Statement of Work
Wallops Flight Facility Multiple Award Construction (WMAC)
Revised March 26, 2014

I. Background

The Goddard Space Flight Center (GSFC) includes the Wallops Flight Facility (WFF) site, in Wallops Island, Virginia. WFF consists of 95 major buildings totaling approximately 1.2 million square feet over 6,100 acres. Facilities at WFF were constructed beginning in the 1940's, with newer buildings and modifications up through the present day. Thirty two percent of buildings at WFF are between 40 and 49 years old. Generally, the Task Order documents are designed by an Architect / Engineer (A/E) consultant under a separate NASA contract. The Government will provide a set of engineering drawings, which together with construction specifications constitutes a typical bid package however, the Government, may require projects that include no formal design documents.

Awardees shall be required to submit monthly status and schedule updates for their projects to the Contracting Officer's Representative (COR). In addition, periodic meetings will be held by the Government to discuss administrative matters with the awardees, as well as possible adjustments or improvements to the task order process. Awardees are strongly encouraged to offer candid feedback in an effort to continuously improve the process and thereby benefit both the Contractor and the Government.

The Prime Contractor shall be within the SBA Richmond District Office jurisdiction in accordance with CFR§124.507.

II. Scope of Work

The Contractor shall furnish all materials, labor, equipment, management, coordination and quality control necessary for the performance of construction, modification, repair and rehabilitation of facilities at WFF. This will predominantly involve work at the WFF and may also include work at other federal installations.

The facilities consist of, but are not limited to, office buildings, shops, laboratories, highly technical research facilities, clean rooms, spacecraft & instrument test, integration and launch areas, storage areas, utility buildings, interior and exterior utility systems and site improvements.

Services under this contract shall be furnished on an as-needed basis, in response to Task Orders that are issued. All work shall be accomplished in accordance with the drawings and construction specifications provided with each task order. Tasks may also be generated that will include only limited direction, such as a written statement of work rather than formal drawings and construction specifications. The statement of work will include clear and concise instructions for the Contractor that will describe the work to be performed, and may include drawings and sketches, installation instructions where appropriate, model numbers of installed equipment and components, and other details of the work to be performed.

The work included may be described as new construction, modification, or rehabilitation of facilities, varying from routine general construction to installation of complex special test or laboratory systems. It may include work on building interiors and exteriors, including, but not limited to, architectural, structural, electrical, mechanical, environmental, and fire protection/detection. It may also include civil site work, and both underground and surface site utility system work.

Each Task Order will clearly define the work required. The Contractor shall accomplish work within the schedule set forth in the Task Order.

III. Contract Project Management

The Contractor shall provide the overall management control of its employees, subcontractors and equipment. The Contractor shall designate a single Senior Construction Manager to be the single point of contact, for the duration of the contract with the Government, for coordinating task orders and this Senior Construction Manager shall meet regularly with the COR and Contracting Officer (CO) to review the status of the tasks.

In the event that the Contractor is awarded concurrent multiple task orders under this contract, project management shall be performed as follows: the Contractor may employ multiple Construction Managers for the day-to-day administration of each task, but one Senior Construction Manager who is familiar with all tasks shall be designated as the lead point of contact with the Government as outlined above.

The Contractor shall evaluate the task orders and overall workload to establish staffing needs and schedules, assign qualified personnel, and continually assess the progress. The Contractor shall establish and maintain a quality control program. The Contractor shall be responsible for the resolution of all technical, cost and schedule issues to ensure that quality work is accomplished on schedule.

The Contractor shall provide monthly progress/status reports, adhering to the specified format in Attachment A, which shall include a narrative of major accomplishments, progress during the month and the completion date. The reports shall include a description of the overall progress of work, issues and concerns that may impede performance, and proposed corrective actions, as well as an overview of work forecasted for the future month and the backlog. The Contractor shall also report on work quality, skill management, and process improvements. These monthly Reports are separate from the requirement to participate in regular Project Progress meetings. The Contractor shall supply sufficient administrative and clerical support to accomplish the work described herein in a proficient and timely manner.

IV. Construction Services

A. Overview

The GSFC mission of space science, earth science, data acquisition and spacecraft operations is often time-critical and of a highly visible nature. Therefore the Contractor shall be required to

respond rapidly to Government requirements with top quality craftsmanship and without compromising safety standards, configuration control, operational readiness, etc. It is imperative that the Contractor provides a flexible and multi-disciplined workforce of the highest quality.

B. Contractor's Management and Supervision

Contractor effort may extend beyond conventional, single job construction effort, in that the Contractor may be implementing simultaneous task orders. The Contractor shall plan, schedule, coordinate, manage, and execute a consistent and timely flow of work with a wide variety of crafts and skill levels. The Contractor shall be capable of adjusting to a wide variation in the craft mix without significantly impacting on-going work. The Contractor shall select quality subcontractors necessary to perform elements of work for which there is insufficient or no in-house capability, and effectively manage those subcontractors to ensure that the Government is provided with a "seamless" effort on each Task Order.

The widely varied nature of construction work at GSFC requires a strong and effective joint effort with the Government. The Contractor's management/supervision will interface with the Government through the CO) and more specifically on a day-to-day basis through the COR or the Project Manager (PM). Work authorization, scheduling work during an ongoing space flight operation, scheduling utility outages, and Task Order closeout are just some of the examples of the need for close coordination. Only formally designated Government representatives (as designated by the CO) will direct or otherwise control the construction effort under this contract.

The Government may undertake or award other contracts for additional work or related work at or near the site of work performed under this contract. The Contractor shall fully cooperate with other contractors and Government employees and shall carefully adapt scheduling and performing of work under this contract to accommodate the work by others, heeding any technical direction that may be provided by the COR.

C. Quality Control Program

The Contractor shall provide Quality Control services as an integral part of construction activities. Construction specifications Sections 01450 and 01451 contain detailed requirements that shall be implemented through the Contractor's Quality Control Program.

The Quality Control Program shall consist of plans, procedures, and organization necessary to address project specific quality issues and to ensure adherence to plans and specifications, standard workmanship practices, and NASA and industry standards. The Quality Control System shall include maintaining shop drawing files and ensuring that materials used and their installation are as approved by the Government.

The capability to conduct tests to ensure that construction materials and workmanship meet specifications is essential. The Contractor shall witness/monitor/approve tests including overall test procedures for tests by independent testing agencies, or conduct tests including laboratory and field analysis of soils, concrete, paving materials, aggregates, general construction materials, heating, ventilating and air conditioning, balancing, mechanical and electrical systems, etc.

Quality Control administration duties include the monitoring of construction progress, review of overall schedules and maintaining daily logs, etc. Managing the as-built drawing process is vital to ensure that accurate documentation of the construction is received and provided to Facilities Management Division (FMD) configuration control personnel.

The Government will provide construction quality assurance inspections independent of the Contractor's construction quality control program. The Government's inspection does not relieve the Contractor of any responsibilities or duties under this contract.

D. Safety and Environmental Program

Construction work shall be monitored to ensure full compliance with all applicable safety and environmental codes, regulations, specifications, etc., including the contractor safety and health plan, OSHA regulations and NASA/GSFC specified safety and environmental procedures. Environmental requirements include GPD-8500.1 Environmental and Program Management, GPR-8500.3 Waste Management, and GPR-8500.5 Water Management. Safety requirements include GPR-1840.1 Asbestos Management, GPR-1820.1 Hearing Conservation, and GPR-1820.2 Respiratory Protection. These documents can be found at the following link http://gdms.gsfc.nasa.gov/home.jsp

The Contractor shall strictly adhere to GSFC safety and environmental requirements. Safety training shall be required for all, especially for those employees involved in construction activities. See the Safety and Health clauses of this contract.

E. Responsibilities

Whether a project is subcontracted, self-performed, or a combination, the Contractor shall at a minimum provide the following services associated with the construction effort:

- Management of all construction work under this contract on a daily basis;
- Quality management of subcontractors with regard to project schedule, work quality, change orders, and safety;
- Initiate security badging in accordance with Clause H.6 and H.10 for the Contractor's employees and subcontractors to access GSFC facilities;
- Retain the required bonds as stipulated in the Contract;
- Evaluate subcontractor quotes on project proposals and modifications as necessary, to ensure fair pricing;
- Attend and participate in pre-construction meetings, regular progress meetings and any applicable Quality Control meetings;

- Provide and monitor construction schedules and provide status reports as requested; Coordinate construction schedule with the Project Manager, subcontractors, and the Quality Assurance staff;

- Serve as point-of-contact for field resolution of construction problems;

- Prepare proposals in response to construction Request for Task Plans and modifications;

- Schedule and participate in Operational Readiness Reviews (ORR's), including commissioning and activation reviews;

- Prepare and resolve punch lists;

- Verify with Government that all work is properly performed and all deliverables received;

- Provide As-built red-line drawings to the Government;

- Maintain records including: submittal logs, quality control records, correspondence, shop drawings, Request for Information's (RFI)'s and responses, and modifications;

- Coordinate inspections with Quality Assurance personnel;

- Manage the Contractor safety program including compliance with OSHA requirements and specific GSFC safety requirements;

- Adhere to environmental standards, including compliance with Federal, state and local requirements and specific GSFC environmental requirements;

- The Contractor shall ensure all work is in accordance with the most up-to-date Goddard and NASA policy directives. NASA directives can be found at http://nodis3.gsfc.nasa.gov and Goddard directives can be found at http://gdms.gsfc.nasa.gov/home.jsp.

- Coordinate with FMD Project Manager, Building Managers, Facility Operation Managers, Quality Assurance personnel, Operations & Maintenance personnel, and other FMD contractors on various issues including, but not limited to, work in occupied areas, work permits, utility outages, Utility Control System (UCS) coordination, task closeout and security clearances.

- Ensure all work is completed in accordance with each individual task order and the requirements herein.

(End of Statement of Work)