**Scope of Work**

The Contractor shall furnish all labor, materials, tools, testing equipment, supervision, and disposal services required to pressure wash, prep resurface, and apply sealant to the exterior building for the Department of Military Affairs (DMA).

**Location:**

Naval Air Station

400 Russell Ave Bldg 474

Belle Chasse, LA 70037

**Site Visit Contacts**

Gary Lipkos

(504) -433-8058

**Specifications:**

The Contractor shall be responsible for the following:

**Pre-Construction Inspection**

* Conduct an initial condition survey of the entire brick envelope for each building.
* Identify cracks, spalling, deteriorated mortar, and other deficiencies.
* Submit a pre-repair report and prosed work plan and schedule.

**Surface Cleaning**

* Prepare and clean all masonry surfaces using low-pressure water spray or other non- damaging methods.
* Remove efflorescence, organic growth, loose mortar, and debris.
* Protect doors, windows, nearby signage, and landscaping where necessary.

**Utility Line Removal and Reinstallation**

* Identify all utility lines, communication cables, and fixtures mounted or embedded in the exterior wall surfaces
* Temporarily detach or reroute lines and conduit as necessary to allow uninterrupted sealing.
* Protect disconnected utility lines and coordinate with the Contracting Officer Representative (COR) or designated utility personnel.
* Reinstall cables to their original configuration after sealant is cured.

**Foreign Object Debris (FOD)**

* FOD procedures shall be implemented daily in accordance with the installation’s flight line safety program.
  + Store all materials and tools in secured, covered containers or similar when not in use
  + Prevent any FOD from entering storm water drains. Cover drain where necessary.
  + Use FOD-safe practices for tools, ladders, and lift equipment
  + Use containment material or equipment such as barriers, tool tethers, and debris control nets as needed

**Sealant Application**

* Apply a penetrating, silane/siloxane-based breathable masonry water-repellent over-all brick surfaces
* Installation shall be in accordance with manufacturer’s instructions for temperature, coverage, and application technique
* Reseal all wall penetrations using exterior-grade weatherproof sealant
* Avoid overspray onto window glass, HVAC units, or roofing/metal trim

**General Notes/Terms:**

* The Contractor shall be responsible for ensuring the work site is cleaned and organized in an orderly fashion at the end of each workday and before final acceptance.
* All materials, supplies, and equipment used by the Contractor shall be suitable and approved for the application in which they are utilized, and shall cause no damage to building surfaces, components, and utilities.
* The Contractor shall maintain a clean and safe work environment during the project.
* If any work is found to be sub-standard or does not meet the requirements, the Contractor shall take whatever remedial action is required to correct the area at no additional expense to the Agency. Such remedial action may include but is not limited to removal and replacement of the unacceptable material.
* Submittals Pre-Construction/Construction (at a minimum)
* Job Safety Analysis (JSA) reports
* Safety Data Sheets (SDS)
* Safety and FOD Control Plan
* Schedule
* Progress Reports
* Daily Work & FOD Log
* Final Inspection Report
* Utility Reinstallation Verification
* Warranty Certificate (1 year minimum)
* Safety Data Sheets – If stored on base, the Contractor shall store all chemicals/hazardous materials with compatible materials in a fireproof lockable cabinet. Spill containment shall be provided, by the Contractor, in a manner that will contain all stored chemicals at 100% of each container’s capacity. SDS for each different material shall be submitted to COR **no later than 5 working days** prior to bringing material on the base.
* The Contractor’s employees shall become familiar with and obey the regulations of the installation, including fire, traffic, safety and security regulations while on the installation. The Contractor’s employees should only enter restricted areas when required to do so and only upon prior approval. All the Contractor employees shall always carry proper identification with them and shall be subject to such checks as may be deemed necessary. The Contractor shall ensure compliance with all regulations and orders of the installation, which may affect performance.
* The Agency reserves the right to direct the removal of an employee from Government property or revoke access to Government systems for misconduct, security reasons, or any overt evidence of communicable disease. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.
* Recognized Holidays: The following are recognized United States (US) holidays, or local holidays. The Contractor **shall not** perform services on these days:

New Year’s Day: January 1st

Martin Luther King, Jr.’s Birthday

President’s Day

Mardi Gras Tuesday

Memorial Day

Juneteenth: June 19th

Independence Day: July 4th

Labor Day

Columbus Day

Veteran’s Day: November 11th

Thanksgiving Day

Christmas Day: December 25th

* The Contractor shall provide services between the hours of 0700 - 1600 on Tuesday through Friday except on recognized US holidays, Fridays prior to Federal Holidays, or when the Government facility/installation is closed due to local or national emergencies, administrative closings, or similar Government-directed facility/installation closings. The performance shall be at Naval Air Station Joint Reserve Base, New Orleans, LA. The Contractor shall always maintain an adequate workforce for the uninterrupted performance of all tasks defined within this SOW when the Government facility/installation is not closed for the above reasons. When hiring personnel, the Contractor should keep in mind that the stability and continuity of the workforce are essential. Teleworking is not authorized.
* The Contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Department of Defense (DoD) installations(s) cited in the contract. The contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished contractor identification badges while visiting or performing work on the installation. The Contractor, nor the contractor employees / sub-contractors, will be allowed to utilize DoD identification as a means of identification while on the installation for the purposes of working on the project mentioned above.
* The Contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver s license, current vehicle registration, valid vehicle insurance certificate, and obtain a vehicle pass.
* During the performance of the contract, the Contractor shall be responsible for obtaining the required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.
* Upon completion or termination of the contract or expiration of the identification passes, the prime Contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.
* Failure to comply with these requirements may result in the withholding of final payment.
* For Contractors that do not require CAC but require access to a DoD Facility and/or Installation. The Contractor and all associated sub-contractors’ employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Air Force Instruction (AFI) 10-245, AFI 31-101 and Air Force Manual (AFMAN) 31-113), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by Government representative)
* The Contractor will provide barricades sufficient to prevent vehicles and pedestrian traffic from inadvertently entering the construction area on an “as needed” basis, where it is reasonable or required. Upon completion of the work, the Contractor shall remove the safety barriers from the work areas.
* The Contractor will record and provide written meeting minutes for all construction meetings beginning with the Pre-Construction meeting.
* All meeting minutes will be on Contractor’s letterhead, memo format and will include attendance sheet, date of meeting, time of meeting, location of meeting, list of decisions, and comments provided.
* All meeting minutes will be submitted to the Contracting Officer and Contracting Officer Representative no less than 5 calendar days after the date of the meeting for acceptance.
* The Contractor shall report all chemical spills to the Contracting Office, Contracting Officer Representative, and the 159FW Environmental Management Office. Spills shall be properly contained and disposed of by the Contractor with the coordination of the 159FW Environmental Management Office and the Navy Environmental Management Office.
* The Contractor will conform to good housekeeping practices and dispose of or recycle all maintenance/ construction generated debris. Dispose of solid waste in accordance with federal, state, and local solid waste disposal laws and regulations. For assistance in ensuring compliance the Contractor may contact the 159FW Environmental Management Office at (504) 391-8523.
* The Contractor shall dispose of all construction and maintenance generated hazardous waste in accordance with the NAS JRB New Orleans Hazardous Waste Management Plan and federal, state, and local hazardous waste laws and regulations. All hazardous waste generated by contractors shall be packaged, labeled, stored, and manifested in accordance with the NAS JRB New Orleans Hazardous Waste Management Plan. The NAS JRB New Orleans EPA ID number must be used on all manifests. Prior to transporting any hazardous waste off the installation, the hazardous waste manifests shall be reviewed and signed by the 159FW Environmental Management Office.
* The Contractor shall complete Contractor Hazardous Material (HM) Inventory Log and submit it along with an SDS for each listed HM to 159FW Environmental Management Office.
* The Contractor shall comply with Storm Water Pollution Prevention (SWPP) Best Management Practices (BMPs) and implement appropriate pollution prevention measures (e.g. silt fencing, hay bales, etc.) to prevent soil erosion. In addition, the Contractor shall take appropriate measures to prevent oil and hazardous substances from entering the storm drain system from sources.
* The Contractor shall use paint which meets the Consumer Product Safety Commission (CPSC) definition of “Lead Free Paint” which contains less than or equal to 0.06% or 600 parts per million (ppm) lead. For assistance, the Contractor may contact 159FW Environmental Management Office at (504) 391-8523.
* The Contractor shall use only asbestos free material under this task order. Example, caulking safety data sheet (SDS) must state caulking is asbestos free.
* The Contractor shall develop and maintain an effective QC Plan (QCP) to ensure services are performed in accordance with this Statement of Work and the architectural/engineering drawings and specifications provided. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor’s QCP is how it assures itself that its work complies with the requirements of the contract. As a minimum, the Contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary (PRS). A final QCP shall be submitted to the Contracting Officer Representative (COR) NLT 10 days after the contract award. After acceptance of the QCP, the Contractor shall obtain the Contracting Officer’s (KO’s) acceptance in writing of any proposed changes to its QCP.
* The Contractor is responsible to protect existing facilities and surroundings from damage resulting from the demolition associated with this project.
* The Contractor shall replace all damaged materials with new materials, to the satisfaction of the Contracting Officer Representative, at no additional cost to the Agency.
* The Contractor shall bring any unforeseen project conditions to the attention of the Contracting Officer and the Contracting Officer Representative immediately in writing.
* The Contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the Contracting Officer or the Contracting Officer Representative. The Contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the local installation’s security forces. The Contractor shall ensure compliance with all personal identity verification requirements as directed by local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in Contractor security matters or processes.
* The Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (AFI 31-101 and AFI 10-245), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or, at OCONUS locations, in accordance with status of forces agreements and other theater regulations.
* All Contractor employees, including subcontractor employees, requiring badged access to Government Installations, Facilities and Controlled Access areas shall complete AT Level 1 awareness training within 30 calendar days after contract start date. Certificates of completion for each affected contractor employee and subcontractor employee will be maintained by the Contracting Officer or the Contracting Officer Representative. AT Level 1 Awareness Training is available at the following website: <https://jko.jten.mil/courses/atl1/launch.html>.
* **During the progress of this project, the Contractor shall always keep the residue from work from being dragged, tracked off, or blown onto surrounding areas. This also includes the active taxiways, runways and road adjacent to the work area.** The immediate work area will be cleaned at the end of each workday. Any debris carried out of the work area by vehicles, equipment, wind, water, etc. must be collected and stored properly immediately, or as directed by the Contracting Officer or the Contracting Officer Representative. All “clean up” shall be accomplished by the Contractor at no cost to the agency. The entire work area shall be properly cleaned and left free from all scraps, waste, etc., leaving a neat professional appearance that complies with all environmental laws. At the completion of the project, the Contractor shall remove all materials and residue from the job site and any work area. The debris cleaned up will be disposed of in a manner acceptable to current environmental standards. The Contractor shall be responsible for any damage caused to Government facilities, equipment or property through employee, sub-contractor or vendor negligence to maintain a clean work site.