

**GENERAL SERVICES ADMINISTRATION
INFORMATION RESOURCES MANAGEMENT SERVICE
FEDERAL INFORMATION SYSTEMS SUPPORT PROGRAM
GREATER SOUTHWEST REGION**

STATEMENT OF WORK

TASK: FN1404XXT3

REV#: 1

Task Type: Firm Fixed Price

1.0 INTRODUCTION

1.1 Organization

1.1.1 Identification.

Bureau of Indian Affairs

1.1.1 Mission. The Bureau of Indian Affairs (BIA) responsibility is the administration and management of 55.7 million acres of land held in trust by the United States for American Indians, Indian tribes, and Alaska Natives. There are 562 federal recognized tribal governments in the United States. Developing forestlands, leasing assets on these lands, directing agricultural programs, protecting water and land rights, developing and maintaining infrastructure and economic development are all part of the agency's responsibility. In addition, the Bureau of Indian Affairs provides education services to approximately 48,000 Indian students.

1.2 Project Background and Objectives. Bureau of Indian Affairs (BIA) requires contractor services to support a field review of existing backlog data that is maintained in a separate automated database system (Facility Management Information System) FMIS.

1.2.1 Background.

1.2.2 Objectives. The objectives of this task are to provide the Agency with a conditions assessment. The conditions assessment will provide data for inclusion into an existing Facilities Management Information System (FMB) database on BIA structures.

1.3 ADP/Telecommunications Environment.

1.3.1 Hardware. Identify the hardware environment.

1.3.2 Software. The FMIS database architecture is developed using RA_D tools. FMIS operates on a 3-tier architecture utilizing Oracle database, Visual Basic, Crystal reports, Citrix MetaFrame and SourceSafe

2.0 TECHNICAL SERVICES REQUIRED.

2.1 Task Description.

2.1.1 Scope of Work. Work is to be directed towards validating the backlog requirements, updating the information contained in current reports, provide current cost estimates and to verify that the action is still needed and describes the client's situation. Buildings and structures inspected include primarily schools, dormitories, gymnasiums, offices, warehouses, shops, detention centers (adult and juvenile), utility plants and fire stations. Utility systems include potable water wells, water treatment plants, tanks, sewage treatment plants, street lights, fire hydrants, emergency warning system and electrical service. Grounds inventories include roads, sidewalks, driveways, parking lots, landscaped areas, grass, natural areas and trees.

The effort falls into seven areas:

1. Facility Condition Inspection
2. Facility Condition Assessment
3. ADA Assessment
4. Building Verifications and Status Information and
5. Backlog "Gatekeeper"
6. Reporting
7. National Inventory Data collection

2.1.2 Statement of Work. This task requires the contractor to perform the following work:

2.1.3 FACILITY CONDITION INSPECTION (FCI)

The Facility Condition Inspection will include a complete visual inspection of all architectural, civil/structural, mechanical, and electrical components of each facility and residential quarters identified by BIA based on the BIA's inventory completing 34% per year in a three year review cycle.

The inspections will be accomplished with a view toward identifying all maintenance and repair deficiencies that need correction using the BIA category and rank sequence format for deficiencies.

The field inspection will be performed using both an item and a system inspection method. The inspector will evaluate each area inspected to determine if there is sufficient physical evidence,

including life cycle analysis, to warrant complete replacement of the system vice repairing only portions of the system. Example: Replacing all windows in a facility instead of repairing various windows throughout the facility; or replacing the entire floor covering instead of repairing only parts of the existing covering. Items that are considered urgent (endangering life and/or property, etc.) should be appropriately marked on the inspection reports and immediately brought to the attention of the Facility Manager and CR/ACR. If the visual inspection indicates that an in-depth inspection/study/analysis of a component should be made, this should be noted on the inspection report, but is not to be included in this scope of work. For each facility inspected, a separate inspection report will be provided.

Inspections will be conducted on buildings, site/infrastructure and utility systems and components. Base floor plans (identifies building, room and room use) will be provided to the contractor during the pre-inspection activity.

Deficiencies to be identified are: electrical, mechanical, structural, civil, environmental, Life Safety code requirements and other applicable code requirements as applied to occupancy and use of buildings, structures, grounds and utility systems.

Plant Property (equipment) is excluded from the Facility Condition Index (FCI). In general, Plant Property refers to equipment that is not an integral part of a building or structure (such as office equipment, shop or production equipment, testing equipment, etc.).

Inspection of facilities and integral components/systems will be performed by qualified personnel who will identify and report all civil, structural, mechanical and electrical deficiencies (to include code compliance deficiencies). The level of inspection is basically a thorough visual inspection by qualified personnel (engineers and/or technicians). Inspectors will be expected to have a minimum amount of hand tools (hammer, screwdrivers, pliers, adjustable and wrench, flashlight, measuring tape, etc.) that may be required to open certain panels in order to determine condition of primary components/systems. The number and type of panels that should be opened for inspection will be determined as a matter of judgment depending on the use, age and condition of the facilities. It is the responsibility of the contractor to make a thorough evaluation/inspection of the overall facility condition. This inspection includes attic spaces and roofs. Crawl spaces and attic spaces, which have suspected asbestos contamination, will not be entered until the type of contamination has been identified. Known areas of contamination will be provided to the contractor as the information becomes available.

2.1.4 FACILITY CONDITION ASSESSMENT

The Facility Condition Assessment will evaluate the facility condition database generated as the result of the comprehensive Facility Condition Inspection. This database is manipulated to produce results that can be analyzed for trends and comparisons. It will provide a highly accurate and fully supportable quantification and evaluation of the current physical condition of each

facility. It will identify and determine cost for all existing deficiencies and provide expanded information and analysis in the following subject areas:

- Cost of deficiencies
- Facility Condition Indices
- Age of Facilities
- Multi-year plan for correction of existing deficiencies
- Types of deficiencies
- Building components
- Major maintenance/repair deficiencies

One element of the Facility Condition Assessment is the development of the Facility Condition Index (FCI). The FCI provides a numerical indicator or rating of the condition of a facility based on the ratio of cost of deficiencies to current plant value:

$$\text{FCI} = \text{Cost of Deficiencies} - \text{Current Plant Value}$$

It will provide a simple, valid, and quantifiable indication of the relative condition of a facility or group of facilities for comparisons with other facilities, groups of facilities, or between organizations. The higher the FCI, the worse the condition.

2.1.5 ADA ASSESSMENT

The Facility Condition Inspection will include items related to the Americans with Disabilities Act (ADA). The inspection shall be conducted to comply with Uniform Federal Accessibility Standards (UFAS), Section 504 of the Rehabilitation Act and Americans with Disabilities Act Accessibility Guidelines (ADAAG). Elementary schools serving children in grades 6 and below must comply with the Architectural Transportation and Barriers Compliance board's "Recommendation for Accessibility to Serve Physically Handicapped Children in Elementary Schools".

Buildings included in the ADA survey will include schools, offices, cafeterias, multi-purpose buildings, gymnasiums, auditoriums, libraries, dormitories, and quarters. Buildings not included in the ADA survey include shops, warehouses, mechanical and support buildings.

For residential buildings, the ADA survey will include all dormitories and 5% of rooms within each dormitory and 5% of quarters/apartments and multi-family residences.

In addition to the facilities listed above, the contractor will recommend in a report, other sites and additional facilities that should be included in the ADA survey on a case by case basis.

2.1.6 BUILDING VERIFICATION AND STATUS INFORMATION

Contractor shall validate known facilities to include residential quarters such as single-family homes, duplexes, garages, mobile homes and/or trailer pads or apartments.

The Contractor's shall validate the accuracy of the information on reports provided by BIA. In situations where a building/quarters no longer exists, the contractor should annotate the report accordingly and return it at the completion of the task. In situations where a new facility/quarters are found, a Validation Building Report should be completed by the contractor and clearly marked as a new facility report.

In addition to the previous information and as a by-product of the review of facilities and residential quarters at a site, BIA requires a report listing any structures found at the site that do not belong to BIA or are not part of the FMIS system. No inspections or assessments are required of these structures.

2.1.7 BACKLOG "GATEKEEPER"

The contractor will be responsible for evaluating "new" and/or "modified existing" backlogs before final acceptance into the BIA backlog system. The contractor will review to verify need for work items, review existing backlogs to prevent duplication, review cost and description of requested backlog and review category and rank of backlog. The backlog review process will use the existing FMIS database system for those locations that have access to the system and manual process for those locations that do not currently have access to the database system.

2.1.8 NATIONAL INVENTORY DATA COLLECTION PROJECT

Pre-planning is required before contractor site visits. The following information will be provided by the Government to the contractor for planning purposes. Site visits shall be arranged by the contractor and pre-approved by the ACR/CR:

Reasonable notification to Regions and location of site visits (30 days)
Regional contact Name and Telephone /Site Contact Name and Telephone
Directions to the Site
Site Hours of Operation
Facilities Management Escort Requirements
Facility Inventory List
Validation Building Reports
Legal Surveys/Site Plans
Building Floor Plans
Structure/Room Uses Listing
Attachment A (BIA Inventory Items)

2.1.8.1 DATA COLLECTION PROCEDURES

The entire site will be covered and record all data points available for each inventory item that exists within each site. All buried lines will be taken off of site utility drawings if available. If no drawings are available site managers will be interviewed to determine which areas/buildings are served by each utility and the inspector will estimate quantities based on the most logical run from the source to/between each facility.

Structures that will not be inventoried include towers, structures listed as proposed transfers and structures scheduled for demolition

2.1.8.2 DATA COLLECTION FORMAT

The Contractor will electronically collect and store data on inventory items and associated data points containing sub-divisions and classifications with the corresponding data points listed in 5.0, Standards and References in this SOW. The transfer of the data must be compatible for download capabilities in BIA Facilities Management Information System (FMIS)

2.1.8.3 FLOOR PLANS

During the inventory of each structure, updated drawings with all floor plan changes, room usage, structure usage, room square footage and building square footage shall be recorded. All of this information will be recorded and shown on the CADD drawing for automated transfer into FMIS

2.1.8.4 SITE PLANS

Develop/update site CADD drawings for each site. The plans will show buildings, pavements, roadways, sidewalks, site lighting, ball fields, utility lines and site boundaries if available.

2.1.8.5 SITE/GROUNDS ASSESSMENT

The contractor will inventory all grounds items. In addition to the inventory, contractor will perform a condition assessment of each site to verify backlogs for each site and add new backlog items with related quantities and cost estimates

2.1.8.6 FMIS/DATA ENTRY

The Contractor will not enter data directly into FMIS. All inventory and site assessment data will be recorded in a data format transferable to FMIS.

2.2 Deliverables. All deliverables must meet requirements set forth in this task order. All material produced by the contractor under this task order shall become the sole property of the Government.

2.2.1 Data

- a. Description** The contractor will be provided data sheets showing existing backlog information for the site to be inspected. The contractor will submit, via automated process, the backlog data contained on the data sheets to the FMIS as agreed by BIA.

CAD drawings and automated data files are also required to permit cross referencing to backlog reported information.

A list of any buildings/quarters found on sites that do not belong to BIA or are not part of FMIS is also required. This information can be reported back in an automated data file.

A digitized photo is required for each facility and residential quarters that is reviewed by contractor. The building/quarters location and identification numbers must be annotated on the hard copy furnished with the digitized data base.

2.2.2 CADD Drawings

- a. Description:** The contractor shall deliver developed and updated site CADD drawings for each site. The plans will show buildings, pavements, roadways, sidewalks, site lighting, ball fields, utility lines and site boundaries if available.

2.2.3 Monthly Status Reports (MSRs):

The contractor shall provide an MSR on the task order. The MSRs shall focus on schedules, and recap all problems, issues, concerns, and actions taken over the report period. These reports shall be posted in IT-solutions as an action report.

2.3 Criteria for Acceptance. Identify the criteria for acceptance, be quantitative. Example: The client representative or alternate will test all applications to ensure they are fully operational and will review all written deliverables for accuracy and completeness.

- a. Inspection and Acceptance.** Only the Client Representative (CR), Alternate Client Representative (ACR), the GSA Information Technology Representative/Project Manager (ITR/PM) has the authority to inspect, accept or reject all deliverables.

- b. Schedule.** Final deliverables shall be delivered no-later-than 30 days past the end of the period of performance.

- c. Delivery Instructions.** All deliverables will be made to the CRIACR.

- f. Client Acceptance Period. The Client will have up to 5 working days to review deliverables and submit required changes to the contractor. The contractor will have five working days to finalize and resubmit the deliverable. The Client will have up to three working days to accept/reject final deliverable.
- g. Number of Copies. Unless otherwise stated in published guidelines and procedures, one copy of each deliverable will be required. One hard copy and one electronic copy.

2.4 Unique Services.

2.4.1 Travel and Per Diem. Travel is required to fulfill the requirements of this task:

Contractor should include this travel in the task proposal, as well as any additional travel required to accomplish the task.

2.4.2 Contractor Furnished Facilities, Supplies and Services. Contractor will furnish all supplies utilized for task administration purposes. The contractor will supervise all contractor personnel and make work assignments.

3.0 GOVERNMENT FURNISHED RESOURCES.

3.1 Facilities, Supplies and Services. Government telephones are for official use only. Any Government property destroyed or tampered with by the contractor's personnel will be the responsibility of the contractor. Field sites shall not have any government furnished items provided.

The contractor will be provided with Validation Building Reports (VBR's) for existing BIA facilities and residential quarters. The contractor will provide annotated Validation Building Reports for new, existing or destroyed BIA facilities and residential quarters.

The contractor will be provided existing site plans by BIA area offices whenever available.

3.2 Information Sources. Agency personnel will be available for technical exchanges.

3.3 Documentation. All applicable documentation will be available on site to the contractor at task start. All materials will remain the property of the Government and will be returned to the CR/ACR or designated alternate upon request or at the completion of the task.

4.0 ADMINISTRATIVE CONSIDERATIONS.

4.1 Points of Contact.

4.1.1 GSA Information Technology Manager (ITM).
517 Gold Ave. SW
Albuquerque, NM 87102 Ph:
Email:

4.1.2 GSA Administrative Contracting Officer (ACO).
C
Ph: 505 2.

4.1.3 Client Representative (CR).
1
Ph: 5

4.1.4 Alternate Client Representative (ACR).

4.2 Place of Performance. Contractor site and at the various government installations needed to be inventoried.

4.4 Duration of Task. Six (6) months from date of award with a six (6) month option period exercised at the discretion of the government. The Government may extend the term of this contract by written notice to the contractor provided that a preliminary notice of the Government's intent to extend is provided 45 days before the expiration of the existing period of performance. The Government will have the unilateral right to exercise options periods. The preliminary notice does not commit the Government to an extension

4.5 Security and Privacy.

4.5.1 Clearance. Specify clearance requirements - or - No special security clearances are required on this task.

4.5.2 Privacy Act. Contractor personnel will be exposed to data that is subject to the Privacy Act of 1974; therefore, all contractor personnel assigned to this task will be required to take appropriate action to prevent disclosure of this information.

4.6 Invoices and Payments:

Invoices shall be submitted at 1/6th of the Firm Fixed Price for the performance period. Invoices for final payment must be so identified and submitted when the task has been completed and no further charges are to be billed.

Payment of invoices shall be made based upon acceptance by the Government that satisfactory services were provided. All invoices and other charges must be posted in GSA-FTS's IT-Solutions web site for client approval. <http://it-solutions.gsa.gov> and a hard copy shall also be sent to the address below:

GSA Accts Payable Br (7BCP)
299XP.O. Box 17181, Fund 299X
Fort Worth, TX 76102-0181

5.0 STANDARDS AND REFERENCES.

5.1 GSA SECTION 508 COMPLIANCE STATEMENT

All electronic and information technology (EIT) procured through this Statement of Work/Bill of Materials and any resulting contract, task order, delivery order, or purchase order must meet the applicable accessibility standards at 36CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.section508.gov/>. The contractor shall indicate for each line item in the schedule whether each product or service is compliant or noncompliant with the accessibility standards at 36 CFR 1194. Further, the proposal must indicate where full details or compliance can be found (e.g., vendor's website or other exact location). The following Standards apply to this procurement:

Technical Standards (Subpart B)
Software Applications and operating systems (1194.21)
Self Contained, Closed Products (1194.25)

5.2 BUILDING VALIDATION REPORT

BACKGROUND AND PROCESS FOR BUILDING INVENTORY CHANGES:

Maintaining an accurate and complete building inventory for each location is a critical part of the backlog validation process. Facility Managers should record any changes or discrepancies in the building inventory of their site on a Validation Building Report (VBR). Changes shall be sent to contractor who will in turn consult with the BIA before recording any changes in the building inventory. The following information is critical to the backlog validation process:

- **STRUCTURE NUMBER:** Accurate building numbers are critical to the backlog process. Any discrepancies shall be reported.
- **STRUCTURE USE:** i.e. Quarters, Dormitory, Office, etc.
- **OWNED BY:** BIA, External Organizations, GSA, HIS, Tribal
- **STATUS:** Demolished, Not in Use, Occupied, Occupied by Others, Proposed, Sold, Transferred Out
- **MAINTAINED BY:** BIA Education, BIA Non-Education, Compact Education, Compact Non-Education, Contract Education, Contract Non-Education, Grant Education, GSA, Indian Health Services, None, Occupying Program
- **OCCUPYING PROGRAM:** Administration, Facilities, Forestry/Fire, Irrigation, Law Enforcement, Office of Trust Funds Management, Realty, Safety, Social Services, Tribe-638, Education, Fire/Structural, Indian Health Services, Land Operation, None, Property/Supply, Roads, School District, Tribe
- **GROSS SQUARE FEET:** If discrepancies are noted, they shall be reported.

1.1.1 SITE REQUIREMENTS OF BACKLOG REQUESTS

(Process for Backlog "Gatekeeper")

BACKLOG CRITERIA:

In order for the backlog process to be effective, it must begin with complete and accurate information from the site Facility Manager and/or Safety Officer. This information is then transmitted to the contractor for review in determining acceptance into the FMIS system. The following is a list of critical criteria that **must** accompany all backlog requests in order for contractor to accurately enter the backlog item into FMIS:

1. **REQUEST NUMBER** — All backlogs must include a unique identifying number for tracking and record keeping. This number will be independent of the final FMIS assigned backlog number.
2. **LOCATION NUMBER** — All backlogs must include the BIA assigned location number and name.
3. **STRUCTURE NUMBER** — Each backlog must be entered with a single structure number. If a backlog request is for several structures (i.e. replace roofs at structures 102, 103 and 104), each structure must have a separate backlog request with all the required information in order to be entered into FMIS.
4. **DATE** — The date that a backlog request is made is important information for future validation of the item.
5. **NAME** — The name of the person originating a backlog request is critical in order for contractor

to clarify and validate backlog material content. A phone number/fax number/e-mail address where the author of a backlog can be reached is essential to the process.

6. **DESCRIPTION** — An accurate description of the item in question is imperative for accuracy. By answering the question "What must be done?" (i.e. replace gas water heater) the contractor will be provided with the information to accurately estimate a cost and validate the item. Avoid vague descriptions such as "renovate the building".
7. **DEFICIENCY** — Accurately describe the problem (i.e. leaking, rusting, in violation of BIA code xyz).
8. **SPECIFICS** — Include any pertinent information about the item such as size, model number, manufacturer, BTU's, etc.
9. **QUANTITY** — How many of the items exist? Acceptable units of measure are each, square feet, square yards, and linear feet.
10. **LOCATION** — Where is the item within the structure? Useful locators are room numbers and names. Also, statements such as "throughout the interior" or "exterior". A sketch or a copy of the CAD floor plans, with locations noted would be helpful.
11. **COST ESTIMATE** — **If the person (govt site person?)** making the request has obtained costs for an item or has made a cost estimate, it shall be included so any major discrepancies may be discussed before the item is entered into FMIS. It would also be useful to include the source of any cost estimates.
12. **SAFETY CODE** — If an item is requested to correct a BIA safety code violation, the code number shall be included for item validation.
13. **CATEGORY/RANK** — Include the appropriate category and rank based on (BIA) definitions.

5.2.2 BIA CATEGORY/RANK TYPES:

- 1 **UI** — Emergency, must be abated immediately.
- 2 **Si** — Serious deficiency which requires interim correction; to be permanently corrected as soon as possible.
- 3 **S2** — Non-serious violations; including violations of institutional guidelines (non-serious code violations affecting safety and health).
- 4 **MI** — Physical plant, non-programmatic, deficiency (serious code violations related to structural, mechanical, electrical, roofs, walls, floors, foundations, utilities, paving, etc.). Does not include finishes or programmatic needs.
- 5 **M2** — Physical plant, non-programmatic, deficiency (non-serious code violations related to structural, mechanical, electrical, roofs, walls, floors, foundations, utilities, paving, etc.). Does not include finishes or programmatic needs.
- 6 **M3** — Physical plant, non-programmatic, deficiency.
- 7 **X1** — Serious environmental safety deficiency.
- 8 **X2** — EPA or HIS code or other environmental deficiency.
- 9 **H1** — Serious handicap deficiency.
- 10 **H2** — Violation of federal handicap codes and standards.
- 11 **E2** — Violation of federal energy codes and standards.
- 12 **E3** — Deficiencies which when corrected will reduce energy consumption.
- 13 **P2** — Improvements related to program needs. Includes remodeling of existing spaces for functional or programmatic changes, additions to existing buildings, new portable buildings.
- 14 **CI** — Construction (new, replacement or addition) to correct serious code/safety deficiencies.
- 15 **C2** — Construction (new, replacement or addition) to correct code and/or standards violations.
- 16 **I3** — Inspection/testing.
- 17 **R3** — Component renewal/life cycle needs.