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GENERAL INFORMATION

The purpose of this modification is to increase funding due to Wage Determination 05-2131 (Rev-15) increasing the Health & Welfare from \$ 3.81 to \$ 4.02 per hour. 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 \$68,597.84 by \$473.97 to \$69,071.81.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8000	Fund Type - OTHER	61,317.84	473.97	61,791.81

The total value of the order is hereby increased from \$68,597.84 by \$473.97 to \$69,071.81.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8000	61,317.84	473.97	61,791.81

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

CLIN/SLIN	From	To
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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	1 LOT = 239 WORKING DAYS (Fund Type - OTHER)	1.0	LO	\$61,791.81	\$61,791.81
8001	R425	OT AS ALLOWED BY PWS (Fund Type - OTHER)	200.0	HR	\$36.40	\$7,280.00
8002	R425	OPTION YEAR 1 1 LOT = 239 WORKING DAYS (Fund Type - OTHER) Option	1.0	LO	\$61,791.81	\$61,791.81
8003	R425	OPTION YEAR 1 OT AS ALLOWED BY THE PWS (Fund Type - OTHER) Option	200.0	HR	\$36.40	\$7,280.00
8004	R425	OPTION YEAR 2 1 LOT = 239 WORKING DAYS (Fund Type - OTHER) Option	1.0	LO	\$61,791.81	\$61,791.81
8005	R425	OPTION YEAR 2 OT AS ALLOWED BY THE PWS (Fund Type - OTHER) Option	200.0	HR	\$36.40	\$7,280.00

SECTION B

B.2 FULLY LOADED PRICING

All pricing shall be fully loaded. no other allocations, fees, O/Hs, G&A, and profits will be applied when an option is exercised.

B.2 LABOR HOURS PRICING BASIS:

For the Base period of performance from 08 September 2014 to 07 September 2015 the labor hours are based on 239 total work days (excluding Federal holidays and ten (10) personal days for annual/sick leave) at eight (8) hours per work day for a total of 1,912 labor hours. A full work week is based on 40 hours per week. Weekend work may be required. The employee can use no more than five (5) consecutive personal days in any increment unless otherwise authorized by the Contracting Officer.

The contractor will provide the Contracting Officer (KO) and the Contracting Officer Representative (COR) a monthly work schedule showing the days of the week and contractor work hours. (See Section F for Deliverable requirements). The normal business days are Monday-Friday, excluding Federal holidays.

B.3 OPTION PERIOD LABOR HOURS PRICING BASIS:

For the Option periods from 08 September 2015 through 07 September 2016 and 08 September 2016 through 07 September 2017, the labor hours are based on 239 total work days (excluding Federal holidays and ten (10) personal days for annual/sick leave) at eight (8) hours per work day for a total of 1,912 labor hours. A full work week is based on 40 hours per week. Weekend work may be required. The employee can use no more than five (5) consecutive personal days in any increment unless otherwise

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authorized by the Contracting Officer.

The contractor will provide the Contracting Officer (KO) and the Contracting Officer Representative (COR) a monthly work schedule showing the days of the week and contractor work hours.

(See Section F for Deliverable requirements). The normal business days are Monday-Friday, excluding Federal holidays.

B.4 UNIT PRICE ADJUSTMENTS IN OPTION PERIODS:

This contract incorporates the Service Contract Act (SCA). In accordance with subparagraph (b) of the Fair Labor Standards and Service Contract Act—Price Adjustment Clause, FAR 52.222-43 offerors shall not include escalation of wage and fringe benefit rates for Service Contract Act covered employees in the option periods of performance. Wage and fringe benefit rates used for the base performance period will be used in pricing labor costs for all periods of performance in the option years. In accordance with the referenced clauses, the contractor may be entitled to an adjustment in contract price only when a new SCA wage determination is modified into the contract and it affects wages and fringe benefits of covered employees.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT (PWS) FOR CONSTRUCTION ENGINEERING TECHNICIAN

1. ORGANIZATION

Naval Facilities Engineering Command (NAVFAC), Southeast, Jacksonville, FL

2. 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 Southeast (NAVFAC SE). This contract/task order requirement is to provide Engineering Technician (ET) support services for the Resident Officer in Charge of Construction (ROICC) located at the Marine Corps Logistics Base (MCLB) Albany, Georgia.

3. TASKS/SERVICES

3.1 CONSTRUCTION ENGINEERING TECHNICIAN

The Engineering Technician role is to assist NAVFAC SE with the enforcement of construction contract provisions and MCLB Policies specifically quality control, base operational policies and safety requirements. Personnel providing QA support recommend approval of work in accordance with assigned contracts and have the authority to stop any portion of the construction contractor's work that poses an imminent danger to personnel, equipment, or property.

3.1.1 PRE-AWARD TECHNICAL SUPPORT

The Construction Engineering Technician will:

- For both design-bid-build and design-build projects, reviewing pre-final contract drawings and specifications (including technical RFPs) and performing on-site visits to review constructability and compatibility with actual field conditions.
- Guide contractors on pre-award site visits

3.1.2 CONTRACT TECHNICAL SUPPORT POST-AWARD

The Construction Engineering Technician will:

- Maintain extensive, daily contact with key contractor representatives to promote an atmosphere of partnering and cooperation and to quickly resolve problems and maintain construction schedule
- Coordinate temporary utility and communication hook-ups for contractor
- Coordinate lay-down area and storage areas as required
- Coordinate utility outages and road closures
- Coordinate excavation, hot work, burn and other construction-related permits as required
- Monitor contractor's adherence to NPDES best management practices including verification of any permit required activities including inspections, repairs and testing
- Act as main point of contact for daily Supported Command interface/coordination in the field
- Support collateral equipment installation and phone/data/communication connections

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- Assist with coordination of warranty work if requested by facility owner/occupant
- Coordinate the installation of key cores with key facility and turnover keys to owner/occupant
- During design development and constructability review, provide technical knowledge of local conditions including availability of construction materials and skilled labor. For problems found, make solution recommendations for designer consideration.
- Assist with coordination of groundbreaking ceremony
- Monitor the construction contractor's performance of required material testing and analysis in accordance with the contract requirements, review for compliance and make recommendations for corrections.
- Conduct labor standard interviews with construction contractor personnel as required by labor standards and provide inputs to Construction Manager (CM).
- Actively participate in partnering sessions depending on the nature and scope of the construction contract. Facilitate effective relationships and processes between contractors, Supported Command, and government team members
- Attend and assist with issues discussed during the post-award kickoff meeting (as applicable) and pre-construction conference, as well as all other mandatory meetings
- Support the review/approval of all government approved technical and administrative submittals including but not limited to the schedule of prices, contractor's baseline critical path schedule, accident prevention plan, activity hazard analyses, safety and health plan, quality control plan, test plans/reports, performance verification tests of major systems, etc.
- Investigate engineering problems that may arise on construction contracts, such as unforeseen conditions, contractor requests for information (RFIs), and dimension conflicts. Make recommendations for solutions to the CM
- Assist in coordinating the delivery, storage, and use of government furnished equipment
- Support preliminary scheduling meeting and review 3-week look ahead schedules. Review updates of the baseline schedule with the CM to determine if contractor is ahead, on or behind schedule. Review the critical activities to ensure the work on the construction contract remains focused on completion in the most reasonable time. Participate in the bi-weekly look-ahead meetings with the contractor to review project scheduling problems or concerns
- Review contractor invoices for accuracy against actual work-in-place. Recommend approval/disapproval/partial payment to CM
- Review, endorse and annotate as required contractor daily reports
- Assure environmental compliance by contractor and coordinate EPA jobsite visits when required
- Review and verifying the accuracy of as-built drawings on at least a monthly basis
- When applicable, coordinating with CM and issue non-compliance notice to contractor
- Support ribbon cutting events
- Support CM and CS team in the modification process including assistance with government estimates/proposal reviews and negotiations. Provide "field" level evaluation of contractor's proposal for constructability, hidden costs, alternative methods, etc.
- Ensure safety information, labor law information and all other required administrative information is properly posted at the jobsite
- Support issuance/lifting of work suspensions
- In conjunction with the CM, review Activity Hazard Analyses (AHAs) and ensure these are discussed by the prime

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contractor and their respective subcontractors prior to beginning each work activity or when a new work crew is to perform the work in accordance with the three phases of Quality Control (QC).

- In conjunction with the CM, review and provide recommendations towards acceptance of Accident Prevention Plan and actively enforce compliance by the contractor
- In conjunction with the CM, review and provide recommendations towards acceptance of Crane Lift Plans (including Critical Lifts) along with crane operation qualifications and certificate of compliance. Incumbent must be familiar with USACOE EM-385-1 crane safety requirements and NAVFAC P-307 (Management of Weight Handling equipment). Observe crane lifts.
- Coordinate road and utility outages with security, facility managers and police department.
- Ensure contractor conducts weekly tool box safety meetings and attend on a periodic basis to ensure effectiveness
- Ensure contractor is conducting monthly site safety self-evaluations and submitting the information with the pay vouchers/invoices; Perform worksite safety assessments
- Take appropriate, timely action to ensure contractor compliance of safety and health requirements, including leading safety stand-downs as required and recommending dismissal of key contractor staff due to non-performance or recurring violations.
- Support reporting of contractor significant incidences/near misses, mishap investigations and the preparation of the report
- In conjunction with the CM, review and provide recommendations towards approval of contractor quality control plan
- Attend coordination and mutual understanding meeting, selected quality control, preparatory and initial meetings, and monitor three-phase checklists for accuracy and thoroughness
- Review and administer the government QA plan on assigned projects and prepare government QA reports. Ensure critical definable features of work are included
- Take/file/distribute progress photos in accordance with authority within issued photo permit from base security
- When allowed in the contract, verify quantity, condition, security, and insurance for payment of approved materials and equipment not stored on jobsite/Government property
- Validate quantity, condition, and approval of materials on site prior to invoice payments
- Coordinate support to review and witness successful testing and commissioning/certification of critical systems (ie. mechanical-HVAC/TABS/DALTS/DDC, electrical-Pad Mounted Transformers/High-Voltage Systems/Switchgear /Automatic Transfer Switches/Frequency Converters, fire and life safety/fire protection systems, roofing systems, and underwater structures). Assure quality workmanship in accordance with specifications and industry standards on concrete/masonry/stucco/structural steel/bolting/welding and other building materials/structural systems as required
- Ensure contractor certifies as required boilers and other pressure vessels, vertical transport systems, and crane systems
- Attend/witness selected tests and review all applicable test reports and results

3.1.3 PROJECT TURNOVER/CONTRACT CLOSEOUT

The Construction Engineering Technician will:

- Assist with investigation of potential latent defects
- Coordinate facility system training for user/occupants/operation and maintenance shops personnel
- Support preparation of contractor performance evaluation in CCASS

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- Support the close-out process including delivery of as-built drawings, warranties, O&M manuals, and spare parts turnover
- Support the commissioning and NAVFAC Red Zone processes.
- Arrange and coordinate pre-final and final acceptance inspections
- Track completion of punch list items

3.1.4 GENERAL ADMINISTRATION

The Construction Engineering Technician will:

- Support the processing of claims/disputes/protests/termination actions as required
- Participate, as requested, in FEC-sponsored Construction Assist Visits (CAV's)
- Assist in the facilitation and coordination of access passes/badges for contractor personnel, vehicles, and equipment including secured areas
- Ensure official contractor correspondence and submittals are included in the contract file
- When requested, provide and update necessary data for corporate reporting systems such as ieFACMAN (interoperable enterprise Facilities Management system). Use information technology tools effectively in performance of duties as set forth in applicable BMS sections
- Provide overall coordination of the construction quality management program for assigned projects. Maintain working knowledge of the requirements set forth in NAVFAC Business Management System (BMS) as it pertains to Construction Quality Management.

4. DELIVERABLES

As assigned by the resource manager (Supervisory General Engineer/Resident Engineer), greater than 95% of the requirements above shall be performed on time, accurately, and completely. Service providers shall submit a bi-weekly 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:

Construction Manager (CM)
 Design Manager (DM)
 Contracting Officer (KO)
 Supervisory General Engineer (SGE)

Summary Reports:

Deliverable	Reference Paragraph	When due	# copies	Submit to
Employee Documentation	Certifications, License, Physical Requirements, or Other Expertise Required	Three working days following award	1	KO
Project Status Report	Tasks & Services	Friday alternate weeks	1	CM/ SGE

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

Deliverable	Reference Paragraph	When due	# copies	Submit to
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Daily Quality Assurance Report	Tasks & Services	First workday of following week	1	CM
Constructability Review Comments	Tasks & Services	As required by mission	1	DM
Safety Inspection Report	Tasks & Services	As required by mission	1	CM
Cost estimate information/evaluation	Tasks & Services	As required by mission	1	CM
Invoice Review	Tasks & Services	Within 1 work day from request of CM	1	CM
Construction Inspection Report/Punchlist	Tasks & Services	As required by mission	1	CM
Submittal Reviews	Tasks & Services	As required by mission	1	CM

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

CONSTRUCTION ENGINEERING TECHNICIAN

The candidate's resume provided MUST DEMONSTRATE the following:

- Progressively increasing duty and/or responsibility as an engineering technician, superintendent, or quality control/quality assurance manager or representative demonstrating at least 7 years of technical and practical knowledge/experience.
- Current certification of successful completion of the US Army Corps of Engineers (USACE)/Naval Facilities Engineering Command (NAVFAC) Construction Quality Management for Contractors course or otherwise demonstrated experience using the Three-phases of Quality Management.
- Demonstrated supervision and sound understanding of construction concepts, principles and practices applicable to civil, mechanical, electrical, and/or environmental projects and the design, layout, and completion of construction projects.
- Demonstrated ability to review and interpret technical engineering specifications and statements of work covering complex and diverse engineering designs or changes to the contract documents.
- Thorough knowledge of construction practices and methods and construction management skills as demonstrated through specific relevant construction and/or construction management techniques and experience.
- Ability to write and speak English fluently in order to provide reports and make presentations to Government personnel.
- Demonstrated ability to monitor and lead construction projects to a successful and timely completion.
- Demonstrated knowledge of Primavera scheduling software and/or other construction scheduling software packages.
- Ability to perform strenuous activity while working outdoors in extreme heat or cold, working in confined spaces, climbing and using fall protection equipment.
- Demonstrated 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.
- Record of completion of the EM 385-1-1 Construction Safety Course (NAVFAC or USACE).
- Must successfully pass required security background investigation
- This individual will not serve on Technical Evaluation Boards, Price Evaluation Boards or Source Selection Boards as a voting or advisory member without first receiving approval for the use of advisory and assistance services by the NAVFAC Acquisition proponent IAW NFAS 37.203. In addition, this individual shall not be assigned as a Contracting Officer's Authorized Representative.

6. QUALITY ASSURANCE AND MONITORING OF WORK DELIVERABLES

All work under this contract shall be monitored by the COR, who will act as the primary technical representative of the Government. Final inspection and acceptance of all work performed, reports, and other deliverables shall be performed by the COR. Details of the methods of surveillance may be found in the Quality Assurance Surveillance Plan (QASP).

The COR, with the assistance of the other affected Managers, is responsible for:

- Setting task priorities, revising task priorities when necessary
- Communicating these priorities to the contractor
- Formally assessing the level of contractor performance and attributing the extent to which quality assurance and acceptable performance levels have been met

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7. GOVERNMENT-FURNISHED EQUIPMENT (GFE)

The contractor shall have full access to GFE and software to perform the duties on the project while performing duties in government space. Government shall furnish all office space, equipment, including both computer hardware and software, necessary for the contractor to perform the assigned work on-site, unless otherwise specified, to fully satisfy all operational requirements of this contract.

All Government Furnished Property referred to in this clause will remain the property of the Government, or its contractor, and under that entity's control at all times. The Government retains the right to withdraw or reallocate these resources at any time, and without notice, during the performance of this contract. Government will provide badging and other safety equipment. The employees will provide their own steel-toed safety boots.

7.1 VEHICLES

Use of government vehicle in the execution of duties - In accordance with Federal Acquisition Regulation (FAR), contractors cannot use government vehicles unless contractor has motor vehicle liability insurance to cover bodily injury and property damage to protect the contractor and the Government against third-party claims arising from the use of GSA Fleet vehicles. Contractor shall provide to the Contracting Officer any required documents as set forth in FAR Subpart 51.2 prior to operating a government vehicle.

8. PLACE OF PERFORMANCE

The place of performance is Marine Corps Logistics Base (MCLB) Albany, Georgia.

9. PERIOD OF PERFORMANCE

The period of performance is 08 September 2014 thru 07 September 2015. With two (2) option years:

Option year 1: 08 September 2015 thru 07 September 2016

Option year 2: 08 September 2016 thru 07 September 2017

10. TASK TYPE

Firm-Fixed Price

11. ADMINISTRATIVE CONSIDERATIONS

11.1 HOURS OF WORK

Normal work hours will be 40 hours per week, Monday-Friday, excluding Federal holidays. Overtime and weekend work may be required.

11.2 OVERTIME

Overtime will be at the discretion of the Contracting Officer Representative (COR). The maximum number of annual overtime hours allowed is 200.

12. TRAVEL

Travel is not required. Prior to incurring any travel expenses contractor personnel must obtain written authorization from the Contracting Officer that approves approximate travel, dates, expected duration, origin and destination, purpose, estimated costs and the number and names of personnel traveling. All travel has to have the specific approval of the Administrative Contracting Officer (ACO) prior to incurring any travel expenses. Contractor expense reports shall be prepared and processed in accordance with the Federal Travel Regulation (FTR).

13. SECURITY CONSIDERATIONS

Work under this task order is UNCLASSIFIED. The contractor will comply with all applicable Department of

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Defense (DoD) security regulations and procedures during the performance of this task order. The contractor will 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 obtain clearances for personnel requiring access to Government computers.

Contractor personnel assigned under this task order must hold US citizenship. The contractor will initiate the appropriate level of security clearance background investigation to result in issuance of a Department of Defense Secret security clearance. Information gathered, developed, analyzed, and produced under this PWS remains the property of the U.S. and shall be protected from unauthorized or inadvertent modification, disclosure, destruction, or use. Prior to the arrival of any contractor employee to commence work under this task order at any Government site, the contractor must provide advance notice to the Government for visitor control purposes and verification of security clearance.

14. NON-PERSONAL SERVICE STATEMENT

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. The contractor's management will ensure that employees properly comply with the performance standards outlined in the Quality Assurance Surveillance Plan (QASP). Contractor employees will perform independent of and without the supervision of any Government official. 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 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 perform the final inspection and acceptance of the completed work.

15. CONTRACTING OFFICER REPRESENTATIVE (COR)

The COR will provide general instructions 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.

- (a) A Contracting Officer's Representative (COR) may be appointed to assist the Contracting Officer in administration of this task order
- (b) When the appointment of a COR is deemed necessary, the Contracting Officer will issue the formal Letter of Appointment defining the scope and limitations of the authority of the designated COR. A copy of the COR appointment letter will be maintained in the contract file
- (c) In no event is the COR authorized to direct any action which:
 - (1) Exceeds the scope or limitations specified in the Letter of Appointment; or
 - (2) Constitutes a change to the Performance Work Statement (PWS) or any other term or condition of the contract/task order. Such changes may be authorized only upon written notification by the Contracting Officer

16. PRIVACY ACT

Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

17. TASK ORDER CLOSEOUT

The contractor shall submit a final invoice within forty-five (45) calendar days after the end of the Performance Period. Along with the submission of the final invoice the contractor shall furnish a completed and signed Release of Claims to the Contracting Officer.

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SECTION D PACKAGING AND MARKING

N/A

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SECTION E INSPECTION AND ACCEPTANCE

N/A

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000	9/8/2014 - 9/7/2015
8001	9/8/2014 - 9/7/2015

CLIN - DELIVERIES OR PERFORMANCE

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

8000	9/8/2014 - 9/7/2015
8001	9/8/2014 - 9/7/2015

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

8002	9/8/2015 - 9/7/2016
8003	9/8/2015 - 9/7/2016
8004	9/8/2016 - 9/7/2017
8005	9/8/2016 - 9/7/2017

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

F.2 DELIVERABLES

Form Attachment Number	Deliverable Title	Date (s) of Submission	Distribution		Frequency
			Original	Copies (including original)	
N/A	Work Schedule	As specified	KO & COR	1	Before work commences.
N/A	Work Schedule	As specified	KO & COR	1	Monthly (due by the 5 th working day of the month).

May be submitted via email.

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F.3 ECMRA REPORTING

NMCARS 5237.102(a)(1)(90)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for NAVFAC Southeast via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

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SECTION G CONTRACT ADMINISTRATION DATA

SECTION G

G.1 POINTS OF CONTACT

Contracting Officer Representative James L Thomas, OP11
5500 Walker Ave.
Albany, GA 31704 james.l.thomas4@navy.mil
229-639-6403

Contracting Officer / Contract Specialist
Rob Garske
P.O. Box 30, Building 903
Jacksonville, FL 32212-0030
Robert.garske@navy.mil
904-542-8223

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

Invoices will be submitted on a once-a-month basis.

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:

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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 – N45201

Acceptance - N69450

(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.

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	N68732
Issue By DoDAAC	N69450
Admin DoDAAC	N69450
Inspect By DoDAAC	N45201
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N69450
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s) Accept By	N69450

(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.

Acceptor: onica.james@navy.mil

Inspector: james.l.thomas@navy.mil

(g) *WAWF point of contact.*

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

Rob Garske at robert.garske@navy.mil

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

(End of clause)

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.

G.4 QUALITY ASSURANCE SURVEILLANCE PLAN

QUALITY ASSURANCE SURVEILLANCE PLAN

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion. The Task Order Manager (TOM) will use the surveillance methods outlined below to administer the quality assurance plan.

1. Critical performance processes and requirements. Critical to the performance of Construction Engineering Technician is the timely, accurate and thorough completion of all contract/task order requirements.

2. Performance Standards

a. Personnel – The personnel performing services under this task order will meet all requirements throughout the performance period, to include but not limited to; training, license, certification, security, etc. as stated in the task PWS and/or task order.

b. Deliverables – The deliverables required to be submitted will be assessed against the specifications for the schedule of deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.

c. Cost - The Contracting Officer Representative (COR) will review and recommend payment of monthly invoices, throughout the contract and/or task order performance period(s).

d. Past Performance - In addition to any schedule, deliverables, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship. The contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable, cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.

3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not limited to; random or planned sampling, periodic inspection, and validated customer complaints.

4. Performance Measurement: Performance will be measured in accordance with the following table:

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Personnel	Qualified Staff provided within the performance work statement.	Validation by the COR, 100% review.	Prior to award and anytime thereafter where staff are replaced or are added to the task order.	Meet 100% of the personnel qualifications stated in the Performance Work Statement (PWS)

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				during contract performance to include certification and licenses, as required.
Contract Deliverables	Contract Deliverables furnished as prescribed in the PWS, CDRLs, and task order.	Validation by the COR, 100% review.	As required in the PWS and/or task order.	>95% of deliverables must be submitted timely and without required rework.
Training	Contractor personnel may be required to perform training to other personnel (Government and/or Non-government) during task order performance.	Periodic inspection by the COR.	As required by the PWS and/or task order.	Meet 100% of the training objectives as required by the PWS and/or task order.
Security Requirements	Employees must be able to meet security requirements to obtain and maintain base security access during performance of the contract. Higher level Security clearances may be required and will be specified in the task order.	Background checks and security assessments conducted by base security prior to start of contract performance.	As required by the contract.	100% compliance of all required security clearances, background checks, regulations and procedures of the DOD.
Invoicing	Monthly invoices per contract procedures are timely and accurate.	100 % Review by the COR and/or the Contracting Officer.	Submitted Monthly	100% accuracy

5. Contractor Performance Assessment Reporting System (CPARS) Assessment Ratings: A common five level assessment rating system is used to evaluate a contractor's performance. Ratings range from Unsatisfactory (lowest) to Exceptional (highest). The following is the breakdown of each category with a definition:

Exceptional - Performance meets contractual requirements and exceeds many to the Government's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

Very Good -Performance meets contractual requirements and exceeds some to the Government's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

Satisfactory - Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

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Marginal - Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions.

Unsatisfactory - Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.

6. Contractor Assessment: The COR's makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

Accounting Data

SLINID	PR Number	Amount
8000		61317.84

LLA :
AA 1741804 KU2N 252 62470 8 068732 2D SLC50Q
Cost Code: AA004GBAX014

8001		7280.00
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LLA :
AA 1741804 KU2N 252 62470 8 068732 2D SLC50Q
Cost Code: AA004GBAX014

BASE Funding 68597.84
Cumulative Funding 68597.84

MOD 01 Funding 0.00
Cumulative Funding 68597.84

MOD 02

8000		473.97
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LLA :
AA 1741804 KU2N 252 62470 8 068732 2D SLC50Q
Cost Code: AA004GBAX014

MOD 02 Funding 473.97
Cumulative Funding 69071.81

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SECTION H SPECIAL CONTRACT REQUIREMENTS

SECTION H

H.1 SECURITY REQUIREMENT

The following is required for all DoD contractor employees working in Government facilities:

DOD 5200.08-R/C3.3: "The CAC shall be the principal identity credential for supporting interoperable access to installations, facilities, buildings, and controlled spaces".

DOD 5200.08-R/C3.3.1.2: "A National Agency Check with Inquiries (NACI) or equivalent national security clearance (e.g. National Agency Checks including credit check (NACLC)) is required for permanent issuance of the credential. The credential may be issued upon favorable return of the FBI fingerprint check, pending final favorable completion of the NACI/equivalent, based on a commander/director risk management decision. An individual holding a valid national security clearance shall not require an additional submission of the NACI/equivalent".

SECNAV M-5510.30/9-24,6: "Commands will include the FAD (facility access determination) program requirements in contract specifications when trustworthiness determinations will be required on the contractor employees". In this case the FAD program requirement is a CAC now required by the regulation above.

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.

The contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

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SECTION I CONTRACT CLAUSES

SECTION I

STANDARD CLAUSES CONTAINED IN THE BASIC MAC SHALL APPLY.

FAR 52.204-2 – SECURITY REQUIREMENTS (AUG 1996)

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

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 calendar days.

(End of Clause)

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

(a) 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.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.

(End of Clause)

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

FAR 52.222-42 -- STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, 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 Step	Title	Monetary Wage
GS-11	1	30086 - Engineering Technician	\$27.78

Note: Based on General Service hourly rate pay schedule for the Rest of the United States (RUS) area effective 1 January 2014. Fringe Benefits are not included in the monetary rates shown in the table above.

(End of clause)

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

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SECTION J LIST OF ATTACHMENTS

Department of Labor Wage Determination No. 2005-2131 (Rev.-15)