

Appendix B-1

SAMPLE STATEMENT OF WORK FOR COMPOSITE CONSTRAINTS AND OPPORTUNITIES PLAN

Hometown AFB, Wyoming

Date:

1.0 GENERAL. This Statement of Work (SOW) describes the requirement for a Composite Constraints and Opportunities Plan for Hometown AFB (HAFB), WY. The Composite Constraints and Opportunities Plan is a component of the comprehensive planning structure. Its purpose is to combine and analyze the information contained in numerous separate element plans, studies, maps, documents, and directives that enhance, limit, or otherwise affect the physical development of the installation. Information from the Composite Constraints and Opportunities component plan is, in turn, combined and analyzed with data from the other three component plans -- Land Use, Infrastructure, and Capital Improvements -- to form the installation's General Plan.

1.1 SOW CITE. This work will be accomplished under Contract No. Fxxxx-xx-x-xxxx, which has been initiated between HAFB and Contract AE for comprehensive planning services.

1.2 PURPOSE. AFPD 32-10, *Installations and Facilities*, requires installation commanders to "develop base comprehensive ... plans". AFPD 32-10, *Environmental Quality*, states that "Environmental opportunities and constraints will be the foundation of comprehensive plans for installation development." It also requires that the comprehensive plan include "environmental constraints such as natural and cultural resource areas and installation restoration program sites" as part of the Air Force's conservation program. AFI 32-7062, *Air Force Comprehensive Planning*, establishes the Composite Constraints and Opportunities Plan as a component of the base comprehensive plan and provides a brief description of its content. *Master Statement of Work for Preparation of Base Comprehensive Plans for Air Force Installations* (hereinafter referred to as the Air Force Master SOW), provides more detailed guidance on preparation of the associated Map D-6, Composite Installation Constraints/Opportunities and the element plans and studies which contribute to the composite plan. AFI 32-7062 and the Air Force Master SOW are incorporated by reference into this SOW.

2.0 SCOPE. The contractor will produce a Composite Constraints and Opportunities Plan that provides detailed information in the form of text, maps, graphics, and photographs, on the natural and cultural resources information, environmental quality issues, airspace restrictions, operational and safety requirements, and other issues that may impact planning decisions.

2.1 PROJECT SCOPE. Prepare a Composite Constraints and Opportunities Plan document and associated Map D-6, Composite Constraints/Opportunities. In production of these documents, the contractor will identify and analyze the natural and manmade factors that affect an installation's physical development. These include airfield clearance zones, explosive quantity-distance safety zones, endangered species habitats, and many other spatially defined areas on the base and in adjacent off-base areas that prohibit or restrict physical development. However, the Composite Constraints and Opportunities Plan also identifies areas that are, or could be, available for more efficient or productive uses. As applicable, the following potential constraints will be addressed and analyzed. Others should be added as appropriate.

Natural/Cultural Resource Constraints

Historic buildings, districts, & properties

Archeological sites

Threatened & endangered species

Wetlands, floodplains, & coastal zones

Lakes, rivers & streams

Soils

Geology

Topography & physiography

Vegetation & forests

Agricultural outleasing

Fish & wildlife

Bird-aircraft strike hazard (BASH)

Pest management

Outdoor recreation areas

Climate & weather

Environmental Constraints

Hazardous waste generation & storage points

Solid waste disposal & recycling points

Fuel storage tanks

RCRA, IRP, and toxic substances

Air emission sources

Wastewater point source discharges

Stormwater non-point source discharges

Drinking water supplies & monitoring sites

Radon emissions

Built Constraints

Airfield clearances

Explosive safety zones

Electromagnetic radiation safety zones

Antenna look-angles

Security clear zones

Launch operation hazards

2.2 BACKGROUND. HAFB is an Air Force Space Command installation. The host organization is the 999th Missile Wing, whose mission is to "Defend America with the world's most powerful combat ready ICBM force." The installation has a collateral responsibility to develop plans, policies, and procedures that will ensure proper stewardship and management of valuable resources, including government owned or controlled land.

2.3 REFERENCE INFORMATION. The contractor's work will be guided by this Statement of Work and the below listed references:

Air Force Policy Directive 32-100*Installations and Facilities*,20 July 1994.

Air Force Policy Directive 32-700*Environmental Quality*,30 November 1993.

Air Force Instruction 32-1020*Planning and Design of Airfields*,14 January 1994.

Air Force Instruction 32-7020*Environmental Restoration Program*,19 May 1994.

Air Force Instruction 32-7040*Air Quality Compliance*,9 May 1994.

Air Force Instruction 32-7041*Water Quality Compliance* 13 May 1994.

Air Force Instruction 32-7042*Solid and Hazardous Waste Compliance*,12 May 1994.

Air Force Instruction 32-7044 *Storage Tank Compliance*, 25 April 1994.
Air Force Instruction 32-7062 *Air Force Comprehensive Planning*, 18 April 1994.
Air Force Instruction 32-7063 *Air Installation Compatible Use Zone Program*, 31 March 1994.
Air Force Instruction 32-7064 *Integrated Natural Resources Management*, 8 March 1994.
Air Force Instruction 32-7065 *Cultural Resources Management*, 13 June 1994.
Air Force Handbook 32-1084 *Standard Facility Requirements Handbook*, 31 July 1995
Air Force Center for Environmental Excellence *Master Statement of Work for Preparation of Base Comprehensive Plans for Air Force Installations*, 18 August 1993.
Air Force Comprehensive Planning Guides:
 AICUZ Handbook
 Base Comprehensive Planning Approach and Process
 Environmental Protection Planning
 Natural and Cultural Resources Planning
 Assessing Noise

3.0 SPECIFICATIONS. Many of these factors are documented in separate element plans and supporting studies, such as the HAFB Integrated Natural Resource Management Plan, Air Installation Compatible Use Zone (AICUZ) report, Installation Restoration Program (IRP) report, and various other plans, studies, maps, and reports. These are Government furnished materials and are listed in paragraph 3.4. The contractor will review these for content, currency, and accuracy, and will analyze each for its potential impact, positive or negative, on future base development.

3.0.1 In cases where existing documentation is incomplete or non-existent, the contractor will conduct sufficient research to provide a preliminary assessment of the situation. The report will acknowledge the preliminary nature of the assessment and will cite all sources used in its development. Specific recommendations should be made for the accomplishment of additional in-depth studies where needed for better definition of potential constraints.

3.0.2 The contractor will also analyze off-installation conditions that may affect present or future installation development. These would include existing and planned development, potential encroachment issues, existing and planned road networks and their abilities to provide efficient installation access.

3.0.3 The contractor will analyze unconstrained areas of the installation and identify potential opportunities for future development. Consideration will be given to areas that are presently constrained (e.g., IRP sites), but which may be ideal locations for mission or support facilities after they are cleaned up. Other potential opportunities would include areas to be redeveloped and sites of buildings programmed for demolition. Similarly, off-installation areas contiguous to the base boundary should be examined to identify any that could support potential base expansion needs. Also, the contractor will include a discussion of those areas that are not contiguous with the installation boundaries, but which could accommodate off-site facilities.

3.0.4 Graphics will be used liberally to provide visual reference to various types of constraints throughout the installation. One graphic will show a composite of all

constrained areas, and areas that are opportune for development, installation-wide. A separate graphic will be used, if necessary, to show vacant land adjacent to the installation.

3.0.5 The contractor will produce Map D-6, Composite Installation Constraints/Opportunities in accordance with the Master SOW. It will be produced using the existing Hometown AFB Map C-1, to be provided as Government furnished material, as a base. Map D-6 overlay line work, symbology, and topology will be as prescribed in the *Tri-Service Spatial Data Standards* also incorporated by reference into this Statement of Work.. Existing Maps A, B, E, and F , also to be provided by the Government, will be reviewed by the contractor for currency and accuracy, and may be used as sources of graphic data for the composite D-6 map. Deviations from ~~the~~ *Service Spatial Data Standards* may be made to create meaningful and attractive report graphics. However, the integrity of the original Map D-6 electronic files shall be maintained.

3.0.6 The contractor will interview key installation personnel as well as appropriate Federal, State, regional, and local agencies to obtain the most current information available. Information contained in the Composite Constraints and Opportunities Plan will be current as of the date of the Government's review comments on the 65% submittal.

3.0.7 No classified information will be included in this report, nor will the contractor require access to classified material to perform under this delivery order.

3.1 TECHNICAL REQUIREMENTS. The final plan documents will be 8 1/2" x 11" format with 11" x 17" foldout pages as necessary to accommodate graphics. They will be bound in 3-ring binders which have pockets for cover and spine inserts. Cover and spine inserts will be attractively designed and will be printed in color. They shall contain one or more colored photos or graphics and the following information:

**COMPOSITE CONSTRAINTS AND OPPORTUNITIES PLAN
HOMETOWN AFB, WYOMING
DATE**

In addition to graphics, color and/or high contrast black and white photographs will be used as appropriate to illustrate the subject matter. These will be well composed, avoiding background and foreground distractions (clutter, trash, unsightly vehicles, etc.). Color or black/white photocopy reproduction will be used for all submittals as specified in paragraph 8.0. The text shall be prepared in Microsoft Word for Windows, v. 6.x. Maps/graphics will be prepared in AutoCAD, release 12 or better. Photographs and graphics will be digitized or scanned and will be integrated or linked to the text portions of the document. All photographs and graphic images will be in digital format and contained/stored on a CD-ROM. It is essential that the final product can be easily updated and reprinted by the Government. The contractor shall demonstrate operability of the electronic files on the installation's target system at the 65% submittal. All electronic files will be delivered to the Government at the conclusion of the contract.

3.1.1 MAP D-6. Map D-6, Composite Installation Constraints/Opportunities, will be produced in AutoCAD, release 12 following the technical guidance contained in the Tri-Service Spatial Data Standards and the Air Force Master SOW. The D-6 map will be produced at a scale of 1" = 400' and will be plotted as standard 30" x 42" map sheets. Interim submittals shall consist of blue line checkplots; however the final submittal will be plotted on mylar with the background information screened. Additionally, the contractor will deliver the final digital mapping files in AutoCAD.DWG format.

3.1.2 The final report will be gathered, collated, drilled (3/8 inch), and inserted into a three ring binder. Cover and spine inserts will be printed in color on cover stock and will be placed into the cover and spine before delivery. Plastic comb binding may be used for interim submittals of the report. Heavy stock paper will be used as tabbed section or chapter dividers.

3.2 CONTRACTOR TASKS.

3.2.1 Task 1: The contractor will identify and evaluate natural and cultural resource constraints as they apply to existing and future uses of land and facilities. This will require research of existing plans and studies, such as the Integrated Natural Resources Management Plan and the Cultural Resources Management Plan, interviews with natural/cultural resources management personnel, and visual survey. Each constraint will be described as to its nature, location, and any mitigating measures that can be taken to lessen or eliminate its effect on future base development. Special attention will be given to potential uses or reuses of historical buildings. The deliverable will be the "Natural and Cultural Resources Constraints" chapter in the narrative report.

3.2.2 Task 2: The contractor will identify and evaluate environmental constraints as they apply to installation development. These would include air quality, water quality, Installation Restoration Program sites, and asbestos removal or containment measures. The contractor will research existing plans and studies and conduct interviews with appropriate Environmental Flight personnel. Each constraint will be described as to its nature, location, impact on base development, and any mitigating measures needed. The deliverable will be the "Environmental Constraints" chapter in the narrative report.

3.2.3 Task 3: The contractor will identify and evaluate operational and built constraints as they apply to installation development. These include airfield clearances, explosive safety zones, noise, and other operational, safety, or security-related factors that affect the use of land or siting of facilities. The contractor obtain this information through research of existing plans, studies, and documents, and through interviews with installation Safety, Communications, and Operations personnel. Each constraint will be described as to its nature, location, impact on base development, and any mitigating measures that may be appropriate. The deliverable will be the "Operational and Built Constraints" chapter of the narrative report.

3.2.4 Task 4: Based on the analyses of the natural and man-made constraints, the contractor will identify and evaluate the unconstrained areas that provide opportunities for development or redevelopment on the installation. These might include presently vacant land, land that will be vacated following demolition of existing facilities, IRP sites

that have been cleaned up, or opportunities for infilling of currently built areas. Information will be gathered through visual survey, document and map review, and interviews with Base Development personnel. The deliverable will be the “Development Opportunities” chapter of the narrative report.

3.2.5 Task 5: The contractor will identify and evaluate conditions in off-base areas that may constrain installation development. These might include existing or planned adjacent off-base industrial facilities, residential development, and capabilities of local road networks to provide adequate access to the base. This will require visual survey, research of community, regional, and state planning documents, and interviews with local governmental agencies. Off-base constraints and their effect on the base will be analyzed and documented. The deliverable will be the “Off-Base Constraints” chapter of the narrative report.

3.2.6 Task 6: The contractor will identify and evaluate conditions in off-base areas that may be opportune for expansion of the base to meet new mission and support needs. Special attention should be given to vacant or underused land adjacent to the existing base boundary. Consider opportunities to acquire land to maintain the runway Clear Zones, expand housing areas, or construct new administrative or community facilities. These opportunities will be documented as to their nature, location, and potential uses. However, the contractor will not discuss potential land acquisition with any person or agency outside of HAFB. The deliverable will be the “Off-Base Opportunities” chapter of the narrative report.

3.2.8 Task 8: The contractor will summarize the constraints and opportunities discussed in the narrative report in a concise, readable manner. Graphic techniques and tables should be employed liberally to provide easy reference and aid in comprehension. This section of the narrative report should be capable of standing alone as an Executive Summary of this component plan. The deliverable will be the “Summary” chapter of the narrative report.

3.2.7 Task 7: The contractor will produce Map D-6, Composite Constraints/Opportunities. It will be prepared in accordance with the Air Force Master SOW and will provide a graphic reference to the on-base constraints discussed in the narrative report. It will also highlight areas that provide opportunities for future development. The deliverable will be the Map D-6.

3.3 SITE LOCATION. Hometown AFB is located 23 miles north of Windville, WY, and consists of 2,456 acres. In addition the 999th Missile Wing is responsible for 45 remotely located launch facilities which comprise another 150 acres. These remote sites are not included in this plan. Major organizations to be included in the study are the Hq 999th Missile Wing, and the Headquarters and subordinate units of the 999th Operations Group, 999th Support Group, 999th Logistics Group, and the 999th Medical Group. Additionally, the contractor will interview major tenant units which include the 111th Air Refueling Group; Detachment 55, Air Force Materiel Command; AAFES; and AFCOMS.

3.4 GOVERNMENT FURNISHED MATERIALS. In addition to the references listed in paragraph 2.3 above, the government will provide the following materials:

Hometown AFB Comprehensive Plan, dated June 1986
HAFB Air Installation Compatible Use Zone (AICUZ) Report, dated November 1990
HAFB Integrated Natural Resources Management Plan, dated January 1994
HAFB Cultural Resources Management Plan, dated March 1995
HAFB Airfield Obstructions Study, dated October 1990
HAFB Air Emissions Survey, dated July 1991
Remedial Investigation/Feasibility Study - HAFB Abandoned Landfill, dated April

1993

Digitized maps in AutoCAD r.12 format:

Map C-1, Base Layout - revised 28 Feb 96
Map A-1, Areas of Critical Concern, dated June 1986
Map A-2, Management Areas, dated June 1986
Map B-1, Environmental Regulatory Issues, dated June 1986
Map B-2, Environmental Emission Sources - revised July 1991
Map D-6, Composite Constraints/Opportunities, dated June 1986
Map E (series), Airfield Operations, dated June 1986
Map F-1, Compatible Use Districts, dated November 1990
Map F-2, On-Base Noise Contours, dated November 1990

4.0 QUALITY ASSURANCE. The government expects that the final products will be thorough, professional, high quality, well written, and visually attractive. The contractor will be bound by the contents of this statement of work. Any deviations, including those recommended by the government during the production and review process, must be approved by the contracting officer.

4.1 REPORTS AND DELIVERABLES. The contractor will provide a monthly status report to the installation Point of Contact and the Contracting Officer. It will summarize significant activities during the reporting month, progress to date, any problem areas, or other issues that need attention. The report will also explain and support the contractor's invoice for progress payment.

4.2 All deliverables will be submitted in the number of copies and to the offices specified below. The contractor will forward a copy of the transmittal letter for each submittal to the contracting office. All deliveries will be made by express mail or the equivalent.

4.2.1 The first submittal will be at the 35% stage. It will include draft copies of the narrative report, drafts or sketches of report graphics, and one set of proofs of proposed photographs. Graphics and photographs need not be integrated with the text at this point. Sketches or drafts of alternative cover designs and layouts will be presented. Additionally, draft blue-line prints of Map D-6 will be submitted for review. This submittal shall be made 60 calendar days following the Kick-off meeting. The Government review period will be 15 days which includes an on-board review at the installation. It is intended that all Government review comments will be provided the contractor at the on-board review meeting. This submittal is to review the Composite Constraints and Opportunities Plan for broad direction, focus, format, and general content.

4.2.2 The second submittal will be made at the 65% stage. It will consist of the final draft narrative report with the selected cover design and with report graphics and

photographs in final form and inserted into the text document. Preliminary blueline prints of Map D-6 will also be submitted for review. This submittal shall be made 60 days after receipt of Government comments on the 35% submittal. The Government review period will be 15 days which includes an on-board review at the installation. It is intended that all Government review comments will be provided the contractor at the on-board review meeting. This submittal will firmly set the direction, content, and format for the final report. The end of the Government review period will be the cut-off date for incorporating new information or providing major redirection to the contractor.

4.2.3 The third submittal will be made at the 90% stage and will incorporate all approved Government review comments from the 65% submittal. It will consist of the pre-final narrative report with print-ready cover and spine inserts, graphics, and photographs. Pre-final blueline prints of Map D-6 will also be submitted. This submittal will be made 45 days following receipt of Government review comments on the 65% submittal. The government review period will be 15 days. At the conclusion of the review period, Government comments will be faxed or express-mailed to the contractor for inclusion in the final document and map. This submittal is intended to be the final review before printing of the report and plotting of the Map D-6. Only minor editorial or content changes should be made at this point. Upon incorporation of these comments the contractor will proceed with printing and plotting the final documents.

4.2.4 The fourth and final submittal will be made 30 days after receipt of Government review comments on the 90% submittal. The contractor will deliver the final Composite Constraints and Opportunities Plan report, mylar plot of Map D-6, AutoCAD files containing the report graphics and Map D-6, and Microsoft Word 6.0 files containing the narrative text, and a CD-ROM containing the report photographs. (Alternatively, all report products, including the text, graphics, and photographs, can be delivered on CD-ROM.

5.0 PROJECT SCHEDULE. The total number of calendar days allowed for completion of this contract is 245 calendar days, to include time for printing and delivery to the installation. Review time for each submittal includes transmission of documents both ways and travel for conference both ways. The contractor shall immediately advise the contracting office of any circumstances that would affect completion of this delivery order within the time specified.

<u>EVENT</u>	<u>DAYS FROM NTP</u>	<u>CALENDAR DATE</u>
1. Notice to Proceed (NTP)	0	
2. Kick-off Meeting	5	
3. 35% Complete Submittal	65	
4. Government Review	80	
5. 65% Complete Submittal	140	
6. Government Review	155	
7. 90% Complete Submittal	200	
8. Government Review	215	
9. Final Submittal	245	

5.1 DELIVERABLES.

<u>SUBMITTAL</u>	<u>DELIVERABLES</u>	<u>TO</u>
35% Complete	5 color photocopies of report 5 monochrome photocopies 5 blue line prints of Map D-6	Installation
65% Complete	5 color photocopies of report 5 monochrome photocopies 5 blue line prints of Map D-6	Installation
90% Complete	5 color photocopies of report 5 blue line prints of Map D-6 Original copy of print-ready text, graphics, artwork, photographs	Installation (Optionally, may be reviewed at contractor's office)
Final Submittal	25 color photocopies (or offset printed copies) of report 1 Set 3½" computer disks with narrative in Microsoft Word 1 Set 3½ disks (or data tape) of AutoCAD graphics files and .DWG Map D-6 files Original photo prints or slides and 1 CD-ROM with digitized photographs All other original materials and artwork 1 set blue line prints of Map D-6 1 set mylar laser plots of Map D-6 5 color photocopies (or offset MAJCOM printed copies) of report 2 blue line prints of Map D-6	Installation

5.2 VISITS AND MEETINGS. The contractor will attend a kick-off meeting and all review meetings at the installation. The installation Point of Contact will schedule and provide space for all required meetings.

5.2.1 KICK-OFF MEETING. . A kick-off meeting will be held at HAFB within 5 working days of Notice to Proceed. The purposes of this meeting are to:

- a. Review the project statement of work and ensure mutual understanding of the work, the schedule, and the deliverables;
- b. Introduce the Government and contractor personnel associated with the project;

- c. Present the contractor's plan for accomplishing the work;
- d. Identify any special requirements for interviews, documents, or other information; and
- e. Provide the contractor all Government-furnished materials needed to perform the work.

6.0 GOVERNMENT POINTS OF CONTACT. The following are the government points of contact for this delivery order:

Contracting Officer

Name:

Address:

Telephone:

Fax:

Technical Point of Contact:

Name:

Address:

Telephone:

Fax:

Paying Office:

Organization and Office Symbol:

Address:

Telephone:

Fax:

Appendix A

COMPOSITE CONSTRAINTS AND OPPORTUNITIES PLAN

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