

## CHAPTER 2

### Statement of Work/Independent Government Estimates

2-1. Introduction. This chapter provides guidance on preparing an SOW and IGE for MEC support during HTRW and construction activities. The district is responsible for executing the SOW and IGE for MEC support activities.

2-2. SOW.

a. General. Safety and health are overriding concerns during MEC support project design and execution. The MM CX safety personnel are points-of-contact (POCs) for MEC safety issues and have particular, specialized expertise in identifying, interpreting, and implementing applicable safety requirements for military munitions response to MEC projects. Each SOW for MEC support activities must be closely coordinated with these personnel.

b. Preparation.

(1) The PM along with the PDT is responsible for preparing the SOW required for MEC support activities in conjunction with HTRW or construction activities. The MM CX may be consulted to provide the appropriate statements or paragraphs concerning background and authority for the task order or contract award.

(2) Appendix B provides an example SOW for anomaly avoidance during HTRW activities on sites with known or suspected MEC. Appendix C provides an example SOW for MEC support during construction activities on sites with known or suspected MEC. The appropriate MEC support SOW may be used as an addendum to a larger SOW for an existing project. If the intrusive investigation of anomalies is deemed necessary, the SOW for MEC support during construction activities should be used.

(3) The examples provided in Appendices B and C should be followed to ensure that the applicable requirements (i.e., site visit, Work Plan preparation, MEC support procedures, quality control, reporting, and public affairs assistance) are included. The MM CX should assist in the drafting of SOW verbiage when MEC support is required for HTRW activities not specifically referenced in Appendix B or when construction activities other than those presented in Appendix C are proposed and MEC support is required.

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(4) Neither of these examples contains provisions for a records search by the contractor to determine what types of MEC might be encountered. Districts should consider completing a records search to determine the probability for contact with MEC and the potential types and quantities before using the SOW in Appendix B or C.

c. Review Process. Following the preparation of the SOW by the PDT, the PM will submit copies to the MM CX for review. The MM CX will provide comments and written concurrence or nonconcurrence for the decision/approval authority. The MM CX will be allowed 15 calendar days from receipt of the SOW for this review. If no comments are received within this time frame, concurrence may be assumed by the executing agency.

2-3. Preparation of the IGE. Once the SOW is prepared, an IGE for anomaly avoidance during HTRW or construction activities is prepared. The structure of the cost estimate will vary depending on the contract type. The recommended USACE software programs to be used in preparing cost estimates are the Micro Computer-Aided Cost Engineering System (MCACES), Gold Version 5.3; MCACES for Windows; Lotus 123™ spreadsheets; or Excel™ spreadsheets. The cost estimator or project engineer may develop crew and productivity sheets for the various field activities or tasks in the SOW to determine the duration or number of hours for the various labor categories needed to support each task. The labor rates are burdened rates and reflect all contractor mark-ups. Materials, travel, and per diem are duration driven and are totaled separately from the labor. The materials estimated can be purchased, rented, or allocated to overhead.