

Required Information  
Simplified Acquisitions For Construction Projects

1. Statement of Work – Description of the project in narrative form stating what is needed and what is to be accomplished by this project. If demolition is required, describe what is to be removed. Define any specific products or services which are required to fit your needs for this project.
2. Copy of signed Purchase Request.
3. Point of Contact (POC) for the project. POC is the contact person for CNIC and contractors. POC will review and approve submittals/samples and will approve the construction work. List POC name, address, phone numbers, and email address.
4. Project Location including name of Base, building number, and street address of the project.
5. Site Approval/ NEPA. Clearance from any Environmental issues is required. A representative from PWD or NAVFAC must review the site and approve the project for construction. If hazardous materials are present, they must be identified and removed before construction can proceed. Complex projects will require a Site Approval form 11010/31 or a CATEX form. Simple projects may only require a written statement from PWD or NAVFAC that the site is approved and has no environmental issues.
6. Site Plan/ Floor Plan of the project location and a detailed layout of the new project. This plan should also show all existing utilities, or submit a separate as-built drawing of the project location which shows existing utilities. Photographs are beneficial for this information, but cannot replace the site plan or floor plan.
7. Any special work permits that are required by your location. In particular, check with PW to determine if there are any State Permits or local Municipality Permits required for Environmental Requirements for Soil Erosion, Storm Water Runoff, Air Pollution, etc. If required, submit a copy of the permit forms so they can be transmitted to the contractor.
8. Normal working hours and work days which are going to be allowed for this project. Submit any restrictions or regulations pertaining to access, storage, noise, etc. Also include any normal base operations which must be performed that will conflict with the work of this project.

9. Identify any specific materials which will require submittal of samples or product specifications for special approval by the POC so the contractor can be made aware of them in the RFQ.

10. Copy of the EFT form and any other payment procedures you require for processing payment to the contractor.

11. Security procedures required for contractor personnel at your base location.

12. Submit list of three or more qualified sources to which we can send an RFQ for this project.