

APPENDIX B

SAMPLE STATEMENT OF WORK

Date

MEMORANDUM

From: *Engineer in Charge*

To: *Contract Office*

Subj: CONTRACT NXXXXX-XX-X-XXXX, SOLID WASTE MANAGEMENT PLAN
FOR THE *NAVAL FACILITY*

1. Enclosed is the Scope of Work for delivery order *000X* under subject contract to write the Solid Waste Management Plan for the *Naval Facility*. Please initiate the contract action for this project.
2. Refer any question on this matter to *the Engineer in Charge* at *x9999*.

Note: This document is an example, replace italics with your own information. If you would like an electronic copy of this document please call DSN 551-4882.

DELIVERY ORDER 000X
SCOPE OF WORK

28 Jan 1994

Project Title: Solid Waste Management Plan for the *Naval Facility*

Contract Number: *NXXXXX-XX-X-XXXX*

Engineer In Charge (EIC): *Your Engineer in Charge*

EIC Telephone Number: *(805) 555-1234*

Specific Requirements

The A/E contractor will evaluate the existing solid waste program at the *Naval Facility*. The A/E contractor will develop a Solid Waste Management Plan (SWMP) in accordance with OPNAVINST 5090.1A. The study will include but not be limited to providing the following information.

- a. Survey the existing solid waste activities at the *Naval Facility* giving a waste characterization and study of current collection and disposal procedures.
- b. State the applicable federal, D.C., State, and D.O.D. solid waste regulations for the *Naval Facility*.
- c. Discuss the future of solid waste management for the *Naval Facility*. State potential developments of technology and laws and how the *Naval Facility* should be able to react to these developments and take advantage of them.
- d. Discuss the Navy's solid waste management goals.
- e. Analyze the future landfill outlook and impacts of landfill closure on the *Naval Facility*.
- f. Assess possible diversion goals to minimize input of waste to the landfills. State a plan of action that is within the means of the *Naval Facility* to obtain these goals.
- g. Assess possible reduction goals to reduce generation of waste. State a plan of action that is within the means of the *Naval Facility* to obtain these goals.
- h. Discuss markets and the *Naval Facilities* sensitivity to these markets. State the effects on the *Naval Facility* from potential market changes and how we can take advantage of them.
- i. Identify future technologies and ways to quickly incorporate these technologies into the *Naval Facilities* management practices.

- j. Identify systems of Recordkeeping and Reporting. State necessary documents needed for proper solid waste management and to document compliance with Federal, Navy, and State regulations.
- k. Discuss feasibility of landfilling, composting, source reduction, recycling, and materials reuse at the *Naval Facility*.
- l. State educational needs for personnel, Newsletters, public awareness projects, flyers, and recycling container labeling.
- m. Survey the cafeterias, mess halls and snack bars of the *Naval Facility*. Identify the types of wastes generated and practices of waste disposal. Give input on better practices and equipment which would reduce solid waste generation.

The SWMP shall have an executive summary, separate chapters for introduction, definitions, responsible personnel, collection and disposal, source reduction, recycling, composting, incineration, education and awareness. Included as appendices may be advertisements for equipment, the GSA recycled products guide, and any guidelines that may be helpful for solid waste management. The appendix will be page numbered with a table of contents for the appendix.

SUBMITTAL PROCEDURES

The contractor shall submit monthly progress reports. In addition to the 5 hard copies of the final reports, the contractor will also provide 2 computer disks compatible to EFD and activity computer systems.

All correspondence shall be addressed to the Commanding Officer of the EFD.

The contract number shown in the heading of this scope of work is the number assigned to the A&E contract for this work, and shall be used on all reports and correspondence relative to this contract.

The A&E contractor shall prepare conference reports of all conferences and telephone instructions and deliver 2 copies of all reports to the EIC within 5 days from the date of such conference or telephone instruction.

All reports, calculations, drawings, etc., generated for the execution of this contract shall become the property of the EFD.

SUBMITTAL REQUIREMENTS

a. Concept Submittal (2 copies required)

The purpose of this submittal is to provide a plan to be followed during this feasibility study. one copy shall be delivered to the EFD and one copy delivered by the A/E to the designated point of contact at the activity. This submittal will include but not be limited to providing the following information:

- Identify all areas that will be addressed in the report, and
- Provide the format of the report to include the following:
 - (1) Three-ring loose-leaf binder made of recycled material. Show a typical title as it will appear on the front face;
 - (2) Provide a sample divider;
 - (3) Provide samples showing the quality of paper and the quality of reproduction proposed, recycled paper will be used;
 - (4) Select one area of moderate complexity. This should have sufficient depth to clearly demonstrate the arrangement and level of detail proposed for all areas that will be included, and
 - (5) Other documents which in the contractor's judgement should be submitted for approval.

b. Preliminary Submittal (2 copies required)

The 35 percent completion report will include all areas to be covered, either in outline or narrative form to indicate the intended depth of coverage. One copy shall be delivered to the EFD and one copy delivered to the designated point of contact at the activity. The format of this submittal will be loose paper set up as an insert to the two original three-ring binders and will be intended to replace entirely the old contents of the binders. This will also apply for the Draft Submittal and the Final Submittal's first two copies of the report.

C. Draft Submittal (3 copies required)

The 90 percent completion report should contain all the required information that is available at the time of submission. Binders approved during the EFD review of the Concept Submittal are

required for this submittal. Two copies shall be delivered to EFD one copy delivered to the designated point of contact at the activity. All extra copies shall be bound in three ring binders just as the first two copies.

d. Final Submittal (5 copies required)

This submittal must incorporate all revisions from the Draft reviews. Three copies will be delivered to EFD and two copies delivered to the designated point of contact at the activity. All extra copies shall be bound in three ring binders just as the first two copies. A disk containing the report in Wordperfect Version 5.1 shall be included and any charts can be in Wordperfect (ver. 5.1) or Microsoft Excel.

SUBMITTAL SCHEDULE

a. The schedule for the completion of the work is based on the following time frame:

- (1) Concept Submittal.....2 weeks after contract award.
- (2) Government Review.....1 week
- (3) Preliminary Submittal....2 weeks after Government review
- (4) Government Review.....1 week
- (5) Draft Submittal.....4 weeks after Government review.
- (6) Government Review.....1 weeks
- (7) Final Submittal.....1 week after Government review.
- (8) Government Review.....1 week
- Total duration.....13 weeks