PERFORMANCE WORK STATEMENT
CONTRACT W912XXXXXXXX
TASK ORDER W912XXXXXXXXX
FY26 CONSTRUCTION QUALITY MANAGEMENT
(CQM) / QUALITY ASSURANCE (QA) SUPPORT
NAVY MEDICAL RESEARCH COMMAND
(NMRC) BIOLOGICAL DEFENSE
RESEARCH DIRECTORATE BLDING 8400
FT. DETRICK, MD.
28 MAY 2026

1.0 GENERAL.

1.1 Task Order Title. FY26 CQM/QA Support Navy Medical Research Command (NMRC) Biological Defense Research Directorate Building 8400 Envelope Renew and Repair, Ft. Detrick, MD.

1.2 Responsibility. The contractor shall furnish sufficient technical, supervisory, and administrative personnel to ensure the expeditious accomplishment of the work specified in this Performance Work Statement (PWS). Additionally, the contractor shall furnish all services, materials, supplies, equipment, investigations and studies required in connection with this PWS. Travel is not anticipated. All work for this project is to take place onsite at Ft. Detrick, MD.

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1.3 Direction. The contractor shall accept directions only from the Huntsville Engineering & Support Center Contracting Officer or the duly authorized Contracting Officer's Representative (COR). The contractor, as an independent contractor and not as an agent of the Government, shall provide the technical assistance necessary to accomplish the tasks under this task order. The activities performed by the contractor shall be limited to those authorized in this Performance Work Statement. Contractor employees must not perform functions or tasks that are considered inherently governmental as defined in the Federal Acquisition Regulation (FAR) at Part 7.5 or perform functions or tasks that are "closely associated with inherently governmental functions". Furthermore, as proscribed by FAR Part 37.104, the contractor's employees must not perform functions or tasks that are personal services or perform authorized functions or tasks in a manner that would be construed to be performance of personal services. Specifically, the contractor's employees must not perform functions or tasks that require relatively continuous supervision, direction and control of a government officer thereby creating the appearance of an employer-employee relationship. The Contractor's workforce will work with and provide reports/information to government employees, but under no circumstances will the contractor allow themselves to be under the supervision and control of a government official or employee. Requests or desires of the Users or Using Agency made directly to the contractor shall be immediately brought to the attention of the COR. Any changes to the project scope or other provisions of this PWS must be authorized in writing by the Contracting Officer. The USACE technical POC for this work is Cynthia Raymond; 256-640-7463, email: Cynthia.M.Raymond@usace.army.mil.

2.0 DESCRIPTION.

2.1 Introduction. In order to provide construction quality management/construction quality assurance for repair, renovation, and modernization projects located at Ft. Detrick, MD. The contractor shall provide the services requested in the following manner, in accordance with the needs of the government.

2.2 Objective. The objective of this task order is for the contractor to provide one (1) individual for full-time support to successfully provide Construction Quality Management (CQM)/ Quality Assurance (QA) Support Services for Navy Medical Research Command (NMRC) Biological Defense Research Directorate Building 8400 Envelope Renew and Repair, Ft. Detrick, MD. There are no pre-existing personnel or incumbents.

2.2.1 . Qualifications. This individual will be considered Key Personnel and shall have a minimum of a bachelor's degree or equivalent with a minimum of ten years of relevant field experience working in building construction/renovation/modernization and shall have prior experience utilizing and participating in the U.S. Army Corps of Engineers Three-Phase Inspection Process as well as prior experience utilizing and following USACE EM 385-1-1, Safety and Health Requirements Manual. Personnel shall have the following training/certifications within 90 days of being onsite: Construction Quality Management for Contractors (CQM-C), OSHA 30-hr, and familiarity with USACE Safety Management System (CE-SOHMS).

2.3 Performance Period.

2.3.1 Period of Performance Base Contract: Provide the CQM/ QA Support Services for Navy Medical Research Command (NMRC) Biological Defense Research Directorate Building 8400 Envelope Renew and Repair, Ft. Detrick, MD., for the period of 28 July 2026 through 27 July 2027.

2.3.2 Period of Performance Option Year #1: Provide the CQM/ QA Support Services for Navy Medical Research Command (NMRC) Biological Defense Research Directorate Building 8400 Envelope Renew and Repair, Ft. Detrick, MD., for the period of 28 July 2027 through 27 July 2028.

2.3.3 Option to Extend Services for six (6) months: Provide the CQM/ QA Support Services for Navy Medical Research Command (NMRC) Biological Defense Research Directorate Building 8400 Envelope Renew and Repair, Ft. Detrick, MD., for the period of 28 July 2028 through 27 January 2029.

2.4 Duties. The contractor shall furnish all management, labor, supervision, management support, training, local transportation, equipment, and materials (except as specified as government furnished) to provide one (1) Quality Assurance-Representative to accomplish full-time CQM/QA support services as described herein.

2.4.1 Construction Management/ Quality Assurance Support Services:

a. Review submittals and provide recommendations to the COR concerning acceptability. Review and provide written comments to the COR on selected contractor submittals pursuant to special clauses of the contract.

b. Review construction contractor questions and Requests for Information (RFI)/Requests for Clarification (RFC) and recommend responses and solutions to the COR.

c. Review construction contractor's schedules and report findings to the COR.

d. Review construction contractor's deficiencies in performance and other factors impacting, or with the potential to impact, timely execution of the project, and provide written comments and proposed correspondence to the COR regarding responsibility and corrective actions to be taken by contractor, Government, designer, etc.

e. Review project issues, requests for equitable adjustment and claims to determine contract basis and entitlement. Make appropriate recommendations with supporting documentation to COR.

f. Compute time extensions and suggest extensions to the contract time to the COR.

g. Assist the COR in preparing documents during the sequence of events required for processing a change order/modification and claims from initial action to final negotiations and payment. Provide the COR review and analysis of change requests.

h. Make technical interpretations of drawings and specifications and provide determinations on whether methods and materials employed meet the requirements of contract specifications and make appropriate recommendations to COR.

i. Review project plans and specifications to determine such things as practicability from construction standpoint, whether physical obstructions or other construction difficulties have been anticipated, and whether materials selected are readily available. Provide written comments to the COR.

j. Utilize the USACE Resident Management System to prepare and submit reporting information to include but not limited to daily reports.

k. Review project plans and specifications during both design and construction phase. Plans shall be reviewed for construction contract compliance, constructability, and technical correctness.

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2.4.2 Other Job Functions for the CQM/QA as Required by the Facility Manager/COR/ACO:

a) Maintain records of all necessary construction documentation such as financial cost accounting, meetings, drawings, submittals, applications for payments, change orders, proposals, purchase orders, communications, transmittals, notes, etc.

b) Attend weekly progress meetings with architects, engineers, and prime construction contractors. Provide report of meeting to Facilities Manager/COR/ACO with identification of any problems or difficulties and recommendations for resolution.

c) Review submittals, shop drawings, and samples. Provide written comments as the representative of the Facility Manager/COR/ACO

d) Monthly Safety Spot Check shall be performed and provided to the HNC PM, HNC Safety Team and to the NMRC Safety Team.

e) Perform continual on-site surveillance of construction activities.

f) Inspect the construction contractor's quality control activities.

g) Monitor and record testing required by contract documents.

h) Maintain weekly progress photos of the project.

i) Review and evaluate all change orders/modifications recommended by the designer of record or his/her consultants, all change order requests, and cost proposals made by the contractors, and recommend actions to be taken to the Facility Manager/COR/ACO.

j) Aid in preparing punch list corrections prior to acceptance of the building or portions of it by the Facility Manager/COR/ACO.

k) Review final 'as built' drawings for accuracy as representative of the Facility Manager/COR/ACO.

l) Collect and review all warranty documents and provide all mechanical and electrical systems information, including operation and maintenance manuals, to NMRC personnel responsible for ongoing maintenance.

m) Provide recommendations for design modifications.

n) Provide effective coordination, support, and promotion of interactions with other staff offices and organizations.

2.4.3 Deliverables include:

a) For QA personnel: Provide a signed weekly report which includes details of the personnel and tasks performing construction activities and status of tasks.
b) The report shall include summary of daily construction activities.
c) The report shall include supporting inspection data sheets which shall be attached to the daily report, when needed.
d) The report shall include date, project name, location, and other identification, if necessary.
e) The report shall include reports and results of meetings held.
f) The report shall include locations of construction underway during the observation period (i.e., daily, weekly)
g) The report shall include equipment and personnel working in each activity, including subcontractors.
h) The report shall include descriptions of the work being inspected.
i) The report shall include descriptions of the problems or delays and resolutions.
j) The report shall include construction activities completed and/or in progress.
k) Inspection and testing checklists shall also be tracked and submitted in a timely manner for review by the Engineer of Record.

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l) Inspection and testing checklists shall be completed and shall include:
   i. Description or title of the inspection activity
   ii. Location of the inspection activity
   iii. Recorded observation or test data.
   iv. Results of the inspection activity
   v. Personnel involved in the inspection activity.

3.0 CONTRACTOR PERSONNEL. The contractors must always identify themselves as contractors, such as when attending meetings, answering Government telephones, or working in situations where their actions could be construed as official government acts. The contractor must display his or her name and the name of the company while in the work area, wear and display a building pass, if required by security procedures, and include the company's name in his or her email display.

4.0 SPECIAL REQUIREMENTS.

4.1 Work Hours:
The contractor is responsible for conducting business on-site Monday through Friday, 8 hours per day, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Contractor personnel shall not work more than **80 hours in any two-week period**. Subject to prior approval by the supported facility point of contact or Facilities Manager, variations in work schedules are acceptable when the total hours per week are not exceeded and no obligation is incurred that would require contract personnel to be paid overtime. Prior approval shall be documented in writing.

Due to the nature of performing services in support of healthcare facilities with an ongoing mission, it is occasionally necessary to work outside of clinic hours to minimize disruptions to normal operations. When it is necessary for the contractor to work outside of agreed upon daily working hours, the supervising site point of contact will provide the contractor with a written notice seven days in advance. These requests will be limited in nature.

The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

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4.2 Employee Conduct and Appearance:
The Contracting Officer's Representative (COR), with the approval of the Contracting Officer, may require the contractor to remove from the job site any employee working under this contract for reasons of misconduct, security violation, revocation/denial of requisite security clearance, or found or suspected to be under the influence of alcohol, drugs, or other incapacitating agents. Contractor personnel shall be subject to dismissal from the premises upon determination by the COR and the Contracting Officer that such removal is in the best interests of the Government. Contractor personnel shall maintain a professional appearance at all times to facilitate credibility with the staff and command.

4.3 Employee Identification:
All contractor personnel must have a valid state-issued driver’s license or other state issued picture ID and other appropriate ID required for National Agency Check with Inquiries (NACI) Clearance. Contractor personnel are required to obtain a Common Access Card and wear a government provided identification badge for their primary work site as well as any required visitor badge while performing contract services at Government facilities.

4.4 Security Requirements:
The contractor shall safeguard all Government Furnished Property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

The contractor may be provided with keys, key cards, or access code(s) to allow access to buildings or rooms within a building. Such access provided to the contractor shall not be duplicated or issued to any individual. Keys/cards/codes shall be safeguarded and carefully controlled in accordance with all applicable Government security regulations. Contractor personnel shall not permit the use of keys/cards entrusted to their possession by any other person to gain access to locked rooms or areas; and, likewise, contractor personnel shall not open locked rooms or areas to permit entrance by persons other than the contractor in the fulfillment of their duties.

The Contractor is responsible for screening of all employees in accordance with Homeland Security Presidential Directive -12 (HSPD-12) prior to requests for base access and Common Access Cards (CAC). A properly processed

SF-85 Questionnaire for Public Trust Position is required for the National Agency Check with Inquiries (NACI) security clearance which is required for computer network access. Employment may begin while investigation is in progress if an interim security clearance can be provided in Joint Personnel Adjudication System (JPAS). Continued employment is dependent on positive finding of eligibility for security clearance. The contractor will be required to provide the following to the agency security office during check-in:

1. Documentation of SF85 submission or National Agency Check with Inquiries (NACI) clearance indicated in JPAS.
2. Contractor employee status letter or payroll document.

4.5 Anti-Terrorism (AT) /Operations Security (OPSEC) Requirements.

1) All contractor employees, including subcontractor employees, requiring access to Air Force (AF), Navy or Army installations, facilities, and controlled access areas shall complete any Security Training, as mandated by the local Security Office, within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee to the Contracting Officer's Representative (COR) or to the Contracting Officer, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel. The COR will provide any required security training in writing 10 business days after award.

2) Contractor and all associated subcontractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by the installation Provost Marshal Office, Director of Emergency Services, or Security Office. Contractor workforce must comply with all personal identity verification requirements (CFR clause 52.204-9, Personal Identity Verification of Contract Personnel) as directed by DoD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

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3) The contractor and all associated subcontractors shall brief all employees on the local Army iWATCH program or Navy equivalent (training standards provided by the requiring activity). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance, with the results reported to the COR NLT 45 calendar days after contract award.

4.6 Safety Requirements.
The contractor shall be required to comply with all federal, state, local, and installation safety and occupational health (SOH) requirements, including OSHA standards and USACE EM 385-1-1 (whichever is the most stringent) and other measures as necessary.

5.0 PROPRIETARY INFORMATION:
Performance may require the contractor to access data and information proprietary to a government agency or of such nature that its dissemination or use other than as specified in this PWS would be averse to the interests of the Government or others. The contractor shall not divulge or release data or use information developed or obtained under performance of this PWS, except to authorized Government personnel or upon written approval of the COR. Contractor personnel shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, and individuals shall sign a non-disclosure agreement. The contractor shall turn over all generated artifacts, products and data related to this PWS to the COR at the completion of this contract and it shall become the property of the Government.

6.0 GOVERNMENT FURNISHED SITE OFFICE(S) AND SERVICES:

6.1 General: The Government will provide facilities, equipment, utilities, services, and materials as set forth herein.

6.2 Equipment and Facilities: The Facility shall provide the contractor with access and use of necessary internet connectivity. The Government shall provide workspace, furnishings and supplies to perform the required services equal to that of similar employees in the same work location.

6.3 Telephone and Fax Service: The Government shall provide local, commercial long distance and DSN telephone and fax service.

6.4 The Government shall provide utilities support.

6.5 The contractor shall not use property or services provided by the Government for any purpose other than the performance of this contract.

7.0 CONTRACTOR-FURNISHED ITEMS AND SERVICES:
The contractor shall ensure that all transportation methods to and from the work location required by its employees in the performance of this contract are made available. Parking permits, passes, tolls and fees for privately owned vehicles are the responsibility of the contractor. The contractor shall provide computer (laptop), cell phone and cell phone service.

8.0 QUALITY CONTROL/OVERSIGHT.

8.1 The contractor shall develop and maintain an effective quality control program to ensure CQM/QA support services are performed in accordance with this task order. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he/she assures the government that the work complies with current contract requirements. The Quality Control Plan shall be delivered to the COR for delivery to the KO within 30 days of contract award. In the event revisions are required, the contractor shall return the revised Quality Control Plan within five (5) working days of receipt of notification to revise. Upon acceptance of the quality control plan, the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his Quality Control system.

8.2 The contractor shall provide on-site quality review services to measure the effectiveness of their Quality Control system at 120 days following the approval of the Quality Control Plan and provide the quality review to the COR and KO. The intent is to determine the effectiveness of the plan in providing quality support to the Customer.

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9.0 INVOICING.

9.1 All invoices shall be submitted using Form ENG93. They shall be submitted monthly with the Progress Report that shall include the status of the project expressed on a percentage basis of the total amount of work completed. All invoices shall be signed by DHA POC and submitted to the HNC COR for payment at CEHNC-MRR@usace.army.mil.

10.0 POINTS OF CONTACT

10.1 U.S. Army Engineering and Support Center, Huntsville AL

- **CQM Project Manager/COR:** **Cynthia Raymond**
  Phone: (256) 640-7463
  Email: Cynthia.M.Raymond@usace.army.mil

- **Contracting Officer**: **Marta Anerton**
  Phone: (256) 895 – 1442
  Email: Marta.L.Anerton@usace.army.mil

10.2 Medical Research Command Biological Defense Research Directorate

- **Facility Manager:** **Jacob Barnhart**
  Address: 8400 Research Plaza,
  Ft. Detrick, MD. 21702
  Phone: (240) 479-0750
  Email: Jacob.N.Barnhart.civ@health.mil