

STATEMENT OF WORK

BUILDER SUSTAINMENT MANAGEMENT SYSTEM IMPLEMENTATION

4 AUGUST 2017

1.0 GENERAL INFORMATION.

The Architect-Engineer (A&E), in accordance with this Statement of Work (SOW), shall implement the BUILDER Sustainment Management System (BUILDER SMS), hereafter referred to as BUILDER. This SOW refers specifically to the implementation of BUILDER in the State of Alabama.

1.1 Description of Services/Introduction: The A&E shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to implement BUILDER. The A&E shall perform to the standards in this SOW and to the standards described in the current versions (as of the date of this SOW) of the BUILDER USER MANUAL and the BUILDER Condition Assessment Manual.

1.2 Background: The intent of this SOW is to provide guidance on the implementation process of BUILDER. This implementation will improve building inspection data and the facility management business processes. BUILDER was developed by U.S. Army Corps of Engineers - Engineer Research Development Center - Construction Engineering Research Laboratory (USACE-ERDC- CERL). BUILDER is a software application for building asset lifecycle management. BUILDER stores real property building information and more detailed system inventory is modeled and/or collected which identifies building components and their key life-cycle attributes such as the age, material and capacity. Inspections are then performed on the various components to determine engineering based objective and repeatable Condition Index (CI) measures which relate the general physical health of the asset. Functionality assessments can be performed to evaluate user requirement changes, compliance and obsolescence issues. This provides a comprehensive picture of the overall performance of building assets and their key components. With information about condition, functionality, and remaining service life, BUILDER guides the development of short and long-range work plans based on sound investment strategies, prioritization criteria, and budget constraints. BUILDER consolidates a variety of building-related management issues into a single decision-support package. The system gives functional managers and decision-makers access to building inventory, current building condition indices, probability-based condition prediction models, and functionality-based mission, compliance, and obsolescence issues. It also employs a knowledge based inspection scheduling process.

1.2.1 Applicable Publications (Current Editions):

1.2.1.1 The A&E shall abide by all applicable regulations, publications, manuals, and local policies and procedures current at the time of SOW.

1.2.1.2 Current version of BUILDER SMS User Manual available at <https://www.sms.erdcdren.mil>.

1.2.1.3 Current version of BUILDER Condition Assessment Manual for Building Component-Sections, available at <https://www.sms.erdcdren.mil/Support/Help-FAQ-News>.

1.2.1.4 Army Regulation (AR) 420-1 Army Facilities Management

1.2.1.5 AR 25-2 Information Assurance

1.2.1.6 AR 530-1 Operations Security (OPSEC)

1.2.2 Selection of Consultants: The BUILDER Implementation may require the use of Consultants to perform some, or all, of the tasks outlined in this SOW. If the A&E wishes to engage Consultants, that were either not included in their application packet OR are proposing to utilize a Consultant for services other than as detailed in their application packet, the A&E must submit a request, in writing, to the Armory Commission prior to engaging said proposed Consultant. In addition, A&E is not to engage said proposed Consultant until after receiving written approval from the Armory Commission.

1.3 Objectives: BUILDER implementation will be performed for all facilities approved on the accompanying fee proposal and awarded by the executed Contract. All facilities subject to this SOW are located in the State of Alabama and are owned/leased/licensed by either the Army National Guard (Federal Property) or the Armory Commission (State Property).

1.4 Scope: The A&E shall provide all necessary labor, supervision, equipment, materials and supplies required to accomplish the tasks that are approved. The A&E shall submit pricing in general accordance with the structure laid out in Technical Exhibit 1 - Performance Requirements Summary.

1.5 General Information

1.5.1 Quality Control (QC): The A&E shall develop and maintain an effective QC program to ensure services are performed in accordance with this SOW. The A&E shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The A&E's QC program is the means by which he assures himself that his work complies with the requirement of the Task Order. The A&E shall deliver the Draft Quality Control Plan (QCP) within 14 working days following the award of the execution of Contract. The A&E shall provide for review and approval two (2) hard copies of the Draft QCP to the Armory Commission. The Armory Commission has five (5) working days to return the Draft QCP plan back to the A&E. Upon receipt of comments the A&E shall provide the Final QCP within five (5) working days to the Armory Commission.

1.5.2 Quality Assurance (QA): The Armory Commission shall evaluate the A&E's performance in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Armory Commission must do to ensure that the A&E has performed in accordance with the performance standards. Upon completion of work at each installation, the Armory Commission Quality Assurance team will conduct QA assessments of data for buildings selected by the Contracting Officer. Findings will be forwarded to the A&E for correction, incorporations, and/or to develop corrective action.

1.5.3 Recognized Holidays: The A&E is not required to provide services on the following Federal Holidays:

- New Year's Day
- Martin Luther King Jr Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

1.5.4 Hours of Operation: Work is generally performed during the Armory Commission's regular business hours, which are Tuesday through Friday between the approximate hours of 0700 and 1730, except federal holidays. The A&E is responsible for conducting business, during these hours except Federal holidays or when the Armory Commission facility is closed due to local or national emergencies, administrative closings, or similar Armory Commission directed facility closings. Building access may be obtained on weekends, given the unique schedule of Army National Guard organizations, however the A&E is not to plan for this access. The A&E must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this SOW when the Armory Commission facility is not closed for the above reasons. When hiring personnel, the A&E shall keep in mind that stability and continuity of the workforce are essential.

1.5.5 Place of Performance: The tasks described in Section 4.0 will be performed at various locations throughout the State.

1.5.6 Type of Contract: This is a firm fixed priced contract. Upon execution of the Contract, the A&E shall be responsible for all terms contractually set forth between the Armory Commission and the selected Firm.

1.5.7 Security Requirements: Unless otherwise determined by the Armory Commission, work performed under this SOW is unclassified. However, Trustworthiness Security is required as determined by Armory Commission. All Army National Guard facility commanders and coordinators will be required to provide escorts to the A&E to ensure the assessment team has access to the facilities. The A&E shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this SOW. The A&E shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Armory Commission personnel work products, which are obtained or generated in the performance of this Contract. The following security requirements are mandatory and non-negotiable:

a. The A&E shall ensure all personnel performing on this Contract have a completed favorable National Agency Check. This information must be posted in the Joint Personnel Adjudication System (JPAS). At least two personnel from the A&E shall have a current National Agency Check for Law and Credit (NACLC) at the time of notice to proceed and for the duration of the Contract.

b. The A&E shall ensure at least one or more personnel that will be on site at each installation possess a Common Access Card (CAC).

c. The A&E shall treat all information related to this Contract as "Official DoD Information" - all information that is in the custody and control of the DoD, relates to information in the custody and control of the Department, or was acquired by DoD employees as part of their official duties or because of their official status within the Department.

d. The A&E shall process Official DoD Information only on information systems which have been granted the required certification and accreditation (including hardware and software).

e. The A&E shall ensure all Personal Identifiable Information (PII) (protected under the Privacy Act of 1974) is safeguarded as Controlled Unclassified.

f. Information: Examples of personal information include but are not limited to: Social Security Number; age; military rank; civilian grade; marital status; race; salary; private emails; home/office numbers/addresses; medical information; employment eligibility; disciplinary information; names along with duty address (postal or email) published in directories, organizational charts and rosters.

1.5.7.1 Disclosure of Information: Information made available to the A&E by the Armory Commission for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written consent of the Armory Commission. The A&E agrees to assume responsibility for protecting the confidentiality of Armory

Commission records, which is not considered public information. The A&E or employee of the A&E to whom information may be made available or disclosed shall be notified in writing by the A&E that such information may be disclosed only for purposes and to the extent authorized herein. The A&E shall not release any information related to this Contract to the public, media or other unauthorized persons or organizations unless the Armory Commission has conducted the appropriate security review and granted approval (e.g. posting information to a public website).

1.5.7.2 Physical Security: The A&E shall be responsible for safeguarding all Armory Commission equipment, information and property provided for contractor use. At the close of each work period, Armory Commission facilities, equipment, and materials shall be secured.

1.5.7.3 Key Control: The A&E shall establish and implement methods of making sure all keys/key cards issued to the A&E by the Armory Commission are not lost or misplaced and are not used by unauthorized persons. {NOTE: All references to keys include key cards.} No keys issued to the A&E by the Armory Commission shall be duplicated. The A&E shall develop procedures covering key control that shall be included in the QCP. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The A&E shall immediately report any occurrences of lost or duplicate keys/key cards to the Armory Commission.

1.5.7.4 In the event keys, other than master keys, are lost or duplicated, the A&E shall, upon direction of the Armory Commission, re-key or replace the affected lock or locks; however, the Armory Commission, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Armory Commission, the total cost of re-keying or the replacement of the lock or locks shall become the responsibility of the A&E. This action would require a modification to the Contract along with an adjustment in the firm fixed price of the Contract. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Armory Commission, the total cost for replacement of all locks and keys for that system shall become the responsibility of the A&E. This action would require a modification to the Contract along with an adjustment in the firm fixed price of the Contract.

1.5.7.5 The A&E shall prohibit the use of Armory Commission issued keys/key cards by any persons other than the A&E's employees. The A&E shall prohibit the opening of locked areas by A&E employees to permit entrance of persons other than A&E employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Armory Commission.

1.5.8 Special Qualifications: The A&E shall ensure that its management and assessment teams are experienced in providing documentation of BUILDER implementation, inventory/inspection assessment and data entry.

1.5.9 Post Award Conference Meetings/Periodic In-progress Review Teleconferences: The A&E agrees to attend up to two (2) post award conferences (1 at the Kick-off Meeting, and 1 at Completion). The meetings will be hosted at ALARNG installations and will be convened by the Armory Commission. The Armory Commission may designate CFMO personnel, as appropriate, to meet periodically with the A&E to review the A&E's performance. The A&E agrees to a weekly teleconference call to discuss the upcoming site schedule, potential issues, data review discussion, and any other topic relevant to the performance of this Contract. Additionally, during these meetings the Armory Commission may appraise the A&E of how the Armory Commission views the A&E's performance and the A&E shall apprise the Armory Commission of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues.

1.5.10 A&E Key Personnel: The A&E personnel are considered key personnel by the Armory Commission and must have the minimum qualifications. The A&E is to deliver document(s) of required expertise. The A&E shall provide a project manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the A&E when the manager is absent shall be designated in writing to the Armory Commission prior to the commencement of any site

visits or training is provided by the A&E. The project manager or alternate shall have full authority to act for the A&E on all Contract matters relating to daily operation of this Contract. The project manager or alternate shall be available between 8:00 a.m. to 4:30 p.m., Tuesday thru Friday except Federal holidays or when the Armory Commission facility is closed for administrative reasons.

a. **Project Manager:** Responsible for coordinating all site visit actions for the team such as coordination with installation facility managers for access into all required facilities, coordination with installation security personnel to ensure all physical security requirements are followed for specific buildings, coordination for an assembly area for conducting on site briefings, safety meetings, etc., coordination with a public works I lead facility manager at each installation to include conducting an in-brief and out-brief and notification of any immediate safety items that need relayed to the installation. Project Managers shall have experience in facility management, specifically related to military installations. Project Managers shall have experience with military operations security and any physical security related items associated with Army National Guard Installations. The Project Manager must have demonstrated experience with facility inventory, assessment and associated data collection and entry to BUILDER. Demonstrated experience is successful completion of BUILDER implementation for other DoD or State National Guard organizations.

b. **Alternate Project Manager:** The Alternate Project Manager must be able to assume the same responsibilities as the Project Manager. The Alternate Project Manager must have demonstrated experience with facility inventory, assessment and associated data collection and entry to BUILDER. Demonstrated experience is successful completion of BUILDER implementation for other DoD or State National Guard organizations.

c. **Inspection Supervisor:** Responsible for scheduling and organizing the inspection team responsibilities. Inspector Supervisor is responsible for ensuring 100% of the required inventory is captured and assessed prior to departure from a site. Inspection Supervisor shall have facility management experience related to all aspects of a facility (architectural, HVAC, electrical, and plumbing).

d. **Inspector:** Responsible for performing facility inventory and condition assessment related to his/her specific discipline area. Inspector shall be familiar with the ASTM Unifomat inventory structure as it pertains to his/her discipline area. Inspector is responsible for entering inventory and assessment information into the BUILDER Remote Entry Database (BRED) which is a Windows (PC) based software. The ASTM Unifomat system disciplines related to a BUILDER inventory include: A 10 Foundations, A20 Basement Construction, B10 Superstructure, B20 Exterior Closure, B30 Roofing, C10 Interior Construction, C20 Staircases, C30 Interior Finishes, D10 Conveying Systems, D20 Plumbing, D30 HVAC, D40 Fire Protection, and D50 Electrical. The A&E team discipline areas and inspector specialty breakdown must incorporate all the systems listed. In general, the following inspector disciplines will be able to cover the system inventory: Architectural Inspectors, HVAC Inspectors, Structural Inspectors, Electrical Inspectors, and Plumbing Inspectors.

e. **Data Manager/Data Clerk:** Responsible for management of all the inspector's inventory and assessment data. Responsible for ensuring proper file management of BRED files and 100% accountability of the data. Responsible for performing quality control and data integrity checks on all inspection data to ensure all necessary areas of a facility have been inspected and the BRED data is reflecting this. After 100% accountability and quality assurance of the inspector's BRED files, Data Clerk is responsible for importing all BRED inspection data into the ARNG instance of the BUILDER web interface. Responsible for coordination with GERL personnel for troubleshooting and BRED import problems.

1.5.11 **Identification of Contractor (A&E Employees):** A&E personnel attending meetings, answering Armory Commission telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Armory Commission

officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. A&E personnel will be required, at their own expense, to obtain and wear badges identifying the individual and company name during the performance of this SOW.

1.5.12 A&E Travel: The A&E shall be required to travel to the post award conferences and to the State installations during the performance of this Contract to conduct BUILDER implementation, attend meetings, conferences, and conduct internal training. All travel expenses are to be included in the lump sum price for each individual location/task as shown on the Proposal Form. Travel will NOT be reimbursed as a separate expense in this Contract.

1.5.13 Other Direct Costs: This category includes travel (outlined in 1.5.12), reproduction, and shipping expenses associated with internal training activities and site visits. Direct costs are to be included in the lump sum price for each individual location/task as shown on the Proposal Form. Direct Costs will NOT be reimbursed as a separate expense in this Contract.

1.5.14 Data Rights: The Armory Commission has unlimited rights to all documents/material produced under this SOW. All documents and materials, to include the source codes of any software, produced under this SOW shall be Armory Commission owned and are the property of the Armory Commission with all rights and privileges of ownership/copyright belonging exclusively to the Armory Commission. These documents and materials may not be used or sold by the A&E without written permission from the Armory Commission. All materials supplied to the Armory Commission shall be the sole property of the Armory Commission and may not be used for any other purpose. This right does not abrogate any other Armory Commission rights.

1.5.15 Organizational Conflict of Interest (OCI): The A&E and Consultant personnel performing work under this Contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCI as defined in FAR Subpart 9.5. The A&E shall notify the Armory Commission immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and upon request from the Contracting Officer shall promptly submit a plan to avoid or mitigate any such OCI. The A&E's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the A&E from participation in subsequent contracted requirements which may be affected by the OCI.

2.0 ARMORY COMMISSION FURNISHED PROPERTY, EQUIPMENT, AND SERVICES.

2.1 Services: On a limited basis and only for direct support necessary for the A&E to perform the specific requirements as stated in this Contract, the Armory Commission may provide the A&E with a temporary work space, miscellaneous equipment, and incidental consumable operating supplies.

2.2 Facilities: The Armory Commission will provide access to the required facilities necessary to perform the BUILDER Implementation Inspection/Assessment.

2.3 Utilities: If necessary during the Inspection/Assessment, the Armory Commission will provide basic utilities needed by the A&E. The A&E shall instruct employees in utilities conservation practices. The A&E shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

3.0 A&E FURNISHED ITEMS AND RESPONSIBILITIES

3.1 General: Except as provided in the Section 2.0 "Armory Commission Furnished Property, Equipment, and Services", the A&E shall furnish the necessary personnel, material, equipment, services, and facilities to perform the SOW included herein. The A&E shall furnish all supplies, equipment, facilities and services required to perform work under this Contract that are not listed under Section 2.0 of this SOW.

4.0 SPECIFIC TASKS

4.1 Training: A&E contractor shall provide training, as directed by the Contracting Officer, to State Military Department and authorized representatives. Training shall include, but not be limited to, the five job titles within the SOW pertaining to BUILDER: Project Manager, Alternate Project Manager, Inspection Supervisor, Inspector, Data Manager/Data Clerk.

4.2 Kick-off Conference Call: Immediately following award of this Contract a conference call will be held between the Armory Commission, select CFMO staff and A&E to consider a variety of programmatic issues; agree on the word processing software that will be used (i.e., text in Microsoft Word, pdf version of deliverables, tables in MS Word or Excel, and shape files for all graphics used in the deliverables); resolve any schedule discrepancies; numbers of hard copies and CDs of Draft and Final deliverables, and address any concerns related to the future Kick-off Meeting(s) to immediately follow this call. The A&E shall arrange the conference call and shall be responsible for preparing minutes of the call submitting them to the Armory Commission, via email, within three (3) working days following the call.

4.3 Project Management Plan (PMP): The A&E shall present, via email, a draft PMP for Armory Commission review three (3) days prior to the Kick-off Meeting. The PMP will identify specific tasks to be performed and be consistent with implementation guidance specified in the Under Secretary of Defense (Acquisition, Technology and Logistics) Memo of September 10, 2013, the latest version of the BUILDER SMS User Manual, and this SOW. The draft PMP shall contain a minimum of the following elements:

- A detailed schedule (Task 4.9), based on the more general schedule prepared as part of the A&E's proposal that will outline the management approach to completing the BUILDER assessments. This schedule(s) shall reflect the following:
- Completion of the BUILDER assessments.
- Schedule for all deliverables. In this schedule, except for the PMP, the Armory Commission shall be allocated review time for all deliverables specified. The approved project schedule shall be the basis for determining timeliness of project milestone deliverables. Any changes to the project schedule during the course of the Task Order will also be subject to Armory Commission approval.
- A description of the technical approach, management approach, and/or the planning, execution, and completion of the performance objectives, to include: a quality control plan and acknowledging that the Armory Commission Quality Assurance Team will perform quality assurance.
- The PMP shall contain information on how accelerated review and comment periods will be maintained and incentives that will be used to ensure schedules will be maintained. The State is not averse to considering new A&E-proposed internal management approaches that expedite comment and review periods, as long as these approaches do not conflict with already established policies.
- A description of the process to provide project status reports to the Armory Commission to include the frequency and content of status reports.

- A description of contingency approaches that detail how the A&E may still attempt to meet established BUILDER assessment deadlines in the event that particular events, such as extended State review periods, occur that are outside of the A&E's control.

- Any other relevant information that conveys the A&E's management approach.

4.4 After initiation of work on the BUILDER assessments, the A&E may have to modify the PMP to account for installation specific conditions. While internal milestones may be adjusted, subject to approval by the Contracting Officer, the schedule to complete the task order shall be maintained as originally proposed. Once modifications are complete, the modified PMP shall be submitted to the Armory Commission for review, comment and approval. If the A&E determines that the original schedule cannot be maintained, the A&E shall immediately notify the Armory Commission.

4.5 The draft PMP shall be submitted to the Armory Commission for review three (3) days prior to the Kick-off Meeting. The draft PMP shall be subject to Armory Commission review and approval. In preparation of the PMP the A&E shall abide by Quality Management, Quality Control, and Quality Assurance. The PMP shall be no more than 30 pages in length.

4.6 Kick-off Meeting. Within 14 working days of the Notice to Proceed (email notification of executed Contract), the A&E shall schedule the initial Post Award Conference orientation meeting with the Armory Commission. The A&E, with appropriate personnel, is required to attend and participate in this meeting which will be designed to: (1) identify all Armory Commission and A&E Points of Contact that will be involved in the project; (2) assure a common understanding of subtask requirements and objectives; (3) discuss the A&E's draft PMP and schedule; (4) become familiar with the relevant Army National Guard programs and outstanding concerns/issues; and (5) address other pertinent issues. The meeting will be hosted at the AL ARMG JFHQ, 1720 Congressman Dickinson Drive, Montgomery, AL, 36109, or other location within the State of Alabama, as designated by the Contracting Officer. The A&E shall be responsible for the preparing an agenda and the actual conduct of the meeting. The A&E shall prepare minutes of the meeting and submit them to the Contracting Officer within three (3) working days following the meeting.

4.7 Conclusion Meeting. Within 14 working days of the Armory Commission acceptance of the Final Location Report, the A&E shall schedule the Conclusion Post Award Conference meeting with the Armory Commission with the Contracting Officer. This meeting will be held in the State of Alabama, at a location as determined by the Contracting Officer. The A&E, with appropriate personnel, is required to attend and participate in this meeting which will be designed to discuss lessons learned and other issues/concerns that occurred during the performance of the task order. The A&E shall be responsible for the agenda and the actual conduct of the meeting. The A&E shall prepare minutes of the meeting and submit them to the Armory Commission within three (3) working days following the meeting.

4.8 Basic Services:

a. The A&E shall provide a Calibration Plan, for Armory Commission review and approval, which establishes the process and procedures intended for the A&E team on the method to conduct inventory and assessment in accordance with the latest version of BUILDER Condition Assessment Manual. The Calibration Plan will include the method for conducting QC for validating consistent data collection, assessment, and input. The A&E shall implement the Calibration Plan and location kick-off at each installation prior to any on-site validation and assessment activity. Personnel designated by the Contracting Officer will participate in the "Field Assessment Team Calibration and Location Kick-off" meeting in order to gain an understanding of the process for inventory and assessment and the quality control methods being utilized by the A&E. Individual Site Representatives and ALARNG CFMO Technical Representative Personnel will be responsible for providing space suitable for the Field Assessment Team Calibration. The A&E shall present using a PowerPoint presentation and provide suitable materials/handouts to the attendees.

b. The A&E shall be responsible for coordinating all training for Armory Commission designated personnel and site visit actions for the Field Calibration and Assessment team such as: coordination with site managers and the Armory Commission project management team for access into all required facilities, coordination with site security personnel to ensure all physical security requirements are followed for specific buildings, coordination for an assembly area for conducting on site briefings, safety meetings, etc., to include: conducting an in-brief and out-brief PowerPoint presentation, notification of any immediate safety items that need to be relayed to the site and the conduct of required training

c. The A&E shall be responsible for scheduling and organizing all FCA team responsibilities. The A&E is responsible for ensuring 100% of the required inventory is captured and assessed prior to departure from a site (unless otherwise indicated in this SOW).

d. The A&E shall be responsible for developing and conducting relevant training and guidance to Armory Commission designated personnel in the BUILDER system and inventory process in order to provide the basic training on the implementation of this system into their routine processes for conducting facility assessments.

4.9 TASK- Inventory:

a. The A&E shall populate the building system inventory of components into the latest version of BUILDER for buildings as designated by award of this Contract in accordance with the latest BUILDER Manual located on the GERL website at: <http://www.sms.erdcdren.mil/Products/BUILDER/Downloads>.

b. The list of actual building numbers and associated real property information will be pre-populated into BUILDER via the HQIS/GFEBS by Armory Commission personnel. GERL will populate BUILDER with the full building inventory list for AL ARNG installations. The A&E shall download the information from the server to the A&E's "production site" in order to confirm the actual buildings' numbers. The A&E shall submit a Discrepancy List outlining differences between HQIS/GFEBS data and "eyes on" data. Also, the Discrepancy List is to include buildings that are demolished, funded to be demolished, verified as structures, or are currently undergoing/funded for major renovation. This is a portion of the validation process. The A&E shall talk with facility commanders or coordinators to validate the information and then confirm they inspected the facilities.

Information/deviations will be provided to the Armory Commission so that corrections can be made in HQIS/GFEBS – corrections are not the responsibility of the A&E.

c. Building system inventory includes: A 10 Foundations, A20 Basement Construction, B10 Superstructure, B20 Exterior Closure, B30 Roofing, C10 Interior Construction, C20 Staircases, C30 Interior Finishes, D10 Conveying Systems, D20 Plumbing, 030 Heating, Ventilation and Air Conditioning (HVAC), D40 Fire Protection, and D50 Electrical. Installed real property specialty equipment not found in any of the previous systems will be input into E109090 with a full description of what makes the equipment unique.

d. BUILDER inventory shall be performed in American Society of Testing and Materials (ASTM) Uniformat II convention, in accordance with TECHNICAL EXHIBIT 3, Inventory and Inspection Requirements List. {Note: the details of this Inventory and Inspection Requirements List detail the inspection method to be used for buildings by System and Component...ensure you read and understand the requirement}

e. Building inventory for similar building types and footprints shall be created using building template or copy features in BUILDER, but each building must have an individual walk-through to verify accurate building inventory. Based on previous lessons learned, time and costs can be saved by grouping similar facilities and utilizing the BUILDER "Template"

feature or copy feature to accomplish facility inventory. The A&E is required to utilize templates to the maximum extent possible. Barracks, Brigade, and Battalion Headquarters, Motor Pool facilities, and Readiness Centers are often multiple versions of the same building design (this applies to the inventory portion, for the assessment portion, each facility would have a walk through to verify the condition and the equipment boiler plate information). For inventory of facilities that will utilize templates, refer to the following instructions.

1. Within each category code, the A&E shall group similar facilities by construction type, size and age. (Armory Commission representatives at the installation will verify the actual list of facilities that qualify for templating.)
 2. For one representative facility in each template group, A&E shall do a full inventory as specified in TECHNICAL EXHIBIT 3. A&E shall denote which facility was the representative facility.
 3. For the remaining facilities in each group, A&E shall apply the representative building's inventory to create inventory structure for the other buildings in the group. This will be accomplished using BUILDER's "template" feature or copy feature.
 4. All facilities will get an individual "eyes-on" inspection per TECHNICAL EXHIBIT 3.
 5. For buildings inventoried by template or copy feature, during the inspection process, any significant variation from the template model shall be noted and reported.
- f. Material quantities of components present in the building, e.g. roofing surfaces, shall be measured or based on reasonable estimates.
- g. Component installation dates shall be manually entered based on available information, which shall include building construction date, date of renovation, or nameplate data, or all of above. Every effort must be made to input the most accurate date and data available (i.e., conversations with Area Facility Operations Specialists [AFOS], unit personnel or building occupants to verify any assumptions made). The following pieces of information should be reviewed/considered (where available and correct in order to provide accurate install dates (order of precedence to be provided): (1) Equipment tags; (2) Drawings; (3) Project Files; (4) Life Safety plans; (5) FM staff input; (6) Statement of Condition; (7) Plans for Improvement. Where this information is either unavailable or is not helpful to determine the install date, the contractor is authorized to make a "best guess" as to the age of the equipment and provide this install date into BUILDER with the Inspection Comment that it is based on the inspector's judgment.
- h. On mechanical/electrical equipment where nameplate data exists, collect equipment ID information under the section details module of the latest version of BUILDER SMS for linking to HQIS data (this applies to the inventory portion, for the assessment each facility would have a walk through to verify the equipment boiler plate information).
- i. Building components should be "sectioned" by material type, age, and then by floor (See attached standardized sectioning instruction). In addition, any major mechanical equipment items (e.g. Chillers, boilers, Air Handler Units, etc.) shall be sectioned individually for each unit. For portions of facilities that are abandoned/mothballed, these areas should be sectioned separately, rated appropriately based on the condition of components within that area, and noted as abandoned.
- j. Any component where age and/or use are significantly different within the building should be sectioned accordingly. When it is necessary to enter items as separate sections due to type, location, age, etc., A&E shall use descriptive and consistent section naming conventions for identification and location purposes.

k. Section comments shall be input to identify the location of the specific section and/or the section services. Each section comment shall begin with the date, affiliation, and inspector's initials input between vertical brackets, for example: [13 JUL 15 USACE-CERL BGH]. Provide the location of the sectioned component in the component section name by using an easily locatable feature such as: the item's floor and room number, or as an example for a roof section: Roof, 2nd floor, NW corner, etc. If there are multiple roof sections the A&E shall provide a Roof Section Plan showing where each roof section is located in addition to providing the section location in the Section Comment field within BUILDER.

l. The A&E shall enter specific equipment nameplate information into the BUILDER Section Details portion of the database. Each Section Detail comment shall begin with the date, affiliation, and inspector's initials input between vertical brackets. For example: [13 Jul 15 USACE-CERL BGH].

m. Additional guidance on inventory and assessment practices is provided in Technical Exhibit 3, Inventory and Inspection Requirements List.

n. The A&E must become familiar with the methodology of sectioning already entered into BUILDER SMS and adopt the same methodology and naming conventions.

4.10 Inspection/Assessment: The A&E shall perform baseline visual inspections of building components inventoried in TASK 4.2 using BUILDER methodology. Inspector will utilize the Direct Rating Assessment method supplemented with specific Distresses observed when the component-section is given any rating lower than Green minus (G-). The specific 23 BUILDER distresses and their associated definitions are found in the BUILDER SMS Condition Assessment Manual as referenced in Technical Exhibit 3.

a. The A&E will make every effort to ensure that the individual assessment team members fully understand this specific rating method. Cross checking and comparing the results by different assessment teams of buildings where ratings have been completed shall be a standard sampling practice in the A&E's QC Plan to ensure that each discipline sees and rates deficiencies in the same manner and with the same result. The documented results of these cross check shall be provided to the Armory Commission upon request.

b. The A&E shall attempt to visually inspect all components identified in TASK 4.2. This includes utilization of ladders, flashlights and any other equipment necessary to gain access for a visual inspection. In cases where items cannot be at least partially evaluated visually due to concealment, that component-section should not receive an inspection and an Inspection Comment entered stating the Component could not be evaluated due to concealment. (BUILDER will default to an age-based rating.) Note that if there are visible or showing signs of a problem apparent in a partially concealed component, those issues shall be noted by the inspector. Note that the A- E will not be required to conduct formal confined space operations to gain access. The contractor will use ladders when it is necessary to view items needed for the inventory that are located in mechanical rooms or at the exterior.

c. Inspector shall input an inspection comment when giving a component-section any rating lower than Green Minus (G-). Each inspection comment shall begin with the date, affiliation, and inspector's initials input between vertical brackets. For example: [13 JUL15 USACE-CERL BH].

d. Directly following the name designation for each inspection comment the A&E shall enter the keyword for one or more of the observed Distress. For example: [13 Jul 15 USACE-CERL BGH]. Corroded - Valves rusted, Leaks - Valves leak water.

e. A&E inspection sampling methods within a building may be utilized provided they conform to the guidelines expressed in the BUILDER Condition Assessment Manual. Sampling Names should be clear and provide a location of the sample.

f. For occupied and unoccupied buildings equal to or less than 1,000 square feet, an abbreviated general inspection will be accomplished. A&E shall model, or use the copy feature, using templates in BUILDER to populate components for floor, walls, and roof. During the walkthrough, the A&E can verify quantities, determine what services are present (water, electrical, heat, etc.) and direct rate the condition of the components.

g. Facility inventory may include those classified as historical buildings. The facility listing in paragraph 4.4.b. below identifies those historical buildings (highlighted in purple). CERL will ensure the historical field in BUILDER is unlocked for these facilities.

h. During the validation and assessment process, the A&E shall take one photograph of the front elevation, or a representative elevation view, and upload that photograph to the BUILDER database, attached to the facility record. The A&E must comply with regulations governing the use of photographic equipment on the military reservations visited. Permission to take necessary photographs will be coordinated with the site security representative.

i. In addition, all visible deficiencies shall include pictures to be recorded in the BUILDER database. A representative photograph of any assessment given less than Green Minus (G-) will be attached to each specific assessment. The photograph will clearly capture the assessed distress with enough detail to represent the distress to the viewer.

j. The Armory Commission also requests all photographs taken during the site assessment to be copied to a DVD and submitted as part of the contract deliverables. The photographs will be named with sufficient detail as to allow the viewer to understand the intent of the photo (i.e., including building number, location, system, and component). Photographs will be stored and transferred in digital format and grouped in folders by building number.

4.11 Schedule of Site Visits and List of Facilities:

a. The A&E shall facilitate the scheduling of site visits for completion of inventory and inspection tasks as outlined in TASKS 4.1, 4.2, and 4.3.

b. The accompanying Proposal Form provides the listing of the facility inventories applicable for BUILDER assessment for this particular Contract and is based on current building inventory contained in HQIIS.

4.12 Deliverables/Deliverable Schedule: The A&E shall provide deliverables in accordance with the Submittal Schedule Matrix shown in TECHNICAL EXHIBIT 2, Deliverables/Submittal Schedule. Armory Commission review times are outlined within this matrix. The A&E shall have a maximum of 14 calendar days from the day comments are received to incorporate all changes and submit the final deliverable to the Armory Commission. All days identified in the matrix are intended to be calendar days unless otherwise specified. Deliverables shall follow a standard format. Sample formats will be provided by the A&E for Armory Commission approval prior to commencement of work. The A&E shall provide one (1) copy of the final deliverables on Microsoft Office compatible file format.

4.13 Submittal Schedules:

a. The A&E shall prepare submittals in accordance with the Submittal Schedule Matrix, shown in TECHNICAL EXHIBIT 2 at the end of this document, for Armory Commission review and comments.

b. **The period of performance from Contract award to receipt of the Final BUILDER Database is 12 months from the award date of this Contract.**

4.14 Deliverables: The A&E shall provide the following deliverables to the Armory Commission:

- a. Work Action Plan (WAP) - WAP is to address how the A&E plans to accomplish the SOW. Plan shall include, at minimum, planned inspection schedule (Microsoft Project Schedule V2007), assessment team organization chart, list and qualifications of field team members (experience/training), along with their cell phone numbers in order to easily locate them in the field during an assessment, Safety Plan, inventory, inspection process, and facilities proposed for templates.
- b. Accident Prevention Plan - An Accident Prevention Plan (APP) shall be developed and submitted in accordance with EM 385-1-1 Section 01.A.12. The plan shall address each of the elements/sub-elements in the outline contained in EM 385-1-1 Appendix A in the order that they are provided in the manual. If an item is not applicable because of the nature of work to be performed, this exception shall be stated and a justification shall be provided. Each major phase of work to be performed shall be identified. Within each major phase, all activities, tasks or definable features of work shall be identified that will require an Activity Hazard Analysis (AHA). The APP shall also address any unusual or unique aspects of the project or activity to include but not limited to address the use of Personnel Protective Equipment (PPE), inspection procedures, confined space entry, proper climbing techniques during roof access, etc. Applicable Occupational Safety and Health Administration (OSHA) and EM 385-1-1 standards shall be referenced and followed (note that the most stringent standard shall apply). Emergency notification numbers for medical emergencies, as well as location of nearest hospital emergency facility will be distributed to each assessment team member. The A&E shall conduct safety briefings with field assessment personnel on a frequent basis (e.g. weekly) to include ongoing lessons learned from inspections. The A&E shall make themselves aware of and adhere to any additional (local to inspection site) safety requirements.
- c. Monthly Execution Schedule - Execution schedule to include monthly status of assessment, site coordination activities, A&E team members assigned to each location and buildings, data upload, and QC status per Site. Sample format will be provided by the A&E for Armory Commission approval prior to commencement of work.
- d. Quality Control (QC) Plan - Documents QC process. Process to outline how the A&E shall ensure that field data is collected based on BUILDER Condition Assessment Manual and data entered into BUILDER database accurately reflects building inventory and condition. The interval of A&E QC spot checks shall be determined by statistical confidence that the data is accurate per inventory/assessment team member. Also include in QC Plan an outline of experience/certification/training for each team member based on system assessment responsibility.
- e. Quality Control (QC) Report - Identify buildings, systems, components and component sections that were QC'd and state findings related to each item addressed in the report. Address how systemic issues were identified and how they were addressed. Submit QC reports five (5) calendar days after each site field assessment trip.
- f. HQIS Discrepancy List - Outline differences between HQIS data and eyes on data (Building SF, #Stories, etc.). Also include buildings that are demolished, funded to be demolished, verified as structures, or are currently undergoing or are funded for major renovation.
- g. BUILDER Lessons Learned -The A&E will capture lessons learned on an ongoing basis from individual assessments and other tasks associated with this task order. All lessons learned will be separated based on categories (e.g. Planning, Execution, Post Survey, Data Management, Travel, etc.). The goal is to promote consistency of effort in BUILDER projects, improve performance for all teams, and to facilitate communication between the Armory Commission and Assessment team members. Lessons learned will be provided to the Armory Commission in writing and shall be implemented on an on-going basis throughout this assessment. The A&E shall keep record of the actual man-hours required for each building

inventory and assessment. The lessons learned document shall be continually updated and provided to the Armory Commission 21 days after each site assessment.

- h. BUILDER Electronic Database - Inventory and Inspection data input by A&E to Web Based version of BUILDER.
- i. Calibration Plan and Location Kick-off Meetings - Establishes the process and procedures intended for the A&E team on the method to conduct inventory and assessment in accordance with the BUILDER standards. The Calibration Plan will include the method for conducting quality control for validating consistent data collection and assessment. The A&E shall conduct and implement the Calibration Plan at the installation prior to any on-site activity. Armory Commission personnel will participate in the "Field Assessment Team Calibration" to understand the validation and assessment process and the quality control being accomplished by the A&E. The A&E shall provide suitable materials/handouts for the Team.
- j. Data Analysis - After the inventory and inspection data is uploaded by the A&E to BUILDER's Web Based version, the A&E shall perform data analysis to include preparation of a ten year unconstrained work plan using Armory Commission provided Standards, Policies, and Prioritization Schemes. The A&E shall generate scenarios using BUILDER's "Scenarios" functionality. Scenarios is a simulation tool that uses BUILDER's databases and coded processes to project repair and replacement work requirements for up to ten years. Work items projected by BUILDER will be provided by BUILDER's standard work item reports. The A&E will review and compare the work item forecast with notes generated during the field inspection (4.10.c). Task 4.10.c work item determination is based on engineering judgment separate from BUILDER's inspection process. This analysis will be used to confirm standards and policies used for the analysis of work items generation after condition indices have been computed by BUILDER. This SOW does not include packaging work items into specific projects. At the conclusion of this Task, the A&E shall consolidate the analyzed information into a report. One report shall be prepared for each location in the executed Contract. The report will address the following: a) Inventory and Inspection, b) Condition Index Findings and Analysis, c) Work Plan and Scenarios, d) Comparison of BUILDER Work Plans and Field Inspection Observations. Reports shall be prepared in Microsoft Excel and Microsoft Word. A&E shall conduct a review teleconference after report comments are received. The intent is to reconcile comments and make data corrections data prior to final report submission.
- k. Draft Location Report - At the conclusion of each location assessment, data collection, and data upload/analysis, the A&E shall consolidate the information into a draft Location report that is formatted and organized by location, Site and facilities. The A&E shall meet the following section requirements and site specific aspects. At a minimum, each section shall contain a narrative of data evaluated, findings and results. The report shall be outlined as follows:
 - 1) Section 1 - Executive Summary: Executive narrative summarizing means, methods, analysis and findings of the survey. Summarizes approach taken in order to conduct the assessment. Identifies building components assessed. Provides a summary of reporting conditions, findings as a result of the assessment, and recommendations.
 - 2) Section 2 - Facility Summary Report: Numeric and graphical roll-up of BUILDER data that provides a clear summation or holistic picture of the results for all assessed assets, grouped by each roll-up level. Individual Building Reports that provide detailed facility data concerning site characteristics and specifics pertaining to each facility system condition and recommendations.
 - 3) Section 3 - Facility System Condition Summary Report: Numeric and graphical roll-up of BUILDER data that provides a clear summation or holistic picture of facility systems within each facility. Each assessed system shall also be augmented with a written narrative that, at a minimum, shall include general information and status. Each assessed item coded 'Red' shall be represented with a photograph in this report.
 - 4) Section 4 - Worst First: Sorting of all facilities in order of worst to best conditions.

5) Section 5 - Detailed Work Action Report: Complete listing of all related work actions as recommended within BUILDER. This list shall be sorted by priority (BUILDER will determine priority)

I. Final Location Report - After receipt of Armory Commission comments on the Draft Location Report submittal (the A&E, having reviewed and documented changes shall return to the Armory Commission a Final Site Report.

m. Draft and Final Data Upload Memos - Upon successful upload of all Location and Site data onto BUILDER the A&E will provide a memorandum of completion along with the Draft Final Location Report to the Armory Commission.

4.15 Site Conditions:

a. All Sites are Controlled Facilities. The A&E's staff shall be required to submit personnel information and documentation based on the local site security requirements. A&E personnel shall abide by all local security policies and procedures as provided by local security officials.

b. The Armory Commission retains the right to require removal of A&E personnel, regardless of prior clearance or adjudication status, whose actions, while assigned to this Contract, clearly conflict with the interests of the Armory Commission or violate a safety or security procedure. The reason for removal shall be fully documented in writing by the Contracting Officer. When and if such removal occurs, the A&E shall, within five (5) working days, assign qualified personnel to any vacancy(s) thus created.

c. Work shall be accomplished during normal duty hours, but it is the A&E's responsibility to coordinate with the local Installation Commander or Coordinator for the actual work schedule. The A&E shall take all precautions available to minimize disruptions to functions during performance under this Contract.

d. Each A&E assessment team member shall wear a reflective safety vest when actively performing work at each site and display their individual identification badge.

e. The A&E shall coordinate all site visits with the ARMORY COMMISSION and installation point of contact no less than thirty (30) working days before commencing work at the respective activity in order for the site to gather and provide floor plans, active work plans, on-going projects, etc.

f. The A&E shall arrange transportation, lodging, and meals to the work location.

4.16 Location and Facility Out-brief Presentations: At the conclusion of the assessment at each location, the A&E shall conduct a cursory (one hour or less) close-out meeting (out-brief) to the location facility manager(s) and provide an overview of the efforts conducted and information collected. The A&E is required to notify the Armory Commission of critical issues that may affect the contract performance and/or human health and the environment.

4.17 Schedule: The A&E shall provide a schedule to be approved by the Armory Commission to determine that all requirements have been addressed and that sufficient time has been allocated to each task. The work schedule must show a consistent work effort to complete all requirements within the required delivery period.

5.0 MISCELLANEOUS REQUIREMENTS

5.1 Monthly Progress Reports (MPRs): The A&E shall prepare and submit a MPR to the Armory Commission. The MPR shall address work identified in this SOW. This report shall be sent (includes electronically) to the Armory Commission with all paper deliverables provided to the Armory Commission. The names, addresses, and phone numbers of the recipients will be provided to the A&E at the Kick-off Briefing and Site Calibration Meetings. The monthly report shall contain an accurate, up-to-date

account of all work accomplishments and outstanding issues. This report shall be no longer than three (3) pages and shall contain a statement of progress against the schedule developed by the A&E. This report shall be submitted to the Armory Commission no later than the 10th day of the next month following the end of the monthly period covered by each report. The A&E shall report progress both as (1) "percent complete" for each TASK and (2) an aggregate "overall percent complete" for the total SOW.

5.2 Contract Administration: The A&E shall accept directions only from the Armory Commission. Any changes to the project scope or other provisions of this SOW must be authorized in writing by the Armory Commission.

5.3 Administrative record: The administrative record is the entirety of information, data, and Armory Commission correspondence relied upon to execute this SOW. The record is inclusive of all data, information, and analysis - either generated or obtained from other sources - used to support documentation and analysis. The administrative record is essentially the agency's file as it relates to this action. The record shall be organized and indexed by topic to the highest extent possible and submitted to the Armory Commission within 30 days of completion of this of this SOW – Final Payment will not be authorized until after the receipt of the administrative record.

5.4 Memoranda/Action Item List: The A&E shall furnish the Armory Commission a memorandum of each meeting held, summarizing the agreements reached along with an updated Action Item List. All memoranda shall be provided within three (3) workdays of the meetings.

5.5 Editorial Requirements: The reports shall be printed front and back on recycled paper unless specified otherwise. Draft reports shall number each line to facilitate reviews. The size of pages shall be 8.5 by 11 inches, except for foldout maps, charts, or other illustrative material. Both Draft and Final reports shall additionally be provided in pdf format.

5.6 Computer Software: Documents shall be placed on CDs/DVDs and provided to the Armory Commission in the word processing format agreed upon at the Kick-off Conference Call/Meeting (i.e., text in Microsoft Word; pdf version of deliverables, tables in Microsoft Word or Excel, provide shape files for all graphics used in the deliverables).

5.7 Release of Data: All data, reports, and materials contained or developed for this project shall not be released or discussed without written approval of the Armory Commission.

5.8 Distribution: The A&E is responsible for reproducing all document deliverables.

5.9 Cover Letters: The A&E shall insert a cover letter with each document submittal and indicate the project, project phase, the date the comments are due, to whom comments are to be submitted, the date and location of the review conference, etc., as appropriate. (NOTE: depending on the recipient, not all letters will contain the same information.) The contents of the cover letters shall be coordinated with Armory Commission prior to the submittal date. The cover letter shall not be bound into the document.

5.10 Submittals: All submittals shall be submitted to the Armory Commission for this project.

5.11 Inspection and Acceptance:

5.11.1 Inspection during Progress: During the entire execution of the SOW, all work associated with this SOW, to include all the A&E's work shall be subject to, and available for, inspection by the Contracting Officer or his representatives.

5.11.2 Inspection of Delivered Work: As soon as practicable after delivery of work and/or data upload, subject matter experts will spot check for serious errors or an undue number of minor on the part of the A&E.

5.11.3 Re-submission of facility condition assessment data collection package. In the event that documents submitted for review are deemed to be deficient or incomplete for a particular stage of completion, the A&E will be required to correct the deficiencies and resubmit the documents in the quantities originally required and within a reasonable time as specified by the Armory Commission. The cost of accomplishing the re- submission of the data package shall be absorbed by the A&E.

5.11.4 Acceptance: Tentative acceptance of work delivered in any installment will be the basis for estimating partial payments for completed work but shall not be construed as final acceptance. Work tentatively accepted but later proven by subsequent inspection to be not acceptable shall be corrected by the A&E, without additional cost to the Armory Commission. Final acceptance of the work will not be made until all work under the SOW has been delivered and found to be acceptable.

6.0 MANPOWER REPORTING REQUIREMENTS

6.1 The A&E shall report ALL labor hours (including Consultant labor hours) required for performance of services provided under this contract.

6.2 Reporting inputs will be for the labor executed during the period of performance during each Armory Commission fiscal year (FY), which runs October 01 through September 30.

7.0 PERIOD OF PERFORMANCE

7.1 The period of performance for the completion of this Contract shall be twelve (12) months from the award date of the Contract.

8.0 SCHEDULE OF WORK

8.1 The actual schedule for completing each of the TASKs shall be prepared in accordance with Section 4.0. This schedule will be submitted to the Armory Commission for review and approval.

9.0 POINTS OF CONTACT

POC information will be provided at the Kick-Off Meeting.

10.0 SUBMISSION AND APPROVAL OF WORK

10.1 Within 10 days after date of award of the Contract, the A&E shall prepare a progress report and submit it for approval. Phased submittals will be defined at this time. The schedule shall show the various items included in the Contract and the order in which A&E proposes to carry out the work, with dates on which the A&E will start the features of the work and the contemplated dates for completing same. Proposed submittal formats will be established at this time. This proposed and actual progress will be updated each month. Significant milestones such as review submittals shall be annotated. Such schedule shall provide for completion of all work within the Contract time. The A&E shall assign sufficient technical, supervisory, and administrative personnel to ensure the execution of the work in accordance with the approved progress schedule.

10.2 The A&E shall correct the progress schedule at the end of each month and shall deliver up to five (5) copies to the Armory Commission. In as much as monthly partial payments to the A&E are based to a large extent on the progress schedule, the monthly corrections shall be realistically made to the A&E's best ability.

10.3 Review Comments: For each Review Submittal, the A&E will be furnished comments. If the A&E disagrees technically with any comment or comments and does not intend to comply with the comment, the A&E shall clearly outline, with ample justification, the reasons for noncompliance within seven (7) working days after receipt of these comments in order that the

comment can be resolved. The disposition of the remaining comments shall be furnished in writing with the next scheduled submittal. The A&E is cautioned in that if they believe the action required by any comment exceeds the requirements of this Contract, the A&E shall take no action and notify the Armory Commission in writing immediately.

10.4 Needs List: Throughout the life of this SOW, the A&E shall furnish the Armory Commission a "needs" list prior to the weekly teleconference. This list shall itemize in an orderly fashion data required by the A&E to advance the project in a timely manner. Each list shall include a sequence number, description of action item, and remarks. A log of each "need" will be maintained on a continuous basis with satisfied action items checked off and new action items added as required. The A&E shall email the list log to the Armory Commission simultaneously with the Monthly Execution Schedule.

11.0 CONDUCT OF WORK

In performance of Contracts with the Armory Commission, the A&E shall:

11.1 Schedules: Make every effort to meet project schedule milestones which were established at negotiations and/or at the Kick-off Meeting. In this connection, the A&E will bring to the attention, in writing, of the Armory Commission any conflict in criteria, lack of criteria, or any condition that appears to put the project schedule in jeopardy if not resolved.

11.2 A&E Instructions: The A&E shall accept instructions only from the Armory Commission. Any changes to the SOW scope must be authorized in writing by the Contracting Officer.

11.3 A&E Responsibilities: The A&E has complete responsibility for the professional quality, technical accuracy, and coordination of all work or materials produced and furnished by his in-house and consultant's forces. The A&E shall correct or revise any errors or deficiencies in his work, notwithstanding any review, approval, acceptance, or payment by the Armory Commission. Thus the responsibility continues after final payment is made to the A&E. Corrections and changes resulting from review of the A&E's completed work will not be made by the Armory Commission but will be returned to the A&E for correction. The A&E shall always be liable to the Armory Commission for damages to the Armory Commission caused by negligent performance by the A&E.

12.0 ANTI-TERRORISM SECURITY REQUIREMENTS

12.1 Access and General Protection/Security Policy and Procedures: The following text is for all A&E employees with an area of performance within a controlled installation, facility or area: "All A&E and all associated Consultant employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by Armory Commission representative). The A&E shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Armory Commission may require changes in contractor security matters or processes. "

12.2 iWATCH and/or CORPS Watch Training. The following text is for A&E/Consultant employees with an area of performance within an Army controlled installation, facility or area: "The A&E and all associated Consultants shall brief all employees on the local iWATCH, Corps Watch, or See Something, Say Something program (training standards provided by the requiring activity ATO). This local 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 Armory Commission. 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 Armory Commission NLT 5 calendar days after contract award."

12.3 A&E Employees Who Require Access to Armory Commission Information Systems. All A&E employees with access to a Armory Commission info system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the information systems and then annually thereafter IAW AR 380-67 (Personnel Security Program) and Homeland Security Presidential Directive 12 (Policy for a Common Identification Standard for Federal Employees and Contractors).

12.4 For Contracts that Require an OPSEC Standing Operating Procedure/Plan. The A&E shall develop an OPSEC SOP/Plan within 90 days of contract award. The OPSEC SOP/Plan must be reviewed and approved by the Armory Commission. The SOP/Plan will include the Armory Commission's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the A&E shall identify an individual who will be an OPSEC Coordinator.

12.5 Will be escorted in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas. All A&E and Consultant employees who are not in possession of the appropriate security clearance, will be escorted in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas.

12.7 Pre-screen candidates using E-Verify Program. The A&E must pre-screen Candidates using the E-verify Program (<http://www.dhs.gov/E-Verify>) website to meet the established employment eligibility requirements. The A&E must ensure that the Candidate has two valid forms of Government issued identification prior to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible Candidates must be provided to the Armory Commission no later than three (3) business days after the initial contract award.

TECHNICAL EXHIBIT 1

Performance Requirements Summary

The A&E requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective (The Service required-usually a shall statement)	Standard	Performance Threshold (This is the maximum error rate. It could possibly be "Zero deviation from standard")	Method of Surveillance
<p>PRS # 1 The A&E shall provide Implementation of BUILDER for (ENTER STATE HERE). The quantity provided shall be the total facility square footage inventory, as required by building number in the Statement of Work, applicable for BUILDER assessment (or approximately SF – Facilities).</p>	<p>The A&E provided BUILDER implementation is in accordance with inventory, assessment and data entry requirements established in Technical Exhibit 3 and in the BUILDER Standards. The A&E shall make use of the BUILDER Template feature.</p>	<p>Zero deviation from standard.</p>	<p>Quality Assurance assessments of randomly selected buildings at a minimum of one building per facility category code type.</p>

TECHNICAL EXHIBIT 2 DELIVERABLES/SUBMITTAL

SCHEDULE

1. Unless otherwise directed by ARMORY COMMISSION, the A&E shall prepare deliverables in accordance with the Submittal Schedule Matrix, shown below, for Armory Commission review and comments.

SUBMITTAL SCHEDULE MATRIX:

ITEM	# COPIES	SCHEDULE
Minutes of Kick-off Conference Call	5 each	3 Working days following the call
Draft Project Management Plan	5 each	3 Working days prior to the Kick-off Meeting
Minutes of Each installation Kick-off Meeting	5 each	3 Working days following the meeting
Draft Work Action Plan	5 each	14 days prior to start of installation orientation meetings
Armory Commission Review		14 Calendar days after receipt of Draft Work Plan
Calibration Plan	5 each	14 Calendar days after Armory Commission Review and approval of Work Action Plan
Armory Commission Review		14 Calendar days after receipt of Calibration Plan
Draft QC Plan	5 each	14 days prior to kickoff meeting(s)
Armory Commission Review		14 Calendar days after receipt of Draft QC Plan
PRIDE Discrepancy List	5 each	21 Calendar days after field work completion of each installation
Monthly Execution	5 each	Due on the 1st of each month
QC Report	5 each	5 Calendar days after field work completion of each installation
BUILDER Lessons Learned	5 each	21 Calendar days after field work completion of each installation
Data Upload Memo, Draft BUILDER Database Inventory and Inspection Information, and Draft Location Report	5 each	30 Calendar days after field work completion of each installation
Armory Commission Review		21 Calendar days after receipt of Draft BUILDER SMS Database
Final Data Upload Memo, Final BUILDER Database Inventory and Inspection Information, and Final Location Report	5 each	7 Calendar Days after A&E receipt of Armory Commission review comments for Draft BUILDER SMS Database

TECHNICAL EXHIBIT 3

INVENTORY AND INSPECTION REQUIREMENTS LIST

{Note: the details of this Inventory and Inspection Requirements List detail the inspection method to be used for buildings by System and Component. ...ensure you read and understand the requirement}

Inventory and Inspection Requirements List Customized Level of Detail - Inventory and Inspection Methods Schedule UNIFORMAT II – LEVEL 3

UNIFORMAT II ELEMENTS IN SCOPE					
Uniformat II Group (Level 2 "Systems")	Uniformat II Element (Level 3 "Component")	Inventory?	Inventory Method	Inspection Method	Notes
A1D Foundations					
A10 Foundations	A1010 Standard Foundations	Yes	ADE/Visual"	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
A10 Foundations	A1020 Special Foundations	Yes	ADE/Visual"	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
A10 Foundations	A1030 Slab on Grade	Yes	ADE/Visual"	Direct w Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
A20 Basement Construction					
A20 Basement Construction	A2010 Basement Excavation	No		Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
A20 Basement Construction	A2020 Basement Walls	Yes	ADE/Visual"	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
B10 Super Structure					
B10 Super Structure	B1010 Floor Construction	Yes	ADE/Visual"	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
B10 Super Structure	B1020 Roof Construction	Yes	ADE/Visual"	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
B20 Exterior Enclosure					
B20 Exterior Enclosure	B2010 Exterior Wall	Yes	Visual	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
B20 Exterior Enclosure	B2020 Exterior Windows	Yes	Visual	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
B20 Exterior Enclosure	B2030 Exterior Doors	Yes	Visual	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
B30 Roofing					
B30 Roofing	B3010 Roof Coverings	Yes	Visual	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
B30 Roofing	B3020 Roof Accessories	Yes	Visual	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
C10 Interior Construction					
C10 Interior Construction	C1010 Partitions	Yes	Visual	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
C10 Interior Construction	C1020 Interior Doors	Yes	Visual	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
C10 Interior Construction	C1030 Specialties	Yes	Visual	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
C20 Stairs					

UNIFORMAT II ELEMENTS IN SCOPE					
Uniformat II Group (Level 2 Systems)	Uniformat II Element (Level 3 Components)	Inventory?	Inventory Method	Inspection Method	Notes
					For less than Green Minus one or more of the 23

				Direct w/ Distress	For less than Green Minus one or more of the 23
C30 Interior Finishes					
				Direct w/ Distress	For less than Green Minus one or more of the 23
				Direct w/ Distress	For less than Green Minus one or more of the 23
				Direct w/ Distress	For less than Green Minus one or more of the 23
C30 Interior Finishes	C3040 Interior Coatings/Special Finishes	Yes	Visual	Direct w/ Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
010 Conveyin11					
D10 Convevim1	D1010 Elevators & Lifts	Yes	Visual	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be
D10 Convevim	01020	Yes	Visual	Direct w/ Distress	For less than Green Minus one or more of the 23
	01030			Direct w/ Distress	For less than Green Minus one or more of the 23
	01090 Other			Direct w/ Distress	For less than Green Minus one or more of the 23
020 Plumbin11					
				Direct w/ Distress	For less than Green Minus one or more of the 23
	02020			Direct w/ Distress	For less than Green Minus one or more of the 23 Distress categories will be
				Direct w/ Distress	For less than Green Minus one or more of the 23
				Direct w/ Distress	For less than Green Minus one or more of the 23
	02090			Direct w/ Distress	For less than Green Minus one or more of the 23
030 HVAC					
030 HVAC	03010 Energy Systems	Yes	ROE/Visual	Direct w/ Distress	For less than Green Minus one or more of the 23 Distress categories will be
	03020 Heat			Direct w/ Distress	For less than Green Minus one or more of the 23
	03030			Direct w/ Distress	For less than Green Minus one or more of the 23

				Direct w/ Distress	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
D30HVAC	03050 Terminal & Package Units	Yes	Visual	Direct w/ Distress Description	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
030 HVAC	03060 Controls & Instrume ntation	No		Direct w/ Distress/ Descripti on	For less than Green Minus one or more of the 23 Distress categories will be provided In Inspection comment
D30 HVAC	03070 Systems, Testing & Balancing	No		Direct w/ Distress Descripti on	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
030 HVAC	03090 Other HVAC Systems & Equipment	Yes	Visual	Direct w/ Distress Descripti on	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment
040 Fire Protection					
040 Fire Protection	04010 Fire Alarm and Detection Systems	Yes	ROE/Visu al	Direct w/ Distress Descripti on	For less than Green Minus one or more of the 23 Distress categories will be provided in Inspection comment