**PERFORMANCE WORK STATEMENT**

**for**

Civil Engineer Support Contract RAF Mildenhall

***\*Note that this sample has been revised from the source document on the Government Point of Entry as necessary to align formatting and applicable FAR procedures.\****

# Description of Services

The contractor shall provide a full range of Design and Construction Support Services and deliverables in support of the 100th Civil Engineer Squadron (CES) at RAF Mildenhall, United Kingdom. Services and deliverables shall be high quality, delivered in a timely fashion, and will be performed at RAF Mildenhall and their geographically separated locations. Services and deliverables shall include management of professional services and the professional services; studies, analyses, and evaluations; and engineering and technical expertise.

Services shall not include inherently governmental functions as defined in Office of Federal Procurement Policy (OFPP) Policy Letter 92-1, Inherently Governmental Functions" and FAR Subpart 7.5, Inherently Governmental Functions."

# Performance Requirement Summary (PRS)/ Service Summary

|  |  |  |
| --- | --- | --- |
| **Performance Objectives/Statements** | **PWS**  **Paragraph Reference** | **Performance Thresholds/AQLs** |
| Requirement Development Support  a. Contractor personnel have the technical skills and experience to define requirements, produce specifications and cost estimates. | 6.1  6.1.3 | a. Adequate requirement definition produced from customer inputs at least 90% of the time |
| Design Management Support  a. Deliver documents and develop technical requirements suitable for delivery to an A/E contractor. Review A/E design submittals against requirements | 6.2  6.2.3 | a. Documents and technical requirements contain only minor errors and if revision is required will be completed in 2 days or less. |
| Design and Project Development.  a. Deliver documents taking the request from the customer and developing the technical requirement suitable for delivery to a Construction firm for project completion | 6.3  6.3.1 | a. Documents and technical requirements contain only minor errors and if revision is required will be completed in 2 days or less. |
| Contractor Personnel  a. The contractor provides required personnel with required training and clearances. | 5.2  5.2.2 | a. 100% of required personnel are provided with experience and education required. |
| b. Contractor personnel are available for duty with required clearances and base access on the agreed date | 5.3.1, 5.3.3 | b. 100% of required employees are available on the agreed date. |



1. **Government Furnished Property and Services.** The contractor shall be afforded desk space and access to the government unclassified network via a government furnished computer. The desk space and access at RAF Mildenhall shall be within building 680. The contractor shall ensure all personnel have obtained United Kingdom Security Vetting (UKSV) clearance to Security Check (SC) level, required Information Assurance training and have completed all necessary requests for system access.
2. **Contractor-Furnished Property and Services.** Contractor shall provide each contract employee with a laptop complete with email, MS office and simple design/calculations software for construction and facility management services, including mobile internet. Software should be relevant to the manpower type to enable completion of tasks outlined in Section 6.

# General Information

* 1. **Hours of Operation.** The contractor shall perform the services required under this contract during the following hours:
     1. Normal Base Hours. Base hours of operation are 0730 – 1630. The Contractor may find it necessary to deviate from the normal base hours of operation, to ensure timely completion of work under this PWS at no additional cost to the government.
     2. Federal Holidays. The contractor will not be required to work the following United Kingdom holidays:

New Year’s Day January 01

Good Friday Friday before Easter

Bank Holiday Monday after Easter

Bank Holiday 1st Monday in May

Spring Holiday last Monday in May Late Summer Holiday last Monday in August Christmas Day December 25

Boxing Day December 26

* + 1. The performance of these services is not expected to be mission essential during time of crisis. Should a crisis be declared the C~~c~~ontracting Officer or his/her representative will verbally advise the Contractor of the revised requirements, followed by written direction and identified in each individual task order.

# Contractor Personnel

* + 1. Certifications/Special Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Manpower Type | Certification | Experience | Education |
| Mechanical Engineer design support |  | Five (5) years in developing solutions and designs to complex mechanical systems related to facilities, infrastructure, and utility systems (i.e., HVAC system, water distribution systems and/or pumps); three of the last five within the UK. Experience with UK facility design and  construction standards. | Bachelor’s Degree in Mechanical Engineering from a curriculum accredited by the Engineering Council (UK) or Accreditation Board for Engineering and Technology (US) |
| Electrical Engineer design support |  | Five (5) years in developing solutions and designs to complex electrical systems related to facilities, infrastructure, and utility systems (i.e., facility electrical systems and high voltage distribution systems); three of the last five within the UK. Experience with UK facility and electrical utility design and construction standards. | Bachelor’s Degree in Electrical Engineering from a curriculum accredited by the Engineering Council (UK) or Accreditation Board for Engineering and Technology (US) |
| Quantity Surveyor, Construction | MRICS  certification through the Royal Institution of Chartered Surveyors | Minimum five (5) years experience working with SPONS and Parametric Cost Estimating | Bachelor’s Degree |

* + 1. The Contractor agrees to assign under the contract those personnel whose credentials, experience and expertise meet the qualification requirements

identified in the Performance Work Statement to fulfill the requirements of the contract.

* + 1. The Contractor agrees that a partial basis of award of this contract will be the key personnel proposed, including those employed by subcontractors, if applicable.
    2. Accordingly, the Contractor agrees to assign under the contract those key personnel whose credentials, experience and expertise were provided with the proposal and which meet the qualification requirements of the contract.
    3. The Contracting Officer (CO) shall be notified of any proposed changes at least 30 days in advance. The government reserves the right to reject proposed changes in key personnel. Such notification shall include:
       - an explanation of the circumstances necessitating the substitution
       - a complete resume of the proposed substitute and
       - any other information needed by the U.S. Government to enable them to judge that the Contractor is maintaining the same quality of personnel as those included at the time of award.

# Security Clearances

* + 1. All UK national contractor personnel require a UKSV SC clearance to access government computer systems and obtain unescorted access to the installation. US national personnel require a minimum of a NACI/SF85 for any position that requires access to the internet, use of automated systems or unescorted entry into restricted or controlled areas. These clearances must be achieved prior to reporting for duty. The investigation is not for a security clearance; it is for a position of trust. This is a mandatory requirement set forth in DoD 5200.1-R and DoDMAN5200.02\_AFMAN16-405 All documentation required for security certification shall be the responsibility of the contractor. No foreign nationals other than UK or EU shall be employed for any task order issued under this contract without prior approval of the government.
    2. The contractor will not have access to classified information or classified systems and will not require a security clearance beyond the UKSV SC.
    3. The Contractor shall ensure that all personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions described in DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements.
       1. DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of the DoD 8570.01-M Information Assurance Workforce Improvement Program Manual.
       2. Appropriate operating system certification for information assurance technical positions as required in the DoD 8570.01-M.
       3. Upon request by the Government, the contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions.
       4. Certified contractor personnel performing information assurance functions whose certification lapses shall be denied access to DoD information systems. This shall not be grounds for non- performance of contract requirements.
  1. **Contractor Management.** Contract personnel will be under the direct supervision of the 100 CES Engineering Flight Chief (RAF Mildenhall) or another designated government employee in the Engineering Flight. The Flight Chief will distribute work; set priorities and deadlines; and provide direction and guidance to contract personnel. The Flight Chief will also provide feedback to the contractor if the performance of the contract personnel is not satisfactory and not in accordance with the contract. The Contractor is responsible for providing appropriately qualified personnel and providing all administrative support to their personnel.
  2. **US Military and Government Employees.** US Military, US Civilian, or Local National Civilians currently working for the US Visiting Forces cannot work for the contractor. Contractors are not members of the US Visiting Forces and are not tax exempt under the Status of Forces Agreement (SOFA).
  3. **Quality Control Plan.** After contract award the contractor shall include in prior to accepted Quality Control Plan (QCP) the contractor’s plan to hire and retain qualified employees; to ensure the employees perform duties as outlined in this Statement of Work; to ensure the employees meet appropriate project timelines; and to ensure products produced by the employees meet appropriate standards. The plan must be deemed sufficient by the CO or COR.
  4. **Performance Management.** The Engineering Flight Chief or CO will notify the Contractor if the contract personnel’s performance is not acceptable. The Contractor will be responsible for correcting inadequate performance of their personnel. The CO or designated Government representative may require the Contractor to remove from the job site any Contractor employee working under this contract for reasons of misconduct, security violations, or found to be or suspected to be under the influence of alcohol, drugs, or other incapacitating agent. The Installation Commander has the authority to bar individuals from the installation. Such removal from the job site or dismissal from the premises shall not relieve the Contractor of the contract requirements. Contractor employees shall practice high standards of personal hygiene and maintain a clean, neat appearance while on duty.



* 1. **Government Quality Assurance:** The 100 CES Engineering Flight Chief or another designated government employee in the Engineering Flight will periodically evaluate the contractor’s performance. The government representative will evaluate the contractor’s performance through day to day management and oversight of the contractor personnel. The government will also investigate complaints received from various customers located on the installation. The contractor shall be responsible for initially validating customer complaints. However, the government representative shall make final determination of the validity of customer complaint(s) in cases of disagreement with customer(s).

# Government-Furnished Training

* + 1. Level 1 Anti-terrorism Training: All employees under this contract must complete Level 1 Anti-terrorism training located at <http://jko.jten.mil/courses/atl1/launch.html>and have certificates available upon request from the COR. All new employees hired by the Contractor to perform under this contract after the commencement of the period of performance, must complete Level 1 Anti-terrorism training.

# Bioenvironmental Engineering/Hazmat Requirements

* + 1. Environmental, Health, And Safety. The contractor shall ensure all employees receive the necessary environmental, health, and safety training to ensure compliance with all UK Health and Safety laws. The contractor shall protect the health and safety of employees and the community, minimizing the risk of environmental pollution.
    2. Pollution Prevention. "Pollution Prevention" and "Source Reduction" are defined in the Pollution Prevention Act of 1990, 42 U.S.C. §§ 13101-13109. Contractor's obligation under this section is limited to identifying pollution prevention opportunities and shall not be construed to require the contractor to conduct activities not otherwise required by the program.
    3. The contractor shall comply with energy saving conservation practices as deemed necessary by the facility manager.
    4. Contractors must coordinate with facility managers and receive a safety brief of hazards present within work areas.

# Physical Security

* + 1. Key Control. Contractor personnel will not be issued keys for any facility.
  1. **Travel.** Travel outside of RAF Mildenhall will be infrequent (less than once per month) and within 50 miles of the base.
  2. **eCMRA - Contractor Manpower Reporting Application - Section 2330a of title 10, United States Code (10 USC 2330a),** requires the Secretary of Defense to submit to Congress an annual inventory of contracts for services performed during the prior fiscal year for or on behalf of the Department of Defense (DoD) by 31 Oct. The inventory must include the number of contractor employees using direct labor hours and associated cost data collected from contractors. Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data. Contractors for other than Army components can vis[it https://afcmra.hqda.pentagon.mil/Help/Full\_User\_Guide.pdf](https://afcmra.hqda.pentagon.mil/Help/Full_User_Guide.pdf) to review user manuals and gain an understanding about the data fields that will be included in the reporting structure that is hosted at [http://www.ecmra.mil/.](http://www.ecmra.mil/) When filling out the required information please utilize “FFBX70 - USAF IN EUROPE” as the UIC if you cannot locate the UIC for this contract among the provided options. Also, the FSC for this specific contract is R499. Applicability: The reporting requirement applies to all contracted services, provided the organization that is receiving or benefiting from the contracted services is a Department of Defense organization, including reimbursable appropriated funding sources from non-DoD executive agencies where the Defense Component requiring activity is executive agent for the function performed. The reporting requirement does not apply to situations where a Defense Component is merely a contracting agent for another executive agency. In general, the only contracted services excluded from reporting are construction and utilities.

# Specific Tasks

* 1. REQUIREMENT DEVELOPMENT SUPPORT
     1. Automated Data Processing (ADP) Systems. The contractor shall possess the expertise and capability to use the ADP systems utilized by the 100 CES and their customers in support of the requirements of this PWS.
     2. Data Repository. The contractor shall store, transmit, evaluate and/or present data generated in support of the 100 CES mission.
     3. Data Collection. The contractor shall perform data collection in support of the 100 CES programs to provide sufficient definition of the requirement for project programming and requirement submission to an A/E firm for design.
     4. Design and Production of Visual Media Products. The contractor shall design and produce visual media products in support of the 100 CES mission.
     5. GeoBase, GeoReach and Other Geospatial Functions. The contractor shall use geospatial information in support of the 100 CES mission.
  2. DESIGN MANAGEMENT SUPPORT
     1. Automated Data Processing (ADP) Systems. The contractor shall possess the expertise and capability to use the ADP systems utilized by the 100 CES and their customers in support of the requirements of this PWS.
     2. Data Repository. The contractor shall store, transmit, evaluate and/or present data generated in support of the 100 CES mission.
     3. Pre-Award Support. In assisting 100 CES management and oversight of contracts, the contractor shall deliver documents taking the request from the customer and developing the technical requirement suitable for delivery to an A/E contractor and programming of the project to include the development of parametric cost estimates, design instructions and the supporting data for DD Form 1391s. The contractor shall assist the 100 CES in managing the A/E contract.
     4. Technical Interchange. The contractor shall provide technical expertise to the 100 CES. The contractor shall deliver technical presentations, provide agendas and meeting minutes, facilitate meetings, etc. Details will be specified at the TO level.
     5. Deliverable Review. The contractor shall perform and deliver technical reviews of data deliverables submitted by A/E contractors within one week of receipt. Reviews shall assess functional and technical accuracy/completeness, and compliance with applicable regulations. Deliverables shall state whether technical deliverables satisfy specifications and schedules and shall include written recommendations regarding acceptance or rejection of documents by the government.
     6. Documentation. The contractor shall assist in documenting program files, organizing files and providing administrative support, such as filing minutes of regulatory and partnering sessions at RAF Mildenhall.
     7. Statutory and Regulatory Requirements Support. The contractor shall provide deliverables which review, interpret and define the application of new statutory and regulatory requirements. Deliverables shall include recommendations for Air Force integration of these requirements.
     8. Cost and Scheduling Support. The contractor shall provide deliverables which help define requirements and evaluate A/E performance. Deliverables shall include design instructions, Rough Order Magnitude parametric cost estimates, project status reports during design phase, and alternative corrective measures to recover from schedule lapses and cost overruns.
     9. Design Acquisition/Execution Support**.** The contractor shall not perform inherently governmental functions as defined in OFPP Policy Letter 92-1, Inherently Governmental Functions" and FAR Subpart 7.5, Inherently Governmental Functions." The contractor shall not make decisions, give direction, negotiate, or sign contracts, on behalf of the government.
  3. DESIGN AND PROJECT DEVELOPMENT
     1. Pre-Award Support. In assisting 100 CES management and oversight of contracts, the contractor shall deliver documents taking the request from the customer and developing the technical requirement suitable for delivery to a Construction firm for project completion to include the development of parametric cost estimates, statements of work and other project documents required to project completion. The contractor shall assist the 100 CES in managing the construction contract.
     2. Technical Interchange. The contractor shall provide technical expertise to the 100 CES. The contractor shall deliver technical presentations, provide agendas and meeting minutes, facilitate meetings, etc.
     3. Deliverable Review. The contractor shall perform and deliver technical reviews of data deliverables submitted by Construction contractors within one week of receipt. Reviews shall assess functional and technical accuracy/completeness, and compliance with applicable regulations. Deliverables shall state whether technical deliverables satisfy specifications and schedules and shall include written recommendations regarding acceptance or rejection of documents by the government.
     4. Documentation. The contractor shall assist in documenting project files, organizing files and providing administrative support, such as filing minutes of regulatory and partnering sessions at RAF Mildenhall.
  4. MANAGEMENT OF DELIVERABLE AND REPORTING
     1. Technical Reports. The contractor shall provide technical reports to include the requirements development, design instructions, parametric cost estimates, work breakdown structures and design review comments.
     2. Presentation Materials. The contractor shall provide Presentation Materials as necessary to define the project requirement or manage the design development.
     3. Internal Management Reports. The contractor shall track locations of work, hours, types of labor, and period of time required to complete tasks. The contractor shall deliver this information to the government in electronic format compatible with Microsoft Office products on the fifteenth business day of the month following the period covered by the report. The reporting period shall not cover more than 30 calendar days.

# Definitions

**Acronym/Abbreviation Definition**

AF COLS Air Force Common Levels of Service

AFFARS Air Force Federal Acquisition Regulation

AFI Air Force Instruction

AQL Acceptable Quality level

BE Bioenvironmental Engineering

CDC Child Care Development Center

CFS Cleaning Frequency Schedule

CO Contracting Officer

COR Contracting Officer Representative

CNACI Child Care National Agency Check and Inquiries

DBS Disclosure and Barring Service

DCII Defense Clearance and Investigation Index

DV Distinguished Visitor

DVA Defense Vetting Agency

EHS Extremely Hazardous Substances

FAR Federal Acquisition Regulation

FBI Federal Bureau of Investigation

FOIA Freedom of Information Act

FOUO For Official Use Only

GPC Government Purchase Card

HAC Host Agency Check

HAF Headquarters Air Force

HM Hazardous Material

IAW In Accordance With

IP Installation Pass

LFC Local File Check

MOD Ministry of Defense

NAC National Agency Check

ODS Ozone Depleting Substances

OPM Office of Personnel Management

OSHA Occupational Safety and Health Administration

PBT Persistent Bioaccumulative and Toxic

POC Point of Contact

POV Personally Owned Vehicle

PRS Performance Requirement Summary/SS

PWS Performance Work Statement

QCP Quality Control Plan

SDS Safety Data Sheet

SF Security Forces

SS Service Summary/PRS

UK United Kingdom

US United States