

EXHIBIT B
STATEMENT OF WORK
Area 11 Modular Building Installation Project

TABLE OF CONTENTS

<u>NO.</u>	<u>TITLE</u>	<u>PAGE</u>
B-1	INTRODUCTION/BACKGROUND	2
B-2	OBJECTIVE	3
B-3	DESCRIPTION OF WORK	3
B-4	PERSONNEL REQUIREMENTS	12
B-5	TECHNICAL SPECIFICATIONS AND DRAWINGS	15
B-6	PLACE OF PERFORMANCE	16
B-7	CLEARANCE REQUIREMENTS	16
B-8	SPECIAL REQUIREMENTS	16
B-9	ENVIRONMENTALLY PREFERABLE PRODUCTS	19
B-10	MEETINGS	20
B-11	SUBMITTALS	21
B-12	DELIVERABLES	21
B-13	PROJECT CONTROLS, MILESTONES & PERFORMANCE SCHEDULE REQUIREMENTS	21
B-14	ATTACHMENTS	22

LIST OF ACRONYMS

Acronym	Definition
ACM	Asbestos Containing Material
CM	Construction Manager
DAF	Device Assembly Facility
EPP	Environmentally Preferable Products
ES&H	Environmental Safety and Health
M&O	Maintenance and Operation
MSTS	Mission Support and Test Services, LLC
NFO	Nevada Field Office
NLV	North Las Vegas Facility
NNSA	National Nuclear Security Administration
NNSS	Nevada National Security Site
SSSP	Site-Specific Safety Plan
STR	Subcontract Technical Representative

B-1 INTRODUCTION/BACKGROUND

1.1 Introduction

The Nevada National Security Site (NNSS) is a U.S. Department of Energy, National Nuclear Security Administration (NNSA) installation, operated by Mission Support and Test Services, LLC (MSTS or CONTRACTOR), comprising approximately 3,561 square kilometers (1,375 square miles) of federally owned land located in southeastern Nye County, Nevada. Located approximately 105 kilometers (65 miles) northwest of Las Vegas, Nevada, the NNSS is accessed from U.S. Highway 95, which roughly forms the southern boundary of the site.

The MSTS also operates the North Las Vegas Facility (NLV); the Remote Sensing Lab at Nellis AFB, North Las Vegas, NV (RSLN); the Remote Sensing Lab at Andrews AFB, Maryland (RSLA); Special Technologies Lab at Santa Barbara, CA (STL); Livermore Operations at Livermore, CA (LO); and Los Alamos Operations at Los Alamos, NM (LAO).

The Contractor is looking for a Subcontractor to provide design and construction of an Operations Support building in Area 11 at the ZEBRA facility. The facility will require grading, pad/foundation, power, and communications connectivity tied to grid power distribution and communications infrastructure, no greater than 50 feet from the building. No water or sewer connections are required. The project shall be executed as a design/build for the facility portion of the project, with design of both the foundation/pad and modular facility being designed by a single entity. The project seeks a 3D volumetric modular solution in which the design and a significant portion of the construction, including structural, MEP systems, and most finishes will be performed offsite prior to delivery. The project scope includes design, production, acquisition, transportation, and installation of a new modular building at the ZEBRA facility. This building shall be designed to provide additional space for operations and support of campaigns and experiments at the facility, including offices, a conference room, and a control room.

The Contractor will self-perform the site utility scope of this project including power supply and communications / fiber. Project will include power poles needed to extend fiber run from CAPP 1087 "Area 11 Fiber run and power extension" scope as well as the power run on the poles installed as part of CAPP 1087, leading to the Area 11 administrative trailers; in addition, CAPP 1087 will procure and installation of a transformer with required appurtenances: conductors, low voltage configurations cabling and tie-in of power to the new modular building and the existing administrative facilities in Area 11.

1.2 Background

The ZEUS Broad Research Area (ZEBRA) facility is located in Area 11 at NNSS. The facility has an enduring mission to support repairs of Z-pinch Experimental Underground System (ZEUS). Current site access control, operations, and management of this facility are in a converted, climate controlled semi-trailer that has been modified to enable computers and surveillance equipment inside the trailer. The trailer's current configuration, with six workstations, significantly restricts movement. Electrical power to the trailer is currently run by portable diesel-powered generators. There are 3-8 personnel who provide management and support to the facility on a daily basis and during campaigns and experiments, the number of personnel at the facility can range from 30-80 personnel, a volume that the current space cannot adequately support.

B-2 OBJECTIVE

MSTS requires the services of an experienced SUBCONTRACTOR to provide Operations Support building in Area 11 at the ZEBRA facility. The facility will require grading, pad/foundation, power, and communications connectivity tied to grid power distribution and communications infrastructure, no greater than 50 feet from the building. No water or sewer connections are required. The project shall be executed as a design/build for the facility portion of the project, with design of both the foundation/pad and modular facility being designed by a single entity. The project seeks a 3D volumetric modular solution in which the design and a significant portion of the construction, including structural, MEP systems, and most finishes will be performed offsite prior to delivery. The project scope includes design, production, acquisition, transportation, and installation of a new modular building at the ZEBRA facility. This building shall be designed to provide additional space for operations and support of campaigns and experiments at the facility, including offices, a conference room, and a control room.

B-3 DESCRIPTION OF WORK

The SUBCONTRACTOR shall provide technically qualified resources that work as a part of a team under the direct oversight of MSTS. SUBCONTRACTOR resources shall be responsible for independent planning, organizing, and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables. Additionally, the SUBCONTRACTOR shall furnish all necessary labor, technical and professional services, supervision, materials, tools, equipment, consumables, and payment of any applicable taxes to perform all operations necessary and required to perform the scope as directed by MSTS.

Unless otherwise approved, the SUBCONTRACTOR shall work in accordance with MSTS subcontract requirements, operating policies and procedures and shall be responsible for execution of the work in accordance with the quality standards and requirements specified for the assigned project and facility.

The scope of work for the CAPP 986 Area 11 Modular Building Installation project:

Services include, but are not limited to, providing all disciplines of design, engineering, and architecture, planning, procurement, construction, commissioning, and inspection services at the NNSS. Subcontractor to provide design and construction of an Operations Support building in Area 11 at the ZEBRA facility. The facility will require grading, pad/foundation, power, and communications connectivity tied to grid power distribution and communications infrastructure, no greater than 50 feet from the building. No water or sewer connections are required. The project shall be executed as a design/build for the facility portion of the project, with design of both the foundation/pad and modular facility being designed by a single entity. The project seeks a 3D volumetric modular solution in which the design and a significant portion of the construction, including structural, MEP systems, and most finishes will be performed offsite prior to delivery. The project scope includes design, production, acquisition, transportation, and installation of a new modular building at the ZEBRA facility. This building shall be designed to provide additional space for operations and support of campaigns and experiments at the facility, including offices, a conference room, and a control room.

The Contractor will self-perform the site utility scope of this project including power supply and communications / fiber. Project will include power poles needed to extend fiber run from CAPP 1087 "Area 11 Fiber run and power extension" scope as well as the power run on the poles installed as part of CAPP 1087, leading to the Area 11 administrative trailers; in addition, CAPP 1087 will procure and installation of a transformer with required appurtenances: conductors, low voltage configurations cabling and tie-in of power to the new modular building and the existing administrative facilities in Area 11.

SUBCONTRACTOR shall perform Design services consisting of the following:

- Modified interior architectural construction drawings to incorporate all building programming requirements for the modular building.
- Mechanical, electrical, civil, structural, power, communications, fire protection, architectural, topographical, and cadastral design.
- Development of documentation, calculations, and reports for conceptual design, building code analyses, preliminary design, definitive design criteria, detailed final design.
- Construction drawings and specifications.
- Adherence to design criteria documents.
- Adherence to functional classification documents.
- Any other pertinent documentation necessary to execute maintenance, repair, alteration, modification, and/or new construction projects for non-nuclear facilities.

Construction activities include the following:

1. Construction of facility per the approved IFC design drawings and specifications.
2. SUBCONTRACTOR shall submit a Waste Management Plan to CONTRACTOR for approval before construction activities begin. Plan should include construction and non-construction related materials.
3. Where markets exist, at least 50% of non-hazardous non-construction-related materials shall be diverted.
4. Quality Control/Assurance and Inspections.
 - a. Perform all inspections in accordance with the subcontract documents, using a third party inspector. Those third-party inspectors shall be hired by the SUBCONTRACTOR, and shall report their findings directly to the CONTRACTOR and SUBCONTRACTOR.
 - b. Provide a Quality Control plan to include a schedule that details what and how inspections will be performed and how the results will be documented.
 - c. Perform Quality Assurance checks for readiness to formally demonstrate functionality of equipment and systems. These are to be documented by SUBCONTRACTOR. In addition, ensure that these checks are coordinated with the Subcontract Technical Representative (STR).
5. Post Construction Activities.
 - a. Whole Building Commissioning.
 - i. SUBCONTRACTOR shall provide a commissioning plan in accordance with commissioning specifications prior to start of construction activities.
 - ii. SUBCONTRACTOR shall complete all pre-functional checklists and demonstrate equipment and system functional performance through testing directed by the third-party inspectors which shall be hired by the SUBCONTRACTOR. Before completion of all work on-site.
 - iii. Resolve any issues found not meeting the subcontract documents.
 - b. Turnover.
 - i. Punch list items shall be completed as outlined in the subcontract documents.
 - ii. CONTRACTOR's Beneficial Occupancy Inspection program/requirements shall be met, and SUBCONTRACTOR is responsible to provide a building that can pass building occupancy inspections (BOI) in accordance with CONTRACTOR's Company Directives.
 - iii. Training of CONTRACTOR maintenance crew on operation and maintenance of the building systems.

iv. Warranty certificates and Operating and Maintenance manuals shall be provided a week before building turnover.

7. Safety Program must comply with all CONTRACTOR safety requirements.

a. A full time Contractor approved safety representative must be present during all construction activities.

8. Work Planning.

a. SUBCONTRACTOR shall develop and coordinate with the Project Manager for the development of Activity Level Work Documents, which shall include:

i. Work steps/process.

ii. Job hazard assessments.

iii. Site specific safety plan.

iv. Safety data sheets, identify how hazards with chemicals and materials will be mitigated.

v. Quality Inspection Plan Requirements.

vi. Authorization must be obtained in advance for transporting and using electronics with Wi-Fi/Bluetooth capabilities, lasers or radiological devices (e.g. nuclear density gauge), and Global Positioning System.

b. Activity Level Work Documents must be completed two (2) weeks prior to the construction activities outlined in the Activity Level Work Documents.

c. Requests to connect building to existing power, communications, water, and sewer infrastructure shall be submitted to the Project Manager in writing via e-Email at least four (4) weeks in advance.

i. Power – CONTRACTOR will be responsible for running power to SUBCONTRACTOR's installed building transformer.

9. Weekly Meetings Onsite.

a. SUBCONTRACTOR shall be responsible for capturing and distributing meeting minutes.

10. SUBCONTRACTOR is also responsible for identifying/completing additional requirements detailed in the Subcontract Documents.

11. SUBCONTRACTOR shall be responsible, which encompasses the following:

- A full summary of work for CAPP 986 Area 11 Modular Building Installation Technical Specifications (1)
- Design Build for CAPP 986 Area 11 Modular Building Installation project.

3.1 Task(s)

NA

3.2 Sequencing

Product submittals will need to be approved prior to SUBCONTRACTOR purchasing the materials. Work package must be completed and approved prior to starting field activities. Bading and training must be completed prior to employees performing work at the NNSS.

3.3 Acceptance Criteria

Subcontractor will submit any require LOWER-TIER SUBCONTRACTOR's, forms and documentation including "Safety and Health History" for CONTRACTOR review and acceptance. LOWER-TIER SUBCONTRACTORS shall not perform any work prior to the CONTRACTOR's approval in writing provided by the Procurement Representative.

Subcontractor shall submit and complete the following items, in order for CONTRACTOR to issue Substantial Completion:

- Building Occupancy Inspection (BOI), See CD-5400.003, "Beneficial Occupancy Process".

- Written notice to Contractor requesting Substantial Completion.
- Subcontractor's punch list.
- Systems Startup reports and TAB reports.
- Third-Party sustainable design commissioning reports.
- QAA Reports.
- Operations and Maintenance Manuals, in English.
- Warranty matrix.
- Product Warranties.
- Training of Contractor's personnel is complete.
- Final cleaning.
- Removal of temporary protection.
- Maintenance materials and tools, including spare parts and extra materials.
- Project Record Documents, Subcontractor will provide Record Drawings documenting any changes from the issued IFC design documents for Contractor.
- Maintenance plan is complete.
- Keys are provided to Contractor, and the keying schedule is complete.
- The date of approval of Substantial Completion will establish the official Substantial Completion.
- Date and initiate the preparation of the project punch list, for final and corrective work to be accomplished by Subcontractor.
- At this time, Subcontractor is responsible for scheduling a Pre-Final Inspection.

Pre-Final Inspection is a meeting in which Contractor and Subcontractor's DOR(s) review and inspect the work to determine if the work, or portion in question, qualifies for Substantial Completion. At this meeting, Contractor and Subcontractor's DOR(s) will review Subcontractor's punch list and extend or create their own punch list, in which all items will be combined for one (1) project punch list. For this meeting Subcontractor must have representatives who are able to certify that the work was completed and complies with the construction documents provided. Subcontractor's DOR has prepared the punch list required to be addressed by Subcontractor prior to Contractor's acceptance for facility for occupancy. Subcontractor will create and manage a punch list for all work not compliant during the Pre-Final Inspection and will substantiate with a statement stating that all work not on punch list complies with the Construction Documents. When the work, or designated portion thereof, is substantially complete, as determined by Contractor, Contractor will prepare a Certificate of Substantial Completion and submit it to Subcontractor for written acceptance, which:

- Indicates the date of Substantial Completion.

- Establishes responsibilities of Contactor and Subcontractor for security, maintenance, HVAC, utilities, damage to the work, and insurances.
- Determines the time within which Subcontractor shall finish all items on the punch list accompanying the certificate.

Final Completion is the stage in the work is complete as determined by Contractor. The date of final acceptance of the project by Contractor shall be the date upon which Contractor issues a Notice of Final Completion.

Subcontractor shall submit and complete the following required items in order for Contractor to issue the Notice of Final Completion:

- All items required for Substantial Completion must have been received by Contractor
- Final commissioning report
- Completed punch list
- Proof of paid temporary utilities
- Approved submittals and submittal log indicating Status 1 for the submittals
- Field survey
- Consent of surety
- Return all badges, per security requirements

3.4 Site Conditions and Known Hazards (Facility Specific)

Site facility specific conditions/requirements and known hazards are incorporated in this SOW.

3.4.1. Asbestos	
☒	It is NOT expected.
☐	It IS expected that asbestos-bearing materials will be encountered during the performance of this work. - The SUBCONTRACTOR shall submit an Asbestos Abatement Plan for STR approval prior to start of work, which meets all the criteria of OSHA 29 CFR 1926.1101, "Asbestos." The Asbestos Abatement Plan shall identify the procedures that will be used to remove and dispose of all asbestos-containing materials that may be encountered during work performed under this Subcontract. These items include, but are not limited to, piping insulation, floor tiles, ceiling tiles, and boilers. - Supervision of the asbestos abatement work shall be performed by a federal, state, or local accredited/licensed competent person (as defined by OSHA 29 CFR 1926.1101) employed by the SUBCONTRACTOR and who will be at the worksite(s) at all times. - Installation of asbestos containing material (ACM) in newly constructed facilities is prohibited. For all new facilities, certify that no ACM was used for building construction.

3.4.2. Silica

☐	It is NOT expected.
☒	It IS expected that silica-bearing materials will be encountered during the performance of this work and all activities that may potentially generate respirable silica. a. A SUBCONTRACTOR with employees potentially exposed to respirable crystalline silica (RCS) above 25 micrograms per cubic meter of air (25 ug/m³) as an 8-hour time-weighted average under any foreseeable conditions shall comply with the 29 CF 1910.1053, "Respirable Crystalline Silica," and/or 29 CFR 1926.1153, "Respirable Crystalline Silica." b. The SUBCONTRACTOR shall submit a Written Silica Exposure Control Plan (if applicable) to the CONTRACTOR for review and approval as part of the SSSP. <i>NOTE: The CONTRACTOR's RCS Occupational Exposure Limit is 25 ug/m³ as opposed to OSHA PEL of 50 ug/m³.</i>

3.4.3. Toxic Metals (Lead, Cadmium, Mercury)

☒	It is NOT expected. However, since painted surfaces typically contain lead chromates, and many metals contain hexavalent chromium, the SUBCONTRACTOR is required to notify the STR prior to cutting, burning, welding or polishing of metal or painted surfaces.
☐	It IS expected. a. A SUBCONTRACTOR with employees working in toxic metals contaminated areas shall submit a Written Toxic Metals Exposure Control Plan in accordance to the appropriate section of 29 CFR 1910 to the STR for review and approval as part of the SSSP. b. All SUBCONTRACTOR employees working under the accepted Written Toxic Metals Exposure Control Plan shall have been trained in accordance with the plan. Training records shall be submitted to the STR prior to the start of work.

3.4.4. Hoisting and Rigging

☐	It is NOT anticipated that Hoisting and Rigging will occur during performance of the work. However, if the SUBCONTRACTOR's chosen means and methods include hoisting and rigging activities then all applicable requirements shall apply.
☒	It IS anticipated that Hoisting and Rigging will occur during performance of this work. a. The SUBCONTRACTOR shall provide the resources necessary for inspection, certification, and maintenance of rigging and lifting equipment as well as monitor all lifts to ensure that regulatory lifting practices are followed by the MSTs Lifting SME. b. The SUBCONTRACTOR shall submit its 29 CFR 1926.1400, Subpart CC, "Cranes and Derricks in Construction" compliant program as part of the Environmental, Safety & Health (ES&H) program. c. The SUBCONTRACTOR shall designate a qualified supervisor to determine the methods and develop plans for rigging operations to ensure safe lifts. d. The SUBCONTRACTOR shall ensure all crane operations maintain minimum safe distances from all high voltage lines, as determined by the CONTRACTOR. Twenty feet is required for voltages up to 350 kV. At voltages greater than 350 kV, the distance shall increase as required. e. Cranes (Mobile) - The SUBCONTRACTOR shall provide the resources necessary for inspection, certification, and maintenance of rigging and lifting equipment and shall monitor all lifts to ensure that acceptable lifting practices are followed.

	f. Lift Plan requirements i. Lift plans are required to be submitted to the CONTRACTOR for concurrence. The SUBCONTRACTOR shall submit a detailed rigging plan with all applicable supporting calculations to the CONTRACTOR for review and acceptance prior to the lift. A Formal Lift Plan will be required for the following activities: • Excess of 5 tons • Lift classified as critical (exceeding 75% of crane capacity chart) • Any two-crane lift or any lift over operating or occupied facilities, process pipe racks or near power lines) • High value or long lead time item ii. The SUBCONTRACTOR shall designate a qualified supervisor to determine the methods and develop plans for rigging operations to ensure safe lifts. iii. The SUBCONTRACTOR is required to meet DOE Standard DOE-STD-1090-2020, "Hoisting and Rigging" for lift classification and lift plan requirements.
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3.4.5. Radiological Contamination

☒	It is NOT expected.
☐	It IS anticipated that work may be performed in radiological areas. a. The SUBCONTRACTOR shall abide by the requirements of the current version of the NNS Radiation Protection Program (NNS RPP) as implemented with the NNS Radiological Control Manual (NNS RCM). • The NNS RPP can be downloaded from the following web address: https://www.osti.gov/servlets/purl/1435448 • The NNS RCM can be downloaded from the following: https://www.osti.gov/servlets/purl/1895616 b. The SUBCONTRACTOR shall abide by the CONTRACTOR'S radiological postings. c. The SUBCONTRACTOR shall make arrangements with the CONTRACTOR'S Radiological Control Division to develop adequate controls, prescribe protective measures, and generate required Radiological Work Permit (RWP) necessary to demonstrate compliance with the NNS RPP. d. The SUBCONTRACTOR shall comply with all RWPs approved by the CONTRACTOR controlling the work performed by the SUBCONTRACTOR. e. The SUBCONTRACTOR shall provide a list of all equipment and materials expected to be utilized in areas controlled for radiological purposes and shall additionally disclose all heavy equipment to be brought on NNSA/NFO-managed property to the CONTRACTOR'S STR (to be provided to the Radiological Control Division), prior to arrival on NNSA/NFO property. f. All SUBCONTRACTOR-owned/rented/leased equipment and vehicles brought onto NNSA/NFO property are subject to radiological survey at any time during the contract period. • All SUBCONTRACTOR-owned/rented/leased heavy equipment utilized for soil disturbing or building demolition activities are required to undergo baseline and re-entry radiological surveys upon arrival at NNSA/NFO property or prior to use at the work site, as directed by the CONTRACTOR'S Radiological Control Division. • All SUBCONTRACTOR-owned/rented/leased equipment and vehicles are required to undergo radiological evaluation prior to removal from the work site and/or NNSA/NFO

	property. • All SUBCONTRACTOR-owned/rented/leased equipment and vehicles brought onto NNSA/NFO property that cannot meet established radiological release requirements shall not be removed from NNSA/NFO property. g. SUBCONTRACTOR shall require dosimeters, if used at the worksite, are exchanged by CONTRACTOR, as required, by the CONTRACTOR's Radiological Control Division. h. Upon completion of work, the SUBCONTRACTOR shall return the dosimeters to the CONTRACTOR. i. When required, the SUBCONTRACTOR shall ensure radiobioassay samples from their employees are submitted to the CONTRACTOR'S Radiological Control Division and/or RWP. j. If the SUBCONTRACTOR is expecting to bring radioactive material/radioactive sources (including those contained within equipment) or radiation-generating devices (RGDs) onto NNSA/NFO property: i. The SUBCONTRACTOR shall maintain radioactive material/radioactive sources per the CONTRACTOR'S direction. ii. The SUBCONTRACTOR shall provide a planned schedule of moves or advise the CONTRACTOR'S STR (to be provided to the Radiological Control Division), in writing, prior to moving any radioactive source to, around, or away from CONTRACTOR-managed property. Prior approval to move such radioactive sources onto or from CONTRACTOR-managed property must be received from the CONTRACTOR'S Radiological Control Division. (1) The SUBCONTRACTOR shall notify the CONTRACTOR'S Radiological Control Division immediately after they bring radioactive material/radioactive sources onto CONTRACTOR-managed property so a pre-use radiological survey can be performed by the CONTRACTOR. (2) The SUBCONTRACTOR shall notify the CONTRACTOR'S STR prior to removing radioactive material/radioactive sources from CONTRACTOR-managed property so a post-use radiological survey can be performed by the CONTRACTOR. iii. The SUBCONTRACTOR shall provide to the CONTRACTOR'S STR (to be provided to the Radiological Control Division) prior to arriving onsite, a copy of the current applicable radioactive material license (Nuclear Regulatory Commission or applicable state reciprocity) or other approval to the CONTRACTOR'S STR (to be provided to the Radiological Control Division) that gives the SUBCONTRACTOR authority to possess and operate the radioactive source/radioactive material or RGD (copy of current License for Industrial Radiography per 10 CFR 34, "Licenses for Industrial Radiography and Radiation Safety Requirements for Industrial Radiographic Operations,") along with procedures for operating the device. (1) The SUBCONTRACTOR shall have adequate controls, protective measures, and work control documents/procedures/permits as required under their approved radioactive material license (Nuclear Regulatory Commission or applicable state reciprocity) or other approval for all operations associated with SUBCONTRACTOR-owned radioactive material/radioactive sources or RGDs. (2) The SUBCONTRACTOR shall provide current leak test results, training records for RGD Operations, and source certificate/nominal activity sheets to the CONTRACTOR'S STR (to be provided to the Radiological Control Division) prior to the radioactive source arriving on NNSA/NFO-managed property. (3) The SUBCONTRACTOR shall provide special form certificates, Department of Transportation shipping papers, and radioactive source container certifications, to
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	the CONTRACTOR'S STR (to be provided to the Radiological Control Division) upon entry to NNSA/NFO-managed property. (4) The SUBCONTRACTOR shall provide or make arrangements for transportation of radioactive source/radioactive materials in compliance with Department of Transportation regulations. (5) The SUBCONTRACTOR shall have a worker radiation safety plan as specified in 10 CFR 39, "Licenses and Radiation Safety Requirements for Well Logging," including Operating and Emergency procedures and Incident Reporting procedures.
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3.5 Delivery, Storage and Handling

The SUBCONTRACTOR shall:

- Provide appropriate and necessary equipment and labor required for unloading, transporting, and handling delivered products/materials.
- Ensure that loads entering/exiting the NNS are properly secured.
- Follow manufacturer's recommendations/instructions regarding the handling and storage of all materials.
- Store packaged products in original unbroken packages and containers.
- Leave manufacturer's seals and labels intact during storage.
- Arrange for immediate disposal and replacement of products found to be defective, damaged beyond repair, or in otherwise unacceptable condition.

3.6 Site Coordination Requirements

3.6.1. Construction Facilities

Laydown Areas:

- Parking for Subcontractor's company and employees' personal vehicles is available at the jobsite.

3.6.2. SUBCONTRACTOR Requirements

The SUBCONTRACTOR shall provide the following:

- Temporary Construction facilities (e.g., Job trailer, pre-job location, lunchroom); if desired.
- When a SUBCONTRACTOR performs physical work which has risk potential (employees, equipment, environment, or plant) outside of daylight hours, they are responsible for providing adequate lighting to perform the project work scope.
- Generators for construction power. The SUBCONTRACTOR is required to ground generators in accordance with NEC/National Electrical Safety Code (NESC) requirements and notify the STR and CM for compliance inspection prior to use. No modifications shall be made to portable generators on MSTs managed property without written permission from STR/CM.
- Cell phones for supervisory personnel.
- Portable restrooms.
- Ice and drinking water.

NOTE: The SUBCONTRACTOR shall restore areas disturbed during construction, (including laydown areas) to pre-existing conditions.

3.6.3. Outage Requests

The SUBCONTRACTOR shall provide 8 working days advance notice for systems requiring an outage or lockout/tagout for the control of hazardous energy. CONTRACTOR will fulfill the role of Controlling Organization for SUBCONTRACTOR lockout/tagout operations.

3.6.4. Building Occupancy Inspection Requirements

Construction trailers are required to meet the relocatable structure requirements and will need to have a Beneficial Occupancy Inspection (BOI) performed in order to receive a Certificate of Occupancy per CD-5400.003. The BOI will use a graded approach for the inspection itself but documentation for the structures themselves, a full site plan, and structural anchorage/support will be required. The plan shall be reviewed by the Building Authority (BA) and other appropriate SMEs before a BOI can be requested.

Facilities including manufactured structures, mobile homes, trailers, semi-trailers, modular-type structures, factory-assembled structures, cargo containers, hazardous materials or flammable liquid storage containers, air supported/inflated structures, tent/membrane, and cloth/rib structures. This term does not apply to trailers and cargo containers that are being used in the transportation mode for conveying materials while on site, or to prefabricated buildings that are permanently located, such as "Butler" or "Strand Steel" buildings.

Engineering Programs - BA-Relocatable Structures provides a breakout of what is required for relocatable structures at the site. Note that since these meet the International Building Code (IBC) and Architectural Barriers Act (ABA) definition of construction trailers, they are accepted from meeting the accessibility requirements therein, but not other requirements. Most municipalities have some kind of permitting requirement for construction trailers therefore SUBCONTRACTOR shall be familiar with these and shall have the required manufacturer and tie down information readily available. SUBCONTRACTOR shall contact Fire & Rescue for their specific requirements for these structures since they may need the building numbers (provided by Facilities Information Management System (FIMS)) installed on the exterior of the trailers based on a previous walkdown.

Note that all applicable Environmental, Emergency Planning, and ES&H requirements for construction trailers will need to be met and these departments shall be contacted for those if they have not already. An NNSS Construction Office and Equipment Trailer Permit Application must be submitted for each trailer over 120sf at least 28 days before the trailer is planned to be on site (see Appendix A).

B-4 PERSONNEL REQUIREMENTS

4.1. Training and Qualification

The SUBCONTRACTOR and its personnel shall attend the following site-specific training in the course of this work scope. NOTE site access may be delayed until training is completed or renewed. The SUBCONTRACTOR shall contact the STR to coordinate scheduling of training. See Section B-6, 6.4 *Badging*.

DESCRIPTION	DURATION	FREQUENCY
General Employee Radiological Training (GERT) (WBT 1E00W585)	0.5 Hour	730 days
CONTRACTOR's Lockout/Tagout/Tagging Authority Process (1E00W448)	1.0 Hour	730 days
CONTRACTORS Excavation Penetration Process (Briefing 1E00W752)	0.5 Hour	One time only
NNSS Site Access Safety Orientation (1E00W102)	0.5 Hour	One time only
Work Location Emergency Response Plan, Including Evacuation Alarms and Accountability (1REM050000)	1.0 Hour	One time only

The SUBCONTRACTOR shall maintain training records for their personnel and ensure all required training is completed prior to work. Additionally, as soon as practical after award, the SUBCONTRACTOR shall submit a badge request for personnel required under the various releases for scheduling training and medical evaluation prior to crews being eligible for work on site.

4.2. Key Personnel Qualifications

The SUBCONTRACTOR shall submit a resume along with any documented applicable qualifications/certifications for approval prior to the SUBCONTRACTOR being authorized to proceed with work. The SUBCONTRACTOR shall submit for approval any changes in the Key Personnel representative assignments for approval.

In order to determine the SUBCONTRACTOR qualified to perform the scope of work as outlined, the SUBCONTRACTOR must have the following qualifications:

1. Experience - SUBCONTRACTOR shall have the following job experience:

1.1. SUBCONTRACTOR shall have of 4-years of experience in commercial construction work.

1.2. SUBCONTRACTOR shall have demonstrated experience at a government facility, working with multiple regulators and clients in an operational environment, for at least 3 years.

2. Licenses – SUBCONTRACTOR shall have the following job-specific licenses:

Not applicable.

3. Certifications – SUBCONTRACTOR shall have the following job-specific certifications:

Not applicable.

In addition to the above, the SUBCONTRACTOR shall provide qualified personnel throughout the period of performance of the Subcontract. SUBCONTRACTOR shall be responsible for ensuring its personnel meet and/or maintain current and valid training requirements, certifications and are fully capable of completing the duties described through the entirety of the subcontract period of performance.

4.2.1. Site Superintendent

Oversees on-site service and construction operations, ensuring projects are completed on time, within budget, and adhering to safety regulations. Manages lower-tier SUBCONTRACTORS, coordinate schedules, and enforce quality and safety standards.

Responsibilities

- Leading crews
- Ensuring compliance with codes
- Communicating project progress

Qualifications

- Bachelor's degree in a construction-related field, such as construction management, engineering, or architecture.
- Specialized certifications like Occupational Safety and Health Administration (OSHA) or Project Management Professional (PMP) can significantly enhance qualifications.
- Experience in a supervisory role on construction sites is also crucial.
- Minimum of five (5) years' experience.

4.2.2. Quality Assurance/Quality Control Professional

Ensures that products or services meet established quality standards. Quality Assurance (QA) professionals play a crucial role in preventing errors and ensuring a smooth user experience. Inspects, tests, and ensures that products or services meet established quality standards and specifications. Quality Control (QC) professionals

work to identify defects, deviations from specifications, and other quality issues throughout the production process, aiming to maintain consistency and adherence to quality assurance protocols.

Responsibilities

- Act as Point of Contact (POC) and represents the SUBCONTRACTOR in quality related matters.
- Ensures SUBCONTRACTOR's Quality Assurance Plan (QAP) implementation.
- Develops and maintains quality documents that are generated by the SUBCONTRACTOR and their lower-tier SUBCONTRACTOR (s) (e.g., Inspection Reports, Test Plans, Test Procedures, Test Data Sheets, Measuring & Test Equipment (M&TE) Records, etc.).
- Perform regular independent oversight and ensures required testing and inspections are completed. The SUBCONTRACTOR's QA/QC representative (or MSTs approved and documented designee) shall be present to verify that ALL required testing and inspection activities are performed in accordance with subcontract requirements (e.g., applicable codes and standard, etc.).
- Ensure that deficiencies are documented in accordance with SUBCONTRACTOR's corrective action and nonconformance program.
- Attend kick-off meetings, and as necessary attend job walk-downs, progress meetings and safety meetings.
- Work alongside the Field Work Supervisor (FWS) to ensure that the work is being accomplished in accordance with the subcontract requirements.
- Creating and running tests, identifying and reporting errors, and providing feedback to improve the final product or service.

Qualifications

- High school diploma is the minimum requirement for entry-level positions, prefer a post-secondary certificate or associate degree in quality control or a related field. Further education and specialized training, including certifications like American Society for Quality (ASQ) Certified Quality Inspector (CQI).
- Minimum of five (5) years of construction experience with roles that involve quality, testing and inspections.
- Combination of education, experience, and skills is typically required. While a specific degree in a related field like engineering, computer science, or a related science is often preferred, many paths can lead to a QA career, including certifications, practical experience, and even apprenticeship programs.

4.2.3. Safety Representative

Ensure a safe and healthy work environment by representing employee concerns, identifying hazards, and promoting safety protocols. They work with management to address workplace safety issues, conduct inspections, and educate employees on safety practices. Review and ensure that all site and regulatory requirements are met.

Responsibilities

- Develop and maintain the Job Hazard Analysis (JHA) throughout the project with planner assistance.
- NOTE: For construction that is phased, or has dissimilar hazards, separate JHA's shall be developed.
- Develop and maintain permits/plans that are generated by the SUBCONTRACTOR and their lower-tier SUBCONTRACTOR (s)
- Perform daily inspections with the FWS (it is expected that the Safety Professional will perform this at the job site)
- Ensure that the FWS is documenting the daily inspections, including both positive observations and deficiencies along with corrective action(s)
- Attend pre-job meeting at least once/week.
- Work alongside FWS to ensure that equipment used onsite is properly maintained.
- Work alongside FWS to ensure that each employee's (and lower-tier employee's) training records and Electronic Job Task Analysis (EJTA) are approved prior to performing work and maintained current throughout the project.

- Work alongside FWS to ensure that products/chemicals (provided by the SUBCONTRACTOR and lower-tier SUBCONTRACTORS) are submitted and approved prior to use.
- Attend kick-off meetings and progress meetings.
- Attend job walk-down after award of subcontract with FWS, CM and MSTs Safety Professional
- Participate in inspections with FWS, CM, and MSTs Safety Professional
- Required to be onsite during high risk or critical activities.
- Available in case of an event and perform event investigations.
- Participate in MSTs investigations and fact-finding meetings.
- Work alongside FWS to ensure that the work is being accomplished following MSTs Safety and Health procedures.
- Work alongside FWS to help resolve employee concerns.

NOTE: The safety professional's oversight frequency shall increase if the SUBCONTRACTOR or MSTs determines that more rigorous oversight is required.

Qualifications

Degree in Occupational Safety, or Hold the designation of a Certified Safety Professional, or Hold the designation of an Associate Safety Professional with a minimum of 1-year documented safety experience, or Occupational Health and Safety Technician or Construction Safety and Health Technician certification in addition to 3 years of experience in the field providing safety duties or Documented 5 years full time safety experience (100% safety work). List of projects and description of duties where person was a full-time safety professional.

Prefer specialized training for specialized activities (i.e., High risk, diving, high voltage).

4.2.4. Safety Manager

Responsible for developing, implementing, and maintaining safety programs to ensure a safe, healthy, and compliant work environment for all employees. This includes identifying hazards, conducting safety audits, investigating incidents, and providing recommendations for improvement. The goal is to create a workplace that meets legal and contractual expectations and actively supports occupational health and safety.

Qualifications

- Same qualifications as the Safety Representative in addition to 3 years of Safety Management experience or Additional certifications like the Certified Safety Manager (CSM) designation from the National Association of Safety Professionals (NASP) can also be beneficial.

B-5 TECHNICAL SPECIFICATIONS AND DRAWINGS

The SUBCONTRACTOR shall perform work in accordance with the national codes, specifications, drawings, exhibits, and other documents, which by reference are made a part of the SOW.

Inspection of the work required by governmental agencies shall be arranged by the STR. The SUBCONTRACTOR shall request inspections through the STR, after the work is ready for inspection. In-process oversight of the SUBCONTRACTOR'S in-process Work shall be performed by the STR's construction project support personnel as appropriate.

5.1. Specifications

SPEC NUMBER	TITLE	REV	PAGES
1	Functional Requirements Document for CAPP 986: Area 11 Operations Facility	0	38
2	Design Build PRS for CAPP 986 Area 11 Modular Building Installation	0	177

5.2. Drawings

DRAWING NUMBER	TITLE	REV	PAGES
n/a		n/a	n/a

B-6 PLACE OF PERFORMANCE

6.1. Delivery Location

Delivery location will be Nevada National Security Site -Area 6 Building 06-541 Mercury, NV 89023.

6.2. Work Location

Work will be performed at Nevada National Security Site - Area __11__ Mercury, NV 89023. For any work performed on the NNTS site or in an MSTS controlled facility, the provision of the On-Site services shall apply to this subcontract.

6.3. Site Access and Work Hours

MSTS personnel at the NNSS work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 a.m. and 4:30 p.m. with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Onsite work performed outside normal operating hours shall be coordinated and/or approved through the STR and/or the Procurement Specialist prior to performing the work.

6.4. Badging

Any on-site work will be coordinated with the STR in accordance with the SOW and site-specific training requirements. The SUBCONTRACTOR shall wear a MSTS issued security badge identifying themselves. A minimum of 8 working days advance notice is needed for site badging. SUBCONTRACTOR employees shall be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

B-7 CLEARANCE REQUIREMENTS

The following access authorization or clearance requirements are required.

1) Check all that apply:

- ☒ No security clearance; unclassified work
- ☐ DOE L
- ☐ DOE Q
- ☐ HSPD-12 PIV Credential

2) If applicable, add any or all parts of the following statement security qualifications:

- ☐ The SUBCONTRACTOR shall have the ability to obtain a U.S. Department of Energy (DOE) facility security clearance and have personnel capable of obtaining a Q-type or L-type security clearance.
- ☐ Q- or L-type security clearance is required for all SUBCONTRACTOR personnel having access to classified information or special nuclear material when performing such work.
- ☐ A corresponding level of security clearance from another federal agency may be applicable if approved by the MSTS and DOE.
- ☒ N/A

B-8 SPECIAL REQUIREMENTS

8.1. Personal Protective Equipment

SUBCONTRACTOR shall be responsible for providing Personal Protective Equipment (PPE) for all SUBCONTRACTOR personnel. PPE shall be suitable for the working environment of the project.

Minimum PPE is defined as:

- Steel-Toed boots (safety shoes).
- Ear Protection.
- Hard hat.
- Safety glasses.
- Hi Vis Vest.

8.2. Qualifications, Licensing, Certifications

In order to determine whether the SUBCONTRACTOR is qualified to perform the scope of work as outlined, the SUBCONTRACTOR shall have the following qualifications:

1. Experience - SUBCONTRACTOR - shall have the following job experience:
 - 1.1. SUBCONTRACTOR shall have minimum 5 years of experience in the installation of modular buildings.
 - 1.2. SUBCONTRACTOR shall have previous experience of progressive responsibility in administrative coordinative program experience.
 - 1.3. SUBCONTRACTOR shall have demonstrated experience at a government facility, working with multiple regulators and clients in an operational environment, with facility construction projects and provide examples that the company has completed within the last 3-year period preceding the proposal date.
 - 1.4. SUBCONTRACTOR shall have experience in preparing evaluations and forecasts for maintenance services to ensure service delivery.
2. Licenses – SUBCONTRACTOR shall have the following job-specific licenses:
 - 2.1. Not applicable.
3. Certifications – SUBCONTRACTOR shall have the following job-specific certifications:
 - 3.1. Not applicable.

In addition to the above, the SUBCONTRACTOR shall provide qualified personnel throughout the period of performance of the Subcontract. SUBCONTRACTOR shall be responsible for ensuring its personnel meet and/or maintain current and valid training requirements, certifications and are fully capable to complete the duties described through the entirety of the Subcontract period of performance.

8.3. Government Assets

8.3.1 Use of Government Vehicles

☒	There is NO anticipated need for any SUBCONTRACTOR employees to use a Government-furnished vehicle in the performance of this SOW. The SUBCONTRACTOR's employees, therefore, are specifically prohibited from driving any Government-furnished vehicles under the performance of this SOW unless this SOW is formally so modified by the parties and the employee(s) will present a valid driver's license to the STR for review.
☐	One or more SUBCONTRACTOR employees will have access to Government-furnished vehicles while performing this SOW.

8.3.2 Government Property

☒	Government Property NOT anticipated to be furnished to or acquired by the SUBCONTRACTOR under
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	this SOW.
☐	Pursuant to FAR 52.245.1 – Government Property, the following Government-owned property will be furnished to the SUBCONTRACTOR. The SUBCONTRACTOR shall be responsible for managing the Government-Furnished Property (GFP) below and/or Contractor-Acquired Property (CAP) as required in accordance with FAR 52.245-1. A list of the property to be furnished to the SUBCONTRACTOR can be found in Appendix Choose an item, along with any special technical and/or handling instructions.

8.4. Permits

Except for permits furnished by MSTs the SUBCONTRACTOR shall, without additional expense to the MSTs be responsible for obtaining any and all necessary licenses and permits.

The MSTs will without cost to the SUBCONTRACTOR, furnish the permits listed below. All such MSTs-furnished permits are available for examination at the project office of MSTs during regular business hours.

NA.

The SUBCONTRACTOR shall also be responsible and liable for all materials delivered and Work performed until completion and acceptance of the entire Work, except for any completed unit of Work which may have been accepted under the SUBCONTRACTOR.

8.5. Quality Assurance (QA)

The work as described has been identified to be.	
☐	SAFETY CLASS/SAFETY SIGNIFICANT SERVICES AND/OR COMMODITIES (NUCLEAR/RADIOLOGICAL) This PO is related to items or services used in support of the nuclear and/or radiological mission(s) of the Nevada National Security Site, therefore: The SUBCONTRACTOR shall implement and maintain a Quality Assurance (QA) program in accordance with at least one the following quality assurance criteria and requirements: • ASME NQA-1 (2015) quality assurance requirements for nuclear facility applications • ASME NQA-1 (2008 with 2009 addenda) quality assurance requirements for nuclear facility applications • Equivalent program authorized in writing by the contractor's quality assurance organization In addition, the SUBCONTRACTOR shall be responsible for: Price Anderson Amendments Act (PAAA) The item or service identified in the purchase order agreement is being procured by a contractor to the Department of Energy (DOE)/National Nuclear Security Administration (NNSA). This item or service is intended to be used in the performance of activities that (1) prevent or mitigate radiological or harm to the worker, the public or the environment or (2) provide a healthful and safe workplace for DOE/NNSA contractor personnel. Therefore, the SUBCONTRACTOR is responsible for assuring that the items or services provided under this purchase agreement meet the stated requirements. SUSPECT/COUNTERFEIT ITEMS The SUBCONTRACTOR will take positive measures to ensure that only new, unused equipment/material from acceptable sources is provided under this subcontract. Notwithstanding, any other provisions of this subcontract, should any suspect/counterfeit items or components be found within or on this equipment during CONTRACTOR receipt inspection, SUBCONTRACTOR shall, at its expense, promptly replace such items or components.
☒	GENERAL SERVICES AND/OR COMMODITIES This PO is for items or services that support the mission(s) of the Nevada National Security Site, therefore: SUSPECT/COUNTERFEIT ITEMS REQUIREMENTS:

The SUBCONTRACTOR will take positive measures to ensure that only new, unused equipment/material from acceptable sources is provided under this subcontract. Notwithstanding, any other provisions of this subcontract, should any suspect/counterfeit items or components be found within or on this equipment during CONTRACTOR receipt inspection, SUBCONTRACTOR shall, at its expense, promptly replace such items or components. These requirements shall be flowed down to all levels of SUBCONTRACTORS as it pertains to this procurement activity.
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8.6. Lower-Tier Subcontracts

The SUBCONTRACTOR shall ensure that LOWER-TIER SUBCONTRACTORS performing elements of the Subcontracted Scope of Work at sites controlled/managed by the CONTRACTOR or NNSA adhere to the SUBCONTRACTOR'S Site-Specific Safety Plan (SSSP). The SUBCONTRACTOR is responsible for ensuring that its LOWER-TIER SUBCONTRACTORS are included in the SUBCONTRACTOR'S SSSP and that they comply with all the requirements of this Subcontract.

If, after award, the SUBCONTRACTOR proposes to use any new LOWER-TIER SUBCONTRACTORS not listed in initial subcontract, the SUBCONTRACTOR shall notify the MSTs's Procurement Specialist at least 10 business days before the proposed start date of the new LOWER-TIER SUBCONTRACTOR. The SUBCONTRACTOR will submit any required LOWER-TIER SUBCONTRACTOR'S, forms and documentation including "Safety and Health History" for CONTRACTOR review and acceptance. LOWER-TIER SUBCONTRACTORS shall not perform any work prior to the CONTRACTOR'S approval in writing provided by the Procurement Specialist.

B-9 ENVIRONMENTALLY PREFERABLE PRODUCTS

MSTs is required by the U.S. Department of Energy to purchase Environmentally Preferable Products (EPP) (also known as green or sustainable purchasing) and are also required to flow those procurement requirements to their SUBCONTRACTOR. When designing materials and/or supplying materials to be used onsite as part of a subcontract SOW, those materials must meet these same requirements.

The following is a list of EPP types that must be used if they are available:

- **Products with Recycled Content.** MSTs supports efforts that reduce or eliminate environmental hazards, conserve environmental resources, minimize life-cycle cost and liabilities. Towards the end, the acquisition cycle is viewed as an important key in understanding what is brought onto the Site as well as identifying what can be reused/recycled. Focus is directed on recycled-content, biobased-content, ozone-depleting substances, and other environmental impacts. Specific additional clauses are included in this solicitation that address potential requirements and preferences based on the nature of the item being considered for purchase.
- **Water Efficient Plumbing Products.** When purchasing commercially available, off-the-shelf water consuming products, products must meet EPA's WaterSense standards (<http://www.epa.gov/watersense>).
- **Non-Toxic or Less Toxic Alternatives**
- **Green Certified Products.** (e.g., Design for Environment, Green Seal)
- **Bio-Based Products.** MSTs will give preference to acquiring Department of Agriculture designated biobased products. For more information to this program, see www.biopreferred.gov.
- **Energy Efficient Products.**
 - EPA Energy Star® When purchasing commercially available, off-the-shelf energy-consuming products, products must be Energy Star rated (www.energystar.gov).
 - Federal Energy Management Program designated products When purchasing commercially available, off-the-shelf energy-consuming products, products must use no more than one watt of standby power as defined and measured by International Electrotechnical Commission (IEC) code 62301 or otherwise met [FEMP specifications](#) for low standby power consumption. If FEMP has not specified a standby power level for a product category, the item shall be the lowest standby power

consumption available.

- **Energy Efficient Electronics.** When purchasing the following products, EPEAT ratings will apply:
 - Desktop and Notebook Computers – must meet the EPEAT silver rating or higher
 - Displays, Monitors, Integrated Desktop Computers, Workstation Desktops, Thin Client, Workstation Notebooks, and/or Tablet Notebooks – must meet the EPEAT silver rating or higher
 - Fax Machines, Multifunction Devices, and Printers – must meet the EPEAT bronze rating or higher
 - Copiers and Digital Duplicators – must meet the EPEAT silver rating or higher
- **Reuse of Leased IT Electronic Equipment** In accordance with DOE Order 436.1, Departmental Sustainability, MSTs is striving to reduce or eliminate environmental hazards, conserve environmental resources, minimize life-cycle cost and maximize operational sustainability through the incorporation of electronics stewardship practices thereby minimizing the economic and environmental impacts of managing toxic by-products and hazardous wastes generated in the conduct of site activities. Therefore, MSTs requires that at the end of the lease period, the equipment is to be reused, refurbished, donated, or recycled using environmentally sound management practices.

B-10 MEETINGS

After subcontract award, a Subcontract Kickoff Meeting, is requested, which may be a conference call, an internet meeting, or a meeting to be held at MSTs. The time, date, and agenda for the meeting will be provided to the SUBCONTRACTOR by MSTs.

The SUBCONTRACTOR shall interface with various MSTs (and other) organizations through MSTs' Procurement Specialist (or STR for in-scope work), as required, or at points and frequency determined by the Procurement Specialist.

MSTs will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actioner, and due dates. The purpose of the meetings is the exchange of work-related information. The person or persons designated by the SUBCONTRACTOR to attend all meetings shall have all required authority to make decisions and commit SUBCONTRACTOR to technical decisions made during meetings.

- A. **Site Labor Conference:** Will be held between MSTs, the appropriate union(s), and the SUBCONTRACTOR before work commences at the NNSS in accordance with the applicable Project Labor Agreements.
- B. **Kickoff Meeting:** after issuance/acceptance of the subcontract, MSTs will conduct a meeting with the SUBCONTRACTOR and major lower-tier SUBCONTRACTORS. The meeting's purpose is to provide the SUBCONTRACTOR with additional information as required to accomplish the scope specified in this SOW, and to develop lines of communications, and a working relationship. This meeting will focus on a discussion of the work scope and goals and roles and responsibilities of each participant. Pertinent documents will be reviewed discussed. The SUBCONTRACTOR shall prepare meeting minutes that emphasize agreements, commitments, and planned actions.

The SUBCONTRACTOR shall submit the final minutes after the meeting in accordance with the Submittal Register.

- C. **Status Meetings:** Project status meetings will be held weekly either by MS Teams or in person to review the progress, to provide weekly schedule status, and exchange work-related information, including but not limited to design and scope changes, progress, coordination with functional utility providers, and scheduling issues. The SUBCONTRACTOR shall prepare meeting minutes that emphasize agreements, commitments, and planned actions. The SUBCONTRACTOR shall submit the final minutes after the meeting in accordance with the MSR.
- D. **Safety Meetings:** SUBCONTRACTOR shall perform and document daily pre-job meeting using the MSTs Pre-job Briefing Form 1063B. Late arrivals and/or visitors shall be provided with the same daily briefing. The SUBCONTRACTOR is also required to perform a documented weekly safety meeting.

This documentation shall be maintained onsite for the job duration for review upon request.

FREQUENCY	DURATION	TITLE	DESCRIPTION / PURPOSE
Monthly	1-Hour	Integrated Project Team Meetings	Discuss progress, challenges, and questions.

B-11 SUBMITTALS

If the SOW requires the submittal of SUBCONTRACTOR Information, the following apply:

- The following items shall be submitted to the submittal e-mail address(es) as indicated on Appendix A , *Submittal Register*, identifies deliverables due during the execution of this subcontract and the recipient.
- The SUBCONTRACTOR shall include the Procurement Specialist and STR on the transmittal.
- Subcontractor information shall be submitted in either hard copy or electronic format (If electronic, it must be viewable using either Microsoft® Windows®, Microsoft® Office, or Adobe® Acrobat® software).
- Submittals should consist of any information, documentation, data, etc. which will require review/approval or used as verification or acceptance of work completed.

B-12 DELIVERABLES

A. Schedule and Management Reports

The SUBCONTRACTOR shall submit a Monthly Activity Status Report by the fifth of each month for the previous month. The Monthly Activity Status Report shall include but not be limited to the following information.

- Project Manager's narrative accomplishment highlights, status assessment for activities planned for the next month (i.e., accomplishments and 30 day look ahead)
- Issues and concerns (cost, schedule, technical), recommended solutions, and progress made toward resolution.
- New or outstanding agreements and/or commitments for problem or technical issue resolution.
- Schedule performances with respect to the Performance Measurement Baseline for current month and contact-to-date.
- Action Items List showing the cumulative status of action.
- Monthly Accrual Report

B. The SUBCONTRACTOR is required to participate in the project turnover process by assisting the STR and CM in developing and completing the project punch list. The SUBCONTRACTOR shall notify the STR and CM no later than one (1) day after completing the punch list item(s).

B-13 PROJECT CONTROLS, MILESTONES & PERFORMANCE SCHEDULE REQUIREMENTS

A. Performance Schedule

The SUBCONTRACTOR shall submit its project schedule for approval after Notice of Award covering activities for the duration of the Subcontract and in accordance with the Submittal Register. The resource loaded schedule shall identify logical sequence and relationship of activities for design, submittals, procurement, delivery, installation, subcontracted work, milestones, and testing and inspections of the work covered by the subcontract. There shall be sufficient detail that identifies the major identifiable elements of the project that constitute a reasonable basis for progress reporting and/or payment. This shall be at a discrete level to reveal facility and system work sequencing as applicable. Activity durations shall be in working days. The schedule shall be based on MST's 4-10 work schedule (Monday through Thursday). The 4-10 working schedule closure days shall be as nonworking days on the SUBCONTRACTOR's schedule. The SUBCONTRACTOR schedule shall include line-item resource loading as an attachment to the project schedule. The schedule shall identify the dollar amounts for labor and materials separately for each activity

shown on the schedule at a level of detail providing an accurate expenditure plan by month or other work breakdown consistent with request for progress requests.

B-14 ATTACHMENTS

<i>NUMBER</i>	<i>TITLE</i>	<i>REV</i>	<i>PAGES</i>
Appendix A	Submittal Register (see below)	NA	1

The SUBCONTRACTOR shall meet the required schedule and provide the documents specified in accordance with the following submittals.

APPENDIX A SUBMITTAL REGISTER

Section A: Purchase Order/Subcontract Information

Subcontractor Name:	<i>Unknown Subcontractor</i>	SOW Title:	<i>CAPP 986 Area 11 Modular Building Installation</i>
Purchase Order and Release Number:	<i>TBD</i>	Requisition Number:	<i>TBD</i>

Section B: Submittal Delivery Requirement

Submittals shall be electronically, unless otherwise noted, to: *Jacob Curry (and Kris Novich*
Insert any special notes. DO NOT INCLUDE internal distribution notes.

Section C: Submittal Requirement Details

NO.	TITLE	REFERENCE	DUE DATE / FREQUENCY	REVIEWED BY	COMMENTS
001.	Subcontract Schedule	<i>Exhibit D</i>	No later than 10 calendar days from date of award, update <i>insert SOW required frequency</i>	ProcSpec STR	Prior to the start of work
002.	Materials and Certificates of Compliance & Laboratory Testing	<i>NDOT Specification Section 106</i>	NLT 30 calendar days prior to use (See Specifications for shorter times).	STR & Project Engineer	The SUBCONTRACTOR shall not proceed with purchasing/installation of materials until status I is achieved.
003.	Proposed Materials	<i>Specifications</i>	NLT 14 calendar days prior to installation.	STR & Project Engineer	The SUBCONTRACTOR shall not proceed with purchasing/installation of materials until status I is achieved.
004.	Future Design Documents	<i>IFC/Specifications</i>	NLT 30 calendar days prior to use (See Specifications for shorter times).	STR & Project Engineer	The SUBCONTRACTOR shall not proceed with purchasing/installation of materials until status I is achieved.
005.	Future Redlines and As-built Information	<i>Future Asbuilts</i>	Annually, based on date of CONTRACTOR acceptance	STR & Project Engineer	Future Closeout Submittals.

NLT = No Later Than
NTP = Notice to Proceed
TLO = Transmittal Letter Only

