

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NUMBER P00002	3. EFFECTIVE DATE 09/04/2019	4. REQUISITION/PURCHASE REQUISITION NUMBER BDFMYG	5. PROJECT NUMBER (If applicable) N/A		
6. ISSUED BY NAVFAC NORTHWEST 1101 Tautog Circle Silverdale, Wa 98315 timothy.smart@navy.mil 360-396-6714	CODE N44255	7. ADMINISTERED BY (If other than Item 6) NAVFAC NORTHWEST 1101 Tautog Circle Silverdale, Wa 98315		CODE N44255	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) AAMCORE Inc. 167 Lupine Lane Sagle, ID 83860				<input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NUMBER
				<input type="checkbox"/>	9B. DATED (SEE ITEM 11)
				<input checked="" type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NUMBER N00178-14-D-7583 / N4425518F3000
CODE 4VZY6 FACILITY CODE					10B. DATED (SEE ITEM 13) 31-Aug-2018

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 _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT 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 letter or electronic communication, provided each letter or electronic communication 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 NUMBER AS DESCRIBED IN ITEM 14.**



CHECK ONE <input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-9 Option to Extend the Term of the Contract
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign this document and return 1 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

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Thomas A. Swindell, CEO/President	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sandra A. Davis, Supervisor Contract Specialist
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)
15C. DATE SIGNED 4 Sept 2019	16C. DATE SIGNED 4 Sept. 2019

Previous edition unusable

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GENERAL INFORMATION

The purpose of this modification is to exercise option year 1 (CLIN 8001) of the task order for Planning Technician Support Services in accordance with Section C Scope of Work. Additionally, Scope of Work section 1 is revised with current security/access requirements; section 7 is revised with current points of contact; section G is revised with current administration data; section J attachment 4 is revised with current wage determination and section J attachment 5 is deleted in its entirety.

1. Contract option year 1 (CLIN 8001) is hereby exercised in accordance with FAR 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT, with a period of performance of 9/24/2019 through 9/23/2020.

2. Scope of Work section 1 is revised to delete the security clearance requirements in section 1.3 and insert an additional section 1.4 incorporating current security/access requirements for all work locations.

3. Scope of Work section 7 Contracting Officer point of contact information is revised as follows:

FROM: LCDR Terrence White, 360-396-6667, terrence.g.white@navy.mil

TO: Sentrae Davis, (360) 396-5036, sentrae.davis@navy.mil

4. Section G, Contract Administration Data is revised as follows:

Paragraph 1

FROM: LCDR Terrence White, T075 Skate Street, Silverdale, WA, 98315, (360) 396-1575

TO: Sentrae Davis, T075 Skate Street, Silverdale, WA, 98315, (360) 396-5036

Paragraph G.2 Submission of Invoices

FROM: Mr.Chris Olsen at chris.olsen@navy.mil (Certifying Official)

TO: Sentrae Davis at sentrae.davis@navy.mil (Certifying Official)

5. Section J List of Attachments is revised as follows:

Attachment 4 Wage Determination

FROM: No. 2015-5525 Rev 6 1/10/2018

TO: No. 2015-5525 Rev 8 12/26/2018

Attachment 5, DD Form 254, Contract Security Classification Specification, is deleted from Section J in its entirety.

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 \$430,432.68 by \$439,098.60 to \$869,531.28.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
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8001	Fund Type - OTHER	0.00	439,098.60	439,098.60
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The total value of the order is hereby increased from \$430,432.68 by \$439,098.60 to \$869,531.28.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8001	0.00	439,098.60	439,098.60

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

CLIN/SLIN	From	To
8001	9/4/2019 - 9/4/2020	9/24/2019 - 9/23/2020

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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	R425	Planning Technician Support Services for Naval Base Kitsap, Asset Management, Bangor, WA. (Fund Type - OTHER)	12.0	MO	\$35,869.39	\$430,432.68
8001	R425	Planning Technician Support Services for Naval Base Kitsap, Asset Management, Bangor, WA (one, two, or three full-time Planning Technicians). Contract shall provide all labor, transportation, supervision, and equipment needed to provide qualified planning technician support services in accordance with the attached statement of work (SOW) for NBK PWD, Asset Management, Bangor, WA. (Fund Type - OTHER)	12.0	MO	\$36,591.55	\$439,098.60
8002	R425	Planning Technician Support Services for Naval Base Kitsap, Asset Management, Bangor, WA (one, two, or three full-time Planning Technicians). Contract shall provide all labor, transportation, supervision, and equipment needed to provide qualified planning technician support services in accordance with the attached statement of work (SOW) for NBK PWD, Asset Management, Bangor, WA. (Fund Type - OTHER)	12.0	MO	\$37,335.50	\$448,026.00

Option

N/A

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

SCOPE OF WORK

FOR

PLANNING TECHNICIAN

AT NAVAL BASE KITSAP

DEPARTMENT OF THE NAVY

PWD KITSAP BANGOR

T075 SKATE STREET

SILVERDALE, WA 98315-1101

SECTION 1 - GENERAL

This Contract Task Order (CTO) is for developing explosive safety site approval request packages to support repair and constructions projects as required by the Asset Management (AM) Branch of the Public Works Department (PWD) at Naval Base Kitsap (NBK), Silverdale, Washington. The duration of work under this Contract Task Order (CTO) shall not exceed 12 months from the award date, with two option years. The Facilities Engineering and Acquisition Division (FEAD) at NBK will administer this contract and will manage the Work Elements under this CTO. All references identified in the basic contract remain in full effect.

A Pre-Proposal Conference will not be held for this action. Contractors are to submit their pre-proposal inquiries through the SeaPort-e system. Responses will be provided as quickly as possible.

1.1 Performance Objective: The main objective for this effort is to provide complete Site Approval Request (SAR) packages involving Explosive Safety Quantity Distance (ESQD) via the Web-based Site Approval Request (WebSAR) software. The Contractor will utilize performance and prescriptive requirements to obtain the appropriate approvals. The Contractor shall provide technical support to the PWD Kitsap AM branch to perform WebSAR package development support for numerous repair, maintenance and construction projects in a manner so as to facilitate timely delivery of quality site approvals in a safe manner. The Contractor shall also provide technical support to the PWD Kitsap AM branch to perform Asset Evaluations (AEs) by performing field verification of assets and occupants of facilities, including but not limited to measurements, photos and interviews with the occupants.

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The Contractor shall provide experienced, qualified, and capable personnel to perform the work for this CTO. This is for three positions covering technical duties that require a wide application of practical knowledge involving the methods and techniques utilized for the development of WebSAR packages. Personnel shall be fully knowledgeable of reading and interpreting construction drawings, plans, specifications and tabular data and records management. Personnel shall speak, read, and comprehend English to the extent that they can read and understand printed regulations, detailed written orders, operating procedures, training instructions and materials, and comply with installation emergency procedures. The Contractor shall ensure that all Contractor personnel have received proper safety and quality awareness training, appropriate to their respective job. Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.

- This CTO shall be for three positions requiring the following:
 - Professional experience in using AutoCAD, Geographic Information Systems (GIS) and Microsoft Office programs in a professional and/or academic environment
 - Ability to understand other professional disciplines including but not limited to: Architecture, Construction, Engineering, Geography, Planning and Surveying
- The incumbent, having developed expertise in the field, is expected to plan and carry out the work independently, coordinate with others as required, and resolve problems as they occur. Work is reviewed for adequacy of results and compliance with basic objectives.
- Able to utilize guidelines for agency design and construction standards, civil engineering and related standards, established procedures and policy statement and the guidance of the supervisor.

1.2 Background/Place of Performance: PWD Kitsap is responsible for providing maintenance, repair and construction services for all facilities located on Naval Base Kitsap, Naval Magazine Indian Island, Jackson Park and Manchester Defense Fuel Depot facilities in Washington State. The majority of the work will be done on Naval Base Kitsap-Bangor. Personnel will be located and work out of building 2007 on Naval Base Kitsap-Bangor.

The position does not require a professional curriculum leading to a bachelor's degree in engineering or architecture. Access to the computer network is required to maintain information and data.

1.3 Period of Performance: The Base Period for this contract is 12 months, with two one-year option periods. Each option year will be for the Contractor to provide the same level of support as the base year scope, except where modified.

1.4 Security/Access Requirements: Personnel access into restricted areas. Badges are issued based on Need-To-Know, not what a person may be eligible. Sponsors shall request the most restrictive badge that will allow the visitor access to the location required.

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Puget Sound Naval Shipyard (PSNS & IMF): PSNS & IMF utilizes current CAC or DBIDS card in addition to NAVSEA badge for access. Controlled Industrial Area (CIA) restricted area access is controlled by the NAVSEA badge. A completed PSNS & IMF Form 5512/127 (Visit Request List) is required for CIA access as well as a Pacific DBIDS credential for main gate access.

- a. The contractor shall prepare a Visit Request List Form with cover letter on company letterhead for all prime contractor and subcontractor personnel required to access in the CIA. The visit request will be submitted via email to the NAVFAC NW Security Officer at steven.e.chavez1@navy.mil.

- b. The cover letter will be a formal request for badging and access during the contract period of performance. The letter shall include (1) the purpose of access, (2) dates of validity (period of performance), (3) contract number, and (4) name of subcontractors to be employed. The cover letter shall be signed by the Prime Contractors Facility Security Officer (FSO), and shall be received by the Contracting Officer's Security Officer NO LESS THAN five (5) full working days prior to the requested start date (8-10 calendar days prior is recommended). The prime contractor shall bear full responsibility for the accuracy of the cover letter and visit request list. Note: Submitting a cover letter and/or list with incomplete information, errors or a blanket list of all company personnel can significantly delay processing requests and result in not being authorized access in time to begin the period of performance. With good cause, as determined by the Contracting Officer or appropriate Security Personnel, access requests may be refused or amended at any time. Updates to the Visit Request List shall be made on an as needed basis. The NAVFAC NW security office may be contacted at (360) 396-0214 for questions regarding visit request processing.

- c. The Visit Request List will be organized **ALPHABETICALLY BY LAST NAME** and contain the following information in column form (a spreadsheet template can be obtained by contacting the Contracting Officer's Security Officer or COR).
 - NAME (LAST, FIRST, MI)
 - DOB (Date of Birth)
 - POB (City & State)
 - SSN (Social Security Number)
 - CITIZENSHIP (Country)
 - PROFESSION/TRADE

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- d. NAVSEA badges will be picked up at the Naval Base Kitsap-Bremerton Visitor Control Center (VCC) in building 981. Each Contractor employee is REQUIRED to present proof of citizenship for on-site verification (not retention) at the VCC prior to obtaining a badge.

Strategic Weapons Facility Pacific (SWFPAC) Waterfront Restricted Area (WRA): A Pacific DBIDS credential obtained via the BAVR system is required for W1 (Escort Required) or a W2 (Unescorted Access) badge is required for access. Per SWFPAC M-8126.1A, personnel must be a U.S. Citizen, have duties that require access into the WRA, have a current favorable suitability determination on a personnel security investigation for unescorted access into the WRA. A W2 authorization on the Pacific DBIDS can only be granted with a valid, activated National Agency Check with Inquiries (NACI) or Tier 1 investigation with a favorable suitability determination (within the last 10 years). To obtain a Pacific DBIDS credential for access:

- a. To obtain / renew a Pacific DBIDS badge, begin by accessing BAVR at:<https://www.bavr.cnmc.navy.mil>

Complete the form ensuring all the blocks in Red are filled in (including your Driver's License information - number / state).

- b. In the Purpose of Visit, provide the contract number and a brief description of the work to be performed, location and codes if known where the job is to occur.

Example: Request access per contract N44255-17-D-9999 to fix a widget at the, request codes B9, W1.

Disregard the Originating Command Security Officer Section - Not required.

Use steven.e.chavez1@navy.mil for the email address in the sponsor section.

The start date will be "five" working days from the date you submit the request.

If the applicant does not receive a confirmation email within six days of the original request, contact the NAVFAC Security Office.

Credentials must be picked up within 30 days of approval. Credentials not picked up within 30 days will not be available for pick up.

When the Contractor arrives at the Pass/ID, please ensure the contractor provides valid citizenship, either a valid U. S. Passport or a state certified birth certificate (not just a photocopy, not torn or mutilated) and one piece of valid photo identification. In addition, each contractor is required to present a fully filled in SECNAV 5512 Form (attached).

Background investigation requirements: A NACI or T1 background investigation may be completed by the contractor via the submission of Optional Form 306, Declaration for Federal

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Employment (SF-85 E-QIP Invitation Request), proof of U.S. Citizenship (a U.S. Passport or birth certificate and current driver's license), and submission of fingerprint cards or electronic fingerprinting must be completed (form for electronic fingerprinting is attached. Electronic fingerprinting can be completed at the Naval Base Kitsap Pass & ID Office. The e-QIP invitation request, OF 306, and proof of U.S. citizenship are required to be submitted to the NAVFAC Northwest Security Manager at either in person or via email to: steven.e.chavez1@navy.mil. Upon receipt of the "SF-85 E-QIP Invitation Request" by the NAVFAC Northwest Security Office, the T1 background investigation will be initiated, and an email shall be sent to the contractor candidate with guidance regarding the login procedures for e-QIP.

SECTION 2 - WORK ELEMENTS

2.1 Work Element 1 – Site Approval Development

Performance Objective: The Contractor shall provide specific technical expertise, obtained through education, experience, and/or professional certifications, in using AutoCAD, Geographic Information Systems (GIS) and Microsoft Office programs in a professional and/or academic environment and working knowledge and demonstrated experience with NAVSEA OP-5 Volume 1, 7th Revision Ammunition and Explosive Safety Ashore criteria or DoD equivalent for non-Navy; to provide support in developing WebSAR packages.

Site Approvals involve the repair, maintenance and construction of buildings, pavements and utility systems, etc. The Site Approvals vary in size and complexity from small, non-complex projects to large complex projects utilizing multiple disciplines.

- Site visits to collect field data using GPS equipment as necessary during WebSAR package development.
- Independently prepares WebSAR using various resources (past performance, historical WebSARs, internet research, etc.) and reviews engineering design for proposed changes.
- Use of the Automated Explosives Safety Site Planning Tool (AESSP) for WebSAR package development

2.2 Work Element 2 – In-House Reviews

Performance Objective: The Contractor provides personnel to perform technical reviews of in-house WebSAR packages prior to submission for approval.

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- Provide support reviewing WebSAR packages for general adequacy and conformity for purpose of assignment and sound engineering judgment.
- Utilizes initiative, resourcefulness and sound judgment; provides advice and solutions and assists on technical matters requiring extensive knowledge of engineering practices and explosive safety ashore criteria. Draws conclusions, prepares reports and makes recommendations as necessary. Coordinates with other project team members to provide solutions to complex and diverse technical problems.
- Provide timely and clearly articulated feedback to their supervisor and/or Planners that individual is currently supporting on all findings.

2.3 Work Element 3 – Technical Analysis

Performance Objective: The Contractor provides personnel to review in-house technical packages, generate and review independent government WebSARs to analyze for technical soundness, compliance with Navy requirements, and completeness from a submission for approval standpoint. Perform and review AEs in compliance with Navy requirements, and completeness from a submission for approval standpoint.

This work element is for technical analysis support items, as follows:

- Contacts with agency engineers and managers are to influence, motivate, discuss design approach, verify space requirements, conduct surveys and investigations and resolve issues.
- Contacts Installation and Activity Explosive Safety Officers to validate AESSP data for Potential Explosion Sites (PES) and Exposed Sites (ES)
- Reviews WebSAR for technical soundness, compliance with Navy requirements and to assure completeness and practicability from a submission for approval standpoint. Prepares written technical analysis reviews regarding proposed WebSAR packages.
- Reviews WebSAR packages and prepares written technical analysis reviews. Ensure compliance with NAVSEA OP-5 Volume 1, 7th Revision Ammunition and Explosive Safety Ashore criteria or DoD equivalent are demonstrated in proposed site approval submission.

2.4 Work Element 4 – Technical Support

Performance Objective: The Contractor provides personnel to support the AM Branch on assigned WebSARs by providing database and electronic file maintenance, as required. Provides and updates necessary data for corporate reporting systems such as ieFACMAN (interoperable enterprise Facilities Management system), Maximo and local electronic filing systems.

This work element is for Technical Support, as follows:

Ensuring site approval support for projects are updated in corporate reporting systems such as eProjects (interoperable enterprise Facilities Management system) and Maximo.

- Provide support for electronic files for pre-award and post-award are updated routinely, to ensure all electronic record management systems are complete as possible.

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- Perform general ongoing construction support for other Engineering Technicians (ETs) and Planners on an as need basis.

SECTION 3 - SPECIAL CONDITIONS

- 3.1.All requirements of the basic IDIQ contract in addition to those specifically mentioned in this Contract Task Order remain in full effect and performance under this Contract Task Order shall be in accordance therewith.
- 3.2.**Non-Personal Service Statement:** Contractor employees performing services under this contract will be controlled, directed, and supervised at all times by management personnel of the contractor.Contractor management will ensure that employees properly comply with the performance work standards outlined in this PWS.Contractor employees will perform their duties independently, and without the supervision of any Government official or other Defense Contractor.The Government will perform the inspection and acceptance of the completed services.
- 3.3.**Removal of Employees.** The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.
- 3.4.**Proof of Citizenship.** No employee or representative of the Contractor will be admitted to the site of work unless satisfactory proof of U.S. citizenship is furnished (U.S. or naturalized).
- 3.5.**Physical Requirements.**The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity. Regularly conducts quality assurance reviews of construction.Much of the time is spent walking, crouching, standing, and climbing high ladders to conduct quality assurance reviews.

The work involves moderate risks and discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines; exposure to irritant chemicals. Employees may be required to use protective clothing and gear, such as hard hats, masks,

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coats, boots, goggles, gloves, fall protection, etc.

- 3.6. Contractor to provide individual with qualifications that meet or exceed the requirements as stated in Section 2 Work Elements.

- 3.7. The contract employee must be able to meet security requirements for obtaining a Common Access Card (CAC) from the Government.
 - 3.7.1. The contractor shall designate a single point of contact (POC) that will work with the NAVFAC Northwest Security Department in obtaining required badging.
 - 3.7.2. 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.
 - 3.7.3. 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.
 - 3.7.4. Failure to obtain entry approval will not affect the contract price or time of completion.

- 3.8. The contract employee will utilize the Common Access Card (CAC) for base access and computer access. Contract employees will be provided an office space with computer and office supplies. The Government will provide the contract employee a hard hat, safety glasses, and safety vest. The Contractor is required to ensure that the contract employee has the necessary personal protection equipment required for the contract employee to perform their duties, such as steel-toed shoes/boots.

- 3.9. Within fifteen days after award of this contract and each option period, the contractor(s) shall furnish the Procuring Contracting Officer a Certificate of Insurance as evidence of the existence of the following insurance coverage amounts not less than the amount specified below in accordance with FAR Clause 52.228-5, Insurance Work on a Government Installation. Minimum insurance coverages are as follows:

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- 3.9.1.Comprehensive General Liability: \$500,000 per occurrence
 - 3.9.2.Automobile Liability: \$200,000 per person, \$500,000 per occurrence for bodily injury; \$20,000 per occurrence for property damage
 - 3.9.3.Workman's Compensation: As required by Federal and State Worker's compensation and occupational disease laws
 - 3.9.4.Employer's Liability Coverage: \$100,000, except in states where worker's compensation may not be written by private carriers
 - 3.9.5.Others as required by state law

- 3.10.Above insurance coverages are to extend to contractor personnel operating Government owned equipment and vehicles.

- 3.11.Contractor is required to ensure the contract employees have a valid driver's license. The work requires the employee to drive a vehicle.

- 3.12.Training. Documentation and administration of this contract requires individual to have knowledge and experience using the Microsoft Office Suite (Outlook, Excel, and Word).Contract employee must have the following training:
 - Ability to utilize and/or familiarity with a wide variety of computer programs, including AutoCAD and Geographic Information Systems (GIS)
 - Knowledge of safety and occupational health principles, practices, procedures, law, and regulations as they relate to engineering performance requirements.
 - Knowledge of the adequacy and practicability of plans and specifications that can involve multiple engineering disciplines and frequent changes in design or other engineering requirements.
 - (A bonus to have, but note required) Certificate of Training for Explosive Safety for Facility Planning demonstrating completion of AMMO-36

- 3.13.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 the Naval Base Kitsap Area. The cost and means of local travel is the responsibility of the Contractor. Travel may be required outside the local area.

- 3.14.Government Working Hours: Government working hours are 0730-1600, Monday through Friday, except for observed Federal holidays. Minor adjustments to these hours may be made.

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- 3.15.Federal Holidays: The Government observes the following holidays: New Year’s Day, Martin Luther King Jr.’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, Christmas Day and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation. Government personnel also take other kind of administrative leave such as acts of God (i.e., snowstorms, earthquakes, floods, etc.), Presidential funerals, or any other unexpected Government closures.

- 3.16.Overtime is not expected or authorized.

- 3.17.Public Affairs - The contractor shall not disclose any information or data resulting from actions in this contract to the news media or public.The contractor shall refer all press or public contacts to the Activity POC and shall notify the Contracting Officer Representative (COR) of their actions.The contractor may not distribute reports or data to any source, unless specifically authorized by the Public Affairs Officer in accordance with NAVFAC Instruction 5720.10A.(Reference: NAVFAC 5720/6 Form - Publication Security Review and Clearance).

- 3.18.Any oral directives, instructions, explanations, commitments and/or acceptances given by any Government employee to the Contractor or his personnel, shall not be construed by the contractor as a change in scope to this Contract Task Order.Any change in scope of work must be issued to the contractor, in writing, by the Contracting Officer to be binding on the Government.

SECTION 4 – PERIOD OF PERFORMANCE

The period of performance on site in the locations specified in Paragraph 1.2 is 30 days after task order award for 12 months, referred to as the base period. Personnel providing services in this contract must be in place at the locations specified in Paragraph 1.2 and ready to perform work **21** days after task order award. This task order includes two option periods, which may be unilaterally exercised by the Government for any number of months of the twelve months available in each option period. Each option period shall not exceed one 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.

SECTION 5 – OTHER TERMS AND CONDITIONS

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

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

SECTION 6 – CONTRACT PROJECT OFFICER

The Contractor will provide the Government project officer (i.e. the Supervisory Planner) 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.

SECTION 7 - POINTS-OF-CONTACT

Point-of-Contact	Name	Phone	Email
COR	Christopher Goalby	(360) 396-6088	christopher.goalby@navy.mil
Contracting Officer (KO)	Sentrae Davis	(360) 396-5036	Sentrae.davis@navy.mil

Location of Work and Points of Contact:

AM/PWD KITSAP

2007 Scorpion Avenue

NB Kitsap-Bangor

Silverdale, WA 98315

SECTION 8 – PERFORMANCE MEASUREMENT AND PAYMENT SUMMARY

Performance Standards: The contractor will satisfy the performance objectives and standards included in this PWS.

Performance will be assessed by the Contracting Officer’s Representative (COR).

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The COR is a representative for the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and Performance Work Statement (PWS) as established in the contract. The COR also monitors the progress and quality of the Contractor's performance for payment purposes. The COR will promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution. The COR is NOT authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

The Contractor will provide written notification to the Contracting Officer if it believes the COR has requested or directed any change to the existing contract. No action will be taken by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or written modification to the contract. The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

The Contracting Officer may designate an Alternate COR (ACOR), and the ACOR may act only in the absence of the COR (due to such reasons as leave, official travel, or other reasons for which the COR is expected to be gone and not readily accessible). COR authority IS NOT delegable.

Performance Assessment: The COR will assess the contractors' performance by ensuring the incumbent is qualified and providing the required services to the AM Supervisor. The COR will also ensure all deliverables are met and updated when necessary. Additionally, the Government may implement the following incentives to motivate the contractor to provide superior service and implement remedies when necessary:

- CPARS – The Navy may evaluate contractor performance using the CPARS database or other appropriate performance rating and recording system.
- Contract Term – The Navy will use the COR's evaluations to determine whether to exercise the option of extending the contract term.
- Payment - Payments will be made to the contractor upon 1) verification that the performance objectives and corresponding performance standards have been satisfactorily achieved, and 2) submission of a properly prepared invoice.

Work Levels / Task	Performance Standard	Acceptable Quality Level	Assessment Method	Performance Payment and Incentive
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Work Element 1 – Site Approval Development	Satisfactorily provide support for WebSAR packages utilizing performance and prescriptive requirements.	100% Navy acceptance	Navy acceptance by the AM Branch Supervisor	Performance Evaluation in CPARS. Invoice payment upon satisfactory completion of monthly support.
Work Element 2 – In-House Reviews	Support review in-house site approval packages for technical soundness and practicability from a submission standpoint.	100% Navy acceptance	Navy acceptance by the AM Branch Supervisor	Performance Evaluation in CPARS. Invoice payment upon satisfactory completion of monthly support.
Work Element 3 – Technical Analysis	Support analyzes Offeror proposals for technical responsiveness, compliance with Navy requirements, cost reasonableness and practicability.	100% Navy acceptance	Navy acceptance by the AM Branch Supervisor	Performance Evaluation in CPARS. Invoice payment upon satisfactory completion of monthly support.
Work Element 4 - Technical Support	Provides support and updates necessary data for corporate reporting systems such as iNFADS, ieFACMAN, Maximo and local electronic file maintenance.	100% Navy acceptance	Navy acceptance by the AM Branch Supervisor	Performance Evaluation in CPARS. Invoice payment upon satisfactory completion of monthly support.

END OF SOW

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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

E: 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:

8000	9/4/2018 - 9/4/2019
8001	9/24/2019 - 9/23/2020

Section F Deliverables or Performance

CLIN - DELIVERIES OR PERFORMANCE

8000 9/24/2018 - 9/23/2019

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

8001 9/24/2019 - 9/23/2020

8002 9/24/2020 - 9/23/2021

Services to be performed hereunder will be provided at NAVFAC NW Asset Management Department at Naval Base Kitsap, Bangor, WA.

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SECTION G CONTRACT ADMINISTRATION DATA

G: CONTRACT ADMINISTRATION DATA

1. The Contracting Officer for this procurement is:

Sentrae Davis

T075 Skate Street

Silverdale, WA, 98315

360-396-6667

2. The contract will be administered by :

Facilities Engineering & Acquisition Division Kitsap

Sentrae Davis, Supervisory Contract Specialist

NAVFAC Northwest

T075 Skate Street

Silverdale, WA 98315

3. The Contracting Officer Representative for this procurement is:

Christopher Goalby, Community Planner

T075 Skate Street

Silverdale, WA 98315

christopher.goalby@navy.mil

360-396-6088

G.2 SUBMISSION OF INVOICES

In accordance with DFARS 252.232-7003 Electronic Submission of Payment Requests and Receiving Reports (JUN 2012), the contractor shall submit invoicing electronically through Wide Area Work Flow (WAWF).

The contractor shall submit invoices no more frequently than monthly for 1/12th 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.

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;

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- 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).

Facsimile, e-mail, and scanned documents are not acceptable electronic forms.

252.232-7006 Wide Area WorkFlow Payment Instructions (MAY 2013)

(a) *Definitions.* As used in this clause—

“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.

(b) *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.

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at

<https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *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/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting

payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type:

Navy Construction/ Facilities Management Invoice

(2) *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

(3) *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**Field Name in WAWF*

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Data to be entered in WAWF

Pay Official DoDAAC	N68732
Issue By DoDAAC	N44255
Admin DoDAAC	N44255
Inspect By DoDAAC	N46060
Ship To Code	N46060
Ship From Code	NA
Mark For Code	NA
Service Approver (DoDAAC)	N46060
Service Acceptor (DoDAAC)	N46060
Accept at Other DoDAAC	N46060
LPO DoDAAC	N46060
DCAA Auditor DoDAAC	NA
Other DoDAAC(s)	NA

(4) *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

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

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

Christopher Goalby at christopher.goalby@navy.mil (Inspector)

Ms. Terry Harris at terry.a.harris@navy.mil (Acceptor)

Mr. Chris Olsen at chris.olsen@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.

Tine Larson at tina.l.larson@navy.mil

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

G.3 PAYMENT INSTRUCTIONS

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.

Accounting Data

SLINID PR Number

Amount

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8000 430432.68

LLA :
AA 1781804 52FA 251 00520 056521 2D FPHWFG 43618RC0443R
Standard Number: N6843618RC0443R

BASE Funding 430432.68
Cumulative Funding 430432.68

MOD P00001 Funding 0.00
Cumulative Funding 430432.68

MOD P00002

8001 439098.60

LLA :
AB 1791804 52FA 251 00520 056521 2D FPHWFG 43619RC0553R

MOD P00002 Funding 439098.60
Cumulative Funding 869531.28

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SECTION H SPECIAL CONTRACT REQUIREMENTS

Contract shall be for three (3) planning technicians: one (1) base year, two (2) option years.

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SECTION I CONTRACT CLAUSES

I: CONTRACT CLAUSES

STANDARD CLAUSES CONTAINED IN THE BASIC MAC SHALL APPLY.

FAR 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

1. The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
2. If the Government exercises this option, the extended contract shall be considered to include this option clause.
3. The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

FAR 52.217-8 – OPTION TO EXTEND SERVICES. (NOV 1999).

FAR 52.222-41 -- SERVICE CONTRACT ACT OF 1965 (NOV 2007)

FAR 52.222-42 – STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES. (May 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only: It is not a Wage Determination

Employee Class Schedule GS-11 Step 5

(End of Clause)

FAR 52.222-43 -- FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT -- PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) (SEP 2009)

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

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SECTION J LIST OF ATTACHMENTS

- 1.SOW
- 2.PriceProposalWorksheetPlaningTechs
- 3.PastPerformanceQuestionnaire
- 4.WageDetermination No. 2015-5525 Rev. 8 (12/26/2018)