

Statement of Work
Moffett Federal Airfield
Air Traffic Control Service

I. General

A. SCOPE OF WORK. The contractor shall furnish all personnel, labor, equipment, supplies, except as specified herein as Government furnished property, and services necessary to provide Air Traffic Control Service for Moffett Federal Airfield (MFA) and the airspace within the designated Traffic Area. The contractor shall provide Air Traffic Control Service to aircraft arriving or departing MFA, and provide additional services in accordance with Federal Aviation Administration (FAA) Order, 7110.65 page 2-1-1, paragraph 2-1-1. The contractor shall provide flight following service, traffic density permitting. The contractor shall coordinate the movement of special use groups within the aircraft movements areas to ensure safe operations while they are operating on the airfield. Examples of special use activities include activities such as UAV flights, vehicles participating in Emergency Vehicle Obstacle Course training, and research helicopter flights.

B. HOURS OF OPERATION. The contractor shall operate MFA Control Tower as follows:

7 Days per week-CONTROL TOWER

16 hours per day 7 days per week between the hours of 700 and 2300.

The Government reserves the right to curtail normally scheduled hours of operation. The contractor will be notified 24 hours in advance by the COTR that curtailed hours of operation are required. The majority of curtailed hours will be related to supporting NASA mission related requirements.

The contractor shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic. Minimum staffing, for the tower, shall be established as one (1) air traffic controller with qualifications that meet FAA certification standards. No portion of ATC Service shall be curtailed or delayed due to the lack of qualified personnel. All radio, intercom, landline transmission or telephone calls shall be answered within 30 seconds.

C. WEATHER OBSERVATION. The contractor shall perform full weather observation. Controllers shall complete certification before they obtain a facility rating.

D. ENVIRONMENTAL CONTROL. The contractor shall comply with Federal, State and local laws for the handling, neutralizing, and disposing of industrial waste materials.

E. VEHICLE OPERATIONS. The contractor shall insure that all vehicle operators comply with flight line driving procedures, airfield radio control procedures and the control tower instructions, and applicable portions of Foreign Object Damage (FOD) program. The contractor, in conjunction with the COTR and MFA airfield manager, shall adhere to appropriate airfield policies and regulations.

II. SECURITY REQUIREMENTS.

A. ENTRY INTO RESTRICTED AREAS. Contract performance could require entry into designated restricted, mission essential or vulnerable areas. Restricted areas are established by the authority of the Airfield Manager IAW airfield operations manual.

B. CONTINGENCY/EMERGENCY OPERATIONS.

The contractor shall:

Develop notification, monitoring and accomplish procedures for Emergency instructions for maintaining tower operations remotely, or a recall of mission essential personnel. The procedures shall also be implemented for any local emergencies or a natural disaster situation or exercise.

Establish a central meeting point for all emergency actions. During an increased state of readiness as determined by the Airfield Manager or COTR, the contractor shall provide the required services with contractor personnel.

Instruct all personnel on disaster procedures and provide refresher training as necessary.

The contractor shall review all plans received from other agencies and advise the Government through the COTR of his capability to support the service.

C. CONTRACTOR FURNISHED EQUIPMENT

The contractor shall furnish routine office supplies for day-to day administrative operations by contractor personnel.

The contractor shall furnish any special protective clothing (i.e. ear protection, gloves, etc) required for performance of this Statement of Work.

III. MAINTENANCE

A. Facilities Maintenance. The contractor shall maintain restricted facilities in a neat and orderly condition to allow for safe and effective operation of the ATC.

B. Equipment Maintenance. The contractor shall provide all tools, consumable supplies and other materials necessary to operate the equipment and perform all services required herein.

IV. SPECIFIC TASKS

A. The contractor shall be responsible for providing Air Traffic Control and related maintenance services to include the specific services below.

The contractor shall control air traffic on MFA within a horizontal radius of five nautical miles from the center of the airport extending from the surface up to, but not including an altitude 2,500 feet above the airport elevation. The contractor shall provide traffic services to aircraft arriving and departing MFA (see exhibit A). These services shall be those of an ATIS control tower. The contractor shall provide flight-following services to all aircraft that request it, for all aircraft operating within the MFA.

Contractor operation shall be in accordance with FAA Order 7110.65 Federal Aviation Regulations (Part 01, 65, 67, 91 and 105),

The contractor shall utilize the primary crash alarm as directed by JO-2 Airfield Operations Manual. Additionally; the primary crash alarm shall be activated whenever the Air Traffic Control (ATC) facility is alerted to an aircraft emergency.

The contractor shall be responsible for airfield lighting during the hours that the tower is in operation. When tower is not in operation, contractor will insure that the lighting control is set to the radio-controlled option. Airfield Lighting shall be operated IAW FAA Order 7110.65 and/or other appropriate directives.

The contractor shall switch ATC transmissions to the NASA dispatch office when the tower is not in operation.

The contractor shall count and categorize operations for aircraft arriving and departing MFA and submit monthly reports which summarize the data to the airfield manager. The report shall identify whether arriving/departing aircraft are a tenant, military or transient and identified by tail number.

The contractor shall adhere to wildlife management provisions set forth in the Wildlife Hazard Management Plan JO-7.

The contractor shall monitor Navigational Aid (NAVAID) equipment continuously during operational hours of the control tower and shall immediately notify the MFA Airfield base operations and COTR of any interruptions. Any outages that require a Notice to Airman (NOTAM) shall be coordinated with MFA flight operations.

The contractor shall report equipment/NAVAIDS outages and mission failures to the COTR. When repair is completed or outage terminated, the COTR and MFA Flight Operations shall be notified.

The contractor shall initiate through the COTR, and maintain on file, all work requests required for Government provided facilities.

B. Interruption to equipment

Scheduled interruption to NAVAIDS/C-E equipment. The Contractor shall coordinate planned interruptions to NAVAIDS/C-E equipment with Airfield operations, which will approve them prior to removing the facility from the air.

Maintenance work that disrupts or affects the signal of a NAVAID or C-E equipment in any way shall not be performed until MFA base operations and the COTR has been notified, and the facility formally shut down with NOTAM posted.

C. Other ATC Duties. The provision of air traffic services includes other functions not directly concerned with the control of air traffic. These duties include:

Membership on Boards. The contractor's lead controller will be the representative to the MFA Aviation Safety Council and shall serve as technical advisor to accident investigation boards.

Tower Briefings. The contractor shall provide briefings in the tower cab as requested by the Aviation Management Office.

Recorders. The contractor shall insure the clear and suitable recording of all radio and circuit communications for the control tower. Circuits, frequencies, and position of operations to be recorded shall be IAW FAA directives.

The contractor shall change and retain recordings IAW FAA directives.

The contractor shall provide copies of recordings to the COTR or lawfully appointed investigation boards within 24 hours, when required, in the format specified IAW established procedure.

The lead controller shall have custodial responsibility for all recordings and will not release any information contained therein except IAW JO-02 and after coordination with the COTR.

The contractor shall record time on each tape.

The contractor shall, on receipt of FLIPS, review data pertaining to MFA ATC facilities and airspace and shall notify the Airfield Manager of any errors or omissions.

The contractor shall coordinate with the appropriate FAA office IAW FAA directives for required flight inspections of MFA NAVAIDS.

The contractor shall request an official flight inspection any time a NAVAID is or was suspected of having a bearing on an aircraft mishap.

The contractor shall formulate and utilize a detailed equipment checklist, identifying applicable equipment. The checklist shall be used at shift change or as specified to determine critical equipment operability and status.

The contractor shall notify the COTR and Airfield Manager of an impending FAA flight inspection and shall provide the COTR and Airfield Manager with a copy of the results of any flight inspection within seven days of flight inspection completion. The contractor will also notify the COTR and Airfield Manager whenever a no-notice flight inspection or no-notice operations evaluation is in progress. The results will be provided to the COTR and Airfield Manager within seven days of completion of such inspections/evaluations.

The contractor will request interim flight inspection report from the FAA flight inspector since final inspection reports will not be available within seven days of completion.

The contractor shall notify the COTR and Airfield Manager of known malfunction in backup power systems. The COTR shall arrange for required repairs.

D. Equipment Responsibilities see Exhibit B (Airfield Diagram).

The contractor shall be responsible for the following:

- TACTical Air Navigation (TACAN) building 446
- Instrument Landing System (ILS) including a localizer for 32R, a glideslope for 32R and a localizer for 14L
- Precision Approach Path Indicator (PAPI) Lights
- Wind sensors, quantity 2
- Runway Visual Range (RVR)
- Air traffic communications transmission equipment (building 454)
- Air traffic communications receiving equipment (building 329)

Equipment Maintenance. The contractor shall be responsible for preventive maintenance.

- A file of manufacturers' current specifications and/or technical manuals for assigned equipment shall be maintained in current and up to date condition.
- There is no schedule of routine preventative maintenance outages. Any preventative maintenance that entails maintenance shutdown of ATCALS shall be scheduled during periods of weather forecast to remain better than minimums for visual approaches and least traffic activity.
- The contractor shall notify the COTR/ Airfield Manager of known malfunction in backup power systems. The COTR shall arrange for required repairs.

Equipment Replacement. The Government may replace equipment; the contractor is responsible for unpacking after receipt of equipment.

The Government shall have the option of replacing any item of equipment. The operation and maintenance of the replacement items shall automatically become the responsibility of the contractor unless work required is covered under warranty.

Equipment Repair Priorities. The contractor shall coordinate with MFA Operations, COTR/ Airfield Manager or other users in establishing equipment restoration/repair priorities and have priorities approved by the COTR/ Airfield Manager. The contractor will coordinate with the COTR

to ensure that adequate back-up ATC equipment and TMDE is made available for contractor use. The government will provide back-up UHF, VHF, and FM radios for contingency use in the event of primary radio outage.

E. Configuration Control. All government-furnished equipment shall operational in accordance with technical manuals upon return to the Government.

F. Advisory Services. The Contractor Shall:

Provide advice and assistance on current ATC regulations, methods, equipment and facilities to all users.

Advise the MFA Airfield Manager, through the COTR, in the preparations of airfield regulations, including that necessary to control the operation of vehicular/pedestrian traffic on runways, taxiway, aprons and other designated movement areas.

Prepare and coordinate Operations letters and FAA letters concerning the provisions of ATC services within the area of responsibility covered by this contract. Draft copies of proposed letters of Agreement/Operation Plans pertaining to ATC or changes shall be forwarded through the COTR, the airfield manager for approval prior to implementation.

G. Government Furnished Property:

The contractor shall maintain government furnished property records. The contractor shall maintain supply, repair, air traffic activity and personnel reports through the period of the contract and make them available to the COTR upon request.

Technical Equipment Training. The government shall provide or arrange for technical equipment training on newly installed facilities or equipment, if requested by the contractor and approved by the government. Technical training may be provided informally on site or through available technical schools at the option of the Government.

Initiate waiver requests or extensions for ATC operations to the COR when required.

When informed of a requirement for additional or changed terminal instrument procedures, relay these requests to the MFA Airfield Manager within 15 days. The Airfield Manager will review these procedures and accomplish necessary follow on actions.

H. PERSONNEL:

1. The contractor shall employ adequate personnel to accomplish all work required by this contract. The contractor shall ensure that all contractor air traffic controllers possess the following current and valid professional certification throughout the period of contract performance: AC Form 8060-1, FAA Control Tower Operator's Certificate FAA Form 8500-9, and Medical Certification Second Class.

Trainee controllers, not facility rated in MFA tower shall control emergency aircraft only under the direct supervision of the trainer.

LEAD CONTROLLER. The Lead Controller shall be physically present at MFA from 0700-2300 hours, 7 days per week, except Federal Holidays, unless previous arrangements are made through the Contracting Officer Technical Representative (COTR), or shall be available on site within 45 minutes of being contacted regarding a controller/tower issue. The Lead Controller shall be responsible for the overall management and coordination of this contract and shall act as the central point of contact with the COTR. If performance is required outside of the Hours of Operation described in this SOW or at time that the Lead Controller cannot be present, the contractor shall designate an equally responsible and qualified individual to act for the lead controller.

AIR TRAFFIC CONTROLLERS. The contractor shall employ qualified Air Traffic Controllers, to accomplish all work required. The contractor shall ensure sufficient Air Traffic Controller coverage to meet daily and peak operating hours of air traffic. The contractor shall provide controller qualification in accordance with FAA standards. No portion of the service shall be curtailed or delayed due to lack of qualified personnel.

2. TRAINING.

The Contractor shall provide training for Federal Aviation Administration (FAA) and ATCS certification of his controllers. The contractor shall provide proof of FAA and ATC certification and Class II medical qualification to the COTR upon request.

The Contractor will provide or arrange for technical equipment training on newly installed facility equipment. Technical training may be provided informally on site or through available technical programs at the option of the Government.

V. Government Documents.

Federal Occupational Safety and Health (OSHA) Standards, 29 CFR 1910, 29 CFR 1925, 29 CFR 1960, and 47 CFR part 68.

JO-1 Accident and Incident Response Plan
JO-2 Airfield Operations Manual
JO-6 Ramp, Hangar, Environmental Safety Manual
JO-7 Wildlife Hazard Management Plan

Exhibit A Moffett field Airspace Knuq

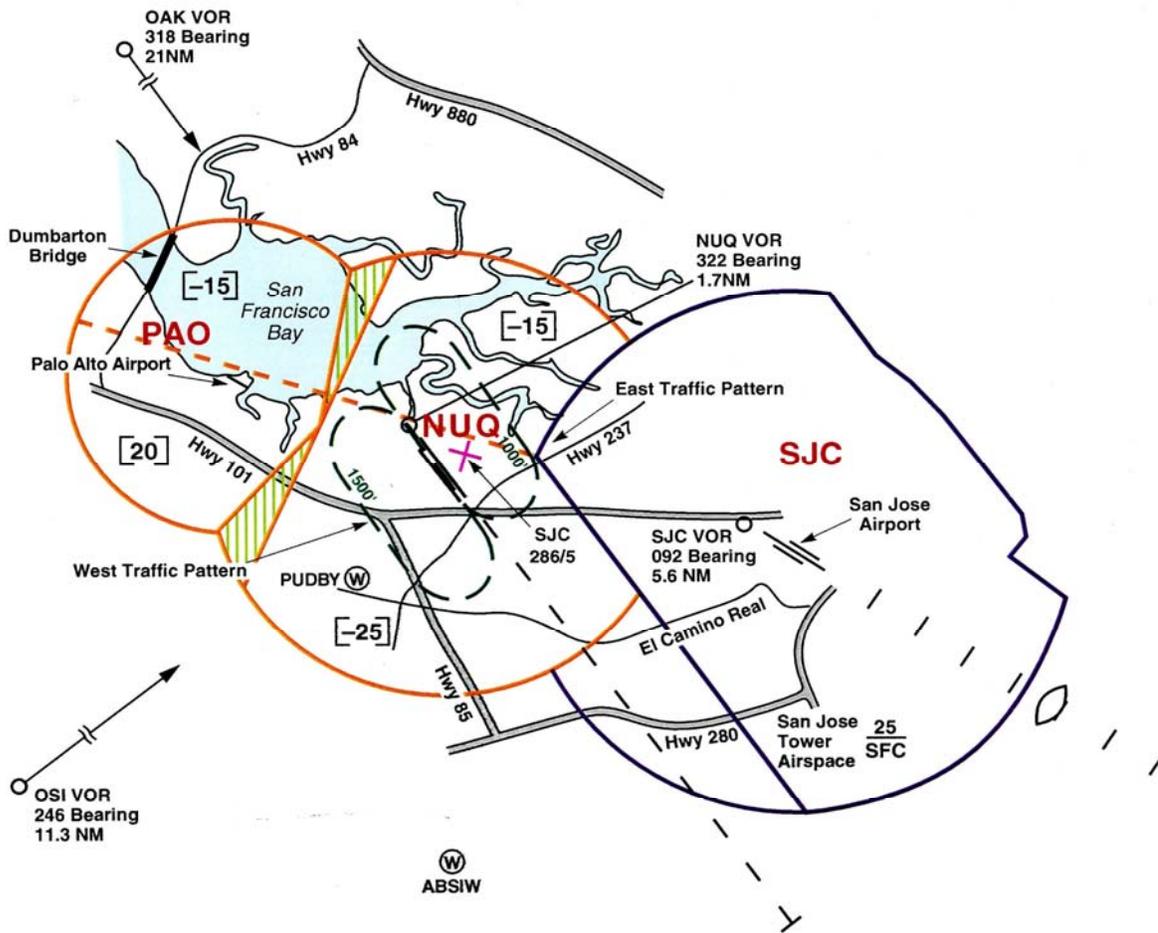
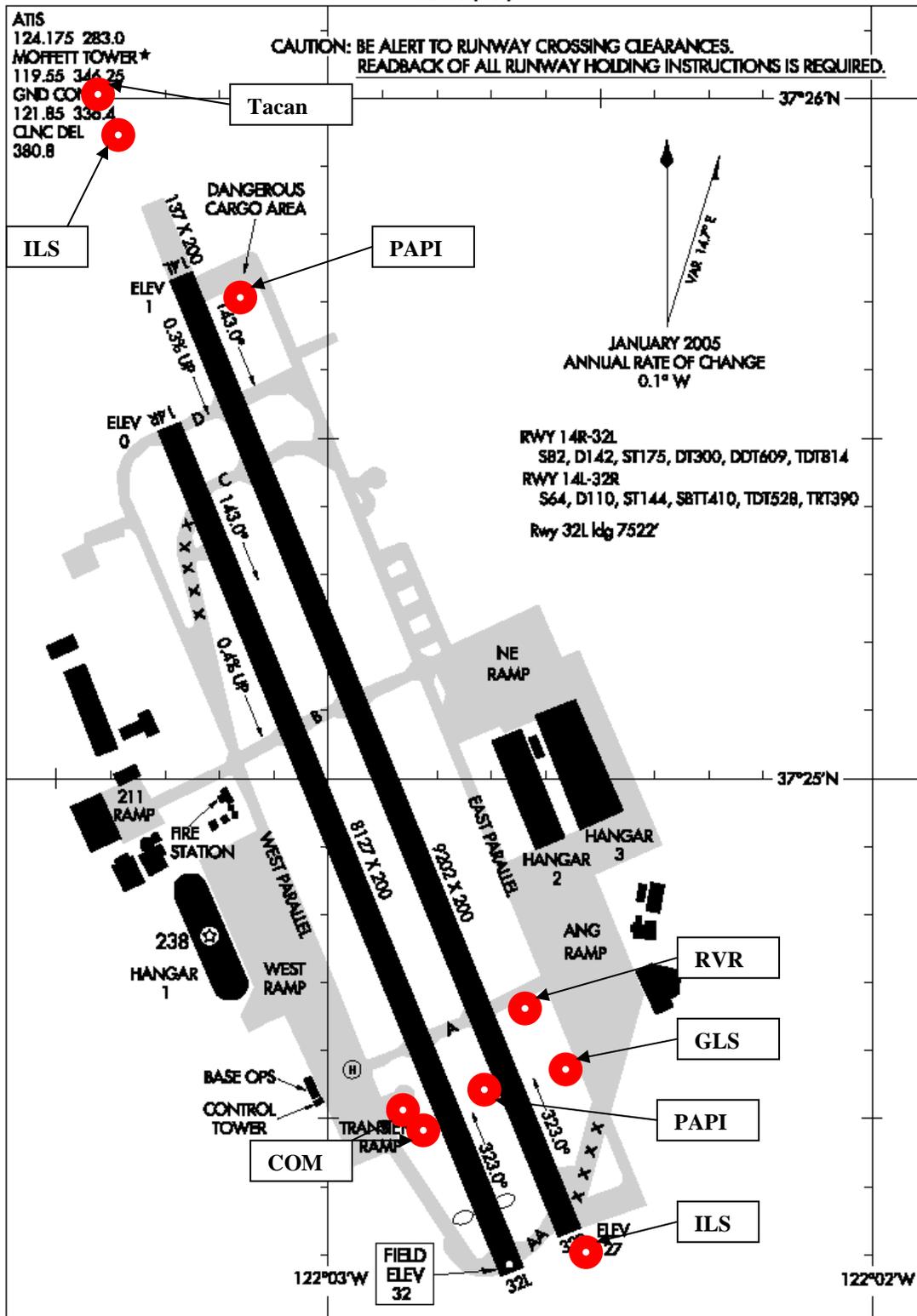


Exhibit B
(AirfieldDiagram)

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AIRPORT DIAGRAM

MOUNTAIN VIEW/MOFFETT FEDERAL AIRFIELD (NUQ)
AL-410 (FAA) MOUNTAIN VIEW, CALIFORNIA



AIRPORT DIAGRAM

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MOUNTAIN VIEW, CALIFORNIA
MOUNTAIN VIEW/MOFFETT FEDERAL AIRFIELD (NUQ)