**

**3.A.22 Ensure the contractor provides a complete set of Operation and Maintenance Support Information (OMSI) Manuals and**

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conducts any user training for equipment installed on the project as required by the construction contract.

**3.A.23 Coordinate the closeout process including punch list preparation and completion, testing and start-up of major systems, training, final acceptance, contractor evaluation and final payment.**

**3.A.24 Review Project Manager and Design Manager prepared project Statements of Work (SOWs) and Independent Government Estimates (IGEs) for accuracy and constructability before finalization of government solicitations and requests for proposal (RFPs).**

**3.A.25 Maintain proper construction contract document files according to NAVFAC standards.**

**3.A.26 Regularly review Quality Assurance (QA) reports from engineering technicians and ensure daily reports are filed in the contract file.**

**3.A.27 Use and prepare standard template documents for correspondence to construction contractors for deviations from contract schedule or quality.**

**3.A.28 Prepare project status reports using NAVFAC enterprise contract management systems.**

#### **4. DELIVERABLES**

As assigned by the resource manager (Supervisory General Engineer) the requirements above shall be performed on time, accurately, and completely. Service providers shall submit a monthly project status report for any assigned project to the resource manager and attend any project meetings. Contractor shall provide a monthly report to the Contracting Officer summarizing service provider actions for each month. For the purposes of submission, the following personnel, or their designated representatives, are designated to receive submittals:

**Contracting Officer (KO)**

**Contract Specialist (CS)**

**Supervisory General Engineer (SGE)**

#### **Summary Reports:**

Deliverable	Reference	When due	# copies	Submit to
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Management Plan	1	Seven working days following award	1	KO
Project Status Report	4	By the 3 <sup>rd</sup> of the month for the previous month	1	SGE
Summary of Service Provider Actions	4	By the 3 <sup>rd</sup> of the month for the previous month	1	KO

**4.A. Construction Management Support (FEAD PM&E Branch):**

The Contractor shall be responsible for timely submission of the deliverables identified in the table below:

Deliverable	Reference	When due	# copies	Submit to
Constructability Review Comments	3.A.4	As required by mission	1	SGE
Cost estimate information/evaluation	3.A.10	As required by mission	1	CS/SGE
	3.A.11			
	3.A.18			
Invoice Review	3.A.19	Last working day of each month	1	SGE
Submittal Reviews	3.A.4	As required by mission	1	SGE
	3.A.7			
	3.A.8			
	3.A.20			
	3.A.21			
	3.A.22			
3.A.23				

**5. CERTIFICATIONS, LICENSES, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED**

Contractor employees performing services under each representative area must meet the following requirements and have the following licenses and/or certifications for each respective position:

**5.A Construction Management Support (FEAD PM&E Branch):**

**5.A.1 Extensive technical and practical knowledge and experience (at least 5 years) as a Construction Manager, Project Manager, Contracting Officer's Technical Representative on Department of Navy or other Department of Defense Construction Projects, or similar relevant experience.**

**5.A.2 Construction Managers shall possess at least a Bachelors of Science degree in engineering, architecture, building construction, construction science or construction management.**

**5.A.3 Registration or Certification as a professional engineer (PE or registered architect (RA) is desirable but not required. Registration or Certification as a certified construction manager (CCM), Project Management Professional (PMP),**

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or certified facility manager (CFM) is desirable but not required.

**5.A.4 Current certification of successful completion of the US Army Corps of Engineers (USACE) Construction Quality Management for Contractors course or completion within 30 calendar days of award.**

**5.A.5 Knowledge of the three-phases of control and Construction Quality Management (CQM) process is required.**

**5.A.6 Sound understanding of construction concepts, principles and practices applicable to multi-disciplined engineering projects and the design, layout, and supervision of construction operations. Extensive knowledge of testing and commissioning of major building systems including but not limited to fire protection certification, elevator certifications, ensuring contractor compliance in the areas of Testing and Balancing (TABs), Duct Air Leakage Testing (DALTS), and Digital Control Systems (DDC) for HVAC systems.**

**5.A.7 Ability to review technical engineering specifications and statements of work covering complex and diverse engineering designs or changes to the contract documents.**

**5.A.8 Thorough knowledge of construction practices and methods and construction management skills.**

**5.A.9 Ability to write and speak fluent English in order to report on progress and outcome of technical assignments and to present recommendations to government personnel.**

**5.A.10 Ability to monitor construction projects to a successful and timely completion with respect to schedule and budget.**

**5.A.11 Knowledge of Primavera scheduling software and/or other construction scheduling software packages including logic networking, critical path scheduling, and cost loaded schedules is desirable.**

**5.A.12 Ability to perform strenuous activity while working outdoors in extreme heat or cold, working in confined spaces, climbing and using fall protection equipment will be required on this contract.**

**5.A.13 Knowledge of safety and occupational health principles, practices, procedures, laws and regulations as they relate to engineering performance requirements and as outlined in the EM-385-1-1 and 29 CFR.**

## **6. PERIOD OF PERFORMANCE**

The period of performance onsite in the locations specified in Paragraph 1 is 30 days after task order award for 12 months, referred to as the base period. Personnel providing services in paragraph 3.A of this contract must be in place at the locations specified in Paragraph 1 and ready to perform work in 30 days after task order award. This task order includes two (2) option periods, which may be unilaterally exercised by the Government. Each option period shall not exceed one (1) year in duration. The last option period may be exercised for less than 12 months. All terms and conditions applicable to the base period shall extend to the option period unless otherwise agreed upon in writing. A negotiated economic adjustment factor for option periods will not be considered.

## **7. PLACE OF PERFORMANCE**

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Services will be performed off-site, on-site, or a combination thereof, depending on program requirements. On-site work will be performed primarily at the Government facilities throughout Naval Base Kitsap. The Construction Management Services will be based out of Naval Base Kitsap with possible travel required. The Contractor shall have the ability to move personnel to an off-site facility to perform services herein.

## 8. OPERATIONAL HOURS

The contract will be based on a 40 hour work week, Sunday through Saturday. The Contractor shall coordinate actual work schedule with the NAVFAC NW POC in Paragraph 16 below. Services delineated in this PWS are expected to be performed by Contractor-provided personnel paced generally at no more than 40 work hours per week per functional service area (1.A). Additional anticipated level of weekly effort may be paced at eight hours and must be coordinated through Contractor Project Officer (Paragraph 17) and Government officials to determine actual requirements. Contract employees are not expected to provide services on holidays, unless coordinated in advance with the Contractor Project Officer.

### 8.A United States official holidays:

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

New Year's Day

Martin Luther King's Birthday

Presidents Day

Memorial Day

Independence Day

Labor Day

## 9. OVERTIME

Overtime may be authorized.

## 10. SECURITY REGULATIONS AND REQUIREMENTS

10.1 Work under this task order may include UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION (UCNI). The Contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. The Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order. If necessary, the Contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

10.2 If required, within seven (7) days after award, the Contractor shall provide a list identifying the Contractor staff. This information will be used for obtaining security badging. Contractor will make all necessary badging arrangements.

10.3 The Contractor shall not discuss U.S. Government business outside of official forums.

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#### 10.4 Personnel Access

- a. The contractor shall designate a single point of contact (POC) that will work with the NAVFAC Northwest Security Department in attaining required badging.
- b. NAVFAC Northwest Security personnel will provide access to the Badge Authorization Verification Request (BAVR) system, and directions to the contractor POC to properly complete the BAVR requesting access badges.
- c. Badges for access to NBK-Bangor Operational Area will be issued by the main NBK-Bangor Pass and ID Office, located adjacent to the Trident Blvd. Gate, off Washington State Highway 3. Hours of Operation are 6:00 am to 2:00 pm, Monday thru Friday, excluding Holidays. Badges shall be picked up within 30 days of the date of issue. Badges not picked up within this timeframe will no longer be valid, and the Contractor shall resubmit the badge request. The Contractor shall ensure that each badge is returned to the Pass and ID Office or satisfactorily accounted for, upon expiration of the badge or at the completion of the project, whichever occurs first. Failure to do so may affect issuance of future badges.
- d. Failure to obtain entry approval will not affect the contract price or time of completion.

#### 10.5 NCACS Program.

Navy Commercial Access Control System (NCACS) Program: NCACS is a program in which Contractor personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. The Government performs background screening and credentialing. Throughout the year, the Contractor employee shall continue to meet background screening standards. Periodic background screenings are conducted to verify continued NCACS participation and installation access privileges. Under the NCACS program, no commercial vehicle inspection is required, other than for Random Anti-Terrorism Measures (RAM) or in the case of an elevation of Force Protection Conditions (FPCON). Information on costs and requirements to participate and enroll in NCACS is available at <http://www.eidpassport.com/> or by calling 1-877-727-4342. Contractor

shall be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. Any time invested, or price(s) paid, for obtaining NCACS credentials shall not be compensated in any way or approved as a direct cost of any contract with the Department of the Navy.

#### 11. REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.)

11.1 Travel may be required. The Contractor service provider may be required to travel to other local locations in support of the tasks described in this statement of work. Local travel for the purposes of this PWS is defined to be travel within Washington. The cost and means of local travel is the responsibility of the Contractor. Travel may be required outside the local area.

11.2 Government transportation may be furnished to service providers, when accompanying Government personnel.

#### 12. TASK TYPE

Fixed Price.

#### 13. ADMINISTRATIVE CONSIDERATIONS

Correspondence. To promote timely and effective administration, correspondence shall be subject to the following procedures:

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- **Technical correspondence (where technical issues relating to compliance with the requirements herein) shall be addressed to the Supervisory General Engineer (SGE).**
- **All other correspondence (that which proposes or otherwise involves waivers, deviations or modifications to the requirements, terms or conditions of this SOW) shall be addressed to the Administrative Contracting Officer, with copy to the SGE.**

#### **14. GOVERNMENT FURNISHED PROPERTY/INFORMATION**

**14.1 The Government shall provide introductions to all key Government representatives along with a briefing on their roles and functions in the organization, initial familiarization/orientation of task requirements, and any required hardware and software manuals or other documentation. Published guidance will be provided by the Government as needed, including but not limited to a variety of Federal, Department of Defense, Department of Navy, or Naval Facilities Engineering Command publications, manuals, directives, standards, policies, and procedures.**

**14.2 The Government will provide safety vests. All other Personal Protective and Safety Equipment shall be provided by the Contractor. The Government will provide furnished administrative working space for service providers located onsite at Naval Base Kitsap. Report generation and tracking through the use of Government databases may be necessary functions for the services provided in this PWS. The Government will not furnish computer assets to facilitate these functions.**

#### **15. OTHER TERMS AND CONDITIONS**

**15.1 Individuals assigned as Contractor employees will not serve on Source Selection Boards.**

**15.2 If the Contractor fails to meet any of the terms outlined in the PWS, the Contractor shall make adjustments required as necessary to prevent undue interruption of the services defined.**

**15.2 The Contractor shall not submit more than one invoice per month.**

**15.3 The Contractor shall invoice for the monthly rate awarded in the task order.**

#### **16. GOVERNMENT PROJECT OFFICER**

**The Government Project Officer (i.e. the Supervisory General Engineer) will provide general instructions to the Contractor POC in Paragraph 18 on limitations and deadlines, and is responsible for administration of the task order in compliance with the contract to include inspection and acceptance of deliverables.**

#### **17. CONTRACTOR PROJECT OFFICER**

**The Contractor will provide the Government project officer (i.e. the Supervisory General Engineer) a single point of contact as the designated individual to receive direction from the Government. This individual will be responsible for directing the service providers.**

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## **SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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## **SECTION E INSPECTION AND ACCEPTANCE**

### **GOVERNMENT PERFORMANCE ASSESSMENT**

In accordance with the FAR clause 52.246-4 "Inspection of Services- Fixed Price," services rendered under this contract are subject to Government inspection and assessment during the contractor's operations and after completion of the tasks. The government may employ a variety of inspection and assessment methods and frequencies to assess the contractor's compliance with performance objectives, standards, and service requirements. These methods of inspection and assessment may include, but are not limited to planned sampling, validated customer complaints, random sampling, 100% assessment, validated quality control reports, unscheduled visits and customer evaluations. The government may vary or combine these inspection and assessment methods/frequencies at any time during the contract without notice to the contractor. The results of inspections and assessments will be documented and provide the base for determining service price reductions, periodic performance review, and exercise of contract options.

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## **SECTION F DELIVERABLES OR PERFORMANCE**

The periods of performance for the following Items are as follows:

8000AA	6/6/2016 - 6/5/2017
8001AA	6/5/2017 - 6/5/2018

### **CLIN - DELIVERIES OR PERFORMANCE**

The periods of performance for the following Items are as follows:

8000AA	6/6/2016 - 6/5/2017
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The periods of performance for the following Option Items are as follows:

8001AA	6/6/2017 - 6/5/2018
8001AB	6//6/2017 - 6/5/2018
8001AC	6/6/2017 - 6/5/2018
8003AA	6/6/2018 - 6/5/2019
8003AB	6/6/2018 - 6/5/2019
8003AC	6/6/2018 - 6/5/2019

Services to be performed hereunder will be provided at (insert specific address and building etc.)

### **LOCATION**

As identified in the PWS, the work to be performed under this solicitation and resulting task order is at Naval Base Kitsap.

### **CONTRACT TERM**

This contract contains provisions for one (1) base period and one (1) option year in accordance with FAR 52.217-9, Option to Extend the Term of the Contract.

The base year includes a 30 day phase in and a 12 month period of performance. Personnel must begin work 30 days after notice of task order award.

The option year consists of a 12 month period of performance. The government may elect to award the option for less than 12 months.



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## SECTION G CONTRACT ADMINISTRATION DATA

### CONTRACT ADMINISTRATION DATA

1. The contracting officer for this procurement is:

Terry Homburg, Supervisory Contract Specialist  
NAVFAC Northwest  
T075 Skate Street  
Silverdale, WA 98315

2. The contract will be administered by :

Facilities Engineering & Acquisition Division Kitsap  
T075 Skate Street  
Silverdale, WA 98315

3. The Contracting Officer Representative for this procurement is:

Vernon R Turner, Supervisory General Engineer  
T075 Skate Street  
Silverdale, WA 98315  
vern.turner@navy.mil  
360-396-0860

### INVOICING INSTRUCTIONS

1. Wide Area Workflow (WAWF) applies to this task order.

2. The contractor shall submit invoices no more frequently than monthly for 1/12<sup>th</sup> of the total price of annual work, less deductions made for non-performed or unsatisfactory working in accordance with Section E clause NAVFAC 5252.246-9303, "CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES." When a contract modification changes the dollar value of the annual amount during the middle of a performance period, the change shall be pro-rated over the remaining months of that period of performance.

3. An invoice is a written request for payment under the contract, for supplies delivered or for services rendered. In order to be proper, an invoice must include, as applicable, the following:

- a. Invoice date;
- b. Name of Contractor;
- c. Invoice number (separate, consecutive numbering for recurring and non-recurring invoices)
- d. Contract number (including task order number, if any), contract line item number, contract description of supplies or services, quantity, contract unit of measure and unit price, and extended total;
- e. Name and address to which payment is to be sent (which must be the same as that on the contract or on a proper notice of assignment);
- f. Name (where practicable, title, phone number and mailing address) of person to be notified in the event of an improper invoice; and
- g. Any other information or documentation required by other provisions of the contract (such as evidence of shipment).

4. Payment will be made per DFARS PGI 204-7108:

#### **252.204-0001 Line Item Specific: Single Funding (SEP 2009)**

The payment office shall make payment using the ACRN funding of the line item being billed.

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SLINID	PR Number	Amount
8000AA	N44255-16-NR-55001	[REDACTED]
LLA :		
AA 17G 16161804KU2N0	253624708068732 2DAA00Q AA2GPS10TTC50	N0017815D8182

BASE Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 01

8001AA	4955132	[REDACTED]
LLA :		
AB 17 17171804 KU3N 0253 62470 A 068732 2D AB000Q AB2GB160TBCC		
Standard Number: N4425517WRT0019		

MOD 01 Funding [REDACTED]  
Cumulative Funding [REDACTED]

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

None

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## SECTION I CONTRACT CLAUSES

The following have been added by reference:

FAR 52.243-1            Changes Fixed-Price            AUG 1987

FAR 52.222-55            Minimum Wages Under Executive Order 13658            DEC 2014

DFARS 252.204-7012    Safeguarding of Unclassified Controlled Technical Information    NOV 2013

The following have been added by full text:

NFAS 5252.217-9301 OPTION TO EXTEND THE TERM OF THE CONTRACT – SERVICES (JUN 1994)

(a) The Government may extend the term of this contract for a term of one (1) to twelve (12) months by written notice to the Contractor within the performance period specified in the Schedule; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed eight (8) months.

DFARS 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

WAWF access. To access WAWF, the Contractor shall--

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Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

Document type. The Contractor shall use the following document type(s). Navy Construction /Facilities Management Invoice (NAVCON)

Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Inspection N46060, Acceptance N46060

Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

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Field Name in WAWF	Data to be entered in WAWF
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Pay Official DoDAAC	N68732
Issue By DoDAAC	N46060
Admin DoDAAC	N46060
Inspect By DoDAAC	N46060
Ship To Code	N46060
Ship From Code	“Leave Blank”
Mark For Code	“Leave Blank”
Service Approver (DoDAAC)	N46060

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Service Acceptor (DoDAAC)	N46060
Accept at Other DoDAAC	N46060
LPO DoDAAC	N46060
DCAA Auditor DoDAAC	“Not Applicable”
Other DoDAAC(s)	“Not Applicable”

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Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

Mr. Vern Turner at [vern.turner@navy.mil](mailto:vern.turner@navy.mil) (Inspector)

N-NAVFAC-NW-PWDK-BANG-ACO-WAWF@navy.mil

Ms. Donna Burt at [donna.burt@navy.mil](mailto:donna.burt@navy.mil) (Acceptor)

Ms. Terry Harris at [terry.a.harris@navy.mil](mailto:terry.a.harris@navy.mil) (Acceptor)

Ms. Ingrid Anders at [Ingrid.anders@navy.mil](mailto:Ingrid.anders@navy.mil) (Certifying Official)

WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Anna Fischer at [anna.fischer@navy.mil](mailto:anna.fischer@navy.mil)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988. (End of clause)

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## **SECTION J LIST OF ATTACHMENTS**

Attachment 2 Past Performance Questionnaire (PPQ)